

# **EDP**

**(English-Based Degree Program)**

## **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...

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※ 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**



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.
<b>Spring Semester</b>	<b>April 12 (Sat.) – July 29 (Tue.)</b>
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  <b>April 7 (Mon.)</b>  (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 <b>April 7 (Mon.)</b> - 17:00 <b>April 8 (Tue.)</b>		from  7:00  <b>April 11 (Fri.)</b>  (The result will be available on the Web Course Registration System)
<b>Start of Spring Semester : April 12 (Sat.)</b> *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 <b>April 18 (Fri.)</b> - 17:00 <b>April 19 (Sat.)</b>		from  7:00  <b>April 23 (Wed.)</b>  (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)	- 17:00 <b>April 19 (Sat.)</b>		(The result will be available on the Web Course Registration System)
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 3<sup>rd</sup> course registration period on following day after the conclusion of that period, so students might not attend 1<sup>st</sup> (and 2<sup>nd</sup>) classes of online courses. First, please do not miss out on the 1<sup>st</sup> and the 2<sup>nd</sup> course registration periods.
- \*SPSE-EDP students can register SPSE-JDP courses also as voluntary course during the 1<sup>st</sup> and 2<sup>nd</sup> course registration period. Additionally, course categories for them can be changed from voluntary course to elective course (but, not vice-versa) during the 3<sup>rd</sup> 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 registration page. 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.

In order to graduate from SPSE, students must fulfill all the requirements and earn the necessary credits shown in the chart below.

< **Students entering from 2019 (Excerpt from School Study Guide)** >

Course Category	Major			
	Political Science	Economics	Global Political Economy	
Political Science	Public Philosophy (Political Perspectives)	Public Philosophy (Political Perspectives)	Public Philosophy (Political Perspectives)	2 credits
	Introduction to Political Analysis	Introduction to Political Analysis	Introduction to Political Analysis	4 credits
	Introduction to International Relations		Introduction to International Relations	2 credits
	Select three of the following Intermediate Courses:		Select one of the following Intermediate Courses:	4 credits
	Japanese Politics		Japanese Politics	4 credits
	Comparative Politics		Comparative Politics	4 credits
	International Politics		International Politics	4 credits
	Public Policy		Public Policy	4 credits
	History of Political Thought		History of Political Thought	4 credits
	(unspecified)	(unspecified)	(unspecified)	(10 credits or more)
<b>TOTAL</b>	<b>36 credits or more</b>	<b>TOTAL</b>	<b>22 credits or more</b>	
Economics	Introduction to Microeconomics	Introduction to Microeconomics	Introduction to Microeconomics	2 credits
	Introduction to Macroeconomics	Introduction to Macroeconomics	Introduction to Macroeconomics	2 credits
		Public Philosophy (Economic Perspectives)	Public Philosophy (Economic Perspectives)	2 credits
		Microeconomics-A → Microeconomics I	Microeconomics-A → Microeconomics I	2 credits
		Microeconomics-B → Microeconomics II		2 credits
		Macroeconomics-A → Macroeconomics I	Macroeconomics-A → Macroeconomics I	2 credits
		Macroeconomics-B → Macroeconomics II		2 credits
	(unspecified)	(unspecified)	(unspecified)	(12 credits or more)
	<b>TOTAL</b>	<b>8 credits or more</b>	<b>TOTAL</b>	<b>22 credits or more</b>



<Students entering 2014~2018 (Excerpt from 2018 School Study Guide)>.

Number of Credits Required for Graduation by Category and Department  
(Excerpt from 2018 School Study Guide) \*Changes are shown in red.

Category name	Required number of credits			Required courses and Rules for enrollment
	Department of Political Science	Department of Economics	Department of Global Political Economy	
Japanese and Global Political Economy	28 credits or more			<p>[For students in the Department of Political Science] Introduction to Japanese Political Economy→Japanese Economic History (Introductory), Japan in World Politics, <del>Contemporary Japanese Politics</del>→Japanese Politics, Law and Politics in Contemporary Japan→Japanese Constitutional Law</p> <p>[For students in the Department of Economics] Introduction to Japanese Political Economy→Japanese Economic History (Introductory), Japanese Economy</p> <p>[For students in the Department of Global Political Economy] Introduction to Japanese Political Economy→Japanese Economic History (Introductory), Japan in World Politics</p>
Political Science	32 credits or more	4 credits or more	18 credits or more	<p>[For students in the Department of Political Science and the Department of Global Political Economy] Introduction to Contemporary Political Analysis→Introduction to Political Analysis, Introduction to Contemporary Political Theory→Public Philosophy (Political perspectives), Introduction to International Relations</p>
Economics	4 credits or more	32 credits or more	18 credits or more	<p>[For students in the Department of Economics] Introduction to Microeconomics, Introduction to Macroeconomics, <del>Microeconomics A</del> → Microeconomics I, <del>Macroeconomics A</del> → Macroeconomics I</p> <p>[For students in the Department of Global Political Economy] Introduction to Microeconomics, Introduction to Macroeconomics</p>
Quantitative Approaches to Political Economy	6 credits or more			<p>[For students in the Department of Political Science and the Department of Global Political Economy] Introduction to Statistics→Statistics I</p> <p>[For students in the Department of Economics] Introduction to Statistics→Statistics I, <del>Mathematics for Political Economy</del>→Introduction to Mathematical Analysis→Introduction to Mathematical Analysis A (Linear Algebra) / Introduction to Mathematical Analysis B (Calculus)</p>
Workshops & Seminars	8 credits or more			<p>[For all students] Fresh-Start Seminar→Basic Seminar and at least one of the Intermediate Seminar.</p>
Foreign Language for Social Sciences	6 credits or more			It is possible to have up to 24 credits of Japanese Language courses count toward graduation.
General Studies				
Career Exploration and Experience				
Elective Courses				
Total	124 credits or more			

Category name	Required number of credits	Remarks
Voluntary courses (Credits not counting toward graduation)	none	Though not a requirement for graduation, if credits are obtained from such courses they will be indicated on the student's transcript.

