

# **3. Course Registration**

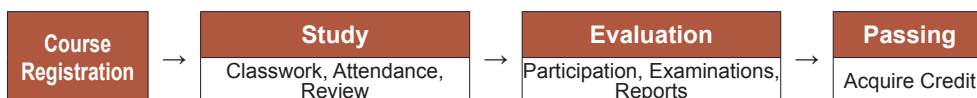


## 3.1 Registering for Courses

### 3.1.1 From Registration to Credit Completion

Course registration is the process of each student registering for classes they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and absolutely necessary in order to attend classes, receive credits, and graduate.

Course registration occurs each semester. Please check the Undergraduate Academic Handbook and syllabus (see p.135), refer to the course timetable and course registration section on the Academic Office website to create a study plan, then register for courses via Campusmate during the appropriate course registration period. If you are not fully prepared when the time to register comes, it can lead to either incomplete or incorrect registration of classes, costing you valuable time and effort. Please use extra caution when registering for classes to ensure you are able to progress in your study plan.



### Credit Registration Limits

There is a fixed maximum number of credits for which students may register each semester. Please note that this number differs depending on the student's curriculum. There are no minimum credit requirements per semester. However, there are minimum requirements when applying for certain scholarships and various programs. As the number of credits registered may impact visa status for international students, it is imperative that students register carefully. For more information, please consult with the Student Office.

### Maximum Number of Credits

(AY 2017 Curriculum and AY 2011 Curriculum)

Semester	Regular Students	Accelerated Graduation Program Students
1st Semester	18 Credits	-
2nd Semester	18 Credits	-
3rd Semester	20 Credits	24 Credits
4th Semester	20 Credits	24 Credits
5th Semester	20 Credits	24 Credits
6th Semester	20 Credits	24 Credits
7th Semester	24 Credits	24 Credits
8th Semester and over	24 Credits	24 Credits

Students who, due to a leave of absence or withdrawal from the University, are moved from the AY 2006 curriculum to the AY 2011 curriculum will be bound by the credit registration limits specified by the AY 2006 curriculum as below.

**<For Students who Experienced a Curriculum Change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU>**

Semester	Regular Students	Accelerated Graduation Program Students
1st Semester	18 Credits	-
2nd Semester	18 Credits	-
3rd Semester	20 Credits	24 Credits
4th Semester	20 Credits	24 Credits
5th Semester	20 Credits	30 Credits
6th Semester	20 Credits	30 Credits
7th Semester	30 Credits	30 Credits
8th Semester and over	30 Credits	30 Credits

### 3.1.2 Course Registration Overview

In order to take classes, students register for courses during "Course Registration Periods" held before each semester begins. After classes begin, there are additional "Correction Periods" in which current classes may be dropped, and future classes may be added or dropped. Please review the course syllabus and consider carefully before registering for courses.

**<Registration Steps>**

1. Check the registration schedule.
2. View syllabus and find subjects.
3. Confirm credit fields and any prerequisite subjects using the subject list for your curriculum and college.
4. Check the course timetable.
5. Register for courses online during the designated registration period via Campusmate.
6. After completing registration, print or save the "Registration Confirmation Screen."
7. Attend classes.
8. If desired, make any course registration changes during the appropriate correction period.

Period	Available Subjects	Notes	Registration Changes Possible			
			Semester Courses	1Q Courses	2Q Courses	Session Courses
Registration Period A	Language, Common Liberal Arts, Major Subjects (from own college)	Registration times will vary according to student GPA.	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects (Including Major Subjects from the other college)	Major Subjects from the other college become available (from 2nd year onward)	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Correction Period 1	All subjects	Last chance to register for 2nd Quarter classes	Drop	Drop	Add Drop	Add Drop
2nd Quarter Classes Begin						
Correction Period 2	All subjects	Last chance to register for session classes	-	-	Drop	Add Drop
Session Classes Begin						

**Notes:**

- Course Registration Period A is only available to current APU students. Newly enrolled, re-enrolled, and reinstated students will begin from Course Registration Period B.
- Classes requiring advance registration and designated classes will appear automatically on the course registration screen before Course Registration Periods.

