

## Cancellation Procedure for Undergraduate Seminar Courses (via manaba)

Cancellation Period: 2021/6/2(10:00)~2021/6/16 (16 : 30 JST)

Applicable Courses for Cancellation (during this period via manaba):

"Major Seminar I / II", "Graduation Research I / Research Seminar"

The 8<sup>th</sup> semester course, "Graduation Research II / Undergraduate Thesis" cannot be cancelled during this period.

The cancellation period for these courses are set during the registration period (until the final date of Correction Period I) for regular courses. It is requested to cancel them via campusmate by each student.

\*manaba for cancellation is available for use during the cancellation period, starting from December 2 (10:00am).

1. Long in to manaba.
2. Go to ①"Current Courses" and click on ② "21FA Seminar Cancellation"

The screenshot shows the 'My Courses' page in manaba. The 'Current Courses' dropdown menu is highlighted with a blue box and a circled 1. The '21FA Seminar Cancellation' course is highlighted with a blue box and a circled 2.

Course Name	Year	Lecture Info	Teacher
[APS3] 21FA Seminar Application	2021		APU_Seminar
21FA Seminar Cancellation	2021		APU_Seminar
[APS4] 21FA Seminar Application	2021		APU_Seminar
[APM3] 21FA Seminar Application	2021		APU_Seminar
[APM4] 21FA Seminar Application	2021		APU_Seminar

3. Go to ③"Surveys" and click on ④"2021FA 3<sup>rd</sup> and 4<sup>th</sup> year Seminar Cancellation"

The screenshot shows the 'Surveys Administration' page in manaba. The 'Surveys' tab is highlighted with a blue box and a circled 3. The '2021FA 3rd and 4th year Seminar Cancellation' survey is highlighted with a blue box and a circled 4.

No.	Title	Period	Publish / Unpublish	Submitter	Manage
1	2021FA 3rd and 4th year Seminar Cancellation	-	Unpublished	0 items	

4. You will see the screen shown below. Click on ⑤"Start"

The screenshot shows a web interface with a navigation bar at the top containing 'My Page', 'Courses', and 'Library'. Below the navigation bar, the page title is '21SP Seminar Cancellation' and the user is identified as 'APU\_S 2021'. A menu bar includes 'Tests', 'Surveys', 'Assignments', 'Projects', 'Grades', and 'Forum'. The main content area is titled 'Survey Room' and displays the following information:

2021SP 3rd and 4th year Seminar Cancellation / 2021春semester-3・4回生演習キャンセル申請	
Start	2020-11-16 11:00:00
End	2020-12-16 16:30:00
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Not submitted yet.

At the bottom of the survey room, there is a 'Start' button with a circled '5' next to it, which is highlighted by a red arrow.

5. Fill in the necessary information, and click on ⑥"Confirm"

The screenshot shows the 'Survey Room' page with a progress bar at the top containing 'Enter', 'Confirm', and 'Finish' buttons. The main content area displays the following information:

2021SP 3rd and 4th year Seminar Cancellation / 2021春semester-3・4回生演習キャンセル申請

Questions 5 Elapsed Time 00:06:47

[Q1.学籍番号/Student ID Number]  
40142012 (入力必須)

[Q2.氏名/Name]  
maishiga (入力必須)

[Q3. APUメールアドレス/APU E-mail address]  
seminar1@apu.ac.jp (入力必須)

[Q4.ゼミ担当教員名/Seminar Instructor]  
shiga (入力必須)

[Q5. キャンセルの理由をお答えください/Please select a reason why you cancel your seminar course]  
プルダウン選択問題です。選択肢は自由に書き換えてください。(選択必須)  
その他 / Other

At the bottom of the form, there are two buttons: 'Quit (Save)' and 'Confirm'. The 'Confirm' button is highlighted with a red box and a red arrow, and has a circled '6' next to it.

6. You will see the following screen if the required information is completely filled out.  
Then click on ⑦"Submit"

The screenshot shows the 'Survey Room' page with a progress bar at the top containing 'Enter', 'Confirm', and 'Finish' buttons. The main content area displays the following information:

2021SP 3rd and 4th year Seminar Cancellation / 2021春semester-3・4回生演習キャンセル申請

Answers 5 / 5 Elapsed Time 00:03:06

◆ The survey is not yet submitted. Click the 'Submit' button below to submit.  
◆ To modify your answers, please click 'Back'.

At the bottom of the page, there are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted with a red box and a red arrow, and has a circled '7' next to it.

7. Please make sure it is marked ⑧"Finish" as shown below.

**Survey Room**

Enter >>> Confirm > **Finish** ⑧

2021SP 3rd and 4th year Seminar Cancellation / 2021春 Semester 3・4回 生演習キャンセル

Start	2020-11-16 11:00:00
End	2020-12-16 16:30:00
Portfolio	Not added to anyone's portfolio.
Allowing resubmission	Allow resubmission at any time during the submission period.
Status	In progress Submitted

Answers Submitted (Submitted on : 2020-11-17 17:22)

This completes the cancellation process. You will be receiving a confirmation email from the Undergraduate Seminar Team in the Academic Office (seminar1@apu.ac.jp) within a few days after the cancellation period is closed.