

Application Procedure for Undergraduate Seminar Courses (via manaba)

Application Period: 2020/12/2(10:00)~2020/12/16 (16 : 30 JST)

1. Log in to manaba
2. ①Go to "Current Courses" and click on ② "21SP Seminar Application"

My Page Courses Library re

Announcements
2020-09-10 ◀ 2020年秋 semester における manaba の利用 に関する お願 い ・ Request Use of manaba Durin...

My Courses
You can add a new "Course" to give assignments, distribute materials and have announcements to students.
> Add Course

Thumbnail List ① Current Courses All years

Course Name	Year	Lecture Info	Teacher
② [APS3]21SP Seminar Application	2021		APU_Seminar
manaba FAQ Course	2020		manaba
TestUndergraduate thesis70(APM SHIGA Mai)	2020		APU_Seminar
For Submission of the Outstanding Undergraduate Theses and (APM) Rubric of Undergraduate Theses	2020		APU_Seminar

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

My Page Courses Library

133535-20201112134524
[APS3]21SP Seminar Application

Tests ③ Surveys ④ Assignments Projects Grades Forum

Surveys

Title	Status	Start
④ Seminar Application /ゼミ申請	In progress Not submitted	2020-11-12 13:50

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

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.
- ✘**Cancellations or changes cannot be made** once you have submitted your application(s).
- ✘Students are only allowed take a **main seminar class from within their college.**(However, you may take a sub-seminar from either college.)
- ✘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).

Q. Does any of the following apply to you?

- a** The seminar instructor specifies a separate assignment and clearly indicates that he/she does not require applicants to write an 'application essay'.
- b** I had previously been taking the seminar and wish to return to the seminar next semester when I come back from an exchange program or a leave of absence.
- c** I wish to continue taking a sub-seminar under the same instructor in the following semester.

NO

YES

Q. Did your desired seminar instructor specify on the syllabus or during consultation that you need to submit a 'Separate Assignment'?

Q. Which one applies to you?

NO

YES

a

b

c

Application Requirement

Enter only the 'Application Essay' in manaba

Enter both the 'Application Essay' and the 'Assignment' in manaba

Enter (or upload) only the 'Assignment' in manaba
(No need to provide the 'Application Essay')

No need to provide the 'Application Essay'.
*Please check the syllabus or confirm with the seminar instructor regarding whether you need to submit any assignment(s).

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

A screenshot of a web form. At the top is a large, empty light blue text area with a vertical scrollbar on the right. Below it, the text "0 characters" is displayed. Underneath is a small input field with a button labeled "参照...". At the bottom, there are two buttons: "Quit (Save)" and "Confirm". The "Confirm" button is highlighted with a blue rectangular border, and a blue arrow points to it from the right. A circled number "6" is placed above the "Confirm" button.

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

A screenshot of the "Survey Room" interface. At the top, there is a navigation bar with tabs for "Tests", "Surveys", "Assignments", "Projects", and "Grades". The "Surveys" tab is active and highlighted in green. To the right, there is a "Forum" button. Below the navigation bar, there are three buttons: "Enter", "Confirm", and "Finish". The "Confirm" button is highlighted in blue. Below this, there is a section titled "Seminar Application /ゼミ申請". It shows "Answers 10 / 19" and "Elapsed Time 00:04:48". A message states: "The survey is not yet submitted. Click the 'Submit' button below to submit. To modify your answers, please click 'Back.'". Below the message are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red rectangular border, and a red arrow points to it from the right. A circled number "7" is placed to the right of the "Submit" button.

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

A screenshot of the "Survey Room" interface. At the top, there are three buttons: "Enter", "Confirm", and "Finish". The "Finish" button is highlighted in blue and circled in yellow. A red checkmark is placed above the "Finish" button, and a circled number "8" is placed to its right. Below the buttons, there is a section titled "Seminar Application /ゼミ申請". It contains a table with the following information:

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 p
Status	In progress Submitted

Below the table, there is a section titled "Answers Submitted (Submitted on : 2020-11-12 17:09)". At the bottom, there is a navigation bar with "Answers 10 / 19" and "Elap".

This completes the application process. The screening result will be announced on 2021/1/27(Wed.) on our Academic Website (Undergraduate Seminar Course)