\*For the yellow highlighted courses, the number of credits has been changed ("Introduction to Political Analysis" is from AY2019, "Japanese Politics" is from AY2020, "Introduction to Mathematical Analysis A/B are from AY2023) .

\*Students entering before 2013 should look at the School Study Guide distributed upon their enrollment in Waseda.

# B

## Flow of Course Registration

### 1. Course Registration Timeline

\*For the course registration schedule for AY 2025 Spring semester, please see P4.

#### 【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.

#### Confirmation of Automatically Registered Courses

Confirm the courses that have been registered automatically on MyWaseda. Although required courses are registered automatically, these courses may vary from student to student depending on the department the student is enrolled in. Note that any request to change the following required courses will NOT be accepted: ex) Basic Seminar, Academic Writing (Academic Writing and Discussion). Also, note that students will not be able to confirm the courses unless they have obtained a Waseda ID. Students can check the courses by clicking “Grades & Course Registration” on MyWaseda login screen.

#### 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 courses offered by SPSE, it is also possible to register courses offered by GEC and CJL and open courses offered by other schools.

It is possible to enroll in 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. Be sure to check the course registration results that students will see in 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 course registration results that students will see in their course registration system by the start date of that semester's classes.

## 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 NOT able to register for EDP courses under the category of “voluntary courses” during the first and second registration periods; however, the category of “voluntary” can be selected during the third registration period if the course still has a vacancy.

During the Third Course Registration period, CJI courses and SPSE courses can be dropped, and the categories of the courses offered by other departments can be changed.

Students will be shown on their course registration system by the designated period.



If you have registered for courses that require audit/course enrollment fees during the 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/>

## 2. Explanations of Terminology

Terminology	Explanation
Course Registration	In principle, students design their own schedules in order to graduate within 4 years at a university (not including automatically registered courses). Students must decide which courses to take and attend classes by themselves. Students need 124 credits in order to graduate. 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 19 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. Advanced Seminars cannot be selected through the Web registration system. Selections will be held before taking Advanced Seminars and only those who pass the selection, the courses will be automatically registered.
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.
Automatically registered courses	Courses which are registered automatically by the school. Although most of the required courses for Freshman students are registered automatically, please note that there are some required courses for which students must register by themselves.
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.
Credits counted toward graduation	Credits that are counted as credits necessary for graduation.
Credits <b>NOT</b> counted toward graduation	Credits that are NOT counted as credits necessary for graduation. Also known as “voluntary courses.” These courses are not included in the GPA calculation but <i>are</i> indicated on students’ transcripts when students pass them.
Other department	Refers to the departments outside SPSE, such as other Schools, Graduate Schools, or Centers. Example: School of International Liberal Studies, Global Education Center, etc.
Required course	Course whose credits students must obtain in order to graduate.
Courses to be taken during a specific year or “Eligible 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. Maximum Number of Credits per Semester

**The maximum number of credits for courses in which students can enroll is 20 credits per semester. The maximum number of credits for Japanese language courses for which students can enroll is 8 credits per semester\*.**

If students wish to enroll in more than 20 credits, the extra classes can be registered as “voluntary courses,” which are not counted toward graduation. For details on registration for voluntary courses, refer to page 23.

\*The maximum number of credits for Japanese language courses up to graduation is 32 credits.

### 2. 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>

### 3. The Maximum Number of Online Course Credits Counted Towards Graduation

Online courses may not account for more than 60 credits of the prescribed number of credits required for graduation. Even if you registered more than 60 credits from online courses, the courses of the excess credits will be automatically dropped or changed to voluntary courses. The classifications for on-campus and online courses have been defined as “Class Modality Categories”. Please refer to 2. Class Modality Category for the details of “Class Modality Categories”.

### 4. Study Hours per Credit and the Number of Credits

At Waseda University, the number of credits registered in a year should basically be limited to 49, including not only courses that count toward graduation (completion) requirements, but also voluntary courses.

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.

Therefore, for 14 weeks of classes, for each class, study outside of class hours is to be comprised of course content (preparation, review, etc.) that will amount to approximately 4 hours.

As you can see, in order to acquire credits, it is necessary to secure the necessary study time not only during

class hours but also outside of class hours, so the number of credits registered in a year should basically be limited to 49.

### 5. 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”.

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

### 6. 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 (even if the course has been taken under the category of “voluntary”). 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]). In that case, students can register the second course as a voluntary course. In so doing, you need to apply through the form on the right by the end of the 2nd registration period. Please note that your application will be accepted only if a course you wish to take still has a vacancy in the 3rd registration period, then it will be registered automatically. Additionally, if the number of the applicants exceeds the capacity in the 3rd registration period, it may not be registered completely due to over-enrollment.



Application for  
Duplication  
Enrollment in  
Japanese-English  
Contrast Courses

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)

If you fail a course you took in the spring semester and wish to register for a course with the same content but in a different language for the fall semester of the same year, you will not be able to register it due to Web registration system error. If you have courses you wish to take in the situation, please consult the SPSE Admin Office (kamoku11@list.waseda.jp) during the course registration period (submitting application forms attached above will not be accepted).

## 7. 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 JDP students, and vice versa.

## 8. 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”
Intermediate Seminar (Labor, Family and Public Economics) 0 1	10 or more
Introduction to Probability and Statistics 0 1	10 or more
Intermediate Seminar (Democracy: For and Against) 0 1	10 or more
Introduction to Java Programming 0 1	10 or more
アカデミックリテラシー演習（社会文化研究） 0 1	10 or more
アカデミックリテラシー演習（ミクロ計量分析入門） 0 1	10 or more
経済政策 0 1	10 or more
Political Parties 0 1	10 or more
Intermediate Seminar (Mathematical and numerical methods for social sciences) 0 1	10 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） 0 1	10 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） 0 1	10 or more
Introduction to C Programming 0 2	10 or more
English Language Course (Global Issues) 0 9	10 or more
English Language Course (News English) 0 2	10 or more
Intermediate Seminar (International Migration in the Americas) 0 1	10 or more

Course title	Number of “over enrolled”
労働経済学Ⅰ 0 1	20 or more
Intermediate Seminar (Postwar Japan and Asia) 0 1	20 or more
Advanced Writing in Political Science and Economics 0 1	20 or more
Intermediate Seminar (Latin American Politics) 0 1	20 or more
Introduction to Probability and Statistics 0 2	20 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） 0 1	30 or more
Intermediate Seminar (Economics in Fiction) 0 1	30 or more
Japanese Politics 0 1	30 or more
アカデミックリテラシー演習（Shakespearean Tragedy） 0 1	30 or more
Intermediate Seminar (Elections) 0 1	30 or more
公共政策 0 1	30 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
経済史入門A 0 2	70 or more
Introduction to Fortran Programming 0 1	70 or more
Intermediate Seminar (Introduction to Japan's International Relations) 0 1	70 or more
日本思想 0 1	120 or more

\*The Course titles are AY2024 version. Regarding the Courses that are “Closed”, “Not Offered” or changed the title in this Academic Year, please refer to the SPSE Website.

