

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

2020

For September enrollees
(NOT for April enrollees)

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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<https://www.waseda.jp/fsci/en/students/registration/>
> [English-based Undergraduate Program](#)

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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 1st, 2nd, and 3rd (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 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. 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 within the relevant course registration periods with reference to Appendix 1 released on the WEB below.
<https://www.waseda.jp/fsci/en/students/registration/>
*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. **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 students 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 students 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.
- c. **MyWaseda Login ID and Password** >> 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.
- 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> (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.
- f. **Latest Timetables for EBSE courses** >> available on the aforementioned course registration website.

1.3. Course registration flow

- Before course registration, please confirm the grade of previous semester. 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."
- 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. **Confirm the Automatic Registration Result (Only for 1st year students):**

- Some of **Required courses** are automatically registered by the university on behalf of you. These are basically required courses allocated to 1st year. These courses registered by the university CANNOT be cancelled and CANNOT change to the different date even though they are the same course.

- **You must check “Course Registration” screen on MyWaseda to know which courses are registered automatically.**

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 “Course registration”. Courses registered automatically are listed on the screen with “Registered”.

Also, you can confirm the next spring semester’s result that automatically registered during the spring course registration period.

- You will be able to register other courses in unfilled time slots.
- ***BE CAREFUL: The automatic course registration is done ONLY for the 1st year (Applicable April enrollees, September enrollees both). From 2nd year above, student need to register by yourself ALL courses including required ones during the course registration periods. To earn credits to graduation, you need to fulfill and register remaining credits by yourself using MyWaseda.***

b. Decide which courses you are going to register:

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 advice.

c. 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** 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.**

d. 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.**
- Students 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 2020)

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

Majors	Intakes	Group															Total	
		Specified number of credits required for Groups A to C														D		
		A1	A2				B1	B2			B3	B4	C					
		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 September enrollees, the latter is 116 credits, so the difference is $136 - 116 = 20$ credits. Students need to fulfill this 20 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 20 credits by earning more credits than required for graduation in relevant course Groups.**
- g. For example, if 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 20 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 Handbook.
 - *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”. Please refer to Appendix 1 for course registration period.

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. **Type 2** courses can be **registered only during the 3rd course registration period**. Please refer to Appendix 1.

As regards the **Type 2** courses by **SILS**, you can register only one course per semester on the MyWaseda only in the 3rd course registration period. SILS will release **the list of available courses for outside students** in time on their website, and before registration student MUST refer to the list and choose one from it. SILS courses shown on the MyWaseda during the 3rd period are not necessarily available to outside students. Please make sure to check the said list before registration.

- 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 **Handbook**. 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.
- i. “**Non-degree courses**” are ones whose credits, if you earn any, are NOT counted toward graduation, but if student earn any, it will be shown on transcripts. Non-degree courses are NOT included in the calculation of GPA.
- Please note that credits offered by GEC between “Data Science 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 **Handbook** “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, student 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.**

Fig.1.2

Below is a table courses will be registered automatically by the university in the first semester. Refer this into consideration when you make academic timetable and think of 49 upper limit.

Major	Course	Number of Credits	Total number of Credits	The Upper limit number of credits which can be registered in the first fall semester .
Math	Calculus C	2	10	39
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Foundations of Set Theory	2		
	Survey of Modern Mathematical Sciences B	1		
CSCE	Calculus C	2	11	38
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Topics from Computer Science and Communications Research	2		
	Fundamentals of Programming	2		
ME	Calculus C	2	13	36
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Introduction to Bioscience	2		
	SHIP Research Planning and Skill A	2		
SHIP Field Practice A	2			
CE	Calculus C	2	19	30
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Introduction to Bioscience	2		
	SHIP Research Planning and Skill A	2		
	SHIP Field Practice A	2		
	Structural Mechanics	2		
	Surveying	2		
	Surveying Practice	1		
	Laboratory Work on Civil and Environmental Engineering	1		
Phys	Calculus C	2	10	39
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Laboratory for Advanced Science and Engineering A	2		
	Laboratory for Advanced Science and Engineering B	1		
Chem	Calculus C	2	14	35
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Introduction to Bioscience	2		
	Laboratory for Advanced Science and Engineering A	2		
	Laboratory for Advanced Science and Engineering B	1		
	Current Topics in Chemistry	2		
Bio	Calculus C	2	12	37
	Linear Algebra B	2		
	General Physics C: Electromagnetism	3		
	Introduction to Bioscience	2		
	Laboratory for Advanced Science and Engineering A	2		
	Laboratory for Advanced Science and Engineering B	1		

- d. To avoid any misunderstanding, students 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 student 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

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 offered by, for instance, Center for Japanese language (CJL), Global Education Center (GEC) are held in different campus. You can check where classes of courses are held by online syllabi (refer to “Campus” in “Course Descriptions” section). Please refer to the following URL for campus maps: <http://www.waseda.jp/top/en/access>

