

# **Contemporary Japanese Studies Program**

## **Course Registration Guide 2017 Spring**



This guide contains additional and revised information that complements the 2016 Fall CJSP Course Registration Guide.

School of Social Sciences  
Waseda University

## School of Social Sciences 2017 Schedule

Event			Date	
Spring Semester	Spring Quarter	Spring Semester Begins	April 1 (Sat.)	
		Entrance Ceremony (April Enrollee)	April 1 (Sat.)	
		Spring Semester Classes Begin	April 7 (Fri.)	
		Extra Holidays - No classes	May 1 (Mon.) and May 2 (Tues.)	
		Spring Quarter Classes End	June 8 (Thu.)	
	Summer Quarter	Summer Quarter Classes Begin	June 9(Fri.)	
		Regular Class Day Falling on a National Holiday	July 17 (Mon.)	
		Spring Semester Examination Periods	A	July 21 (Fri.) ~ July 27 (Thu.)
			B	July 28 (Fri.) ~ Aug. 2 (Wed.)
		Examination Spare Day	Aug 3. (Thu.)	
	Spring Semester Classes End	Aug. 3 (Thu.)		
Summer Vacation			Aug. 4 (Fri.) ~ Sept. 20 (Wed.)	
Fall Semester	Fall Quarter	Fall Semester Begins	Sept. 23 (Sat.)	
		Entrance Ceremony (September Enrollee)	Sept. 23 (Sat.)	
		Fall Semester Classes Begin	Sept. 28 (Thu.)	
		Regular Class Day Falling on a National Holiday	Oct. 9 (Mon.)	
		Anniversary of the University Founding - Classes held as usual	Oct. 21 (Sat.)	
		Sports Festival - No classes	Nov. 2 (Thu.)	
		Waseda Festival 2017 - No classes	Nov. 4 (Sat.) and Nov. 5 (Sun.)	
		School of Social Sciences Day (No classes *Only for School of Social Sciences courses)	Nov. 6 (Mon.) and Nov. 7 (Tues.)	
		Regular Class Day Falling on a National Holiday	Nov. 23 (Thu.)	
		Fall Quarter Classes End	Nov. 25 (Sat.)	
	Winter Quarter	Fall Semester (Second Half) Classes Begin	Nov. 26 (Sun.)	
		Winter Vacation	Dec. 23 (Sat.) ~Jan. 5 (Fri.), 2018	
		Extra Holiday – Office is closed	Dec. 28 (Thu.)	
		Fall Semester Examination Periods	A	Jan. 23 (Tues.) ~ Jan. 29 (Mon.)
			B	Jan. 30 (Tues.) ~ Feb. 3 (Sat.)
		Examination Spare Day	Feb. 5 (Mon.)	
		Fall Semester Classes End	Feb. 5 (Mon.)	
Spring Vacation			Feb. 6 (Tues.) ~ March 31 (Sat.)	

### Office Hours:

Monday to Saturday 9:00 am-5:00 pm

- ◆ On Saturdays clerical work is restricted to a minimum. Except in cases of emergency, students are advised to undertake administrative procedures during the weekdays.

Closed on Sundays, National Holidays (excluding National Holidays when classes are held), Extra Holidays, Summer Recess and New Year's Holiday. Please note that during Summer, Winter, and Spring breaks, office hours will vary.

# 2017 Spring CJSP Course Registration Guide

---

## Table of Contents

---

School of Social Sciences 2017 Schedule .....	1
---	---

### **I. Notes on Spring Course Registration**

2017 Spring Semester Course Registration Schedule .....	5
1. Important Points for Spring Semester Course Registration .....	6
2. Important Points on Course Registration on the Web .....	9
(A) <u>Course drop</u> (B) <u>Changing your course category (countable or non-countable)</u>	
3. Courses Outside of the CJSP and Treatment of Credits .....	11
4. Registration Periods for Courses Outside of the CJSP .....	13
5. Payment of Audit/Course Enrollment Fee .....	14
6. Course Registration-related Information .....	15
7. Computer Room Opening Hours .....	16

