

Course Registration Guide

For Exchange Students (Undergraduate 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 website.

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

INDEX OF SECTION

1. COURSE REGISTRATION BASICS

- 1.1. How to register courses
- 1.2. Course registration flow
- 1.3. Course available for registration
 - 1.3.1. Overview
 - 1.3.2. IPSE courses
 - 1.3.2.1. IPSE Group A Courses (Multidisciplinary studies)
 - 1.3.2.2. IPSE Group C Courses (Specialized courses)
 - 1.3.3. Japanese language courses for international students by Center for Japanese language (CJL)
 - 1.3.4. Other courses by Global Education Center (GEC)
- 1.4. Campus where classes are held

2. HOW TO CONTACT ACADEMICS; WEBSITES; CONSULTING SERVICES FOR COURSE REGISTRATION

- 2.1. How to contact academics in charge of courses
- 2.2. Waseda Websites
- 2.3. When you cannot solve registration-related problems with information on this Guidebook
- 2.4. Blank time table (for your use)

We released Appendix on the WEB:

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

> Exchange Students (Undergraduate)

- Appendix 1: Registration Schedule Table for Semester 2019
- Appendix 2: Campus Maps
- Appendix 3: Course Registration using the Web System
- Appendix 4: List of courses available for Exchange programs

IMPORTANT NOTIFICATION

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.

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.

- In order to use MyWaseda, students have to get your own **MyWaseda Login ID and Password**. Your initial MyWaseda login ID and password are given to student at the time of admission. Students are requested to obtain 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.

b. Student can register courses **ONLY DURING** "course registration periods" designated in each semester by FSE.

c. The course registration periods in each semester are typically composed of **1st, 2nd, and 3rd (last) periods**. The latest time schedule of the registration periods for this semester is available in **Appendix 1** released on the WEB below.

https://www.waseda.jp/fsci/en/students/registration/#anc_10

- Students 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 in the relevant course registration periods with reference to **Appendix 1** released on the aforementioned WEB.

*Regarding online classes, you are not allowed to attend classes until you have completed your registration.

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

e. **Web syllabi search system** is 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.).

Depending on courses, the web syllabi may also contain additional important information. You are therefore advised to check the web syllabi before & during course registration periods.

1.2. Course registration flow

a. First of all, you have to define **what courses you are going to register** for this semester. There are several course categories available for registration.

- For more details about **course categories available to register**, please refer to herein after.
- Please refer also to the aforementioned web syllabi of individual courses you are interested in for better understanding such points as: who is lecturer, when, where and how classes are held, textbooks & reference books to be used in classes, examinations & other requirements (e.g., submission of reports, participation in classes, etc.), grades, and so forth.

b. For this end, before the 1st course registration period in this semester starts, **student are requested to consult and get permission from your academic advisors**, explain to him/her your academic plans at Waseda and get appropriate advises/instructions about what courses to register for this semester. We are going to have Department guidance in the orientation period.

- According to FSE's own rule, you are required to register courses so that **the number of actual weekly class attending hours 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.
- In Waseda, generally speaking, an ordinary course has a 90-minute long class in a fixed time period (e.g., Period 1 (9:00 – 10:30), Mon.) per week and lasts for 15 weeks per semester (i.e., there are 15 classes per semester for an ordinary course, and the last (15th) class can be appropriated to a regular examination).

- For instance, if you register **7 “ordinary” courses** of this kind, you will have the following actual weekly class attending hours: **90 (minutes) x 7 = 630 (minutes)**, which is more than 10 hours, thus fulfilling the aforementioned our requirement.
- If a course you are going to register have two 90-minute long classes per week through the semester, for example, it can be counted as two courses in the calculation. .
- But be careful of “**intensive course**” and “**quota course**” 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 mentioned above which has a fixed class time (e.g., 1st Period (9:00 – 10:30) on every Mon. through a semester), **an intensive course can, for instance, have 3 consecutive classes (period 1, 2, and 3) of 5 consecutive days only in a given month of a semester.** If you include too many intensive or quota courses of this kind, you could not keep the “at least 10 actual weekly class attending hours every week through a semester” rule.
- Whenever you take intensive courses by Schools of Fundamental, Creative, or Advanced Sci. & Eng., be careful & always check the class schedules on the online syllabi system: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>
- In terms of credit number, you can register up to **20 credits worth of courses for a one semester.**

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

- For more information about individual registration procedures, please refer to “Course Registration using the Web System”.
- For registration period time schedules, please refer to the **Appendix 1** released on the WEB.
- Avoid doing registration procedures just before / near the closing time on the last day of each registration period, because web traffic can be very congested and you can have difficulties having 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, there is a specific “**Announcement day**” of registration results, on which you **MUST CHECK BY YOURSELF the official registration results. What you do on 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 is released by the university on the Announcement days only.**
- You can verify the official course registration results on the “**Course Registration**” screen (to be explained herein below) on **MyWaseda** on the **Announcement days**. 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.**
- For the schedules of Announcement days, please refer to **Appendix 1** released on the WEB below. https://www.waseda.jp/fsci/en/students/registration/#anc_10

1.3. Courses available for registration

1.3.1. Overview

- a. You can register courses in the following categories.
- **IPSE courses (Group A and C)**
 - **Japanese language courses** by Center for Japanese Language (CJL)
 - **Other courses** (e.g., ones offered by Global Education Center (GEC))

- b. As mentioned Section above, be careful that you are required to register courses so that **the number of actual weekly class attending hours 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**.
- c. Before starting course registration procedures, you are requested to **consult your academic supervisor** for deciding what courses to register for this semester.
- d. In terms of credit numbers, you can register up to **20 credits worth of courses for one semester**.

