Exchange & DDP Students

Course Registration Guide 2025 Fall 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.

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#Course Registration #Tuition and Scholarships #Grades #Facility #Campus Life
⋯and more!

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

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➤　URL: https://wnpspt.waseda.jp/student_en/supportanywhere/

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)
Fall Semester Class Period	**October 2 (Thur.) – February 3 (Tue.)**
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)	◇Courses offered by School of Political Science and Economics (SPSE) ◇Courses offered by Global Education Center (GEC) ◇Courses offered by Center for Japanese Language (CJL) ◇Courses offered by Center for International Education (CIE) ◇Teacher Training Courses ◇Open Courses offered by other undergraduate schools	**9:00 AM September 17 (Wed.) - 5:00 PM September 19(Fri.)**	**from 7:00 AM September 25 (Thu.)** (The result will be available on the Web Course Registration System)
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 AM September 25(Thu.) - 5:00 PM September 26 (Fri.)**	**from 7:00 AM October 1 (Wed.)** (The result will be available on the Web Course Registration System)
Start of Fall Semester：October 2 (Thur.) *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 AM October 8 (Wed.) - 5:00 PM October 9 (Thur.)**	**from 7:00 AM October 14 (Tue.)** (The result will be available on the Web Course Registration System)
Course Dropping	◇Courses offered by SPSE ◇ Courses offered by other school/center (except for some courses) (*4)		
Course Category Changes (*2)	◇ Courses offered by other undergraduate schools		

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 3rd course registration period on following day after the conclusion of that period, so students might not attend 1st (and 2nd) classes of online courses. First, please do not miss out on the 1st and the 2nd course registration periods.

*SPSE-EDP students can register SPSE-JDP courses also as voluntary course during the 1st and 2nd course registration period. Additionally, course categories for them can be changed from voluntary course to elective course (but, not vice-versa) during the 3rd course registration period.

Important Notices from SPSE Office

✔ Waseda ID and Initial Password required.

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

✔ 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.

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 are also required to present your student ID when taking examinations.

Contents

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

A) Flow of Course Registration

1. Course Registration Timeline

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

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

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

【Voluntary】 CJL Level Check Test

CJL Level Check Test is a web-based test used to determine your Japanese proficiency level (according to Waseda standards). It is highly recommended that you take the test if you wish to register for Japanese language courses offered by the Center for Japanese Language. For more details, please refer to the 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.

First Course Registration Period (<u>Web-based registration system)</u>

After designing their own schedules and study plans, students need to register for courses during the designated period. In addition to this semester courses offered by SPSE, it is also possible to register courses offered by GEC and CJL and open courses offered by other schools.

Please choose courses carefully depending on your progress in your study. Be sure to check the results of 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, <u>Web-based registration system)</u>

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 will be necessary to make a payment within the specified period. Details will be sent by e-mail individually. Also, refer to the following website.
> URL: https://www.waseda.jp/inst/gec/en/undergraduate/registration/

Third Course Registration Period

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.

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

Dropping Courses is allowed during the 3rd course registration period. For details, please refer to page 17.

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 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	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 16 for more details.
Class Modality Category	Class Modality Category indicates whether the method of delivery for each class is on-campus, on-demand or real-time streaming. The types and meanings of Class Modality Category and the category of each course can be checked on Web Syllabus Search System.
Seminars	Seminars are often conducted in smaller-sized classes, where lively interactions with professors and peers are expected. *Exchange students cannot register for "Basic Seminar" and "Advanced Seminar". *Double degree students cannot register for "Basic Seminar".
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.
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.
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.
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.
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.

B Course Registration Rules

1. Class Modality Category

Class Modality Category indicates whether the method of delivery for each class is on-campus, on-demand or real-time streaming. The types and meanings of Class Modality Category and the category of each course can be checked on 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

2. The Maximum/Minimum Number of Credits per Semester

The SPSE registration rule does not set a maximum or minimum number of credits per semester that exchange and double degree students must register for. (they need to check their program's requirements with their home university yourself). **However, students are strongly encouraged to take approximately 6 courses (≒ 10 hours) per week unless otherwise specified**. Please make a study plan according to your progress in your study and be careful not to take too many or too few credits.