<b><u>Proxy Form</u></b> .....	17
--------------------------------	----

# **I. Notes on Spring Course Registration**

## 2017 Spring Semester Course Registration Schedule

Date / Time	Place or Method	Event
March 1 (Wed.)	MyWaseda	Announcement of academic results of fall semester
March 1 (Wed.) ~	CJL Course Registration Website	Online application to take the J-CAT Japanese Placement Test (*1)
March 7 (Tues.)~	SSS office	Distribution of new sticker for student ID and necessary documents for spring semester
<b>March 21 (Tues.) 10:00 am ~March 23 (Thu.) 5:00 pm</b>	MyWaseda	<b>1st Course Registration for Spring Semester</b> 1. CJSP courses 2. Center for Japanese Language courses 3. Designated courses of the School of Social Sciences General Program 4. Courses other than designated courses at the School of Social Sciences General Program 5. Other undergraduate schools' open courses <small>only available during this period</small> 6. Global Education Center courses 7. Center for International Education courses 8. Courses related to obtaining a teaching degree
April 7 (Fri.) by 8:00 am	Email only	Announcement of 1st Registration Results
April 7 (Fri.)	Designated Classrooms	Commencement of Spring Semester Classes *Please attend all classes you registered for even if registration is not confirmed.
<b>April 7 (Fri.) 10:00 am ~April 8 (Sat.) 5:00 pm</b>	MyWaseda	<b>2nd Course Registration for Spring Semester</b> 1. CJSP courses 2. Center for Japanese Language courses 3. Designated courses of the School of Social Sciences General Program 4. Courses other than designated courses at the School of Social Sciences General Program 5. Global Education Center courses 6. Center for International Education courses 7. Courses related to obtaining a teaching degree ※ <b>Course drop and category change (both from countable to non-countable and from non-countable to countable) are possible for Center for Japanese Language courses.</b>
April 12 (Wed.) by 8:00 am	Email only	Announcement of the 2nd Registration Results
<b>April 13 (Thu.) 10:00 am ~April 14 (Fri.) 5:00 pm</b>	MyWaseda	<b>3rd Course Registration for Spring Semester</b> 1. CJSP courses 2. Center for Japanese Language courses 3. Designated courses of the School of Social Sciences General Program 4. Courses other than designated courses at the School of Social Sciences General Program 5. Global Education Center courses 6. Center for International Education courses 7. Courses related to obtaining a teaching degree 8. Courses at other undergraduate schools(Tagakubu Cho-ko) <small>only available during this period</small> ※ <b>Course drop and course category change (both from countable to non-countable and from non-countable to countable) are possible for Center for Japanese Language courses.</b> ※ <b>Course drop is possible for CJSP courses and courses offered by SSS.</b> ※ <b>Category change (from countable to non-countable) is possible for courses offered by other undergraduate schools and centers.</b>
April 18 (Tues.) by 8:00 am	Email only	Announcement of the 3rd Registration Results

(\*1) Students wishing to start taking courses of the general program at the School of Social Sciences (courses taught in Japanese) are required to take this test individually and submit the score sheet to the SSS office showing you acquired the J-CAT Level 6 or higher. This should be done before the 1st course registration period.

### Notes:

- 1) Course registration must be carried out individually online through MyWaseda.
- 2) If you are unable to register for your courses online due to unstable internet access or for other reasons, please consult with the School office beforehand.
- 3) 4th year students and above wishing to take courses offered by the Graduate School of Social Sciences can register for courses at the School office during the 1st, 2nd, 3rd registration period.

# 1. Important Points for Spring Semester Course Registration

(1) You must register for courses through MyWaseda during course registration period by yourself.

Please refer to p.44 and beyond of the 2016 Fall Semester Course Registration Guide for details on how to use the registration screen. Note that the following courses will be registered automatically.

“Introduction to Japanese Studies: Advanced” for the 1st year students

“Junior Seminar A1”, “Junior Seminar A2”, or “Junior Seminar B” for the 3rd year students

“Senior Seminar A1”, “Senior Seminar A2”, or “Senior Seminar B” for the 4th year students

(2) Please refer to the 2016 Fall Semester grades, make a study plan and register for courses.

Grades are available on the Menu for “Grades & Course registration” of MyWaseda. Pay attention to the following points when registering:

- There is a number of credits required for graduation and a maximum limit for each course category (See pp.14 and 15 of the 2016 Fall CJSP Course Registration Guide.)
- You are required to obtain at least 8 credits from each category of the Required Electives until graduation.
- There is a credit limit per year and semester (See pp. 29 and 30 of the 2016 Fall CJSP Course Registration Guide)

(3) Please pay attention to the following points and also refer to page 28 of the 2016 Fall CJSP Course Registration Guide.

## ⚠ **Not being able to register online during the set period**

If you are unable to register for your courses online due to no internet access or for other reasons, please have someone register on your behalf. The person acting on your behalf is required to complete a Proxy Form and you must properly inform them of the courses that you wish to register for. (Use the form attached at the end of this guide.) <http://www.waseda.jp/fsss/sss/en/students/registration>

The authorized person must bring the completed proxy form to the School office during the registration period to register for you (registration outside of the specified registration periods will not be accepted.) Be sure to consult with the School office if you have any questions.

## ⚠ **Dropping a course after it was confirmed (Course Drop)**

You can drop (cancel) courses during the 3rd registration period. This applies to courses that were confirmed after the 1st and 2nd registration periods and courses you registered during the 3<sup>rd</sup> registration period. The courses that you can drop are CJSP courses, SSS General Program courses (taught in Japanese), and courses offered by the Center for Japanese Language. For details, please refer to Chapter 11 (8) of the 2016 Fall Semester Course Registration Guide. Please note that CJL courses can also be dropped in the 2nd and 3rd registration period.

## ⚠ **Changing your course category (countable to non-countable)**

Courses are classified into: a) courses that count towards graduation (countable) and b) courses that do not count towards graduation (non-countable). It is possible to change courses from countable to non-countable after confirmation. This applies to courses offered by other undergraduate schools and centers that were confirmed after the 1st and 2nd registration periods. Their category can be changed online during the 3rd registration period through the system and registered as excess credits.

