

Course Registration and Area of Study Registration Manual

Introduction

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

- ① Campusmate cannot be used between 3:00 AM and 5:00 AM (Japan Standard Time) each day. APU cannot guarantee the integrity of any data submitted exactly at 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 exceptions will be made for problems or errors resulting from a student's mistake.
 - Do not log in multiple times with the same user ID at the same time.
 - Please carry out registration procedures exactly as instructed in this Course Registration Manual.

Log into 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 | 教務提示 | Syllabus

Information

0 New Messages

View All

Action Required

You have no messages.

0 New Messages

View All

Last Login Date
2015/8/26
16:13

Login User

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)

Log into “Campusmate”

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

The screenshot shows the Campusmate web interface. The top header has the 'campusmate' logo. Below it, there are two main sections: 'Login' and 'Information'.

The 'Login' section is highlighted with a red oval. It contains:

- Language selection: ☐ Japanese ☒ English
- User ID:
- Password:
- Buttons: Login, Clear

The 'Information' section is below the login section. It has a table with the following structure:

Title	Message	Date
<div style="border: 2px dashed blue; padding: 10px; margin: 10px auto; width: 80%;">The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.</div>		

1) Course Registration

Opening the Course Registration Screen

Click “Course Registration” in the Academic Menu.



The screenshot shows the campusmate website interface. The top navigation bar includes the 'campusmate' logo and a 'Logout' button. On the left, the 'Academic Menu' is expanded, and 'Course Registration' is highlighted with a red circle. Other menu items include 'Area of study Confirmation', 'Grade Report', 'View current address', 'Job Hunting Menu', 'Career Office Information', 'Corporate Information', 'Internship Information', 'On-Campus Recruiting and Other Event Search', and 'Job Hunting Report'. The main content area is divided into three sections: 'Personal Message' (displaying 'There is no message.'), 'Information' (a table with columns 'Title', 'Message', and 'Date'), and 'Career Office Information' (with links for 'Latest announcement', 'Latest event', and 'Latest internship').

Academic Menu

- Course Registration**
- [Invalid] Study Registration
- [Area of study Confirmation](#)
- [Grade Report](#)
- [View current address](#)

Job Hunting Menu

- [Career Office Information](#)
- [Corporate Information](#)
- [Internship Information](#)
- [On-Campus Recruiting and Other Event Search](#)
- [Job Hunting Report](#)

Personal Message

There is no message.

Information

Title	Message	Date

Career Office Information

[Latest announcement](#) [Latest event](#) [Latest internship](#)

Course Registration Screen Details - 1

campusmate

Course Registration [TIPS](#)

2017 Spring

Save Changes **Return**

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1	Q1	Q1	Q1	Q1	
	Q2	Q2	Q2	Q2	Q2	
2	Q1	Q1	Q1	Q1	Q1	
	Q2	Q2	Q2	Q2	Q2	

Days of the week

Periods

Course Registration Screen Details - 2

campusmate

Course Registration [TIPS](#)

2017 Spring

Save Changes Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits / 24
Registered Opposite Language Credits

Unmodifiable

Day / Period	Thursday	Friday	Saturday
1	Q1		
	Q2		
2	Q1		

The academic year and semester will be displayed.

Course Registration Screen Details - 3

Logout

Course Registration TIPS

2017 Spring
Save Changes
Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered
 Registered
 Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 					
	Q2 					
2	Q1 					

Icons

These icons indicate the state of the class (3 types)

Unregistered
 Registered
 Unmodifiable

Course Registration Screen Details - 4

campusmate

Course Registration [TIPS](#)

2017 Spring

Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					

This box shows the following credits.

- The no. of credits registered / no. of maximum credits
- The no. of opposite language credits registered

Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Course Registration Screen Details - 5

Logout

Course Registration [TIPS](#)

2017 Spring

Apply
Return

Unregistered
Registered
Unmodifiable

Permission to take courses held in Japanese: Eligible

Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits

Registered Opposite Language Credits

7 / 24

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					

This shows if you have permission to register courses held in English or Japanese. If you meet the specified criteria you will have permission. See the Undergraduate Academic Handbook for details.

«2017 Curriculum Students»
 May not register lecture subjects without permission for that language.

Course Registration Screen Details - 6

Logout

Course Registration [TIPS](#)

2017 Spring

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered
Registered
Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1					

Apply: Finalize your course registration

Return: Return to the previous screen

Please use only this "Return" button. Do not use your browser's Back/Forward buttons to navigate the site.

