

# 2017 Fall

## CJSP Course Registration Guide

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# 2017 Fall Semester Schedule

For the 2017 September Enrollees (Freshmen) Schedule, 2017 Exchange Students Schedule, and 2013-2016 September Enrollees (2nd, 3rd, 4th year students and above) Schedule, please visit our website: (<https://www.waseda.jp/fsss/sss/>).



# **PART I**

## **Course Registration**



# 1. Course Registration Glossary

The following chart contains a list of special terms used when explaining course registration in this guide.

Terms	Explanation
Waseda ID	An ID required for accessing not only MyWaseda, but other various IT services within the University. Make sure to obtain your Waseda ID as it is needed to register for courses.
MyWaseda	A web portal used by the University to distribute a wide range of information relating to student life such as events, cancellation of classes and so on. Can also be used to register for courses, display previous grades, and to use Waseda Mail.
Required Courses	Courses students must take in order to qualify for graduation
Required Electives	Required courses that you can nominate to study.
Prerequisite Courses	Must be completed before undertaking a particular course. Although there are no prerequisite courses in the CJSP, this rule applies to the School of Social Sciences general program (courses taught in Japanese). To register for a course that has the Roman number II in its title, you must first acquire the credits for the course titled with the number I. From AY 2016, students who register and pass "Course Name I" in the spring semester will be automatically registered for the "Course Name II" in the fall semester.
Optional Courses	Not counted towards your degree and not included in the registration credit limit.
Number of Credits Required for Degree	The number of credits that must be obtained in order to receive your degree. Each course category has a required number of credits and you need to fulfill the set requirements in 4 years of study.
Credits Counted for Degree	Credits that are counted towards the number required in order to receive your degree.
Registration Credit Limit	The limit set for the maximum number of credits that you can register for each semester, year, and course category.
Capacity	The number of students allotted to attend a particular course based on factors such as the size of the classroom and the nature of the course.
Lottery	A lottery is held during the registration process when the number of students wishing to undertake a course exceeds the set capacity for the course or allocated classroom size, etc.
Over Enrolled ("Senga")	Over Enrolled ("Senga") refers to not being selected in the lottery and therefore being unable to take your selected course.
List of Available Courses	A list of courses available for registration and the number of students able to register. It can be accessed online at the SSS website. ( <a href="http://www.waseda.jp/fsss/sss/en/students/registration/">http://www.waseda.jp/fsss/sss/en/students/registration/</a> )
Registration Results E-mail Notification	An e-mail sent out after course registration informing the results of that registration.
Other Faculties	This refers to other Undergraduate and Postgraduate Schools, Centers (including Partner Universities) etc. within Waseda other than the School of Social Sciences.
Other Universities	Overseas universities, Doshisha University (student exchange program) ,etc.
University-wide Open Courses	Various courses offered to students of the School of Social Sciences by other Undergraduate Schools and centers such as the Global Education Center, the Center for International Education, and so on.
"Tagakubu Cho-ko" Taking courses at Other Undergraduate Schools	Courses offered by other Undergraduate Schools to outside students with remaining capacity after the Second Course Registration period.
Audit fee / Course Enrollment Fee	A fee that applies to taking / registering for some University-wide Open Courses. Not paying the fee within the specified time frame will result in not only the cancellation of your place in that course but also in a decrease in your level of priority in other lotteries.
Course N@vi	A system designed to support all activities related to teaching staff and students. It can be accessed through the "Class" menu of MyWaseda.
Excess Credits System	The system for registering excess credits enables students to register courses as Optional Courses when they want to register for more credits than permitted by the registration limits for each course category or when they do not want the credits for a course to be counted as graduation credits.

## 2. Flow of Course Registration

### Step 1. Fall semester First Course Registration (online)

You can register for courses online via MyWaseda. It is recommended that you prepare a study plan before registering for classes. During this period, registration is possible for fall semester CJSP courses, courses at the general program of the School of Social Sciences (courses taught in Japanese), as well as courses noted in Chapter 11. 7-(3) **Registration Periods for Courses Outside of the CJSP (Table 3)**. You can register for University-wide Open Courses offered by other undergraduate school during this period only.

\* Please refer to chapters 15 and 16 for information on how to register online.

\* Log on to the system **after** deciding which courses you wish to enroll in.

First registration results will be sent to your Waseda Mail account. After checking your results (e.g.: confirmed, error message, over enrolled (“*sengai*”), etc.), proceed to register for courses in the second registration period as necessary.

### Step 2. Fall semester Second Course Registration (online)

Please register for your courses online in the same way you did during the first registration period. You can apply during this second round for courses that were unconfirmed after the previous registration due to registration error or over enrolled (“*sengai*”) or for courses that were confirmed but do not reach the credit registration limit for each semester.

During the second course registration period, registration is possible for the following courses if spaces are still available after the first course registration: CJSP courses, courses at the general program of the School of Social Sciences (courses taught in Japanese), as well as courses noted in **Table 3** mentioned above. A list of available courses from the School of Social Sciences can be found on “List of Available Courses” on the SSS website.

<http://www.waseda.jp/fsss/sss/en/students/registration/>



**Only courses offered by the Center for Japanese Language (CJL courses) can be dropped or changed during the 2nd and 3rd registration period as shown below.**

#### Possibility of Category Change and Course Drop

	Registration Period	CJL courses	SSS (CJSP and General Program) courses	Courses of other undergraduate schools and centers
Category Change	2nd	○ Countable ⇔ Non-Countable	×	×
	3rd	○ Countable ⇔ Non-Countable	×	○ Countable ⇒ Non-Countable
Course Drop	2nd	○ Courses registered during 1st registration period	×	×
	3rd	○ Courses registered during 1st and 2nd registration period	○ Courses registered during 1st and 2nd registration period	×

(Notes) Countable: Courses that count towards graduation

Non-Countable: Courses that do not count towards graduation



You cannot register for a course that is stated as an error in the first registration results e-mail. Classes will commence during the second registration period. So please attend classes for courses that you have registered for during the second registration period even if they are yet to be confirmed.

Second registration results will be sent to your Waseda Mail account. After checking your results (e.g. confirmed, error message, “over enrolled”, etc.), proceed to register for courses in the third registration period as necessary.



### Step 3. Fall semester Third Course Registration and Taking Courses at Other Schools

#### Registration (“*Tagakubu Cho-ko*”) (online)

During the Third Course Registration period, you can apply for courses that were unconfirmed after the previous registration due to a registration error or over enrolled (“*Sengai*”), or for courses that were confirmed but do not surpass the credit registration limit for the fall semester.

Also during the Third Course Registration period, registration is possible for the following courses if spaces are still available after the Second Course Registration: CJSP courses, courses at the general program of the School of Social Sciences (courses taught in Japanese), as well as courses listed in **Table 3** mentioned before.

At the same time, registration for Courses at Other Schools (*Tagakubu Cho-ko*) is accepted only during this period. For this, it is necessary to obtain the approval of the school you intend to register for and there must also be spaces available after the second registration. Please be aware that for certain courses, schedule and registration methods will differ for each school. For a capacity chart of courses, please check the SSS website for a capacity chart:

<http://www.waseda.jp/fsss/ssss/en/students/registration/>



You cannot register for a course that is stated as an error in the Second Course Registration results e-mail. Please attend classes for courses that you have registered for during the third registration period, even if they have yet to be confirmed.



**Course drop and category change (from countable to non-countable and from non-countable to countable) are possible for the CJL courses.**

**Course drop is possible for CJSP courses and the general program courses offered by the SSS.**

**Category change from countable to non-countable is possible for courses of other undergraduate schools and centers.**

Third Course Registration results will be sent to your Waseda Mail account. Your fall semester class timetable will be confirmed with the results of the Third Course Registration. Please double check all of your confirmed courses.



For confirmed courses that require payment of an audit fee/course enrollment fee, please refer to Chapter 12.

#### Spring Semester Registration

Similar to fall semester registration, First, Second and Third Course Registration periods will take place in the spring. Registration can be made for School of Social Sciences courses, University-wide Open Courses, as well as courses offered by other faculties.

Details about how and when to register will be announced via the SSS website and on the notice board in mid-March.

<http://www.waseda.jp/fsss/ssss/en/students/registration/>

### 3. What to Know BEFORE Registering for Your Courses

#### (1) Evaluation of Grades

Grades are released at the end of each semester (March and September), and are awarded based on the following criteria. For more information on the evaluation of grades, refer to the "School Study Guide".

Points	100～90	89～80	79～70	69～60	59～0
Online Grade Report *1	A+	A	B	C	F・G*3
Transcript of Academic Record *2					Not recorded
Result	Pass				Fail

\*1 Online Grade Reports are released at the end of each semester on MyWaseda.

\*2 A formal document detailing all of your grades which can be used when searching for employment, etc.

\*3 In the CJSP, there is no difference between F and G grades. Both are treated as failed marks.

#### (2) Duration of Courses

There are two types of courses that are held during official class periods determined by the School Calendar. The first are courses that run for the Fall Semester (September to February) or Spring Semester (April to August) only (Semester-long Courses), and the second are courses that run over the entire school year for both semesters (Year-long Courses). In addition, special intensive classes are offered during vacation periods (Winter, Spring and Summer Vacations). With the exception of a portion of courses (First Semester Summer Courses and Summer Intensive Courses), the majority of courses held by the School of Social Sciences are "Semester-long". Language courses are worth 1 credit, and lecture and seminar courses are worth 2 credits (for courses held 1 period / week) or 4 credits (for courses held 2 periods / week).

#### (3) Student Year Specific Courses

There are courses set for specific student years. For example, some courses can only be taken by first year students and above, some can be taken by second or third year students and above, other courses can be taken by first year students only and so on. Be sure to check the target student year for each course before registering.

#### (4) Number of Years of Attendance

At Waseda University it is not possible to repeat a year. Regardless of the amount of credits you have obtained, for each year studied you will progress to the next school year. Generally speaking, graduation occurs after 4 years of study but when you have yet to obtain the required amount of credits to graduate, you will continue to be enrolled as an "*enchousei*" (a student of 5th year and above). However, *enchousei* must graduate within 8 years. Keep in mind that leave of absence or study abroad periods will not be included in the number of school attendance years.

However, study abroad periods can be included in your number of attendance years due to the recognition of credits obtained during those periods. In this case, you will still be able to graduate in 4 years.

#### (5) Class Timetable

Classes at University are 90 minutes in length each. Please refer to the chart below for more details.

1st Period	2nd Period	Break	3rd Period	4th Period	5th Period	6th Period	7th Period
9:00 am~ 10:30 am	10:40 am~ 12:10 pm	12:10 pm~ 1:00 pm	1:00 pm~ 2:30 pm	2:45 pm~ 4:15 pm	4:30 pm~ 6:00 pm	6:15 pm~ 7:45 pm	7:55 pm~ 9:25 pm

## 4. Curriculum and Graduation Requirements

### (1) Curriculum Overview

To graduate from the CJSP you must obtain passing grades and acquire the prescribed 124 credits. The CJSP curriculum consists of required courses, required electives, and other related courses. Required courses are multidisciplinary research and Japanese language courses.



As noted in the Tables on the following two pages, there are (A) students who are required to take Required Foreign Language Courses (Japanese) and (B) students who are exempted from taking these courses. The maximum number of credits that count for graduation in each area differs, so please be careful when taking these courses.

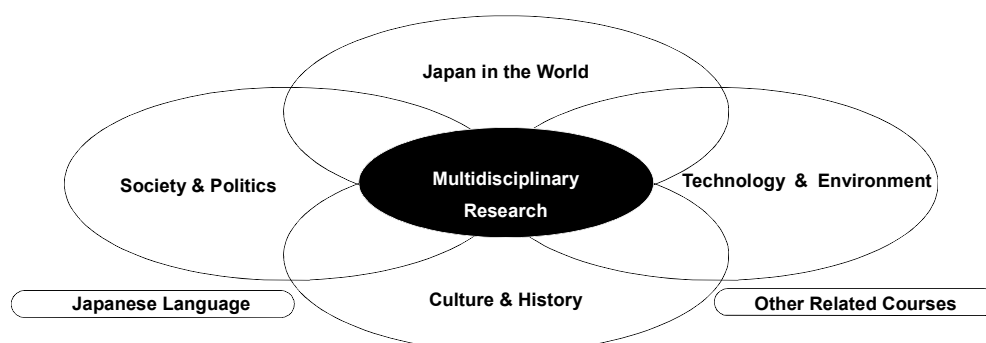
Required electives are divided into four course categories as shown in the chart below: Japan in the World, Culture and History, Society and Politics, and Technology and Environment.

Students with the required level of Japanese language proficiency may also take designated courses in Japanese offered by the general program of the School of Social Sciences. These courses can also count towards graduation requirements.

Other related courses include those offered through the Global Education Center, other faculties at Waseda University and study abroad programs at overseas universities.

The Contemporary Japanese Studies Program is an English-based degree program. Students who complete the required number of credits (124) are awarded a Bachelor of Arts in Social Sciences.

#### Contemporary Japanese Studies Program



- ◆ As noted in the table on the following pages, the prescribed number of credits determined for each category is fulfilled by taking courses and obtaining credits.
- ◆ The minimum number of credits that must be obtained from each of the four categories of Required Electives is 8 credits.
- ◆ The maximum number of credits you are able to count towards your degree for “Readings in...” courses (under “Required Electives”) is 8 credits.
- ◆ Substituting courses in the four categories with designated courses from the general program of the School of Social Sciences (classes taught in Japanese) is also possible. Please refer to chapter 7 of this guide for details.

## (2) Number of Credits Required for Degree

To graduate from the CJSP, students must obtain 124 prescribed credits as noted in the table below.

**Table of Credit Requirements for Graduation**

[Table A]

(A) Normal Curriculum					Number of credits required for graduation	
For students required to take Required Foreign Language Courses (Japanese)						
Required Courses	Multidisciplinary Research	Introduction to Japanese Studies		4	8*a	16
		Seminar	Junior	4		
			Senior	4		
		Graduation Thesis		4		
	Required Foreign Language Courses (Japanese) (Comprehensive Japanese or Japanese for “Zero” Beginners + any Japanese Language Course)			24		
Required Electives	Japan in the World		8～	“Readings in...” Courses: Maximum 8	84	
	Culture and History		8～			
	Society and Politics		8～			
	Technology and Environment		8～			
	Designated courses at the School of Social Sciences (Table 1) *b		0～36	Credits totaling the four sections in the gray area on the left: Maximum 36		
Other Courses	Courses at other faculties and centers in Waseda	Courses offered by: Global Education Center・Other Schools・Other Centers (Table 2)	0～18			
		Japanese (Center for Japanese Language)	0～8			
		Other universities (study abroad)	Recognized credits for study abroad	0～18		
					Total	124

\*a As a general rule, students must choose between taking seminar A1, A2, or B. However, with the permission of their seminar supervisor it is possible to register for and have a maximum of four credits of CJSP seminars count towards graduation in the following cases:

- 1) Students wishing to graduate in four years who have obtained credits while attending a study abroad program
- 2) Students wishing to graduate in three and a half years and whose eligibility to do so has been confirmed

\*b For students required to take Japanese language courses, it is possible to have Required Electives substituted with designated courses from the general program of the School of Social Sciences. Refer to Table 1 in chapter 7 (This will be possible only for students who have improved their Japanese language skills equivalent to the J-CAT Level 6 or higher and are able to attend classes fully in Japanese).

