

**Course Registration Guide**  
**For English-based Undergraduate**  
**Program**  
**(Regular Student)**

**2018**

**For April enrollees, September enrollees**

**Issued by Faculty of Science and Engineering**  
**Waseda University**

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Abbreviation :

EBSE = English-based Degree Program

JBSE = Japanese-based Degree Program

FSE = Faculty of Science and Engineering

CIE = Center for International Education

GCE = Global Education Center

CJL = Center for Japanese Language

# 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 **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> (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 EBSE students**, which is mentioned 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. 6 (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 1<sup>st</sup> classes of them, you have to complete registration procedures within the relevant course registration periods with reference to **Appendix 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**”) **Students HANDBOOK for the English-based Undergraduate Program in Science and Engineering WASEDA UNIVERSITY** >> 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 majors., 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.***

- b.** Notice of “Result of Enrollment” >> 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 1<sup>st</sup> year. These courses registered by the university CANNOT be cancelled and CANNOT change the class even though they are completely same course. You will be able to register other courses in unfilled time slots.

### **For April enrollees:**

**Each Day is divided into two sections horizontally;**

#### **Front page**

- \* Upper section > courses allocated to spring quarter
- \* Lower section > courses allocated to summer quarter

#### **Back side**

- \* Upper section > courses allocated to fall quarter
- \* Lower section > courses allocated to winter quarter

**You need to register other courses in unfilled time slots in designated course registration period.**

### **For September enrollees:**

#### **Front page**

- \* Upper section > courses allocated to spring quarter
- \* Lower section > courses allocated to summer quarter

**You must check and refer MyWaseda to know next spring semester's result that automatically registered by the university during spring course registration period. You need to register other courses in unfilled time slots in designated course registration period.**

- **Required courses**

All majors provide required courses. Students must register for those courses and earn credits for them.

- **Restricted elective courses**

All majors provide restricted elective courses. Students must select and register for a certain number of these courses and earn a specified number of credits.

- **Elective courses**

Students can take elective courses to earn credits according to their interests. A certain number of elective courses must be taken to graduate. Some majors require or strongly recommend taking certain elective courses for students hoping to attend a graduate program in the Faculty of Science and Engineering. If you have any questions about specific elective courses, please consult the class academic advisor in your major.

- As is explained above, while they can be categorized by **Required courses**, **Restricted elective courses**, or Elective courses, courses can also be categorized by such standards as "**Group A through D**", "**EBSE courses or JBSE ones**", "**degree courses or non-degree ones**", which are explained in detail herein after.

- ***BE CAREFUL: The said automatic course registration by the university on behalf of you is done ONLY for the 1<sup>st</sup> year. (Applicable April enrollees, September enrollees both). To earn credits to graduation, you need to fulfill and register remaining credits by yourself using MyWaseda.***

- c. **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 3<sup>rd</sup> 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 campus maps.
- d. **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
- e. **Website** where EBSE students can get the latest course registration-related information >> <https://www.waseda.jp/fsci/en/students/>
- f. **Web Syllabus** >> Please access :  
<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en> (You can also reach this syllabus URL through the aforementioned website: refer to "Link" section at the bottom on the EBSE 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.
- g. **Latest Timetables for EBSE courses** >> available on the aforementioned course registration website.

### 1.3. Course registration flow

- 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: from 2nd year above, you need to register by yourself ALL courses including required ones during the course registration periods.***
  - **Each major 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, and / or contact “class academic advisors” in your majors who are listed in herein after.**
- a. 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 here after for academic advise.
- b. Proceed to Registration: you can register courses online using the online registration system on MyWaseda **only during the course registration periods:**
- For the latest registration periods time schedules, please refer to the **Appendix 1-1** at the end section hereof (and also check the aforementioned **EBSE 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.**



c. 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 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.
- **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

- a. In order to better understand course structures for EBSE, you can refer to **your enrollment year’s Handbook**, where you see a summary table titled “***Specified minimum number of credits required to be earned from individual Groups A to D toward graduation by major***”, 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 majors 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 EBSE Handbook for those who enrolled in April and September 2018**)

\*Table below is just a reference to explain credit system.

