

# Course Registration Guide

## For IPSE Undergraduate Students (Regular Student)

### Update on Fall, 2020

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 Fall 2020, and the latest updates on registration-related matters will be posted on the IPSE registration-related website:

<https://www.waseda.jp/fsci/en/students/registration/> > Undergraduate Students in the IPSE (enroll before 2017)

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

> Undergraduate Students in the IPSE Regular students

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. COURSE 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> (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 IPSE students, which is mentioned in 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 1<sup>st</sup> 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/#anc\\_5](https://www.waseda.jp/fsci/en/students/registration/#anc_5)  
> Undergraduate Students in the IPSE (enroll before 2017)  
\*Regarding Fall 2020, 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. **Handbook for Undergraduate Students of the Faculty of Science and Engineering** >> 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 you must earn toward graduation, details of individual depts., 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 you 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.
  
  - **BE CAREFUL:** Changes in courses shown in lists on the Handbook (e.g., course cancellation, course name change, allocation year change, and so forth) are uploaded in "Summary Tables of Changes" on the IPSE course registration web below.  
<https://www.waseda.jp/fsci/en/students/registration>.  
 You **MUST** check the Tables to confirm if there are any changes.
  
  - **BE CAREFUL:** Automatic course registration by the university on behalf of you is done **ONLY** for Fall semester of the 1<sup>st</sup> year. From spring semester of the 1<sup>st</sup> year onwards, you need to register **ALL COURSES** including required ones by yourself using MyWaseda.
- 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 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 IPSE 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 IPSE website: refer to "Link" section at the bottom on the IPSE 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.
- Courses offered by IPSE ("IPSE courses") should be indicated "**IPSE Subject**" or "**IPSE + JBSE**" in the "Course Title" section or "Course Outline" section of their syllabi.
- f. **Latest Timetables for IPSE courses** >> available on the aforementioned IPSE course

registration website.

g. **Summary Tables of Changes in IPSE courses by enrollment years** >> available on the aforementioned IPSE course registration website.

- For students who have already completed at least one semester at Waseda: there can be new courses added to your Dept. / School at the beginning of each semester. Such courses may **NOT** be mentioned in your enrollment year's Handbooks. In addition there may be courses whose names have been revised or whose allocation years have been changed. For these reasons, you **MUST** refer to **your enrollment year's Summary Tables of Changes** uploaded on the aforementioned IPSE course registration web.

### 1.3. Course registration flow

a. Before proceeding, confirm first, if applicable, the results of your grades for previous semester's courses, onwards on MyWaseda:

- 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."
- ***BE CAREFUL: you now need to register by yourself ALL courses including required ones during the course registration periods.***
- Each department 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, the Summary Tables of course changes, and/or contact "class academic advisors" in your dept. who are listed herein after.
- Check the latest registration-related information on the aforementioned IPSE website (the same as mentioned herein above): <https://www.waseda.jp/fsci/en/students/>

b. 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 in here after for academic advise.

c. Proceed to Registration: you can register courses online using the online registration system on MyWaseda **only during the course registration periods**:

- For more information about individual registration procedures and techniques, please refer to “Course Registration using the Web System” that attached.
- For the latest registration periods time schedules, please refer to the **Appendix 1** at the end section hereof (and also check the aforementioned **IPSE 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.**
- You can verify the official course registration results on the “Course Registration” screen (to be explained later) 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.
- For more information about how to read registration results, please refer to “Course

Registration using the Web System”.

- **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 IPSE, you can refer to “Number of credits required for graduation” of **your enrollment year’s Handbook**, where you see a summary table titled “*Specified number of credits required for Groups A to C*”, 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 depts. 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 Handbook for those who enrolled in Fall 2017**)