◆ From the sections marked in gray, a maximum of 36 credits can be counted towards graduation requirements. However, the following conditions apply and limits the number of credits that can be counted in each course category:

- Designated courses from the general program at the School of Social Sciences: 36 credits.  
【See Table 1 in chapter 7】
- University-wide Open Courses and Courses at Other Schools (*Tagakubu Cho-ko*): 18 credits (a maximum of 2 credits can be obtained from internship courses). 【See Table 2 in chapter 9】
- Japanese courses for international students (in addition to the 24 credits required for Japanese language) : 8 credits
- Recognized credits for study abroad courses: 18 credits

Students who already possess Japanese language abilities equivalent to the Japanese Placement Test J-CAT Level 6 or higher and are recognized as not having to undergo further Japanese language instruction prior to entering the CJSP, can replace Required Foreign Language Courses (Japanese) with designated courses from the general

program of the School of Social Sciences (classes taught in Japanese). This is called “Curriculum for Students Exempted from Taking Required Foreign Language Courses (Japanese)”. In this case, a total of 24 credits can be obtained from courses taught in Japanese (students can take 6 credits per semester across four semesters following admission to our university). Based on the results of the placement test, students can choose the curriculum that exempts them from taking Required Foreign Language Courses (Japanese). This choice can be made at the time of course registration during the 1st semester after admission to our university.

On the other hand, if a student has the Japanese language ability but feels insecure about choosing from the start the curriculum for students exempted from taking Required Foreign Language Courses (Japanese), he or she can choose the normal curriculum and take the required Japanese language courses. As the student assesses the development of his/her language abilities and gains confidence, that student can change to the curriculum that exempts them from taking the required Japanese language courses. Depending on each individual's progress, the change can take place only once at any of the timeframes noted in the table below.

Schedule for Changing Curriculum	Requirements after Change
After the end of the 1st semester (Before the start of the spring semester of the 1st year)	Obtaining the remaining 18 credits from designated courses of the general program
After the end of the 2nd semester (Before the start of the fall semester of the 2nd year)	Obtaining the remaining 12 credits from designated courses of the general program
After the end of the 3rd semester (Before the start of the spring semester of the 2nd year)	Obtaining the remaining 6 credits from designated courses of the general program

However, please note that if you change curriculums the limit for the number of credits for each course category (shown in gray below) changes as well, and a part of the credits the student obtained may not be counted towards graduation. Therefore, you are advised to check carefully all conditions and requirements before making a decision. Curriculum changes during enrollment are permitted only upon the student's application. Upon application, an interview with the Associate Dean will take place. Students who receive permission to change curriculum will then be able to carry out the necessary procedures. For more information, please contact the school office.

[Table B]

(B) Curriculum for Students Exempted from Taking Required Foreign Language Courses (Japanese)					Number of credits required for graduation		
Required Courses	Multidisciplinary Research	Introduction to Japanese Studies		4		8*c	16
		Seminar	Junior	4			
			Senior	4			
		Graduation Thesis		4			
	Designated courses taught in Japanese at the School of Social Sciences (Table 1) in substitution for required Japanese *d				24		
Required Electives	Japan in the World		8~		“Readings in...” Courses: Maximum 8	84	
	Culture and History		8~				
	Society and Politics		8~				
	Technology and Environment		8~				
	Designated courses at the School of Social Sciences (Table 1)		0~12		Credits totaling the three sections in the gray area on the left: Maximum 36		
Other Courses	Courses at other faculties and centers in Waseda	Courses offered by: Global Education Center・Other Schools・Other centers (Table 2)		0~18			
	Other universities (study abroad)	Recognized credits for study abroad		0~18			
Total							124

\*c As a general rule, students must choose between taking seminar A1, A2, or B. However, with the permission of their seminar supervisor it is possible to register for and have a maximum of four credits of CJSP seminars count towards graduation in the following cases:

- 1) Students wishing to graduate in four years who have obtained credits while attending a study abroad program.
- 2) Students wishing to graduate in three and a half years and whose eligibility to do so has been confirmed

\*d 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.

◆ From the sections marked in gray, a maximum of 36 credits can be counted towards graduation requirements. However, the following conditions apply which limits the number of credits that can be counted in each course category:

- Designated courses from the general program at the School of Social Sciences: 12 credits (in addition to the 24 credits substituting the required Japanese language courses). 【See Table 1 in chapter 7】
- University-wide Open Courses and Courses at Other Schools (*Tagakubu Cho-ko*): 18 credits (a maximum of 2 credits can be obtained from internship courses). 【See Table 2 in chapter 9】
- Japanese courses for international students cannot be changed into courses that count for graduation.
- Recognized credits for study abroad courses: 18 credits

## 5. Required Courses

The table below shows the CJSP Required Courses and the set number of credits needed for graduation. The basic study plan per semester appears on the right side of the chart.

					Study Schedule by Semesters							
Course Categories		Required Credits	Course Title	Credits	1st year Fall	1st year Spring	2nd year Fall	2nd year Spring	3rd year Fall	3rd year Spring	4th year Fall	4th year Spring
Multidisciplinary Research	Intro. To Japanese Studies	4	Introduction to Japanese Studies: Basic	2	2							
			Introduction to Japanese Studies: Advanced	2		2						
	Seminar*	8	Junior Seminar A1, A2, or B Fall	2				2				
			Junior Seminar A1, A2, or B Spring	2					2			
			Senior Seminar A1, A2, or B Fall	2						2		
			Senior Seminar A1, A2, or B Spring	2								2
	Graduation Thesis	4	Graduation Thesis	4								4
Required Foreign Language Course (by Japanese)	Japanese Language Course (by CJL)	24	Level 0 = ZB x 1 + AC x 5	6	6							
			Level 1-4 = CJ x 5 + AC x 1	6		6						
			Level 5,6 = CJ x 3 + AC x 3	6			6					
			Level 7,8 = AC x 6	6				6				

ZB = Japanese for "Zero" Beginners, CJ = Comprehensive Japanese Course, AC = Any Japanese Language Course

\*As a general rule, students must choose between Seminar A1 (Social Sciences), Seminar A2 (Social Sciences), or Seminar B (Humanities). See the section (3) of this chapter for details.

### (1) Introduction to Japanese Studies (1st-year)

Introduction to Japanese Studies courses are required courses for CJSP students.

- You will be registered automatically for these courses.
- You are required to obtain a total of 4 credits. 2 credits from the Basic (Fall) and and 2 credits from Advanced (Spring) course.
- Students failing these courses are required to take them again the following year.

### Introduction to Japanese Studies: Basic

This course is a required course for students enrolled in the Contemporary Japanese Studies Program. Through lectures, discussions, and reports, students will examine the historical background and the key institutions that underlie the formation of Japanese society today. Students will also learn critical reading and research methods in the field of Japanese studies.

### Introduction to Japanese Studies: Advanced

This spring course focuses on some of the major issues in contemporary Japan, such as corporations, the environment, social minorities, and popular culture. Students will read primary sources to further their understanding of Japanese society. They are also expected to contribute to class discussions and make short presentations.

## (2) Required Foreign Language Courses (Japanese) (1st and 2nd year)

As a general rule, all students in the Contemporary Japanese Studies Program must undertake Japanese language study as required courses totaling 24 credits. Freshmen and 2nd year students, as well as students who have not completed the required 24 credits, are required to register for 6 credits of required Japanese language courses for each semester.

According to the results of the J-CAT online Japanese Placement Test, freshmen are recommended to register for Japanese language courses in the following manner.

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 )

However, if you and the instructor of the Center for Japanese Language find 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 a higher or lower level in accordance with the advice by the instructor. In this case, please inform the school office of the situation.

For some of the oversubscribed theme courses, enrollment will be determined based on a lottery conducted by the CJL. If you find the result "Over enrolled" on your course list during the 1st Course Registration, 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.

For details, please refer to the Center for Japanese Language website: <https://www.waseda.jp/inst/cjl/en/>

From the following semester, in principle, you should register for the Japanese Language Courses one level higher than the previous semester. However, if you could not obtain credits for courses offered by the CJL this semester, we recommend that you to register for the same or lower level next semester.

(Note)

- 1) If you register for more than 6 credits of Required Foreign Language Courses (Japanese) in one semester, the exceeding credits will be counted as “Other Courses” instead of “Required Foreign Language (Japanese)” (Up to 8 credits will counted towards graduation during enrolled years.)
- 2) 3rd, 4th year students, or above who fail to pass some Japanese Language courses must retake the courses and obtain a passing grade until they fulfill the requirement for graduation (total of 24 credits of Required Foreign Language).
- 3) 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.
- 4) Students are not allowed to register for Japanese language courses that are far below the level they have been designated even if they have not taken the level before.

## (3) Seminars (3rd-year and above)

Students are required to take Junior Seminars during the fall and spring semesters of their third year as well as Senior Seminars during the fall and spring semesters of the fourth year. Seminars A1 and A2 belong to the Social Science group while Seminar B belongs to the Humanities group.

In principle, students will be automatically registered for seminars in the following order:

Junior Fall → Junior Spring → Senior Fall → Senior Spring

As a general rule, students must choose between seminar A1, A2, or B. However, students wishing to graduate in



four years who have obtained credits while attending a study abroad program etc. may substitute the seminars they belong to with other CJSP seminars, for a maximum of 4 credits. However, they must first receive permission from their seminar supervisors to do so.

#### **(4) Graduation Thesis (4th-year)**

The 4 credits for graduation thesis is acquired by completing a thesis under the guidance of a supervisor and obtaining passing marks.

## 6. Required Electives

### (1) The Four Categories

Required Electives are made up of four categories:

Japan in the World, Culture and History, Society and Politics, and Technology and Environment.

At least 8 credits must be obtained from each of these four categories.

### (2) “Readings in...” Courses

The maximum number of credits that can be counted towards degree requirements from Required Electives “Readings in...” courses (e.g. Readings in Culture and History (Fall)) is 8 credits and any courses taken over 8 credits will be treated as Optional Courses. For your convenience, all “Readings in...” courses have been highlighted below.

#### Japan in the World

Readings in Japan in the World (Fall)

Readings in Japan in the World (Spring)

Development Assistance by Japan: ODA and NGOs

Global Food Security: Climate Change, Food, and Agriculture

Global Food Security: Demand and Supply Challenges

International Cooperation

Japan and Peacebuilding: Asian Policies

Japan and Peacebuilding: UN Policies

Japan and World War II: Historical Controversies

Japan in East Asia: Contemporary Social Issues

Japan in East Asia: Basic Studies

Japanese Trade and East Asian Community

Migration and Social Change in East Asia

On Identity: A Socio-political Analysis

Postwar Japan-US Relations

War and Japan

#### Culture and History

Readings in Culture and History (Fall)

Readings in Culture and History (Spring)

A Cultural History of Tea

History of Modern Japan: From Edo to the Present (Spring)

History of Modern Japan: From Edo to the Present (Fall)

Industrialization in Historical Perspective

Intercultural Communication

Japanese Cultural History: 1600 to the Present

Japanese Cultural History: Ancient Times to 1600

Japanese Literature: Classical

Japanese Literature: Modern

Japanese Patterns of Communication

Western Images of Japan: Early 20th Century to the Present

Western Images of Japan: Mid 16th Century to Late 19th Century

Women in Modern Japan: Contemporary Japanese Women

Women in Modern Japan: Outside Encounters and Early Changes

## Society and Politics

Readings in Society and Politics (Fall)  
Readings in Society and Politics (Spring)  
Civil Society and the Role of Non-Profit Organizations  
Contemporary Japanese Foreign Policy  
Contemporary Political Analysis (Japan)  
Contemporary Social Affairs 1  
Contemporary Social Affairs 2  
Economic Development of Modern Japan  
Game Theory  
Human Capital Development  
Introduction to Comparative Law C  
Introduction to Comparative Law D  
Introduction to Economics  
Japan in the Age of Globalization  
Law in Japanese Society (Spring)  
Macroeconomics A 01  
Mathematics for Political Economy 01  
Mechanism Design  
Microeconomics A 01  
Political Process 01  
Politics in Modern Japan  
Public Administration 01  
Public Finance in Japan Today  
Social History 1  
Social History 2  
Social Issues in Modern Japan  
The Japanese of the 20th Century : Work, Culture, and Society  
The Japanese of the 20th Century: The Immigrant Experience  
The Legislative Process  
Trans-Pacific Perspectives on Race, Ethnicity, and Migration  
Trans-Pacific Perspectives on Work, Culture, and Society  
Understanding the Japanese Economy: Macroeconomic Perspectives  
Understanding the Japanese Economy: Microeconomic Perspectives

## Technology and Environment

Readings in Japanese Technology and Environment (Fall)  
Readings in Japanese Technology and Environment (Spring)  
Comparative Economic Systems  
Economic, Social and Environmental Sustainability  
Environment and Development  
Environmental Law in Japan  
Housing and Community Development  
Media and Society in Modern Japan (Fall)  
Media and Society in Modern Japan (Spring)  
Media in Japan : History of Japanese Media  
Science and Technology in Japan (Fall)  
Science and Technology in Japan (Spring)  
Social Design  
Sustainability in Social Systems  
Theory of Community Development  
Urban Environment for Children  
Urban History of Tokyo  
Urban Studies

## 7. Designated Courses, School of Social Sciences General Program (Taught in Japanese)

Students from the Contemporary Japanese Studies Program who meet the stipulated level of Japanese language proficiency (equivalent to Level 6 or higher) are able to take the following courses offered by the School of Social Sciences and have the credits obtained from those courses count towards degree requirements. There are two possible cases for taking these courses:

1. Students exempted from taking Required Foreign Language Courses (Japanese) can replace them with courses from the list below (The maximum number of credits that can be counted is 24 credits)
2. In the case of taking courses from Table 1 as a substitution for required elective courses:
  - (A) Students taking Required Foreign Language Courses (Japanese) who meet the prescribed level of Japanese language proficiency are able to take courses from the list below (Max. of 36 countable credits)
  - (B) Students exempted from taking Required Foreign Language Courses (Japanese) can take these courses in addition to those recognized as a replacement for Japanese language courses (Max. of 12 countable credits).

In principle, these courses require the use of Japanese for stating opinions, having discussions, and making presentations in class. However, some courses allow the use of English for writing reports or answers in examinations. For more information, please refer to “the List of the Designated Courses, SSS General Program (Taught in Japanese)” on the school website.

