

Application Procedure for Undergraduate Seminar Courses (via manaba)

Application Period: 10:00 (JST) 30th Nov, 2022 ~ 16:30(JST) 14th Dec, 2022

1. Log in to manaba
2. ①Go to "Current Courses" and click on ② "23SP Seminar Application"

The screenshot shows the 'My Courses' section of the manaba interface. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below this, there's an 'Announcements' section with a message from 2021-06-17. The main area is titled 'My Courses' and includes a message about adding new courses and an 'Add Course' link. There are two dropdown menus: 'Current Courses' (highlighted with a blue box and a circled '1') and 'All years'. Below these is a table of courses:

Course Name	Year	Lecture Info	Teacher
[APS3]22SP Seminar Application ②	2022		APU_Seminar
[APM4]22SP Seminar Application	2022		APU_Seminar
[APM3]22SP Seminar Application	2022		APU_Seminar
[APM4]22SP Seminar Application	2022		APU_Seminar

3. Go to ③"Surveys" and click on ④"Seminar Application"

The screenshot shows the 'Surveys Administration' page for the course '[APS3]22SP Seminar Application'. The 'Surveys' tab is highlighted with a blue box and a circled '3'. The page includes a 'View as' dropdown set to 'Instructor', a 'Multiple Selection' toggle, and buttons for 'Add Survey' and 'Import'. A message asks to check submitted answers and collect surveys. Below is a table of surveys:

No. -	Title □	Period	Publish / Unpublish	Submitter	Manage
1	Seminar Application /ゼミ申請 ④	- 2021-12-01 10:00 - 2021-12-15 16:30	<input type="checkbox"/> Unpublished	0 items	

At the bottom, there is an 'Export All Surveys' button.

4. You will see the screen shown below. Click on ⑤"Start"

Survey Room

Seminar Application /ゼミ申請	
Start	2020-11-12 13:50:19
End	
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Not submitted yet.

⑤

5. Fill in the necessary information, reading the instruction shown on manaba carefully.

Select your first choice (required) and second choice (optional) for the main seminar, and sub-seminar (optional only for the 3rd year students). *If only applying for a sub-seminar, keeping your current main seminar registered, please select "Only applying for a sub seminar". Enter your application essay and submit your assignment if assigned by your instructor. **It is recommended that you prepare the essay beforehand using MS word or any equivalent word processing software. **Please read the important notes below carefully.**

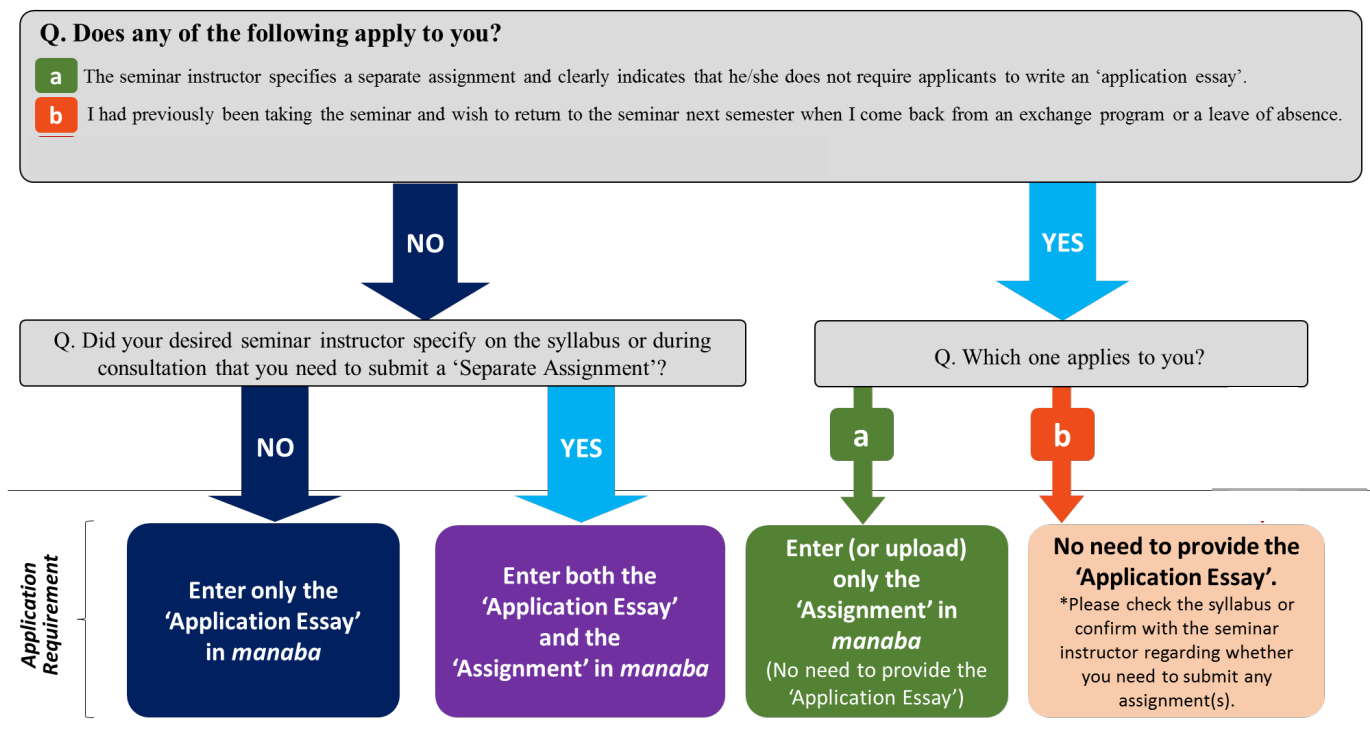
Please read the following precautions before submitting your application