**<AY 2022 Spring Semester Course Registration Schedule>**

The schedule is subject to change due to typhoons, transportation problems, or other unforeseeable circumstances.

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Registration Period A	APS	1st Priority	Mon. March 21	9:30	Tue. March 22	12:00
		2nd Priority		12:30		
		Regular		15:30		
1st Priority: GPA 3.00 or higher	APM	1st Priority	Wed. March 23	9:30	Thu. March 24	12:00
		2nd Priority		12:30		
		Regular		15:30		
2nd Priority: GPA 2.50 or higher	New or Reinstated		Thu. April 7	10:00	Fri. April 8	10:00
	Current Students			15:00		
Correction Period 1	All Students		Mon. April 18	10:00	Tue. April 19	10:00
Correction Period 2	All Students		Wed. June 15	10:00	Thu. June 16	10:00

**<AY 2022 Fall Semester Course Registration Schedule>**

The course registration schedule for AY 2022 Fall Semester will be released in July. Please see the Academic Office Website for details.



### 3.1.3 Important Notes for Course Registration

#### **Course registration is the most important procedure when studying at university**

Trading registered courses violates APU's rules regarding course registration.

Registering courses you do not plan on taking with the intent of selling them is a severe infringement on other students' right to study, preventing them from taking courses they sincerely want to study.

Furthermore, the following acts are all subject to disciplinary action: selling a registered course to another student, asking another student to sell a registered course to you, actually purchasing a course from another student, and intending to trade a course even if you did not in the end.

#### **All Students**

- Students cannot register over the credit limit per semester.
- Students cannot register for subjects held during the same period on the same day, unless the subjects are held during different quarters.
- Students are not able to register for subjects that have reached capacity.
- Students cannot normally register for subjects that they have already passed, even if the instructor, class letter, or language is different. However, students may register for subjects that can be taken more than once or when they are approved for re-registration (see p.134).
- Students are not able to register for subjects that do not appear on their course registration screen.
- Students must complete the necessary procedures in order to register for subjects requiring prior application.
- Courses may be cancelled in cases where the number of students registered for the subject does not satisfy the established minimum quota.
- The following categories of students are not allowed to register for Session Subjects.

Curriculum	Conditions
AY 2017 Curriculum	Students in their 8th semester or above *2 who have already earned at least 100 credits *3
AY 2011 Curriculum *1	Students in their 8th semester or above *2 who have already earned at least 100 credits *3

\*1 Students who changed from the AY 2006 Curriculum to the AY 2011 Curriculum as a result of a status change or reenrollment will fall under the AY 2006 conditions.

\*2 Accelerated Graduation Program students will fall under the same conditions as those in their intended semester of graduation.

\*3 Credits earned through exchange programs or distance learning programs are transferred as APU credits. As a result, if a student reaches the maximum number of credits in the middle of the semester, the student will no longer be considered eligible to register for session subjects. If it is possible that this will happen to you, we strongly recommend you register for classes other than session subjects. If an ineligible student registers for a session subject, the university will remove that subject from the student's schedule.

## AY 2017 Curriculum Students

- Japanese-basis students must complete "Intermediate English A & B" before they may register for Common Liberal Arts or Major Education Subjects held in English. Japanese-basis domestic students must also complete "Pre-Intermediate English A & B" in order to take "APS or APM Bridge Program" subjects. Students may take "APS or APM Bridge Program" subjects after completing "Pre-Intermediate English" and before completing "Upper-Intermediate A & B." After completing the subject, students will not be able to re-register the subject. They can only register for the "Bridge Program" subjects offered in their own college.
- Courses which may be taken more than once  
The following subjects may be taken multiple times. (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration permission for these subjects.