(<http://www.waseda.jp/fsss/sss/en/students/registration/>)

**Table 1 【List of designated Courses, School of Social Sciences General Program (Taught in Japanese)】**

CJSPにおける分野	科目名	配当年次	単位数
Japan in the World 世界の中の日本	国際関係論	1年以上	2
	国際関係論入門	1年以上	2
	地誌	1年以上	2
	平和学 I	1年以上	2
	歴史学(アジア史) 1	1年以上	2
	歴史学(アジア史) 2	1年以上	2
	歴史学(日中間関係史) 1	1年以上	2
	歴史学(日中間関係史) 2	1年以上	2
	平和学 II-1(平和と戦争)	2年以上	2
	平和学 II-2(貧困・格差・人権・環境と平和)	2年以上	2
	国際開発制度論	3年以上	2
	太平洋地域海洋国家研究	3年以上	2
	第三世界論	3年以上	2
	中国研究 1	3年以上	2
	中国研究 2	3年以上	2
Culture and History 文化と歴史	異文化コミュニケーション論	1年以上	2
	漢字文化圏論 1	1年以上	2
	漢字文化圏論 2	1年以上	2
	言語表現論 1	1年以上	2
	言語表現論 2	1年以上	2
	社会問題の社会学 1	1年以上	2
	社会問題の社会学 2	1年以上	2
	哲学総論	1年以上	2
	日本史概論 1	1年以上	2
	日本史概論 2	1年以上	2
	日本文化論	1年以上	2
	倫理学 1	1年以上	2
	倫理学 2	1年以上	2
	歴史学(ヨーロッパ史) 1	1年以上	2
	歴史学(ヨーロッパ史) 2	1年以上	2
	歴史学(日本史) 1	1年以上	2
	歴史学(日本史) 2	1年以上	2
	日本文化研究	2年以上	2
	社会科学総合研究(近代化の比較研究) 1	3年以上	2
	社会科学総合研究(近代化の比較研究) 2	3年以上	2
Society and Politics 社会と政治	法制文明論 1	3年以上	2
	法制文明論 2	3年以上	2
	マーケティング入門	1年以上	2
	経営学入門	1年以上	2
	経済学入門 1[ミクロ経済学]	1年以上	2
	経済学入門 2[マクロ経済学]	1年以上	2
	経済社会学 I	1年以上	2
	憲法 I	1年以上	2
	現代家族論 1	1年以上	2
	現代家族論 2	1年以上	2
	現代地方自治論	1年以上	2
	公法入門(国家と法)	1年以上	2
	国際法 I	1年以上	2
	私法入門(市民と法)	1年以上	2
	社会科学の基礎	1年以上	2
	社会科学入門	1年以上	2
	社会調査の基礎	1年以上	2
	政治学入門	1年以上	2
	政治分析	1年以上	2
	政治分析の基礎	1年以上	2
	戦後重大犯罪と刑事法	1年以上	2
CJSPにおける分野	科目名	配当年次	単位数
Society and Politics 社会と政治	選挙制度論	1年以上	2
	統計解析の基礎	1年以上	2
	日本政治史 I	1年以上	2
	日本政治史 II	1年以上	2
	経営科学 1	2年以上	4
	経済社会学 II	2年以上	2
	憲法 II	2年以上	2
	行政学 I	2年以上	2
	行政学 II	2年以上	2
	国際経営論 1	2年以上	2
	国際経営論 2	2年以上	2
	産業構造論	2年以上	2
	産業社会学 I	2年以上	2
	産業社会学 II	2年以上	2
	産業組織論	3年以上	4
	社会学の思想と理論	2年以上	2
	中小企業論 I	2年以上	2
	中小企業論 II	2年以上	2
	企業財務論	3年以上	4
	経営科学 2	3年以上	4
Technology and Environment 技術と環境	経営戦略 1	3年以上	2
	経営戦略 2	3年以上	2
	国際法 2	3年以上	2
	社会科学総合研究(市民活動と自治体—市民社会の可能性) 1	3年以上	2
	社会科学総合研究(市民活動と自治体—市民社会の可能性) 2	3年以上	2
	社会保障法 I	3年以上	2
	社会保障法 II	3年以上	2
	情報政治論	3年以上	2
	日本の労働経済	3年以上	2
	法情報学 1[インターネットと法]	3年以上	2
	法情報学 2[メディアと法]	3年以上	2
	立法過程論	3年以上	2
	流通論 I	3年以上	2
	流通論 II	3年以上	2
	科学思想史 1	1年以上	2
	科学思想史 2	1年以上	2
	環境社会学 1	1年以上	2
	環境社会学 2	1年以上	2
	環境表現論 I	1年以上	2
	自然科学概論 1	1年以上	2
	自然科学概論 2	1年以上	2
	自然地理学 I	1年以上	2
	自然地理学 II	1年以上	2
	社会デザイン論入門	1年以上	2
	生態学 1	1年以上	2
	生態学 2	1年以上	2
	生命科学 1	1年以上	2
	生命科学 2	1年以上	2
	保全生物学	1年以上	2
	環境表現論 II	2年以上	2
	公共事業論	2年以上	2
	環境の産業連関分析	3年以上	2
	地球環境論	3年以上	4

## 8. Academic Categories (Specialized Research)

Since its establishment, the School of Social Sciences has advocated the integration of the social sciences together with a multidisciplinary approach. This approach means not merely accepting knowledge or techniques, but the most important premise that students are allowed the responsibility of designing their own study plan according to their own academic interest.

In order to support each student's study plan, our school has prepared two different curriculum groups composed of two different points of view. Students are encouraged to enroll in these curriculum groups by their third year and are strongly recommended to challenge themselves by engaging with at least one field, but, ideally, as many fields as possible.

### (1) Academic Approaches

One of the distinctive features of the School of Social Sciences is its multidisciplinary approach. Although it may seem paradoxical, it is important to achieve systematic learning in the traditional academic fields in order to fully comprehend this multidisciplinary approach. This field group provides a curriculum group that aims for such an approach.

**Political Science**  
**Economics**  
**Legal Mind**  
**Business Administration**  
**Cultures in Global Society**

### (2) Themes & Subjects

The goal of the curriculum groups is to approach the issues of contemporary society and Japanese identity in the context of global society through a subject base. By developing a multifaceted approach to requisite issues, students can transcend the framework of traditional academic fields.

**Law and Economics**  
**Social Design**  
**Sustainability Study**  
**Japanese Society and Public Policies**  
**Peace Studies**  
**Japanese History and Culture**  
**American Studies**

### (3) Notes on Completion of an Academic Category

- For the completion of most Academic Categories, CJSP students are required to earn at least 2 credits from prescribed courses of the General Program taught in Japanese. Therefore, only students with Japanese proficiency equivalent to J-CAT level 6 or higher or CJSP students currently enrolled in the B curriculum (Curriculum for Students Exempted from Taking Required Foreign Language (Japanese)) can meet the credit requirements. \*Some Academic categories do not require students to take general program courses taught in Japanese.
- For more details and a complete list, please consult with the school office or refer to the following webpage:  
<http://www.waseda.jp/fsss/sss/en/students/registration/>

## 9. Courses Offered at Other Faculties, Centers and Universities and Treatment of Credits

### (1) Overview

Waseda University offers a large number of courses that are open to all students regardless of their major or year in school. In addition to the regular curricula set independently by each undergraduate school, all students have the option of registering for those courses and having those credits count towards graduation in accordance with the regulation of their respective undergraduate schools. See the following pages for detailed information about each course category and the treatment of credits.

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

**Table 2 【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 (not including designated courses or open courses)	Optional Courses	
		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	
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 for details.

- \* 1 These courses become optional courses 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 for 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 Additional to the 24 required credits you can take a maximum of 8 credits. Not available for 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 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 on 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 to 4th year students and above and with an annual maximum of 8 credits (10 credits while attending 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 (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 SSS
Courses offered at the Graduate School of Social Sciences

## (2) Explanation on Courses at Other Faculties, Centers and Universities

### 1) Other Faculties and Centers

#### A. University-wide Open Courses

Waseda University offers a large number of courses that are open to all students regardless of their major in school. Generally referred to as "University-wide Open Courses," these are comprised of courses in various fields provided by the Global Education Center (GEC), the Center for International Education (CIE), the undergraduate and graduate schools, partner universities, and other institutions.

All students have the option of registration in University-wide Open Courses, in addition to the regular curriculums set independently by each undergraduate school. Students who do register and receive credit for these courses can apply them towards their credits for graduation in accordance with the regulations established by their undergraduate school.

University-wide Open Courses present opportunities to go beyond the boundaries of one's own undergraduate field of study by allowing students to enjoy the almost limitless array of choices that only a comprehensive university of Waseda's size can offer, and by giving students the freedom to choose how to expand one's possibilities while experiencing the joys of learning. Though most courses are taught in Japanese, some are taught in English. You can find the language in which courses are conducted at the Web syllabus page.

(<https://www.wsl.waseda.jp/syllabus/JAA101.php?plng=en>)

In the School of Social Sciences, the treatment of credits obtained from University-wide Open Courses is designated based on Table 2 【Courses and Credits Categories for Other Faculties, Centers, and Universities】 in Chapter 9.

Note that, until 2012, courses with the same or similar name to courses established in the CJSP were treated as

Optional Courses. However, from 2013 onward, they will be treated as Required Electives.

### Departments Offering University-wide Open Courses and How to Get Related Information

Information	Course, Syllabus, Registration	Class & Examination
Courses offered by:		
<b>Schools / Graduate Schools</b>	<ul style="list-style-type: none"> <li>• Website of the department (school, center, etc.) offering the course</li> <li>• Syllabus System (web)</li> <li>• <i>Registration Guide of University-wide Open Courses</i></li> </ul>	<ul style="list-style-type: none"> <li>• Website of the department (school, center, etc.) offering the course</li> <li>• Official notice board of the department (school, center, etc.) offering the course</li> </ul>
<b>Global Education Center (GEC)</b>		
<b>Center for International Education (CIE)</b>		
<b>Partner Universities</b> (For sophomore and above, some courses allow freshmen registration)	<ul style="list-style-type: none"> <li>• Website of the Global Education Center</li> <li>• BBS for University Consortium (<i>Tadaigaku Kouryuu System</i>)(*1) found on MyWaseda.</li> </ul>	Website of the university offering the course (*2)

< Attention >

As to how the credits earned by CJSP students through the University-wide Open Courses will be handled, please refer to the Table 2 in chapter 9 【Courses and Credits Categories for Other Faculties, Centers, and Universities】.

\*1 This site is provided as a one-stop site to search for and register for other universities' courses. For access information, refer to the *Registration Guide of University-wide Open Courses*.

\*2 Website URLs of participating universities can be found in the *Registration Guide of University-wide Open Courses*.

### a) University-wide Open Courses Offered at Other Undergraduate Schools

Each undergraduate school offers courses to students from other undergraduate schools. Although the kind and number of courses offered differs within each faculty, all of them offer a part of their courses as University-wide Open Courses to students from other undergraduate schools.

### b) Global Education Center (GEC) (URL: <http://www.waseda.jp/inst/gec/en/>)

The Global Education Center (GEC) offers a tremendous variety of courses, open to all students on subjects that go beyond the boundaries of each student's specializations and majors.

As for the skills required of college students, the GEC provides academic writing courses ("Academic Writing" etc.), mathematic courses ("Introduction to University Mathematics alpha (Interest Rate)", etc.), statistic courses ("Statistics Literacy alpha", etc.), information courses ("Information Expression via PC and Network", etc.), English courses ("General Tutorial English", etc.), international courses ("Gateway to Studying Abroad", etc.), and Japanese education courses ("Japanese Education (Basic)", etc.), all of which is the foundations of every academic field.

Moreover, the GEC has had courses in rare languages that are rarely offered or not taught at other universities and a diverse number of distinctive sports training and athletics programs ("Rugby," "Kyudo – Japanese Archery" etc.).

In the group of courses called "University studies", many of these courses put emphasis on problem solving and hands-on experience is provided. These courses consist of trainings and workshops conducted inside and outside Japan in collaboration with corporations and other institutions.

Besides offering such courses, the GEC provides opportunities to pursue a "University-wide Minor". In addition to one's major course of study, students can focus on other academic fields as a "Minor" through a systematic approach that aims to reinforce their major, add a second string to their bow, and gives students access to other applicable areas of their major. Students who complete their Minor will receive a "Minor Certificate" issued by the University on their graduation.



### **c) Center for International Education (CIE)** (URL: <http://www.waseda.jp/inst/cie/en/>)

As a center responsible for the promotion of the international education programs, the Center for International Education (CIE) offers unique courses to undergraduate students in addition to providing services and assistance to international students studying at Waseda and Waseda students intending to study abroad. The courses offered by the CIE includes those that can be taken at host universities as a part of their study abroad programs such as short-term study abroad programs focusing on language learning, theme research, or cross-cultural experiences; programs that can be taken with international students during the summer session at Waseda; and “International Japanese Studies” courses taught by professors invited from overseas universities.

Moreover, the CIE offers the “Global Leadership Fellows Program (GLFP)” (<http://www2.cie-waseda.jp/glp/en/>), which seeks to develop true global leaders who can respect diverse values, in cooperation with prestigious U.S. universities. 10 to 15 students are selected to participate in this long-term study abroad program every year. The “Global Leadership Studies (GLS)”, is a University-wide Minor and closely related to the GLFP. The objective of the GLS is to have students develop the skills necessary for them to become leaders in the future international community through designated courses.

Registration for a short-term study abroad program, or “Foreign Language and Cultural Training Program”, is conducted in both the spring and summer terms. With this option, students who cannot commit to a long-term study abroad program will be able to have the opportunity to experience a short-term program while also earning credits.

### **d) Courses offered at academic partner universities**

(URL: [http://www.waseda.jp/inst/gec/undergraduate/other\\_univ/](http://www.waseda.jp/inst/gec/undergraduate/other_univ/) (Japanese Only))

University-wide Open Courses are offered by Waseda University and participating universities based on academic agreements. A large portion of these courses highlight the unique academic offerings of each university, giving students a wide selection of choices. In most of the courses provided by other universities, it is a prerequisite that students be at least in their sophomore year (some courses do allow freshmen registration). In accordance with the regulations of the Contemporary Japanese Studies Program, these courses are treated as Optional Courses (non-countable for graduation).

## **B. Other Courses**

### **a) Courses at Other Undergraduate Schools (*Tagakubu Cho-ko*)**

The *Tagakubu Cho-ko* program offers enrollment in each Waseda University undergraduate school to students of other undergraduate schools. Courses open in other undergraduate schools must satisfy the following two conditions.

- 1) That the student obtains permission from the target school to take the desired course
- 2) That the course has room for more students after completion of the Second Course Registration period.

Credits obtained through courses conducted in English at all undergraduate schools are recognized as valid credits towards graduation. However, courses offered by other schools and conducted in Japanese are treated as Optional Courses (non-countable for graduation).

### **b) Courses Other than the Designated Courses (Taught in Japanese) at the School of Social Sciences General Program**

Other than the designated courses taught in Japanese at the School of Social Sciences General Program, there are open courses and other courses offered at the School as well. Credits obtained from open courses are treated as countable for graduation, but credits from other courses are treated as non-countable for graduation.

Please note that taking courses at the School of Social Sciences general program is available only to students who meet the required level of Japanese language proficiency (equivalent to the J-CAT Level 6 or higher).

### **c) Courses at the Graduate School of Social Sciences (Provisionary Graduate Enrollment Program)**

The School of Social Sciences and the Graduate School of Social Sciences have established the Provisionary Graduate Enrollment Program. Taking courses at the Graduate School of Social Sciences is possible through this system. With permission of an instructor, it is possible for 4th year students and above to take a maximum of 8 credits per year and a maximum of 10 credits while being enrolled from courses taught at the Graduate School of Social Sciences (Contemporary Japanese Studies Program and general program). The credits, although treated as optional courses (not counted towards graduation) from the School of Social Sciences, can be recognized as valid credits for graduation at the graduate level if the student chooses to advance to the Graduate School of Social Sciences. In this case, and with permission from the supervisor, a maximum number of 10 credits can be recognized.

## **2) Other Universities**

### **a) Doshisha University Student Exchange Program**

This is a domestic student exchange program. Every year, approximately 15 students from all undergraduate schools take part in an exchange program with Doshisha University in Kyoto. Credits obtained while studying at Doshisha University can be reviewed after the program has ended and can be counted towards graduation from the School of Social Sciences.

