

[For AY 2017 Curriculum Students]

# FAQ

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# 1. Basic Information

**Course Periods: What are “Semesters” and “Quarters”?**

Semester and quarter refer to the length of the course.

Each academic year is split into two semesters, the spring semester and fall semester. Each semester is made up of two quarters (1<sup>st</sup> Quarter and 2<sup>nd</sup> Quarter) plus the winter or summer session.

**What is a credit?**

A credit shows that you have learned and mastered the content of a course. Credits are based on standards laid out in the government’s Standards for Establishment of Universities, calculated based on the number of class hours (including preparation and review) expressed in number form.

Students must earn at least 124 credits in order to graduate. The specific types of credits required are set by the curriculum based on your year of enrollment, college, and language basis, so please check the details in guidance sessions or in the Undergraduate Academic Handbook.

**I don’t know how to check the Undergraduate Academic Handbook.**

The inside cover of the handbook has a “headline color” section. Information relevant to new students can be found in the “All AY 2017 Curriculum Students,” “All Students,” and “All AY 2017 Curriculum [APS or APM] Students” sections.

# 2. Curriculum

**Do I have to register an Area of Study to graduate?**

As shown below, this depends on your college. ([About Areas of Study](#))

**【APS】**

All APS students must register an area of study as a graduation requirement. The area can be registered from your 2<sup>nd</sup> to 6<sup>th</sup> semester during any course registration period (Registration A, B, Correction 1, 2).

**【APM】**

APM students are not required to register an area of study to graduate. However, if you earn 12 or more credits from courses in your registered area of studies, the name of that area will appear on your diploma. The area can be registered from your 1<sup>st</sup> semester to Correction Period 2 of your final semester.

**Can I register for more than one Area of Study?**

No. Both APS and APM students can only register for up to one area.

I'm a Japanese-basis International student, do I have to earn 20 credits from courses taught in English in order to graduate?

No.

Only Japanese-basis domestic students are required to earn 20 credits from courses taught in English in order to graduate. However, if you graduated from a Japanese high school but do not have Japanese nationality, you may be categorized as a domestic student. ※International student = has a student visa.

### 3. Language Courses

What is the difference between English A and B?

[Standard Track] A: Communication class, B: Grammar class

[Advanced Track] A: Discussion and Debate class, B: Grammar class

What's the difference between an English language course and a course taught in English (credits for taking class in opposite language)?

English language courses are courses where you study English. They range from "Elementary English A and B" to "Advanced English 2A and 2B." The level of your English language course is set based on the results of the placement test you take upon enrollment.

Courses taught in English are "courses where you study a topic in English," in other words lecture courses or major education courses taught in English. Japanese-basis domestic students must earn at least 20 credits from these courses in order to graduate.

What is AP Language?

Languages spoken in the Asia Pacific region are called "AP Language." There are 6 AP languages you can study: Chinese, Korean, Spanish, Malay Indonesian, Thai, and Vietnamese. Level I of these courses is extremely popular, so if you are interested in taking one you should try to register as soon as possible just after the start of the registration period.

I was placed in the lowest level required language class (Elementary English or Japanese Foundation). Can I still register for an AP Language class?

No. To take AP Language courses, Japanese-basis students must complete Elementary English A and B, and English-basis students must complete Japanese Foundation I, II, and III in order to register for AP Language courses.

I can't see the results of my placement test.

Placement test results are not published. If you would like to check which class you were placed in based on the results of your test, please check the website below.

【English courses】 <https://en.apu.ac.jp/academic/page/content0035.html/?c=17>

【Japanese courses】 <https://en.apu.ac.jp/academic/page/content0038.html/?c=17>

Can I register for AP Language classes and required language classes (English / Japanese) at the same time?

Yes. However, most language courses are worth 4 credits, so they have more class meetings compared to other courses. If you choose to register required language course and AP Language courses at the same time, please be aware that you will have to manage yourself and your time carefully.

Can I apply for language exemption from my first semester?

Yes. In previous years we start accepting applications for language exemption in July and January. Please check the Academic Office website for details.

Are English A and B registered at the same time?

You must complete both the A and the B course (total of 6 credits) at each level in order to begin studying at the next level. If you pass only Elementary English A but you fail Elementary English B, then the next semester the university will automatically register you for Elementary English B only. You cannot go to the next level if you only pass A or B at a given level.

