

AY 2017 Spring Semester Course Registration

[Information for **AY 2006 Curriculum** English-basis Current Students]

*Please refer to "Handbook" page on the Academic Office website for details.

*Please refer 【2006 年度カリキュラム日本語基準在学用情報】 for the information for Japanese-basis students.

日本語基準学生は【2006 年度カリキュラム日本語基準在学用情報】を参照してください。

1. Grades

Grades	<p>A+: 90% or Higher, A: 89~80%, B: 79~70%, C: 69~60%, F: 59% or lower(Fail), P: Pass</p> <ul style="list-style-type: none"> You can view your grades via Campusmate. If you receive a grade of "F" for a course, you may re-register for the course yourself (excluding Language Subjects required for graduation and Seminar classes).
GPA	<p>Grade Point Average</p> <ul style="list-style-type: none"> Your GPA determines your start time for the course registration period A. Calculation method for Cumulative GPA = $[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1)]$ $\div \text{Total registered credits (excluding P/T)}$ Calculation method for GPA for a given semester = $[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]$ $\div \text{Registered credits for the given semester (excluding P/T)}$
Release of Grades	<p>Announcement of Grades (Non-graduating Students): Mon. September 11, 2017 at 10:00</p> <p>【Grade Report Distribution】 Student Grade Reports will be distributed at the Academic Office for 7 days after their student grades have been announced.</p> <ul style="list-style-type: none"> Please apply for a Grade Report via the following online survey: https://survey2.apu.ac.jp/limesurvey/index.php/659139?lang=en Application Periods: Non-graduating Students: Fri. September 1 to Fri. September 8 by 16:30 Students who do not apply beforehand should come to the Academic Office to apply during the distribution period. The reports will be issued on or after the following day. Please bring your Student ID card. Uncollected reports will be destroyed after 1 week. Please check Campusmate for grade results after the distribution period has ended. Due to student information being updated in the last few weeks of the semester, certificates will not be issued during this time.
Grade Inquiries	<p>Grade Inquiries will be accepted for the three days, from Mon. September 11 to Wed. September 13 by 16:30 if:</p> <ol style="list-style-type: none"> A grade is not shown for a registered subject. A grade is shown for a subject that the student did not register. Errors in the grade report. The grade shown does not match the grade calculated from the actual marks received on exams and/or reports. <ul style="list-style-type: none"> Do not contact your instructor directly. For all other information, read the evaluation comments written by instructors. Please refer to the Academic Office website "Grades" page for details.
Re-Registration System	<p>The re-registration system allows students to re-register for subjects in which they have received an A+, A, B or C.</p> <ul style="list-style-type: none"> Application period: Mon. September 11 to Wed. September 13 by 16:30 Application procedures: Complete the Course Re-registration online survey during the application period. Access: Visit the Academic Office website page "Classes," then click "Course Requiring Prior Application", and you will find "Course Re-registration" page.

2. Curriculum

A "curriculum" is a set of requirements for graduation and courses which may be taken. A student's curriculum is determined by the year of their enrollment, and with the exception of a change in enrollment status, it will not normally change during a student's time at APU. However, in the case of status changes such as readmission or reinstatement, a curriculum change may occur to AY 2006 curriculum students.

Curriculum Applied	Year Enrolled	Note
AY 2017 Curriculum	2017 Spring or later	-
AY 2011 Curriculum	2011 Spring - 2016 Fall	Curriculum remains the same regardless of readmission or reinstatement
AY 2006 Curriculum	2006 Spring - 2010 Fall	Curriculum change may occur. (Please refer to 2017 Undergraduate Academic Handbook p.29)

*In the 2017 academic year, APU undertook a Curriculum Reform. This new 2017 Curriculum applies to new students enrolled in AY 2017 and later. Students under the AY 2006 Curriculum will, in general, continue their studies as before, however please note that due to the reforms a number of new subjects have been created, as well as some subjects were removed.

3. Course Registration

Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Registration Period A	APM	1 st Priority	Tue. September 19	9:30	Wed. September 20	12:00
Cumulative GPA or Semester GPA 3.00 and higher: 1 st Priority 2.50 and higher: 2 nd priority		2 nd Priority		12:30		
		Regular		15:30		
	APS	1 st Priority	Thu. September 21	9:30	Fri. September 22	12:00
		2 nd Priority		12:30		
		Regular		15:30		
Registration Period B	New or Reinstated		Mon. October 2	10:00	Tue. October 3	12:00
	Current Students			15:00		
Correction Period 1	All Students		Thu. October 12	10:00	Fri. October 13	10:00
Correction Period 2	All Students		Thu. December 7	10:00	Fri. December 8	10:00

- Campusmate is offline daily from 3:00am - 5:00am (Japan time) and cannot be used during this time.
- A 24hr clock is used for the schedule. 12:00 refers to noon. Please take care when confirming scheduled starting and ending times.
- There is the possibility that the registration start time could change due to unforeseen situations.
- It is possible to register from off-campus computer terminals, but access could be slow due to poor network connections. It is recommended to register from on-campus computer terminals.

■ Notes on Course Registration Periods and the Syllabus

Important information regarding course registration will be posted on the Academic Office website, as well as sent via Campus Terminal and email. Please check regularly for updates.

