# AY 2020 Fall Semester 2017 Curriculum Course Registration (APM)

**APU Academic Office** 

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## 1. Grades

#### 1. Release of Grades

#### Mon. September 14, 2020, 10:00~

Campus Terminal -> Campusmate -> Grade Report



#### **Grading System**

#### Letter Grade

Letter	Grade (%)	Pass / Fail
A+	90% or higher	
Α	80-89%	Pass
В	70-79%	(credits earned)
С	60-69%	
F	59% or lower	Fail

#### ■ Other Evaluation Codes

Code	Definition	Notes	
Р	Pass	Utilized in some subjects	
Т	Transfer	A maximum of 60 credits*	
R	Approved for Re- registration	Credits are not counted	
Е	Exemption	Credits are not counted	

<sup>\*</sup>The credits transferred at the time of enrollment to APU do not count (Concerning  $2^{nd}$  or  $3^{rd}$  year transfer students).

#### 1. Cumulative GPA and Semester GPA

#### ■ Cumulative GPA

(No. of A<sup>+</sup> credits  $\times$  4) + (No. of A credits  $\times$  3)+(No. of B credits  $\times$  2)+(No. of C credits  $\times$  1)+(No. of F credits  $\times$  0)

**Total registered credits** (excluding P/T)

#### ■ Semester GPA

(No. of  $A^+$  credits  $\times$  4) + (No. of A credits  $\times$  3)+(No. of B credits  $\times$  2)+(No. of C credits  $\times$  1)+(No. of  $A^+$  credits  $\times$  0)

Registered credits for given semester (excluding P/T)

#### 1. GPA-based Course Registration Priority System

Your GPA determines your start time for course registration period A. (\*refer to 2.4)

#### 1. Grade Inquiries

Students may, in following cases, make inquiries regarding their grade reports. Please refer to the Academic Office website "Grades" page for details.

- 1 A grade is not shown for a registered subject.
- 2 A grade is shown for a subject that the student did not register.
- 3 Errors in the grade report.
- 4 The grade shown does not match the grade calculated from the actual marks received on exams and / or reports.

#### 1. Grade Inquiry Period

Mon. September 14, 10:00:00 JST – Wed. September 16, 12:00:00 JST

#### Note:

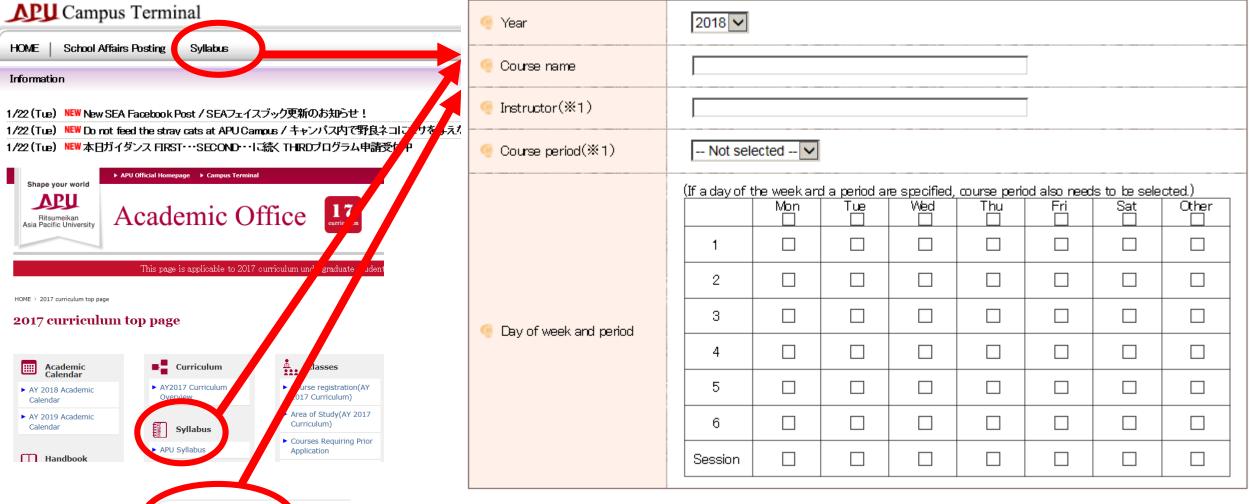
Do not contact your instructors directly. For all other information, read the evaluation comments written by instructors.

