

To Students Returning in 2020 Spring Semester:

### 3rd and 4th Year Seminar Subject Applications

Students returning to APU who want to take a 3rd or 4th Year Seminar Subject from the semester their studies will recommence must apply the semester before the Seminar will begin. Please refer to the following information and apply within the designated application period. 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 prior to a leave of absence (LOA) 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.
- For students who have passed "Research Seminar"(2 credits) in the first half of their 4th year, "Undergraduate Thesis"(4 credits) will be automatically registered for the semester they return to APU. These students do not have to complete a seminar application during their LOA.

**Eligible Applicants:** 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 from the semester they return from a leave of absence.

#### Application Process:

1. Check the "Seminar" information on the Academic Office homepage.  
It is the responsibility of the student to check the Academic Office homepage for Seminar application periods, deadlines, etc.
2. Take a look at the Seminar Subject Summary for the instructor's Seminar that you would like to take and contact the instructor by e-mail before you apply.
3. Apply for the Seminar online (manaba) within the designated application period. Applications that are submitted after the application deadline will not be accepted for any reason. Students are able to confirm the application results on the Academic Office homepage.
4. Students who wish to apply for reinstatement after a leave of absence must submit a request for reinstatement and other necessary paperwork to the Student Office by the deadline.
5. If, after a seminar application is approved, a student does not complete reinstatement procedures, the application will be cancelled.

#### Application Schedule:

Seminar application schedules are posted in the Undergraduate Academic Handbook and on the Academic Office website.

2020 Spring Semester Seminar application period:

**Wed, December 4 – Wed, December 18 at 16:30**

Inquiries Regarding Seminar Subjects:

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

※Please write "Undergraduate Seminar Consultation - LOA" as the title of the e-mail.