Department	Group											Number of credits ("Gap") you can earn freely from Groups A to D or other courses: Number of credits required for graduation – (total number of credits required for Groups A to D)	Total	Degree			
	Specified number of credits required for Groups A to C																
	Group A				Group B				Group C						Group D		
	A1	A2			B1	B2			B3	B4	Specialized courses				Optional		
Multidisciplinary Studies	English	Japanese	Foreign Languages (other than English and Japanese)	Mathematics	Natural sciences			Laboratory / Recitation	Information Science Courses	Required courses	Elective required courses	Elective courses	Physical Education/ Independent Studies				
					Physics	Chemistry	Life science										
Mathematics										8	22	25		34	136	Bachelor of Science	
Applied Mathematics										8	22	25		34		Bachelor of Engineering	
Electronic and Physical Systems										8	8	39		34		Bachelor of Engineering	
Computer Science and Engineering										8	8	39		34		Bachelor of Engineering	
Communications and Computer Engineering										8	8	39		34		Bachelor of Engineering	
Intermedia Art and Science										8	8	39		34		Bachelor of Engineering	
Modern Mechanical Engineering										6	22	22		39		Bachelor of Engineering	
Civil and Environmental Engineering	4	1	0	0	20	4	4	2	8	4	21	30	4	0		34	Bachelor of Engineering
Physics											22	16	17			34	Bachelor of Science
Applied Physics											22	16	17			34	Bachelor of Engineering
Chemistry and Biochemistry											0	10	45			34	Bachelor of Science
Applied Chemistry											0	0	55			34	Bachelor of Engineering
Life Science and Medical Bioscience											0	0	55			34	Bachelor of Engineering or Bachelor of Science
Electrical Engineering and Bioscience											0	0	55			34	Bachelor of Engineering

- b. In Fig.1.1 above, you see some course Groups are with zero (credit); for instance, Group A2 Japanese and Group D. This means that you can graduate from your department **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 dept. you are affiliated with. For more details, please refer to your enrollment year's Handbook.**
- c. Another example is a “Group C elective courses” which is filled with 25 credits. This means that you have to earn **AT LEAST** 25 credits from this course Group for graduation, and if you earn more than 25 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 IPSE in accordance with rules of dept. you belong to.
- e. Fig.1.1 also shows that there is a “**difference**” or a **gap** 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 department.
- f. For instance, in the case of Dept. of Mathematics, the latter is 102 credits, so the difference is  $136 - 102 = 34$  credits. You need to fulfill this 34 credits portion by earning credits of, for instance, more IPSE Group A courses and / or Group B course and / or IPSE 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 34 credits by earning more credits than required for graduation in relevant course Groups.**
- g. For example, if you are a student of Department of Mathematics and have earned 30 credits in IPSE Group C elective courses, the difference between 30 (credits) and the minimum (25 credits), that is, 5 credits, can be counted toward graduation and appropriated to the said 34 credits.
- h. In addition, you can fulfill the aforementioned “difference” by earning credits, for instance, of :
- **IPSE courses (Group C)** offered by departments. **OTHER THAN** your home depts.: for instance, you are a student of in Information and Communication Technology (belonging to Dept. of Computer Science & Engineering in School of Fundamental Science

& Engineering (SFSE) and have registered and earned credits of courses (Group C courses) offered by other depts. in SFSE or by depts. in School of Creative or Advanced Science & Engineering, the earned credits are counted toward graduation and are appropriated to & counted as IPSE Group C elective courses on your score sheet. For a summary table on how credits earned under this kind of circumstance should be counted toward graduation, refer to **Credit categories for courses taken outside of your own course and department in your enrollment year's Hand Book.**

- **"JBSE" courses:** FSE's Schools of Fundamental, Creative, and Advanced Science & Engineering offer not only IPSE courses (taught in English) but also "JBSE" (referred also interchangeably as "**JBSE**") courses which are taught in Japanese. You can register JBSE courses, but you need to have the same command of Japanese as native Japanese students. As with IPSE courses, JBSE courses are divided in Group A to D. There are some conditions / rules you must acknowledge before registering JBSE courses, and please refer to pages of relevant course Groups in "IMPORTANT POINTS BY COURSE GROUPS" herein after. How credits earned from JBSE courses should be counted toward graduation depends on which course Group (i.e., JBSE Group A, B or C) given JBSE courses originally belong to.
- *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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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. **IMPORTANT:** In relation to Group C specialized elective required courses offered by your own (home) depts.:
- If you have earned more credits than required for graduation from IPSE Group C specialized elective required courses offered **by your home Dept., the excess part can be appropriated to IPSE Group C elective courses.**
  - For instance, if you are a student belonging to Dept. of Mathematics, Fig. 1.1. here in above reads that the minimum number of credits you (as enrolled in Fall 2016) must earn from that Group is 22. If you have earned 30 credits from that Group offered by your home dept., the excess part (i.e.,  $30 - 22 = 8$  credits) can be counted as IPSE Group C specialized elective courses (min. credits number for graduation = 25), so that after the appropriation, you now have to earn 17 credits in IPSE Group C specialized elective courses (i.e.,  $25 - 8 = 17$ ).
  - ***Fig.1.1. is extracted as an example from the Handbook in AY 2017 which is applicable only to students enrolled in Fall 2017. You must refer to ” on your enrollment year’s Handbook for exact credit numbers applicable to you.***
  - This treatment is just for the purpose of credit number counting only, and on your grades sheets / transcripts, credits earned from IPSE Group C specialized elective required courses are in any case recorded as from such Group.
- j. **“Non-degree courses”** are ones whose credits, if you earn any, are NOT counted toward graduation, but if you earn any, it will be shown on your transcripts. Non-degree courses are NOT included in the calculation of GPA and in the 54-credit-per-academic-year rule.
- : Whether courses offered by GEC (except for “Open courses” (i.e., Type 1) mentioned above) become non-degree courses or degree courses depends on your enrollment years.

