

AY 2021 Fall Semester Course Registration (APM)

APU Academic Office

TODAY's Contents

1. About Course Registration
from the Academic Office

2. Advise from senior students

3. Q&A time



Guidance Contents

1. Grading

2. Course Registration

3. APM Graduation Requirements

4. APM Area of Study

5. First Day of Classes
– AY 2021 Fall Semester

6. Learning Support Services

1. Grading

1.1 Date Grades are Announced

[Current Students] Monday, September 13, 2021 10:00

[How to Check] Campus Terminal → Campusmate → Grade Report



1.2 Grading Scale

■ Regular Grades

Grade	Points	Pass/Fail
A+	90% or above	Pass (credit awarded)
A	80-89%	
B	70-79%	
C	60-69%	
F	59% or below	Fail

■ Other Grades

Code	Meaning	Notes
P	Pass	Used for some courses
T	Transfer	Max of 60 credits※
R	Re-Register	Not included in credit calculations
E	Exempt	Not included in credit calculations

※ For 2nd and 3rd year transfer students does not include credits transferred at time of enrollment.

1.2 Cumulative GPA and Semester GPA

▶ What is GPA?

A student grade valuation method that uses the grades from each course, calculated using APU's GPA formula

■ Cumulative GPA:

Calculated using all grades **From Enrollment to current semester**

Used for: Transcripts, Exchange Programs, Accelerated Graduation, Course Registration, etc.

■ Semester GPA:

Calculated using all grades **from that semester only**

Used for: Scholarship applications, Course Registration, etc.

1.3 Grade Inquiries

In the following situations students may make inquiries regarding their grades. Please see the “Grading” page of the Academic Office website for details.

- ① A grade is not shown for a registered subject.
- ② A grade is shown for a subject that the student did not register.
- ③ Errors in the grade report.
- ④ The grade shown does not match the grade calculated from the actual marks receive on exams and / or reports.

1.3 Grade Inquiry Period

Mon., Sept. 13, 10:00:00 – Wed., Sept. 15, 12:00:00

Note:

Students are not permitted to contact their instructors directly regarding their grades.

Please check the faculty grade comments for information on grade evaluation.

2. Course Registration

2.1 Course Registration

■ Course Registration is:

- Expressing yourself and choosing which classes you want to take
- The most important part of your academic planning
- Something you must do to attend class, earn credits, and graduate.

DO NOT register for courses you do not plan to take, as this may block other students who want to take the course from registering.





2.2 Course Information: Grade Level

- Systematic Study

Courses are arranged in order, starting with the basics.

Please check each course's **grade level**, **subject area**, **prerequisites**, **registration requirements** and think carefully about what area you want to focus on before making your study plan and registering.

- Course Grade Level

Grade Level	100 level	200 level	300 level	400 level
Primarily for	1 st year students	2 nd year students	3 rd year students	4 th year students
1 st year students Course Registration OK				
2 nd year students Course Registration OK				
3 rd year students Course Registration OK				
4 th year students Course Registration OK				

If you meet the requirements for AP Language courses, you can register for them regardless of grade level

2.2 Course Information: Prerequisites

Some courses have “prerequisites” before you can register.

- **If the course list says a course has a Prerequisite:**
You have to register for the prerequisite before you can take that course.
- **If the prerequisite is written only in the Syllabus but is not shown on the course list:**
In this case, you can still register for the course without taking the prerequisite course first.
However, the class is taught with the assumption you have the knowledge from that prerequisite course.
Please read the syllabus carefully and check the course content before registering.

2.3 Course Registration – Course Timetable –

The course timetable will be announced on the dates shown below. Please check Campus Terminal on these dates.

- AY 2021 Fall Semester Course Timetable / Syllabus:

Monday, Sept. 1, 2021

- Timetable for Automatically Registered Courses (Required Language Courses, etc.):

Friday, Sept. 17, 2021

2.4 Reading the Course Timetable

Class Format

A circle shows the format of the class

ID/ Classroom

Info may be available depending on format
Rooms in () are available for use during online class

Course Name

The format is also written at the start of the course name

※This is just an example

時限/ Period	Hybrid	Online	Switch	On-campus	Zoom MTG ID	教室/ Classroom	講義CD/ Subject CD	Course Name
3				○		F102	027031JF	On-campus)Traditional Japanese Arts JF
5	○				111-111-111	F105	021005JA	Hybrid)Introduction to Intercultural Communication JA
5		○			555-555-555	(F106)	020241JB	Online)Japanese Economy JB
2			○		333-333-333	F204	010180EC	Switch)Chinese I EC