Subject Name	Notes
とくしゅこうぎ げんごきょういからもく 特殊講義(言語教育科目) / Special Lecture (Language Education Subject)	Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified on the Academic Office website. For details, please refer to the "Course Registration" section on the Academic Office website.
とくしゅこうぎ きょうつうきょうようからもく 特殊講義(共通教養科目) / Special Lecture (Liberal Arts Subject)	
とくしゅこうぎ せんもんきょういからもく 特殊講義(専門教育科目) / Special Lecture (APS), Special Lecture (Management)	
とくしゅこうぎ 特殊講義(ICT) / Special Lecture (ICT)	
とくしゅこうぎ 特殊講義(日本学) / Special Lecture (Japanese Studies)	
かんきょうかいはつ とくしゅこうぎ 環境・開発 特殊講義 / Special Lecture in Environment and Development	
かんこうがく とくしゅこうぎ 観光学 特殊講義 / Special Lecture in Tourism and Hospitality	
こくさいかんけい とくしゅこうぎ 国際関係 特殊講義 / Special Lecture in International Relations and Peace Studies	
ぶんかしゃかい とくしゅこうぎ 文化・社会・メディア 特殊講義 / Special Lecture in Culture, Society and Media	
かいけい とくしゅこうぎ 会計 特殊講義 / Special Lecture in Accounting	
ファイナンス とくしゅこうぎ ファイナンス 特殊講義 / Special Lecture in Finance	
マーケティング とくしゅこうぎ マーケティング 特殊講義 / Special Lecture in Marketing	
けいざんかくかくとそしき とくしゅこうぎ 経営戦略と組織 特殊講義 / Special Lecture in Strategic Management & Organization	
イノベーション とくしゅこうぎ イノベーション 特殊講義 / Special Lecture in Innovation	
けいざく とくしゅこうぎ 経済学 特殊講義 / Special Lecture in Economics	
ちいきけんきゅう 地域研究 / Area Studies	
メディアせいさくラボ / Media Production Lab	
びじねすけいせきぶんしきょくしん ビジネスケース分析・コミュニケーション / Business Case Analysis & Communication	
びじねすいんたーんしっぷ ビジネスインターンシップ / Business Internship	
APSフィールド・スタディ / APS Field Study	
APMフィールド・スタディ / APM Field Study	
かんきょうかいはつ フィールド・スタディ / Field Study for Environment and Development	
かんこうがく フィールド・スタディ / Field Study for Tourism and Hospitality	
こくさいかんけい フィールド・スタディ / Field Study for International Relations and Peace Studies	
ぶんかしゃかい フィールド・スタディ / Field Study for Culture, Society and Media	
インターンシップ / Internship	
ボランティアけんきゅう / Volunteer Activities	
けんきゅう プロジェクト研究 / Field Research Project	
かいがいしゅうごんごぎけんしゅう 海外集中言語研修 / Intensive Language Learning Overseas	
	Certain registration and credit limit restrictions may apply. Refer to: "Off-campus Study Programs," p.168

**(AY 2017 Curriculum Students) Course registration conditions for APS students**

Please refer to the relevant pages for more information about Language Education Subjects and Seminar Subjects. Be aware that there are other subjects with course registration conditions other than those listed below. Please make sure that you check the course syllabus and Campus Terminal in advance.

