

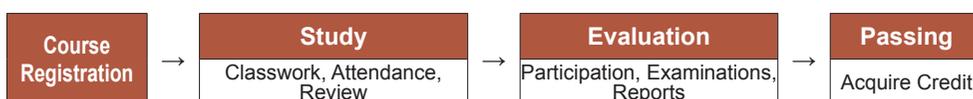
3. Course Registration

3.1 Registering for Courses

3.1.1 From Registration to Credit Completion

Course registration is the process of each student registering for classes they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and absolutely necessary in order to attend classes, receive credits, and graduate.

Course registration occurs each semester. Please use the Undergraduate Academic Handbook, syllabus (see p.141), and refer to the course timetable and course registration section on the Academic Office website in order to create a study plan, then register for courses via Campusmate during the appropriate course registration period. If you are not fully prepared when the time to register comes, it can lead to either incomplete or incorrect registration of classes, costing you valuable time and effort. Please use extra caution when registering for classes to ensure you are able to progress in your study plan.



Credit Registration Limits

There is a fixed maximum number of credits for which students may register each semester. Please note that this number differs depending on the student's curriculum. There are no minimum credit requirements per semester. However, there are minimum requirements when applying for certain scholarships and various programs. As the number of credits registered may impact visa status for international students, it is imperative that students register carefully. For more information, please consult with the Student Office.

Maximum Number of Credits

(AY 2017 Curriculum and AY 2011 Curriculum)

| Semester | Regular Students | Accelerated Graduation Program Students |
|-----------------------|------------------|---|
| 1st Semester | 18 Credits | - |
| 2nd Semester | 18 Credits | - |
| 3rd Semester | 20 Credits | 24 Credits |
| 4th Semester | 20 Credits | 24 Credits |
| 5th Semester | 20 Credits | 24 Credits |
| 6th Semester | 20 Credits | 24 Credits |
| 7th Semester | 24 Credits | 24 Credits |
| 8th Semester and over | 24 Credits | 24 Credits |

Students who, due to a leave of absence or withdrawal from the University, are moved from the AY 2006 curriculum to the AY 2011 curriculum will be bound by the credit registration limits specified by the AY 2006 curriculum as below.

⟨For Students who Experienced a Curriculum Change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU⟩

| Semester | Regular Students | Accelerated Graduation Program Students |
|-----------------------|------------------|---|
| 1st Semester | 18 Credits | - |
| 2nd Semester | 18 Credits | - |
| 3rd Semester | 20 Credits | 24 Credits |
| 4th Semester | 20 Credits | 24 Credits |
| 5th Semester | 20 Credits | 30 Credits |
| 6th Semester | 20 Credits | 30 Credits |
| 7th Semester | 30 Credits | 30 Credits |
| 8th Semester and over | 30 Credits | 30 Credits |

3.1.2 Course Registration Overview

In order to take classes, students register for courses during "Course Registration Periods" held before each semester begins. After classes begin, there are additional "Correction Periods" in which current classes may be dropped, and future classes may be added or dropped. Please review the course syllabus and consider carefully before registering for courses.

⟨Registration Steps⟩

1. Check the registration schedule.
2. View syllabus and find subjects.
3. Confirm credit fields and any prerequisite subjects using the subject list for your curriculum and college.
4. Check the course timetable.
5. Register for courses online during the designated registration period via Campusmate.
6. After completing registration, print or save the "Registration Confirmation Screen."
7. Attend classes.
8. If desired, make any course registration changes during the appropriate correction period.

| Period | Available Subjects | Notes | Registration Changes Possible | | | |
|--|--|---|-------------------------------|------------|------------|-----------------|
| | | | Semester Courses | 1Q Courses | 2Q Courses | Session Courses |
| Registration Period A | Language, Common Liberal Arts, Major Subjects (from own college) | Registration times will vary according to student GPA. | Add Drop | Add Drop | Add Drop | Add Drop |
| Registration Period B | All subjects (Including Major Subjects from the other college) | Major Subjects from the other college become available (from 2nd year onward) | Add Drop | Add Drop | Add Drop | Add Drop |
| Semester and 1st Quarter Classes Begin | | | | | | |
| Correction Period 1 | All subjects | Last chance to register for 2nd Quarter classes | Drop | Drop | Add Drop | Add Drop |
| 2nd Quarter Classes Begin | | | | | | |
| Correction Period 2 | All subjects | Last chance to register for session classes | - | - | Drop | Add Drop |
| Session Classes Begin | | | | | | |

Notes:

- Course Registration Period A is only available to current APU students. Newly enrolled, re-enrolled, and reinstated students will begin from Course Registration Period B.
- Classes requiring advance registration and designated classes will appear automatically on the course registration screen before Course Registration Periods.

