

Course Registration Manual

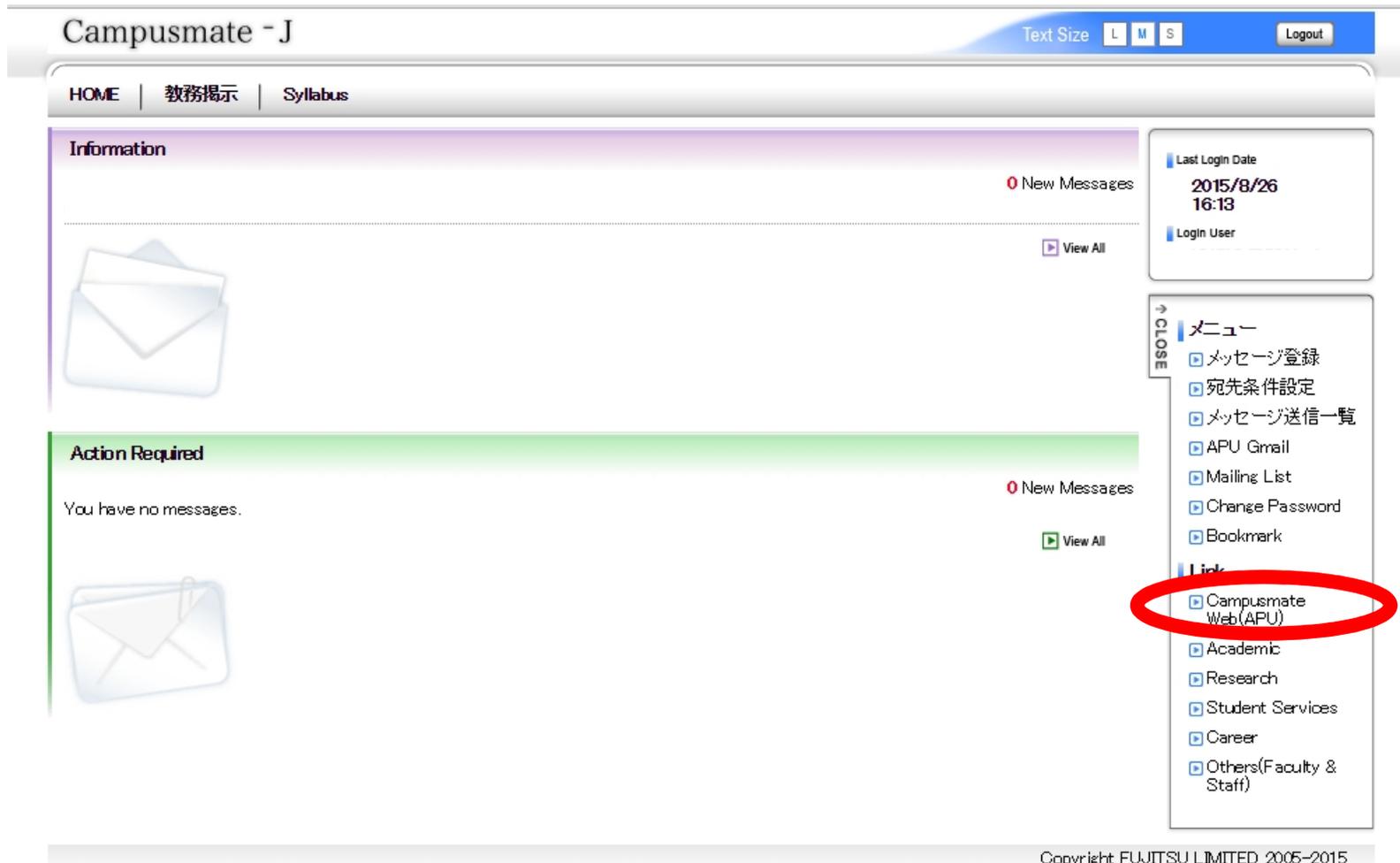
Introduction

Please keep the following points in mind when registering for courses.