2.4 Reading the Course Timetable

Language

Course Language

J:Japanese E:English Es:Counts as English

Grade

Grade Level

1st year students can only register for 100-level courses

Field

Credits will count toward this Subject Field

Area

Credits will count toward this Area of Study

※This is just an example

Course Name	Instructor	成績評価方法 Method of grade evaluation	言語/ Lang.	配当回生/ Grade	分野/ Field	学修分野/Area	
						APS	APM
Switch) Japanese Intermediate Course AA	HANAMURA Hiroshi	通常 / Letter Grades		100	Language		
Online)Entrepreneurship EB	MIYAZAKI Kumiko	通常 / Letter Grades	E	200	APM		SMO,IE
Online)Fundamental Mathematics JA	KOZUMA Rintaro	通常 / Letter Grades	J	100	APM		
Major Seminar I 59	篠原 欣貴	通常 / Letter Grades	E/J	300	APM		ALL

2.4 Reading the Course Syllabus

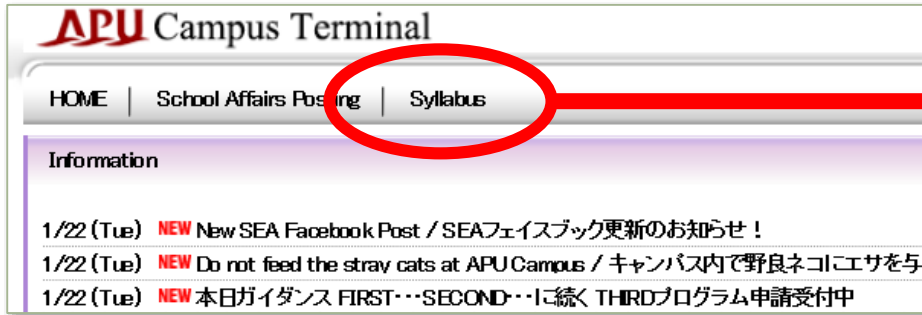
The syllabus can be found on Campus Terminal.

It contains the info below, so please check it before you register.

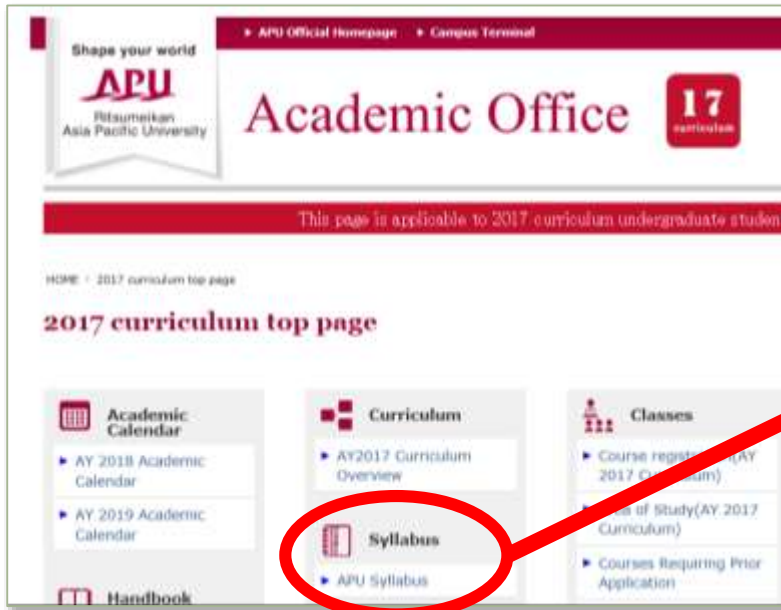
- ✓ Course name / Class name
- ✓ Instructor's name
- ✓ Course Description
- ✓ Notes for Students
- ✓ Registration Semester (FA/SP)
- ✓ Textbooks, Reference Materials, etc.

2.4 Reading the Course Syllabus

From Campus Terminal



From Academic Office Website



Syllabus Search Screen

Year: 2021

Course name:

Instructor(※1):

