

[Important]
AY 2021 Spring Semester
Course Registration
Information
- Undergraduate Students -

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Types of Classes –Summary–

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How to Read the Course Timetable

Course Registration on Campusmate

(1) for Hybrid-style classes

(2) for Zoom-style classes

(3) for Switch-style classes

(4) for On-Campus Classes

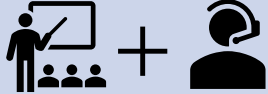

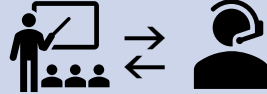

Campusmate Course Registration Screen

3. Notes and Warnings

1. Types of Classes

1. Types of Classes

Classes are offered in the following formats.

Type of Class	Hybrid-style	Zoom-style	Switch-style	On Campus
				
Lecture Courses	○	○	-	Some
Required Language Courses	-	○	○	-
Elective Language Courses	Some	○	○	-
1 st Year Seminar (SSAW)	○ ^{*1}	-	-	-

*1) Some differences from regular hybrid-style classes – see slide 9 for details.

The format of 3rd/4th year seminar courses and graduate seminars will be decided by the course instructor after confirming the situation of the course students.

Hybrid



+



(1) Hybrid-style

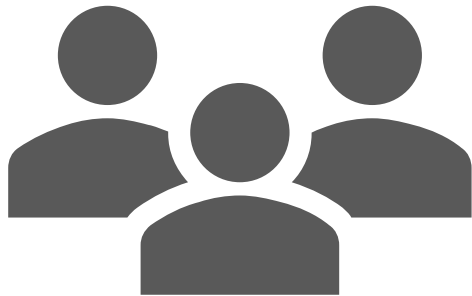


Instructor



- Instructor teaches class in the classroom
- Class is also offered online at the same time

Students



- In principle, should switch week by week attending class on campus and online via Zoom.
- The university strongly recommends students attend class on campus, but hybrid-style classes can also be taken online-only via Zoom.

(1) Hybrid-style



- ▶ What do you mean switch week by week?
- If you choose to attend class in-person, the last digit of your Student ID number will designate when you can take class in the classroom and when you should take class on Zoom.

Week Odd-Numbered Students (1·3·5·7·9) Take Class On Campus

Week Even-Numbered Students (0·2·4·6·8) Take Class On Campus

4月 / April						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

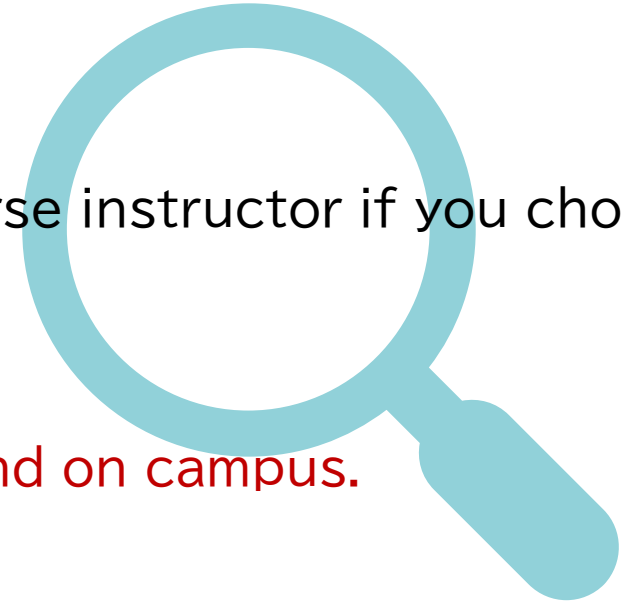
5月 / May						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

(1) Hybrid-style



► Notes for Hybrid-style Classes

- You do not have to choose whether you will take class on Zoom or on campus when you register for classes.
- You do not have to apply to the university or your course instructor if you choose to attend all your classes on Zoom only.
- There may be students taking the same class online and on campus.



