

AY 2022 Spring Semester Course Registration (APS)

APU Academic Office

TODAY's Contents

- 1. About Course Registration from the Academic Office**
- 2. Advice from senior students**
- 3. Q&A time**



Guidance Contents

- 1. Grading**
- 2. Course Registration**
- 3. APS Graduation Requirements**
- 4. APS Core Subjects**
- 5. First Day of Classes
– AY 2022 Spring Semester**
- 6. Learning Support Services**

1. Grading

1. 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. 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. Date Grades are Announced

[Current Students] Monday, March 14, 2022 10:00-

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



1. Grade Inquiries

In the following situations students may make inquiries regarding their grades. Please see the “Grade Inquiries” 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.

Grade Inquiry Period

Mon., March 14, 10:00:00 – Wed., March 16, 12:00:00

Note:

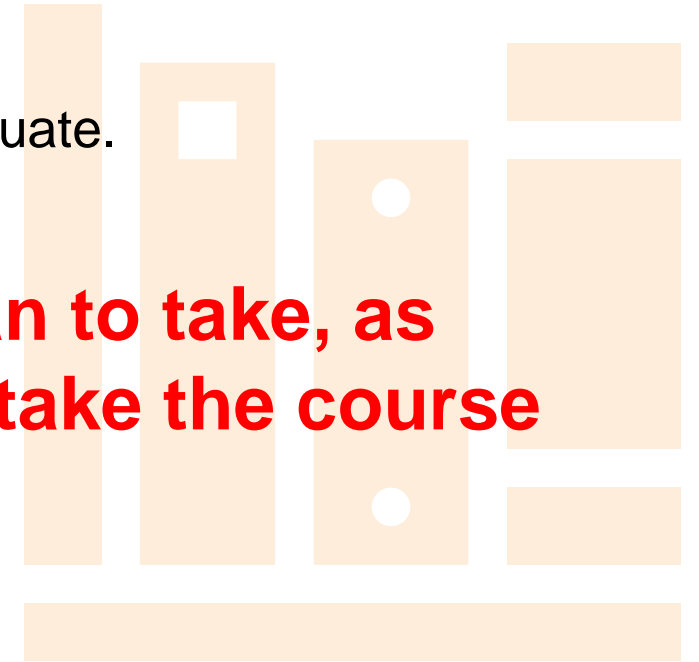
- Students are not permitted to contact their instructors directly regarding their grades.
- Please check the faculty grade comments for information on grade evaluation.

2. Course Registration

2. 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. 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. 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. Course Registration – Course Timetable –

Scheduled date of timetable announcement

- ▶ AY 2022 Spring Semester Course Timetable / Syllabus:

Tuesday, March. 1, 2022

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

Friday, March. 18, 2022

How to check

On the day of the presentation, please check the campus terminal.

2. 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

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
Japanese Intermediate Course AA	HANAMURA Hiroshi	通常 / Letter Grades		100	Language		
Ecotourism EA	VAFADARI M. Kazem	通常 / Letter Grades	E	200	APS	ED, HT	
Consumer Behavior JA	YAMAURA Koichi	通常 / Letter Grades	J	200	APM		M
Special Lecture (Asia Pacific Studies)31	VAFADARI M. Kazem / YOTSUMOTO Yukio	通常 / Letter Grades	E/J	200	APS		

※This is just an example

2. Reading the Course Syllabus

The syllabus can be found on Campus Terminal.

