

Frequently Asked Questions

As of March, 2019

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1. Course registration

Q. I tried to search for a course on the course registration site, but the course name is not displayed.

A. On the subject screen, under "1. School (学部の選択)", please select "Global (グローバル)", and press the "OK (確定)" button. Then under the "2. Course Category (科目群)" section select "English subjects (英語科目)" and enter the "Course title (科目名)".

Q. Will credits from General Tutorial English count toward my graduation requirements?

A. It depends on your department. Check your department's handbook and other relevant documents for confirmation.

Q. I can't decide which level is appropriate for me.

A. We recommend participating in the course registration consultation meeting held during the Spring and the Fall Course Registration periods and taking a level check in English (about 10 minutes, free of charge) from a native speaker. Alternatively, you can check the criteria for each level as described in the Web syllabus and then select a level, keeping in mind any previous WeTEC, TOEFL, or TOEIC scores. When General Tutorial English is taken as a compulsory subject, the class level is determined by your WeTEC score.

Q. It has been a while since I took the course. Can I re-take a level I have already received credit for ?

A. No. It is not possible to re-take a level you have already received credit for.

Q. My WeTEC score does not fall within the recommended score range for the level I have registered for. Can I change my level?

A. It is possible to change your level during the registration period provided the status of the courses on the Registration Screen is either “Tentative Selection” or “Registration Submitted”. However, it is not possible to cancel or change levels once your registration is confirmed (“Registered”).

Q. Can I take several levels at the same time?

A. It is not possible to take multiple levels of General Tutorial English α · β at the same time during one quarter. However, it is possible to register for multiple levels during the Summer intensive periods, provided the course dates do not overlap.

Q. Can I take either α or β only?

A. Yes, but from a learning perspective, we recommend you take both α and β .

Q. Can the β course of a level be taken before the α course?

A. Yes. There is no level difference between α and β . Please refer to the following table.

Possible to Register or Not	Example combinations ※GTE : General Tutorial English
○	Spring Quarter 「GTE (Basic) α 」 + Summer Quarter 「GTE (Basic) β 」
○	Spring Quarter 「GTE (Basic) α 」 + Winter Quarter 「GTE (Basic) β 」
○	Spring Quarter 「GTE (Basic) α 」 + Fall Quarter 「GTE (Pre-Intermediate) β 」
○	Spring Quarter 「GTE (Basic) α 」 + Summer Quarter 「GTE (Pre-Intermediate) β 」
×	Spring Quarter 「GTE (Basic) α 」 + Spring Quarter 「GTE (Pre-Intermediate) α 」 ⇒ You can take only one level per quarter.
×	Spring Quarter 「GTE (Basic) α 」 + Summer Quarter 「GTE (Basic) β 」 + Summer Intensive 「GTE (Basic)」 ⇒ As the Spring Quarter, Summer Quarter and Intensive Course are the same level (Basic), it is not possible to register.
○	Summer Intensive 「GTE (Basic)」 + Summer Intensive 「GTE (Pre-Intermediate)」 ⇒ It is possible to take different levels provided the course dates, do not overlap.

Q. I'm going to take General Tutorial English as a compulsory course. Can I take it again in other semesters as an elective course?

A. You can take General Tutorial English as an elective course. We recommend taking it consecutively to improve your English ability.

2. WeTEC

A. Please refer to the "Guidelines for WeTEC (受験ガイド)" in the "Guide to General Tutorial English (履修ガイド)".

※ If you take the test as part of the Freshman Placement Test, please refer to the test "Guidelines for WeTEC (受験ガイド)".

※ Please be sure to check the test period beforehand and take it by the deadline. The WeTEC system can experience connection problems due to network congestion close to deadline, so you are advised to take it well in advance.

Q. When is the WeTEC test period?

A. The test period is different for compulsory students and elective students.

<Compulsory students>

Please refer to the "WeTEC test period" in the "Guide to General Tutorial English (履修ガイド)".

※ If you take the exam as part of the Freshman Placement Test, please refer to the test "Guidelines for WeTEC (受験ガイド)".

<Elective students for Quarter subjects>

If you register for the course during the 1st registration period, you need to take the test during the 1st registration period. If you register during the 2nd or 3rd registration period, take the WeTEC test during the corresponding registration period.

<Elective students for the Summer and Spring Intensive subjects>

Please refer to the "WeTEC test period" in the "Guide to Tutorial English (履修ガイド)".

Q. I can't log in because I don't know my student ID number.

A. Please log-in to MyWaseda, and click on the following:

⇒"View/Update Your Own Profile"

⇒"Update Student Profile"

⇒You can check your student ID number here.

Q. Although I input the correct ID & PW, I can't log in.

A. Please confirm the following.

1) Did you input your ID & PW with half-width alphanumeric characters?

