

To Students Re-enrolling in 2023 Spring Semester:

Academic Office

3rd and 4th Year Seminar Subject Applications

Reenrolling students who want to take a 3rd or 4th Year Seminar subject from the semester they return to APU must apply the semester before the Seminar begins. Please refer to the following information and apply **by email which should be sent to the Academic Office**. Students must first consult individually with the instructor of their desired Seminar subject, then submit the application.

- Students who are planning on continuing the Seminar that they took before leaving the University are still required to submit a new Seminar application.
- As a prerequisite, "Undergraduate Thesis/Graduation Research II" requires the completion of "Research Seminar/Graduation Research I". Only students who have completed the respective prerequisite course are eligible to register for "Undergraduate Thesis/Graduation Research II". Students are able to take 4th year seminars from their 4th year of study. Ordinarily, students register for these in their 7th and 8th semesters, however, students may also choose to take their seminar during their 8th and 9th semesters should they decide to extend for another semester. Please visit the Academic Office for further advice.
- If a student's major seminar class schedule overlaps with that of their college's required subjects or their required language subjects, the required subjects will take priority and their major seminar registration will be cancelled.

Eligible Applicants: Reenrolling students who plan on returning to APU sometime between their 5th and 8th semesters and who wish to take a Seminar the semester upon return.

Application Process:

(1) Check the Seminar Course List on the Academic Office homepage.

* You may submit up to 2 applications (1st choice and 2nd choice) for a main seminar.

* Students reenrolling in their 3rd year may also apply for a sub-seminar in addition to a main seminar.

(2) Contact the instructor of the Seminar that you would like to take by email before you apply.

(3) Download the seminar application form from the undergraduate seminar page on the Academic Office Website. Complete the application form and submit it to the Academic Office by email.

* Make sure to list your name, your previous student ID number, and the name of the instructor(s) whose Seminar(s) you are applying to in the email to the Academic Office.

* You will be notified of the screening results via email.

(4) If, after a seminar application is approved, a student does not complete reenrollment procedures, the application will be cancelled.

Application Schedule:

Seminar application form submission period: Wed, 25th Jan to 16:30(JST) Wed, 8th Feb, 2023

Notification of screening results: Late-February

Inquiries Regarding Seminar Subjects and Seminar Application Submissions:

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

※Please write "**Undergraduate Seminar Consultation – Re-enrolled student**" as the title of the e-mail.