入試業務に伴う早稲田キャンパス立入禁止期間の臨時事務所設置について

２０１８年2月６日（火）から2月２３日（金）の期間は、入学試験業務のため、早稲田キャンパス内は立入禁止となります。この期間は、下記のように大隈ガーデンホール（25 号館大隈ガーデンハウス 1 階）で、事務取扱を行います。

記

【臨時事務所】

開室期間：２０１８年2月６日（火）～2月２３日（金）

月曜～土曜　９：３０～１６：３０

設置場所：大隈ガーデンホール（25 号館大隈ガーデンハウス 1 階）

●日曜・祝日は閉室です。

●立入禁止期間中は、社会科学総合学術院の事務所・学生読書室・関連施設での事務取り扱いは行いません。

●臨時事務所は早稲田ポータルオフィスが運営します。臨時事務所での事務取り扱いは一部業務のみとなりますので、極力、早稲田キャンパス立入禁止期間の前に、所属事務所にて手続きをお済ませください。

●証明書発行には時間を要します。時間には余裕を持ってお越しください。

以　上

2018 年 1 月　社会科学部／研究科

Interim Advisory Center (*Rinji Jimusho*) for Waseda Campus during the Entrance Examination Period

Access to the Waseda Campus will become restricted during the entrance examination period from Tuesday, February 6, 2018 to Friday, February 23, 2018. As a service to students, faculty, and visitors during this period, the University will open the Interim Advisory Center (*Rinji Jimusho*), which will provide limited academic advising services at the Okuma Garden Hall (1st Floor of Okuma Garden House).

Interim Advisory Center (*Rinji Jimusho*)

Operating period and hours:	Monday to Saturday, 9:30 to 16:30
	From Tuesday, February 6, 2018 to Friday, February 23, 2018
Location:	Okuma Garden Hall (1st Floor of Okuma Garden House)

-The Interim Advisory Center will be closed on Sundays and national holidays.

-During this period, Faculty of Social Sciences office, the Students' Reading Room and other relevant offices will NOT be providing the regular administrative services.

- The Academic Advising Office (“Waseda Portal Office”) will operate the Interim Advisory Center. Services provided by the Interim Advisory Center will be limited. If at all possible, it is encouraged that you have all necessary procedures completed at the office of your affiliation prior to the restricted campus access period.

-Issuance of certificates may require some time processing.

January 2018 School/Graduate School of Social Sciences