

**-2017 Curriculum-**

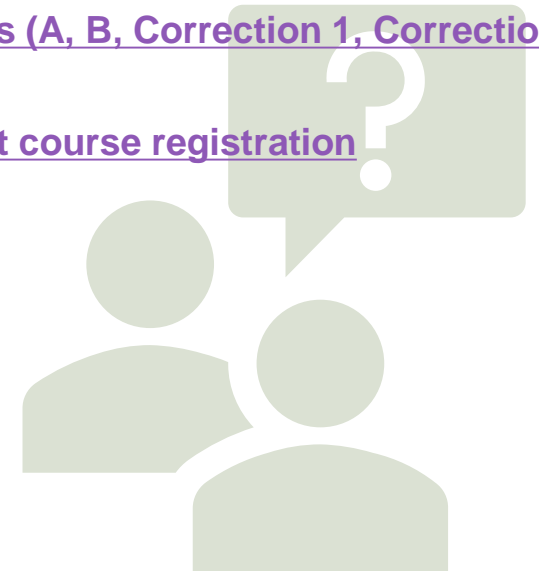
# **Course Registration Guidelines**

**Information for APS & APM Students**

**APU Academic Office**

# What should I do in these situations?

- What is a semester/quarter?
- What happens if I register for a quarter course?
- I don't know how I should prepare for course registration
- How many credits can I register for? / Is there a minimum number of credits I must take?
- I can't register for a course (it doesn't appear on Campusmate)
- I don't know how to use Campusmate / how to register for courses
- I don't know how to register or change my Area of Study
- I don't know how to read the course timetable
- I don't know how to read the syllabus
- I don't understand the difference between course registration periods (A, B, Correction 1, Correction 2)
- I want advice about course registration



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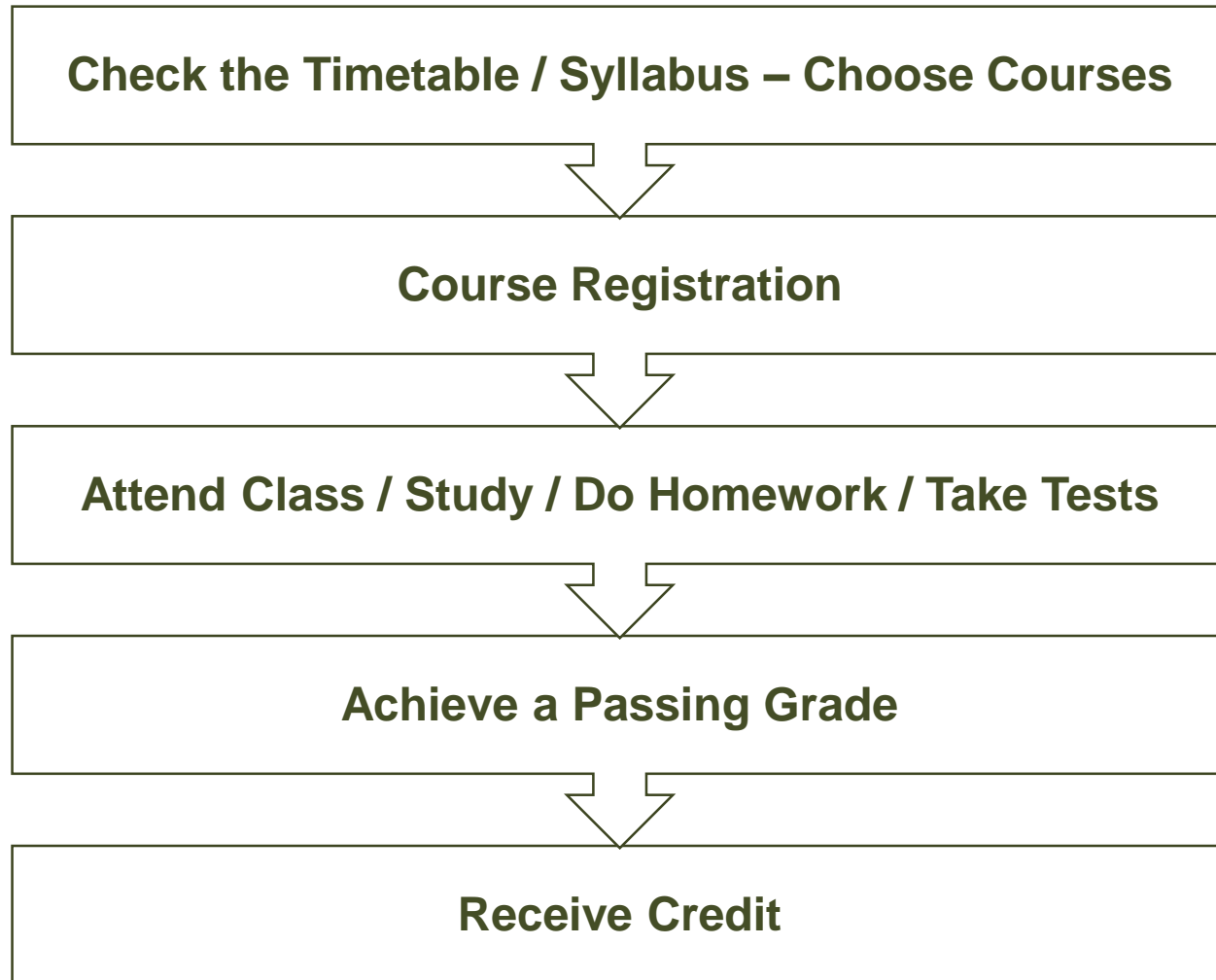
- [Academic Office](#)

