

# Course 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.

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.

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

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

Campusmate - J

Text Size **L** **M** **S** Logout

**HOME** | **School Affairs Posting** | **Syllabus**

**Information**

0 New Messages

View All

**Action Required**

You have no messages.

0 New Messages

View All

**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.

*campusmate*

Login

☐ Japanese ☒ English

User ID

Password

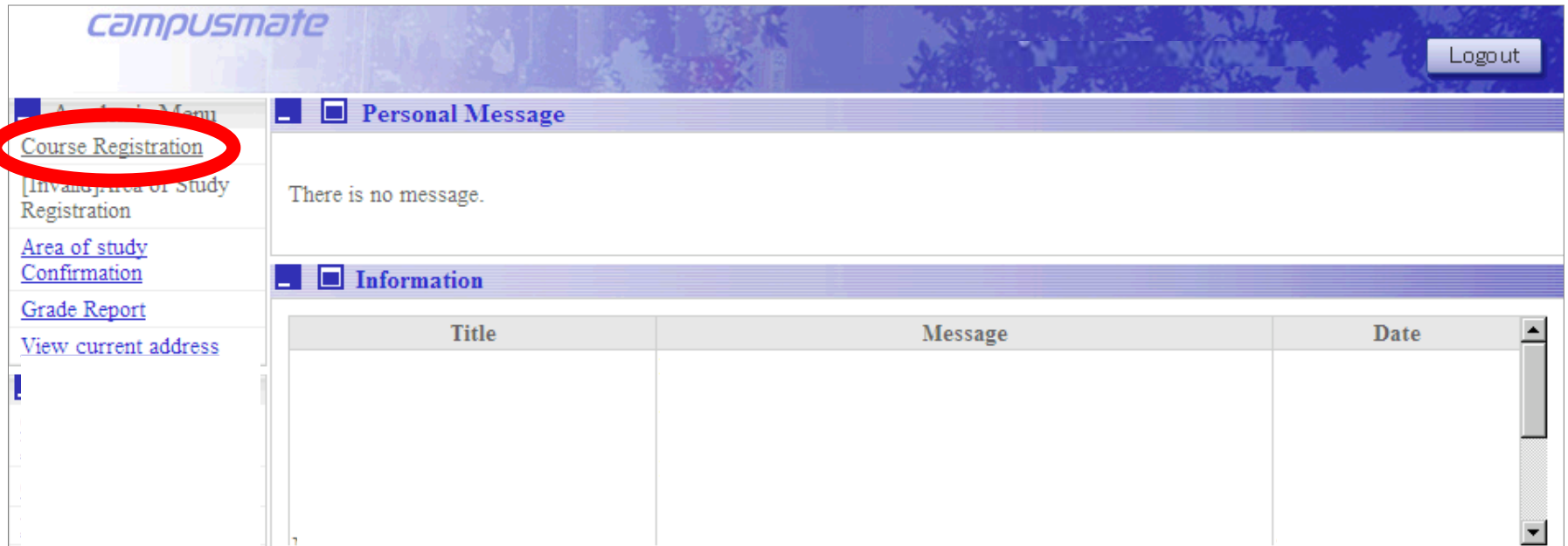
Login Clear

Information

Title	Message	Date
The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.		

## ➤ Opening the Course Registration Page

Click on “Course Registration” from the Academic Menu.



The screenshot shows the campusmate website interface. The top header features the 'campusmate' logo on the left and a 'Logout' button on the right. Below the header, there is a navigation bar with a 'Personal Message' section containing the text 'There is no message.' and an 'Information' section. On the left side, there is a vertical menu titled 'Academic Menu' which includes links for 'Course Registration', '[Invalid] Area of Study Registration', 'Area of study Confirmation', 'Grade Report', and 'View current address'. The 'Course Registration' link is circled in red.