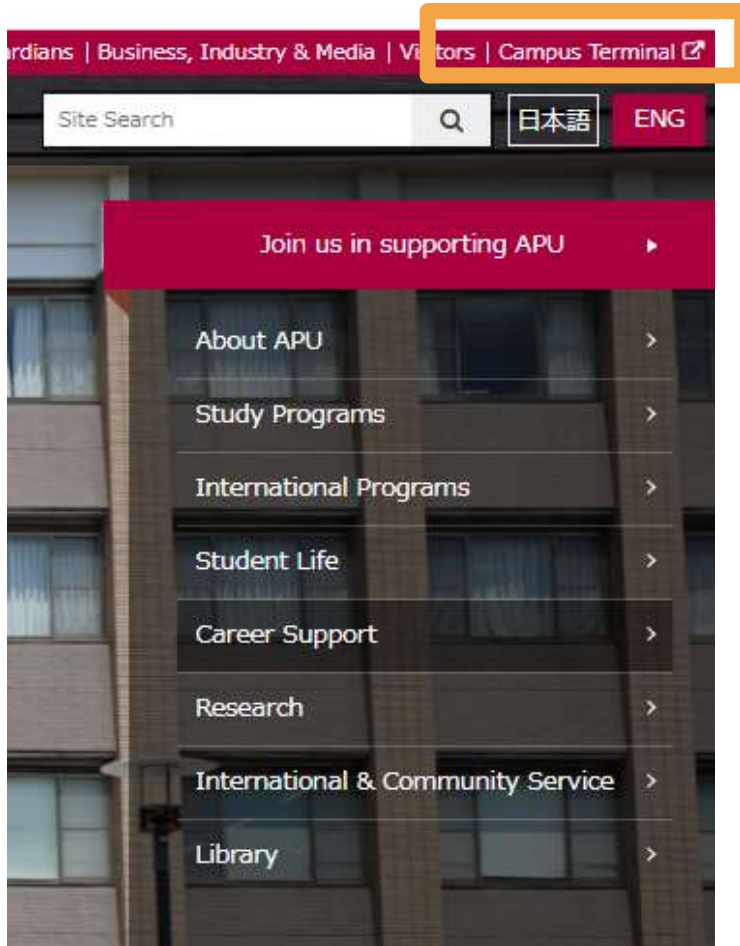
It contains the info below, so please check it before you register.

► Syllabus Descriptions

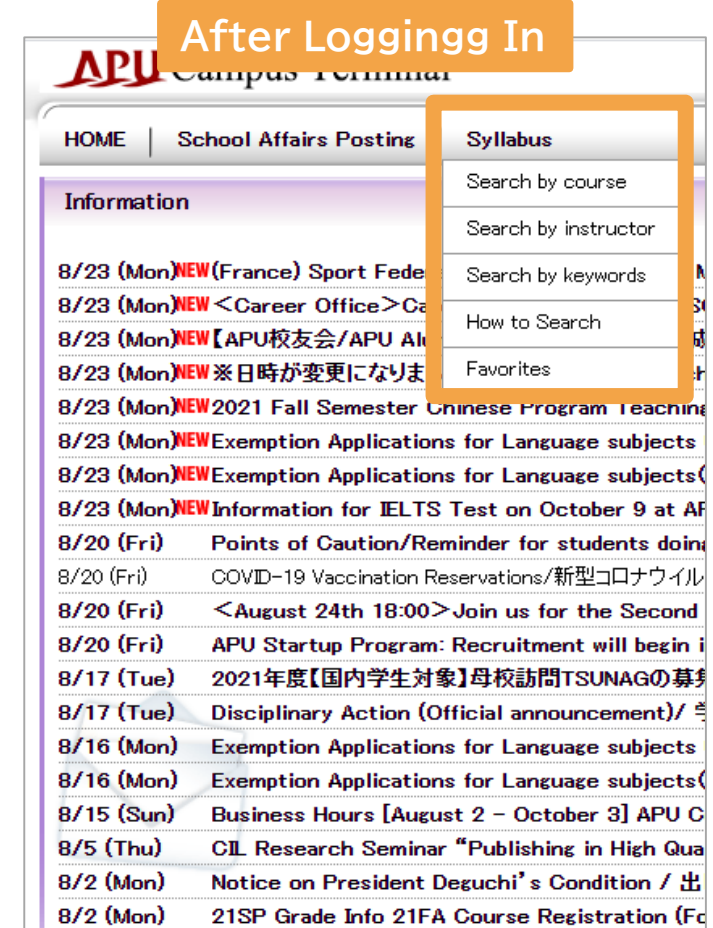
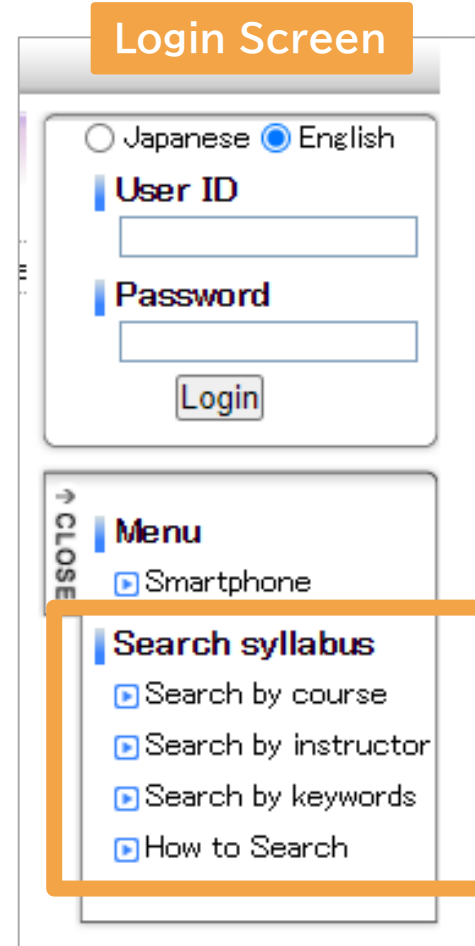
- Course name / Class name
- Registration Semester (FA/SP)
- Instructor's name
- Course Description
- Notes for Students
- Textbooks, Reference Materials
- Method of Grade Evaluation
- Instructor's Contact Info

