# Course Registration Manual

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**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.

Course registration is the most important part of implementing your study plan. Without registering for courses you cannot attend class, earn credits and graduate from APU. In order to progress with your study plan smoothly, please take the utmost care when registering for courses.

Academic Office

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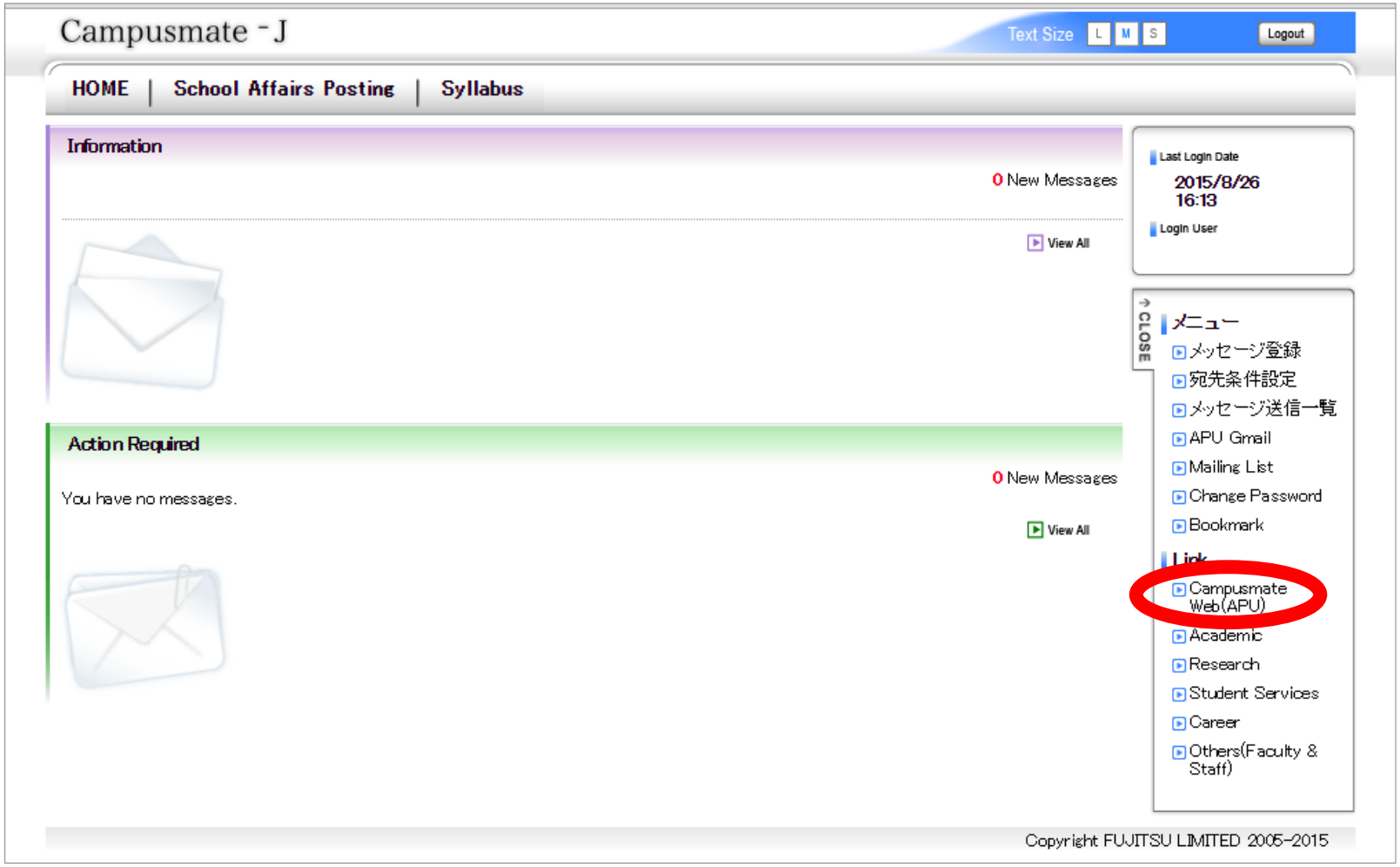
# ➢ Log in to Campus Terminal, then “Campusmate”

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



# ➢ Log in to “Campusmate”

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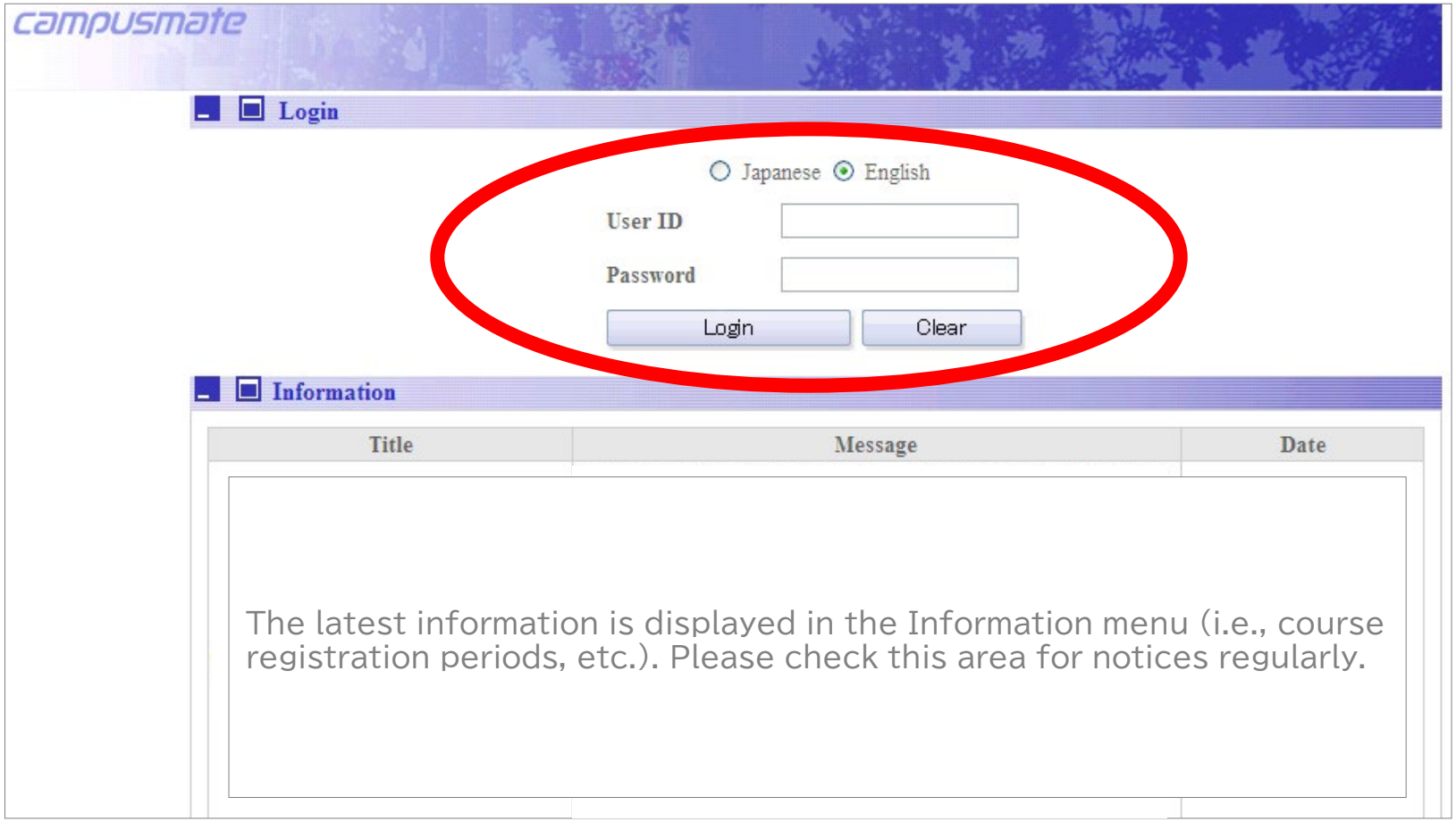
Change the language to English, enter your user ID and password, then click “Login”. Please use the same user ID and password that you use for Campus Terminal.



