

## Cancellation Procedure for Undergraduate Seminar Courses (via manaba)

**Cancellation Period: 2020/12/2(10:00)~2020/12/16 (16 : 30 JST)**

Applicable Courses for Cancellation (during this period via manaba):

**"Major Seminar I / II", "Graduation Research I / Research Seminar"**

The 8<sup>th</sup> semester course, **"Graduation Research II / Undergraduate Thesis"** cannot be cancelled during this period. The cancellation period for these courses are set during the registration period (until the final date of Correction Period I) for regular courses. It is requested to cancel them via campusmate by each student.

\*manaba for cancellation is available for use during the cancellation period, starting from December 2 (10:00am).

1. Log in to manaba.
2. Go to ①"Current Courses" and click on ② "21SP Seminar Cancellation"

Thumbnail	List	① Current Courses	All years
Course Name	Year	Lecture Info	Teacher
② [APS3]21SP Seminar Application	2021		APU_Seminar
21SP Seminar Cancellation	2021		APU_Seminar
manaba FAQ Course	2020		manaba
TestUndergraduate thesis70(APM SHIGA Mai)	2020		APU_Seminar
For Submission of the Outstanding Undergraduate Theses and (APM) Rubric of Undergraduate Theses	2020		APU_Seminar

3. Go to ③"Surveys" and click on ④"2021SP 3<sup>rd</sup> and 4<sup>th</sup> year Seminar Cancellation"

Title	Status	Start	
④ 2021SP 3rd and 4th year Seminar Cancellation / 20...	In progress Not submitted	2020-11-16 11:00	20

4. You will see the screen shown below. Click on "Start"

2021SP 3rd and 4th year Seminar Cancellation / 2021春 semester 3・4回全演習キャンセル申請	
Start	2020-11-16 11:00:00
End	2020-12-16 16:30:00
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Not submitted yet.

Start

5. Fill in the necessary information, and click on "Confirm"

**Survey Room**

Enter >>> Confirm > Finish >

2021SP 3rd and 4th year Seminar Cancellation / 2021春セメスター3・4回生演習キャンセル申請

Questions 5 Elapsed Time 00:06:47

[Q1.学籍番号/Student ID Number]  
40142012 (入力必須)

[Q2.氏名/Name]  
maishiga (入力必須)

[Q3. APUメールアドレス/APU E-mail address]  
seminar1@apu.ac.jp (入力必須)

[Q4.ゼミ担当教員名/Seminar Instructor]  
shiga (入力必須)

[Q5. キャンセルの理由をお答えください/Please select a reason why you cancel your seminar course]  
プルダウン選択問題です。選択肢は自由に書き換えてください。(選択必須)  
その他 / Other

Quit (Save) Confirm

6. You will see the following screen if the required information is completely filled out. Then click on "Submit"

**Survey Room**

Enter >>> Confirm > Finish >

2021SP 3rd and 4th year Seminar Cancellation / 2021春セメスター3・4回生演習キャンセル申請

Answers 5 / 5 Elapsed Time 00:03:06

◆ The survey is not yet submitted. Click the 'Submit' button below to submit.  
◆ To modify your answers, please click 'Back.'

Back Submit

7. Please make sure it is marked "Finish" as shown below.

**Survey Room**

Enter >>> Confirm > Finish >

2021SP 3rd and 4th year Seminar Cancellation / 2021春セメスター3・4回生演習キャンセル申請

Start	2020-11-16 11:00:00
End	2020-12-16 16:30:00
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Submitted

Answers Submitted (Submitted on : 2020-11-17 17:22)

This completes the cancellation process. You will be receiving a confirmation email from the Undergraduate Seminar Team in the Academic Office (seminar1@apu.ac.jp) within a few days after the cancellation period is closed.