IPSE Course Registration Guide

For Exchange Student
(Master's Program)

Fall Semester, 2017

Issued by Faculty of Science and Engineering
Waseda University

Ver. 2.5

INDEX OF SECTION

information on this Guidebook….
4.4. Blank time tables (for your use)

● Appendix 1: Course Registration Schedule Table
   released on the WEB below.
   http://www.sci.waseda.ac.jp/eng/students/course/

1. COURSER REGISTRATION BASICS

1.1. How to register courses

a. Course registrations at Faculty of Science & Engineering (to which Graduate Schools of Fundamental, Creative, and Advanced Science & Engineering belong, and which is referred to as **FSE** hereinafter) are conducted by way of submission "course registration form (with course list).

b. Before you submit this "course registration form" you have to discuss with your academic supervisor what courses your department has and what courses you should take. **The courses must be chosen from those offered by the Department you are to affiliate with.**
You cannot take courses other than your department which you affiliate with.
For example , if you are affiliate with Department of Pure and Applied Mathematics, you **cannot** take courses offered by Department of Modern Mechanical Engineering or other Department.

c. If you take Japanese Language courses offered by Center for Japanese Language Waseda University, you have to register those courses via **MyWaseda by yourself.**

- In order to use MyWaseda, you have to get your own **My Waseda 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 leaflets distributed to you together with the initial login ID & password. 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.

d. Schedules for course registration are different among courses offered by FSE, courses offered by the Center for Japanese Language, and courses offered by the Global Education Center. Please refer to Appendix1 which release on the WEB below.
https://www.waseda.jp/fsci/en/students/registration/
> Exchange Students (Graduate/Master's program)

- Classes of courses in fall semester begin on **Sep. 28 (Thur.)**
  You are allowed to attend classes of courses which you are yet to register only during course registration periods.

e. Please always refer to this **Course Registration Guide** ("**Guidebook**") for details about course registration procedures.

Course Registration for your core courses offering by Faculty of Science and Engineering.

1) Receive your course registration form
New students enroll in 2017 fall have to receive in orientation. If you cannot attend the orientation, please visit Academic & Student Affairs Section, Building 51 1st floor.

Current students enrolled in before 2017 fall have to collect the form in Academic & Student Affairs Section, Building 51 1st floor from 20th September 2017.

2) Discuss with your supervisor (required!)
Bring course registration form to your academic supervisor and discuss with what course you should take. Again, the courses must be chosen from those offered by the Department you are to affiliate with.

3) Submit
Submit course registration form with signature of your supervisor by 27th September to Academic & Student Affairs Section, Building 51 1st floor.

f. **Web syllabi search system**
is available at https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en
The web syllabi 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.). **Please use it as reference before you register courses from your department.**

g. There is a constraint on course registration in FSE, and exchange students for master's program can only take courses for exchange students. The courses must be chosen from those offered by the Department you are to affiliate with as mentioned 1.1.

Courses offering	How to register
Courses offered by your department that you are affiliate with. **The courses must be chosen from those offered by the Department you are to affiliate with.** **You cannot register courses offered by other department or schools.**	Course RegistaraForm (PAPER)
Japanese Language Course	MyWaseda (WEB)

h. Before starting course registration procedures, you are requested to **consult your academic supervisor** for deciding what courses to register for this semester.

i. In terms of credit numbers, you can register up to **20 credits worth of half semester.**

1.2. Course registration flow

1. First of all, you are required to ask with your supervisor and get permission **what course you are going to register** for this semester.

2. Next, fill in course registration form submit it to Academic & Student Affairs Sec（教学支援課） in Center for Sci. & Eng. (1st. fl. of No.51 BLDG. of Nishi-Waseda Campus) until deadline. We will deliver this form in the orientation which will be held on 20th September for new student enroll in 2017 fall. For current students enroll in before 2017 fall, we will deliver it at Academic & Student Affairs Section from 20th September.

   ● There are **spring semester courses** and **fall semester courses**. You can register **fall semester courses only in fall semester course registration periods and spring semester courses only in spring semester course registration periods**.

a. **Confirm Registration Results**:

   ● You *MUST CHECK BY YOUSESELF the official registration results. It will be released the middle of October on MyWaseda course*

registration screen.