<AY 2020 Spring Semester Course Registration Schedule>

The schedule is subject to change due to typhoons, transportation problems, or other unforeseeable circumstances.

| | | Registration Begins | Registration Ends |
|-----------------------|--------------|----------------------|----------------------|
| Registration Period A | All Students | Mon, June 15 10:00 | Tue, June 16 10:00 |
| Registration Period B | All Students | Mon, June 15 10:00 | Tue, June 16 10:00 |
| Correction Period 1 | All Students | Mon, June 15 10:00 | Tue, June 16 10:00 |
| Correction Period 2 | All Students | Mon, June 15 10:00 | Tue, June 16 10:00 |

Changes have been made to the AY 2020 Spring Semester Registration Schedule

Please find the latest version [here](#)

<AY 2020 Fall Semester Course Registration Schedule>

The course registration schedule for AY 2020 Fall Semester will be released in July. Please see the Academic Office Website for details.

3.1.3 Important Notes for Course Registration

All Students

- Students cannot register over the credit limit per semester.
- Students cannot register for subjects held during the same period on the same day, unless the subjects are held during different quarters.
- Students are not able to register for subjects that have reached capacity.
- Students cannot normally register for subjects that they have already passed, even if the instructor, class letter, or language is different. However, students may register for subjects that can be taken more than once or when they are approved for re-registration (see p.140).
- Students are not able to register for subjects that do not appear on their course registration screen.
- Students must complete the necessary procedures in order to register for subjects requiring prior application.
- Courses may be cancelled in cases where the number of students registered for the subject does not satisfy the established minimum quota.
- The following categories of students are not allowed to register for Session Subjects.

| Curriculum | Conditions |
|-----------------------|--|
| AY 2017 Curriculum | Students in their 8th semester or above *2 who have already earned at least 100 credits *3 |
| AY 2011 Curriculum *1 | Students in their 8th semester or above *2 who have already earned at least 100 credits *3 |

*1 Students who changed from the AY 2006 Curriculum to the AY 2011 Curriculum as a result of a status change or reenrollment will fall under the AY 2006 conditions.

*2 Accelerated Graduation Program students will fall under the same conditions as those in their intended semester of graduation.

*3 Credits earned through exchange programs or distance learning programs are transferred as APU credits. As a result, even if a student reaches the required number of credits in the middle of the semester, the student will no longer be considered eligible to register for session subjects. If it is possible that this will happen to you, we strongly recommend you register for classes other than session subjects. If an ineligible student registers for a session subject, the university will remove that subject from the student's schedule.

AY 2017 Curriculum Students

- Japanese-basis students must complete "Intermediate English A & B" before they may register for Common Liberal Arts or Major Education Subjects held in English. Japanese-basis domestic students must also complete "Pre-Intermediate English A & B" in order to take "APS or APM Bridge Program" subjects. Students may take "APS or APM Bridge Program" subjects after completing "Pre-Intermediate English" and before completing "Upper-Intermediate A & B." After completing the subject, students will not be able to re-register the subject. They can only register for the "Bridge Program" subjects offered in their own college.
- Courses which may be taken more than once
The following subjects may be taken multiple times. (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration for these subjects.