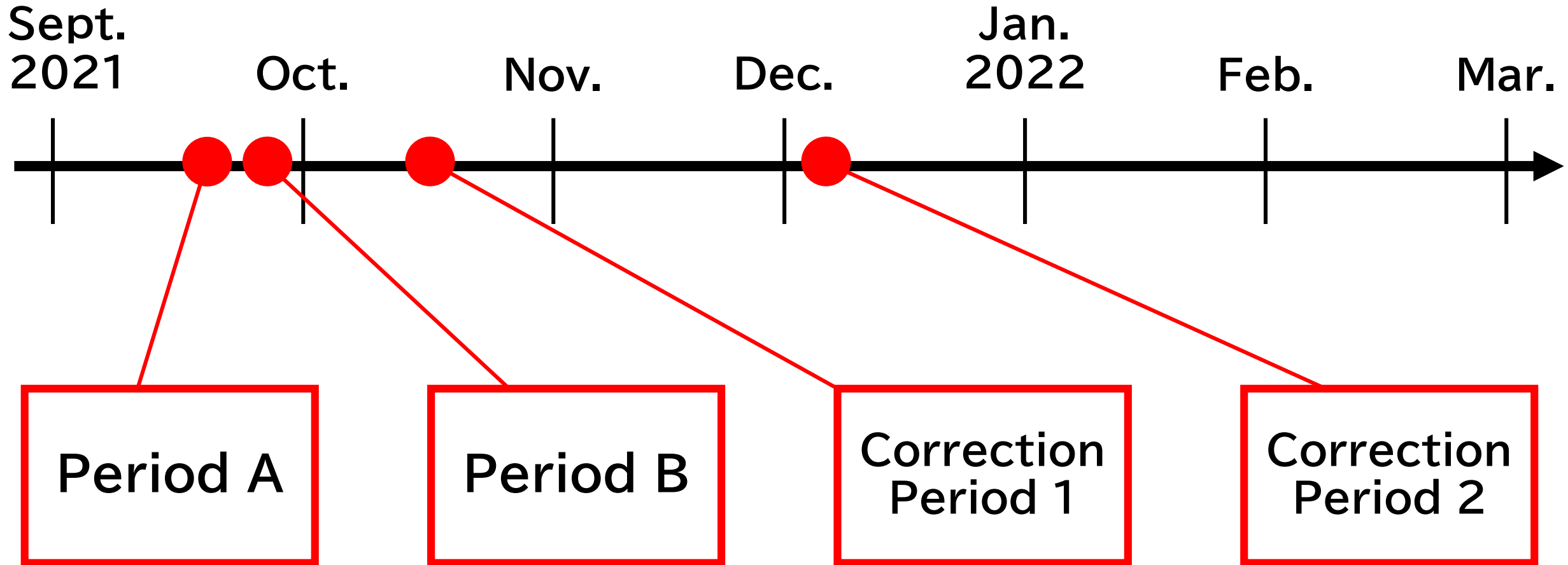
Course period(※1): -- Not selected --

Day of week and period

(If a day of the week and a period are specified, course period also needs to be selected.)

	Mon	Tue	Wed	Thu	Fri	Sat	Other
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.5 Course Registration Periods



2.5 Course Registration Periods

Period A

- Can register for the following types of courses:
 1. Language Education Courses
 2. Common Liberal Arts Courses (EXCEPT see section 2.5)
 3. Major Education Courses (For own college only)
- Language Education Courses and Common Liberal Arts courses that can be registered by students of either college have a set number of seats/classes per college.
- The registration start time differs by college. You will not be able to register outside of your college's registration period.

2.5 GPA Priority Registration – From 2nd Semester

The start time of Registration Period A depends on your GPA.
(※See 2.4)

Priority 1

GPA 3.00 or higher (09:30~)

Priority 2

GPA 2.50 or higher (12:30~)

Regular

GPA less than 2.50 (15:30~)

※ This based on Cumulative GPA or Semester GPA, whichever is higher.

※ This priority system applies only to Period A.

2.5 Courses APM Students Can't Register – Pd. A =APS Required Liberal Arts Courses

1. Intro to Environmental Studies
2. Intro to Development Studies
3. Intro to Tourism and Hospitality
4. Intro to International Relations
5. Intro to Culture Society and Media
6. Intro to Media

These are APS Area of Study
Required Courses, so APM
students cannot register
them during Period A

2.5 Course Registration Periods

Period B

- Can register for any course.
- Can register for courses from the other college starting from your 2nd year.
- If there are seats remaining after Period A, students from either college can register.

Correction 1 • 2

- Can only drop courses that have already started.
- If there are seats/classes remaining after period B, students from either college can register.

