

Course Registration Guide For Exchange Students (Graduate / Master Program)

Fall Semester 2020

Issued by Faculty of Science and Engineering
Waseda University

Important Note:

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

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

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

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

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

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Appendix

Appendix1: Course Registration Schedule Table

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Abbreviation :

- EBSE = English-based Degree Program
- FSE = Faculty of Science and Engineering
- CJL = Center for Japanese Language

IMPORTANT NOTIFICATION

Please note that we will not be able to take any responsibility for failure of credits transfer in your home university caused through course registration in School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Waseda University. In order to avoid failure of credit transfer, be especially careful to register requisite courses by yourself observing our course registration rules. We are asking your kind understanding.

1. COURSE REGISTRATION BASICS

1.1. How to register courses

- a. Course registration of courses offered by Faculty of Science & Engineering (to which Graduate Schools of Fundamental, Creative, and Advanced Science & Engineering belong, and which is referred to as **FSE** hereinafter) are conducted via the designated application form.
- b. Before you submit the application form, you have to discuss with your academic supervisor what courses your department has and what courses you should take. **The courses must be chosen from those offered by the Department you are to affiliate with.**
You cannot take courses other than your department which you affiliate with.
For example, if you are affiliate with Department of Pure and Applied Mathematics, you **cannot** take courses offered by Department of Modern Mechanical Engineering or other Department.
- c. If you take Japanese Language courses offered by Center for Japanese Language Waseda University, you have to register those courses via **MyWaseda by yourself.**
 - In order to use MyWaseda, you have to get your own **My Waseda 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 leaflets distributed to you together with the initial login ID & password. MyWaseda ID & password are always required when logging into any Waseda University's online system including the said online course registration system.
- d. Schedules for course registration are different among courses offered by FSE, courses offered by the Center for Japanese Language, and courses offered by the Global Education Center. Please refer to Appendix1 attached this guide.
 - You are allowed to attend classes of courses which you are yet to register only during course registration periods.

e. Please always refer to this **Course Registration Guide** (“**Guidebook**”) for details about course registration procedures.

f. **Web syllabi search system**

Available at <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

The web syllabi 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.). **Please use it as reference before you register courses offered by your department.**

g. There is a constraint on course registration in these graduate schools, and exchange students for master’s program can only take courses opens for exchange students.

The courses must be chosen from those offered by the department you are to affiliate with as mentioned above.

Course category	How to register
Courses offered by your department that you are affiliate with. <u>The courses must be chosen from those offered by the Department you are to affiliate with.</u> <u>You cannot register courses offered by other department or schools.</u>	Web application form (course registration form)
Japanese Language Course (byCJL)	Web (MyWaseda)

h. Be careful that **your Research Guidance will be registered by the university. You don’t need to register for Research Guidance.**

i. Before starting course registration procedures, you are requested to **consult your academic supervisor** to what courses you should take and get permission.

j. In terms of credit numbers, you can register up to **20 credits worth of one semester.**

1.2. Course registration flow

a. First of all, you are required to discuss with your supervisor and get permission **what course you should register** for this semester. For your core courses offering by Faculty of Science and Engineering, courses must be chosen from those offered by the department you are to affiliate with.

- b. Apply via the designated application form instead of MyWaseda by the deadline. Deadline is mentioned in Appendix 1. You can access to the application form on the following page.

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

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- There are **spring semester courses** and **fall semester courses**. You can register **spring semester courses only in spring semester course registration periods** and **fall semester courses only in fall semester course registration periods**.

c. **Confirm Registration Results:**

- You **MUST CHECK BY YOURSELF the official registration results. It will be announced on MyWaseda course registration screen.**
- You can verify the official course registration results on the **“Course Registration” screen on MyWaseda. (Refer to Appendix1)**. Courses whose registrations have been successfully completed and officially confirmed registered by the university will be all indicated with **“Registered”** sign on the screen. However, for example, where the numbers of applicants for some courses exceeded their quotas (i.e., the max number of students to be accepted as enrollees to a given course), drawings / lotteries are automatically & randomly performed by the university, as a result of which your registration application may be rejected. This can often happen with Japanese language courses by Center for Japanese Language (CJL). Accordingly, if you are not selected, the rejected courses will be indicated with **“Over Enrolled”** signs on the display. Furthermore, registration attempts that violate registration rules will result in errors and be marked with various error messages on it.
- **BE CAREFUL: if you fail to do this confirmation by yourselves, you may run a risk of attending courses which are not actually “Registered”, a case in which you will not be given any credit even though you attend all classes and fulfill all requirements including taking exams. So please be careful to check the registration results on each Announcement day.**

1.3. Courses available for registration

1.3.1. Japanese language courses for international students by Center for Japanese language (CJL)

- **BE CAREFUL:** Students are able to take up to only 8 credits of Japanese language courses per semester.

