

Course Registration Guide

Doctoral Program Students (Regular Students)

Fall Semester 2020

Issued by Faculty of Science and Engineering
Waseda University

Important Note:

Regarding the Fall semester 2020, though most classes will be taught online, Waseda University has decided to hold some classes in classrooms. **Please refer to web syllabus to see how each course will be taught.** Also, you can find the list of courses which taught in classrooms on the following webpage.

<https://www.waseda.jp/fsci/news/2020/08/27/15038/>

- a. Information available in this Guidebook is as of Sep. 2020, and the latest updates on registration-related matters will be posted on the website.

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

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We released on the WEB Appendix below.

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

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Abbreviation :

EBSE = English-based Degree Program

JBSE = Japanese-based Degree Program

FSE = Faculty of Science and Engineering

CJL = Center for Japanese Language

1. COURSE REGISTRATION BASICS

1.1. How to register courses

The credit system has established for newly admitted doctoral students in and after 2017 in Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, and Graduate School of Advanced Science and Engineering, with some exceptions.

By starting this system, new doctoral students enrolled after 2017 required course registration via MyWaseda according to your enrollment year's handbook. Required course is different depending on your department.

- NOTE: Refer to your enrollment year's HANDBOOK or "Supplementary Handbook".

Besides, there are coexists that class conducted in Japanese and conducted in English. Please be careful to do not register class conducted in Japanese.

- Current students who enrolled in before 2016 **are not applicable** this credit system and this course registration guide.
 - a. You can register courses **ONLY DURING** "course registration periods" designated in each semester by the university.
 - b. The course registration period in a semester is typically composed of **1st, 2nd, and 3rd (last) periods**. The latest time schedule of the registration periods is available in the **Registration Schedule Table (Appendix1)**.
<https://www.waseda.jp/fsci/en/students/registration/>
> Doctoral Students regular students
 - c. Courses are allocated to fall semester and spring semester.
 - d. You are allowed to attend classes of courses which you are yet to register only during course registration periods. If you want to register any courses as a result of attending the 1st classes of them, you have to complete registration procedures in the relevant course registration periods for a semester with reference to **Appendix 1**.
*Regarding online classes, you are not allowed to attend classes until you have completed your registration.

1.2. Items necessary for registration

- a. **Course Registration Guide >>** This Guide booklet (hereinafter the “**Guidebook**”)
- b. Your enrollment year’s HANDBOOK or “**Supplementary Handbook**” (for student who enroll in 2017) depending on enrollment year.
 - ***BE CAREFUL: You MUST always refer to relevant pages in the Handbook or Supplementary Handbook and for the academic year in which you enrolled at the university. Only the conditions shown that applicable to you.***
- 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 HANDBOOK 2018, 2017 or "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University".
 - Your initial login ID & password are necessary when logging in to any Waseda University’s online system including the said online course registration system on MyWaseda.
- d. **Course registration Website >>** where students can exclusively get the latest course registration-related information: <https://www.waseda.jp/fsci/en/students/registration/>
- e. **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 website). The Syllabus Search system enables you to access basic information on courses (e.g., semester, day and period to which a course is allocated, 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.

1.3. Course registration flow

- a. Check the latest registration-related information on the aforementioned website (mentioned above).
- b. Check requirements for graduation in HANDBOOK 2018, 2017 or "Supplementary Handbook and , refer to online syllabi for information of courses you are interested in, and decide which

courses you are going to register.

- c. You must beforehand obtain **consent of your academic supervisor** about the courses you are going to register for a semester.
- d. Proceed to Registration: you can register courses online using the online registration system on MyWaseda.
 - *For the latest time schedules of registration periods, please refer to **Appendix 1 Released on the WEB** (* also check the aforementioned course registration Web for any change)*
- e. Confirm Registration Results:
 - After each registration period, there is a specific “Announcement day” of registration results, when you **MUST CHECK BY YOURSELF the official registration results (i.e., what you do on MyWaseda during course registration periods is a sort of “application” procedures for course registration, which will be further checked and officially confirmed by the university on the Announcement day).**
 - You can verify the registration results on the “Course Registration” screen (to be explained in herein after) on MyWaseda on the Announcement days, whose schedules are available on **Appendix 1**.
 - ***BE CAREFUL: It is your responsibility to check the registration status (whether the courses are officially confirmed (“Registered”) or not) on the Announcement Days. If you attend lectures of courses not officially registered, you will not be given any credit.***

