

## Undergraduate/Exchange Program [IPSE]

### Brief Explanation on Course Registration Fall 2020

#### Credit system

1. You can register up to 20 credits of courses for one semester (FALL 20, SPRING 20).
2. Confirm your home university's credit by yourself (How many credits you need in your home and credit transfer in your home university).

Please note that we will not be able to take any responsibility for failure of credits transfer in 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 understanding.

#### Before register

1. For earning them, you firstly need to REGISTER courses using course registration system on, "MyWaseda", a university online system to provide you with academic services, which can be accessed via Internet. For using services including course registration, you need to use your own MyWaseda ID & Password.
2. You need to register courses in specific "course registration periods", only DURING which time periods you can register courses on MyWaseda. Request to add or drop courses after the course registration period will not be accepted for any reason.
3. You have two course registration periods in each AY: One in Spring semester and the other is in Fall semester, and each semester's registration period is divided into some periods, 1st, 2nd, and 3rd (last).

#### Course registration period

1. Refer to Appendix 1.

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.

Registration system is not available from 2:00 am to 8:00 am everyday due to maintenance. Complete registration procedures in early round.

2. In these fall semester registration periods, you will register courses which are allocated to all semester.

\* Spring semester courses to be registered in spring semester's course registration periods.

## Course Categories

There are mainly:

1. Courses (Group A and C) by Schools of Fundamental, Creative, Advanced Sci. & Eng from your department's course list. You must choose from your department.

2. Japanese Language Courses by Center for Japanese Language (CJL)

## The number of actual weekly class attending hours

You are required to register courses so that the number of actual weekly class attending hour you have should be 10 hours or more, meaning that every week through a semester, you have to attend classes of registered courses whose weekly class hours are at least 10 hours. Even if courses you're taking are taught online, you need to keep this rule.

For instance, if you register 7 "ordinary" courses of this kind, you will have the following actual weekly class attending hours:  $90 \text{ (minutes)} \times 7 = 630 \text{ (minutes)}$ , which is more than 10 hours, thus fulfilling the aforementioned our requirement.

Be careful of "intensive courses" and "quarter courses" provided by Schools of Fundamental, Creative, or Advance Sci. & Eng.

Classes of those courses by them are held very intensively in a specific time period of a semester, unlike an ordinary course.

If you include too many intensive or quarter courses of this kind, you could not keep the "at least 10 actual weekly class attending hours every week through a semester" rule.

An ordinary course has one 90-minute long class in a fixed time period every week through a semester:

\* e.g., Period 1 (9:00 – 10:30), Mon. every week through a semester

<Example1>

If you register 7 courses of this kind, your actual weekly class attending hours is as follows;

\*  $7 \text{ (classes / week)} \times 90 \text{ (min.)} = 630 \text{ min.}$

<Example 2>

If you register, 5 courses (each of which has one 90-minute long class every week through a semester) and, 1 course (having two 90-minute long classes every week through a semester),

$$5 \text{ (classes / week)} \times 90 \text{ (min.)} = 450 \text{ (min.)}$$

$$2 \text{ (classes / week)} \times 90 \text{ (min.)} = 180 \text{ (min.)} \quad \therefore \text{ Total} = 630 \text{ (min.)}$$

<Notice>

Be careful: Intensive courses are conducted intensively in a specific time period of a semester:

e.g., Period 1, 2, 3      December 1, 2, 3, 4, 5

※ If you register too many of this kind, you may not keep the said “at least 10 class attending hours every week through a semester” rule.

What is important is to keep:

Actual weekly class attending hour through a semester should be at least 10 hours.

Every week through a semester, you need to attend classes of courses whose actual class hours should be at least 10 hours.

## Course Registration

### 1. Course List

1st document you should refer: Course list attached in Course Registration guide. The courses must be chosen only from Group A and Group C according to course list and those offered by the Department you are to enroll in.

### 2. Syllabus Search

>> Please access: Syllabus Search

\*You can find this syllabus Search URL easily from our TOP page.

The Syllabus Search system enables you to access basic information on courses.

e.g., timetables, semester, day, period of classes, instructors, classroom, overviews & structures of classes, textbooks & reference books, information about exams, grades, etc.

### 3. Course Registration Guide

Comprehensive guide for registration procedures & related important information

\* Course Lists

\* All technical aspects of course registration procedures on MyWaseda

\* Course registration schedules (Appendix 1)

\* Important information you must grasp in registering courses of each course Group

※ You are requested to read all pages of this Guide.

#### 4. Course Registration Web site

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

>Exchange Students (Undergraduate)

### **Japanese Language Courses**

You can register Japanese Language Course which offered by Center for Japanese Language 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). You may you're your register 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.

Please make sure to put a high priority on taking courses within your department before you register. When you register for Japanese courses, please ensure that the workload will not interfere with your course list's course (=core course).

Also note that you will not be able to register CJL course if CJL course conflicts with your core courses. In view of this, you should decide your core (FSE) course first, Japanese Language Courses should be decided after your core (FSE) course selected. Besides, students are able to take up to 8 credits of per semester.

### **Course Cancellation**

If courses offered by bodies / schools OUTSIDE OF FSE are once confirmed "Registered" on a given Announcement day, you CANNOT cancel them in the subsequent registration period(s). ex) Courses offered by Global Education Center.

But Japanese Language Courses offered by Center for Japanese Language (CJL, a body outside of FSE) are exceptional; CJL courses with Registered statuses CAN be cancelled within the subsequent course registration periods of a semester.

The results to be released on the 3rd Announcement day are in any case FINAL, which you cannot change any more.

### **Academic advisors**

You can contact & talk with Academic advisors whenever you have difficulties & inquiries including what course to take, how to study, content of each course and so forth.

### **Academic Calendar**

Please make sure of the start date of each semester and quarter term. Class will commence on Sep. 25 (Fri.). <https://www.waseda.jp/fsci/en/students/calendar/>

## **Inquiry**

1. Inquirer form released on MyWaseda
2. Ask Academic Advisors

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

\*Important emails from the university are addressed to your Waseda mail (Not to your private address.). You are requested to check it on a daily basis.