2. How to Find the Syllabus

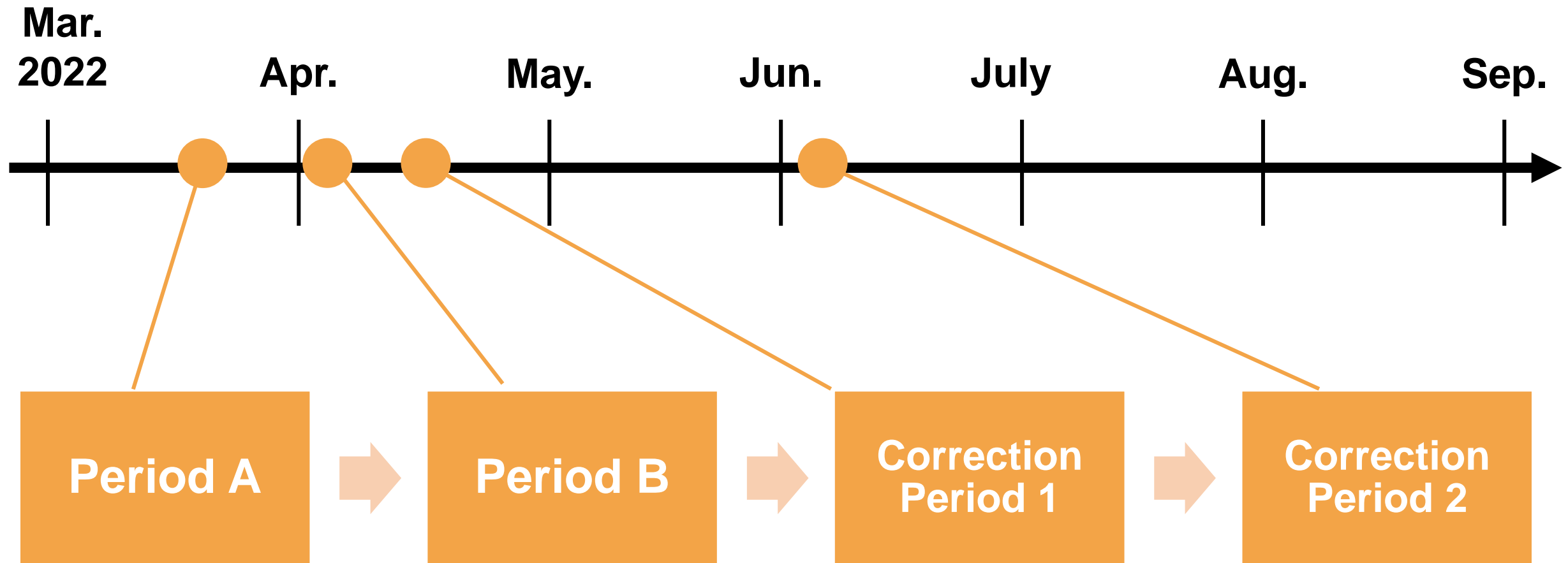
① APU's Homepage



② Campus Terminal



2. Course Registration Periods



2. Course Registration Periods

Period A	Priority ① (GPA 3.00+)	Monday, March 21, 9:30 ~	Tuesday, March 22, 12:00
	Priority ② (GPA 2.50+)	Monday, March 21, 12:30 ~	
	Regular	Monday, March 21, 15:30 ~	

