

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 fulfill and students need to fulfill 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.
Waseda Moodle	A system designed to support all learning and student activities. It can be accessed through 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.

The 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



Depending 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.

The 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, there must 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/ssss/en/students/registration/>

Depending 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.



The 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/ssss/en/students/registration/>

3. What to Know BEFORE Registering for Your Courses

(1) Evaluation of Grades

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

Points	100～90	89～80	79～70	69～60	59～0
Online Grade Report *1	A+	A	B	C	F or 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

*Section 4 to 8 are information for students enrolled in 2022. For those students who have enrolled before 2022, please check our website.

(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, Japanese Language Courses and Statistics Literacy.**



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

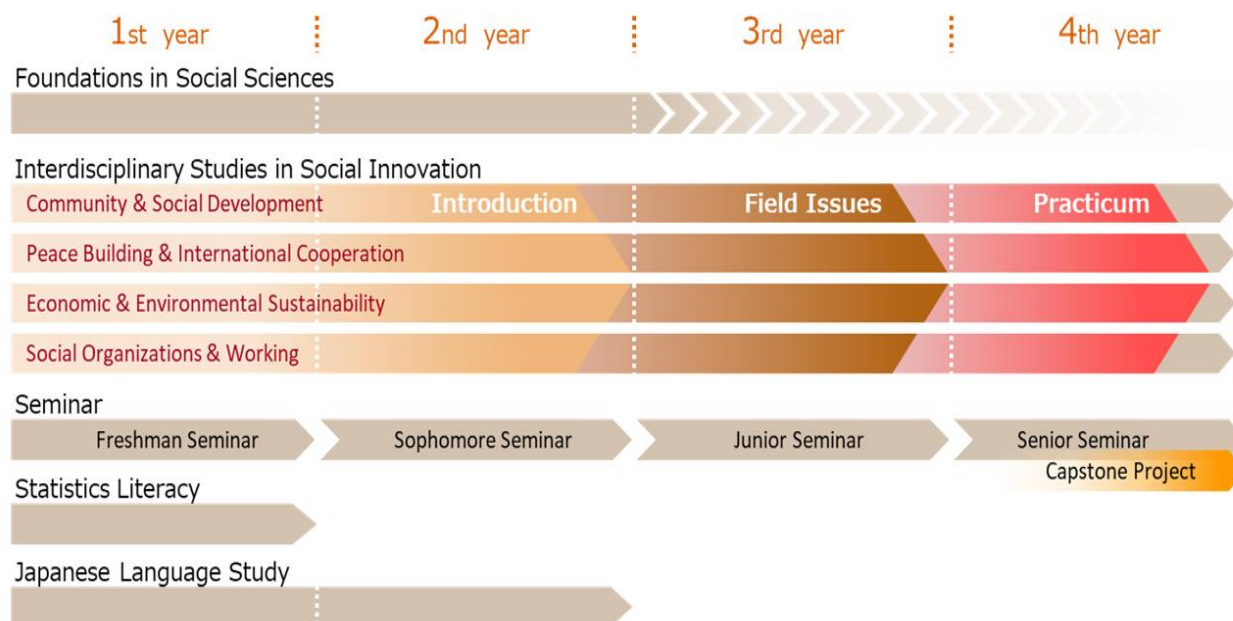
With the advancement of technology and the globalization of society, the business world and the workplace has changed drastically. However, such advancements have also created new social issues such as labour migration, environmentally-damaging business ventures, and technological unemployment. In this 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	42
	Sophomore Seminar		4		
	Junior Seminar		4		
	Senior Seminar		4		
	Capstone Project		4		
	Statistics Literacy		2		
	Japanese Language Study		20		
Required Electives	Foundations in Social Sciences		16~		82
	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 CJL Level Check Test 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, the student can choose the A curriculum and take the required Japanese language courses. As the student assesses the development of their 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	22
	Sophomore Seminar		4		
	Junior Seminar		4		
	Senior Seminar		4		
	Capstone Project		4		
	Statistics Literacy		2		
Required Electives	Foundations in Social Sciences		16~		102
	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 102 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).

