

April, 2022

To the secretary general of the official circle that uses the circle room

Student Affairs Section

Registration procedures for members who can use circle room AY2022

You can enter and lock the circle room in the Waseda University Student Center using your student ID card. Only the secretary general is authorized to register members who use the circle room, and only circle members registered by the secretary general can open and lock the circle room with their student ID cards. The secretary general must register members in the following schedule. The current registration data is valid until the end of June, but if the registration procedure is not completed by May 20 by the secretary general, ALL circle members will not be able to enter the circle room after July 1, 2022.

1. First registration procedures for AY 2022 [Must be done by ALL circles using the circle room].

[Processing time] May 6 (Fri.) - May 20 (Fri.)

*If you do not complete the procedure correctly by May 20, all members of your circle will not be able to enter or lock the circle room after July 1.

The period from June 1 to 30 will be used to resolve incomplete registrations.

*Due to the changeover of the "official" period for circle authorization, data will not be reflected on June 1 (registration from May 1 to May 20). From May 1 to June 30, only circle member who are correctly registered as of April 20, 2022 will be able to open and lock circle room (except for members who have reissued their student ID cards).

[Persons eligible for the procedure] The secretary general who applied to the university during the "official" qualification continuation procedure period (March 7 - March 16)

[How to register] Please check the below.

2. Registration procedures for regular periods (other than 1 above)

If there are no changes (additions, deletions, etc.), there is no need to re-register.

Any changes must be updated between the 1st and 20th of each month. The changed data will be effective from the 1st of the following month (if the office is closed on the 1st of the month, the data will be effective from the next day the office is open).

[Note]

If there are any changes, you need to both (1) register the updated file and (2) update the circle membership list (already submitted to the university in March and April). The Student Affairs Section will separately inform you how to update your circle membership list through My Waseda, etc.

3. Procedures in the case of a change in the Secretary General (submission of "Application to change registered information")

When the secretary general is replaced, please submit the "Application to change registered information" to the Student Affairs Section (for Faculty-Approved Organizations, they should it to the Faculty Office). The new secretary general will be given the authority to register members at the end of each month. The previous secretary-general remains authorized to register for the month in which the "Application to change registered information" is submitted to the Student Affairs Section. The new secretary general can start the registration procedure from the following month after submitting the "Application to change registered information".

*The "Application to change registered information" is to be submitted as follows.

To send by e-mail

Subject: Submission of "Application to change registered information" (Circle Name)

Send to: kagaidesk@list.waseda.jp

*Please be sure to include the name of the circle and the sender's name in the body of the e-mail when sending the e-mail.

To mail

Address: Extracurricular Activities Desk, Student Affairs Section, Waseda University, 1-24-1 Toyama, Shinjuku-ku, Tokyo 162-8644

* The circle classification number, circle name, and document name must be written on the sealed envelope.

*Postal accidents cannot be taken into consideration. Circles wishing to confirm the arrival status are recommended to use "Specified Recording" or "Letter Pack".

*Shipping costs are to be paid by the circle.

To bring to the office

*Opening hours: Monday through Friday, 10:00 – 16:00

*To prevent the spread of the COVID-19 infection, the office hours are different from normal hours. For details, please refer to the latest version of the "Office Counter Service of Student Affairs Section " posted on the "Important" page of the Student Affairs Section.

*The office is closed on Saturdays, Sundays, national holidays, special holidays, and during the summer and winter vacation periods. If the deadline falls on a day when the office is closed, please submit the documents during the office opening hours before the day the office is closed.

◆How to register members

<Procedure 1>

Preparation of Circle Membership List

(1) Log in to My Waseda, click on "Circle Membership List (for registration of use the circle room)" in the right pane of "Student Affairs" under "Circles and Other Extracurricular Activities", and download the list.

***This list is different from the Excel of Circle Membership List submitted to the university when applying to continue as an official status.** Please be sure to use the "Circle Membership List (for registration of use the circle room)" format shown above. **You cannot register with a list that is not in the prescribed format, or with a list prepared by the circle itself. An error will occur, and ALL circle members will not be able to enter or lock the circle room.**

(2) Open the downloaded file and enter the circle classification number, circle member's student ID number, name and kana name. If you make a mistake in the input rule, circle members will not be able to enter and lock the circle room. Please pay close attention to the following points.

« Notes on registration »

- Registration files must be created in Windows (Files prepared on a Mac cannot be read and will result in an error).
- Circle classification numbers should be 4 to 5-digit alphanumeric characters (alphabetic (English) letters should also be capitalized), omitting hyphens. If you make a mistake, you will not be able to register all circle members. Example: A-001 → A001, E12-01 → E1201, EN-018 → EN018, etc.
- Please use 8-digit alphanumeric characters for the student ID number. The alphabet (alphabetic characters) must also be entered in half-width capital letters (1 byte), with no hyphens or lowercase letters required. Example: 1A190123-2 → 1A190123
- Please enter your first name and last name with one space between each character.
- Do not create blank lines when entering data. If there is a blank line, subsequent data cannot be read. Pay special attention when deleting members.
- Please do not destroy the format of the Excel file (delete lines, etc.).

(3) When you have finished entering the information, save the file.

<Procedure 2>

Click on the URL in the e-mail that will be sent to the secretary general in early May, follow the instructions on the window that opens, attach the files of the circle members you have prepared, and then register them.

*Please be sure to attach only one file; if more than one file is attached, the system will not be able to load it. All circle members will not be able to enter the circle room. Deleted the old Excel file, and attach the new Excel file.

*After the registration period from May 6 (Fri.) to May 20 (Fri.), notification regarding registration will be sent at the beginning of each month between August and April of the following year to the secretary general at the time of notification. Once your registration is complete, an email will be sent to your My Waseda email address confirming that you have done the registration.

You are to register between the 1st and 20th of each month, but you can revise (re-register) as many times as you like until the deadline (20th of each month).

After the First registration procedure of members who use the circle room AY 2022 (May 6 (Fri.) to May 20 (Fri.), 2022), please re-register only for the months in which there are any changes (additions, deletions, etc.) in the contents. For other months, the information up to the previous month will be carried over.

Example: After the first registration procedure in AY2022, some circle members are added in September.

→If you register between September 1 and 20, it will be reflected from October.

→If you register between September 21 and October 20, it will be reflected from November.

Please note that if there are any incomplete or missing information in the registration (such as not entering the classification number or failure to comply with the entry rules etc.), your circle members will not be able to enter or lock the circle room at least one month. Please register with the utmost care and attention, when registration.

Please note that if your student ID card is reissued, you will not be able to enter until the following month (or the month after).

*In principle, if your student ID card is reissued by the 25th of the previous month, the member will be able to enter from the following month; if your student ID card is reissued after the 26th of the previous month, the member will be able to enter from the month after.