✗

Registration (Choosing Classes)

Click the  “Unregistered” icon for the date and time you wish to add a class.

campusmate

Course Registration [TIPS](#)




2017 Spring










Logout

Apply Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits / 24
Registered Opposite Language Credits

 Unregistered  Registered  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						

Click Here

Days and periods without the pencil icon mean there are no classes you can register in those time slots.

Classes showing “unmodifiable” icon are classes designated by the university that you cannot change on your own.

020121JL
Study Skills and Academic WritingJL
TATEYAMA Hirokuni

020121JL
First Year Student

Choosing a Subject

Click the button in the select column next to the class that you want to take and click “Confirm”.

campusmate Logout

Course Selection TIPS

2017 Spring Monday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday 1	010190OF	FA	Chinese IIOF		4	MAEDA Masami	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean IOE		4	JUNG JongHee	0	
<input checked="" type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUMI Yoshiyuki	100	
<input type="radio"/>	Monday 1	020031JB	FA	Introduction to EconomicsJB					
<input type="radio"/>	Monday 1	030262EA	FA 1	BiodiversityEA					
<input type="radio"/>	Monday 1	030262JA	FA 1	BiodiversityJA					
<input type="radio"/>	Monday 1	033025EA	FA 1	E-CommerceEA					
<input type="radio"/>	Monday 1	033025JA	FA 1	E-CommerceJA					
<input type="radio"/>	Monday 1	037201EA	FA 1	Social EntrepreneurshipEA					
<input type="radio"/>	Monday 1	037201JA	FA 1	Social EntrepreneurshipJA					

If there is a '0' in the vacancy column, it means that a class is full and you cannot register for it.

☒ OK

Choosing a Subject

Confirm that your chosen class has appeared on the timetable.

campusmate

Logout

Course Registration

TIPS

2017 Spring

Apply

Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits	2 / 24
Registered Opposite Language Credits	2

Unregistered
 Registered
 Unmodifiable

Day / Period	Monday				
1	<div> <div>020031EB</div> <div>Introduction to EconomicsEB</div> </div>				
	<div> <div>020031EB</div> <div>Introduction to EconomicsEB</div> </div>				

Session


Once you select a class, the icon will change from the "Unregistered" icon to the "registered" icon. If the chosen subject has classes during other periods or on other days of the week, they will also appear.


Please choose the day and period when you would like to register a class.

Apply

Return

Course Registration Cancellations

If you would like to cancel a class, click on the  "Registered" button in the timetable next to the subject you want to delete.



Logout














Course Registration [TIPS](#)

2017 Spring

Apply

Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible

		 Unregistered	 Registered	 Unmodifiable		
Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 020031EB Introduction to EconomicsEB					
Q2	 020031EB Introduction to EconomicsEB					
Session						

Please choose the day and period when you would like to register a class.

Apply

Return

Course Registration Cancellations

Select "Choose this option to cancel class" at the top of the list of classes, then click "Confirm".

campusmate Logout

Course Selection [TIPS](#)

2017 Spring Monday 1

	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input checked="" type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday 1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean I OE		4	JUNG Jong Hee	100	
<input type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUMI Toshiyuki	100	

☒ **OK**

Course Registration Cancellations

Check to see that the class you cancelled no longer appears on the timetable.

Logout

Course Registration [TIPS](#)

2017 Spring
Apply
Return

Unregistered
Registered
Unmodifiable

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
Q2						

Finalizing Course Registration

Once you have finished adding and removing classes, click the “Apply” button to save the changes and complete your registration. Please note that if you fail to click this button, your registration changes will NOT be saved.

2017 Spring

Apply **Return**

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits 2 / 24
 Opposite Language Credits 2

Day / Period	Monday
1	Q1 020031EB Introduction to EconomicsEB
	Q2 020031EB Introduction to EconomicsEB
	Q1

The following message will appear when using the browser’s “Back” button. If you wish to save your changes first, click “Cancel”.

Web ページからのメッセージ

Registration changes will be lost if you do not click “Apply”.
 Are you sure you wish to return?

Cancel

There are “Apply” buttons at the top and bottom of the screen. Either will finalize your registration changes.

Please choose the day and period when you would like to register a class.

