

Graduate/Exchange Program

Brief Explanation on Course Registration Fall 2020

Credit system

1. You can register up to 20 credits of courses for one semester. (FALL 20, SPRING 20)
2. Credits can be earned when you register courses and fulfill all requirements set by lecturers in charge (e.g., class attendance, submission of reports, assignments, passing exams, and so on).
3. Confirm your home university's credit by yourself (How many credits you need in your home and credit transfer in your home university).

Please note that we will not be able to take any responsibility for failure of credits transfer in your home university caused through course registration in Graduate school of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, Graduate School of Advanced Science and Engineering, Waseda University. In order to avoid failure of credit transfer, be especially careful to register requisite courses by yourself observing our course registration rules. We are asking your understanding.

Before register

1. You have to register your core courses via designated application form.
2. If you want to register Japanese Language Course, you have to register them through MyWaseda with your own MyWaseda ID & Password.
3. You need to register courses in designated "course registration periods", only DURING which time periods you can register courses on MyWaseda.

Course registration

<p>Courses offered by your department. 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.</p>	<p>Application form</p>
<p>Japanese Language Course offered by Center for Japanese Language (CJL)</p>	<p>WEB (MyWaseda)</p>

Course registration period (Deadline)

Application form	<u>Sep. 15, 5:00 p.m.</u>
WEB(MyWaseda)	Refer the Appendix 1

Request to add or drop courses after the course registration period will not be accepted for any reason.

In spring semester registration periods, you will register courses which are allocated to spring semester.

Fall semester courses can be registered only in fall course registration periods.

Course Registration Materials

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

Choose lecture course and seminar course offering only from your department.

1) Syllabus >> Please access: Syllabus Search

*You can find this syllabus Search URL easily from our page.

The Syllabus Search system enables you to access basic information on courses.

e.g.,) timetables, semester, day and period, instructors, classroom, overviews & structures of classes, textbooks & reference books information about exams, grades, etc.

2) Course Registration Guide >> This is a comprehensive guide for registration procedures & related important information. You are requested to read all pages of this Guide.

- * All technical aspects of course registration procedures on MyWaseda

- * Course registration schedules (Appendix1).

- * Important information you must grasp in registering courses of each course Group.

- * Course Registration Guide Web site

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

To create your time table

1. You must consult with your supervisor what course you should take from your department. As we have already announced before you apply, the courses (core course) must be chosen from those offered by the Department you are to affiliate with. Please

discuss with your supervisor what course you should register.

2. Refer "Syllabus Search" and check the day and time of your core course.

At the same time, if you want to register Japanese Language Course, check the timetable of Japanese Language Course whether your core course and Japanese Language Course are not overlapping. Your core course offered by your own department must be given priority over the Japanese Language Courses.

3. After your time schedule planned, then register your Japanese Language Course through MyWaseda, and submit the registration form within the period

Japanese Language Courses

You can register Japanese Language Course which offered by Center for Japanese Language. 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" indication 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. Please make sure to put a high priority on taking courses within your department before you register. When you register for Japanese courses, please ensure that the workload will not interfere with your core course(=department's course).

Also note that you will not be able to register CJL course if CJL course conflicts with your core courses. In view of this, you should decide your department's course first, Japanese Language Courses should be decided after your core course selected.

Some of CJL course takes plurality of days of the week. If you register this kind too many, your core course will overlap these CJL class and it might be affected your credit transfer to home university.

Be careful

e.g., Intensive Japanese

Period 1, 2

Day Tue, Wed, Thur, Fri, Sat.

Course Cancellation

Request to add or drop courses after submission of the form will not be accepted for any reason. We cannot accept the form after deadline.

BUT Japanese Language Courses offered by Center for Japanese Language (CJL) (a body

outside of FSE) are exceptional; CJL courses with registered statuses CAN be cancelled within the subsequent course registration periods of a semester.

The results to be released on the 3rd Announcement day are in any case FINAL, which you cannot change any more.

Academic Calendar

Please make sure of the start date of each semester and quarter term. Class will commence on Sep. 25 (Fri.). <https://www.waseda.jp/fsci/en/students/calendar/>

Inquiry

If you have difficulties or question concerning course registration, you can inquire

- 1) Inquirer form released on MyWaseda
- 2) Ask your supervisor

* In order to ensure a fair distribution of information and to avoid trouble, any inquiries of course registration by phone cannot be accepted.

* Important emails from the university are addressed to your Waseda mail.

(Not to your private address.) You are requested to check it on a daily basis.