

Confirmation Required
Graduate School of Social Sciences
Course Registration Procedures
[AY 2026 Fall Semester]

🔔 IMPORTANT NOTICE for 2026 Academic Year 🔔

Starting in the 2026 academic year, each course registration period will close at **4:00 p.m.** on its final day.

✅ **From AY 2026: 4:00 PM (16:00)**

❌ **Until AY 2025: 5:00 PM (17:00)**

Please ensure that you complete your course registration well in advance of the deadline. **Late submissions will NOT be accepted.**

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
• Courses offered by Graduate School of Social Sciences • Courses offered by School of Social Sciences	Course registration system through MyWaseda	1st: September 14(Mon) 9:00 am – 16 (Wed) 4:00 pm Announcement of Registration Results : September 24 (Thu) 7:00 am 3rd: October 7(Wed) 9:00 am – 8 (Thu) 4:00 pm Announcement of Registration Results : October 13 (Tue) 7:00 am
• Courses offered at other graduate schools • Common Courses among Different Graduate Schools (offered by Graduate Schools)		1st: September 14(Mon) 9:00 am – 16 (Wed) 4:00pm Announcement of Registration Results : September 24 (Thu) 7:00 am
• Common Courses among Different Graduate Schools (offered by GEC) • Courses Open to Graduate School Students • Japanese Language Courses (offered by CJL)		1st: September 14(Mon) 9:00 am – 16 (Wed) 4:00pm Announcement of Registration Results : September 24 (Thu) 7:00 am 2nd: September 24(Thu) 9:00 am – 25 (Fri) 4:00 pm Announcement of Registration Results : September 30 (Wed) 7:00 am 3rd: October 7(Wed) 9:00 am – 8 (Thu) 4:00 pm Announcement of Registration Results : October 13 (Tue) 7:00 am
Fall Semester Classes begin on <u>October 1(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.

[Important] Web Course Registration System

In principle, all course registrations at the University are conducted using the Web Course Registration System. For procedures such as submitting registration requests and confirming registered courses, please refer to the following Support Anywhere page:

- **WEB Course Registration Procedures**

https://wnpspt.waseda.jp/student_en/supportanywhere/2021/05/10/course-registration-procedure/



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”

From AY 2026, two versions of "Academic and Research Integrity" will be offered: a Japanese-language course and an English-language course.

As a general rule, students enrolling in April will be automatically registered for the Japanese-language course, and students enrolling in September will be automatically registered for the English-language course.

Students who strongly wish to change the class language must contact the Graduate School of Social Sciences Office by **December 13 (Sun)**. Please note that viewing records from the previous class cannot be transferred after a change.

<Master's Program>

- This course is a compulsory required course and will be automatically registered in the enrollment semester. If the credit is not earned, the course will continue to be automatically registered until it is passed. Grades will be reflected in the GPA.

<Doctoral Program>

- Passing this course is one of the mandatory requirements for submission of the doctoral dissertation. If the credit is not earned in the enrollment semester, automatic registration will not continue, and students must register for the course themselves.
- Students who have already passed this course (or its predecessor; "Introduction to Research Ethics") in the Master's Program, or who have completed a similar program at another institution, do not need to take this course again. In such cases, students can cancel the course during the third registration period after confirming with the office.

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

All course registrations, except for research supervision and seminars, must be completed through the Web Course Registration System. Please check the operating procedures on Support Anywhere.

Since enrolled courses are to be decided after consultation with your supervisor regarding your research plan, please submit the “Course Registration Report Form” to your supervisor before registering for courses.

[Notes]

- Please note that lecture courses must not conflict with the timetable for research supervision/seminars that are automatically registered, or with courses offered by other departments.
- This form is submitted solely for the purpose of allowing your supervisor to confirm your course selection; submission to the administrative office is not required.

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/>.

Please check the list of courses for each subject on the Global Education Center's website.

<https://www.waseda.jp/inst/gec/en/graduate/registration/>

3. Courses offered at Other Graduate Schools

This system allows students to enroll in courses that graduate schools permit students from other graduate schools to take.

Credits earned by completing these courses, together with credits earned at other institutions, may be counted toward the credits required for program completion, up to a maximum of 16 credits.

Please check the Global Education Center's website for a list of courses designated as "Courses Offered at Other Graduate Schools."

<https://www.waseda.jp/inst/gec/en/graduate/registration/>

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

For students admitted to the master's program, courses offered by the School of Social Sciences may be taken only when the academic supervisor determines that they are beneficial to the student's research.

Students wishing to enroll in such courses must apply individually through My Waseda. These courses are taken as elective courses (non-degree credits); therefore, credits earned will not be counted toward the credits required for program completion.

Please note that the following courses are not available for enrollment:

- Courses for which enrollment is filled solely by undergraduate students
- Courses offered by the School of Social Sciences that have already been completed in the past (e.g., during undergraduate enrollment)
- Language courses and seminar courses

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 through 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.	10 credits	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 thereof.
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 among Different Graduate Schools	Credits obtained through completion of "Common Courses among Different Graduate Schools" and "Courses offered at other graduate schools".		Credits for those courses approved by the student's supervisor upon his or her course registration shall be recognized.
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

Cancellation of registered courses is permitted only during the third registration period.

Please cancel the course through the Web Course Registration System within the designated period. No additions, changes, or cancellations will be permitted outside the designated periods.

[Notes]

- For information on how to cancel course registration, please refer to Support Anywhere.
- Courses offered by other faculties or locations may also be canceled. However, please note that, as an exception, courses offered by the Global Education Center that require payment of an audit fee/course enrolment fee cannot be canceled.

7.Others

- Please check your registration status and results via the Web Course Registration screen. From AY 2025, notification emails for applications and results will no longer be sent.
- Please check the class schedule and the mode of instruction (in-person/online) on the Web Syllabus.
- Classroom information will be made available on the Web Syllabus and the Web Course Registration screen on the day before the class start date.

For inquiries regarding course registration, please contact the office below, clearly stating your student ID number (392XXXXX) and full name:

Graduate School of Social Sciences Office (Course Registration)

Email:kamoku18@list.waseda.jp