

AY 2020 Spring Semester Course Registration (APM)

[Information for AY 2017 Curriculum English-basis Current Students]

1. Grades

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

Grades	<p>A+: 90% or Higher, A: 89~80%, B: 79~70%, C: 69~60%, F: 59% or lower (Fail), P: Pass</p> <p>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).</p>
<p>GPA</p> <p>*Grade Point Average</p>	<p>Your GPA determines your start time for the course registration period A.</p> <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 = $\frac{[(\text{Number of A+ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1) + (\text{Number of F credits} \times 0)]}{\text{Registered credits for the given semester (excluding P/T)}}$
Release of Grades	<p>Announcement of Grades (Non-graduating Students): Wed. March 11, 2020 at 10:00</p> <p>[Grade Report Distribution] Student Grade Reports will be distributed at the Academic Office for 3 days after their student grades have been announced.</p> <ul style="list-style-type: none"> • Please apply for a Grade Report via the following online survey: https://survey2.apu.ac.jp/limesurvey/index.php/659139?lang=en Application Periods: Non-graduating Students: Wed. March 4 to Tue. March 10 by 16:30 • Students who do not apply beforehand should come to the Academic Office to apply during each distribution period. The reports will be issued on or after the following day. • Please bring your Student ID card. • Uncollected reports will be destroyed after 3 days from distribution day. • Please check Campusmate for grade results after the distribution period has ended. • Due to student information being updated from Wed. March 11 to Tue. March 31, certificates will not be issued during this time.
Grade Inquiries	<p>Grade Inquiries will be accepted for the three days, from Wed. March 11 to Fri. March 13 by 12:00:00 if:</p> <ol style="list-style-type: none"> 1) A grade is not shown for a registered subject. 2) A grade is shown for a subject that the student did not register. 3) Errors in the grade report. 4) The grade shown does not match the grade calculated from the actual marks received on exams and/or reports. <p>[NOTE]</p> <ul style="list-style-type: none"> • Do not contact your instructor directly. For all other information, read the evaluation comments written by instructors. • Please refer to the Academic Office website "Grades Inquiries" page for details.

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 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.

*F The number of credits required for graduation.

*G Completed Credits. The number in ①②③⑤⑥ cannot exceed each "Required (adjusted)" credits. (refer to *A, B, C, D)

*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 If the number of completed credits in the "③ Common Liberal Arts Subjects" field exceeds 12 credits, the surplus credits will be counted in the "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 the "⑤ APM Required Major Education Subjects" field.

*D If a student has completed both "Fundamental Mathematics" and "Advanced Mathematics" which are APM Required Major Education Subjects (Mathematics), 2 credits will be counted in the "⑥ APM Required Major Education Subjects (Mathematics)" field and the other 2 credits will be counted in the "⑦ APM Major Education Subjects" field.

Subject Field	Required	Exemption (-)	Exemption (+)	Required (adjusted)	Completed Opposite Language	Completed
① Japanese	16	-4		12	①	12
② Required Common Liberal Arts Subjects	4			4	②	4
③ Common Liberal Arts Subjects	12			12	③	12
④ Language Education and Common Liberal Arts Subjects	8		+4	12	④	18
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	⑦	44
⑧ Other College Subjects					⑧	12
⑨ Total Credits	124			124	⑨	122
Subjects Not Counted Towards Graduation						

*H "⑨ Total Credits" means the sum of completed credits from fields 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 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.

2. Course Registration

Undergraduate Academic Handbook p.73

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 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, 2020 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)	Non-modifiable	Non-modifiable	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 Cumulative GPA or Semester GPA 1st Priority: 3.00 or higher 2nd Priority: 2.50 or higher	APS	1st Priority	Tue. March 24	9:30	Wed. March 25	12:00
		2nd Priority		12:30		
		Regular		15:30		
	APM	1st Priority	Thu. March 26	9:30	Fri. March 27	12:00
		2nd Priority		12:30		
		Regular		15:30		
Registration Period B	New or Reinstated		Mon. April 6	10:00	Tue. April 7	12:00
	Current Students			15:00		
Correction Period 1	All Students		Wed. April 15	10:00	Thu. April 16	10:00
Correction Period 2	All Students		Mon. June 15	10:00	Tue. June 16	10:00

- * Course Timetable will be announced at the Campus Terminal on Wednesday, March 18 (planned).
- Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.
- 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.
- Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else. The University recommends regularly changing your password.
- Using another person's APU Net ID and password to access Campus Terminal, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password.
- You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.
- 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.
- Every morning, between the hours of 3:00 and 5:00 (Japan Standard Time), Campusmate will be offline for maintenance.

2.5 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

2.6 Venues & Times for On-Campus Registration

Please review the notes in the Campusmate Course Registration manual before registering.

