

2021 Spring Semester Course Registration Schedule & How to Register (GSPS)

1. How to register for courses

At GSPS, students register for courses using the Web System. Students must register for courses online within the designated period after receiving their 'Waseda-net ID'. Using the following link, please find a PDF file ('*Course Registration using the Web System*') for guidance regarding the procedure for course registration:

Course Registration using the Web System URL: https://www.waseda.jp/mnc/kamoku/manual/kamoku_manual_e.pdf

2. About the Syllabus System

Please refer to Web syllabus system for information on courses.

WASEDA University Syllabus System URL: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

3. Course Registration Schedule/Method (Spring 2021)

The course registration schedule for the Graduate School of Political Science is as follows:

Contents of Registration	Period	Registration Method	Announcement of Results
1 st Course Registration Period/ Course Registration for Courses Offered by Other Graduate Schools	March 29 (Mon) 9:00 ~ March 31 (Thu) <u>17:00</u>	Web Registration*1	April 3 (Sat) via email
Application for Main Advisor / Sub-Advisor	April 1 (Thu) 9:00 ~ April 7 (Wed) <u>17:00</u>	Online Application Form(My waseda)	—
Application for Seminar Courses			Seminar registration results will be announced along with 2 nd Course Registration Results
2 nd Course Registration Period / Registration Change Period*2	April 9 (Fri) 9:00 ~ April 10 (Sat) <u>17:00</u>	Web Registration*1	April 14 (Wed) via email
Payment Period for Practice fee for Practicum courses (See section "Payment of Audit/Course Enrollment Fees")	April 15 (Thu) 0:00 ~ April 20 (Tue) <u>23:59</u>	Convenience store transaction or Pay-easy transaction or Credit card transaction	—
Final Registration Result Announcement	April 23 (Thu)	Announced via email	

*1 Registration for Seminar Courses (master' s students) and Research Guidance (doctoral students) can be completed only by submitting a designated form to the office. Master' s students must calculate the number of credits for Seminar Courses, and register for courses online so as to not exceed the upper limit on registration of credits. For details, refer to '*The Registration of Seminar Courses of Master' s Courses*' .

*2 Only courses offered by the Graduate School of Political Science and Japanese Language Courses for International Students are subject to cancellation during the 2nd Course Registration Period.

*3 The following cases require an advisor application.

- (1) If you want to change your main advisor
- (2) If you want to apply for a new sub-advisor
- (3) If you want to change or cancel your current sub-advisor
- (4) If it has been one year since your last sub-advisor application and you want to continue with that sub-advisor (sub-advisor applications are valid for one year)

4. Online Application Form(My waseda)

All applications for Main Advisors, Sub-Advisors, and Seminar Course Registration must be submitted using the application form below. For details on each of these, please refer to the next section.

SUBMISSION LINK:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=373552877>

5. Application Procedure for Main Advisors and Sub-Advisors

Procedure	Details
1. Receive an approval email from your advisor.	<u>Receive acceptance from your advisor through email. Save the email as a PDF file(①).</u> Email must show that you have received approval. The office will contact new students regarding how to get in touch with their potential advisors.
2. Apply through MyWaseda	Fill out the application form and attach a PDF file(①) showing that you have been approved to be an advisor (★). This application form will be accessible only during the registration period.

(★) Note that students in their second semester or more who wish to register for seminar courses only (no change in advisor) are not required to submit ①. If you are planning to change your advisor, you will need to submit evidence showing you have received approval of changing advisors, from both your old advisor and new advisor.

6. Registration of Seminar Courses of Master's Students

In order to register for seminar courses, download the "List of Seminars" from the website <https://www.waseda.jp/fipse/gsp/s/students/program/> and fill in the necessary information (course key, course name, instructor's name) by copying and pasting from the list.