※ID⇒Student ID number (only before the hyphen)

PW⇒Birthday(4 digits with half-width alphanumeric characters)

※ If you take the exam as part of the Freshman Placement Test, please refer to the test "Guidelines for WeTEC (受験ガイド)".

2) Did you go to the correct URL?

■ **WeTEC test (Pre-course):**

< **Students who take Tutorial English as a elective course (quarter subjects $\alpha \cdot \beta$)>**

After finishing the course registration, click the "input (入力有)" button displayed in the "note (備考欄)" on the registration subject list screen. Then click the URL on the examination information screen.

<**Students who take Tutorial English as a compulsory course, or in the Summer / Spring Intensive course**>

Please follow the instructions sent to you through Waseda Mail to access the test page.

■ **WeTEC test (Post-course) :**

Click the "WeTEC" icon on the Lesson tab of the Tutorial Site.

3) Did you click the corresponding "log-in page"?

You may not be able to log in if it is unnecessary to take the test. Please refer to the chart below.

Course Period		Timing	Students who <u>don't</u> have to take the WeTEC
Spring Semester	Spring Quarter (α)	(Pre-course)	Students who have taken Freshman Placement Test.
		(Post-course)	Students who will also take GTE in the Summer Quarter (β).
	Summer Quarter (β)	(Pre-course)	Students who took GTE in the preceding Spring Quarter (α).
		(Post-course)	None (All students are required to take it.)
Summer Intensive Course		(Pre-course)	Students who took GTE in the preceding Summer Quarter (β).
		(Post-course)	None (All students are required to take it.)
Fall Semester	Fall Quarter (α)	(Pre-course)	Students who took GTE in the preceding Summer Intensive course.
		(Post-course)	Students who will also take GTE in the Winter Quarter (β).
	Winter Quarter (β)	(Pre-course)	Students who took GTE in the preceding Fall quarter. Students who took GTE in the preceding Summer Intensive course.
		(Post-course)	None (All students are required to take it.)
Spring Intensive Course		(Pre-course)	Students who took GTE in the preceding Winter Quarter.
		(Post-course)	None (All students are required to take it.)

※For students taking the test as part of the Freshman Placement Test, please refer to the test "Guidelines for WeTEC (受験ガイド)".

Q. As I am taking GTE in consecutive Spring and Summer Quarters, I don't need to take the Post-course Spring Quarter WeTEC. How is the final grade for the Spring Quarter determined?

A. Your WeTEC (Post-course) score at the end of the Summer Quarter is used to determine the final grades for both the Spring and Summer Quarters.

This also applies if you take the Fall and Winter Quarters consecutively. Your WeTEC (Post-course) score at the end of the Winter Quarter will be used to determine your final grades

for both the Fall and Winter Quarters.

Q. I can't hear anything in the listening section.

A. Please check that your PC meets the system requirements.

⇒ Please check the system requirements described on the WeTEC test site again. Please check "Examination system requirements (受験環境チェック)"

<http://etest.wui.co.jp/wetec/check/check.html>

If it says "NG" (No Good) for your system settings, you will not be able to take the test properly.

Even if the PC meets the system requirements, problems may occur depending on your individual settings. If you can't access the test properly, please use a computer room at the university. Please refer to the Computer Room Guide for further details of the university computer rooms. <http://www.waseda.jp/navi/e/room/index.html>

Q. The screen froze during the test.

A. Please log in again from a computer that meets the system requirements and complete the test. After logging in again, you can restart from where you left off.

Q. After taking the test, I closed the screen without logging out. I'm concerned whether the test was completed or not.

A. Please log in again and log out normally. After logging in for a second time, go to "Start examination", "Eiken, TOEIC, TOEFL scores" and if the message "It is impossible to take the test because the number of times exceeded the limit number" is displayed, the test has been successfully completed. If the test is successfully completed, the test result will be visible on the Tutorial Site from the next working day (for freshmen in April). Please note that it is not possible to log in outside of the examination period.

Q. I started to take the WeTEC test right before the deadline, but the deadline passed while I was taking it. Will this count as taking the exam?

A. If you log in before the examination period ends and successfully complete the test, it will count even if you finish after the deadline. If the test is successfully completed, the test result will be visible on the Tutorial Site from the next working day (for freshmen in April).

Q. Please tell me how to check my WeTEC score.

A. The result of the test will be visible on the Tutorial Site from the next working day. To get to the Tutorial Site, log in to MyWaseda and click on the "Tutorial Site" link in the "Lesson related" area on the left-hand side in the "Lesson" tab. Log in to the Tutorial Site and click "Learning History" in the menu on the left to see your test history.

Q. The WeTEC exam period has finished, but I haven't taken the test. What should I do?

A. The WeTEC exam cannot be taken outside the examination period. It's possible to take the course without taking the WeTEC exam. However, if you don't take the WeTEC exam or fail to take the test properly, you may not be placed in the correct level. The WeTEC test is also part of the grade assessment. Please refer to the "Guide to General Tutorial English (履修ガイド)" for details.

