


# Course Registration using the Web System

\* Note  Main Procedures. Numbers indicate operational sequence

## 1. Sequence for Course Registration using the Web System

Log in to the Menu for course guidance week Registration screen

- Click "Grades & Course registration" on the MyWaseda login screen, select "Course Registration."
- Check courses in the Current Schedule.

### ① Course Search

- Click the "Course Search" button and the course search screen will be displayed.
- Select School, designate Course Category and enter Search Keyword. Click the "Search" button.
- Courses permitted for registration that match the Search Keyword will be displayed. (Other courses will not be displayed.)

### ② Select course

- Click the Check Box. (Status will be Tentative Selection when you continue the search for the next course or return to the first page)
- \* Repeat this process.

### ③ Course Registration

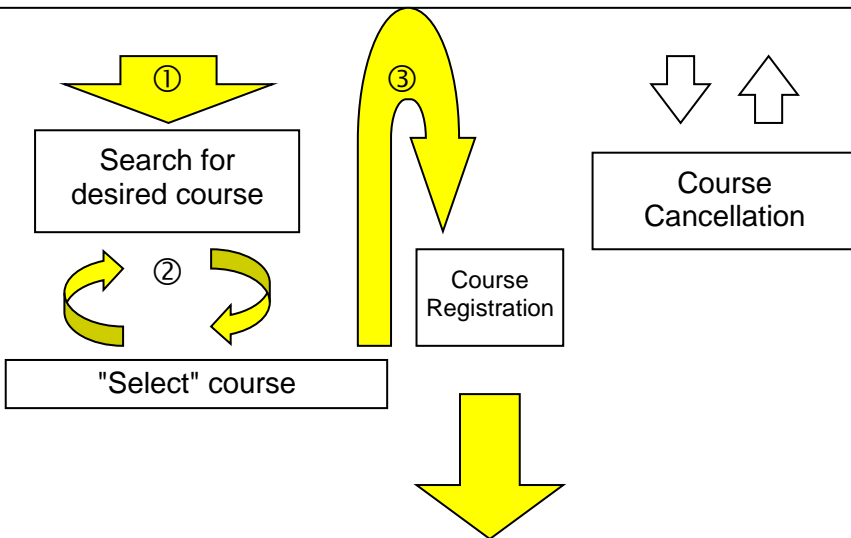
- You must click the "Course Add" button for the tentatively selected courses to register.

### [Important]

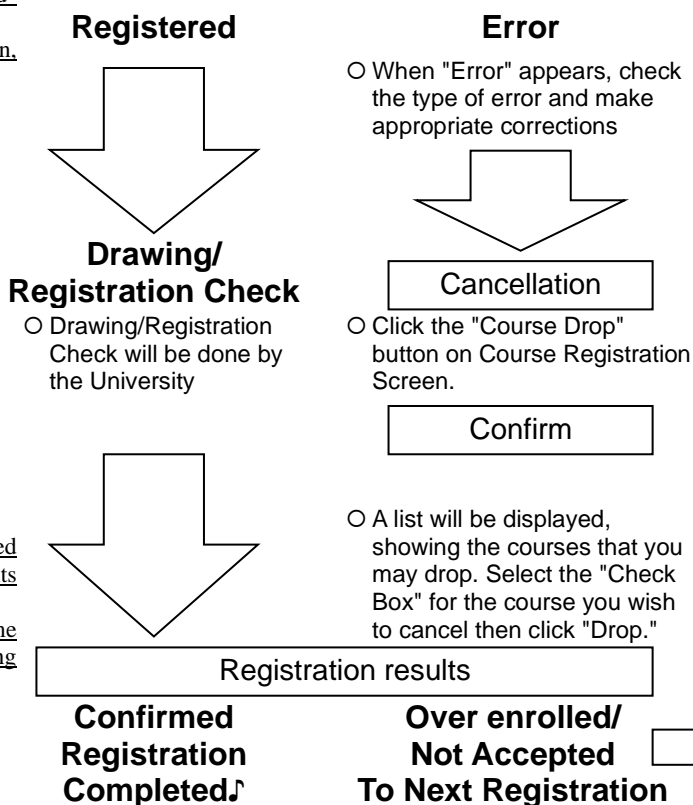
- Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.
- If "Registered" is displayed on the status column, the registration has been completed.