#### **Program Overview**

- (A) The program targets students who are second-year or higher as of April 1 of the exchange year.
- (B) The exchange period is one year (from April to March of the following year) or one semester (April 1 to September 20 for the Spring Semester or September 21 to March 31 for the Fall Semester)
- (C) Students may freely choose any undergraduate school or major at Doshisha University, regardless of their undergraduate school or major at Waseda University.
- (D) Credits obtained at Doshisha University are recognized in accordance with the standards of the Waseda University School of Social Sciences.
- (E) Exchange students pay college tuition fees to Waseda University, and are exempted from paying the Doshisha University tuition fees. Any incidental expenses required for class work at Doshisha University are to be borne by the student.

### **b) Study Abroad Programs** (URL: <http://www.waseda.jp/inst/cie/en/from-waseda/abroad>)

**(Exchange programs, Customized Study programs, Double Degree programs, Departmental Agreement Based Exchange programs, Privately Financed Study Abroad)**

These programs offer a one year or one semester abroad program at a foreign universities or equivalent institutions of higher education. Credits obtained while studying abroad at foreign universities can be reviewed (through checks on the syllabus, texts, notes used, and via interviews) for recognition towards graduation on application by the student after his or her return to Waseda.

For recognition of credits obtained during study abroad, please consult with the Office of the School of Social Sciences. Details about each of these programs can be found on the Center for International Education website.

## 10. Important Points to Remember When Registering

### **⌚ 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.

### **⌚ Using the online course registration system**

An error screen may be displayed when the number of users at any given time exceeds service capacity. To enable all students to register in a timely manner, please decide which courses you will register for before logging on to the system.

Directly before registration deadlines, you may not be able to successfully log on to the system and register for your courses due to the large number of users trying to log on at the same time. For this reason, please allow plenty of time when registering. Please take personal responsibility when registering as any excuses in the delay of course registration will not be accepted.



For more details about online course registration, see Chapters 15 and 16 of this guide.

### **⌚ Registration methods and result confirmation**

Course registration at Waseda University is performed online via MyWaseda. For this reason, students must first obtain a Waseda ID. If you have yet to receive an ID or have forgotten your password, please visit the Waseda Portal Office (or Academic Advising Office, 1st floor, Building 7) and complete the necessary procedure. The results of each registration will be sent to your Waseda Mail account. If your e-mail account has reached storage capacity, you will not be able to receive these important notifications. During registration periods, make sure that you can always receive new e-mails by deleting unnecessary messages from your account and staying under storage capacity.

### **⌚ 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 Course Registration and courses you registered for during the 3rd Course Registration.

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). Please note that CJL courses can be dropped in the 2nd and 3rd Course Registration period,

### **⌚ Changing your course category (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). 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 Course Registration periods. Their category can be changed online during the 3rd Course 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 Course Registration periods.

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

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

Classes commence on Thursday, September 28. 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 Course Registration periods.

## 11. Rules for Registration

There are various rules regarding course registration. Read the following rules carefully to avoid making errors during course registration.

### (1) Credit Limits (Credits that count towards graduation)

There is a limit to the number of credits that you can register for. If you register for credits exceeding this number an error will occur. Be sure to adjust the number of credits you register for and apply for courses within the credit limit.

If you register for credits exceeding the credit limit for any of the course categories without registering it as excess credits [shown at (3) of this chapter] and an error occurs for a course offered at a department other than the School of Social Sciences, **that course will automatically be registered as an excess credit course whether you intended to or not.**

Courses that are automatically registered as excess credit courses cannot be cancelled, switched with courses that count for graduation, or be changed back to be treated as courses required for graduation. Therefore, **if you wish to earn more credits than permitted in any category make sure to register them as excess credits.**

#### Credit Limit Per Year and Semester

1st, 2nd, and 3rd Year		4th year and above	
Year Total		Year Total	
40 credits		48 credits	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
24 credits	24 credits	28 credits	28 credits

Please notice that the number of credits you can register for during a school year is limited. For example, if in the fall semester of the first year you register for 24 credits, in the following spring semester you will only be able to register for 16 credits even if for some reason you did not pass all of the 24 credits. So please be very careful when registering for courses. In order to obtain the required number of credits to graduate in 4 years (124 credits) you must acquire an average of 31 credits per year.

### CJSP Course Categories and Credit Registration Limit

Course Classification	Notes	Registration Limit	
Required Foreign Language (Japanese)	The registration limit for each semester until the end of the second school year is 6 credits. For third year students and above, the limit is set by the number of credits that were not passed until the end of the second year.	24 credits	
"Readings in..." Courses	Although it is possible to register credits exceeding the limit as excess credits, in the case of courses exceeding the fixed limit and that were not registered as excess credits, some course(s) will be automatically deleted.	8 credits	
Designated Courses at the School of Social Sciences		36 credits	A maximum of 36 credits totaling the five areas on the left.
Courses at Other Faculties and Centers		18 credits	
Internship Courses		2 credits	
Japanese (Elective)		8 credits	
Other Universities (Study Abroad)	The limit set for study abroad credits.	18 credits	

## Course Categories and Credit Registration Limit for Students Exempted from Taking Required Foreign Language Courses (Japanese)

Course Classification	Notes	Registration Limit	
Designated Courses for Substitution of Required Japanese	The registration limit for each semester until the end of the second school year is 6 credits. For third year students and above, the limit is set by the number of credits that were not passed until the end of the second year.	24 credits	
“Readings in...” Courses	Although it is possible to register for credits exceeding the limit as excess credits, in the case of courses exceeding the fixed limit and were not registered as excess credits, some course(s) will be automatically deleted.	8 credits	
Designated Courses at the School of Social Sciences		12 credits	A maximum of 36 credits totaling the four areas on the left.
Courses at Other Faculties and Centers		18 credits	
Internship Courses		2 credits	
Other Universities (Study Abroad)		18 credits	

### (2) Previously Studied Courses

You cannot register for courses that you have already obtained credit for. Some courses may appear different due to a new course name or class format, but are treated as the same course. An “already acquired” error will be displayed and you will not be able to register for the course. Please check which courses you have previously taken by using MyWaseda etc., and do not apply for the corresponding courses.

### (3) System for Registering Excess Credits

The system for registering excess credits enables students to register courses as Optional Courses. This is for students who want to register for more credits than permitted by the registration limits for each course category [shown at (1) of this chapter] or when they do not want the credits for a course to be counted as graduation credits.

Excess credit courses are registered as Optional Courses and the obtained credits will not be counted as graduation credits.

Please note that once you apply for excess credits and the course is registered as an excess credit course it cannot be changed back.

#### (a) Courses that are not eligible

In principle, Introduction to Japanese Studies, Seminars, and Graduation Thesis cannot be registered as excess credit courses. However, in the following cases, special measures on registering for seminars as excess credit courses shall be taken.

- For students who extend enrollment due to a shortfall in credits including credits from Graduation Thesis, the supplementary seminar courses shall be registered automatically as excess credits.
- For students who extend enrollment due to a shortfall in credits excluding credits from Graduation Thesis, the registration for seminar courses may be accepted upon request.

#### (b) Order of priority when an enrollment lottery becomes necessary

When an enrollment lottery becomes necessary for a course you are registering as an excess credit course (only courses offered by the School of Social Sciences), students registering for the course in order to fulfill graduation requirements will have priority.

#### (c) Cases when it is necessary to apply for excess credits

- When registering for more credits than permitted for a category (refer to (1) of this chapter).
- When you do not want certain credits to be counted as required credits for graduation.

### Examples

- Students wishing to take Designated Courses from the School of Social Sciences General Program (Courses taught in Japanese) that exceed the limit (While enrolled : 36 credits / For students exempted from taking Required Foreign Language Courses (Japanese) : 12 credits)
- Students exceeding the credit limit for courses from other faculties and centers (Limit is 18 credits)
- When you want to register for more than the annual limit : 40 credits (48 credits for fourth-year students or above)
- Students who want to take “Readings in...” courses and exceed the limit (Limit is 8 credits)

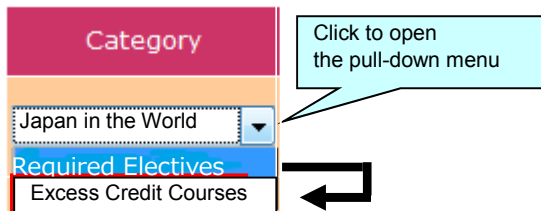
### (d) If you do not register for certain courses as excess credits but exceed the set credit limit

If you registered for more credits than the credit limit and do not register some courses as excess credits, the credits obtained from courses taken at other faculties or centers will be automatically registered as excess credits in order to avoid an error.

This may result in some of the credits that you intended to count as graduation credits to become non-countable excess credits. Be sure to register any courses that will exceed the credit limit as excess credits when registering for courses online

### (e) How to register for excess credits

When registering for courses online, the “Category” for courses that can be taken as an excess credit course can be changed. If you are registering for excess credits, a classification such as “Required Elective” will be the initial setting. Please change this to “Excess Credit Courses”.

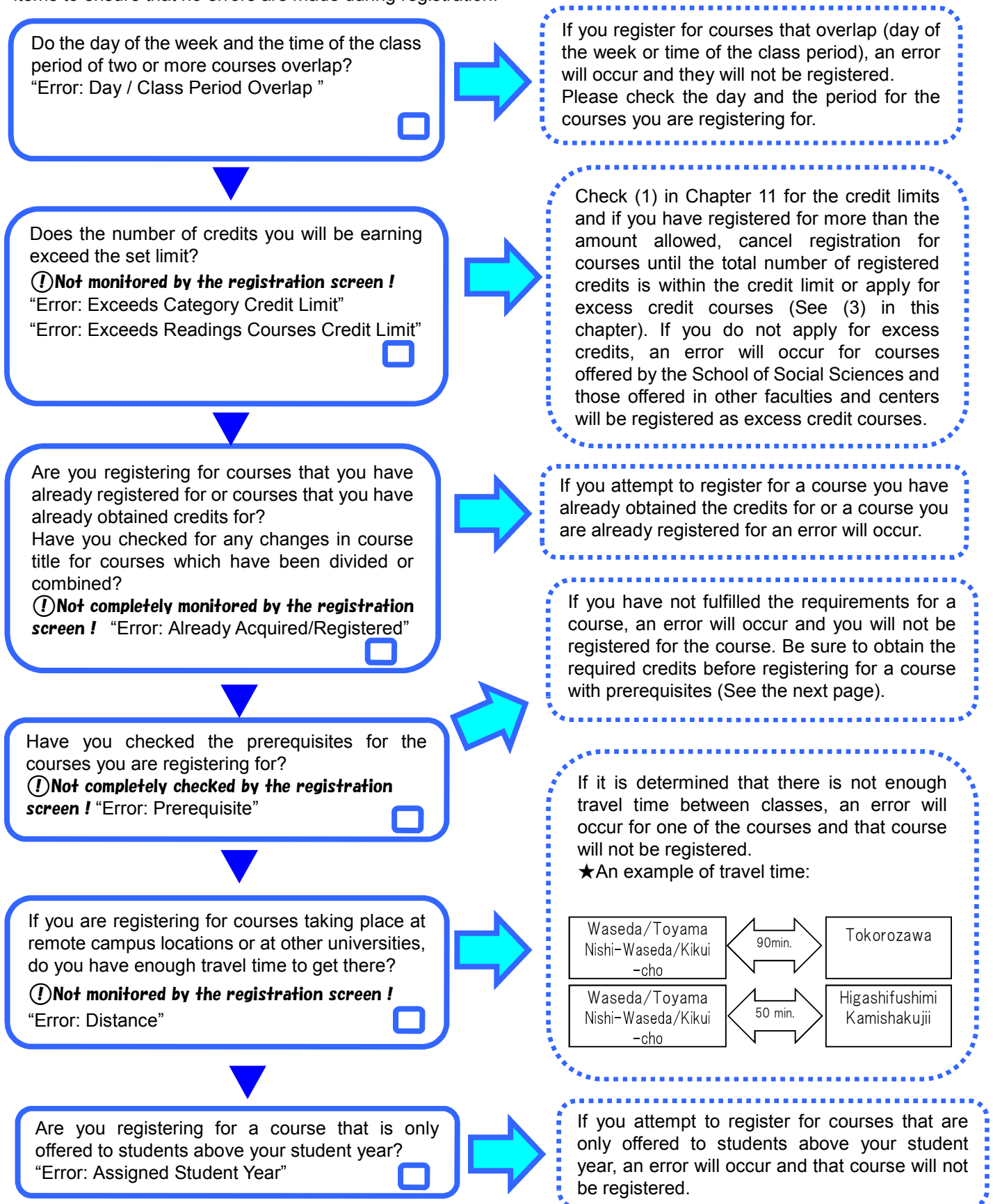


[Web Registration screen]



#### (4) Course Registration Error Checklist

The following is a list of some common errors. Not all of them will appear automatically. Please check all of the listed items to ensure that no errors are made during registration.



Occasionally, error messages may not appear on the registration screen of MyWaseda or the e-mail notification of registration results. In such cases, the registration will be invalid at a later stage if the rules for registration are not observed. Please be sure to exercise caution when registering.

## (5) Capacity and the Lottery System

The capacity of each course in the Contemporary Japanese Studies Program is 30 students. However, on the instructor's request particular courses may be limited to a maximum of 20 students.

Enrollment into the class will be decided on the basis of a lottery if the number of applicants exceeds the set capacity for a particular course. If you are not selected in the lottery, you will not be able to register for the class ("*senga*"=over enrolled).

## (6) Courses from the School of Social Sciences General Program (Taught in Japanese)

Students taking courses from the School of Social Sciences general program must meet the prescribed level of Japanese language proficiency (equivalent to the J-CAT Level 6 or higher). Students who do not fulfill this requirement will encounter an error message when registering for courses from the School of Social Sciences general program and will not be able to register for the course. Students' Japanese proficiency level is determined by the results of the Japanese Placement Test or their grades in Japanese courses.

Moreover, these courses are distinguished by a "Course Title" and a "Class Name" (a letter alphabet that follows the course title). Note that registration methods may vary depending on the course title, so be sure to keep such differences in mind when registering.

Example:	<u>憲 法 I</u>	<u>A,B</u>
	Course title	Class name
	<u>経営科学 II</u>	<u>A,B</u>
	Course title	Class name

### ★ "I, II Courses" = Build-up courses (Credits must be obtained for I in order to enroll in II)

(Example: 「社会保障法 I」・「社会保障法 II」)

#### **If you have not obtained credits for I, you cannot register for or enroll in II.**

(If students who have not earned the credits for I apply for II, a prerequisite error will occur.)

- ✓ If you have not taken "Course Name I" by the previous semester, an error will occur when you register for "Course Name II".
- ✓ If you have not obtained the credits for "Course Name I" by the spring term, an error will occur when you register for "Course Name II" for the fall semester.
- ✓ It will not always be the case that "I" is offered in the spring semester and "II" is offered in the fall semester.
- ✓ In some cases, both "I" and "II" may be offered in the same semester.
- ✓ From AY 2016, students who register and pass "Course Name I" in the spring semester will be automatically registered for the "Course Name II" in the fall semester.

Please note that you can only drop automatically registered "Course Name II" courses during the 1st and 3rd registration period.