For courses offered by the CJL, it is possible to change a course category from countable to non-countable or from non-countable to countable during the 2nd and the 3rd registration periods.

Please note that once a course has been confirmed after the 3rd registration, the course category cannot be changed back again. For details, please refer to Chapter 11 (9) of the 2016 Fall Course Registration Guide.

## ⚠ **Attending classes for courses before being confirmed**

Classes commence on Friday, April 7. Although not all course registration periods will be finished by this time, please attend classes of the courses that you plan to enroll in during the second and third registration periods.

#### (4) Registering for Required Foreign Language (Japanese)

Information about course registration for the spring semester can be found on the CJL website. Please use the following link for "Course Registration"

<http://www.waseda.jp/cjl/en/regist.html>

Please note that as of the 2017 spring semester, the rules for registering for Required Foreign Language (Japanese) has changed and 1<sup>st</sup> and 2<sup>nd</sup> year students, as well as students who have not completed the required 24 credits, are required to register for Japanese Language Courses as follows:

Level 0	Japanese for "Zero" Beginners (1 credit) and any Japanese Language course (for 5 credits)
Level 1	Comprehensive Japanese 1 (5 credits) and any Japanese Language course (for 1 credit)
Level 2-4	1 Comprehensive Japanese Course (5 credits) and any Japanese Language course (for 1 credit)
Level 5, 6	1 Comprehensive Japanese Course (3 credits) and any Japanese Language course (for 3 credits)
Level 7, 8	Any Japanese Language course (for 6 credits )

In principle, you should register for Japanese courses one level up compared to the fall semester. However, if you could not obtain credits for courses offered by the CJL last semester, we recommend you to register for the same or a lower level. In the event that you and the instructor of Center of Japanese Language find that during the orientation and trial period that the level of courses you are taking is not suitable for you, you can register for courses of higher or lower level in accordance with the advice by the instructor. In this case, please inform the School office.

For some of the easily overenrolled theme courses, enrollment will be determined based on the lottery conducted by the CJL. You can check the first registration results on the Registration Results Notification, which will be sent to you by email by 8:00 am on April 7 (Fri.). If you find the result "Over enrolled" on the course list during the 1st Registration Period, you are required to choose other available courses with open seats by confirming the "Open Seats List at the 2nd Registration" and attend the classes from the first day even if your registration is not confirmed.

#### (Note)

- 1) If you register for more than 6 credits for Required Foreign Language (Japanese) in one semester, the exceeding credits will be counted as Other Courses instead of Required Foreign Language (Japanese). During your years enrolled at Waseda University, only a maximum of 8 credits can be counted under the "Other Courses" category.
- 2) As of the 2017 spring semester, the CJL will only allow students to register for a maximum of 8 credits of Japanese Language courses per semester. This means students who have registered for 6 credits under Required Foreign Language (Japanese) can only register up to 2 credits under Other Courses in one semester.
- 3) 3rd or 4th year students who fail to pass some Japanese Language courses must retake the courses and obtain a passing grade until they fulfill the requirement for graduation, i.e. total of 24 credits of Required Foreign Language.
- 4) Students exempted from taking Required Foreign Language Courses (Japanese) are required to substitute those courses with designated courses taught in Japanese from the School of Social Sciences General Program. For details, please refer to Table 1 in Chapter 7 of your 2016 Fall Semester Course Registration Guide.

(5) Students who want to start taking courses of SSS General Program (taught in Japanese)

In order to start taking courses taught in Japanese at the School of Social Sciences, students need to take the J-CAT Japanese placement test, pass Level 6, and bring the score report to the School office before registering for courses. Regarding how to apply for the test, please refer to the CJL website below:

<https://www.waseda.jp/inst/cjl/en/students/registration/placementtest/>

**<Special measures for CJSP students who take Designated Courses of SSS General Program>**

Even CJSP students who have achieved level 6 or higher on the J-CAT may find it challenging to take courses offered in Japanese. In this regard, instructors of general program courses have kindly agreed to give CJSP students, who have difficulties writing reports in Japanese or writing test answers in Japanese, permission to write reports or answers in English.

For the courses with ○ in the column “英語使用” on the course list, the use of English for writing reports or answers in examinations is permitted. Please note, however, that each course requires the use of Japanese for stating opinions, having discussions, and making presentations in class, etc.

Students are advised to take this information into consideration when choosing courses. Please understand that there are certain courses that cannot take such special measures due to the characteristics of the academic field. For details, please refer to the [List of Designated Courses, SSS General Program (Taught in Japanese) for 2017] from our website <http://www.waseda.jp/fsss/sss/en/students/registration/> .

(6) Students who wish to change to the B Curriculum from the 2017 Spring Semester

1<sup>st</sup> and 2<sup>nd</sup> year students with Japanese proficiency of J-CAT Level 6 or higher may be exempted from having to take the remaining credits of Required Foreign Language (Japanese). They can instead have those credits replaced with Designated Courses at the School of Social Sciences General Program by changing to the “B Curriculum” from the following semester, the 2017 Spring Semester.

