Exchange & DDP Students

Course Registration Guide
2025 Spring Semester

School of Political Science and Economics,
Waseda University

Support Anywhere
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Support Anywhere is designed to help WASEDA students get the information they need online Anytime, Anywhere.

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

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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!   Etc…

_____

※ 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.

On Support Anywhere you will find information on…

#Course Registration #Tuition and Scholarships #Grades #Facility #Campus Life

…and more!

Try searching for the information you want to know on first on Support Anywhere, and if you still can't find a solution, please contact us/book an appointment to visit us.

2025 Spring 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 Spring semester)	Late March - Middle April *Details on the next page.
Spring Semester	**April 12 (Sat.) – July 29 (Tue.)**
Spring Quarter Class Period	April 12 (Sat.) – June 3 (Tue.)
Summer Quarter Class Period	June 4 (Wed.) – July 22 (Tue.)
National Holidays (Classes will be held)	April 29 (Tue.), July 21 (Mon.)
University's closing period (no classes)	May 3 (Sat.) - May 6 (Tue.)
Absentee Examination for Spring Quarter Courses	June 9 (Mon.)-June 11(Wed.)
Announcement of Spring examination schedule	June 18 (Wed.)
In-class examination period	July 16 (Wed.) – July 22 (Tue.)
Examination period (for specific classes only)	July 23 (Wed.) – July 29 (Tue.)
Summer Recess	July 30 (Wed.) - September 20 (Sat.)
Absentee Examination for Summer Quarter and Spring Semester Courses	August 5 (Tue.) and 6 (Wed.)
Announcement of academic results (including the absentee examination scores)	September 1 (Mon.)

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: Spring Semester

Following dates are subject to change. All changes will be announced on the SPSE website.

The Web-based registration system is not available every day between 2:00 - 7:00 due to the system maintenance.

Registration Type	Registrable Courses	Registration Period		Result Announcement Date
First Course Registration (*1)	◇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	Current Students	9:00 March 18 (Tue.) - 17:00 March 21 (Fri.)	from 7:00 April 7 (Mon.) (The result will be available on the Web Course Registration System)
		Students Entering in April 2025	9:00 April 1 (Tue.) - 17:00 April 3 (Thur.)	
Second Course Registration (*1)	◇Courses offered by SPSE ◇Courses offered by GEC ◇Courses offered by CJL ◇Courses offered by CIE ◇Teacher Training Courses	9:00 April 7 (Mon.) - 17:00 April 8 (Tue.)		from 7:00 April 11 (Fri.) (The result will be available on the Web Course Registration System)
Start of Spring Semester：April 12 (Sat.) *Be sure to attend all the courses that you are planning to register during the Third Course Registration Period. (*5)				
Third Course Registration (*1)	◇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 April 18 (Fri.) - 17:00 April 19 (Sat.)		from 7:00 April 23 (Wed.) (The result will be available on the Web Course Registration System)
Course Dropping	◇Courses offered by SPSE ◇Courses offered by CJL (*4) ◇Courses offered by other undergraduate schools (except for some courses)			
Course Category Changes (*2)	◇ Courses offered by other undergraduate schools			

From AY2025, we have eliminated the "Web Course Registration Daily Mail", that notified students of the previous day's their web registration information.

*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 shown on your Web Course Registration system. 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.

Contents

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.

A Flow of Course Registration

1. Course Registration Timeline

*For the course registration schedule for AY 2025 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. Please choose courses carefully depending on your progress in your study. Be sure to check the results of course registration, which students will be shown on their course registration system by the time the second course registration begins.

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, which students will be shown on their course registration system by the date Fall-semester classes begin.

> 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/gec/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.

Students will be notified of the results on their course registration system 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/

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 12 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.
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.