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				
Statistics Literacy	2	Statistics Literacy α	1	1							
		Statistics Literacy β	1		1						

(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 CJL Level Check Test and are **required to register for Japanese language courses in the following manner.**

Level 0	Japanese for “Zero” Beginners (2 credits) and any Japanese Language Course (3 credits)
Level 1 - 4	Comprehensive Japanese Course at the designated level (5 credits)
Level 5, 6	Comprehensive Japanese Course (3 credits) and any Japanese Language Course (2 credits)
Level 7～	Any Japanese Language Course (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 and no more than 32 credits can be registered during the enrollment period. 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 CJL Level Check Test 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) Statistics Literacy (1st year)

"Statistics Literacy" consists of two courses, "Statistics Literacy α " (1 credit) and "Statistics Literacy β " (1 credit), both of which are full on-demand courses offered by GEC. In the School of Social Sciences, we try to solve various social problems through scientific approaches. In doing so, Statistics Literacy is a powerful tool. For example, we scientifically test the validity of the hypothesis that A is the cause of B by using statistical evidence based on data. "Statistics Literacy α " will be registered in the first semester and "Statistics Literacy β " will be registered in the second semester. If you fail the class, the class you failed will be re-registered for the next semester only once.

(3) 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. In the spring semester of the 2nd year, students must choose a seminar they will take from the 3rd year and apply for the screening. A list of available seminars and the guideline for screening will be released before the spring semester starts (around February). Please refer to the seminar guideline.

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., transferring the credits of up to 8 credits for Seminar courses is possible.

(4) Capstone Project (4th year)

Students will choose one of the following assignments to work on as their "Capstone Project"(4 credits) in consultation with their seminar advisor.

①Thesis

②Project + Report

※Conception and implementation of projects that contribute to society from a social science perspective.

Students will also be required to reflect and report on the experiences gained during the research and implementation of their projects.

<Examples of projects that contribute to society>

- Policy recommendations and business plan development • Database development and implementation planning
- Planning of training programs • Market analysis • Preparation of records of important incidents and events...etc.

For details, please check the Seminar page of the School of Social Sciences website.

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 C JL Level Check Test level 6 or higher or TAISI 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
Data Science
European Studies
Sociology

(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
Social Research

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, Language Courses, 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
Other Undergraduate Schools	<ul style="list-style-type: none"> • Website of the department (school, center, etc.) offering the course • Syllabus System (web) • Registration Guide of University-wide Open Courses 	<ul style="list-style-type: none"> • Website 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 courses offered by other universities. Regarding how to access the site, 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 ("Tutorial English", "Academic Writing and Discussion in 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). GEC also offers Japanese applied linguistics courses ("Japanese Education (Basic)", etc.).

In the group of courses called "Self - Competence Development courses", 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.

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/en/undergraduate/other_univ/)

This course is only for student who attend undergraduate school.

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 regulations established by their 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 CJL Level Check Test 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.

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 have registered for 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
Courses mainly conducted by online	You can check whether a course is restricted course or not from the web syllabus. The course restricted is written the word [Online] in front of its Class Modality Categories.	60 credits
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 *		
	The limit set for study abroad credits.	

* 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)

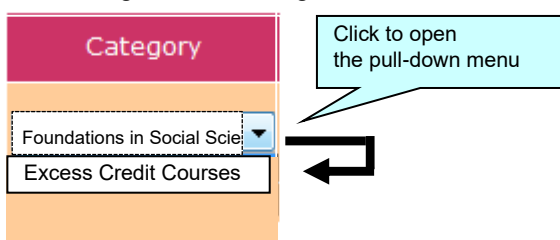
(d) If you do not register for certain courses as excess credits but exceed the set credit limit