### ★ "1, 2 Courses" = Non-buildup courses (these courses can be taken in any order)

(Example: 「中国研究 1」・「中国研究 2」)

- ✓ You can register and take these courses (such as 1, 2, 3, 4) in any order.
- ✓ You do not have to take these courses in the order that they are numbered (such as 1, 2, 3).
- ✓ You do not necessarily have to take all of the courses that are offered (such as from 1 to 3).



★ “Course name A , B” = Multiple classes offered for one course (you can only register for one class)

(Example: 「憲法Ⅰ A・B」・「環境表現論Ⅰ A・B」)

- ✓ You can only register for one of the classes when multiple classes (such as A, B, C or D) are offered. For example, if you have already obtained credits for 「憲法Ⅰ A」, you cannot register for 「憲法Ⅰ B」.
- ✓ If you were unable to obtain the credits for class A (or B or C, etc.) in the spring semester, you can register for another class in the fall semester if it is offered.
- ✓ You can only register for one of the classes of Course A, B even if several classes are offered in the same semester.
- ✓ All classes of the same course is recognized to have the same content, therefore you will not be able to take different classes of the same course even if the instructor in charge is different.

★ One-semester Intensive Courses (2 class periods per week, 4 credits per one semester) (Example: 「地球環境論」)

Some courses at the School of Social Sciences are “2 class periods per week, 4 credits per one semester”. If you wish to take such courses, be sure to check the day and time of the other courses you wish to take to avoid any time overlap.

(7) Registering for Courses Offered at Other Faculties and Centers (Other than the School of Social Sciences)

**Courses Outside the School of Social Sciences  
(Courses Offered at Other Faculties/Centers)**

**【University-wide Open Courses】**

- ・ Courses offered by the Global Education Center
- ・ Courses offered by Undergraduate Schools/Graduate Schools
- ・ Courses offered by the Center for International Education and courses at other partner universities under the Global Education Center scheme

**【Japanese Courses for International Students】**

- ・ Courses offered by the Center of Japanese Language

**【Courses at Other Undergraduate Schools (*Tagakubu Cho-ko*)】**

- ・ Courses offered by each Undergraduate School that are open to students of other Schools (with remaining capacity after the 2nd registration period)

⚠ There is a set limit for the number of credits that can be registered for courses at other faculties and centers.

Excluding Required Foreign Language Courses (Japanese) offered by the CJL, you can obtain up to 18 credits during enrollment from courses offered by other faculties and centers (such as University-wide open courses). These credits can be counted towards graduation.

The treatment of courses offered by other faculties and centers varies depending on the classification and the course, so be sure to check Table 2 【Courses and Credit Categories for Other Faculties, Centers and Universities】 (Chapter 9).

Some courses offered at other faculties and centers are not counted as credits towards graduation by the School of

Social Sciences and will be treated as Optional Courses.

## **(7)-1 University-wide Open Courses**

Please check Table 2 **【Courses and Credit Categories for Other Faculties, Centers and Universities】** in Chapter 9 for the treatment of credits obtained through University-wide Open Courses at the CJSP.

The period and registration method for open courses differ in each faculty, so please be careful when registering. See (7)-3 in this chapter for details on the registration period for courses other than those offered at the CJSP.

### **How to Confirm Detailed Information on University-wide Open Courses**

A list of University-wide Open Courses (offered by the Global Education Center, other undergraduate schools, and other associate universities) can be found on the Registration Guide (*Rishu-Guide*) issued by the Global Education Center and the Global Education Center website (<http://www.waseda.jp/inst/gec/en/>).

You can check the information necessary for course registration such as when the course is offered (the day of the week and class period), the instructor, the campus where classes will take place, and whether you will have to make a statement regarding why you want to take the course.

Please use the Web Syllabus System (<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>) to check course syllabi.

## **(7)-2 Courses at Other Undergraduate Schools (*Tagakubu Cho-ko*)**

All courses that are offered at each School which are open to all Waseda University students (other than open courses) can be taken as “Courses at Other Undergraduate Schools” (*Tagakubu Cho-ko* in Japanese). Please check each School’s website for information on taking courses and the course enrollment limits. When taking courses at other Schools, students must fulfill the following requirements:

- (a) The School offering the course permits students from other Schools to take their courses
- (b) The course is one that is being offered this academic year
- (c) Spaces are available after the Second Course Registration period of each School

### (7)-3 Registration Periods for Courses Outside of the CJSP

When registration is possible, a circle 「○」 mark appears. When it is not, it is indicated with a dash 「—」 mark.

Fall Semester Courses include courses taught during the winter and spring vacation.

[Table 3]

Table 3

Category	Course		Reference (Guidebooks, URLS, etc.)	Registration Period		
				Fall Semester		
				First	Second	Third
University-wide Open Courses	Offered by Global Education Center	Academic Writing	・ Registration Guide of University-wide Open Courses  ・ Website <a href="http://www.waseda.jp/inst/gec/en/">http://www.waseda.jp/inst/gec/en/</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Mathematics		<input type="radio"/>	<input type="radio"/>	—
		Statistics		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Information		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		English (*)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Language		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Physical Education		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		University Studies		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		International Education		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Japanese Applied Linguistic		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Internship	Waseda University Internship Guide (Issued by Career Center)	Apply at Career Center			
	【Partner Universities】 f-Campus	University Consortium Manuel	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		—	—	—	
	【Partner Universities】 Universities and Colleges in Kyoto-area		—	—	—	
	【Partner Universities】 Kyushu University		—	—	—	
	Offered by Center for International Education	・ Registration Guide of University-wide Open Courses ・ Website <a href="http://www.waseda.jp/inst/cie/course/class">http://www.waseda.jp/inst/cie/course/class</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Offered by Schools / Graduate Schools	・ Registration Guide of University-wide Open Courses ・ Website of each undergraduate school	<input type="radio"/>	—	—		
Courses offered at other undergraduate schools		Website of each undergraduate school	—	—	<input type="radio"/>	
Teacher Qualification and the Relevant Qualification Courses		Teacher-Training Course Guide (Issued by Faculty of Education and Integrated Arts and Sciences)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

● "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.

## (8) Course Drop (Canceling a course after it was confirmed)

Course Drop is possible for courses offered by the CJL and the School of Social Sciences (CJSP courses and general program courses) as 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 Course Registration you will have no chance 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 Registration Schedule

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

■ Schedule Courses with Y charge a special enrollment fee. Click "Y" for more information. Please click Course Title for syllabus.

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
first semester	Mon.	1	MNC	Y	Introduction to Information Processing /06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection Introduction to Information Processing /01
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 course(s). If you do not cancel them return to the first page.

List of courses to drop

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

Return to first page

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		Introduction to Information Processing /06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection Introduction to Information Processing /01

Drop

Center, Waseda University 2002-2005. All rights reserved.  
Subject to Personal Information Protection / Unavailable characters (webdb)

Microsoft Internet Explorer

Are you sure to cancel the registration?

OK キャンセル

## (9) 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

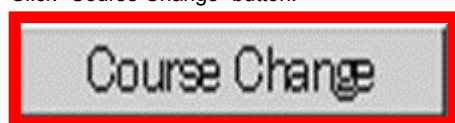
For **courses offered by the CJL**, it is possible to change a course category **from countable to non-countable** or **from non-countable to countable** during the **2nd and 3rd registration period**.

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

## 12. Payment of Audit Fee / Course Enrollment Fee

### (1) Fall Semester Payment Period (For 1st, 2nd and 3rd Registration Period confirmed courses) Oct. 10 (Tues.) ~ Oct. 16 (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: <a href="mailto:fee-payment@list.waseda.jp">fee-payment@list.waseda.jp</a>
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/oshirai/payment-station/">http://kb.smbc-fs.co.jp/oshirai/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  $\alpha/\beta$  " in the 1st Registration period, the payment period for those courses is separate and earlier to the payment period of other courses.



## 13. Classes, Exams and Grades

### (1) Classes

The School of Social Sciences runs classes mainly on Waseda Campus in rooms located in buildings 3, 7, 8, 10, 11, 12, 14, 15, 16, 22 and 26. (Please refer to the Waseda Campus Map at the end of this guide.)

Room numbers also include the floor number of that room (i.e. room 201 is located on the second floor). In exceptional cases, when a room is written as 01 or B101, that room is located on a basement floor. Other campuses where classes may be held include Higashifushimi (which has a gymnasium), Tokorozawa, or partner universities. When taking classes at these other locations make sure to consider transit time when working out your class timetable.

### (2) Cancellation of Classes

Classes may be cancelled due to official events at the University or unavoidable circumstances for the instructor. Information regarding cancellation of classes is made public through MyWaseda and the school notice boards located on the 1st floor, Building 14. Also please be aware of days when classes will not be held due to official school events in accordance with the school calendar.

Classes may also be cancelled due to extreme weather conditions such as a typhoon or heavy snow. In such a case, information will be made available through the websites noted below.

#### ■ Emergency Communication Channels

1. Waseda University Emergency Bulletin Website (Yahoo! Japan Blog)\*:

[http://blogs.yahoo.co.jp/waseda\\_public](http://blogs.yahoo.co.jp/waseda_public)

2. MyWaseda Login Page:

<https://www.my.waseda.jp/>

3. Waseda University Twitter:

[https://twitter.com/waseda\\_univ](https://twitter.com/waseda_univ)

4. Waseda University Facebook:

<https://www.facebook.com/WasedaU>

5. Waseda University Website:

<http://www.waseda.jp/>

\*This website can be accessed via the "Emergency" function on the "WASEDA Mobile."

• For iOS Version: Search "WASEDA" from AppStore

URL: <http://itunes.apple.com/jp/app/waseda-mobile/id548395130?mt=8>

• For Android Version: Search "WASEDA" from Google Play

URL: [https://play.google.com/store/apps/details?id=com.blackboard.android.central.waseda\\_jp](https://play.google.com/store/apps/details?id=com.blackboard.android.central.waseda_jp)

### (3) Supplementary Classes

In the case of a class being cancelled, as a general rule, supplementary classes will be held during periods 6 and 7 and necessary reports or work will be uploaded CourseN@vi. Please check the information on notice boards etc. to stay updated. The updated information on supplementary classes is also available at the following URL.

<http://www.waseda.jp/fsss/sss/en/>

### (4) Exams and Reports

#### Exams

At the end of each semester, exams are conducted for many courses. For the CJSP, all the exams are conducted during usual class times. Although exams for the School of Social Sciences general program (courses taught in Japanese) are usually held during usual class times, it may be possible that some of them are conducted at irregular times during the exam period. Supplementary exams for students with falling grades cannot be offered.



## **Reports**

Some courses require reports to be submitted. Updates and information on reports from instructors can be found on the School notice board located on the 3rd floor, Building 14. In addition, information on reports may be posted directly by the instructor on CourseN@vi. For “Notes on Writing a Report or Thesis”, please refer to p.61.

## **(5) Official Procedures**

Students will undergo many different procedures during their time here, including course registration and grade notification. Please undertake these procedures yourself. You will be asked to present your Student ID card so always carry it with you.

In the case of unforeseen circumstances such as illness or serious injury, someone may assist you in carrying out necessary procedures on your behalf. Please prepare the appropriate proxy document (attached at the back of this guide) for the person completing the procedure on your behalf.

The Proxy Form can also be downloaded from the SSS website.

<http://www.waseda.jp/fsss/sss/assets/uploads/2014/06/ininjo.pdf>

## **Required Documents for Representative**

- 1) Prescribed Proxy Form
- 2) A copy of your Student ID Card
- 3) Personal identification of the representative

## **(6) Grade Notification**

Grades are announced for fall semester courses and year-long courses in March, and grades for spring semester course will be announced in September. From the spring semester of the first year onwards, transcripts of academic records up until the previous semester can be printed out from designated terminals around campus.

## 14. Course Registration-related Information

### Contemporary Japanese Studies Program Courses

- 2017 Fall CJSP Course Registration Guide (this guide)
- CJSP School Study Guide 2017
- 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>  
<http://www.waseda.jp/inst/cjl/en/students/registration/>
- 2017 Japanese Language Course Registration Guidebook & Syllabus  
<http://www.waseda.jp/inst/cjl/en/students/registration/>  
(Printed guide books are also 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> Databases> 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

- Inquires on course registration will be taken during the CJSP Freshman Orientation III. However, if you have any further questions, please approach the counter staff at the school office (3rd floor, Building 14). Office hours are as listed below:

#### The Faculty of Social Sciences Office Opening Hours

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

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

Closed on Sundays, National Holidays (excluding National Holidays where 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.

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

### Re-issuing your Waseda ID

- Academic Advising Office (known also 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

## 15. Utilizing Online Course Registration

\* Please carefully read the following important information on online course registration.

### ◆Please avoid registering for courses online towards the end of registration periods

The online course registration system experiences a **high volume of users towards the end of the registration periods**. For this reason, register for your courses during the first half of the registration periods.

### ◆Check the service hours

Online course registration is unavailable each day from 2:00 am - 8:00 am due to maintenance.

### ◆Checking the details of your application and registration results

Check the details of your application and registration results in the following e-mails.

#### 1) Application Details E-mail

The details of your course registration will be sent to you via e-mail on the following day. Check to see that the information is correct. This e-mail is **only a confirmation of your registration and not an indication of results**. Registration results will be announced afterwards via e-mail.

#### 2) Registration Results E-mail

Registration results will be announced on designated dates via e-mail. Please check the status of your courses: confirmed, unsuccessful or over enrolled (“*sengar*”, unsuccessful in the case a lottery was held). There is no need to receive a paper-based Registration Results Notification as the information is identical to the e-mail. However, if you have registered for a course that requires the payment of an additional audit fee/course enrollment fee, please refer to page.36 and pay the required fees by the designated deadline.

**\* Make sure that you keep both of these important e-mails until your grades are released.**

### ◆E-mail settings

In order to properly receive the important e-mails such as “Application details,” “Registration results,” and “Payment of Audit/Course Enrollment Fees”, please make sure to observe the following points:

#### Obtain your own Waseda ID

Without your own Waseda ID, you will not be able to receive the important e-mails mentioned above. Make sure to obtain your Waseda ID before course registration begins. If you forget your password, you will need to have another one issued following the set procedure.

#### Keep over 1MB of free space in your inbox during course registration periods

Sending messages to your junk folder without deleting them does not create space. Delete unnecessary messages to create free space.

#### When enabling the forwarding function, always select the option to save the original e-mail in your Waseda-net account

E-mails will be discarded if your forwarding e-mail account/mobile phone has reached storage capacity and cannot download the message. If this happens messages cannot be resent, so please check your results via the online course registration web page.

### ◆Checking your classrooms

Please confirm the details of your classrooms on the **latest version of the registration results e-mail**. Classrooms may change after commencement of classes so make sure to stay informed by also checking the information boards located on the 1st or 3rd floor, Building 14.

## 16. Course Registration Using the Web System

\* Note



.. Main Procedures.  
Numbers indicate  
operational sequence

### (1) Sequence for Course Registration using the Web System

- Click "Grades & Course registration" on the MyWaseda login, select "Course Registration."
- Check courses in the Current Schedule.

#### ① Course Search

- Click the "Course Search" button and the course search screen will be displayed.
- Select School, designate Course Category and enter Search Keyword. Click the "Search" button.
- Courses permitted for registration that match the Search Keyword will be displayed.  
(Other courses will not be displayed.)

