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Q1: Is course registration "first-come-first-served"?

No. Course registration at WASEDA University is basically not "first-come-first-served".

Students apply for the courses through MyWaseda during the designated course registration period. If the number of applicants exceeds the capacity of the course, a lottery will be held. Only the students who are chosen by lot can take the course.

As for the registration for "Other Foreign Language" courses offered by SILS, SP3 students apply by submitting a form to the office. This is also NOT "first-come-first-served".

However, "Add-Only" registration, which is conducted after the 3rd Registration period, is on "first-come-first-served" basis.

Q2: What does "Over Enrolled" mean?

If the number of applicants exceeds the capacity of a course, a lottery will be held. Students, who are not selected due to the lottery, are considered to be "Over Enrolled".

Q3: I was "over enrolled", but I really would like to take the course. Is there any chance that the course will be open again?

If the course is closed at the 1st registration, they will remain closed during the 2nd registration period since the 2nd registration period is the first opportunity for the students to drop a course.

Even if a student drops the course that has been closed as a result of the 1st registration, it cannot be made available immediately after the course is dropped.

It is only AFTER the 2nd registration period when the course can be made available again, in case the course was dropped by somebody during the 2nd registration period. It will be made available in the 3rd registration period.

Q4: Can I drop "Over Enrolled" courses from my registration list?

No. It is because you can only drop the courses that are registered. "Over-Enrolled" courses are NOT registered. Therefore, it is not a problem if the "Over-Enrolled" courses remain on your list. Schedule conflict will not happen even if you try to register for the courses conducted on the same day and same period as the "Over-Enrolled" courses.

Q5: What will happen if I am over enrolled at the 3rd registration and cannot fulfill the 6 credits of Japanese Language courses?

If you cannot fulfill the Japanese Language requirement due to over-enrollment, a course-relief registration is available after the 3rd Registration period.

The SILS office will send an email to all the eligible students for the course-relief registration. They can register for the Japanese language courses from the list available at the Office.

Please kindly note that it will take time to identify the eligible students. It may not happen at the same time as the student receives the result announcement of the 3rd course registration. Your patience will be greatly appreciated.

Please also note that the course-relief registration will NOT be offered to the students who “simply forget to register”. Please register for at least six (6) credits of Japanese language courses by the end of the 3rd course registration deadline.

Q6: Do I have to pay for the courses that have a “FEE” (¥) sign?

a) If they are Japanese Language courses, SILS SP3 students do NOT have to pay.

The “FEE” sign will appear on the Japanese Language courses regardless of the category of students.

b) Other courses, such as the Sports courses offered by the Global Education Center, you will be required to pay the “Audit Fee/ Course Enrollment Fee”, should the course be successfully registered.

To learn more about the Audit Fee/ Course Enrollment Fee, please refer to the below webpage.
<https://www.waseda.jp/inst/gec/en/undergraduate/registration/>

How to pay the audit fees

The payment slip will be distributed at the SILS office from October 8.

Period of Payment: October 8-15, 2018

https://www.waseda.jp/inst/gec/assets/uploads/2016/01/fee-payment_Eng.pdf

Q7: I have found a SILS course on the Online Syllabus Search. How can I tell whether this course is open to SP3 or not? I would also like to know how I can learn about the class schedule and the classroom information of each course.

Please take a look at the “Available Course List” which is uploaded on the Course Information and Registration.

<https://www.waseda.jp/fire/sils/en/oneyear/registration/>

As the course list is expected to change after every registration, please make sure you refer to the updated “Available Course List” before the next course registration.

It is possible that some courses are closed even at the 1st Course Registration. This is because students who attended SILS the semester before have been given a “Preference Registration” before the 1st Course Registration. If you are staying here for one year, you will be given a “Preference Registration” in the next semester.

Q8: I would like to register for a Japanese Language course which is indicated the Syllabus or Online Syllabus. However, I cannot find the course on course registration screen.

The course is likely cancelled. Please refer to the course registration page on the Center for Japanese Language (CJL) website. You will be able to find the list of available courses and the updates on course cancellation.

Q9: I was placed at J-CAT level 5, but I have decided to try level 6 courses. Can I be exempted to take Japanese language courses?

No. The Japanese credit exemption is determined by your J-CAT results. If you would like to be exempted from the Japanese language courses, you must be placed at level 6 or higher.

J-CAT level 6 . . . 3 credits out of 6 can be exempted

J-CAT level 7 or 8 . . . all of the 6 credits can be exempted

Q10: I took the level 5 Japanese courses in the Fall semester and successfully earned the grade (=passed the course). Am I automatically going to be placed at level 6 and can be exempted from the Japanese language courses in the Spring semester?

No. If you would like to be exempted from the Japanese language courses, you must be placed at level 6 or above by the J-CAT test. You can take the J-CAT test again during the spring break before the course registration for the new semester begins. If you achieve level 6 or higher, please contact the SILS office. More details will be announced at the beginning of the Spring break.

