

**AY 2021 Spring Semester  
2017 Curriculum  
Course Registration (APM)**

**APU Academic Office**

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# 1. Grades

# 1. Release of Grades

**Mon. March 15, 2021, 10:00~**

Campus Terminal -> Campusmate -> Grade Report

APU Campus Terminal

Link

- ▶ Implementing Online Classes via Zoom (Faculties)
- ▶ Implementing Online Classes via Zoom (Students)
- ▶ APU Official Site
- ▶ **Campusmate Web(APU)**
- ▶ Library
- ▶ Academic
- ▶ Research
- ▶ Student Services



campusmate

Japanese  English

User ID

Password



campusmate

Academic Menu

- [Course Registration](#)
- [Invalid]Area of Study Registration
- [Area of study/Specialization Confirmation](#)
- [Grade Report](#)**

# Grading System

## ■ Letter Grade

Letter	Grade (%)	Pass / Fail
A+	90% or higher	<b>Pass</b> (credits earned)
A	80-89%	
B	70-79%	
C	60-69%	
F	59% or lower	<b>Fail</b>

## ■ Other Evaluation Codes

Code	Definition	Notes
P	Pass	Utilized in some subjects
T	Transfer	A maximum of 60 credits*
R	Approved for Re-registration	Credits are not counted
E	Exemption	Credits are not counted

\*The credits transferred at the time of enrollment to APU do not count (Concerning 2<sup>nd</sup> or 3<sup>rd</sup> year transfer students).

# 1. Cumulative GPA and Semester GPA

## ■ Cumulative GPA

$$\frac{(\text{No. of A}^+ \text{ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total registered credits (excluding P/T)}}$$

## ■ Semester GPA

$$\frac{(\text{No. of A}^+ \text{ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

# 1. GPA-based Course Registration Priority System

Your GPA determines your start time for course registration period A.  
(\*refer to 2.4)

# 1. Grade Inquiries

Students may, in following cases, make inquiries regarding their grade reports. Please refer to the Academic Office website "Grades" page 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 received on exams and / or reports.



# 1. Grade Inquiry Period

**Mon. March 15, 10:00:00 JST**

**– Wed. March 17, 12:00:00 JST**

**Note:**

Do not contact your instructors directly. For all other information, read the evaluation comments written by instructors.

## 2. Course Registration

# 2.1 Course Registration

Course Registration is not only registering for classes, but also deciding which classes you want to take. It is the most important part of your academic planning. You should always take care when registering.

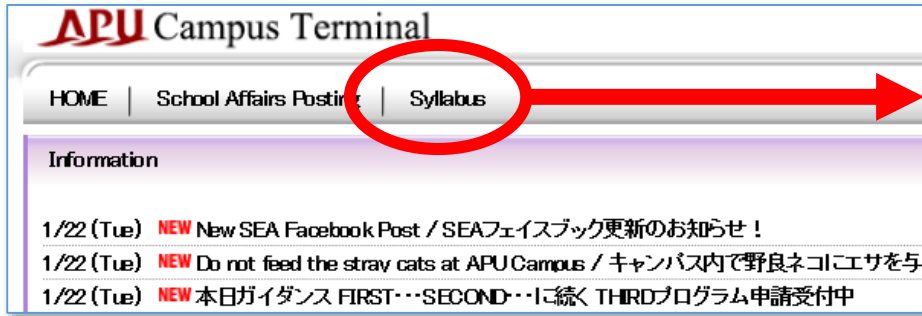
**Please do not register for courses you do not plan to take, as this may prevent other students from registering.**