College	APS		
	APS17JST	APS17JAT	APS17E
Graduation Requirements Code			
Other College Major Education Subjects	Available from 3rd semester (cannot register during course registration period A)		
Subjects held in Non-basis Language	Completed or exempted from "Intermediate English A and B"	No prerequisite conditions	
"APS Bridge Program" (only for Japanese-basis Domestic Students)	Completed or exempted from "Pre-Intermediate English A and B"	Cannot register	
"APM Bridge Program" (only for Japanese-basis Domestic Students)	Cannot register		
Subjects which may be taken more than once	See p.129		
Session Subjects	Cannot register during a student's semester of scheduled graduation (See p.128)		
AP Language Subjects	Completed or exempted from "Elementary English A and B"	No prerequisite conditions	Completed or exempted from "Japanese Foundation Course I, II, III"
"Introduction to APS"	Automatically registered in their 1st semester (only Japanese-basis students enrolled in Fall Semester will be registered in their 2nd Semester)		
"Introduction to Development Studies"	Available from 1st semester		
"Introduction to Environmental Studies"			
"Introduction to Tourism and Hospitality"			
"Introduction to International Relations"			
"Introduction to Culture and Society"			
"Introduction to Media Studies"			
"Introduction to Research Methods"			
"Preliminary Seminar for Culture, Society and Media"	During course registration period A, available only for 3rd and 4th semester students (5th or above semester students may register from course registration period B)		
"Preliminary Seminar for International Relations and Peace Studies"			
"Preliminary Seminar for Environment and Development"			
"Preliminary Seminar for Tourism and Hospitality"	Available from 2nd semester (cannot register during course registration period A)		
"Introduction to Economics"			
"Statistics"	Available from 3rd semester (cannot register during course registration period A)		
"Introduction to Management"			
"Accounting I"			
"Introduction to Marketing"			
"Finance"			
"Management of Human Resources and Organizational Behavior"			
"Production Management"			
"Legal Strategy in Business"	Available from 5th semester (cannot register during course registration period A)		
"Business Ethics"			
"Global Management (Capstone)"	Cannot register		
"Fundamental Mathematics"	Available from 3rd semester (cannot register during course registration period A)		
"Advanced Mathematics"			



**(AY 2017 Curriculum Students) Course registration conditions for APM students**

Please refer to the relevant pages for more information about Language Education Subjects and Seminar Subjects. Be aware that there are other subjects with course registration conditions than those listed below. Please make sure that you check the course syllabus and Campus Terminal in advance.

College	APM		
	APM17JST	APM17JAT	APM17E
Graduation Requirements Code			
"Other College Major Education Subjects"	Available from 3rd semester (cannot register during course registration period A)		
Subjects held in Non-basis Language	Completed or exempted from "Intermediate English A and B"	No prerequisite condition	
"APS Bridge Program" (only for Japanese-basis Domestic Students)	Cannot register		
"APM Bridge Program" (only for Japanese-basis Domestic Students)	Completed or exempted from "Pre-Intermediate English A and B"	Cannot register	
Subjects which may be taken more than once	See p.129		
Session Subjects	Cannot register during a student's semester of scheduled graduation (See p.128)		
AP Language Subjects	Completed or exempted from "Elementary English A and B"	No prerequisite condition	Completed or exempted from "Japanese Foundation Course I, II, III"
"Introduction to APS"	Cannot register		
"Introduction to Development Studies"	Available from 2nd semester (cannot register during course registration period A)		
"Introduction to Environmental Studies"			
"Introduction to Tourism and Hospitality"			
"Introduction to International Relations"			
"Introduction to Culture and Society"			
"Introduction to Media Studies"			
"Introduction to Research Methods"			
"Preliminary Seminar for Culture, Society and Media"			
"Preliminary Seminar for International Relations and Peace Studies"			
"Preliminary Seminar for Environment and Development"			
"Preliminary Seminar for Tourism and Hospitality"			
"Introduction to Economics"	Automatically registered in the 2nd semester (automatically registered until the subject is completed; may register in the 1st semester)		
"Statistics"	Available from 1st semester		
"Introduction to Management"	Automatically registered in the 1st semester (automatically registered until the subject is completed)		
"Accounting I"	Automatically registered in the 2nd semester (automatically registered until the subject is completed ; may register in the 1st semester)		
"Introduction to Marketing"			
"Finance"	Automatically registered in the 3rd semester (automatically registered until the subject is completed)		
"Management of Human Resources and Organizational Behavior"			
"Production Management"			
"Legal Strategy in Business"			
"Business Ethics"	Automatically registered in the 5th semester (automatically registered until the subject is completed)		
"Global Management (Capstone)"	Automatically registered in the 7th semester; can be cancelled by the student (automatically registered until the subject is completed)		
"Fundamental Mathematics"	Available from 1st semester		
"Advanced Mathematics"	Available from 3rd semester		

## AY 2011 Curriculum Students

- Japanese-basis students must complete "Intermediate English A & B" before they may register for Common Liberal Arts or Major Education Subjects held in English. They must also complete "Pre-Intermediate English A & B" in order to take "Bridge Program" subjects. The maximum number of Bridge Program subject credits a student can take is six.
- Courses which may be taken more than once.  
The following subjects may be taken multiple times. (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration permission for these subjects.

