

Course Registration Guide

For Undergraduate Students
(Regular Student)

For Spring Semester, 2017

Issued by Faculty of Science and Engineering
Waseda University

Ver. 2.4

INDEX OF SECTION

1. COURSE REGISTRATION BASICS

- 1.1. How to register courses
- 1.2. Items necessary for registration
- 1.3. Course registration flow
- 1.4. Course structures
- 1.5. Maximum number of credits which you can register per academic year
- 1.6. Campus where classes are held

2. COURSE REGISTRATION & CANCELLATION THROUGH WnP

- 2.1. Go to MyWaseda login page
- 2.2. Entering "Grades & Course registration" screen
- 2.3. Login
- 2.4. <<Menu for course guidance week>>
- 2.5. Registration screen
- 2.6. Course search
- 2.7. Select courses
- 2.8. Course Add
- 2.9. Confirmation
- 2.10. Course cancellation
- 2.11. Print registration data
- 2.12. Indication of registered credits numbers on the screen
- 2.13. Other helpful information about error displays

3. CONFIRMATION OF REGISTRATION RESULTS

4. IMPORTANT POINTS BY COURSE GROUPS

- 4.1. IPSE Group A1 (Multidisciplinary Studies)
- 4.2. IPSE Group A2 (Foreign language courses: English (required))
 - 4.2.1. Non-IPSE Group A2 (Foreign language courses other than required)

English)

- 4.2.2. Non-IPSE Group A2 (Chinese language courses taught in English)
- 4.3. IPSE Group A2 (Foreign Language: Japanese courses provided by CJL)
- 4.4. IPSE Group B1 (Mathematics)
- 4.5. IPSE Group B2 (Natural Sciences)
- 4.6. IPSE Group B3 (Laboratory / Recitation)
- 4.7. IPSE Group B4 (Information Science)
- 4.8. IPSE Group C (Specialized Courses)
 - 4.8.1. IPSE Group C (Specialized required courses)
 - 4.8.2. IPSE Group C (Specialized elective required courses)
 - 4.8.3. IPSE Group C (Specialized elective courses)
- 4.9. IPSE Group D
- 4.10. Payment of fees requested to pay when taking specific courses
- 4.11. Taking lecture courses offered by IPSE master's programs of Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. (Only applicable to eligible 4th year students)

5. HOW TO CONTACT ACADEMICS; NOTICE BOARDS; WEBSITES; CONSULTING SERVICES FOR COURSE REGISTRATION

- 5.1. List of class academic advisors
- 5.2. How to contact academics in charge of courses
- 5.3. Notice boards
- 5.4. Waseda websites
- 5.5. When you cannot solve registration-related problems with information on this Guidebook....
- 5.6. Blank time tables (for your use)

- Appendix1-1 on the web : Course Registration Schedule Table
- Appendix1-2 on the web: Course registration schedule & lists of available courses
- Appendix 2: Campus Maps

1. COURSER REGISTRATION BASICS

1.1. How to register courses

- a. Course registrations at Faculty of Science & Engineering (to which Schools of Fundamental, Creative, and Advanced Science & Engineering belong, and which is referred to as **FSE** hereinafter) are conducted by way of an online course registration system on **MyWaseda**, so you can register courses using personal computer connected to the Internet.
- b. You can register courses **ONLY DURING** “course registration periods” designated in each semester by FSE.
- c. The course registration periods in a semester are typically composed of **1st, 2nd, and 3rd (last) periods**. Some courses can be registered through all the periods while others only in specific period(s). The latest time schedule of the course registration periods of a semester is available in **Appendix 1-1 released on WEB**. Whenever there are any changes in the registration time schedules, such updates are uploaded on a **website for course registration information for IPSE students**, which is mentioned in **Section 1.2.f** herein after. You are strongly requested to access & check the website periodically (on a daily basis) during the course registration periods.
- d. Classes of courses in spring semester begin on Apr. 7 (Fri.). You are allowed to attend classes of courses which you are yet to register only during course registration periods. If you want to register any courses as a result of attending the 1st classes of them, you have to complete registration procedures within the relevant course registration periods with reference to **Appendix 1-1 released on the WEB below**.
<https://www.waseda.jp/fsci/en/students/registration/>

1.2. Items necessary for registration

- a. **Course Registration Guide** >> This Guide booklet (hereinafter the “Guidebook”)

- b. **Handbook for Undergraduate Students of the Faculty of Science and Engineering** >> The booklet (hereinafter, the “**Handbook**”) is distributed at the time of admission and contains various important information regarding course structures, the minimum number of credits you must earn toward graduation, details of individual depts., grade systems, school life, and so forth. The information in the Handbook is basically applicable to you throughout the entire 4-year undergraduate program, so you are requested to take proper care of your Handbook for fear you may lose it.

- ***BE CAREFUL: You MUST always refer to relevant pages in the Handbook for the academic year in which you enrolled at the university. Only the conditions shown in your enrolment year's Handbook are applicable to you.***
- ***BE CAREFUL: Changes in courses shown in lists on the Handbook (e.g., course cancellation, course name change, allocation year change, and so forth) are uploaded in “Summary Tables of Changes” on the IPSE course registration web mentioned in 1.2.f. herein after. You MUST check the Tables to confirm if there are any changes.***

- c. Notice of Registration Results (applicable only to **FRESHMEN IN SPRING SEMESTER ONLY**) >> this sheet shows you the courses (some of **required courses**) which are automatically registered by the university on behalf of you. These are basically required courses allocated to **SPRING semester of the 1st year**. These courses registered by the university CANNOT be cancelled. You will be able to register other courses in unfilled time slots.

- **Required courses** are specific courses of which you must earn all credits for graduation. Examples of them include courses belonging to IPSE Group A2 (English), IPSE Group B and part of IPSE Group C (specialized required courses) .
- **Elective required courses**; these are restricted elective courses, of which you must earn credits for graduation according to rules of your home dept. you are

requested to choose a certain number of courses from a course group specifically called “elective required” (e.g., specialized elective required courses in Group B and Group C) and earn credits of them which must fulfill the minimum credit number required by each dept. for graduation.

- **Elective courses**; you can basically select courses according to your interests from relevant courses (e.g., specialized elective courses in Group C), and credits to be earned are counted toward graduation. In the case of Group C, each dept. sets the minimum credit number required for graduation.
 - As is explained above, while they can be categorized by **Required**, **Elective required (restricted elective)**, or **Elective**, courses can also be categorized by such standards as **“Group A through D”**, **“IPSE courses or Non-IPSE ones”**, **“degree courses or non-degree ones”**, which are explained in detail in Section 1.4. herein after.
 - ***BE CAREFUL: The said automatic course registration by the university on behalf of you is done ONLY for Fall semester of the 1st year. From Spring semester of the 1st year onwards, you need to register ALL COURSES including required ones by yourself using MyWaseda.***
- d. **MyWaseda Login ID and Password >>** Your initial MyWaseda login ID and password are given to you at the time of admission. You are requested to obtain your own ID & password according to instructions shown on a leaflet distributed to you, on which your initial login ID & password are also printed. MyWaseda ID & password are always required when logging into any Waseda University's online system including the said online course registration system.
- If you have forgotten your MyWaseda login ID and password, please go to the administrative office of Information & Multimedia Tech. (at 3rd fl. of No. 63 BLDG. in Nishi-Waseda Campus (where FSE Schools are located) and ask for reissuance. See **Appendix 2** at the end section hereof for camps maps.
- e. **Student ID Card >>** The card will be distributed to you when the entrance ceremony is held. You are required to present it when submitting application forms to the

university offices, taking examinations or purchasing student commuter train / bus pass at stations

- f. **Website** where IPSE students can get the latest course registration-related information >>

<https://www.waseda.jp/fsci/en/students/>

- g. **Web Syllabus >>** Please access:

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en> (You can also reach this syllabus URL through the aforementioned IPSE website: refer to “Link” section at the bottom on the IPSE website). The Syllabus Search system enables you to access basic information on courses (e.g., timetables (semester, day and period of classes), instructor(s), classroom, overviews & structures of classes, textbooks & reference books to be used, information about exams, grades, etc.) Depending on courses, the online syllabi may also contain additional important information. You are therefore strongly advised to check the online syllabus before & during registration periods.

- Courses offered by IPSE (“IPSE courses”) should be indicated “IPSE Subject” or “IPSE + RPSE” in the “Course Title” section or “Course Outline” section of their syllabi.

- h. **Latest Timetables for IPSE courses >>** available on the aforementioned IPSE course registration website.

- i. **Summary Tables of Changes in IPSE courses by enrollment years >>** available on the aforementioned IPSE course registration website.

- For students who have already completed at least one semester at Waseda: there can be new courses added to your Dept. / School at the beginning of each semester. Such courses may **NOT** be mentioned in your enrollment year’s Handbooks. In addition there may be courses whose names have been revised or whose allocation years have been changed. For these reasons, you **MUST** refer to **your enrollment year’s Summary Tables of Changes** uploaded on the aforementioned IPSE course registration web.

1.3. Course registration flow

- a. Before proceeding, confirm first, if applicable, the results of your grades for previous

semester's courses, which are available from **March. 3 (Fri.), 2017** onwards on MyWaseda:

- Go to <https://www.MyWaseda.waseda.jp/> > click on “English” (down right) > click on “Grades & Course registration” (right) > Log in with your login ID & password > click on “Grade report.”
- ***BE CAREFUL: Unless you are freshmen in the Fall semester, you now need to register by yourself ALL courses including required ones during the course registration periods.***
- Each department sets its own rules in terms of course taking such as how many credits to be earned from which course Groups by which academic year as requirements, among other things, for being assigned to labs (研究室 *Kenkyushitsu*), for starting your graduation thesis, for graduation, and so forth. To better understand them, you must refer to relevant pages in your enrolment year's Handbook, the Latest Timetables, the Summary Tables of course changes, and / or contact “class academic advisors” in your dept. who are listed in Section 5.1 herein after.

Check the latest registration-related information on the aforementioned IPSE website (the same as mentioned in **1.2.f.** herein above):
<https://www.waseda.jp/fsci/en/students/>

- b. Check requirements for graduation in **your enrollment year's Handbook**, refer to online syllabi for information of courses, and decide which courses you are going to register. If you have any queries about courses, you can contact your class academic advisors listed in Section 5.1. here after for academic advise.
- c. Proceed to Registration: you can register courses online using the online registration system on MyWaseda **only during the course registration periods:**
 - For more information about individual registration procedures, please refer to “Section 2. COURSE REGISTRAITON & CANCELLATION THROUGH MyWaseda” herein after.

- For the latest registration periods time schedules, please refer to the **Appendix 1-1** at the end section hereof (and also check the aforementioned **IPSE web** for any change of the schedule).
 - Avoid doing registration procedures just before / near to the closing time on the last day of each registration period, because web traffic can be very congested and you can have difficulties obtaining smooth access to the web. Try to do them in earlier part of the registration periods. **Be careful that the online registration system cannot be used during the maintenance hours from 2:00 a.m. through 8:00 a.m. every day even during registration periods.**
- d. Confirm Registration Results:
- After each registration period ends and before the next registration period begins, there is a specific “**Announcement day**” of registration results, on which you **MUST CHECK BY YOURSELF the official registration results. What you do through MyWaseda during the course registration periods is a kind of “application” procedures of course registration, which will be further checked by the office, and official confirmation of the result is released by the university only on the Announcement days.**
 - You can verify the official course registration results on the “Course Registration” screen (to be explained later) on MyWaseda on the Announcement days. Courses whose registrations have been successfully completed and officially confirmed as registered by the university will be all indicated “**Registered**” on the screen. However, for example, where the numbers of applicants for some courses exceeded their quotas (i.e., the max. number of enrollees to be accepted to a given course for a semester), drawings / lotteries are automatically & randomly performed by the university, as a result of which your registration application may be rejected. Accordingly, if you are not selected, the rejected courses will be indicated “**Over Enrolled**” on the display, meaning such courses **were not** registered. Furthermore, registration attempts that violate registration rules will result in errors and be marked with various error messages on it.
 - For more information about how to read registration results, please refer to “Section 3. CONFIRMATION OF REGISTRATION RESULTS” herein after.

- For more information about definitions of registration errors, please refer to Section 3.c. herein after.
- **BE CAREFUL:** every year there are some students who realize that they took exams of courses which were not officially “Registered” (because they did not make the aforementioned checks on Announcement days) and ask for considerations. But we CANNOT provide you with any special treatment under any circumstance.

1.4. Course structures

- In order to better understand course structures for IPSE, you can refer to “(3) Number of credits required for graduation of Section 5: Course Group in Chapter III” of **your enrollment year’s Handbook**, where you see a summary table titled “*Specified number of credits required for Groups A to C*”, which is copied on the next page as a sample table (Fig.1.1). This table shows the minimum number of credits you must earn from each Group toward graduation.

