

# **EDP**

**(English-Based Degree Program)**

## **Course Registration Guide 2025 Fall Semester**

School of Political Science and Economics,  
Waseda University

# Support Anywhere

# サポエニ



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.

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# 2025 Fall Semester Schedule

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

Event	Date
Course Registration Periods (for Fall semester)	Middle of September - Middle October (*Details on the next page)
<b>Fall Semester Class Period</b>	<b>October 2 (Thur.) – February 3 (Tue.)</b>
Fall Quarter Class Period	October 2 (Thur.) – November 22 (Sat.)
Winter Quarter Class Period	November 24 (Mon.) – January 27 (Tue.)
National Holidays (Classes will be held)	October 13 (Mon.), November 3 (Mon.), November 24 (Mon.)
Anniversary of the University Founding (Classes will be held)	October 21 (Tue.)
Waseda Festival, etc. (No Classes)	October 30 (Thur.) – 2 (Sun.)
Absentee Examination for Fall Quarter Courses	December 2(Tue.) - 4 (Thur.)
Announcement of Fall Examination Schedule	December 13 (Fri.)
Winter Vacation	December 23 (Tue.) – January 6 (Tue.)
Absentee Examination for Winter Quarter and Fall Semester Courses	February 10 (Tue.), February 12 (Thur.)
Announcement of Academic Results	March 2 (Mon.)

-Details on each event (examinations, academic results, etc.) will be announced on each webpage at appropriate times.

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

# Course registration Dates: Fall Semester

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

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

Registration Type	Registrable Courses	Registration Period	Result Announcement Date
First Course Registration (*1)	<ul style="list-style-type: none"> <li>◇ Courses offered by School of Political Science and Economics (SPSE)</li> <li>◇ Courses offered by Global Education Center (GEC)</li> <li>◇ Courses offered by Center for Japanese Language (CJL)</li> <li>◇ Courses offered by Center for International Education (CIE)</li> <li>◇ Teacher Training Courses</li> <li>◇ Open Courses offered by other undergraduate schools</li> </ul>	<b>9:00 AM</b> <b>September 17 (Wed.)</b> - <b>5:00 PM</b> <b>September 19(Fri.)</b>	<b>from</b> <b>7:00 AM</b> <b>September 25 (Thur.)</b> (The result will be available on the Web Course Registration System)
Second Course Registration (*1)	<ul style="list-style-type: none"> <li>◇ Courses offered by SPSE</li> <li>◇ Courses offered by GEC</li> <li>◇ Courses offered by CJL</li> <li>◇ Courses offered by CIE</li> <li>◇ Teacher Training Courses</li> </ul>	<b>9:00 AM</b> <b>September 25(Thur.)</b> - <b>5:00 PM</b> <b>September 26 (Fri.)</b>	<b>from</b> <b>7:00 AM</b> <b>October 1 (Wed.)</b> (The result will be available on the Web Course Registration System)
<b>Start of Fall Semester : October 2 (Thur.)</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)	<ul style="list-style-type: none"> <li>◇ Courses offered by SPSE</li> <li>◇ Courses offered by GEC</li> <li>◇ Courses offered by CJL</li> <li>◇ Courses offered by CIE</li> <li>◇ Teacher Training Courses</li> <li>◇ Courses offered by other undergraduate schools (*3)</li> </ul>	<b>9:00 AM</b> <b>October 8 (Wed.)</b> - <b>5:00 PM</b> <b>October 9 (Thur.)</b>	<b>from</b> <b>7:00 AM</b> <b>October 14 (Tue.)</b> (The result will be available on the Web Course Registration System)
Course Dropping	<ul style="list-style-type: none"> <li>◇ Courses offered by SPSE</li> <li>◇ Courses offered by other school/center (except for some courses) (*4)</li> </ul>		
Course Category Changes (*2)	<ul style="list-style-type: none"> <li>◇ Courses offered by other undergraduate schools</li> </ul>		

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

\*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 necessary services in Waseda such as Waseda Mail, the course registration system, and the learning management system, Waseda Moodle.

## ✓Understand the course registration rules by the start of the registration period.

Please read this booklet thoroughly. Unless you understand the course registration rules when you register for courses, there may be cases where you cannot take your desired classes due to 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.

You must check your registration results yourself. You can do so by checking the web registration page.

