

School of Social Sciences 2019 Schedule

		Event	Date
Spring Semester	Spring Quarter	Spring Semester Begins	April 1 (Mon.)
		Entrance Ceremony (April Enrollee)	April 2 (Tue.)
		Spring Semester Classes Begin	April 6 (Sat.)
		Extra Holidays - No classes	April 30 (Tue.) ~ May 2 (Thu.)
		Regular Class Day Falling on a National Holiday	May 6 (Mon.)
		Spring Quarter Classes End	June 7 (Fri.)
	Summer Quarter	Summer Quarter Classes Begin	June 8 (Sat.)
		Regular Class Day Falling on a National Holiday	July 15 (Mon.)
		Spring Semester Examination Periods	A July 20 (Sat.) ~ July 26 (Fri.)
			B July 27 (Sat.) ~ Aug. 1 (Thu.)
		Examination Spare Day	Aug. 2 (Fri.)
		Spring Semester Classes End	Aug. 2 (Fri.)
	Summer Vacation		Aug. 3 (Sat.) ~ Sept. 20 (Fri.)
	September Graduation Ceremony		Sept. 15 (Sun.)
Fall Semester	Fall Quarter	Fall Semester Begins	Sept. 21 (Sat.)
		Entrance Ceremony (September Enrollee)	Sept. 21 (Sat.)
		Fall Semester Classes Begin	Sept. 27 (Fri.)
		Regular Class Day Falling on a National Holiday	Oct. 14 (Mon.)
		Anniversary of the University Founding	Oct. 21 (Mon.)
		Extra Holidays – No classes	Nov. 1 (Fri.)
		Waseda Festival 2019 - No classes	Nov. 2 (Sat.) and Nov. 3 (Sun.)
		School of Social Sciences Day (No classes *Only for School of Social Sciences courses)	Nov. 5 (Tue.) and Nov. 6 (Wed.)
		Regular Class Day Falling on a National Holiday	Nov. 23 (Sat.)
		Fall Quarter Classes End	Nov. 26 (Tue.)
	Winter Quarter	Fall Semester (Second Half) Classes Begin	Nov. 27 (Wed.)
		Winter Vacation	Dec. 24 (Tue.) ~ Jan. 5 (Sun.), 2020
		Fall Semester Examination Periods	A Jan. 22 (Wed.) ~ Jan. 28 (Tue.)
			B Jan. 29 (Wed.) ~ Feb. 3 (Mon.)
		Examination Spare Day	Feb. 4 (Tue.)
		Fall Semester Classes End	Feb. 4 (Tue.)
	Spring Vacation		Feb. 5 (Wed.) ~ March 31 (Tue.)
	March Graduation Ceremony		TBD

Office Hours:

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

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

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

2019

TAISI Course Registration Guide

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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
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.
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.
Required Courses	Courses students must take in order to qualify for graduation.
Required Electives	Required courses that students must take but can choose from a list of courses.
Prerequisite Courses	Must be completed before undertaking a particular course. 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. 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 students must fulfil and students need to fulfil the set requirements to graduate.
Credits Counted for Degree	Credits that are counted towards the number required in order to receive your degree.
Registration Credit Limit	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 that also lists the capacity for each course. It can be accessed online at the SSS website. (https://www.waseda.jp/fsss/sss/en/students/registration/)
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 cancellation of your place in that course and the demotion of your level of priority in other lotteries.
Course N@vi	A system designed to support all teaching and student activities. 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. Can be used to register for more credits than permitted by the registration limits for each course category or when students do not want the credits for a course to be counted as graduation credits.

2. Flow of Course Registration

Step 1. 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 TAISI courses, open courses at the general program of the School of Social Sciences (courses taught in Japanese), as well as courses noted in Chapter 10. 7-(3) **Registration Periods for Courses Outside of the TAISI** (p. 25). You can register for University-wide Open Courses offered by other undergraduate schools during this period only.

* Please refer to chapters 13 and 14 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. 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: TAISI courses as well as courses noted in **Table 2** (p. 25).



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 (TAISI 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



Dependent on the error, 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 have 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. 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 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: TAISI courses, courses at the general program of the School of Social Sciences (courses taught in Japanese), as well as courses listed in **Table 2** (p. 25).

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:

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



Dependent on the error, 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) is possible for the CJL courses. Course drop is possible for TAISI 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. Class timetables 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 11.

Future Course Registrations

Every semester will consist of 3 course registration periods: first, second and third course registration. 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 for an upcoming semester will be announced via the SSS website and on the SSS notice board.

<https://www.waseda.jp/fsss/sss/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 There is no difference between F and G grades for TAISI Program students. Both are treated as failed marks.

(2) Duration of Courses

There are three 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) known as semester-long Courses, the second are courses that run over the entire school year (year-long courses), and the third type are courses that are done quarterly (half a semester). In addition, special intensive courses 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 second or third year students and above or some courses can only 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 not obtained the required amount of credits to graduate, you will 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 if the credits obtained abroad are recognized by SSS. 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 TAISI Program you must obtain passing grades and acquire the prescribed 124 credits. The TAISI curriculum consists of required courses, required electives, and other related courses. Required courses are Seminars and Japanese Language courses.



As noted in the Tables on the following two pages, there are (A) students who are required to take Japanese Language Study 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 two core categories: Foundations in Social Sciences and Interdisciplinary Studies in Social Innovation. Courses under Interdisciplinary Studies in Social Innovation is divided into four fields: Community & Social Development, Peace Building & International Cooperation, Economic & Environmental Sustainability, and Social Organizations & Working.

Field 1: Community & Social Development

The effects of man-made and natural disasters are long-lasting and adversely affect the social, political and economic status of countries all over the world. In this field, students will learn how to find and promote eco-friendly and sustainable ideas that will increase the strength and resiliency of communities recovering from hardships and reduce the disparity between developed and developing countries.

Field 2: Peace Building & International Cooperation

Religious differences, racial discrimination, income disparity, etc. are the roots of conflict and affect many countries. These issues are complicated and cannot be resolved by one country alone. In this field, students learn how to solve global issues by developing the ability to connect and build cooperation between disparate countries and people.

Field 3: Economic & Environmental Sustainability

The environment has been poorly maintained. Its resources are scarce and its assets have been unequally distributed. Climate change is a fact that must be addressed and current energy resources are not only unsustainable but also their use negatively affects the environment. In this field, students will study the importance of developing and implementing economically, socially, and environmentally sustainable policies and institutions so that the Earth and its resources can last for many generations.

