

Seminar Application for 2019 Spring Semester

—How to Apply for a Seminar—

Please read the following precautions before submitting your application.

<u>Application/Cancellation Period</u>	10:00, December 12, 2018(Wed) – 16:30, December 19, 2018(Wed)
<u>Application Method</u>	Online Application (manaba)
<u>Notes</u>	<p>※Students are allowed to apply for up to 2 main seminar classes. Note that if you applied for only 1 main seminar and did not get accepted, you will not be able to apply for any other seminar classes for the remainder of the semester.</p> <p>※If you did not get accepted in your 1st choice main seminar, you will automatically be screened for your 2nd choice. If you get accepted in your 2nd choice it will be registered as your main seminar.</p> <p>※Cancellations or changes cannot be made once you've submitted your application form.</p> <p>※Students are only allowed take a main seminar class from within their college.(However, you may take a sub-seminar from either college.)</p> <p>※Make sure to pay attention to the symbols on the seminar class list: “—”, “○”, “●”, “▲”, etc.</p> <p>※Make sure to consult with your desired seminar instructor(s) before the application period.</p>
<u>Application Essay / Assignment</u>	<p>※As a standard requirement, applicants must provide an essay stating the reason why they wish to apply for the seminar ('application essay'). However, note that there are cases in which applicants are exempted from submitting this essay (*Refer to the figure below)</p> <p>※In addition to the 'application essay', some seminar instructors may require applicants to submit an assignment(s).</p> <p>※Be sure to check the syllabus in advance or ask your seminar instructors directly during individual consultations regarding the application requirements.</p> <p>※As you are to enter the essay and/or assignment directly into the application page in manaba (12/12 - 19), we strongly recommend that you prepare your essay/assignment beforehand using MS word(or any equivalent word processing software).</p>

Q. Does any of the following apply to you?

- a** The seminar instructor specifies a separate assignment and clearly indicates that he/she does not require applicants to write an 'application essay'.
- b** I had previously been taking the seminar and wish to return to the seminar next semester when I come back from an exchange program or a leave of absence.
- c** I wish to continue taking a sub-seminar under the same instructor in the following semester.

NO

YES

Q. Did your desired seminar instructor specify on the syllabus or during consultation that you need to submit a 'Separate Assignment'?

Q. Which one applies to you?

NO

YES

a

b

c

Application Requirement

Enter only the 'Application Essay' in *manaba*

Enter both the 'Application Essay' and the 'Assignment' in *manaba*

Enter (or upload) only the 'Assignment' in *manaba*
(No need to provide the 'Application Essay')

No need to provide the 'Application Essay'.
*Please check the syllabus or confirm with the seminar instructor regarding whether you need to submit any assignment(s).

How to Apply for a Seminar

(※Please use a different web browser if the screen does not appear as shown in the manual.)

First, log in to [manaba](#)(←Click)

① Click on “[APSx] 18FA Seminar Application” under “My Courses”

※ ‘x’(above) = year level of seminar

Asia Pacific University

My Page Courses Library

My Courses

[APS3] 19SP Seminar Applica
2018
APU_Seminar

Click

② Click on “Surveys” then choose “[1st Choice/第1志望]Seminar Application /ゼミ申請”

APU Shape your world
Ritsumeikan
Asia Pacific University

My Page Courses Library

[APS3] 18SP Seminar Application (Test)

Tests Surveys Assignments Projects Grades

Click

Surveys

Title	Status	Start	End
[1st Choice/第1志望]Seminar Application /ゼミ申請	In progress Not submitted	2017-12-13 10:00	2017-12-20 16:30
[2nd Choice/第2志望]Seminar Application /ゼミ...	In progress Not submitted	2017-12-13 10:00	2017-12-20 16:30
Sub-Seminar Application /サブゼミ申請	In progress Not submitted	2017-12-13 10:00	

Click

③ Click on the “Start” button

Survey Room

[1st Choice/第1志望]Seminar Application /ゼミ申請

Start	2017-12-13 10:00:00
End	2017-12-20 16:30:00
Portfolio	Not added to anyone's portfolio.
Status	In progress Not submitted yet.

Start

Click

④Enter basic information and select desired instructor

[1st Choice/第1志望]Seminar Application /ゼミ申請

設問数 12 経過時間 00:00:27

※申請の前に必ずこちら(←Click)を読んで下さい。
※ Please make sure to read this (←Click) before submitting your applications.

(※Important)Be sure to read before submitting your application

[Q1]現在履修中ゼミのキャンセル / Current Seminar Cancellation

現在ゼミを履修しており、次semesterでゼミを変更したい場合は、こちらから現在のゼミをキャンセルする必要があります。

If you are currently taking a seminar and would like to change to a different instructor's seminar, you need to cancel your current seminar through the online survey (← click), before submitting this seminar application.