## ✓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 must also present your ID when taking exams.

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## **Inquiries about Course Registration**

\*Opening hours and dates of each office subject to change. Please be sure to check the University's Web page.

### **-Course Registration and Taking**

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

#### ***Opening Hours***

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.

### **-Web-based Course Registration (Inquiries)**

Inquiries about course registration should be made through the IT Help Desk inquiry form.

Available 24 hours a day.

\*Please avoid inquiring at the end of the course registration period because you might not receive the response by the deadline. If you have any questions, contact the IT Help Desk as soon as possible.

### **-Waseda ID (Password Reissue)**

Please contact Waseda Portal Office (Building 7).

Opening hours: \*During the class period

Weekdays: 8:40~20:00, Saturdays: 8:40~16:00

\*Outside the class period

Weekdays: 10:00~18:00, Saturdays: Closed



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) >

Number of Credits Required for Graduation by Category				
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		
		Macroeconomics A → Macroeconomics I	Macroeconomics A → Macroeconomics I	2 credits
		Macroeconomics B → Macroeconomics II		
	(4 credits or more)	(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]  <del>Introduction to Japanese Political Economy</del>→Japanese Economic History (Introductory), Japan in World Politics, Contemporary Japanese Politics→<b>Japanese Politics</b>, Law and Politics in Contemporary Japan→Japanese Constitutional Law</p> <p>[For students in the Department of Economics]  <del>Introduction to Japanese Political Economy</del>→Japanese Economic History (Introductory), Japanese Economy</p> <p>[For students in the Department of Global Political Economy]  <del>Introduction to Japanese Political Economy</del>→Japanese Economic History (Introductory), Japanese Economy</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]  <del>Introduction to Contemporary Political Analysis</del>→<b>Introduction to Political Analysis</b>, 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]  <del>Introduction to Japanese Political Economy</del>→Japanese Economic History (Introductory), Japanese Economy</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]  <del>Introduction to Statistics</del>→Statistics I</p> <p>[For students in the Department of Economics]  <del>Introduction to Statistics</del>→Statistics I, Mathematics for Political Economy→<b>Introduction to Mathematical Analysis</b>→<b>Introduction to Mathematical Analysis A (Linear Algebra)</b> / <b>Introduction to Mathematical Analysis B (Calculus)</b></p>
Workshops & Seminars	8 credits or more			<p>[For all students]  <del>Fresh-Start Seminar</del>→<b>Basic Seminar</b> and at least one of the <b>Intermediate Seminar</b>.</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.

## 1. Course Registration Timeline

\*For the course registration schedule for AY 2025 Fall semester, please see page 4.

### 【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 CJL webpage. 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 many required courses are registered automatically, they may vary depending on the department in which the student is enrolled.. Note that any request to change the automatically registered courses will NOT be accepted. 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 (Web-based registration system)

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 for courses offered by GEC and CJL and open courses offered by other schools.

It is generally possible to register for courses offered by SPSE that are 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 results of the course registration. Students can check the results on their course registration page on the results announcement day.

### Second Course Registration Period (Only students who wish, Web-based registration system)

Students who do not complete course registration in the first registration can register for 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 website of each school/center before the second registration period begins. Note that only CJL courses can be dropped during this period; no other courses are allowed to be dropped. Be sure to check the results of course registration. Students can check the results on their course registration page on the results announcement day.



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

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

### Third Course Registration Period, Dropping, Category Changes (Only students who wish, Web-based registration system)

Students who do not complete course registration in the first and second registration 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 fall semester will start before the third course registration period. Please attend classes of courses you would register for, even if the registration has not yet been decided.

The “Available Course List” will be posted on the website of each school/center before the third registration period begins.

Students CANNOT register for EDP courses under the category of “voluntary courses” during the first and second registration periods; however, they can select “voluntary courses” during the third registration period if the course still has a vacancy.

During the third course registration, almost all of courses including courses offered by other school/center can be generally dropped, and the categories of the courses offered by other school/center can be changed.

Dropping Courses and Changing the courses of categories are allowed during the 3rd course registration period. For details, please refer to page 24 and 26.

Students can check the results on their course registration page on the results announcement day.