Apply **Return**

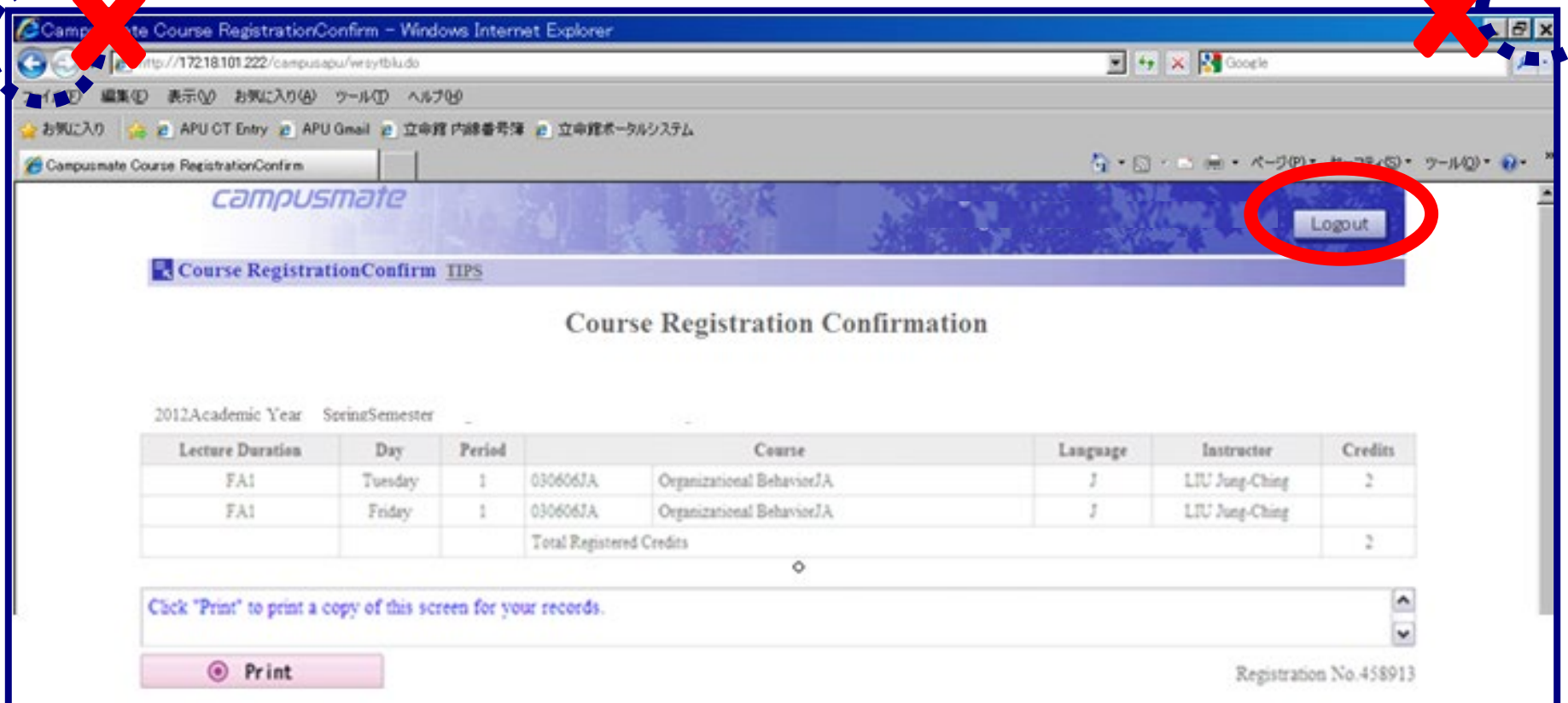
Logging Out of Course Registration

Finish by verifying your course registration on the confirmation sheet, and then Click “Logout” to complete your session. If you want to continue course registration, please login again.

Do not click your browser's Back or Close (x) buttons while you are logged in. This will cause an error and you may lose your course registration data.

Do not use

Do not use



Course RegistrationConfirm - Windows Internet Explorer

http://172.18.101.222/campusapu/verytbludo

Campusmate Course RegistrationConfirm

Course RegistrationConfirm [IIPS](#)

2012Academic Year SpringSemester

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	030606JA Organizational BehaviorJA	J	LIU Jung-Ching	2
FA1	Friday	1	030606JA Organizational BehaviorJA	J	LIU Jung-Ching	
Total Registered Credits						2

Click "Print" to print a copy of this screen for your records.