Subject Name	Notes
Special Lecture (Language Education Subject)	Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified on the Academic Office website.
Special Lecture (Liberal Arts Subject)	
Special Lecture (Asia Pacific Studies)	
Special Lecture (Management)	
Special Lecture (Each Area of Study)	
Special Lecture (ICT)	
Special Lecture (Japanese Studies)	
Area Studies	
Media Production Lab	
Business Case Analysis & Communication	
Business Internship	Certain registration and credit limit restrictions may apply. Refer to: "Off-campus Study Programs," p.168.
Internship	
Field Study	
Volunteer Activities	
Applied Training	
Intensive Language Learning Overseas	

## Important Notes for the Course Registration System

Students are able to register online via the "Campusmate" system, accessible through Campus Terminal. For instructions and precautions, please see the Academic Office website.

## Accessing Campusmate

The screenshot shows the APU Campus Terminal interface. At the top, there is a navigation bar with 'HOME', 'School Affairs Posting', and 'Syllabus'. Below this is an 'Information' section with a list of posts. The sidebar on the right contains a 'Menu' section with links to 'Messages', 'Office365', 'Mailing List', 'Change Password', and 'Bookmark'. A 'Link' section below the menu contains links to 'Implementing Online Classes via Zoom', 'APU Official Site', and 'Campusmate Web(APU)', which is highlighted with a red box.

**Notes:**

- Students bear full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.
- If you access Campusmate via any browser other than Internet Explorer (IE) it is possible an error may occur. The University takes no responsibility for registration problems caused by such errors.
- Do not log into multiple screens with the same account at the same time. This can lead to system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility.
- Please do not share your password with anyone else. The University recommends regularly changing your password.
- Using another person's APU Net ID and password to access Campus Terminal, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password.
- You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on-campus terminals for course registration. You are responsible for any adverse result that comes from using these systems.
- When you register or cancel subjects online, please be sure to click the Apply button to register your changes. Upon completion, please make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No." Without this number on the Course Registration Confirmation Sheet, we cannot respond to inquiries about system errors. Be sure to record the date the Course Registration Confirmation Sheet was printed / saved.
- Every morning between the hours of 3:00 and 5:00(Japan Standard Time) Campusmate will be offline for maintenance.

**Course Registration Confirmation Sheet (Registration No.)**

Term	Day	Period	Course	Language	Instructor	Credits
FA 1	Monday	1	0302622A	BiodiversityIA	J	2
FA 1	Monday	2	0302622A	BiodiversityIA	J	2
FA 1	Monday	3	0302633A	Global Environmental IssuesIA	J	2
FA 1	Monday	4	0302685A	Environment and SocietyEA	E	2
FA 1	Monday	5	0302676A	Environmental EconomicsEA	E	2
FA 1	Monday	6	0302682A	Industrial EcologyEA	E	2
FA 1	Tuesday	1	0302686A	Project Management in DevelopmentEA	E	2
FA 1	Tuesday	2	0302785A	GIS and Remote SensingEA	E	2
FA 1	Tuesday	3	0302748A	Environmental Modeling and AnalysisEA	E	2
FA 1	Tuesday	4	0302748A	Environmental CommunicationEA	E	2
FA 1	Tuesday	5	0302709EA	Environmental CommunicationEA	E	2
FA 1	Thursday	3	0302633A	Global Environmental IssuesIA	J	2
FA 1	Thursday	4	0302686A	Environment and SocietyEA	E	2
FA 1	Thursday	5	0302676A	Environmental EconomicsEA	E	2
FA 1	Thursday	6	0302682A	Industrial EcologyEA	E	2
FA 1	Friday	1	0302686A	Project Management in DevelopmentEA	E	2
FA 1	Friday	2	0302785A	GIS and Remote SensingEA	E	2
FA 1	Friday	3	0302748A	Environmental Modeling and AnalysisEA	E	2
FA 2	Monday	3	030405EA	EcotourismEA	E	2
FA 2	Monday	4	037118EA	Community Based TourismEA	E	2
FA 2	Monday	5	037118EA	Tourism EconomicsEA	E	2
FA 2	Thursday	3	030405EA	EcotourismEA	E	2
FA 2	Thursday	4	037118EA	Community Based TourismEA	E	2
FA 2	Thursday	5	037118EA	Tourism EconomicsEA	E	2
Total Registered Credits						24