B Course Registration Rules

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. In addition to it, there is no minimum number of credits that students must register for per semester in the SPSE registration rule (please confirm the requirements of your program with your home university). 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 required per credit, regardless of the teaching method (lecture, seminar, etc.), is to be determined by each undergraduate or graduate school within the range of 15 to 45 hours. The number of class hours of 14 weeks with 1 class period (100 minutes) each week is regarded as 30 hours at the University (15 hours for 7 weeks).

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 I" and "Introduction to Macroeconomics" is a prerequisite for "Macroeconomics I". (*FYI: Please refer to the following No.8, p.13)

*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 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 list for the courses offered in both Japanese and English is indicated on the SPSE Course list. Courses shown in the same row teach the same content. The number of credits may differ in the Japanese course and English course. Please refer to it from the SPSE Website.

> SPSE Website
>> ＞For Current Students
>>> ＞Lectures, Cancellations, Supplementary Classes, Classroom Changes
>>> （https://www.waseda.jp/fpse/pse/en/students/lectures/）
>>> ＞About the Courses
>>>> ＞Course List
>>>>> ＞SPSE Course List (P1, I.カリキュラム表)

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, Information of "Over Enrollment" results in the First Round

This is the list of courses with more than 10 students whose registration result was "Over enrolled" in the first round of registration in AY2024. Each course has its assigned capacity, and if the number of applicants exceeds it, the computer system randomly chooses the students to be registered. If your registration result became "Over enrolled", you cannot take the class.

The list of courses with more than 10 students whose registration result was "Over enrolled" in the first round（AY2024）

*JDP Courses are indicated in Japanese.

Course title	Number of "over enrolled"	Course title	Number of "over enrolled"
Intermediate Seminar (Labor, Family and Public Economics)　０１	10 or more	労働経済学Ｉ　０１	20 or more
Introduction to Probability and Statistics　０１	10 or more	Intermediate Seminar (Postwar Japan and Asia)　０１	20 or more
Intermediate Seminar (Democracy: For and Against)　０１	10 or more	Advanced Writing in Political Science and Economics　０１	20 or more
Introduction to Java Programming　０１	10 or more	Intermediate Seminar (Latin American Politics)　０１	20 or more
アカデミックリテラシー演習（社会文化研究）　０１	10 or more	Introduction to Probability and Statistics　０２	20 or more
アカデミックリテラシー演習（ミクロ計量分析入門）　０１	10 or more	アカデミックリテラシー演習（古典にみる南アジアの哲学）　０１	30or more
経済政策　０１	10 or more	Intermediate Seminar (Economics in Fiction)　０１	30 or more
Political Parties　０１	10 or more	Japanese Politics　０１	30 or more
Intermediate Seminar (Mathematical and numerical methods for social sciences)　０１	10 or more	アカデミックリテラシー演習（Shakespearean Tragedy）　０１	30 or more
アカデミックリテラシー演習（明治時代における宗教と政治）　０１	10 or more	Intermediate Seminar (Elections)０１	30 or more
アカデミックリテラシー演習（集合的記憶と歴史和解をめぐる政治学）　０１	10 or more	公共政策　０１	30 or more
Introduction to C Programming　０２	10 or more	キャリアデザインワークショップ（企業買収における基礎理論と実践)	50 or more
English Language Course (Global Issues)　０９	10 or more	経済史入門Ａ　０２	70 or more
English Language Course (News English)　０２	10 or more	Introduction to Fortran Programming　０１	70 or more
Intermediate Seminar (International Migration in the Americas)　０１	10 or more	Intermediate Seminar (Introduction to Japan's International Relations)　０１	70 or more
		日本思想　０１	120 or more

*The Course titles is AY2023 version. Regarding the Courses that are "Closed", "Not Offered "or changed the title in this Academic Year, please refer to the SPSE Website.

