

AY 2020 Spring Semester Course Registration (APS)

1. Grades

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

Release of Grades	Wed. March 11, 2020, 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 course registration period A. <ul style="list-style-type: none"> Calculation method for Cumulative GPA = $\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Total registered credits (excluding P/T)}}$ Calculation method for GPA for a given semester = $\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Registered credits for the given semester (excluding P/T)}}$
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"> 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 receive on exams and / or reports.
Grade Inquiries Period	Wed. March 11 – Fri. March 13, 2020, 12:00:00 JST

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

Grade Report Screen of Campusmate

■ Graduation Requirements Code: APS17E(example)

* "Required" credits and "Required (adjusted)" credits differ depending on the enrollment basis language or the track of English course.
* This screen will appear after APS students select their Area of Study.

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

*E
The number of credits required for graduation.

*F
Completed Credits. The number in ①②③⑤ cannot exceed each "Required (adjusted)" credits. (refer to *A, B, C)

Subject Field	Required	Exemption (-)	Exemption (+)	Required (adjusted)	Completed Opposite Language	Completed
① Japanese	16	-4		12	①	8
② ●● (Area of Study's) Required Common Liberal Arts Subjects	2			2	②	2
③ Common Liberal Arts Subjects	14			14	③	14
④ Language Education and Common Liberal Arts Subjects	8		+4	12	④	16
⑤ ●● (Area of Study's) Major Education Subjects	28			28	⑤	28
⑥ APS Major Education Subjects	34			34	⑥	38
⑦ Other College Subjects					⑦	14
⑧ Total Credits	124			124	⑧	120
Subjects Not Counted Towards Graduation					⑧	

*A
If a student selected an Area of Study which has two required subjects and completed both subjects, 2 credits will be counted in "② ●● (Area of Study's) Required Common Liberal Arts Subjects" field and the other 2 credits will be counted in "③ Common Liberal Arts Subjects" field. Information on the required subjects for each Area of Study is provided in "Core Subjects and Required Subjects for each Area of Study."

*B
If the number of completed credits in the "③ Common Liberal Arts Subjects" field exceeds 14 credits, the surplus credits will be counted in the "④ Language Education and Common Liberal Arts Subjects" field.

*C
If the number of completed credits in the "⑤ ●● (Area of Study's) Major Education Subjects" field exceeds 28 credits, the surplus credits will be counted in the "⑥ APS Major Education Subjects" field. Information on which subjects belong to which Area of Study is provided in "AY 2017 Curriculum Outline" and "AY 2017 Curriculum Subject List."

*G
"⑧ Total Credits" means the sum of completed credits from fields ① to ⑦.

*H
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 their own college or other college) held in their 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

2. Course Registration

2.1 Course Registration

- Course Registration involves not only carrying out the procedures for registering classes, but also making decisions 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 on the Campus Terminal. 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.
- Students expecting to graduation in September, 2019 who are uncertain about meeting the required credit criteria should plan to register and complete extra credits.

2.2 Grade Level

Each course corresponds to a particular level of study, indicated by a grade level code (refer to the pp.92-99 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)	-	-	Drop	Add / Drop

2.4 AY 2020 Spring Semester Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Registration Period A 1st Priority: GPA 3.00 or higher 2nd Priority: GPA 2.50 or higher	APS	1st Priority	Mon. April 6	9:30	Tue. April 7	12:00
		2nd Priority		12:30		
		Regular		15:30		
	APM	1st Priority	Wed. April 8	9:30	Thu. April 9	12:00
		2nd Priority		12:30		
		Regular		15:30		
Registration Period B	New or Reinstated		Thu. April 16	10:00	Fri. April 17	12:00
	Current Students			15:00		
Changes Correction Period 1	All Students		Thu. May 14	10:00	Fri. May 15	10:00
Correction Period 2	All Students		Thu. June 25	10:00	Fri. June 26	10:00

- * Course Timetable will be announced on Campus Terminal on Wednesday, April 1 (planned).
- Campusmate will close for maintenance each morning between the hours of 3:00am and 5:00am (Japan time).
- Times are listed in military (24-hr) style. 12:00 refers to 12pm, noon. Take caution when interpreting the times.
- This schedule may be subject to change due to unforeseeable circumstances.
- You may register for courses from an off-campus location, however, students are recommended to use on-campus computers as it may take an excessive amount of time to access Campus mate from an off-campus location.
- If you access Campusmate via any browser other than Internet Explorer (IE) it is possible an error may occur. The University takes no responsibility for registration problems caused by such errors.

