

# **[2011 & 2017 Curriculum APM Students]**

# **Area of Study Registration Manual**

**Please keep the following points in mind when registering for courses.**

- ① Campusmate is not available between 3:00 AM and 5:00 AM (Japan Standard Time) each day. APU cannot guarantee the integrity of any data submitted just before 3:00 AM.
- ② Please change your password regularly and take precautions to safeguard your personal information.
- ③ Please observe the following rules in order to avoid system errors. Please also note that no special assistance will be provided for problems or errors resulting from students' mistakes.
  - Do not log in multiple times with the same user ID at the same time.
  - Please register for courses exactly as instructed in this Course Registration Manual.

## ➤ Log in to Campus Terminal, then “Campusmate”

Open Campus Terminal in your browser, then click “Campusmate Web(APU)” on the right-hand side.

Campusmate - J

Text Size L M S Logout

HOME | School Affairs Posting | Syllabus

**Information**

8/23 (Sun) 基盤入替に伴うV2およびNavitツールへのアクセス方法の変更 New Messages

View All

**Action Required**

You have no messages. New Messages

View All

↑ CLOSE

**メニュー**

- メッセージ登録
- 宛先条件設定
- メッセージ送信一覧
- APU Gmail
- Mailing List
- Change Password
- Bookmark

**Link**

- Campusmate Web(APU)**
- Academic
- Research
- Student Services
- Career
- Others(Faculty & Staff)

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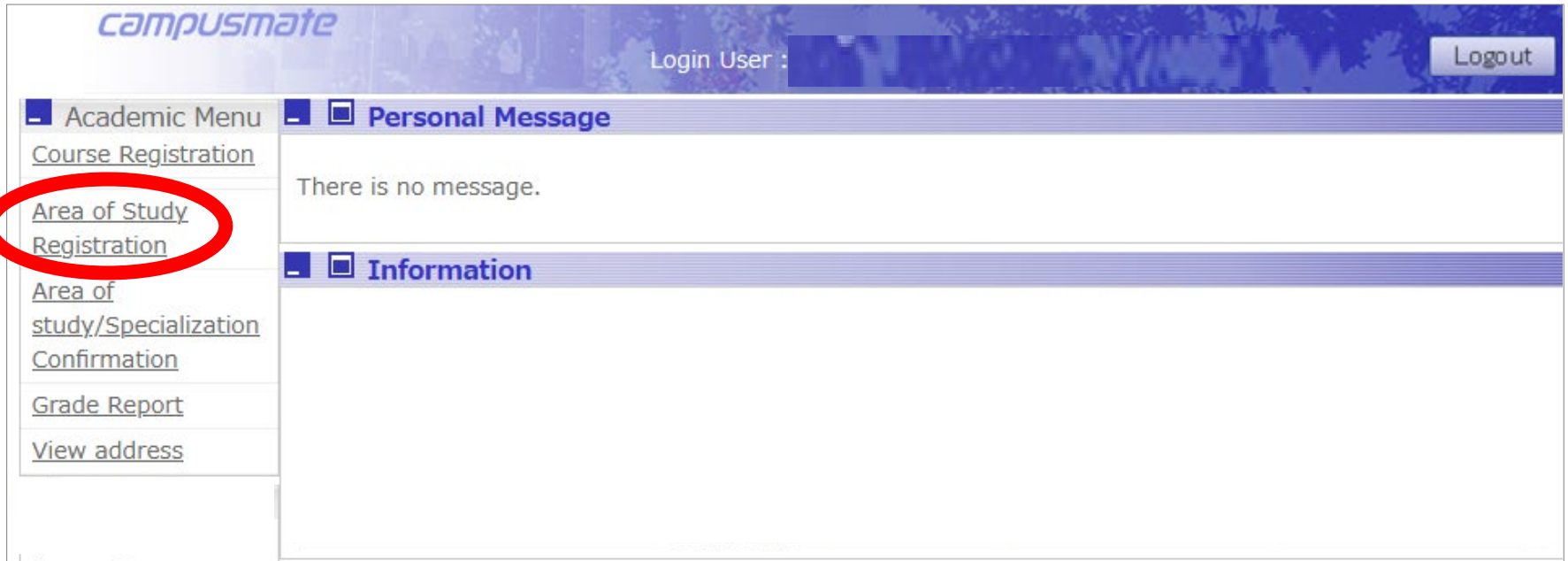
## ➤ Log in to “Campusmate”

Change the language to English, enter your user ID and password, then click “Login”. Please use the same user ID and password that you use for Campus Terminal.

