

Course Registration and Area of Study Registration Manual

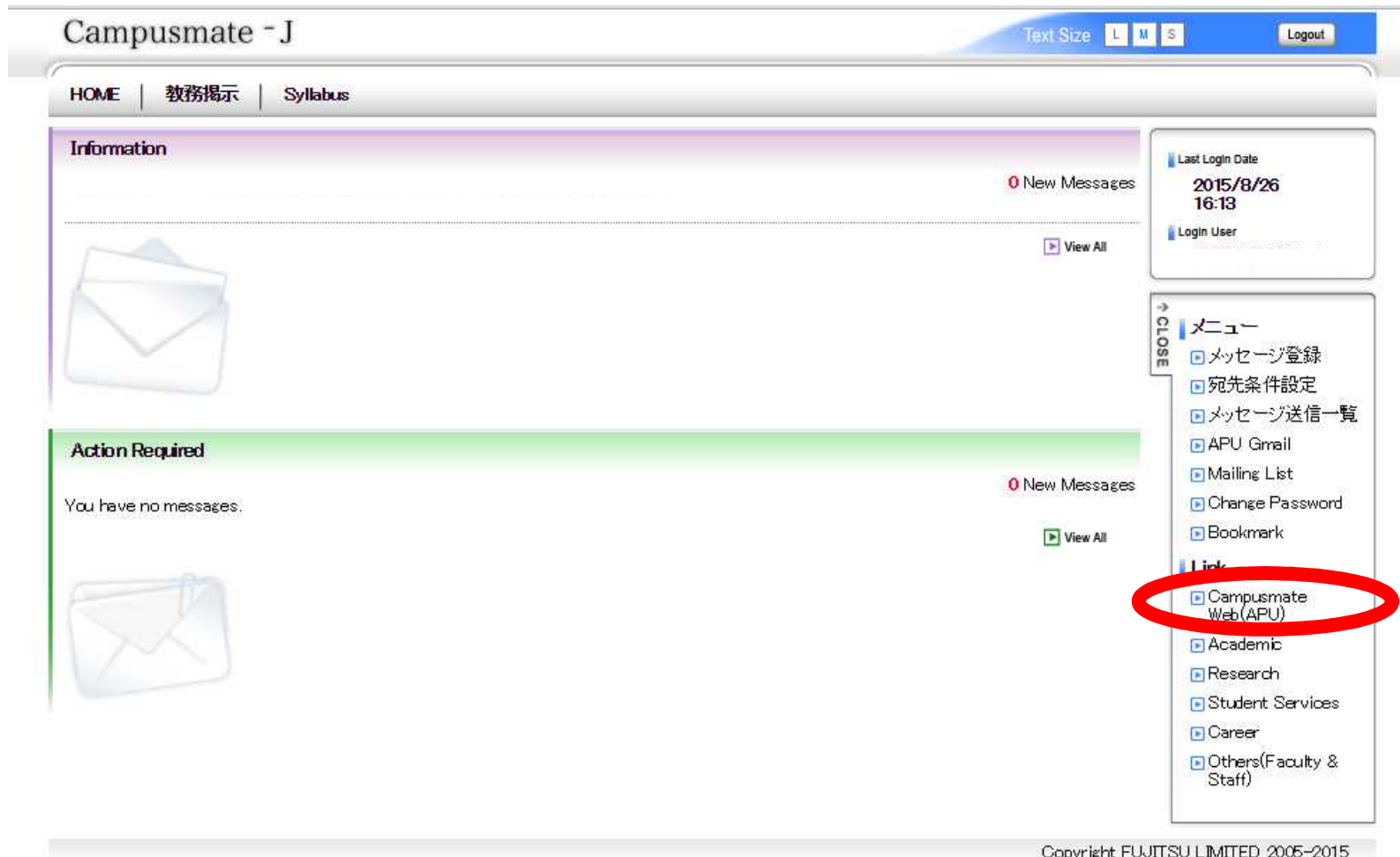
Introduction

Please keep the following points in mind when registering for courses.

