

To 2018 Spring Semester Reenrolling Students:

Academic Office

### 3<sup>rd</sup> and 4<sup>th</sup> Year Seminar Subject Applications

Reenrolling students who want to take a 3rd or 4th Year Seminar subject from the semester they return to APU must apply the semester before the Seminar will begin. Please refer to the following information and apply by email which should be sent to the Academic Office. Students must first consult individually with the instructor of their desired Seminar subject, then submit an application.

- Students who are planning on continuing the Seminar that they took before leaving the University are still required to submit a new Seminar application.
- 3rd and 4th year Seminar subjects are semester-based. Students are unable to cancel a Seminar subject once they have received permission to take the Seminar.
- "Undergraduate Thesis" requires the completion of "Research Seminar" as a prerequisite. Students who have not completed this course are unable to register for "Undergraduate Thesis" alone. Students are able to take 4th year seminars from their 4th year of study. Ordinarily, students register for these in their 7th and 8th semesters, however, students may elect to take their seminar during their 8th and 9th semesters. Please visit the Academic Office for further advice.

**Eligible Applicants:** Reenrolling students who plan on returning to APU sometime between their 5<sup>th</sup> and 8<sup>th</sup> semesters and who wish to take a Seminar the semester upon return.

#### Application Process:

- ① Check the Seminar Subject Summary on the Academic Office homepage.  
\* You may select three classes (1st and 2nd choice)
- ② Contact the instructor of the Seminar that you would like to take by email before you apply.
- ③ Contact the Academic Office by email stating that you wish to take a Seminar and you will receive a Seminar application form. Fill out the necessary parts of the application form and submit it to the Academic Office.  
\* Make sure to list your name, your former student ID number, and the name of the instructor whose Seminar you wish to take in the email to the Academic Office.  
\* You will be notified of the screening results via email or Action Required.
- ④ If, after a seminar application is approved, a student does not complete reenrollment procedures, the application will be cancelled.

#### Application Schedule:

Wed. February 7, 2018     Deadline to send Seminar e-mail requests to the Academic Office

Wed. February 14, 2018     Seminar application form submission deadline

Middle March     Notification of screening results

Inquiries Regarding Seminar Subjects and Seminar Application Submissions:

Academic Office (KAWAI, Jinggo) Email: [seminar1@apu.ac.jp](mailto:seminar1@apu.ac.jp)

※ Please write "Undergraduate Seminar Consultation – Re-enrolled student" as the title of the e-mail.