Field 4: Social Organizations & Working

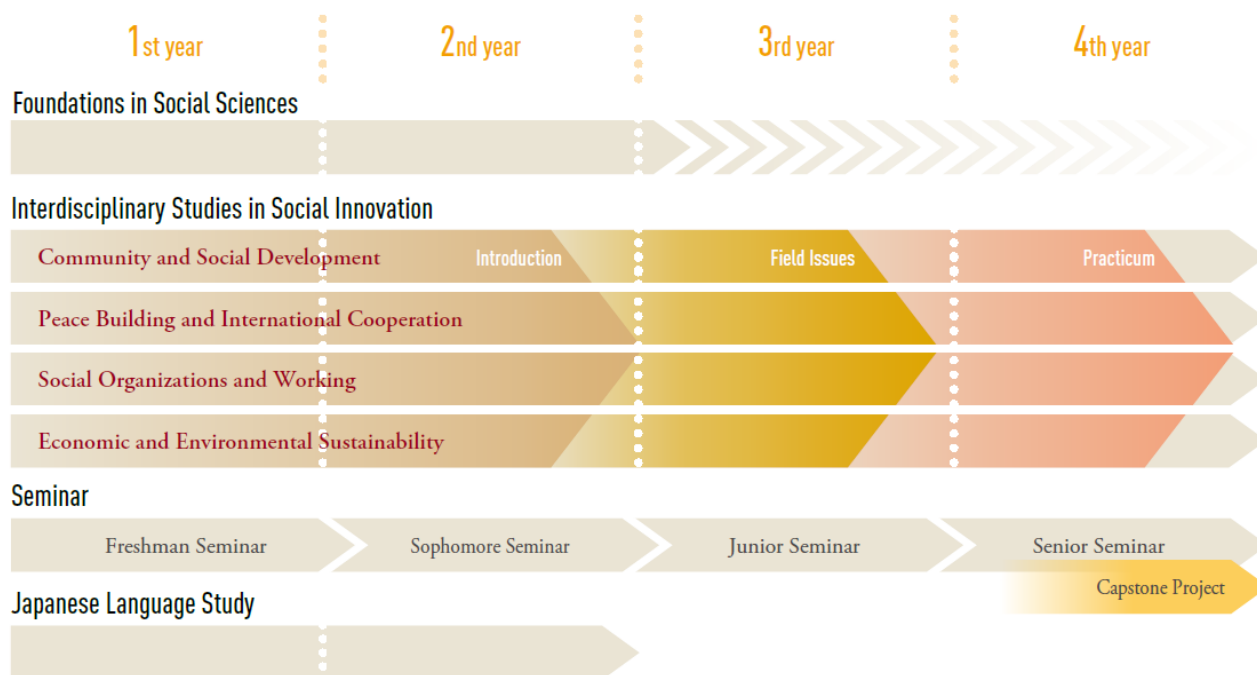
With the advancement of technology and the globalization of society, the business world and the workplace has changed drastically. However, such advancements have also created new social issues such as labour migration, environmentally-damaging business ventures, and technological unemployment. In this field, students will discover and study new business methods that will not only reinvigorate the business world but will also improve society.

Each of the four fields contains courses in the following three course categories: Introduction, Field Issues, and Practicum.

Students with the recommended level of Japanese language proficiency may also take 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 Transnational and Interdisciplinary Studies in Social Innovation Program is an English-based degree program. Students who complete the required number of credits (124) are awarded a degree in Bachelor of Arts in Social Sciences.



(2) Number of Credits Required for Degree

To graduate, students must obtain 124 prescribed credits in the following fashion as shown in the table below.

Table of Credit Requirements for Graduation

Table A

(A) Curriculum					
For students required to take Japanese Language Study					
Course Category			Number of Required Credits		
Required Courses	Freshman Seminar		4	16	40
	Sophomore Seminar		4		
	Junior Seminar		4		
	Senior Seminar		4		
	Capstone Project		4		
	Japanese Language Study		20		
Required Electives	Foundations in Social Sciences		16~		84
	Interdisciplinary Studies in Social Innovation	Introduction	24~		
		Field Issues			
		Practicum			
Other Courses	Other courses at the School of Social Sciences		Maximum 40		
	Courses at other schools and centers in Waseda				
	Other universities (study abroad) / Internship				
TOTAL					124

- ◆ For courses that fall under “Other Courses” only a maximum total of 40 credits can be counted towards graduation requirements. However, certain conditions apply which limits the number of credits that can be counted under “Other Courses.” For the conditions and limits for “Other Courses,” please refer to the **Table 1** (p. 13).

Students who already possess a Japanese language proficiency 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 TAISI Program can opt out of required Japanese Language Study. This can be done under Curriculum B or the “Curriculum for Students Exempted from Japanese Language Study.” Based on the results of the placement test, students can choose the curriculum that exempts them from this requirement. 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 Japanese Language Study, he or she can choose the A 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
After the end of the 1st semester (Before the start of the 2nd semester)
After the end of the 2nd semester (Before the start of the 3rd semester)
After the end of the 3rd semester (Before the start of the 4th semester)

However, please note that if you change curriculums the credits that you have already obtained for Japanese Language Study will fall under “Other Courses.” Since the limit of countable credits for “Other Courses” is 40, you will have to be mindful of the number of credits you have already obtained under “Other Courses.” If you have already reached the 40 credit limit for “Other Courses,” the credits you have already obtained for Japanese Language Study will become optional credits once you make the change to Curriculum B. 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 the Associate Dean's approval 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 Japanese Language Study					
Course Category			Number of Required Credits		
Required Courses	Freshman Seminar		4	16	20
	Sophomore Seminar		4		
	Junior Seminar		4		
	Senior Seminar		4		
	Capstone Project		4		
Required Electives	Foundations in Social Sciences		16~		104
	Interdisciplinary Studies in Social Innovation	Introduction	24~		
		Field Issues			
		Practicum			
Other Courses	Other courses at the School of Social Sciences		Maximum 40		
	Courses at other schools and centers in Waseda				
	Other universities (study abroad) / Internship				
TOTAL					124

Please note that under the B curriculum, the required 20 credits of Japanese Language Study must now be fulfilled by either Required Elective courses or Other Courses.

Also of the 104 credits (Required Electives + Other Courses), students of the B curriculum are required to obtain 64 of those credits from courses taught in English.

◆ For the courses that fall under “Other Courses” only a maximum total of 40 credits can be counted towards graduation requirements. However, certain conditions apply which limits the number of credits that can be counted under “Other Courses.” For the conditions and limits for “Other Courses,” please refer to the **Table 1** (p. 13).