(1) Hybrid-style



NOTE!

1st Semester Students

► Notes for 1st Year Seminar (SSAW)

- This is a hybrid-style course, but you can attend class in-person every week.
- In principle we recommend you attend class on campus every week, but if you cannot come to campus it is possible to take the class online.
- If you take the class on campus, please bring your own device (PC or tablet) and earphones.
- If you take the class on campus, you will be able to use the designated classrooms* on campus to take your other classes online if necessary. Please bring your own device (PC or tablet) and earphones.

* Zoom-style (online only) courses: the room shown in parenthesis () in the course timetable

Other courses: list of rooms will be posted on Campus Terminal

Zoom



(2) Zoom-style



Instructor



- Instructor Teaches class on Zoom only.

Students



- Attend class via Zoom.
- Cannot join class in person.

Switch



(3) Switch-style

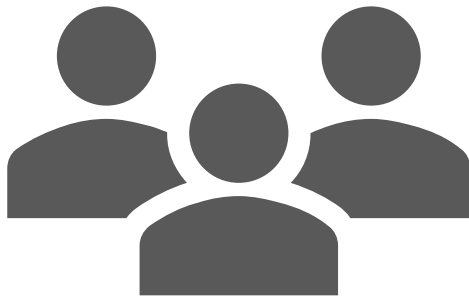


Instructor



- Switches between teaching class on Zoom and On Campus.

Students



- Class is based on even or odd Student ID number.
- Each class will switch between attending class on campus or on Zoom, week by week.

(3) Switch-style



► Notes for Switch-style Classes !

- **Required Language Courses** and **Some Elective Language Courses** are held in this format.

- **Required Language Courses:**

Classes set based on last digit of Student ID, even or odd*.

*Students who responded to the survey saying they will be unable to take classes on campus will be registered for online-only classes by the university.

- **Some Elective Language Courses:**

Can register for classes based on last digit of Student ID (even/odd).

(See Slide 24)

Week Odd-Numbered Students(1·3·5·7·9) Take Class On Campus

Week Even-Numbered Students(0·2·4·6·8)Take Class On Campus

4月 / April						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

5月 / May						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

(3) Switch-style



- ▶ Be careful about Switch-style classes!
- Students taking the same class on campus and online **should not mix**.

Required Language Courses

- The university will automatically register students in courses based on the pre-class survey.
- The classes registered for you by the university will be shown on Campusmate. Students cannot change this.

Some Elective Language Courses

- All courses are shown on the timetable.
- On the Campusmate Course Registration Screen only the classes available for your student number will be shown.
- Class format of elective language courses varies by course. Please select the format you want.

On Campus



(4) On Campus



Instructor



- Instructor teaches class only in the classroom.

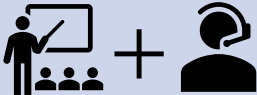



Students



- Attend class in the classroom (in person).
- Cannot attend via Zoom.

*Only 200-level lecture courses are On-Campus, so 1st year students cannot register for them.

1. Types of Classes - Summary -

Type		Courses	Overview	Registration
Hybrid-style		Lecture Courses• Some Elective Language Courses	Held On Campus + Online* ¹	APM Required Courses• APM Intro Courses Registered by University
		1 st Year Seminar		Registered by Student
Zoom-style		Some Lecture Courses• Some Elective Language Courses	Held online only. Cannot take in-person.	APM Required Courses• APM Intro Courses Registered by University
				Registered by Student
Switch-style		Required Language Courses	Classes assigned based on last digit of Student ID, odd or even. Classes will be held online or on campus, switching week by week.	Registered by University* ²
		Some Elective Language Courses	Classes available for registration are decided by last digit of Student ID (odd or even). Classes will be held online or on campus, switching week by week.	Registered by Student
On Campus		Some Lecture Courses	Held in-person only. Cannot take online.	Registered by Student

*1) There are some differences between 1st Year Seminar courses and regular hybrid-style courses. See Slide 9.

