

Exchange & DDP Students

Course Registration Guide 2023 Fall Semester

School of Political Science and Economics,
Waseda University

Support Anywhere

サポエニ



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For example, you will find information about course registration, such as below!

What should I be aware of when registering for courses?

How do I register for courses using the Web Course Registration system?

Where can I ask for help with course registration?

What are University-wide Open Courses? How are they different from Courses Offered at Other Undergraduate Schools ?

Why is there an error in my course registration?

I want to know about Minor Programs!

※ For details regarding the courses and curriculum for each school or center, please refer to the course registration documents (study guides, course registration guides, course lists, etc.) provided by the respective school or center.

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2023 Fall Semester Schedule

Following dates are subject to change. All changes will be announced on the website of the School of Political Science and Economics.

Event	Date
Course Registration Periods (for Fall semester)	Middle of September - Middle October (*Details on the next page)
Fall Semester Class Period	October 5 (Thu.) – February 3 (Sat.)
Fall Quarter Class Period	October 5 (Thu.) – November 25 (Sat.)
Winter Quarter Class Period	November 26 (Sun.) – January 27 (Sat.)
National Holidays (Classes will be held)	October 9 (Mon.)
Anniversary of the University Founding (Classes will be held)	October 21 (Sat.)
Waseda Festival, etc. (No Classes)	November 3 (Fri.) – 5 (Sun.), November 23 (Thu.), January 8 (Mon.)
Absentee Examination for Fall Quarter Courses	November 28 (Tue.)
Announcement of Fall Examination Schedule	December 15 (Fri.)
Winter Vacation	December 26 (Tue.) – January 6 (Sat.)
Announcement of Academic Results	March 1 (Fri.)
Absentee Examination for Winter Quarter and Fall Semester Courses	March 5 (Tue.), March 6 (Wed.)
Announcement of the results of absentee examination	March 12 (Tue.)

Schedule of other schools may differ from that of SPSE. Please be sure to check the schedule when registering for the courses offered by other schools.

Course registration Dates: Fall Semester

Following dates are subject to change. All changes will be announced on the website of the School of Political Science and Economics.

The Web-based registration system is not available every day between 2:00 AM-8:00 AM due to the system maintenance.

Registration Type	Registrable Courses	Registration Period	Result Announcement Date
First Course Registration (*1)	<ul style="list-style-type: none"> ◇ Courses offered by School of Political Science and Economics (SPSE) ◇ Courses offered by Global Education Center (GEC) ◇ Courses offered by Center for Japanese Language (CJL) ◇ Courses offered by Center for International Education (CIE) ◇ Teacher Training Courses ◇ Open Courses offered by other undergraduate schools 	9:00 AM September 20 (Wed.) - 5:00 PM September 22 (Fri.)	from 8:00 AM September 27 (Wed.) (The result will be available on the Web Course Registration System)
Second Course Registration (*1)	<ul style="list-style-type: none"> ◇ Courses offered by SPSE ◇ Courses offered by GEC ◇ Courses offered by CJL ◇ Courses offered by CIE ◇ Teacher Training Courses 	9:00 AM September 28 (Thu.) - 5:00 PM September 29 (Fri.)	from 8:00 AM October 4 (Wed.) (The result will be available on the Web Course Registration System)
Start of Fall Semester : October 5 (Thu.) *Be sure to attend all the courses that you are planning to register during the Third Course Registration Period. (*5)			
Third Course Registration (*1)	<ul style="list-style-type: none"> ◇ Courses offered by SPSE ◇ Courses offered by GEC ◇ Courses offered by CJL ◇ Courses offered by CIE ◇ Teacher Training Courses ◇ Courses offered by other undergraduate schools (*3) 	9:00 AM October 11 (Wed.) - 5:00 PM October 12 (Thu.)	from 8:00 AM October 17 (Tue.) (The result will be available on the Web Course Registration System)
Course Dropping	<ul style="list-style-type: none"> ◇ Courses offered by SPSE ◇ Courses offered by CJL (*4) 		
Course Category Changes (*2)	<ul style="list-style-type: none"> ◇ Courses offered by other undergraduate schools (Only for Category changes) 		

*1. Course categories for courses offered by other schools can be selected.

*2. Course categories for courses offered by other schools can be selected. Also, course categories for courses offered by other schools, which you have already registered, can be changed. For details, please refer to the Course Registration Guide.

*3. **With regard to courses offered by School of International Liberal Studies, only one course can be registered.**

*4. Courses offered by CJL can be dropped during the second registration period, as well.

*5. Students will be able to access the course information and other features on Waseda Moodle for the courses they have registered for during the 3rd course registration period on following day after the conclusion of that period, so students might not attend 1st (and 2nd) classes of online courses. First, please do not miss out on the 1st and the 2nd course registration periods.

*SPSE-EDP students can register SPSE-JDP courses also as voluntary course during the 1st and 2nd course registration period.

Additionally, course categories for them can be changed from voluntary course to elective course (but, not vice-versa) during the 3rd course registration period.

Important Notices from SPSE Office

✓Waseda ID and Initial Password required.

Waseda ID is the most important ID with which students can access such services as Waseda Mail, the course registration system, and the learning management system, Waseda Moodle.

✓Understand the course registration rules by the time the registration period begins.

Please read this booklet thoroughly. Unless you understand the course registration rules when you register for courses, there may be cases where you cannot enroll in your desired classes because of procedural failures.

✓Check the latest information.

For the latest information regarding course registration, check MyWaseda, and the SPSE website regularly.

SPSE Website (course registration)

<https://www.waseda.jp/fpse/pse/en/students/enrollment/>

✓Check the registration periods.

Course registration after the designated registration period will NOT be accepted under any circumstances. Make sure of the course registration periods.

✓Confirm your registration results.

The results of course registration will be sent to your Waseda Mail. You must check your results by yourself.

✓Carry your student ID card at all times.

You will be asked to present your student ID card when taking any actions at the Office. You are also required to present your student ID when taking examinations.

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Opening Hours

If you have any questions about course registration, please feel free to ask at the SPSE Administrative Office (10F, Building No. 3).

