

Confirmation Required
Graduate School of Social Sciences
Course Registration Procedures
[AY 2025 Fall Semester]

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

【Schedule for Registration】

Courses	Registration Method	Registration Period
<ul style="list-style-type: none">• Courses offered by Graduate School of Social Sciences• Courses offered by School of Social Sciences	Course registration system through MyWaseda	1st: September 17(Wed) 9:00 am – 19 (Fri) 5:00 pm Announcement of Registration Results : September 25 (Thu) 7:00 am 3rd: October 8(Wed) 9:00 am – 9 (Thu) 5:00 pm Announcement of Registration Results : October 14 (Tue) 7:00 am
<ul style="list-style-type: none">• Courses offered at other graduate schools• Common Courses among Different Graduate Schools (offered by Graduate Schools)		1st: September 17(Wed) 9:00 am – 19 (Fri) 5:00 pm Announcement of Registration Results : September 25 (Thu) 7:00 am
<ul style="list-style-type: none">• Common Courses among Different Graduate Schools (offered by GEC)• Courses Open to Graduate School Students• Japanese Language Courses (offered by CJL)		1st: September 17(Wed) 9:00 am – 19 (Fri) 5:00 pm Announcement of Registration Results : September 25 (Thu) 7:00 am 2nd: September 25(Thu) 9:00 am – 26 (Fri) 5:00 pm Announcement of Registration Results : October 1 (Wed) 7:00 am 3rd: October 8(Wed) 9:00 am – 9 (Thu) 5:00 pm Announcement of Registration Results : October 14 (Tue) 7:00 am
Fall Semester Classes begin on <u>October 2(Thu)</u> .		

[Important] Confirmation by your supervisor is required before registering for courses.

Prior to course registration in each semester, please submit the “[Course Registration Report Form](#)” to your supervisor and get permission based on your research plan.



←Format Link

[Notes]

- If you are unable to contact your supervisor before the 1st course registration starts, please contact the Graduate School of Social Sciences Office as soon as possible. No course additions, changes, or cancellations will be permitted outside of the prescribed period, even if course registration was not completed due to this.
- There is no need to submit the report form to the office, as it is only required for your supervisor to check your course registration status.

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.

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>

- New enrollees from 2025 Fall and students who have not yet completed “Introduction to Academic and Research Integrity” (or “Introduction to Research Ethics”) by 2025 Spring are required to acquire credits for “Introduction to Academic and Research Integrity”. Students will be automatically registered for this course in the semester of enrollment. 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.
- Master students are not allowed to cancel this course.

<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 of enrollment. 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 3rd registration period by yourself. Please note that course drop is not allowed after that.

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] Please make sure that lecture courses do not overlap with the timetable of research guidance/seminars and other courses that are automatically registered.

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. GSSS students are allowed to take up to 16 credits as countable credits.

[Note] Common Courses among Different Graduate Schools offered by other graduate schools are available in the 1st registration period only.

<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/>.

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.

4. Registering for Courses at the School of Social Sciences (Undergraduate-level)

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. 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] Seminars, language courses, and any courses that you have completed as an undergraduate are not available.

5. Recognition of Credits Obtained at Other Universities, Graduate Schools, Institutions

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 completion]

Course Category		Explanation	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 <u>prior to enrollment</u> .	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 <u>prior to enrollment</u> .			
C	Other Graduate Schools at Waseda University and Other Universities	Credits obtained at other Waseda graduate schools and other universities (including foreign universities) <u>prior to enrollment</u> as a regular student or as a non-degree student.			
D	Study Abroad at Other Graduate Schools or institutions	Credits obtained through overseas study while enrolled at this graduate school.			
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.			
F	Common Courses among Different Graduate Schools	Credits obtained through completion of "Common Courses among Different Graduate Schools" and "Courses offered at other graduate schools".	10 credits		The associate dean shall, based on the outcome of the interview with the student, recognize 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 there of.
G	Courses offered at other graduate schools of Waseda University				
H	Courses Open to Graduate School Students	Credits obtained through completion of open courses for graduate student.	<u>No credits may be recognized towards completion.</u>		
Total			Maximum of 16 credits		

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

*Please refer to the "Manual for Course Registration Using the Web System" on the GSSS website for details on how to register as "Countable" or "Non-countable" towards completion.

6.Course Cancellations

During the 3rd registration period (Oct. 8, 9:00 am to Oct. 9, 5:00 pm), you may drop courses confirmed in the 1st and 2nd registration 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.

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