*2) For required language courses, students who responded they will be unable to attend classes on campus on the survey will be registered for online only classes by the university. The formats of 3rd/4th year Seminars and Graduate Seminars will be decided by the course instructor based on the situation of the course students.

2. Course Registration

How to Read the Course Timetable &
Course Registration on Campusmate

2. How to Read the Course Timetable

①

A circle [O] shows the type of class.

②

May or may not have information depending on type of class

Classrooms in parenthesis () can be used by students to take class online

③

Class type is written in front of the name of the course.

①

Period	Hybrid	Online	Switch	On-campus
3	○			
3			○	
3		○		
5				○

②

Zoom MTG ID	Classroom
222-222-222	F201
777-777-777	F102
888-888-888	(F103)
	F108

③

※This is just an example Course Timetable

Subject CD	Course Name
027011EA	Hybrid)Introduction to Peer Leader TrainingEA
010180EC	Switch)Chinese I EC
020241EA	Online)Japanese EconomyEA
027029EB	On-campus)Japanese Art of Tea CeremonyEB

Course Registration on Campusmate

Course Registration TIPS
2021 Spring

Course Registration Screen

Save Changes

Return

Permission to take courses held in Japanese: Eligible

















Permission to take courses held in English: Eligible

Registered Credits / Maximum Credits / 20

Registered Opposite Language Credits

Click !

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
						
2						
						

Click the pencil icon in the top left corner of the box

(1) Hybrid-style



- ▶ How do they appear on the Campusmate screen?
- (Hybrid) is before the Course Name.
- Do not have to choose between on campus + Zoom or Zoom only when registering.

Course Selection TIPS

2021 Spring Wednesday 3

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>	Select to cancel course.								
<input checked="" type="radio"/>	Wednesday3	027011EA	SP	Hybrid)Introduction to Peer Leader TrainingEA	E	2	ROUX Petrus Willem	20	
<input type="radio"/>	Wednesday3	027011JA	SP	Online)Introduction to Peer Leader TrainingJA	J	2	SHIN Kimie	0	

(2) Zoom-style



- ▶ How do they appear on the Campusmate screen?
- (Online) is before the Course Name.

Course Selection TIPS

2021 Spring Monday 3

<input type="radio"/>	Monday3	010290OB	SP	Switch)Spanish I OB		4	GUERREROMACIAS Luis David	0	
<input type="radio"/>	Monday3	010350HA	SP	Hybrid)Vietnamese I HA		4	TRAN Thuy Vinh	0	
<input type="radio"/>	Monday3	020038JA	SP	Online)Introduction to GISJA	J	2	KOYAMA Takushi	0	
<input checked="" type="radio"/>	Monday3	020241EA	SP1	Online)Japanese EconomyEA	E	2	NAKAGAMI Masafumi	100	

(3) Switch-style



- ▶ How do they appear on the Campusmate screen?
- (Switch) is before the Course Name.
- Students who cannot come to campus for class should **NOT** register for these classes
- Only classes that can be registered based on last digit of Student ID (even/odd) are shown. Even if the class name starts with E, the course may not be an English class. Please check the syllabus for details.

Only [E] Classes are Shown

Screen of Even-Numbered Student (0.2.4.6.8)

Select	Day / Period	Lecture Code	Lecture Duration	Course
<input type="radio"/>				
<input type="radio"/>	Monday2	010180EC	SP	Switch)Chinese I EC
<input type="radio"/>	Monday2	010180ZE	SP	Online)Chinese I ZE
<input type="radio"/>	Monday2	010220EB	SP	Switch)Korean I EB

Only [O] Classes are Shown

Screen of Odd-Numbered Student (1.3.5.7.9)

Select	Day / Period	Lecture Code	Lecture Duration	Course
<input type="radio"/>				
<input type="radio"/>	Monday2	010180OC	SP	Switch)Chinese I OC
<input type="radio"/>	Monday2	010180ZE	SP	Online)Chinese I ZE
<input type="radio"/>	Monday2	010220OC	SP	Switch)Korean I OC

(4) On Campus



► How do they appear on the Campusmate screen?