SPSE Administrative Office

Monday to Friday, 9 a.m. to 5 p.m.

Opening Hours: Mon.-Fri. 10 a.m. to 4 p.m.

Phone Reception Hours: Mon.-Fri. 9 a.m. to 5 p.m.

*The Admin Office is open on even National Holydays if classes are held on those days.

1. Course Registration Timeline

*For the course registration schedule for AY 2023 Fall semester, please see P4.

【Only for students entering this semester】 Acquisition of Waseda ID

Obtain your personal Waseda ID. The initial ID and Password will be notified by the SPSE Admin Office.

【Voluntary】 CJL Level Check Test

CJL Level Check Test is a web-based test used to determine your Japanese proficiency level (according to Waseda standards). It is highly recommended that you take the test if you wish to register for Japanese language courses offered by the Center for Japanese Language. For more details, please refer to the brochure “Registration Guidebook & Syllabus” issued by CJL. Note that students are able to register up to 8 credits of Japanese Language courses per semester and 32 credits of them until graduation.

First Course Registration Period

After designing their own schedules and study plans, students need to register for courses during the designated period. In addition to this semester courses offered by SPSE, it is also possible to register courses offered by GEC and CJL and open courses offered by other Schools. Once registered, no courses offered by other departments/schools can be dropped after this period (SPSE courses and CJL courses are allowed to be dropped. For details, please see p.4). Please choose courses carefully depending on your progress in your study. Be sure to check the results of course registration on your course registration page.

Second Course Registration Period

If course registration is not completed during the first registration period, students can register courses during the second registration period. Courses that can be added during this period are those that have vacancies after the first registration period. The “Available Course List” will be posted on the SPSE website before the second registration period begins. Note that only CJL courses can be dropped during this period; no other courses are allowed to be dropped. Be sure to check the results of course registration on your web course registration page by the date Fall-semester classes begins.



If you have registered for courses that require audit/course enrollment fees during the first and/or second registration periods, it will be necessary to make a payment within the specified period. Details will be sent by e-mail individually. Also, refer to the following website.

URL: <https://www.waseda.jp/inst/gcc/en/undergraduate/registration/>

Third Course Registration Period

If the course registration is not completed during the second registration period, students can register for courses during the third registration period. Courses that can be added during this period are those that have vacancies after the second registration period. The “Available Course List” will be posted on the SPSE website before the third registration period begins.

Students are also able to drop courses that have been registered. Note that only C JL courses and SPSE courses can be dropped.

Students must check the results of the course registration on their web course registration page by the designated period.



If you have registered for courses that require audit/course enrollment fees during the third registration period, it will be necessary to make a payment within the specified period. Details will be sent by e-mail individually. Also, refer to the following website.

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

Announcement of Course Registration Results

All students will be informed of their course registration results by Waseda Mail. Make sure to check whether all the courses have been successfully registered.

2. Explanations of Terminology

Terminology	Explanation
Course Registration	In principle, students design their own schedules in order to graduate. Students must decide which courses to take and attend classes by themselves. Course registration is therefore an essential procedure for all students to design their study.
MyWaseda	MyWaseda is a portal site for various services offered by Waseda University. With MyWaseda, students can use services necessary for campus life, such as checking announcements from the university, using Waseda Mail, registering for courses online, and accessing the learning management system called Waseda Moodle.
Waseda Moodle	This is a learning management system where students can submit their essays, contact instructors individually, etc. As instructions regarding courses may be given through it, make sure to check it frequently. It can be found on the left side menu at the top page of MyWaseda.
Error	During course registration, an error occurs when students violate the rules prescribed by the School. Refer to page 16 for more details.
Class Modality Category	Class Modality Category indicates whether the method of delivery for each class is on-campus, on-demand or real-time streaming. The types and meanings of Class Modality Category and the category of each course can be checked on Web Syllabus Search System.
Seminars	Seminars are often conducted in smaller-sized classes, where lively interactions with professors and peers are expected.
Semester courses	Courses held once a week for two credits or twice a week for four credits, respectively, during a semester.
Quarter courses	Courses held once or twice a week during a quarter (either half of the spring/fall semester: spring quarter and summer quarter / fall quarter and winter quarter, respectively).
Summer Intensive (Winter Intensive, Spring Intensive)	Collective name for the period during which classes are held in an intensive manner during summer vacation (or winter/spring vacation). If you wish to take these courses, you will need to check the class schedule yourself to make sure they do not interfere with your other course schedule since these courses will not be automatically checked for errors when there is duplicated registration.
Course list	The course list provides course information, including dates, periods, and credits. The latest information will be provided on the SPSE website. See the Web Syllabus for details of each course.
Reenroll	Refers to students re-registering and re-enrolling in course that they did not pass in previous semesters.
Audit/Course Enrollment Fees	Some courses—often courses involving fieldwork—require payment of audit/course enrollment fees. If not paid by the deadline, registrations for the courses are cancelled automatically.
Lottery system	If the number of students who wish to register exceeds the prescribed quota, permission to register will be decided by lottery.
Prerequisite course	A course for which students must have acquired the credits by the previous semester in order to enroll in a subsequent course.
Capacity	Maximum number of students that can be allocated to a course depending on the nature of the course and the size of the classroom.
Other departments	Refers to the departments outside SPSE, such as other Schools, Graduate Schools, or Centers. Example: School of International Liberal Studies, Global Education Center, etc.
Registration results confirmation e-mail	E-mail that contains “registration results” for each registration period that is sent after completing procedures for course registration. (Not sent to students who did not register for any courses)
Courses to be taken during a specific year	It is possible to enroll courses which are offered by SPSE and intended to be taken by students in later years. Please choose courses carefully depending on your progress in your study. *Please note that this rule may not apply for courses conducted by other school/centers.
Available course list after the registration period	The available course list after the registration period will be posted on the website. After the registration period, some courses will not be open due to the limited number of available seats.

