

# Graduate School of Social Sciences

## Course Registration Procedures

### [AY 2025 Spring Semester]

Please understand registration schedule and procedure, following the guidance of your supervisor to register courses.

#### 【Schedule for Registration】

Courses	Registration Method	Registration Period for Spring Semester
<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>	Course registration system through MyWaseda	<b>Application period:</b> <b>1<sup>st</sup>: April 1 (Tue) 9:00 am – April 3 (Thu) 5:00 pm</b> Announcement of Registration Results : April 7 (Mon) 7:00 am  <b>3<sup>rd</sup>:April 18 (Fri) 9:00 am – 19 (Sat) 5:00 pm</b> Announcement of Registration Results : April 23 (Wed) 7:00 am
<ul style="list-style-type: none"><li>• Courses offered at other graduate schools</li><li>• Common Courses among Different Graduate Schools (offered by Graduate Schools)</li></ul>		<b>Application period:</b> <b>1<sup>st</sup>:April 1 (Tue) 9:00 am – April 3 (Thu) 5:00 pm</b> Announcement of Registration Results : April 7 (Mon) 7:00 am
<ul style="list-style-type: none"><li>• Common Courses among Different Graduate Schools (offered by GEC)</li><li>• Courses Open to Graduate School Students (offered by GEC)</li><li>• Japanese Language Courses (offered by CJL)</li></ul>		<b>Application period:</b> <b>1<sup>st</sup>: April 1 (Tue) 9:00 am – April 3 (Thu) 5:00 pm</b> Announcement of Registration Results : April 7 (Mon) 7:00 am  <b>2<sup>nd</sup>:April 7 (Mon) 9:00 am – 8 (Tue) 5:00 pm</b> Announcement of Registration Results : April 11 (Fri) 7:00 am  <b>3<sup>rd</sup>: April 18 (Fri) 9:00 am – 19 (Sat) 5:00 pm</b> Announcement of Registration Results : April 23 (Wed) 7:00 am
Spring Semester Classes begin on <u>April 12 (Sat)</u> .		

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

### 1) Registering for Research Guidance • Seminars

As the Research Guidance and Seminars will be registered automatically, you do not need to register by yourself. Please check the results of your registration on the course registration system.

[Note 1] Prior to registering for lecture courses, please make sure that days and times do not overlap with the courses you are automatically registered for (research guidance, seminar courses).

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

### 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 of enroll, the treatment of this course is different.

※“Introduction to Research Ethics (2 credits)” was closed 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>

- Students who enrolled from AY 2022 and students who have not completed "Introduction to Research Ethics" by AY 2021 onward are required to acquire credits for "Introduction to Academic and Research Integrity". Students will be automatically registered for this course in the semester you have enroll. If they do not pass it, they will be automatically registered until they pass it.
- Please keep in mind that this course is graded and will have an effect on your GPA.

### <Doctoral Program>

- Acquiring credits for "Introduction to Academic and Research Integrity" is one of the initial requirements for submitting a doctoral dissertation. Students will be automatically registered for this course in the semester you enroll. If they do not pass it, they will NOT be automatically registered for it afterwards. In that case, please register for the course yourself via the course registration system.
- If you have already passed "Introduction to Research Ethics" or "Introduction to Academic and Research Integrity" in the Master's program at this graduate school or have completed a similar program at another university or other graduate school (In this case, you need to confirm beforehand with the GSSS office whether it is a valid alternative), you may drop it during the 3<sup>rd</sup> registration period by yourself. Please note that cancellation is not possible after the third registration period.

## 3) Registering for Lecture courses offered by Graduate School of Social Sciences

You can register for courses that interest you through the course registration screen of MyWaseda. You do not need to submit the registration form to the office of the Graduate School of Social Sciences. However, it is required to submit the "Course Registration Report Form" to your supervisor for confirmation before starting course registration. Please refer to the "Guidelines for Course Registration Using the Web System".

Note 1) In principle, registration result is not changable. 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. Common Courses among Different Graduate Schools, Courses Open to Graduate School Students, and Japanese Language Courses

### <Common Courses among Different Graduate Schools>

These courses are University-Wide Open Courses for Graduate School Students. These are available since the First Registration Period.

GSSS students are allowed to take up to 16 credits of "common courses for graduate students" as countable credits.

### <Courses Open to Graduate School Students & Japanese Language Courses>

These courses target undergraduate students but are open to Graduate School Students as well.

These courses are taken as optional courses, which means the credits earned do not count towards the completion requirement.

[Note] When taking Japanese Language Courses, tuition fee payment may be required depending on your status at Waseda University. Please refer to the Japanese Language Courses Guidebook on the CJL website; <https://www.waseda.jp/inst/cjl/en/students/registration/download/> .

### Registration Method

Please register for the courses through the course registration system.

## 3. Courses offered at Other Graduate Schools

In addition to Common Courses among Different Graduate Schools, Waseda University may permit certain courses taught at its graduate schools to be taken by students of other graduate schools.

### Registration Method

Please register for the courses through the course registration screen of MyWaseda.

#### 4. 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. Please be noted that **those credits are not counted towards completion.**

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".

[Note] You are not allowed to register for seminars, language courses, and any courses that you have completed as an undergraduate.

#### 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 through 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.				10 credits	
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 course registration shall be recognized.		
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~G 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 may drop courses during the 3<sup>rd</sup> registration period (Apr. 18, 9:00 am to Apr. 19, 5:00 pm)** through the course registration screen of MyWaseda. Course drop out of registration period is not allowed from the perspective of fairness with other students.

[Note] GEC courses that require audit/course enrollment fees CANNOT be dropped as an exception.

## 7.Others

- Please check your application status and registration results on the Web Course Registration page. Since this year, no email confirming your application information or registration results will be sent.
- Please refer to the Web Syllabus for the class schedule for each day of the week and period, as well as the class format (face-to-face/online).

**If you have enquiry on course registration, contact us including your name and student ID (39XXXXXX).**

**The Office of the Graduate School of Social Sciences    E-mail : [gsss-office@list.waseda.jp](mailto:gsss-office@list.waseda.jp)**