- ***BE CAREFUL: Please make sure to always refer to your enrollment year’s Handbook for details on how to take courses from the individual course groups. Some depts. set specific rules about it.***
- ***BE CAREFUL: Explanation in this section is Example and aimed ONLY to have you understand how to read the numbers or the common logic behind them on the table.***

Fig.1.1 (cited from **the Handbook for those who enrolled in Fall 2016**)

| Department | Group | | | | | | | | | | | | | Total | Degree | |
|---|--|---------|----------|---|-------------|------------------|--------------|---|-------------------------|-----------------------------|---------------------|--|---------------------------|-------|--------|--|
| | Specified number of credits required for Groups A to C | | | | | | | | | | | Number of credits ("Gap") you can earn freely from Groups A to D or other courses: Number of credits required for graduation – (total number of credits required for Groups A to D) | | | | |
| | Group A | | | | Group B | | | | Group C | | | | Group D | | | |
| | A1 | A2 | | | B1 | B2 | | | B3 | B4 | Specialized courses | | Optional | | | |
| | Multidisciplinary Studies | English | Japanese | Foreign Languages (other than English and Japanese) | Mathematics | Natural sciences | | | Laboratory / Recitation | Information Science Courses | Required courses | | Elective required courses | | | Elective courses |
| Physics | | | | | | Chemistry | Life science | | | | | | | | | |
| Mathematics | 4 | 1 | 0 | 0 | 20 | 4 | 4 | 2 | 8 | 4 | 8 | 22 | 25 | 0 | 34 | Bachelor of Science |
| Applied Mathematics | | | | | | | | | | | 8 | 22 | 25 | | 34 | Bachelor of Engineering |
| Electronic and Physical Systems | | | | | | | | | | | 8 | 8 | 39 | | 34 | Bachelor of Engineering |
| Computer Science and Engineering | | | | | | | | | | | 8 | 8 | 39 | | 34 | Bachelor of Engineering |
| Communications and Computer Engineering | | | | | | | | | | | 8 | 8 | 39 | | 34 | Bachelor of Engineering |
| Intermedia Art and Science | | | | | | | | | | | 8 | 8 | 39 | | 34 | Bachelor of Engineering |
| Modern Mechanical Engineering | | | | | | | | | | | 6 | 22 | 22 | | 39 | Bachelor of Engineering |
| Civil and Environmental Engineering | | | | | | | | | | | 21 | 30 | 4 | | 34 | Bachelor of Engineering |
| Physics | | | | | | | | | | | 22 | 16 | 17 | | 34 | Bachelor of Science |
| Applied Physics | | | | | | | | | | | 22 | 16 | 17 | | 34 | Bachelor of Engineering |
| Chemistry and Biochemistry | | | | | | | | | | | 0 | 10 | 45 | | 34 | Bachelor of Science |
| Applied Chemistry | | | | | | | | | | | 0 | 0 | 55 | | 34 | Bachelor of Engineering |
| Life Science and Medical Bioscience | | | | | | | | | | | 0 | 0 | 55 | | 34 | Bachelor of Engineering or Bachelor of Science |
| Electrical Engineering and Bioscience | | | | | | | | | | | 0 | 0 | 55 | | 34 | Bachelor of Engineering |

- b. In Fig.1.1 above, you see some course Groups are with zero (credit); for instance, Group A2 Japanese and Group D. This means that you can graduate from your department **WITHOUT** earning any credit of these groups, but that if you earn any, they

are counted towards graduation, in some cases, with upper limit (cap) of credit numbers.

- **BE CAREFUL: the minimum number of credits you are required to earn in each Group can vary depending on your enrollment years as well as dept. you are affiliated with. For more details, please refer to your enrollment year's Handbook.**

- c. Another example is a "Group C elective courses" which is filled with 25 credits. This means that you have to earn **AT LEAST** 25 credits from this course Group for graduation, and if you earn more than 25 credits, the excess portion can still be counted toward graduation.
- d. So, for graduation, you need to earn at least the minimum numbers of credits from individual course Groups, which add up to **136 credits in total**. You are expected to take them step by step through your 4-year IPSE in accordance with rules of dept. you belong to.
- e. Fig.1.1 also shows that there is a "**difference**" or a **gap** between **the total number of credits you must earn for graduation (136 credits)** and **the total minimum numbers of credits to be earned from Groups A to D** (the latter is always less than the former). This difference can vary depending on department.
- f. For instance, in the case of Dept. of Mathematics, the latter is 102 credits, so the difference is $136 - 102 = 34$ credits. You need to fulfill this 34 credits portion by earning credits of, for instance, more IPSE Group A courses and / or Group B course and / or IPSE Group C elective courses than are needed to fulfill the minimum number of credits in each course Group for graduation, and / or other relevant courses. **In other words, you need to earn the 34 credits by earning more credits than required for graduation in relevant course Groups.**
- g. For example, if you are a student of Department of Mathematics and have earned 30 credits in IPSE Group C elective courses, the difference between 30 (credits) and the minimum (25 credits), that is, 5 credits, can be counted toward graduation and appropriated to the said 34 credits.

h. In addition, you can fulfill the aforementioned “difference” by earning credits, for instance, of:

- **IPSE courses (Group C)** offered by departments. **OTHER THAN** your home depts.: for instance, you are a student of in Information and Communication Technology (belonging to Dept. of Computer Science & Engineering in School of Fundamental Science & Engineering (SFSE) and have registered and earned credits of courses (Group C courses) offered by other depts. in SFSE or by depts. in School of Creative or Advanced Science & Engineering, the earned credits are counted toward graduation and are appropriated to & counted as IPSE Group C elective courses on your score sheet. For a summary table on how credits earned under this kind of circumstance should be counted toward graduation, refer to **Credit categories for courses taken outside of your own course and department in your enrollment year’s Hand Book.**
- **“Non-IPSE” courses:** FSE’s Schools of Fundamental, Creative, and Advanced Science & Engineering offer not only IPSE courses (taught in English) but also “Non-IPSE” (referred also interchangeably as **“RPSE”**) courses which are taught in Japanese. You can register Non-IPSE courses, but you need to have the same command of Japanese as native Japanese students. As with IPSE courses, Non-IPSE courses are divided in Group A to D. There are some conditions / rules you must acknowledge before registering Non-IPSE courses, and please refer to pages of relevant course Groups in “Section 4. IMPORTANT POINTS BY COURSE GROUPS” herein after. How credits earned from Non-IPSE courses should be counted toward graduation depends on which course Group (i.e., Non-IPSE Group A, B or C) given Non-IPSE courses originally belong to.
- *Courses offered by Schools* **OUTSIDE OF FSE:** you can register courses offered by, for example, School of International Liberal Studies (SILS) and / or other Schools outside of FSE. In this category there are **two types:**

Type 1 in which courses are offered through **Global Education Centre (GEC)** as **“Open courses”** (you can check if a given course is an open course or not by referring to its web syllabus, on which please check a section just below “Main Language”). You cannot cancel course except Center for Japanese Language (CJL) course once registration status become “registered”.

Type 2 in which a limited number of courses are offered directly by Schools themselves only when the course quotas are not filled by their own students.

Credits earned from these types are **directly** counted toward graduation and appropriated to the aforementioned “difference.” For the summary table, refer to **Credit categories for courses taken outside of your own course and department in your enrollment year’s Hand Book**. The list of courses in Type 1 can be available on GEC’s website (<http://web.waseda.jp/gec/>) while that in Type 2 can be available on websites of Schools offering them.

- As for Japanese language courses for overseas students offered by Centre for Japanese Language (**CJL**), please refer to Section 4.3 herein after.
 - **Type 1** courses (Open courses) can be **registered**. Please refer to Appendix 1-1 at the section hereof.
 - **Type 2** courses can be **registered only during the 3rd course registration period**. Please refer to Appendix 1-1 at the section hereof.
 - As regards the **Type 2** courses by **SILS**, you can register only one course per semester on the MyWaseda only in the 3rd course registration period. SILS will release **the list of available courses for outside students** in time on their website, and before registration you MUST refer to the list and choose one from it. SILS courses shown on the MyWaseda during the 3rd period are not necessarily available to outside students. Please make sure to check the said list before registration.
- i. **IMPORTANT** in relation to Group C specialized elective required courses offered by your own (home) depts.:
- The following treatment is **APPLICABLE ONLY TO students with**:
 - 1) Dept. of Mathematics and Dept. of Applied Mathematics (regardless of enrolment year);
 - 2) Dept. of Information & Communication Technology (regardless of enrolment year);
 - 3) Dept. of Modern Mechanical Eng. enrolled in Fall 2010 & Fall 2011;
 - 4) Dept. of Civil & Environmental Eng. enrolled in Fall 2010 & Fall 2011;
 - 5) Depts. of Physics and Applied Physics enrolled in Fall 2012 and after.

- If you have earned more credits than required for graduation from IPSE Group C specialized elective required courses offered **by your home dept., the excess part can be appropriated to IPSE Group C elective courses.**
 - For instance, if you are a student belonging to Dept. of Mathematics, Fig. 1.1. herein above reads that the minimum number of credits you (as enrolled in Fall 2016) must earn from that Group is 22. If you have earned 30 credits from that Group offered by your home dept., the excess part (i.e., $30 - 22 = 8$ credits) can be counted as IPSE Group C specialized elective courses (min. credits number for graduation = 25), so that after the appropriation, you now have to earn 17 credits in IPSE Group C specialized elective courses (i.e., $25 - 8 = 17$).
 - ***Fig.1.1. in Section 1.4.b. is extracted as an example from the Handbook in AY 2016 which is applicable only to students enrolled in Fall 2016. You must refer to “(3) of Section 5: Course Group ” on your enrollment year’s Handbook for exact credit numbers applicable to you.***
 - This treatment is just for the purpose of credit number counting only, and on your grades sheets / transcripts, credits earned from IPSE Group C specialized elective required courses are in any case recorded as from such Group.
- j. **“Non-degree courses”** are ones whose credits, if you earn any, are NOT counted toward graduation, but if you earn any, it will be shown on your transcripts. Non-degree courses are NOT included in the calculation of GPA and in the 54-credit-per-academic-year rule.
- Whether courses offered by GEC (except for “Open courses” (i.e., Type 1) mentioned above) become non-degree courses or degree courses depends on your enrollment years. For more details, refer to **Credit categories for courses taken outside of your own course and department in your enrollment year’s Hand Book.**
 - Courses offered by Schools of Fundamental, Creative, and Advanced Sci. & Eng., whether IPSE or non-IPSE, are all degree courses which are counted toward graduation. But there is upper limit that described your enrollment year’s **Hand Book.**

- English language courses in non-IPSE cannot be taken by IPSE students.

1.5. Maximum number of credits which you can register per academic year

- IPSE academic year (AY) consists of Fall semester of a given year and Spring semester the following year: for example, for those who enrolled in Fall semester of 2016, your AY consists of Fall semester of 2016 and Spring semester of 2017.
- You can register up to **54 credits** (including credits of such courses registered by you and / or automatically registered by the university as IPSE courses, Non-IPSE courses, CJL courses, and other relevant courses) **per AY**. Please note that this 54 does not include non-degree courses, which are not counted toward graduation (* see Appendix 3 at the end section hereof).
- BE CAREFUL: NOT TO REGISTER TOO MANY COURSES IN FALL SEMESTER:** *if you do so, you might not be able to register required courses allocated to Spring semester during the Spring semester course registration periods due to the aforementioned 54 credits limit rule.*
 - ***BE CAREFUL: IPSE Courses are allocated to EITHER Fall semester or Spring semester. In Fall semester's registration periods, you can register ONLY courses allocated to Fall semester, and courses allocated to Spring semester can be registered ONLY during Spring semester's course registration periods.***
- To avoid any misunderstanding, you need to understand to which semester your required courses are allocated and their credits numbers by referring to your enrollment year's Handbook and / or web syllabi. Again, be careful not to register too many courses in Fall semester.
 - For example, (though this is rather an extreme case), if you have registered fall semester courses worth 45 credits in the fall semester course registration periods and have to register required courses (allocated to spring semester) worth 10 credits in the spring semester course registration periods, you will not be able to register all of them in the spring period because of the "54 credit" rule.