1. Class Modality Category

Class Modality Category indicates whether the method of delivery for each class is on-campus, on-demand or real-time streaming. The types and meanings of Class Modality Category and the category of each course can be checked on Web Syllabus Search System. **Please be sure to attain all necessary information to select your ideal course depending on your studying environment.**

Web Syllabus Search Page: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLNg=en>

2. Maximum Number of Credits per Semester

The number of credits per semester for which is allowed to register is NOT limited for exchange students and double degree students. Please schedule depending on your progress in your study and be careful not to over schedule.

The number of credits for each course at Waseda University is standardized in accordance with 早稲田大学学則（早稲田大学大学院学則），where one credit is to be comprised of course content that requires 45 hours of study. The number of class hours is determined according to the teaching method, as shown in the table below. The number of class hours of 14 weeks with 1 class period each week is regarded as 30 hours at the University (15 hours for 7 weeks).

Type	Class hours required for 1 credit
Lecture, Seminar	Number of hours determined by the undergraduate school, within 15 to 30 hours
Laboratory work, Field work, Practical skills	Number of hours determined by the undergraduate school, within 30 to 45 hours

A 2-credit course is to be comprised of course content that requires 90 hours of study. For example, to earn 2 credits in a lecture course (1 class period per week for 14 weeks), in addition to the 30 hours of class time, study outside of class hours is to be comprised of course content that requires approximately 60 hours of study.

3. Course Name with Symbols

Course names often include symbols such as “A”, “I.” As these symbols have the following meanings, take sufficient care when registering for such courses. Also, make sure to refer to the web syllabus of each course.

Symbol	Notes
Courses with “A / B”	They are different and can be taken separately and in either order.
Courses with “I / II”	They are related and should be taken in the order of I then II. However, II can be taken even if credits for I are not obtained, as it is not set as a prerequisite in the course registration system.

*For language courses at SPSE and Advanced Seminars, I is a prerequisite for II and credits for I need to be obtained in order to take II. For language courses at SPSE, courses must be taken also in the order of the level.

**“Introduction to Microeconomics” is a prerequisite for “Microeconomics A” and “Introduction to Macroeconomics”

is a prerequisite for “Macroeconomics A”.

*For preconditions of each course, please refer to the syllabus.

4. Prohibition on Duplicate Enrollment in Courses

You cannot take courses with the same name. Also, you cannot register for a course with the same name as one for which students have registered or obtained credits up to the previous semester. However, it is possible to register in multiple courses when the themes of the courses differ.

Some courses are offered in both Japanese and English with the same contents. If the student has already registered or passed one of the courses (e.g. World literature), students cannot register another course (e.g. 外国文学 [the same course offered in Japanese]).

The following list shows the courses offered in both Japanese and English. Courses shown in the same row teach the same content. The number of credits may differ in the Japanese course and English course.

日本語プログラム科目名	英語プログラム科目名
外国文学 (2)	World Literature (2)
地域文化研究 (2)	Area and Cultural Studies (2)
芸術論 (2)	Drama and Society (2)
政治分析入門 (4)	Introduction to Political Analysis (4)
現代政治分析 (4)	Japanese Politics (4)
政治コミュニケーション (2)	Political Communication (2)
比較政治経済分析 (2)	Comparative Political Economy (2)
政治行動論 (2)	Political Behavior (2)
政治テキスト分析 (2)	Political Text Analysis (2)
政治制度論 (2)	Political Institutions (2)
比較政治学 (4)	Comparative Politics (4)
東アジアの比較政治 (2)	Comparative Politics of East Asia (2)
西欧諸国の比較政治 (2)	Comparative Politics of Western Europe (2)
比較政治理論 (2)	Theories in Comparative Politics (2)
比較民主化論 (2)	Comparative Democratization (2)
中国政治 (2)	Chinese Politics in Chinese (2)
国際関係論入門 (2)	Introduction to International Relations (2)
国際政治学 (4)	International Politics (4)
国際関係史 I (2)	International History I (2)
国際機構論 (2)	International Organization (2)
国際社会関係論 (2)	Transnational Relations (2)
日本外交論 (2)	International Relations of Japan (2)
国際政治経済学 (2)	International Political Economy (2)

日本語プログラム科目名	英語プログラム科目名
国際関係史Ⅱ(2)	International History II (2)
地域統合論(2)	Regional Integration (2)
国際法制度論(2)	International Law and Organization (2)
公共政策(4)	Public Policy (4)
行政学(4)	Public Administration (2)
自治体政策(2)	Local Government I (2)
国際行政学(2)	International Public Administration (2)
地方自治制度(2)	Local Government II (2)
比較公共政策(2)	Comparative Public Policy (2)
NPO／NGO論(2)	NPOs and NGOs (2)
公共哲学(政治)(2)	Public Philosophy (Political Perspectives) (2)
政治理論史(4)	History of Political Thought (4)
憲法(4)	Japanese Constitutional Law (2)
日本政治史(4)	Japanese Political History (2)
西洋政治史(4)	Western Political History (2)
比較憲法論(2)	Constitutionalism (2)
現代政治理論Ⅰ(2)	Contemporary Political Theory I (2)
現代政治理論Ⅱ(2)	Contemporary Political Theory II (2)
日本政治思想史(4)	Japanese Political Thought A (2)
	Japanese Political Thought B (2)
政治メディア史(2)	History of Media and Politics (2)
ミクロ経済学入門(2)	Introduction to Microeconomics (2)
マクロ経済学入門(2)	Introduction to Macroeconomics (2)
ミクロ経済学A(2)	Microeconomics A (2)
ミクロ経済学B(2)	Microeconomics B (2)
マクロ経済学A(2)	Macroeconomics A (2)
マクロ経済学B(2)	Macroeconomics B (2)
日本経済論(2)	Japanese Economy (2)
上級ミクロ経済学A(2)	Advanced Microeconomics A (2)
上級ミクロ経済学B(2)	Advanced Microeconomics B (2)
上級マクロ経済学A(2)	Advanced Macroeconomics A (2)
上級マクロ経済学B(2)	Advanced Macroeconomics B (2)
上級日本経済論(2)	Advanced Japanese Economy (2)
社会評価論(2)	Welfare Economics (2)
厚生経済学(2)	Welfare Economics (2)
経済史入門A(2)	Global Economic History (Introductory) (2)
経済史入門B(2)	Japanese Economic History (Introductory) (2)
公共哲学(経済)(2)	Public Philosophy (Economic Perspectives) (2)
日本経済史(4)	Japanese Economic History (Intermediate) (4)