◆ 4 月入学者のうち、附属・系属校推薦制度およびグローバル入試受験者は、原則 B カリキュラムでの履修となります。

5. Required Courses

The table below shows the TAISI 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	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Seminars	20	Freshman Seminar	4	2	2						
		Sophomore Seminar	4			2	2				
		Junior Seminar	4					2	2		
		Senior Seminar	4							2	2
		Capstone Project	4								4
Japanese Language Study	20	Japanese Language Courses (CJL Courses)	5	5							
			5		5						
			5			5					
			5				5				

(1) Japanese Language Study (1st and 2nd year)

TAISI students of the A curriculum must undertake Japanese language study as required courses totalling 20 credits. Freshmen and 2nd year students, as well as students who have not completed the required 20 credits, are required to register for 5 credits of required Japanese language courses for each semester. Please note that students of the B curriculum are exempt from this Japanese language requirement.

Freshmen are recommended to register for the Japanese language level according to the results of the J-CAT Online Japanese Placement Test and are required to register for Japanese language courses in the following manner.

Level 0	Japanese for “Zero” Beginners (1 credit) and any Japanese Language course (for 4 credits)
Level 1 - 4	1 Comprehensive Japanese course at the designated level (5 credits)
Level 5, 6	1 Comprehensive Japanese Course (3 credits) and any Japanese Language course (for 2 credits)
Level 7, 8	Any Japanese Language course (for 5 credits)

However, if during orientation and the trial period, you and the CJL instructor find 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 for a certain semester, you must register for the same or lower level next semester.

(Note)

- 1) If you want to register for more than 5 credits of “Japanese Language Study” in one semester, the additional credits can be counted as “Other Courses” instead of “Japanese Language Study” (Up to 8 credits will be counted towards graduation during enrolled years). Make sure to designate the additional credits as “Other Courses” during course registration, otherwise it will be automatically registered as optional courses.
- 2) CJL only allows students to register for a maximum of 8 credits of Japanese language courses per semester.

This means students who have registered for 5 credits under “Japanese Language Study” can only register up to 3 credits under “Other Courses” in one semester.

- 3) 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 20 credits of Japanese Language Study). Until they fulfill the required 20 credits, students under level J-CAT 6 and below, must take at least one comprehensive course and any Japanese language course as a set.
- 4) We do not encourage students to register for Japanese language courses that are far below the Comprehensive Japanese level they have already obtained credits for even if they have not taken the courses before.

(2) Seminars

Students are required to take Seminar courses for all 4 years (one seminar per semester). First and second year students will be automatically registered for their Seminar courses. Before the start of the third year, students must choose one of the four fields to specialize in and the students will be automatically registered for the respective semester in their third and fourth year.

As a general rule, students must complete and acquire all required seminar credits. However, students wishing to graduate in four years who have obtained credits while attending a study abroad program etc., a credit transfer of up to 8 credits for Seminar courses is possible. If for whatever reasons the credit transfer cannot be approved, students may substitute the seminars they belong to with other TAISI seminars (for a maximum of 4 credits per semester). However, they must first receive permission from their seminar supervisors to do so.

(3) Capstone Project (4th year)

Credits for the Capstone Project (4 credits) are acquired by completing a thesis or project under the guidance of a senior seminar supervisor and obtaining passing marks.

6. Required Electives

(1) Foundations in Social Sciences

Students gain general knowledge by taking introductory courses in the following subjects: social sciences, political sciences, law, economics, commerce, and humanities.

(2) Interdisciplinary Studies in Social Innovation

Courses under this category allow students to delve deeper in a subject and topic of their choosing. Students have the following four fields to choose from: Community & Social Development, Peace Building & International Cooperation, Economic & Environmental Sustainability, and Social Organizations & Working.

Courses under the Four Fields fall into the following three categories:

Introduction

Introductory courses for the relevant field

Field Issues

Students learn about the common issues and problems of the relevant field

Practicum

Students engage in issues and problems through field work or active learning of the relevant field

7. 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.

Notes on Completion of an Academic Category

- For the completion of most Academic Categories, students with Japanese proficiency equivalent to J-CAT level 6 or higher or TAIISI students currently enrolled in Curriculum B can meet the credit requirements.
- For more details and a complete list, please consult with the school office or refer to the following webpage:
<https://www.waseda.jp/fsss/sss/en/students/registration/>

(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
Sustainability Study
Social Design
Japanese Society and Public Policies
Peace Studies
Japanese History and Culture
American Studies

8. 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 will be treated as Other Courses (and be counted towards graduation) or as Optional Courses (not counted towards degree requirements).

Table 1 【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	Global Education Center (GEC)	Tutorial English and English for practical purposes	Optional Courses	
			Language Courses (other than English)	Other Courses	※
			Health and Physical Education Courses	Other Courses	Up to 2 credits are counted towards graduation
			Internship Courses	Other Courses	Up to 2 credits are counted towards graduation
			Courses at other partner universities	Other Courses	
			Lecture Courses	Other Courses	
		Centers and Schools	Center for International Education Courses	Other Courses	※
			Undergraduate Schools Courses	Other Courses	
	Center for Japanese Language Japanese courses for International Students			Other Courses *Optional Courses for Curriculum B Students	Up to 8 credits are counted towards graduation on top of 20 credits of Japanese Language Study
	Courses at other schools (Tagakubu Choko)	Courses offered in English at the School of Political Science and Economics		Other Courses	※
		Courses offered in English at the School of Culture, Media and Society		Other Courses	
		Courses offered in English at the School of Commerce		Other Courses	
		Courses offered in English at the School of International Liberal Studies		Other Courses	
		Courses at other undergraduate schools		Optional Courses	
SSS/GSSS	Courses of the SSS general program. (Excluding Compulsory English, Seminar, First Year Program)			Other Courses	
	Courses offered at the Graduate School of Social Sciences			Optional Courses	
Courses related to obtaining a teaching certificate				Optional Courses	
Other Univ.	Credit Recognition	Doshisha University Study Abroad		Other Courses	

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.

※Up to 8 credits are counted towards graduation for Language Courses (English Language Courses are not counted toward graduation)

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 TAISI
Courses related to obtaining a teaching certificate at the School of Education
Courses that you have registered as "excess credit" courses
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 or year 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.

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

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

< Attention >

As for how the credits you earned through the University-wide Open Courses will be handled, please refer to the syllabus, the manual for course registration, and/or other manuals of the School you belong to.

*1 This site is provided as a one-stop site to search for and register other universities offering courses. For access information, refer to the Website of the Global Education Center.

