

AY 2017 Fall Semester Course Registration (APM)

[Information for AY 2017 Curriculum English-basis Current Students]

1. Grades

You can view your grades via Campusmate. Please check your grades and create a study plan for next semester.

Release of Grades	September 11, 2017 (Mon) 10:00
Grades	A+: 90% or Higher, A: 89~80%, B: 79~70%, C: 69~60%, F: 59% or lower (Fail), P: Pass If you receive a grade of "F" for a course, you may re-register for the course by yourself (excluding Language Subjects required for graduation and Seminar classes).
GPA *Grade Point Average	Your GPA determines your start time for the course registration period A. <ul style="list-style-type: none"> Calculation method for Cumulative GPA = $\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\div \text{Total registered credits (excluding P/T)}}$ Calculation method for GPA for a given semester = $\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\div \text{Registered credits for the given semester (excluding P/T)}}$
Release of Grades	Announcement of Grades(Non-graduating Students): Mon. September 11, 2017 at 10:00 【Grade Report Distribution】 Student Grade Reports will be distributed at the Academic Office for 7 days after their student grades have been announced. <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: September 1(Fri) to September 8(Fri) 16:30 <ul style="list-style-type: none"> Students who do not apply beforehand should come to the Academic Office to apply during each 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	Grade Inquiries will be accepted for the three days, from Mon. September 11 to Wed. September 13 by 16:30 if: <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.
Grade Inquiries Period	September. 11 (Mon) - September. 13 (Wed), 16:30:00 JST
Re-Registration System	The re-registration system allows students to re-register for subjects in which they have received an A+, A, B or C. <ul style="list-style-type: none"> Application period: Mon. September 11 ~ 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.

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

Graduation Requirements Code: APM17E (example)
 *Required credits and Required (adjusted) credits differ depending on the enrollment basis language or the track of English course.

*E In the case a student is exempted from some required Language Education Subjects (①) based on the placement test etc., the student must get same amount of credits from "④ Language Education and Common Liberal Arts Subjects" field.

*F The number of credits required for graduation.

*G Completed Credits. The number of ①②③④ cannot exceed each "Required (adjusted)" credits. (refer to *A, B, C, D)

Subject Field	Required	Exemption (-)	Exemption (+)	Required (adjusted)	Completed Opposite Language	Completed
① Japanese	16	-6		18		① 18
② Required Common Liberal Arts Subjects	4			4		② 4
③ Common Liberal Arts Subjects	12			12	4	③ 12
④ Language Education and Common Liberal Arts Subjects	8		+6	14		④ 12
⑤ APM Required Major Education Subjects	18			18		⑤ 18
⑥ APM Required Major Education Subjects (Mathematics)	2			2		⑥ 2
⑦ APM Major Education Subjects	42			42	10	⑦ 44
⑧ Other College Subjects					4	⑧ 12
⑨ Total Credits	124			124	18	⑨ 122
Subjects Not Counted Toward Graduation						

*A The credits of "Introduction to Economics" and "Statistics" which are APM required subjects will be counted in "② Required Common Liberal Arts Subjects" field.

*B In the case the completed credits of "③ Common Liberal Arts Subjects" field exceeds 12 credits, the exceeded credits will be counted in "④ Language Education and Common Liberal Arts Subjects" field.

*C The credits of APM Required subjects other than "Introduction to Economics", "Statistics", "Fundamental Mathematics", and "Advanced Mathematics" will be counted in "⑤ APM Required Major Education Subjects" field.

*D In the case a student completed both "Fundamental Mathematics" and "Advanced Mathematics" which are APM Required Major Education Subjects (Mathematics), the 2 credits will be counted in "⑥ APM Required Major Education Subjects (Mathematics)" field and the other 2 credits will be counted in "⑦ APM Major Education Subjects" field.

*H ⑨ Total Credits means the sum of completed credits from ① to ⑧ fields.

*I Japanese-basis domestic students and Accelerated Graduation Program students must complete at least 20 credits of Common Liberal Arts Subjects and Major Education Subjects (of own college or other college) held in non-basis language. All subjects held in both English and Japanese (E/J) and Language Education Subjects will not be counted toward this total.

Undergraduate Academic Handbook p.49

2. Course Registration

2.1 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.
- The syllabus can be viewed online. Please review the syllabus before registering.
- 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.

2.2 Grade Level

Each course corresponds to a particular level of study, indicated by a grade level code (refer to the pp.62-75 Undergraduate Academic Handbook). The levels are as follows.

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

2.3 Course Registration Period

Period A	<ul style="list-style-type: none"> Course registration for Language Education subjects, Common Liberal Arts subjects (with exceptions: refer to 2.5), Major Education (Own college) subjects possible. 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 allotted to 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.
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.



Period	Semester Courses	1 st Quarter Courses	2 nd Quarter Courses	Session Courses
Period A	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Period B	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Correction Period 1 (1 st Quarter)	Drop	Drop	Add / Drop	Add / Drop
Correction Period 2 (2 nd Quarter)	Non-modifiable	Non-modifiable	Drop	Add / Drop

2.4 AY 2017 Fall Semester Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Period A Cumulative GPA or Semester GPA 3.00 and higher...1 st priority 2.50 and higher...2 nd priority	APM	1 st Priority	Tue. September 19	9:30	Wed. September 20	12:00
		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		
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 03:00am - 05:00am (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.