日本語プログラム科目名	英語プログラム科目名
グローバル経済史 (4)	Global Economics History (Intermediate) (4)
経済学史 I (2)	History of Economic Thought I (2)
比較経済制度分析 (2)	Comparative Institutional Analysis (2)
経済学史 II (2)	History of Economic Thought II (2)
経済政策 (2)	Economic Policy (2)
金融論 I (2)	Money and Banking I (2)
財政学 A (2)	Public Finance (2)
財政学 B (2)	
労働経済学 I (2)	Labor Economics I (2)
法と経済学 (2)	Law and Economics (2)
産業組織論 (2)	Industrial Organization (2)
公共選択論 (2)	Public Choice (2)
ファイナンス (2)	Finance (2)
金融論 II (2)	Money and Banking II (2)
労働経済学 II (2)	Labor Economics II (2)
人的資源管理論 (2)	Economics of Human Resource Management (2)
産業エコロジー (2)	Industrial Ecology (2)
人事経済学 (2)	Personnel Economics (2)
公共経済学 (2)	Public Economics (2)
政治経済学 (2)	Political Economics (2)
地方財政論 (2)	Local Public Finance (2)
社会保障論 (2)	Social Security (2)
医療経済学 (2)	Health Economics (2)
環境経済学 (2)	Environmental Economics (2)
教育経済学 (2)	Education Economics (2)
資源・食料経済学 (2)	Economics of Resources and Food (2)
人口経済学 (2)	Population Economics (2)
国際経済学 (2)	International Economics (2)
開発経済学 I (2)	Development Economics I (2)
アジア経済学 (2)	Asian Economics (2)
国際貿易論 (2)	International Trade (2)
国際マクロ経済学 (2)	International Macroeconomics (2)
空間経済学 (2)	Spatial Economics (2)
開発経済学 II (2)	Development Economics II (2)
中国経済論 (2)	Chinese Economy (2)
開発と環境の経済学 (2)	Economics of Development and Environment (2)
統計学 I (2) ※2021 年度末で廃止	Statistics I (2)
統計リテラシー α (1) ※GEC 設置科目	Statistics I (2)
統計リテラシー β (1) ※GEC 設置科目	

日本語プログラム科目名	英語プログラム科目名
統計学Ⅱ (2)	Statistics II (2)
計量経済学Ⅰ (2)	Econometrics I (2)
計量経済学Ⅱ (2)	Econometrics II (2)
政治分析方法の基礎 (2)	Fundamentals of Political Science Research (2)
計量分析(政治) (2)	Quantitative Analysis (2)
社会調査 (2)	Survey Research (2)
応用計量経済学(開発経済学) (2)	Applied Econometrics (Development Economics) (2)
応用計量経済学(R言語を用いた計量経済学・データ分析) (2)	Applied Econometrics (Econometrics and Data Analysis using R) (2)
上級計量経済学(横断面・パネルデータ分析) (2)	Advanced Econometrics (Cross-Section and Panel Data Analysis) (2)
上級計量経済学(時系列分析) (2)	Advanced Econometrics (Time Series Analysis) (2)
ゲーム理論入門 (2)	Introduction to Game Theory (2)
ゲーム理論 (4)	Game Theory I (2)
	Game Theory II (2)
実験経済学Ⅰ (2)	Experimental Economics I (2)
実験経済学Ⅱ (2)	Experimental Economics II (2)
行動経済学 (2)	Behavioral Economics (2)
上級ゲーム理論 (2)	Advanced Game Theory (2)
経済数学入門 (2)	Introduction to Mathematical Analysis B (Calculus) (2)
線形代数入門 (2)	Introduction to Mathematical Analysis A (Linear Algebra) (2)
解析学(多変数解析) (2)	Calculus (Multivariable Calculus) (2)
数理統計学 (2)	Mathematical Statistics (2)
経済数学 (2)	Mathematical Economics (2)
上級線形代数 (2)	Advanced Linear Algebra (2)
上級解析学 (2)	Advanced Calculus (2)
ネットワーク分析 (2)	Network Analysis (2)

5. Class Capacity

Waseda course registration is NOT conducted on a first-come, first-served basis. Each course has its assigned capacity, and if the number of applicants exceeds its capacity, the computer system randomly chooses the students to be registered. Although the order of priority differs for each course, the priority of registering for EDP courses comes before Japanese-based degree students, and vice versa.

6. Registering for Foreign Language Courses Offered by SPSE

Foreign language courses run by SPSE cannot be registered through the course registration system. A screening by a professor in charge of the language is required in order to have a student's language proficiency checked. There is a possibility we ask a student to attend the interview to check their language proficiency. To be reviewed, students are required to apply through the following application form before course registration begins. In principle, to take those courses, the proficiency of Japanese language is required since those language courses are conducted in Japanese.

Application Form for Foreign Language Courses Offered by SPSE:

<https://forms.office.com/r/AmqNrmFjCZ>



Please refer to the following table regarding the deadline and the date to reflect of your application.

Application Period	Date to reflect after screening
September 20 (Wed.) ~ September 22 (Fri.) 5:00 PM	September 27 (Wed.) 8AM
September 22 (Fri.) 5:01 PM ~ September 29 (Fri.) 5:00 PM	October 4 (Wed.) 8AM
September 29 (Fri.) 5:01 PM ~ October 12 (Thur.) 5:00PM	October 17 (Tue.) 8AM



There are cases in which students fail to register for courses successfully due to registration errors. If an error occurs, it will show up on the course registration page, preventing students from registering those courses. The following chart describes the major errors that students may encounter. Unless students eliminate the errors, the course registration will not be carried out properly.