## 9. Required Courses and Courses that Students Failed to Pass

The rules for automatic registration differ according to the curriculum based on the year you are enrolled in.

### <Students entering from 2019 and on>

The following required courses under the **Introductory Course Category**, which are meant to be taken in your 1<sup>st</sup> year, will be held in Spring 2025. Please use this list as a check to see if you have registered the necessary courses. The full list of graduation requirements is shown on p7.

Course Name	Term	PS	E	GPE
Public Philosophy (Political Perspectives) 01	spring semester	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to International Relations 01	spring semester	<input type="radio"/>		<input type="radio"/>
Microeconomics I 01 (*1) Microeconomics I 02 (*1)	spring semester		<input type="radio"/>	<input type="radio"/>
Macroeconomics I 02 (*2)	spring semester		<input type="radio"/>	<input type="radio"/>
Statistics I 01 Statistics I 02 Statistics I 03	spring quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statistics II 01 Statistics II 02 Statistics II 03	summer quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Game Theory 01	spring semester	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic Writing and Discussion in English β (Academic skills for Intermediate learners)	spring quarter or summer quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(\*1) (For students who enter in AY2024) If you failed this course in this fall semester, "Microeconomics I" which is offered in the next semester will not be registered automatically. (You cannot also register it by yourself.)

(\*2) (For students who enter in AY2024) If you failed this course in this fall semester, "Macroeconomics I" which is offered in the next semester will not be registered automatically. (You cannot also register it by yourself.)

Note that any request to change the required courses will NOT be accepted.

Required courses under the **Introductory Course category**, which are meant to be taken in your 1<sup>st</sup> year(\*1), **will be automatically registered.**

Note that any request to change the following required courses will NOT be accepted.

Required and elective required courses under the **Intermediate Course category**, which are meant to be taken in your 2<sup>nd</sup> year (\*1), **WILL NOT BE AUTOMATICALLY REGISTERED.** For these courses, you are able to take them according to your academic schedule. Please refer carefully to the Graduation Requirements to check if you have taken all of the required courses and have met all of the required credits.

Course Name	Term	PS	E	GPE
Japanese Politics 01	spring semester	○ *Elective Course		○ *Elective Course
Comparative Politics 01	spring semester	○ *Elective Course		○ *Elective Course
History of Political Thought 01	spring semester	○ *Elective Course		○ *Elective Course
Public Philosophy (Economic Perspectives) 01	spring semester		○	○

**\*Listed up only courses offered in the spring semester.**

If you fail to pass a required course, you must register the same course in the following semester/year yourself through the Course Registration system. (Regarding elective required courses, it does not necessarily have to register the same course which you failed to pass in previous semesters.)

For “Academic Writing and Discussion in English β”(a required course for students entering from 2019 and on), if students fail the course, they have to retake the course by themselves. The classes name start with “R” are prepared only for retaking students.

**<Students entering in and before 2018>**

The following required courses will be held in Spring 2025. Please use this list as a check to see if you have registered the necessary courses. The full list of graduation requirements is shown on p9.

Course Name	Term	PS	E	GPE
Japanese Economic History (Introductory) 01	spring quarter	○	○	○
Japan in World Politics 01	spring semester	○		○
Japanese Politics 01	spring semester	○		
Japanese Economy 01	spring semester		○	
Public Philosophy (Political Perspectives) 01	spring semester	○		○
Introduction to International Relations 01	spring semester	○		○
Microeconomics I 01 Microeconomics I 02	spring semester		○	
Macroeconomics I 02	spring semester		○	
Statistics I 01 Statistics I 02 Statistics I 03	spring quarter	○	○	○

Required courses will be automatically registered at the beginning of each semester.

If students fail to pass a required course, those courses will be automatically registered in the following

semester/year according to when the course will be held (excluding *Japan in World Politics*, you must register for this course yourself through the Course Registration system).

**★<Reference Information>**

**The following information is the required course details for AY2024 Fall Semester★**

**<Students entering from 2019 and on>**

The following required courses under the **Introductory Course Category**, which are meant to be taken in your 1<sup>st</sup> year, will be held in Fall 2024. Please use this list as a check to see if you have registered the necessary courses. The full list of graduation requirements is shown on p7.

Course Name	Term	PS	E	GPE
Basic Seminar	Fall semester	○	○	○
Introduction to Political Analysis	Fall semester	○	○	○
Introduction to Microeconomics (*1)	Fall quarter	○	○	○
Introduction to Macroeconomics (*2)	Winter quarter	○	○	○
Introduction to Mathematical Analysis A (Linear Algebra)	Fall quarter		○	○
Introduction to Mathematical Analysis B (Calculus)	Winter quarter		○	○

Required courses under the **Introductory Course Category**, which are meant to be taken in your 1<sup>st</sup> year(\*1), **will be automatically registered.**

(\*1) (For students who enter in AY2024) If you failed this course in this fall semester, “Microeconomics I” which is offered in the next semester will not be registered automatically. (You cannot also register it by yourself.)

(\*2) (For students who enter in AY2024) If you failed this course in this fall semester, “Macroeconomics I” which is offered in the next semester will not be registered automatically. (You cannot also register it by yourself.)

Note that any request to change the required courses will NOT be accepted.

Changes in Required Courses under the Introductory Course Category  
from Students Entered after 2022.

