

Course Registration Guide

For English-based Graduate Program (ALL Regular Master's Students) Fall 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/>

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

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

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We released on the WEB below.

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

> All Graduate Students (Master)

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

- 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 an online course registration system on MyWaseda, so students can register courses using personal computer connected to the Internet.

- ***BE CAREFUL: Before registration, students need to talk with and obtain consent of students' academic supervisor (in charge of students Master's thesis & Research guidance) on what courses students are going to register. If students fail to do this, students may be in troubles because students could register courses Students' supervisor considers not to be appropriate for students.***

- b. Students can register courses **ONLY DURING** “course registration periods” designated in each semester by the university.

<https://www.waseda.jp/fsci/en/students/registration/> > All Graduate Students (Master)

- c. 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 attached as Appendix1.**

Whenever there are changes to the registration time schedule, updates are uploaded on the **website for course registration information**, which is mentioned **herein after**. Students are strongly requested to access & check the said website periodically (on daily basis) during the course registration periods.

- d. Students are allowed to attend classes of courses which students are yet to register only during course registration periods. If students want to register any courses as a result of attending the 1st classes of them, students 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**”) and **Brief explanation for course registration**

b. **Handbook for the English-based Graduate Program in Science and Engineering >>**
The booklet (hereinafter, the “**Handbook**”) is distributed at the time of admission and contains various important information regarding course structure, the minimum number of credits students must earn toward graduation, details of individual depts., grade system, school life, and so forth. The information available in the Handbook is applicable to students throughout the entire graduate program.

- ***BE CAREFUL: Students MUST always refer to relevant pages in the Handbook for the academic year in which students enrolled at the university. Only the conditions shown in students enrolment year’s Handbook are applicable to students.***

- **A table next shows which year’s Handbook students must refer to:**

Students enrolled in Fall 2012 and Spring 2013	Handbook “2012”
Students enrolled in Fall 2013 and Spring 2014	Handbook “2013”
Students enrolled in Fall 2014 and Spring 2015	Handbook “2014 Fall, 2015 Spring”
Students enrolled in Fall 2015 and Spring 2016	Handbook “2015 Fall, 2016 Spring”
Students enrolled in Fall 2016 and Spring 2017	Handbook “2016 Fall, 2017 Spring”
Students enrolled in Fall 2017	Handbook “2017 Fall”
Students enrolled in 2018 April & September	Handbook for the English-based Graduate Program 2018 April & September
Students enrolled in 2019 April & September	Handbook for the English-based Graduate Program 2019 April & September
Students enrolled in 2020 April & September	Handbook for the English-based Graduate Program 2020 April & September

c. **MyWaseda login ID and Password >>** Students initial MyWaseda login ID and password are given to students at the time of admission. Students are requested to obtain students own ID & password according to instructions shown on a leaflet distributed to students at enrollment, on which students also find students initial login ID & password. The MyWaseda ID & password are necessary when logging in to any Waseda University’s online system including the said online course registration system on MyWaseda.

d. **Website >>** where EBSE students can 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> (Students can also reach this syllabus URL through the aforementioned EBSE website: refer to “Link” section at the bottom on the EBSE website). The Syllabus Search system enables students 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. Students are therefore strongly advised to check the online syllabus before & during registration periods.
- f. **Latest Timetables for EBSE Lecture courses >>** available in the aforementioned course registration website.
- Timetables of **EBSE seminar courses** depend on lecturers in charge. Lecturers in charge of the Seminar courses are academic supervisors (in charge of students Master’s thesis & Research Guidance). So **please contact supervisor first for confirming timetables of EBSE Seminar courses and then proceed to examining which Lecture courses to register, whose timetables do not conflict with those of seminar courses.**

1.3. Course registration flow

- a. **For Students who have already completed at least one semester at Waseda,** students need first of all to confirm the results of students grades for previous semester’s courses, via MyWaseda: Go to <https://www.MyWaseda.waseda.jp/> > click on “English” > click on “Grades & Course registration” > Log in > click on “Grade report.”
- b. Check the latest registration-related information on the aforementioned EBSE website:
<https://www.waseda.jp/fsci/en/Students/registration/>
- c. Check requirements for graduation in **students enrollment year’s “Handbook”**, refer to online syllabi for information of courses students are interested in, and decide which courses students are going to register.
- d. Students must obtain **consent of students’ academic supervisor** (in charge of students Master’s thesis & Research guidance) about the courses students are going to register for a semester.
- e. Proceed to Registration: students can register courses online using the online registration

system on MyWaseda.