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

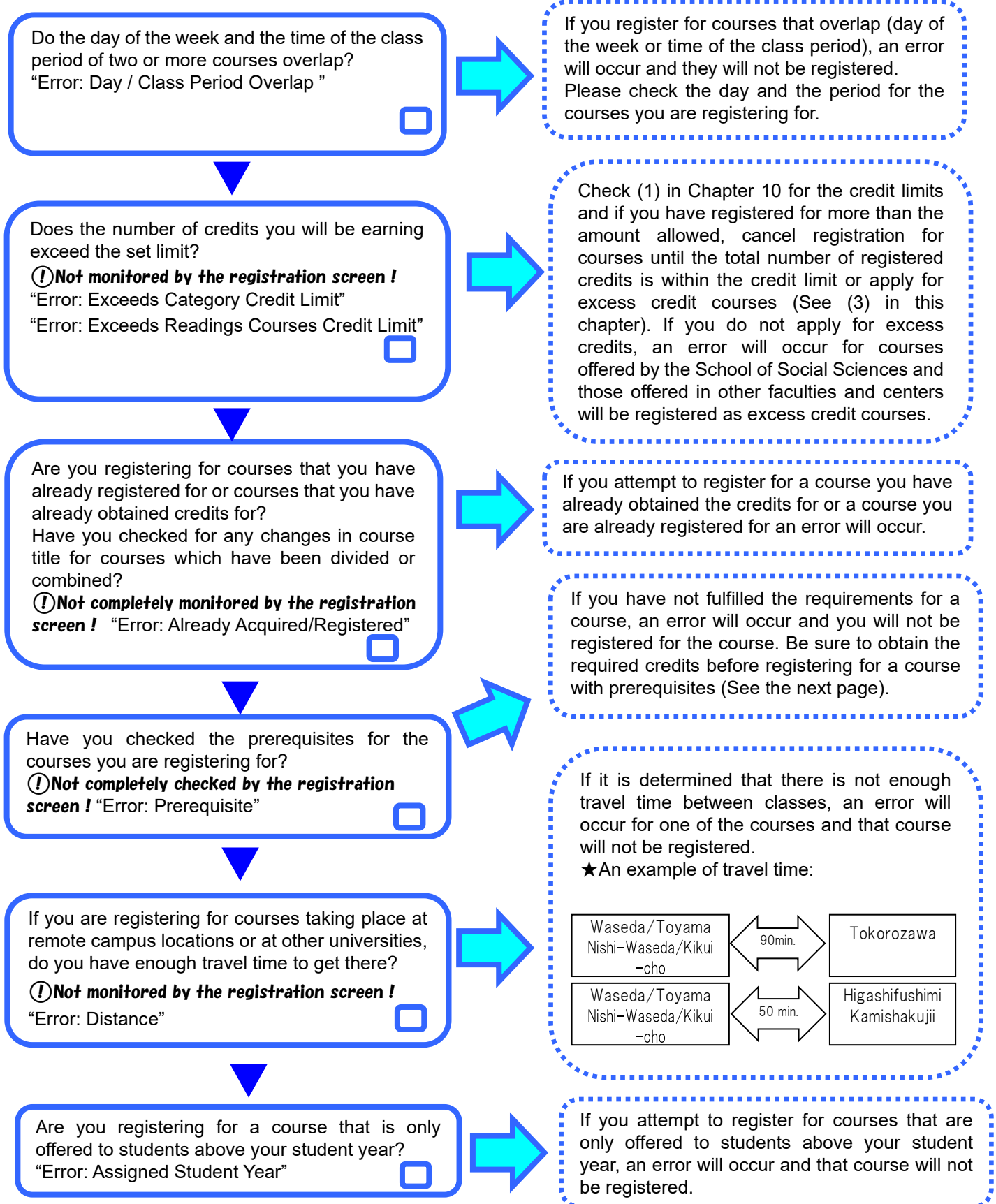
When registering for courses online, the “Category” for courses that can be taken as an excess credit course can be changed. If you are registering for excess credits, a classification such as “Foundations in Social Sciences” will be the initial setting. Please change this to “Excess Credit Courses”.



