

To All Students:

Important Information

- AY 2020 spring semester classes will start Wednesday, April 22.
- Semester courses and first quarter (1Q) courses will all be held online via the Zoom online meeting system.
- Second quarter (2Q) courses will be held face-to-face on campus as originally scheduled.
- Semester courses will be held online during 1Q and face-to-face during 2Q.
- Online classes will be held using the Zoom online meeting system. Please see the rest of this document for details.
- Stable internet access such as Wi-Fi is required to use Zoom. Please make sure you have access to the internet for taking online classes
- Each course instructor will explain any changes to the syllabus during the first class meeting.
- The first class day for 2Q courses will be Monday, June 15, and classes are scheduled to be held face-to-face on campus from that date. Until then, please attend your courses online and ensure you take the necessary measures to prevent the spread of Covid-19 (the novel coronavirus).
- APU will make announcements regarding Covid-19 via the APU Covid-19 response page, Campus Terminal, and APU email. Please be sure to check all information from the university.
- Much of the information being spread online right now is incorrect, so please be sure to check the websites of official organizations for information.

1. AY 2020 Spring Semester Academic Calendar and Classes

As announced on Wednesday, March 11, due to the spread of Covid-19 the first day of classes for the AY 2020 spring semester will be Wednesday, April 22.

All semester courses and 1Q courses will be held via the online conference system Zoom. 2Q courses will be held face-to-face as originally scheduled. For semester courses, classes during 1Q will be held online, while classes during 2Q will be held face-to-face.

2. Online Classes

(1) Zoom

Online classes will be held via Zoom, so please check the site below ahead of time for details. The university is currently making a Zoom usage manual for students. It will be uploaded to the website soon, so please check it for details as well.

Zoom Website: <https://zoom.us/jp-jp/meetings.html>

(2) Requirements for using Zoom

You must use a computer, tablet, or smartphone equipped with a webcam and microphone to use Zoom. Because smartphones have small screens in some cases it may be difficult to view course materials, so use of a computer is recommended.

Students who do not have the devices required to use Zoom should consider purchasing them, as it may be necessary to continue implementing classes online going forward.

Students who do not have the devices necessary to access Zoom at this time may be permitted to use on-campus technology rooms (IPS, CAI) or the library's multimedia room (MMR). However, please be aware that coming to campus may increase your risk of contracting Covid-19.

(3) Internet Access

Stable internet access such as Wi-Fi is required to use Zoom, so please make sure you have stable internet access for taking online classes. Internet access conditions may vary by country or region, but you are responsible for securing your own internet access. Please be aware that you may receive high data charges if you use mobile data via smartphone or another device to access the system.

Students who are unable to secure stable internet access at this time may be permitted to make use of the Wi-Fi in their classroom during the class time. However, as stated before, please be aware that coming to campus may increase your risk of contracting Covid-19

(4) Course Timetable / Course Registration Periods

The final course timetable will be uploaded to the Academic Office website on Wednesday, April 1, so please check there for details. As announced previously, because the date of the start of classes was changed the course registration period dates will be changed as well, so please check that information carefully.

(5) Course Syllabus

Classes will be implemented online during the 1Q class period (Wednesday, April 22 – Friday, June 12), so the syllabi of semester and 1Q courses may have changed. The course syllabi currently available online were uploaded before the decision was made to implement classes online, so the course instructor will explain any changes to the syllabus in the first class meeting. Please be sure to check these changes carefully.

(6) Textbooks

In principle, we plan to have each course instructor use the textbooks listed in the syllabus available online during the course registration period for classes. However, it is possible changes may occur until Tuesday March 31, so please check the syllabus on Wednesday, April 1 for the

finalized information.

It is possible to purchase the textbooks from the University Co-op on campus, but students who are unable to return to campus before the start of online classes should purchase the textbooks themselves via online shopping, etc.

If you are not able to purchase your textbooks online please contact your course instructor.