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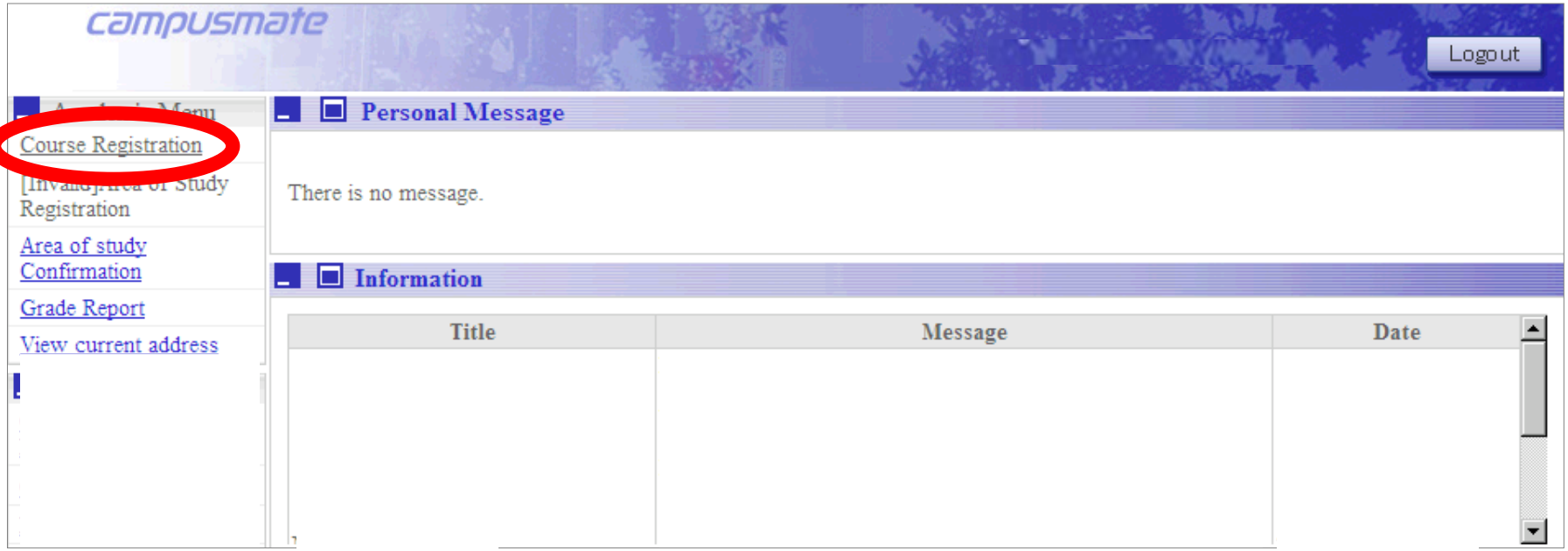
# ➢ Opening the Course Registration Page

Click on “Course Registration” from the Academic Menu.



# Course Registration Page Details - 1

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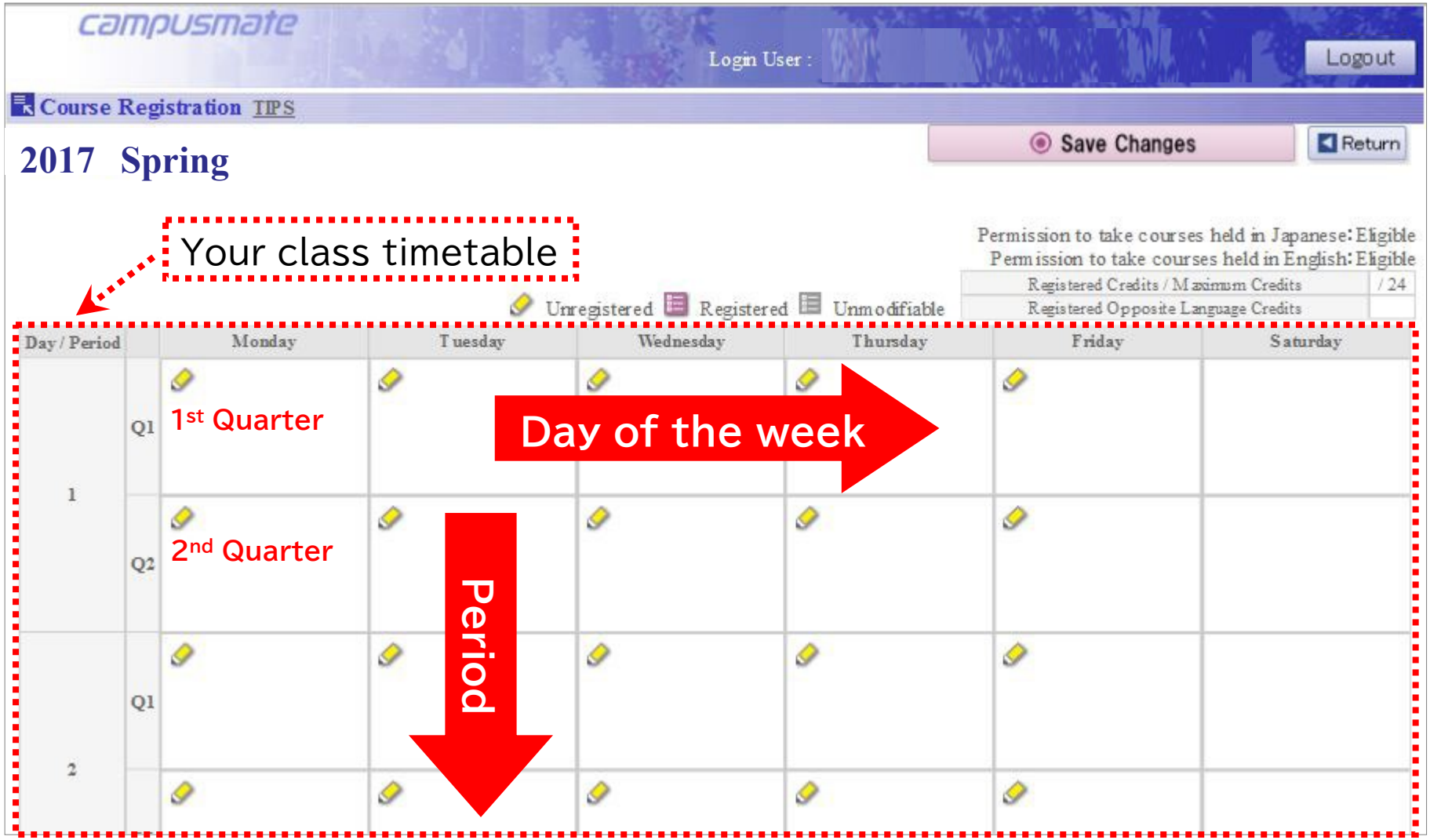

# Course Registration Page Details - 2

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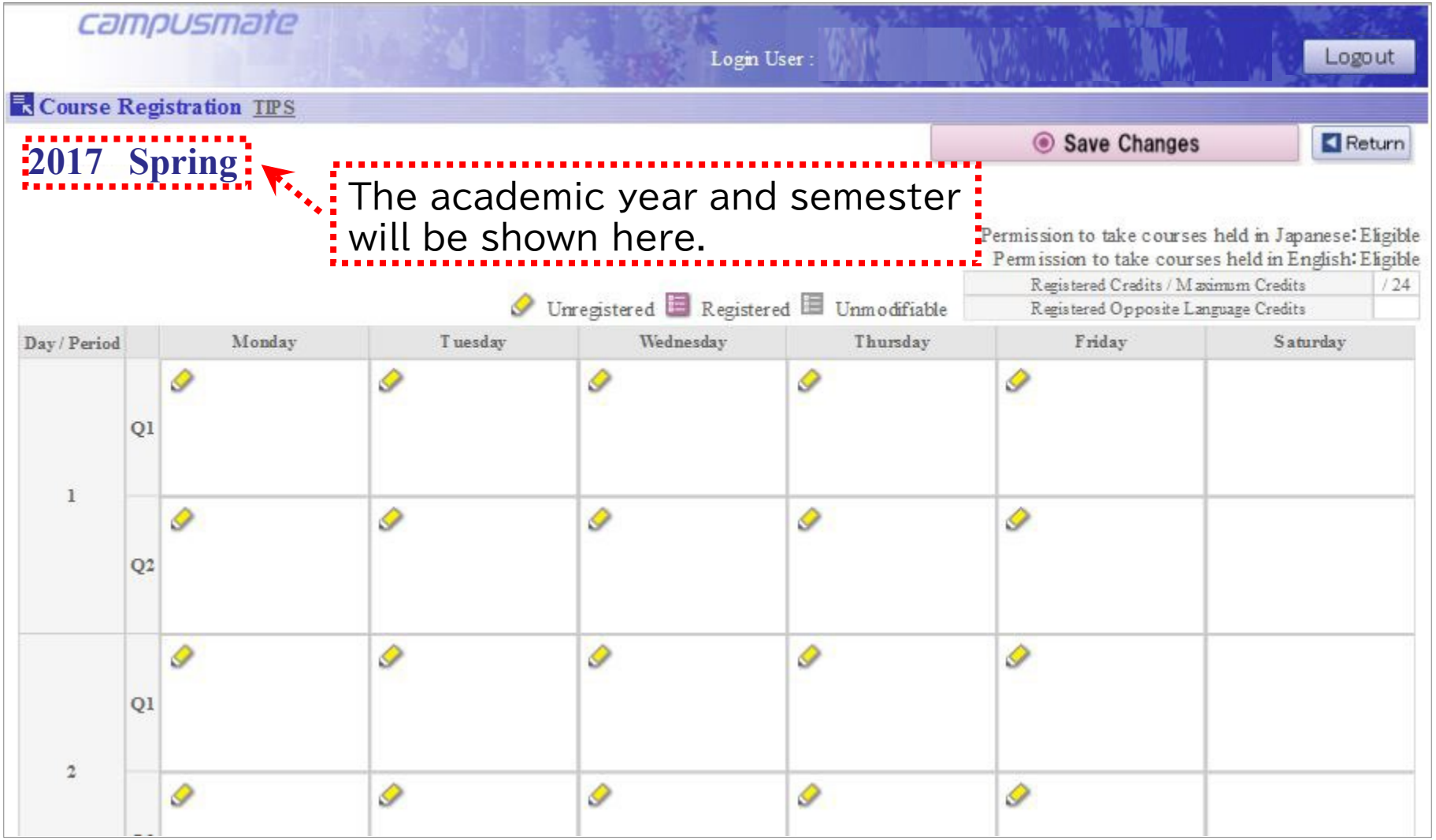
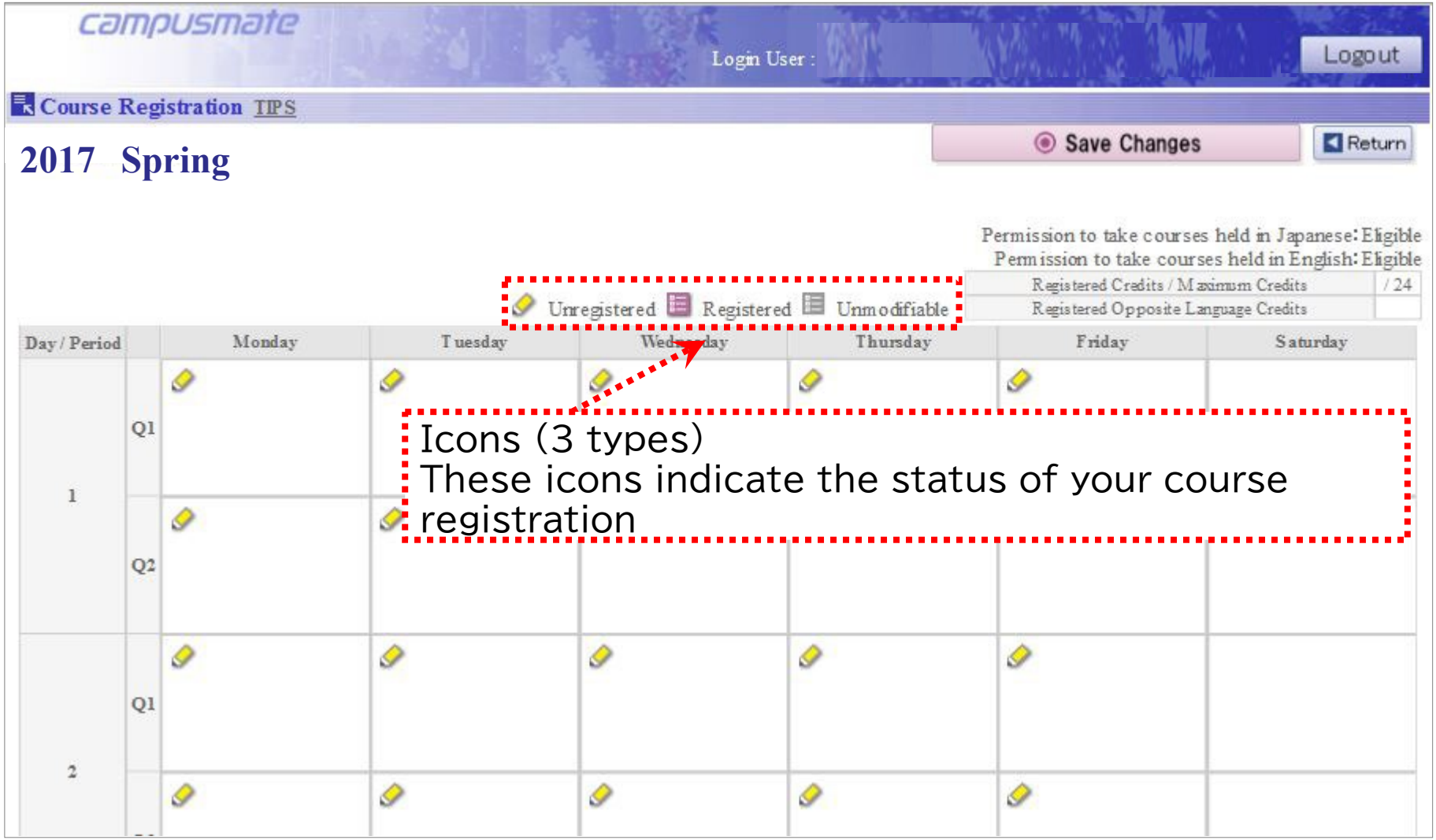