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

Introduction to Development Studies	Introduction to Environmental Studies	Introduction to Tourism and Hospitality
Introduction to International Relations	Introduction to Culture and Society	Introduction to Media Studies

2.6 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

3. Required Subjects(APM)

Category	Registration	Registration Semester	Subject	Field
A *1	Automatic *3	1 st Semester	Introduction to Management	Major
		2 nd Semester (may register at 1 st semester) *4	Introduction to Economics	Liberal Arts
			Accounting I *5	Major
			Introduction to Marketing	Major
		3 rd Semester	Finance	Major
			Management of Human Resource and Organizational Behavior	Major
			Production Management	Major
			Legal Strategy in Business	Major
5 th Semester	Business Ethics	Major		
7 th Semester	Global Management (Capstone)	Major		
Registered by Student	—	Statistics	Liberal Arts	
B *2	Registered by Student	—	Fundamental Mathematics	Major
		—	Advanced Mathematics	Major

*1 APM Required Subjects: APM students must complete all of these required subjects for graduation.

*2 APM Required Subjects (Mathematics): APM students must complete at least 2 credits from these mathematics subjects for graduation.

*3 If students are unable to successfully receive credits during that period, APU will continue to register them each semester until they are successfully able to receive the required credits

*4 If they are successfully able to gain credits for the registered subject, it will be recognized as successful completion of a required subject and it will be not registered again in the second semester or later.

*5 In order to take Accounting II, students must complete Accounting I in advance.

Graduation Requirements (APM: AY2017 Curriculum)

No.	Graduation Requirements	APM17E
1	Complete at least 124 credits total	✓
2	Complete required language subjects (or be exempted from required language subjects)	✓
3	Fulfill the credit requirements for each subject field	✓
4*	Complete at least 20 credits of subjects held in English	—
5	Complete APM Required Subjects	✓
6	Complete at least 2 credits from APM Required Subjects (Mathematics)	✓

*This requirement applies only to Japanese-basis domestic students.

4. Area of Study (APM)

Registering/Changing Area of Study

- The College of International Management has established four Areas of Study in order to support the development of future business people with high professional ethics and the ability to discover and resolve management issues. Students will acquire a knowledge of management and a deep understanding of diverse societies, cultures and traditions and also interact with individuals from a variety of backgrounds in the world of international business.
- Once students have completed 12 or more credits from among the designated subjects for the Area of Study (seminar subjects can be included up to 4 credits in 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
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*Please refer to pp.64-65 for more information about Major Education Subjects for the Area of Study.

5. 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

- English courses (required subjects) are divided into A (4 credit) and B (2 credit) subjects, each graded according to its own evaluation criteria. Only once credits for both subjects have been completed can a student proceed to the next level.
- Until all required English courses for the language track are completed, the University will continue to automatically register and assign students to classes. When retaking the same course, a student will not necessarily be registered for the same instructor or class, and this registration may not be changed or cancelled.
- The following are "Language for Specific Purposes" subjects scheduled for AY 2017 Fall Semester.

AY 2017 Curriculum English Advanced Track Electives

Subject (Class)	Instructor	Notes
English for Business 1 CC	PHILLIPS, Michael	AY 2017 Curriculum Japanese-basis Students: Students who have successfully completed "Advanced English 1A and 1B" (6 credits) or students who have been exempted from taking them, are able to register for "English Advanced Track Electives" during Period A of the Course Registration Period.
English Project 2 CC	MILLER, Nicholas	
English of the Media CC	DAVIA, Gilder	AY 2017 Curriculum English-basis Students: Students may register for these courses by themselves during the Course Registration Period B only if there are places available.

■ Japanese Subjects

- The University will continue to automatically assign classes until students have acquired the credits for the mandatory Japanese subjects. The timetable and lecturer may differ from class to class, even if offered at the same level. All subjects will be assigned by the University and students will not be able to change or drop classes.
- Japanese Language for Specific Purposes is for students who have completed their language graduation requirements but nevertheless wish to further improve their language skills. Please refer to the syllabus and 'Handbook' page on the Academic Office website for more details on course objectives and prerequisite subjects.

■ AP Language Subjects

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 'Elementary English A and B' and English-basis students must have completed or be exempted from 'Japanese Foundation Course I, II, and III'.

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.

■ Please be aware that the following requires special application before the course registration.

Item	Curriculum	Eligible Students	Dates and Notes
Re-Registration for Lecture Subjects	All Students (AY 2011-2017 Curriculum)	Students who wish to re-register for a lecture subject for the 2017 Fall semester (Applications from students who previously received a failing grade for the subject that they want to re-register will not be accepted.) Further details will be posted on the Academic Office website in early September.	Mon. September 11 – Wed. September 13 (16:30)
Exemption / Credit Award for Japanese and English Language Subjects	AY 2017 Curriculum Students Only	① Students who meet the criteria specified by APU during enrollment. ② Students who meet the criteria specified by APU while participating in exchange programs or while taking a leave of absence. For more details, please visit the Academic Office website	Note that the registration periods for ① and ② vary. Make sure to check the Academic Office website for details

- If you cannot come in person, you may POST your application. Scores that arrive after the deadline or those which are NOT originals and application by fax will be considered invalid.
- Original documents are required when submitting scores. Students who need to have a score reissued by the issuing body should be aware that it takes extra time and money to have the score reissued and should plan accordingly.
- Applications that contain incomplete or incorrect information will not be screened.

During course registration, please refer to Campusmate Course Registration Manual.

6. 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.

7. Start of Classes for AY 2017 Fall Semester

AY 2017 Fall Semester classes begin on October 4 (Wed).

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