Grade	Kind of Seminar	Handling of Credits	Registration Method
Master 1 st Semester	Seminar courses of Main Advisor	8 credits are required for completion Credits exceeding the required number are treated as non-required courses.	Online Application Form(My waseda)
	Seminar courses by instructors other than Main Advisor, including Sub-advisor (Registration is required every semester.)	Non-required courses	
Master 2 nd Semester	Seminar courses of Main Advisor	8 credits are required for completion. Credits exceeding the required number are treated as non-required courses.	Seminar Courses of the Main Advisor will be automatically registered at the beginning of the semester.*1

and above	Seminar courses of other than Main Advisor including Sub-advisor (Registration is required every semester.)	Non-required courses	Online Application Form(My waseda)
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***1** Prior to applying for an advisor, automatic registration will take place. Therefore, in the semester in which you apply to change your main advisor, the registration process will be as follows.

- (1) Automatic registration of seminar courses taught by the advisor before the change
- (2) Apply for change of advisor
- (3) Registration of seminar courses taught by the new advisor (cancellation of seminar courses taught by the advisor before the change)

7. Registration of Research Guidance of Doctoral Students

Grade	Kind of Research Guidance	Registration Method
Doctor	Research Guidance by Main Advisor	Online Application Form(My waseda)
1 st Semester	Research Guidance by instructors other than Main Advisor, including Sub-advisor (Registration is required every semester.)	
Doctor	Research Guidance by Main Advisor	Research Guidance by the Main Advisor will be automatically registered at the beginning of the semester.*1
2 nd Semester and above	Research Guidance by instructors other than Main Advisor, including Sub-advisor (Registration is required every semester.)	Online Application Form(My waseda)

***1** Prior to applying for an advisor, automatic registration will take place. Therefore, in the semester in which you apply to change your main advisor, the registration process will be as follows.

- (1) Automatic registration of seminar courses taught by the advisor before the change
- (2) Apply for change of advisor
- (3) Registration of seminar courses taught by the new advisor (cancellation of seminar courses taught by the advisor before the change)

8. Course Registration for Courses Offered by Other Graduate Schools

Applications for courses offered by other graduate schools are accepted through the online course registration system available on MyWaseda. Please refer to the following URL for details regarding the registration schedule and procedures.

‘Global Education Center’: <https://www.waseda.jp/inst/gec/en/graduate/registration/>

‘Center for Japanese Language’: <https://www.waseda.jp/inst/cjl/en/students/registration/>

9. Payment of Audit/Course Enrollment Fees

Some courses require Audit/Course Enrollment Fees. Refer to the following payment instructions and complete the payment during the designated period. Please be aware that if the payment is not completed within the period, the courses will be cancelled.

<Payment Procedures for Audit/Course Enrollment Fees>

(1) Payment Period

April 15 (Thu) ~April 20 (Tue) by 23:59

(2) Check Payment Information Email

After the announcement of course registration results (October 6), an email containing important information regarding payment of fees will be sent to your Waseda email address. Please be sure to check your email.

<<Payment information email>>

From : fee-payment@list.waseda.jp

Subject : [Important] Payment of Audit/Course Enrollment Fees for ●● Course Registration in 2020

Main text : [Details regarding payment amount (total), payment deadline, URL of the payment method selection screen, notes, etc. are stated]

(3) Selection and Confirmation of Payment Method

The payment method can be selected from the following three options. Please complete the payment within the payment period.

- ① Convenience store transaction with a payment number
- ② Pay-easy transaction
- ③ Credit card transaction

※Please refer to the following URL for details on Payment of Audit/Course Enrollment Fees.

<https://www.waseda.jp/inst/gec/en/graduate/registration/>

1 0. Approval of Credits

When approved by GSPS Steering Committee, credits earned from overseas study programs can be counted towards the required number of credits for completion. Please come visit the GSPS office for information on how to apply.

Application period: April 1(Thu)~April 8 (Thu)

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=373552878>

1 1. Course Registration System for Study Abroad/Summer School Program Participants

Intermission (Study Leave) and Extra Course Registration are for students who must leave for a study abroad or summer school program during the semester. These course registration systems will enable students to defer and resume their courses, and take intensive courses/quarter courses offered during the semester they return.

For details, Please contact the GSPS office by email.

Graduate School of Political Science, WASEDA University

MAIL : gsp-office@list.waseda.jp