Notes

- ※Students are allowed to have up to 2 choices for a **main seminar**. 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.
- ※**If you do not get accepted into 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.
- ※Students are only allowed take a **main seminar class from within their college.**(However, you may take a sub-seminar from either college.)
- ※ **Students are allowed to have only 1 choice for a sub-seminar, and the application procedure and period are the same as for the main seminar. If you want to take a seminar of the other college as a sub seminar, you can take only the sub seminar.**
- ※ **If you pass only the sub seminar, and the sub-seminar is that of your college; it will be changed to a main. If the sub-seminar is that of the other college; it will be taken as a sub.**
- ※Make sure to pay attention to the symbols on the seminar class list: “—”, “○”, “●”, “▲”, etc.
- ※Make sure to **consult with your desired seminar supervisor(s)** before the application period.

Application Essay / Assignment

- ※**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)
- ※In addition to the 'application essay', some seminar instructors **may require applicants to submit an assignment(s).**
- ※Be sure to **check the syllabus** in advance or **ask your seminar instructors** directly during individual consultations regarding the application requirements.
- ※As you are **to enter the essay and/or assignment directly into the application page in manaba**, we strongly recommend that **you prepare your essay/assignment beforehand** using MS word(or any equivalent word processing software).



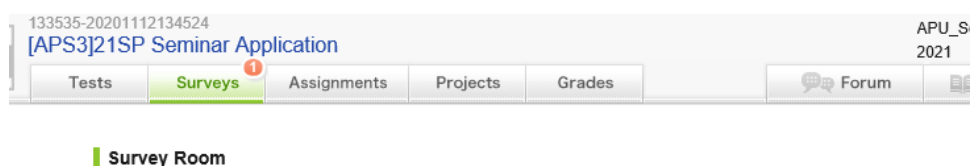
6. Click on the ⑥"Confirm" button after filling in the necessary information.

0 characters

Confirm

Quit (Save) **⑥** Confirm

7. You will see the following screen if you have filled in each item necessary for application. Then, click on ⑦"Submit".



8. Please be sure to the ⑧"Finish" button is shown in blue.

Survey Room

Enter >>> Confirm >>> **Finish** ⑧

Seminar Application /ゼミ申請	
Start	2020-11-12 13:50:19
End	
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Submitted

Answers Submitted (Submitted on : 2020-11-12 17:09)

Answers	10 / 19	Elapsed time	00:04:48
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This completes the application process.
The screening result will be announced
on Wed 25th Jan 2023 on our Academic
Website (Undergraduate Seminar
Course)

Academic Office Undergraduate Seminar Team
Email: seminar1@apu.ac.jp