For more details, refer to **Credit categories for courses taken outside of your own course and department in your enrollment year's Hand Book released on the Website.**

- Courses offered by Schools of Fundamental, Creative, and Advanced Sci. & Eng., whether IPSE or JBSE, are all degree courses which are counted toward graduation. But there is an upper limit that described your enrollment year's **Hand Book**.
- English language courses in JBSE cannot be taken by IPSE students.

### 1.5. Maximum number of credits which you can register per academic year

- a. IPSE academic year (AY) consists of Fall semester of a given year and Spring semester the following year: for example, for those who enrolled in Fall semester, your AY consists of Fall semester and Spring semester.
- b. You can register up to **54 credits** (including credits of such courses registered by you and / or automatically registered by the university as IPSE courses, JBSE courses, CJL courses, and other relevant courses) **per AY**. Please note that this 54 does not include non-degree courses, which are not counted toward graduation (\* see Appendix 3 released on the website.).
- c. **BE CAREFUL: NOT TO REGISTER TOO MANY COURSES IN FALL SEMESTER**: if you do so, you might not be able to register required courses allocated to Spring semester during the Spring semester course registration periods due to the aforementioned 54 credits limit rule.
  - ***BE CAREFUL: IPSE Courses are allocated to EITHER Fall semester or Spring semester. 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.***
- d. To avoid any misunderstanding, you 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 you 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 10 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 “54 credit” rule.

## 1.6. Campuses where classes are held

Classes of courses offered by your depts. 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. IMPORTANT POINTS BY COURSE GROUPS

- a. ***You MUST refer to relevant pages in your enrollment year's Handbook before proceeding to registration procedures.***
- b. ***As mentioned herein above, in course registration periods for Fall semester, you can register only the courses allocated to Fall semester, and in course registration periods for Spring semester, only the courses allocated to Spring semester. You CANNOT register any courses allocated to "one full academic year" regardless of which body to offer them.***
- c. ***As mentioned herein above, you CANNOT register courses allocated to years higher than your current year (e.g., 1<sup>st</sup> year students cannot register courses allocated to 2<sup>nd</sup> year students or seniors). On the other hand, you can register courses allocated to years you have completed (e.g., 3<sup>rd</sup> year students can register courses allocated to 1<sup>st</sup> and/or 2<sup>nd</sup> year students.)***
- d. ***As mentioned in Section herein above, there can be new courses added to your Dept. / School 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 and SUMMARY TABLES OF CAHNGES in IPSE Courses uploaded on the IPSE web. <https://www.waseda.jp/fsci/en/students/registration/>***
  - ***There have been some curriculum changes in Group B1, B2, and B4 in Fall 2012, which are summarized in the said Summary Tables of Changes on the IPSE web***

### 2.1. IPSE Group A1 (Multidisciplinary Studies)

- a. **For students who enrolled in Fall 2011 and after**, the minimum **credit** number you have to earn from this category toward graduation is set at **6**. You must earn all the 6 credits from IPSE Group A1: as shown herein below, you may think about taking JBSE Group A1 courses (taught in Japanese), but credits earned from them CANNOT BE COUNTED TO FULFIL THIS SPECIFIC 6 CREDITS. You must always earn these 6 credits from IPSE Group A1 courses.
- b. **For students who enrolled in Fall 2016 and after**, the minimum **credit** number you have to earn from this category toward graduation is set at **4**. You must earn all the 4 credits from IPSE Group A1: as shown herein below, you may think about taking JBSE Group A1 courses (taught in Japanese), but credits earned from them CANNOT BE COUNTED TO

FULFIL THIS SPECIFIC 4 CREDITS. You must always earn these 4 credits from IPSE Group A1 courses.

