

# AY 2017 Fall Semester Course Registration (APM)

## 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"> <li>Calculation method for Cumulative GPA =  <math display="block">\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)]}{\text{Total registered credits (excluding P/T)}}</math> </li> <li>Calculation method for GPA for a given semester =  <math display="block">\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)]}{\text{Registered credits for the given semester (excluding P/T)}}</math> </li> </ul>
Grade Inquiries	Students may, in following cases, make inquiries regarding their grade reports. Please refer to the Academic Office website "Grades" page for details. <ol style="list-style-type: none"> <li>A grade is not shown for a registered subject.</li> <li>A grade is shown for a subject that the student was not registered for.</li> <li>Errors in the grade report. The grade shown does not match the grade calculated from the actual marks receive on exams and / or reports.</li> </ol>
Grade Inquiries Period	September. 11 (Mon) - September. 13 (Wed), 16:30:00 JST

[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 ①②③④⑤ 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 <sup>st</sup> year students	Primarily for 2 <sup>nd</sup> year students	Primarily for 3 <sup>rd</sup> year students	Primarily for 4 <sup>th</sup> year students

### 2.3 Course Registration Period

Period A	<ul style="list-style-type: none"> <li>• Course registration for Language Education subjects, Common Liberal Arts subjects (with exceptions: refer to 2.5), Major Education (Own college) subjects possible.</li> <li>• Registration period A dates differ for each college. Students may only register for courses according to the course registration schedule of their own college.</li> <li>• 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.</li> </ul>
Period B	<ul style="list-style-type: none"> <li>• Course registration for all subjects.</li> <li>• Students may register for subjects from another college beginning their second year.</li> </ul>
Correction Period	<ul style="list-style-type: none"> <li>• Courses which have already begun may be dropped only and cannot be newly registered.</li> </ul>



Period	Semester Courses	1 <sup>st</sup> Quarter Courses	2 <sup>nd</sup> 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 <sup>st</sup> Quarter)	Drop	Drop	Add / Drop	Add / Drop
Correction Period 2 (2 <sup>nd</sup> 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 <sup>st</sup> priority 2.50 and higher...2 <sup>nd</sup> priority	APM	1 <sup>st</sup> Priority	Tue. September 19	9:30	Wed. September 20	12:00
		2 <sup>nd</sup> Priority		12:30		
		Regular		15:30		
	APS	1 <sup>st</sup> Priority	Thu. September 21	9:30	Fri. September 22	12:00
		2 <sup>nd</sup> 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

## 3. Subjects registered by University at 2<sup>nd</sup> Semester (APM)

### 3.1 Required Japanese Subject

- For English-basis students, the starting level of Japanese language courses will be based on the results of the placement test at the time of enrollment. Until all required Japanese courses are completed, the University will continue to automatically register and assign students to classes.
- Classes will be announced on September 13<sup>th</sup> (planned).

### 3.2 Multicultural Cooperative Workshop

During their 2<sup>nd</sup> semester, “Multicultural Cooperative Workshop” will be registered by the university. The course will be held on Wednesday. Students will take either the 2<sup>nd</sup> period class or the 3<sup>rd</sup> period class.

### 3.3 Required Subjects (APM)

Category	Registration	Registration Semester	Subject	Field
A *1	Automatic *3	1 <sup>st</sup> Semester	Introduction to Management	Major
		2 <sup>nd</sup> Semester (may register at 1 <sup>st</sup> semester) *4	Introduction to Economics	Liberal Arts
			Accounting I *5	Major
			Introduction to Marketing	Major
		3 <sup>rd</sup> Semester	Finance	Major
			Management of Human Resource and Organizational Behavior	Major
			Production Management	Major
			Legal Strategy in Business	Major
		5 <sup>th</sup> Semester	Business Ethics	Major
7 <sup>th</sup> 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. 3

## 4. Area of Study (APM)

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### 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. Start of Classes for AY 2017 Fall Semester

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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: <a href="mailto:acsubmit@apu.ac.jp">acsubmit@apu.ac.jp</a>
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