1.3.2. IPSE courses

- a. **IPSE courses** are offered by **International Program in Sci. & Eng. (IPSE)** of Schools of Fundamental, Creative, and Advanced Sci. & Eng. in Faculty of Sci. & Eng. (FSE), a program in which IPSE courses are provided in English.
- b. Among IPSE courses, you can register **Group A** courses and **Group C** courses **only from** course list attached in this guide.

1.3.2.1. IPSE Group A Courses (Multidisciplinary studies)

- a. These are courses related to humanities and social sciences which are aimed to widen views of science & engineering students. Classes of them are taught in English.
- b. For available courses belonging to this group, please refer to the Appendix 4: **Latest list of available IPSE courses** released on the WEB below.
https://www.waseda.jp/fsci/en/students/registration/#anc_10
- c. Appendix 4 is prepared by School (Fundamental, Creative, and Advanced). Please refer to the table for the School you are affiliated with.
- d. Before proceeding to registration, please check the details of course you are interested in on the online syllabi system: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

1.3.2.2. IPSE Group C Courses (Specialized courses)

- a. These are core courses for your academic activities at Waseda. The courses must be chosen from Group C those offered by the Department you are to enroll in.
- b. For available courses belonging to this group, please refer to the Appendix 4: **Latest list of available IPSE courses** released on the WEB below.
https://www.waseda.jp/fsci/en/students/registration/#anc_10

- c. Course lists are prepared by Depts. Please refer to the list for Dept. you are affiliated with.
- d. Before proceeding to registration, please check the details of course you are interested in on the online syllabi system: <https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

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

- 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 like other courses offered by FSE.
- b. For various information about CJL courses, refer to the following website of CJL:
<http://www.waseda.jp/cjl/en/regist.html>
- c. Please refer to **Appendix 1** attached in this guide for course registration periods for CJL courses.
- d. 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).
- e. 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. Students are able to take up to 8 credits of Japanese language courses per semester.
- g. Though you may see “Fee” indication (i.e., payment of separate course fees being needed) in web syllabi of CJL Japanese courses, you as students in the Short-term Exchange Program **DO NOT HAVE TO PAY** any course fees for them.
- h. 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 Schools are located)). You can check the classrooms on web syllabi and/or CJL website.

1.3.4. Other courses by Global Education Center (GEC)

- a. Most courses are conducted in Japanese. To take them, you need to have the same command of Japanese as native speakers of Japanese do.

- b. For more details about GEC courses, please refer to the following URL:
http://web.waseda.jp/gec/u_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).
- d. You have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent from GEC.
- 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.
- e. **BE CAREFUL:** Once you get “registered” status you cannot cancel or drop for GEC course even you are in 2nd or 3rd course registration period.

1.4. Campus where classes are held

- a. Most classes of courses offered by IPSE (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). In addition, some physical education courses by GEC can be held in a bit remote campus such as “Higashifushimi” campus.
- 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.
- For campus maps, please refer to: CAMPUS MAP at the end section hereof.
<https://www.waseda.jp/fsci/en/access/>
 - You can see more comprehensive maps for various campuses of Waseda by accessing university web.
- 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
- Between “Nishi-Waseda” and “Higashifushimi”: about 50 minutes on foot & train

BE CAREFUL: It is your responsibility to check on the Announcement days if courses for which you have done registration (application) procedures have been “Registered” or not. If you forget to do this, you may get in trouble after classes commence.

2. HOW TO CONTACT ACADEMICS; WEBSITES; CONSULTING SERVICES FOR COURSE REGISTRATION

2.1. How to contact academics in charge of courses

a. When you want to contact academics (e.g., ones in charge of individual courses) other than your academic advisors, please refer to the following rules:

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

b. If you cannot reach them through aforementioned ways, try the following procedures:

- If they are full-time academics, they have their individual laboratory offices (研究室 (*Kenkyu-shitsu*) in Japanese) at Nishi-Waseda campus. 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).
- If they are part-time lecturers (who often are from outside universities or 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 staffs of Faculty Room (教員室 (*Kyoin-shitsu*) in Japanese, at 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) letter addressed to academics, 2) envelope for return mail from academics to you (with postal stamps affixed and your name & address clearly written).

2.2. 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.

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

b. MyWaseda/Waseda mail: 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). Waseda email system is a convenient email service that can be accessed through a standard web browser. Waseda mail address can be retained after graduation.

<https://my.waseda.jp/login/login>

- **Important emails from the university are addressed to your Waseda email address NOT to your private address.** You are requested to check it on a daily basis.

2.3. When you cannot solve registration-related problems with information on this Guidebook

- Send query message by email:** you can send query message by email by clicking “Inquiry” button.
- Consultation service:** FSE provides for a temporary consultation service for course registration at Nishi-Waseda campus on the following schedule:
See the website for more details:
<https://www.waseda.jp/fsci/en/students/registration/> > Information
- You 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.
 - In order to ensure a fair distribution of information and to avoid trouble, any inquiries by phone cannot be accepted.

2.4. Blank time tables

Spring Semester	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						