Those wishing to change to the B Curriculum must apply for the change at the School office before 5:00 PM on March 9 (Thursday) as announced via e-mail. Upon application, an interview with the Associate Dean will take place. Students who receive permission to change to the B curriculum will then be able to carry out the formal procedures.

(7) Please check the newly offered CJSP courses.

Starting from AY 2017, there are some newly offered CJSP courses. Please check the [AY 2017 CJSP Course List] from our website <http://www.waseda.jp/fsss/sss/en/students/registration/> .

(8) Please check out the information on Academic Categories before course registration.

By earning credits from the designated courses for each category, students may receive a certificate of completion. Credits already earned may also be valid. Students who wish to complete an Academic Category should refer to the guide [Japanese Only] when creating their study plan. For more information, please check out our website <http://www.waseda.jp/fsss/sss/en/students/registration/> .



## 2. Important Points on Course Registration on the Web

### (A) Course drop (Canceling a course after it was confirmed)

Course Drop is only possible for courses offered by the CJL and the School of Social Sciences (CJSP courses and General Program courses) during the registration periods shown below. Please note that it is not possible to drop courses of other undergraduate schools and centers.

#### Possibility of Course Drop

Registration Period	CJL courses	SSS (CJSP and General Program) courses	Courses of other undergraduate schools and centers
2nd	○ Courses registered during 1st registration period	×	×
3rd	○ Courses registered during 1st and 2nd registration period	○ Courses registered during 1st and 2nd registration period	×

Although there is no limit on the number of credits that you can drop, please remember that after the 3rd registration period you will have no more chances to add more courses. If you choose to drop courses, be very careful about required credits and other specific conditions. (It is possible to compensate credits from dropped courses by registering for new courses during the 3rd registration period and courses at other undergraduate schools "Tagakubu Choko").

You can only drop courses you registered for during the 1st and 2nd registration periods of a particular semester.

#### How to drop courses (Web)

##### 1 Dropping a course

Once you drop a registered course, the data is deleted from the system and you cannot re-register for it. Please be careful when dropping courses.

Course Drop

The courses you can drop are shown in a list. Select the courses you want to drop and press the "Drop" button.

When you click the "Drop" button, a confirmation message will appear.

WASEDA Web Service  
Welcomeback

course registration. 2005-02-03 20:00

(1) Course Registration consists of four pages. This is the first page of Course Registration. You can review the class schedule of courses you are currently registered for below.  
(2) To select additional courses use "Course Search." After selecting courses, please click "Course Add" to make changes to the class schedule.  
(3) Click "Course Drop" to the "Course Drop" page.  
(4) Be sure to print a copy of this page for your records.

Current schedule of your school: It's not a time for Course Registration at your school. Please check "Course Registration Schedule" on the right button.

Course Search

Course Add

Course Drop

Tentative Selection course is available on the list. Please click "Course Add" to complete the registration.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
first semester	Mon.	1	MNC	Y1	Introduction to Information Processing /06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection
spring semester	Mon.	4	SILS		English Academic Writing, Level 3 W-33		Nishiwaseda		English III	1	Registered
spring semester	Wed.	1	SILS		Tokyo: Introduction to Urban Anthropology	BERNARD, Rosemarie	Nishiwaseda		Intermediate Subjects	3	Registered

WASEDA Web Service  
Welcomeback

course registration. 2005-02-03 20:00

You may cancel the following courses. If you do not cancel them return to the first page.

List of courses to drop (Drop)

Select the "Check Box" for the course you wish to cancel then click "Drop."

Check Box	Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	first semester	Mon.	1	MNC	Y1	Introduction to Information Processing /06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection

Drop

Center, Waseda University 2002-2005. All rights reserved.  
Information protection / Unavailable characters (webdb)

Microsoft Internet Explorer

Are you sure to cancel the registration?

OK キャンセル

## (B) Category Change (countable or non-countable)

Courses are classified into: a) courses that count towards graduation (countable) and b) courses that do not count towards graduation (non-countable).

Please note that **you cannot change the category of courses offered by the School of Social Sciences**. Category change only applies to courses offered by the CJL, other undergraduate schools and centers as shown below.

### Possibility of Category Change

Registration Period	CJL courses	SSS (CJSP and General Program) courses	Courses of other undergraduate schools and centers
2nd	○ Countable ⇔ Non-Countable	×	×
3rd	○ Countable ⇔ Non-Countable	×	○ Countable ⇒ Non-Countable

For **courses offered by the CJL**, it is possible to change a course category **from countable to non-countable** or **from non-countable to countable** during the **2nd and 3rd registration period**.

For **courses offered by other undergraduate schools and centers**, it is only possible to change a category **from countable to non-countable** during the **3rd registration period**. Please be careful that **once you change the course category of these courses from countable (courses that count towards graduation) to non-countable (courses that do not count towards graduation, i.e. "Excess Credit Courses")**, you cannot change it back again to the original category.

### How to change the course category (Web)

#### 1 Go to the change screen

Click "Course Change" button.