1.6. Campuses where classes are held

- a. Classes of courses offered by your sub-programs / depts. are mostly held in “Nishi-Waseda” campus (where FSE & its Schools of Fundamental, Creative, and Advanced Sci. & Eng. are located). But some courses, for instance, some Japanese language courses offered by Center for Japanese language (CJL) are held in “Waseda” campus (where the university headquarters & Schools of Law, Education, International liberal studies and others are located). In addition, some physical education courses (e.g., sports activity courses) offered by Global Education Center (GEC) can be held in a bit remote campus such as “Higashifushimi” campus.
- b. You can check where classes of courses are held by online syllabi: refer to “Campus” in “Course Descriptions” section.
- c. Class time periods (slots) at Waseda University are as follows:

| Period | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Time | 9:00 – 10:30 | 10:40 – 12:10 | 13:00 – 14:30 | 14:45 – 16:15 | 16:30 – 18:00 | 18:15 – 19:45 | 19:55 – 21:25 |

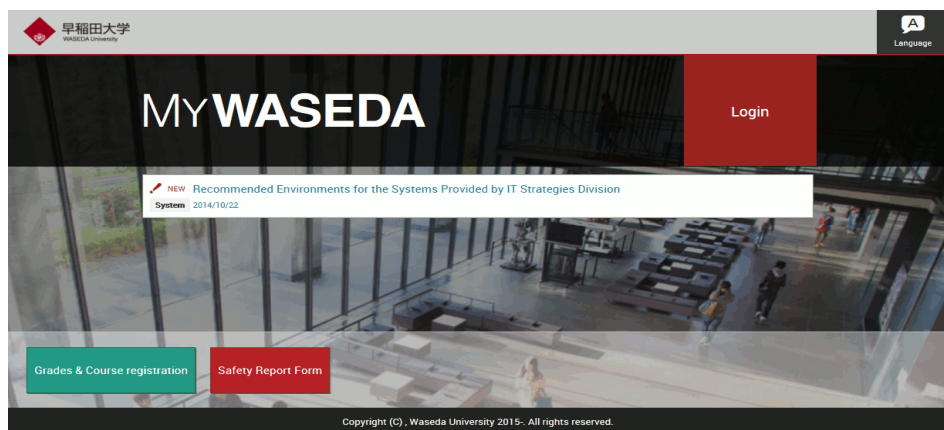
- d. Following are some rough indications about how long it takes to move between different campuses (please be careful when you have classes held in different campuses in consecutive time slots, because breaks between Periods may not be long enough to travel from one to the other. Be careful that some courses never accept late arrival in classrooms) :
 - Between “Nishi-Waseda” and “Waseda”: about 25 minutes on foot
 - Between “Nishi-Waseda” and “Higashifushimi”: about 50 minutes on foot & train
- e. For campus maps, please refer to Appendix 2: CAMPUS MAP at the end section hereof.
 - For more comprehensive campus maps of Waseda University, please refer to the following URL: <http://www.waseda.jp/top/en/access>

2. COURSE REGISTRATION & CANCELLATION THROUGH MyWaseda

2.1. Go to MyWaseda login page

- a. First of all, please make sure that you have obtained your own MyWaseda login ID and password, which are necessary for logging in MyWaseda.
- b. Please also be careful that you are allowed to register courses **only during course registration periods**, which is typically divided into 1st, 2nd, and 3rd (last) ones. Refer to **Appendix 1-1** at the end section hereof for the latest time schedule table of course registration periods, on which you can also check which courses you can register in which course registration period(s). Any update about the schedule will be uploaded in the “News” section of the aforementioned IPSE website:
<https://www.waseda.jp/fsci/en/students/registration/>
- c. Each registration period will be followed by its results “Announcement days” whose schedules can also be confirmed on the **Appendix 1-1** at the end section hereof:
 - 1st registration period starts > it ends > Announcement day for 1st registration period;
 - 2nd registration period starts > it ends > Announcement day for 2nd registration period;
 - 3rd registration period starts > it ends > Announcement day for 3rd registration period.
(* the registration results to be released on the 3rd Announcement day are FINAL and you cannot make any further modification thereafter).
- d. To access MyWaseda login page, please access <https://www.MyWaseda.waseda.jp> and click “**English**” (up right on the screen) to reach MyWaseda login page in English (Fig.2.1) :

Fig.2.1

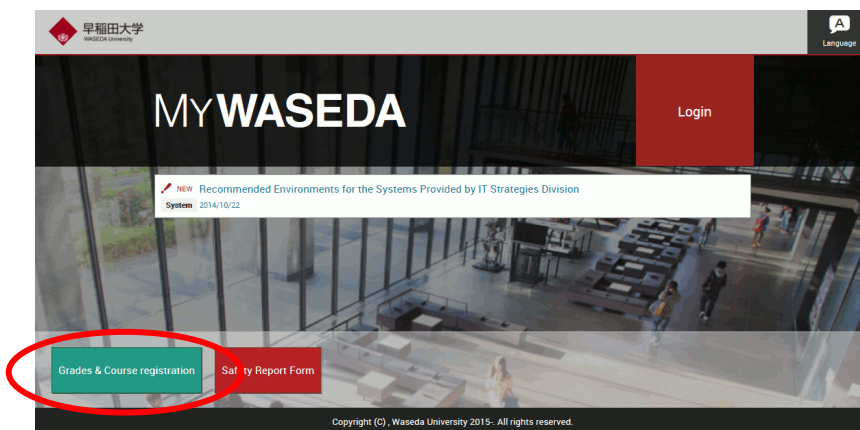


- e. If you cannot access the MyWaseda login page by the aforementioned ways, please check your PC browser settings.
- f. The online registration system will be very congested just before or on the last day of each registration period. Please try to register during the first half of each registration period. Also refer to relevant syllabi, **your enrollment year's Handbook**, etc., and create a tentative timetable before actually proceeding to registration procedures (use blank time tables on Section 5.6 herein after).
- g. The recommended browser environments are the latest version of IE or Firefox.
- h. Please note that PC which is connected to online course registration displays will be automatically disconnected unless any actions on the screen are recognized for 20 minutes or longer, and in this case all the data in "Tentative Selection" status (to be explained later) will be nullified and eliminated, so you need to start from the beginning.
- i. **BE CAREFUL: The online registration system cannot be used during the maintenance hours from 2:00 a.m. through 8:00 a.m. every day even during registration periods.**

2.2. Entering "Grades & Course registration" screen

- a. To enter course registration screens, click "**Grades & Course registration-**" (down left on the screen, encircled) (Fig.2.2)

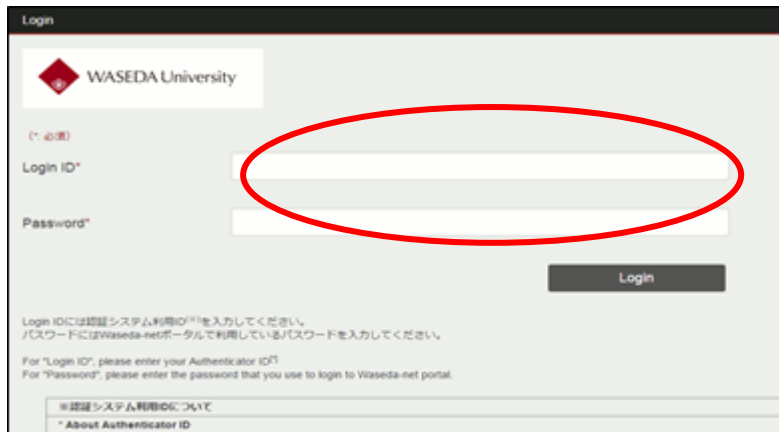
Fig.2.2



2.3. Login

- a. You now see a screen below (Fig.2.3), on which please enter your MyWaseda login ID and password and click the “Login” button:

Fig.2.3



2.4. <<Menu for course guidance week>>

- a. If your login is successfully done, you can see a screen below (Fig.2.4). Please click “**Course Registration**” (encircled). If you have any inquiry about registration procedures, you can click “Inquiry” and send messages to offices in charge (* this is the QUICKEST WAY TO GET ANSWERS from the university on registration-related queries). When you inquire by emails, do not forget to mention your full name & student ID number.

Fig.2.4



2.5. Registration screen

a. You now see the Registration screen (below, Fig.2.5).

Fig.2.5

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

Print Screen

Current status of your school

ward registration 2011-05-12 09:00 - 2011-05-13 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

■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. | 1 | | | Intensive Japanese (Standard) 4L | MANABE, Masako | waseda | 22-716 | Other Courses (Other Faculties) | 5 | Registered |
| | Mon. | 2 | | | ◆Japanese course for International Student | SHINAGAWA, Nagisa | | 22-716 | | | |
| | Wed. | 1 | CIL | | | IKEMORI, Kumiko | | 22-615 | | | |
| | Wed. | 2 | | | | | | 22-615 | | | |
| | Sat. | 2 | | | | | | 22-503 | | | |
| spring semester | Mon. | 3-4 | Schl of Fund Sci/Eng | | Mathematics B (Calculus) | BOWEN, Mark | Nishi-Waseda(Former: Okubo) | 51-10-04 | Mathematics Required Courses | 4 | Registered |
| spring semester | Mon. | 5 | Schl of Fund Sci/Eng | | Fundamentals of Electromagnetism | TAUSHANOFF, Stefanie | Nishi-Waseda(Former: Okubo) | 54-404 | Physics Required Courses | 2 | Registered |
| spring semester | Tues. | 2 | CIL | URL | Useful Japanese for science and technology exchange students 2-3 | MORIYA, Tomomi | waseda | 10-406 | Other Courses (Other Faculties) | 1 | Registered |
| | | | | | ◆Japanese course for International Student | | | | | | |
| spring semester | Tues. | 4 | Schl Cre Sci/Eng | | Civil and Environmental Engineering A | AN, Tong Xiang | Nishi-Waseda(Former: Okubo) | 61-406 | Specialized Elective Courses (Other Sub-program) | 2 | Registered |
| | | | | | | ESTEBAN, Miguel | | | | | |

b. There are important function buttons on the screen (above, encircled):

- "Course Search" button: click the button, and you move to the "course search" screen, in which you can search courses you are interested to register,
- "Course Add" button: click this button, and you move to a screen where registration application of tentatively selected courses (i.e., courses with "Tentative Selection" status) will be accepted by the online registration system: when accepted, the status for the course has become "Registration submitted",
- "Course Drop" button: click this button, and you move to the confirmation screen for course cancellation,
- "Course Change" button: this button is NOT related to your registration procedures, so please ignore and DO NOT use it.

c. On the Registration screen is a table of courses for which you or the university have done registration procedures, with course details such as semester & time periods (slots) to which courses are allocated, schools offering them, course names, classroom, credit number, and so on.

- In "Classroom" column, you see descriptions like 51-10-04, 54-404, and so on. The first section of it (i.e., 51, 54) means the building number in the campus, so the first

example means “Room 04 on the 10th floor of No.51 Building”, and the 2nd one “Room 404 (on the 4th floor) of No. 54 Building”, both in Nishi-Waseda campus. Building numbers can be checked on the Appendix 2 at the end section hereof. For your reference, Nishi-Waseda campus has buildings whose numbers start from 51 and end at 66.

- d. For example, even if you are a freshman in Fall semester, you may find some courses already on the table when you access it for the first time, and they are what the university has automatically registered on behalf of you (typically, such courses are required courses). In that case, you are still requested to confirm if such courses registered by the university are perfectly matched with those on the Notice of Registration results (see Section 1.2.c. herein before).
- e. Among the said details on the Registration screen is “Status” (shown in the far right column of the table), which shows you the registration status of the courses. Status indications you most probably see include:
- “Tentative Selection”
 - “Registration submitted”
 - “Registered”
 - “Not Accepted/(error)”
 - “Registration under review”
 - “Over Enrolled”

The definitions of these indications will be explained as appropriate in the following pages herein after; for example, a course with “**Registered**” status means that it has been officially confirmed to be registered by the university. At the end of registration periods in a semester, all courses of which you have made registration applications need to be with this “Registered” status (you must check by yourself whether courses are with this status on the Announcement days).

- f. You may find “!” and / or “URL” in Note column on the Registration screen. Click it for websites or pdf files related to the course. In addition, **most course titles are underlined in blue. Click it and you move to online syllabi for the course**

2.6. Course search

- a. When you want to search courses you are interested to register, you click “Course Search” button, and you move to the following screen (Fig.2.6):

Fig.2.6

The screenshot shows a web form for course search. It is divided into three main sections, each with a pink header bar:

- 1. School:** Contains a pull-down menu with "Schl of Fund Sci/Eng" selected and an "OK" button to its right.
- 2. Course Category:** Contains a blue pull-down menu with the text "<<Select a course category>>".
- 3. Search Keyword:** Contains several input fields: "Course Title" (a text box), "Prefix search (Search in words of beginning)." (a label), "Term" (a pull-down menu), "Day" (a pull-down menu), and "Period" (a pull-down menu). A "Search" button is located at the bottom right of this section.

- b. From “1.School” pull-down menu, select a body offering courses you are interested to register, and **click “OK” button**. Please find here below some examples of bodies you can see in the pull-down:

- | | | |
|------|-----------------------|---|
| i. | Schl of Fund Sci/Eng: | School of Fundamental Science & Engineering |
| ii. | Schl Cre Sci/Eng: | School of Creative Science & Engineering |
| iii. | Schl Adv Sci/Eng: | School of Advanced Science & Engineering |
| iv. | G.S. XX : | Graduate School of XX (offering masters / dr courses) |
| v. | SILS: | School of International Liberal Studies |
| vi. | CJL: | Center for Japanese language |
| vii. | Global: | Global Education Center |

- c. From “2.Course Category” pull-down menu, select groups of the courses. If you search courses offered **by your home dept.**, (in this case, first you need to choose your home School in the 1st pull-down menu, and then) you are supposed to select groups mainly from the following options:

| <i>Options to be shown in the 2nd pull-down menu</i> | <i>Corresponding course Group names</i> |
|--|--|
| Multidisciplinary Studies | IPSE Group A1 courses |
| English Required courses | IPSE Group A2 English courses (required) |
| Mathematics Required courses | IPSE Group B1 Mathematics (required) |
| Mathematics Elective Required courses | IPSE Group B1 Mathematics (elective required) |
| Physics Required courses | IPSE Group B2 Natural Sciences Physics (required) |
| Physics Elective courses | IPSE Group B2 Natural Sciences Physics (elective) |
| Chemistry Required courses | IPSE Group B2 Natural Sciences Chemistry (required) |
| Life Science Required courses | IPSE Group B2 Natural Sciences Life Science (required) |
| Information Science Courses Required courses | IPSE Group B4 Information Science courses (required) |
| Information Science Courses Elective courses | IPSE Group B4 Information Science courses (elective) |
| Laboratory Recitation Required courses | IPSE Group B3 Laboratory / Recitation (required) |
| Specialized Required courses | IPSE Group C Specialized required courses |
| Specialized Elective Required courses | IPSE Group C Specialized elective required courses |
| Specialized Elective courses | IPSE Group C Specialized elective courses |
| IPSE course offered by other than one's home department | See Section d below on this page |
| Non-IPSE Group C courses offered by any department in FSE | See Section e on the next page |
| Non-IPSE Group A or B courses offered by any department in FSE | See Section e on the next page |

- d. If you want to search courses (typically, IPSE Group C courses) offered by **OTHER depts. in YOUR HOME School** (e.g., you are a student of Dept. of Mathematics / Applied Mathematics and want to search a course offered by Dept. of Computer Sci. &

Eng. (both belonging to School of Fundamental Science & Engineering)), you need to choose ***“IPSE course offered by sub-programs other than one’s home sub-programs”*** option from the 2nd pull-down. Before proceeding to registration, you should refer to relevant pages of your enrollment year’s Handbook.