Major Errors	Details
Credits-Limitation Error	Maximum number of credits for CJL courses in which students can enroll is 8 credits per semester.
Duplicate Registration Error	Students are not allowed to register for a course that they have already taken.
Prerequisite Check Error	Students are required to take a prerequisite course in order to register for the course. Check the web syllabus.
School Year Course Selection Error	Some courses are intended to be taken during a specific school year.
Traveling Time Error	Enough time should be allowed for transit when students try to register for courses at different campuses. At least 90 min. will be needed between Waseda Campus and Tokorozawa campus, and at least 50 min. will be needed between Waseda Campus and Higashifushimi / Kamishakujii Campus.

Note on Registration for SILS courses

Students are able to register for more than two SILS courses during the first registration period; however, only one SILS course can be registered during the third registration period. Although any error message does not appear on the course registration page when students try to register for more than two SILS courses during the third registration period, there may be cases where you cannot enroll in your desired courses because of procedural failures.

D

Dropping Courses

1. What does it mean to drop a course?

During the designated period, it is possible for students to drop courses for which they have successfully registered. Although it is possible for students to drop as many courses as they wish, there will be no opportunities for additional course registration after the third registration period. Note that SPSE courses and C JL courses can be dropped, whereas no open courses can be dropped. **Once students drop a course, the registered course will no longer be displayed on the Web screen.** If students wish to register for a course which conflicts with an already registered course, they must first drop the course in which they are registered, then register for the new course during the same time. **Adding/dropping courses after the designated registration period will not be accepted under any circumstances.**

2. Courses and Periods for Dropping

Course Category / Period to Register		1 st Registration	2 nd Registration	3 rd Registration
SPSE Courses		○	○	●
Japanese Language Courses Offered by C JL		○	●	●
University-Wide Open Courses	GEC	○	○	○
	CIE	○	○	○
	Other Schools	○	×	○ *For list of available courses, please refer to each school/center's Web page.

○: Add Only ●: Add & Drop

Note:

- (1) Open courses cannot be dropped.
- (2) Required courses cannot be dropped.

3. Web Operation Method

The Web operation method for dropping courses will be described on page 22.

Course Registration using the Web System

* Note · Main Procedures.

1. Sequence for Course Registration using the Web System

- Click "Grades & Course registration" on the MyWaseda login screen, select "Course Registration."
- Check courses in the Current Schedule.

① Course Search

- Click the "Course Search" button and the course search screen will be displayed.
- Select School, designate Course Category and enter Search Keyword. Click the "Search" button.
- Courses permitted for registration that match the Search Keyword will be displayed. (Other courses will not be displayed.)

② Select course

- Click the Check Box. (Status will be Tentative Selection when you continue the search for the next course or return to the first page)
- * Repeat this process.

③ Course Registration

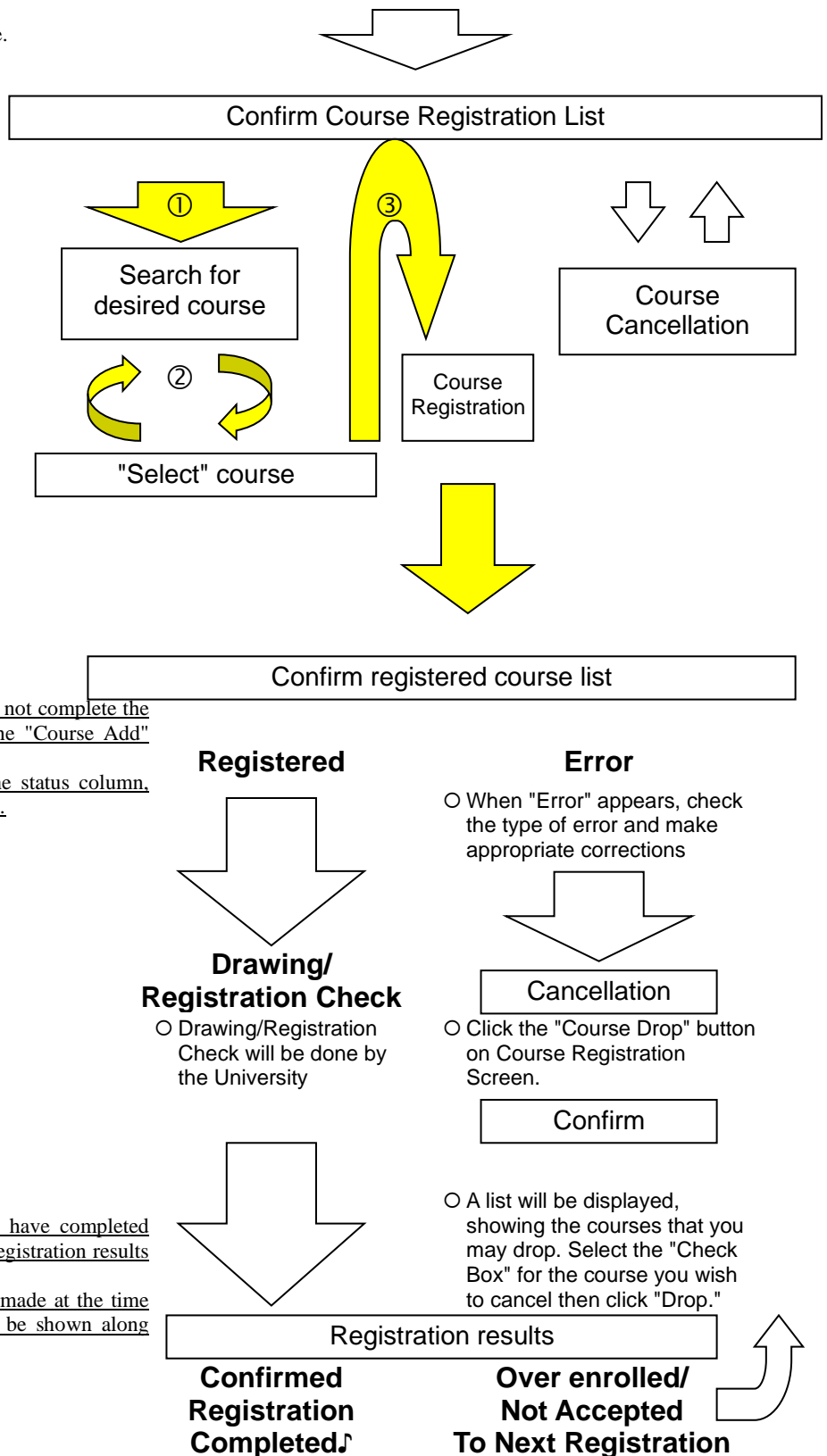
- You must click the "Course Add" button for the tentatively selected courses to register.