## 2.1 Course Registration

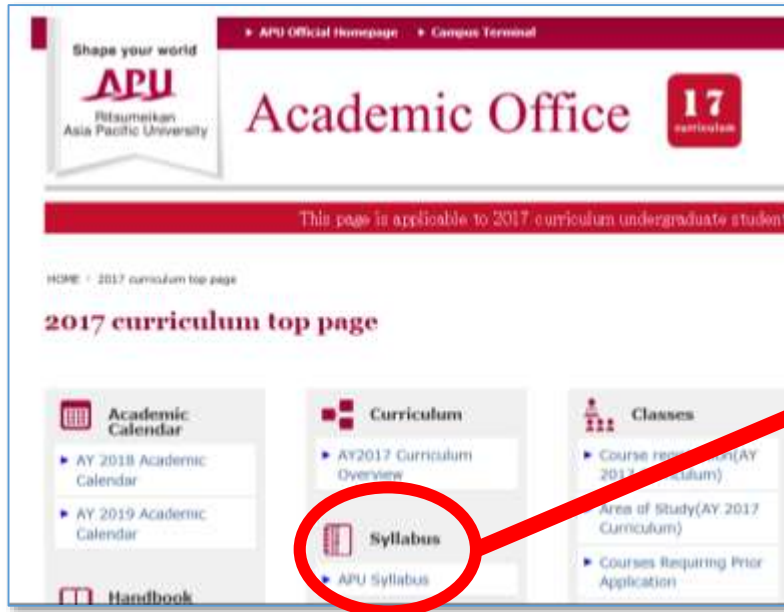
The syllabus can be viewed on the Campus Terminal.  
Please review the syllabus before registering.

# 2.1 Course Registration

## ◆ from the Campus Terminal



## ◆ from the Academic Office website



## Syllabus search screen

Year	<input type="text" value="2018"/>																																																																
Course name	<input type="text"/>																																																																
Instructor(※1)	<input type="text"/>																																																																
Course period(※1)	<input type="text" value="-- Not selected --"/>																																																																
Day of week and period	<p>(If a day of the week and a period are specified, course period also needs to be selected.)</p> <table border="1"><thead><tr><th></th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Other</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Session</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		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"/>
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# Course Registration Manual (Movie)

## 2.1 Course Registration

When you register for or drop subjects online, be sure to click the 'Apply' button to save your changes.

**Make sure to save or print the Course Registration Confirmation Sheet which includes your "Registration No."**

Without this number or sheet, we cannot respond to inquiries about system errors.

Be sure to note the date the Course Registration Confirmation Sheet was printed/saved.

# 2.1 Course Registration

*campusmate* Login User : APS International JST (agent login) finish

[Course Registration Confirm](#) [IIPS](#)

## Course Registration Confirmation

2020 Academic Year Fall Semester  
 11217002 APS International JST College of Asia Pacific Studies Department of Asia Pacific Studies Semester Student Eighth Semester Student

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



## 2.2 Systematic Study: Grade Level

- Coursework at APU is arranged systematically, starting from introductory subjects and moving in increments of difficulty to advanced courses. Students are encouraged use the grade level, subject field, any listed prerequisite subjects, and registration criteria as reference when choosing classes.