“Academic Writing and Discussion in English β” will be automatically registered in the 2<sup>nd</sup> semester (2025 Spring semester).

\*Previously, this course had been automatically registered in the 1<sup>st</sup> semester.

Required and elective required courses under the **Intermediate Course category**, which are meant to be taken in your 2<sup>nd</sup> year (\*1), **WILL NOT BE AUTOMATICALLY REGISTERED**. For these courses, you are able to take them according to your academic schedule. Please refer carefully to the Graduation Requirements to check if you have taken all of the required courses and have met all of the required credits.

Course Name	Term	PS	E	GPE
International Politics	Fall semester	○ *Elective Course		○ *Elective Course
Public Policy	Fall semester	○ *Elective Course		○ *Elective Course
Microeconomics II	Fall semester		○	
Macroeconomics II	Fall semester		○	

**\*Listed up only courses offered in the fall semester.**

If you fail to pass a required course, you must register the same course in the following semester/year yourself through the Course Registration system. (Regarding elective required courses, it does not necessarily have to register the same course which you failed to pass in previous semesters.)

For “Academic Writing and Discussion in English β”(a required course for students entering from 2019 and on), if students fail the course, they have to retake the course by themselves. The classes name start with “R” are prepared only for retaking students.

**<Students entering in and before 2018>**

The following required courses will be held in Fall 2024. Please use this list as a check to see if you have registered the necessary courses. The full list of graduation requirements is shown on p9.

Course Name	Term	PS	E	GPE
Basic Seminar	Fall semester	○	○	○
Japanese Constitutional Law	Fall semester	○		
Introduction to Political Analysis	Fall semester	○		○
Introduction to Microeconomics	Fall quarter		○	○
Introduction to Macroeconomics	Winter quarter		○	○
Introduction to Mathematical Analysis A (Linear Algebra)	Fall quarter		○	○
Introduction to Mathematical Analysis B (Calculus)	Winter quarter		○	○

Required courses will be automatically registered at the beginning of each semester.

If students fail to pass a required course, those courses will be automatically registered in the following semester/year according to when the course will be held (excluding *Japan in World Politics*, you must register for this course yourself through the Course Registration system).

## 10. Principle of Courses to be Taken During a Specific Grade

It is highly recommended to select and enroll in courses intended to be taken during a specific year in accordance with the course allocation.

Introductory Courses are intended to be taken in the 1<sup>st</sup> year, Intermediate Courses in the 2<sup>nd</sup> year, and Advanced/Specialized Courses in the 3<sup>rd</sup> year and on.

**Although it is possible to enroll in courses that are intended to be taken by students in grades higher than your own, please choose courses carefully depending on your progress in your study.**

\* Please also note that this rule may not apply for some SPSE courses (the regulation will be mentioned on the course syllabus) and courses conducted by other school/centers.

## 11. 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

## 12. SPSE Courses Conducted in Japanese

SPSE encourages students who are proficient in Japanese to register for SPSE courses conducted in Japanese. Even if students are not confident of enrolling in Japanese-taught courses, the courses can be registered under the category of "voluntary courses" during the course registration periods. However, once they are registered and confirmed, you cannot change the category until the 3<sup>rd</sup> Course Registration Period.

Please note that some required courses for JDP students will not be open for EDP students.

Please also note that the Course Category Changing System that took place after the grades were announced (ex. changing the category of the voluntary JDP courses that you passed to count as credits toward graduation) HAS BEEN ABOLISHED in 2019 Spring. Be sure to make the necessary changes during the designated course registration period.

For restrictions when taking courses that you have already taken in English, please refer to page 14, "6. Prohibition on Duplicate Enrollment in Courses".



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 courses in which students can enroll is 20 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.

## E

## 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		1 <sup>st</sup> Registration	2 <sup>nd</sup> Registration	3 <sup>rd</sup> 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 the next page, "Registration of University-wide Open Courses for AY2025".
- (2) Required courses registered automatically 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 29.

## 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						Cancelable (*2)	
			Spring Registration			Fall Registration				
			1st	2nd	3rd	1st	2nd	3rd		
University-wide Open Courses	Offered by Global Education Center (GEC)		○	○	○	○	○	○	○ (*3)	
	Web Registration	Academic Writing	•Registration Guide of University-Wide Open Courses •GEC Website ( <a href="https://www.waseda.jp/inst/gec/">https://www.waseda.jp/inst/gec/</a> )	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.						
		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 ( <a href="https://www.waseda.jp/inst/gec/">https://www.waseda.jp/inst/gec/</a> ) >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 the first registration 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.

### 1. Differences between Elective/General Studies (Non-SPSE) Courses and Voluntary Courses

The category of voluntary courses has been established to enable students to undergo further learning in addition to obtaining the credits necessary for graduation. Although credits that have been obtained in the category of “voluntary” are not counted toward graduation, they are indicated on a student’s transcript if the student passes the course. Even if the student doesn’t pass a course taken under the category of “voluntary course,” it will not affect student’s GPA, nor will it appear on the transcript.

The category of “Elective/General Studies (Non-SPSE)” or “Voluntary” can be chosen when students register for courses run by other departments during each of the registration periods (also refer to p.21). The category of EDP courses cannot be chosen during the first and second registration periods, but you are able to select the categories for JDP courses. If students wish to register EDP courses as voluntary courses, you will need to register them during the third registration period, only when the courses still have seats available.

### 2. Changes in the Course Category

During the third registration period, it is possible to change the category of a course that has already been registered and confirmed if the course is offered by another department (\*1). Category changes from “Elective/General Studies (Non-SPSE) courses” to “Voluntary courses” and vice versa can only be made during the third registration period. If you have mistakenly registered a course in the wrong category, the third course registration period will be the last timing to change them. **Changes after the designated period will not be accepted under any circumstances.** Note that the categories of EDP courses which you have already registered and confirmed cannot be changed at any time. If a change in the course category results credits to exceed the maximum number a students can register per semester, the application of the category change will become invalid. Also, note that no change can be made after the designated period.

\*1 SPSE-EDP students can register SPSE-JDP courses as also “Voluntary courses” during 1<sup>st</sup> and 2<sup>nd</sup> course registration and can change course category for them from “Voluntary courses” to “Elective courses / General Studies (Non-SPSE)” (but not vice versa) during the 3<sup>rd</sup> course registration.