| Subject Name | Notes |
|---|--|
| とくしゅこうぎ げんごきょういとかもく 特殊講義(言語教育科目) /Special Lecture (Language Education Subject) | Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified on the Academic Office website. For details, please refer to the "Course Registration" section on the Academic Office website. |
| とくしゅこうぎ きょうつうきょうようかもく 特殊講義(共通教養科目) /Special Lecture (Liberal Arts Subject) | |
| とくしゅこうぎ せんもんきょういとかもく 特殊講義(専門教育科目) /Special Lecture (APS), Special Lecture (Management) | |
| とくしゅこうぎ 特殊講義(ICT) /Special Lecture (ICT) | |
| とくしゅこうぎ 特殊講義(日本学) /Special Lecture (Japanese Studies) | |
| かんきょうかいほつ とくしゅこうぎ 環境・開発 特殊講義 /Special Lecture in Environment and Development | |
| かんこうがく とくしゅこうぎ 観光学 特殊講義 /Special Lecture in Tourism and Hospitality | |
| こくさいかんけい とくしゅこうぎ 国際関係 特殊講義 /Special Lecture in International Relations and Peace Studies | |
| ぶんかしゃかい とくしゅこうぎ 文化・社会・メディア 特殊講義 /Special Lecture in Culture, Society and Media | |
| かいけい とくしゅこうぎ 会計 特殊講義 /Special Lecture in Accounting | |
| ファイナンス とくしゅこうぎ ファイナンス 特殊講義 /Special Lecture in Finance | |
| マーケティング とくしゅこうぎ マーケティング 特殊講義 /Special Lecture in Marketing | |
| けいさくせんりやく そしき とくしゅこうぎ 経営戦略と組織 特殊講義 /Special Lecture in Strategic Management & Organization | |
| イノベーション とくしゅこうぎ イノベーション 特殊講義 /Special Lecture in Innovation | |
| けいざく とくしゅこうぎ 経済学 特殊講義 /Special Lecture in Economics | |
| ちいきけんきゅう 地域研究 /Area Studies | |
| メディアせいさく メディア制作ラボ /Media Production Lab | |
| びじねすけいせき ビジネスケース分析・コミュニケーション /Business Case Analysis & Communication | |
| ビジネスインターンシップ /Business Internship | |
| APSフィールド・スタディ /APS Field Study | |
| APMフィールド・スタディ /APM Field Study | |
| かんきょうかいほつ フィールド・スタディ /Field Study for Environment and Development | |
| かんこうがく フィールド・スタディ /Field Study for Tourism and Hospitality | |
| こくさいかんけい フィールド・スタディ /Field Study for International Relations and Peace Studies | |
| ぶんかしゃかい フィールド・スタディ /Field Study for Culture, Society and Media | |
| インターンシップ /Internship | |
| ボランティアけんきゅう /Volunteer Activities | |
| けんきゅう プロジェクト研究 /Field Research Project | |
| かいがいしゅうごふげんごけんしゅう 海外集中言語研修 /Intensive Language Learning Overseas | |
| | Certain registration and credit limit restrictions may apply. Refer to: "Off-campus Study Programs," p.174 |

(AY 2017 Curriculum Students) Course registration conditions for APS students

Please refer to the relevant pages for more information about Language Education Subjects and Seminar Subjects. Be aware that there are other subjects with course registration conditions other than those listed below. Please make sure that you check the course syllabus and the Campus Terminal in advance.

| College | APS | | |
|---|--|----------------------------|--|
| | APS17JST | APS17JAT | APS17E |
| Graduation Requirements Code | | | |
| Other College Major Education Subjects | Available from 3rd semester (cannot register during course registration period A) | | |
| Subjects held in Non-basis Language | Completed or exempted from "Intermediate English A and B" | No prerequisite conditions | |
| "APS Bridge Program" (only for Japanese-basis Domestic Students) | Completed or exempted from "Pre-Intermediate English A and B" | Cannot register | |
| "APM Bridge Program" (only for Japanese-basis Domestic Students) | Cannot register | | |
| Subjects which may be taken more than once | See p.135 | | |
| Session Subjects | Cannot register during a student's semester of scheduled graduation | | |
| AP Language Subjects | Completed or exempted from "Elementary English A and B" | No prerequisite conditions | Completed or exempted from "Japanese Foundation Course I, II, III" |
| "Introduction to APS" | Automatically registered in their 1st semester (only Japanese-basis students enrolled in Fall Semester will be registered in their 2nd Semester) | | |
| "Introduction to Development Studies" | Available from 1st semester | | |
| "Introduction to Environmental Studies" | | | |
| "Introduction to Tourism and Hospitality" | | | |
| "Introduction to International Relations" | | | |
| "Introduction to Culture and Society" | | | |
| "Introduction to Media Studies" | | | |
| "Introduction to Research Methods" | | | |
| "Preliminary Seminar for Culture, Society and Media" | During course registration period A, available only for 3rd and 4th semester students (5th or above semester students may register from course registration period B) | | |
| "Preliminary Seminar for International Relations and Peace Studies" | | | |
| "Preliminary Seminar for Environment and Development" | | | |
| "Preliminary Seminar for Tourism and Hospitality" | Available from 2nd semester (cannot register during course registration period A) | | |
| "Introduction to Economics" | | | |
| "Statistics" | Available from 3rd semester (cannot register during course registration period A) | | |
| "Introduction to Management" | | | |
| "Accounting I" | | | |
| "Introduction to Marketing" | | | |
| "Finance" | | | |
| "Management of Human Resources and Organizational Behavior" | | | |
| "Production Management" | | | |
| "Legal Strategy in Business" | Available from 5th semester (cannot register during course registration period A) | | |
| "Business Ethics" | | | |
| "Global Management (Capstone)" | Cannot register | | |
| "Fundamental Mathematics" | Available from 3rd semester (cannot register during course registration period A) | | |
| "Advanced Mathematics" | | | |