Title	Message	Date

# ➤ Course Registration Page Details - 1

*campusmate*

Login User :

**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

**Your class timetable**

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 1 <sup>st</sup> Quarter					
	Q2 2 <sup>nd</sup> Quarter					
2	Q1					

**Day of the week**


**Period**

## ➤ Course Registration Page Details - 2

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Login User :




**Course Registration** [TIPS](#)





















**2017 Spring**  The academic year and semester will be shown here.

☒ Save Changes

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						
						

# ➤ Course Registration Page Details - 3

*campusmate*




Login User :


















**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 					
						

Icons (3 types)  
These icons indicate the status of your course registration

# ➤ Course Registration Page Details - 4

*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

Unregistered
 Registered
 Unmodifiable

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

This box shows the following information about credits

- The no. of credits registered / maximum credits available
- The no. of credits registered in the opposite language

Registered Credits / Maximum Credits / 24

Registered Opposite Language Credits



## ➤ Course Registration Page Details - 5

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					

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

**campusmate** Login User: [ ] Logout

**Course Registration** [TIPS](#)

**2017 Spring**

**Apply** **Return**

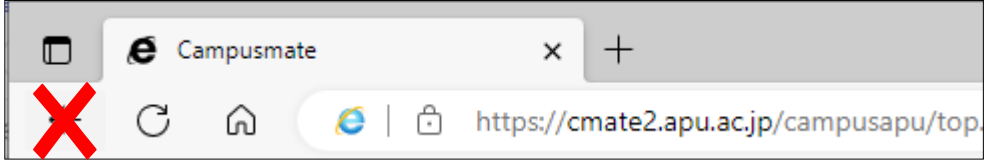
Permission to take courses held in Japanese: Eligible  
 Permission to take courses held in English: Eligible

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)

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

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Login User :




**Course Registration** [TIPS](#)

2017 Spring


☒ Apply

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


Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 					
	Q2 					
2	Q1 		 020121JL Study Skills and Academic WritingJL TATEYAMA Hirokuni			
			 020121JL Study Skills and			

**Legend:**  Unregistered  Registered  Unmodifiable

**Registered Credits / Maximum Credits** / 24  
**Registered Opposite Language Credits**

**Click Here** 

If the pencil icon is not shown, then there are no classes available to you on this day/period

Any classes registered by the university will already be registered for you. You cannot change your registration for any courses marked with “ Unmodifiable”

## ➤ Course Registration (Choosing Classes)

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

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Login User :  Logout

Course Selection IPS

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"/>	Monday1	010190OF	FA	Chinese II OF		4	OSUMI Toshiyuki	100	
<input type="radio"/>	Monday1	010220OE	FA	Korean I OE		4	JUNG Jong Hee	0	
<input checked="" type="radio"/>	Monday1	020031EB	FA	Introduction to EconomicsEB	E	2		100	
<input type="radio"/>	Monday1	020031JB	FA	Introduction to EconomicsJB	J	2		100	
<input type="radio"/>	Monday1	030262EA	FA1	BiodiversityEA					
<input type="radio"/>	Monday1	030262JA	FA1	BiodiversityJA					
<input type="radio"/>	Monday1	033025EA	FA1	E-CommerceEA					
<input type="radio"/>	Monday1	033025JA	FA1	E-CommerceJA					
<input type="radio"/>	Monday1	037201EA	FA1	Social EntrepreneurshipEA	E	2		100	
<input type="radio"/>	Monday1	037201JA	FA1	Social EntrepreneurshipJA	J	2		100	

If '0' is shown in the “Vacancy” column, this means that the class is full and you cannot register for it.

☒ OK

## ➤ Course Registration (Choosing Classes)

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

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Login User :

**Course Registration** [TIPS](#)

**2017 Spring**

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


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

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

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.



## ➤ 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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Login User :

**Course Registration** [TIPS](#)

**2017 Spring**

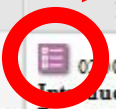
Permission to take courses held in Japanese: Eligible  
 Permission to take courses held in English: Eligible

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 020031EB Introduction to EconomicsEB Q1					
	 020031EB Introduction to EconomicsEB Q2					

Unregistered  Registered  Unmodifiable

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

Click Here



## ➤ Deleting your Course Registration

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

The screenshot shows the 'campusmate' interface for course selection. At the top right is a 'Logout' button. Below the header is a 'Course Selection TIPS' section. A red dashed box highlights the text '2020 Fall Monday 1' above the table. The table has columns: Day / Period, Lecture Code, Lecture Duration, Course, Language, Credits, Instructor, Vacancy, and Information. The first row of the table has a radio button in the 'Day / Period' column, which is circled in red. A red dashed arrow points from this radio button to the 'OK' button at the bottom of the page. Another red dashed box highlights the text 'Select to cancel course.' in the 'Course' column of the first row. The 'OK' button is also circled in red.

Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input checked="" 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 JongHee	100	
<input type="radio"/> Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	null	100	

Buttons: OK, Return

## ➤ Deleting your Course Registration

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

*campusmate*

Login User :

**Course Registration** [TIPS](#)

**2017 Spring**

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

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
Q2						

Unregistered 
 Registered 
 Unmodifiable

Registered Credits / Maximum Credits	/ 24
Registered Opposite Language Credits	



## ➤ Finalizing your Course Registration

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.**

**2017 Spring**

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”.

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?

OK Cancel

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

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

## ➤ 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.

**Course Registration Confirmation**

Semester Student Eighth Semester Student

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Friday	1	030269EA Project Management in DevelopmentEA	E		
FA1	Friday	2	030273EA GIS and Remote SensingEA	E		
FA1	Friday	3	030274EA Environmental Modeling and AnalysisEA	E		
FA2	Monday	3	030400EA EcotourismEA	E		2
FA2	Monday	4	037115EA Community Based TourismEA	E		2
FA2	Monday	5	037116EA Tourism EconomicsEA	E		2
FA2	Thursday	3	030400EA EcotourismEA	E		
FA2	Thursday	4	037115EA Community Based TourismEA	E		
FA2	Thursday	5	037116EA Tourism EconomicsEA	E		
Total Registered Credits						24

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

**Print**

Registration No.1167580

## ➤ 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.

Do not use 



## ➤ 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.

The screenshot shows the 'campusmate' Course Registration IIPS interface. At the top, there is a 'Logout' button. Below it, the page title is 'Course Registration IIPS' with a '2011 Fall' dropdown menu. To the right of the dropdown are 'Apply' and 'Return' buttons. A red dashed circle highlights an error message at the top left: 'There is a problem with your registration. Please view the bottom of this page for details.' To the right of this message, it states 'Permission to take courses held in Japanese: Eligible' and 'Permission to take courses held in English: Eligible'. Below this, a table shows 'Registered Credits / Maximum Credits' as '2 / 24' and 'Registered Opposite Language Credits' as '2'. The main part of the page is a course schedule table with columns for 'Day / Period', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. The table shows two rows of courses: 'Q1' and 'Q2'. The 'Q1' row shows 'Chinese IOA' on Tuesday and Friday. The 'Q2' row shows 'Introduction to ManagementJA' on Monday. A large grey rectangular area obscures the middle part of the schedule. At the bottom, another red dashed circle highlights an error message: 'You have exceeded the maximum credit limit.' Below this message are 'Apply' and 'Return' buttons.

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Q1		0101800A Chinese IOA WU Qing			0101800A Chinese IOA WU Qing	
Q2	0301667A Introduction to ManagementJA FUJII Satoshi					

## ➤ 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.

**campusmate**

Login User :  Logout

**Course Selection TIPS**

**2017 Spring Monday**

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	[Instructor Name]	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	0101800C	FA	Chinese I OC		4		100	
<input type="radio"/>	Monday2	0101800H	FA	Chinese I OH		4		100	
<input type="radio"/>	Monday2	0102200A	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".

OK Return

## ➤ Error Messages and Solutions ③

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”.	<p><b>Please delete one of the conflicting courses.</b>            You cannot register for multiple courses scheduled for the same day/period. Please check the timetable and change your registration.</p>
Maximum credit registration limit exceeded.	<p><b>Please delete courses so you no longer exceed the credit limit.</b>            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.</p>
“Course” is already registered.	<p><b>Please delete one of the duplicate courses.</b>            Please note that even if there several classes offered for one subject, you may only register for one of them.</p>
No openings remain for “Course”.	<p><b>Please delete your registration for the course.</b>            Even if there were spaces available when you selected the course, the course may have filled up before you clicked on “Apply”.</p>