Course Type	Register / Drop
Spring Semester Courses	Register / Drop
1 st Quarter Courses	
2 nd Quarter Courses	
Summer Session Courses	

- Can register for the following types of courses:
 1. Language Education Subjects
 2. Common Liberal Arts Subjects
 3. Major Education Subjects (**For own college only**)
- Language Education courses and Common Liberal Arts courses can be registered by students from either college. The number of students and classes will be arranged based on the number of students in each college.
- The start date and time of registration differs by college.
- Students can register for major education courses in other colleges (APM) starting in course registration B period of their 2nd year (3rd semester).

2. GPA Priority Registration – From 2nd Semester

The start time of Registration Period A depends on your GPA.

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. Courses APS Students Can't Register – Pd. A (= APM Required Courses)

1. Intro to Economics

2. Statistics

These are APM Required Courses,
so APS students cannot register for them
during Period A.

APS students can register for these
courses starting in Period B of their
second semester.

2. Course Registration Periods

Period B

Thursday, April 7, 15:00 ~ Friday, April 8, 10:00

Course Type	Register / Drop
Spring Semester Courses	Register / Drop
1 st Quarter Courses	
2 nd Quarter Courses	
Summer Session Courses	

- All courses can be registered.
- Can register for courses from the other college (APM) from your 2nd year (3rd semester).
- Courses and classes that have seats available after Period A can be registered by students from either college in Period B.

2. Course Registration Periods

**Correction
Period 1**

Monday, April 18, 10:00 ~ Tuesday, April 19, 10:00

Course Type	Register / Drop
Spring Semester Courses	Drop only
1 st Quarter Courses	
2 nd Quarter Courses	Register / Drop
Summer Session Courses	

- Semester courses and first quarter courses that have already started can only be cancelled.
- Courses and classes that still have seats available after period B can be registered by students from either college during the correction period (Only 2nd quarter courses and winter session courses).

2. Course Registration Periods

**Correction
Period 2**

Wednesday, Jun 15, 10:00 ~ Thursday, Jun 16, 10:00

Course Type	Register / Drop
Spring Semester Courses	Cannot Change
1st Quarter Courses	
2nd Quarter Courses	Drop Only
Summer Session Courses	Register / Drop

- 2nd quarter courses can only be dropped. (Semester courses and 1st quarter courses cannot be modified.)
- Session courses that have seats available after Correction Period 1 can be registered.

2. 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. AY 2022 Spring 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+	APS	Priority ①	Mon., March 21	9:30	Tue., March 22	12:00
		Priority ②		12:30		
		Regular		15:30		
Period B	New / Transfer Students		Thur., April 7	10:00	Fri., April 8	10:00
	Current Students			15:00		
Correction 1	All Students		Mon., April 18	10:00	Tue., April 19	10:00
Correction 2	All Students		Wed., June 15	10:00	Thur., June 16	10:00

Registration Procedure (Video)

2. 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



Lecture Duration	Day	Period	Course	Semester Student	Language	Instructor	Credits
FA1	Monday	1	050262JA 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	050267EA 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	050267EA 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