# ➢ Course Registration Page Details - 3



# Course Registration Page Details - 4

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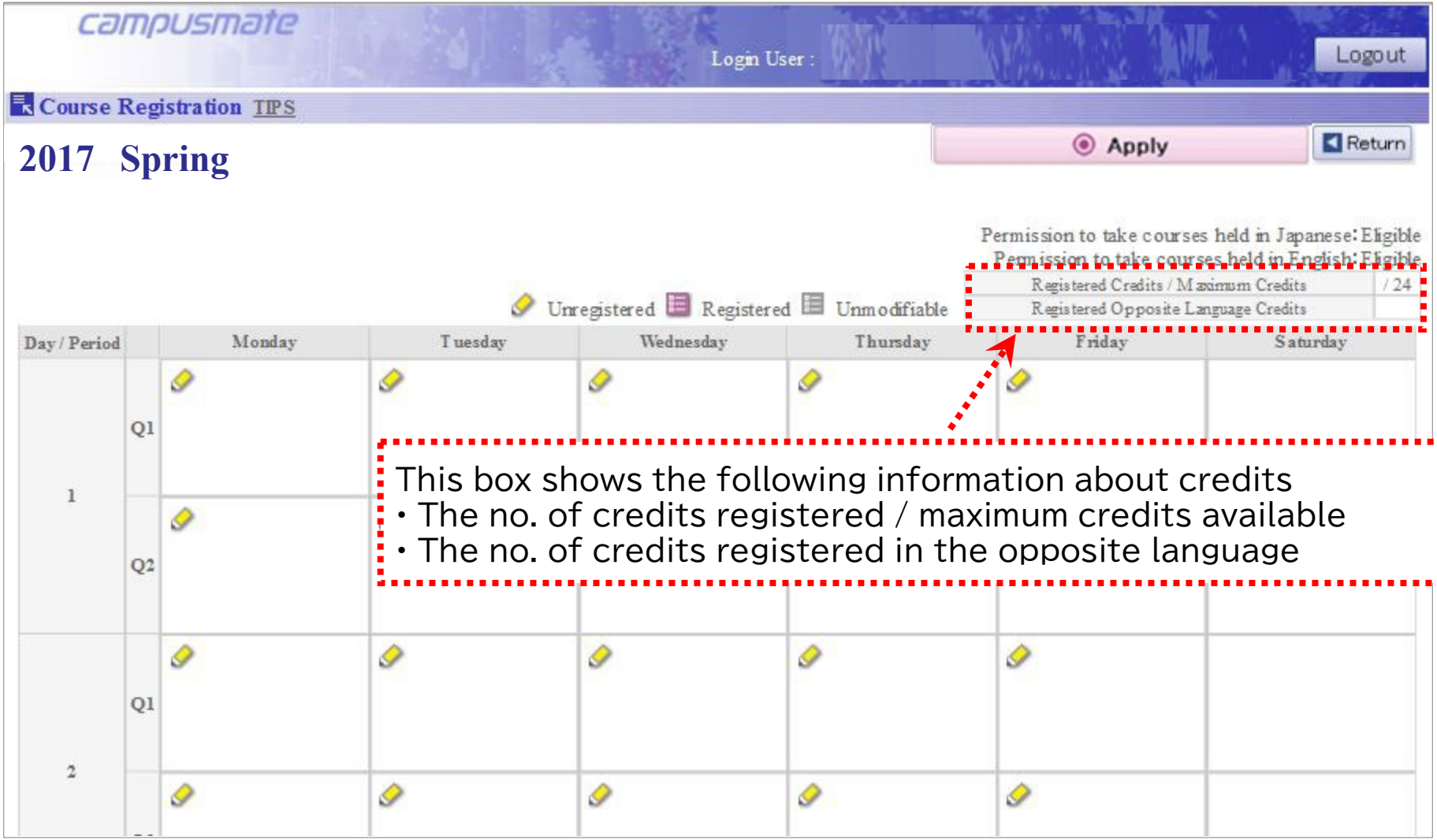
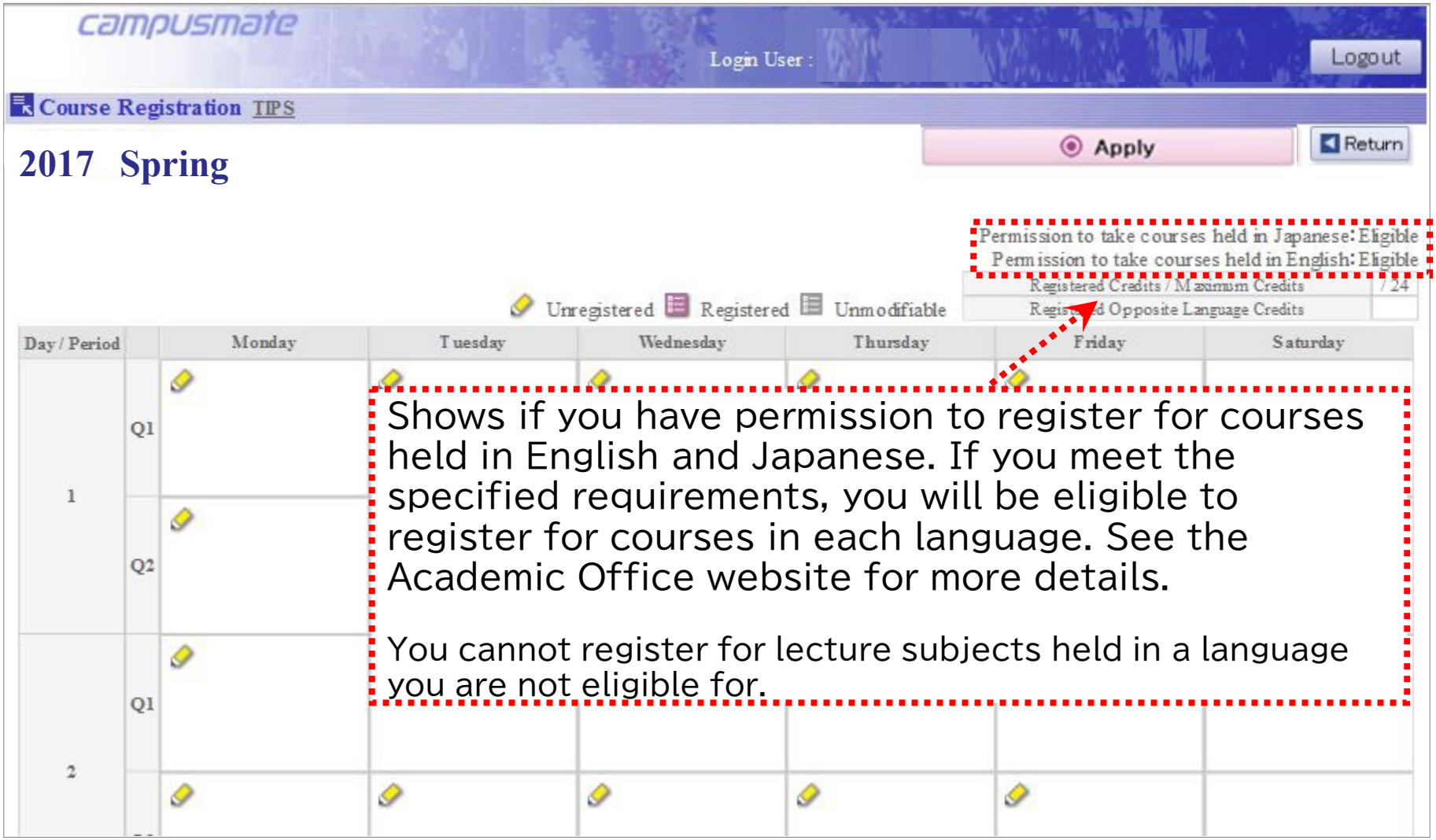