(AY 2017 Curriculum Students) Course registration conditions for APM students

Please refer to the relevant pages for more information about Language Education Subjects and Seminar Subjects. Be aware that there are other subjects with course registration conditions than those listed below. Please make sure that you check the course syllabus and the Campus Terminal in advance.

| College | APM | | |
|---|--|---------------------------|--|
| | APM17JST | APM17JAT | APM17E |
| Graduation Requirements Code | | | |
| "Other College Major Education Subjects" | Available from 3rd semester (cannot register during course registration period A) | | |
| Subjects held in Non-basis Language | Completed or exempted from "Intermediate English A and B" | No prerequisite condition | |
| "APS Bridge Program" (only for Japanese-basis Domestic Students) | Cannot register | | |
| "APM Bridge Program" (only for Japanese-basis Domestic Students) | Completed or exempted from "Pre-Intermediate English A and B" | Cannot register | |
| Subjects which may be taken more than once | See p.135 | | |
| Session Subjects | Cannot register during a student's semester of scheduled graduation | | |
| AP Language Subjects | Completed or exempted from "Elementary English A and B" | No prerequisite condition | Completed or exempted from "Japanese Foundation Course I, II, III" |
| "Introduction to APS" | Cannot register | | |
| "Introduction to Development Studies" | Available from 2nd semester (cannot register during course registration period A) | | |
| "Introduction to Environmental Studies" | | | |
| "Introduction to Tourism and Hospitality" | | | |
| "Introduction to International Relations" | | | |
| "Introduction to Culture and Society" | | | |
| "Introduction to Media Studies" | | | |
| "Introduction to Research Methods" | | | |
| "Preliminary Seminar for Culture, Society and Media" | | | |
| "Preliminary Seminar for International Relations and Peace Studies" | | | |
| "Preliminary Seminar for Environment and Development" | | | |
| "Preliminary Seminar for Tourism and Hospitality" | | | |
| "Introduction to Economics" | Automatically registered in the 2nd semester (automatically registered until the subject is completed; may register in the 1st semester) | | |
| "Statistics" | Available from 1st semester | | |
| "Introduction to Management" | Automatically registered in the 1st semester (automatically registered until the subject is completed) | | |
| "Accounting I" | Automatically registered in the 2nd semester (automatically registered until the subject is completed ; may register in the 1st semester) | | |
| "Introduction to Marketing" | | | |
| "Finance" | Automatically registered in the 3rd semester (automatically registered until the subject is completed) | | |
| "Management of Human Resources and Organizational Behavior" | | | |
| "Production Management" | | | |
| "Legal Strategy in Business" | | | |
| "Business Ethics" | Automatically registered in the 5th semester (automatically registered until the subject is completed) | | |
| "Global Management (Capstone)" | Automatically registered in the 7th semester; can be cancelled by the student (automatically registered until the subject is completed) | | |
| "Fundamental Mathematics" | Available from 1st semester | | |
| "Advanced Mathematics" | Available from 3rd semester | | |

AY 2011 Curriculum Students

- Japanese-basis students must complete "Intermediate English A & B" before they may register for Common Liberal Arts or Major Education Subjects held in English. They must also complete "Pre-Intermediate English A & B" in order to take "Bridge Program" subjects. The maximum number of Bridge Program subject credits a student can take is six.
- Courses which may be taken more than once.
The following subjects may be taken multiple times. (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration for these subjects.

