

AY 2021 Spring Semester On-Campus Class Implementation (January 29, 2021 Version)

To all Current Students and AY 2021 New Enrollees,

As announced on December 23, in order to ensure our students from all over the world will be able to gather on campus and return to an environment where they can deepen their learning through sharing experiences both in and out of the classroom, we have decided to hold AY 2021 spring semester classes on campus. In this announcement, we have collected detailed information about preventative measures and important points to keep in mind when attending class so our students will be able to feel safe and secure returning to university life on campus. There have been some changes from the Q&A information already released, but these are the latest guidelines for spring semester classes.

We hope that all of our students, faculty, and staff will not give up in the face of COVID-19. Let's work together and do our best to help return to our university lives on APU's campus. We are looking forward to seeing all of you on campus in April!

[Overview of AY 2021 Spring Semester Course Implementation]

(1) Basic Approach to Classes

- In order to return to holding curricular and extracurricular activities in APU's unique multicultural environment while prioritizing the lives, health, and safety of our undergraduate and graduate students, faculty, and staff, the university will encourage in-person implementation of classes as much as possible.
- On the other hand, in order to help prevent the spread of COVID-19 by avoiding the 3 C's in the classroom, the number of students allowed to attend class in the classroom must be reduced by half. Specifically, students will be split into two groups based on whether their Student ID number is even or odd. As shown in the table below, if a student wishes to take a Hybrid-style class in person, or for in-person Switch-style classes, the schedule will be split into "In-Person Class Weeks" and "Online Class Weeks" and students will be able to come to campus for class based on whether their Student ID number is even or odd. By scheduling classes week by week in turns, we will be able to halve the number of students taking class on campus during any given week.
- The maximum seating capacity of classrooms used for in-person classes will be set in order to ensure at least 1 meter of distance between students. Therefore, if the number of students actually attending a class in-person on a certain day exceeds this maximum seating capacity, even in a week where students are supposed to attend class in-person, it is possible they will be asked to attend class online instead.
- However, if a student has difficulty attending class in-person for unavoidable reasons, support will be provided to ensure these students can take the class via Zoom only.
- Classrooms will also be reserved for Zoom only classes that do not have in-person classes, so that on the weeks students are supposed to come to campus for class they will still have a place to attend class on Zoom in the classroom if they wish.
- Students registered for "In-Person only" classes will be allowed to come to campus to take these classes even during weeks when they are supposed to attend class on Zoom. However in principle they will not be permitted to attend other classes that are not "In-Person only" in the classroom. They should take their other classes online from somewhere else on campus, such as an empty classroom or the Library.
- Students may come to campus for TA work, extracurricular activities, or other non-class purposes, but in principle students on campus during their Zoom week should not attend class in the classroom but instead take their classes online from an empty classroom or other location.
- Even after the start of classes, it is possible in-person classes will be cancelled and all classes will be held online based on the COVID-19 case situation.
- The first day of AY 2021 spring semester classes will change from Wednesday, April 7 to Monday, April 12.

(2) Various Class Formats (Undergraduate / Graduate)

Type of Class	Class Format	Details
Lecture Classes (Classes automatically set and registered for you by the university, including university-registered APM required courses and Introduction to APS)	Hybrid-style	Please come to campus and attend class in the classroom. However, it is also possible to take these classes online.
		<ul style="list-style-type: none"> ● The university strongly recommends you attend class on campus, but students may choose their class format based on their own judgement. ● At the time of registration, students are not required to choose between registering to "take classes in the classroom" or "take classes via Zoom." ● If a student chooses to take all these classes via Zoom, they are not required to submit apply through the university or their course instructor. This will not affect their grade evaluation for the course.
		Even if a student attends class in the classroom, they will attend class on campus one week and on Zoom the next week as directed. Specifically, students will be split into two groups based on whether the last digit of their Student ID number is even or odd. The first week odd-numbered students will come to campus and attend class in the classroom, while even-numbered students will attend class via Zoom. The second week, even-numbered and odd-numbered will trade places.