#### 2 Change course category

A list of the courses that can be changed will be displayed. Choose the courses you want to change. Then click the "Change" button.

When you click the "Change" button, a confirmation message will appear.



Click to open the pull-down menu

### 3. Courses Outside of the CJSP and Treatment of Credits

As shown in the table below, the credits acquired from courses offered by other faculties, centers, and universities can be taken as Required Electives (and be counted towards graduation) or as Optional Courses (not counted towards degree requirements).

**【Courses and Credit Categories for Other Faculties, Centers and Universities】**

Host	Course Category			Inclusion Category	Remarks	
Other faculties, centers or universities	University-wide Open Courses	Centers and Schools	Center for International Education Courses	Required Electives	Language Courses are Optional Courses	
			Undergraduate Schools Courses	Required Electives		
		Global Education Center(GEC)	Lecture Courses	Required Electives		
			Theme College Seminar	Required Electives		
			Tutorial English and English for practical purposes	Optional Courses		
			Language Courses (other than English)	Optional Courses		
			Health and Physical Education Courses	Optional Courses		
			Internship Courses	Required Electives	* a	
			Courses at other partner universities	Optional Courses	* b	
	Other courses	Courses at other schools (Tagakubu Choko)	Courses offered in English at the School of International Liberal Studies		Required Electives	Language Courses are Optional Courses
			Courses offered in English at the School of Political Science and Economics		Required Electives	
			Courses offered in English at the School of Commerce		Required Electives	
			Courses at other undergraduate schools		Optional Courses	
		Center for Japanese Language Japanese Courses for International Students		Required Electives *1	* c	
		Courses related to obtaining a teaching certificate		Optional Courses	* d	
		Courses <u>other</u> than the designated courses of the SSS general program.	Open courses offered at the School	Required Electives	* e	
			Other courses at the School ( <u>not including designated courses or open courses</u> )	Optional Courses		
		GSSS	Courses offered at the Graduate School of Social Sciences	GSSS Courses	Optional Courses	* f
				GSSS CJSP Courses	Optional Courses	
Other Univ.	Credit Recognition	Doshisha University		Recognition to be decided upon application contents (Courses with the same title or content as those offered by the CJSP, or courses that are not recognized by the SSS to count towards graduation cannot be recognized.)		
		Study Abroad				

There is a limit on the number of credits that can be counted towards graduation. Please refer to Table A and Table B in chapter 4 of your 2016 Fall Course Registration Guide for details.

\* 1 These courses become optional course for Curriculum B students or students exempted from taking Required Foreign Language (Japanese)

\* a Up to 2 credits are counted towards graduation

\* b There is a set limit on the amount of courses that can be taken. For details please refer to the Registration Guide of University-wide Open Courses, aka "Rishu-Guide" issued by the Global Education Center

\* c For Japanese Language courses, in addition to the 24 required countable credits, you can take a maximum of 8 credits during your time as an CJSP students. Not available to students exempted from taking Required Foreign Language Courses (Japanese)

\* d Students who want to pursue a teaching certificate must obtain excess credits. Please consult with the office of the School of Social Sciences for details

\* e Not applicable for seminars and courses with a fixed number of students. Only for students with Japanese language proficiency of the J-CAT Level 6 or higher on the Center for Japanese Language test.

\* f Provisionary Graduate Enrollment Program: It is possible to take courses at the Graduate School of Social Sciences while being an undergraduate student. In this case, credits will be treated as optional courses, but if you continue your studies at the Graduate School of Social Sciences, credits for such courses may be recognized as valid credits towards graduation of the GSSS. Available only for 4th year students and up and with an annual maximum of 8 credits (10 credits while enrolled at the university).

## Optional Courses

Optional Courses are courses that do not count towards degree requirements. The following courses are treated as Optional Courses.

Corresponding Courses
Optional Courses (that do not count towards graduation) offered by other faculties, centers and universities
Courses offered by other universities with the same name and/or content as those offered by the CJSP
Courses related to obtaining a teaching certificate at the School of Education
Courses that you have registered as "excess credit" courses
From Courses offered at the School of Social Sciences: a) Courses other than Designated Courses (taught in Japanese) at the SSS b) Courses other than open courses offered at the School
Courses offered at the Graduate School of Social Sciences

## 4. Registration of University-wide Open Courses for 2017

This section supersedes the information on p.36 of the 2016 Fall Semester CJSP Course Registration Guide

For details about registration rules and schedules, refer to each reference (websites or guidebooks) as listed below. Refer to the Web Syllabus or Syllabus Book for an explanation of each course

Courses available for registration are indicated with a circle 「○」 mark.