- ① Campusmate cannot be used between 3:00 AM and 5:00 AM (Japan Standard Time) each day. APU cannot guarantee the integrity of any data submitted exactly at 3:00 AM.
- ② Please change your password regularly and take precautions to safeguard your personal information.
- ③ Please observe the following rules in order to avoid system errors. Please also note that no special exceptions will be made for problems or errors resulting from a student's mistake.
 - Please use Internet Explorer. You may encounter errors if you use other browsers.
 - Do not log in multiple times with the same user ID at the same time.
 - Please carry out registration procedures exactly as instructed in this Course Registration Manual.

Log into Campus Terminal, then “Campusmate”

Open Campus Terminal in your browser, then click “Campusmate Web(APU)” on the right-hand side.



Campusmate - J

Text Size **L** **M** **S** Logout

HOME | 教務揭示 | Syllabus

Information

0 New Messages

View All

Action Required

You have no messages.

0 New Messages

View All

メニュー

メッセージ登録

宛先条件設定

メッセージ送信一覧

APU Gmail

Mailing List

Change Password

Bookmark

Link

Campusmate Web(APU)

Academic

Research

Student Services

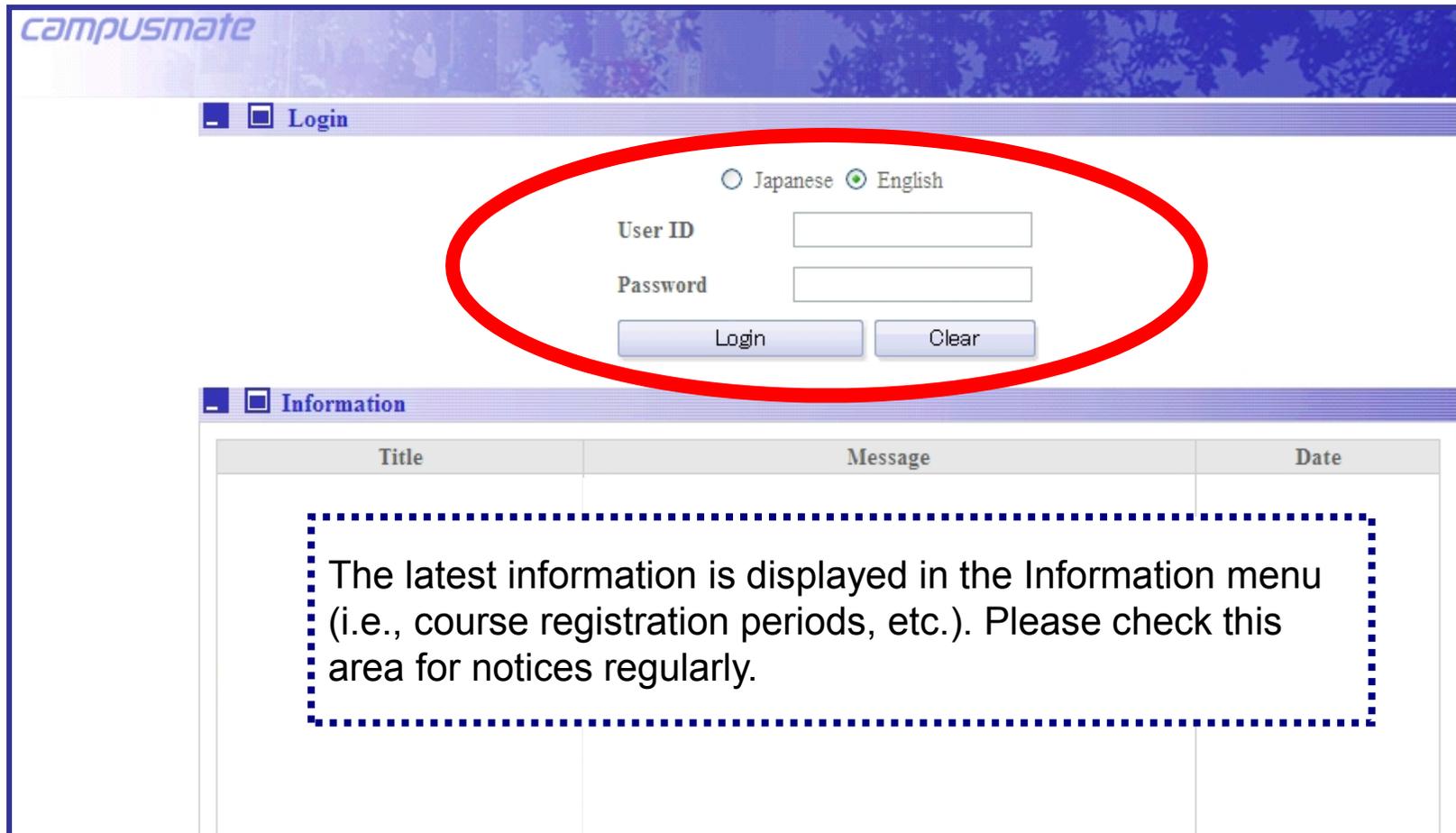
Career

Others(Faculty & Staff)

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Log into “Campusmate”

Change the language to English, enter your user ID and password, then click “Login”. Use the same user ID and password that you use for Campus Terminal.



The screenshot shows the Campusmate login interface. At the top left is the 'campusmate' logo. Below it is a 'Login' tab. The login form contains the following elements:

- Language selection: Japanese and English
- User ID input field
- Password input field
- Login button
- Clear button

A red oval highlights the language selection and input fields. Below the login form is an 'Information' tab. It contains a table with the following structure:

Title	Message	Date
The latest information is displayed in the Information menu (i.e., course registration periods, etc.). Please check this area for notices regularly.		

A dashed blue box highlights the message in the table.



Opening the Course Registration Screen

Click “Course Registration” in the Academic Menu.