# Terminology List

Terminology	Explanation	Related Links
<b>Course Registration</b>	The process in which each student registers for the courses they want to take, indicating their intention to attend those courses.	<a href="#">Slides 32-39</a>
<b>Semester</b>	The academic year (April to March) is split into two halves, with each half called a “semester”. The first half of the academic year (April to September) is the Spring Semester, and the second half (October to March) is the Fall Semester.	<a href="#">Slides 6-7</a>
<b>Quarter</b>	Each semester is further divided into two periods called “quarters”. The first two months of each semester are called the 1 <sup>st</sup> Quarter, and the last two months are called the 2 <sup>nd</sup> Quarter.	<a href="#">Slides 6-7</a>
<b>Quarter Break</b>	This is a roughly week-long break between the 1 <sup>st</sup> Quarter and 2 <sup>nd</sup> Quarter each semester.	<a href="#">Slides 6-7</a>
<b>Session (Session Subject)</b>	Session subjects are held during the first week of the long vacation after the 2 <sup>nd</sup> Quarter ends.	<a href="#">Slides 6-7</a>
<b>Course Timetable</b>	A list of courses available each semester. The timetable includes information about the class day, class period, classroom, instructor, grade level, etc.	<a href="#">Slides 28-30</a>
<b>Syllabus</b>	Faculty use the syllabus to inform students of their plan for the course. The syllabus contains basic and important information about the class, including the semester the course is offered, class content, grading method, requests for students, etc.	<a href="#">Slides 24-27</a>
<b>GPA</b>	GPA is a value representing a student’s overall grade evaluation, calculated based on the individual grades from each of their classes according to the calculation method established by the university. GPA is used when registering for courses and when applying for student exchange, scholarships, etc.	<a href="https://en.apu.ac.jp/academic/page/content0027.html/?c=17">https://en.apu.ac.jp/academic/page/content0027.html/?c=17</a>
<b>Required Subject</b>	Students must complete these subjects to graduate.	<a href="#">Slide 14</a>
<b>Automatically Registered Subject</b>	These subjects are registered for you by the university. Among the automatically registered subjects at APU, Introduction to APS (APS students only), SSAW, and MCW are not “required subjects”.	<a href="#">Slide 11</a> <a href="#">APS: Graduation Requirements / Area of Study / Course Registration Conditions</a>
<b>Campusmate</b>	This system is used to register for courses, register and change your Area of Study, and check grades.	<a href="#">Slide 40</a> <a href="https://cmate2.apu.ac.jp/campusapu/top.do">https://cmate2.apu.ac.jp/campusapu/top.do</a>
<b>Campus Terminal</b>	The university sends notices and information to students using this noticeboard system.	<a href="https://portal2.apu.ac.jp/campusp/top.do">https://portal2.apu.ac.jp/campusp/top.do</a>

# Basic Academic Information

# Process for Earning Credits



- Students must register for courses they want to take. (Course Registration)
- Students then attend the courses they registered for, submit assignments, and take tests.
- After this, students can earn "credits" for the course if they receive a passing grade.

# Academic Calendar (Yearly Schedule)

Apr	<b>Spring Semester</b>	1 <sup>st</sup> Quarter
May		
Jun		2 <sup>nd</sup> Quarter
Jul		
Aug		Summer Session
Sep		
Oct	<b>Fall Semester</b>	1 <sup>st</sup> Quarter
Nov		
Dec		2 <sup>nd</sup> Quarter
Jan		
Feb		Winter Session
Mar		

## ► What is the Academic Calendar?

- A calendar that contains all the dates for the academic year. Each academic year is split into 2 semesters, and each semester is split into two quarters and a session.
- The semester starting in April is called the Spring Semester, and the semester starting in October is called the Fall Semester.
- A session is a one-week long period of classes at the beginning of each long vacation.