### 3. Web Operation Method

The Web operation method for changing course categories is explained on the next page.

**1** During the registration period (Category change)

When choices of category are available in a pull-down menu, you may change the Category for course registration.

Voluntary Course and Other Registration 2010-04-12 10:00 - 2010-04-13 17:00

Special enrollment fees must be paid for the courses with "Fee" mark. Click "URL" for more information.

Search Result select "Check Box" to select courses Return to the first page

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Order
<input type="checkbox"/>	spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Foreign Language Texts for Economics (English) 01</a>	TAKAMATSU, Satoko	waseda	1-401	Elective Subjects (Other Departments)	2	
<input type="checkbox"/>	spring semester	Wed.	3	Schl Political Sci/Econo		<a href="#">Foreign Language Texts for Economics (French) 01</a>	UCHIDA, Hidemi	waseda	1-408	Elective Subjects (Other Departments)	2	
<input type="checkbox"/>	spring semester	Thur.	4	Schl Political Sci/Econo		<a href="#">Foreign Language Texts for Economics (German) 01</a>	KONO, Jun	waseda	26-601	Elective Subjects (Other Departments)	2	

**2-1** During the period to apply for category change (Jump to the Change screen)

Press the [Course Change] button.

Current schedule of your school

Voluntary Course and Other Registration 2010-04-12 10:00 - 2010-04-13 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

**Course Change**

Schedule for 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. Thur.	2 2	Schl Political Sci/Econo		<a href="#">English III(Business English III.03)</a>	SHAPIRO, David	waseda	10-402 10-306	Foreign Language I (English III)	2	Registered

**2-2** During the period to apply for divisional changes (Changes to course category)

A list of courses you can change will be displayed. Click the Check Box of the course you want to change and press the "Change" button.

When you press the "Change" button, a confirmation message will appear.

You can change course category of listed course(s) if you are qualified for the course. **Change** Return to the first page.

List of courses to change category Change Select the "Change" button for the course you wish to change category then click "Change."

Return to first page

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status
<input type="checkbox"/>	first semester	Thur.	5	Open		<a href="#">Work Camp Studies</a>	TAMURA, Masakatsu NISHIO, Takeshi	waseda	7-419	Elective Subjects (Other Schools)	2	Registered
<input type="checkbox"/>	first semester	Fri.	5	Open	<a href="#">URL</a> <a href="#">URL</a>	<a href="#">Discussion Tutorial English (Intermediate) 08</a>	NAKANO, Michiko	waseda		Elective Subjects (Other Schools)	2	Registered
<input type="checkbox"/>	first semester	Sat.	2	Open		<a href="#">The War and Peace Issues in the 21st Century</a>	TAGA, Hidetoshi OKUSAKO, Hazime	waseda	14-102	Elective Subjects (Other Schools)	2	Registered

Seminars are often called *Zemi* and provide students with step-by-step learning from the basics in small-sized classrooms. Students are expected to enroll in Seminars in sequential order, and the registration method varies from Seminar to Seminar. The goal is for students to take an Advanced Seminar.

## 1. Learning in Seminar Courses

### Basic Seminar

This is a required course under the Introductory Course Category and is meant to be taken in the 1<sup>st</sup> year. It provides the foundation for your academic success by helping you to develop the essential skills of university life: conducting research, thinking critically, reading and writing academic texts, making presentations, participating in discussions, giving and receiving feedback, etc.

### Intermediate Seminars

The purpose is to develop your academic literacy based on achievements in the Basic Seminar, such as communication, writing, presentation, analysis, critical thinking, global perspectives, reading and planning projects, all of which are essential for students. It is recommended that students take them from the spring semester of 1<sup>st</sup> year to 2<sup>nd</sup> year, and **2<sup>nd</sup> year students are in principle given the highest priority in lottery for Intermediate Seminars.**

### Advanced Seminar

The purpose is to provide opportunities for specialized study based on the achievements in Basic Seminar and Intermediate Seminars. Basically, students consecutively enroll in Advanced Seminar for 4 semesters and write thesis in the 4<sup>th</sup> semester.

## 2. Precautions on Registering for Seminar Courses

Seminars / Thesis	Notes
Basic Seminar	The Basic Seminar is registered automatically. If students fail to pass the course, they will automatically be registered for the course in the following academic year.
Intermediate Seminars	There will be only Intermediate Seminars without A and B from AY 2019. Submission of an application form is NOT needed.

Seminars / Thesis	Notes
Advanced Seminars	<p>Advanced Seminars must be taken in numerical order in principle. Submitting an application form through MyWaseda is required to register for Advanced Seminar I. There will be a notice for students who are only eligible to register Advanced Seminar I before the Spring course registration period. If a student passes one of the Seminars, the subsequent Advanced Seminar taught by the same instructor will be registered automatically. Students are ONLY permitted to change advanced seminars between Advanced Seminar II and Advanced Seminar III. The student must get PRIOR approval from the new professor in advance and submit an application to the SPSE office during the designated period before the Spring semester.</p> <p>Once you drop (cancel) an Advanced Seminar, you will not be able to apply for other Advanced Seminars, JDP-Zemis, or to be re-enrolled in your former seminar, so please consider carefully.</p> <p>Please see the Application and Course Registration Guide for Advanced Seminars posted on the SPSE website for more details; <a href="https://www.waseda.jp/fpse/pse/en/students/enrollment/seminars/">https://www.waseda.jp/fpse/pse/en/students/enrollment/seminars/</a></p>
Thesis	<p>The course "Thesis" is automatically registered, concurrently with Advanced Seminar IV, in the Fall semester. Instruction on writing the thesis will be given through the Advanced Seminar IV class with which the Thesis is registered.</p> <p>If students wish to drop (cancel) the Thesis, students must submit an application form with approval of the professor to the SPSE office during the designated period.</p> <p>Also, if students wish to submit a thesis (the main requirement of the Thesis class) in the semester after passing Advanced Seminar IV, the Thesis can be dropped in the Fall semester and can be re-enrolled in the Spring semester, even though students will have been receiving instructions related to thesis writing throughout the Advanced Seminar classes. In this case, the student must submit an application form with approval of the professor to the SPSE office during the designated period. Please note that there are two procedures to be followed: the first one is dropping Thesis in the current semester and the second one is for registration in Thesis in the next semester.</p> <p>Please see the Application and Course Registration Guide for Advanced Seminars posted on the SPSE website for more details; <a href="https://www.waseda.jp/fpse/pse/en/students/enrollment/seminars/">https://www.waseda.jp/fpse/pse/en/students/enrollment/seminars/</a></p>

**Q. How many credits can I register per semester?**

A. You can register for a maximum of 20 credits in one semester.

**Q. Is it possible to register for more than 20 credits in one semester?**

A. If you wish to enroll in courses for more than 20 credits, you can register additional courses under the category of “voluntary courses.”