The screenshot shows the campusmate website interface. At the top left is the 'campusmate' logo. At the top right is a 'Logout' button. On the left side, there is a vertical menu with several categories. The 'Academic Menu' category is expanded, and 'Course Registration' is highlighted with a red circle. Other items in the Academic Menu include 'Area of study Confirmation', 'Grade Report', and 'View current address'. Below the Academic Menu are the 'Job Hunting Menu' and 'Career Office Information' sections. The main content area is divided into three sections: 'Personal Message', 'Information', and 'Career Office Information'. The 'Personal Message' section contains the text 'There is no message.'. The 'Information' section contains a table with three columns: 'Title', 'Message', and 'Date'. The 'Career Office Information' section contains three links: 'Latest announcement', 'Latest event', and 'Latest internship'.

Academic Menu

- Course Registration**
- Area of study Confirmation
- Grade Report
- View current address

Job Hunting Menu

- Career Office Information
- Corporate Information
- Internship Information
- On-Campus Recruiting and Other Event Search
- Job Hunting Report

Personal Message

There is no message.

Information

Title	Message	Date
-------	---------	------

Career Office Information

[Latest announcement](#) [Latest event](#) [Latest internship](#)

Course Registration Screen Details - 1

campusmate Logout

Course Registration [TIPS](#)

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

Unregistered
 Registered
 Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 1st Quarter					
	Q2 2nd Quarter					
2	Q1					
	Q2					

Your class timetable (points to the grid)

Days of the week (points to the columns)

Periods (points to the rows)

Course Registration Screen Details - 2

campusmate Logout

Course Registration TIPS

2012 Spring Apply Return

The academic year and semester will be displayed.

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

 Unregistered
  Registered
  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
						
2						
						

Course Registration Screen Details - 3

campusmate Logout

Course Registration [TIPS](#)

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

 Unregistered  Registered  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
						
2						
						

Icons

These icons indicate the state of the class (3 types)

 Unregistered  Registered  Unmodifiable

Course Registration Screen Details - 4

campusmate Logout

Course Registration TIPS

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 	Q1 		Q1 	Q1 	
	Q2 					
2	Q1 					
	Q2 	Q2 		Q2 	Q2 	

This box shows the following credits.