Category	Course		Reference	Timing of Registration					
				Spring Semester			Fall Semester		
				First	Second	Third	First	Second	Third
University-wide Open Courses	Offered by Global Education Center (GEC)	Academic Writing	・ Registration Guide of University-wide Open Courses ・ GEC Website	○	○	○	○	○	○
		Mathematics		○	○	○	○	○	—
		Statistics		○	○	○	○	○	○
		Information		○	○	○	○	○	○
		English (*)		○	○	○	○	○	○
		Language		○	○	○	○	○	○
		Physical Education		○	○	○	○	○	○
		University Studies		○	○	○	○	○	○
		International Education		○	○	○	○	○	○
		Japanese Applied Linguistic		○	○	○	○	○	○
		Internship	WASEDA University Internship Guide (Issued by Career Center)	Apply at Career Center					
		【Partner Universities】f-Campus	University Consortium Manuel*  *GEC Website →Undergraduate Students →→Courses offered at Other Universities	Mar. 27 (Mon) noon ～ Apr. 3 (Mon) 9:30 a.m. →Result announcement starts at 9:30 a.m. on Apr. 4 (Tue) on University Consortium System.			Sep. 1 (Fri) noon ～ Sep. 11 (Mon) 9:30 a.m. → Result announcement starts at 9:30 a.m. on Sep. 12 (Tue) on University Consortium System.		
		【Partner Universities】Musashino Art University Tokyo Kasei University		Mar. 27 (Mon) noon ～ Apr. 3 (Mon) 9:30 a.m. →Result announcement starts at 9:30 a.m. on Apr. 4 (Tue) on University Consortium System.			—	—	—
		【Partner Universities】Universities and Colleges in Kyoto-area		Mar. 27 (Mon) noon ～ Apr. 6 (Thur) 5:00p.m.			—	—	—
		【Partner Universities】Kyushu University		June. 5 (Mon) ～ June 9 (Fri) noon			—	—	—
	Offered by Center for International Education (CIE)		・ Registration Guide of University-wide Open Courses ・ CIE Website	○	○	○	○	○	○
	Offered by Schools / Graduate Schools		・ Registration Guide of University-wide Open Courses ・ Website of each undergraduate school	○	—	—	○	—	—
Courses offered at other undergraduate schools			Website of each undergraduate school	—	—	○	—	—	○
Teacher Qualification and the Relevant Qualification Courses			Teacher-training course guide (Issued by Teacher Education Center)	○	○	○	○	○	○

●"Spring semester" includes: Spring Quarter, Summer Quarter, Summer Intensive Course, An intensive course(spring), Spring and Summer semester, Summer and fall semester, and Summer.

●"Fall semester" includes: Fall Quarter, Winter Quarter, Winter Intensive Course, Spring Intensive Course, An intensive course(fall), and Winter.

\* English courses offered by Global Education Center are available during the following registration period according to lesson group arrangement:

- "General Tutorial English α" (Spring / Fall Quarter Course): 1st Registration only

- Summer Quarter, Winter Quarter, Summer Intensive, and Spring Intensive Courses: until 3rd Registration

**Note** Spring/ fall quarter courses are NOT available for the 3rd registration.

### About registering for courses at the School of International Liberal Studies (SILS)

• Courses available to students from other undergraduate schools will be announced on the SILS website (<https://www.waseda.jp/fire/sils/en/students/registration/>).

Please make sure to check the page prior to the registration.

• **One student can apply for one course only.** In case two or more courses are applied for by one student, only one course will be chosen randomly by the system and be registered. The remaining courses will be denied and an error message will appear.

• **Students need to be a second year or above to apply for an Intermediate course, and a third year or above for an Advanced courses.** Although submission of the English test score is not required, the courses are targeted at the students who have a minimum TOEFL ITP score of 530.

The following section supersedes the information on p.39 of the 2016 Fall CJSP Course Registration Guide.

## 5. Payment of Audit/Course Enrollment Fee



As of the 2017 spring semester, the payment method for Audit/Course Enrollment Fee has changed. For confirmed courses that require the payment of an audit/course enrollment fee, carefully follow the schedule and instructions below to make the required payment.

### (1) Spring Semester Payment Period (For 1st, 2nd and 3rd Registration Period confirmed courses) April 18 (Tues.) ~ April 24 (Mon.) 11:59 PM

\* Payments made outside of the designated periods are not accepted. Payments made on Sundays are also not acceptable.

### (2) Audit/Course Enrollment Fee Payment Method

#### Step 1: Check the payment information e-mail

After the announcement of registration results, a payment information e-mail will be sent to your Waseda Mail address on the first day of the payment period. The e-mail contains important information that is necessary to make the payment so please look at the e-mail carefully. The e-mail should contain the following elements:

#### Sample of payment information e-mail

Sender: [fee-payment@list.waseda.jp](mailto:fee-payment@list.waseda.jp)  
 Subject: 【重要】2017年度●学費登録 聴講料・実験実習の納入について/  
 [Important] Payment of Audit/Course Enrollment Fees for ●● Course Registration in 2017  
 Content: [Payment amount (total), payment deadline, URL of payment method selection screen, important notices, etc...]

