

Application Procedure for Undergraduate Seminar Courses (via manaba)

Application Period: 2021/12/1(10:00)~2021/12/15 (16 : 30 JST)

1. Log in to manaba
2. ①Go to "Current Courses" and click on ② "22SP Seminar Application"

My Page Courses Library re

Announcements

2021-06-17 Have you finished your Multifactor Authentication(MFA) Settings? / 多要素認証 (MFA) は済ま...

My Courses

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

Thumbnail List Current Courses All years

Course Name	Year	Lecture Info	Teacher
[APS3]22SP Seminar Application	2022		APU_Seminar
[APM4]22SP Seminar Application	2022		APU_Seminar
[APM3]22SP Seminar Application	2022		APU_Seminar
[APM4]22SP Seminar Application	2022		APU_Seminar

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

My Page Courses Library Memos 日本語

133535-20210928115511 [APS3]22SP Seminar Application Settings APU_Seminar 2022

Tests Surveys Assignments Projects Grades Forum Resources

Surveys Administration View as Instructor Student

Multiple Selection Add Survey Import

Please check the submitted answers and collect surveys by clicking on the Manage menu.

No.▲	Title□	Period	Publish / Unpublish	Submitter	Manage
1	Seminar Application /ゼミ申請	- 2021-12-01 10:00 - 2021-12-15 16:30	Unpublished	0 items	

Export All Surveys

4. You will see the screen shown below. Click on ⑤"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.
- ※Students are only allowed take a **main seminar class from within their college.**(However, you may take a sub-seminar from either college.)
- ※ **Students are allowed to have only 1 choice for a sub-seminar , and the application procedure and period are the same as for the main seminar. If you want to take a seminar of the other college as a sub seminar, you can take only the sub seminar.**
- ※ **If you pass only the sub seminar, and the sub-seminar is that of your college; it will be changed to a main. If the sub-seminar is that of the other college; it will be taken as a sub.**
- ※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.

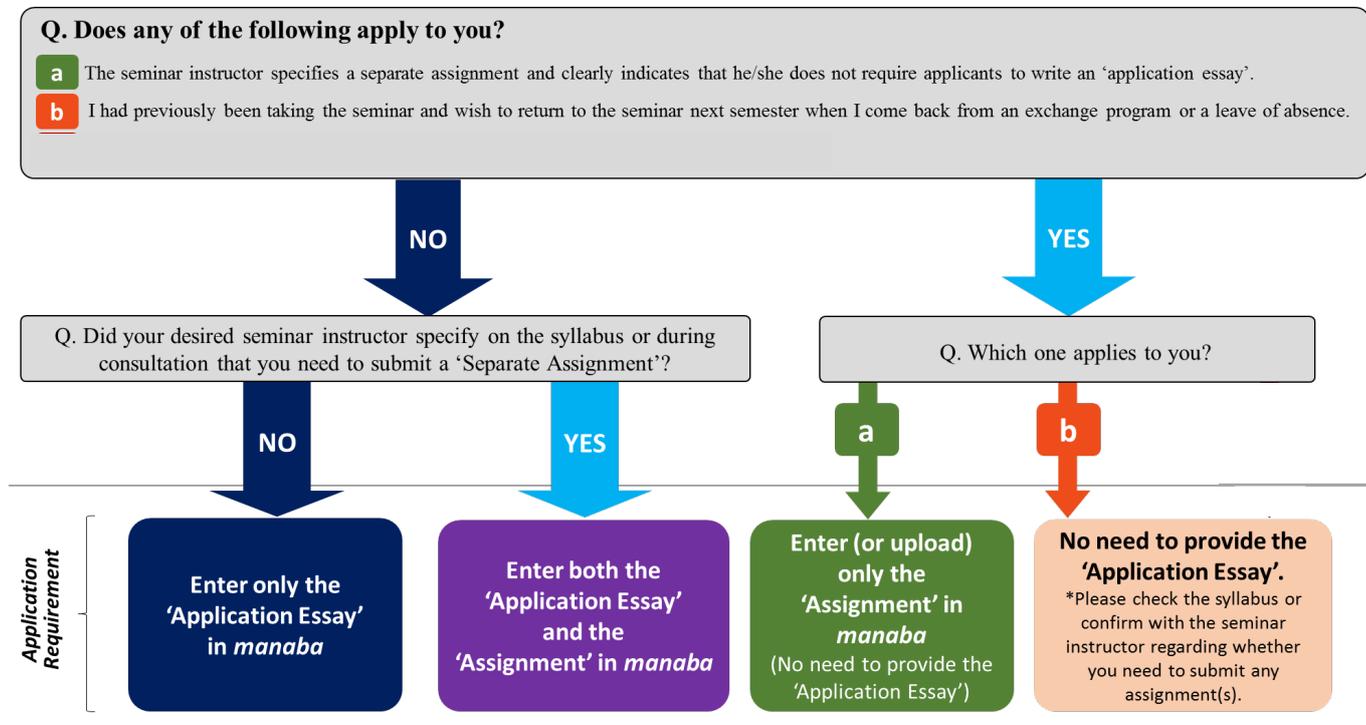
Application

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).



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

0 characters

参照...

⑥ Confirm

Quit (Save)

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

133535-20201112134524 APU_S 2021

[APS3]21SP Seminar Application

Tests Surveys Assignments Projects Grades Forum

Survey Room

Enter Confirm Finish

Seminar Application /ゼミ申請

Answers 10 / 19 Elapsed Time 00:04:48

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

Back Submit

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

Survey Room

Enter Confirm Finish

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 Submitted

Answers Submitted (Submitted on : 2020-11-12 17:09)

Answers 10 / 19 Elapsed Time

This completes the application process. The screening result will be announced on 2022/1/26(Wed.) on our Academic Website (Undergraduate Seminar Course)