**Q. How many SILS courses can I register for?**

A. 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.

**Q. I was not able to get credit for a required course and I want to re-enroll in the course. How should I do this?**

A. Refer to page 17. The rules differ according to your year of entrance.

**Q. A course that I registered became “Over Enrolled.” Can I apply to register for the same course in the second registration period?**

A. No. If the number of students who wish to register exceeds the prescribed quota, you may not be able to register for the course successfully. Once the course is closed, it will not be open again. Try to register for other courses that have availabilities during the second registration period by looking at the “Available Course List.”

**Q. There is a course that I want to register for during the third registration period. Is it acceptable to attend the class even before I know the registration results?**

A. Yes. Be sure to attend all the courses that you are planning to register for. Afterwards, confirm the registration results on your Web registration page.  
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.

**Q. I want to drop a course offered by the Global Education Center / SILS. Is this possible?**

A. Yes. Open courses can be dropped, however there is some exceptions. Please refer to “Registration of University-wide Open Courses for AY2024” and the course registration rules, page 21.

**Q. How are courses conducted?**

A. Please confirm Web syllabus and the announcement from the instructor on Waseda Moodle for the details of conducting classes. If you cannot get information about it from them, please contact directly to the instructor by Message of Waseda Moodle.

**Q. I would like to know the instructor’s email address.**

A. Visit the SPSE Administrative Office with your student ID or use Waseda Moodle to contact the instructor. If you have difficulty with both, please contact the SPSE Administrative office through your Waseda e-mail address.

**Q. Can I register for all SPSE courses conducted in Japanese?**

A. No. Some courses required for JDP students cannot be registered.

**Q. Can I re-register for a course that I failed to pass before?**

A. Yes. Regardless of the grade received (F, G, or H), you are able to re-register for the course.  
Note that you cannot register for courses which you already passed in previous semesters again regardless of the course category.

**Q. What if I have no PC at home?**

A. Use the PC rooms on campus. Lists of the available PC rooms are found in the following URL.  
<http://www.waseda.jp/navi/room/waseda/>  
Availabilities of PC rooms can also be checked from the following URL. [http://crai.waseda.jp/clv/pc\\_e.php](http://crai.waseda.jp/clv/pc_e.php)

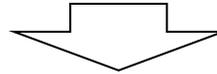
# Course Registration using the Web System

\* Note  Main Procedures.

## 1. Sequence for Course Registration using the Web System

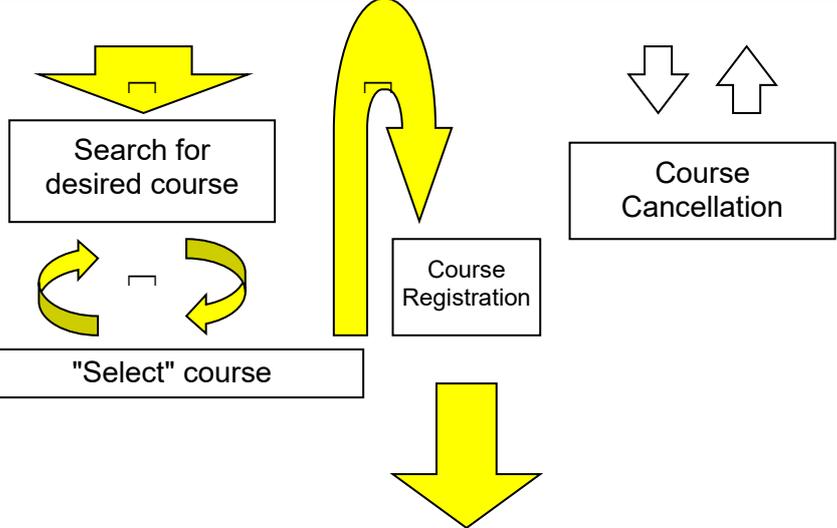
Log in to the Menu for course guidance week Registration screen

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



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

Confirm Course Registration List



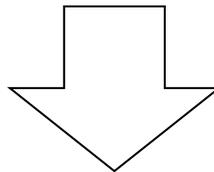
- Course Registration
  - i You must click the "Course Add" button for the tentatively selected courses to register.

Confirm registered course list

[Important]

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

**Registered**

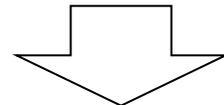


**Drawing/Registration Check**

- i Drawing/Registration Check will be done by the University

**Error**

- i When "Error" appears, check the type of error and make appropriate corrections

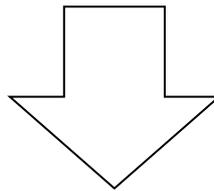


Cancellation

- i Click the "Course Drop" button on Course Registration Screen.

Confirm

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

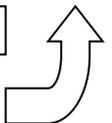


- i A list will be displayed, showing the courses that you may drop. Select the "Check Box" for the course you wish to cancel then click "Drop."

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) 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) 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		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	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.