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

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

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 skills required of college students, GEC provides academic writing courses ("Academic Writing" etc.), mathematic courses ("Introduction to University Mathematics alpha (Calculating Interest)", etc.), data science courses ("Statistics Literacy alpha", "Introduction to Data Science alpha" etc.), information courses ("Introduction to Programming", etc.), English courses ("General Tutorial English", etc.), all of which would make foundations of every academic field.

Moreover, 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), and international education courses ("Global Studies" series, etc.), and Japanese applied linguistics courses ("Japanese Education (Basic)", etc.).

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

Besides offering such courses, GEC has provided opportunities to pursue a "Minor". In addition to one's major course of study learned in each student's undergraduate school, students can focus on other academic fields as a "Minor" through a systematic approach, aiming to reinforce their major, add a second string to their bow, and obtain applicational areas of their major. Students who complete their Minor gain "Minor Certificate" issued by the University on their graduation.

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

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

Moreover, CIE is offering courses related with specific programs but open to all the students. Confucius related courses such as "Global Seminar" brings them ideas of Asia from global perspectives. They can study conflict resolution and social innovation in CAMPUS Asia related courses.

Registration for a short-term study abroad program, so-called the "Foreign Language and Cultural Training Program," will be conducted in both Spring and Summer Terms. With this option, students who find it hard to participate in a long-term study abroad commitment 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: https://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 highlights the unique academic offerings of each university, giving students a wide selection of choices to register. In most of the courses provided by other universities, students must be at least in their sophomore year (some courses do allow freshmen registration) as a prerequisite for registration. Credits received for these courses may be applied to credits for graduation in accordance with the rules of each student's undergraduate school.

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.

Courses conducted in English at other undergraduate schools may or may not be recognized as valid credits. For what courses may be counted as credits towards graduation, please refer to **Table 1** (p. 13). Courses offered by other schools and conducted in Japanese are treated as Optional Courses (non-countable for graduation).

b) Courses (Taught in Japanese) at the School of Social Sciences General Program

TAISI students are highly recommended to take courses in the general program once they are at a Japanese language proficiency equivalent to J-CAT level 6 or higher. Course registration for these courses is only possible during the third registration period and if there are still seats available. However, if the courses are designated as open courses, registration for the general program courses is possible during the first registration period. Credits obtained from those courses count towards degree requirements as "Other Courses" (maximum of 40 credits). A list of courses will be made available on the SSS website during course registration.

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.

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. 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 once enrolled in the Graduate School of Social Sciences.

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. For further information on this exchange program, please ask the School of Social Sciences office.

b) Study Abroad Programs (URL: <https://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.

9. 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. You can find the Proxy Form on our website: <https://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 13 and 14 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 TAISI courses, SSS General Program courses (taught in Japanese), and courses offered by the Center for Japanese Language. For details, please refer to Chapter 10 (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 be 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 10 (9) p. 27.

⌚ Attending classes for courses before being confirmed

Please note that not all course registration periods will be finished by the time classes start so do attend classes of the courses that you plan to enroll in during the Second and Third Course Registration periods.

10. 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	
1st Semester	2nd Semester	1st Semester	2nd Semester
24 credits	24 credits	28 credits	28 credits

Please be aware that the number of credits you can register for during a school year is limited. For example, if in the first semester you register for 24 credits, in the following 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.

TAISI Course Categories and Credit Registration Limit

Course Classification	Notes	Registration Limit
Japanese Language Study (Only for A Curriculum)	The registration limit for each semester until the end of the second school year is 5 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.	20 credits
Courses in Japanese at the School of Social Sciences *	In the case of exceeding the limit, some courses will automatically be registered as excess credit courses.	40 credits A maximum of 40 credits totaling the 3 areas on the left
Courses at other schools and centers in Waseda *		
Other Universities (Study Abroad) /Internships *		

* Certain conditions apply which limits the number of credits that can be counted under "Other Courses." For the conditions and limits for "Other Courses," please refer to the **Table 1** (p. 13).

(2) Previously Studied Courses

You cannot register for courses that you have already obtained credits 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, Seminars courses and Capstone Project 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 are unable to graduate in 4 years who already obtained the required seminar credits, but have yet to obtain credits from Capstone Project, seminar courses may be registered as excess credits by request.
- For students who are unable to graduate in 4 years due to a shortfall in credits excluding credits from Capstone Project, 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 who have exceeded the credit limit for Other Courses (Limit is 40 credits)
- When you want to register more than the annual limit : 40 credits (48 credits for fourth-year students or above)

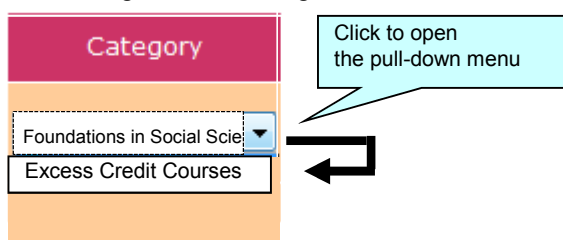
(d) If you do not register for certain courses as excess credits but exceed the set credit limit