1.4. Course structures

- ***Refer to relevant pages of your depts. in your enrollment year’s Handbook or Supplementary Handbook and ask supervisor for more details.***
- a. As for **Japanese language courses** for overseas students, the Center for Japanese Language (CJL), an entity outside of FSE, offers them for all overseas students in Waseda. For more details about them and related information (e.g., how to pay fees, details about placement tests, consultation services for course registration, and so forth), please visit the website of CJL: <http://www.waseda.jp/cjl/en/regist.html>

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

- Registration schedules for CJL Japanese Language Courses are different from courses offered by Faculty of Sci. & Eng. (FSE). For more details, please refer to the **Appendix 1**.
- Payment of the tuition fees for CJL courses must be completed at banks with a special transfer form you need to collect at CJL office within a specific time period. For more details, please contact CJL office. If you do not pay them within the period, your course registration will be rejected. (This might effect to the students' priority at drawing / lottery procedures which can be conducted when applicant numbers exceeding course quotas for given CJL courses as a penalty afterwards).
- Each CJL course has its quota, or the maximum number of students to be accepted to a course, so that if the number of applicants exceeds it, automatic drawings / lotteries will be conducted, and as a consequence your course application may be rejected.
- 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.

1.5. Campuses where classes are held

a. Classes of courses offered by your depts. are basically held in "Nishi-Waseda" campus (where FSE's Graduate 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) can be held in "Waseda" campus (where the university headquarters & other bodies are located and about 20 – 25 minute walk from Nishi-Waseda campus).

- If you are students of Dept. of Life Sci. & Medical Bioscience and Dept. of Integrative Bioscience & Biomedical Eng., your main academic activities can be conducted in Center for Advanced Biomedical Sciences (**TWIns**). Please refer to Appendix 2.

b. You can check where classes of courses are held on online syllabi.

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 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. Some courses may not accept late arrival) :
- Between “Nishi-Waseda” and “Waseda”: about 20 - 25 minutes on foot
- e. For campus maps, please refer to access to the FSE HP (<http://www.sci.waseda.ac.jp/english/campusmap/index.html>).
- f. For maps of **Honjo campus**, please refer to HPs of WEEE (<http://www.waseda.jp/weee/english/access/index.html>) and GITS (<http://www.gits.waseda.ac.jp/visitor/honjyo.html>), the two graduate schools located there.
- g. For maps of Center for Advanced Biomedical Sciences (**TWIns**), please refer to the following URL: <http://www.twins.sci.waseda.ac.jp/english/access/index.html>
- h. You can also access the following URL for a summary page where you can confirm how to have access to various campuses of Waseda University: <http://www.waseda.jp/top/en/access>

2. CONFIRMATION OF REGISTRATION RESULTS

- a. On **Announcement days** of registration results, please access the Registration Screen (on which you did the registration procedures: Go to MyWaseda > "Grades & Course Registration-" > Login > "Course Registration" > Registration Screen).
- b. Please check the Status / Order column on the Registration Screen: if "**Registered**" is shown for courses, it means that the registration of the courses has been successfully completed and officially confirmed. 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. Refer "Appendix 3 Course Registration using the Web System".

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

- a. If you take **Japanese Language Courses** for overseas students provided by Center for Japanese Language (**CJL**), you basically need to pay separate course fees, but can be exempted from the payment depending on with which overseas student status you are enrolled at FSE. For more details, please check with CJL office (at 4th fl. of No.22 BLDG. of Waseda Campus; cjl@list.waseda.jp; <http://www.waseda.jp/cjl/en/regist.html>).
- b. If you need to pay fees in relation to the **CJL courses**, you have to pay them **by bank transfer specific period with a specific money transfer/payment form** which you have to collect from CJL office.
 - As regards courses provided by other bodies (but not graduate schools) outside of FSE, you may be requested to separately pay fees / tuitions when taking such courses (e.g., courses provided by Global Education Center (GEC). Such courses are so indicated ("Fee") in the Note column on its online course syllabi. 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.
 - Regarding payment for Japanese Course Tuition Fee for Spring semester, please refer to CJL WEB. <https://www.waseda.jp/inst/cjl/en/>

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

3.1. 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.
- Contact via Waseda Moodle

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).

3.2. 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.

3.3. 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, 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 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). MyWaseda 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” on the screen).
 - **Important emails from the university are addressed to your Waseda mail address. (Not to your private 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 Waseda-net portal 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 students:
<https://www.waseda.jp/fsci/en/students/registration/> > Doctoral Students Regular Students

3.4. 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 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.

- Course Consultation dates: See the website for more details:

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

>Consultation service for course registration

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

3.5. 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						