- c. You may think about taking **JBSE Group A1 courses**: be careful that classes of them are taught in Japanese (so, you need to have the same command of Japanese language as native Japanese students), and that **only 16** credits to be earned from JBSE Group A and/or B (\*except for B3) courses can be counted toward graduation during the whole IPSE undergraduate period (“upper limit rule”). This means that if you have earned 18 credits from JBSE Group A1 and / or B, for example, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned herein before. On your grades sheets they are recorded as “Other courses.”
- Each JBSE Group A1 course has its quota (i.e., the maximum number of students to be accepted as enrollees to the course), and where it is filled in a given registration period, it won’t be available in the following registration period (s). In addition, if the number of applicants has topped the quota in a given registration period, automatic drawings will be conducted by the university to narrow down students allowed to be registered for the course, and as a result, you may find your application “rejected” on an Announcement day. The updated list (in Japanese) of JBSE Group A1 courses which are available in subsequent registration period(s) because of their quotas not being filled will be uploaded on the following website for JBSE students in each course registration period:  
<https://www.waseda.jp/fsci/students/registration/>  
(where please refer to “余裕定員表” section)
  - If JBSE courses have in their course titles roman numerals (e.g., Psychoanalysis I, Psychoanalysis II), you must follow a “sequence rule”, meaning that you first have to earn the credit of the course with “I”. If you try to register a course with “II” without earning the credit of a course with “I”, you will have an error, so that you cannot register the one with “II.” When you are yet to earn credits of both courses with “I” and “II”, you cannot register both in the same semester.
- d. You are allowed to register up to courses worth **4 credits (student who enrolled in 2017 Fall)**, required credit numbers for Group A1 are different depending on your enrollment year. Check by yourself how many credits you need from Group A1 if you need to know. In this paragraph, we only mentioned student who enrolled in 2017. If you register courses whose credits amount to more than 4 credits. If you do this, the excess of them will be randomly cancelled, and the result will be announced on an Announcement day.



## 2.2. IPSE Group A2 (Foreign language courses: English (required))

- a. **For students who enrolled in Fall 2011 & after**, there are only 2 courses, both required, which are allocated to 2<sup>nd</sup> year, the credits of which (two credits in total) you must earn for graduation.
- b. **For students who enrolled in Fall 2016 & after**, there are only 1 course, required, which are allocated to first year, the credits of which (one credits in total) you must earn for graduation.
- c. You CANNOT register JBSE Group A2 English required courses, which are available only for JBSE students.

### 2.2.1. JBSE Group A2 (Foreign languages courses other than English)

- a. You can register JBSE Group A2 foreign languages courses **other than** the English ones (which are not available for IPSE students). These courses are originally designed for Japanese students and **taught in Japanese** during classes. In registration of them, you must follow specific “**sequence rules.**”

You must start taking 初級 IA or 初級 IB (for beginners) of a given foreign language. It is not until you have earned the credit of either of them that you can move to take the next step of 初級 IIA or 初級 IIB of the foreign language. For example, you earned the credit of 初級 IA or IB of German (Beginners German IA or IB) in a given semester, and then are allowed to take 初級 IIA or IIB of it (Beginners German IIA or IIB) in the next semester. You can register 中級 IA or IB (e.g., Intermediate German IA or IB) after earning the credit of either of 初級 IIA or IIB, and earning the credit of either 中級 IA or IB is the prerequisite for taking 中級 IIA or IIB (e.g., Intermediate German IIA or IIB). 上級 I (e.g., Advanced German I) can be taken after earning the credit of either of 中級 IIA or 中級 IIB. 上級 II (e.g., Advanced German II) can be registered after earning the credit of 上級 I.

- b. There are courses called “IA (学院)” (e.g., German IA Gakuin class) or “IB (学院)” (e.g., German IB Gakuin class), which is “combined” with 中級 IA or 中級 IB (e.g., Intermediate German IA / IB), meaning these are actually the same courses. IA (学院) and IB (学院) are for those who have already studied the language before, so that they can skip introductory phases; you should check the class levels by referring to their syllabi before registration. You can take IA (学院) or IB (学院) **without** earning the credits of 初級 IIA or 初級 IIB (e.g., Beginners German IIA / IIB). After earning the credit of IA (学院) or IB (学院), you can go to take IIA (学院) or IIB (学院) (e.g., German IIA Gakuin class / IIB Gakuin class) (which are combined with 中級 IIA or 中級 IIB (e.g., Intermediate German IIA / IIB)), and after earning the credit of either of them, you can register 上級 I (e.g., Advanced Germany I).