- ***BE CAREFUL: In School of Advanced Science & Engineering (SASE), there is no sub-program, so if you are, for instance, a student of Dept. of Physics and want to take Group C courses offered by, say, Dept. of Applied chemistry (both Depts. belonging to SASE), you chose “Specialized elective courses” from “2.Course Category” pull-down menu.***
 - ***BE CAREFUL: For students enrolled in SASE’s Depts. of Physics and Applied Physics in Fall 2012 or after, specialized required courses and specialized elective required courses are newly set. This change is NOT applicable to Physics & Applied Physics students enrolled in Fall 2011 or before.***
- e. If you want to search courses offered by **“Non-IPSE” in YOUR HOME School** (see Section 1.4.h. herein above), you need to choose from the 2nd pull-down menu either ***“Non-IPSE Group C courses offered by any department in FSE”*** option or ***“Non-IPSE Group A or B courses offered by any department in FSE”*** option, as appropriate. You need to have the same command of Japanese language as native Japanese students in order to take them. For more details on how earned credits of this type to be counted toward graduation.
- ***BE CAREFUL: There are conditions / rules you must understand before registering Non-IPSE courses, and please refer to pages of relevant Groups in Section 4 herein after.***
- f. In “3.Search Keyword” section (on Fig.2.6), input the Course Title (do not input roman numerals as part of the course title: e.g., if you search “Philosophy IIA,” just input Philosophy), Term (meaning semester to which the course is allocated), Day, and Period, then please click “Search” button.
- g. If you want to search courses offered **by bodies OTHER THAN YOUR HOME**

School (e.g., you are a student of School of Fundamental Sci. & Eng. and want to search courses (IPSE & Non-IPSE) offered by School of Creative Sci. & Eng. or School of Advanced Sci. & Eng., or courses by bodies **outside of FSE** such as Center for Japanese Language (CJL), SILS, and so on), select an appropriate School or body in “1.School” pull-down menu, click “OK” button, and select relevant course group in “2. Course Category” pull-down menu, and input some keywords in “3. Search Keywords”, and click “Search” button.

- To identify if a given course is IPSE or Non-IPSE, refer to the “Course Title” section of its syllabus in which, if it is an IPSE course, you can see a relevant indication. If there is no such an indication, it is a non-IPSE course. If a given course is non-IPSE, you can see a relevant indication in “Category” column on the “Registration screen” (Fig.2.5).
- For registration of courses offered by bodies **OUTSIDE of FSE** (e.g., SILS, CJL, and so forth), please refer to websites of them because they often set their own rules & conditions for course registration by outside students. Please be careful that registration of these courses can be limited to specific registration period(s). In addition, **once confirmed as “Registered” on a given Announcement day, you CANNOT cancel such courses offered by bodies outside of FSE** in the subsequent registration periods (**except for CJL courses**; for more details, see Sec. 4.3.a. herein after). So, BE CAREFUL!
- For example, If you think about registering SILS courses, you have two choices; one is to register SILS courses offered through GEC (i.e., **Open courses**) whose **registration is only available during the 1st course registration period**. In the 1st pull down, choose “SILS” and click “OK” button. Then in the 2nd pull down, select “Open courses”, input some information in the 3rd section, and click “Search” button. There is no limitation about the number of courses to be registered per semester.
- 2nd is to register SILS courses directly offered by SILS (* Be careful that these directly provided courses are **NOT** Open courses), which can be registered **only during the 3rd course registration period**. In the 1st pull down, choose “SILS” and click “OK” button. Then in the 2nd pull down, select an appropriate one shown therein, input some information in the 3rd section, and click “Search” button. Be careful that searched courses are **NOT ALWAYS** available for outside students and you are requested to

refer to a “list of courses available for outside students” which is uploaded on SILS web. In addition, SILS allows you to register **only 1 course of this kind per semester.** If you register two or more, any one of them will be randomly registered with the rest rejected.

- h. Please note that you CANNOT register courses allocated to years higher than your current year (e.g., 1st year students cannot register courses allocated to 2nd year students or seniors). On the other hand, you can register courses allocated to years you have completed (e.g., 3rd year students can register courses allocated to 1st and / or 2nd year students.)
- As mentioned in Section 1.5.c. herein before, courses allocated to Fall semester can be registered only during course registration periods for Fall semester, and ones to Spring semester only during the periods for Spring semester.

2.7. Select courses

- a. After clicking the “Search” button, you see a list of courses matching the search keywords you input (Fig.2.7) (* if keywords you have input are not clear enough, the system could try to display too many, sometimes more than 100 courses. In this case, you see an error message. Please input more keywords for narrowing-down). When you find course(s) you want to register, tick the “Check Box” of them. You can tick two or more at a time, if you like.
- There are some courses for which you have to pay separate fees, and such courses are so indicated on the “Note” column on the table. For details on how to pay them, refer to Section 4.10. herein below.

Fig.2.7

| Check Box | Term | Day | Period | Schl | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Order |
|--------------------------|----------------|------|--------|------|------|---|---------------|-------------|-----------|------------------------|--------|---|
| <input type="checkbox"/> | first semester | Mon. | 1 | MNC | Y 1 | Introduction to Information Processing 06 | UEDA, Takashi | Nishiwaseda | 24-E | Information Processing | 2 | Introduction to Information Processing / 01 |
| <input type="checkbox"/> | first semester | Mon. | 1 | MNC | Y 1 | Introduction to Information Processing 07 | OKADA, Akio | Nishiwaseda | 24-B | Information Processing | 2 | Introduction to Information Processing / 01 |
| <input type="checkbox"/> | first semester | Mon. | 1 | MNC | Y 1 | Introduction to Information Processing 11 | OSAO, Riko | Nishiwaseda | 24-C | Information Processing | 2 | Introduction to Information Processing / 01 |
| <input type="checkbox"/> | first semester | Mon. | 2 | MNC | Y 1 | Introduction to Information Processing 14 | UEDA, Takashi | Nishiwaseda | 24-E | Information Processing | 2 | Introduction to Information Processing / 01 |
| <input type="checkbox"/> | first semester | Mon. | 2 | MNC | Y 1 | Introduction to Information Processing 15 | OSAO, Riko | Nishiwaseda | 24-C | Information Processing | 2 | Introduction to Information Processing / 01 |

- b. When you have finished searching courses with relevant “Check Box” ticked, click “Return to the first page” button, and move back to the initial Registration screen, in which the list table now includes the courses you have just selected with their registration statuses being “**Tentative selection**” in the Status / Order column of the table (Fig.2.8).

Fig.2.8

WASEDA Web Service
Welcomeback

course registration. 2005-02-03 20:00

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
(2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
(3) Click "Course Drop" to the "Course Drop" page.
(4) Be sure to print a copy of this page for your records.

Student Search
Print Screen

Current schedule of your school: It's not a time for Course Registration at your school. Please check "Course Registration Schedule" on the right button.

Course Search
Course Add
Course Drop

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

■ Schedule Courses with Y charge a special enrollment fee. Click "I" for more information. Please click Course Title for syllabus.

| Term | Day | Period | Sch | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|-----------------|------|--------|------|------|---|--------------------|-------------|-----------|------------------------|--------|---|
| first semester | Mon. | 1 | MNC | Y I | Introduction to Information Processing 06 | UEDA, Takashi | Nishiwaseda | 24-E | Information Processing | 2 | Tentative selection Introduction to Information Processing /01 |
| spring semester | Mon. | 4 | SILS | | English Academic Writing, Level 3 W-33 | | Nishiwaseda | | English III | 1 | Registered |
| spring semester | Wed. | 1 | SILS | | Tokyo: Introduction to Urban Anthropology | BERNARD, Rosemarie | Nishiwaseda | | Intermediate Subjects | 3 | Registered |

2.8. Course Add

- a. In order to register the course(s) with “Tentative selection” status, click “Course Add” button on the table.

2.9. Confirmation

- a. After clicking “Course Add” button, you move to the confirmation screen (Fig.2.9), on which please click the “OK” button. If there are no major violations of registration rules, the status has changed from “Tentative Selection” to “**Registration submitted.**”

Fig.2.9

WASEDA Web Service
Welcomeback

course registration. 2005-02-03 20:00

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of course for registration: Click "OK" button, to complete the registration.

Return to first page

| Term | Day | Period | Sch | Note | Course Title | Instructor | Campus | Classroom | Category | Credit | Status/Order |
|----------------|------|--------|-----|------|---|---------------|-------------|-----------|------------------------|--------|---|
| first semester | Mon. | 1 | MNC | Y I | Introduction to Information Processing 06 | UEDA, Takashi | Nishiwaseda | 24-E | Information Processing | 2 | Tentative selection Introduction to Information Processing /01 |

Copyright (C) Media Network Center, Waseda University 2002-2005. All rights reserved.
Copyrights / Personal information protection / Unavailable characters (webdb)

- b. If there are violations of registration rules, the status will change from “Tentative Selection” to error indications. You need to cancel courses with error indications by using “Course Drop” button. Typical error indications you see are as follows:

| Error indications | Definition | Solution |
|--|---|---|
| Duplication errors in a Day of the Week or Period | Occurs either when simultaneously trying to register 2 or more courses that are allocated to the same time period (slot) in the same semester OR when trying to register a course whose time slot in the semester overlaps with that of another whose registration status has already been “Registered.” (e.g., when, at the 2 nd registration period in a given semester, trying to register a course whose time slot (e.g., Period 2, Tue, Fall semester) overlaps with that of another course whose registration status has already been “Registered” on the 1st registration result Announcement day). | Cancel either of them (* there are some courses which cannot be cancelled once they are confirmed “Registered.” Refer to Section 2.10 herein after.) |
| Error in “already acquired courses” | Occurs when trying to register courses of which you have already earned the credits in the previous semester / academic years. | Registration is rejected. |

| | | |
|--|--|--|
| The Excess of the limitation of credits in the course group | <p>Occurs when the number of credits you tried to register from a certain course Group exceeds the designated registration number limit (cap) for that Group (e.g., maximum of 6 <u>credits</u> to be registered from IPSE and/or Group A1 per semester)</p> <ul style="list-style-type: none"> ● <u>Attention:</u> <i>This is a change from the previous semester in which the rule said you could register a maximum of 3 <u>courses</u> from IPSE and/or Non-IPSE Group A1 per semester).</i> | You have to cancel course(s) in question. |
| The excess of the limitation of credits which can be registered | Occurs when the number of credits you tried to register exceeds the designated credit registration number limit (e.g., maximum of 54 credits per AY). | You have to cancel courses so that the number of credits fall within 54. |

- c. Courses with “Registration submitted” status mean your registration “**applications**” of the courses are “**preliminarily or tentatively**” accepted by the university, and that the registrations are **NOT officially confirmed or completed yet at this stage**. The registrations you have made will go under further violation checks, and **the official results will be released on Announcement days only**.
- Refer to **Appendix 1-1** at the end section hereof for the schedule of the Announcement days, and to Section 3. CONFIRMATION OF REGISTRATION RESULTS herein after for how to confirm the registration results.

- d. On the **Announcement days**, please check the registration results **by yourself**: if the statuses of courses are with “**Registered**”, it means that the courses have been officially registered. Some courses may be with statuses OTHER THAN “Registered”, which means they were not registered, so you may need to make corrective actions in the following registration period(s). For more details, please refer to Section 3 herein after.

- ***BE CAREFUL: It is your responsibility to check on the Announcement days if courses for which you did registration (application) procedures have been “Registered” or not. If you forget to do this, you may get in trouble after classes commence. Please also refer to Section 1.3.d. herein above.***

2.10.Course cancellation

- a. If you want to cancel (drop) courses, you can do so **ONLY during course registration periods** which are typically composed of 1st, 2nd, and 3rd (last) registration periods for a semester. You can cancel courses with the following statuses:

| |
|--|
| “Tentative Select” |
| “Registration submitted” |
| <p>“Registered”</p> <ul style="list-style-type: none"> ● You can cancel ONLY courses with this status if they are offered by 3 Schools (Fundamental, Creative, and Advanced) belonging to Faculty of Science & Engineering (FSE) (but excluding courses registered automatically by the university, which you cannot cancel). ● <u>If courses offered by bodies / schools OUTSIDE OF FSE are once confirmed “Registered” on a given Announcement day, you CANNOT cancel them in the subsequent registration period(s).</u> ● For example, you are a student with Dept. of Modern Mechanical Eng. of School of Creative Sci. & Eng., and registered in the 1st registration period three courses, |

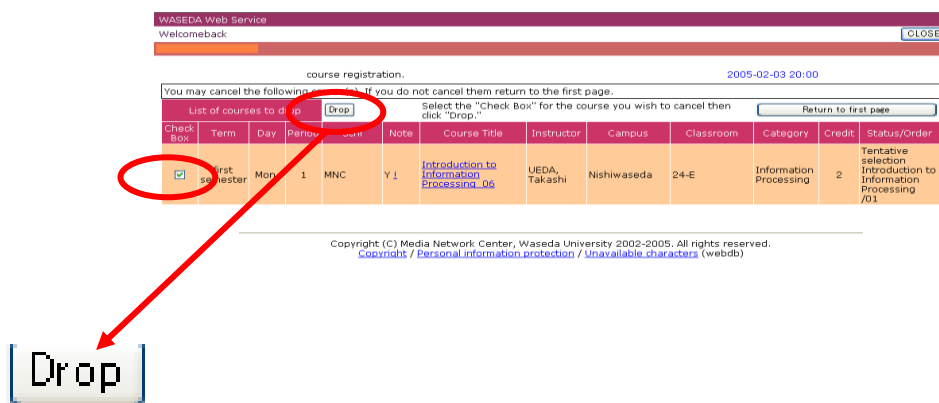
one offered by your home Dept., another by a Dept. of School of Advanced, and the other offered through **Global Education Center (GEC)** including SILS **Open courses**.