Q11: I was placed at J-CAT level 2, but I would like to try level 3 courses. Is that possible?

Yes. In principle, the result of the J-CAT test is a guideline for you to decide what courses to take. You are personally responsible for your decision. Please do note that you are NOT allowed to change the level in the midst of the coursework.

E.g.: Level 3 Speaking Course and Level 2 Writing Course

Q12: Do SP3 students have to take "Comprehensive Japanese" courses?

"Comprehensive Japanese" is NOT mandatory for SP3 students. As long as you take at least six credits (seven credits maximum) of Japanese Language courses, you can choose other courses besides "Comprehensive Japanese".

For example,

- Take one 5-credit course and one 1-credit course
- Take six 1-credit courses
- Take one 3-credit course and three 1-credit courses, etc.

Q13: I would like to take one SILS lecture course, but the syllabus indicates it as an "Open Course". Does it mean it cannot count towards the minimum 8 credits?

If the course is an "Open Course" offered by SILS, it counts toward the minimum eight credits because as a SILS student, it is not considered to be an "Open course" but a SILS course. The SILS lectures with the "Open Course" mark suggest these courses are also open to the students from the other schools and faculties at Waseda University.

Q14: I am interested in one course offered by a school other than SILS. How do I know if I am eligible? How can I learn about the language of instruction of a course?

Except for the Japanese language courses offered by the CJL, SP3 students can take the courses offered by the other schools ONLY WHEN the course is designated as a "University-wide Open Courses".

You can find the available course lists by accessing the following URL;

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

Please check the language of instruction on the course list and/or on the online syllabus as most of these courses are taught in Japanese (native level).

Q15: I have mistakenly dropped one of the courses that I registered in at the 1st Course Registration (=Registered). Is it possible to go back to the "Registered" status, or should I apply during the 2nd course registration period and wait for the result announcement?

Once you drop any course with the "Registered" status, the registration is cancelled. It cannot be returned to the "Registered" status. In case you drop one of the "Registered" courses *by mistake*, you have to re-apply for the course. It is NOT possible if the course is "closed" at that time. Therefore, please be extra careful when you register for courses.

Q16: I am not able to register for one course due to over-enrollment. In order to apply for the other course, I have to confirm with my home institution if it is credit-transferrable. However, it seems that I will not be able to hear from my home institution before the course registration period is over. As an exception, can I register for the course after the course registration period?

No. Any add and/or drop of courses AFTER the registration period will NOT accepted.

We would suggest that you make second options in the event of an over-enrollment and confirm with your home institution in advance.

Q17: I am not able to register for one course due to over-enrollment. However, I would really like to take the course because it is credit-transferable at my home institution and it can be counted toward graduation. Is there any way that I can take the course? Is it OK if I receive permission from the instructor of the course?

First, please refer to Q&A 3.

If you are over-enrolled at the 2nd registration and if it is a SILS course, you may have a chance to register at the "Add-only" registration IF somebody drops the course at the 3rd registration. In the event you are overenrolled at the 3rd registration, you will NOT be able to register for the course. Each partner institution has its unique requirements on credit transfer. To ensure fairness, NO EXCEPTION will be granted under any circumstances.

Please also note that the instructors have no authority over course registration. Even if you receive permission from an instructor, you cannot register for the course if you were overenrolled.

Q18: Is it possible to apply for more than 20 (or 21 if I take 7 credits of Japanese language courses) credits, as a backup, in case I am being overenrolled?

It is possible to register but the excess credits will be automatically cancelled by the computer system. Even if you apply for more than 20 (or 21) credits, the maximum number of credits that can be registered is 20 or 21.

Please also note that the courses to be cancelled are chosen at random by the system. There is no way to show your priority, so please apply up to 20 or 21.

Please consult with your home institution in advance (especially on course credit transfer) on your first priorities and second choices, in the event of an over-enrollment.

Q19: Is it possible to take the courses that are NOT designated as "University-wide Open Courses" offered by other schools/departments?

No. This is NOT because you are an exchange student. This rule also applies to all four-year degree seeking students.

In principle, most of the courses at each school are open only to the students who belong to that school. This is to ensure they can fulfill their graduation requirements.

Thus, each school designates the courses that can be offered to the students from other schools in advance, and they are indicated as "University-wide Open Courses".

Q20: Can SILS students take the 10-credit Japanese Language course (Intensive Japanese 1-2)?

No. Please refer to page 134 of the Japanese Language course syllabus book. The Intensive Japanese 1-2 course is a 10-credit course. SP3 students can take only up to a maximum of seven credits of Japanese Language courses per semester. You CANNOT register for this 10-credit course.

Please note that, applying for this 10-credit course on the course registration platform itself is possible. It will, however be automatically cancelled, as an error by the system, after the registration closes.

Please do NOT apply for the Intensive Japanese 1-2, and register according to the stipulated rules.

END