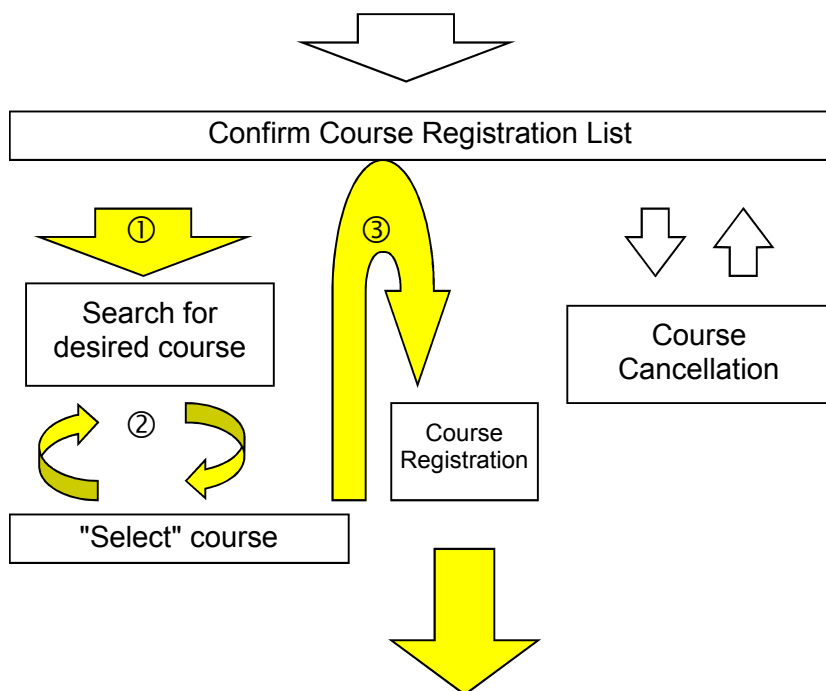
#### ② Select course

- Click the Check Box. (Status will be Tentative Selection when you continue the search for the next course or return to the first page)  
\* Repeat this process.

#### ③ Course Registration

- You must click the "Course Add" button for the tentatively selected courses to register.

Log in to the Menu for course guidance week Registration screen

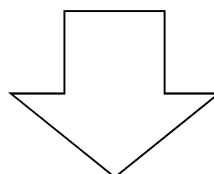


[Important]

- Selecting from Search Results will not complete the registration. Make sure to click the "Course Add" button to register your course.
- If "Registered" is displayed on the status column, the registration has been completed.

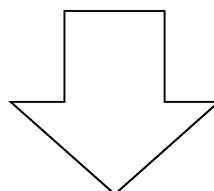
Confirm registered course list

**Registered**



**Drawing/  
Registration Check**

- Drawing/Registration Check will be done by the University.

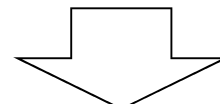


Registration results

**Confirmed  
Registration  
Completed.**

**Error**

- When "Error" appears, check the type of error and make appropriate corrections.

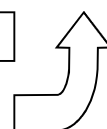


**Cancellation**

- Click the "Course Drop" button on Course Registration Screen.

**Confirm**

- A list will be displayed, showing the courses that you may drop. Select the "Check Box" for the course you wish to cancel then click "Drop."



**Over enrolled/  
Not Accepted  
To Next Registration**

- All courses with registered status have completed the registration process. Confirm registration results for drawing result.
- For courses where checks are not made at the time of the registration, the result will be shown along with registration results.

## (2) Explanation of Course Registration Using the Web System

All course registration begins from this screen (screen displayed after you log in and select "course registration").

(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) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

[Print Screen](#) 4)

1) **Current schedule of your school**  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

3) [Course Search](#)  
[Course Add](#)  
[Course Drop](#)  
[Course Change](#)

2) **Schedule** Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click [Course Title](#) for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		<a href="#">Introduction to Political Science 03</a>	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		<a href="#">Introductory Game Theory 03</a>	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

### 1) Registration period

Registration deadlines differ by school. Please check the registration period for your school.

### 2) Schedule

Status of courses is displayed according to course title. Courses with a ¥ mark in the Note column require a special enrollment fee. (If the enrollment fee is not paid by the designated date, registration will be cancelled.)

### 3) Function Buttons

"Course Search," "Course Add," and "Course Drop" are available.

#### ① "Course Search"

Press the "Search" button and the screen will change to the "Course Search Screen." Select School, press OK and select Course Category. Fill in at least one item in the Search Keyword window. When you press the "Search" button, a list of courses you may register for will be displayed. (Any course that you are unable to register for will not appear.)

#### ② "Course Add"

When you press the "Course Add" button, the confirmation screen for registration of tentatively selected courses will be displayed.

#### ③ "Course Drop"

When you press the "Course Drop" button, the confirmation screen for course cancellation will be displayed. Courses that you are able to cancel are those whose status is either registered or tentatively selected.

### 4) Print Screen Button

When the PC is connected to a printer, the screen image can be printed out by pressing this button. Please utilize this function to print out a record of your registered courses.

### (3) Procedure for Course Registration Using the Web System

1

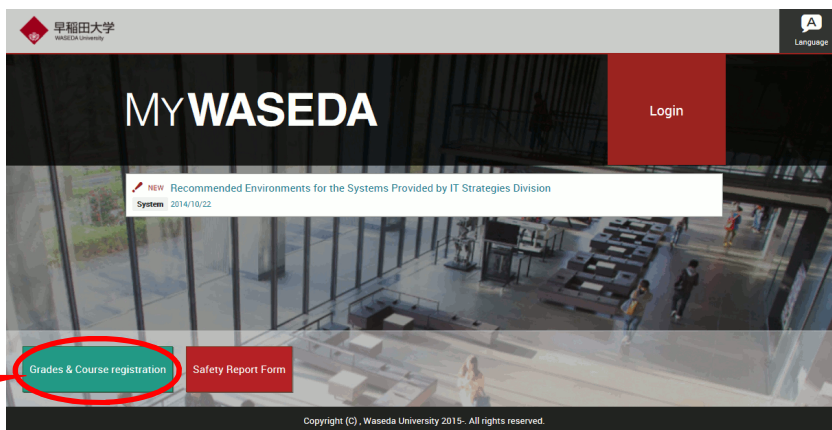
#### Menu for course guidance week

<https://my.waseda.jp/>

Access the URL above and select "Grades & Course registration".

- The menu is displayed on the lower left hand side of the MyWaseda login screen.
- During the course registration period, use this menu.

Grades & Course registration



2

#### Login

Enter Waseda ID and Password and click the "Login" button.

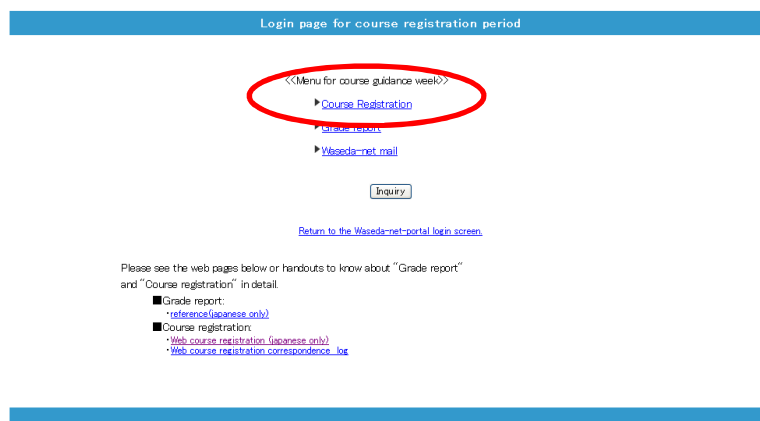
3

#### Menu for course guidance week

Select "Course Registration" from the "Menu for course guidance week."

- If you would like to make an inquiry, click the "Inquiry" button, and enter your question and necessary information in the inquiry window.

\* Inquiries concerning grade reports are not accepted on this inquiry form.





## 4

## Course Registration Schedule

Click "Course Registration" and the "Course Registration Schedule Screen" will be displayed.

Confirm the schedule and status of registered courses, including automatically registered courses.

- "Credits" tell you how many required credits for graduation were added. Make sure credits are within the credit limits when registering. ("Credits" will be the total of Full year, Spring semester and Fall semester).

(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) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Print Screen

Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Course Search

Course Add

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee.  
 Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

Credits 48 Full year 0 Spring semester 30 Fall semester 18

## 5

## Course Search

The function searches for desired courses.

1. Select School and click OK.
  2. Next, select the desired Course Category.
- There must be at least one keyword in order to make a search. After entering, press the "Search" button.
  - If unable to find the desired course, reconsider your search keywords. Try deleting some keywords, such as Day and Period.

1. School  
 Schl Letters I OK

2. Course Category  
 <<No course categories are listed>>

3. Search Keyword  
 Course Title  
 Prefix search (Search in words beginning).  
 Term  
 Day  
 Period  
 Search

## Search methods

▼ Course title  
 Search to match from the beginning letters. Please do not include course letters and numbers in the keyword. For example if you want to search for "Philosophy IA", enter "Philosophy."

▼ Days · Period  
 Term, Day and Period can be specified with pull-down menus.

## 6

## Select Course

To select a course from the search result, click the Check Box to the left of the course title.

You may select more than one course at a time.

When you close the page and click "Return to the first page" after placing a check in the Check Box, selected courses will appear as tentative selections.

1. School  
 G.S. Law OK

2. Course Category  
 Courses for Audit Open to Other Graduate School Students

3. Search Keyword  
 Course Title  
 Prefix search (Search in words of beginning).  
 Term Spring/Summer  
 Day Tues  
 Period  
 Search

Check Box

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Order
spring semester	Tues.	2	G.S. Law		Civil Law, Lecture 1	ISOMURA, Tamotsu	waseda	9-201		2	
spring semester	Tues.	2	G.S. Law		Law of Civil Procedure, Lecture 1	MATSUMURA, Kazunori	waseda	9-202		2	
spring semester	Tues.	2	G.S. Law		Constitutional Law, Lecture 1	TONAMI, Koji	waseda	9-204		2	
spring semester	Tues.	2	G.S. Law		International Politics, Lecture 1	TANAKA, Toshiro	waseda	9-205		2	
spring semester	Tues.	2	G.S. Law		Special Study in Asia, American Law 1, Lecture 1	ROSEN, Daniel	waseda			2	
spring semester	Tues.	3	G.S. Law		Immigration Law and Corporate Reorganization, Lecture 1	KATO, Tetsuo	waseda			2	

Return to the first page

## 7

## Course Add

After making your selection, return to the first page. The selected course will be displayed as a tentative selection.

Press the Course Add button to register for the course.

- Repeat Course Search. You may register for more than one course at a time.
- When there are tentatively selected courses on the list, the following message will be displayed. Please press "Course Add" to complete the registration process.

Current schedule of your school  
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

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

Course Drop

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click "Course Title" for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered
spring semester	Thur.	2	G.S. Political Sci		Academic Writing in Japanese	YOSHINO, Takashi	waseda			2	Registered

## 8

## Confirmation

When you click the "OK" button, a registration check will be executed and a determination will be made as to whether you can or cannot take the course.

- If there is no error, the status will change from "tentative selection" to "Registration submitted."
- If there is an error, the status will change and an error message will be displayed. Delete the course, resolve the problem and press "Course Add" once again.

Course registration. 2014-04-13 10:12:36

You have selected the following courses. To complete the registration process click "OK." You can add more courses by returning to the first page.

List of courses for registration OK Click "OK" button, to complete the registration. Return to first page

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Tues.	2	G.S. Law		Civil Law: Lecture I	ISOMURA, Tamotsu	waseda	9-201		2	Tentative selection

## 9

## Course Drop

During the registration period, "Tentative Selection" and "Registered" courses can be cancelled. To cancel a course, click the "Course Drop" button.

\*About "Registered" course Drop  
After you cancel a "Registered" course, you cannot select the course again.

Current schedule of your school  
Spring Semester 3rd Registration 2014-04-12 09:00 - 2014-04-14 17:00 Course Registration Schedule

Course Search

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

Course Drop A problem has occurred in the course registration process. (e.g. chose conflicting courses) Please click "Course Drop" to adjust your registration and try again.

Course Change

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click "Course Title" for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	2	G.S. Law		Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period
spring semester	Mon.	2	G.S. Political Sci		Local Government A	KOHARA, Takaharu	waseda			2	Registered

Status/Order  
Tentative selection: Duplication errors in a day of the week or period



## 10

## Confirm Course Drop

A list of courses you may cancel will be displayed. Click the Check Box of the course you want to cancel and press the "Drop" button.

- You may not cancel courses with a status of "Confirmed" or "Processing"
- When you press the "Drop" button, a cancellation confirmation message will appear.

Course registration. 2014-04-13 10:12:36

You may cancel the following course(s). If you do not cancel them return to the first page.

List of courses to drop: ☐  Select the "Check Box" for the course you wish to cancel then click "Drop."

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	spring semester	Mon.	2	G.S. Law		Commercial Law: Lecture I	EGASHIRA, Kenjiro	waseda	9-203		2	Tentative selection: Duplication errors in a day of the week or period.

## 11

## Print Screen

If the PC you are using is connected to a printer, please print out the course registration screen for your records after you have completed the registration process.

- Courses with a status of "Registered" have been registered. Courses with a status of "Tentative selection" will be deleted when the screen is closed, so make sure to register with "Course Add" before closing.
- If a printer is not connected, write out the registered courses for your records.

(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) Click "Course Change" to the "Course Change" page.  
 (5) Be sure to print a copy of this page for your records.

Current schedule of your school  
 First Registration 2013-03-30 10:00 - 2013-04-02 17:00 Course Registration Schedule

Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click Course Title for syllabus.

Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Mon.	3	Schl Political Sci/Econo		Introduction to Political Science 03	TANIFUJI, Etsushi	waseda	15-202	Other Major	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted
spring semester	Wed.	2	Schl Political Sci/Econo		Introductory Game Theory 03	FUNAKI, Yukihiko	waseda	15-401	Introductory Subject-Non-Required Subjects	2	Registration submitted

Status of courses on the Registration Screen will be displayed as follows:

Status	Explanation	Status	Explanation
Tentative Selection	Status of Course Search "Tentative Selection." If you close the screen, the tentatively selected course will be invalidated. Possible to cancel.	Not Accepted	Course that was not accepted after "Tentative Selection" or "Registered" status, due to some problem. (Displayed during the announcement period.)
Registration Submitted	Permitted to register by pressing the "Course Add" button. Possible to cancel.	Registration under review	State of processing after registration period. Not possible to cancel. (Display after registration period until announcement.)
Registered	Course that has completed registration. Not possible to cancel. (Displayed after the announcement).	Over Enrolled	Course with more applicants than the capacity, and for which the student was not selected during a random drawing. (Displayed during the announcement period)

\* About restrictions on the display.

When performing a keyword search for a course, if the research result exceeds 100, an error message will be displayed on the Search Result Display. If this message appears, add more conditions, such as day, period and the first letter of the course you are seeking and redo the search.

### Registration Methods

**Order:** Order registration is a method in which multiple registrations are made for courses that are likely to fill beyond capacity and require a drawing. You may list courses in the order of desire in a pull-down menu. When you select an order for the courses, always begin with 01 (first choice). If you select only 02 (second choice), the drawing for this choice will be held after the drawing for the first choice students has been completed, meaning that the possibility for registering for the course will be extremely low.