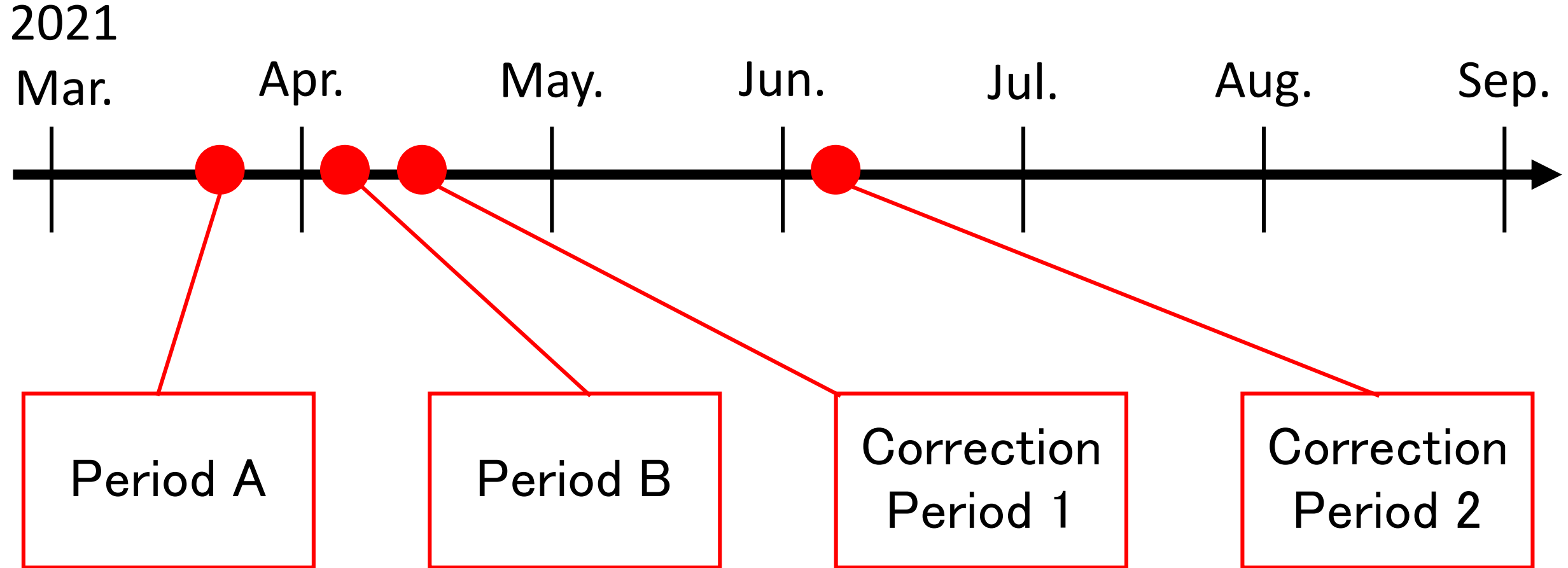
### ■ Subject Grade Level

Grade Level	100 Level	200 Level	300 Level	400 Level
Description	Primarily for 1st year students	Primarily for 2nd year students	Primarily for 3rd year students	Primarily for 4th year students

## 2.2 Prerequisite Subjects

- In order to ensure that students take subjects in a systematic manner, there may be prerequisite assigned to specific subjects which students are required to complete to be eligible to register for the subjects.
- It should be noted that some subjects may have recommended prerequisites specified only on the syllabus, and are not included under the required “prerequisite subjects” on the subjects list.
  - \*Students may register for these subjects without completing the recommended prerequisites. However, as these subjects will be taught based on the assumption that students have completed the recommended subjects, please be sure to read the syllabus carefully and understand the requirements of each subject before registering.

## 2.3 Course Registration Period



## 2.3 Course Registration Period

### Period A

- Course registration for the following subjects:
  1. Language Education subjects
  2. Common Liberal Arts subjects (with exceptions: refer to 2.5)
  3. Major Education (Own college) subjects.
- Registration period A dates differ for each college. Students may only register for courses according to the course registration schedule of their own college.
- The number of students for common courses available to both colleges during course registration period A – such as ‘Language courses’ and ‘Common Liberal Arts subjects’ – will be determined by the total number of students in each college. During Period B, students from both colleges will be able to register for classes that did not reach capacity during Period A.

## 2.3 Course Registration Period

### **Period B**

- Course registration for all subjects.
- Students may register for subjects from another college beginning from their second year.

### **Correction Period 1 and 2**

- Courses which have already begun may be dropped.