The number of credits for each course at Waseda University is standardized in accordance with 早稲田大学学則（早稲田大学大学院学則）, where one credit is to be comprised of course content that requires 45 hours of study. The number of class hours required per credit, regardless of the teaching method (lecture, seminar, etc.), is to be determined by each undergraduate or graduate school within the range of 15 to 45 hours. The number of class hours of 14 weeks with 1 class period (100 minutes) each week is regarded as 30 hours at the University (15 hours for 7 weeks).

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

3. Course Name with Symbols

Course names often include symbols such as "A", "I." 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 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.

4. Prohibition on Duplicate Enrollment in Courses

You cannot take courses with the same name. Also, you cannot register for a course with the same name as one for which students have obtained credits up to the previous semester. However, it is 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 or passed one of the courses (e.g. World literature), students cannot register another course (e.g. 外国文学 [the same course offered in Japanese]).

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

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

5. Class Capacity

Waseda course registration is NOT conducted on a first-come, first-served basis. Each course has its assigned capacity. 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.

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

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

*JDP Courses are indicated in Japanese.

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

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

7. 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. <u>In principle, to take those courses, the proficiency of Japanese language is required since those language courses are conducted in Japanese.</u>

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

8. Tuition Fee for Japanese Language Courses Offered by CJL

Exchange students (including university-wide agreement and **departmental agreement**) and double degree students do not need to pay tuition fees to register for Japanese language courses offered by CJL. Although CJL courses will display a "Fee" sign in the "Note" column on the registration page due to the systematic settings, the students are not required to pay the fees to register.

C Course Registration Error Check Sheet ✔

There are cases in which students fail to register for courses successfully due to registration errors. If an error occurs, it will show up on the course registration page, preventing students from registering 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 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.

D Dropping Courses

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

○: Add Only   ●: Add & Drop

Note:

(1) Open courses can be dropped, however there is some exceptions. Please refer to the next page, "Registration of University-wide Open Courses for AY2025".

(2) GEC courses that require audit/enrollment fees cannot be accepted.

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

*1 The course below is only available in 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.

E · Audit/Course Enrollment Fees

For courses that require audit/course enrollment fees, payment must be made within the designated period.
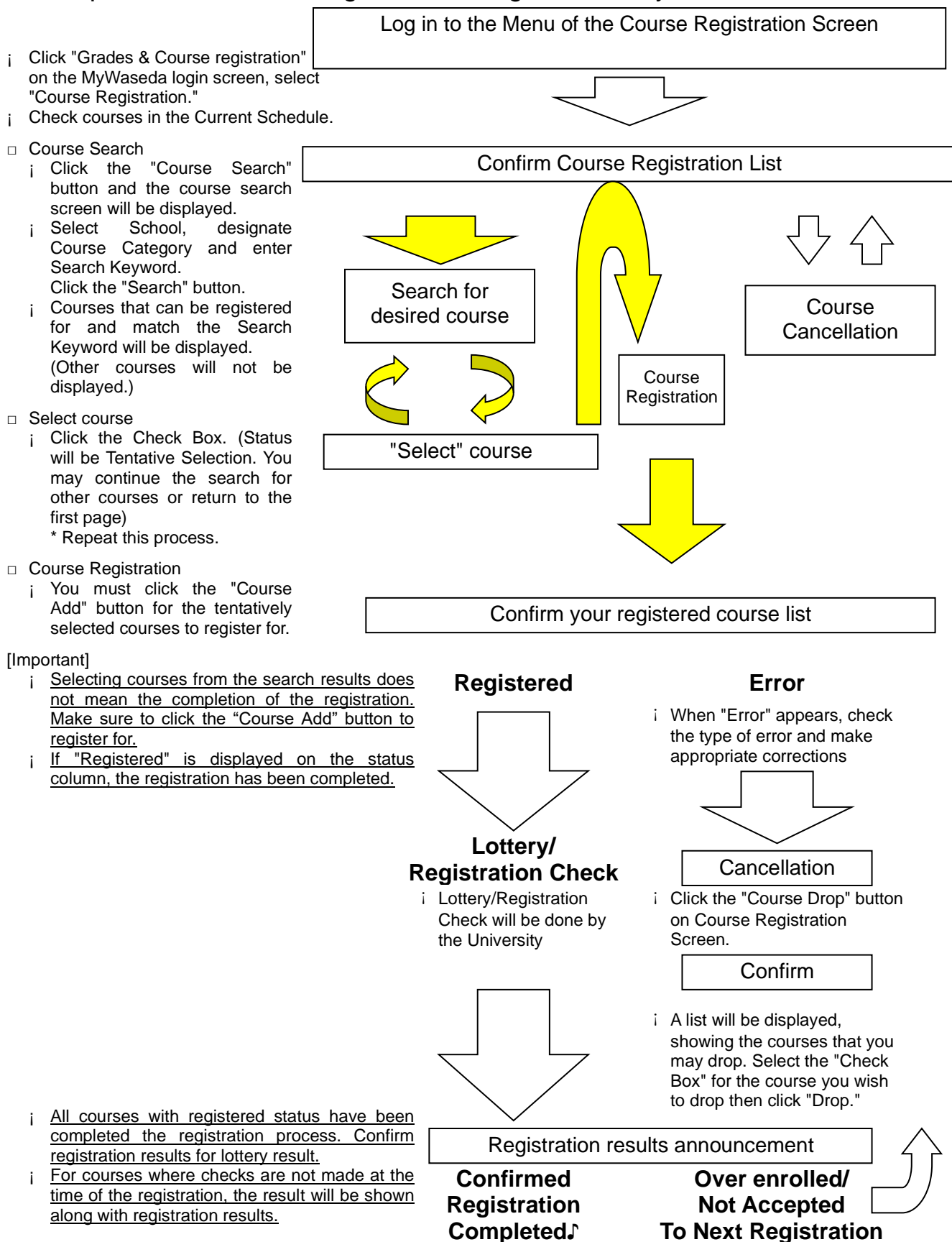
For more details about the period, method, etc., please refer to the following page in "Support Anywhere."