Date	Room	Time
Tue. March 24	IPS 1-6	9:00-16:30
Wed. March 25	IPS 3-6	9:00-12:00
Thu. March 26	IPS 1-6	9:00-16:30
Fri. March 27	IPS 3-6	9:00-12:00
Mon. April 6	IPS 2-6	9:00-16:30
Tue. April 7	IPS 3-6	9:00-12:00

3. Required Subjects(APM)

Category	Registration	Registration Semester	Subject	Field
A *1	Automatic *3 *4	1 st Semester	Introduction to Management	Major
		2 nd Semester (may register at 1 st semester) *5	Introduction to Economics	Liberal Arts
			Accounting I *6	Major
			Introduction to Marketing	Major
		3 rd Semester	Finance	Major
			Management of Human Resource and Organizational Behavior	Major
			Production Management	Major
	Legal Strategy in Business		Major	
5 th Semester	Business Ethics	Major		
7 th Semester	Global Management (Capstone)	Major		
Registered by Student	—	Statistics	Liberal Arts	
B *2	Registered by Student	—	Fundamental Mathematics *7	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 Regarding required subjects which are automatically registered by the university, APM students can apply to take such subjects in the language opposite from their enrollment basis language. The application has to be done before the semester starts through the official web form specified by the Academic Office.

*5 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.

*6 In order to take Accounting II, students must complete Accounting I in advance.

*7 Regarding Fundamental Mathematics, students can take only the class held in their enrollment basis language.

Graduation Requirements (APM)

No.	Graduation Requirements	APM17E
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	Complete APM Required Subjects	○
7	Complete at least 2 credits from APM Required Subjects (Mathematics)	○

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

4. Area of Study (APM)

Registering/Changing Area of Study

(1st Semester to Semester of Graduation, During Course Registration Period)

- 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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*Can be registered during each course registration / correction period. Can be changed up to course correction period 2 of your expected semester of graduation.

5. Use Caution when Registering for the Following Courses

Please note that some subjects will not be available for you depending on your curriculum, semester of enrollment, etc. Please make sure that you refer to the Undergraduate Academic Handbook (pp.134-137) and course syllabus for details.

■ Japanese Subjects

- The University will continue to automatically assign classes until students have acquired the credits for the mandatory Japanese subjects. The timetable and lecturer may differ from class to class, even if offered at the same level. All subjects will be assigned by the University and students will not be able to change or drop classes.
- Japanese Language for Specific Purposes is for students who have completed their language graduation requirements but nevertheless wish to further improve their language skills. Please refer to the syllabus and Undergraduate Academic Handbook (p.112) for more details on course objectives and prerequisite subjects.

■ Asia Pacific Languages (AP Languages)

Registration can be carried out during the regular registration period. Applicants must meet the following criteria:

- The language subject that they are registering for is not their native language. Students who register for a course in their native language will have their registration deleted.
- Japanese-basis students must have completed or be exempted from 'Elementary English A and B' and English-basis students must have completed or be exempted from 'Japanese Foundation Course I, II, and III'.

■ English Subjects

- English-basis students who wish to register for English courses may take English courses at the "Advanced Track" level (Undergraduate Academic Handbook: pp.75-76).
- English-basis students may register for "Advanced English 2A•2B" or Language for Specific Purposes in Advanced Track by themselves during Course Registration Period B only if there are seats available
- Only students with a TOEFL ITP® Test score between 500 to 524 may apply for "Advanced English 1A•1B". Students who wish to register must submit a TOEFL ITP® Test score sheet in the semester preceeding the one in which they wish to take the course. Accepted students may register for these courses by themselves during Course Registration Period B only if there are seats available. Please refer to the Undergraduate Academic Handbook (pp.75-76) for more details.

Application Period for "Advanced English 1A•1B."	Semester of Registration
AY 2019 Fall Semester: Mon, January 6 – Fri, January 17, 2020	AY 2020 Spring Semester

■ Courses Requiring Prior Application

Please be aware that the following require special application before the course registration period. For more details, please visit the Academic Office website.

Item	Curriculum	Eligible Students	Dates and Notes
Re-Registration for Lecture Subjects	All Students (AY 2011-2017 Curriculum)	Students who wish to re-register for a lecture subject for the 2020 Spring Semester (Applications from students who previously received a failing grade for the subject that they want to re-register will not be accepted.)	Wed. March 11 to Fri. March 13 by 16:30
Exemption for Japanese and English Language Subjects	AY 2017 Curriculum Students Only	① Students who meet the criteria specified by APU during enrollment. ② Students who meet the criteria specified by APU while participating in exchange programs or while taking a leave of absence.	Note that the registration periods for ① and ② vary. Make sure to check the Academic Office website for details
	Notes	• If you cannot come in person, you may post your application. Scores that arrive after the deadline or those which are NOT originals and application by FAX will be considered invalid. • <u>Original documents</u> are required when submitting scores. Students who need to have a score reissued by the issuing body should be aware that it takes extra time and money to have the score reissued and should plan accordingly. • Applications that contain incomplete or incorrect information will not be screened.	

6. Others

There are instances where the course registration period and guidance session times may be changed due to unforeseeable events. Important notices regarding course registration may be announced via Campus Terminal, Campusmate ("Information"). Students are encouraged to regularly check these sites during the summer vacation as well as their Personal Messages (Action Required) and University e-mail accounts as there are cases where important messages regarding course registration may be sent individually.

7. Start of Classes for AY 2020 Spring Semester

AY 2020 Spring Semester classes begin on Wed. April 8.

Academic Office

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