Course Registration and Area of Study Registration Manual
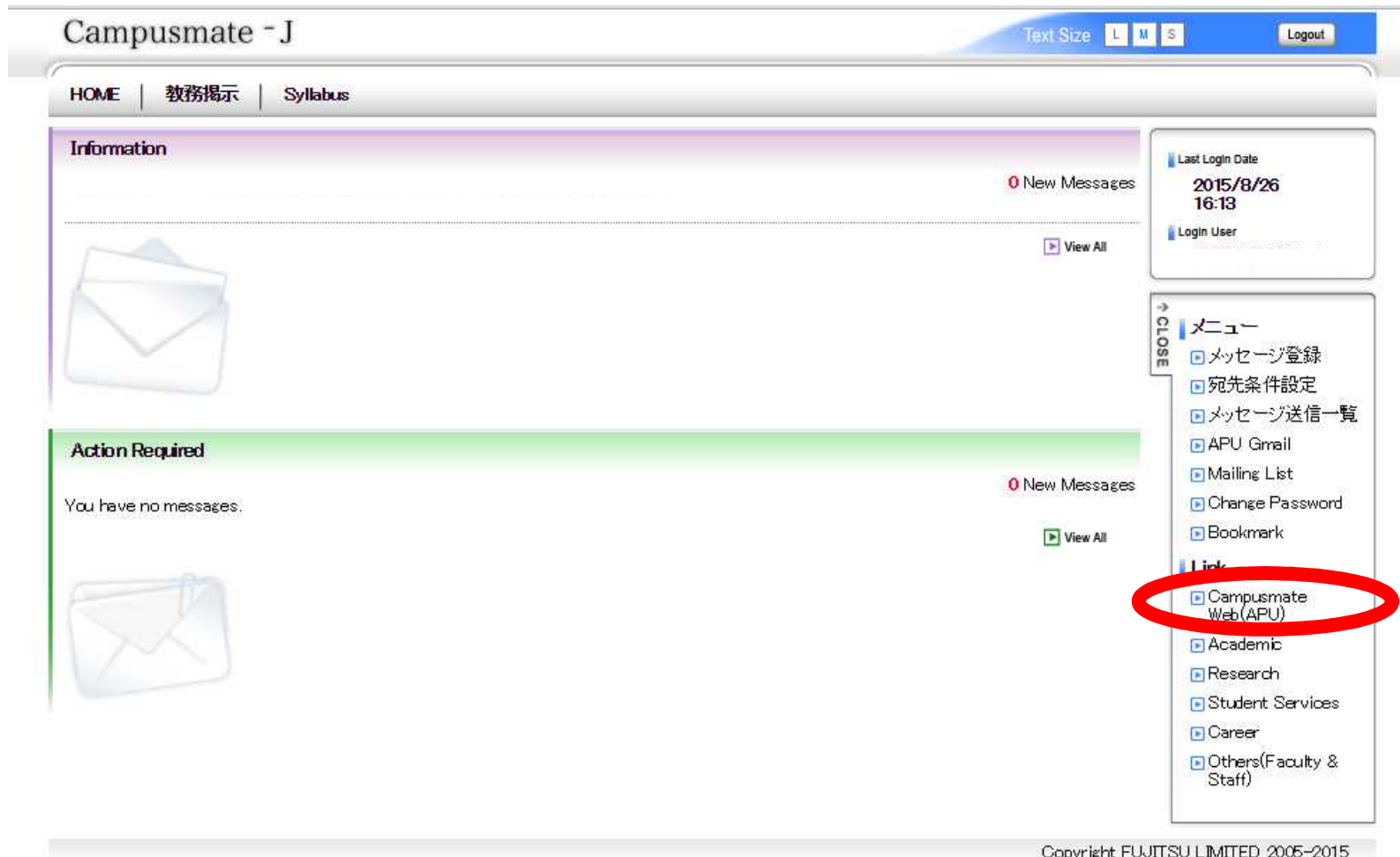
Introduction

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.