7. Registering for Foreign Language Courses Offered by SPSE

Foreign language courses run by SPSE cannot be registered through the course registration system. An interview with a professor in charge of the language is required in order to have a student's language proficiency checked. To arrange the interview, 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
March 18 (Tue.) ~ April 3 (Thur.) 5:00 PM	April 7 (Mon.) 7AM
April 3 (Thur.) 5:01 PM ~ April 8 (Tue.) 5:00 PM	April 11 (Fri.) 7AM
April 8 (Tue.) 5:01 PM ~ April 19 (Sat.) 5:00PM	April 24 (Thur.) 7AM

8. Registering for Microeconomics I / Macroeconomics I / ミクロ経済学 I / マクロ経済学 I

Due to the systematic specifications of the registration system, you cannot register for "Microeconomics I", "Macroeconomics I", "ミクロ経済学 I" and "マクロ経済学 I" through the system. If you would like to register for the courses, please use the following registration form. There are no prerequisites for EX/DDP students to register for these courses; however, please note that these courses are based on the knowledge and skills equivalent to "Introduction to Microeconomics / Macroeconomics" offered by SPSE.

Application form for registration of "Microeconomics I (ミクロ経済学 I)" and "Macroeconomics I (マクロ経済学 I)"
https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=626026669

*The application periods are the same with each course registration period (1st~3rd)
*We cannot accept applications outside of these periods.
*The registration will be treated as the registration for each registration period, and there is a possibility that it will not be allowed due to over-enrollment. In addition, you cannot register for a course that has reached the class size limit and has been closed.

C Course Registration Error Check Sheet ✔

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. **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		1st Registration	2nd Registration	3rd Registration
SPSE Courses		○	○	●
Japanese Language Courses Offered by CJL		○	●	●
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 can be dropped, however there is some exceptions. Please refer to "Registration of University-wide Open Courses for AY2025".

(2) Required courses cannot be dropped.

(3) GEC Courses that require audit/course enrollment fees.

3. Web Operation Method

The Web operation method for dropping courses will be described on page 17.

Registration of University-wide Open Courses for AY2025

·For information about the registration rule and schedule, please refer to the relevant websites or guidebooks.
·Please   check the Online Syllabus for course information.
·For the spring registration, courses in the following terms can be registered: Full year, Spring semester, Spring Quarter, Summer Quarter, Summer Intensive, An intensive course(spring), An intensive course (spring /fall),   spring semester and summer, Summer and fall semester, and Summer.
·For the fall registration, courses in the following terms can be registered: Fall semester, Fall Quarter, Winter Quarter, Winter Intensive Course, Spring Intensive, An intensive course (fall), and Winter.

Category	Course		Reference	Timing of Registration						Cancellable (*2)
				Spring Registration			Fall Registration			
				1st	2nd	3rd	1st	2nd	3rd	
University-Wide Open Courses	Offered by Global Education Center (GEC)			○	○	○	○	○	○	
	Web Registration	Academic Writing	·Registration Guide of University-Wide Open Courses ·GEC Website (https://www.waseda.jp/inst/gec/)	Twice a week Spring/Fall quarter courses cannot be registered during the 3rd registration period. <e.g.> Tue. 2nd & Fri. 2nd Wed. 4th & Wed. 5th Wed. 2nd & On-demand ※For the list of courses open for the 2nd and 3rd course registration, please refer to the "Available course list" on the GEC Website.						○ (*3)
		Mathematics								
		Data Science								
		Information								
		English*								
		Language								
		Physical Education								
		Natural Science								
		Human and Social Science								
		Japanese Applied Linguistics								
		Self-competence Development								
	Partner Universities		·University Consortium Manual ·GEC Website (https://www.waseda.jp/inst/gec/) >Undergraduate Students >>Courses offered at Other Universities	Please refer to the GEC Website.						×
	Offered by Center for International Education (CIE)		·Registration Guide of University-Wide Open Courses ·CIE Website	○	○	○	○	○	○	○
	Offered by Schools/ Graduate Schools		·Registration Guide of University-Wide Open Courses ·Website of each school	○	—	—	○	—	—	○ (*5)
Courses offered at other undergraduate schools			Website of each undergraduate school	—	—	○	—	—	○	-
Teacher Qualification and Relevant Qualification Courses			Teacher-training course guide (Issued by Teacher Education Center)	○	○	○	○	○	○	○ (*4)