- *For more information about individual registration procedures and how to register through MyWaseda, please refer to “Course Registration using the Web System” attached.*
- *Check the **Latest Timetables for EBSE Lecture courses** and on the aforementioned EBSE course registration Web (mentioned above).*

f. Confirm Registration Results:

- After each registration period, there is a specific “Announcement day” of registration results, when students **MUST CHECK BY STUDENTS the official registration results (i.e., what students 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.**
- Students can verify the registration results on the “Course Registration” screen (to be explained herein after) on MyWaseda on the Announcement days, whose schedules are available on **Appendix 1** on the website. Courses whose registrations have been successfully completed and officially confirmed by the university will be all indicated “Registered” on the screen. However, registration attempts that have violated registration rules will result in errors and be marked with various error messages on it.
- ***BE CAREFUL: It is students’ responsibility to check the registration status (whether the courses are officially confirmed (“Registered”) or not) on the Announcement Days. If students attend lectures of courses not officially registered, students will not be given any credit.***

1.4. Course structures

- a. EBSE courses (Master’s program) in Graduate Schools of FSE are basically divided into the following five groups:
- Master’s thesis
 - Research guidance
 - Seminar courses
 - Lecture courses
 - *Special Lab courses (required) (* only applicable of Dept. of Computer Sci. & Communications Eng.)*

b. **Master's thesis** and **Research guidance** (shown as "Research on ~" on students course registration screen) are automatically registered by the university on behalf of students, so students do not have to register them by yourself.

- **BE CAREFUL: Some department set their own requirement students must fulfill before starting Master's thesis. Refer to relevant pages of students' depts. in students' enrollment year's Handbook or contact student's academic (thesis) supervisor for more details.**

c. As for **seminar courses**, students basically register those which are taught by student's academic (thesis) supervisor. For more details about how to take them, please refer to relevant pages of department in students enrollment year's Handbook and contact student's academic (thesis) supervisor. Time schedules of Seminar courses are not preset like Lecture courses and depend on student's academic supervisor, so please first confirm the time schedules of them with student's academic (thesis) supervisor and then proceed to selection of Lecture courses to register. As a general rule, do not forget to register one seminar course for a semester.

d. As for **Lecture courses**, students choose and register those which students are interested in and student's academic (thesis) supervisor agrees to.

- In some department, **Experiments** courses can be included in this Lecture course category. In addition **Special Lab** courses are set for Students with Dept. of Computer Sci. & Communications Eng. as required (as part of Lecture courses in terms of calculation of credit numbers students have to fulfill for graduations).
- If Lecture courses (including Experiments ones) are allocated to "**spring semester**", they can be registered only during **spring** course registration periods. The grades of them are given at the end of spring semester.
- Some department set "core courses" and / or "recommended courses." For more details about how to take them, please consult student's academic (thesis) supervisor.

e. Students need to earn at least **30 credits** from Lecture courses and Seminar courses combined in order to graduate from students Master's program together with other requirements for graduation, which are mentioned in **students enrollment year's Handbook**. Most department set rules about the number of credits students need to earn from Seminar courses. Before registration, students must refer to relevant pages of students home

department's section in **students enrollment year's Handbook** and **consult academic (thesis) supervisor** to avoid any misunderstanding.