Q. I can't take the test because of sickness or injury. Can the WeTEC examination period be extended?

A. No. It is not possible to extend the WeTEC examination period to take the test outside the period due to personal reasons.

3. During the course

Q. I'll be absent from a lesson. Is it necessary to contact the tutor beforehand?

A. No. You don't have to contact the tutor.

Q. Are there any special considerations for absences and grading?

A. In the case of bereavement (for a relative within the "second degree" category), absence because of infectious diseases, teaching or nursing practice, or jury duty, special

consideration can be made if you submit the required documents by the deadline. Please refer to the “Guide to Tutorial English (履修ガイド)” for details. Absence as a result of hospitalization will only be considered if the number of classes attended is less than the requirement to receive credit. Details regarding special consideration, such as the points a student will receive, are not disclosed. There will be no exceptions for absence or lateness due to transportation delays or field trips for other classes.

Q. I was late for a lesson due to a transportation delay.

- A. There is no special consideration for transportation delays, even if you submit a delay certificate.
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Q. If I'm late for a lesson, will I lose points?

- A. If students come to class more than 45 minutes late or leave class early with more than 45 minutes remaining, they will be marked as absent. Furthermore, assessment points such as "Can-do", etc. may be deducted if you are unable to participate in all of the lesson activities.
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Q. What is a “Lesson Review Task”?

- A. After each lesson, the tutor will include the Lesson Review Task (LRT) questions at the end of their comment on the Tutorial Site. Students should answer the LRTs by the set deadline.

※Please be sure to submit the Lesson Review Task answers by the set deadline. You will get 0 points if you miss the deadline for any reasons including technical problems, so please allow enough time to answer the questions.

Q. I submitted the Lesson Review Task answers for the wrong unit.

- A. You will get 0 points if you submit an LRT answer for the wrong unit. Students can submit the Lesson Review Task answers only once. Multiple submissions are not permitted.
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Q. I am not satisfied with my lesson assessment. I would like to know why I received this score.

- A. Please refer to the “Lesson Assessment Guidelines” in the “Guide to General Tutorial English (履修ガイド)”. If you have further questions after carefully checking these guidelines, please use the following form to make an inquiry:

Inquiry Form: <https://www.w-as.jp/gogaku/contact/>

Q. I forgot to bring my textbook.

- A. If you forget to bring your textbook, come to the office below. You need to buy a photocopy at Waseda and Tokorozawa campuses. Only e-money (e.g. Pasma) is accepted.

Campus	Office
Waseda	Student Support Office (Building 29, Room 102)
Nishiwaseda	Academic and Students Affairs Section (Building 51, 1F)
Tokorozawa	Senior Tutors' Room (Building 101, Room 214)

4. Review Unit Test

Q. What is the "Review Unit Test"?

- A. The Review Unit Test is designed to assess the students' understanding of the material from each Unit in the course.

※Please be sure to check the test period beforehand and take it by the deadline. The Tutorial site can experience connection problems due to network congestion close to the deadline, so you are advised to take it well in advance.

Q. Although I am using the same computer as when I took the WeTEC test, I can't log in.

- A. The PC system requirements are different for the WeTEC test and the Tutorial Site. Windows Internet Explorer 11 is required to take the Review Unit Test.

Q. Although I am using Windows, there is an alert which says "Application error: Your browser is not supported".

- A. Please search for Internet Explorer using the "Start" button or the search box on the task bar. Use Internet Explorer to log in to the Tutorial Site.
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Q. I can't hear anything in the listening section.

- A. Please check that your PC meets the system requirements (Windows Internet Explorer 11 only). The Review Unit Test does not support Macintosh operating systems and other browsers (Firefox, Opera, Google Chrome, etc). Even if your PC meets the system requirements, problems may occur depending on your PC settings. Please use a computer at the university if you can't access the test properly from your PC.

※Please refer to the Computer Room Guide for further details of the university computer rooms. <http://www.waseda.jp/navi/e/room/index.html>

Q. I started to take the Review Unit Test right before the deadline, and the deadline passed while I was taking it. Will this count as taking the test?

- A. If you log in before the test period ends and successfully complete the Review Unit Test, it will count even if you finish after the deadline.
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Q. The screen froze during the exam.

- A. Please log in again from a computer that meets the system requirements and complete the test. After logging in, you can restart from where you left off.
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Q. The Review Unit Test period has finished, but I haven't taken the test. What should I do?

- A. It is not possible to take the Review Unit test outside the test period. Even if you don't take the test, you will still be able to receive credit for the course if your attendance and total score meet the requirements outlined in the "Guide to General Tutorial English (履修ガイド)". However, please note that the Review Unit Test is part of your grade evaluation. Please refer to the "Guide to General Tutorial English (履修ガイド)" for further details.
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