| Subject Name | Notes |
|--|---|
| Special Lecture (Language Education Subject) | Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified on the Academic Office website. |
| Special Lecture (Liberal Arts Subject) | |
| Special Lecture (Asia Pacific Studies) | |
| Special Lecture (Management) | |
| Special Lecture (Each Area of Study) | |
| Special Lecture (ICT) | |
| Special Lecture (Japanese Studies) | |
| Area Studies | |
| Media Production Lab | |
| Business Case Analysis & Communication | |
| Business Internship | |
| Internship | Certain registration and credit limit restrictions may apply. Refer to: "Off-campus Study Programs," p.174. |
| Field Study | |
| Volunteer Activities | |
| Applied Training | |
| Intensive Language Learning Overseas | |

Important Notes for the Course Registration System

Students are able to register online via the "Campusmate" system, accessible through Campus Terminal. For instructions and precautions, please see the Academic Office website.

Accessing Campusmate

The screenshot shows the APU Campus Terminal interface. At the top, there are navigation links for HOME, School Affairs Posting, and Syllabus. The main content area displays a list of announcements with dates and titles, such as "11/19 (Thu) NEW Wanted! New student orientation leaders (FLAG) for Spring 2016 / 2016年春新入生オリエンテーション学生スタッフFLA". On the right side, there is a sidebar with a "Menu" section containing links for Messages, APU Gmail, Mailing List, Change Password, and Bookmark. Below the menu is a "Link" section with links for Campus Terminal Manual, **Campusmate Web (APU)** (highlighted with a red box), Library, Academic, Research, Student Services, and Career. The user's login information, "LEE Hyun-J (student)", is visible at the top right of the sidebar.

Notes:

- Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.
- If you access Campusmate via any browser other than Internet Explorer (IE) it is possible an error may occur. The University takes no responsibility for registration problems caused by such errors.
- Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else. The University recommends regularly changing your password.
- Using another person's APU Net ID and password to access Campus Terminal, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password.
- There are many reported cases resulting in serious problems because of students swapping subjects during the course registration period. You must not give away or trade subjects with other students. The University does not take responsibility for any problems caused by such behavior. Furthermore, students who trade subjects for money or other compensation will be subject to disciplinary action.
- You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.
- When you register or cancel subjects online, please be sure to click the Apply button to register your changes. Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No." Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors. Be sure to record the date the Course Registration Confirmation Sheet was printed/saved.
- Every morning between the hours of 3:00 and 5:00(Japan Standard Time) Campusmate will be offline for maintenance.

Course Registration Confirmation Sheet (Registration No.)

| Course Registration Confirmation | | | | | | |
|--|----------|--------|----------|---------------------------------------|--------------------------|---------|
| 2019 Academic Year Fall Semester | | | | | | |
| College of Asia Pacific Studies Department of Asia Pacific Studies | | | | | | |
| Course Number | Day | Period | Course | Semester Studied | Eightth Semester Studied | Credits |
| FA1 | Monday | 1 | 030203JA | BiodiversityEA | 7 | 2 |
| FA1 | Monday | 2 | 030202JA | BiodiversityEA | 7 | 2 |
| FA1 | Monday | 3 | 030203JA | Global Environmental IssuesEA | 7 | 2 |
| FA1 | Monday | 4 | 030204EA | Environment and SocietyEA | 8 | 2 |
| FA1 | Monday | 5 | 030205EA | Environmental EconomicsEA | 8 | 2 |
| FA1 | Monday | 6 | 030206EA | Industrial EcologyEA | 8 | 2 |
| FA1 | Tuesday | 1 | 030207EA | Paper Management in DevelopmentEA | 8 | 2 |
| FA1 | Tuesday | 2 | 030208EA | GIS and Remote SensingEA | 8 | 2 |
| FA1 | Tuesday | 3 | 030209EA | Environmental Modeling and AnalysisEA | 8 | 2 |
| FA1 | Tuesday | 4 | 030210EA | Environmental CommunicationEA | 8 | 2 |
| FA1 | Tuesday | 5 | 030211EA | Environmental CommunicationEA | 8 | 2 |
| FA1 | Thursday | 3 | 030201JA | Global Environmental IssuesEA | 7 | 2 |
| FA1 | Thursday | 4 | 030202EA | Environment and SocietyEA | 8 | 2 |
| FA1 | Thursday | 5 | 030203EA | Environmental EconomicsEA | 8 | 2 |
| FA1 | Thursday | 6 | 030204EA | Industrial EcologyEA | 8 | 2 |
| FA1 | Friday | 1 | 030205EA | Paper Management in DevelopmentEA | 8 | 2 |
| FA1 | Friday | 2 | 030206EA | GIS and Remote SensingEA | 8 | 2 |
| FA1 | Friday | 3 | 030207EA | Environmental Modeling and AnalysisEA | 8 | 2 |
| FA2 | Monday | 3 | 030208EA | EnvironmentEA | 8 | 2 |
| FA2 | Monday | 4 | 030209EA | Community Based TourismEA | 8 | 2 |
| FA2 | Monday | 5 | 030210EA | Tourism EconomicsEA | 8 | 2 |
| FA2 | Thursday | 2 | 030201EA | EnvironmentEA | 8 | 2 |
| FA2 | Thursday | 4 | 030203EA | Community Based TourismEA | 8 | 2 |
| FA2 | Thursday | 5 | 030204EA | Tourism EconomicsEA | 8 | 2 |
| Total Registered Credits | | | | | | 24 |