If you have registered for courses that require audit/course enrollment fees during the third registration period, it is 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 (not including automatically registered courses). Students must decide which courses to take and attend classes by themselves. Course registration is an essential procedure for all students to design their study.
MyWaseda	MyWaseda is a portal site for various services offered by Waseda University. MyWaseda enables students to use necessary services 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 message occurs when students violate the registration rules prescribed by the School. Refer to page 23 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 for them will be held before the classes start. They will be automatically registered only for students who pass the selection.
Semester courses	Courses generally held once or twice a week during a semester.
Quarter courses	Courses generally 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).
Intensive courses	Courses generally held in an intensive manner during a specific period. The period would include a vacation period. If you wish to take these courses, you must check the class schedule yourself to avoid class schedule conflicts with other courses.
Automatically registered courses	Courses that are automatically registered 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. In addition to it, see the Web Syllabus for details of each course.
Reenroll	Refers to students re-registering for courses that they did not pass in previous semesters.
Audit/Course Enrollment Fees	Some courses require payment of audit/course enrollment fees. Non-payment will result in exclusion from the course and may lead to a drop in your priority ranking if selected for enrollment by lottery next time you register for courses.
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 necessary credits for graduation.
Credits <b>NOT</b> counted toward graduation	Credits that are NOT counted as necessary credits for graduation. They are also known as "voluntary courses." These courses are not included in the GPA calculation but indicated on students' transcripts when students pass them.
Other departments	Refers to the departments outside SPSE, such as other Schools, Graduate Schools, or Centers. Example: School of International Liberal Studies, Global Education Center, etc.
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 register for courses offered by SPSE that are 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 offered 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.
University-wide offered courses	Courses offered by each school that is open to other school students. *Available for registration during 1st registration period.
Courses offered by Other Schools	Courses offered by other schools that have available course list after the 2nd registration period.
Maximum Number of Credits	Maximum Number of Credits per Semester / Course Categories
Over enrollment	Each course has its assigned capacity, and if the number of applicants exceeds it, the computer system randomly chooses the students to be registered.

### 1. Maximum Number of Credits per Semester

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

If students wish to register for 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 26.

### 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 the Web Syllabus. **Depending on your study environment, please be sure to gather all the necessary information to select your ideal course.**

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.” These symbols of SPSE courses have the following meanings. Make sure to take sufficient care when registering for such courses and 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 are needed to be obtained in order to take II. The language 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 generally possible to register for 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 for 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. It will be registered automatically; however, if the number of the applicants exceeds the capacity in the 3rd registration period, it may not be registered 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 (page 1, 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 academic year, you will not be able to register it due to Web registration system error. If you have courses you wish to take in this situation, please contact the SPSE Admin Office (kamoku11@list.waseda.jp) during the course registration period (application through the 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. If the number of applicants exceeds its capacity, the computer system randomly chooses the students to be registered for. 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”	Course title	Number of “over enrolled”
Intermediate Seminar (Labor, Family and Public Economics) O 1	10 or more	労働経済学Ⅰ O 1	20 or more
Introduction to Probability and Statistics O 1	10 or more	Intermediate Seminar (Postwar Japan and Asia) O 1	20 or more
Intermediate Seminar (Democracy: For and Against) O 1	10 or more	Advanced Writing in Political Science and Economics O 1	20 or more
Introduction to Java Programming O 1	10 or more	Intermediate Seminar (Latin American Politics) O 1	20 or more
アカデミックリテラシー演習（社会文化研究） O 1	10 or more	Introduction to Probability and Statistics O 2	20 or more
アカデミックリテラシー演習（ミクロ計量分析入門） O 1	10 or more	アカデミックリテラシー演習（古典にみる南アジアの哲学） O 1	30 or more
経済政策 O 1	10 or more	Intermediate Seminar (Economics in Fiction) O 1	30 or more
Political Parties O 1	10 or more	Japanese Politics O 1	30 or more
Intermediate Seminar (Mathematical and numerical methods for social sciences) O 1	10 or more	アカデミックリテラシー演習（Shakespearean Tragedy） O 1	30 or more
アカデミックリテラシー演習（明治時代における宗教と政治） O 1	10 or more	Intermediate Seminar (Elections) O 1	30 or more
アカデミックリテラシー演習（集合的記憶と歴史和解をめぐる政治学） O 1	10 or more	公共政策 O 1	30 or more
Introduction to C Programming O 2	10 or more	キャリアデザインワークショップ（企業買収における基礎理論と実践）	50 or more
English Language Course (Global Issues) O 9	10 or more	経済史入門A O 2	70 or more
English Language Course (News English) O 2	10 or more	Introduction to Fortran Programming O 1	70 or more
Intermediate Seminar (International Migration in the Americas) O 1	10 or more	Intermediate Seminar (Introduction to Japan's International Relations) O 1	70 or more
		日本思想 O 1	120 or more

\*The Course titles is 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>

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.