**\*Once your Waseda mail inbox is full, you will not be able to receive any more incoming messages. So please keep track of your inbox's capacity.**

#### Step 2: Select and confirm Payment Method

The above mentioned e-mail contains an URL that will take you to the Payment Method Selection screen, please click on the link and chose from one of the following payment methods listed below:

**\*Please note that once a payment method has been confirmed it cannot be changed.**

Payment Method	Explanation	Notes
<b>Convenience store transaction with a payment number</b>	Once your payment number has been issued, please make the payment at your nearest convenience store.  [URL] <a href="http://kb.smbc-fs.co.jp/oshiarai/payment-station/">http://kb.smbc-fs.co.jp/oshiarai/payment-station/</a> *Japanese only	<ul style="list-style-type: none"> <li>You will need to select the convenience store you will be making the payment (once the payment number has been issued, you cannot change convenience stores)</li> <li>Payment by credit card is not allowed</li> <li>Payment over 300,000 JPY is not allowed.</li> </ul>
<b>Pay-easy transaction</b>	Once your payment number has been issued, please make the payment via online banking or at the ATM of a financial institution  [For more information] <a href="http://www.pay-easy.jp/howto/index.html">http://www.pay-easy.jp/howto/index.html</a> *Japanese Only	<ul style="list-style-type: none"> <li>If payment exceeds 100,000 JPY, payment by ATM is not allowed (In the case of cash card payment or online banking, it is allowed).</li> <li>Payment cannot be made at convenience store ATMs</li> </ul>
<b>Credit Card transaction</b>	Make the payment by entering your credit card details in the payment method selections screen	<ul style="list-style-type: none"> <li>Visa and MasterCard only</li> <li>You cannot pay in installments or via rebate payments</li> <li>If the transaction cannot be completed, the screen will return to the payment method selection screen.</li> </ul>



### Step 3: Confirm Payment Procedure and complete payment

After confirming the payment method, a payment procedure information e-mail will be sent to your Waseda Mail address containing instructions on payment procedures. Please follow the listed instructions and complete the payment before the designated deadline. A "Payment Complete" notification will be delivered to your mail box.

\*For those who chose to pay by Credit Card, after finalizing the information entered on the payment screen mentioned in Step 2 above, only the "Payment Complete" notification will be sent to you.

### (3) Important Notices Regarding Payment of Audit/Course Enrollment Fee

- **Payment will not be accepted after the deadline under any circumstances. If payment is not received, you will not only be unable to take the course(s) but your priority in the lottery system for subsequent registrations for courses may be lowered as a result.**
- Please pay the total amount listed in the payment information e-mail sent to you. **Payment of only a part of the required fee is not accepted. Also once payment is completed, it cannot be returned.**
- **Once a payment method has been chosen, it cannot be changed.**
- If you are choosing to pay by Credit Card, please verify the card's credit limit and expiration date beforehand.
- If you registered for "General Tutorial English α/β" in the 1st Registration period, the payment period for those courses is separate and earlier to the payment period of other courses.

## 6. Course Registration-related Information

The following information supersedes the information on p. 42 of the 2016 Fall CJSP Course Registration Guide.

### Contemporary Japanese Studies Program Courses

- 2017 Spring CJSP Course Registration Guide (this guide)
  - 2016 Fall CJSP Course Registration Guide
  - SSS English Website <http://www.waseda.jp/fsss/sss/en/students/registration/>
  - Web Syllabus (Online Syllabus Search System)  
<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>
- To select only CJSP courses from the full list, please enter "CJSP" in the Keyword box.

### Center for Japanese Language Courses

- Center for Japanese Language Website <http://www.waseda.jp/cjl/en/index.html>  
<https://www.waseda.jp/inst/cjl/en/students/registration/>
- 2017 Japanese Language Course Registration Guidebook & Syllabus  
<https://www.waseda.jp/inst/cjl/en/students/registration/>  
(Printed guide books will be available at the SSS office counter)

### University-wide Open Courses and Courses Offered by Other Undergraduate Schools

- Global Education Center Website <http://www.waseda.jp/inst/gec/en/>
- Global Education Center Study Guide, *Registration Guide of University-wide Open Courses*
- Undergraduate School websites, Course Registration Guide, etc

### All Courses

- Web Syllabus (Online Syllabus Search System)  
Waseda University Top> Current Students> Syllabus Search  
<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>
- To select only CJSP courses from the full list, please enter "CJSP" in the Keyword box.

## <Inquiries>

- Please feel free to approach counter staff at the School of Social Sciences Office (3<sup>rd</sup> floor, Building 14) with your inquiries.

Office hours are below.

### The Faculty of Social Sciences Office Opening Hours

Mon-Sat 9:00 am - 5:00 pm

Closed on Sundays, national holidays and extra holidays.  
Open on national holidays when classes are held.

\*On Saturdays, clerical work is restricted to a minimum.

Except in cases of emergency, students are advised to undertake administrative procedures during the weekdays.

- Email inquiries can be sent to: [cjsp@list.waseda.jp](mailto:cjsp@list.waseda.jp)

### Re-issuing your Waseda ID

- Academic Advising Office (also known as "Waseda Portal Office") (1st floor, Building 7)

#### Opening Hours

Mon-Fri 9:00 am - 8:00 pm \* Until 6:00 pm during periods when regular classes are not held

Sat 9:00 am - 6:00 pm \* Closed during periods when regular classes are not held

### Opening hours of individual IT desks during Spring Holiday

<http://www.waseda.jp/navi/e/opentime.html#spring>

### IT Center Help Desk

Please click on 'IT Services' (found in the top menu bar) after logging in to 'MyWaseda' to inquire about system information and services.