- ① Campusmate cannot be used between 3:00 AM and 5:00 AM (Japan Standard Time) each day. APU cannot guarantee the integrity of any data submitted exactly at 3:00 AM.
- ② Please change your password regularly and take precautions to safeguard your personal information.
- ③ Please observe the following rules in order to avoid system errors. Please also note that no special exceptions will be made for problems or errors resulting from a student's mistake.
 - Please use Internet Explorer. You may encounter errors if you use other browsers.
 - Do not log in multiple times with the same user ID at the same time.
 - Please carry out registration procedures exactly as instructed in this Course Registration Manual.

Log into Campus Terminal, then “Campusmate”

Open Campus Terminal in your browser, then click “Campusmate Web(APU)” on the right-hand side.



Campusmate - J

Text Size L M S Logout

HOME | 教務揭示 | Syllabus

Information

0 New Messages

View All

Action Required

0 New Messages

View All

You have no messages.

メニュー

メッセージ登録

宛先条件設定

メッセージ送信一覧

APU Gmail

Mailing List

Change Password

Bookmark

Link

Campusmate Web(APU)

Academic

Research

Student Services

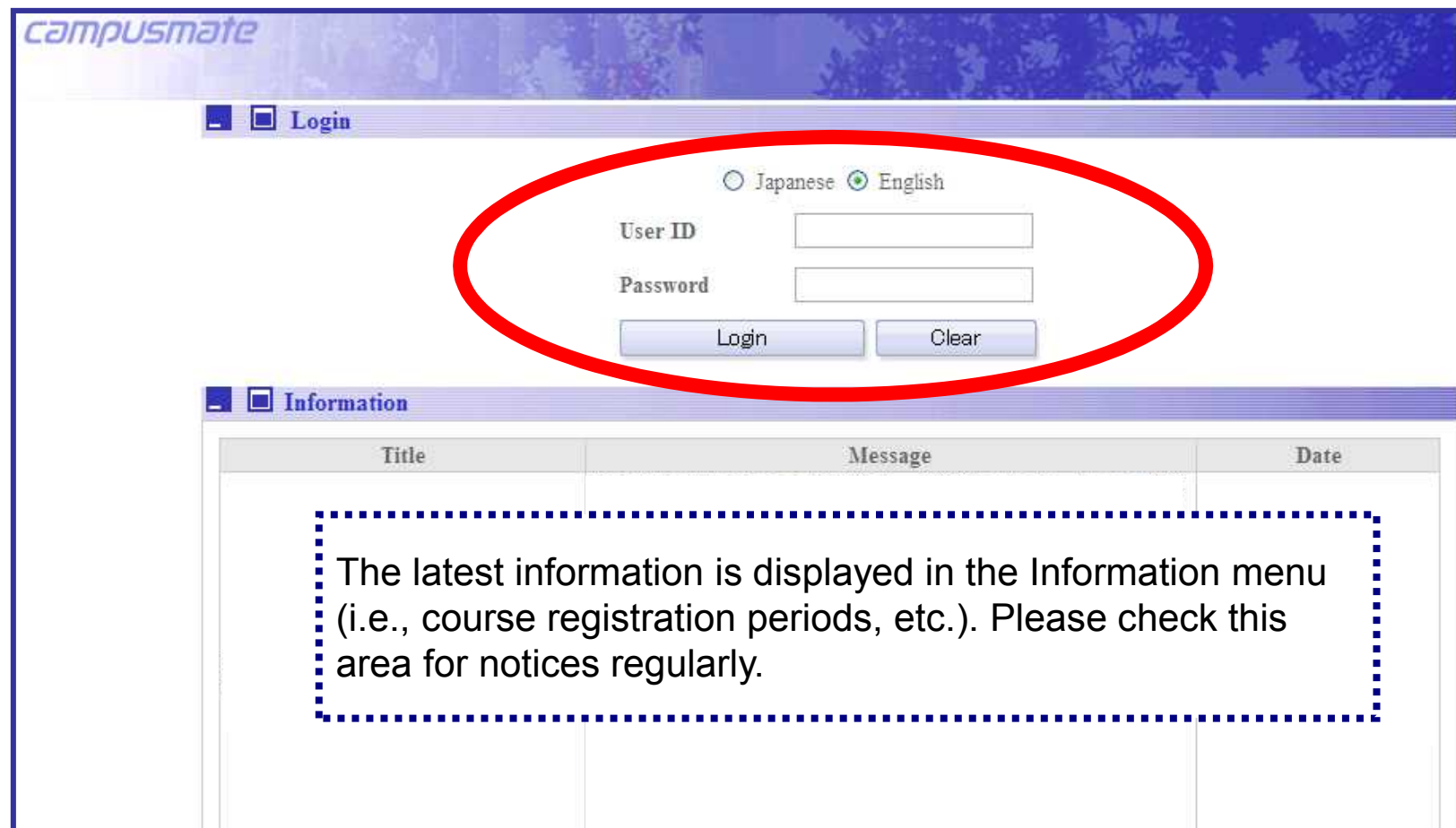
Career

Others(Faculty & Staff)

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Log into “Campusmate”

Change the language to English, enter your user ID and password, then click “Login”. Use the same user ID and password that you use for Campus Terminal.



The screenshot shows the Campusmate login interface. The 'Login' tab is active, and the language is set to English. The login form is highlighted with a red oval. Below the login form is the 'Information' tab, which displays a table with columns 'Title', 'Message', and 'Date'. A dashed blue box highlights the first row of the table, which contains the text: 'The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.'

Title	Message	Date
The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.		

1) Course Registration

Opening the Course Registration Screen

Click “Course Registration” in the Academic Menu.



The screenshot shows the campusmate website interface. On the left is a vertical menu with the following items: Academic Menu, Course Registration (highlighted with a red circle), [Invalid] Study Registration, Area of study Confirmation, Grade Report, View current address, Job Hunting Menu, Career Office Information, Corporate Information, Internship Information, On-Campus Recruiting and Other Event Search, and Job Hunting Report. The main content area has a blue header with the campusmate logo and a Logout button. Below the header, there are three sections: Personal Message (containing the text 'There is no message.'), Information (containing a table with columns Title, Message, and Date), and Career Office Information (containing links for Latest announcement, Latest event, and Latest internship).

Title	Message	Date