- a. These are courses offered by **Center for Japanese Language (CJL)**. CJL is a body outside of FSE. You can register them through the online registration system on MyWaseda.
- b. If you would like to register CJL courses, please refer to the following website of CJL: **<http://www.waseda.jp/cjl/en/regist.html>**
Read CJL guidebook and follow their rules if you register CJL course.

Please refer to **Appendix 1** which release on the WEB below.

<http://www.sci.waseda.ac.jp/eng/students/course/>

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- c. Please be careful where classes of CJL courses are held, because there are lots of CJL courses whose classes are held at Waseda campus (25 to 30 minute walk from Nishi-Waseda campus (where FSE & 3 Graduate Schools are located)). You can check the classrooms on web syllabi and/or CJL website.
- d. We highly recommend you to register CJL courses during 1st course registration period. Some of courses capable of being anticipated that applicants may exceed course quota from 1st course registration period.
* If applicants exceed course quota, automatic drawings will be conducted. As a result your registration application may be rejected.
- e. Course Registration for CJL is not on a "First come, First served" basis.
If the number of applicants exceeds the capacity of each class, the computer system will randomly make the selection. If you are not selected, "Over-Enrolled" will be displayed on your result screen (MyWaseda). You may drop your registered courses during 2nd or 3rd registration period, but please carefully consider whether to drop or not. Even though you want to register other course, "Over-Enrolled" happen more in 2nd or 3rd registration period than 1st registration period.
- f. You may drop your registered courses during 2nd or 3rd registration period, but please carefully consider whether to drop or not. Even though you want to register other course, "Over-Enrolled" happen more in 2nd or 3rd registration period than 1st registration period.

1.3.2. Other courses by Global Education Center (GEC)

- a. Most courses are available in Japanese. To take them, you need to have the same command of Japanese as native speakers of Japanese do. You can only register when you clear this language requirement and you can only register courses open for master exchange students. Most of GEC courses (like sports class) open for only undergraduate students in Waseda

University.

b. For more details about GEC courses, please refer to the following URL:

<http://www.waseda.jp/gec/graduate/>

c. When taking GEC courses, you may have to **pay separate fees**. Please check on web syllabi and / or the Course Registration screen (check on the “Note” column where if you have to pay them, “Fee” sign is indicated.)

- You have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent from Academic & Student Affairs Section, Center for Science and Engineering, Waseda University.
- Check with online syllabi system <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en> for course details about location of campus where classes are held, and so forth. Classes of some courses can be at locations very far away from Nishi-Waseda Campus.

1.4. Campus where classes are held

a. Most classes of courses offered by FSE (your core courses) are held in “Nishi-Waseda” campus (where Schools of Fundamental, Creative, and Advanced Sci. & Eng. are located). But some courses, for instance, some Japanese language courses offered by Center for Japanese language (CJL) are held in “Waseda” campus (where the university headquarters & Schools of Law, Education, International liberal studies and others are located).

b. You can check where classes of courses are held by referring to the web syllabi: refer to “Campus” in “Course Descriptions” section on the syllabi.

- You can see more comprehensive maps for various campuses of Waseda by accessing the following university web: <http://www.waseda.jp/eng/campus/map.html>

c. Class time periods (slots) at Waseda University are as follows:

Period	1	2	3	4	5	6	7
Time	9:00 – 10:30	10:40 – 12:10	13:00 – 14:30	14:45 – 16:15	16:30 – 18:00	18:15 – 19:45	19:55 – 21:25

d. Following are some rough indications about how long it takes to move between different campuses (please be careful when you have classes held in different campuses in consecutive time slots, because breaks between Periods may not be long enough to travel from one to the other. Be careful that some courses never accept late arrival in classrooms):

- Between “Nishi-Waseda” and “Waseda”: about 25 to 30 minutes on foot

2. CONFIRMATION OF REGISTRATION RESULTS

- a. On **Announcement days** of registration results **of Japanese Language Course offered by Center for Japanese Language (CJL)** (see Appendix 1)
<http://www.sci.waseda.ac.jp/eng/students/course/> ,

Please access the Registration Screen (on which you did the registration procedures Go to MyWaseda > "Grades & Course Registration-" > Login > "Course Registration" > Registration Screen).