(選択必須 / Required)

- 現在ゼミは履修していない。I am not registered for a seminar course during this semester.
 キャンセル申請済 / I have already applied to cancel my current seminar.

Select the one that applies to you

[Q2]学籍番号 / Student ID Number

(入力必須 / Required)

[Q3]氏名 / Name

(入力必須 / Required)

[Q4]電話番号 / TEL

(入力必須 / Required)

Enter your basic information

※Please enter a phone number at which you can easily be reached. If you are entering an international number, please include the country code.

[Q5]ゼミクラス選択(第1志望) / Seminar Class(1st choice)

申請するゼミクラスを選択して下さい。/Please select your desired seminar instructor. (選択必須 / Required)

Select your "1st choice" seminar instructor

[Q6]申請志望のゼミの教員にいつ相談しましたか? / When did you consult with the seminar instructor?

※YYYY/MM/DD (【例 / ex.】 "2017年12月7日" / "December 7, 2017" = "2017/12/07")

[Q7]進路希望(就職・大学院進学など) / Plans after graduation (begin a job, enter graduate school, etc.)

Enter necessary information

[Q8]関心のあるテーマ・論文テーマ / Theme in which you are interested or Theme on which you wish to write your thesis

[Q9]志望理由 / Application Essay: "Why I wish to take this seminar"

※下記(a)-(c)のうち、当てはまるものにチェックを入れてください。

*Please select which one applies to you. (選択必須 / Required)

1. (a) 申請志望のゼミ担当教員から前座課程の提出を求められており、かつ、志望理由の入力が必要である。

Continued on next page

⑤ Enter 'Application Essay' and/or 'Assignment'

[Q9] 志望理由 / Application Essay: "Why I wish to take this seminar"

※下記(a)~(c)のうち、当てはまるものにチェックを入れてください。

*Please select which one applies to you. (選択必須 / Required)

- (a) 申請志望のゼミ担当教員から別途課題の提出を求められており、かつ、志望理由の入力が免除されています。 / The seminar instructor specified a separate assignment and clearly indicated that he/she does not require applicants to provide an 'application essay'.
- (b) 以前ゼミを履修していましたが、交換留学や休学でAPUを離れ、再び同一教員のゼミへ復帰したい / I had previously been taking this seminar and wish to return next semester when I return to APU after participating in an exchange program or taking a leave of absence.
- (c) 上記のいずれにも該当しない / None of the above

※上記(a)または(b)に該当する場合は下記の自由記述欄に「免除」とのみ記入してください。(c)の場合は、志望理由を入力してください。

*Students to whom "(a)" or "(b)" apply, please write "exempted" in the space provided below and proceed to the next item. Otherwise, please write an essay on the reason you wish to take the seminar.

(入力必須 / Required)

0 characters

[Q10] 課題を提出して下さい。 / Supplementary Assignment

「志望理由」とは別に、指導教員がシラバスや面談で課題を提示している場合は、それに対する回答を下記の自由記述欄に入力して下さい。

なお、自由記述欄に回答できないような課題については、下部の「アップロード」機能で課題を提出して下さい(55Mバイトまで)。

If the seminar instructor specified an assignment (other than the 'application essay') on the syllabus or during consultation, please use the space provided below.

If the assignment does not fit the format provided in the text box, you may upload a separate file(s) by using the upload function right below the text box (up to 55MB).

0 characters

参照... ファイルが選択されていません。

Save and quit

Confirm

Select the one that applies to you
Those to whom "(a)" or "(b)" apply to are exempted from providing the 'application essay'.

Those who selected either "(a)" or "(b)", please enter "exempted" in the box

Enter assignment here (*if the seminar instructor specified an assignment(s) on the syllabus or during individual consultation)

assignments which require the use of objects (images, tables, graphs, etc.) may be uploaded as a separate file using the upload feature (up to 55mb)

Click "Confirm" once you've completed the form

⑤ Confirm the details you've entered on the "Preview" box → Submit

The screenshot shows a 'Survey Room' interface for a seminar application. At the top, there are three buttons: 'Enter', 'Confirm', and 'Finish'. The main content area displays the title '[1st Choice/第1志望]Seminar Application /ゼミ申請', the progress 'Answers 7 / 12', and the 'Elapsed Time 00:18:22'. Below this, there are two instructions: 'The survey is not yet submitted. Click the "Submit" button below to submit.' and 'To modify your answers, please click "Back."'. There are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted with a red box. Below the main content is a 'Preview' section with two lines of text: '※申請の前には必ずこちら(←Click)を読んで下さい。' and '※ Please make sure to read this (←Click) before submitting your applications.'.

Check whether the details you've entered are correct

Click

⑩ Apply for 2nd Choice Main Seminar and Sub-seminar

★ Follow the same steps when applying for your 2nd choice main seminar and Sub-seminar.

Well done!
You've completed your
application !