

《2011 Curriculum Undergraduate Students》

Campusmate(Web)

Area of Study Registration Manual

Ritsumeikan Asia Pacific University

Academic Office

Ver.20130611

What is an "Area of Study?"

An "Area of Study" was newly established for undergraduate students who are following the 2011 Curriculum(Only Regular students). Please be aware that "Area of Study" does not pertain to 2006 Curriculum students or graduate students.

◆ 2011 Curriculum APS Students:

APS students who have completed 20 or more credits from the Area of Study that they have registered for will have their Area of Study listed on their diploma.

◆ 2011Curriculum APM Students:

APM students who have completed 30 or more credits from the Area of Study that they registered for, Core Subjects, or Seminar Subjects will have their Area of Study listed on their diploma.

Please refer to the Undergraduate Academic Handbook or the Q&A section at the end of this manual for further details regarding Area of Study.

Operating Manual

◀ Log In ▶

Log in to Campusmate (Web)

※ Use the same User ID and Password that you use when you log in for course registration and checking your Grade Report.

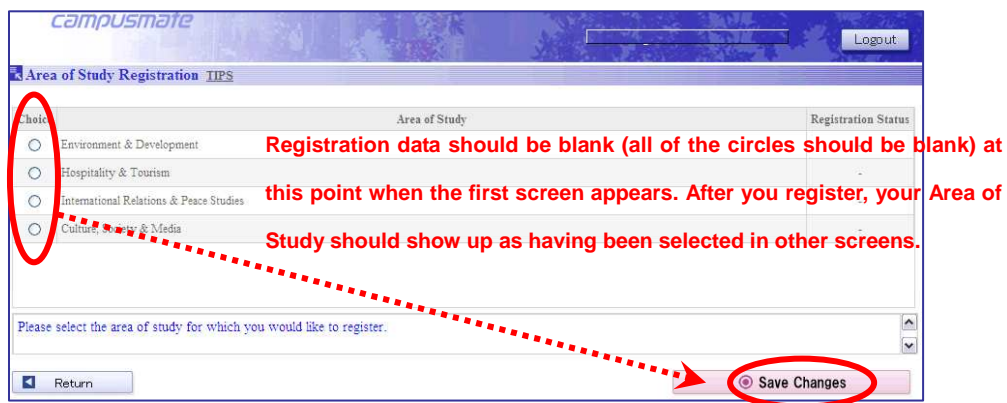
Title	Message	Date
Notice	Enter the username and password you used to login to the Campus Terminal in the fields provided and click the "Login" button. If you change your addresses, please enter your addresses into the 1st and the 2nd columns at least. You cannot browse the next page if you leave the 1st or 2nd columns empty. This rule applies to all kinds of addresses including your present address, tuition billing address, emergency contact address, and home country contact address. Please check "Personal Messages" on APU Campus Terminal. The university sends messages to each APU students individually not via this system but via the Campus Terminal if necessary.	2009/8/19 Wed

《Area of Study Registration》

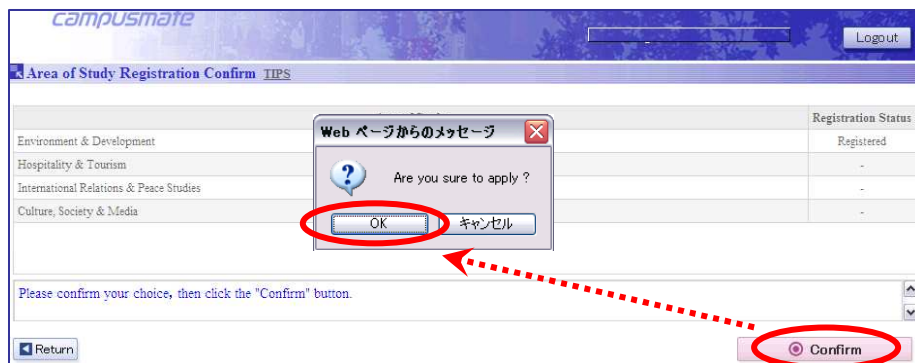
(1) Click on “Area of Study Registration”



(2) Select the Area of Study. Click your preferred Area of Study under “Choice,” and then click on “Save Changes.”



(3) Confirm your registration by clicking on “Confirm.” Click “OK” upon receipt of a confirmation message.