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

Introduction to Economics	Statistics
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3. Subjects registered by the University during 2nd Semester (APS)

Required Japanese Subjects

- For English-basis students, the starting level of Japanese language courses will be based on the results of their placement test taken 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 April 1 (planned).

4. Area of Study (APS)

Registering/Changing an Area of Study (2nd Semester to 6th Semester, During Course Registration Period.)

As a graduation requirement, students must choose one Area of Study and then complete at least 2 credits of required subjects (Common Liberal Arts Subjects) and 28 credits from the Major Education Subjects for the Area of Study. Students are encouraged to carefully consider their Area of Study, based on what they learn in “Introduction to APS” when registering on Campusmate during Course Registration Period. Students are allowed to change their Area of Study until Correction Period 2 of their 6th semester. However, we recommend that you decide as early as possible and carefully plan which subjects you will take.

A) Area of Study	B) Required Subjects for the Area of Study (Common Liberal Arts Subjects)	C) Major Education Subjects for the Area of Study*2
Choose one Area of Study from the 4 listed below and register via Campusmate during Course Registration Period. Students are allowed to register or change their Area of Study until Correction Period 2 of their 6th semester.	Complete <u>at least 2 credits</u> of required subjects for your Area of Study (Common Liberal Arts Subjects)	Complete <u>at least 28 credits</u> of Major Education Subjects for your registered Area of Study
Environment and Development	Introduction to Environmental Studies (2 credits)	at least 28 credits
	Introduction to Development Studies (2 credits)	
Hospitality and Tourism	Introduction to Tourism and Hospitality (2 credits)	at least 28 credits
International Relations and Peace Studies*1	Introduction to International Relations (2 credits)	at least 28 credits
Culture, Society and Media	Introduction to Culture and Society (2 credits)	at least 28 credits
	Introduction to Media Studies (2 credits)	

*1 If a student wishes to apply to enroll in the IR Honors Program, they must first register IRP as their area of study during Course Correction Period 2 in their 2nd or 3rd semester.

*2 Please refer to pp.86-87 for more information about Major Education Subjects for an Area of Study.

Graduation Requirements (APS: AY2017 Curriculum)

No.	Graduation Requirements	APS17E
1	Enroll for at least four years	○
2	Complete at least 124 credits total	○
3	Complete required language subjects (or be exempted from required language subjects)	○
4	Fulfill the credit requirements for each subject field	○
5	Complete at least 20 credits of subjects held in English	—
6	Choose and register an Area of Study	○
7	Complete at least 2 credits from the required subjects which you registered for your Area of Study (Common Liberal Arts Subjects)	○
8	Complete at least 28 credits of Major Education Subjects for your Area of Study	○

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

5. APS Core Subjects

By taking these two core subjects, students can learn the ideals and objectives of APS. Therefore, students are strongly encouraged to complete these two subjects during their 1st year. As the table below shows, "Introduction to APS" is automatically registered by the university, but students need to register "Introduction to Area Studies" themselves if they want to take it.

Subject Name	Introduction to APS	Introduction to Area Studies
Subject Field	APS Major Education Subjects	
Registration	Automatic	Registered by Student
Registration Period Set by APU	English-basis students: 1st semester	

[Note] These core subjects are not required subjects for graduation.

6. Start of Classes for AY 2020 Spring Semester

AY 2020 Spring Semester classes begin on Thu. May 7.

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