

## Graduate School of Social Sciences Course Registration Procedures [AY 2023 Fall Semester]

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

### [Schedule for Registration]

Courses	Registration Method	Registration Period for Fall Semester
<ul style="list-style-type: none"> <li>• Common Courses</li> <li>• Open Courses</li> <li>• Japanese Language Courses</li> </ul>	Web registration through MyWaseda	<b>Application period:</b> <b>1<sup>st</sup>: September 20(Wed) 9:00 am – 22 (Fri) 5:00 pm</b> Announcement of Registration Results : September 27 (Wed) 8:00 am  <b>2<sup>nd</sup>: September 28(Thu) 9:00 am – 29 (Fri) 5:00 pm</b> Announcement of Registration Results : October 4 (Wed) 8:00 am  <b>3<sup>rd</sup>: October 11(Wed) 9:00 am – 12 (Fri) 5:00 pm</b> Announcement of Registration Results : October 17 (Tue) 8:00 am
<ul style="list-style-type: none"> <li>• Courses offered by Graduate School of Social Sciences</li> <li>• Courses offered by School of Social Sciences</li> </ul>		<b>Application period:</b> <b>1<sup>st</sup>: September 20(Wed) 9:00 am – 22 (Fri) 5:00 pm</b> Announcement of Registration Results : September 27 (Wed) 8:00 am  <b>3<sup>rd</sup>: October 11(Wed) 9:00 am – 12 (Thu) 5:00 pm</b> Announcement of Registration Results : October 17 (Tue) 8:00 am
<ul style="list-style-type: none"> <li>• Audit Courses at Other Graduate Schools</li> </ul>		<b>Application period:</b> <b>1<sup>st</sup>: September 20(Wed) 9:00 am – 22 (Fri) 5:00 pm</b> Announcement of Registration Results : September 27 (Wed) 8:00 am

### 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 ) 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).

## 2) Registering for “Introduction to Academic and Research Integrity”

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.

※“Introduction to Research Ethics (2 credits)” was discontinued in 2021, and its successor, “Introduction to Academic and Research Integrity (1 credit)” has been offered since 2022.

※Please note that the number of credits for “Required Lecture Courses” and “Lecture Courses,” which are the requirements for completion, have been changed for students who were admitted before the academic year 2021 and have not yet completed the “Introduction to Research Ethics”.

### < Master’s Program >

- New enrollees from AY 2023 and Students who have not yet completed “Introduction to Research Ethics” by AY2022 onward must have obtained 1 credits from the Required Lecture Course titled “Introduction to Academic and Research Integrity”. 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 >

- New enrollees from AY 2023 and Students who have not yet completed “Introduction to Research Ethics” by AY2022 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 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.

### Registration Method

In the case of registering for courses at other graduate schools, please register for your desired courses through the course registration screen of MyWaseda.

## 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.

### 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.

## 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. Recognition of Credits Obtained at Other Universities, Graduate Schools, Institution, etc

### Regulation of Credits Recognition

The following table describes the regulation of the recognition of credits obtained before admission and while enrolled though the completion of courses at other universities, graduate schools, and institutes, etc.

#### [Credits that can be recognized as valid towards graduation]

Type		Category	Maximum number of credits that can be recognized		Recognition process		
A	Non-degree courses at the Graduate School of Social Sciences	Credits obtained at this graduate school as a non-degree student prior to admission.	16 credits		The graduate school steering committee shall recognize credits for those courses approved by the student's supervisor upon his or her admission to the graduate school.		
B	Provisionary Enrollment at the Graduate School of Social Sciences	Credits obtained through completion of courses at this graduate school by Provisionary Enrollment System prior to admission.					
C	Other Graduate Schools at Waseda University and Other Universities	Credits obtained at other Waseda graduate schools and other universities (including foreign universities) prior to admission to this graduate school as a regular student or as a non-degree student.			10 credits	10 credits	
D	Study Abroad at Other Graduate Schools or institutions	Credits obtained through overseas study while enrolled at this graduate school.			10 credits		
E	Study at Other Graduate Schools or institutions(Not Waseda University)	Credits obtained at Other Graduate Schools or institutions while enrolled at this graduate school.			10 credits		
F	Common courses for graduate students	Credits obtained through completion of common courses for graduate students and Audit courses for graduate students at Waseda University.					Credits for those courses approved by the student's supervisor upon his or her return to Japan and shall notify the graduate school steering committee thereof.
G	Audit courses for graduate students at other schools of Waseda University						
H	Open courses at other educational institutes	Credits obtained through completion of open courses for graduate student.	No credits may be recognized towards graduation.				
Total			Maximum of 16 credits				

\*Credits obtained from the category A ~F will count towards degree requirement **up to 16 credits**.

\* If registered as non-countable credit, there is no registration limit for courses offered by other graduate school at Waseda

## 6. Course Cancellations

**You can cancel the courses offered by the Graduate School / school of Social Sciences during the third registration period (Oct. 11, 9:00 am - Oct. 12, 5:00 pm).** 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**