- c. Each JBSE Group A2 foreign language course (except for English ones) has its class quota, and where it is filled in a given registration period, it won't be available in the following registration period (s). In addition, if the number of applicants has topped the class quota in a given registration period, automatic drawings / lotteries will be conducted by the university to narrow down students allowed to be registered for the course, and as a result, you may find your application "rejected" on an Announcement day. The updated list (in Japanese) of JBSE Group A2 courses which are available in subsequent registration period(s) because of their quotas not being filled will be uploaded on the following website for JBSE students in each course registration period :

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

(where please refer to “余裕定員表” section)

- d. Be careful that classes of them are **taught in Japanese** (so, you **need to have the same command of Japanese language as native Japanese students.**), and that **only 16** credits earned from JBSE Group A1 and/or A2 and/or B (\* except for B3) courses can be counted toward graduation during the whole IPSE undergraduate period (“upper limit rule”). This means that if you have earned 18 credits from JBSE Group A1 and / or A2 and/or B, for example, the excess part (2 credits) won't be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned herein before.

### 2.3. IPSE Group A2 (Foreign language: Japanese courses provided by CJL)

- **IMPORTANT CHANGE:** From April 2017, undergraduate and graduate students are able to take up to 8 credits of Japanese language courses per semester.
  - \* In addition to this change, from 2020 the maximum of credits that can be registered during your enrollment will be limited to 32 credits. Please take this change into consideration when you make a study plan. (Previous courses which you were unable to earn credits from will not be counted.)
- a. These are courses offered by Center for Japanese Language (CJL). CJL is a body outside of FSE. As an exceptional case, even if CJL courses you have registered are confirmed “Registered” on a given course registration results Announcement day in a semester, you **CAN** cancel them in the subsequent registration period(s) of the semester.
- b. These courses are not required, so you can graduate without taking them. If you earn any credits of them, they are counted toward graduation without limitation (the credits earned are appropriated to the “difference” mentioned herein above). On your grades sheets they are recorded as “Other courses.”

- c. In order to register them, you need to follow procedures specified by CJL. In addition, CJL will have its own course orientations. For more details, refer to the website of CJL: <http://www.waseda.jp/cjl/en/regist.html>
- d. You can register them through the online registration system on MyWaseda like other courses offered by FSE. The CJL course registration schedule is sometimes different for FSE course registration schedule. (See Appendix1).
- e. 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). You can check the classrooms on online syllabi and/or CJL website.
- f. Though you may see “Fee” indication (i.e., payment of fees being needed) in online syllabi of CJL Japanese courses, **you as IPSE undergraduate students DO NOT HAVE TO PAY any fees for them.**
- g. 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).
- h. 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.

## 2.4. IPSE Group B1 (Mathematics)

- a. Most 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 IPSE B1 Group is different depending on enrollment year. You must refer to your enrollment year’s Handbook for the exact credit numbers.**
  - **There have been curriculum changes in IPSE Group B1 in Fall 2012. Please refer to the Summary Tables of Changes uploaded on the course registration WEB.**
  - For those enrolled in Fall 2012 and after, **elective required courses** (restricted elective

courses) are also set in this Group. Please refer to relevant pages in your enrollment year's Handbook for more details.

- b. You may find some **JBSE Group B1** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B1 required courses. You could take such JBSE Group B1 courses, but they **CANNOT** be substitutes for IPSE Group B1 required courses. In other words, you must earn the credits of IPSE Group B1 required courses whether or not you have earned the credits of JBSE Group B1 courses having similar course names. For taking JBSE courses, you need to have the same command of Japanese as Japanese native students.
- c. If you earn credits of JBSE Group B1 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from JBSE Group A1 and/or A2 and/or B (\*except for B3) courses can be counted toward graduation during the whole IPSE period ("upper limit rule"). This means that if you have earned 18 credits from JBSE Group A1 and/or A2 and/or B, the excess part (2 credits) won't be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the "difference" mentioned herein above. On your grades sheets they are recorded as "Other courses."

## 2.5. IPSE Group B2 (Natural Sciences)

- a. Most of these courses are required course allocated to 1<sup>st</sup> year students, and you must earn credits of all of them for graduation. If you have failed with them, you must retake them during the subsequent years.
  - **BE CAREFUL: the minimum number of credits you are required to earn in B2 Group (physics, chemistry, life science) is different depending on enrollment year. You must refer to your enrollment year's Handbook for the exact credit numbers.**
  - **There have been curriculum changes in IPSE Group B2 in Fall 2012. Please refer to the Summary Tables of Changes (mentioned herein above) uploaded on the IPSE WEB.**
- b. There are some **elective courses** (physics courses) available from spring / fall semester 2014. If you earn the credit of them, they will go to the "gap" mentioned in herein above. For more details, please refer to the aforementioned **Summary Tables of Changes** uploaded on the IPSE WEB.
- c. You may find some **JBSE Group B2** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B2 required courses. You could take such JBSE Group B2 courses, but they **CANNOT** be substituted for IPSE Group B2 required courses. In other words,

you must earn the credits of IPSE Group B2 required courses whether or not you have earned credits of JBSE Group B2 courses having similar course names. For taking JBSE courses, you need to have the same command of Japanese as native Japanese students.