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

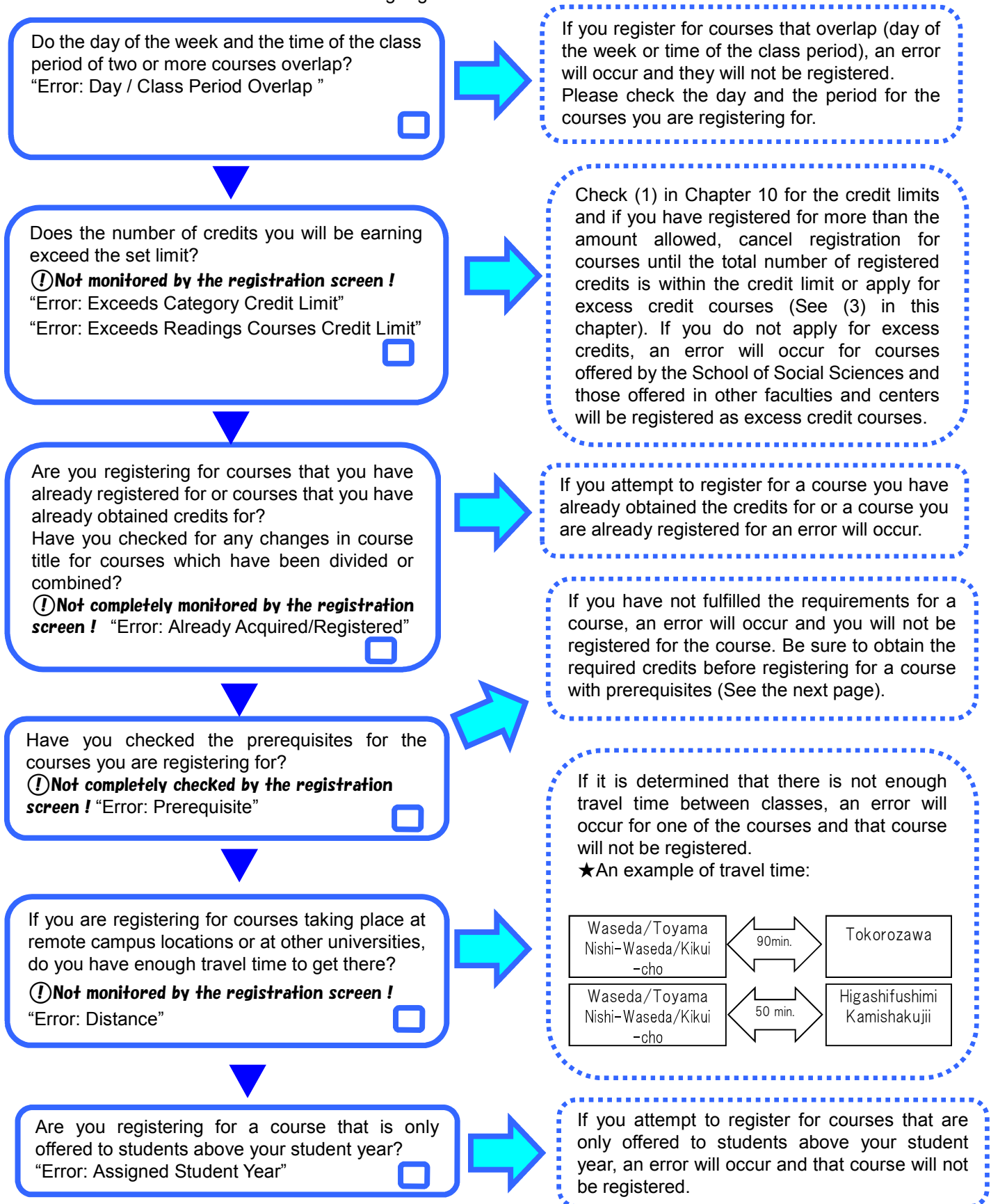
When registering for courses online, the “Category” for courses that can be taken as an excess credit course can be changed. If you are registering for excess credits, a classification such as “Foundations in Social Sciences” will be the initial setting. Please change this to “Excess Credit Courses”.



[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

Generally, the capacity of each course in the TAISI Program is about 30 students. However, on the instructor's request, particular courses may be limited to a number smaller than 30.

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 is recommended to have a Japanese language proficiency of J-CAT Level 6 or higher. A 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 2</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.
- ✓ 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」・「社会学入門 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

【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 Japanese Language Study courses (offered by CJL), you can obtain up to 40 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 1 【Courses and Credit Categories for Other Faculties, Centers and Universities】 (Chapter 8), p. 13.

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 1 【Courses and Credit Categories for Other Faculties, Centers and Universities】 in Chapter 8 (p. 13) for the treatment of credits obtained through University-wide Open Courses at TAISI.

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 TAISI.

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 (<https://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 TAISI

For the treatment of credits (countable or non-countable), please refer to **Table 1** (p. 13)

[Table 2]

Table 2

Category	Course		Reference	Timing of Registration					
				Spring Registration			Fall Registration		
				First	Second	Third	First	Second	Third
University-wide Open Courses	Offered by Global Education Center (GEC)	Academic Writing	・ Registration Guide of University-wide Open Courses ・ GEC Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	—
		Mathematics		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Data Science		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Information		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		English		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Language		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Physical Education		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		University Studies		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		International Education		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Japanese Applied Linguistic		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 Manual* *GEC Website >Undergraduate Students >>Courses offered at Other Universities	Mar. 25 (Mon) noon ～ Apr. 1 (Mon) 9:30 a.m. →Result announcement starts at 9:30 a.m. on Apr. 2 (Tue) on University Consortium System.			Sep. 2 (Mon) noon ～ Sep. 9 (Mon) 9:30 a.m. →Result announcement starts at 9:30 a.m. on Sep. 10 (Tue) on University Consortium System.			
	【Partner Universities】 Musashino Art University Tokyo Kasei University		Mar. 25 (Mon) noon ～ Apr. 1(Mon) 9:30 a.m. →Result announcement starts at 9:30 a.m. on Apr. 2 (Tue) on University Consortium System.			—	—	—	
	【Partner Universities】 Universities and Colleges in Kyoto-area		Mar. 25 (Mon) 9:00 a.m ～ Apr. 5 (Fri) 5:00p.m.			—	—	—	
	【Partner Universities】 Kyushu University		June. 3 (Mon) 9:00 a.m ～ June 7 (Fri) noon			—	—	—	
	【Partner Universities】 Tokyo University of Science	<input type="radio"/>	—	—	—	—	—		
	Offered by Center for International Education (CIE)	・ Registration Guide of University-wide Open Courses ・ CIE Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Offered by Schools / Graduate Schools	・ Registration Guide of University-wide Open Courses ・ Website of each school	<input type="radio"/>	—	—	<input type="radio"/>	—	—	
Courses at the Center for Japanese Language (CJL)			CJL Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Courses offered at other undergraduate schools (Tagakubu Cho-ko)			Website of each undergraduate	—	—	<input type="radio"/>	—	—	<input type="radio"/>
Courses at the School of Social Sciences General Program*			SSS website	<input type="radio"/> *	—	<input type="radio"/>	<input type="radio"/> *	—	<input type="radio"/>
Teacher Qualification and the Relevant Qualification Courses			Teacher-training course guide (Issued by Teacher Education Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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.

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

*If designated as an open course, registration is possible during 1st Course 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 (TAISI 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 (TAISI 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 Drop

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

Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
first semester	Mon.	1	MNC	Y1	Introduction to Information Processing_06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection
spring semester	Mon.	4	SILS		English Academic Writing, Level 3 W-33		Nishiwaseda		English III	1	Registered
spring semester	Wed.	1	SILS		Tokyo: Introduction to Urban Anthropology	BERNARD, Rosemarie	Nishiwaseda		Intermediate Subjects	3	Registered

You may cancel the following courses. If you do not cancel them return to the first page.
Select the "Check Box" for the course you wish to cancel then click "Drop."