Registration Period A	<ul style="list-style-type: none"> • Course registration for Language, Liberal Arts subjects, Major (Own college) subjects possible. • Registration period 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 allotted to common courses available to both colleges during course registration period A – such as 'Language courses' and '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.
Registration Period B	<ul style="list-style-type: none"> • Course registration for all subjects. (Students may register for subjects from another college beginning their second year.)
Correction Period	<ul style="list-style-type: none"> • Courses which have already begun may be dropped only and cannot be newly registered. <ul style="list-style-type: none"> Correction Period 1 Semester & 1st Quarter Subjects: Dropping Only 2nd Quarter & Session Subjects: Adding & Dropping Correction Period 2 2nd Quarter Subjects: Dropping Only Session Subjects: Adding & Dropping
Syllabus	The syllabus can be viewed online. Please review the syllabus before registering.

■ Notes on Course Registration

- Course Registration involves not only carrying out the procedures for registering classes, but also making the decision regarding which classes you wish to take. It is the most important part of your academic planning, and it is necessary in taking classes, receiving credit and graduating. To help facilitate the planning of all students, always take utmost care when registering. Please do not register for courses you do not plan to attend, as this may prevent other students from registering.
- Likewise, please be sure to attend the classes that you have registered for.
- 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.
- Students expecting to graduation in September 2017 who are uncertain about meeting the required credit criteria should plan to register and complete extra credits.

4. Use Caution when Registering for the Following Courses

Please note that some subjects will not be available for you depending on your curriculum, semester of enrollment, etc. Please make sure that you refer to the Undergraduate Academic Handbook (p.108-112) and course syllabus for details.

English Subjects

APU underwent a curriculum reform in AY 2011. AY 2006 Curriculum students will continue taking AY 2006 Curriculum English language courses. AY 2006 Curriculum English-basis students (excluding native English-speakers) are able to register for AY 2011 Curriculum English Advanced Track Elective Courses during Course Registration Period B on a space available basis.

<AY 2011 Curriculum English Advanced Track Electives>

Subject (Class)	Instructor	Notes
English for Business 2 CC	PHILLIPS, Michael	AY 2006 Curriculum English-basis students (excluding native English-speakers) are able to register for AY 2011 Curriculum English Advanced Track Elective Course during Course Registration Period B on a space available basis.
English Project 2 CC	MILLER, Nicholas	

Japanese Subjects

A number of subject names have been changed for the AY 2011 Curriculum Reforms. The name changes are as follows.

New title (No. of Credits)	Old title (No. of Credits)
Japanese Foundation Course I, II, III (12) *No change	Japanese Foundation Course I, II, III (12)
Japanese Intermediate Course (4) *No change	Japanese Intermediate Course (4)
Pre-Advanced Japanese (4)	Japanese Advanced Course I (4)
Advanced Japanese (4)	Japanese Advanced Course II (4)

Japanese Classes with Conditions: The following classes are only available to those who meet the conditions below.

Subject (Class)	Notes
Japanese Foundation II (CY) only (4 credits)	Those who have completed 4 Japanese credits by the end of 1st semester
Japanese Foundation III (CZ) only (4 credits)	Those who have taken Japanese Foundation Course I (AX or CX) and Japanese Foundation Course II (AY or CY)

AP Languages

Registration can be carried out during the regular registration period. Applicants must meet the following criteria:

- The language subject that they are registering for is not their native language. Students who register for a course in their native language will have their registration deleted.
- Japanese-basis students must have completed or be exempted from 'Intermediate English I and II' and English-basis students must have completed or be exempted from 'Japanese Advanced Course I' or 'Pre-Advanced Japanese.'

Grade evaluation for Korean language courses includes scores from the Hangeul Language Proficiency Test. The deadline for applying to take this test is Wed., October 4 at 16:30. Please take note if you intend to register for Korean language classes.

5. Venues & Times for On-Campus Registration

Please review the notes in the Campusmate Course Registration manual before registering.

Date	Room	Time
Tue. September 19	IPS 1-6	9:00-16:30
Wed. September 20	IPS 3-6	9:00-12:00
Thu. September 21	IPS 1-6	9:00-16:30
Fri. September 22	IPS 3-6	9:00-12:00
Mon. October 2	IPS 1-6	9:00-16:30
Tue. October 3	IPS 3-6	9:00-12:00

6. Notes for Specific Colleges

■ To APS Students

APS Students who complete 20 credits of subjects in a specific Area of Study which they applied for via Campusmate will receive that area title on their diploma. *For details regarding APS Areas of Study, please refer to "Area of Study (AY 2011 Curriculum)" page located under the "Classes" menu on the Academic Office website.

7. Others

There are instances where the course registration period and guidance session times may be changed due to unforeseeable events. Important notices regarding course registration may be announced via Campus Terminal, Campusmate ("Information"). Students are encouraged to regularly check these sites during the summer vacation as well as their Personal Messages (Action Required) and University e-mail accounts as there are cases where important messages regarding course registration may be sent individually.

8. Start of Classes for AY 2017 Fall Semester

AY 2017 Fall Semester classes begin on Wed., October 4.

In preparation for beginning your studies, please be sure to check the Academic Office website, as well as Campus Terminal and email.

Academic Office Office hours: Mon. Wed. Thu. Fri. 10:00 - 16:30 (Tue. 11:30 - 16:30) Email: acsubmit@apu.ac.jp
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