

To Students Currently Taking 3rd and 4th Year Seminar Courses:

## **Continuing Seminar Classes will be Automatically Registered by the University!**

The University recommends that students continuously take Seminar courses during the 2 years that they are offered. Therefore, after applying for and being accepted to a Seminar, that instructor's Seminar classes will be automatically registered by the University until completion of the "Undergraduate Thesis" Seminar course.

In the case a student cancels their Seminar due to participation in the Student Exchange Program or in order to take a leave of absence, the Seminar will no longer be automatically registered by the University. Also, please note that Sub-seminar courses must be applied for each semester, and are not automatically registered.

If you no longer wish to continue taking your Seminar course, please submit a request for cancellation via the following online survey during the specified dates. Please note that if you do not cancel your Seminar course, the same course will be automatically registered the following semester. Please note that cancellation requests cannot be made for 'Undergraduate Thesis'. ('Undergraduate Thesis' can be cancelled directly via the course registration page on Campusmate during Course Registration Periods A, B, or Course Registration Correction Period I. Please be informed, however, that even after cancelling 'Undergraduate Thesis', it will automatically be registered again the following semester and every semester the student remain enrolled at APU.)

### **Application for Seminar Cancellation:**

Cancellation Period: Wed, December 12 (10:00) - Wed, December 19 (16:30:00) (JST)  
Online Survey: <https://survey2.apu.ac.jp/limesurvey/index.php/966372?lang=en>

**Q: I am planning to participate in Student Exchange (or take a leave of absence).  
Will my Seminar still be automatically registered?**

**A:** If you do not wish to take a Seminar course during the 2018 Fall Semester, you must submit a request for cancellation. Students participating in a Student Exchange Program, those taking a leave of absence, or students who do not want to continue with their Seminar course should submit a request for cancellation.

**Q: Will a Seminar be automatically registered after completion of the Student Exchange Program (or LOA)?**

**A:** No. Once you have cancelled a Seminar, the University will no longer automatically register it for you.

If you wish to take a Seminar course after returning to APU, you must submit a "New Seminar Application" the semester preceding your return. Details regarding Seminar applications can be found on the Academic Office homepage in addition to handouts given at Student Exchange Pre-Departure Guidance Sessions (Leave of Absence Guidance Sessions).

**Q: I am thinking of changing Seminars. What do I need to do?**

**A:** First, cancel your current Seminar course, then submit a "New Seminar Application." A list of Seminar courses are available on the Academic Office homepage.

New Seminar Application Period: Wed, Dec. 12 (10:00) - Wed, Dec.19 (16:30:00) (JST)

**Q: Will Sub-seminar courses be automatically registered as well?**

**A:** Sub-seminars will not be automatically registered. An application must be submitted each semester to register for Sub-seminar courses (3rd year students only).