[Important]

- Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.
- If "Registered" is displayed on the status column, the registration has been completed.

- All courses with registered status have completed the registration process. Confirm registration results for drawing result.
- For courses where checks are not made at the time of the registration, the result will be shown along with registration results.

Log in to the Menu for course guidance week Registration screen



2. Explanation of Course Registration using the Web System

All course registration begins from this screen (screen displayed after you log in and select "course registration").

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

(4)

(1) Current schedule of your school
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00

(3)

(2) **■Schedule** Courses with a ¥ mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiro	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

(1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

(2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

(3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are not able to register for will not appear.)

② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected. In addition, courses which the status is "Registration Submitted" are also allowed to cancel during each registration period.

(4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

3. Procedure for Course Registration using Web System

1

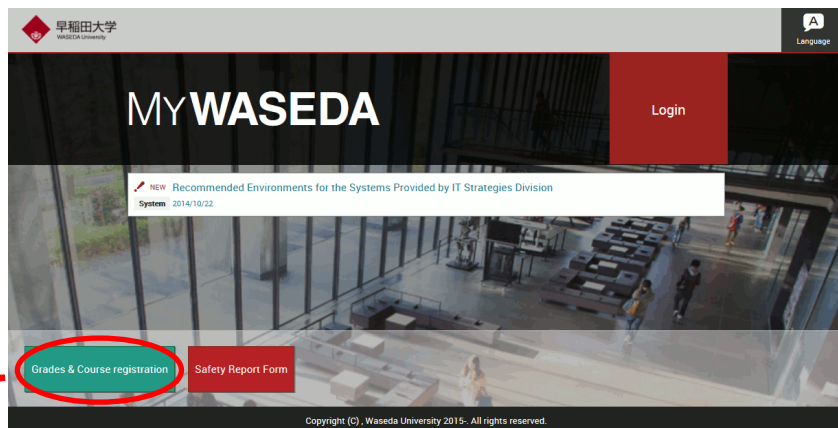
Menu for course guidance week

<https://my.waseda.jp/>

Access the URL above and select "Grades & Course registration".

- The menu is displayed on the lower left hand side of the MyWaseda login screen.
- During the course registration period, use this menu.

Grades & Course registration



WASEDA University

Sign in

Waseda Mail Address

[Can't access your account?](#)

Next

[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you are logging in for the first time, please click [here](#).

WASEDA University

← XXXXXX@waseda.jp

Enter password

Password

[Forgot my password](#)

Sign in

[Note] Please note that from August 21, 2021, in addition to the login screen, the **Login ID has been changed to your Waseda email address**. For details, please refer to [here](#). If you cannot login (forgot your password, etc.), please click [here](#). If you are logging in for the first time, please click [here](#).

3

Menu for course guidance week

Select "Course Registration" from the "Menu for course guidance week."

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.

* Inquiries concerning grade reports are not accepted on this inquiry form.



4

Course Registration
Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed. Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation were added. Make sure credits are within the credit limits when registering. ("Credits" will be the total of Full year, Spring semester and Fall semester).

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee.
 Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instru	Campus	Classroom	Category	Credits	Full year	Spring semester	Fall semester	Registration
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda 15-202		Other Major	2	0	30	18	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda 15-202		Other Major	2	0	30	18	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda 15-401		Introductory Subject-Non-Required Subjects	2	0	30	18	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda 15-401		Introductory Subject-Non-Required Subjects	2	0	30	18	Registration submitted

5

Course Search

The function searches for desired courses.

1. Select School and click OK.
 2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
 - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.

1. School
 Schl Letters I [v] [OK]

2. Course Category
 <<No course categories are listed>> [v]

3. Search Keyword

Course Title []

Term [v]

Day [v]

Period [v]

[Search]

Search methods

▼ Course title
 Find partial matches for search.

▼ Days • Period
 Term, Day and Period can be specified with pull-down menus.

6

Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

1. School
 G.S. Law [v] [OK]

2. Course Category
 Courses for Audit Open to Other Graduate School Students [v]

3. Search Keyword

Course Title []

Term [v]

Day [v]

Period [v]

[Search]

Check Box

Return to the first page

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credits	Order
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Civil Law: Lecture 1	ISOMURA, Tamotsu	waseda	9-201		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Law of Civil Procedure: Lecture 1	MATSUMURA, Kazunori	waseda	9-202		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Constitutional Law: Lecture 1	TONAMI, Koji	waseda	9-204		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		International Politics: Lecture 1	TANAKA, Toshiro	waseda	9-207		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Special Study on Anglo-American Law 2: Lecture 1	ROSEN, Daniel	waseda	9-203		2	
<input type="checkbox"/>	spring semester	Tues.	3	G.S. Law		Emergency Law and Corporate Reorganization: Lecture 1	KATO, Tetsuo	waseda	9-205		2	

7

Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection.

Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.

Current schedule of your school
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur.	2	G.S. Political Sci		Academic Writing in Japanese	YOSHINO, Takashi	waseda			2	Registered

8

Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.

Course registration. 2014-04-13 10:12:36

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of courses for registration OK Click "OK" button, to complete the registration. Return to first page

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection

9

Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled.

To cancel a course, click the "Course Drop" button.

*About "Registered" course Drop
After you cancel "Registered" course, you cannot select the course again. In addition, courses which the status is "Registration Submitted" are also allowed to cancel during each registration period.

Current schedule of your school
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	2	G.S. Law		Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered

Status/Order
Tentative selection: Duplication errors in a day of the week or period

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

2014-04-13 10:12:36

You may cancel the following course(s). If you do not cancel them return to the first page.