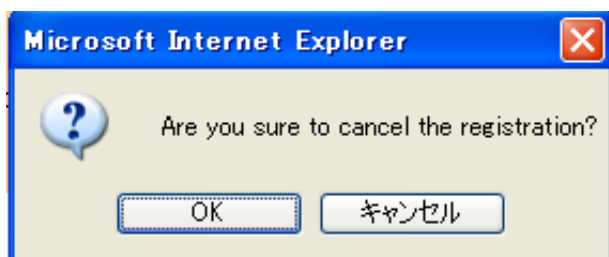
On the Announcement day for the 1st registration results, all of them are confirmed “Registered.” In the 2nd registration period, you can drop those by Creative and Advanced, but **CANNOT** cancel the one by GEC because it is offered by a body **OUTSIDE OF** FSE.

- **BUT courses offered by CJL are exceptional**; CJL courses with Registered statuses **CAN** be cancelled within the course registration periods. For more details please see Sec. 4.3.a. herein after.
- The results released on the 3rd Announcement day are FINAL, which you cannot change any more.

- In order to prevent troubles, you need to understand which School / body offers courses you are going to register. You can check them on the web syllabi.
- To cancel courses, click “Course Drop” button (see Fig 2.5 of Section 2.5 herein above), and you move to a list of courses you can cancel (Fig.2.10)

Fig.2.10





- d. Tick the "Check Box" of the courses you want to cancel, and click the "Drop" button. Then you click "OK" in the pop-up window. If you want to abort the cancellation procedure, click on the other button (meaning "Cancellation") in it.

2.11. Print registration data

- a. You are advised to print out the course Registration screen for your records after finishing registration procedures. Click "Print Screen" button (encircled below Fig.2.11), and you can print it out.

Fig.2.11

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.
 (3) Click "Course Drop" to the "Course Drop" page.
 (4) Click "Course Change" to the "Course Change" page.
 (5) Be sure to print a copy of this page for your records.

Print Screen

Current schedule of your school
 Third registration 2011-05-12 09:00 - 2011-05-13 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

■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. | 1 | | | Intensive Japanese (Standard) 4L | MANABE, Masako | waseda | 22-716 | Other Courses (Other Faculties) | 5 | Registered |
| | Mon. | 2 | | | Japanese course for International Student | SHINAGAWA, Nagisa | | 22-716 | | | |
| | Wed. | 1 | | | | IKEMORI, Kumiko | | 22-615 | | | |
| | Wed. | 2 | | | | | | 22-615 | | | |
| | Sat. | 2 | | | | | | 22-503 | | | |
| spring semester | Mon. | 3-4 | Schl of Fund Sci/Eng | | Mathematics B (Calculus) | BOWEN, Mark | Nishi-Waseda(Former: Okubo) | 51-10-04 | Mathematics Required Courses | 4 | Registered |
| spring semester | Mon. | 5 | Schl of Fund Sci/Eng | | Fundamentals of Electromagnetism | TAUSHANOFF, Stefanie | Nishi-Waseda(Former: Okubo) | 54-404 | Physics Required Courses | 2 | Registered |
| spring semester | Tues. | 2 | CJL | URL | Useful Japanese for science and technology exchange students 2-3 | MORIYA, Tomomi | waseda | 10-406 | Other Courses (Other Faculties) | 1 | Registered |
| | | | | | Japanese course for International Student | | | | | | |
| spring semester | Tues. | 4 | Schl Cre Sci/Eng | | Civil and Environmental Engineering A | AN, Tong Xiang | Nishi-Waseda(Former: Okubo) | 61-406 | Specialized Elective Courses (Other Sub-program) | 2 | Registered |
| | | | | | | ESTEBAN, Miguel | | | | | |

2.12. Indication of registered credits numbers on the screen

- a. Just above the list table of the Registration screen (Fig. 2.5), you can see a section (shown below (Fig.2.12)). Following are definitions of the numbers in the cells.

Fig. 2.12

| | | | | | | | |
|---------|----|-----------|---|----------------|----|-----------------|---|
| Credits | 24 | Full year | 0 | First semester | 24 | Second semester | 0 |
|---------|----|-----------|---|----------------|----|-----------------|---|

- b. The number in the “Credits” cell basically means the number of **credits** of courses whose registration statuses are “Registered” and / or “Registration submitted” at a given registration period.
- c. The number in the “Credits” cell is the sum of the following 3 cells:
- “Full year” cell (the number of credits of courses with “Registered” and / or “Registration submitted” statuses allocated to “one full academic year”; these are courses NOT applicable to IPSE students, so this cell should be ALWAYS ZERO),
 - “First semester” cell (the same as above allocated to **Spring** semester), and
 - “Second semester” cell (the same as above allocated to **Fall** semester).
- d. Due to system configurations, however, the numbers in the cells for IPSE students actually mean as follows:

| | <i>The meaning of the number in the “Credits” cell at Fall 2016 course registration periods.</i> | <i>The meaning of the number in the “Credits” cell at Spring 2017 course registration periods.</i> |
|-----------------|--|--|
| <i>Freshmen</i> | <ul style="list-style-type: none"> ● Credits of courses whose statuses are “Registered” and / or “Registration submitted” at Fall 2016 registration periods (shown in “Second semester” cell). ● The numbers in “First semester” cell & “Full year” cell should be zero. | <ul style="list-style-type: none"> ● Credits of courses whose statuses are “Registered” and / or “Registration submitted” at Spring 2017 registration periods (shown in “First semester” cell). ● The numbers in “Second semester” cell & “Full year” cell should be zero. ● So, the number in “Credits” cell does NOT reflect the number of credits of “Registered” courses in Fall 2016. |

| | | |
|---|---|--|
| 2 nd year or senior students | <ul style="list-style-type: none"> ● Sum of the following (1) & (2): (1) credits of courses whose statuses were “Registered” at Spring 2016 registration period (= the latter half period of your previous year) (shown in “First semester” cell) and; (2) credits of courses whose statuses are “Registered” and/or “Registration submitted” at Fall 2016 registration periods (shown in “Second semester” cell). | <ul style="list-style-type: none"> ● Credits of courses whose statuses are “Registered” and / or “Registration submitted” at Spring 2017 registration periods (shown in “First semester” cell) ● The numbers in “Second semester” cell & “Full year” cell should be zero. ● So, the number in “Credits” cell does <u>NOT</u> reflect the number of credits of “Registered” courses in Fall 2016. |
|---|---|--|

- e. Since the system configurations are based on AY for Non-IPSE students starting in Apr. of a given year and ending in Mar. the following year, this phenomenon happens to IPSE students whose academic year starts in Sep. 28 of a given year and ends in Aug. the following year.
- f. You as IPSE students need to control the **“54 credits / academic year” rule** in terms of your AY (e.g., for IPSE students who enrolled in Fall 2016, it consists of Fall semester of 2016 and Spring semester of 2017).
- g. So, in Fall semester’s course registration periods (e.g., ones in Fall 2016), you need to understand the number of credits of the courses whose statuses are “Registered” and/or “Registration submitted” **by referring ONLY to the “Second semester” cell** (* 2nd year students and seniors are requested to pay special attention to this point).
- h. In Fall 2016 semester course registration periods, all the cells’ numbers should initially be zero (because the “Second (= Fall) semester” cell is cleared due to system configurations), but **you must always recognize the number of the credits of the courses whose statuses were “Registered” on the Fall 2016 semester registration period’s last Announcement day. In other words, the**

number of credits of “Registered” courses in Fall 2016 course registration periods (not shown in the “Second semester” cell) + the number of the same in the Spring 2017 ones (shown in the “First semester” cell) should be 54 credits at max.

- i. **BE CAREFUL:** If you have registered too many courses in Fall semester, you may not be able to register required courses allocated to Spring semester due to the **54 credits limit rule**. Please refer also to Section 1.5.c & d herein before.

2.13. Other helpful information about error displays

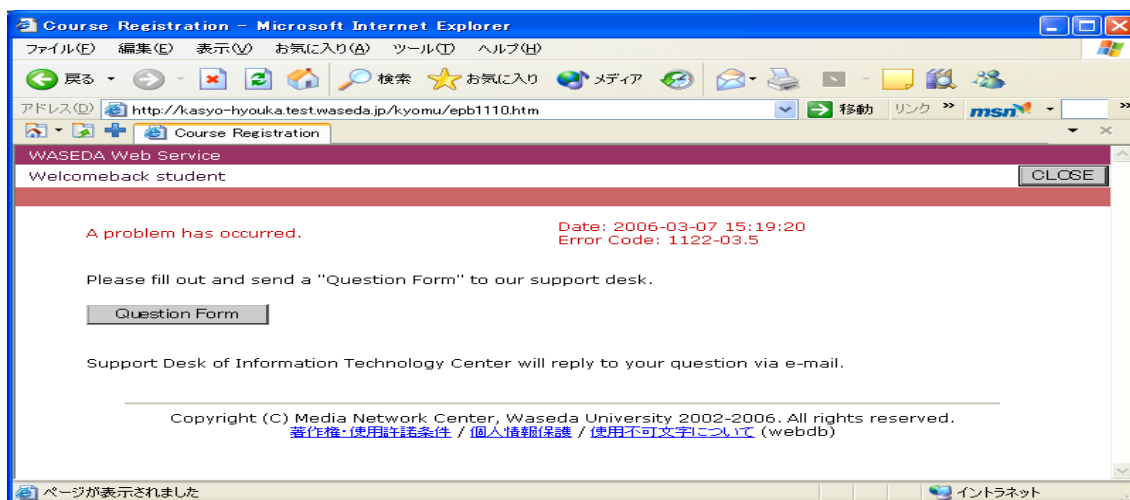
- a. When the total load of the system exceeds its capacity, a "Retry Message" will be displayed (Fig.2.13). By clicking the "Try again" button, you can return back to the regular screen (where you can continue course registration procedures). Please note, however, that in this case, if you close all browser windows, information on courses with the “Tentative Selection” status will be deleted and you will need to start again from the search process.

Fig.2.13



- b. If the message shown in Fig.2.14 below appears on the screen, press the "Question Form" button and enter all necessary information.

Fig.2.14



3. CONFIRMATION OF REGISTRATION RESULTS

- a. On **each Announcement day** of registration results (see **Appendix 1-1** at the end section hereof), please access the "Registration" screen (where you did the registration procedures (Fig.2.5): Go to MyWaseda > "Grades & Course registration-" > Login > "Course Registration" > "Registration" screen).
- b. And please check the **Status/Order column** on the table: if a "**Registered**" is shown for courses, it means that the registration of the courses has been successfully completed and finally confirmed. If error messages are indicated, you need to identify meanings of them, and take relevant measures in the next registration period(s) of the semester.

c. Typical error messages are as follows:

| Error messages | Definitions |
|---|--|
| Over Enrolled | Courses for which the number of applicants exceeded the course quotas (i.e., the max. number of enrollees to be accepted to a course), so that random drawings were carried out by the university, and as a result, you were not selected (i.e., your registration application was rejected) |
| Not Accepted / (error) | Courses whose registration applications were not accepted due to violations of registration rules. |
| The Excess of the limitation of credits in the course group | Occurs when the number of credits you tried to register from a certain course Group exceeds the designated registration number limit (cap) for that Group (e.g., maximum of 6 credits to be registered from IPSE and/or Group A1 per semester) |
| The excess of the limitation of credits which can be registered | Occurs when the number of credits you tried to register exceeds the designated credit registration number limit (e.g., maximum of 54 credits per AY). |
| Error in necessary courses | Occurs when registration procedures violate registration sequence rules (e.g., registration was attempted for IPSE or Non-IPSE A1 Group course with "II" at the end of the course name (e.g., Psychology II) without having earned the credits of the corresponding A1 Group course with "I" (e.g., Psychology I)) in previous semesters.) |
| Error in "already acquired" in the registered courses | Occurs when trying to register courses of which you have already earned the credits in the previous semester / academic years. |

| | |
|---|--|
| Duplication errors in a Day of the Week or Period | <p>Occurs either when simultaneously trying to register 2 or more courses having the same timeslot in the same semester OR when trying to register a course whose timeslot in the semester overlaps with that of another whose registration status has already been “Registered.”</p> <p>(e.g., when, at the 2nd registration in a given semester, trying to register a course whose timeslot (e.g., Period 2, Tue, Fall semester) overlaps with that of another course whose registration status has already been “Registered” on the 1st registration result Announcement day).</p> |
|---|--|

d. If you fail to get “Registered” status with courses, for instance, on the 1st registration result Announcement day, you may try to register them again in the following registration period(s) in the semester. Be careful that some courses can be registered only during a specific registration period(s) (see **Appendix 1-1** at the end section hereof for the registration schedule table).