The screenshot shows the Campusmate login interface. At the top left, the 'campusmate' logo is visible. Below it, there is a 'Login' tab. The language selection is set to 'English' (indicated by a checked radio button). Below the language selection, there are two input fields: 'User ID' and 'Password'. Below these fields are two buttons: 'Login' and 'Clear'. A red oval highlights the language selection, the input fields, and the buttons. Below the login form, there is an 'Information' tab. Underneath, there is a table with three columns: 'Title', 'Message', and 'Date'. The table is currently empty. Below the table, there is a text box containing the message: 'The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.'

## ➤ Opening the Area of Study Registration Page

Click on “Area of Study Registration” from the Academic Menu.



The screenshot displays the campusmate website interface. At the top left, the logo "campusmate" is visible. To the right, there is a "Login User:" field with a redacted name and a "Logout" button. Below the header, there is a navigation menu with several items: "Academic Menu", "Personal Message", and "Information". The "Academic Menu" is expanded, showing a list of options: "Course Registration", "Area of Study Registration", "Area of study/Specialization Confirmation", "Grade Report", and "View address". The "Area of Study Registration" option is circled in red. The "Personal Message" section shows "There is no message." and the "Information" section is currently empty.

# ➤ Area of Study Registration

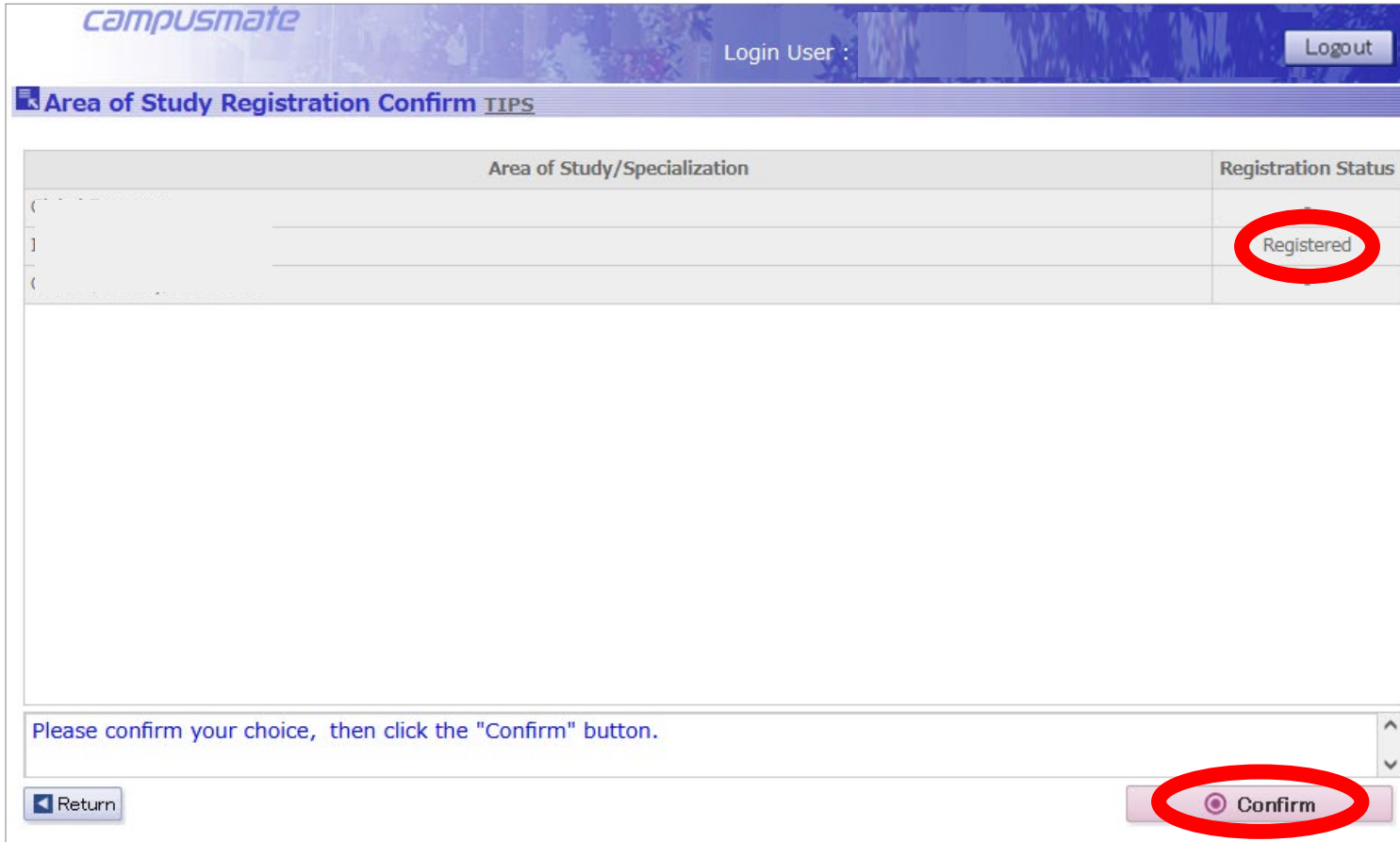
Choose one Area of Study and click on the “Apply” button.