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

Registration No. 1307881

## 3.1.4 Course Re-registration System

For most subjects, once a course has been completed and credits are received, it cannot be registered for again. The re-registration system was developed for students who wish to deepen their understanding of a completed course by allowing the registration of the same subject in cases where the instructor, course content, or language of instruction has changed. For details, please refer to the "Courses Requiring Prior Application" page on the Academic Office website.

## 3.1.5 Registration Advising

### Office Contact

The Academic Office accepts requests for sessions any time. Course Registration Advising Sessions will be held in-person or online. Please follow the directions below to apply.

### How to Apply

Send the information shown in ① - ⑤ below in an email to [acsubmit@apu.ac.jp](mailto:acsubmit@apu.ac.jp).

① Name   ② Student ID Number   ③ Topic you wish to discuss

④ Requested date / time for session   ⑤ In-Person Session or Online Session

※ Available dates / times for sessions are shown below. Please provide at least three options.

※ Topics which do not require confirmation of your identity may be carried out over email.

Academic Office Hours	
Monday, Wednesday through Friday	10:00-16:30
Tuesday	11:30-16:30

### Future Plans and Goals

After fully understanding the content discussed, students are responsible for making their own decisions in carrying out registration.

Please see the Academic Office Website for details.



## 3.2 Syllabus and APU Library

### 3.2.1 Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

- Subject / Class Name; Semester offered (Fall / Spring); Subject Code
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings

### 3.2.2 Introduction to the APU Library

The APU Library is not only a place to read and check out books and materials, it also provides spaces for individual and group study, as well as presentations. Technology-assisted study is also possible with IT facilities such as the Multimedia Room and wireless Internet.

As the Library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

#### Library Facilities

- The first floor includes the "Group Study Rooms" and "Presentation Room," which are useful to students working in study groups or on group projects.
- Study booths are located on the second floor for those who want a quiet place to concentrate and study.
- Wireless LAN access areas are located throughout the Library, and computers are available in the Multimedia Room.
- Also found within the Library are the "Advising Booth," used for student advising, the "Writing Center," which provides support for reading- and writing-related studying, and the "Analytics and Math Center" (AMC) aimed at helping students improve their math and statistics skills.

### 3.2.3 Finding Textbooks and Reading Materials at the Library

Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations, and ordering of materials from the Ritsumeikan University Library. Additionally, some reference materials may be viewed as E-books.

#### Searching for and Acquiring Materials

Methods for searching for and accessing materials listed in the syllabus are given below. See pp.138-139 figures A, B, and C for instructions.