# Course Registration Page Details - 5




Shows if you have permission to register for courses held in English and Japanese. If you meet the specified requirements, you will be eligible to register for courses in each language. See the Academic Office website for more details.

You cannot register for lecture subjects held in a language you are not eligible for.

# ➢ Course Registration Page Details - 6

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campusmate

Login User :

Logout

Course Registration TIPS

2017 Spring

Apply Return

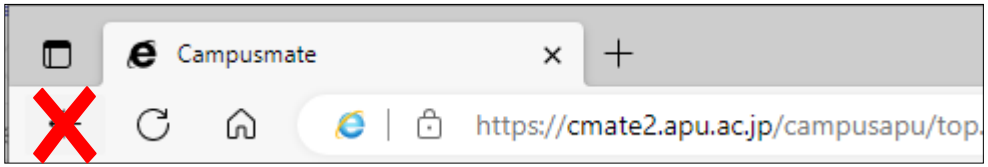
Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible

| | |
|---|---|
| Registered Credits / Maximum Credits | / 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 only use this “Return” button. Do not use your browser’s Back/Forward buttons to navigate the website.



# ➢ Course Registration (Choosing Classes)

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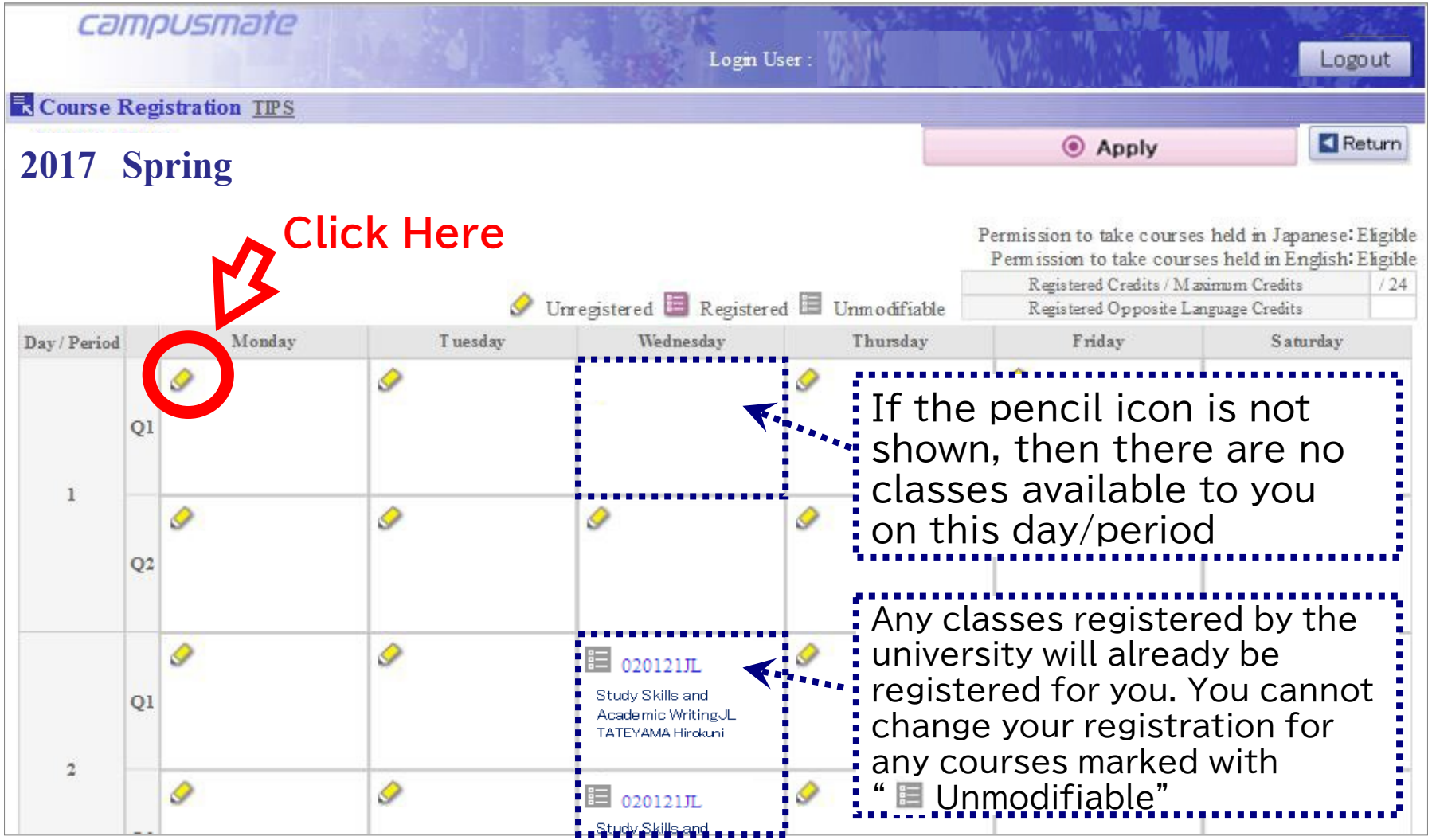
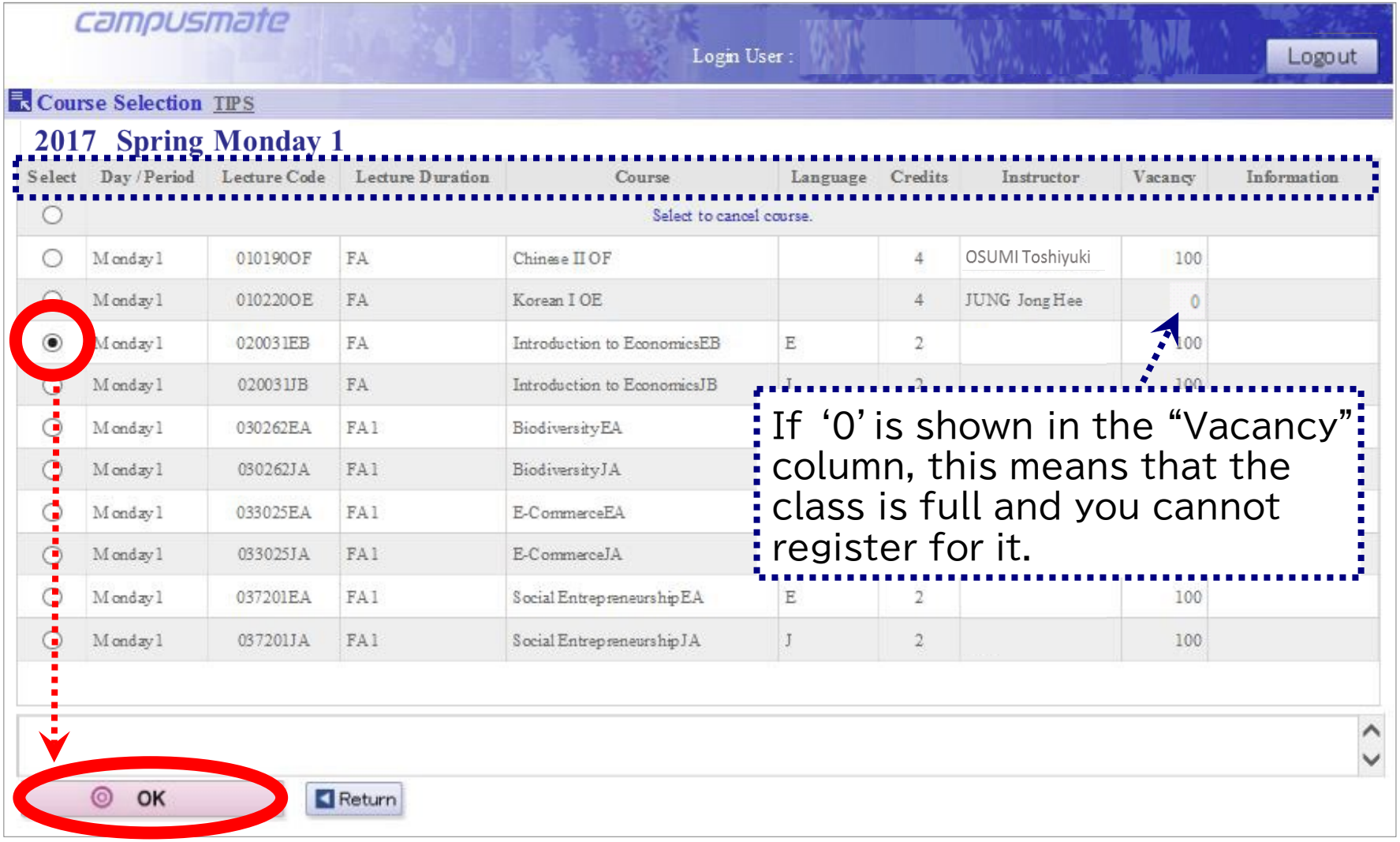
Click on the “ Unregistered” icon for the period/day your chosen class is scheduled in.