- All courses with registered status have completed the registration process. Confirm registration results for drawing result.
- For courses where checks are not made at the time of the registration, the result will be shown along with registration results.

Confirm Course Registration List



Confirm registered course list



## 2. Explanation of Course Registration using the Web System

All course registration begins from this screen (screen displayed after you log in and select "course registration").

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Print Screen (4)

(1) Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

(3) Course Search  
 Course Add  
 Course Drop  
 Course Change

(2)
 

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.											
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo	¥	<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo	¥	<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiro	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

### (1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

### (2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

### (3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

#### ① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are not able to register for will not appear.)

#### ② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

#### ③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected.

### (4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

### 3. Procedure for Course Registration using Web System

1

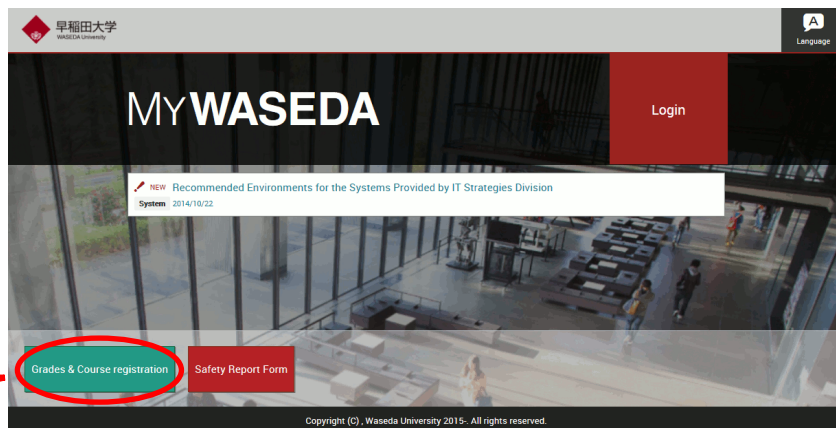
#### Menu for course guidance week

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

Access the URL above and select "Grades & Course registration".

- The menu is displayed on the lower left hand side of the MyWaseda login screen.
- During the course registration period, use this menu.

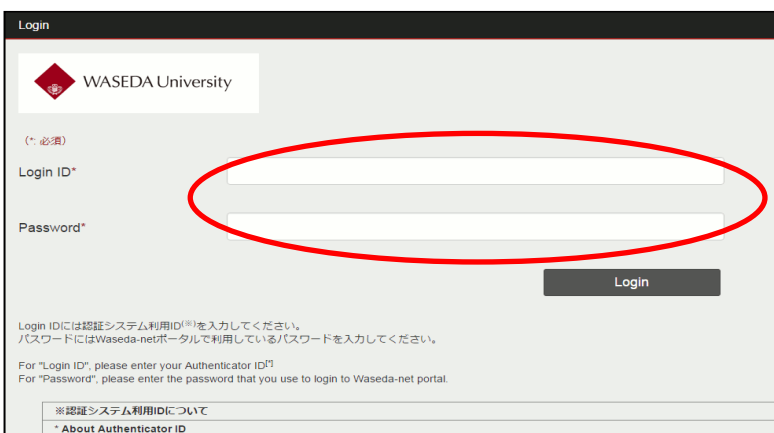
Grades & Course registration



2

#### Login

Enter Waseda ID and Password, and click the "Login" button.