Course Registration Screen Details - 1

campusmate

Course Registration [TIPS](#)

2017 Spring

☒ Save Changes

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					
	Q2					

Your class timetable

Days of the week

Periods

Course Registration Screen Details - 2

campusmate

Logout

Course Registration [TIPS](#)

2017 Spring

Save Changes Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unmodifiable

Day / Period		Thursday	Friday	Saturday
1	Q1			
	Q2			
2	Q1			
	Q2			

The academic year and semester
will be displayed.

Course Registration Screen Details - 3




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Course Registration [TIPS](#)

2017 Spring




Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

 Unregistered
  Registered
  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 					
	Q2 					
2	Q1 					
						

Icons
 These icons indicate the state of the class (3 types)

 Unregistered
  Registered
  Unmodifiable

Course Registration Screen Details - 4

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Logout

Course Registration [TIPS](#)

2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					
	Q2					

This box shows the following credits.

- The no. of credits registered / no. of maximum credits
- The no. of opposite language credits registered

Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Course Registration Screen Details - 5

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Logout

Course Registration [TIPS](#)

2017 Spring

Apply Return

Unregistered Registered Unmodifiable

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					
	Q2					

This shows if you have permission to register courses held in English or Japanese. If you meet the specified criteria you will have permission. See the Undergraduate Academic Handbook for details.
 <<2017 Curriculum Students>>
 May not register lecture subjects without permission for that language.

Course Registration Screen Details - 6

campusmate Logout

Course Registration [TIPS](#)

2017 Spring

☒ **Apply**
☐ **Return**

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered
 Registered
 Unmodifiable


Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					

Apply: Finalize your course registration
Return: Return to the previous screen
 Please use only this "Return" button. Do not use your browser's Back/Forward buttons to navigate the site.

X

Campusmate Course Registration - Windows Internet Explorer

Registration (Choosing Classes)

Click the  “Unregistered” icon for the date and time you wish to add a class.

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Course Registration TIPS

















2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
Q1						
Q2						
2			 020121JL 1st Year Student Workshop IJL ARII Ken			
Q1			 020121JL 1st Year Student			

Click Here

Days and periods without the pencil icon mean there are no classes you can register in those time slots.