Shape your world

APU
Ritsumeikan
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Academic Office

Log into Campus Terminal, then "Campusmate"

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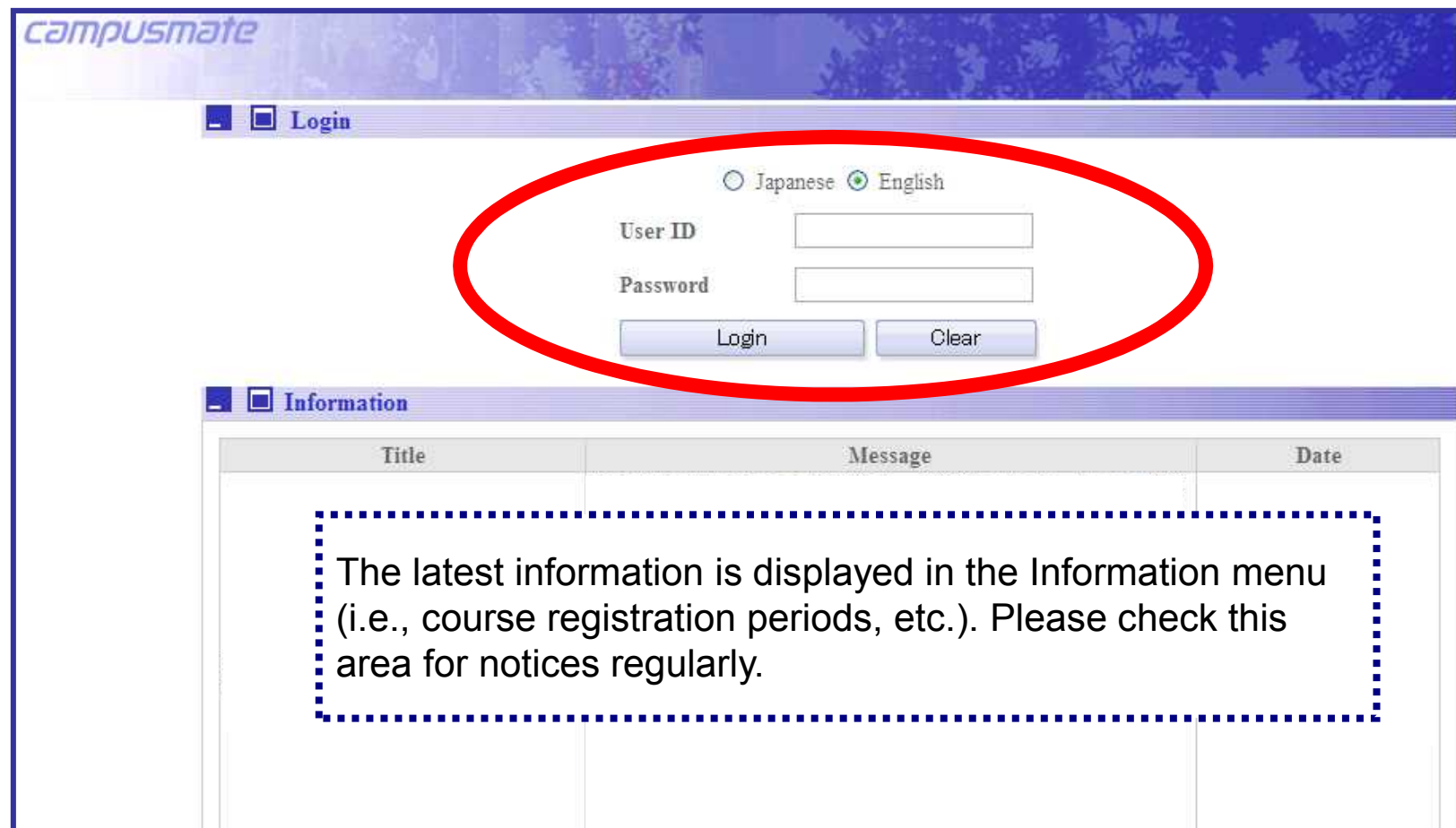
Log into "Campusmate"

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

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1）Course Registration

Opening the Course Registration Screen

Click "Course Registration" in the Academic Menu.

Course Registration Screen Details - 1

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	

The academic year and semester will be displayed.

Unmodifiable

Day / Period					Thursday	Friday	Saturday
1	Q1						
	Q2						
2	Q1						

Course Registration Screen Details - 3

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Logout

Course Registration TIPS

Save Changes | Return

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

Apply   Return

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						

This box shows the following credits.
• The no. of credits registered / no. of maximum credits
• The no. of opposite language credits registeredv

Course Registration Screen Details - 5

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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

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	🖉	🖉	🖉	🖉	🖉	
		🖉	🖉	🖉	🖉	🖉	

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.

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Course Registration Screen Details - 6

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.

Registration (Choosing Classes)
Click the ✏ "Unregistered" icon for the date and time you wish to add a class.

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".

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

Choosing a Subject

Confirm that your chosen class has appeared on the timetable.