Click "Print" to print a copy of this screen for your records.

3.1.4 Course Re-registration System

For most subjects, once a course has been completed and credits are received, it cannot be registered for again. The re-registration system was developed for students who wish to deepen their understanding of a completed course and try for a higher grade by allowing the registration of the same subject in cases where the instructor, course content, or language of instruction has changed. For details, please refer to the "Courses Requiring Prior Application" page on the Academic Office website.

3.1.5 Registration Advising

Advising for course registration is always available at the Academic Office. When requesting assistance with course registration, please refer to the following guidelines. This will ensure the University is able to provide timely and accurate support.

Office Contact

Please visit the Academic Office during office hours. As a rule, registration assistance is not provided via email or phone, as we cannot confirm a student's identity. Due to possible delays in a reply to email inquiries, in the case of an emergency, please come directly to the Academic Office for assistance.

Academic Office Hours

| | |
|----------------------------------|-------------|
| Monday, Wednesday through Friday | 10:00-16:30 |
| Tuesday | 11:30-16:30 |

Documents to Bring

- Student ID Card
- Course Registration page from Campusmate (latest version) – paper or data accepted

Preparation

- Please consider the topics you wish to talk about before coming to the Academic Office.
- Please review the Undergraduate Academic Handbook for relevant information and rules. Details such as the credit field of subjects may be viewed in the Handbook.
- Please confirm your own credit completion or registration status using Campusmate. Instructions on how to do this are available on the Academic Office website.

Future Plans and Goals

After fully understanding the content discussed, students are responsible for making their own decisions in carrying out registration.

3.2 Syllabus and APU Library

3.2.1 Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

- Subject/Class Name; Semester offered (Fall/Spring); Subject Code
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings

3.2.2 Introduction to the APU Library

The APU Library is not only a place to read and check out books and materials, it also provides spaces for individual and group study, as well as presentations. Technology-assisted study is also possible with IT facilities such as the Multimedia Room and wireless Internet.

As the Library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

Library Facilities

- The first floor includes the "Group Study Rooms" and "Presentation Room," which are useful to students working in study groups or on group projects.
- Study booths are located on the second floor for those who want a quiet place to concentrate and study.
- Wireless LAN access areas are located throughout the Library, and computers are available in the Multimedia Room.
- Also found within the Library are the "Advising Booth," used for student advising, the "Writing Center," which provides support for reading- and writing-related studying, and the "Analytics and Math Center" (AMC) aimed at helping students improve their math and statistics skills.

3.2.3 Finding Textbooks and Reading Materials at the Library

Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations, and ordering of materials from the Ritsumeikan University Library. Additionally, some reference materials may be viewed as E-books.