- d. If you earn credits of JBSE Group B2 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from JBSE Group A1 and/or A2 and/or B (\* except for B3) courses can be counted toward graduation during the whole IPSE period (“upper limit rule”). This means that if you have earned 18 credits from JBSE Group A1 and/or A2 and/or B, the excess part (2 credits) won’t be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the “difference” mentioned herein above. On your grades sheets they are recorded as “Other courses.”

## 2.6. IPSE Group B3 (Laboratory / Recitation)

- a. These are all required courses allocated to 1<sup>st</sup> year and 2<sup>nd</sup> year students, and you must earn credits of all of them for graduation. If you have failed with them, you must retake them during the following years.
- b. You **CANNOT** take JBSE and EBSE Group B3 courses.
- c. In terms of a “Science and Engineering Laboratory” course, you need to take part in the **guidance session** at the beginning of a semester. The details for the guidance is announced IPSE course registration website: <https://www.waseda.jp/fsci/en/students/registration/>
  - > Guidance schedule and venue for IPSE Lab courses

If you **FAILED** to earn the credits of “Science and Engineering laboratory” course previous year, you **MUST contact to each** Laboratory described below try to earn the credit AGAIN. Please note you have to apply for registration as below. (You can’t register “Science and Engineering laboratory” via MyWaseda by yourself in this case)

Science and Engineering Laboratory 1A and 1B

⇒Laboratory for Basic Science and Engineering 56-301

Science and Engineering Laboratory 2A and 2B

⇒Administrative Office of Experimental Laboratory for Science and Engineering 63 B1-27

## 2.7. IPSE Group B4 (Information Science)

- a. Most of these courses are required courses allocated to 1<sup>st</sup> year, and you must earn the credits of them for graduation. If you have failed with them, you must retake them during the following years.

- **BE CAREFUL: the minimum number of credits you are required to earn in B4 Group is different depending on enrollment year. You must refer to your enrollment year's Handbook for the exact credit numbers.**
- b. There are some **elective courses** available from spring / fall semester 2014. If you earn the credit of them, they will go to the "gap" mentioned herein above. For more details, please refer to the aforementioned **Summary Tables of Changes** uploaded on the IPSE WEB.
  - c. You may find some **JBSE Group B4** courses (taught in Japanese) whose course names are quite similar to those of IPSE Group B4 required courses. You could take such JBSE Group B4 courses, but they **CANNOT** be substitutes for IPSE Group B4 required courses. In other words, you must earn the credits of IPSE Group B4 required courses whether or not you have earned credits of JBSE Group B4 courses having similar course names. For taking JBSE courses, you need to have the same command of Japanese as native Japanese students.
  - d. If you earn credits of JBSE Group B4 courses, they are counted toward graduation with upper maximum number: **only 16** credits earned from JBSE Group A1 and/or A2 and/or B (\*except for B3) courses can be counted toward graduation during the whole IPSE period ("upper limit rule"). This means that if you have earned 18 credits from JBSE Group A1 and/or A2 and/or B, the excess part (2 credits) won't be counted toward graduation (but mentioned on your transcript). The credits earned within the said limit are appropriated to the "difference" mentioned herein above. On your grades sheets they are recorded as "Other courses."

## 2.8. IPSE Group C (Specialized courses)

- IPSE Group C are specialized courses, and divided into 3 categories:

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 IPSE course registration: Guidance schedule

[https://www.waseda.jp/fsci/en/students/registration/#anc\\_5](https://www.waseda.jp/fsci/en/students/registration/#anc_5) > (Appendix 5) Guidance schedule and venue

### 2.8.1. IPSE Group C (Specialized required courses)

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

- **BE CAREFUL: Refer to the relevant pages of your enrollment year's Handbook for more details, because some depts. set specific prerequisites you should fulfill before you take specific courses of this Group.**
- **BE CAREFUL: Refer to the Latest Timetables for IPSE courses and the Summary Tables**

of Changes of IPSE courses (mentioned herein before) uploaded on IPSE WEB.