#### "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.)

#### "Course Add"

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

#### "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

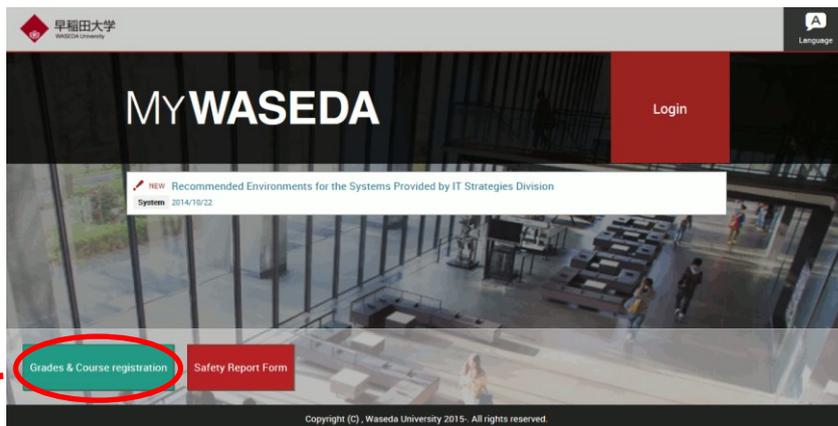
#### 1 Menu for course guidance week

<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



#### 2 Login

Enter Waseda Mail Address ID and Password. Then, click the "Login" button.

WASEDA University

### Sign in

Waseda Mail Address

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

[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

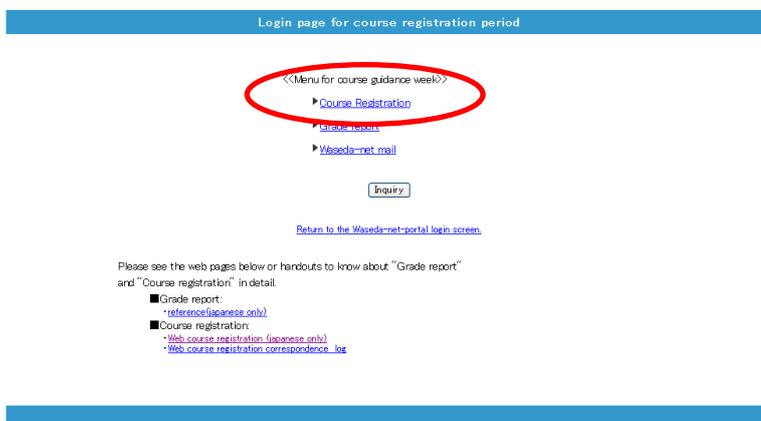
[Forgot my password](#)

[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	Instructor	Campus	Classroom	Category	Credits	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiro	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiro	waseda	15-401	Introductory Subject-Non-Required Subjects	2	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  
 Search Result select "Check Box" to select courses

3. Search Keyword  
 Course Title [ ]  
 Term [v]  
 Day [v]  
 Period [v]

[Search]

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 I	ISOMURA, Tamotsu	waseda	9-201		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Law of Civil Procedure: Lecture I	MATSUMURA, Kazunori	waseda	9-202		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Constitutional Law: Lecture I	TONAMI, Koji	waseda	9-204		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		International Politics: Lecture I	TANAKA, Toshiro	waseda	9-207		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Special Study on Anglo-American Law I: Lecture I	ROSEN, Daniel	waseda	9-203		2	
<input type="checkbox"/>	spring semester	tues.	3	G.S. Law		Insolvency Law and Corporate Reorganization: Lecture I	KATO, Tetsuo	waseda	9-205		2	

[Return to the first page]

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

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	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		<a href="#">Civil Law: Lecture I</a>	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon.	2	G.S. Political Sci		<a href="#">Local Government A</a>	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur.	2	G.S. Political Sci		<a href="#">Academic Writing in Japanese</a>	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 Schedule 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  Click "OK" button, to complete the registration.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		<a href="#">Civil Law: Lecture I</a>	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.

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

Course Drop **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.**

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	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	2	G.S. Law		<a href="#">Commercial Law: Lecture I</a>	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		<a href="#">Local Government A</a>	KOHARA, Takaharu	waseda			2	Registered

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

# 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.

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		<a href="#">Commercial Law Lecture I</a>	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period

# 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.

(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	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required	2	Registration submitted

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

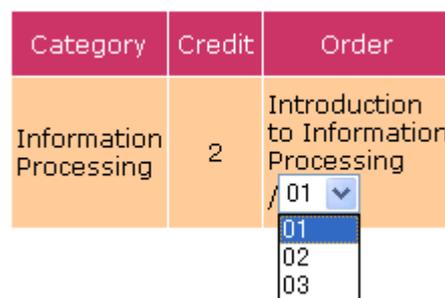
Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due 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.

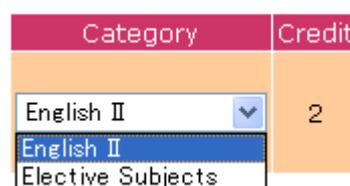
When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

### 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.

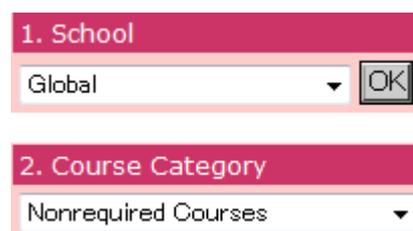


**Category Change:** When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register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

Note	Course Title
URL	<a href="#">German Video Conference (language and culture)</a>

- 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
Fee	<a href="#">General Tutorial English (Basic 01)</a>