Classes showing “unmodifiable” icon are classes designated by the university that you cannot change on your own.

Choosing a Subject

Click the button in the select column next to the class that you want to take and click “Confirm”.

campusmate Logout

Course Selection [TIPS](#)

2017 Spring Monday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
Select to cancel course.									
<input type="radio"/>	Monday 1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean I OE		4	JUNG JongHee	0	
<input checked="" type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUMI Toshiyuki	100	
<input type="radio"/>	Monday 1	020031JB	FA	Introduction to EconomicsJB					
<input type="radio"/>	Monday 1	030262EA	FA1	BiodiversityEA					
<input type="radio"/>	Monday 1	030262JA	FA1	BiodiversityJA					
<input type="radio"/>	Monday 1	033025EA	FA1	E-CommerceEA					
<input type="radio"/>	Monday 1	033025JA	FA1	E-CommerceJA					
<input type="radio"/>	Monday 1	037201EA	FA1	Social EntrepreneurshipEA					
<input type="radio"/>	Monday 1	037201JA	FA1	Social EntrepreneurshipJA					

If there is a '0' in the vacancy column, it means that a class is full and you cannot register for it.

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Choosing a Subject

Confirm that your chosen class has appeared on the timetable.

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Course Registration TIPS





2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits	2 / 24
Registered Opposite Language Credits	2

Unregistered Registered Unmodifiable

Day / Period	Monday	
1	 020031EB Introduction to EconomicsEB	
Q2	 020031EB Introduction to EconomicsEB	


Once you select a class, the icon will change from the "Unregistered" icon to the "registered" icon. If the chosen subject has classes during other periods or on other days of the week, they will also appear.

Session

Please choose the day and period when you would like to register a class.

Apply Return

Course Registration Cancellations

If you would like to cancel a class, click on the  "Registered" button in the timetable next to the subject you want to delete.

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Logout











Course Registration TIPS

2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible

	Unregistered	Registered	Unmodifiable
--	--------------	------------	--------------

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 020031EB Introduction to EconomicsEB					
Q2	 020031EB Introduction to EconomicsEB					

Session

Please choose the day and period when you would like to register a class.

Apply Return

Course Registration Cancellations

Select "Choose this option to cancel class" at the top of the list of classes, then click "Confirm".

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Logout

Course Selection TIPS

2017 Spring Monday 1

	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input checked="" type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
<input type="radio"/>	Monday1	010220OE	FA	Korean I OE		4	JUNG JongHee	100	
<input type="radio"/>	Monday1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUMI Toshiyuki	100	

OK Return

Course Registration Cancellations

Check to see that the class you cancelled no longer appears on the timetable.

Logout

Course Registration TIPS

2017 Spring
Apply
Return

Unregistered
Registered
Unmodifiable

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
Q2						

Finalizing Course Registration

Once you have finished adding and removing classes, click the “Apply” button to save the changes and complete your registration. Please note that if you fail to click this button, your registration changes will NOT be saved.

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Course Registration TIPS

2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible
Registered Credits / Maximum Credits 2 / 24
Opposite Language Credits 2

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	020031EB Introduction to EconomicsEB					
Q1						
Q2	020031EB Introduction to EconomicsEB					
Q1						

The following message will appear when using the browser's “Back” button. If you wish to save your changes first, click “Cancel”.

Web ページからのメッセージ

Registration changes will be lost if you do not click “Apply”.
Are you sure you wish to return?

OK Cancel

Please choose the day and period when you would like to register a class.

Apply Return

There are “Apply” buttons at the top and bottom of the screen. Either will finalize your registration changes.

After clicking “Apply”, the Course Registration Confirmation Screen will be displayed. This lists the classes which you have successfully registered.

[illegible]

Logging Out of Course Registration

Finish by verifying your course registration on the confirmation sheet, and then Click “Logout” to complete your session. If you want to continue course registration, please login again.

Do not click your browser's Back or Close (x) buttons while you are logged in. This will cause an error and you may lose your course registration data.