- Please be careful that some departments have special requirements about course taking.
 - For instance, in the Dept. of Computer Sci. & Communications Eng., **Special Lab courses** are set as required (as part of lecture courses in terms of calculation of credit numbers students have to fulfill for graduations).
 - For another example, in the Dept. of Electrical Engineering & Bioscience, "**Advanced Seminar A & B**" are required in addition to ordinary seminar courses students have to take.
 - So students **MUST** refer to your department section in the relevant Handbook, in which please refer to the "**Guidelines for earning a Master's degree**" section, **AND** consult your academic supervisor.
- f. Basically students register courses offered by student's home dept., but if your academic (thesis) supervisor agrees, students can register courses offered by other depts. of Faculty of Sci. & Eng. (FSE). In that case, the credits students earned from such courses may not be counted in full toward graduation with a cap set in terms of credit numbers to be counted toward graduation. For more details, please refer to the table of students enrollment year's Handbook.
- For registration of **courses offered by bodies OUTSIDE of FSE**, please refer to Section herein after.
- g. As for **Japanese Language courses** for overseas students, the Center for Japanese Language (CJL), 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>
- 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** released on the WEB.
 - CJL courses are **non-degree courses** for EBSE graduate school student's, so any credit to be earned from CJL courses is mentioned on student's transcript, but is **not counted**

towards graduation.

- Students basically need to pay separate tuition (course) fees to take CJL-offered courses, but can be exempted from payment of them depending on student's status. Students can check it with CJL office (4th fl. of No.22 BLDG. of Waseda Campus).
- Payment of the tuition fees for CJL courses must be completed at banks with a special transfer form students need to collect at CJL office within a specific time period. For more details, please contact CJL office. If students do not pay them within the period, students 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. For how to confirm registration results, please refer to Section 2 herein after.
- 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 students are not selected, "Over-Enrolled" will be displayed on registration result screen (MyWaseda).
- Students may drop registered courses during 2nd or 3rd registration period, but please carefully consider whether to drop or not. Even though students want to register other course, "Over-Enrolled" happen more in 2nd or 3rd registration period than 1st registration period.
- Students are able to take up to 8 credits of Japanese language courses per semester.

1.5. Campuses where classes are held

- a. Classes of courses offered by students 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 offered by, for instance, Center for Japanese language (CJL), GITS and WEEE can be held in different campus. Students can check where classes of courses are held on online syllabi, where please refer to "Campus" in "Course Information" section.

- If students are affiliate with Dept. of Life Sci. & Medical Bioscience and Dept. of Integrative Bioscience & Biomedical Eng., their main academic activities can be conducted in Center for Advanced Biomedical Sciences (**TWIns**). Please refer to herein below for a link for maps of it.

- b. For campus maps, please refer to access to the FSE HP (<http://www.sci.waseda.ac.jp/english/campusmap/index.html>)

- c. 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>).

- d. 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>

- e. Students can also access the following URL for a summary page where students 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 (see **Appendix 1** released on the WEB), please access the Registration Screen.

A specific Announcement day is set by the university after each registration 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: 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. Students need to identify meanings of them and take relevant actions in the next registration period(s) of the semester.

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

- a. If students take **Japanese language courses** for overseas Students provided by Center for Japanese Language (**CJL**), students basically need to pay separate course fees, but can be exempted from the payment depending on with which overseas status students 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 students need to pay fees in relation to the **CJL courses**, students have to pay them **by bank transfer specific period with a specific money transfer / payment form** which students have to collect from CJL office. For more details about how to pay them, please contact CJL office.
- c. As regards courses provided by other bodies (but not graduate schools) outside of FSE, students 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. Students have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent from Waseda University.

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 students 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 students 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, students can find relevant contact details by accessing websites of them. Following is a website to give students 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 students with contact details of them from the viewpoint of protection of personal information, students can ask Faculty Room staffs (2nd fl. of No.52 BLDG. of Nishi-Waseda campus) to send students message on students 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 students (with postal stamps affixed & students 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 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 students Waseda email address. Students are requested to check it on a daily basis.**

- c. Course registration website for EBSE Students (aforementioned):

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

3.4. When students cannot solve registration-related problems with information on this Guidebook

- a. **Send query message by email:** Students can send query message through MyWaseda. This is the **FASTEST** way to get answers / advises from the university on course registration related queries.

- b. **Consultation service:** See the website for more details:

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

> Consultation service for course registration

- c. Students can always contact us at Academic & Students 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

<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						