[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 based on classroom size. However, on the instructor's request, particular courses may be limited to a number smaller than classroom size.

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 ("sengai" = 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 CJL Level Check Test 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: 「商業史 I」・「商業史 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 drop automatically registered "Course Name II" courses from the 1st 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)

• For details about registration rule and schedule, refer to each reference (websites or guidebooks) as below.

• Refer to the Web Syllabus for the content explanation of each course.

• In spring registration, courses open in the following terms are available: Full year, Spring semester, Spring Quarter, Summer Quarter, Summer Intensive, An intensive course(spring), An intensive course(spring /fall), Summer and fall semester, and Summer.

• In fall registration, courses open in the following terms are available: Fall semester, Fall Quarter, Winter Quarter, Winter Intensive Course, Spring Intensive, An intensive course(fall), and Winter.

[Table 2]

Category	Course		Reference	Timing of Registration						
				Spring Registration			Fall Registration			
				1st	2nd	3rd	1st	2nd	3rd	
University-Wide Open Courses	Offered by Global Education Center (GEC)			○	○	○	○	○	○	
	Web Registration	Academic Writing	•Registration Guide of University-Wide Open Courses •GEC Website (https://www.waseda.jp/inst/gec/)	Regarding Spring or Fall quarter courses conducted twice a week, they are not open for 3rd registration period. <Example> Tue.2 & Fri.2 Wed.4 & Wed.5 Wed.2 & On-demand ※For courses that are open for the 2nd and 3rd course registration period , please refer to the Available course lists on the GEC Website.						
		Mathematics								
		Data Science								
		Information								
		English*								
		Language								
		Physical Education								
		Natural Science								
		Human and Social Science								
		Japanese Applied Linguistics								
		Self-competence Development								
Others	Internship	Waseda University Internship Guide (Issued by Career Center)	Apply at Career Center							
	【Partner Universities】	•University Consortium Manual •GEC Website (https://www.waseda.jp/inst/gec/) >Undergraduate Students >>Courses offered at Other Universities	<cancel> Credit transfer system is not available in AY 2021.							
	Offered by Center for International Education (CIE)		•Registration Guide of University-Wide Open Courses •CIE Website	○	○	○	○	○	○	
	Offered by Schools/ Graduate Schools		•Registration Guide of University-Wide Open Courses •Website of each school	○	—	—	○	—	—	
Courses offered at other undergraduate schools			Website of each undergraduate school			—	—	○	○	
Teacher Qualification and Relevant Qualification Courses			Teacher-training course guide (Issued by Teacher Education Center)			○	○	○	○	○

* The course below is available in the first registration only according to lesson group arrangement.

•Tutorial English (Spring Semester and Fall Semester) : the first registration only.

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

• Some courses available for the 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 by one student, only one course chosen randomly by the system will be registered. Rest of the courses will be denied and they will show up with the error message.

•**Students need to be at second year or above to apply for an Intermediate course, and at 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 revert to the “registered” status. 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 Introduction to Information Processing /01
spring semester	Mon.	4	SILS		English Academic Writing, Level 3 W-33		Nishiwaseda		English III	1	Registered
spring semester	Wed.	1	SILS		Tokyo: Introduction to Urban Anthropology	BERNARD, Rosemarie	Nishiwaseda		Intermediate Subjects	3	Registered

Drop

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.

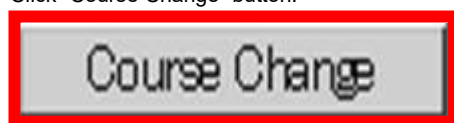
For courses offered by other undergraduate schools and centers, it is only possible to change a category from countable to non-countable during the 3rd registration period. Please be careful that once you change the course category of these courses from countable (courses that count towards graduation) 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 15 (Fri.) ~ April 21 (Thu.) 23:59

Fall Semester: October 8 (Sat.) ~ October 14 (Fri.) 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】2022年度●学期登録 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 2022
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] https://waseda.box.com/v/waseda-feepayment *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 mailbox.