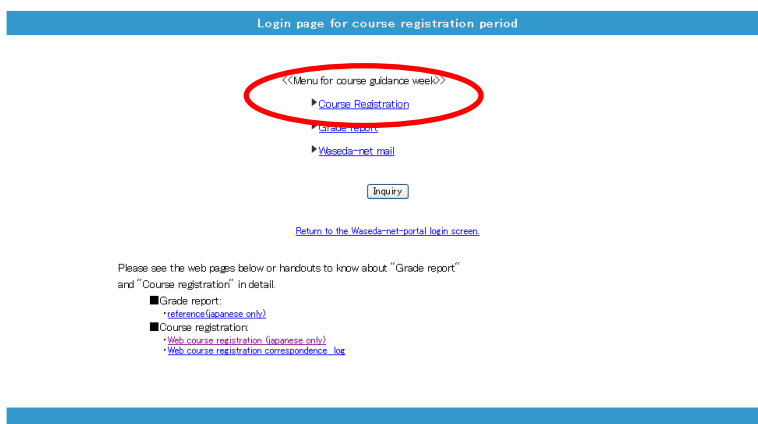
3

#### Menu for course guidance week

Select "Course Registration" from the "Menu for course guidance week."

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.

\* Inquiries concerning grade reports are not accepted on this inquiry form.



## 4

### Course Registration Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed. Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation were added. Make sure credits are within the credit limits when registering. ("Credits" will be the total of Full year, Spring semester and Fall semester).

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credits	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required	2	Registration submitted

## 5

### Course Search

The function searches for desired courses.

1. Select School and click OK.
  2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
  - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.

1. School  
 Schl Letters I [v] [OK]

2. Course Category  
 <<No course categories are listed>> [v]

3. Search Keyword

Course Title [ ]

Term [ ] [v]

Day [ ] [v]

Period [ ] [v]

[ Search ]

#### Search methods

- ▼ Course title  
Find partial matches for search.
- ▼ Days · Period  
Term, Day and Period can be specified with pull-down menus.

## 6

### Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

1. School  
 G.S. Law [v] [OK]

2. Course Category  
 Search Result: select "Check Box" to select courses

3. Search Keyword  
 Course Title [ ]  
 Term [ ] [v]  
 Day [ ] [v]  
 Period [ ] [v]

[ Search ]

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credits	Order
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Law of Civil Procedure: Lecture I	MATSUMURA, Kazunori	waseda	9-202		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Constitutional Law: Lecture I	TONAMI, Koji	waseda	9-204		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		International Politics: Lecture I	TANAKA, Toshiro	waseda	9-207		2	
<input type="checkbox"/>	spring semester	tues.	2	G.S. Law		Special Study on Anglo-American Law 5: Lectures I	ROSEN, Daniel	waseda	9-203		2	
<input type="checkbox"/>	spring semester	tues.	3	G.S. Law		Emergency Law and Corporate Reorganization: Lecture I	KATO, Tetsuo	waseda	9-205		2	

[ Return to the first page ]

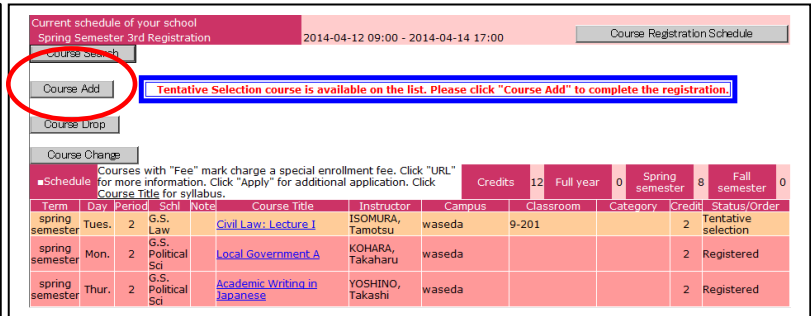
# 7

## Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection.

Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.



Current schedule of your school  
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

**Course Add** Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

Course Drop

Course Change

Schedule Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

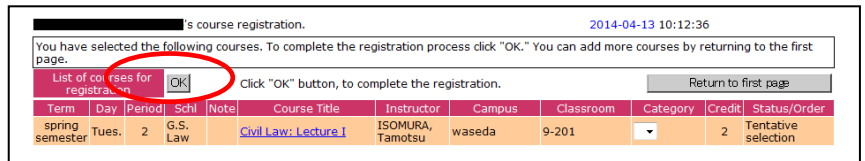
Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur.	2	G.S. Political Sci		Academic Writing in Japanese	YOSHINO, Takashi	waseda			2	Registered

# 8

## Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.