Do not use   **Do not use**



Course Registration Confirmation

2012 Academic Year Spring Semester

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	030606JA Organizational BehaviorJA	J	LTU Jung-Ching	2
FA1	Friday	1	030606JA Organizational BehaviorJA	J	LTU Jung-Ching	
Total Registered Credits						2

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

Print

Registration No. 418913

Error Messages and Tips ①

If there are any errors in your registration, a message will be displayed at the top of the screen. Error details may be found at the bottom of the page.


The screenshot shows the 'campusmate' Course Registration interface. At the top left, a red dashed box highlights the text: '2017 Spring' and 'There is a problem with your registration. Please view the bottom of this page for details.' At the bottom left, another red dashed box highlights the message: 'You have exceeded the maximum credit limit.' The main area displays a course schedule grid for Monday through Saturday, with columns for Q1 and Q2 sessions. Courses listed include 'Chinese IOA' and 'Introduction to ManagementJA'. A summary table on the right shows 'Registered Credits / Maximum Credits' as '2 / 24' and 'Registered Opposite Language Credits' as '2'. Navigation buttons 'Apply' and 'Return' are visible at the top and bottom.

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Q1		0101800A Chinese IOA WU Qing			0101800A Chinese IOA WU Qing	
1 Q2		0101800A Chinese IOA WU Qing			0101800A Chinese IOA WU Qing	
5 Q1	0101800A Chinese IOA WU Qing		0200400A Health ScienceJA AKASHI Mamiyori	0101800A Chinese IOA WU Qing		0201400B Special Lecture (Liberal Arts Subject)JB
5 Q2	Introduction to ManagementJA FUJIE Shiori					
6 Q1						
6 Q2	Introduction to ManagementJA FUJIE Shiori					

Registered Credits / Maximum Credits	2 / 24
Registered Opposite Language Credits	2

Error Messages and Tips ②

If there are any errors in your registration, a message will be displayed at the top of the screen. Error details may be found at the bottom of the page.


Logout

Course Selection TIPS

2017 Spring Monday 2

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
Select to cancel course.									
<input type="radio"/>	Monday2	010103AA	FA	Advanced Japanese AA		4		100	
<input type="radio"/>	Monday2	010103AB	FA	Advanced Japanese AB		4		100	
<input type="radio"/>	Monday2	010103AC	FA	Advanced Japanese AC		4		100	
<input checked="" type="radio"/>	Monday2	010103AD	FA	Advanced Japanese AD		4		100	
<input type="radio"/>	Monday2	010103AE	FA	Advanced Japanese AE		4		100	
<input type="radio"/>	Monday2	010180OC	FA	Chinese I OC		4		100	
<input type="radio"/>	Monday2	010180OH	FA	Chinese I OH		4		100	
<input type="radio"/>	Monday2	010220OA	FA	Korean I OA		4		100	
<input type="radio"/>	Monday2	011903CC	FA	English Project 2 CC		2		100	
<input type="radio"/>	Monday2	027003EB	FA	StatisticsEB	E	2		100	
<input type="radio"/>	Monday2	027003JB	FA	StatisticsJB	J	2		100	
<input type="radio"/>	Monday2	027010EA	FA2	Career Design IVEA	E	2		100	
<input type="radio"/>	Monday2	027010JA	FA2	Career Design IVJA	J	2		100	