*1 The course below is only available in <u>the first registration</u> due to the lesson group arrangement.
   ·Tutorial English (Spring Semester and Fall Semester)
*2 Indicates whether courses registered during the 1st and the 2nd registration periods can be canceled during the 3rd registration period. Some courses cannot be canceled; please refer to *3~*5 for the details. Courses registered during the 3rd registration period CANNOT be canceled under any circumstances.
*3 The following courses offered by the Global Education Center cannot be canceled.
   学術的文章の作成, Courses that require audit/course enrollment fees
*4 教育実習演習, 教職実践演習 and 介護体験実習講義 in *Teacher Qualification and Relevant Qualification Courses* cannot be canceled.
*5 In addition to the courses listed in *3 and *4, there are a few other courses that cannot be canceled. Please check the "note" of each course on the Lists of University-wide Open Courses for more information.

Registering courses offered by the School of International Liberal Studies (SILS) at the 3rd registration

· Courses available for the students from other undergraduate schools will be announced on the SILS website (https://www.waseda.jp/fire/sils/en/students/registration/). Please make sure to check the website prior to the registration.
·**A student can apply for one course only.** In case two or more courses are applied by a student, only one course chosen randomly by the system will be registered, and the remaining courses will be automatically canceled. Please do not register more than two courses.
·**Students need to be at second year or above to apply for an Intermediate course, and at third year or above for an Advanced courses.**
   Although submission of the English test score is not required, the courses are targeted at the students who have a minimum TOEFL ITP score of 530.

Course Registration using the Web System

* Note [yellow box] · 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]
  ○ <u>Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.</u>
  ○ <u>If "Registered" is displayed on the status column, the registration has been completed.</u>

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

Log in to the Menu for course guidance week Registration screen

⬇

Confirm Course Registration List

① → **Search for desired course**

② **"Select" course**

③ → Course Registration

Course Cancellation

⬇

Confirm registered course list

Registered — ⬇ — **Drawing/ Registration Check**
○ Drawing/Registration Check will be done by the University

Error
○ When "Error" appears, check the type of error and make appropriate corrections
⬇
Cancellation
○ Click the "Course Drop" button on Course Registration Screen.
Confirm
○ A list will be displayed, showing the courses that you may drop. Select the "Check Box" for the course you wish to cancel then click "Drop."

Registration results

Confirmed Registration Completed♪

Over enrolled/ Not Accepted To Next Registration

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) 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.

(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
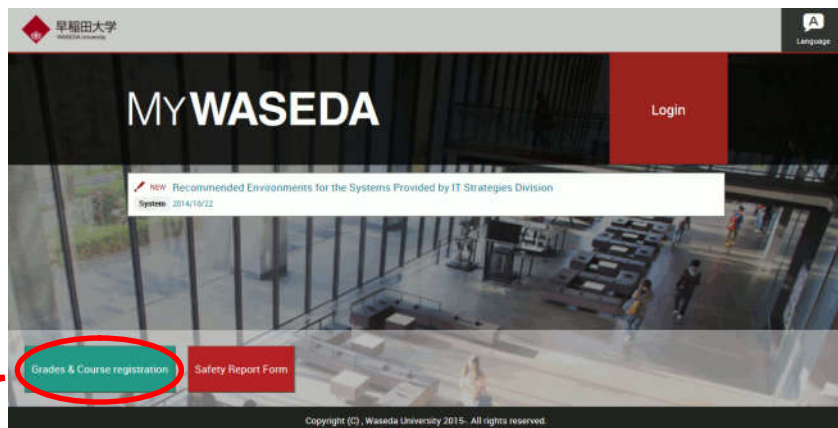
WASEDA University

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

← XXXXXXX@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.

Login page for course registration period

<<Menu for course guidance week>>
▶Course Registration
▶Grade report
▶Waseda-net mail

Inquiry

Return to the Waseda-net-portal login screen.