Majors	Intakes	Group															Total	
		Specified number of credits required for Groups A to C														Additional Electives		
		A1	A2				B1	B2			B3	B4	C					D
		Humanities and Social Sciences	Foreign Language (English for science and engineering)	Foreign Language (English as a second language)	Foreign Language (Japanese)	Foreign Language (Languages other than English or Japanese)	Core Mathematics	Core Physics	Core Chemistry	Core Bioscience	Core Laboratory	Core Computer Science	Required	Restricted elective	Elective			Physical Education/ Independent Study
Mathematical Sciences	Apr.	10	2	8	0	0	20	6	2	0	3	4	32	16	17	0	16	136
	Sep.	10	2	0	4	0	20	6	2	0	3	4	32	16	17	0	20	
Computer Science and Communications Engineering	Apr.	10	2	8	0	0	12	6	4	0	3	6	26	38	5	0	16	136
	Sep.	10	2	0	4	0	12	6	4	0	3	6	26	38	5	0	20	
Mechanical Engineering	Apr.	10	2	8	0	0	10	8	4	2	3	4	42	0	26	0	17	136
	Sep.	10	2	0	4	0	10	8	4	2	3	4	42	0	26	0	21	
Civil and Environmental Engineering	Apr.	10	2	8	0	0	10	6	4	2	3	4	53	0	20	0	14	136
	Sep.	10	2	0	4	0	10	6	4	2	3	4	53	0	20	0	18	
Physics	Apr.	10	2	8	0	0	20	8	4		3	4	27	26	8	0	16	136
	Sep.	10	2	0	4	0	20	8	4		3	4	27	26	8	0	20	
Chemistry	Apr.	10	2	8	0	0	12	6	4	2	3	4	32	26	4	0	23	136
	Sep.	10	2	0	4	0	12	6	4	2	3	4	32	26	4	0	27	
Bioscience	Apr.	10	2	8	0	0	18	8	4	2	3	4	33	28	6	0	10	136
	Sep.	10	2	0	4	0	18	8	4	2	3	4	33	28	6	0	14	

- b. In Fig.1.1 above, you see some course Groups are with zero (credit); for instance, some of Group A2 and Group D. This means that you can graduate from your majors **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 majors you are affiliated with. For more details, please refer to your enrollment year's Handbook.**

- c. Another example is a Mathematical Sciences “Group C elective courses” which is filled with 17 credits. This means that you have to earn **AT LEAST** 17 credits from this course Group for graduation, and if you earn more than 17 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 EBSE program in accordance with rules of majors that you belong to.
- e. Fig.1.1 also shows that there is a “**Additional Electives**” 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 majors.
- f. For instance, in the case of Mathematical Sciences April enrollees, the latter is 120 credits, so the difference is  $136 - 120 = 16$  credits. You need to fulfill this 16 credits portion by earning credits of, for instance, more EBSE Group A courses and / or Group B course and / or EBSE 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 16 credits by earning more credits than required for graduation in relevant course Groups.**
- g. For example, if you are a student of Mathematical Sciences and have earned 21 credits in EBSE Group C elective courses, the difference between 21 (credits) and the minimum (17 credits), that is, 4 credits, can be counted toward graduation and

appropriated to the said 16 credits.

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

- **EBSE courses (Group C) : OTHER THAN your home majors.**: refer to “**Courses Offered by Other Programs, Major, Schools, or Faculties**” in your enrollment year’s Hand Book.
- *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.” Refer to “**Courses Offered by Other Programs, Major schools, or Faculties**” 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 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 3<sup>rd</sup> course registration period**. Please refer to Appendix 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 3<sup>rd</sup> 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 3<sup>rd</sup> period are not necessarily available to outside students. Please make sure to check the said list before registration.
- i. **“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 49-credit-per-academic-year rule.
- Please note that credits offered by GEC between “Statistics courses” and “Computer Science courses” and other courses are counted to different course categories. Refer “Course Offered by Other Programs, Majors, Schools, or Faculties” in your enrollment years Handbook.

Courses offered by Schools of Fundamental, Creative, and Advanced Sci. & Eng., whether EBSE or JBSE, are all degree courses which are counted toward graduation. But there is upper limit that described your enrollment year’s **Hand Book** “Table 2: Number of Maximum credits in each category by major”.

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

- a. EBSE academic year (AY) consists of :
 

April enrollees	: Spring semester and Fall semester
September enrollees	: Fall semester and Spring semester
- b. You can register up to **49 credits per AY**. Please note that this 49 does not include non-degree courses, which are not counted toward graduation.
- c. **BE CAREFUL: NOT TO REGISTER TOO MANY COURSES IN FIRST SEMESTER (Course registration period)** : if you do so, you might not be

*able to register required courses allocated to next semester during the previous semester course registration periods due to the aforementioned 49 credits limit rule.*

- ***BE CAREFUL: 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.***

d. 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 one 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 6 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 "49 credit" rule.