Print

Registration No.458913

Error Messages and Tips ①


If there are any errors in your registration, a message will be displayed at the top of the screen. Error details may be found at the bottom of the page.

The screenshot shows the 'campusmate' Course Registration interface. At the top, a red dashed circle highlights the text: '2017 Spring' and 'There is a problem with your registration. Please view the bottom of this page for details.' Below this, a pink 'Apply' button and a blue 'Return' button are visible. To the right, a summary box shows: 'Permission to take courses held in Japanese: Eligible', 'Permission to take courses held in English: Eligible', 'Registered Credits / Maximum Credits: 2 / 24', and 'Registered Opposite Language Credits: 2'. Below the summary, a table displays the course schedule for Monday through Saturday. The table has columns for 'Day / Period' and 'Monday' through 'Saturday'. The rows show course details for 'Q1' and 'Q2' periods. A grey bar obscures the middle section of the table. At the bottom, another red dashed circle highlights the text: 'You have exceeded the maximum credit limit.' Below this, there are 'Apply' and 'Return' buttons.

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 [Pencil icon]	Q1 0101800A Chinese IOA WU Qingli		Q1 [Pencil icon]	Q1 0101800A Chinese IOA WU Qingli	
	Q2 [Pencil icon]	Q2 0101800A Chinese IOA WU Qingli		Q2 [Pencil icon]	Q2 0101800A Chinese IOA WU Qingli	
	Q3 0101800A Chinese IOA WU Qingli	Q3 [Pencil icon]	Q3 0200505A Health ScienceJA AKASHI Mamiyoko	Q3 0101800A Chinese IOA WU Qingli	Q3 [Pencil icon]	Q3 0201557B Special Lecture (Liberal Arts Subject)JB
6	Q1 Introduction to ManagementJA FUJIE Shichi					
	Q2 0301667A Introduction to ManagementJA FUJIE Shichi	Q2 [Pencil icon]		Q2 [Pencil icon]		

Error Messages and Tips ②


If there are any errors in your registration, a message will be displayed at the top of the screen. Error details may be found at the bottom of the page.


Logout

Course Selection TIPS

2017 Spring Monday 2

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>	Select to cancel course.								
<input type="radio"/>	Monday2	010103AA	FA	Advanced Japanese AA		4		100	
<input type="radio"/>	Monday2	010103AB	FA	Advanced Japanese AB		4		100	
<input type="radio"/>	Monday2	010103AC	FA	Advanced Japanese AC		4		100	
<input checked="" type="radio"/>	Monday2	010103AD	FA	Advanced Japanese AD		4		100	
<input type="radio"/>	Monday2	010103AE	FA	Advanced Japanese AE		4		100	
<input type="radio"/>	Monday2	010180OC	FA	Chinese I OC		4		100	
<input type="radio"/>	Monday2	010180OH	FA	Chinese I OH		4		100	
<input type="radio"/>	Monday2	010220OA	FA	Korean I OA		4		100	
<input type="radio"/>	Monday2	011903CC	FA	English Project 2 CC		2		100	
<input type="radio"/>	Monday2	027003EB	FA	StatisticsEB	E	2		100	
<input type="radio"/>	Monday2	027003JB	FA	StatisticsJB	J	2		100	
<input type="radio"/>	Monday2	027010EA	FA2	Career Design IVEA	E	2		100	
<input type="radio"/>	Monday2	027010JA	FA2	Career Design IVJA	J	2		100	


 Timetable conflict for "010103AD Advanced Japanese AD".