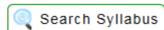
Course Registration is not only registering for classes, but also deciding which classes you want to take. It is the most important part of your academic planning. You should always take care when registering.

Please do not register for courses you do not plan to take, as this may prevent other students from registering.

The syllabus can be viewed on the Campus Terminal. Please review the syllabus before registering.

APU syllabus





## **Course Registration Manual**

When you register for or drop subjects online, be sure to click the 'Apply' button to save your changes.

Make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No."

Without this number or sheet, we cannot respond to inquiries about system errors.

Be sure to note the date the Course Registration Confirmation Sheet was printed/saved.



#### 2.2 Systematic Study: Grade Level

■Coursework at APU is arranged systematically, starting from introductory subjects and moving in increments of difficulty to advanced courses. Students are encouraged use the grade level, subject field, any listed prerequisite subjects, and registration criteria as reference when choosing classes.

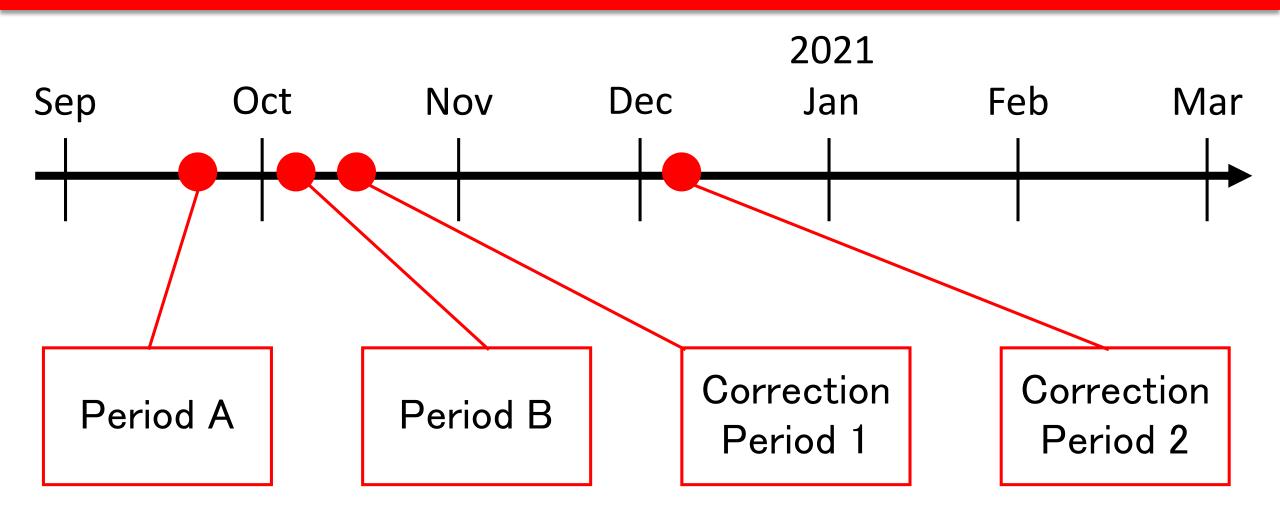
#### ■ Subject Grade Level

Grade Level	100 Level	200 Level	300 Level	400 Level
Description	Primarily for 1st year students	Primarily for 2nd year students	Primarily for 3rd year students	Primarily for 4th year students

#### 2.2 Prerequisite Subjects

- In order to ensure that students take subjects in a systematic manner, there may be prerequisite assigned to specific subjects which students are required to complete to be eligible to register for the subjects.
- It should be noted that some subjects may have recommended prerequisites specified only on the syllabus, and are not included under the required "prerequisite subjects" on the subjects list.
  - \*Students may register for these subjects without completing the recommended prerequisites. However, as these subjects will be taught based on the assumption that students have completed the recommended subjects, please be sure to read the syllabus carefully and understand the requirements of each subject before registering.