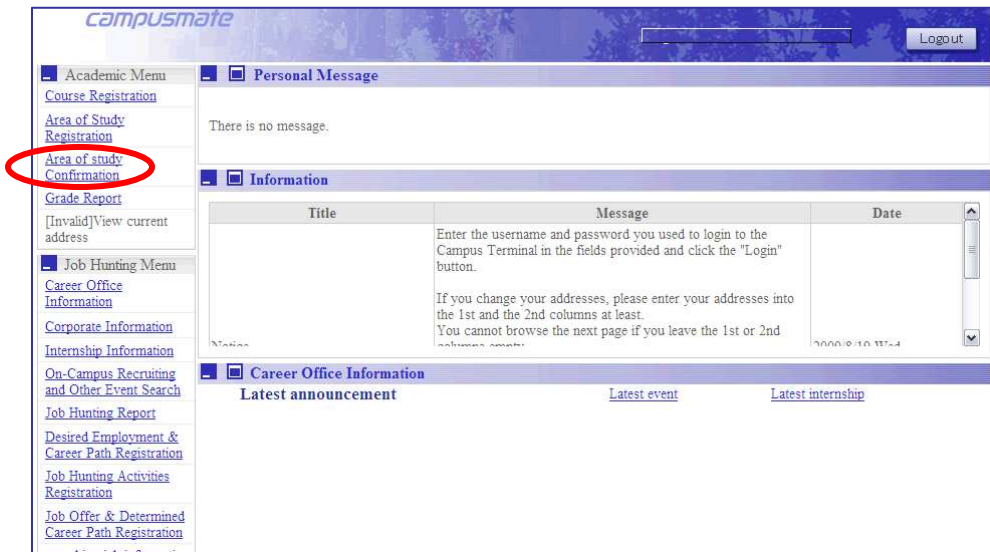


(4) Once the “Complete” screen appears, the Area of Study registration is complete. Click either “Return” or “Logout” to end.



«To Confirm Your Area of Study»

(1) Click on “Area of Study Confirmation.”



(2) The “Area of Study Confirmation” screen will appear. Please check your registration status and credit standing.

The screenshot shows the 'Area of Study Confirmation' screen. At the top, there is a 'TIPS' section. Below it is a table with the following columns: Area of Study (labeled 1), Required (labeled 2), Completed (labeled 3), Registered (labeled 4), Total Credits (labeled 5), and Registration Status (labeled 6). The table contains data for four areas of study: Environment & Development, Hospitality & Tourism, International Relations & Peace Studies, and Culture, Society & Media. Below the table, there is a text box that says 'Please confirm the above information.' and a 'Return' button.

① Area of Study	② Required	③ Completed	④ Registered	⑤ Total Credits	⑥ Registration Status
Environment & Development	20	2	0	2	Registered
Hospitality & Tourism	20	4	0	4	-
International Relations & Peace Studies	20	2	0	2	-
Culture, Society & Media	20	0	0	0	-

End by clicking “Return” or “Logout.”

※Screen Explanation※

- ①Area of Study ... The Areas of Study that you are able to register for
- ②Required ... The number of credits required for each Area of Study
- ③Completed ... The number of credits completed for each Area of Study
- ④Registered ... The number of credits currently registered for each Area of Study
- ⑤Total Credits ... Total of ③Completed and ④Registered credits
- ⑥Registration Status ... “Registered” appears in the Area of Study selected

※Cautions※

- Credits
 - The number of credits (completed and currently registered) will not be reflected on a real-time basis.
 - The number of credits registered during the Course Registration Period will be recalculated after the

Course Registration Period ends.

- Registration Status

Information regarding the Area of Study registered will be reflected on a real-time basis.

Q & A

Q: Is it absolutely necessary to register for an Area of Study?

A: We recommend that you choose an Area of Study that you are interested in and choose your courses systematically in relation to your choice. If you do not register for an Area of Study, the Area of Study will not be listed on your diploma even if you fulfill the Area of Study credit requirements.

Q: Can I change my Area of Study after I have registered?

A: You are able to change your Area of Study during the Course Registration Period. However, be sure to take your courses in a well planned manner.

Q: An "Invalid" message pops up on my screen and I unable to use Area of Study related functions.

A: The "Area of Study Registration" and "Area of Study Confirmation" functions are only valid during the following schedule:

- Area of Study Registration - Functions valid during the Course Registration Period only
- Area of Study Confirmation – Able to be confirmed during the same period as the Grade Report screen viewing period

Q: The message "For your curriculum, there are no areas of study for which you can register" pops up on the screen and I am unable to select an Area of Study.

A: Area of Study only applies to 2011 Curriculum students. The above message will be displayed for 2006 Curriculum students and graduate students who are not able to register for an Area of Study.

Q: The number of credits that I am currently registered for do not change (do not appear) during the Course Registration Period. Why is this?

A: Credits (those completed and currently registered) are not reflected in real-time. The number of credits that you registered for during the Course Registration Period will be recalculated and reflected after the Course Registration Period ends.

Q: I want more information about credits (subject information).

A: Subjects and the Area of Study that they are associated with are listed in the

Undergraduate Academic Handbook. You are able to calculate your credits via the Course Registration Confirmation and Grade Report screens while using the Undergraduate Academic Handbook as a reference. In the case that your credits do not add up correctly, print out the Course Registration Confirmation and Grade Report screens that you used to calculate your credits and bring them to the Academic Office for further consultation.

Q: I do not know which courses fall under which Area of Study.

A: There is a list of 2011 Curriculum courses in the Undergraduate Academic Handbook in which you can find columns for each Area of Study and the courses that fall under each. Please check this list to confirm

Q: I am scheduled to graduate this semester. Am I able to change the Area of Study that I am registered for after the Course Registration Correction Period 2?

A: No.

Q: I have more credits in an Area of Study than the Area of Study that I registered for. Which Area of Study will be listed on my diploma?

A: The Area of Study that you registered will be listed on your diploma if you meet the credit requirements.

< The following pertains to APM students only >

Q: My Seminar does not fall within the Area of Study that I registered for. Will I still be able to graduate?

A: You will be able to graduate if you meet the required credits for graduation. It is preferred that your Seminar is within the same Area of Study to further deepen your knowledge of that area.

Q: Which Area of Study do Seminar subjects fall under?

A: Seminar subjects can be counted under any Area of Study.