The following required courses under the Introductory Course Category will be held in Fall 2025 and Spring 2026 (for your reference, the Spring semester information is also listed based on the Spring 2025 information. Please note that the Spring 2026 information has not been decided). 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 page 9.

Course Name	Term	PS	E	GPE
Fall Semester				
Basic Seminar	Fall semester	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Political Analysis	Fall semester	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Microeconomics (*1)	Fall quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Macroeconomics (*2)	Winter quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Mathematical Analysis A (Linear Algebra)	Fall quarter		<input type="radio"/>	<input type="radio"/>
Introduction to Mathematical Analysis B (Calculus)	Winter quarter		<input type="radio"/>	<input type="radio"/>
Spring Semester				
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) (*3)	spring quarter or summer quarter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(\*1) (For students who enter in AY2025) If you failed “Introduction to Microeconomics” in the first semester, “Microeconomics I” in the second semester will not be registered automatically. (You cannot also register it yourself.)

(\*2) (For students who enter in AY2025) If you failed “Introduction to Macroeconomics” in the first semester, “Macroeconomics I” in the second semester will not be registered automatically. (You cannot also register it yourself.)

(\*3) (For students who enter after AY2022) This course will be automatically registered in the second semester.

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

Note that any request to change the required courses/classes 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 may take them according to your academic schedule. Please carefully refer to the Graduation Requirements to check if you have taken all of the required/elective required courses and have met all of the required credits.

Course Name	Term	PS	E	GPE
Fall Semester				
International Politics	Fall semester	○*		○*
Public Policy	Fall semester	○*		○*
Microeconomics II	Fall semester		○	
Macroeconomics II	Fall semester		○	
Spring Semester				
Japanese Politics 01	spring semester	○*		○*
Comparative Politics 01	spring semester	○*		○*
History of Political Thought 01	spring semester	○*		○*
Public Philosophy (Economic Perspectives) 01	spring semester		○	○

(\*) Elective courses.

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 2025 (for your reference, the Spring semester information is also listed based on the Spring 2025 information. Please note that the Spring 2026 information has not been decided). 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 page 11.

Course Name	Term	PS	E	GPE
Fall Semester				
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		○	○
Spring Semester				
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 necessary required courses for you have not been registered before the 1<sup>st</sup> registration period, please contact the SPSE admin office.

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 register for 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 register for 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 offered by other school/centers.

## 11. Foreign Language Courses Offered by SPSE

Foreign language courses offered by SPSE cannot be registered through the course registration system. Students must have their language proficiency checked in an interview with the professor in charge of each language. To arrange the interview, please apply through the following application form during the following course registration periods. In principle, to take those courses, the proficiency of Japanese language is required since those language courses are conducted in Japanese.

*Application Form for Foreign Language Courses Offered by SPSE:*

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



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

Application Period	Date to reflect after screening
September 17 (Wed.) ~ September 19 (Fri.) 5:00 PM	September 25 (Thur.) 7AM
September 19 (Fri.) 5:01 PM ~ September 26 (Fri.) 5:00 PM	October 1 (Wed.) 7AM
September 26 (Fri.) 5:01 PM ~ October 9 (Thur.) 5:00PM	October 14 (Tue.) 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 taking the courses, they can be registered for 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 are not open to EDP students.

For restrictions when taking courses that you have already taken in English, please refer to page 16, “6. Prohibition on Duplicate Enrollment in Courses”.

\*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.



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 for 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 register for is 20 credits per semester. Also, maximum number of credits for CJL courses in which students can register for is 8 credits per semester.
Duplicate Registration Error	Students are not allowed to register for a course that they have already taken.
Prerequisite Check Error	Students are required to take a prerequisite course in order to register for the course. Check the web syllabus.
School Year Course Selection Error	Some courses, particularly those offered by other schools or centers, 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 register for your desired courses because of procedural failures.