# ➢ Course Registration (Choosing Classes)

Select the subject you want to register for using the “Select” column, then click on “OK”.




| Select | Day / Period | Lecture Code | Lecture Duration | Course | Language | Credits | Instructor | Vacancy | Information |
|---|---|---|---|---|---|---|---|---|---|
| ○ | Monday1 | 010190OF | FA | Chinese II OF | | 4 | OSUMI Toshiyuki | 100 | |
| ○ | Monday1 | 010220OE | FA | Korean I OE | | 4 | JUNG Jong Hee | 0 | |
| ◉ | Monday1 | 020031EB | FA | Introduction to EconomicsEB | E | 2 | | 100 | |
| ○ | Monday1 | 020031JB | FA | Introduction to EconomicsJB | J | 2 | | 100 | |
| ○ | Monday1 | 030262EA | FA1 | BiodiversityEA | | | | | |
| ○ | Monday1 | 030262JA | FA1 | BiodiversityJA | | | | | |
| ○ | Monday1 | 033025EA | FA1 | E-CommerceEA | | | | | |
| ○ | Monday1 | 033025JA | FA1 | E-CommerceJA | | | | | |
| ○ | Monday1 | 037201EA | FA1 | Social EntrepreneurshipEA | E | 2 | | 100 | |
| ○ | Monday1 | 037201JA | FA1 | Social EntrepreneurshipJA | J | 2 | | 100 | |

# ➢ Course Registration (Choosing Classes)

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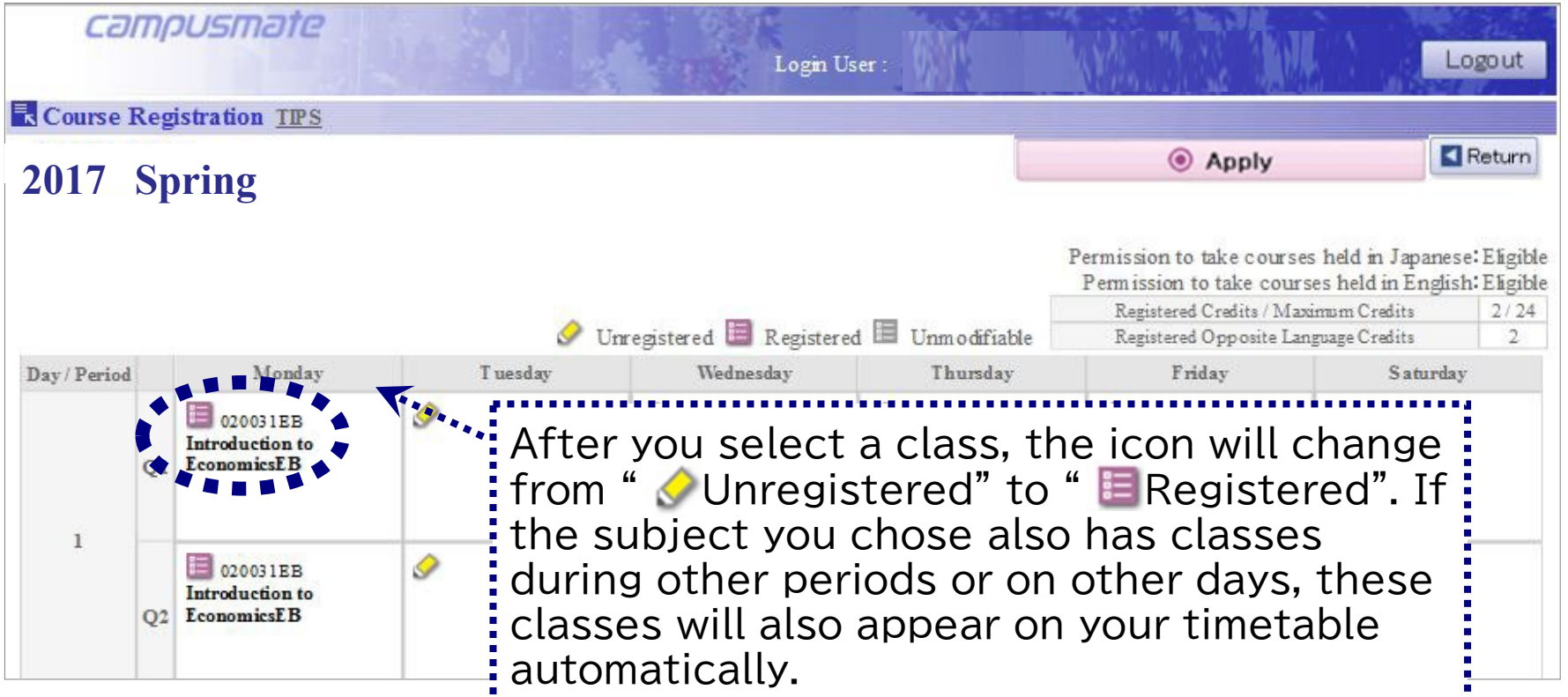
Confirm that the class you chose has appeared on your timetable.




After you select a class, the icon will change from “ Unregistered” to “ Registered”. If the subject you chose also has classes during other periods or on other days, these classes will also appear on your timetable automatically.

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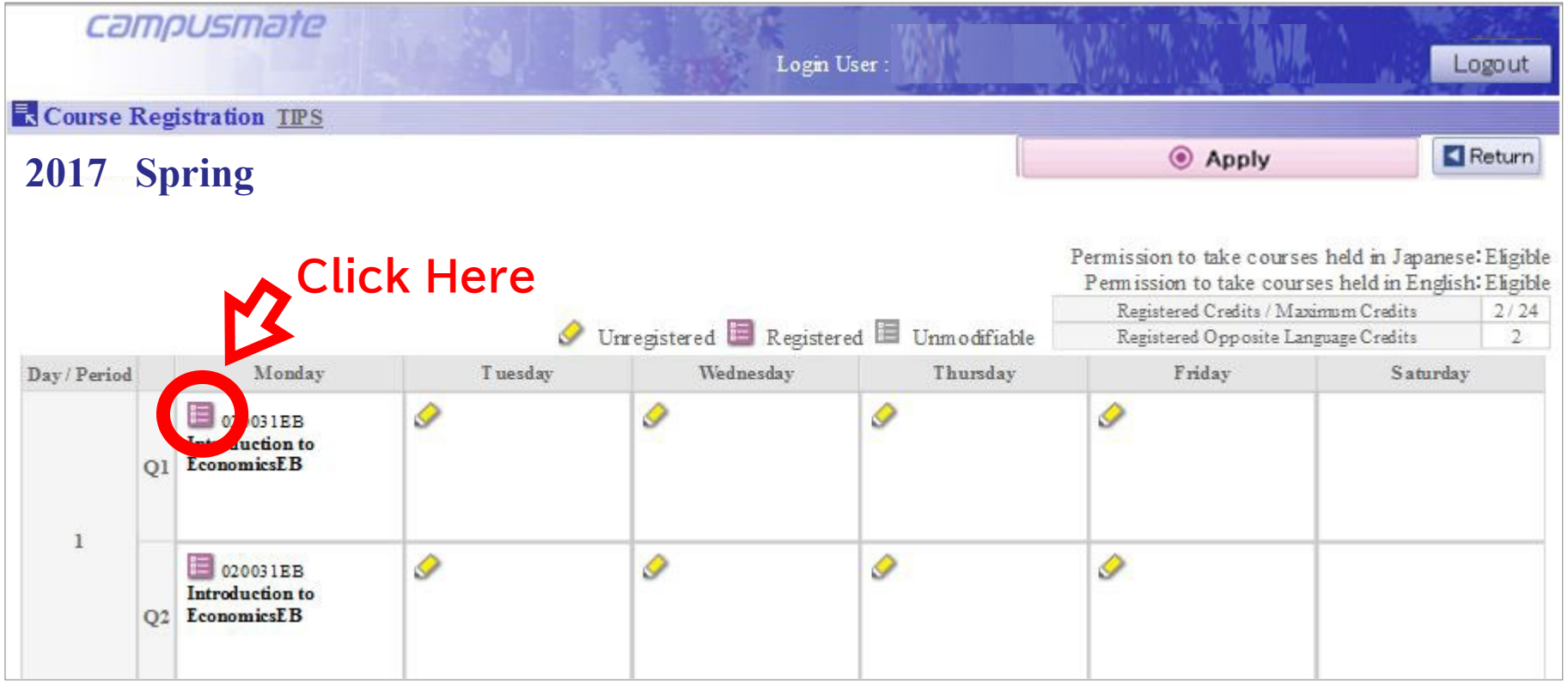
# ➢ Deleting your Course Registration