- (On-campus) is before the Course Name.
- Students who cannot come to campus for class should **NOT** register for these classes.

Course Selection TIPS

2021 Spring Monday 5

<input type="radio"/>	Monday5	010220EA	SP	Switch)Korean I EA		4	OH Young Min	0	
<input type="radio"/>	Monday5	021005JA	SP1	Hybrid)Introduction to Intercultural CommunicationJA	J	2	KONDO Yuichi	49	
<input type="radio"/>	Monday5	027001EA	SP1	Online)Introduction to Media StudiesEA	E	2	MANTELLO Peter A.	0	
<input checked="" type="radio"/>	Monday5	027029EB	SP1	On-campus)Japanese Art of Tea CeremonyEB	E	2	SOTAI Pongpan	10	

2. Campusmate Course Registration Screen

 **Course Registration Confirm** TIPS

Course Registration Confirmation

Double check!! Are the classes and the class types correct?

2021 Academic Year Spring Semester

11419012 NABILA Salsabill


Hidayat

College of Asia Pacific Studies Department of Asia Pacific Studies

Semester Student Third Semester Student

Lecture Duration	Day	Period	Course		Language	Instructor	Credits
SP	Monday	2	010180EC	Switch)Chinese I EC		WU Qingqing	4
SP	Tuesday	2	010180EC	Switch)Chinese I EC		WU Qingqing	
SP	Wednesday	3	027011EA	Hybrid)Introduction to Peer Leader TrainingEA	E	ROUX Petrus Willem	2
SP	Thursday	2	010180EC	Switch)Chinese I EC		WU Qingqing	
SP	Friday	2	010180EC	Switch)Chinese I EC		WU Qingqing	
SP1	Monday	3	020241EA	Online)Japanese EconomyEA	E	NAKAGAMI Masafumi	2
SP1	Monday	5	027029EB	On-campus)Japanese Art of Tea CeremonyEB	E	SOTAI Pongpan	2
SP1	Thursday	3	020241EA	Online)Japanese EconomyEA	E	NAKAGAMI Masafumi	
SP1	Thursday	5	027029EB	On-campus)Japanese Art of Tea CeremonyEB	E	SOTAI Pongpan	
Total Registered Credits							10

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

 Print

Please save the
Registration Number!

Registration No.1771848

3. Notes and Warnings

3. Important Notes and Warnings

- Based on the COVID-19 situation, all classes may suddenly be switched to Online (Zoom) even after classes start.
- It will be possible to register for online-only classes, regardless of your current location.
- Each student is responsible for securing the necessary equipment and network connections required to take online classes via Zoom. Please see the Academic Office Website [[Online Classes \(Zoom\)](#)] page for requirements.
- If taking a class on campus it is not required to bring a PC or tablet, but it is possible there will be groupwork with students taking the class online. Please check the syllabus and announcements in the first class meeting to confirm what equipment will be required for class.
- If you register for Switch-style or On Campus classes you cannot change to Online Only mid-semester. As such, if there will be a period of time during the semester you cannot come to campus, please do not choose those courses.
- If you have continuous on campus classes and online classes in your schedule, it will be possible to use designated classrooms on campus to take online classes. Zoom-style classes have a designated classroom in parenthesis () in the [Course Timetable](#) on the Academic Office website. Rooms for other classes will be announced on Campus Terminal.
- Be sure to read [AY 2021 Spring Semester On-Campus Class Implementation](#).

(Ex: when a student would take an online class while on campus)

Period	Type	Location
1	On Campus	Designated Classroom
2	Online	Open Classroom
3	On Campus	Designated Classroom