(i)	Textbook Notes						
	Textbook (Students will need to purchase these textbooks when registering for this course.)	Title*	Japan in a Dynamic Asia : coping with the new security challenges			ISBN 13 digits*	<a href="#">9780730110218</a>
		1. Author*	edited by Yoichiro Sato and Sato [i.e. Sato] Limaye	Publisher	Lexington Books	Published year	Edition series* volume
		Comments					
(ii)	Further Reading Notes						
	Further Reading (Books) (Available at APU Library)	Title*	Japanese-Russian Relations, 1907-2007 (Routledge Contemporary Japan)			ISBN 13 digits*	<a href="#">0415674476</a>
		1. Author*	Joseph Ferguson	Publisher	Routledge	Published year	Edition series* volume
		Comments					
	2. Title*	Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies)			ISBN 13 digits*	<a href="#">0415674883</a>	
		Author*	Natasha Kuhrt	Publisher	Routledge	Published year	Edition series* volume
		Comments	E-Book (shown below in the "E-Book & Course-related links" column.)				
(iii)	Further Reading (Journals, articles, white papers, year books, audiovisual materials, etc.)						
	Misc. Notes	Make sure to regularly check the Blackboard page and your e-mails.					
	Office Phone No.						
	E-mail Address						
(iv)	E-Book & Course-related links	1. <a href="#">Russian Policy towards China and Japan: The Eltsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies)</a>					Further Reading

(i) **Textbooks (books that students taking a class are required to purchase)** / (ii) **Further Reading (Books, audiovisual materials) (Available at the Reserved Corner in the APU Library)** : The titles of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the "Textbook" and "Further Reading" sections. Names which are linked may be clicked to display the material's catalogued location and bibliographic information. Please refer to the "Reserve Corner" on the Library website for further information (you may access it using the "Library" link found under "Links" on

Campus Terminal). Information can be found in (iv) E-Book (shown below in the "E-Book & Course-related links" column) for books listed as an "E-Book" in the "Comments" field.

(iii) **Further Reading (Journal articles, white papers, year books, etc.)**

Other materials introduced by instructors are displayed here. These materials are not necessarily available in the library. Please inquire at the Reference Counter for information concerning their availability.

(iv) **E-Book & Course-related links**

In regards to (ii), URLs of materials listed as an "E-Book" in the comments field or URLs introduced by instructors are listed in this column. E-Books are not paper books, but rather digital books that may be viewed on a computer or other electronic device. You can open the URL in the browser and view them by clicking the title.

Searching for materials listed in the Syllabus

Textbook Notes						
Textbook (Students will need to purchase these textbooks when registering for this course.)	Title*	Japan in a Dynamic Asia : coping with the new security challenges			ISBN 13 digits*	<a href="#">9780739110218</a>
	1. Author*	edited by Yoichiro Sato and Sato [i.e. Satu] Limaye	Publisher	Lexington Books	Published year	
	Comments	<b>Click linked material names</b>				
Further Reading Notes						
Further Reading (Books) (Available at APU Library)	Title*	Japanese-Russian Relations, 1907-2007 (Routledge Contemporary Japan)			ISBN 13 digits*	<a href="#">0415674476</a>
	1. Author*	Joseph Ferguson	Publisher	Routledge	Published year	
	Comments					
Further Reading (Journal articles, white papers, year books, audiovisual materials, etc.)	Title*	Russian Policy towards China and Japan: The El'tsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies)			ISBN 13 digits*	<a href="#">0415674883</a>
	2. Author*	Natasha Kuhrt	Publisher	Routledge	Published year	
	Comments	E-Book (shown below in the "E-Book & Course-related links" column)				
Misc. Notes	Make sure to regularly check the Blackboard page and your e-mails.					
Office Phone No.						
E-mail Address						
E-Book & Course-related links	1.	<a href="#">Russian Policy towards China and Japan: The El'tsin and Putin Periods (BASEES/Routledge Series on Russian and East European Studies)</a>			Further Reading	

Please note that the screen may appear differently than shown here.