- You can verify the official course registration results on the "**Course Registration" screen** on **MyWaseda according to Appendix1**. Courses whose registrations have been successfully completed and officially confirmed registered by the university will be all indicated with "**Registered**" sign on the screen. However, for example, where the numbers of applicants for some courses exceeded their quotas (i.e., the max number of students to be accepted as enrollees to a given course), drawings /lotteries are automatically & randomly performed by the university, as a result of which your registration application may be rejected. This can often happen with Japanese language courses by Center for Japanese Language (CJL). Accordingly, if you are not selected, the rejected courses will be indicated with "**Over Enrolled**" signs on the display. Furthermore, registration attempts that violate registration rules will result in errors and be marked with various error messages on it.

- **BE CAREFUL: if you fail to do this confirmation by yourselves, you may run a risk of attending courses which are not actually "Registered", a case in which you will not be given any credit even though you attend all classes and fulfill all requirements including taking exams. So please be careful to check the registration results on each Announcement day.**

1.3. Courses available for registration

1.3.1. Japanese Language Courses for international students by Center for Japanese Language (CJL)

a. These are courses offered by **Center for Japanese Language (CJL)**. CJL is a body outside of FSE. You can register them through the online registration system on MyWaseda.

b. If you would like to register CJL courses, please take part in its academic orientation session. For various information about CJL courses, refer to the following website of CJL: **http://www.waseda.jp/cjl/en/regist.html**

Please refer to **Appendix 1** which release on the WEB below.

http://www.sci.waseda.ac.jp/eng/students/course/

> Exchange Students (Graduate/Master's program)

c. Please be careful where classes of CJL courses are held, because there are lots of CJL courses whose classes are held at Waseda campus (25 to 30 minute walk from Nishi-Waseda campus (where FSE & 3 Graduate Schools are located)). You can check the classrooms on web syllabi and/or CJL website.

d. Course Registration for CJL is not on a "First come, First served" basis. If the number of applicants exceeds the capacity of each class, the computer system will randomly make the selection. If you are not selected, "Over-Enrolled" will be displayed on your result screen (MyWaseda). You may drop your registered courses during 2nd or 3rd registration period, but please carefully consider whether to drop or not. Even though you want to register other course, "Over-Enrolled" happen more in 2nd or 3rd registration period than 1st registration period.

e. We highly recommend you to register CJL courses from 1st course registration period. Some of courses capable of being anticipated that applicants may exceed course quota from 1st course registration period.

* If applicants exceed course quota, automatic drawings will be conducted.
   As a result, your registration application may be rejected.

1.3.2. Other courses by Global Education Center (GEC)

a. Most courses are available in Japanese. To take them, you need to have the same command of Japanese as native speakers of Japanese do. You can only register when you clear this language requirement and you can only register courses open for master exchange students. **Most of GEC course (like sports class) opens for only undergraduate students in Waseda University. You cannot cancel GEC course if there is any reason.**

b. For more details about GEC courses, please refer to the following URL:

● http://www.waseda.jp/gec/graduate/

c. When taking GEC courses, 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.

- Check with online syllabi system https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en for course details about location of campus where classes are held, and so forth. Classes of some courses can be at locations very far away from Nishi-Waseda Campus.

1.4. Campus where classes are held

a. Most classes of courses offered by FSE (your core courses) are held in "Nishi-Waseda" campus (where 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).

b. You can check where classes of courses are held by referring to the web syllabi: refer to "Campus" in "Course Descriptions" section on the syllabi.
- You can see more comprehensive maps for various campuses of Waseda by accessing the following university web: http://www.waseda.jp/eng/campus/map.html

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 to 30 minutes on foot

2. COURSE REGISTRAITON & CANCELLATION THROUGH MyWaseda

2.1. Go to My Waseda login page

You can only register courses other than FSE courses like courses offered by Center for Japanese Language via My Waseda .You can only use MyWaseda when you register courses offered by Center for Japanese Language .