## 7. Computer Room Opening Hours

The opening hours for computer rooms can be found from the URL below:

<http://www.waseda.jp/navi/e/room/index.html>

### Computer Room Rules

Please observe the following rules when using the computer rooms:

- 1) Eating, drinking, and smoking are strictly prohibited in the computer rooms. Using the computer rooms for non-educational purposes such as playing computer games is also prohibited.
- 2) The use of mobile phones is not permitted. Please turn off your mobile phone while in the computer rooms.
- 3) Please report any faults with the computer terminals to the TA/SA within the computer room or to the School office.
- 4) Always shut down the computer when leaving your seat.
- 5) Always carry your Student ID Card, as you may be requested to show it while in the computer rooms.

### Logging on to the Computer Terminals

When using a PC located within the computer rooms, you first need to log in using your Waseda mail address ID (xxxx@xxxx.waseda.jp) and password. If you have not obtained your Waseda mail address, please use your initial Waseda log-in ID and password. If you have forgotten your password, please visit the Academic Advising Office (Waseda Portal Office) located on the 1<sup>st</sup> floor, Building 7 to receive a new password.



早稲田大学 ( )  
To Dean of ( )

学部／研究科長 殿  
( ), Waseda University

DATE: 年 YYYY 月 / MM 日 / DD

## 委任状 Proxy Form

学籍番号

Student ID No.

委任者氏名

Applicant's Name

連絡先 (携帯番号等)

Phone No.

								-	
--	--	--	--	--	--	--	--	---	--

▲本学学生の場合のみ (Students Only)

印 Sign/Seal

私は、〔委任理由〕 \_\_\_\_\_ のため、  
〔代理人氏名〕 \_\_\_\_\_ を代理人として  
下記の委任事項についてその手続を委任いたします。なお、委任により手続き上の不備、その他の不利な  
事情が生じた場合は、委任者である私が全ての責任を負うものとします。

Due to the reason of \_\_\_\_\_, I hereby appoint \_\_\_\_\_ to  
act as my proxy and to undertake on my behalf the following procedure. I shall bear full responsibility for any and all  
administrative mishaps or adverse consequences arising from this proxy appointment.

### 【委任者 本人確認書類コピー貼付欄 / Copy of ID】

- ・ 在学生：学生証のコピー
- ・ その他：本人確認書類のコピー  
(運転免許証、パスポート、健康保険証、住民基本台帳カード)
- ・ Student：Photocopy of Student ID card
- ・ Others：Photocopy of ID (e.g. Driver's license, passport, health insurance card, Basic Resident Registration Card.)

※ 貼りつけられない場合は、コピーを添付可。  
\* You may enclose the document if it cannot be pasted  
onto this space.

委任する事項 I authorize my proxy to:  
該当する項目にチェックしてください。

(Please indicate the appropriate box below with a tick.)

<input type="checkbox"/>	各種証明書の発行申請 Request for certificates
<input type="checkbox"/>	その他 (Other) ※下記に手続内容を記入ください。 * Please describe in detail.

### 【代理人記入欄】 【Proxy Information】

私は上記のとおり、代理人として委任された手続を行ないます。  
I shall act as the proxy for the above Applicant and undertake the procedure I have been authorized to perform on his/her behalf.

住所 〒

Address

電話番号

Phone No.

学籍番号

Student ID

代理人氏名

Name of Proxy

(携帯電話 または 自宅)

(Cell or Home)

(本学学生のみ)

(Students Only)

印 sign/seal

(委任者との続柄または関係 : )

Relationship to the Applicant

### 【注意事項】

- 1) 委任により手続き上の不備、その他不利な事情が生じた場合は、委任者が全ての責任を負うものとし、大学及び委任状受付箇所は一切責任を負いません。
- 2) 委任者氏名欄および代理人氏名欄に、署名 (自筆) および捺印 (サイン可) のないものは全て無効になります。
- 3) すべての項目を ペン書き で記入してください。
- 4) 委任者の 本人確認書類のコピー を必ず添付してください。
- 5) 代理人の 本人確認書類 (本学学生の場合は学生証) を必ず持参してください。
- 6) 一つの手続きにつき、1 枚の委任状が必要です。なお、提出された委任状は返却いたしません。

### 【Important】

- 1) The Applicant will bear full responsibility for any and all administrative mishaps or adverse consequences arising from this proxy appointment. In any event, neither the University nor the administrative office processing the procedure in question will be held responsible.
- 2) This document is invalid if the name and seal/sign of BOTH the Applicant and the Proxy are not included.
- 3) Use a pen to complete the entire form.
- 4) A photocopy of the Applicant's ID MUST be included.
- 5) The Proxy MUST present ID. (Student ID card in the case of a student)
- 6) Submit a separate Proxy Form for each instance of proxy appointment. Proxy forms received will not be returned.