[Check the Academic Calendar](#)



# Timetable Sample (Fall Semester)

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Spring Semester						Fall Semester					
1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		Session		1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		Session	

Period	Class Time	Offered	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25	1Q (Oct-Nov)			SSAW		
		2Q (Dec-Jan)	Computer Literacy			Computer Literacy	
2	10:35-12:15	1Q (Oct-Nov)					
		2Q (Dec-Jan)					
3	12:30-14:10	1Q (Oct-Nov)		Japanese Economy (1Q)	MCW	Introduction to peer leader training	Japanese Economy(1Q)
		2Q (Dec-Jan)					
4	14:20-16:00	1Q (Oct-Nov)	Japanese Foundation Course II	Japanese Foundation Course II		Japanese Foundation Course II	Japanese Foundation Course II
		2Q (Dec-Jan)					
5	16:10-17:50	1Q (Oct-Nov)	Japanese Foundation Course III	Japanese Foundation Course III		Japanese Foundation Course III	Japanese Foundation Course III
		2Q(Dec-Jan)					
6	18:00-19:40	1Q (Oct-Nov)	Introduction to APS				
		2Q (Dec-Jan)					

※ This is Sample.

- Please refer to the table below to see how courses are organized.
- If you register for quarter-basis courses, your timetable will change mid semester.
- You cannot register for semester-basis courses during the same day and period you have registered for a quarter-basis course

Course Type	Credits	Offered	Classes per Week	Total No. of Classes
Lecture Subjects	2	Quarter-basis (2 months)	2	14
		Semester-basis (4 months)	1	
Seminar Subjects	2	Semester-basis (4 months)	1	14
Language Subjects	4	Semester-basis (4 months)	4	56
	2		2	28



# Subject Fields

# What is a Subject Field?

- ▶ Each subject at APU is assigned to a subject field.

E.g.

Subject Name	Subject Field
Elementary English A	Language Subject (English)
Japanese Intermediate Course	Language Subject (Japanese)
Chinese	Language Subject (AP Language)
Culture and Society of the Asia Pacific	Common Liberal Arts Subject
Production Management	Major Education Subject (APM)
International Relations Theory	Major Education Subject (APS)

- ▶ There is a set number of credits you must earn in each subject field in order to graduate. (Please check the graduation requirements for your college.)

[APS: Graduation Requirements / Area of Study / Course Registration Conditions](#)



[APM: Graduation Requirements / Area of Study / Course Registration Conditions](#)



# Language Education Subjects

## English Language Subjects

- Required for Japanese-basis students
- English-basis students can also register for some of these subjects

Details →

## Japanese Language Subjects

- Required for English-basis students

Details →

## AP Language Subjects

- Asia Pacific Languages
- Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese

Details →

# Common Liberal Arts Subjects

▶ **What are Common Liberal Arts Subjects?**

These subjects aim to provide students with the knowledge, skills, qualities and abilities that form the basis of university study, thereby cultivating well-educated students.

▶ **Common Liberal Arts Subjects registered by the university**

New students acquire the basic knowledge and methodology they need for their university studies through lectures and workshops.

		Study Skills and Academic Writing (SSAW)	Multicultural Cooperative Workshop (MCW)
<b>Registration</b>		<b>Registered by the University</b>	
<b>Registration Period</b>	Spring Enrollees	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
	Fall Enrollees	<b>1<sup>st</sup> Semester</b>	<b>1<sup>st</sup> Semester</b>

## ► What are Major Education Subjects?

- These courses help students understand the goals and philosophy of their college (APS/APM), acquire specialized knowledge and skills, and further develop their interests.
- Students can only register for most Major Education Subjects from their 2<sup>nd</sup> year onwards (3<sup>rd</sup> semester onwards).
- Students can also register for Major Education Subjects from the other college, but there are some restrictions on course registration. Check “[Course registration conditions for APS students / Course registration conditions for APM students](#)” for more details.

# Graduation Requirements

In order to graduate, you must complete all the graduation requirements of your department.  
For details, click on the icons at the top.