Category	Credit	Order
Information Processing	2	Introduction to Information Processing / 01

01  
02  
03

**Category Change:** When choices of category are available in a pull-down menu, you may change the Category for your course registration. For example, you may cancel a course that has exceeded the credit limit and change the category to one not included in the credit limit enabling you to register for the course you desire.

Category	Credit
English II	2

English II  
Elective Subjects

- Try registering for a different school.

Change the School, and click the OK button. Next, specify your choice of Course Category. Make a search in the same manner as you would within your own school. After making your selection, press the "Course Add" button to register.

**1. School**  
 Global OK

**2. Course Category**  
 Nonrequired Courses

- Confirm the registration result.

Registration results for the courses you wish to register for will be announced after drawings and registration checks. All courses that you have successfully registered for will be marked "Confirmed." Those not available after drawings will be marked "Over enrolled," and those courses that you failed to register for due to a "registration error" will show "Not accepted" in the status column.

Category	Credit	Status/Order
First Year Seminar IIB	2	Registered
Intermediate Subjects	3	Registered
Intermediate Subjects	3	Registered
First Year Seminar IIA	2	Registered
Other Foreign Languages	2	Over enrolled
Introductory Subjects	2	Not accepted:Errors in sex registration

## (4) Notes for Course Registration Using the Web System

About the check function for registered courses

The following checks are done at the time of course registration using the Web System. An error message will be displayed.

[Major registration errors]

Error Display	Type of Error	Resolution
Duplicate registration error	Trying to add courses already registered for.	Unable to add. Cancel the course.
Duplicate Order error	Same order number is designated for different courses	Delete one of the courses with the same order
Duplicate in a day of the week or period	Days and periods overlap in two or more courses	Delete either course
Prerequisite check error	Not meeting the prerequisite for registering the course	Unable to add. Cancel the course.
Traveling time error	Not enough time for traveling from campus to campus between classes	Delete either course
Credit-limitation error	Trying to add more courses than can be registered (exceeding the credit limitation)	Delete either course or just ignore the error and register for the course [*]

There are possible errors other than the above. Please refer to the Course Registration booklet to resolve any problems.

[\* You can finish course registration without fixing a credit-limitation error. However, if you do not fix this error, course(s) will be randomly chosen as an error during registration results.

## (5) Other Functions

- Links to related websites

When "URL" button is displayed in the Note column on the Search Result screen, there are websites available that are related to the course.

Click "Check" button and you will be linked to the related website.

- Special enrollment fees

When "Fee" is displayed in the Note column on the Search Result screen, special enrollment fees must be paid for the courses.

- Course Summary

When you click the Course Title on the First Page, you will see a summary of the course.

Note	Course Title
URL	<a href="#">German Video Conference (language and culture)</a>

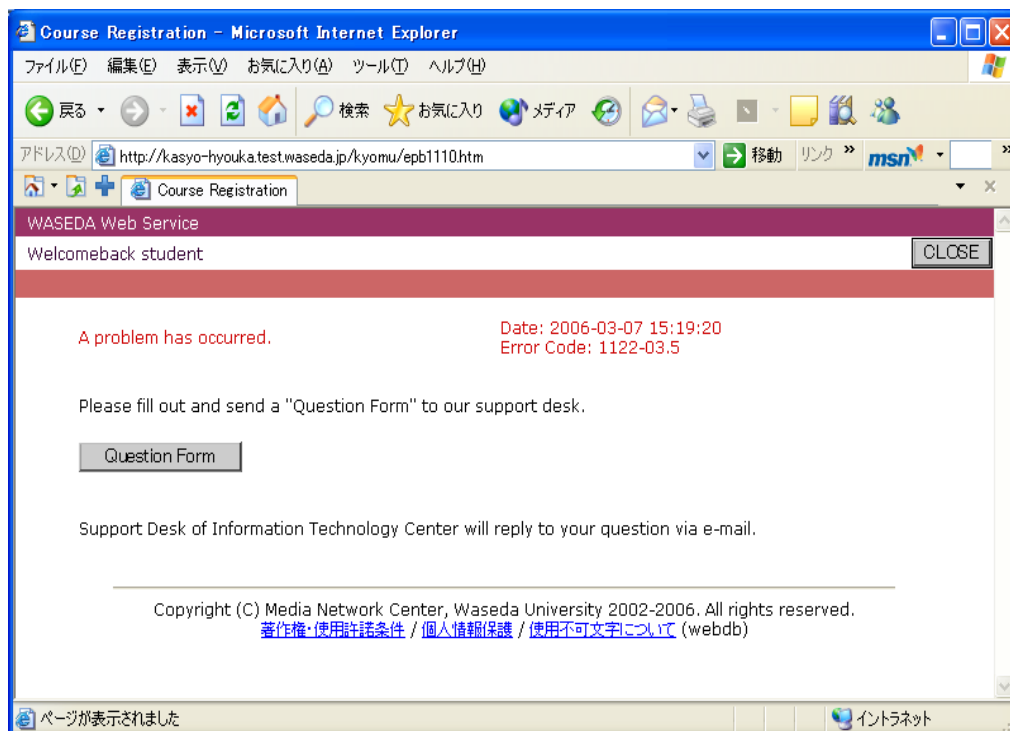
Note	Course Title
Fee	<a href="#">General Tutorial English (Basic 01)</a>

Course Title	Instructor
<a href="#">Introduction to Information Processing 40</a>	MAENO, Joji

## (6) Error Messages

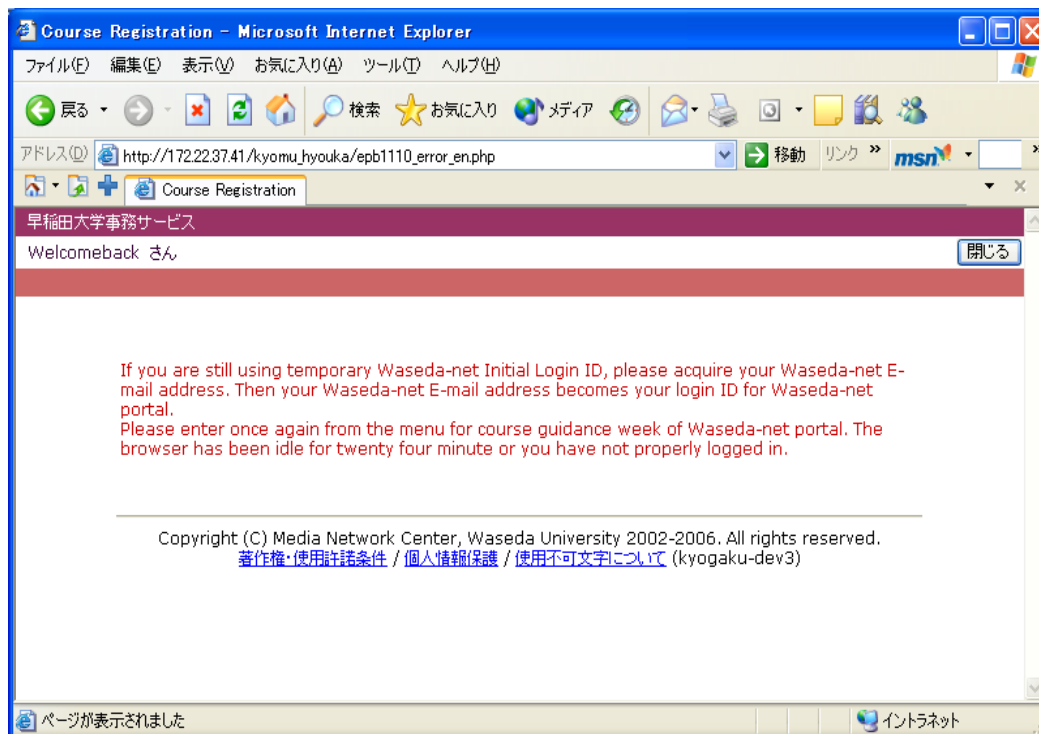
- When service cannot be provided,

If the following message is displayed on the screen, press the "Question Form" button, and enter all necessary information.



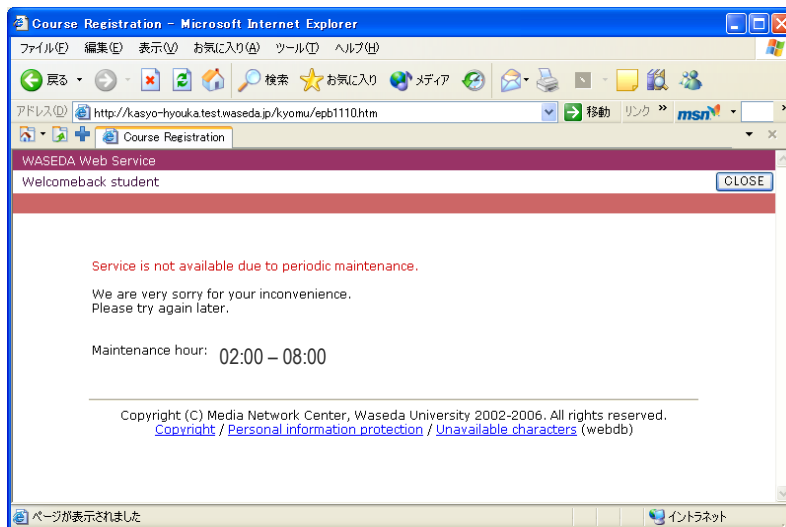
- When an operation is not accepted,

Close all browsers, and login again from the "Login page for course registration period."



- To optimize the Course Registration System, a time has been set for daily maintenance. The following message will be displayed during maintenance.

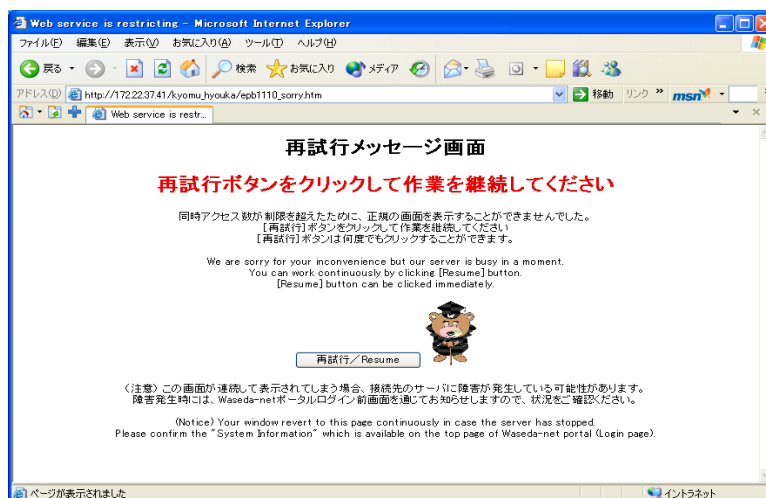
During Course Registration: 2:00 AM to 8:00 AM



- If you press the same button more than once, press the "OK" button and wait until the process finishes.



- If traffic in the system is excessive, the system will take the following evasive measures.
  - If the system's overall loading is exceeded, a "Retry Message" will be displayed.
  - By clicking the "Resume" button, you can go from the restricted screen back to the regular screen (where you can continue your task).
- \* Please note, however, that in this situation, if you close all browser windows, information on courses in the tentatively selected status will be deleted and you will need to start again from the search process.



## (7) Recommended Environment

Please refer to the URL below for the recommended environment of the course registration system.

[http://www.waseda.jp/navi/e/services/system/sys\\_requirements.html](http://www.waseda.jp/navi/e/services/system/sys_requirements.html)

## 17. Computer Room Opening Hours

The opening hours for computer rooms can be checked 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 on using your Waseda ID and password. If you have not obtained your Waseda ID, 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 1st floor, Building 7 to receive a new password.

# PART II

## Course List

The course syllabus is available via the online syllabus search tool:

<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>

For details on course schedule and the contents of each class, please check the web syllabus. You are advised to check the contents regularly as professors may make changes during the semester. When registration for courses is confirmed, you can access information about each course through CourseN@vi.





# 1. Getting Started

## ☐ Course Selection

For course selection and registration, read carefully the essential points of class contents detailed in this guide and follow the procedures explained in PART I "Course Registration" of this guide.  
For graduation requirements, refer to Chapter 4 of the above-mentioned part.

## ☐ How to view the course syllabus (<https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en>)

To view only CJSP courses from the full list, please enter "CJSP" in the Keyword box.  
The course syllabus for the Contemporary Japanese Studies Program is listed in this section.  
Please refer to the information below on how to view individual course pages.

Course Title	Readings in Society and Politics (Fall)		
Subtitle			
Instructor	NAKABAYASHI, Mieko	Credits	2
Semester	Fall 2017	Day, Period	Mon. 5
Student Year	1st year and above	Category	Society and Politics

### Semester

Fall 2017 : Fall Semester 2017      Spring 2018 : Spring Semester 2018

### Day, Period

Mon. 5 : Monday 5th period

1st Period	2nd Period	Break	3rd Period	4th Period	5th Period	6th Period	7th Period
9:00 am ~ 10:30 am	10:40 am ~ 12:10 pm	12:10 pm ~1:00 pm	1:00 pm ~ 2:30 pm	2:45 pm ~ 4:15 pm	4:30 pm ~ 6:00 pm	6:15 pm ~ 7:45 pm	7:55 pm ~ 9:25 pm

### Student year

Student year refers to the year at which certain courses can be taken. For example, "2nd year and above" means that the specified course can be taken by second, third, and fourth year students and above.

## ☐ Office Hours/ Contact Information of Instructors

In principle, professors will take questions and provide consultations in classrooms after or before classes. However, Academic Supervisors provide office hours where students can make queries related to classes and other academic matters. Refer to the "Contact Information of Instructors" available through MyWaseda and contact the professors accordingly.

## ☐ Academic Supervisor

Academic Supervisors have been assigned to each class or seminar as follows. They can provide guidance and advice regarding problems relating to student life or academic matters. Please do not hesitate to approach your supervisor for consultation.

Student Year	Class/Seminar	Academic Supervisor
1st-year	JS1	Prof. COGAN, Thomas Joseph
2nd-year	JS2	Prof. NAKABAYASHI, Mieko
3rd-year	Seminar A1	Prof. KUROKAWA, Satoshi
	Seminar A2	Prof. NAKABAYASHI, Mieko
	Seminar B	Prof. GAYLE, Curtis Anderson
4th-year	Seminar A1	Prof. KUROKAWA, Satoshi
	Seminar A2	Prof. NAKABAYASHI, Mieko
	Seminar B	Prof. HANAMITSU, Rika

## 2. CJSP Course List

\*Courses for “spring 2018” are subject to change.