## 2.3 Course Registration Periods

Period	Semester Subjects	1 <sup>st</sup> Quarter Subjects	2 <sup>nd</sup> Quarter Subjects	Session Subjects
Period A	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Period B	Add / Drop	Add / Drop	Add / Drop	Add / Drop
Correction Period 1 (1 <sup>st</sup> Quarter)	Drop	Drop	Add / Drop	Add / Drop
Correction Period 2 (2 <sup>nd</sup> Quarter)	—	—	Drop	Add / Drop

# 2.4 AY 2021 Spring Semester Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
<b>Registration Period A</b> 1st Priority: GPA 3.00 or higher 2nd Priority: GPA 2.50 or higher	APS	1st Priority	Tue. March 23	9:30	Wed. March 24	12:00
		2nd Priority		12:30		
		Regular		15:30		
<b>Registration Period B</b>	New or Reinstated		<del>Mon. April 5</del> <b>Wed. April 7</b>	10:00	<del>Tue. April 6</del> <b>Thu. April 8</b>	12:00
	Current Students			15:00		
<b>Correction Period 1</b>	All Student		<del>Wed. April 14</del> <b>Mon. April 19</b>	10:00	<del>Thu. April 15</del> <b>Tue. April 20</b>	10:00
<b>Correction Period 2</b>	All Student		Mon. June 14	10:00	Tue. June 15	10:00

## 2.5 Common Liberal Arts Subjects APM students cannot register for during Registration Period A ( = APS Required Subjects)

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

**APM students are unable to register during registration period A**



# 3. APM: Graduation Requirements

# 3.1 APM: Graduation Requirements

No.	Graduation Requirements	APS17E
1	Enroll for at least four years	Mandatory
2	Complete at least 124 credits total	Mandatory
3	Complete required language subjects (or be exempted from required language subjects)	Mandatory
4	Fulfill the credit requirements for each subject field	Mandatory
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	Mandatory
7	Complete at least 2 credits from APM Required Subjects (Mathematics)	Mandatory

# 3.2 Required Subjects (APM)

Category	Registration	Registration Semester	Subject	Field
Required Subjects	Automatic	1 <sup>st</sup> Semester	Introduction to Management	Major
		2 <sup>nd</sup> Semester (may register at 1 <sup>st</sup> semester)	Introduction to Economics	Liberal Arts
			Accounting I	Major
			Introduction to Marketing	Major
		3 <sup>rd</sup> Semester	Finance	Major
			Management of Human Resource and Organizational Behavior	Major
			Production Management	Major
			Legal Strategy in Business	Major
		5 <sup>th</sup> Semester	Business Ethics	Major
		7 <sup>th</sup> Semester	Global Management (Capstone)	Major
Registered by Student	—	Statistics	Liberal Arts	
Required Subjects (Mathematics)	Registered by Student	—	Fundamental Mathematics	Major
		—	Advanced Mathematics	Major

## 3.3 Required Japanese Subject

- 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.
- Classes will be announced at the Campus Terminal on **Fri. March 19** (tentative).

## 4. Area of Study (APM)

# 4. Registering/Changing Area of Study

## ■ Registering/Changing an Area of Study

### **1st Semester to Semester of Graduation, During Course Registration Period.**

- The College of International Management has established four Areas of Study.
- Once students have completed 12 or more credits from among the designated subjects for an Area of Study (seminar subjects can be included for up to 4 of the 12 credits) and registered for their Area of Study via Campusmate during the designated registration period, the name of that Area of Study will be noted on their diploma. Students can only choose one of the four Areas of Study.

Accounting  
and Finance

Marketing

Strategic  
Management  
and Organization

Innovation  
and Economics

# 4. Registering/Changing Area of Study

The screenshot displays the 'campusmate' website interface. On the left, a navigation menu includes 'Academic Menu', 'Personal Message', 'Information', and 'Career Office Information'. The 'Area of Study Registration' link is circled in red. A red arrow points from this link to the main content area. The main content area is titled 'Area of Study Registration IIPS' and shows a table with the following data:

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	-

Below the table, there is a text prompt: 'Please select the area of study for which you would like to register.' At the bottom right, a 'Save Changes' button is circled in red. A red arrow points from the 'Marketing' radio button to this button. Other buttons visible include 'Return' and 'finish'.

# **5. Start of Classes for the AY 2021 Spring Semester**



## 5. Start of Classes for AY 2021 Spring Semester

~~**Wed. April 7, 2021.**~~

**Mon. April 12, 2021.**