2. COURSE REGISTRATION & 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?
A1	<i>The Web Registration System of MyWaseda is set in place to ensure that you can register courses regardless of where you are. Accordingly, if you need to be away from home or school, you can still register your courses if you have Internet access.</i>
Q2	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?
A2	<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 1st 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 & intention to him/her.</i> <i>If the course is taught online, you need to complete course registration in the 1st period. Otherwise you cannot attend from the first class. Also, you can't see how classes are held without registration.</i>
Q3	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....
A3	<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. <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> 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 & Students Affairs Sec. of the Center for Sci. & Eng. at 1st fl. of No.51 BLDG. of Nishi-Waseda Campus.</i> <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>

Q4	When checking my course on Waseda Moodle on an Announcement day, I have found a course with a title different from the one for which I did registration application. The timetable (day & period) seems correct...
A4	<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 Moodle as the representative course. For example, you registered "XXX (Physics)" but the display shows "XXXX (Applied Physics)". 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>
Q5	Some registered courses show overlapping timetables without errors. Why has this happened?
A5	<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 & 3; Course B:Spring semester, Period 2 Tue, Week 2 & 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>
Q6	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 CJL & 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?
A6	<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>
Q7	In the 1 st 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 nd registration period of the same semester. Can I do that?
A7	<i>No, you CANNOT. Once courses offered by bodies OUTSIDE OF FSE (except CJL) have been confirmed "Registered", you cannot cancel them. Be careful whenever you register such courses.</i>

3. IMPORTANT POINTS BY COURSE GROUPS

- a. *Students **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., 1st year students cannot register courses allocated to 2nd year students or seniors). On the other hand, you can register courses allocated to years you have completed (e.g., 3rd year students can register courses allocated to 1st and/or 2nd 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/>*
- e. While courses 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 hereinafter.

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. Students **are not allowed** to register JBSE Group A (and B).
- c. Students can register up to 6 credits for one semester (6 for spring semester, 6 for fall semester). Error message will indicate on course registration screen if student 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 according to the HANDBOOK.

3.2.1 Group A2 (Foreign language: Japanese)

Please take CJL Level Check Test* beforehand to check Japanese proficiency for course registration of these Japanese courses. The CJL Level Check Test is a web-based test that is used to determine student's Japanese proficiency level (according to Waseda's standard).

- a. September enrollees must register and take A2 Japanese Language Course to graduate. See the Handbook for more details.
- b. We set "Japanese 1" and "Japanese 2" only for September enrollees. April enrollees will not be able to register these A2 Japanese Language Courses.
- c. If students are beginners for Japanese or "Level 1" students of CJL Level Check Test, these student must register "Japanese 1" and "Japanese 2" mentioned in HANDBOOK.
- d. If students have already got higher than "Level 2", these students must register appropriate level of Japanese Language Course offered by Center for Japanese Language to fulfill requirement for graduation. Highly recommend to register during first course registration period if students need to register them since the numbers of applicants for these courses exceeded their quotas, drawings/lotteries are automatically & randomly performed by the university, as a result of which registration may be rejected.
- e. As an exceptional case, even if CJL courses students have registered are confirmed "Registered" on a given course registration results Announcement day in a semester, students **CAN** cancel them in the subsequent registration period(s) of the semester.
- f. Global Education Center offers some on-demand courses taught in Japanese, and they are also available as Group A2 Japanese courses for September enrollees. The list of these GEC courses is announced on the FSE website.
 - Center for Japanese Language provide "WASEDA Nihongo Support" to help international students who are keen to develop Nihongo proficiency and learning skills. For more details, see the CJL site.

- g. Excess credits of the required number of Japanese Language Courses will be counted toward graduation. Refer to enrollment year's HANDBOOK "12 Courses Offered by Other Programs, Majors, Schools, or Faculties, Table 1 and Table 2 to understand which categories to be counted.
- h. CJL courses are not required, so students can graduate without taking them. If students 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 HANDBOOK.)
- i. Most of Japanese Language Courses offering by Center for Japanese Language Center will be held in Waseda-campus (Not in Nishi-Waseda this Schools of Science and Engineering is located.).
- j. Students can register them through the online registration system on MyWaseda like other courses offered by FSE. See Appendix 1 at the end section hereof for more details.
- k. 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). Students can check the classrooms on online syllabi and/or CJL website.
- l. Though students may see "Fee" indication (i.e., payment of fees being needed) in online syllabi of CJL Japanese courses, **students as EBSE undergraduate students DO NOT HAVE TO PAY any fees for them.**
- m. 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 students result screen (MyWaseda).
- n. Students may drop CJL 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.
 - IMPORRTANT: Undergraduate and graduate students are able to take up to 8 credits of Japanese language courses per semester. Also, the maximum of credits that can be registered during students' enrollment will be limited to 32 credits. Please take this change into consideration when students make a study plan. (Previous courses which students were unable to earn credits from will not be counted.)