CONFIRMATION NUMBER ⇒

Registration No. 1167580

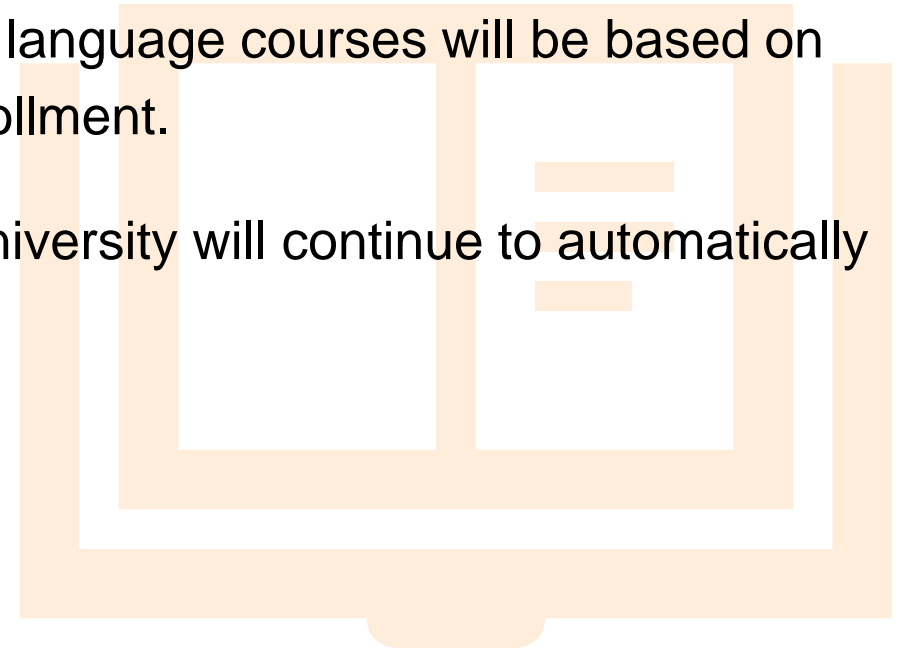
3. APS Graduation Requirements

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No.	Graduation Requirements	APS17E
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	Choose and register one of the 4 Areas of Study	○
7	Complete at least 2 credits of required subjects for your Area (Intro to...)	○
8	Complete at least 28 credits of Major Education Subjects for your Area	○

3. 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. APS Graduation Requirements

No.	Graduation Requirements	APS17E
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	Choose and register one of the 4 Areas of Study	○
7	Complete at least 2 credits of required subjects for your Area (Intro to...)	○
8	Complete at least 28 credits of Major Education Subjects for your Area	○

3. Registering / Changing an APS Area of Study

■ Area of Study Registration

APS Graduation Requirement

You must register for one of the Areas of Study below and complete at least two required credits and 28 major education credits for that Area.

Environment and Development	Hospitality and Tourism	International Relations and Peace Studies	Culture, Society and Media
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■ Period to Register / Change an Area of Study

Semester	2 nd Semester – End of 6 th Semester
Periods	Course Registration A, B, Correction 1, 2

We recommend you register as soon as possible and register courses according to your study plan.

3. APS Areas of Study

A) Area of Study	B) Area's Required Course (Common Liberal Arts)	C) Area's Major Education Courses※2
Choose / Register an Area of Study	Complete at least <u>2 credits</u> of required courses for that area	Complete at least <u>28 credits</u> of Major Education Courses for that Area
Environment and Development	Intro to Environmental Studies (2 credits)	Complete at least 28 credits
	Intro to Development Studies (2 credits)	
Hospitality and Tourism	Intro to Tourism and Hospitality (2 credits)	Complete at least 28 credits
International Relations and Peace Studies※1	Intro to International Relations (2 credits)	Complete at least 28 credits
Culture, Society and Media	Intro to Culture and Society (2 credits)	Complete at least 28 credits
	Intro to Media (2 credits)	

※1 If you wish to apply for the IR Honors Program, you must register for that Area and submit your Honors Program application by the end of Course Correction Period 2 in your 2nd or 3rd semester.

※2 Please see page 82 – 83 of the Undergraduate Academic Handbook for a list of the courses in each Area.

3. Registering / Changing an APS Area of Study ~Campusmate~

The screenshot displays the Campusmate interface for 'Area of Study Registration'. The left sidebar contains a menu with 'Area of Study Registration' highlighted. The main content area shows a table with columns for 'Choice', 'Area of Study/Specialization', and 'Registration Status'. The 'Hospitality and Tourism' option is selected. At the bottom right, the 'Save Changes' button is circled in orange.

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Environment and Development	-
<input checked="" type="radio"/>	Hospitality and Tourism	Registered
<input type="radio"/>	International Relations and Peace Studies	
<input type="radio"/>	Culture, Society and Media	

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

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

4. APS Core Subjects

4. APS Core Subjects




- The following two courses teach you the philosophy and goals of APS, so we strongly recommend 1st years take them both.
- “Intro to APS” is automatically registered by the university.
- Students must register themselves for “Intro to Area Studies.”