- Each Non-IPSE Group A course (taught in Japanese) has its class quota, and where it is filled in a given registration period, it won’t be available in the following registration period (s) (* if the number of applicants has exceeded the quota in a given period, automatic drawings will be conducted by the university to narrow down the students who are allowed to register the course, and such a course won’t be available for the next registration period(s)). The updated list (in Japanese) of such courses whose quotas are not filled and which therefore are available in a subsequent registration period will be uploaded on the following website for non-IPSE students in each course registration period: <https://www.waseda.jp/fsci/en/students/registration/> (where please refer to “余裕定員表” section)

e. Here below please find some FAQs & answers on course registrations:

| | |
|----|---|
| Q1 | I am not available at university campuses on a course registration day due to an appointment. What should I do? |
|----|---|

| | |
|----|--|
| A1 | <p><i>The Web Registration System of MyWaseda is set in place to ensure that you can register courses regardless of where you are.</i></p> <p><i>Accordingly, if you need to be away from home or school, you can still register your courses if you have Internet access. If you cannot connect to the Internet on a specific registration day of a course registration period, you should register courses on other days of it or in one of the next registration periods. Generally, registration periods for a semester are divided into 1st, 2nd, and 3rd (last) period. For instance, if you miss the 1st period, you can try in the 2nd and/or 3rd periods. But courses have quotas and once they are filled in a given registration period, such courses won't be available for registration in the subsequent registration periods, so you are recommended to complete registration procedures in early rounds.</i></p> |
| Q2 | <p>If I intend to register a particular course on a later registration period, am I allowed to attend the course before I have completed the registration procedure?</p> |
| A2 | <p><i>Yes you are. If you plan to register a particular course, you are advised to attend classes of it from the beginning. If you think you want to see first how classes of a course are held, you can first attend the 1st class of it without registering it and decide whether to take it or not before the last registration period. If you are told by the lecturer of the course that your name is not on the enrollee list, please explain your situation & intention to him/her.</i></p> |
| Q3 | <p>Since timetables (period, day, date) of "Intensive Courses" are not available yet in a given registration period, I am wondering if I should register them....</p> |

| | |
|----|---|
| A3 | <p><i>Intensive courses, unlike ordinary courses having fixed time tables (e.g., every Tue. Period 2 through a semester), are held in multiple (often consecutive) periods on each of specific (often consecutive) days specified by lecturers. For example, an intensive course can be composed of 5 consecutive days, on each of which there are 3 consecutive periods. As soon as the timetables of them are finalized, they will be announced on the web syllabus. In the meantime, students who are undecided to register them because of the timetable concerns are advised to register them within the registration period. <u>But BE CAREFUL that you need to check the timetables of them during the following registration period(s) and decide if you register / drop them during registration periods of the semester.</u> Only if the timetables of them are not available before the end of the last registration period and you have found thereafter that they overlap with one of other courses you have already registered, we may consider some treatment. Please consult ASAP with Academic & Students Affairs Sec. of the Center for Sci. & Eng. at 1st fl. of No.51 BLDG. of Nishi-Waseda Campus.</i></p> <p><i>Be careful that intensive courses are very (literally) intensive, so before registration, you must check web syllabi of them to understand how classes are organized.</i></p> |
| Q4 | I have forgotten MyWaseda login ID and / or Password. What should I do? |
| A4 | <i>Visit the Administrative Office of Information and Multimedia Technology (3rd fl. of No. 63 BLDG. in Nishi-Waseda Campus) and complete the required procedure to have your ID or password reissued.</i> |
| Q5 | When checking my course registration results on the Registration screen on an Announcement day, I have found "Registered" a course with a title different from the one for which I did registration application. The timetable (day & period) seems correct..... |
| A5 | <i>Some courses are taught as "combined courses". This means that different (but very closely related) courses will be taught under the same timetable at the same venue by the same lecturer as if they are an identical course. When registering a course of this type, one of the courses constituting the combined course is randomly selected and appears on the Results screen as the representative course. For example, you registered "XXX (Physics)" but the display shows "XXXX (Applied Physics)". You may think that you did something wrong, but If the course timetable (e.g., Tue., Period 2) is the same as what you registered, and a classroom is the same between them, you can conclude that you did the procedures properly.</i> |

| | |
|----|--|
| Q6 | Some registered courses show overlapping timetables without errors. Why has this happened? |
| A6 | <i>Since there are some courses whose classes are held every other week (“Kakusyu kamoku” in Japanese), they can be registered without any conflict of timetable, unless the weeks in which Kakusyu kamoku are held overlap with each other (e.g., Course A:Spring semester, Period 2, Tue, Week 1 & 3; Course B:Spring semester, Period 2 Tue, Week 2 & 4). If the above is not the case, it may be that the timetable for one of the courses you tried to register was changed after you did the registration application procedure. In this case, you should cancel one of them during the next course registration period.</i> |
| Q7 | The number of “credits” of courses I can register for an academic year is 54. For example (though this is an extreme case....), I registered courses worth of 54 credits (including IPSE courses which were registered by me & automatically registered by the university, and CJL & GEC courses, and so on) in Fall semester. Then on the grade announcement day, I have found that I failed some courses worth of 4 credits. Does this mean that I am allowed to register 4 credits worth courses in Spring semester registration period? |
| A7 | <i>NO! You are NOT allowed to! Once you have registered the full number of 54 credits in the Fall semester, you are NOT allowed to register any course in the other semester of the AY regardless of grade results.</i> |
| Q8 | In the 1 st registration period of Spring semester, I registered a basketball course offered by Global Education Center (GEC) and a SILS open course offered through GEC, and they were confirmed “Registered” on the registration result Announcement day. But I have changed my mind and want to cancel them in the 2 nd registration period of the same semester. Can I do that? |
| A8 | <i>No, you CANNOT. Once courses offered by bodies OUTSIDE OF FSE (except CJL) have been confirmed “Registered”, you cannot cancel them. Be careful whenever you register such courses.</i> |

4. IMPORTANT POINTS BY COUSE GROUPS

a. You MUST refer to relevant pages in your enrollment year’s Handbook before proceeding to registration procedures.

- b. *As mentioned in Section 1.5.c. herein above, in course registration periods for Fall semester, you can register only the courses allocated to Fall semester, and in course registration periods for Spring semester, only the courses allocated to Spring semester. You CANNOT register any courses allocated to “one full academic year” regardless of which body to offer them.*
- c. *As mentioned in Section 2.6.h. herein above, you CANNOT register courses allocated to years higher than your current year (e.g., 1st year students cannot register courses allocated to 2nd year students or seniors). On the other hand, you can register courses allocated to years you have completed (e.g., 3rd year students can register courses allocated to 1st and/or 2nd year students.)*
- d. *As mentioned in Section 1.2.h. & i. herein above, there can be new courses added to your Dept. / School at the beginning of each semester. These courses may NOT be mentioned in your enrollment year’s Handbook. In addition there may be courses whose course names have been changed. For these reasons, you MUST refer to the LATEST COURSE TIMETABLES and SUMMARY TABLES OF CHANGES in IPSE Courses uploaded on the IPSE web.
<https://www.waseda.jp/fsci/en/students/registration/>*
- ***There have been some curriculum changes in Group B1, B2, and B4 in Fall 2012, which are summarized in the said Summary Tables of Changes on the IPSE web***

4.1. IPSE Group A1 (Multidisciplinary Studies)

- a. **For students who enrolled in Fall 2010**, IPSE Group A1 courses are NOT required for graduation, but If you earn any credits of courses of this IPSE Group, they are counted toward graduation without limitation (the earned credits are appropriated to the “difference” mentioned in Section 1.4.e. herein).
- b. **For students who enrolled in Fall 2011 and after**, the minimum **credit** number you have to earn from this category toward graduation is set at **6**. You must earn all the 6 credits from IPSE Group A1: as shown Section 4.1.c. herein below, you may think about taking Non-IPSE Group A1 courses (taught in Japanese), but credits earned from them CANNOT BE COUNTED TO FULFIL THIS SPECIFIC 6

CREDITS. You must always earn these 6 credits from IPSE Group A1 courses.

- c. **For students who enrolled in Fall 2016 and after**, the minimum **credit** number you have to earn from this category toward graduation is set at **4**. You must earn all the 4 credits from IPSE Group A1: as shown Section 4.1.c. herein below, you may think about taking Non-IPSE Group A1 courses (taught in Japanese), but credits earned from them CANNOT BE COUNTED TO FULFIL THIS SPECIFIC 4 CREDITS. You must always earn these 4 credits from IPSE Group A1 courses.
- d. You may think about taking **Non-IPSE Group A1 courses**: be careful that classes of them are taught in Japanese (so, you need to have the same command of Japanese language as native Japanese students), and that **only 16** credits to be earned from Non-IPSE Group A and/or B (*except for B3) courses can be counted toward graduation during the whole IPSE undergraduate period (“upper limit rule”). This means that if you have earned 18 credits from Non-IPSE Group A1 and / or B, for example, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein before. On your grades sheets they are recorded as “Other courses.”
- Each Non-IPSE Group A1 course has its quota (i.e., the maximum number of students to be accepted as enrollees to the course), and where it is filled in a given registration period, it won’t be available in the following registration period (s). In addition, if the number of applicants has topped the quota in a given registration period, automatic drawings will be conducted by the university to narrow down students allowed to be registered for the course, and as a result, you may find your application “rejected” on an Announcement day. The updated list (in Japanese) of Non-IPSE Group A1 courses which are available in subsequent registration period(s) because of their quotas not being filled will be uploaded on the following website for non-IPSE students in each course registration period:
<https://www.waseda.jp/fsci/students/registration/>
(where please refer to “余裕定員表” section)
 - If Non-IPSE courses have in their course titles roman numerals (e.g., Psychoanalysis I, Psychoanalysis II), you must follow a “sequence rule”, meaning that you first have to earn the credit of the course with “I”. If you try to register a course with “II” without

earning the credit of a course with “I”, you will have an error, so that you cannot register the one with “II.” When you are yet to earn credits of both courses with “I” and “II”, you cannot register both in the same semester.

- e. You are allowed to register up to courses worth **4 credits (student who enrolled in 2016 Fall)**, required credit numbers for Group A1 are different depending on your enrollment year. Check by yourself how many credits you need from Group A1 if you need to know. In this paragraph, we only mentioned student who enrolled in 2016. If you register courses whose credits amount to more than 4 credits. If you do this, the excess of the them will be randomly cancelled, and the result will be announced on an Announcement day.

4.2. IPSE Group A2 (Foreign language courses: English (required))

- a. **For students who enrolled in Fall 2010**, There are 4 courses allocated to 1st year, and 4 courses to 2nd year, all of which are required courses, so you must earn the credits of them (8 credits in total) for graduation. If you have failed with any of them, you need to retake them in the following years. Some of the courses include “1” and “2” in their course titles: for example, Texts and Issues 1, Texts and Issues 2. If you have failed to earn the credit of the former in 1st year’s Fall semester, you can register the latter in the subsequent Spring semester. But in any case you must earn the credit of the former (failed one) before graduation.
- b. **For students who enrolled in Fall 2011& after**, there are only 2 courses, both required, which are allocated to 2nd year, the credits of which (two credits in total) you must earn for graduation.
- c. **For students who enrolled in Fall 2016& after**, there are only 1 course, required, which are allocated to first year, the credits of which (one credits in total) you must earn for graduation.
- d. You CANNOT register Non-IPSE Group A2 English required courses, which are available only for Non-IPSE students.

4.2.1. Non-IPSE Group A2 (Foreign languages courses other than English)

- a. You can register Non-IPSE Group A2 foreign languages courses **other than** the English ones (which are not available for IPSE students). These courses are originally designed for Japanese students and **taught in Japanese** during classes. In registration of them, you must follow specific “**sequence rules**.”
- You must start taking 初級 IA or 初級 IB (for beginners) of a given foreign language. It is not until you have earned the credit of either of them that you can move to take the next step of 初級 IIA or 初級 IIB of the foreign language.
- For example, you earned the credit of 初級 IA or IB of German (Beginners German IA or IB) in a given semester, and then are allowed to take 初級 IIA or IIB of it (Beginners German IIA or IIB) in the next semester.
- You can register 中級 IA or IB (e.g., Intermediate German IA or IB) after earning the credit of either of 初級 IIA or IIB, and earning the credit of either 中級 IA or IB is the prerequisite for taking 中級 IIA or IIB (e.g., Intermediate German IIA or IIB).
- 上級 I (e.g., Advanced German I) can be taken after earning the credit of either of 中級 IIA or 中級 IIB. 上級 II (e.g., Advanced German II) can be registered after earning the credit of 上級 I.
- b. There are courses called “IA (学院)” (e.g., German IA Gakuin class) or “IB (学院)” (e.g., German IB Gakuin class), which is “combined” with 中級 IA or 中級 IB (e.g., Intermediate German IA / IB), meaning these are actually the same courses.
- IA (学院) and IB (学院) are for those who have already studied the language before, so that they can skip introductory phases; you should check the class levels by referring to their syllabi before registration.
- You can take IA (学院) or IB (学院) **without** earning the credits of 初級 IIA or 初級 IIB (e.g., Beginners German IIA / IIB). After earning the credit of IA (学院) or IB (学院), you can go to take IIA (学院) or IIB (学院) (e.g., German IIA Gakuin class / IIB Gakuin class) (which are combined with 中級 IIA or 中級 IIB (e.g., Intermediate German IIA / IIB)), and after earning the credit of either of them, you can register 上級 I (e.g., Advanced Germany I).
- c. Each Non-IPSE Group A2 foreign language course (except for English ones) has its class quota, and where it is filled in a given registration period, it won't be available in the following registration period (s). In addition, if the number of applicants has topped the class quota in a given registration period, automatic drawings / lotteries

will be conducted by the university to narrow down students allowed to be registered for the course, and as a result, you may find your application “rejected” on an Announcement day. The updated list (in Japanese) of Non-IPSE Group A2 courses which are available in subsequent registration period(s) because of their quotas not being filled will be uploaded on the following website for non-IPSE students in each course registration period:

<https://www.waseda.jp/fsci/en/students/registration/>

(where please refer to “余裕定員表” section)

- d. Be careful that classes of them are **taught in Japanese** (so, you **need to have the same command of Japanese language as native Japanese students.**), and that **only 16** credits earned from Non-IPSE Group A1 and/or A2 and/or B (* except for B3) courses can be counted toward graduation during the whole IPSE undergraduate period (“upper limit rule”). This means that if you have earned 18 credits from Non-IPSE Group A1 and / or A2 and/or B, for example, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein before.