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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

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

🖉 Unregistered ▤ Registered ▤ Unmodifiable

Day / Period	Monday	
1	Q1 ▤ 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.

Click Here

Course Registration Cancellations

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

Course Registration Cancellations

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

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.

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

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

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Printing the Course Registration Confirmation Screen

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

Upon completion, please make sure to save the Course Registration Confirmation Screen which includes your "Registration No."
Without this number on the Course Registration Confirmation Screen, we cannot respond to inquiries about system errors. Make sure to record the date of the Course Registration Confirmation Screen.

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**

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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.

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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.

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Course Selection TIPS

2017 Spring Monday 2

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

Timetable conflict for "010103AD Advanced Japanese AD".

◎ OK   ◀ Return
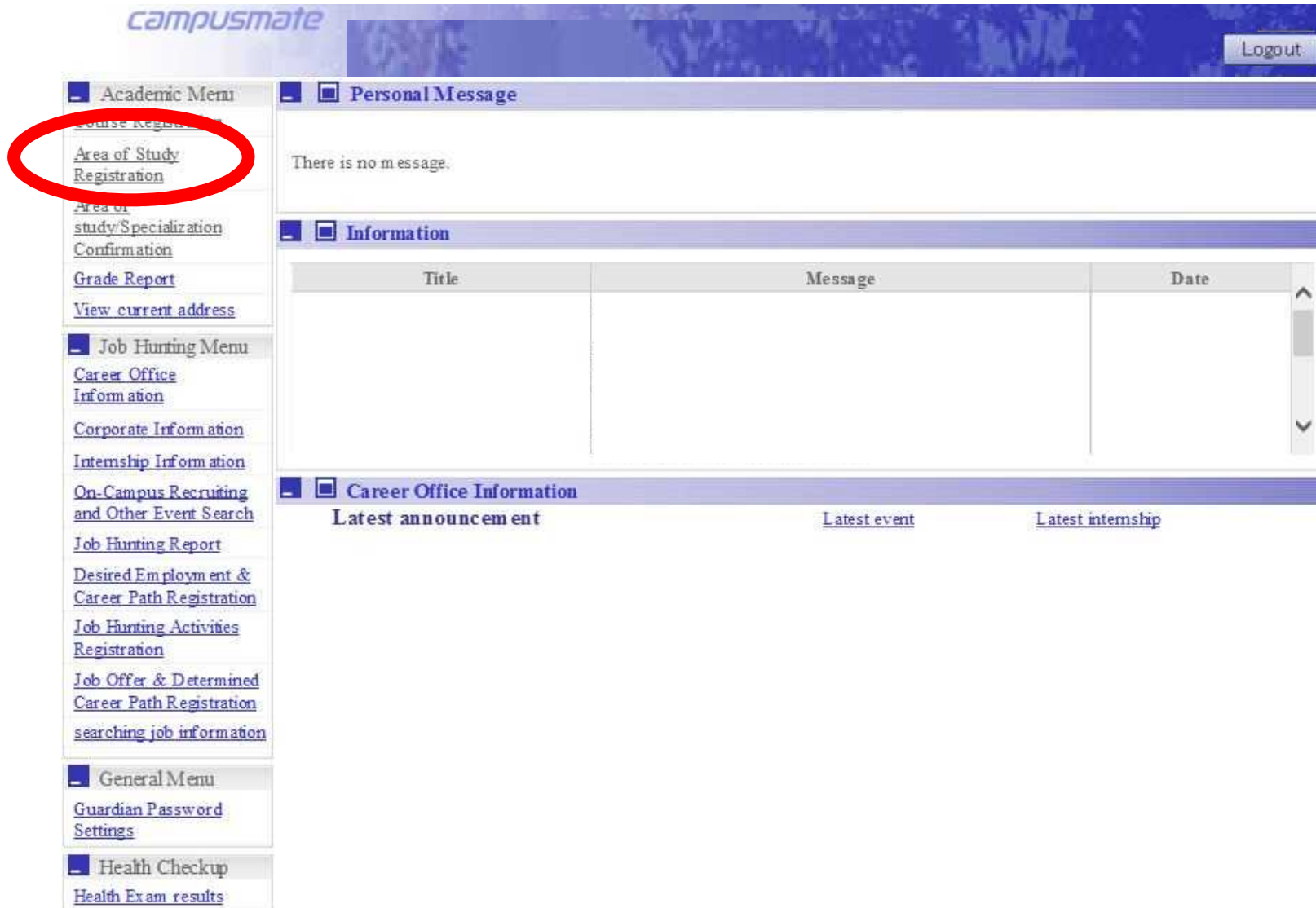
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Error Messages and Tips

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.