#### 2.3 Course Registration Period



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#### **Period A**

- Course registration for the following subjects:
  - 1. Language Education subjects
  - 2. Common Liberal Arts subjects (with exceptions: refer to 2.5)
  - 3. Major Education (Own college) subjects.
- Registration period A dates differ for each college. Students may only register for courses according to the course registration schedule of their own college.
- The number of students for common courses available to both colleges during course registration period A − such as 'Language courses' and 'Common Liberal Arts subjects' − will be determined by the total number of students in each college. During Period B, students from both colleges will be able to register for classes that did not reach capacity during Period A.

#### 2.3 Course Registration Period

#### **Period B**

- Course registration for all subjects.
- Students may register for subjects from another college beginning from their second year.

#### **Correction Period 1 and 2**

Courses which have already begun may be dropped.

#### 2.3 Course Registration Periods

Period	Semester Subjects	1 <sup>st</sup> Quarter Subjects	2 <sup>nd</sup> Quarter Subjects	Session Subjects
Period A	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Period B	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Correction Period 1 (1 <sup>st</sup> Quarter)	Drop	Drop	Add / Drop	Add / Drop
Correction Period 2 (2 <sup>nd</sup> Quarter)			Drop	Add / Drop

#### 2.4 AY 2020 Fall Semester Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends			
Period			Date	Time	Date	Time		
Registration Period A		1st Priority	Mon. September 21	9:30				
1st Priority: GPA 3.00 or higher	APM	2nd Priority		12:30	Tue. September 22	12:00		
2nd Priority: GPA 2.50 or higher		Regular		15:30				
Registration Period B	New or Reinstated		Thu. October 1	10:00	Fri. October 2 12:00	12:00		
	Current Students			15:00	FII. October 2 12.00			
Correction Period 1	All Student		Mon. October 12	10:00	Tue. October 13	10:00		
Correction Period 2	All Student		All Student		Mon. December 7	10:00	Tue. December 8	10:00

## 2.5 Common Liberal Arts Subjects APM students cannot register for during Registration Period A ( = APS Required Subjects)

- 1. Introduction to Development Studies
- 2. Introduction to Environmental Studies
- 3. Introduction to Tourism and Hospitality
- 4. Introduction to International Relations
- 5. Introduction to Culture and Society
- 6. Introduction to Media Studies

APM students are unable to register during registration period A

### 3. APM: Graduation Requirements

#### 3.1 APM: Graduation Requirements

No.	Graduation Requirements	APS17E
1	Enroll for at least four years	Mandatory
2	Complete at least 124 credits total	Mandatory
3	Complete required language subjects (or be exempted from required language subjects)	Mandatory
4	Fulfill the credit requirements for each subject field	Mandatory
5	Complete at least 20 credits of subjects held in English *This requirement applies only to Japanese-basis domestic students.	_
6	Complete APM Required Subjects	Mandatory
7	Complete at least 2 credits from APM Required Subjects (Mathematics)	Mandatory

#### 3.2 Required Subjects (APM)

Category	Registration	Registration Semester	Subject	Field
		1 <sup>st</sup> Semester	Introduction to Management	Major
		2 <sup>nd</sup> Semester (may register at 1 <sup>st</sup> semester)	Introduction to Economics	Liberal Arts
			Accounting I	Major
			Introduction to Marketing	Major
	Automatic	3 <sup>rd</sup> Semester	Finance	Major
Required Subjects			Management of Human Resource and Organizational Behavior	Major
			Production Management	Major
			Legal Strategy in Business	Major
		5 <sup>th</sup> Semester	Business Ethics	Major
		7 <sup>th</sup> Semester	Global Management (Capstone)	Major
	Registered by Student	_	Statistics	Liberal Arts
Required Subjects	Pagistored by Student	_	Fundamental Mathematics	Major
(Mathematics)	Registered by Student	_	Advanced Mathematics	Major

#### 3.3 Required Japanese Subject

- •For English-basis students, the starting level of Japanese language courses will be based on the results of their placement test taken at the time of enrollment. Until all required Japanese courses are completed, the University will continue to automatically register and assign students to classes.
- Classes will be announced at the Campus Terminal on September 16(tentative).

