

To Students Currently Taking 3rd and 4th Year Seminar Courses:

## **Your Seminar Classes will be Automatically Registered by the University!** **(Changes from spring 22: yellow highlights)**

The University recommends that students continuously take Seminar classes during the 2 years that they are offered. Therefore, after applying for and being accepted into a Seminar, students will be automatically registered for the seminar class under the same instructor until completion of the "Undergraduate Thesis" Seminar course. **Sub-seminars will also be automatically registered for up to 6 semester.** In case a student leaves their seminar in order to participate in exchange programs or take a leave of absence, the seminar will no longer be automatically registered even after resuming their studies at APU. Please note that a separate application is required.

If you no longer wish to continue taking your Seminar course, you need to cancel during the period below. If you do not cancel your Seminar course, the same course will be automatically registered the following semester. However, please be informed that even after cancelling 'Undergraduate Thesis/ Graduation Research II', it will automatically be registered again the following semester if the student remains enrolled at APU.)

### **Seminar Cancellation:**

**Schedule: Course Registration Period A, B, or Correction Period 1**  
for the semester in which the seminar is cancelled.

**Procedures for Cancelling: Cancellation can be done via Campusmate by each student.**

**Q:** I am planning to participate in Student Exchange (or take a leave of absence). Will my Seminar still be automatically registered?

**A:** **If you go on a leave of absence or study abroad, your seminars for the semester will be automatically cancelled.** If you wish to take a seminar after studying abroad or taking a leave of absence, you will need to apply for a new seminar in the semester immediately before you resume your studies at APU.

**Q:** Will a Seminar be automatically registered after completion of the Student Exchange Program (or LOA)?

**A:** No. Once you have cancelled a Seminar, the University will no longer automatically register it for you.

If you wish to take a Seminar course after returning to APU, you must submit a "New Seminar Application" the semester preceding your return. Details regarding Seminar applications can be found on the Academic Office homepage in addition to handouts given at Student Exchange Pre-Departure Guidance Sessions (Leave of Absence Guidance Sessions).

**Q:** I am thinking of changing Seminars. What do I need to do?

**A:** **Please submit a "New Seminar Application." Seminar Application Period: Wed, December 1(10:00) - Wed, December 15 (16:30:00) (JST)**

**When you submit a new application for a different seminar, the original seminar is considered cancelled. If you fail the seminar you applied for, you will not be able to take the original one**

**Q:** Will Sub-seminar courses be automatically registered as well?

**A:** **Sub-seminars will be automatically registered for up to 6 semester. There is no need to reapply.**