Required Language Classes (Classes automatically set and registered for you by the university)	Switch-style	Even-numbered and odd-numbered students will be sorted into different classes. Students in the same class will all switch between attending class in the classroom during On-Campus weeks and online via Zoom in Zoom weeks. Please come to campus during On-Campus weeks and take class in-person in the classroom.
		In December we announced that students would be required to attend class in-person, but if a student has an unavoidable reason that makes it difficult for them to attend class in person they will be able to take even their required language courses online. We are conducting a survey to identify students who are not able to attend Switch-form language class (which includes face-to-face classes on campus). The Academic Office has sent a message via Campus Terminal "Action Required" section for all students taking required language courses (English or Japanese) in the AY 2020 Fall Semester. If you are not able to attend the class in person, please be sure to complete the survey.
Some Lecture Courses	In-Person style	This class can be attended in the classroom only. You cannot attend class via Zoom.
Some Lecture Courses	Zoom-style	This class can be attended via Zoom only. You cannot attend class in the classroom.
Non-required Language Courses	Zoom-style or In-Person style	After course registration the course will be held Zoom-style or In-Person style based on the situation of students registered for the course.
1 st Year Seminars (Study Skills and Academic Writing. All AY 2021 1 st year students are required to take this class. The university will automatically set and register this class for you.)	In-Person style	In principle we recommend students attend class in person every week. However if a student is unable to attend class for an unavoidable reason, this class may be held Hybrid-style.
3 rd and 4 th Year Seminars / Graduate School Courses	Set by Course Instructor	The course instructor will consider and set the course format based on the situation of registered students.

Week to Attend Class On-Campus in the Classroom - On-Campus Week
Week to Attend Class Online via Zoom - Zoom Week

Odd-Numbered Student IDs (1, 3, 5, 7, 9)							Even-Numbered Student IDs (0, 2, 4, 6, 8)						
4月 / April							4月 / April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	1	25	26	27	28	29	30	1
5月 / May							5月 / May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1	25	26	27	28	29	30	1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31	1	2	3	4	5	30	31	1	2	3	4	5
6月 / June							6月 / June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5	30	31	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	1	2	3	27	28	29	30	1	2	3
7月 / July							7月 / July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3	27	28	29	30	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	31

Backup Class Days (※1)

Ex: Student A (Student ID Number is Odd) registered for Intro to Environment (In-Person Class) and English C (Odd-Number Only Class)

Q1	Week	Come to Campus	Campus (In-Person)		Online	
	Week 1	Odds	Intro to Environment	English C	-	-
	Week 2	Evens	-	-	Intro to Environment	English C
	Week 3	Odds	Intro to Environment	English C	-	-
	Week 4	Evens	-	-	Intro to Environment	English C

Ex: Student B (Student ID Number is Even) registered for Intro to Environment (In-Person Class) and English D (Even-Number Only Class)

Q1	Week	Come to Campus	Campus (In-Person)		Online	
	Week 1	Odds	-	-	Intro to Environment	English D
	Week 2	Evens	Intro to Environment	English D	-	-
	Week 3	Odds	-	-	Intro to Environment	English D
	Week 4	Evens	Intro to Environment	English D	-	-

※In lecture classes evens and odds take turns attending in-person, week by week. Required language classes are split into different even and odd classes.

(3) Attending Class via Recordings ***The application period was finished**

~~In principle all students should attend their classes in real time, but if a student is unable to attend a class in real time due to a significant time difference, that student may be able to apply to attend class via viewing class recordings.~~

~~Only students who meet one of the following conditions may apply to attend class via viewing class recordings.~~

- ~~● Students confirmed to be living in a country or region (※) with at least a 2 hour time difference from Japan~~
- ~~● (※) Countries or regions between GMT (Greenwich Mean Time) +7 and +11 are excluded (Japan is GMT +9)~~
- ~~● Students with unstable internet connections that make it impossible for them to attend class in real time (eligibility: only students living outside of Japan.)~~
- ~~● Other students with reasons approved by the Dean of Academic Affairs~~

~~Eligible courses are limited to classes in which a significant learning effect can be expected even from watching recordings of the class. The list of courses eligible to be attended by viewing recordings will be made available at a later date. Students who wish to take classes via viewing recordings will be required to apply in advance. The university will confirm the content of your application and only students who meet the requirements will receive permission to view class recordings. The application requirements will be made available at a later date.~~

(4) Preventative Measures in the Classroom

① Sanitation of the Classroom

All the locations and equipment listed below will be sanitized at least once per day.

- The instructor's desk, doorknobs, light switches, and so on will be sanitized using sodium hypochlorite
- The PCs, keyboards, microphone heads, and so on will be cleaned using sanitizing wipes

② Droplet Prevention

- Acrylic barriers will be set up in front of the instructor's desk
- Instructors will wear masks when teaching.

③ Classroom Ventilation

- Both classroom doors and windows will be kept open before the start of first period
- In principle these should be kept open during class, but in rainy or very cold weather the space will be ventilated for 10 minutes each hour. Windows will be kept open after class.
- In large classrooms large fans will be set up at the front and back of the classroom.

④ Small Classrooms

- Up to now, the small classrooms mainly used for language classes have had one-piece desks, with the seat directly connected to the desktop. We will replace these with two piece desks where the seat and desk are separate, and set up acrylic barriers on the desks.