### 1. What does it mean to drop a course?

During the designated period, it is generally 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 are 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 for 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. Also, once you have dropped a course, it cannot be canceled.**

### 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) GEC courses that require audit/enrollment fees cannot be accepted.
- (3) Courses registered automatically cannot be dropped, in general.



## 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 y	Course		Reference	Timing of Registration						Cancel lable (*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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 obtain the necessary credits 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 a student passes the course. Even if a student does not pass a course taken under the category of “voluntary course,” it will not affect student’s GPA, nor will it appear on a student’s transcript.

The category of “Elective/General Studies (Non-SPSE)” or “Voluntary” can be chosen when students register for courses offered by other schools/centers during each registration period (also refer to page 24). 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. Students who wish to register for EDP courses as voluntary courses can register for 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 other schools/departments (\*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 for and confirmed cannot be changed at any time. If a change in the course category results in 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 for 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 and register for a course.

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 <span>Return to the first page</span>											
Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit
<input type="checkbox"/>	spring semester	Wed.	2	Schl Political Sci/Econo		Foreign Language Texts for Economics (English) 01	TAKAMATSU, Satoko	waseda	1-401	Elective Subjects (Other Departments)	2
<input type="checkbox"/>	spring semester	Wed.	3	Schl Political Sci/Econo		Foreign Language Texts for Economics (French) 01	UCHIDA, Hidemi	waseda	1-408	Elective Subjects (Other Departments)	2
<input type="checkbox"/>	spring semester	Thur.	4	Schl Political Sci/Econo		Foreign Language Texts for Economics (German) 01	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 <span>Course Registration Schedule</span>											
Course Search Course Add Course Drop <b>Course Change</b>											
Schedule 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	Schl Political Sci/Econo		English III(Business English III) 03	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 that you can change the category 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 <b>Change</b> <span>Return to the first page.</span>											
List of courses to change category <b>Change</b> Select the "Check Box" for the course you wish to change category then click "Change."											
Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit
<input type="checkbox"/>	first semester	Thur.	5	Open		Work Camp Studies	TAMURA, Masakatsu NISHIO, Takeshi	waseda	7-419	Elective Subjects (Other Schools)	2
<input type="checkbox"/>	first semester	Fri.	5	Open	URL	Discussion Tutorial English (Intermediate) 08	NAKANO, Michiko	waseda		Elective Subjects (Other Schools)	2
<input type="checkbox"/>	first semester	Sat.	2	Open	URL	The War and Peace Issues in the 21st Century	TAGA, Hidetoshi OKUSAKO, Hazime	waseda	14-102	Elective Subjects (Other Schools)	2

G

## Audit/Course Enrollment Fees

For courses that require audit/course enrollment fees, payment must be made within the designated period.

For more details about the period, method, etc., please refer to the following webpage in "Support Anywhere."

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/course-enrollment-fees/](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-enrollment-fees/)

Seminars are often called *Zemi* and provide students with step-by-step learning from the basics in small-sized classrooms. Students are expected to take 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 **2nd 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	Register for Intermediate Seminars as you would for any standard course.

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 register for courses for more than 20 credits, you can register for 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 19. 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 for exceeds the prescribed quota, you cannot register for the course successfully. Once the course is closed, it will not be open again. Try to register for other classes or courses that have availabilities during the registration period by checking 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 the following day after the conclusion of that period. Therefore, students might not be able to 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, and other schools/centers. 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 AY2025” and the course registration rules, page 24.

