

## Graduate School of Social Sciences Course Registration Procedures [AY 2020 Spring Semester]

Please carry out course registration following the guidance of your supervisor.

### [Schedule for Registration]

Courses	Registration Method	Registration Period for Spring Semester
Common Courses, Open Courses, and Japanese Language Courses	Web registration through MyWaseda	<b>Application period:</b> <b>1<sup>st</sup>:</b> March 28(Sat) 9:00 am – April 1 (Wed) 5:00 pm <b>Announcement of Registration Results:</b> April 4 (Sat)  <b>2<sup>nd</sup>:</b> April 6 (Mon) 9:00 am – April 7 (Tue) 5:00 pm <b>Announcement of Registration Results:</b> April 10 (Fri)  <b>3<sup>rd</sup>:</b> April 10 (Fri) 9:00 am – April 11 (Sat) 5:00 pm <b>Announcement of Registration Results:</b> April 15 (Wed) *Posted on MyWaseda via the Course Registration Screen
Courses offered by Graduate School of Social Sciences and School of Social Sciences		<b>Application period:</b> <b>April 10 (Fri) 9:00 am – April 11(Sat) 5:00 pm</b> <b>Announcement of Registration Results:</b> April 15 (Wed) *Posted on MyWaseda via the Course Registration Screen
Courses at Other Graduate Schools		<b>Application period:</b> <b>April 10 (Fri) 9:00 am – April 11(Sat) 5:00 pm</b> <b>Announcement of Registration Results:</b> April 15 (Wed) *Posted on MyWaseda via the Course Registration Screen

## 1. Registering for Courses at the Graduate School of Social Sciences

### 1) Registering for Research Guidance · Seminars

You will be automatically registered for research guidance and seminar courses, so you do not need to carry out registration procedures for these courses. Please check the results of your registration on the web course registration screen of MyWaseda.

Note 1) When registering for lecture courses including courses offered at other graduate schools, please make sure that days and times do not overlap with the courses you are automatically registered for (research guidance, seminar courses). In the case of an overlap, registration for courses at other graduate schools take priority.

Note 2) For days and times of lecture courses, please refer to the Course List available at the Graduate School of Social Sciences website.

### 2) Registering for “Introduction to Research Ethics”

This course is the on-demand courses which is registered automatically for all new enrollees. Depending on the program, the treatment of this course is different.

< Master’s Program >

- New enrollees from AY 2015 onward must have obtained 2 credits from the Required Lecture Course titled “Introduction to Research Ethics”. You must pass it in your first semester. If you cannot pass it, this course will be registered automatically until you pass it.
- Please keep in mind that this course is graded and will have an effect on your GPA.

< Doctoral Program >

- The student must pass “Introduction to Research Ethics” before submitting the doctoral dissertation. Therefore, you will be registered automatically for “Introduction to Research Ethics” until you pass it. If you have already passed “Introduction to Research Ethics” in the Master’s program at this graduate school, or have completed a similar program at another university or other graduate school, please notify the office of the Graduate School of Social Sciences in advance.

### 3) Registering for lecture courses

Please register for your desired courses online through the course registration screen of MyWaseda. You do not need to submit the registration form to the office of the Faculty of Social Sciences. However, it is required to submit the “Course Registration Report Form” to your supervisor for confirmation before starting web course registration. Please refer to the “Guidelines for Course Registration Using the Web System”.

Note 1) In principle, changes to the registration of courses is not accepted. Please register with caution.

Note 2) Classes commence on Saturday, April 6 before the registration period. Please attend courses you wish to take even if registration has yet to be confirmed.

## 2. Registering for Courses at Other Graduate Schools

In addition to common graduate school courses, Waseda University may permit certain courses taught at its graduate schools to be audited by students of other graduate schools. The following conditions must be satisfied for such permission to be granted.

- 1) Attendance of students of other graduate schools must be allowed at the graduate school teaching the course in question.
- 2) The course must begin in the current academic year.
- 3) The course with the same name and content is not available at the Graduate School of Social Sciences.

### 1) Registration Method

In the case of registering for courses at other graduate schools, please fill out the “Course Registration Report Form” and submit it to your supervisor for confirmation, and then register for your desired courses online through the course registration screen of MyWaseda.

### 2) Classification of Credits

While enrolled, it is possible to have a maximum of 16 credits from courses taken at other graduate schools and common courses for graduate students recognized as valid towards graduation. For details, please refer to p.19 of the Study Guide 2019. When registering credits as counting towards graduation, please choose “Lect.” from the registration classification box. If registering credits as optional courses that exceed the maximum number of permitted credits, please choose “Over.” from the registration classification box. Although courses registered as “Over.” are not counted towards graduation, the obtained grades and credits will appear in your transcripts.

## 3. Registering for Common Courses, Open Courses, and Japanese Language Courses

In order to allow graduate students to proactively take courses at other graduate schools and other centers which may be of special interest to them, students are allowed to take a certain number of “common courses for graduate students” as countable credits.

### 1) Registration Method

In the case of registering for Common Courses for Graduate Students (among Different Graduate Schools), Open Courses to Graduate School Students, and Japanese Language Courses for International Students, please fill out the “Course Registration Report Form” and submit it to your supervisor for confirmation, and then register for the desired courses on the web through the course registration screen of MyWaseda.

### 2) Classification of Credits Common Courses

While enrolled, it is possible to have a maximum number of 16 credits recognized as counting towards graduation from common courses for graduate students and audit courses at other graduate schools (Please refer to p.19 of the Study Guide 2019 for details.). If registering credits as counting towards graduation, please choose “Lect.” from the registration classification box. If registering credits as optional courses that exceed the maximum number of permitted credits, please choose “Over.” from the registration classification box. Although courses registered as “Over.” are not counted towards graduation, the obtained grades and credits will appear in your transcripts.

### Open Courses to Graduate School Students, Japanese Language Courses

Credits obtained from Open Courses and Japanese Language Courses cannot be registered as counting towards graduation. Please beware that all these courses will be registered as optional courses.

## 4. Taking courses at the School of Social Sciences

If deemed beneficial to their research by the student’s supervisor, students enrolled in the Master’s Program of the Graduate School of Social Sciences may take lecture courses offered at the School of Social Sciences, but **those Undergraduate credits are not counted towards graduation**.

If you can obtain your supervisor’s approval, please fill out the “Course Registration Report Form” and submit it to your supervisor for confirmation, and then register for your desired courses online through the course registration screen of MyWaseda. As for the course category for these courses, please select “Courses at the School of Social Sciences”.

## 5. Changes to Course Registration

Changes and additions to course registration is not permitted, so please exercise special caution when registering.

**Enquiries may be directed to the Academic Affairs Section, Office of the Faculty of Social Sciences**