Category	Course Title	Credits	Instructor	Offered	Assigned Student Year	Day and Period	
						2017	2018
						Fall	Spring
[Required] Multidisciplinary Research	Introduction to Japanese Studies: Basic	2	COGAN, Thomas Joseph / NAKABAYASHI, Mieko	Yearly	1st-	Mon.4	
	Introduction to Japanese Studies : Advanced	2	TBA / NAKABAYASHI, Mieko	Yearly	1st-		TBA
	Junior Seminar A1 (Social Sciences) Fall	2	KUROKAWA, Satoshi	Yearly	3rd-	Mon.4	
	Junior Seminar A1 (Social Sciences) Spring	2	KUROKAWA, Satoshi	Yearly	3rd-		TBA
	Junior Seminar A2 (Social Sciences) Fall	2	NAKABAYASHI, Mieko	Yearly	3rd-	Tues.5	
	Junior Seminar A2 (Social Sciences) Spring	2	NAKABAYASHI, Mieko	Yearly	3rd-		TBA
	Junior Seminar B (Humanities) Fall	2	GAYLE, Curtis Anderson	Yearly	3rd-	Wed.3	
	Junior Seminar B (Humanities) Spring	2	GAYLE, Curtis Anderson	Yearly	3rd-		TBA
	Senior Seminar A1 (Social Sciences) Fall	2	KUROKAWA, Satoshi	Yearly	4th-	Mon.4	
	Senior Seminar A1 (Social Sciences) Spring	2	KUROKAWA, Satoshi	Yearly	4th-		TBA
	Senior Seminar A2 (Social Sciences) Fall	2	NAKABAYASHI, Mieko	Yearly	4th-	Tues.5	
	Senior Seminar A2 (Social Sciences) Spring	2	NAKABAYASHI, Mieko	Yearly	4th-		TBA
	Senior Seminar B (Humanities) Fall	2	HANAMITSU, Rika	Yearly	4th-	Fri.4	
	Senior Seminar B (Humanities) Spring	2	HANAMITSU, Rika	Yearly	4th-		TBA
[Required Electives] Japan in the World	Readings in Japan in the World (Fall)	2	YAMAMOTO, Mayumi	Yearly	1st-	Mon.4	
	Readings in Japan in the World (Spring)	2	TBA	Yearly	1st-		TBA
	Global Food Security : Climate Change, Food, and Agriculture	2	GEMMA, Masahiko	Yearly	1st-		TBA
	Global Food Security : Demand and Supply Challenges	2	GEMMA, Masahiko	Yearly	1st-	Tues.4	
	International Cooperation	2	SHIMAZAKI, Yuko	Yearly	1st-	TBA	
	Japan and Peacebuilding : Asian Policies	2	YAMADA, Mitsuru	Biyearly	1st-	Tues.3	
	Japan and World War II: Historical Controversies	2	TBA	Yearly	1st-		TBA
	Japan in East Asia : Contemporary Social Issues	2	TAGA, Hidetoshi	Biyearly	1st-		TBA
	Postwar Japan-US Relations	2	NAKABAYASHI, Mieko	Yearly	1st-	Tues.3	
	War and Japan	2	OKUSAKO, Hajime	Yearly	1st-		TBA
	Japan and Peacebuilding : UN Policies	2		Biyearly	1st-		
	Japanese Trade and East Asian Community	2		Biyearly	1st-		
	On Identity: A Socio-political Analysis	2		Biyearly	1st-		
	Development Assistance by Japan: ODA and NGOs	2		Unavailable	1st-		
	Japan in East Asia: Basic Studies	2		Unavailable	1st-		
	Migration and Social Change in East Asia	2		Unavailable	1st-		
[Required Electives] Culture and History	Readings in Culture and History (Fall)	2	KONAGAYA, Hideyo	Yearly	1st-	Tues.4	
	Readings in Culture and History (Spring)	2	TBA	Yearly	1st-		TBA
	A Cultural History of Tea	2	TBA	Biyearly	1st-		TBA
	Intercultural Communication	2	HANAMITSU, Rika	Biyearly	1st-	Wed.5	
	Japanese Cultural History : 1600 to the Present	2	TBA	Yearly	1st-		TBA
	Japanese Cultural History: Ancient Times to 1600	2	COGAN, Thomas Joseph	Yearly	1st-	Tues.3	
	Western Images of Japan : Early 20th Century to the Present	2	TBA	Biyearly	1st-		TBA
	Western Images of Japan: Mid 16th Century to Late 19th Century	2	COGAN, Thomas Joseph	Biyearly	1st-	Tues.4	
	Women in Modern Japan : Contemporary Japanese Women	2	TBA	Yearly	1st-		TBA
	Women in Modern Japan: Outside Encounters and Early Changes	2	HORTON, William Bradley	Yearly	1st-	Mon.3	
	Japanese Literature : Classical	2		Biyearly	1st-		
	Japanese Literature: Modern	2		Biyearly	1st-		
	Japanese Patterns of Communication	2		Biyearly	1st-		
	History of Modern Japan : From Edo to the Present (Spring)	2		Unavailable	1st-		
	History of Modern Japan: From Edo to the Present (Fall)	2		Unavailable	1st-		
	Industrialization in Historical Perspective	2		Unavailable	1st-		

Category	Course Title	Credits	Instructor	Offered	Assigned Student Year	Day and Period	
						2017	2018
						Fall	Spring
[Required Electives] Society and Politics	Readings in Society and Politics (Fall)	2	NAKABAYASHI, Mieko	Yearly	1st-	Mon.5	
	Readings in Society and Politics (Spring)	2	NAKABAYASHI, Mieko	Yearly	1st-		TBA
	Civil Society and the Role of Non-Profit Organizations	2	NAKABAYASHI, Mieko	Yearly	1st-		TBA
	Contemporary Japanese Foreign Policy	2	HONDA, Miki	Yearly	1st-	Thur.3	
	Contemporary Political Analysis (Japan)	2	CUCEK, Michael Thomas	Yearly	3rd-	Tues.2	
	Contemporary Social Affairs 1	2	TBA	Yearly	1st-		TBA
	Contemporary Social Affairs 2	2	YANG, Manuel Minami	Yearly	1st-	Fri.5	
	Economic Development of Modern Japan	2	TBA	Yearly	1st-	TBA	
	Game Theory	2	KASAJIMA, Yoichi	Yearly	1st-		TBA
	Human Capital Development	2	TBA	Yearly	1st-		TBA
	Introduction to Comparative Law C	2	SHINDO, Mahito	Yearly	2nd-		TBA
	Introduction to Comparative Law D	2	SHINDO, Mahito	Yearly	2nd-	Thur.5	
	Japan in the Age of Globalization	2	NAKABAYASHI, Mieko	Yearly	1st-	Tues.4	
	Macroeconomics A 01	2	TBA	Yearly	1st-		TBA
	Mathematics for Political Economy 01	4	KVASOV, Dmitriy	Yearly	1st-	Wed.5 / Fri.5	
	Mechanism Design	2	KASAJIMA, Yoichi	Yearly	3rd-	Tues.1	
	Microeconomics A 01	2	VESZTEG, Robert Ferenc	Yearly	1st-		TBA
	Political Process 01	2	TANAKA, Aiji	Yearly	1st-		TBA
	Politics in Modern Japan	2	NAKABAYASHI, Mieko	Yearly	1st-	Mon.3	
	Public Administration 01	4	AGATA, Koichiro / INATSUGU, Hiroaki / YAMADA, Harunori	Yearly	2nd-	On demand	
	Social History 1	2	SHINODA, Toru	Yearly	1st-		TBA
	Social History 2	2	SHINODA, Toru	Yearly	2nd-	Fri.4	
	The Japanese of the 20th Century : Work, Culture, and Society	2	SHINODA, Toru	Biyearly	1st-		TBA
	The Legislative Process	2	NAKABAYASHI, Mieko	Yearly	1st-		TBA
	Trans-Pacific Perspectives on Race, Ethnicity, and Migration	2	SHINODA, Toru	Biyearly	1st-	Fri.2	
	Trans-Pacific Perspectives on Work, Culture, and Society	2	SHINODA, Toru	Biyearly	1st-		TBA
	Understanding the Japanese Economy: Macroeconomic Perspectives	2	GEMMA, Masahiko	Yearly	1st-	Mon.3	
	Understanding the Japanese Economy: Microeconomic Perspectives	2	GEMMA, Masahiko	Yearly	1st-		TBA
	Introduction to Economics	2		Biyearly	1st-		
	Law in Japanese Society (Spring)	2		Unavailable	1st-		
	Public Finance in Japan Today	2		Unavailable	1st-		
	Social Issues in Modern Japan	2		Unavailable	1st-		
	The Japanese of the 20th Century:The Immigrant Experience	2		Unavailable	1st-		
[Required Electives] Technology and Environment	Readings in Japanese Technology and Environment (Fall)	2	SHIGEMATSU, Yu	Yearly	1st-	Fri.3	
	Readings in Japanese Technology and Environment (Spring)	2	TBA	Yearly	1st-		TBA
	Comparative Economic Systems	2	IEDA, Osamu	Yearly	1st-	TBA	
	Economic, Social and Environmental Sustainability	2	IEDA, Osamu	Yearly	1st-	TBA	
	Environment and Development	2	IEDA, Osamu	Yearly	1st-	TBA	
	Environmental Law in Japan	2	KUROKAWA, Satoshi	Yearly	1st-	Mon.5	
	Media and Society in Modern Japan (Fall)	2	SHINODA, Toru	Yearly	1st-	Fri.1	
	Science and Technology in Japan (Fall)	2	TAKUMA, Naoki	Yearly	1st-	Thur.3	
	Science and Technology in Japan (Spring)	2	TBA	Yearly	1st-		TBA
	Social Design	2	DRIANDA, Riela Provi	Yearly	1st-	TBA	
	Sustainability in Social Systems	2	IEDA, Osamu	Yearly	1st-	TBA	
	Theory of Community Development	2	DRIANDA, Riela Provi	Yearly	1st-	TBA	
	Urban Environment for Children	2	DRIANDA, Riela Provi	Yearly	1st-	TBA	
	Urban History of Tokyo	2	SATO, Yoichi	Yearly	1st-		TBA
	Urban Studies	2	DRIANDA, Riela Provi	Yearly	1st-	TBA	
	Media in Japan : History of Japanese Media	2		Biyearly	1st-		
	Housing and Community Development	2		Unavailable	1st-		
	Media and Society in Modern Japan (Spring)	2		Unavailable	1st-		



# Appendix



## Notes on Writing a Report or Thesis

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It is expected that all reports, theses and any other submitted work will be the student's own work (i.e., that which stems from his or her own observations and research).

In general, regardless of the format of research sources (e.g., books, magazines, other printed materials, digital data or any information from the internet), the verbatim use of these sources whether in full or in part is considered theft or plagiarism and is considered a serious misconduct similar to the case of cheating on an exam. Such conduct may be subjected to disciplinary action—such as being reprimanded, receiving an indefinite suspension, or having all courses taken during the semester nullified. Students who show their work to others will also be subjected to the same disciplinary action.

Copyright law allows for quotations from books or other materials when writing a report, etc., but it is essential to fulfill the requirements stipulated by copyright law if one wants his or her work to be recognized as legitimate and non-infringing.

Additionally, students must clearly cite their sources, so as not to violate others' copyrights. Not only is the use of information drawn verbatim from the internet or other sources strictly prohibited, so too is the use of even parts of those sources (i.e., by copying and pasting them into reports, etc.).

Please pay attention to the following notes and also follow the guidance of the instructor in charge.

### <Quotations>

There are rules when using others' sentences, various materials and data, and the like.

Students are generally encouraged to engage in many forms of research through which they can acquire various data that will help them assemble ideas and write reports.

Copyright law allows for the incorporation of the work of others in the form of quotations to enunciate conclusions or serve as a basis for a theory.

However, students must understand thoroughly that quotations are exceptional measures, and when handling them, they need to follow certain rules. Students are advised to especially bear in mind the following:

#### **1. Cite your sources**

It is necessary to cite all information pertaining to the sources used. For books or magazines, one should note the author's name, title of the book or magazine, relevant page numbers, the volume number (in the case of magazines), the publication year, etc. If the source is from a website, it is the general rule to indicate the URL and the access date.

#### **2. The use of quotations must be kept to a minimum**

As mentioned, quotations are used as exceptional measures. Quotations must be subordinate to the main text of the report. It is possible that long, unnecessary and verbatim quotations can be considered something other than a quotation; for this reason, the use of quotations must be minimized.

#### **3. Clearly distinguish the main text from the quoted text**

To clearly distinguish the main text that a student has written from the quoted text, quotations must be indicated through the use of quotations (" "). If a student were to summarize or alter information taken from the reference material based on his or her own point of view, this will not be considered a quotation and may be considered an instance of falsification.

## **Notice Concerning Misconduct in Exams, Reports, and Other School Assignments**

The School of Social Sciences defines the following 11 actions, including actions applied accordingly, as academic misconduct in exams (refer to the Note shown below).

**When such misconduct is confirmed, all the courses for the semester** in which the student is enrolled during the commission of the offence **will be nullified**, and the student may also be subject to further severe disciplinary action, such as suspension or a reprimand. If this happens, students may not be able to graduate in the standard 4 years. To avoid such a situation, please exercise great caution.

- (1) Taking exams on behalf of someone else or having someone take the exams on your behalf
- (2) Bringing unauthorized materials prepared for the purpose of illegal use into the exam room
- (3) Using unauthorized materials (reference books, notes or other electronic devices) during the exams
- (4) Writing notes on the desks for dishonest purposes before exams and/or referring to such notes during the exams
- (5) Looking at other students' answers and/or engaging in private conversations or actions of communication during exams
- (6) Copying other students' answers or letting other students copy your answers
- (7) Exchanging your answer sheets with other students or using another students' answer sheets
- (8) Destroying answer sheets, writing false names on the answer sheets, taking answer sheets out of the exam room or other acts that disrupt the arrangement of answer sheets
- (9) False application for makeup exams or re-exams  
(e.g., reporting false illness, transportation delays, and applying for exams under such pretenses)
- (10) Illegal use of materials or plagiarism when writing reports**  
Plagiarism is the copying of another persons' intellectual property, either in whole or in part, without giving them proper credit through proper citation.  
(e.g., copying and pasting sentences from websites to a report or copying other persons' report)
- (11) Other actions considered harmful to the fairness of exams

Note: "Exams" are necessary for obtaining credits and refer to written exams, oral exams, thesis examinations including reports or any other forms of tests carried out on or off campus that is necessary for academic purposes.

To avoid illegal use of materials or plagiarism when writing reports, use proper quotation methods.

### **<Examples of quotation methods>**

•When quoting the content of another persons' work in reports or other school assignments, specify the source as below.

**(Example) As Lee (2008) points out: "full sentence quote,"**

Be careful not to make it difficult to specify the quoted parts due to too much quotes. If you use other persons' ideas or words without providing proper citations, your work can be considered plagiarism.

•Provide a "citation" section at the end of each chapter and write the quoted references.

**In the case of a thesis or dissertation**, include the name of the author, "the title of thesis or dissertation", *the name of the journal*, volume/number, (year published): page(s) as shown below.

[1] McMillen, Sally G, "Antebellum Southern Fathers and the Health Care of Children,"  
*Journal of Southern History* 60, no. 3 (1994): 513-32.

**In the case of a book**, include the name of the author, *the title of the book*, (place of publication: publishing company, year published) as shown below.

[2] Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*  
(Cambridge, MA: Zoland Books, 1999).

•When citing from a website, specify the source as shown below. Please refrain from quoting websites of a more personal nature.

**(Example) According to Evanston Public Library (2015): block quote**

•Whenever citing websites of official institutions, be sure to write the date of access in preparation for the possibility that the original text may be removed from the website due to an update, and provide a "citation" section at the end of the chapter.

**In the case of citing from a website**, include the name of the author, "the title of the material", the name of the institution operating the site, URL, (the date of access) as shown below.

[3] Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2010-2020: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/stragetgic-plan-00.html> (accessed April 18, 2015).