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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
○	Environment and Development	-
●	Hospitality and Tourism	Registered
○	International Relations and Peace Studies	-
○	Culture, Society and Media	-

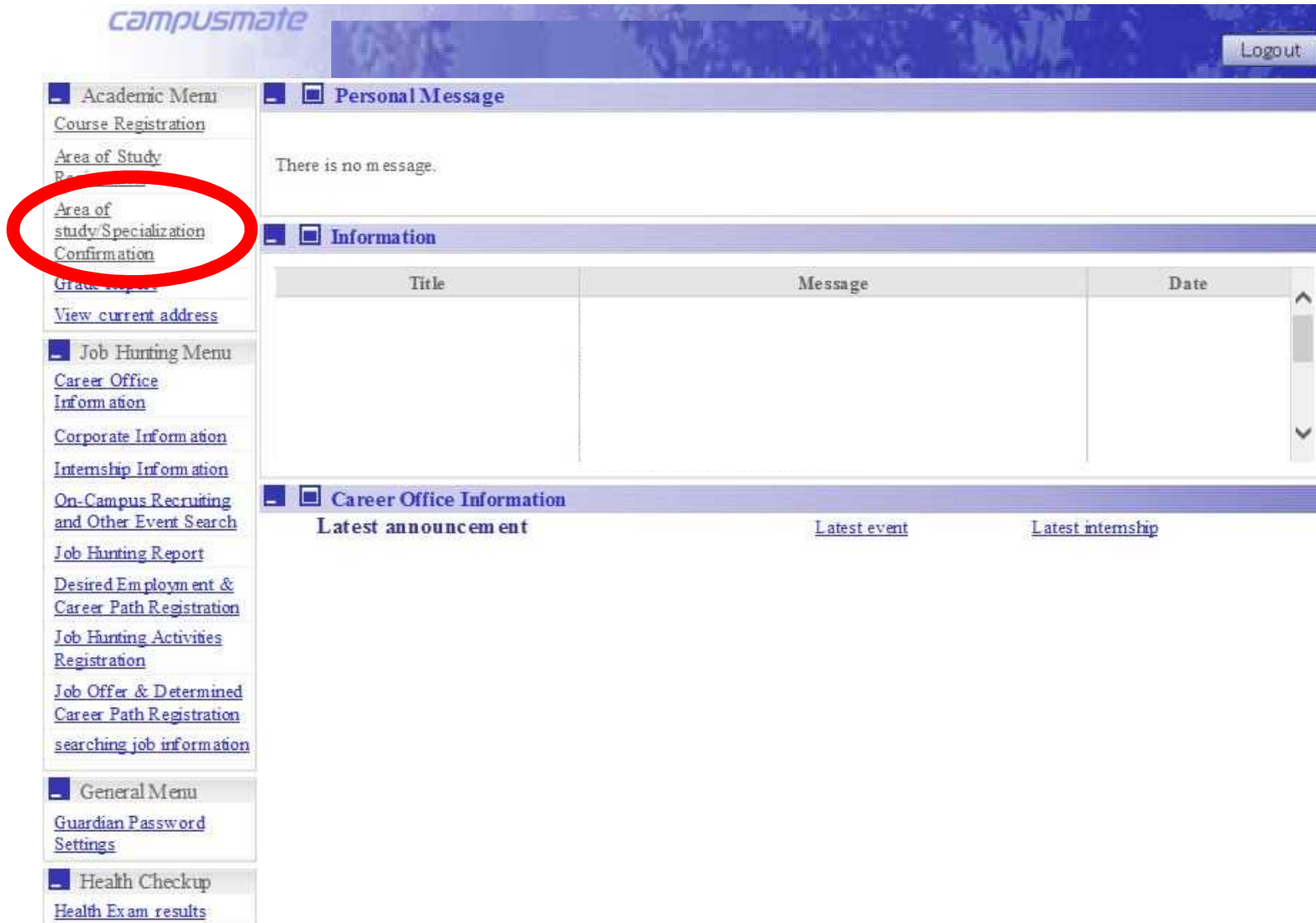**Click!**

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

Return   ● Apply

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Area of Study Registration

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

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Opening the Area of Study Confirmation Screen
Click "Area of Study Confirmation" in the Academic Menu.

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Area of Study Confirmation

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

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

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APM **Area of Study Confirmation**

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

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, 1st floor)	• 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