## 4. Course Timetable / Syllabus

I don't know how to make my own schedule.

1. Check your graduation requirements and credit status, and confirm the subject fields where you still need credits.
2. Check the information in the course timetable and the syllabus.
3. Check the timetable for automatically-registered subjects (required subjects / language subjects). The schedule of automatically-registered subjects varies for each student. Check whether you have any courses that will be registered for you via the Action Required message that will be sent to you on Campus Terminal.
4. Find classes that do not conflict with the schedule of your automatically-registered courses, that also fit into the subject fields of the credits you still need for graduation. Courses may run out of seats before you register, so we recommend you have a few backup plans.
5. Register for courses when the registration period begins.

When is the timetable for automatically-registered courses announced?

The timetable for automatically-registered (required / language) courses is announced a few days before the start of the course registration period. In the AY 2021 fall semester the timetable of automatically-registered courses for new students will be uploaded on Tuesday, September 28 via an Action Required message on Campus Terminal, so please check it.

Where can I find the course timetable?

It is available on the Academic Office website. Please check the [Timetable for AY 2017 Curriculum Students](#).

Where can I find the course syllabus?

On Campus Terminal.

What do the letters at the end of the course name (JA, EB) mean?

The two letters at the end of the course name show the language of the course (J or E) and the class (A, B, C, etc.).

I can't find a syllabus for a course. Does this mean the course will not be offered?

Please make sure you are entering the course name correctly (it does not include any extra punctuation, etc.). If a course is not shown in the course timetable, then the course will not be offered that semester.

## 5. Course Registration

I don't know how to use Campusmate.

Please check the [Course Registration and Area of Study Registration Manual](#). You will need to use your APU ID and password to log in to Campusmate.

If I drop a course during a Course Correction period, will I receive an F (fail) for that course?

Dropped courses are not graded, so you will not receive a fail (F) grade.

Can I register for a Major Education course from the other college?

Yes, from your 3<sup>rd</sup> semester. You can register for other college courses from Course Registration Period B.

If I take a Major Education subject from the other college, how are those credits counted?

They are counted in the "Other College Courses" subject field and count toward the 124 credits you need to graduate.

Can I register for a 200 level course as a 1<sup>st</sup> year student?

No. 1<sup>st</sup> year students can only register for 100 level courses. However, language courses do not have year levels, so you only need to pass the prerequisites for that course to register. Please check the course timetable or subject list for the grade levels of each course.

Can I graduate without writing a graduation thesis?

Yes. Writing a graduation thesis is not a requirement for graduation.

Is there a minimum number of credits I must register each semester?

There is no minimum number of credits you must register each semester, but you will need at least 124 credits to graduate. There is a max number of credits you can register each semester, so please plan your course registration carefully. However, students receiving scholarships do need to register for a certain number of credits to keep their scholarships. Please check the Student Office website for details.

Do I have to register the max number of credits possible every semester?

You do not have to register for the max number of credits each semester. However, there is no guarantee that you will be able to earn credit for all the courses you register, so we do recommend registering the max number of credits to ensure you will be able to earn the 124 credits you need to graduate.

What is the difference between semester and quarter courses?

[Semester Course] Class once a week for 4 months (during the semester) to earn credits.

[Quarter Course] Class twice a week for 2 months (during 1<sup>st</sup> or 2<sup>nd</sup> quarter) to earn credits.

Both types of classes have a total of 14 class meetings.

What are the Winter and Summer sessions?

These are intensive, one week (5 day) sessions that take place during the break. Just like other types of courses, you can earn credit if you pass. You can register for winter or summer session courses during Course Registration period A and B, and Course Correction Period 1 and 2.

How can I check the number of seats in a class?

Class sizes are not published. Classes with seats available are shown on the Campusmate registration screen. Please check for the number of empty seats available, as shown during the course registration period.

My Off-Campus Study Program is worth 2 credits. I won't know if I am accepted until after the course registration period, but if I register for the max number of credits during Period B does this mean I will not be able to participate in my Off-Campus Study Program?

Whether or not Off-Campus Study Program credits count toward the credit registration limit varies by program. Check [pages 170 - 174 of the Undergraduate Academic Handbook](#) for details. Details of each program can also be found on the [Off-Campus Study Programs webpage](#). If you still have questions, please contact the coordinator of each program.