Timetable conflict for "010103AD Advanced Japanese AD".
OK
Return

Error Messages and Tips

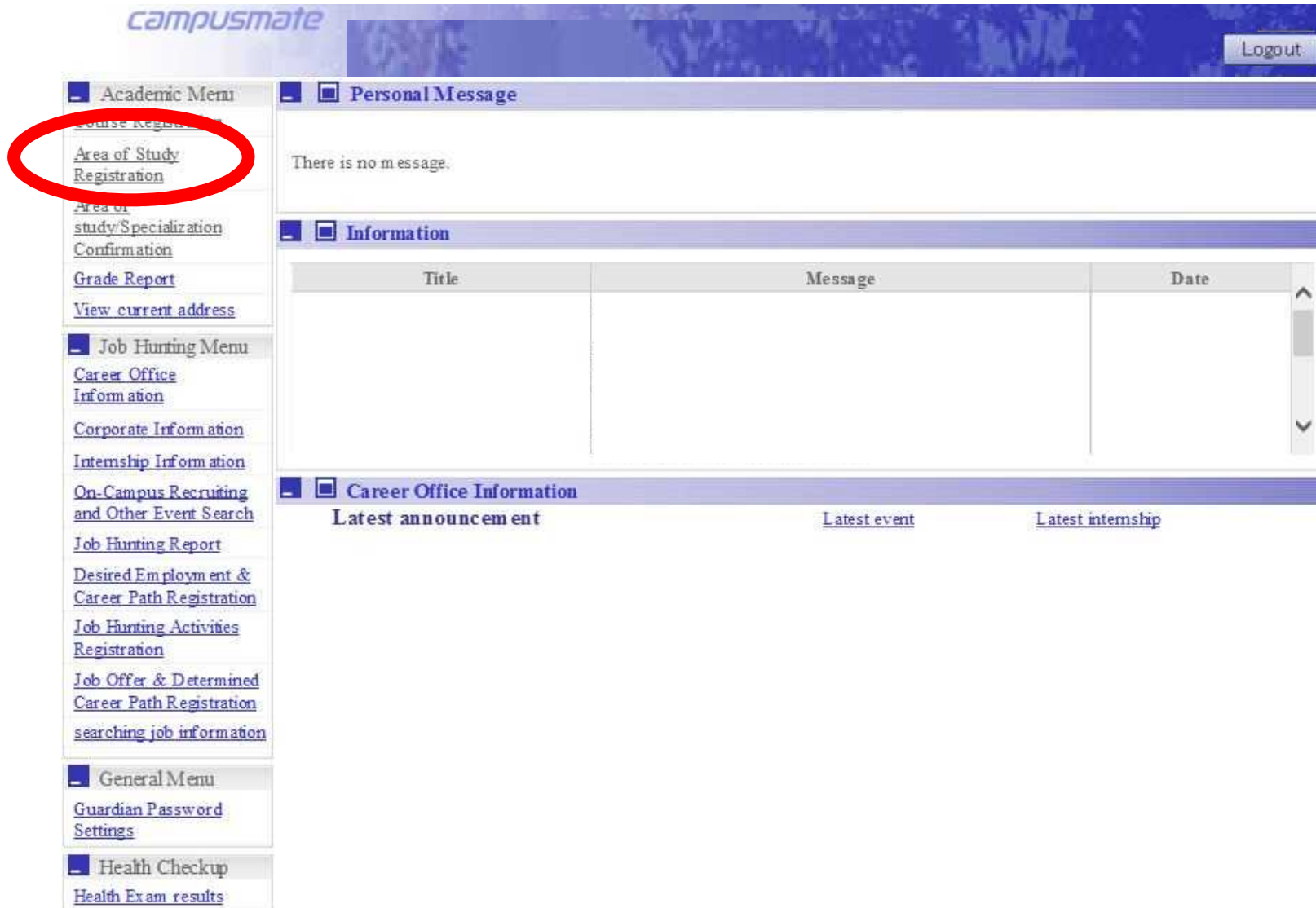
Each registration error has a cause and a solution. Until you identify and resolve the cause of the error, you will not be able to complete course registration. Once you have corrected your registration, you may click Apply to finalize changes.

Error Message	Solution
Timetable conflict for “Course”.	Please remove one of the conflicting courses. You may not register multiple courses scheduled for the same day/period. Please confirm the schedule and re-register.
Maximum credit registration limit exceeded.	Please remove courses exceeding the credit limit. A maximum credit limit is set for each student year and semester. Please register your courses so that you do not exceed this limit.
“Course” is already registered.	Please remove one of the duplicate courses. Please note that even in the case a subject offers multiple classes, you may only register for one of them at a time.
No openings remain for “Course”.	Please remove your registration for the course. Even if there were a number of openings at the time you selected the course, they may be filled in the time taken to click “Apply”.

2) Area of Study Registration

Opening the Area of Study Registration Screen

Click “Area of Study Registration” in the Academic Menu.



The screenshot shows the campusmate website interface. The left sidebar contains several menu categories: Academic Menu, Job Hunting Menu, and General Menu. The 'Area of Study Registration' link under the Academic Menu is circled in red. The main content area displays a 'Personal Message' section with the text 'There is no message.' and an 'Information' section with a table. The 'Career Office Information' section at the bottom includes links for 'Latest announcement', 'Latest event', and 'Latest internship'.