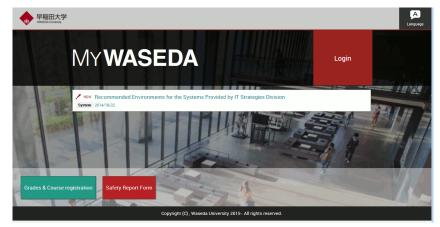**Your core course must be register by course registration form.**

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.**

   Refer to **Appendix 1** released on the WEB below.

   http://www.sci.waseda.ac.jp/eng/students/course/

c. Each registration period will be followed by **its results "Announcement day" Appendix 1**.

d. To access MyWaseda login page, please access **https://www.MyWaseda.waseda.jp** and click "**English**" to reach MyWaseda login page in English (Fig.2.1) :
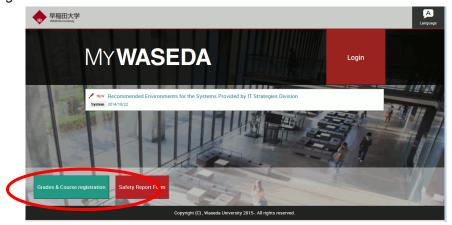
Fig.2.1

pg. 10

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. Create a tentative timetable before actually proceeding to registration procedures (use blank time tables on Section 4.4 herein after).

g. You are requested to **consult your academic supervisors** for what courses to register before actually starting registration procedures.

h. The recommended browser environments are latest version of IE or Firefox.

i. 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 with "Tentative Selection" status (to be explained later) will be nullified and eliminated, so you need to start from the beginning.

j. **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**" (encircled on the screen) (Fig.2.2)
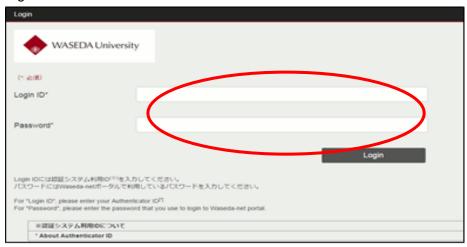
Fig.2.2

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

- At the lower section in Fig 2.3, you may see a link concerning web pages for course registration. But this is **NOT** related to you, so please ignore it.

2.4. Entering Course Registration screen

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, so that your inquiry is to be sent 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. Here is the Registration screen (below, Fig.2.5).

Fig.2.5

b. There are important <u>function buttons</u> on the screen (encircled):

i. "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.

ii. "Course Add" button: click this button, and you move to a screen where registration application of tentatively selected courses (courses with "Tentative Selection" status) will be accepted by the online registration system: when accepted, the status for the course has become "Registration submitted",

iii. "Course Drop" button: click this button, and you move to the confirmation screen for course cancellation

iv. "Course Change" button: this button is <u>NOT</u> related to your registration procedures, so please ignore and <u>DO NOT use it</u>.

c. On the Registration screen, you can see a list of courses for which you and/or the university have done registration procedures, together with details of the courses such as semester & day & period to which courses are allocated, graduate schools offering them, course names, lecturers' names, classroom, credit numbers, and so on. For example, even if you are a complete freshman, you may find some courses already on the screen when you access it for the first time, and they are what the university has automatically registered on behalf of you (e.g., Research guidance shown as "Research on ~").

- In "Classroom" column, you see descriptions like 51-10-04, 54-404, and so on. The first two-digit section of it (i.e., 51, 54) means the building number in the campus, so the first example means "Room 04 on the 10th fl. of No.51 BLDG.", and the 2nd one "Room 404 (on the 4th fl.) of No. 54 BLDG.", both in Nishi-Waseda campus.

d. Among the said details on the screen (Fig. 2.5) is "**Status**" (shown in the far right column of the table), which shows you the registration statuses of 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 registered by the university. At the end of registration periods in a semester, all courses of which you have done registration procedures need to be with this "Registered" status; otherwise courses are not officially registered (* you must check by yourself whether the courses are with "Registered" status or not on the Announcement days, as mentioned in Section 1.3.f herein above).

e. You may find "!" and / or "URL" in Note column of the Registration screen. Click it for websites or pdf file related to the course. In addition, most course titles are underlined in blue, which are links for online syllabi. Click it and you move to syllabi for the courses.