2.5 Course Registration Periods

Period	Semester Courses	1 st Quarter Courses	2 nd Quarter Courses	Session Courses
Period A	Register / Drop	Register / Drop	Register / Drop	Register / Drop
Period B	Register / Drop	Register / Drop	Register / Drop	Register / Drop
Correction Period 1 (1 st Quarter)	Drop	Drop	Register / Drop	Register / Drop
Correction Period 2 (2 nd Quarter)	Cannot Change	Cannot Change	Drop	Register / Drop

2.5 AY 2021 Fall Semester Registration Schedule

Period	Eligible		Period Starts		Period Ends	
			Date	Time	Date	Time
Period A Priority ① GPA 3.00+ Priority ② GPA 2.50+	APM	Priority ①	Wed, Sept 20	9:30	Thurs, Sept 21	12:00
		Priority ②		12:30		
		Regular		15:30		
Period B	New / Transfer Students		Wed, Sept 29	10:00	Thurs, Sept 30	12:00
	Current Students			15:00		
Correction 1	All Students		Mon, Oct 11	10:00	Tue, Oct 12	10:00
Correction 2	All Students		Mon, Dec 6	10:00	Tue, Dec 7	10:00

Registration Procedure (Video)

2.6 Campusmate Notes and Warnings

- If you register for or drop a course, PLEASE BE SURE TO CLICK **SUBMIT** to complete your registration.
- After submitting, **YOU MUST SAVE THE COURSE REGISTRATION CONFIRMATION NUMBER at the bottom of the confirmation screen!!!**
 - ✂If we do not have this confirmation number we cannot help you with any questions about registration problems or system errors. Please also write the date and time you saw the confirmation screen

2.6 Course Registration – Campusmate –

campusmate

Login User : finish

Course Registration Confirm IIPS

Course Registration Confirmation

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Monday	1	030262JA BiodiversityJA	J		2
FA1	Monday	2	030262JA BiodiversityJA	J		
FA1	Monday	3	030263JA Global Environmental IssuesJA	J		2
FA1	Monday	4	030266EA Environment and SocietyEA	E		2
FA1	Monday	5	030267EA Environmental EconomicsEA	E		2
FA1	Monday	6	030268EA Industrial EcologyEA	E		2
FA1	Tuesday	1	030269EA Project Management in DevelopmentEA	E		2
FA1	Tuesday	2	030273EA GIS and Remote SensingEA	E		2
FA1	Tuesday	3	030274EA Environmental Modeling and AnalysisEA	E		2
FA1	Tuesday	4	037104EA Environmental CommunicationEA	E		2
FA1	Tuesday	5	037104EA Environmental CommunicationEA	E		
FA1	Thursday	3	030263JA Global Environmental IssuesJA	J		
FA1	Thursday	4	030266EA Environment and SocietyEA	E		
FA1	Thursday	5	030267EA Environmental EconomicsEA	E		
FA1	Thursday	6	030268EA Industrial EcologyEA	E		
FA1	Friday	1	030269EA Project Management in DevelopmentEA	E		
FA1	Friday	2	030273EA GIS and Remote SensingEA	E		
FA1	Friday	3	030274EA Environmental Modeling and AnalysisEA	E		
FA2	Monday	3	030400EA EcotourismEA	E		2
FA2	Monday	4	037115EA Community Based TourismEA	E		2
FA2	Monday	5	037116EA Tourism EconomicsEA	E		2
FA2	Thursday	3	030400EA EcotourismEA	E		
FA2	Thursday	4	037115EA Community Based TourismEA	E		
FA2	Thursday	5	037116EA Tourism EconomicsEA	E		
Total Registered Credits						24

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

Registration No. ⇒ Registration No.1167580

3. APM Graduation Requirements

3. APM Graduation Requirements

No.	Graduation Requirements	APM17E
1	Enroll for at least four years	○
2	Complete at least 124 Credits Total	○
3	Complete required language subjects (or be exempted)	○
4	Fulfill the credit requirements for each field	○
5	Complete at least 20 credits of subjects held in English <i>*Only domestic JP students</i>	X
6	Complete all APM Required Subjects	○
7	Complete at least 2 credits of APM Required (Mathematics) Subjects	○

3.1 Required Language Courses (Japanese)

3.1 Japanese Courses (Required Language Courses)

- For English-basis students, the starting level of Japanese language courses will be based on the results of their placement test taken at the time of enrollment.
- Until all required Japanese courses are completed, the University will continue to automatically register and assign students to classes.

3.3 APM Required Subjects

3.3 APM Required Subjects

Required	Registered by	Automatically Registered When?	Course Name	Type
Required	University	1 st Semester	Intro to Management	Major Ed.
		2 nd Semester (can be registered 1 st Semester)	Intro to Economics	Common Liberal Arts
			Accounting I	Major Ed.
			Intro to Marketing	Major Ed.
		3 rd Semester	Finance	Major Ed.
			Management of Human Resources and Organizational Behavior	Major Ed.
			Production Management	Major Ed.
			Legal Strategy in Business	Major Ed.
		5 th Semester	Business Ethics	Major Ed.
		7 th Semester	Global Management (Capstone)	Major Ed.
Student	—	Statistics	Common Liberal Arts	
Required (Mathematics)	Student	—	Fundamental Mathematics	Major Ed.
		—	Advanced Mathematics	Major Ed.