Academic Menu

- [Course Registration](#)
- [Area of Study Registration](#)
- [Area of study/Specialization Confirmation](#)
- [Grade Report](#)
- [View current address](#)

Job Hunting Menu

- [Career Office Information](#)
- [Corporate Information](#)
- [Internship Information](#)
- [On-Campus Recruiting and Other Event Search](#)
- [Job Hunting Report](#)
- [Desired Employment & Career Path Registration](#)
- [Job Hunting Activities Registration](#)
- [Job Offer & Determined Career Path Registration](#)
- [searching job information](#)

General Menu

- [Guardian Password Settings](#)

Health Checkup

- [Health Exam results](#)

Personal Message

There is no message.

Information

Title	Message	Date

Career Office Information

[Latest announcement](#) [Latest event](#) [Latest internship](#)



Area of Study Registration

Choose one Area of Study and click the “Apply” button to complete your registration.

campusmate Logout

Area of Study Registration [TIPS](#)

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Environment and Development	-
<input checked="" type="radio"/>	Hospitality and Tourism	Registered
<input type="radio"/>	International Relations and Peace Studies	-
<input type="radio"/>	Culture, Society and Media	-

Click!

Please select the area of study for which you would like to register.

Return Apply

APM

Area of Study Registration

Choose one Area of Study and click the “Apply” button to complete your registration.

campusmate

finish

Area of Study Registration [TIPS](#)

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Accounting and Finance	-
<input checked="" type="radio"/>	Marketing	Registered
<input type="radio"/>	Management and Organization	-
<input type="radio"/>	International Business and Economics	-

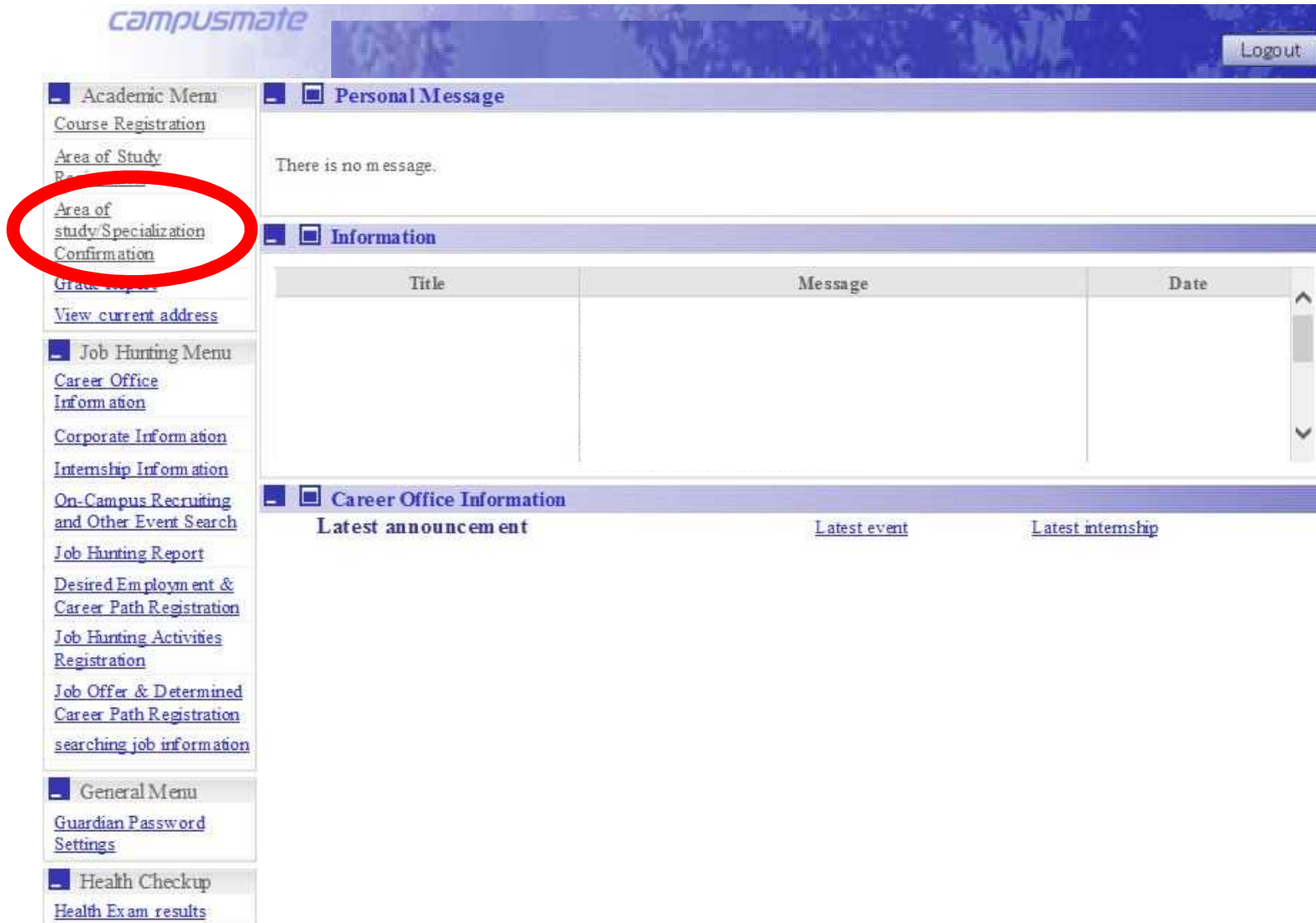
Click!