Error Messages and Tips

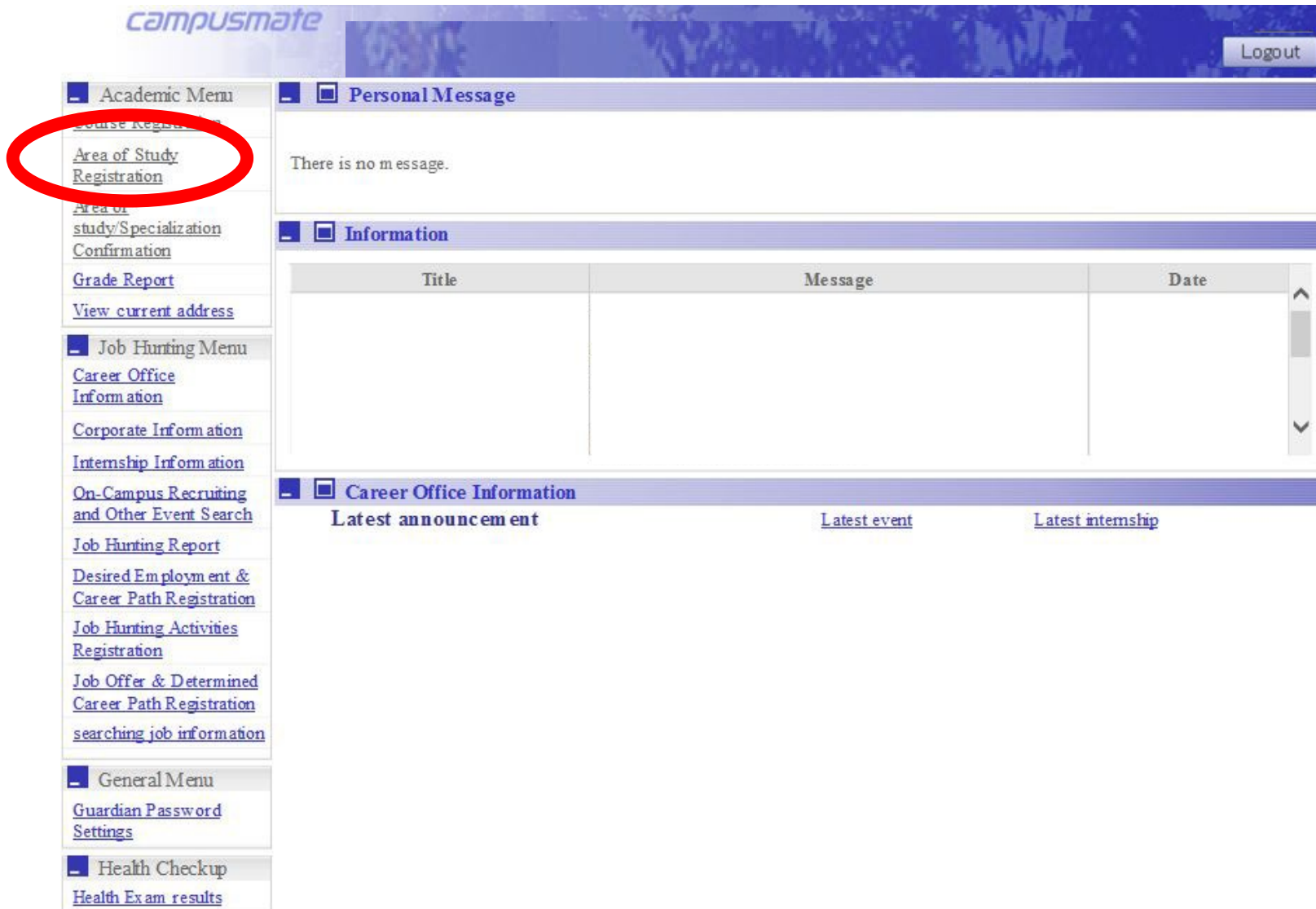
Each registration error has a cause and a solution. Until you identify and resolve the cause of the error, you will not be able to complete course registration. Once you have corrected your registration, you may click Apply to finalize changes.

Error Message	Solution
Timetable conflict for “Course”.	Please remove one of the conflicting courses. You may not register multiple courses scheduled for the same day/period. Please confirm the schedule and re-register.
Maximum credit registration limit exceeded.	Please remove courses exceeding the credit limit. A maximum credit limit is set for each student year and semester. Please register your courses so that you do not exceed this limit.
“Course” is already registered.	Please remove one of the duplicate courses. Please note that even in the case a subject offers multiple classes, you may only register for one of them at a time.
No openings remain for “Course”.	Please remove your registration for the course. Even if there were a number of openings at the time you selected the course, they may be filled in the time taken to click “Apply”.

2) Area of Study Registration

Opening the Area of Study Registration Screen

Click “Area of Study Registration” in the Academic Menu.



The screenshot shows the campusmate website interface. On the left is a vertical menu with several sections: Academic Menu, Job Hunting Menu, and General Menu. The 'Area of Study Registration' link under the Academic Menu is circled in red. The main content area on the right has a blue header with the 'campusmate' logo and a 'Logout' button. Below the header, there are three main sections: 'Personal Message' (containing the text 'There is no message.'), 'Information' (containing a table with columns 'Title', 'Message', and 'Date'), and 'Career Office Information' (containing links for 'Latest announcement', 'Latest event', and 'Latest internship').