List of courses to drop: [Drop](#) Select the "Check Box" for the course you wish to cancel then click "Drop." [Return to first page](#)

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	spring semester	Mon.	2	G.S. Law		Commercial Law Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

[Print Screen](#)

Current schedule of your school
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

[Course Search](#)

[Course Add](#)

[Course Drop](#)

[Course Change](#)

Courses with "Fee" mark charge a special enrollment fee.
 Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

Status of courses on the Registration Screen will be displayed as follows:

Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.)
Registration Submitted	Permitted to register by pressing the "Course Add" button. Possible to cancel.	Registration under review	State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.)
Registered	Course that has completed registration. Not possible to cancel. (Displayed after the announcement).	Over Enrolled	Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period)

* About restrictions on the display.

When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

Registration Methods

Order: Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.

Category	Credit	Order
Information Processing	2	Introduction to Information Processing / 01 ▼ 01 02 03

Category Change: When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register for the course you desire.

Category	Credit
English II ▼ English II Elective Subjects	2

- Try registering for a different school.

Change the School, and click the OK button.

Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.

1. School
 Global ▼

2. Course Category
 Nonrequired Courses ▼

- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

Category	Credit	Status/Order
First Year Seminar IIB	2	Registered
Intermediate Subjects	3	Registered
Intermediate Subjects	3	Registered
First Year Seminar IIA	2	Registered
Other Foreign	2	Over enrolled
Introductory	~	Not accepted:Errors in Sex registration

4. Notes for Course Registration Using the Web System

About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

Error Display	Type of Error	Resolution
Duplicate registration error	Trying to add courses already registered for.	Unable to add. Cancel the course.
Duplicate Order error	Same order number is designated for different courses	Delete one of the courses with the same order
Duplicate in a day of the week or period	Days and periods overlap in two or more courses	Delete either course
Prerequisite check error	Not meet the prerequisite for registering the course	Unable to add. Cancel the course.
Traveling time error	Not enough time for traveling from campus to campus between classes	Delete either course
Credit-limitation error	Trying to add more courses than can be registered regarding the credit limitation.	Delete either course, or just ignore the error and register [*].

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

[*]You can finish the course registration without fixing a credit-limitation error. If you do not fix this error, courses that are randomly chosen will be an error at the time of Registration results.

5. Other functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses.

Note	Course Title
URL	German Video Conference (language and culture)

Note	Course Title
Fee	General Tutorial English (Basic 01)

- Course Summary

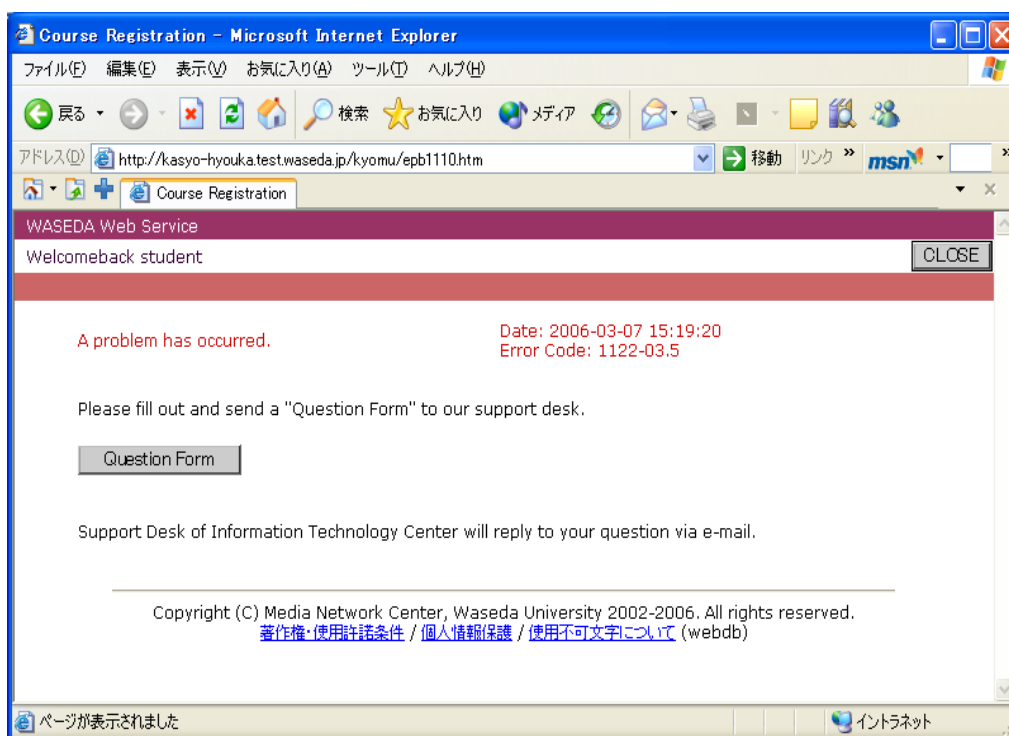
When you click the Course Title on the First Page, you will see a summary of the course.