Course Name	Intro to APS	Intro to Area Studies
Subject Field	APS Major Education Courses	
Registered by	University-registered	Student-registered
Timing	English-basis: 1st semester	





5. First Day of Class – AY 2022 SP

Monday, April 11, 2022

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

7. Faculty Good Practices

Language <ul style="list-style-type: none"> English Language Japanese Language Asia Pacific Languages Language Proficiency Exams Language Exemption Language Class Attendance Rules 	Seminar Subjects <ul style="list-style-type: none"> Seminar Subject List Undergraduate Seminar Courses (for the 3rd & 4th year) Undergraduate Thesis 	Study Support <ul style="list-style-type: none"> Study Support options in APU Support for Students with Disabilities Academic Advising Writing Center SALC Facilities Writing Manual AHC (Analytics and Math Center) SEA (Student Exchange Advisors) Good Practices of Faculty 	IT Support (APU-Net) <ul style="list-style-type: none"> Information Systems Policy Antivirus Measures Basic Support Educational Support (manaba, zoom, etc.) Support Desk
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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 ACKARADEJRANGSRI 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 Miharū](#)
- [Vol 8: CLE Tenured Senior Lecturer OHARA Tetsushi](#)



Seung Ho YOUN, Associate Professor
Subjects: Teacher and Hospitality, Risk Management, Hospitality Management

Summary of Tips:

- Do not do the same class more than once - always strive to keep on improving!
- Determine the level of the class with "knowledge" multiplied by "interest" of the students.
- The key-words for group work are "relationship," "independence," and "competitiveness."
- Use a lot of photos and images in the slides and minimize the use of characters and words.

Associate Professor Seung Ho YOUN

Q. So far, what steps have you taken to improve the quality of your classes?
A. The improvements that I implemented are based on the evaluation and "class response" from the students.
Until 2017 I was teaching students in my own way, but in recent years, I have been using Japanese syllabus pages or video loads and actively incorporating group work into the classes, and these methods have improved the classes so students tend to get involved more easily.
I am in charge of biology classes, and courses from undergraduate to graduate students spanning various levels, so it is difficult to think about them as one. Also, my supervisor from when I was a graduate student had said that although they had been teaching for over 28 years at the time, undergraduate students were still a mystery and they still had to find the correct answer to how to teach them. High-quality classes were being held, but they were taught as those worries continued. I myself do not know what that correct answer is. In order to acquire hints into conducting high-quality classes, I read books related to pedagogy, and revised my teaching plan through student responses to each class and responses in the class evaluation questionnaires. During my sabbatical, I observed classes of highly-rated teachers at the German University where I was staying and was able to reference those classes. In my opinion, we should continue a trial and error method in search of the correct answer.

Q. How do you conduct regular group work?
A. The keywords are "relaxing, independence, and competitiveness." From the second lecture to the end of the course, students will be involved in the same group consistently, so their relationships with their peers will greatly affect their grades. By providing many opportunities to make decisions and

Q. How do you consider to improve your class?
I am in charge of biology classes, and courses from undergraduate to graduate students spanning various levels, so it is difficult to think about them as one. Also, my supervisor from when I was a graduate student had said that although they had been teaching for over 28 years at the time, undergraduate students were still a mystery and they still had to find the correct answer to how to teach them. High-quality classes were being held, but they were taught as those worries continued. I myself do not know what that correct answer is. In order to acquire hints into conducting high-quality classes, I read books related to pedagogy, and revised my teaching plan through student responses to each class and responses in the class evaluation questionnaires. During my sabbatical, I observed classes of highly-rated teachers at the German University where I was staying and was able to reference those classes. In my opinion, we should continue a trial and error method in search of the correct answer.

Based on this line of thinking, I now think that the first condition for high-quality classes is effective teacher-to-student questions. "The teacher's objective is to ignite interest in the minds of the students," as said to me by my mentor, and I think it is important to ask effective questions so

talent develops in academics, but rather than providing these to students as they are, I provide the theoretical knowledge and multifaceted theoretical interpretation behind the logic in an easy-to-understand manner for debate to encourage students to think about it. If it is an academic topic of personal

KOJIMA Shinji
Associate Professor
Subjects: Multiculturalism and Society, Social Stratification, Transnational Sociology, Preliminary seminar

3TIPS

- Ask effective teacher-to-student questions
- Propose topics that are related to the student's own lives
- Deliver knowledge from teacher to student, student to teacher, and student to student

Associate Professor KOJIMA Shinji

Q&A