Check Box	Term	Day	Period	Sch	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Status/Order
<input checked="" type="checkbox"/>	first semester	Mon.	1	MNC	Y1	Introduction to Information Processing_06	UEDA, Takashi	Nishiwaseda	24-E	Information Processing	2	Tentative selection

Drop

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

Microsoft Internet Explorer

Are you sure to cancel the registration?

OK キャンセル

(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 (TAISI and General Program) courses	Courses of other undergraduate schools and centers
2nd	○ Countable ⇔ Non-Countable	×	×
3rd	○ Countable ⇔ Non-Countable	×	○ Countable ⇒ Non-Countable

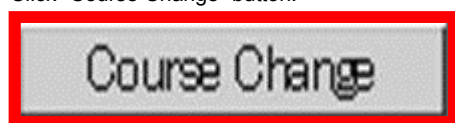
For **courses offered by the CJL**, it is possible to change a course category **from countable to non-countable** or **from non-countable to countable** during the **2nd and 3rd registration period**.

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

11. Payment of Audit Fee / Course Enrollment Fee

(1) Payment Period (For 1st, 2nd and 3rd Registration Period confirmed courses)

Spring Semester: April 18 (Thu.) ~ April 23 (Tue.) 23:59

Fall Semester: October 9 (Wed.) ~ October 15 (Tue.) 23:59

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

(2) Audit/Course Enrollment Fee Payment Method

Step 1: Check the payment information e-mail

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

Sample of payment information e-mail

Sender: fee-payment@list.waseda.jp
Subject: 【重要】2019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 2019
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
Convenience store transaction with a payment number	Once your payment number has been issued, please make the payment at your nearest convenience store. [URL] http://kb.smbc-fs.co.jp/oshiharai/payment-station/ *Japanese only	<ul style="list-style-type: none">• 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)• Payment by credit card is not allowed• Payment over 300,000 JPY is not allowed.
Pay-easy transaction	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] http://www.pay-easy.jp/howto/index.html *Japanese Only	<ul style="list-style-type: none">• 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).• Payment cannot be made at convenience store ATMs
Credit Card transaction	Make the payment by entering your credit card details in the payment method selections screen	<ul style="list-style-type: none">• Visa and MasterCard only• You cannot pay in installments or via rebate payments• If the transaction cannot be completed, the screen will return to the payment method selection screen.

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.
- TAISI students are not required to pay for Center for Japanese Language (CJL) courses.

12. Course Registration-related Information

Transnational and Interdisciplinary Studies in Social Innovation Program Courses

- 2019 TAISI Course Registration Guide (this guide)
- TAISI School Study Guide 2019 (for 2019 enrollees only)
- SSS English Website
<https://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 TAISI courses from the full list, please enter “TAISI” in the Keyword box.

Center for Japanese Language Courses

- Center for Japanese Language Website
<https://www.waseda.jp/inst/cjl/en/>
<https://www.waseda.jp/inst/cjl/en/students/registration/>
- 2019 Japanese Language Course Registration Guidebook & Syllabus
<https://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 <https://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 TAISI courses from the full list, please enter “TAISI” in the Keyword box.

Inquiries

- For inquiries on course registration, please approach the counter staff at the school office (3rd floor, Bldg 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 when classes are held), Extra Holidays, Summer Recess and New Year's Holiday. Please note that during Summer, Winter, and Spring breaks, office hours will vary.

- E-mail inquiries can be sent to: taisi@list.waseda.jp

*When making e-mail inquiries, please make sure to include your name and Student ID number.

Re-issuing your Waseda ID

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

Opening Hours

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

13. 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 (“*senga*”, unsuccessful in the case a lottery was held). If you have registered for a course that requires the payment of an additional audit fee/course enrollment fee, please refer to p. 28 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 notifications mentioned above. Make sure to obtain your Waseda ID before course registration begins. If you forget your password, you will need to go to the Waseda Portal Office and have another one issued.

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

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

If you have any other questions regarding Waseda Mail and its settings, please visit the Waseda IT website:
<https://www.waseda.jp/navi/e/waseda-net/index.html>

◆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 of Building 14.

14. 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.)

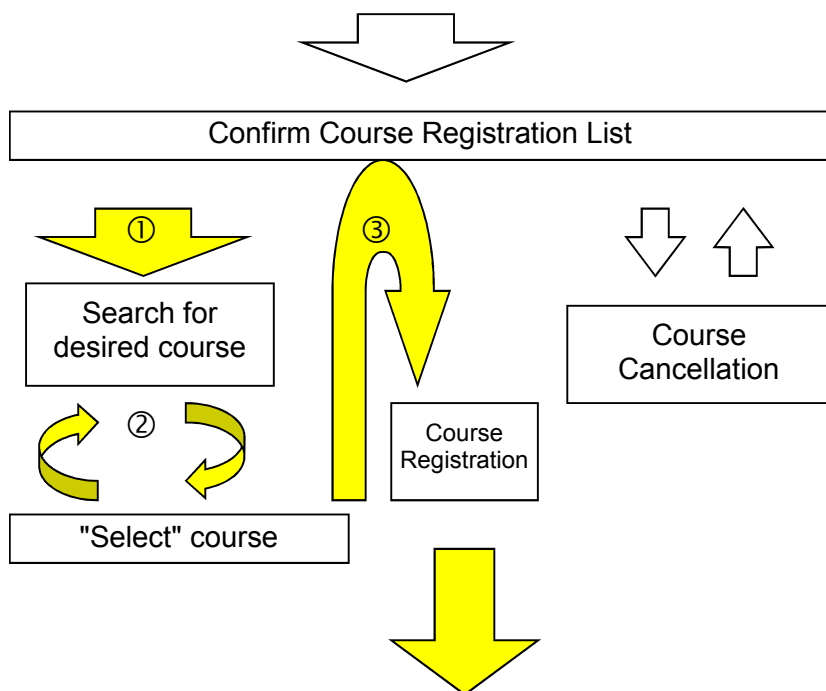
② Select course

- 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

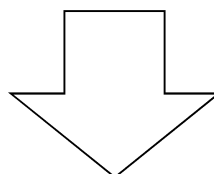


[Important]

- 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.

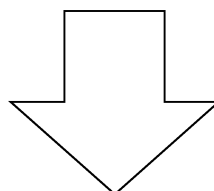
Confirm registered course list

Registered



Drawing/ Registration Check

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

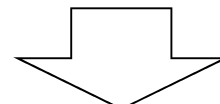


Registration results

**Confirmed
Registration
Completed.**

Error

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

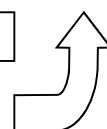


Cancellation

- 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 error checks were 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").

