

# 【Spring Semester AY2021】

## Classrooms for discussion and joint study for Advanced Seminars

Students who are registered for an advanced seminar are allowed to use classrooms for discussion and joint study. Note that classrooms must be booked in advance and that regular classes, exams, and events organized by the university enjoy priority.

### **How to Book a Classroom**

1. Application Day: April 19, 2021 ~
2. Download and fill out a classroom reservation form from the School of Political Science and Economics website.
3. You will need the signature of your Advanced Seminar instructor on the form.
4. The classroom reservation form should be submitted to the School of Political Science and Economics office (Building 3, 10th floor).
5. You are required to submit the classroom reservation form at least a week in advance.
6. You can book up to 4 classrooms (for 4 days) on the same reservation form.

### **Period of Usage**

**April 26, 2021 – July 14, 2021**

**Monday to Friday: 1<sup>st</sup> period – 5<sup>th</sup> period (inclusive)**

**Saturday: 1<sup>st</sup> period – 4<sup>th</sup> period (inclusive)**

Note 1: Classrooms cannot be booked before the above period as classroom changes of regular classes occur.

Note 2: Classrooms cannot be booked for Sundays, National Holidays, School Event Days, Examination Weeks (Weeks 15 and 16), or for any time in the summer vacation.

Note 3: As explained above, regular classes, exams, and events organized by the university enjoy priority.

### **【Additional Remarks】**

- As a general rule, your instructor should borrow the audio cabinet key from the FPSE Faculty Room on the 9<sup>th</sup> floor in Building 3.
- If your instructor is unable to do so, you can borrow the audio cabinet key on behalf of the instructor. You will be required to submit your student ID card in exchange for the key. The student must take all responsibilities to properly borrow, manage, and return the key after use. Any damage or loss of school property will be the responsibility of the borrower.
- If you would like to use a classroom for a society/club activity, make your inquiry to the Student Affairs Section at the Waseda University Student Center (Building 30).

April 2021  
School of Political Science and Economics