Academic Menu

- [Course Registration](#)
- [Area of Study Registration](#)
- [Area of study/Specialization Confirmation](#)
- [Grade Report](#)
- [View current address](#)

Job Hunting Menu

- [Career Office Information](#)
- [Corporate Information](#)
- [Internship Information](#)
- [On-Campus Recruiting and Other Event Search](#)
- [Job Hunting Report](#)
- [Desired Employment & Career Path Registration](#)
- [Job Hunting Activities Registration](#)
- [Job Offer & Determined Career Path Registration](#)
- [searching job information](#)

General Menu

- [Guardian Password Settings](#)

Health Checkup

- [Health Exam results](#)

Personal Message

There is no message.

Information

Title	Message	Date

Career Office Information

[Latest announcement](#) [Latest event](#) [Latest internship](#)

Choose one Area of Study and click the “Apply” button to complete your registration.

campusmate Logout

Area of Study Registration [IIPS](#)

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Environment and Development	-
<input checked="" type="radio"/>	Hospitality and Tourism	Registered
<input type="radio"/>	International Relations and Peace Studies	-
<input type="radio"/>	Culture, Society and Media	-

Click!

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

Return ☒ Apply

Area of Study Registration

Choose one Area of Study and click the “Apply” button to complete your registration.

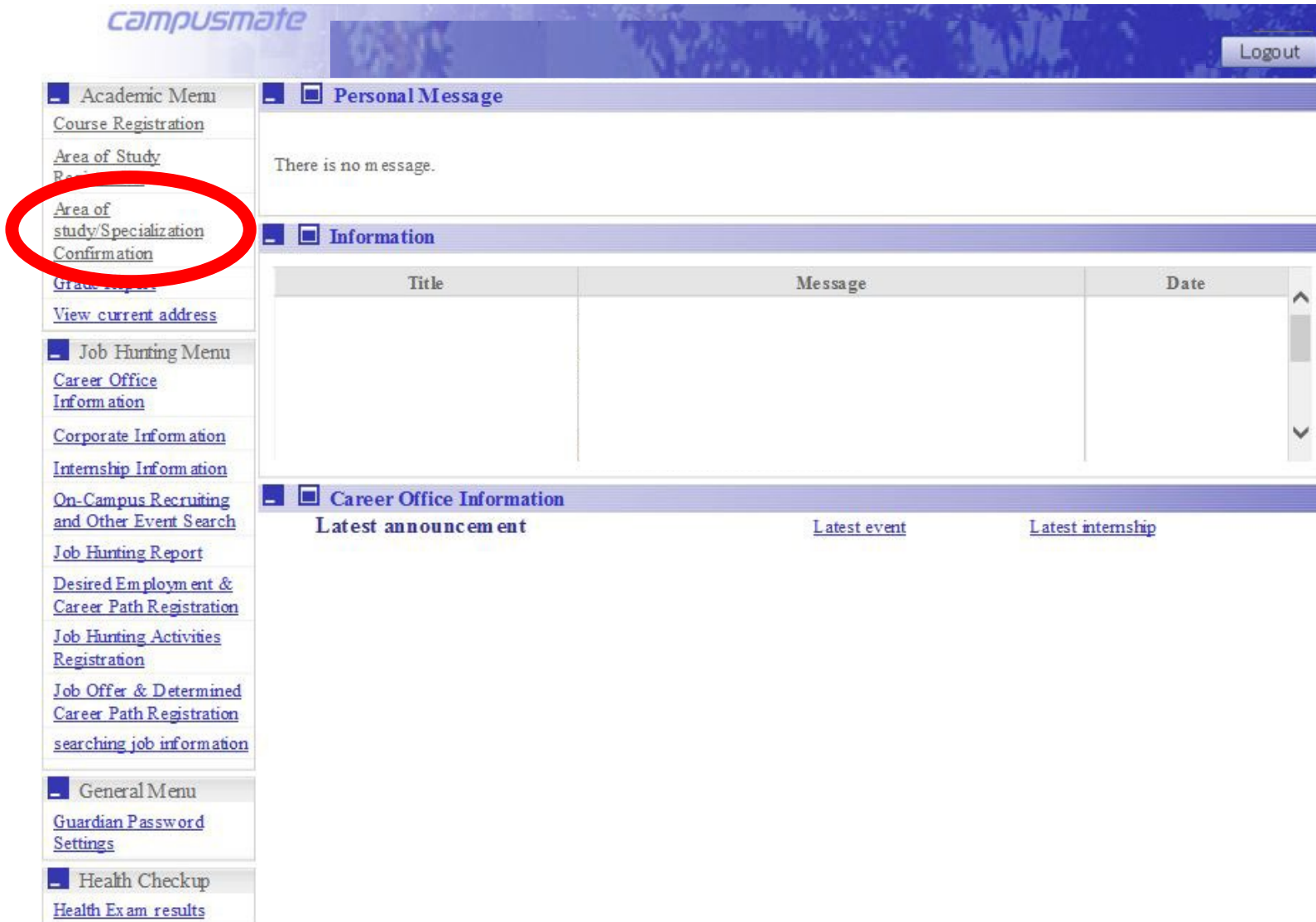
The screenshot shows the 'campusmate' website interface for 'Area of Study Registration'. The page has a blue header with the 'campusmate' logo and a 'finish' button. Below the header is a purple bar with the title 'Area of Study Registration' and a 'TIPS' link. The main content area contains a table with the following columns: 'Choice', 'Area of Study/Specialization', and 'Registration Status'.