<p>(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.</p>										<input type="button" value="Print Screen"/>		4)																																															
1)	<p>Current schedule of your school</p> <p>First Registration 2013-03-30 10:00 - 2013-04-02 17:00 <input type="button" value="Course Registration Schedule"/></p>																																																										
3)	<p><input type="button" value="Course Search"/></p> <p><input type="button" value="Course Add"/></p> <p><input type="button" value="Course Drop"/></p> <p><input type="button" value="Course Change"/></p>																																																										
2)	<p>Courses with "Fee" mark charge a special enrollment fee. Click "URL" for more information. Click "Apply" for additional application. Click <u>Course Title</u> for syllabus.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Day</th> <th>Period</th> <th>Schl</th> <th>Note</th> <th>Course Title</th> <th>Instructor</th> <th>Campus</th> <th>Classroom</th> <th>Category</th> <th>Credit</th> <th>Status/Order</th> </tr> </thead> <tbody> <tr> <td>spring semester</td> <td>Mon.</td> <td>3</td> <td>Schl Political Sci/Econo</td> <td></td> <td>Introduction to Political Science 03</td> <td>TANIFUJI, Etsushi</td> <td>waseda</td> <td>15-202</td> <td>Other Major</td> <td>2</td> <td>Registration submitted</td> </tr> <tr> <td>spring semester</td> <td>Mon.</td> <td>3</td> <td>Schl Political Sci/Econo</td> <td></td> <td>Introduction to Political Science 03</td> <td>TANIFUJI, Etsushi</td> <td>waseda</td> <td>15-202</td> <td>Other Major</td> <td>2</td> <td>Registration submitted</td> </tr> <tr> <td>spring semester</td> <td>Wed.</td> <td>2</td> <td>Schl Political Sci/Econo</td> <td></td> <td>Introductory Game Theory 03</td> <td>FUNAKI, Yukihiko</td> <td>waseda</td> <td>15-401</td> <td>Introductory Subject-Non-Required Subjects</td> <td>2</td> <td>Registration submitted</td> </tr> </tbody> </table>										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	
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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

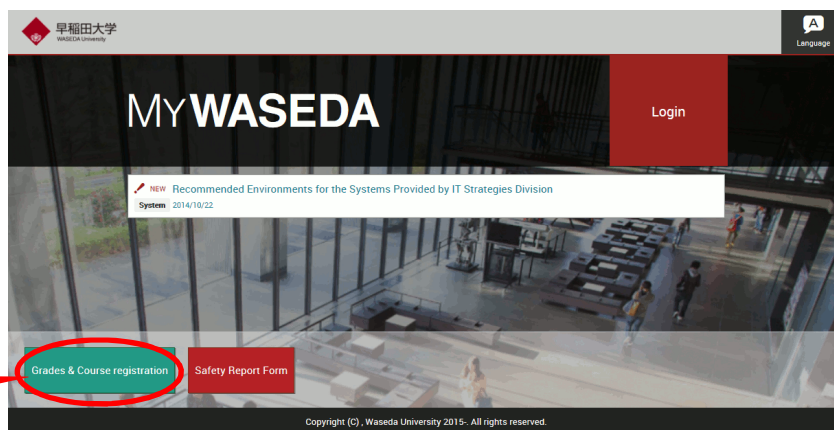
Menu for course guidance week

<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

Check Box	Term	Day	Period	Schl	Note	Course Title	Instructor	Campus	Classroom	Category	Credit	Order
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Civil Law, Lecture 1	ISOMURA, Tamotsu	waseda	9-201		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Law of Civil Procedure, Lecture 1	MATSUMURA, Kazunori	waseda	9-202		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Constitutional Law, Lecture 1	TONAMI, Koji	waseda	9-204		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		International Politics, Lecture 1	TANAKA, Toshiro	waseda	9-205		2	
<input type="checkbox"/>	spring semester	Tues.	2	G.S. Law		Special Study in Asia, American Law 1, Lecture 1	ROSEN, Daniel	waseda			2	
<input type="checkbox"/>	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.

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

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.

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 dropping "Registered" courses
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

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 ▾ English II Elective Subjects	2

- 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

2. Course Category
 ▾

- 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

(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	German Video Conference (language and culture)

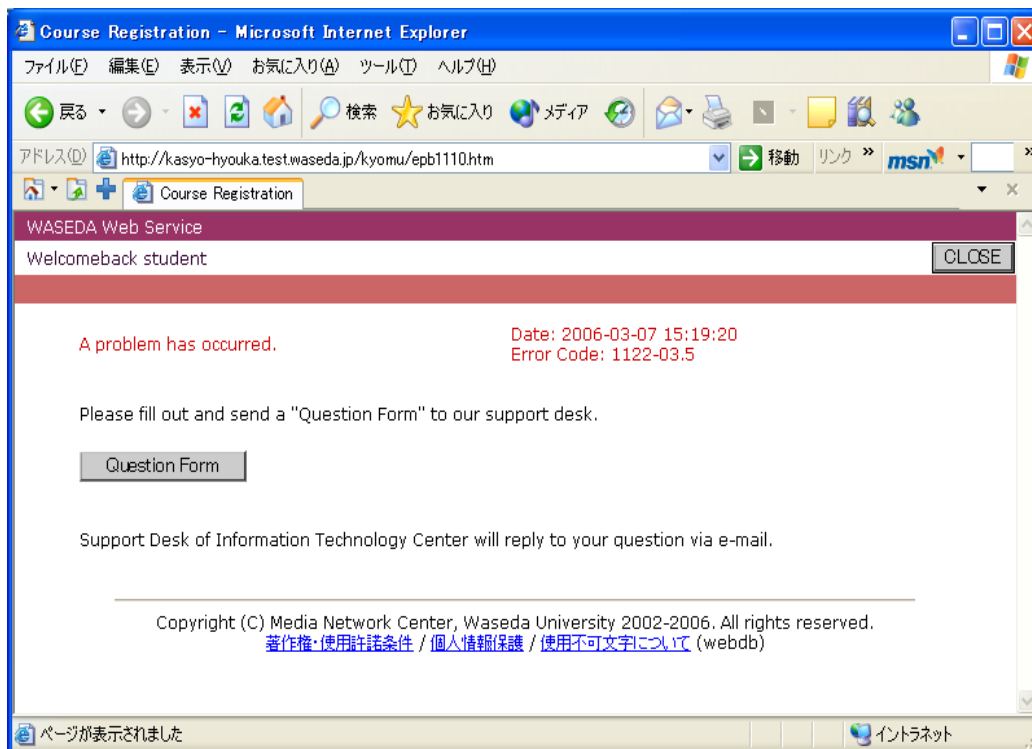
Note	Course Title
Fee	General Tutorial English (Basic 01)