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



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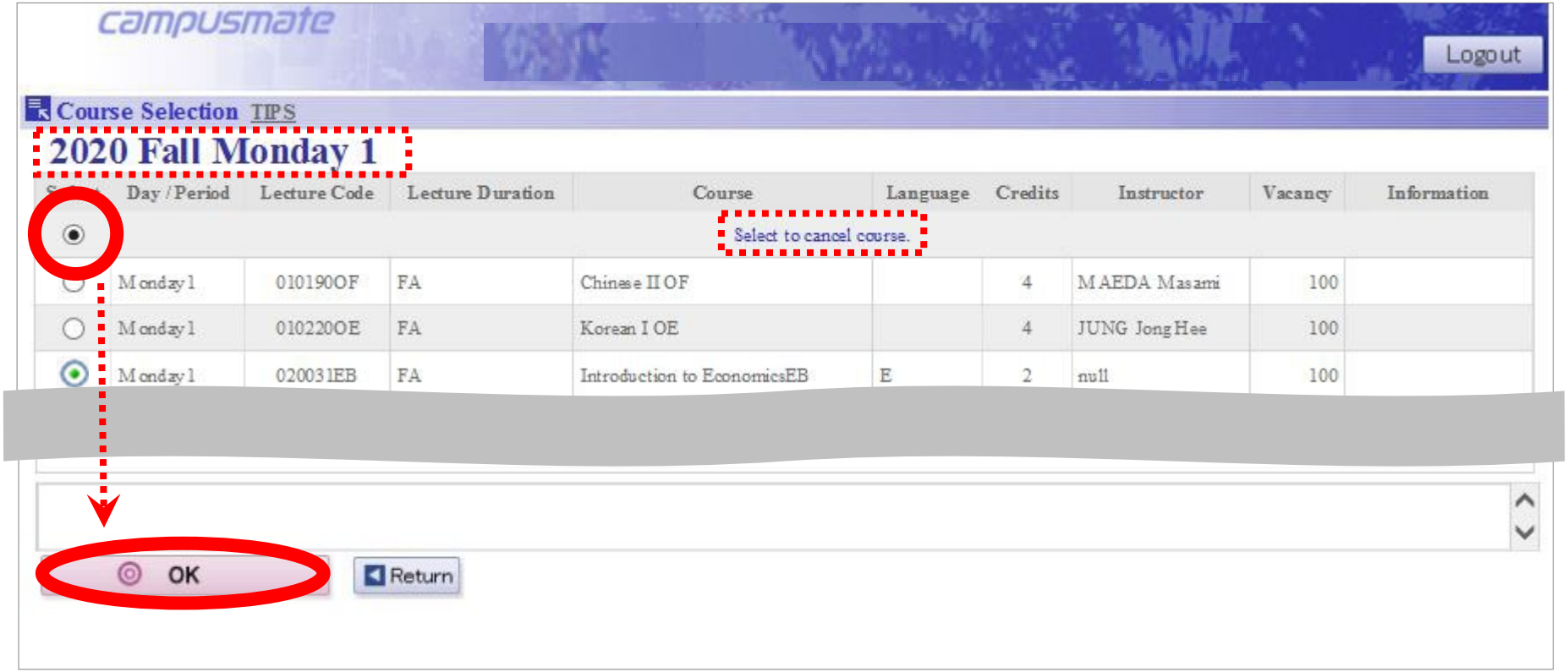
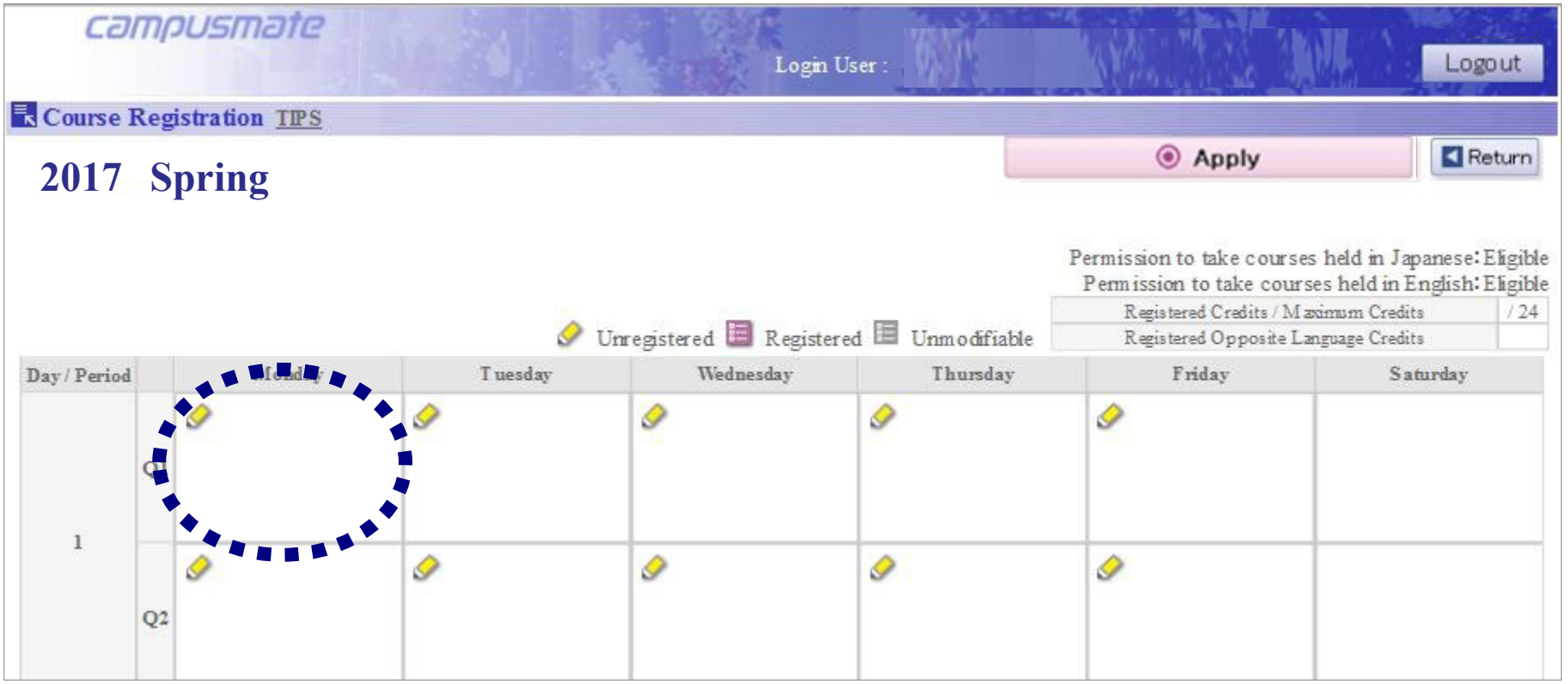
# ➢ Deleting your Course Registration

Select the option “Select to cancel course” at the top of the list of classes, then click “OK”.



# ➢ Deleting your Course Registration

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



# Finalizing your Course Registration

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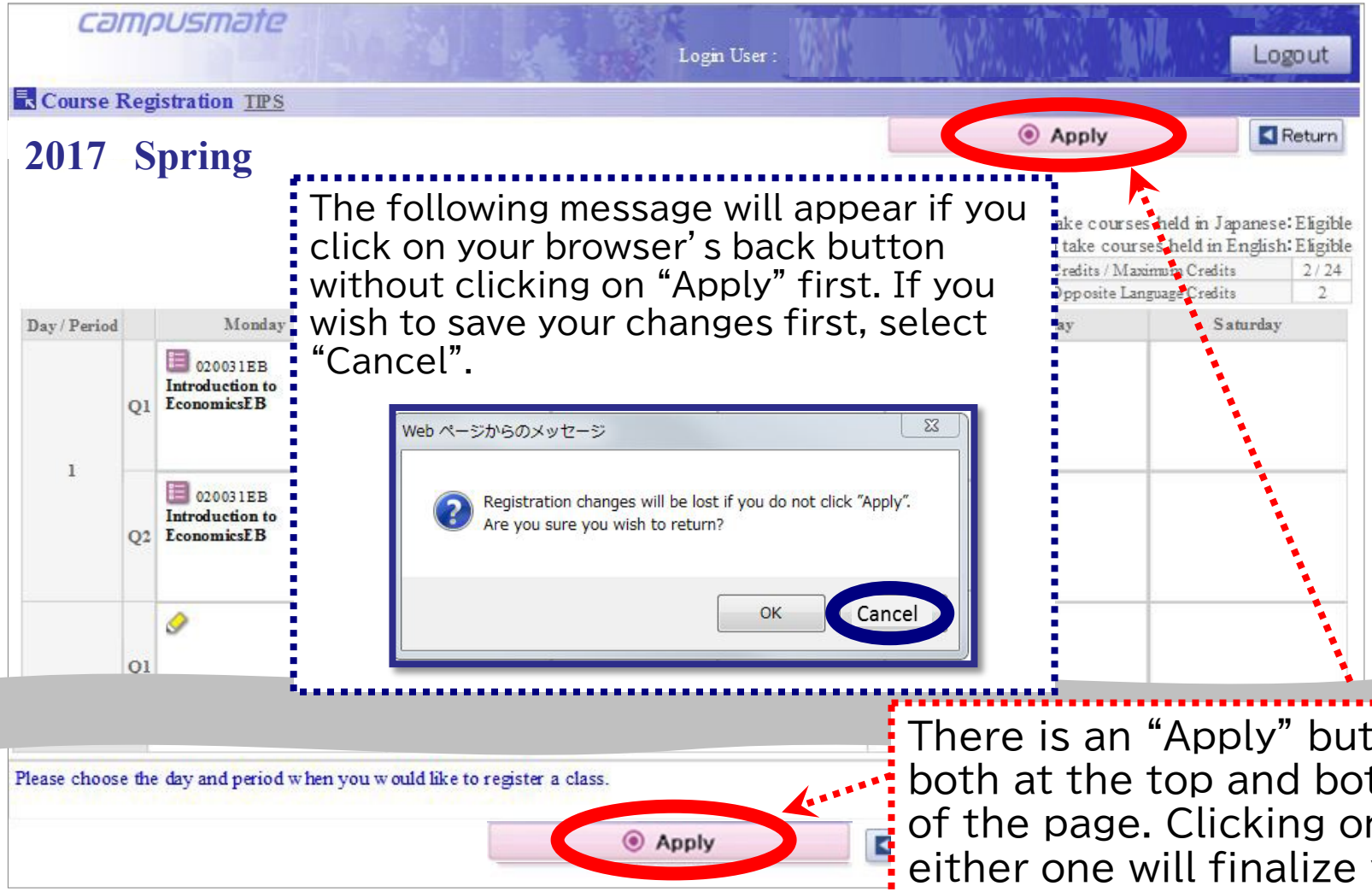
After you have finished adding and removing classes, click on the “Apply” button to save the changes and finalize your registration. **Please note that if you do not click on this button, your registration will NOT be saved.**