No.	APS: Requirements
1	Enroll for at least four years
2	Complete at least 124 credits total
3	Complete required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (This requirement applies only to Japanese-basis domestic students)
6	Choose and register an Area of Study
7	Complete at least 2 credits from the required subjects for your registered Area of Study (Common Liberal Arts Subjects)
8	Complete at least 28 credits from the Major Education Subjects for your registered Area of Study

No.	APM: Requirement
1	Enroll for at least four years
2	Complete at least 124 credits total
3	Complete required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (This requirement applies only to Japanese-basis domestic students.)
6	Complete APM Required Subjects
7	Complete at least 2 credits from APM Required Subjects (Mathematics)

# 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.**

# Preparing for Course Registration

## 1. Read the Handbook

Check all the info about registration in the 2022 Undergraduate Academic Handbook.  
Read it carefully, make sure you understand it.



## 2. Check Syllabus

Check the syllabi of the courses you are interested in, check the course content, choose what you want to register.



## 3. Check the Timetable

Check the Action Required message on Campus Terminal for the timetable of courses registered for you by the university.  
Check the Dates/ Times of your university-registered courses to see what periods you will be able to register other classes.



## 4. Make Registration Plan

Check your open times via 3 above, then check the course timetable/ syllabi.  
Make a course registration / schedule plan.



# Max Number of Credits Available

## ► Max Number of Credits Available

School Year	1		2		3		4 or above		
Semester	1	2	3	4	5	6	7	8 or above	
Regular Students	18	18	20	20	20	20	24	24	
Accelerated Graduation Program Students	-	-	24	24	24	24	24	24	

(credits)

- There is a limit to the number of credits you can register for each semester
- The maximum number of credits includes credits registered by the university.
- There is no minimum number of credits you must register for in any given semester.
- There are minimum requirements when applying for certain scholarships and various programs.

# Subjects You Can / Cannot Take

- You cannot register for all available subjects right away during your first year.
- Some subjects have conditions for registration.

# Grade Level

## ► What is Grade Level?

- Each subject is assigned a grade level, starting from introductory subjects for 1<sup>st</sup>-year students, subjects for 2<sup>nd</sup>-year students, and so on.
- The grade level you can register for depends on your year of study. (See table below)

## ► Course Grade Level

Grade Level	100 level	200 level	300 level	400 level	
Primarily for	1 <sup>st</sup> year students	2 <sup>nd</sup> year students	3 <sup>rd</sup> year students	4 <sup>th</sup> year students	
1 <sup>st</sup> year students Course Registration OK	➔		<div style="background-color: #4b6c4b; color: white; padding: 10px; border-radius: 15px; text-align: center;">                     If you meet the requirements for AP Language courses, you can register for them regardless of grade level                 </div>		
2 <sup>nd</sup> year students Course Registration OK	➔				
3 <sup>rd</sup> year students Course Registration OK	➔				
4 <sup>th</sup> year students Course Registration OK	➔				

# Prerequisites: Subjects you must earn credits for before being able to register for other subjects

## ▶ If a Prerequisite is Specified on the Subject List **(Required)**

If there is a prerequisite on the Subject List, then you must complete the prerequisite before registering for the course.



## ▶ If a Prerequisite is Specified on the Syllabus **(Recommended)**

There is no prerequisite subject listed on the subject list.

In this case, you can register for the subject even if you haven't completed the prerequisite.

However, the subject will be taught on the assumption that you have completed the prerequisite.

Please make sure to thoroughly read the syllabus in advance and only register for subjects after checking the course details carefully.

# Common Liberal Arts Subjects that Students Cannot Register During Period A

Subjects		APS	APM
Intro to Development Studies	APS Required Subjects	Can be registered from 1st semester	Can be registered from Period B of 2 <sup>nd</sup> semester
Intro to Environmental Studies			
Intro to Tourism and Hospitality			
Intro to International Relations			
Intro to Culture Society and Media			
Intro to Media			
Intro to Economics	APM Required Subjects	Can be registered from Period B of 2 <sup>nd</sup> semester	Taken in 2 <sup>nd</sup> semester (University Registered)
Statistics			Can be registered from 1st semester

- Courses listed on the left that are required subjects for each faculty cannot be registered for during Period A by students from the other college, even though they are Common Liberal Arts Subjects available to all students.
- Students from the other college can register for these subjects during Period B from their 2<sup>nd</sup> year onwards.

# Course Registration Conditions for each College

## ▶ **What are Course Registration Conditions?**

- Some subjects have conditions for registration.
- Please check the information for your college below for a list of course registration conditions.

[APS: Graduation Requirements / Area of Study / Course Registration Conditions](#)



[APM: Graduation Requirements / Area of Study / Course Registration Conditions](#)





## ► What is a Syllabus?

- Syllabi are what faculty use to communicate the class schedule and content to students.
- The syllabus includes basic and important information, such as the semester the course will be held, course content, important points for students, etc.
- Syllabi are available on Campus Terminal or on the Academic Office website.
- Be sure to check this information when deciding which courses to take.