2.6. Course search

a. When you want to search CJL courses you are interested to register, click "Course Search" button (on Fig.2.5), and move to the following search screen (Fig.2.6):

Fig.2.6

b. From "1.School" pull-down menu, select CJL courses you are interested to register and **click "OK" button**. Following are some examples of bodies you can often see in the pull-down menu:

CJL: Center for Japanese language

c. In "3.Search Keyword" (on Fig.2.6), input a Course Title (do not input roman numerals included in the course title: e.g., if you search Philosophy IIA, just input Philosophy), Term (or semester in which classes are held), Day, and Period, and then click "Search" button.

- **CJL Japanese language courses** for overseas students **can be registered via MyWaseda**. For more details on the courses and related registration procedures of them, please refer to the CJL's website: **http://www.waseda.jp/cjl/en/regist.html**

2.7. Select courses

a. After clicking the "Search" button (on Fig. 2.6), you see a list of courses matching the search keywords you have input (Fig.2.7 below) (* if keywords you have input are not clear enough, the system could try to display too many. 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 special fees, and such courses are so indicated on the "Note" column on the list table.

Fig.2.7

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

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 a 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

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 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 having the same class time (day & period) in the same semester OR when trying to register a course whose class time in the semester overlaps with that of another whose registration has already been "Registered." (e.g. when, at the 2nd registration period in a given semester, trying to register a course whose class time (e.g., Period 2, Tue, a given 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 year.	Registration is rejected.

c. Courses with "**Registration submitted**" status mean your registration applications of the courses are **"preliminary"** accepted by the university, and that the registrations are **NOT officially confirmed and completed yet at this stage**. The registrations you have done will be under further checks, and **the registration results will be released on the Announcement days**.

- Refer to **Appendix 1** released on the WEB below.
  http://www.sci.waseda.ac.jp/eng/students/course/

d. On the **Announcement days of Japanese Language Course offered by Center for Japanese Language (CJL)**., you are requested to check the registration results by yourself on the registration screen: if the statuses of courses are "**Registered**", it means that the courses have been officially registered. Some courses may be with statuses other than "Registered", and in that case, you may need to make some corrective actions in the subsequent course registration period (s) because they are not officially registered. For more details, please refer to Section 3 herein after.

2.10. Course cancellation

a. For CJL courses, if you want to cancel courses, you can do so during **ONLY course registration periods.** You can cancel courses with the following statuses:
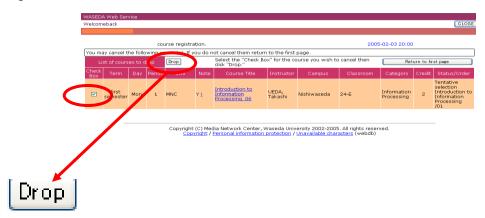
Tentative Select
Registration submitted
Registered   • Japanese language courses for overseas students offered by the Centre for Japanese Language (**CJL**), once confirmed "Registered", **can be cancelled in subsequent course registration period (s) (with the 3rd period final in any case) in a semester**. **Refer to Appendeix1.**

- If courses offered by bodies **OUTSIDE OF FSE** are once confirmed **"Registered**," at a given Announcement Day, you **CANNOT** cancel them in the following registration period(s).

b. To cancel courses, click "Course Drop" button (on Fig.2.5 or 2.8), and you move to a list of courses you can cancel (Fig.2.10)
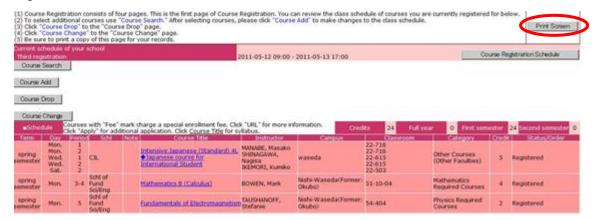
Fig.2.10

c. 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 procedure, click the other button (meaning "cancellation")).

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, and you can print it out (Fig.2.11).