## 1.6. Campuses where classes are held

a. Classes of courses offered by your majors 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 "Higashi-fushimi" 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 –	10:40 –	13:00 –	14:45 –	16:30 –	18:15 –	19:55 –

	10:30	12:10	14:30	16:15	18:00	19:45	21:25
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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 “Higashi-fushimi” : about 50 minutes on foot & train

e. For campus maps, please refer to Appendix 2: CAMPUS MAP

- For more comprehensive campus maps of Waseda University, please refer to the following URL: <http://www.waseda.jp/top/en/access>

## 2. COURSE REGISTRAITON & CANCELLATION THROUGH MyWaseda

### 2.1. FAQs & answers on course registrations

a. 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?
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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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> (last) period. For instance, if you miss the 1<sup>st</sup> period, you can try in the 2<sup>nd</sup> and/or 3<sup>rd</sup> 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 1<sup>st</sup> 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 &amp; 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. <b><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></b> 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 &amp; Students Affairs Sec. of the Center for Sci. &amp; Eng. at 1<sup>st</sup> 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 &amp; 3; Course B:Spring semester, Period 2 Tue, Week 2 &amp; 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 49. For example (though this is an extreme case....), I registered courses worth of 49 credits (including EBSE courses which were registered by me & automatically registered by the university, and C JL & 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 49 credits in the one 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 <sup>st</sup> 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 <sup>nd</sup> registration period of the same semester. Can I do that?
A8	<i>No, you CANNOT. Once courses offered by bodies OUTSIDE OF FSE (except C JL) have been confirmed “Registered”, you cannot cancel them. Be careful whenever you register such courses.</i>

### 3. 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 herein above, in course registration periods for spring semester, you can register only the courses allocated to spring semester, and in course***

registration periods for fall semester, only the courses allocated to fall semester.

- c. *As mentioned herein above, you CANNOT register courses allocated to years higher than your current year (e.g., 1<sup>st</sup> year students cannot register courses allocated to 2<sup>nd</sup> year students or seniors). On the other hand, you can register courses allocated to years you have completed (e.g., 3<sup>rd</sup> year students can register courses allocated to 1<sup>st</sup> and/or 2<sup>nd</sup> year students.)*
- d. *As mentioned in Section herein above, there can be new courses added to your Majors 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 uploaded on the EBSE web.*  
<https://www.waseda.jp/fsci/en/students/registration/>

### 3.1. EBSE Group A1 (Humanities and Social Sciences)

- a. To fulfill the graduation requirements, students must earn a total of 10 credits from Group A1 courses.
- b. You **are not allowed** to register JBSE Group A (and B).
- c. You can register up to 6 credits for one semester. (6 for spring semester , 6 for fall semester). Error message will indicate on your course registration screen if you exceed this 6 credits.

### 3.2. EBSE Group A2 (Foreign language courses provided Faculty of Science and Engineering)

Courses and the number of credits required for graduation **differ between April enrollees and September enrollees.**

Remember to register the specified courses, referring and according to HANDBOOK.

### 3.2.1 Group A2 (Foreign language: Japanese courses provided by CJL)

- a. We set “Japanese 1” and “Japanese 2” only for September enrollees. April enrollees cannot register these “Japanese 1” and “Japanese 2”.
- b. These are courses offered by Center for Japanese Language (CJL). CJL is a body outside of FSE. For students who are proficient in Japanese, there are variety of higher level courses offered by them. 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.
- c. “Japanese 1” and “Japanese 2” are “restricted elective course” for September enrollees.
- d. CJL courses are not required, so you can graduate without taking them. If you earn any credits of them, they are counted toward graduation. Counted categories are different between April enrollees and September enrollees. (For more detail, refer “Courses Offered by Other Programs, Majors, Schools, or Faculties” in your HANDBOOK)
- e. In order to register them, you need to follow procedures specified by CJL.  
For more details, refer to the website of CJL:  
**<http://www.waseda.jp/cjl/en/regist.html>**
- f. You can register them through the online registration system on MyWaseda like other courses offered by FSE. See Appendix 1-1 at the end section hereof for more details.
- g. 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.
- h. Though you may see “Fee” indication (i.e., payment of fees being needed) in online syllabi of CJL Japanese courses, **you as EBSE undergraduate students DO**

**NOT HAVE TO PAY any fees for them.**

- i. Course Registration 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).
- j. 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.

● Important change

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.)

