

Graduate School of Social Sciences Course Registration Procedures [AY 2021 Fall Semester]

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

[Schedule for Registration]

Courses	Registration Method	Registration Period for Spring Semester
<ul style="list-style-type: none"> • Common Courses, • Open Courses • Japanese Language Courses 	Web registration through MyWaseda	Application period: 1st: September 15(Wed) 9:00 am – September 17 (Fri) 5:00 pm Announcement of Registration Results : September 22 (Wed) 2nd: September 24 (Fri) 9:00 am – September 25 (Sat) 5:00 pm Announcement of Registration Results : September 29 (Wed) 3rd: September 30 (Thu) 9:00 am – October 1 (Fri) 5:00 pm Announcement of Registration Results : October 6 (Wed)
<ul style="list-style-type: none"> • Courses offered by Graduate School of Social Sciences • Courses offered by School of Social Sciences 		Application period: 1st: September 15(Wed) 9:00 am – September 17 (Fri) 5:00 pm Announcement of Registration Results : September 22 (Wed) 3rd: September 30 (Thu) 9:00 am – October 1 (Fri) 5:00 pm Announcement of Registration Results : October 6 (Wed)
<ul style="list-style-type: none"> • Audit Courses at Other Graduate Schools 		Application period: 1st: September 15(Wed) 9:00 am – September 17 (Fri) 5:00 pm Announcement of Registration Results : September 22 (Wed)

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 takes 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 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 offered by Graduate School of Social Sciences**

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) You do not need to submit the "Course Registration Report Form" to the office, as it is only required for your supervisor to check your course registration status.

2. Registering for Audit 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.

1) **Registration Method**

In the case of registering for courses at other graduate schools, please 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 number of 16 credits recognized as counting towards graduation from common courses for graduate students and audit courses at other graduate schools.

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 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.

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.

3) **Classification of Credits (Open Courses and 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 by the English based program at the School of Social Sciences, but **those 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. Course Cancellations

Students can cancel the courses at the Graduate School of Social Sciences during the third registration period (Sept. 30, 9:00 - Oct. 1, 17:00). If you wish to cancel courses, please submit a cancellation request through the course registration screen of MyWaseda during this period.

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