

# Procedure for registering / dropping / changing Advanced Seminars or Thesis

The following procedures for Advanced Seminars and Thesis courses are not available through the course registration system. If you wish to apply for them, please note the following rules and complete the procedure during the specified period.

**\* If you are applying to enroll an Advanced Seminar for the first time, please follow the specific rules and procedures detailed in a separate document.**

**\* For information and procedures related to JDP-zemi, please refer to “【2026年春学期用】専門演習 登録・取消・変更申請について”.**

## 1. Applicable Procedures

- 1) Dropping Advanced Seminar
- 2) Registering for Thesis
- 3) Returning to Advanced Seminar after a Leave of Absence
- 4) Changing Advanced Seminar

## 2. Applicable Advanced Seminars and Eligible Students

### 1) Dropping Advanced Seminar

- a. Dropping Advanced Seminar III (including Advanced Seminars IV and Thesis)

Those who passed Advanced Seminar II, and wish to drop Advanced Seminar III (including Advanced Seminars IV and Thesis).

\* Once Advanced Seminar is dropped, students will not be able to apply for another Advanced Seminar.

### 2) Registering for Thesis

- a. Enrolling Thesis with Advanced Seminar III in the same semester

Those who have passed Advanced Seminar II in the 2025 fall semester and for whom the AY2026 spring semester will be the final semester toward graduation. And, those who wish to enroll Thesis course with Advanced Seminar III.

- b. Re-enroll Thesis

Those who have failed Thesis and wish to re-enroll it.

\* Students are allowed to enroll Thesis only once during their enrollment at Waseda University.

**c. Enrolling postponed Thesis**

Those who have completed the procedure for postponing their Thesis course and wish to take Thesis.

**3) Returning to Advanced Seminar after a Leave of Absence**

**a. Enrolling Advanced Seminar III**

Those who passed Advanced Seminar II in the semester just before the Leave of Absence, and wish to enroll Advanced Seminar III.

\* Students who meet the conditions below will not be able to enroll the Advanced Seminar and Thesis in this semester. They are requested to apply in the fall semester (application period will be in the beginning of September).

- The students who passed Advanced Seminar I in the semester just before the Leave of Absence, and wish to enroll Advanced Seminar II.
- The students who passed Advanced Seminar III in the semester just before the Leave of Absence, and wish to enroll Advanced Seminar IV and Thesis.

**4) Changing Advanced Seminars**

**a. Changing Advanced Seminar III (including Advanced Seminar IV and Thesis)**

Those who passed Advanced Seminar II, and wish to change their Advanced Seminar III (including Advanced Seminar IV and Thesis).

< Note >

Application may be made regarding all the Advanced Seminars offered in AY2026. Please contact the instructor in charge of the new seminar and obtain the instructor's approval. The required document for application is the approval from the instructor in charge of the new seminar.

Please also contact the instructor in charge of the current seminar that you will change the seminar.

### **3. Application method**

Complete your application by using the official application form.

[For Spring Semester] Application form for registering / dropping / changing Advanced Seminars or Thesis  
<https://forms.office.com/r/LnAPK55uDa>

**You must obtain the instructor's approval for application. Please attach a document that shows the instructor's approval (for example, an email exchange).**

<Note>

Please submit the entire email exchange instead of experts.

## 4. Schedule

Date	Event	Time	Notification method
March 2 (Mon)	Announcement of academic results	12:00 Noon	MyWaseda
March 2 (Mon) ~ April 18 (Sat)	Application period	by April 18 (Sat) <u>4:00 PM</u>	MyWaseda application form

### < Schedule to be reflected in the course registration system >

Application Date	Date to reflect
March 2 (Mon) ~ March 15 (Sun)	March 17 (Tue)
March 16 (Mon) ~ April 5 (Sun)	April 7 (Tue)
April 6 (Mon) ~ April 18 (Sat) 4:00 PM <sup>※1</sup>	Around April 30 <sup>※1</sup>

※1

This application is not linked to the Web Course Registration System.

If you submit this form during the post-course registration reflection period (April 6–April 18), changes will only be reflected in the system after the Spring course registration period has ended (i.e., after April 22).

Key Points to Note:

- Applying to drop "Advanced Seminars / Thesis" or postpone "Thesis" during this period does not allow you to register for an additional 2 credits in the 2nd and 3rd round beyond the 20-credit limit.
- The system processes 2nd and 3rd round registrations based on the current course status at that time, not future changes submitted via this form.

Example Scenario:

1. In the 3rd registration round, you submit an application to:
  - Add a 2-credit course, or
  - Change a course category (e.g., from "Voluntary" to "Elective").
2. At the same time, you apply to drop "Thesis (2 credits)" during the post-course registration reflection period (April 6–April 18).
3. Since the dropped "Thesis (2 credits)" is not reflected as indicated above, your total registered credits will temporarily be 22 credits instead of 20.
4. This will result in a "Credit-limitation error," preventing your 3rd round registration from being processed correctly.

Web Course Registration System Rules:

- If your 2nd and 3rd round registration exceeds the 20-credit limit, the system will randomly select and adjust submitted courses to meet the limit.
- The system may drop certain courses or change their course category to "Voluntary."
- "Advanced Seminars" are not subject to these random changes.

Please keep these rules in mind when planning your course registration.

## 5. Notes

- ◆The procedure is completed when the application form is submitted.
- ◆Please confirm that the course linked to your application is registered or dropped (as requested) during the course registration.
- ◆You may not withdraw your application. Please consider carefully when applying.
- ◆Note that this application form is ONLY for the AY2026 spring semester. We will open a separate application form before the start of the semester, so please apply for the procedures there.

END

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