*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. Frequently Asked Questions

About Japanese Language Course

Q1 : Which courses should I take of the Center for Japanese Language as “Japanese Language Study”?

A1 : Freshmen are recommended to register for the Japanese language level according to the results of the CJL Level Check Test and are required to register for Japanese language courses 5credits in the semester.

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

In addition, in the next semester, students are generally required to take a class at the next higher level.

Q2 : Can I take a class at a lower level than the previous semester?

A2 : 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.

Q3 : How can I change from A curriculum to B curriculum after enrollment?

A3 : You can change your curriculum 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)

The SSS office will send you the information about procedures for the change, so please check it.

About Seminar

Q4 : What should I do if I receive a "Failed" grade in the “Seminar” Courses ?

A4 : If you fail “Freshman Seminar” or “Sophomore Seminar”, you will be re-registered for those courses the following year and you can take “Freshman Seminar” and “Sophomore Seminar” in the same year. However, if you fail “Junior Seminar”, “Senior Seminar” cannot be taken in the next year.

Q5 : Can I change the class of "Freshman Seminar" or "Sophomore Seminar" automatically registered?

A5 : Unfortunately, you are not allowed to change classes. Please take the class for which you are registered in.

About Required Electives

Q6 : Regarding about Interdisciplinary Studies in Social Innovation, can I take “Field issue” or “Practicum” lecture, before taking “Introduction” lecture during the freshmen year?

A6 : If you are confident in your knowledge, you can take the “Field Issue” or “Practicum” lecture. However, all courses are set for specific student year. So, please check the target student year for each course.

About Regulation of Course Registration

Q7 : How do I cancel courses that I have already registered for?

A7 : 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	×

Q8 : When can I register courses in the SSS general program?

A8 : Courses of SSS general program designated as open courses can be registered from the first registration period, and other courses of SSS general program can be registered from the third registration period only if there is room for them. Please note that most of the courses are conducted in Japanese, so only students who are confident in their Japanese language skills should take these courses.

Q9 : Can I register for more than 40 credits (48 credits for 4th year students) in one year?

A9 : You cannot register for courses that exceed the credit limit. If you wish to take courses in excess of the maximum number of credits you can register for, please change the course category to "Excess Credit" or register for courses that can be only registered as "Optional Courses". In addition, please note that credits earned through "Excess Credit" and "Optional Courses" cannot be included in the number of credits required for graduation.

Q10 : I have some questions or concerns about course registration, where can I get help?

A10 : You can get more efficient answers by using different contact information depending on the content of your question.

1) About the regulation of course registration of the School of Social Sciences:

→ Course Registration Section, School of Social Sciences Office (kamoku18@list.waseda.jp)

2) About the MyWaseda course registration system:

→ Waseda University IT Help Desk

<How to access the Waseda University IT Help Desk>

In the MyWaseda global menu [IT Services], select the service menu on the left [System Inquiries and Applications (Help Desk)], and select the appropriate form from the folders and files displayed.

13. Course Registration-related Information

Transnational and Interdisciplinary Studies in Social Innovation Program Courses

- 2022 TAISI Course Registration Guide (this guide)
- TAISI School Study Guide 2022 (for 2022 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/>
- 2022 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*

*The opening hours may be changed, please check our website for the latest opening hours.

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, Bldg. 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

*The opening hours may be changed, please check our website for the latest opening hours.

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 (Spring) A		
Subtitle			
Instructor	TBA	Credits	2
Semester	Spring 2022	Day, Period	Mon. 4
Student Year	1st year and above	Category	Seminar

Semester

Spring 2022: Spring Semester 2022 Fall 2022: Fall Semester 2022

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 Announcements on MyWaseda 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.

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/>

14. 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 or web syllabus**. 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.

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.

Appendix

Course Registration using the Web System