## Syllabus Descriptions

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

# How to Find the Syllabus

Campus Terminal



Login Screen

Japanese  English

**User ID**

**Password**

Login

↑ CLOSE

**Menu**

- Smartphone
- Search syllabus**
  - Search by course
  - Search by instructor
  - Search by keywords
  - How to Search

Screen after login

APU Campus

HOME | School Affairs Posting | **Syllabus**

Information

- 8/23 (Mon) **NEW** (France) Sport Federation
- 8/23 (Mon) **NEW** <Career Office> Career
- 8/23 (Mon) **NEW** 【APU校友会/APU Alumni
- 8/23 (Mon) **NEW** ※日時が変更になりました
- 8/23 (Mon) **NEW** 2021 Fall Semester Chinese Program Teaching
- 8/23 (Mon) **NEW** Exemption Applications for Language subjects
- 8/23 (Mon) **NEW** Exemption Applications for Language subjects
- 8/23 (Mon) **NEW** Information for IELTS Test on October 9 at APU
- 8/20 (Fri) Points of Caution/Reminder for students doing
- 8/20 (Fri) COVID-19 Vaccination Reservations/新型コロナウイルス
- 8/20 (Fri) <August 24th 18:00> Join us for the Second
- 8/20 (Fri) APU Startup Program: Recruitment will begin in
- 8/17 (Tue) 2021年度【国内学生対象】母校訪問TSUNAGの募
- 8/17 (Tue) Disciplinary Action (Official announcement)/
- 8/16 (Mon) Exemption Applications for Language subjects
- 8/16 (Mon) Exemption Applications for Language subjects
- 8/15 (Sun) Business Hours [August 2 - October 3] APU C
- 8/5 (Thu) CIL Research Seminar "Publishing in High Qua
- 8/2 (Mon) Notice on President Deguchi's Condition / 出
- 8/2 (Mon) 21SP Grade Info 21FA Course Registration (F

Academic Office Website



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**Class Policy**

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**Course Timetable**

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- ▶ Faculty Contact Info and Office Hours
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**Syllabus**

- ▶ **APU Syllabus**
- ▶ Course Numbering(PDF)

**Class Evaluation Survey**

# How to Check the Syllabus

**Search conditions**

Select the year, and then select one or more options from the following list.

※1 Type the official name of the course / instructor in the relevant search box paying particular attention to correct capitalization. Refer to the Academic Handbook and class timetables for official names.

Ex: 1st Year Student Workshop → Results found  
 1st Year student workshop → No results found  
 1st Year Workshop → No results found  
 1st Year → Results found  
 1st year → No results found

Year	2022																								
Course name	<input type="text"/>																								
Instructor(※1)	<input type="text"/>																								
Course period(※1)	-- Not selected --																								
Day of week and period	<table border="1"> <tr> <td>(If a day of the week and period)</td> <td>Mon</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Session</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	(If a day of the week and period)	Mon	<input type="checkbox"/>	1	<input type="checkbox"/>		2	<input type="checkbox"/>		3	<input type="checkbox"/>		4	<input type="checkbox"/>		5	<input type="checkbox"/>		6	<input type="checkbox"/>		Session	<input type="checkbox"/>	
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6	<input type="checkbox"/>																								
Session	<input type="checkbox"/>																								

**Courses You can Choose**

SP	Spring Semester Subjects
SP1	Spring 1 <sup>st</sup> Quarter Subjects
SP2	Spring 2 <sup>nd</sup> Quarter Subjects
SU1	Summer Session Subjects
FA	Fall Semester Subjects
FA1	Fall 1 <sup>st</sup> Quarter Subjects
FA2	Fall 2 <sup>nd</sup> Quarter Subjects
WI1	Winter Session Subjects

- After selecting the correct semester, quarter, or session, you can search by subject name, instructor, day of the week, and class period.
- If you search by course name or instructor, be careful not to change a single letter when searching.
- We recommend copy and pasting the subject or instructor name directly from the Excel course timetable on the Academic Office website to ensure everything is written correctly.

# How to Check the Syllabus

Year	2021
Subject Code	027012EA
Course Number	[LIB]-[APU]-[100]
Semester	SP
Subject / Class	Study Skills and Academic WritingEA
Instructor	ROUX Petrus Willem
Misc. Notes	

## Method of Grade Evaluation

...ing assignments including summarizations, short essays, 1000 word essay.