Please see the web pages below or handouts to know about "Grade report" and "Course registration" in detail.
■Grade report:
  ・reference(japanese only)
■Course registration:
  ・Web course registration (japanese only)
  ・Web course registration correspondence_log

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).

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.

Search methods

▼ Course title
Find partical 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.

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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.

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.

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.

10 Confirm Course Drop

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.

11 Print Screen

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.

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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 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.

● 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.

- 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	2	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

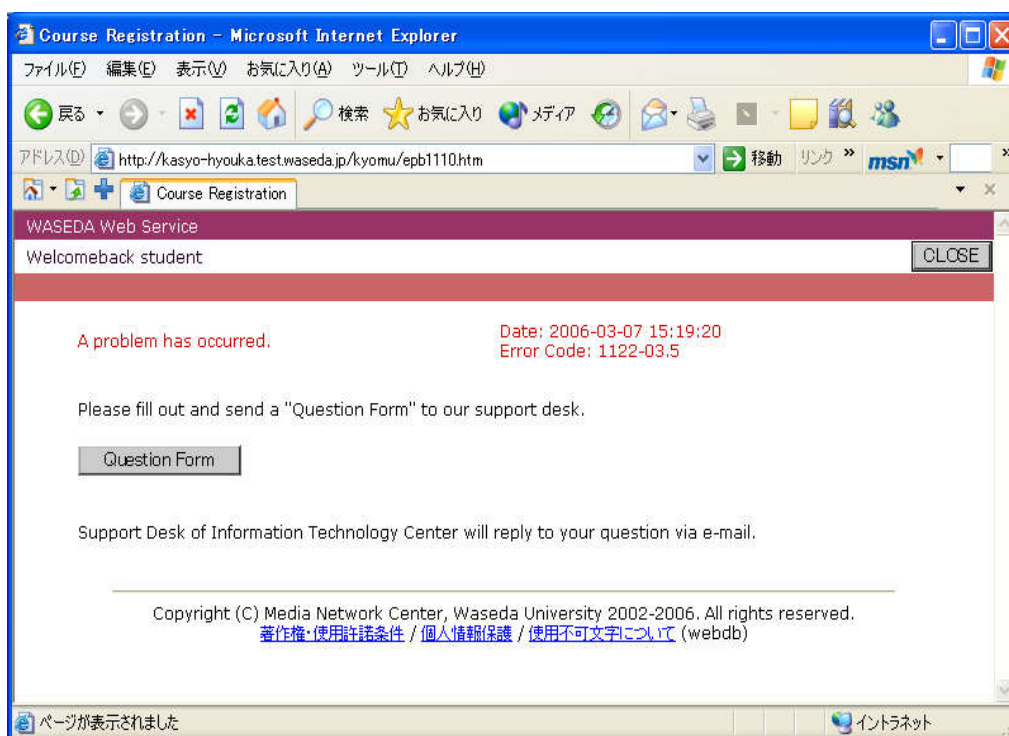When you click the Course Title on the First Page, you will see a summary of the course.