Course Registration Schedule 2014-04-13 10:12:36

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of courses for registration **OK** Click "OK" button, to complete the registration. Return to first page

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection

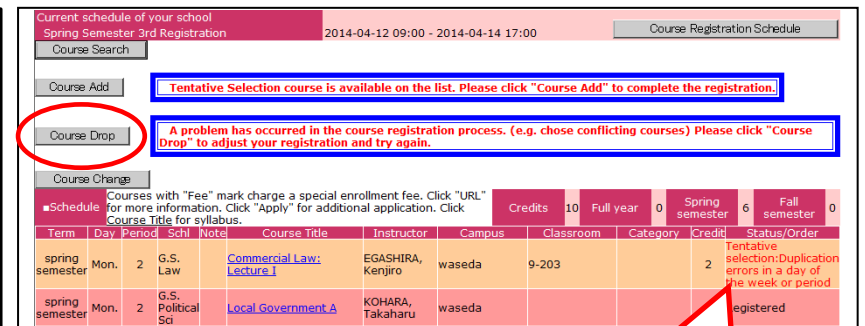
# 9

## Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled.

To cancel a course, click the "Course Drop" button.

\*About "Registered" course Drop  
After you cancel "Registered" course, you cannot select the course again.



Current schedule of your school  
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

Course Add Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

**Course Drop** A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.

Course Change

Schedule Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	2	G.S. Law		Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered

**Status/Order**  
Tentative selection: Duplication errors in a day of the week or period

# 10

## Confirm Course Drop

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

You may cancel the following course(s). If you do not cancel them return to the first page. 2014-04-13 10:12:36

List of courses to drop  Select the "Check Box" for the course you wish to cancel then click "Drop."

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	spring semester	Mon.	2	G.S.	Law	<a href="#">Commercial Law: Lecture 1</a>	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period

# 11

## Print Screen

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
 (2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
 (3) Click "Course Drop" to the "Course Drop" page.  
 (4) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00

Courses with "Fee" mark charge a special enrollment fee.  
 Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

Status of courses on the Registration Screen will be displayed as follows:

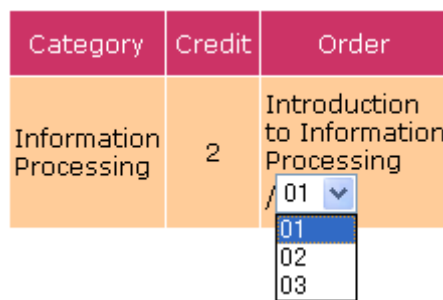
Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.)
Registration Submitted	Permitted to register by pressing the "Course Add" button. Possible to cancel.	Registration under review	State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.)
Registered	Course that has completed registration. Not possible to cancel. (Displayed after the announcement).	Over Enrolled	Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period)

\* About restrictions on the display.

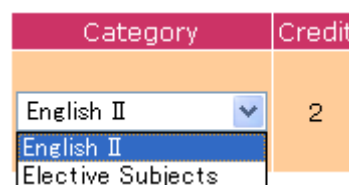
When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

### Registration Methods

**Order:** Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.



**Category Change:** When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit, enabling you to register for the course you desire.



- Try registering for a different school.

Change the School, and click the OK button. Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.



- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

Category	Credit	Status/Order
First Year Seminar IIB	2	Registered
Intermediate Subjects	3	Registered
Intermediate Subjects	3	Registered
First Year Seminar IIA	2	Registered
Other Foreign Languages	2	Over enrolled
Introductory Subjects	2	Not accepted:Errors in Sex registration

## 4. Notes for Course Registration Using the Web System

### About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

Error Display	Type of Error	Resolution
Duplicate registration error	Trying to add courses already registered for.	Unable to add. Cancel the course.
Duplicate Order error	Same order number is designated for different courses	Delete one of the courses with the same order
Duplicate in a day of the week or period	Days and periods overlap in two or more courses	Delete either course
Prerequisite check error	Not meet the prerequisite for registering the course	Unable to add. Cancel the course.
Traveling time error	Not enough time for traveling from campus to campus between classes	Delete either course
Credit-limitation error	Trying to add more courses than can be registered regarding the credit limitation.	Delete either course, or just ignore the error and register [*].