4.2.2. Non-IPSE Group A2 (Chinese language courses taught in English)

- a. Chinese language courses taught in English are available from spring semester 2014.
- b. Available courses in academic year 2016 are for beginners courses IA and IB, and course names are shown like 中国語初級 IA ・ IB) (Beginners Chinese IA (In English).
- c. Credits earned from this category are subject to the aforementioned upper limit rule: **only 16** credits earned from Non-IPSE Group A1 and/or A2 and/or B (* except for B3) courses can be counted toward graduation during the whole IPSE undergraduate period. The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein before.
- d. **Be careful that you do not get confused between Chinese language courses taught in Japanese (mentioned in 4.2.1. above) and this one taught in English.**
- e. If you have earned the credit of a Beginners Chinese taught in Japanese, you cannot

take the same level of a Beginners Chinese (In English). For example, once you earned the credit of Beginners Chinese IA (taught in Japanese), you cannot take Beginners Chinese IA (In English), and vice versa.

4.3. IPSE Group A2 (Foreign language: Japanese courses provided by CJL)

● Important change since 2016

From April 2017, undergraduate and graduate students are able to take up to 8 credits of Japanese language courses per semester.

※In addition to this change, from 2020 the maximum of credits that can be registered during your enrollment will be limited to 32 credits. Please take this change into consideration when you make a study plan. (Previous courses which you were unable to earn credits from will not be counted.)

※Center for Japanese Language students are allowed to take up to 14 credits in a semester.

“Intensive Japanese 1-2” is not open to undergraduate or graduate students. Only Center for Japanese Language students are eligible to register.

- a. These are courses offered by Center for Japanese Language (CJL). CJL is a body outside of FSE. As an exceptional case, even if CJL courses you have registered are confirmed “Registered” on a given course registration results Announcement day in a semester, you **CAN** cancel them in the subsequent registration period(s) of the semester.
- b. These courses are not required, so you can graduate without taking them. If you earn any credits of them, they are counted toward graduation without limitation (the credits earned are appropriated to the “difference” mentioned in Section 1.4.e. herein above). On your grades sheets they are recorded as “Other courses.”
- c. In order to register them, you need to follow procedures specified by CJL. In addition, CJL will have its own course orientations. For more details, refer to the website of CJL: **<http://www.waseda.jp/cjl/en/regist.html>**
- d. You can register them through the online registration system on MyWaseda like other

courses offered by FSE. The CJL course registration schedule is sometimes different for FSE course registration schedule. See Appendix 1-1 at the end section hereof for more details.

- e. Please be careful where classes of CJL courses are held, because there are lots of CJL courses whose classes are held at Waseda campus (20 to 25 minute walk from Nishi-Waseda campus (where FSE & 3 Schools are located). You can check the classrooms on online syllabi and/or CJL website.
- f. Though you may see “Fee” indication (i.e., payment of fees being needed) in online syllabi of CJL Japanese courses, **you as IPSE undergraduate students DO NOT HAVE TO PAY any fees for them.**

4.4. IPSE Group B1 (Mathematics)

- a. Most of these courses are required courses, and you must earn credits of all of them for graduation. If you have failed with any of them, you must retake the failed ones during the following years.
- **BE CAREFUL: the minimum number of credits you are required to earn in IPSE B1 Group is different depending on enrollment year. You must refer to your enrollment year’s Handbook for the exact credit numbers.**
 - **There have been curriculum changes in IPSE Group B1 in Fall 2012. Please refer to the Summary Tables of Changes (mentioned in 1.2.i herein above) uploaded on the IPSE WEB.**
 - For those enrolled in Fall 2012 and after, **elective required courses** (restricted elective courses) are also set in this Group. Please refer to relevant pages in your enrollment year’s Handbook for more details.
 - As regards these elective required courses, students enrolled in Fall 2010 and 2011 **may** take them. For more details, please refer to the aforementioned **Summary Tables of Changes** uploaded on the IPSE WEB. If you can take any and earn the credits of them, they will go to the “gap” mentioned in 1.4.e. herein above.

- b. You may find some **Non-IPSE Group B1** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B1 required courses. You could take such Non-IPSE Group B1 courses, but they **CANNOT** be substitutes for IPSE Group B1 required courses. In other words, you must earn the credits of IPSE Group B1 required courses whether or not you have earned the credits of Non-IPSE Group B1 courses having similar course names. For taking Non-IPSE courses, you need to have the same command of Japanese as Japanese native students.
- c. If you earn credits of Non-IPSE Group B1 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from Non-IPSE Group A1 and/or A2 and/or B (*except for B3) courses can be counted toward graduation during the whole IPSE period (“upper limit rule”). This means that if you have earned 18 credits from Non-IPSE Group A1 and/or A2 and/or B, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein above. On your grades sheets they are recorded as “Other courses.”
- d. Sometimes there is some classes for one course in GroupA, GroupB. For example, if there is course called “Liner Algebra A” and “Liner Algebra B” you have to choose either one or the other. In this case you can choose one class to register.

4.5. IPSE Group B2 (Natural Sciences)

- a. Most of these courses are required course allocated to 1st year students, and you must earn credits of all of them for graduation. If you have failed with them, you must retake them during the subsequent years.
- **BE CAREFUL: the minimum number of credits you are required to earn in B2 Group (physics, chemistry, life science) is different depending on enrollment year. You must refer to your enrollment year’s Handbook for the exact credit numbers.**
- **There have been curriculum changes in IPSE Group B2 in Fall 2012. Please refer to the Summary Tables of Changes (mentioned in 1.2.i herein above) uploaded on the IPSE WEB.**
- b. There are some **elective courses** (physics courses) available from spring / fall

semester 2014. If you earn the credit of them, they will go to the “gap” mentioned in 1.4.e. herein above. For more details, please refer to the aforementioned **Summary Tables of Changes** uploaded on the IPSE WEB

- c. You may find some **Non-IPSE Group B2** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B2 required courses. You could take such Non-IPSE Group B2 courses, but they **CANNOT** be substitutes for IPSE Group B2 required courses. In other words, you must earn the credits of IPSE Group B2 required courses whether or not you have earned credits of Non-IPSE Group B2 courses having similar course names. For taking Non-IPSE courses, you need to have the same command of Japanese as native Japanese students.
- d. If you earn credits of Non-IPSE Group B2 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from Non-IPSE Group A1 and/or A2 and/or B (* except for B3) courses can be counted toward graduation during the whole IPSE period (“upper limit rule”). This means that if you have earned 18 credits from Non-IPSE Group A1 and/or A2 and/or B, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein above. On your grades sheets they are recorded as “Other courses.”

4.6. IPSE Group B3 (Laboratory / Recitation)

- a. These are all required courses allocated to 1st year and 2nd year students, and you must earn credits of all of them for graduation. If you have failed with them, you must retake them during the following years.
- b. You CANNOT take Non-IPSE Group B3 courses.
- c. In terms of a “Science and Engineering laboratory” course, you need to take part in the **guidance session** at the beginning of a semester. The date & venue for the guidance will be announced in a relevant section on the aforementioned IPSE course registration website: <https://www.waseda.jp/fsci/en/students/registration/>
 - > Guidance schedule and venue for IPSE Lab courses
- d. If you **FAILED** to earn the credits of “Science and Engineering laboratory” course

previous year, you **MUST go to each** Laboratory described below try to earn the credit AGAIN.

Science and Engineering Laboratory 1A and 1B

⇒Laboratory for basic science and engineering 56-204

Science and Engineering Laboratory 2A•2B

⇒Administrative Office of Experimental Laboratory for Science and Engineering
63 B1-27

Please note you have to apply for registration as below. (You can't register "Science and Engineering laboratory" via MyWaseda by yourself in this case)

4.7. IPSE Group B4 (Information Science)

- a. Most of these courses are required courses allocated to 1st year, and you must earn the credits of them for graduation. If you have failed with them, you must retake them during the following years.
- **BE CAREFUL: the minimum number of credits you are required to earn in B4 Group is different depending on enrollment year. You must refer to your enrollment year's Handbook for the exact credit numbers.**
- **There have been curriculum changes in IPSE Group B4 in Fall 2012. Please refer to the Summary Tables of Changes (mentioned in 1.2.i herein above) uploaded on the IPSE WEB.**
- b. There are some **elective courses** available from spring / fall semester 2014. If you earn the credit of them, they will go to the "gap" mentioned in 1.4.e. herein above. For more details, please refer to the aforementioned **Summary Tables of Changes** uploaded on the IPSE WEB
- c. You may find some **Non-IPSE Group B4** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B4 required courses. You could take such Non-IPSE Group B4 courses, but they **CANNOT** be substitutes for IPSE Group B4 required courses. In other words, you must earn the credits of IPSE Group B4

required courses whether or not you have earned credits of Non-IPSE Group B4 courses having similar course names. For taking Non-IPSE courses, you need to have the same command of Japanese as native Japanese students.

- d. If you earn credits of Non-IPSE Group B4 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from Non-IPSE Group A1 and/or A2 and/or B (* except for B3) courses can be counted toward graduation during the whole IPSE period (“upper limit rule”). This means that if you have earned 18 credits from Non-IPSE Group A1 and/or A2 and/or B, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned in 1.4.e. herein above. On your grades sheets they are recorded as “Other courses.”

4.8. IPSE Group C (Specialized courses)

IPSE Group C are specialized courses, and divided into 3 categories:

- Specialized Required courses: see the following Section 4.8.1
- Specialized Elective Required courses: see the following Section 4.8.2
- Specialized Elective courses: see the following Section 4.8.3

4.8.1. IPSE Group C (Specialized required courses):

- a. These are required courses, of which you must earn all the credits for graduation. If you have failed with them, you must retake them during the following years.
- **BE CAREFUL:** *Refer to the relevant pages of your enrollment year’s Handbook for more details, because some depts. set specific prerequisites you should fulfill before you take specific courses of this Group.*
 - *BE CAREFUL: Refer to the Latest Timetables for IPSE courses and the Summary Tables of Changes of IPSE courses (mentioned in 1.2.h. & i. herein before) uploaded on IPSE WEB.*

- **BE CAREFUL: Dept. of Physics and Dept. of Applied Physics have set Specialized required courses and Specialized elective required courses in Group C since Fall 2012. This change is applicable only to those who are enrolled in the Depts. in Fall 2012 and after, and NOT applicable to those enrolled in Falls 2010 and 2011.**
- **BE CAREFUL:** if courses of this category are lab courses, they may have **guidance sessions** at the beginning of a semester. The date & venue for the guidance session will be announced in a relevant section on the aforementioned IPSE course registration website:

<https://www.waseda.jp/fsci/assets/uploads/2017/02/77288f90a87f1837c0bf5c92d6ad75fa.pdf>

<BE CAREFUL>

You can register **Non-IPSE Group C** (specialized required, elective required, elective) courses (taught in Japanese), but be careful that even if you have earned credits of Non-IPSE Group C courses whose course names are quite similar to those of IPSE Group C courses you must earn as required for graduation, the credits earned from such Non-IPSE Group C CANNOT be substitutes for the IPSE Group C required courses. In other words, you must in any case earn credits of IPSE Group C courses specified by your home depts. as “required”, regardless of whether you have earned the credits of Non-IPSE Group C courses having course names similar to or almost the same as those of IPSE required ones. If you have earned credits of Non-IPSE Group C courses, they are counted without any credit number limitation as Group C elective courses. They are recorded on your grades sheets as “Group C Specialized Elective Courses (Other Sub-program)” or “Group C Specialized Elective Courses (Non-IPSE [Group C])”, as appropriate.

4.8.2. IPSE Group C (Specialized elective required courses):

- a. These are required courses, of which you must earn credits for graduation. Typically, you are requested to earn a specific number of credits of courses specified by individual depts. as specialized elective required courses. Each Dept. sets a specific number of credits you must earn in this category toward graduation. Please refer to relevant pages of your enrollment year’s Handbook for more details.
- **IMPORTANT** in relation to Group C specialized elective required courses offered by your own (home) depts.:

- The following treatment is **APPLICABLE ONLY TO students with:**
 - 1) Dept. of Mathematics and Dept. of Applied Mathematics (regardless of enrolment year);
 - 2) Dept. of Information & Communication Technology (regardless of enrolment year);
 - 3) Dept. of Modern Mechanical Eng. enrolled in Fall 2010 & Fall 2011;
 - 4) Dept. of Civil & Environmental Eng. enrolled in Fall 2010 & Fall 2011;
 - 5) Depts. of Physics and Applied Physics enrolled in Fall 2012 and after.