Searching for and Acquiring Materials

Methods for searching for and accessing materials listed in the syllabus are given below. See pp.144-145 figures A, B and C for instructions.

| | | | | | | | |
|-------|--|--|--|-----------------|-------------------------------|----------------------------|----------------------------|
| (i) | Textbook Notes | | | | | | |
| | Textbook (Students will need to purchase these textbooks when registering for this course) | Title* | Japan in a Dynamic Asia : coping with the new security challenges | ISBN 13 digits* | 9780739110218 | | |
| | 1. Author* | edited by Yoichiro Sato and Sato [i.e. Satu] Limaye | Publisher | Lexington Books | Published year | Edition-series-volume | |
| | Comments | | | | | | |
| (ii) | Further Reading Notes | | | | | | |
| | Further Reading (Books) (Available at APU Library) | Title* | Japanese-Russian Relations, 1907-2007 (Routledge Contemporary Japan) | | | ISBN 13 digits* | 0415674476 |
| | | 1. Author* | Joseph Ferguson | Publisher | Routledge | Published year | Edition-series-volume |
| | | Comments | | | | | |
| | 2. Title* | Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies) | | | ISBN 13 digits* | 0415674983 | |
| | Author* | Natasha Kuhrt | Publisher | Routledge | Published year | Edition-series-volume | |
| | Comments | E-Book (shown below in the "E-Book & Course-related links" column.) | | | | | |
| (iii) | Further Reading (Journal articles, white papers, year books, audiovisual materials, etc.) | | | | | | |
| | Misc. Notes | Make sure to regularly check the Blackboard page and your e-mails. | | | | | |
| | Office Phone No. | | | | | | |
| | E-mail Address | | | | | | |
| (iv) | E-Book & Course-related links | 1. Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies) | | | | Further Reading | |

- (i) **Textbooks (books that students taking a class are required to purchase)** / (ii) **Further Reading (Books, audiovisual materials) (Available at the Reserved Corner in the APU Library)** : The titles of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the "Textbook" and "Further Reading" sections. Names which are linked may be clicked to display the material's catalogued location and bibliographic information. Please refer to the "Reserve Corner" on the Library website for further information (you may access it using the "Library" link found under "Links" on

Campus Terminal). Information can be found in (iv) E-Book (shown below in the "E-Book & Course-related links" column) for books listed as an "E-Book" in the "Comments" field.

(iii) **Further Reading (Journal articles, white papers, year books, etc.)**

Other materials introduced by instructors are displayed here. These materials are not necessarily available in the library. Please inquire at the Reference Counter concerning availability.

(iv) **E-Book & Course-related links**

In regards to (ii), URLs of materials listed as an "E-Book" in the comments field or URLs introduced by instructors are listed in this column. E-Books are not paper books, but rather digital books that may be viewed on a computer or other electronic device. You can open the URL in the browser and view them by clicking the title.

Searching for materials listed in the Syllabus

| | | | | | | |
|---|--|---|-----------|-----------------|-----------------|-------------------------------|
| Textbook Notes | | | | | | |
| Textbook (Students will need to purchase these textbooks when registering for this course.) | Title* | Japan in a Dynamic Asia : coping with the new security challenges | | | ISBN 13 digits* | 9780739110218 |
| | 1. Author* | edited by Yoichiro Sato and Sato [i.e. Satu] Limaye | Publisher | Lexington Books | Published year | Edition/series* volume |
| | Comments | | | | | |
| Further Reading Notes | | | | | | |
| Further Reading (Books) (Available at APU Library) | Title* | Japanese-Russian Relations, 1907-2007 (Routledge Contemporary Japan) | | | ISBN 13 digits* | 0415674476 |
| | 1. Author* | Joseph Ferguson | Publisher | Routledge | Published year | Edition/series* volume |
| | Comments | | | | | |
| Further Reading (Journal articles, white papers, year books, audiovisual materials, etc.) | Title* | Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies) | | | ISBN 13 digits* | 0415674883 |
| | 2. Author* | Natasha Kuhrt | Publisher | Routledge | Published year | Edition/series* volume |
| | Comments | E-Book (shown below in the "E-Book & Course-related links" column) | | | | |
| Misc. Notes | Make sure to regularly check the Blackboard page and your e-mails. | | | | | |
| Office Phone No. | | | | | | |
| E-mail Address | | | | | | |
| E-Book & Course-related links | 1. | Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies) | | | Further Reading | |

Click linked material names

Please note that the screen may appear differently than shown here.