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

[\*]You can finish the course registration without fixing a credit-limitation error. If you do not fix this error, courses that are randomly chosen will be an error at the time of Registration results.

## 5. Other functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

Note	Course Title
URL	<a href="#">German Video Conference (language and culture)</a>

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses .

Note	Course Title
Fee	<a href="#">General Tutorial English (Basic 01)</a>

- Course Summary

When you click the Course Title on the First Page, you will see a summary of the course.

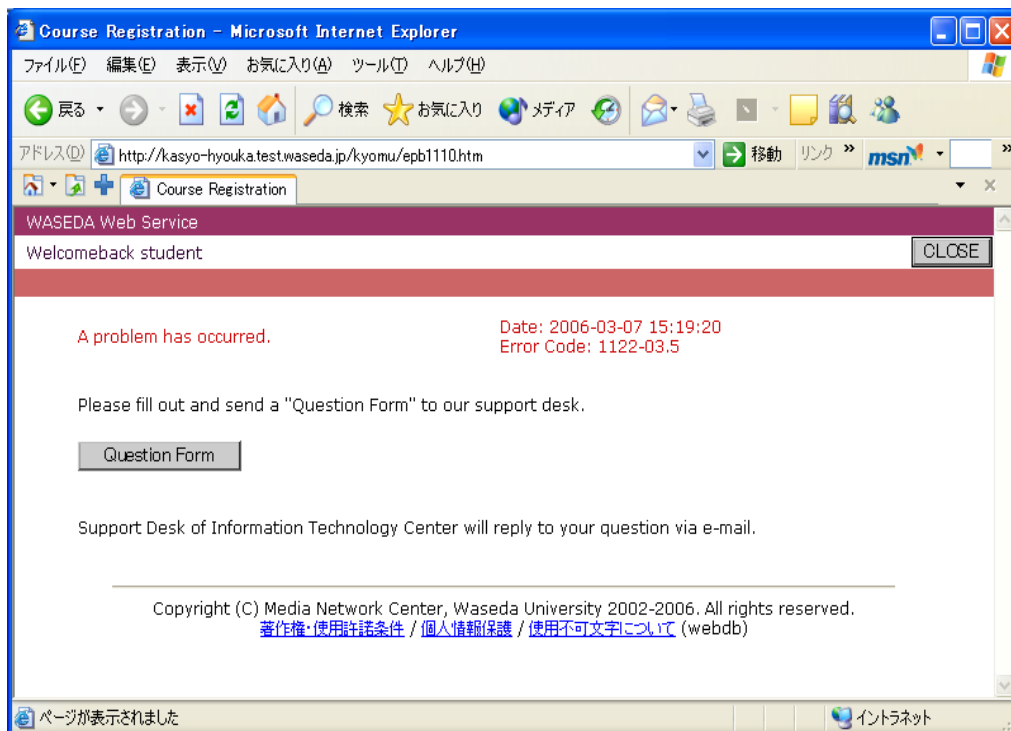
Course Title	Instructor
<a href="#">Introduction to Information Processing 40</a>	MAENO, Joji