- Course Summary

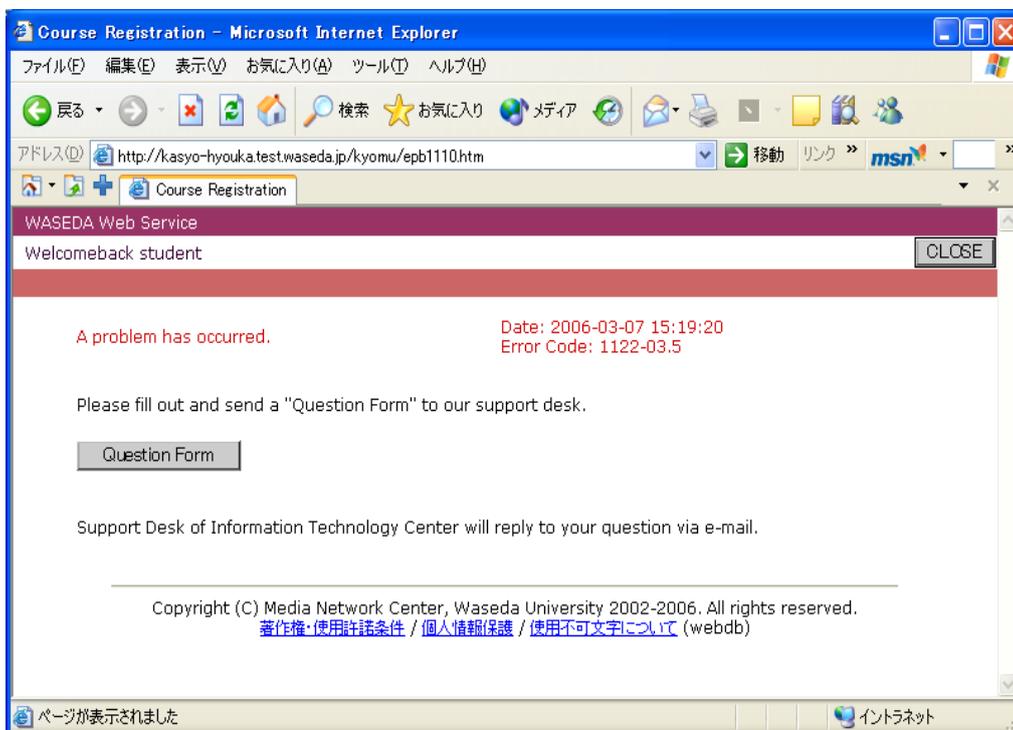
When you click the Course Title on the First Page, you will see a summary of the course.

Course Title	Instructor
<a href="#">Introduction to Information Processing 40</a>	MAENO, Joji

## 6. Error Message

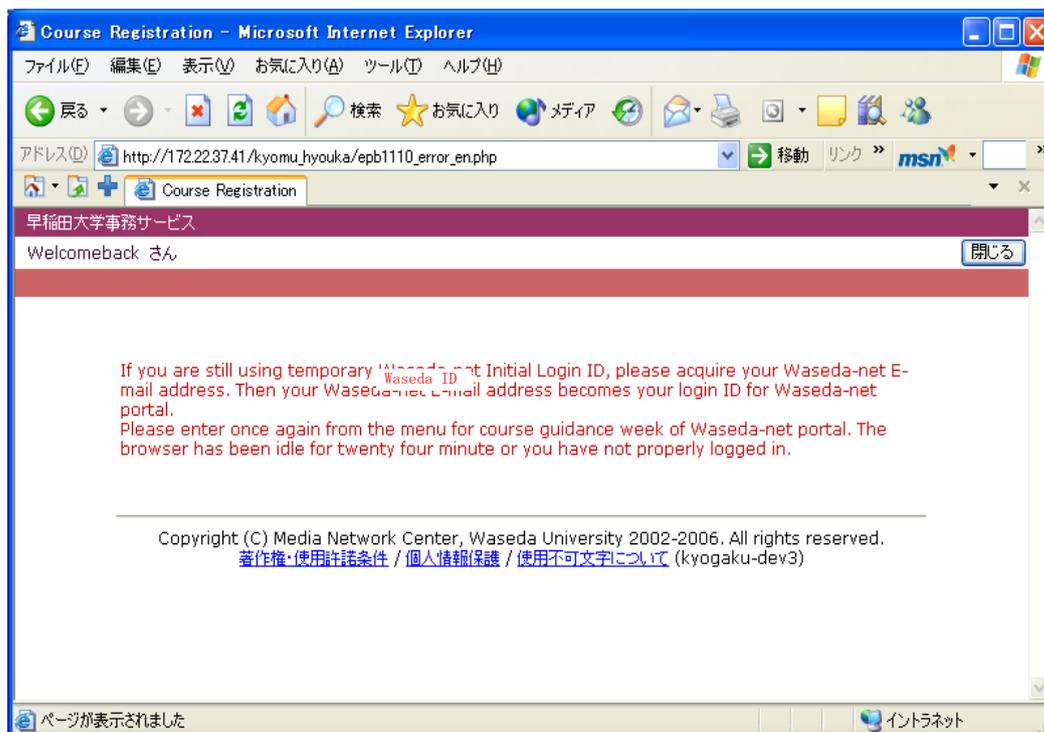
- When service cannot be provided,

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



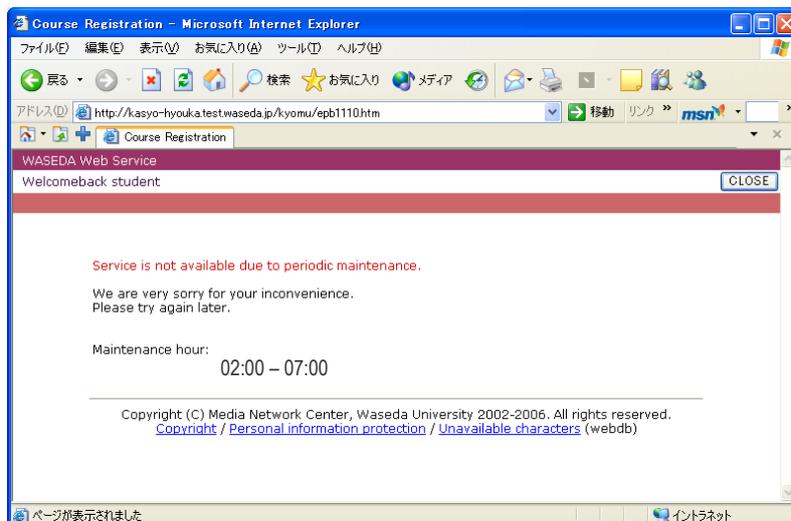
- When an operation is not accepted,

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](https://support.waseda.jp/it/s/systemrequirements?language=en_US)

早稲田大学 ( )  
To Dean of ( )

学部 / 研究科長 殿  
, Waseda University

DATE: YYYYY / MM / DD

# 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.)

<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 \_\_\_\_\_

Phone No.

(携帯電話 または 自宅)  
(Cell or Home)

学籍番号 \_\_\_\_\_

Student ID

(本学学生のみ)  
(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.