

2025 Spring Semester Course Registration Schedule & Method (GSPS)

1. Introduction

At GSPS, students register for courses using the Web System. New 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://wnpspt.waseda.jp/student_en/supportanywhere/category/01_class/

2. 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 2025)

The course registration schedule for GSPS is as follows:

| Contents of Registration | Period | Registration Method | Announcement of Results |
|--|---|--|---|
| Application for Main Advisor / Sub-Advisor | March 27 (Thu) 9:00 – April 1 (Tue) <u>17:00</u> | Online Application Form (My waseda) *For details, please see section 4. | – |
| Application for Seminar Courses ★Application is not required for the Seminar Courses that have been automatically registered. | | | April 7 (Mon) ★Announced on MyWaseda course application screen. |
| 1 st Course Registration Period including Courses Offered by Other Graduate Schools | April 1 (Tue) 9:00 – April 3 (Thu) <u>17:00</u> | Web Registration*2 | April 7 (Mon) ★Announced on MyWaseda course application screen. |
| (Spring Semester Classes begin) | April 12 (Sat) | | |
| 2 nd Course Registration Period / Registration Cancellation Period*3 | April 18 (Fri) 9:00 – April 19 (Sat) <u>17:00</u> | Web Registration*2 | April 23 (Wed) ★Announced on MyWaseda course application screen. |
| Payment Period for Audit/Course Enrollment Fees *See section 8 | April 24 (Thu) 9:00 – April 28 (Mon) <u>23:59</u> | Convenience store transaction, Pay-easy transaction or Credit card transaction | |

*1 You need to apply for Advisors and Seminar Courses If you fall into any of these cases.

| | Kind of Procedures | Application for Advisors | Application for Seminar Courses |
|---|--|--|--|
| 1 | Changing Main Advisor | Required *Submit an approval email from your new advisor in PDF | Required |
| 2 | Application for Sub-Advisor/Changing or Canceling Sub-Advisor *You can have only one Sub-Advisor. | Required *Submit an approval email from your new sub-advisor in PDF | Required |
| 3 | Canceling Sub-Advisor | Application for Cancellation is required *An approval email from your current advisor is not required | Not Required (It will be automatically canceled) |
| 4 | Registration for Seminar Courses of Sub-Advisor | Not required | Required |

*You cannot register for Seminar Courses offered by instructors other than your main/sub-advisor.

*2 Seminar Courses (master's students) and Research Guidance (doctoral students) cannot be registered through Web System. When applying online, please consider the day and time of the seminar courses and plan your course of study excluding the number of credits for the seminar courses.

*3 Only the courses registered prior to "2nd course registration period" can be cancelled. However, courses for

which GEC auditing fees are charged cannot be cancelled.

4. [Important] Online Application Form (MyWaseda)

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

Application for Advisor and Seminar Courses:

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=614350541>

5. Application Procedures for Main Advisors and Sub-Advisors

| Procedures | Details |
|--|---|
| 1. Receive an approval email from your advisor | Receive acceptance from your advisor via email. Save the email as a PDF file (📎). |
| 2. Apply through MyWaseda | Fill out the application form and attach the PDF file (📎) showing that the advisor approved to be your advisor. *This application form will be accessible only during the registration period. |

6. Registration of Seminar Courses

In order to register for Seminar Courses, download the "List of Seminars" from the website

(<https://www.waseda.jp/fpse/gsp/en/students/program/>) and fill in the necessary information (course key, course name, instructor's name) by copying and pasting from the list.

<Master's Course>

| Grade | Kind of Seminar | Handling of Credits | Registration Method |
|------------------------------------|---------------------------------|--|---|
| 2 nd semester and above | Seminar courses of Main Advisor | 8 credits are required for completion. Credits exceeding the required number are treated as non-required courses. | Seminar Course of your main advisor will be automatically registered. *For procedures for changing Main Advisor, please refer to *4. |
| | Seminar courses of Sub-Advisor | Non-required courses | Seminar Course by your sub-advisor will be automatically registered. *For procedures for changing or canceling Sub-Advisor, please refer to *4. *If the course is conducted at the same time as the seminar course of your main advisor, it will not be automatically registered. |

<Doctoral Course>

| Grade | Kind of Research Guidance | Registration Method |
|------------------------------------|-----------------------------------|---|
| 2 nd semester and above | Research Guidance by Main Advisor | Research Guidance by your main advisor will be automatically registered at the beginning of the semester. *For Procedures for changing Main Advisor, please refer to *4. |
| | Research Guidance by Sub-Advisor | Research Guidance by your sub-advisor will be automatically registered at the beginning of the semester. *For procedures for changing or canceling Sub-Advisor, please refer to *4. *If the course is conducted at the same time as the seminar course of your main advisor, it will not be automatically registered. |

*4 Prior to applying for advisors, automatic registration will take place. Therefore, in the semester you apply to change your main/sub-advisor, the registration process will be as follows.

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

7. Course Registration for Courses Offered by Other Graduate Schools, Common Courses among Different Graduate

School, Courses Open to Graduate School Student and Center for Japanese Language

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/>

8. 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, registration of the courses will be canceled.

< Payment Procedures for Audit/Course Enrollment Fees >

(1) Payment Period

April 24 (Thu) – April 28 (Mon) by 23:59

(2) Check Payment Information Email

After the announcement of course registration results on April 24 (Thu), 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 Fee for 2024 Spring Course Registration

(3) Payment Methods

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/>

9. Approval of Credits

When approved by GSPS Steering Committee, up to 16 credits earned at GSPS prior to enrollment, or up to 10 credits from overseas study programs can be counted towards the required number of credits for completion.

Application period:

Credits earned at GSPS prior to enrollment => The application period of the first semester you are enrolled (in principle)

Credits earned from overseas study programs after enrollment => The application period of the semester following the semester you have returned (in principle)

Application period: April 1 (Tue) – April 3 (Thu) *Apply through the online form below

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=614350540>

10. Course Suspension/Continuation and Registration after returning for Study Abroad Participants

“Course Suspension/Continuation” and “Registration after returning” is available for students who study abroad. If you wish to apply, please contact GSPS office by email.

Graduate School of Political Science, WASEDA University

Email : gspis-office@list.waseda.jp