3.3. EBSE Group B1 (Core Mathematics) and EBSE Group B2 (Core Physics, Core Chemistry, Core Bioscience)

- 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 B3 (Core Laboratory)

- a. These are all required courses allocated to 1st year students, and students must earn credits of all of them for graduation. If students have failed with them, students must retake them during the following years.
- b. In terms of a “Science and Engineering Laboratory” course, students need to take part in the **guidance session** at the beginning of a semester. The details 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

If students **FAILED** to earn the credits of “Science and Engineering Laboratory” previous year, students **MUST contact the Laboratory office** below to earn the credit. **The Course will be registered automatically by university after students contact the laboratory.**

Science and Engineering Laboratory

⇒Laboratory for basic science and engineering 56-301 (office)

3.5. EBSE Group B4 (Core Computer Science)

- a. Some of these courses are required or restricted required courses allocated to 1st and 2nd year, and students must earn the credit of them for graduation. If students have failed with them, students must retake them during the following years.
- b. Students 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 students cannot register any Group B4 JBSE courses.

3.6. 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 details for the guidance session will be announced in a relevant section on the aforementioned EBSE course registration website:

<https://www.waseda.jp/fsci/en/studentsegristration/>

3.6.1. EBSE Group C (Required courses):

a. These are required courses, of which students must earn all the credits for graduation. If students have failed with them, students must retake them during the following years.

- ***BE CAREFUL***: Refer to the relevant pages of students enrollment year's Handbook for more details, because some majors set specific prerequisites students should fulfill before students take specific courses of this Group.
- Only for students whom **FAILED** to earn the credits of "Laboratory for Advanced Science and Engineering A" and "Laboratory for Advanced Science and Engineering B" students **MUST register by yourself in next year.**
- If students get "S" grade of these courses, they do not need to register these in next year. In this case, these courses will be registered automatically by university.
- ***BE CAREFUL***: Refer to the Latest Timetables for EBSE courses on the web:
<https://www.waseda.jp/fsci/en/studentsegristration/>

<BE CAREFUL>

Students can register **JBSE Group C** (specialized required, elective required, elective) courses (taught in Japanese)), but be careful that even if students have earned credits of JBSE Group C courses whose course names are quite similar to those of EBSE Group C courses students 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, students must in any case earn credits of EBSE Group C courses specified by students' home majors as "required", regardless of whether students 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 students have earned credits of JBSE Group C courses, they are counted as "Additional Electives". They are recorded on students' grades sheets as "other courses".

3.6.2 EBSE Group C (Restricted elective courses)

- a. These are required courses, of which students must earn credits for graduation. Typically, students 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 students must earn in this category toward graduation. Please refer to relevant pages of students enrollment year's Handbook for more details.
- If students have earned more credits than Restricted elective courses for graduation from EBSE Group C specialized offered **by students home majors, the excess part can be appropriated to EBSE Group C Elective courses** with a few exceptions.

3.6.3 EBSE Group C (Elective courses)

These are Elective courses students are basically allowed to select according to students interest, but each major sets specific rules about how to take courses of this Group, the minimum number of credits students must earn for graduation, and so forth. So, please **refer to relevant pages for students home majors in students enrollment year's Handbook for more details.**

3.7 EBSE Group D (Physical Education / Independent Study)

- a. These courses are not required, so students can graduate without earning any credits of them. But if students 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 students earn more than 4 credits, the excess part won't be counted toward graduation (but mentioned on students' 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 students 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/>

3.8 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 students

register them.

3.9 Payment of fees requested to pay when taking specific courses

- a. Students 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 students have searched. How much students have to pay will be shown in note section of the courses’ online syllabi.

- b. Students have to pay the fees within the period which will be release on the Website follows.
http://www.waseda.jp/gec/u_graduate/
Students 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), students 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

- a. Faculty Contacts & Academic Advisor is released URL below.

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

Each major has its “class academic advisors” with whom students can consult for academic inquiries, problems or difficulties including what courses to take, how to study, and so forth. If students 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 students want to contact academics other than students class academic advisors (e.g., lecturers in charge of courses students 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.
- Contact via Waseda Moodle

- b. If students 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 (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 where students 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 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 behalf of students by post. Please prepare envelope with postal stamps including: 1) letter addressed to the academic, 2) an envelope for returning mail from the academic to students with postal stamps affixed & students 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 students MyWaseda email address.** Students 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/studentsegregation/>

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

- a. **Send query message by email:** as mentioned herein above, students can send query message by email by clicking “Inquiry” button. This is the **FASTEST** way to get answers/ advises for students’ 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. Please refer to the course registration website for the details. <https://www.waseda.jp/fsci/en/students/registration/>
- c. Students 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.

4.6. Blank time tables (please use for students 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						