Please select the area of study for which you would like to register.

Return Apply

Opening the Area of Study Confirmation Screen

Click “Area of Study Confirmation” in the Academic Menu.



The screenshot shows the campusmate website interface. The top navigation bar includes the 'campusmate' logo and a 'Logout' button. The left sidebar contains several menu categories: 'Academic Menu', 'Job Hunting Menu', and 'General Menu'. Under 'Academic Menu', the following links are listed: 'Course Registration', 'Area of Study Confirmation', 'Area of study/Specialization Confirmation', 'Grade Report', 'View current address', 'Job Hunting Menu', 'Career Office Information', 'Corporate Information', 'Internship Information', 'On-Campus Recruiting and Other Event Search', 'Job Hunting Report', 'Desired Employment & Career Path Registration', 'Job Hunting Activities Registration', 'Job Offer & Determined Career Path Registration', and 'searching job information'. The 'Area of Study Confirmation' link is highlighted with a red circle. The main content area displays three sections: 'Personal Message' (with the text 'There is no message.'), 'Information' (a table with columns 'Title', 'Message', and 'Date'), and 'Career Office Information' (with links for 'Latest announcement', 'Latest event', and 'Latest internship').

Title	Message	Date



Area of Study Confirmation

Once you registered, please confirm that the “Registration Status” becomes “Registered”.

campusmate

Logout

Area of study Confirmation [TIPS](#)

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Environment and Development	28	34	0	34	
Hospitality and Tourism	28	18	0	18	Registered
International Relations and Peace Studies	28	42	0	42	
Culture, Society and Media	28	20	0	20	

Please confirm the above information.

Return

APM

Area of Study Confirmation

Once you registered, please confirm that the “Registration Status” becomes “Registered”.

campusmate

Logout

Area of study Confirmation IPS

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Accounting and Finance	12	22	0	22	
Marketing	12	8	0	8	Registered
Strategic Management and Organization	12	8	0	8	
Innovation and Economics	12	4	0	4	

Please confirm the above information.

Return

In Conclusion...

Course registration is the most important part of implementing your education plan. It is absolutely essential in attending class, receiving credit and graduating from APU. In order to ensure smooth progress through your education plan, please take utmost care when carrying out registration.

For course registration and academic advising-related issues, please visit the Academic Office for support.

Office	Services	Office Hours
Academic Office (Bldg. B, 1 st floor)	<ul style="list-style-type: none"> • Curriculum, course registration, grades, classes, examinations, reports, TOEFL/TOEIC exams. • Off-campus Study Program outside the university, such as field study and study abroad. • Other undergraduate programs included in the Undergraduate Academic Handbook 	Mon, Wed-Fri 10:00—16:30 Tue 11:30—16:30