- If you have earned more credits than required for graduation from IPSE Group C specialized elective required courses offered **by your home dept., the excess part can be appropriated to IPSE Group C elective required courses.**

- For instance, if you are a student belonging to Dept. of Mathematics, Fig. 1.1. herein above reads that the minimum number of credits you (as enrolled in Fall 2016) must earn from that Group is 22. If you have earned 30 credits from that Group offered by your home dept., the excess part (i.e., $30 - 22 = 8$ credits) can be counted as IPSE Group C specialized elective courses (min. credits number for graduation = 25), so that after the appropriation, you now have to earn 17 credits in IPSE Group C specialized elective courses (i.e., $25 - 8 = 17$).

- ***Fig.1.1. in Section 1.4.b. above is extracted as an example from the Handbook in AY 2013 which is applicable only to students enrolled in Fall 2013. You must refer to Course Group in Chapter III" on your enrollment year's Handbook for exact numbers applicable to you.***

- *This treatment is just for the purpose of credit number counting only, and on your grades sheets, credits earned from IPSE Group C specialized elective required courses are in any case recorded as from such Group.*

- See also Section 1.4.i. herein above and **refer to Credit categories for courses taken outside of your own course and department** in your enrollment year's handbook.

- **BE CAREFUL:** if courses of this category are lab courses, they may have **guidance sessions** at the beginning of a semester. The date & venue for the guidance sessions will be announced in a relevant section on the aforementioned IPSE course

registration website: <https://www.waseda.jp/fsci/en/students/registration/>

4.8.3. IPSE Group C (Specialized elective courses):

- a. These are specialized courses you are basically allowed to select according to your interest, but each dept sets specific rules about how to take courses of this Group, the minimum number of credits you must earn for graduation, and so forth. So, please **refer to relevant pages for your home sub-program / dept. in your enrollment year's Handbook for more details.**
- b. *BE CAREFUL: if courses of this category are lab courses, they may have **guidance sessions** at the beginning of a semester. The date & venue for the guidance sessions will be announced in a relevant section on the aforementioned IPSE course registration website: <http://www.sci.waseda.ac.jp/eng/students/course/>*

4.9. IPSE Group D

- a. These courses are not required, so you can graduate without earning any credits of them. But if you earn any, **4 credits at max. can be counted toward graduation during the entire IPSE years and be appropriated to the "difference" mentioned in 1.4.e. herein before.** If you earn more than 4 credits, the excess part won't be counted toward graduation (but mentioned on your transcript).
- b. IPSE Group D consists of **"Independent Studies"** (Volunteer course and Internship course) and **"Physical education courses"** (e.g., sports activities courses, sports theories courses which are offered by Global Education Center (**GEC**)).
- c. As regards Volunteer course and Internship course, please refer to the relevant pages of your enrollment year's Handbook for more details. These courses cannot be registered via MyWaseda. For more details on application procedures, please refer to the web links on the aforementioned IPSE course registration web.
- d. As regards Physical education courses offered by GEC, they are **non-degree courses for those enrolled in Fall 2010 through Fall 2012** (i.e., not counted toward graduation, but mentioned on your transcript if you earn credit of them), but **are degree courses for those enrolled in Fall 2013 and after,** so credits earned are counted as Group D

courses together with other Group D courses such as Volunteer and Internship.

4.10. Payment of fees requested to pay when taking specific courses

- a. You may be requested to pay fees when taking some specific courses (typically ones offered by Global Education Center (GEC). Such courses are so indicated ("Fee") in the Note column on the Registration screen of courses you have searched. How much you have to pay will be shown in note section of the courses' online syllabi.
- b. You have to pay the fees within the period which will be release on the Website follows.
http://www.waseda.jp/gec/u_graduate/
You have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent from Academic & Student Affairs Section, Center for Science and Engineering, Waseda University.
- c. As for Japanese language courses for overseas students offered by Center for Japanese Language (CJL), you as IPSE undergraduate students do NOT have to pay any fee, even though there are such indications on web syllabi .

4.11. Taking lecture courses offered by IPSE master's programs of Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. (**Only applicable to eligible 4th year students**)

- a. If you are **(i)** 4th year students having intention to go on to study at departments (IPSE master's programs) of Graduate Schools of Fundamental, Creative or Advanced Sci. & Eng. after graduating from IPSE undergraduate programs, and **(ii)** are approved as eligible by your home dept., you can register IPSE lecture courses offered and specified by departments (IPSE master's programs) of Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. during a specified course registration period (after the 3rd registration period) through MyWaseda registration system.
- For eligibility, please ask your thesis supervisor or department.
 - For a registration schedule, please refer to **WEB site below.**
<https://www.waseda.jp/fsci/en/students/registration/>
> 2017 Spring Provisional Graduate Enrollment System

- You will basically register courses offered by departments (IPSE master's programs) where you will go on to enroll after graduating from your IPSE undergraduate programs. If getting permission from your thesis supervisors, you can register ones provided by other depts. (IPSE master's programs). But credits earned under that circumstance **may not** be counted in full toward the graduation credits of your IPSE master's program, so please ask Academic & Student Affairs Sec. for more details.
 - You can register courses by accessing the Course Registration screen (Fig. 2.5 herein above). Click the Course Add button and choose an appropriate graduate school from the 1st pull down menu and click "OK" button. Then choose "Lectures" from the 2nd pull down menu. You can thereafter follow the same registration procedures mentioned in Section 2.6 through 2.9 herein above.
 - You can register up to **10 credits** worth of courses under this system per academic year. Credit number is different depending on what courses you are affiliate with. To confirm, see your enrollment's year's handbook.
- b. The credits earned under this system will be counted toward graduation of departments (IPSE master's programs) of the Graduate Schools where you will go on to enroll after graduating from your IPSE undergraduate programs, **NOT counted for your undergraduate programs** (therefore NOT included in the aforementioned 54 credits as the max. credit number you can register for an academic year). Each department (IPSE master's program) at the Graduate Schools sets its own upper limit in the number of credits (earned under this system) which can be counted toward graduation of IPSE master's program. You can see the summary of the upper limits herein below :
- c. If you have earned credits of them, the grades of them will be shown in a specific section on your transcript for IPSE undergraduate program, meaning that the credits earned are not counted for graduation of IPSE undergraduate programs.
- d. When you go on to enroll at an IPSE master's program of a Graduate School, these credits will be automatically transferred to your transcript for IPSE master's program, so you do not have to do any specific procedures.

- e. Once you have earned the credits of them under this system, you will **NOT** be able to retake them in your IPSE master's program.
- f. Please be specifically careful about so called “**combined courses**”, which are provided by both undergraduate and master's programs, possibly under different (but may be similar) course names, with the identical course contents and class schedule. If you have already registered a combined course as an undergraduate course within either 1st, 2nd, or 3rd registration period, you won't be able to register it as a master's program lecture course under this system.
- Refer to **Appendix 1-2** on the web for more details about combined courses. Most of them are Non-IPSE undergraduate courses while there are two IPSE undergraduate courses.
- One of such two is “Physics of Semiconductor devices II”, an IPSE Group C specialized elective course by School of Advanced Sci. & Eng. This course is a “combined course”, so that it is available for registration as an IPSE UG course and an IPSE master's program lecture course. In registration of this course, you have **TWO** options:
One is to register this as an IPSE UG course within 1st, 2nd, or 3rd registration period: in this case you CANNOT register it as an IPSE master's program lecture course under this system.
The other is to register it as an IPSE master's program lecture course under this system during the specified course registration period after the 3rd period: in this case **DO NOT** register it as an IPSE UG course during 1st, 2nd, or 3rd registration period.
- Once you have earned the credit of a combined course as an undergraduate course or an IPSE master's program lecture course under this system, you won't in any case be able to register it when you enroll in your IPSE master's program.
- g. This system is also called “Provisional Graduate Enrollment System” inside FSE.

5. HOW TO CONTACT ACADEMICS; NOTICE BORADS; WEBSITES; CONSULTING SERVICES FOR COURSE REGISTRATION

5.1. List of class academic advisors (updated in spring 2016)

Faculty Contacts & Academic Advisor is released URL below.

<https://www.waseda.jp/fsci/en/students/counter/>

- The numbers shown on the far left column of the table above means specific student years each academic is in charge of. Academics without any number can accept students of all years.
- a. Each School and dept. has its “class academic advisors” with whom you can consult for academic inquiries, problems or difficulties including what courses to take, how to study, and so forth. If you need to, please contact them according to the instructions shown in the above list.

5.2. How to contact academics in charge of courses

- a. When you want to contact academics other than your class academic advisors (e.g., lecturers in charge of courses you have registered), please refer to the following rules:
 - Contact them just before / in / after classes
 - Check online course syllabi and find contact details such as email addresses.
- b. If you cannot reach them through aforementioned ways, try the following procedures:
 - If they are full-time academics at Waseda, they have their individual laboratory offices (*Kenkyu-shitsu* (研究室) in Japanese) at Nishi-Waseda campus, Twins, and so forth. Details such as office location and phone number are available on the notice board at Academic & Student Affairs Section (1st fl. of No.51 BLDG. of Nishi-Waseda Campus). Alternatively, you can find relevant contact details by accessing websites of them. Following is a website where you find a list of academics by depts. of FSE with links to their own websites, if they have any:
<http://www.sci.waseda.ac.jp/research/index-e.html>
 - If they are part-time lecturers (who often are from other universities, external research institutions or private-sector companies), they do not have their individual labs at Nishi-Waseda campus, so they rarely come to the university unless they have their

classes. In this case, since the university cannot provide you with contact details of them from the viewpoint of protection of personal information, you can ask Faculty Room staffs (2nd fl. of No.52 BLDG. of Nishi-Waseda campus) to send your message on your behalf by post. Please prepare an envelope (with postal stamps) including: 1) letter addressed to the academic, 2) envelope for return mail from the academic to you (with postal stamps affixed & your name & address clearly written on it).

5.3. Notice boards

- a. Important information & notices related to the university & FSE (including but not limited to general events, admission, student support, classes (time tables & their changes, classroom allocation & its change)) are released on notice boards in the area around the Main Gate of Nishi-Waseda campus. There are also notice boards on the external walls of No. 61 BLDG. (facing No. 58 BLDG.) for individual departments. Please check them periodically.

5.4. Waseda Websites

- a. Faculty of Science & Engineering (FSE) website: this contains various types of relevant information about FSE. It provides regular updates on important topics such as course syllabi, examinations, scholarships, and so forth.
<http://www.sci.waseda.ac.jp/eng/>
- b. MyWaseda / Waseda email: this is an online system available to Waseda students, academic staffs, and alumni. By logging in, users can gain access to information and services tailored to their qualifications and academic affiliation (e.g., class-related topics such as course registration, examinations, and reports as well as announcements regarding events such as forums, seminars, symposia, and public events). MyWaseda email system is a convenient email service that can be accessed through a standard web browser. MyWaseda email address can be retained after graduation. <https://my.waseda.jp/login/login> (select “English” up right on the screen)
- **Important emails from the university are addressed to your MyWaseda email address.** You are requested to check it on a daily basis.
- c. **Student page for the Science and Engineering Schools:** this was created by FSE in an effort to support class activity. To access the site, log in from the MyWaseda and

select “Student page for the Science and Engineering” from the “System Service” menu. This site provides information on class cancellations and other information relevant to individual students. Students are requested to check the site at least once per week

d. **Course registration website for IPSE students:**

<https://www.waseda.jp/fsci/en/students/registration/>

5.5. When you cannot solve registration-related problems with information on this Guidebook.....

- a. **Send query message by email:** as mentioned in Section 2.4.a. herein above, you can send query message by email by clicking “Inquiry” button. This is the **FASTEST** way to get answers / advises for your course registration related queries.

- **IMPORTANT:** in order to ensure a fair distribution of information, inquiries by phone cannot be accepted.

- b. **Consultation service:** FSE provides for a temporary consultation service for course registration at Nishi-Waseda campus on the following schedule:

- Consultation dates: 1st Apr.(Sat), 3rd Apr.(Mon), 7th Apr.(Fri), 8th Apr.(Sat) (* this schedule may be changed without prior notice)
 - Time available: 10:00 through 16:00 (* services may be unavailable even during these hours)
 - Consultation room: Temporary booth in the office of Academic & Student Affairs Sec. of Center for Sci. & Eng. (1st. fl. of No.51 BLDG. of Nishi-Waseda Campus)
- c. You can always contact us at Academic & Student Affairs Sec. of Center for Sci. & Eng. (1st. fl. of No.51 BLDG. of Nishi-Waseda Campus) for inquiries about course registration.

5.6. Blank time tables (please use for your simulation)

| Spring Semester | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------|--------|---------|-----------|----------|--------|----------|
| 1st Period 9:00~ 10:30 | | | | | | |
| 2nd Period 10:40~ 12:10 | | | | | | |
| 3rd Period 13:00~ 14:30 | | | | | | |
| 4th Period 14:45~ 16:15 | | | | | | |
| 5th Period 16:30~ 18:00 | | | | | | |
| 6th Period 18:15~ 19:45 | | | | | | |

- Information available in this Guidebook is as of Mar.,2017, and the latest updates on registration-related matters will be posted on the IPSE registration-related website :
<http://www.sci.waseda.ac.jp/eng/students/course/>