A specific Announcement day is set by the university for CJL each registration period (e.g., there is the Announcement day for the result of the 1st registration periods, another for the 2nd, and the last for the 3rd (final).)

- b. Please check the Status / Order column on the Registration Screen: if "**Registered**" is shown for courses, it means that the registration of the courses has been successfully completed and officially confirmed. If error messages or any message other than "Registered" are indicated with any courses, it means that they were not registered. You need to identify meanings of them and take relevant actions in the next registration period(s) of the semester.

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

3.1. How to contact academics in charge of courses

- a. When you want to contact academics, please refer to the following rules:

- Contact them just before / in / after classes
- Check online course syllabus and find contact details such as email address.
- Contact via Waseda Moodle

- b. If you cannot reach them through aforementioned ways, try the followings:

- If they are full-time academics, they have their individual laboratory offices] (*Kenkyu-shitsu* (研究室) in Japanese) at Nishi-Waseda campus and/or other locations such as TWInS. Details such as office location and phone number are available on the notice board inside the Center for Sci. & Eng. (1st fl. of No.51 BLDG. of Nishi-Waseda Campus). Alternatively, you can find relevant contact details by accessing websites of them. Following is a website to give you a list of academics by depts. of FSE with links to their own websites, if they have any: <http://www.sci.waseda.ac.jp/research/index-e.html>

- If they are part-time lecturers (who often are from other universities and / or private sector companies), they do not have their individual labs at Nishi-Waseda campus, so they rarely come to the university unless they have their classes. In this case, since the university cannot provide you with contact details of them from the viewpoint of protection of personal information, you can ask Faculty Room staffs (2nd fl. of No.52 BLDG. of Nishi-Waseda campus) to send your message on your behalf by post. Please prepare an envelope (with postal stamps) including: 1) a letter addressed to the academic, 2) an envelope for return mail from the academic to you (with postal stamps affixed & your name & address clearly written on it)

3.2. Notice boards

- Important information & notices related to the university & FSE (including but not limited to general events, admission, student support, classes (time tables & their changes, classroom allocation & its change)) are released on notice boards in the area around the Main Gate of Nishi-Waseda campus. There are also notice boards on the external walls of No. 61 BLDG. (facing No. 58 BLDG.) for individual departments. Please check them periodically.

3.3. Waseda Websites

- 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, and so forth. <http://www.sci.waseda.ac.jp/eng/>
- Waseda mail: this is an online system available to Waseda students, academic staffs, and alumni. By logging in it, users can gain access to information and services tailored to their qualifications and academic affiliation (e.g., class-related topics such as course registration, examinations, and reports as well as announcements regarding events such as forums, seminars, symposia, and public events). b. Waseda mail system is a convenient email service that can be accessed through a standard web browser. Waseda mail address can be retained after graduation.
<https://www.MyWaseda.waseda.jp> (select “English” down right on the screen).

- **Important emails from the university are addressed to your Waseda email address. You are requested to check it on a daily basis.**

- 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 My Waseda 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 on daily basis.

3.4. When you cannot solve registration-related problems with information on this Guide

- a. **Send query message by email:** as mentioned herein above, you can send query message by email by clicking “Inquiry” button. This is the **FASTEST** way to get answers / advises from the university queries related course registration.

*In order to ensure a fair distribution of information, phone inquiries cannot be accepted.

- b. Course registration consultation will be held ; See the website for more details:

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

> Consultation service for course registration

3.5. Blank Time Tables

<i>Spring Semester</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Period 9:00~ 10:30						
2nd Period 10:40~ 12:10						
3rd Period 13:00~ 14:30						
4th Period 14:45~ 16:15						
5th Period 16:30~ 18:00						
6th Period 18:15~ 19:45						