A - Materials Available in the APU Library

Book details for "Broadcasting public in Japan 1 NHK and television news / Ellis S. Kraus":

- Publisher: Stock, N.Y. : Cornell University Press
- Year: 2000
- Size: 6iv, 278 p. : ill. ; 24 cm
- Notes: 6 items (50 searched) Includes bibliographical references and index.
- Authors: Kraus, Ellis S.
- Language: English
- ID: TT4225219
- NCID: B84709440
- TOC: 形式 - あるいは電子情報はありません。

| Volume | Location | Call No. | Bookid | Status | ISBN | Comments | Reserve Request | DDS Virtual Shelf |
|--------|---------------------|------------|------------|-----------------|------------|----------|-----------------|-------------------|
| | Shugakukan Stacks | 999.1/NK 2 | 0511062705 | | 0001437462 | | Reserve Request | Virtual Shelf |
| | Shugakukan Stacks | 999.1/NK 2 | 0601000574 | | 0001437462 | | Reserve Request | Virtual Shelf |
| | APU Library Reserve | 999.1/NK 2 | 0931047000 | Non-circulating | 0001437462 | | Reserve Request | Virtual Shelf |
| | APU Library Reserve | 999.1/NK 2 | 0931030093 | USE restricted | 0001437462 | | Reserve Request | Virtual Shelf |

The "Location" column will show where the book is currently catalogued. Materials located in "APU Library Reserve (Non-circulating)" may be found in the Reserve Corner. These materials may only be used inside the Library. Those located in "APU Library Reserve (USE restricted)" may be checked out for up to three days.

B - Reservation and ordering of materials from Ritsumeikan University Library

Book details for "新しい山陽と市民運動 / 野島道子":

- Publisher: 朝日新聞社
- Year: 2011.9
- Size: 213p ; 横21, 縦20cm
- Notes: 朝日新聞記事
- Authors: 野島, 道子 (1940 -)
- Language: Japanese
- ID: TT4184288
- NCID: B804893952
- TOC: 朝日新聞記事 2BOOKPLUS より

| Volume | Location | Call No. | Bookid | Status | ISBN | Comments | Reserve Request | DDS Virtual Shelf |
|--------|--|-----------|-------------|---------|--------------|----------|-----------------|-------------------|
| | HISAI KAIKORO Memorial Library 2F Japanese Books | 364/75 15 | 12002340215 | | 979479334554 | | Reserve Request | Virtual Shelf |
| | Media Library 2F Reading Room | 364/75 15 | 12002340215 | | 979479334554 | | Reserve Request | Virtual Shelf |
| | Media Library Research Books | 364/75 15 | 11002312462 | | 979479334554 | | Reserve Request | Virtual Shelf |
| | Shugakukan Stacks | 364/75 15 | 11002304972 | On loan | 979479334554 | | Reserve Request | Virtual Shelf |
| | Suzuki Research Library | 364/75 15 | 11002305342 | | 979479334554 | | Reserve Request | Virtual Shelf |

Materials that are currently checked out from the APU Library, but which are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately three days (weekdays) to arrive.

C - Viewing materials at the APU Library

The screenshot shows the library catalog entry for the book "Supply chain management / 中野健太郎". The book is available in three locations: Media Library 2F Reading Room, APU Library Reserve, and OBC Library 2F Japanese Book. The "APU Library Reserve" entry is highlighted with a blue box, and an arrow points from this box to the explanatory text below.

| Volume | Location | Call No. | BookID | Status | ISBN | Comments | Reserve Request | e-Books Virtual Shelf |
|--------|-------------------------------|----------------------|--------|------------|---------------|----------|--------------------------|--------------------------|
| | Media Library 2F Reading Room | 336/N 39 1210084526 | | | 4902182214 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | APU Library Reserve | 336/N 39 2200097918 | | RESTRICTED | 9784802182211 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | APU Library Reserve | 336/N 39 22000077431 | | RESTRICTED | 9784802182211 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | OBC Library 2F Japanese Book | 336/N 39 12100370029 | | | 9784802182211 | | <input type="checkbox"/> | <input type="checkbox"/> |

Materials located in "APU Library Reserve" can be found at the Reserved Corner. These may only be viewed inside the Library.