Can I register for all 4 types of courses (Semester, 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter and session) during Course Registration Period B?

You can register for or drop all types of courses during Registration Period B. However, during Correction Period 1 you cannot register semester or 1<sup>st</sup> quarter courses, only drop them. During Correction Period 2 you can only drop 2<sup>nd</sup> quarter courses, but you can still register or drop session courses. For details, please check [page 129 of the Undergraduate Academic Handbook](#). You cannot register or drop courses outside of the course registration period.

If I drop a course during Correction Period 1, can I register for another course instead?

You can drop the course, but you can only register 2<sup>nd</sup> Quarter or session courses that still have seats available. For details, please check [page 129 of the Undergraduate Academic Handbook](#).

[APS Students Only]

Do I need to register for the core courses, Intro to APS and Area Studies?

These courses are not required. Intro to APS contains a lot of information that APS students need to know, so it is automatically registered for you by the university in your first semester.

Area Studies teaches you all the basic information you need to know to begin studying the Asia Pacific. It is not automatically registered for you, but the university strongly recommends you take it.

[APM Students Only]

Will the university register all my required courses, excluding Mathematics and Statistics?

Yes. Mathematics and Statistics are required courses that can be registered from your first year, so we recommend taking those courses early.

[APM Students Only]

I heard that you can register for Accounting I, Intro to Marketing, and Intro to Economics from your first year depending on the level of your required language courses, but can you tell me the specific language level required?

You can register up to 18 credits in your first semester. If you subtract the number of credits automatically registered for you by the university from the max, 18, then you can find the number of credits you have available to register. If you take a course early and earn credit for it, it will be marked as complete and not registered for you in the next semester.

[APM Students Only]

I will be job hunting, so I can't take the course automatically registered for me in my 7<sup>th</sup> semester, "Global Management (Capstone)." Can I drop it?

Normally, you cannot drop APM required courses that are automatically registered for you. However, you can drop "Global Management (Capstone)" can be dropped during Course Registration Period A or B or Correction Period 1 yourself. If you choose to do so, it will be registered for you by the university in your 8<sup>th</sup> semester. It is an APM required course, so if you do not earn credit for it you will not be able to graduate. Please be careful if you choose to drop the course.

I have questions about course registration or classes.

Please use the three resources below. More details are available on the websites.

1. [Academic Office](#)

We accept questions about course registration, course planning, or graduation requirements any time.

2. [Academic Advising](#)

We provide support for finding your own academic or personal goals. If you are concerned about your student life or future, please talk with our faculty advisors about your concerns.

3. [Talk with Faculty during their Office Hours](#)

If you want to discuss courses you are taking or seminars, please make an appointment with a faculty member and talk with them directly.

## 6. Other

There are no classes I want to take.

Please check the Undergraduate Academic Handbook, [page 84 - 85 \(APS\)](#), [page 86 - 87 \(APM\)](#) for courses you are interested in (100 level). Next, please check the syllabus content to find out details of that course, its grading methods (report or tests) and so on.

A class I want to take conflicts with one of my automatically-registered courses. Can I change my automatically-registered course?

You cannot change your automatically-registered courses. Please register based on priority. If there is a course you are interested in you can also take that course next semester, so please consider the timing of your registration.

What kind of instructors does APU have?

Information about faculty members such as their field of expertise can be found on our [Faculty Information Page](#).

I'm worried because I'm not good at math.

If you are having issues in your Fundamental Mathematics, Advanced Mathematics, Business Mathematics, or Statistics course, please consider making use of the [AMC \(Analytics and Math Center\)](#). Support is offered in English or Japanese through one-on-one sessions with our trained tutors.

I'm having trouble writing a report.

All 1<sup>st</sup> year students are automatically registered for Study Skills and Academic Writing (SSAW). In SSAW you will learn methods to help you be a "proactive, self-motivated, independent learner," which is very important when writing a report. Also, if you have questions or concerns about a writing assignment you can use the [Writing Center](#) service where you can receive one-on-one support.

I'm taking my APU classes from outside of Japan. How do I get my textbook?

Please check the syllabus and listen in the first class meeting to find out what textbooks you will need. Some faculty members make their own materials or distribute materials in class. If you need a textbook, you can buy it online via the CO-OP's online shop, or buy it from another online retailer.