Course Title	Instructor
Introduction to Information Processing 40	MAENO, Joji

(6) Error Messages

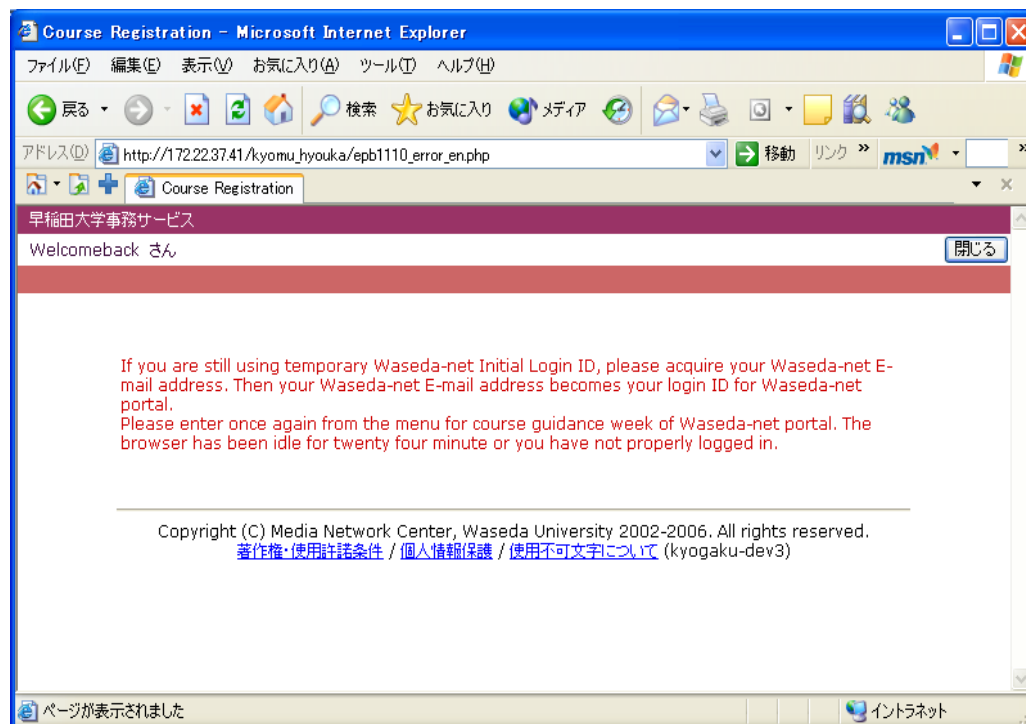
- When service cannot be provided

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



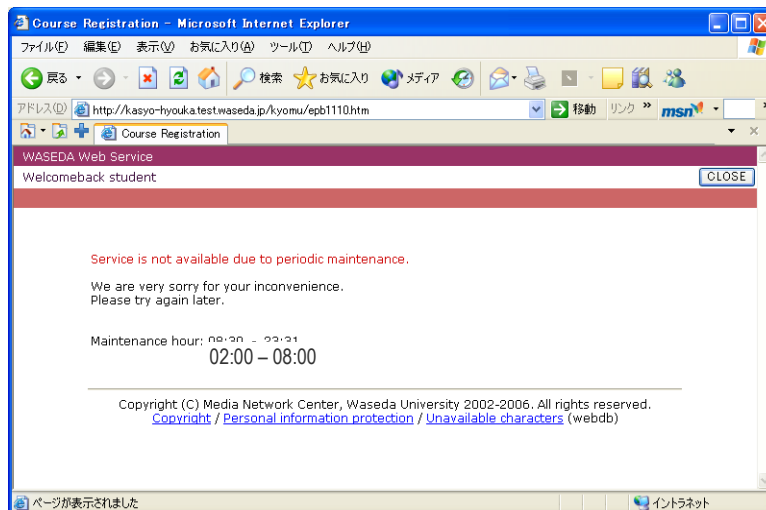
- When an operation is not accepted

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.

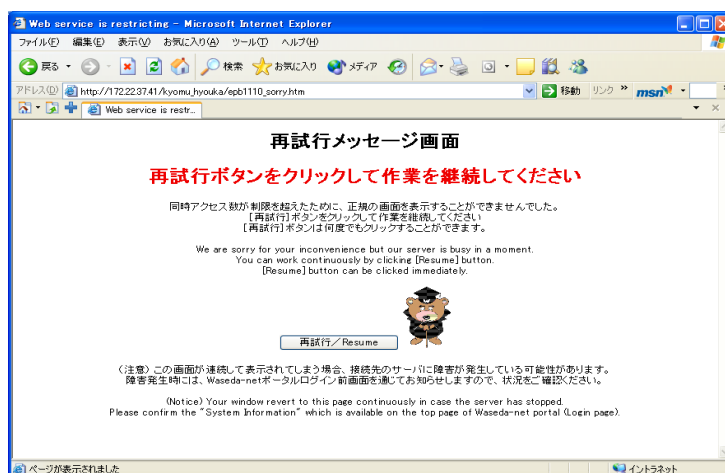
During Course Registration: 2:00 AM to 8:00 AM



- 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

15. Computer Room Opening Hours

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

<https://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 about the curriculum and the required courses 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 TAISI courses from the full list, please enter "TAISI" in the Keyword box.

The course syllabus for the TAISI Program is listed in this section.

Please refer to the information below on how to view individual course pages.

Course Title	Freshman Seminar (Fall) A		
Subtitle			
Instructor	NAKABAYASHI, Mieko	Credits	2
Semester	Fall 2019	Day, Period	Wed. 4
Student Year	1st year and above	Category	Seminar

Semester

Spring 2019: Spring Semester 2019 Fall 2019: Fall Semester 2019

Day, Period

Wed. 4: Wednesday 4th 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 Advisors do hold office hours for students to make queries related to classes and other academic matters. Refer to the "Contact Information of Instructors" available through Course N@vi and contact the professors accordingly.

❑ Academic Advisors

In principle, your Academic Advisor is the professor in charge of your seminar. They can provide guidance and advice regarding problems related to student life or academic matters so please do not hesitate to approach your advisor if you are in need of guidance. Of course, the SSS office staff can also provide such support.

2. TAISI Course List

The course list can be found on the SSS English website at the following URL:

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