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Accounting and Finance	-
<input type="radio"/>	Marketing	-
<input type="radio"/>	Strategic Management and Organization	-
<input type="radio"/>	Innovation and Economics	-

Please select the area of study for which you would like to register.

## ➤ Confirm your Area of Study Registration

Check that it says “Registered” next to the Area of Study you selected. If there are no problems, click on “Confirm” then “OK”.



campusmate

Login User : [redacted] Logout

Area of Study Registration Confirm TIPS

Area of Study/Specialization	Registration Status
[redacted]	Registered

Please confirm your choice, then click the "Confirm" button.

Return Confirm

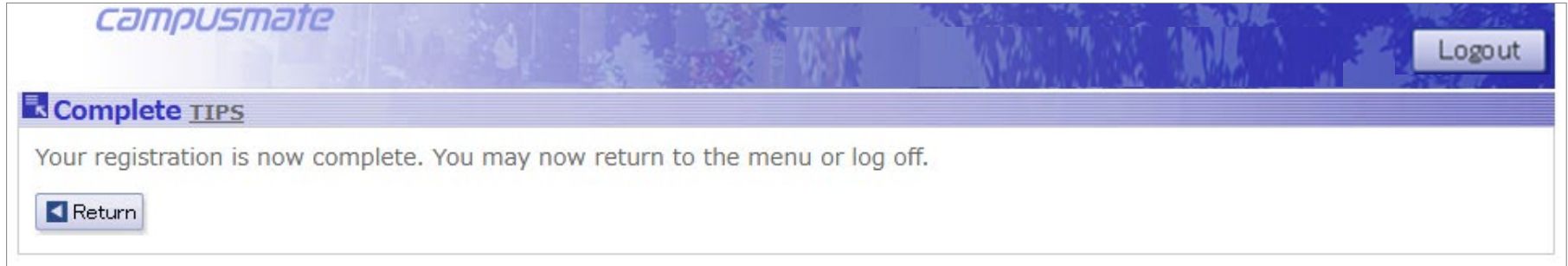


Are you sure to apply ?