- **BE CAREFUL:** You can register **JBSE Group C** (specialized required, elective required, elective) courses (taught in Japanese), but be careful that even if you have earned credits of JBSE Group C courses whose course names are quite similar to those of IPSE Group C courses you must earn as required for graduation, the credits earned from such JBSE Group C CANNOT be substitutes for the IPSE Group C required courses. In other words, you must in any case earn credits of IPSE Group C courses specified by your home depts. as “required”, regardless of whether you have earned the credits of JBSE Group C courses having course names similar to or almost the same as those of IPSE required ones. If you have earned credits of JBSE Group C courses, they are counted without any credit number limitation as Group C elective courses. They are recorded on your grades sheets as “Group C Specialized Elective Courses” or “Group C Specialized Elective Courses (JBSE [Group C])”, as appropriate.

### 2.8.2. IPSE Group C (Specialized elective required courses)

a. These are required courses, of which you must earn credits for graduation. Typically, you are requested to earn a specific number of credits of courses specified by individual depts. as specialized elective required courses. Each Dept. sets a specific number of credits you must earn in this category toward graduation. Please refer to relevant pages of your enrollment year’s Handbook for more details.

- ***IMPORTANT*** in relation to Group C specialized elective required courses offered by your own (home) depts.:
- If you have earned more credits than required for graduation from IPSE Group C specialized elective required courses offered **by your home dept., the excess part can be appropriated to IPSE Group C elective required courses.**
- For instance, if you are a student belonging to Dept. of Mathematics, Fig. 1.1. herein above reads that the minimum number of credits you (as enrolled in Fall 2016) must earn from that Group is 22. If you have earned 30 credits from that Group offered by your home dept., the excess part (i.e.,  $30 - 22 = 8$  credits) can be counted as IPSE Group C specialized elective courses (min. credits number for graduation = 25), so that after the appropriation, you now have to earn 17 credits in IPSE Group C specialized elective courses (i.e.,  $25 - 8 = 17$ ).
- Check your enrollment year’s handbook whether your home department has this treatment.
- *This treatment is just for the purpose of credit number counting only, and on your grades*

*sheets, credits earned from IPSE Group C specialized elective required courses are in any case recorded as from such Group.*

- See also herein above and **refer to Credit categories for courses taken outside of your own course and department** in your enrollment year's handbook.

### 2.8.3. IPSE Group C (Specialized elective courses)

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

## 2.9. IPSE Group D

- a. These courses are not required, so you can graduate without earning any credits of them. But if you earn any, **4 credits at max. can be counted toward graduation during the entire IPSE years and be appropriated to the "difference"** mentioned herein before. If you earn more than 4 credits, the excess part won't be counted toward graduation (but mentioned on your transcript).
- b. IPSE Group D consists of "**Independent Studies**" (Volunteer course and Internship course) 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 your enrollment year's Handbook for more details. These courses cannot be registered via MyWaseda. For more details on application procedures, please refer to the web links on the aforementioned IPSE course registration web.
- d. As regards Physical education courses offered by GEC, they are **non-degree courses for those enrolled in Fall 2010 through Fall 2012** (i.e., not counted toward graduation, but mentioned on your transcript if you earn credit of them), but **are degree courses for those enrolled in Fall 2013 and after**, so credits earned are counted as Group D courses together with other Group D courses such as Volunteer and Internship.

## 2.10. Payment of fees requested to pay when taking specific courses

- a. You 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 you have searched. How much you have to pay will be



shown in note section of the courses' online syllabi.

- b. You have to pay the fees within the period which will be release on the Website follows.  
[http://www.waseda.jp/gec/u\\_graduate/](http://www.waseda.jp/gec/u_graduate/)  
You have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent to your Waseda email address.
- c. As for Japanese Language courses for overseas students offered by Center for Japanese Language (CJL), you as IPSE undergraduate students do NOT have to pay any fee, even though there are such indications on web syllabi .

## 2.11. Taking lecture courses offered by IPSE master's programs of Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. (**Only applicable to eligible 4<sup>th</sup> year students**)

- a. If you are 4<sup>th</sup> year students having intention to go on to study at departments (IPSE master's programs) of Graduate Schools of Fundamental, Creative or Advanced Sci. & Eng. after graduating from IPSE undergraduate programs, and are approved as eligible by your home dept., you can register IPSE lecture courses offered and specified by departments (IPSE master's programs) of Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. during a specified course registration period (after the 3<sup>rd</sup> registration period) through MyWaseda registration system.
  - For eligibility, please ask your thesis supervisor or department office.
  - For a registration schedule, please refer to **WEB site below**.  
<https://www.waseda.jp/fsci/en/students/registration/>  
> Course List for Provisional Graduate Enrollment System
  - You will basically register courses offered by departments (IPSE master's programs) where you will go on to enroll after graduating from your IPSE undergraduate programs. If getting permission from your thesis supervisors, you can register ones provided by other depts. (IPSE master's programs). Course cannot be cancelled after you get "registered" status.
  - You can register courses by accessing the Course Registration screen. Click the Course Add button and choose an appropriate graduate school from the 1<sup>st</sup> pull down menu and click "OK" button. Then choose "Lectures" from the 2<sup>nd</sup> pull down menu. You can thereafter follow the same registration procedures mentioned in herein above.