The following message will appear if you click on your browser’s back button without clicking on “Apply” first. If you wish to save your changes first, select “Cancel”.

There is an “Apply” button both at the top and bottom of the page. Clicking on either one will finalize your registration.

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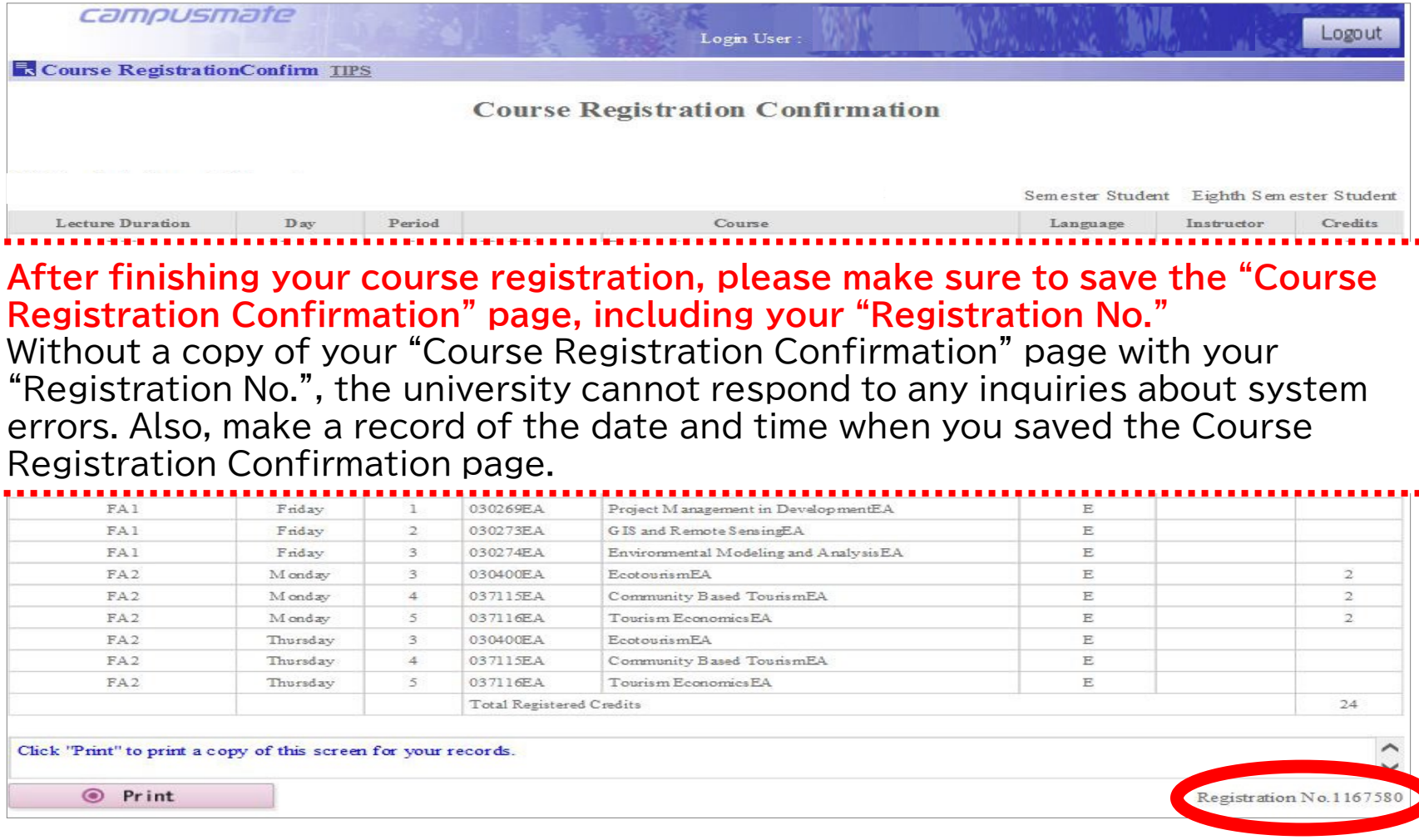
# ➢ Saving the Course Registration Confirmation Page

After clicking on “Apply”, the “Course Registration Confirmation” page will be displayed. This page lists the classes you have successfully registered for.




**After finishing your course registration, please make sure to save the “Course Registration Confirmation” page, including your “Registration No.”**
Without a copy of your “Course Registration Confirmation” page with your “Registration No.”, the university cannot respond to any inquiries about system errors. Also, make a record of the date and time when you saved the Course Registration Confirmation page.

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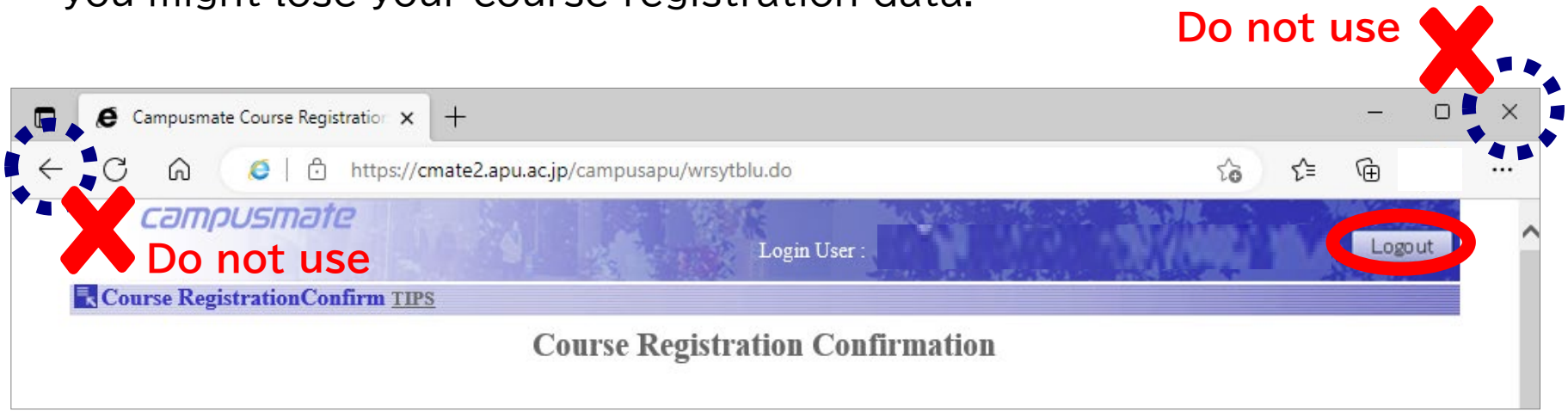
# ➢ Logging Out of Course Registration