Subject Field	
Recommended Qualifications / Knowledge	All first-year students in their first semester
Course Overview	First-year students will gradually obtain a battery of study skills and methods essential for their future
Course Objectives	A. Learn academic skills for university studies 1) Understand and acquire the proper attitude for learning 2) Learn to manage goals 3) Learn to manage time 4) Learn the fundamentals of academic writing
Teaching Methods	<ul style="list-style-type: none"> <li>All classes are composed of lecture and workshop. Lectures are given in the first 30 minutes followed by workshops.</li> <li>Specific study skills are taught in the lecture. In the workshop, the students, divided into sev groups, apply and practice the skills they learned in the lecture.</li> <li>A small group is comprised of about 10 students, and assisted by one teaching assistant (TA) conducted by the TAs. The instructor visits the groups and provides support to the TA and students when necessary.</li> <li>Small groups are divided into two sub-groups. Students work on topics assigned to the group.</li> </ul>
Overview of Each Class	<p>Schedule and course contents are subject to change according to the needs of the students. Check with your instructor.</p> <p>Lecture 1 Introduction to SSAW / Get to know your classmates / Navigating Zoom Lecture 2 Introduction to Research / In-class writing Lecture 3 Taking notes and Introduction to Plagiarism Lecture 4 Selecting Resources for a research paper Lecture 5 Summarizing Lecture 6 Structure of Academic Papers Lecture 7 Arguments and Preparation for Oral Presentation of Opinion Papers Lecture 8 Presentations of Opinion Papers Lecture 9 Writing Papers – Check Your Content and Structure Lecture 10 Writing Papers – Check Your Citations, Quotations and More on Plagiarism Lecture 11 Writing Papers – Rewriting, Revising and Editing Lecture 12 Advice on Studies Lecture 13 Feedback Session Lecture 14 Summary of what we have learned</p>

### Method of Grade Evaluation

Participation 28\*  
Final Academic Essay 35  
Other Assignments and Presentation 37  
4 unexcused absences= F grade

\*Class participation evaluation may vary; see your instructor for more information.

### Method of Implementing Multicultural Collaborative Learning

The course is designed to introduce various topics for discussion and writing. TAs will ask students to compare issues cross-culturally in some of the small workshop sessions.

### Instructor's professional

## Requirements for Students

### Requirements for Students

- This class is designed in such a way that students proceed step-by-step to acquire study skills. To master these skills, the students work in groups on given assignments throughout the semester.
- Tardiness, absence, or neglecting tasks may disrupt the course of study. This kind of behavior not only hampers your own study but also upsets the progress of other classmates.
- Remember to attend all lessons throughout the semester and submit essays before the due date.
- Buy a file or binder exclusively for this class (it does not have to be an expensive one). Keep handouts, data and printed materials for group work and for reference to write the final essay. You will find them useful in keeping track your study records.

### Textbook Notes

# Course Timetable

- The Course Timetable contains the following information, so please check it before course registration.
- Courses not listed on the published timetable will not be offered that semester. \*Session courses are announced later.

## Timetable Information



- Class Day / Time
- Format / Room / Zoom ID
- Course Name / Code
- Instructor Name
- Grading Method
- Language / Level / Area

Academic Office Website



## 2017 curriculum top page



Class Policy

▶ Class Policy



Inquiry

▶ Learning-Related  
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Academic  
Calendar

▶ Academic Calendar



Handbook

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Curriculum

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Course Timetable

▶ Course Timetable

▶ Faculty Contact Info and  
Office Hours

▶ Class Cancellation,  
Changes, Make-up Days



Syllabus

▶ APU Syllabus

▶ Course Numbering(PDF)

# How to Read the Course Timetable

**Term** The length of the class term (semester, quarter, session)

**Class Format** A circle shows the format of the class

**Classroom / Zoom ID** Info may be available depending on format

**Course Name** The format is also written at the start of the course name

期間/ Term	曜日/ Day of Week	時限/ Period	Online	On-campus Only	Zoom MTG ID	教室/ Classroom	講義CD/ Subject CD	講義名
1Q	火/Tue.	1	---	○		和心庵	027029EC	On-campus Only) Japanese Art of Tea Ceremony EC
2Q	金/Fri.	4	○	---	222-222-222		021015JC	Online) Culture and Society of the Asia Pacific JC
Semester	月/Mon.	5	---	---	333-333-333	F II 321	0101800F	Chinese I OF
Session1	セッション /Session	T.B.A.	---	---		T.B.A.	020255JF	On-campus Only) Special Lecture (Liberal Arts Subject) EF

※This is just an example.