4. APM Areas of Study

3.3 Registering /Changing an APM Area of Study

■ APM Area of Study

If you earn at least 12 credits in an Area of Study (seminars can count for up to 4 credits) you can register to have the name of that Area of Study shown on your diploma. You **MUST** register for it to be shown on your diploma.

Accounting and Finance	Marketing	Strategic Management and Organization	Innovation and Economics
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■ Period to Register / Change an Area of Study

Semester	From 1 st Semester to Final Semester
Periods	Course Registration A, B, Correction 1, 2

3.3 Registering /Changing an APM Area of Study ~Campusmate~

campusmate

Area of Study Registration IIPS

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Accounting and Finance	-
<input checked="" type="radio"/>	Marketing	Registered
<input type="radio"/>	Strategic Management and Organization	
<input type="radio"/>	Innovation and Economics	

Please select the area of study for which you would like to register.




Return Save Changes

1) Click "Area of Study Registration" on Campusmate
2) Click the Area you want to register
3) Click "Submit" at the bottom right


5. First Day of Class – AY 2021 FA

Monday, October 4, 2021

6. APU's Learning Support Services

Name	When should I go?	Target
Academic Advising 	You want to discuss any problems or challenges you are facing. You want to talk to someone about your feelings.	Students who want to discuss studies / student life (Grad students OK)
Writing Center 	You want help with writing a report.	Students who want writing support (Grad students excluded)
AMC (Analytics and Math Center) 	You want help with mathematics / statistics.	Students who want help with fundamental/advanced mathematics, business mathematics, or statistics (Grad students excluded)

6. APU's Learning Support Services

Name	When should I go?	Target
<p>SALC Peer Advisor (PA) Session</p> 	You want to study language	Students who want to focus on studying English, Japanese, or Chinese
<p>SALC Language Advisor (LA) Session</p> 	You want to improve your English skills	Students who want to improve their English
<p>ALRCS Booth (Academic & Learning Resource Core Staff)</p> 	You want to know more about our computers / systems / the library	All students who use the library
<p>SEA Booth (Student Exchange Advisor)</p> 	You want to talk about Studying Abroad	Students in their 1 st – 5 th semester who want to study abroad

7. Faculty Good Practices

For the website
click here

The screenshot shows a website menu with four main categories: Language, Seminar Subjects, Study Support, and IT Support (APU-Net). Each category has a list of sub-items. The 'Good Practices of Faculty' link is highlighted with a red rectangular box.

This is a screenshot of an interview article for Associate Professor ACKARADEJRUANGSRI P. The article is titled 'Vol. 2' and includes a photo of the professor. A blue box highlights the '3 Tips' section, which lists: 1. Active Learning and Active Teaching, 2. Encouraging students to speak up during the class, and 3. Improving class from 4 perspectives: self-reflection, student feedback, exchanging ideas with other professors, making lessons relevant and current.

Associate Professor
ACKARADEJRUANGSRI P.

Good Practices of Faculty

Articles which introduce innovations APU Professors are making in their classes as well as what they are doing in their seminars held for students will be published here. We hope that this knowledge will be useful for your coursework and studies.

Interview Articles on Practices to Improve Class Quality

- Vol 1: APS Associate Professor YOUN Seung Ho
- Vol 2: APM Associate Professor ACKARADEJRUANGSRI P.
- Vol 3: APM Associate Professor SHINOHARA Yoshiki
- Vol 4: CLE Tenured Senior Lecturer SAUNDERS Matt
- Vol 5: APS Associate Professor KOJIMA Shinji
- Vol 6: APM Associate Professor YANG Jeongwoo
- Vol 7: APS Assistant Professor HIRANO Miharuru
- Vol 8: CLE Tenured Senior Lecturer OHARA Tetsushi



This is a screenshot of an interview article for Associate Professor SHINOHARA Yoshiki. The article is titled 'Vol. 3' and includes a photo of the professor. A green box highlights the '3 Tips' section, which lists: 1. Lecture during the first half of the class and have the remaining half be activities that make students think, 2. Increase students' motivation through pre-assignments, and 3. Make the best out of the advantages of IT Classes (such as having students share easily Word use and the chat function).

Associate Professor
SHINOHARA Yoshiki