## 4. Area of Study (APM)

#### 4. Registering/Changing Area of Study

- Registering/Changing an Area of Study
  1st Semester to Semester of Graduation, During Course
  Registration Period.
  - The College of International Management has established four Areas of Study.
  - Once students have completed 12 or more credits from among the designated subjects for an Area of Study (seminar subjects can be included for up to 4 of the 12 credits) and registered for their Area of Study via Campusmate during the designated registration period, the name of that Area of Study will be noted on their diploma. Students can only choose one of the four Areas of Study.

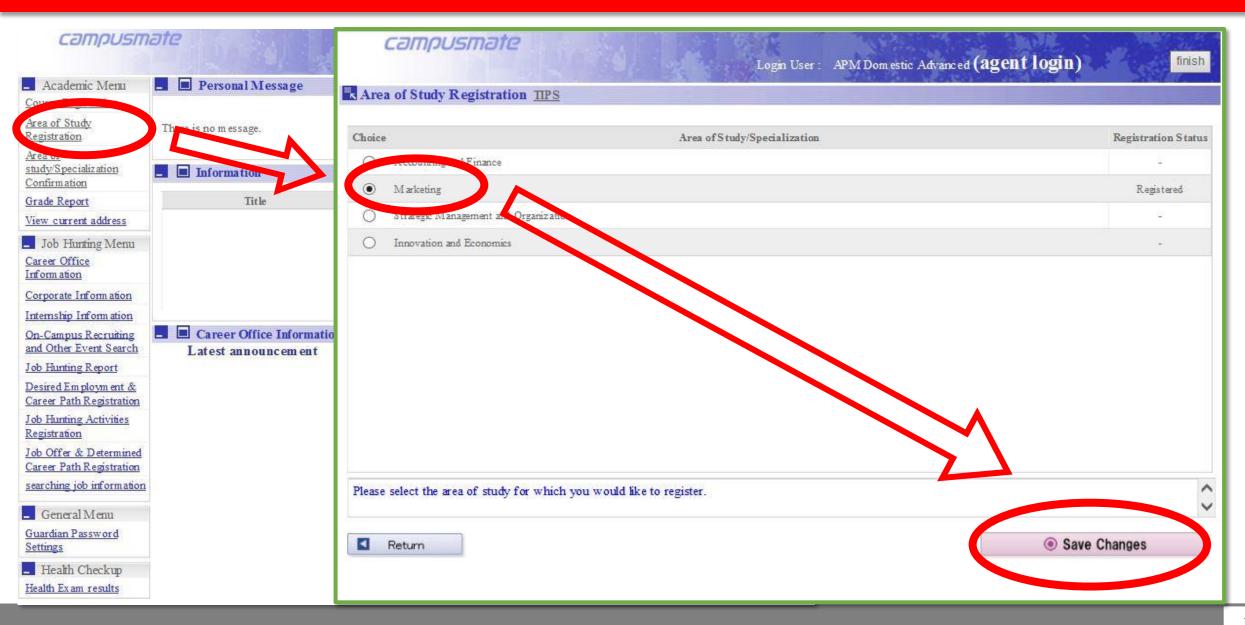
Accounting and Finance

Marketing

Strategic Management and Organization

Innovation and Economics

#### 4. Registering/Changing Area of Study



## 5. Start of Classes for the AY 2020 Fall Semester

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Mon. October 5, 2020.