

## English-based Degree Program/Doctoral Program (Regular Students)

### Brief Explanation on Course Registration Fall 2020

#### Credit system

1. You need to earn a specific number of “credits” of relevant courses for graduation of your Doctoral program.
2. 5 credits must be completed from the specified categories by your department.  
\*Read HANDBOOK for Graduate Students carefully for details.  
\*This system does not apply four departments in Graduate School of Advanced Science and Engineering (3 Cooperative Major and Department of Advanced Science and Engineering.).
3. 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)
4. You must consult with & obtain consent in advance from your academic supervisor (in charge of your doctoral thesis & Research guidance) about what courses to register for this semester.

#### Course registration

1. For earning credits, you firstly need to REGISTER courses using course registration system on, “MyWaseda”, a university online system to provide you with academic services.
2. You have two course registration periods in each AY: One in Spring semester and the other is in Fall semester, and each semester’s registration period is divided into some periods, 1st, 2nd, and 3rd (last).

#### Course registration period

1. Refer to Appendix 1.

\*Course registration system is not available from 2:00am to 8:00am everyday due to maintenance!!

Complete registration procedures early round. 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.

2. Two course registration periods in each AY:

- \* Spring semester registration period
- \* Fall semester registration period

Do not forget your registration in fall semester 2020 accordingly.

Courses cannot be registered outside the designated period. Request to add or drop courses after the course registration period will not be accepted for any reason.

## **Completion of “Research Ethics” Course**

One of the most important requirement for apply Doctoral Dissertation is the completion of course for “Research Ethics”. Register this course (1 credit) in early round (Refer your HANDBOOK).

## **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” 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. 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.

Students are able to take up to 8 credits of Japanese language courses per semester.

CJL course will not be counted “5” for graduation.

## **Course Registration Materials**

1) **Handbook** >> 1st document you should refer to in order to know:

- \* department’s requirement
  - \* general information about courses
  - \* course structure
  - \* details on each course categories
  - \* details on courses by each Dept.
  - \* information related to student life
- ※ You always have to refer to your enrollment year’s Handbook

2) **Syllabus Search** >> Please access: Syllabus Search

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

The Syllabus Search system enables you to access basic information on courses e.g., timetables, semester, day, period of classes, instructors, classroom, overviews & structures of classes, textbooks & reference books, information about exams, grades, etc.

3) **Course Registration Guide** >> Comprehensive guide for registration procedures & related important information.

\* All technical aspects of course registration procedures on MyWaseda

\* Course registration schedules (Appendix 1 at the end section of the Guide)

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

※ You are requested to read all pages of this Guide.

4) **Course Registration Guide Web site** >>

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

## **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.

Academic & Student Affairs Section in the Center for Science and Engineering, Waseda University.