Course Title	Instructor
Introduction to Information Processing 40	MAENO, Joji

6. Error Message

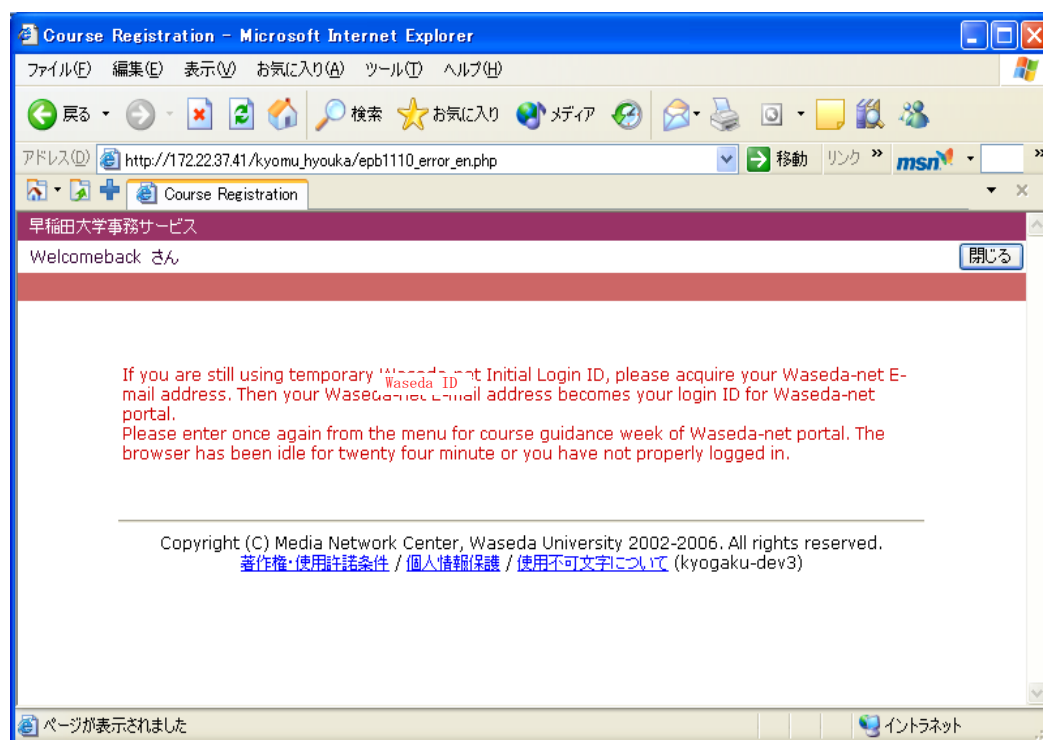
- When service cannot be provided,

If the following message is displayed on the screen, press the "Inquiry form" button, and enter all necessary information.



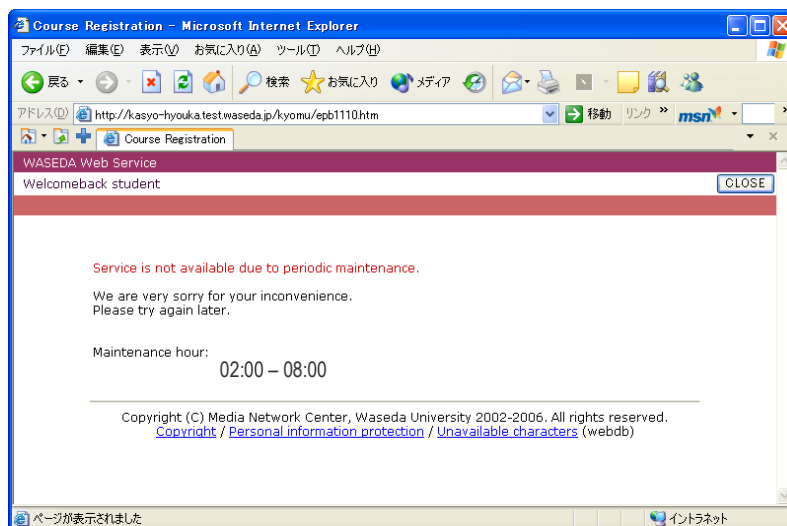
- When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."



- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

During Course Registration: 2:00AM to 8:00AM



- If you press the same button more than once,
press the "OK" button and wait until the process finishes.



7. Recommended Environment

Please refer to the URL below for the recommended environment of the course registration system.

<https://www.waseda.jp/navi/e/index.html>

委任状 Proxy Form

学籍番号

Student ID No.

委任者氏名

Applicant's Name

連絡先 (携帯番号等)

Phone No.

								-	
--	--	--	--	--	--	--	--	---	--

▲本学学生の場合のみ (Students Only)

印 Sign/Seal

私は、〔委任理由〕 _____ のため、
〔代理人氏名〕 _____ を代理人として
下記の委任事項についてその手続を委任いたします。なお、委任により手続き上の不備、その他の不利な
事情が生じた場合は、委任者である私が全ての責任を負うものとします。

Due to the reason of _____, I hereby appoint _____ to
act as my proxy and to undertake on my behalf the following procedure. I shall bear full responsibility for any and all
administrative mishaps or adverse consequences arising from this proxy appointment.

【委任者 本人確認書類コピー貼付欄 / Copy of ID】

- ・ 在学生：学生証のコピー
- ・ その他：本人確認書類のコピー
(運転免許証、パスポート、健康保険証、住民基本台帳カード)
- ・ Student：Photocopy of Student ID card
- ・ Others：Photocopy of ID (e.g. Driver's license, passport, health insurance card, Basic Resident Registration Card.)

※ 貼りつけられない場合は、コピーを添付可。
* You may enclose the document if it cannot be pasted onto this space.

委任する事項 I authorize my proxy to:
該当する項目にチェックしてください。

(Please indicate the appropriate box below with a tick.)

<input type="checkbox"/>	各種証明書の発行申請 Request for certificates
<input type="checkbox"/>	その他 (Other) ※下記に手続内容を記入ください。 * Please describe in detail.

【代理人記入欄】 【Proxy Information】

私は上記のとおり、代理人として委任された手続を行ないます。
I shall act as the proxy for the above Applicant and undertake the procedure I have been authorized to perform on his/her behalf.

住所 〒 _____
Address

電話番号 _____ (携帯電話 または 自宅)
Phone No. (Cell or Home)

学籍番号 _____ (本学学生のみ)
Student ID (Students Only)

代理人氏名 _____ 印 sign/seal
Name of Proxy

(委任者との続柄または関係 :)
Relationship to the Applicant

【Important】

- 1) The Applicant will bear full responsibility for any and all administrative mishaps or adverse consequences arising from this proxy appointment. In any event, neither the University nor the administrative office processing the procedure in question will be held
- 2) This document is invalid if the name and seal/sign of BOTH the Applicant and the Proxy are not included.
- 3) Use a pen to complete the entire form.
- 4) A photocopy of the Applicant's ID MUST be included.
- 5) The Proxy MUST present ID. (Student ID card in the case of a student)
- 6) Submit a separate Proxy Form for each instance of proxy appointment. Proxy forms received will not be returned.