OK キャンセル

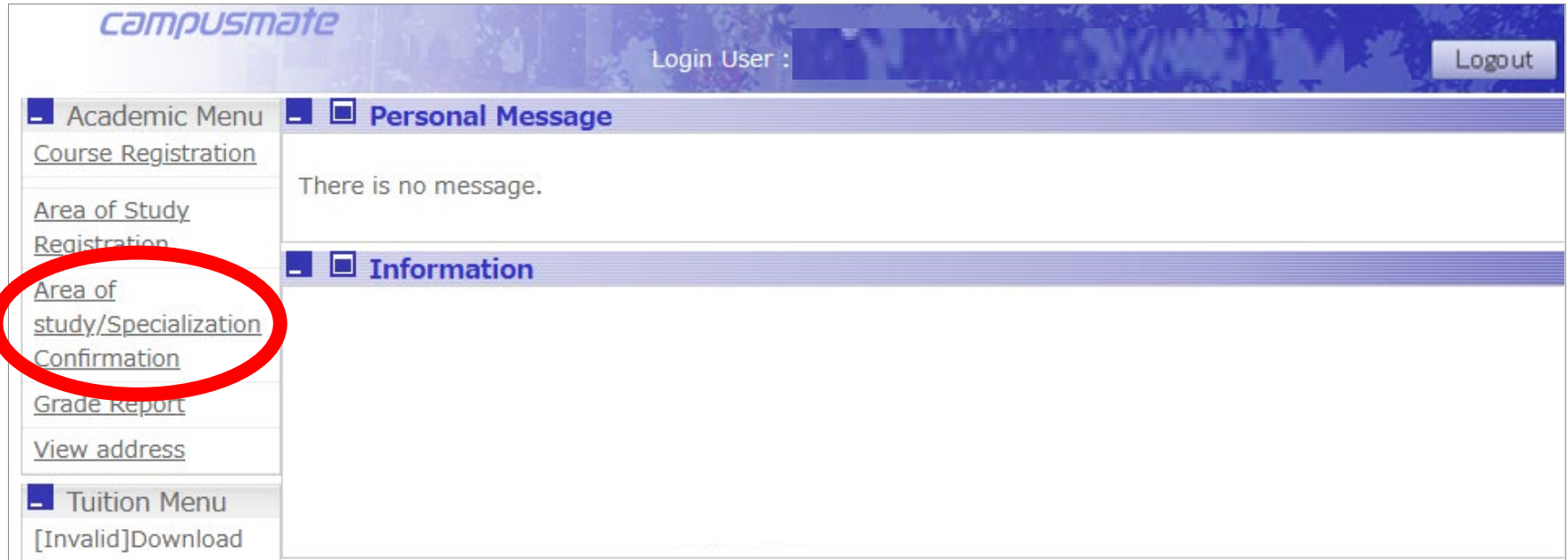
## ➤ Completing your Area of Study Registration

Your Area of Study registration is complete when the following page is displayed.



## ➤ Opening the Area of Study/Specialization Confirmation Page

Click on “Area of study/Specialization Confirmation” from the Academic Menu to go to the confirmation page.



The screenshot shows the campusmate website interface. At the top, there is a header with the logo "campusmate" and a "Login User : [redacted] Logout" section. Below the header, there is a navigation menu with two main sections: "Academic Menu" and "Tuition Menu". Under "Academic Menu", the following items are listed: "Course Registration", "Area of Study Registration", "Area of study/Specialization Confirmation" (highlighted with a red circle), "Grade Report", and "View address". Under "Tuition Menu", there is an item "[Invalid]Download". To the right of the menu, there is a "Personal Message" section with a sub-header "Personal Message" and the text "There is no message." Below that, there is an "Information" section with a sub-header "Information".



## ➤ Area of Study Confirmation

Please check again if it says “Registered” under “Registration Status” for the Area of Study you selected.

The screenshot shows the 'campusmate' website interface. At the top, there is a navigation bar with the 'campusmate' logo, a 'Login User:' field, and a 'Logout' button. Below this is a breadcrumb trail: 'Area of study Confirmation > IIPS'. The main content area features a table with the following data:

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Accounting and Finance					
Marketing					Registered
Strategic Management and Organization					
Innovation and Economics					-

Below the table, there is a confirmation message: 'Please confirm the above information.' and a 'Return' button.