(5) The Date of the First Day of Classes has Changed

The first day of AY 2021 spring semester classes **will change from Wednesday, April 7 to Monday, April 12.**

Students will be split into two groups based on whether their Student ID number is even or odd. In the first week of classes (Mon, April 12 – Fri, April 16) odd-numbered students will come to campus and attend class in the classroom, and even-numbered students will attend class online via Zoom. In the second week of class (Mon, April 19 – Fri, April 23) even-numbered students will come to campus and attend class in the classroom, and odd-numbered students will attend class online via Zoom.

(Other Changes to the Academic Calendar)

- ① The 1st quarter of the spring semester, Wednesday, May 26 to Friday, May 28, will become regular class days.
- ② Saturday, May 29 will become a "Backup Class Day (※1)." If any class cancellations occur during the week of Mon, May 24 to Fri, May 28, the makeup class will be held on Saturday, May 29.

③ The spring semester 2nd quarter “Final Exam Week” will become “Backup Class Period (※1).” If class plans change due to the impact of COVID-19, classes may be held during this period. In principle classes will not be held during this period, but it is possible that class plans may change so we strongly encourage students to avoid making any plans during this period.

(6) AY 2021 Spring Semester Course Registration Schedule (Corrected Version)

The change in the date for the first day of class has caused changes in the AY 2021 spring semester course registration schedule as shown below.

1. ※Changes are underlined

Term	College	Priority	Date & Time
Period A 1 st Priority: GPA of 3.00 and higher. 2 nd Priority: GPA of 2.50 and higher.	APS	1 st Priority	March 23 (Tue) 9:30 - March 24 (Wed) 12:00
		2 nd Priority	March 23 (Tue) 12:30 - March 24 (Wed) 12:00
		Regular	March 23 (Tue) 15:30 - March 24 (Wed) 12:00
	APM / Graduate Students	1 st Priority	March 25 (Thu) 9:30 - March 26 (Fri) 12:00
		2 nd Priority	March 25 (Thu) 12:30 - March 26 (Fri) 12:00
		Regular	March 25 (Thu) 15:30 - March 26 (Fri) 12:00
Period B	<u>New and Reinstated Students</u>	April 5 (Mon) 10:00 - April 6 (Tue) 12:00 <u>April 7 (Wed) 10:00 - April 8 (Thu) 12:00</u>	
	<u>Current Students</u>	April 5 (Mon) 15:00 - April 6 (Tue) 12:00 <u>April 7 (Wed) 15:00 - April 8 (Thu) 12:00</u>	
Correction Period 1	<u>All Students</u>	April 14 (Wed) 10:00 - April 15 (Thu) 10:00 <u>April 19 (Mon) 10:00 - April 20 (Tue) 10:00</u>	
Correction Period 2	All Students	June 14 (Mon) 10:00 - June 15 (Tue) 10:00	

(7) Change in Class Length to 100 minutes

Starting in the AY 2021 spring semester the length of all class periods will be increased to 100 minutes. Due to this change, the class timetable will also change as shown below. Please check the start and end times of class carefully. Break time will also change.

	Current				New			
Break	15 minutes				10 minutes (15 minutes after 2nd period)			
Period	Start time	Finish time	Duration (minutes)	Break time	Start time	Finish time	Duration (minutes)	Break time
1	8:45	10:20	95	15	8:45	10:25	100	10
2	10:35	12:10	95	15	10:35	12:15	100	15
3	12:25	14:00	95	15	12:30	14:10	100	10
4	14:15	15:50	95	15	14:20	16:00	100	10
5	16:05	17:40	95	15	16:10	17:50	100	10
6	17:55	19:30	95	—	18:00	19:40	100	—

(8) Important Notes for the Start of In-Person Classes

- You must wear a mask on campus. (If you do not wear a mask you will not be permitted to enter the classroom. If you forget your mask, please purchase one from the Co-Op or Lawson.)
- If you use a university computer, please bring your own earphones and microphone. If you forget, please purchase some yourself from the Co-Op or Lawson.
- If you feel sick please go to the Health Clinic for a consultation immediately and do not attend class in person. (If you are taking a Hybrid-style or Zoom-style class, please take class online. If you are attending a Switch-style class during a week you are supposed to attend class on campus, or an In-Person class, please contact your course instructor.)
- Please continue to be very aware to avoid the 3 C's both on and on campus, and wash your hands, sanitize, and gargle frequently.
- When eating in the cafeteria and so on please refrain from talking. Please do not attend off-campus dinners or parties, or go to karaoke as it increases your risk. When using public transportation to commute to campus please wear a mask and refrain from speaking on the bus or train.

Finally, measures carried out by the university alone are not enough to prevent the spread of illness on campus – all students, faculty, and staff must work together to maintain awareness of the “new lifestyle” required in the COVID-19 era and act accordingly. At places like a university where many people gather together, you should carefully consider not only your own risk but also the risk of passing illness on to others, and we hope you will keep this in mind while preparing for spring semester classes.

-End-