## A - Materials Available in the APU Library

<Bookid>  
Broadcasting politics in Japan : NHK and television news / Ellis S. Kraus  
Publisher IMACS, N.Y. : Cornell University Press  
Year 2000  
Size 312, 278 p. : ill. : 24 cm  
Notes English. Includes bibliographical references and index.  
Authors Kraus, Ellis S.  
Language English  
ID TT41293219  
NCID BA27490440 94000  
TOC: 国訳 - 必ず正しい電子連絡はありません。

hide book details:

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve Request	eDOS Virtual shelf
099.2/KR 2	Shugakukan stacks	051192795	00010005746	0001437402			Reserve Request	Virtual shelf
099.2/KR 2	Shugakukan stacks	08010005746	00010005746	0001437402			Reserve Request	Virtual shelf
099.2/KR 2	APU Library Reserve	0932047000	0932047000	non-circulating	0001437402		Reserve Request	Virtual shelf
099.2/KR 2	APU Library Reserve	0931036693	0931036693	use restricted	0001437402		Reserve Request	Virtual shelf

The "Location" column will show where the book is currently catalogued. Materials located in "APU Library Reserve (Non-circulating)" may be found in the Reserve Corner. These materials may only be used inside the Library. Those located in "APU Library Reserve (use restricted)" may be checked out for up to three days.

## B - Reservation and ordering of materials from Ritsumeikan University Library

<Bookid>  
新しい公民と市民活動 / 市民活動、市民参加の発展  
アガシシ、ミナモト、シズカ / カワノ、ロウタロウ / ランドウ  
(講義録内の社会実習) : 文  
Publisher 文芸 : 法政大学  
Year 2011.9  
Size 232p : 挿画 ; 22cm  
Other titles 市民活動と市民参加 / 市民活動、市民参加の発展  
Notes 社会実習あり  
Authors 坪野, 真(1949-) / ツツジコウ, ミノル  
Language Japanese  
ID TT41943209  
NCID B800592992 ----  
TOC: 01 市民参加の発展 / 市民活動、市民参加の発展  
02 市民参加の発展 / 市民活動、市民参加の発展  
03 市民参加の発展 / 市民活動、市民参加の発展  
04 市民参加の発展 / 市民活動、市民参加の発展  
05 市民参加の発展 / 市民活動、市民参加の発展  
06 市民参加の発展 / 市民活動、市民参加の発展  
07 市民参加の発展 / 市民活動、市民参加の発展  
08 市民参加の発展 / 市民活動、市民参加の発展  
09 市民参加の発展 / 市民活動、市民参加の発展  
10 市民参加の発展 / 市民活動、市民参加の発展

hide book details:

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve Request	eDOS Virtual shelf
KRAI KAISHO Memorial Library 2F Japanese Books	354/75 15	12002245215	9784750334554				Reserve Request	Virtual shelf
Media Library 2F Reading Room	364/75 15	12002292985	9784750334554				Reserve Request	Virtual shelf
Media Library Research Books	354/75 15	11002312460	9784750334554				Reserve Request	Virtual shelf
Shugakukan stacks	354/75 15	11002394972	On loan	9784750334554			Reserve Request	Virtual shelf
Suzoku Research Library	354/75 15	1100255342	9784750334554				Reserve Request	Virtual shelf

Materials that are currently checked out from the APU Library, but which are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately three days (weekdays) to arrive.



## C - Viewing materials at the APU Library

The screenshot displays the library catalog interface for the book "Supply chain management". The top section shows book details including the title in Japanese and English, publisher (Pearson), year (2013), and size. Below this, there are options for library loan, photocopy request, and purchase requests. A table at the bottom lists the book's availability across different library locations.

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve Request	eODS Virtual Shelf
	Media Library 2F Reading Room	336/N 39	12100034526		4502182214		<input type="checkbox"/>	<input type="checkbox"/>
	APU Library Reserve	336/N 39	2200097618	BOOK reserved	9784502182211		<input type="checkbox"/>	<input type="checkbox"/>
	APU Library Reserve	336/N 39	22000977431	USE restricted	9784502182211		<input type="checkbox"/>	<input type="checkbox"/>
	OBC Library 3F Japanese Books	336/N 39	12100370029		9784502182211		<input type="checkbox"/>	<input type="checkbox"/>

Materials located in "APU Library Reserve" can be found at the Reserved Corner. These may only be viewed inside the Library.