# How to Read the Course Timetable

<b>Language</b>	<b>Course Language</b> J: Japanese / E: English / Es: Counts as English
-----------------	--

<b>Grade</b>	<b>Grade Level</b> 1 <sup>st</sup> year students can only register for 100-level courses
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<b>Field</b>	Credits will count toward this Subject Field
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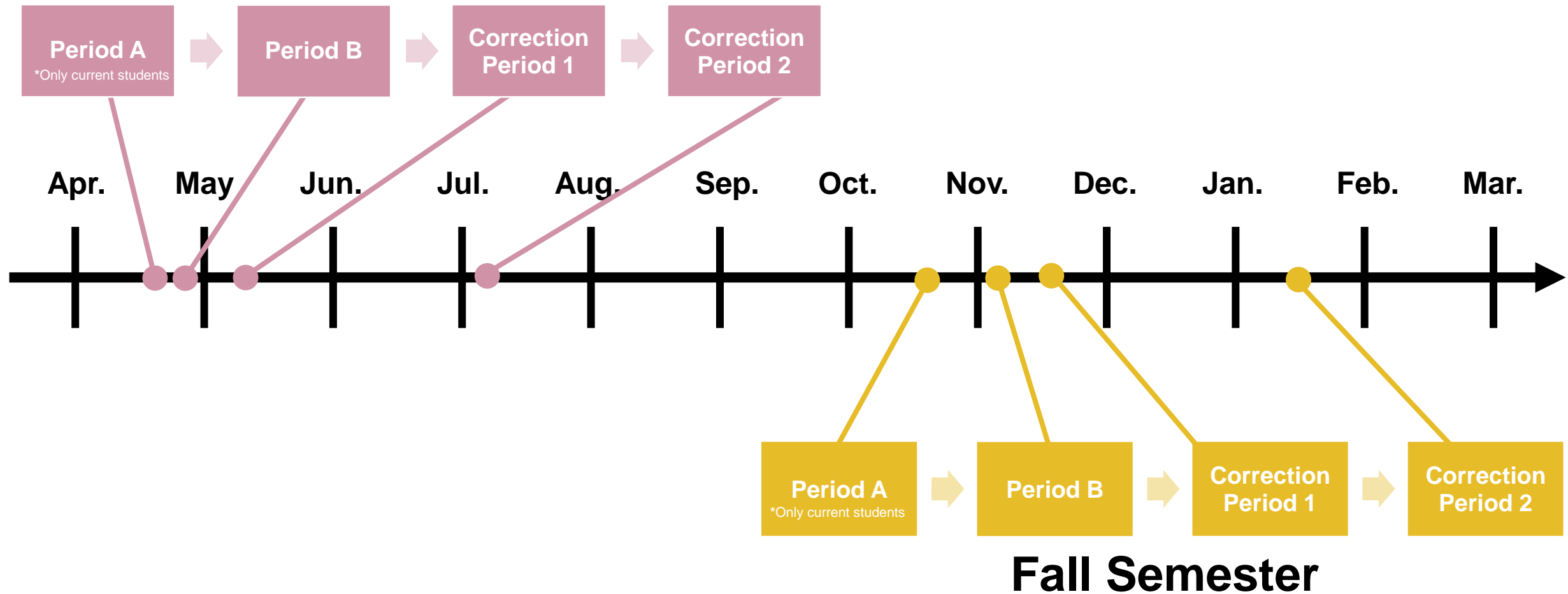
<b>Area</b>	Credits will count toward this Area of Study
-------------	---

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		
Online) Ecotourism EA	VAFADARI M. Kazem	通常 / Letter Grades	E	200	APS	ED, HT	
On-campus Only) Consumer Behavior JA	YAMAURA Koichi	通常 / Letter Grades	J	200	APM		M
Major Seminar I 59	SHINOHARA Yoshiki	通常 / Letter Grades	E/J	300	APM		ALL

※This is just an example.

# Course Registration Periods

## Spring Semester





# Course Registration Periods

Period A	Student Group		Registration Begins	Registration Ends
	Current Students	Priority 1) GPA 3.00+	9:30~	12:00
		Priority 2) GPA 2.50+	12:30~	
		Regular	15:30~	

Course Type	Register / Drop
Semester Courses	Register / Drop
1 <sup>st</sup> Quarter Courses	
2 <sup>nd</sup> Quarter Courses	
Session Courses	

- Can register for the following types of courses:
  1. Language Education Subjects
  2. Common Liberal Arts Subjects
  3. Major Education Subjects (**From own college only**)
- Language Education Subjects and Common Liberal Arts Subjects can be registered by students from either college. The class capacity 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 Subjects in other colleges during Course Registration Period B starting from their 2nd year (3rd semester).

## GPA Priority Registration – From 2<sup>nd</sup> Semester

From your 2<sup>nd</sup> semester onwards, your start time for course registration during Period A will depend on your GPA.