### 3.3. EBSE Group B1 (Core Mathematics)

- a. Some 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 EBSE B1 Group is different depending on majors. You must refer to your enrollment year's Handbook for the exact credit numbers.**

### 3.4. EBSE Group B2 (Core Physics, Core Chemistry, Core Bioscience)

- a. Some of these courses are required course allocated to 1<sup>st</sup> 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 is different depending on majors. You must refer to your enrollment year's Handbook for the exact credit numbers.**

### 3.5. EBSE Group B3 (Core Laboratory)

- a. These are all required courses allocated to 1<sup>st</sup> 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. 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 EBSE course registration website: <https://www.waseda.jp/fsci/en/students/registration/>
  - > Guidance schedule and venue for EBSE Lab courses
- c. 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. If you failed to get credit of “Science and Engineering Laboratory” you need to go to laboratory office to go through procedure for retake in your next year.

Science and Engineering Laboratory

⇒Laboratory for basic science and engineering 56-204 (office)

**“Science and Engineering Laboratory” will be registered automatically by university after you visit above laboratory.**

**You need to register by yourself only the case that you failed the course.**

### 3.6. EBSE Group B4 (Core Computer Science)

- a. Some of these courses are required or restricted required courses allocated to 1<sup>st</sup> and 2nd year, and you must earn the credit of them for graduation. If you have failed with them, you must retake them during the following years.
- b. You may find some **JBSE Group B4** courses (taught in Japanese) whose course names are quite similar to those of EBSE Group B4 required courses. But you cannot

register any Group B4 JBSE courses.

### 3.7. EBSE Group C (Courses in the major)

Group C courses are divided into required courses, restricted elective courses, and elective courses.

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 EBSE course registration

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

#### 3.7.1. EBSE Group C (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 majors set specific prerequisites you should fulfill before you take specific courses of this Group.***

- *BE CAREFUL: Refer to the Latest Timetables for EBSE courses on the web.*

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

#### **<BE CAREFUL>**

You can register **JBSE Group C** (specialized required, elective required, elective) courses (taught in Japanese)), but be careful that even if you have earned credits of JBSE Group C courses whose course names are quite similar to those of EBSE Group C courses you must earn as required for graduation, the credits earned from such JBSE Group C **CANNOT** be substitutes for the EBSE Group C required courses.

In other words, you must in any case earn credits of EBSE Group C courses specified by your home majors as “required”, regardless of whether you have earned the credits of JBSE Group C courses having course names similar to or almost the same as those of EBSE required ones. If you have earned credits of JBSE Group C courses, they are counted as “Additional Electives”. They are recorded on your grades sheets as “other courses”.

### 3.7.2. EBSE Group C (Restricted elective 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 respective majors as Restricted elective courses. Each Major 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.
- If you have earned more credits than Restricted elective courses for graduation from EBSE Group C specialized offered **by your home majors, the excess part can be appropriated to EBSE Group C Elective courses** with a few exceptions.

### 3.7.3. EBSE Group C (Elective courses) :

- a. These are Elective courses you are basically allowed to select according to your interest, but each major 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 majors in your enrollment year's Handbook for more details.**

## 3.8. EBSE Group D(Physical Education / Independent Study)

- 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 EBSE years and be appropriated to the "Additional Elective"** mentioned in before. If you earn more than 4 credits, the excess part won't be counted toward graduation (but mentioned on your transcript and GPA.).
- b. EBSE Group D consists of **"Independent Study courses"** (Volunteers and Internships) 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 registration procedures, please refer to handbook.



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

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

### 3.9. Minors

In the English-based Undergraduate Program in Science and Engineering, the term "minor" refers to an optional program of study in a second field (i.e. in addition to the major) that leads to certificate of completion.

To receive a certificate of completion in a minor, students must earn at least 12 credits as specified by their minor as handbook described.

Find where minor course is set in handbook then register through course registration screen when you register them.

### 3.10. 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/](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 EBSE undergraduate students do NOT have to pay any fee, even though there are such indications on web syllabi.

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

### 4.1. List of class academic advisors

Faculty Contacts & Academic Advisor is released URL below.

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

- a. Each major 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.

## 4.2. 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 (1<sup>st</sup> 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 majors 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 (2<sup>nd</sup> 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).

## 4.3. 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 majors. Please check them periodically.

#### 4.4. 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 EBSE students:**

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

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

- a. **Send query message by email:** as mentioned 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: 31.Mar(Sat), 2nd.Apr.(Mon), 6th.Apr.(Fri), 7th.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. (1<sup>st</sup>. 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. (1<sup>st</sup>. fl. of No.51 BLDG. of Nishi-Waseda Campus) for inquiries about course registration.

#### 4.6. Blank time tables (please use for your simulation)

<i>Spring Semester</i>	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, 2018, and the latest updates on registration-related matters will be posted on the EBSE registration-related website : <http://www.sci.waseda.ac.jp/eng/students/course/>