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

Below the table, there is a text box with the instruction: 'Please select the area of study for which you would like to register.' At the bottom of the page, there are two buttons: 'Return' and 'Apply'. The 'Apply' button is circled in red.

Opening the Area of Study Confirmation Screen

Click “Area of Study Confirmation” in the Academic Menu.



The screenshot shows the campusmate website interface. On the left is a vertical menu with several categories: Academic Menu, Job Hunting Menu, and General Menu. Under the Academic Menu, the option 'Area of Study Confirmation' is circled in red. The main content area on the right has a blue header with the 'campusmate' logo and a 'Logout' button. Below the header, there are three sections: 'Personal Message' (containing the text 'There is no message.'), 'Information' (containing a table with columns 'Title', 'Message', and 'Date'), and 'Career Office Information' (containing links for 'Latest announcement', 'Latest event', and 'Latest internship').

Academic Menu

- [Course Registration](#)
- [Area of Study Confirmation](#)
- [Grade Support](#)
- [View current address](#)

Job Hunting Menu

- [Career Office Information](#)
- [Corporate Information](#)
- [Internship Information](#)
- [On-Campus Recruiting and Other Event Search](#)
- [Job Hunting Report](#)
- [Desired Employment & Career Path Registration](#)
- [Job Hunting Activities Registration](#)
- [Job Offer & Determined Career Path Registration](#)
- [searching job information](#)

General Menu

- [Guardian Password Settings](#)

Health Checkup

- [Health Exam results](#)

Personal Message

There is no message.

Information


Title	Message	Date

Career Office Information

[Latest announcement](#) [Latest event](#) [Latest internship](#)

Area of Study Confirmation

Once you registered, please confirm that the “Registration Status” becomes “Registered”.


Logout


Area of study Confirmation [TIPS](#)


Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Environment and Development	28	34	0	34	
Hospitality and Tourism	28	18	0	18	Registered
International Relations and Peace Studies	28	42	0	42	-
Culture, Society and Media	28	20	0	20	-

Please confirm the above information.

Return

Once you registered, please confirm that the “Registration Status” becomes “Registered”.



Logout


Area of study Confirmation
[IIPS](#)

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Accounting and Finance	12	22	0	22	
Marketing	12	8	0	8	Registered
Strategic Management and Organization	12	8	0	8	
Innovation and Economics	12	4	0	4	-

Please confirm the above information.

^
v


Return

In Conclusion...

Course registration is the most important part of implementing your education plan. It is absolutely essential in attending class, receiving credit and graduating from APU. In order to ensure smooth progress through your education plan, please take utmost care when carrying out registration.

For course registration and academic advising-related issues, please visit the Academic Office for support.

Office	Services	Office Hours
Academic Office (Bldg. B, 1 st floor)	<ul style="list-style-type: none"> Curriculum, course registration, grades, classes, examinations, reports, TOEFL/TOEIC exams. Off-campus Study Program outside the university, such as field study and study abroad. Other undergraduate programs included in the Undergraduate Academic Handbook 	<p>Mon, Wed-Fri 10:00—16:30</p> <p>Tue 11:30—16:30</p>