- You can register up to **10 credits** worth of courses under this system per academic year. Credit number is different depending on what courses you are affiliate with. To confirm, see your enrollment's year's handbook.
- b. The credits earned under this system will be counted toward graduation of departments (IPSE master's programs) of the Graduate Schools where you will go on to enroll after graduating from your IPSE undergraduate programs, **NOT counted for your undergraduate programs** (therefore NOT included in the aforementioned 54 credits as the max. credit number you can register for an academic year). Each department (IPSE master's program) at the Graduate Schools sets its own upper limit in the number of credits (earned under this system) which can be counted toward graduation of IPSE master's program.
  - c. If you have earned credits of them, the grades of them will be shown in a specific section on your transcript for IPSE undergraduate program, meaning that the credits earned are not counted for graduation of IPSE undergraduate programs.
  - d. When you go on to enroll at an IPSE master's program of a Graduate School, these credits will be automatically transferred to your transcript for IPSE master's program, so you do not have to do any specific procedures.
  - e. Once you have earned the credits of them under this system, you will **NOT** be able to retake them in your IPSE master's program.
  - f. Please be specifically careful about so called "**combined courses**", which are provided by both undergraduate and master's programs, possibly under different (but may be similar) course names, with the identical course contents and class schedule. If you have already registered a combined course as an undergraduate course within either 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> registration period, you won't be able to register it as a master's program lecture course under this system.
- One of such two is "Physics of Semiconductor devices II", an IPSE Group C specialized elective course by School of Advanced Sci. & Eng. This course is a "combined course", so that it is available for registration as an IPSE UG course and an IPSE master's program lecture course. In registration of this course, you have **TWO** options:  
 One is to register this as an IPSE UG course within 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> registration period: in this case you **CANNOT** register it as an IPSE master's program lecture course under this system.  
 The other is to register it as an IPSE master's program lecture course under this system during the specified course registration period after the 3<sup>rd</sup> period: in this case **DO NOT** register it as an IPSE UG course during 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> registration period.

- Once you have earned the credit of a combined course as an undergraduate course or an IPSE master's program lecture course under this system, you won't in any case be able to register it when you enroll in your IPSE master's program.
- g. This system is also called "Provisional Graduate Enrollment System" inside FSE.

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

#### 3.1. List of class academic advisors

- Faculty Contacts & Academic Advisor is released URL below.  
<https://www.waseda.jp/fsci/en/students/counter/> > Class Academic Advisors
  - The numbers shown on the far left column of the table above means specific student years each academic is in charge of. Academics without any number can accept students of all years.
- a. Each School and dept. has its “class academic advisors” with whom you can consult for academic inquiries, problems or difficulties including what courses to take, how to study, and so forth. If you need to, please contact them according to the instructions shown in the above list.

#### 3.2. How to contact academics in charge of courses

- a. When you want to contact academics other than your class academic advisors (e.g., lecturers in charge of courses you 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 you 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 (1<sup>st</sup> 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 where you find 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, 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 you with contact details of them from the

viewpoint of protection of personal information, you can ask Faculty Room staffs (2<sup>nd</sup> 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) letter addressed to the academic, 2) envelope for return mail from the academic to you (with postal stamps affixed & your name & address clearly written on it).

### 3.3. 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 departments. Please check them periodically.

### 3.4. 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 your MyWaseda email 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 MyWaseda and select “Student page for the Science and Engineering” from the “System Service” menu. Students are requested to check the site at least once per week
- d. **Course registration website for IPSE students:**  
<https://www.waseda.jp/fsci/en/students/registration/>

### 3.5. 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.
- **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 on the following schedule:  
<https://www.waseda.jp/fsci/en/students/registration/>  
 > Consultation service for course registration
- c. You can always contact us at Academic & Student Affairs Sec. of Center for Sci. & Eng. (1<sup>st</sup>. fl. of No.51 BLDG. of Nishi-Waseda Campus) for inquiries about course registration.

### 3.6. Blank time tables (for your use)

<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						