Fig.2.11

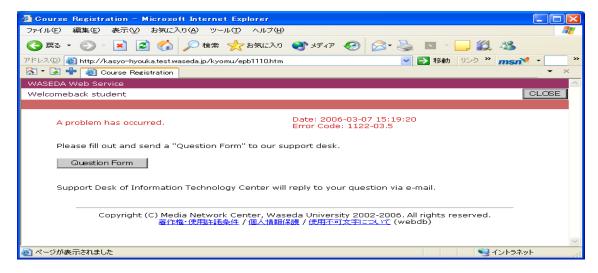## 2.12. Other helpful information about error displays

a. When the total load of the system exceeds its capacity, a "Retry Message" will be displayed (Fig.2.12). 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 situation, if you close all browser windows, information on courses in the "Tentative Selection" status will be deleted and you will need to start again from the search process.

Fig.2.12

b. If the message shown in Fig.2.13 below appears on the screen, press the "Question Form" button and enter all the necessary information.

Fig.2.13

3. <u>CONFIRMATION OF REGISTRATION RESULTS</u>

a. On **Announcement days** of registration results **of Japanese Language Course offered by Center for Japanese Language (CJL)** (see **Appendix 1 released on the WEB below.)**
http://www.sci.waseda.ac.jp/eng/students/course/),
please access the Registration Screen (on which you did the registration procedures (Fig.2.5): Go to MyWaseda > "Grades & Course Registration-" > Login > "Course Registration" > Registration Screen).
A specific Announcement day is set by the university for CJL
each stration period (e.g., there is the Announcement day for the result of the 1st registration periods, another for the 2nd, and the last for the 3rd (final).)

b. Please check the Status/Order column on the Registration Screen (Fig.2.5): if "**Registered**" is shown for courses, it means that the registration of the courses has been <u>successfully completed and officially confirmed</u>. If error messages or any message other than "Registered" are indicated with any courses, it means that they were not registered. You need to identify meanings of them and take relevant actions in the next registration period(s) of the semester.

c. Typical error messages you see include:

Error messages	Definitions
Over Enrolled	Courses for which the number of applicants exceeded the course quotas, so that random drawings/lotteries 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 appllctions were not accpeted due to violations of registration rules.
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 year.
Duplication errors in a Day of the Week or Period	Occurs either when simultaneously trying to register 2 or more courses having the same class time (day & period) in the same semester OR when trying to register a course whose class time in the semester overlaps with that of another whose registration status has already been "Registered." (e.g., when, at the 2nd registration period in a given semester, trying to register a course whose class time (e.g., Period 2, Tue, a given semester) overlaps with that of another course whose registration status has already been "Registered" on the 1st registration result Announcement day).

Schedules for course registration are different among courses offered by FSE, courses offered by the Center for Japanese Language, and courses offered by the Global Education Center. Please refer to Appendix1.

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

4.1. How to contact academics in charge of courses

a. When you want to contact academics, please refer to the following rules:

- Contact them just before / in / after classes
- Check online course syllabus and find contact details such as email address.

b. If you cannot reach them through aforementioned ways, try the followings:

- If they are full-time academics, they have their individual laboratory offices (*Kenkyu-shitsu* (研究室) in Japanese) at Nishi-Waseda campus and/or other locations such as TWIns. Details such as office location and phone number are available on the notice board inside the Center for Sci. & Eng. (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 to give you 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 and / 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) a letter addressed to the academic, 2) an envelope for return mail from the academic to you (with postal stamps affixed & your name & address clearly written on it).

4.2. 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.

4.3. 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, and so forth. **http://www.sci.waseda.ac.jp/eng/**

b. Waseda-net email: this is an online system available to Waseda students, academic staffs, and alumni. By logging in it, 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). Waseda-net email system is a convenient email service that can be accessed through a standard web browser. Waseda-net email address can be retained after graduation.
    https://www.MyWaseda.waseda.jp (select "English" down right on the screen).

- ● **Important emails from the university are addressed to your Waseda-net email address. You are requested to check it on a daily basis. That will not be send your private address.**

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 My Waseda 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.

4.4. When you cannot solve registration-related problems with information on this Guide

a. **Send query message by email**: as mentioned in 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 from the university on your course registration related queries.

- **IMPORTANT**: in order to ensure a fair distribution of information, phone inquiries 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: Sep.22(Fri), Sep.25 (Mon.), Sep.28(Thur), Sep.29(Fri) (* this schedule may be changed without any 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.

d. If you are new students enroll in 2017 fall, we will offer you orientation for course registration on 20th September.

4.5. Blank Time Tables

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						