**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 the message system via Waseda Moodle.

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

A. Visit our 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.

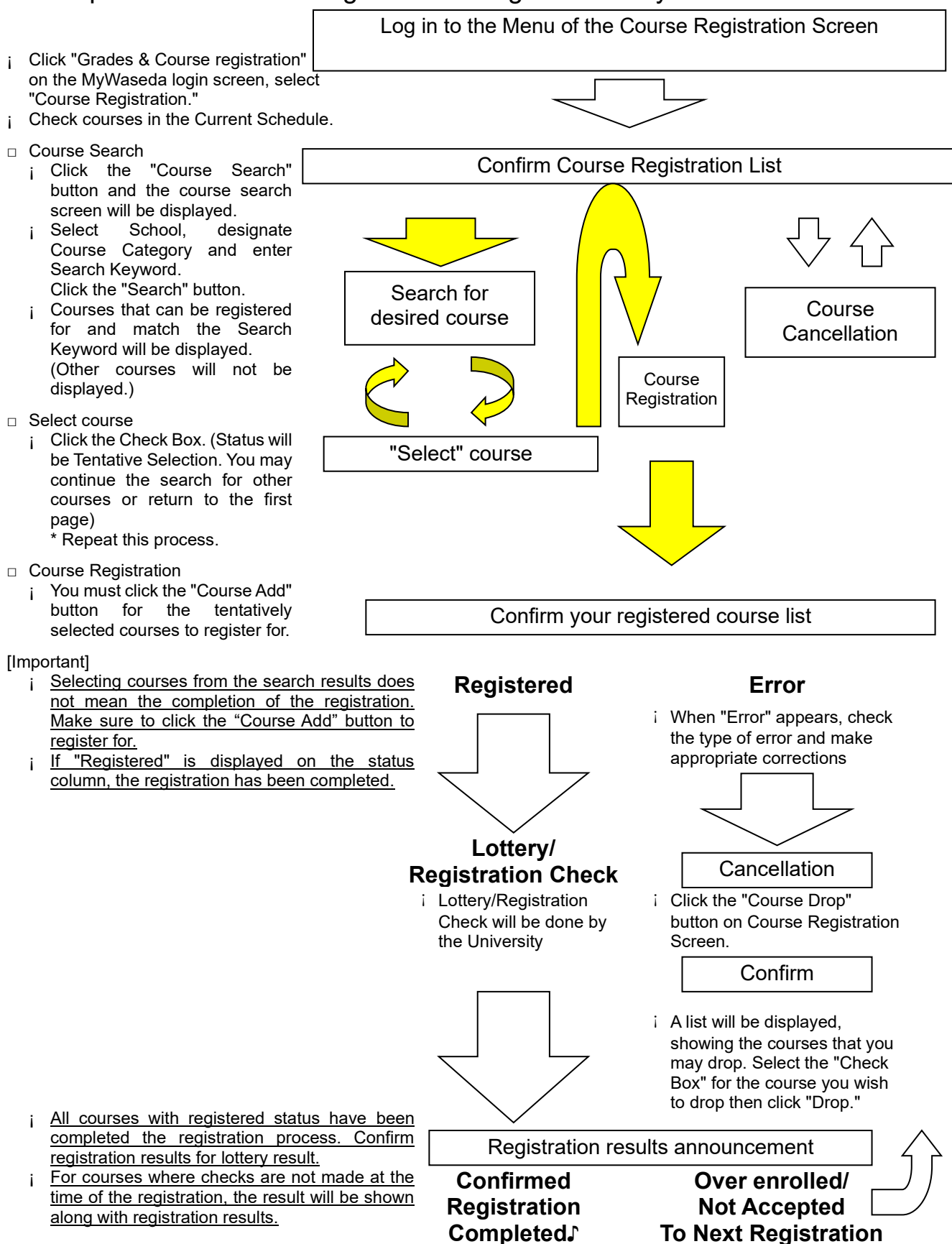
[https://support.waseda.jp/it/s/pcroom?language=en\\_US](https://support.waseda.jp/it/s/pcroom?language=en_US)

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



## 2. Explanation of Course Registration using the Web System

Please refer to the following webpage in “Support Anywhere.”

[https://wnpspt.waseda.jp/student\\_en/supportanywhere/2021/05/10/courses-registration-procedure/](https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/courses-registration-procedure/)



早稲田大学 ( )  
To Dean of ( )

学 部 / 研 究 科 長 殿  
( ), Waseda University

DATE: YYYY / MM / DD

## 委任状 Proxy Form

学籍番号

Student ID No.

委任者氏名

Applicant's Name

連絡先 (携帯番号等)

Phone No.

								-	
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▲ 本学学生の場合のみ (Students Only)

印 Sign/Seal

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

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

### 【委任者 本人確認書類コピー貼付欄 / Copy of ID】

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

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

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

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

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

### 【代理人記入欄】 【Proxy Information】

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

住所 〒

Address

電話番号

Phone No.

学籍番号

Student ID

代理人氏名

Name of Proxy

(携帯電話 または 自宅)

(Cell or Home)

(本学学生のみ)

(Students Only)

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.