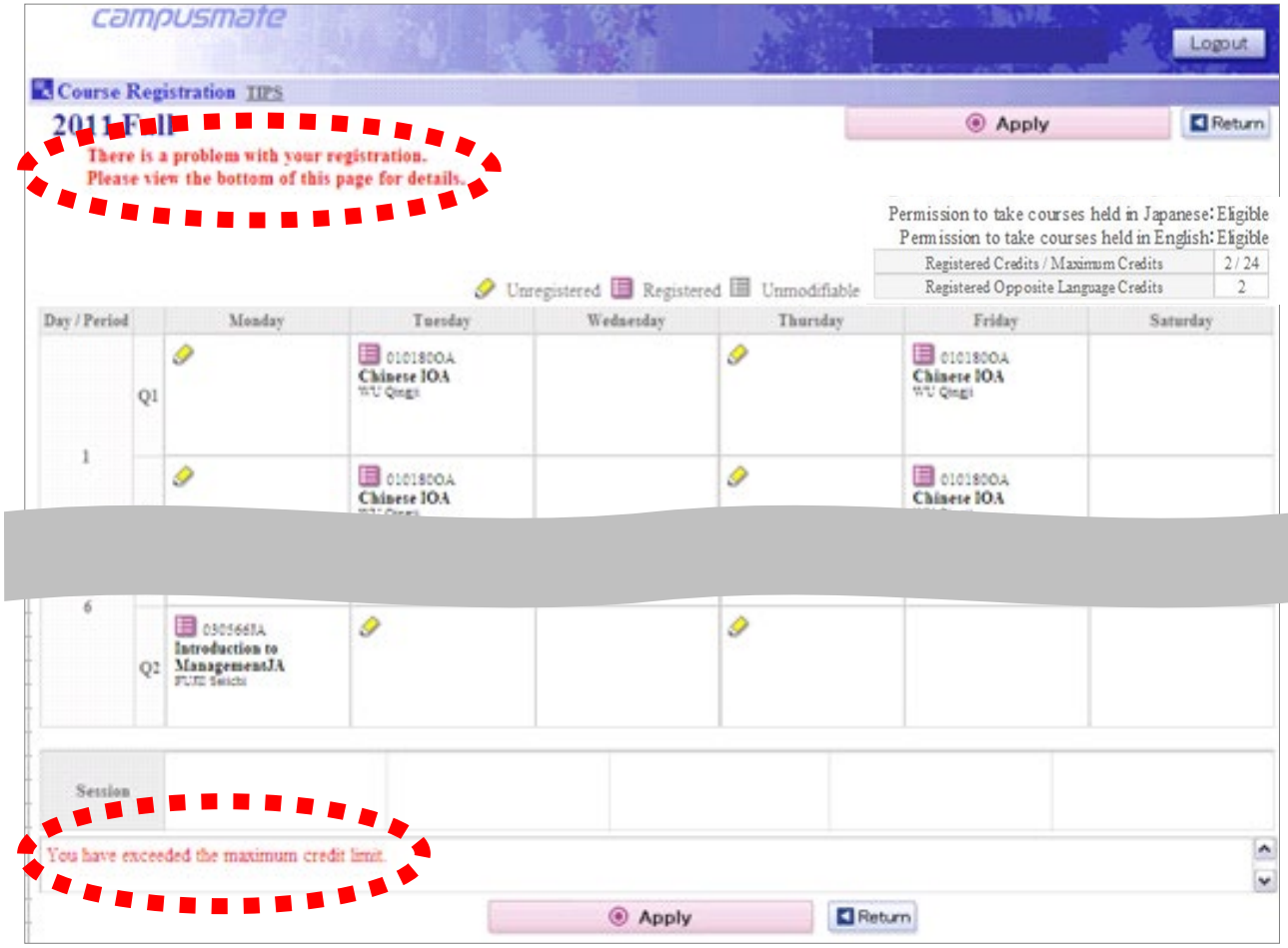
Make sure you log out of Campusmate before closing the website. If you want to continue registering for courses, please log out and log in again.

You cannot log out by closing the browser window or clicking on your browser's back button. This may cause an error, and you might lose your course registration data.



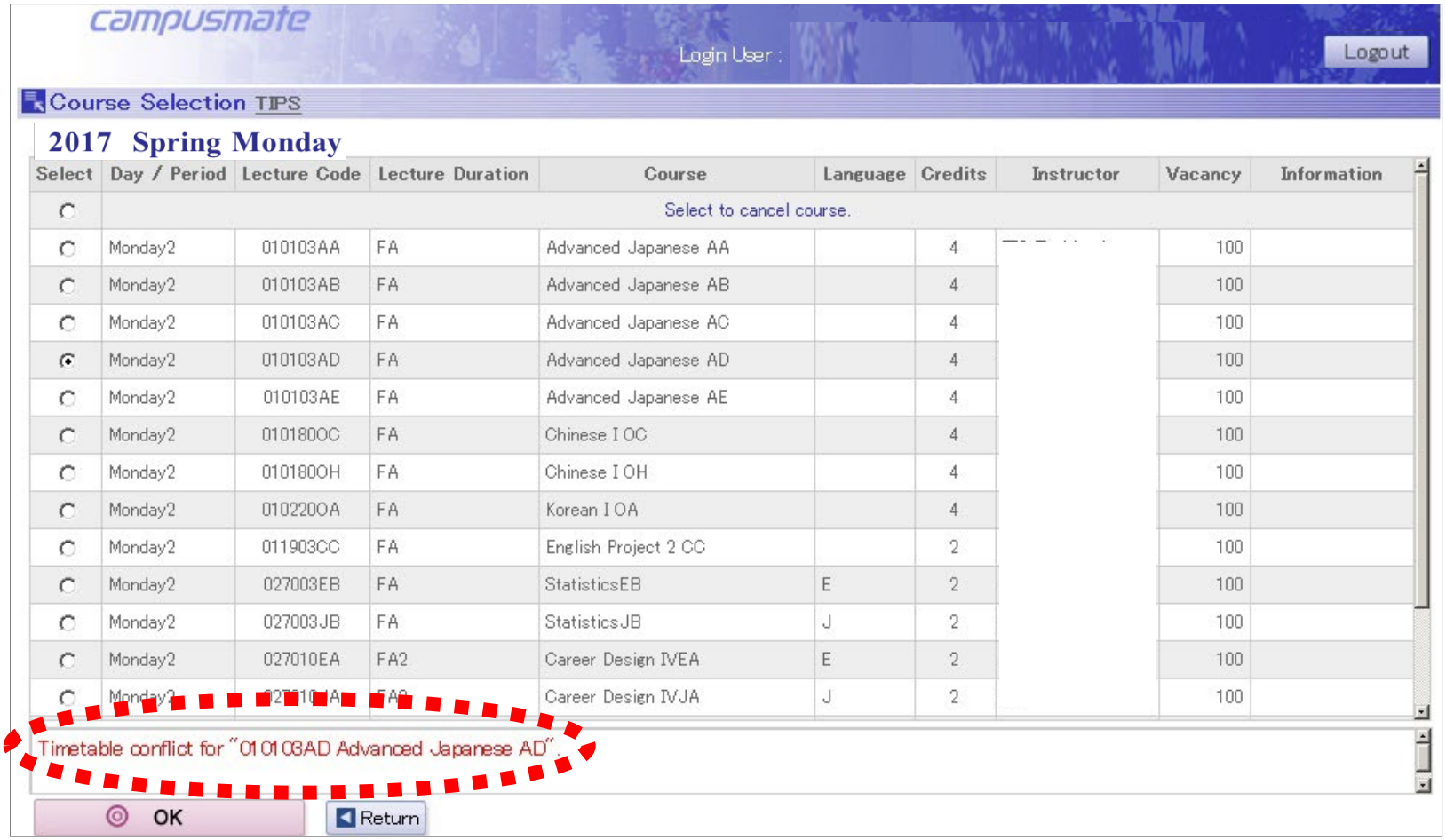
# Error Messages and Solutions ①

If there are any errors in your registration, an error message will be displayed at the top of the page. Please check the error information at the bottom of the page.



# ➢ Error Messages and Solutions ②

If there are any errors in your registration, an error message will be displayed at the top of the page. Please check the error information at the bottom of the page.




| Select | Day / Period | Lecture Code | Lecture Duration | Course | Language | Credits | Instructor | Vacancy | Information |
|---|---|---|---|---|---|---|---|---|---|
| | Monday2 | 010103AA | FA | Advanced Japanese AA | | 4 | | 100 | |
| | Monday2 | 010103AB | FA | Advanced Japanese AB | | 4 | | 100 | |
| | Monday2 | 010103AC | FA | Advanced Japanese AC | | 4 | | 100 | |
| ◉ | Monday2 | 010103AD | FA | Advanced Japanese AD | | 4 | | 100 | |
| | Monday2 | 010103AE | FA | Advanced Japanese AE | | 4 | | 100 | |
| | Monday2 | 010180OC | FA | Chinese I OC | | 4 | | 100 | |
| | Monday2 | 010180OH | FA | Chinese I OH | | 4 | | 100 | |
| | Monday2 | 010220OA | FA | Korean I OA | | 4 | | 100 | |
| | Monday2 | 011903CC | FA | English Project 2 CC | | 2 | | 100 | |
| | Monday2 | 027003EB | FA | StatisticsEB | E | 2 | | 100 | |
| | Monday2 | 027003JB | FA | StatisticsJB | J | 2 | | 100 | |
| | Monday2 | 027010EA | FA2 | Career Design IVEA | E | 2 | | 100 | |
| | Monday2 | [illegible] | [illegible] | Career Design IVJA | J | 2 | | 100 | |

# ➢ Error Messages and Solutions ③

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There is a cause and solution for each error message. You will not be able to complete your course registration until you identify and resolve the cause of the error.

| Error Message | Solution |
|---|---|
| Timetable conflict for “Course”. | **Please delete one of the conflicting courses.** You cannot register for multiple courses scheduled for the same day/period. Please check the timetable and change your registration. |
| Maximum credit registration limit exceeded. | **Please delete courses so you no longer exceed the credit limit.** Your maximum credit limit for each semester is determined by your school year. Please change your registration so that you do not exceed this limit. |
| “Course” is already registered. | **Please delete one of the duplicate courses.** Please note that even if there several classes offered for one subject, you may only register for one of them. |
| No openings remain for “Course”. | **Please delete your registration for the course.** Even if there were spaces available when you selected the course, the course may have filled up before you clicked on “Apply”. |