| 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.
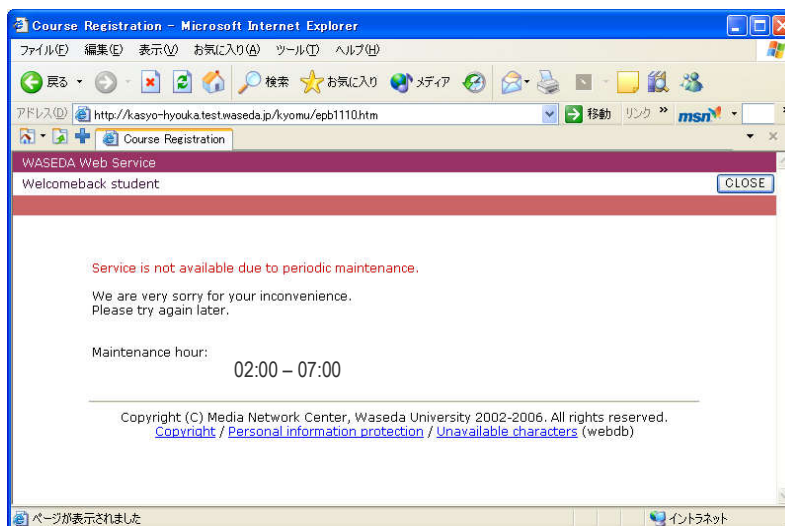
● When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."
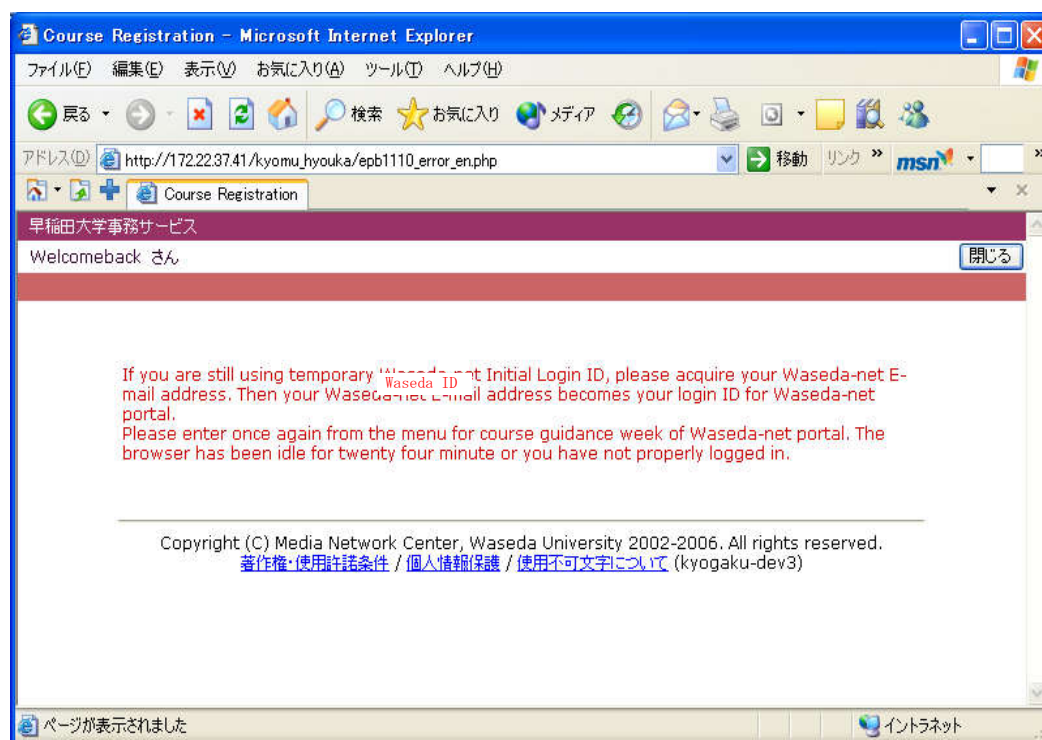
● To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

During Course Registration: 2:00AM to 7:00AM

- 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://support.waseda.jp/it/s/systemrequirements?language=en_US

早稲田大学（　　　　　　　　）学部／研究科長　殿
To Dean of (　　　　　　　　　　　　　　), Waseda University

委 任 状
Proxy Form

学籍番号
Student ID No.　　　　　　　　　　　　　　　－
　　　　　　　　　　▲本学学生の場合のみ (Students Only)

委任者氏名
Applicant's Name　　　　　　　　　　　　　　　　　　　印　Sign/Seal

連絡先（携帯番号等）
Phone No.

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.)

| 各種証明書の発行申請 Request for certificates |
| 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きを行ないます。
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
Name of Proxy　　　　　　　　　　　　　　　印　sign/seal

（ 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.