	GPA	Start
<b>Priority 1</b>	<b>3.00 or higher</b>	<b>09:30 ~</b>
<b>Priority 2</b>	<b>2.50 or higher</b>	<b>12:30 ~</b>
<b>Regular</b>	<b>less than 2.50</b>	<b>15:30 ~</b>

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

※ This priority system applies only to Period A.

# Course Registration Periods

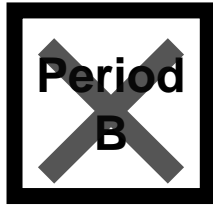


	Student Group	Registration Begins	Registration Ends
Period B	New / Reinstated	10:00	10:00
	Current Students	15:00	

Course Type	Register / Drop
Semester Subjects	Register / Drop
1 <sup>st</sup> Quarter Subjects	
2 <sup>nd</sup> Quarter Subjects	
Session Subjects	

- All courses can be registered.
- Can register for courses from the other college 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.

# Course Registration Periods

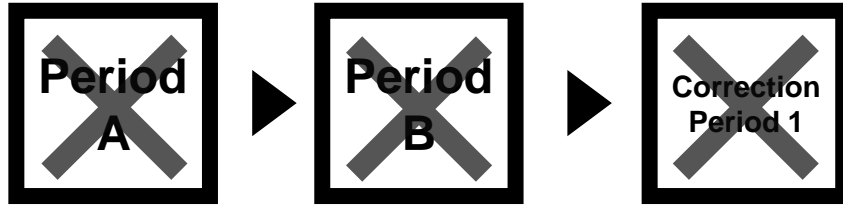


	Student Group	Registration Begins	Registration Ends
Correction Period 1	All Students	10:00	10:00

Course Type	Register / Drop
Semester Subjects	Drop only
1 <sup>st</sup> Quarter Subjects	
2 <sup>nd</sup> Quarter Subjects	Register / Drop
Session Subjects	

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

# Course Registration Periods



	Student Group	Registration Begins	Registration Ends
Correction Period 2	All Students	10:00	10:00

Course Type	Register / Drop
Semester Subjects	Cannot Change
1 <sup>st</sup> Quarter Subjects	
2 <sup>nd</sup> Quarter Subjects	Drop Only
Session Subjects	Register / Drop

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

# Course Registration Periods

Period	Semester Courses	1 <sup>st</sup> Quarter Courses	2 <sup>nd</sup> 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 <sup>st</sup> Quarter)	Drop	Drop	Register / Drop	Register / Drop
Correction Period 2 (2 <sup>nd</sup> Quarter)	Cannot Change	Cannot Change	Drop	Register / Drop

## POINT



- Subjects that haven't started yet: Register or drop
- Subjects that have already started: Drop only
- Subjects that have already finished: Cannot change

# How to Use Campusmate

- ▶ **Please see below for instructions on how to use Campusmate.**

**Course Registration and Area of Study Registration (Video)**



**Course Registration and Area of Study Registration (PDF)**



- ▶ **If you want to check the graduation requirements and Areas of Study for each faculty as well as how to use Campusmate, please see below.**

**APS: Graduation Requirements / Area of Study /  
Course Registration Conditions**



**APS: Graduation Requirements / Area of Study /  
Course Registration Conditions**



# 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

campusmate  
Login User : [redacted] finish

Course RegistrationConfirm TIPS

### 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.


Print

Registration No. ⇒ **Registration No.1167580**



**If you have any questions about course registration...**

# Inquiries about Course Registration

About	Location	Questions
<ul style="list-style-type: none"><li>• Curriculum</li><li>• Classes</li><li>• Course Registration</li><li>• Tests / Reports / Grades</li><li>• IELTS, TOEIC, TOEFL Tests</li><li>• Language study, Field Study, study abroad, other Off-Campus Study Programs</li><li>• Absences due to Illness or Bereavement</li></ul>	<p data-bbox="1131 448 1854 494"><b>Academic Office (Bldg. B, 1<sup>st</sup> floor)</b></p> 	<p data-bbox="2002 619 2415 745"><b>Counter</b> Weekday 10:00-16:30 Only Tue. 11:30-16:30</p> <p data-bbox="2028 796 2390 879"><b>E-mail</b> <a href="mailto:acsubmit@apu.ac.jp">acsubmit@apu.ac.jp</a></p> <p data-bbox="2028 931 2390 1013"><b>Tel</b> <b>(+81)0977-78-1122</b></p>

\*When contacting us by e-mail, please include (1) your student ID number, (2) your name, and (3) the nature of the consultation/question.