https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-enrollment-fees/

Course Registration using the Web System

1. Sequence for Course Registration using the Web System

* Note [ ] · Main Procedures.

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

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

□ Select course
  ¡ Click the Check Box. (Status will be Tentative Selection. You may continue the search for other courses or return to the first page)
    * Repeat this process.

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

[Important]
  ¡ Selecting courses from the search results does not mean the completion of the registration. Make sure to click the "Course Add" button to register for.
  ¡ If "Registered" is displayed on the status column, the registration has been completed.

Log in to the Menu of the Course Registration Screen

⬇

Confirm Course Registration List

Search for desired course

"Select" course

Course Registration

Course Cancellation

⬇

Confirm your registered course list

Registered

⬇

Lottery/ Registration Check
  ¡ Lottery/Registration Check will be done by the University

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

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

⬇

Cancellation
  ¡ Click the "Course Drop" button on Course Registration Screen.

Confirm

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

Registration results announcement

Confirmed Registration Completed♪

Over enrolled/ Not Accepted To Next Registration

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/course-registration-procedure/

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

委 任 状
Proxy Form

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

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

連絡先（携帯番号等）
Phone No.

私は、〔委任理由〕＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿のため、

〔代理人氏名〕＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿を代理人として

下記の委任事項についてその手続を委任いたします。なお、委任により手続き上の不備、その他の不利な事情が生じた場合は、委任者である私が全ての責任を負うものとします。

Due to the reason of ＿＿＿＿＿＿＿＿＿＿＿, I hereby appoint ＿＿＿＿＿＿＿＿＿＿＿ to

act as my proxy and to undertake on my behalf the following procedure. I shall bear full responsibility for any and all

administrative mishaps or adverse consequences arising from this proxy appointment.

【委任者　本人確認書類コピー貼付欄 / Copy of ID】

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

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

委任する事項 I authorize my proxy to:
該当する項目にチェックしてください。
(Please indicate the appropriate box below with a tick.)

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

【代理人記入欄】
【Proxy Information】

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

住所　　〒
Address

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

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

代理人氏名
Name of Proxy　　　　　　　　　　　　　　印 sign/seal

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

【Important】

1)The Applicant will bear full responsibility for any and all administrative mishaps or adverse consequences arising from this proxy appointment. In any event, neither the University nor the administrative office processing the procedure in question will be held

2) This document is invalid if the name and seal/sign of BOTH the Applicant and the Proxy are not included.

3) Use a pen to complete the entire form.

4) A photocopy of the Applicant's ID MUST be included.

5) The Proxy MUST present ID. (Student ID card in the case of a student)

6) Submit a separate Proxy Form for each instance of proxy appointment. Proxy forms received will not be returned.