## 6. Error Message

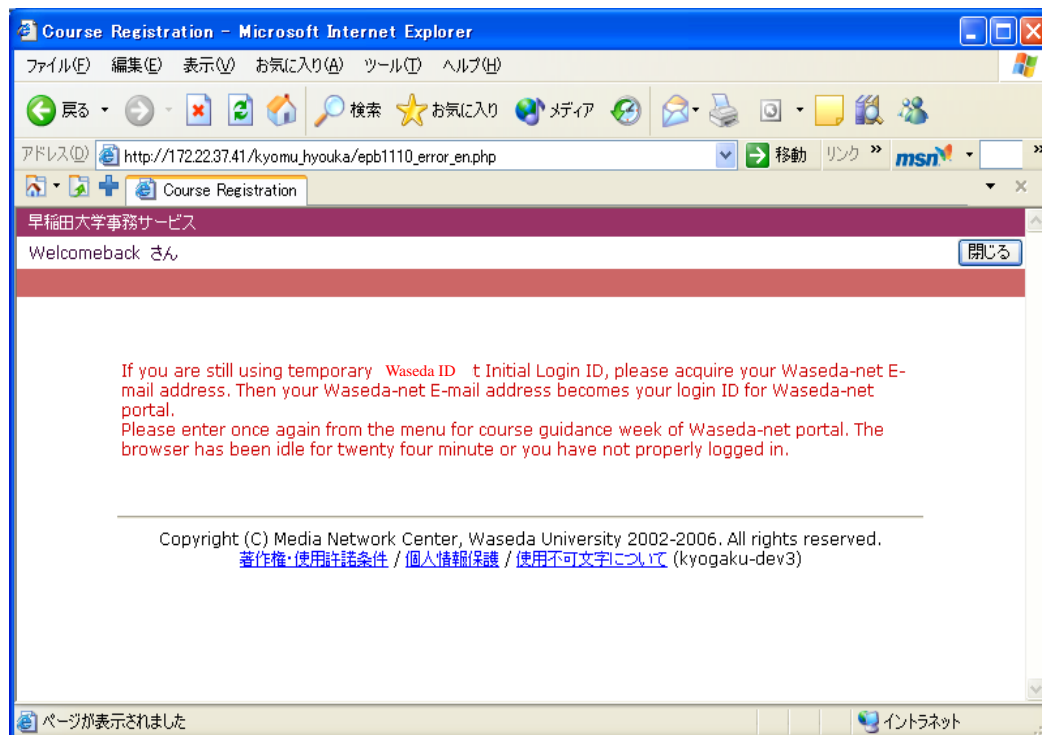
- When service cannot be provided,

If the following message is displayed on the screen, press the "Inquiry form" button, and enter all necessary information.



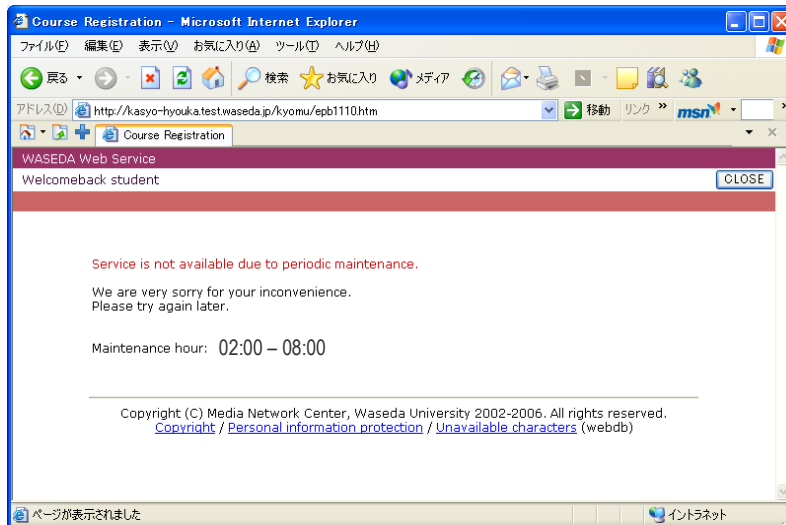
- When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."



- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

During Course Registration: 2:00AM to 8:00AM



- If you press the same button more than once, press the "OK" button and wait until the process finishes.



## 7. Recommended Environment

Please refer to the URL below for the recommended environment of the course registration system.

[http://www.waseda.jp/navi/services/system/sys\\_requirements.html](http://www.waseda.jp/navi/services/system/sys_requirements.html)