3. Timing your Return to Beppu

Classes are being implemented online to prevent large numbers of people from gathering in classroom and other areas, avoiding close contact. As written above, after ensuring you have the required environment to take classes online, please attend your classes from home or other current place of residence. In order to prevent the spread of Covid-19, you must take thorough preventative measures such as washing your hands, gargling, wearing masks, avoiding crowded areas, etc. but it is also important to ensure you get enough sleep and eat well to maintain your health. If you have stable internet access then online classes can be taken from anywhere, so until the start of 2Q on Monday, June 15 please attend classes from home or any other location that meets these requirements.

The 1Q final exam period will end on Friday, June 12, and 2Q classes will start on Monday, June 15. Students who are currently abroad should consider the time it will take to return to Beppu and make their travel plans accordingly. In particular, travel from some countries or regions has been severely restricted by the Japanese government in response to the spread of Covid-19, so please check Japanese government policies carefully when considering the timing of your return to Japan.

4. Follow-Up Period after Entering Japan

We are asking all students to record their temperature every day, check their health, wash their hands, and gargle to prevent the spread of Covid-19.

In particular, we ask that students who have spent time abroad during the spring vacation check their temperatures and watch for any symptoms shown in section 5 below for a period of 14 days following their return to Japan.

The Temperature and Condition Record Sheet can be downloaded from our Covid-19 response site below.

<http://en.apu.ac.jp/home/notice/content3/>

5. If you Experience Covid-19 Symptoms

If you have any of the symptoms shown below please consult with your local clinic or hospital (if you have returned to Beppu, the Health Clinic), undergo an examination, and completely recover from your symptoms before returning to APU. If you need to receive an examination please call the clinic before showing up and wear a mask.

- 1) Temperature of 37.5°C or higher
- 2) Runny nose, cough, chest pain, or other respiratory issues
- 3) Strong fatigue or shortness of breath (difficulty breathing)

Health Clinic Email: booking@apu.ac.jp

If the Health Clinic is closed, please contact the Oita Prefectural Tobu Health Center (0977-67-2511) and follow their instructions.

6. Health Checks for Current Students

Students scheduled to take their periodic health checks in the spring semester will have their checks scheduled from the end of May to mid-June. These students will be contacted by the Health Clinic.

7. Inquiries

Inquiries about Leaves of Absence, Student Status, Extracurricular Activities, etc.: apustu1@apu.ac.jp

Inquiries about Health: apustu5@apu.ac.jp

Inquiries about Classes / Course Registration: acsubmit@apu.ac.jp

(Reference)

1) Spring Semester 1st Quarter - Quarter Break (QB)

The spring semester QB (June 1 – 5) will be changed to regular class days. Please do not make plans for this time period.

2) Cancellation of Summer Session Courses (Sun, August 2 – Wed, August 6)

Summer Session has been cancelled, and this time will be used for the spring semester 2nd quarter final exam period. The final day of exams will be Friday, August 7.

3) Course Registration Period for 2022 AY Spring Semester

Period	Student Group		Date and Time
Registration Period A Cumulative GPA or Semester GPA 1 st Priority: 3.00 or higher 2 nd Priority: 2.50 or higher	APS	1 st Priority	Monday, April 6, 9:30 – Tuesday, April 7, 12:00 (noon)
		2 nd Priority	Monday, April 6, 12:30 – Tuesday, April 7, 12:00 (noon)
		Regular	Monday, April 6, 15:30 – Tuesday, April 7, 12:00 (noon)
	APM / Graduate Students	1 st Priority	Wednesday, April 8, 9:30 – Thursday, April 9, 12:00 (noon)
		2 nd Priority	Wednesday, April 8, 12:30 – Thursday, April 9, 12:00 (noon)
		Regular	Wednesday, April 8, 15:30 – Thursday, April 9, 12:00 (noon)

Registration Period B	New or Reinstated	Thursday, April 16, 10:00 – Friday, April 17, 12:00 (noon)
	Current Students	Thursday, April 16, 15:00 – Friday, April 17, 12:00 (noon)
Correction Period 1	All Students	Wednesday, April 29, 10:00 – Thursday, April 30, 10:00
Correction Period 2	All Students	Monday, June 22, 10:00 – Tuesday, June 23, 10:00

4) Academic Calendar

Please see the following link for the AY 2020 Academic Calendar:

<http://en.apu.ac.jp/academic/page/content0321.html/?c=17>

March, 25, 2020

Ritsumeikan Asia Pacific University