- The no. of credits registered / no. of maximum credits
- The no. of opposite language credits registered
- Any Bridge Program credits that you have registered. (2011 curriculum students only)

Course Registration Screen Details - 5

campusmate Logout

Course Registration IIPS

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

	Registered / Maximum Credits	18 / 18
	Registered Composite Language Credits	
	Bridge Program Credits / Maximum Credits	/ 6

Unregistered
 Registered
 Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1	<p>This shows if you have permission to register courses held in English or Japanese. If you meet the specified criteria you will have permission. See the Undergraduate Academic Handbook for details.</p> <p>«2006 Curriculum Students» May not register 300 level and higher lecture subjects without permission for that language. 200 level and lower lecture subjects may be registered without permission however.</p> <p>«2011 Curriculum Students» May not register lecture subjects without permission for that language.</p>				
	Q2					
2	Q1					
	Q2					

Course Registration Screen Details - 6

campusmate Logout

Course Registration TIPS

2012 Spring

Apply

Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

Unregistered
Registered
Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1	<p>Apply: Finalize your course registration</p> <p>Return: Return to the previous screen</p> <p>Please use only this "Return" button. Do not use your browser's Back/Forward buttons to navigate the site.</p>				
	Q2					
2	Q1					
	Q2					

X
Campusmate Course Registration - Windows Internet Explorer

Registration (Choosing Classes)

Click the  “Unregistered” icon for the date and time you wish to add a class.

campusmate Logout

Course Registration [IIPS](#)

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

 Unregistered
  Registered
  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
	Q2					
2	Q1			 020121JL 1st Year Student Workshop IJL ARII Ken		
	Q2			 020121JL 1st Year Student Workshop IJL ARII Ken		

Click Here 

Days and periods without the pencil icon mean there are no classes you can register in those time slots.

Classes showing  “unmodifiable” icon are classes designated by the university that you cannot change on your own.

Choosing a Subject

Click the button in the select column next to the class that you want to take and click “Confirm”.

campusmate Logout

Course Selection [TIPS](#)

2012 Spring Tuesday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>		Choose this option to cancel class.							
<input type="radio"/>	Tuesday1	010180OA		Chinese IOA		4	WU Qingji	3	
<input type="radio"/>	Tuesday1	010180OG		Chinese IOG		4	WANG Rui	0	
<input type="radio"/>	Tuesday1	010220OA		Korean I OA		4	HWANG jung-nan	0	
<input type="radio"/>	Tuesday1	010220OD		Korean I OD		4	KIM Song yong	0	
<input checked="" type="radio"/>	Tuesday1	030606JA		Organizational BehaviorJA	J	2	LIU Jung-Ching	156	

When changing from Pair Lecture A to Pair Lecture B

Confirm

If there is a '0' in the vacancy column, it means that a class is full and you cannot register for it.

Choosing a Subject

Confirm that your chosen class has appeared on the timetable.

campusmate Logout

Course Registration IIPS Apply Return

2012 Spring

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

Registered / Maximum Credits	2 / 20
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

 Unregistered  Registered  Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Q1		 030606JA Organizational BehaviorJA LTU Jang-Ching			 030606JA Organizational BehaviorJA LTU Jang-Ching	
1						
Q2						
						
Session						

Once you select a class, the icon will change from the "Unregistered" icon to the  "registered" icon. If the chosen subject has classes during other periods or on other days of the week, they will also appear.

Please choose the day and period when you would like to register a class.

Apply Return

Course Registration Cancellations

If you would like to cancel a class, click on the  "Registered" button in the timetable next to the subject you want to delete.



campusmate Logout

Course Registration IIPS
2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English:
Registered / Maximum Credits 2 / 20
Registered Opposite Language Credits
Bridge Program Credits / Maximum Credits / 6

Click Here  Unregistered  Registered  Unmodifiable

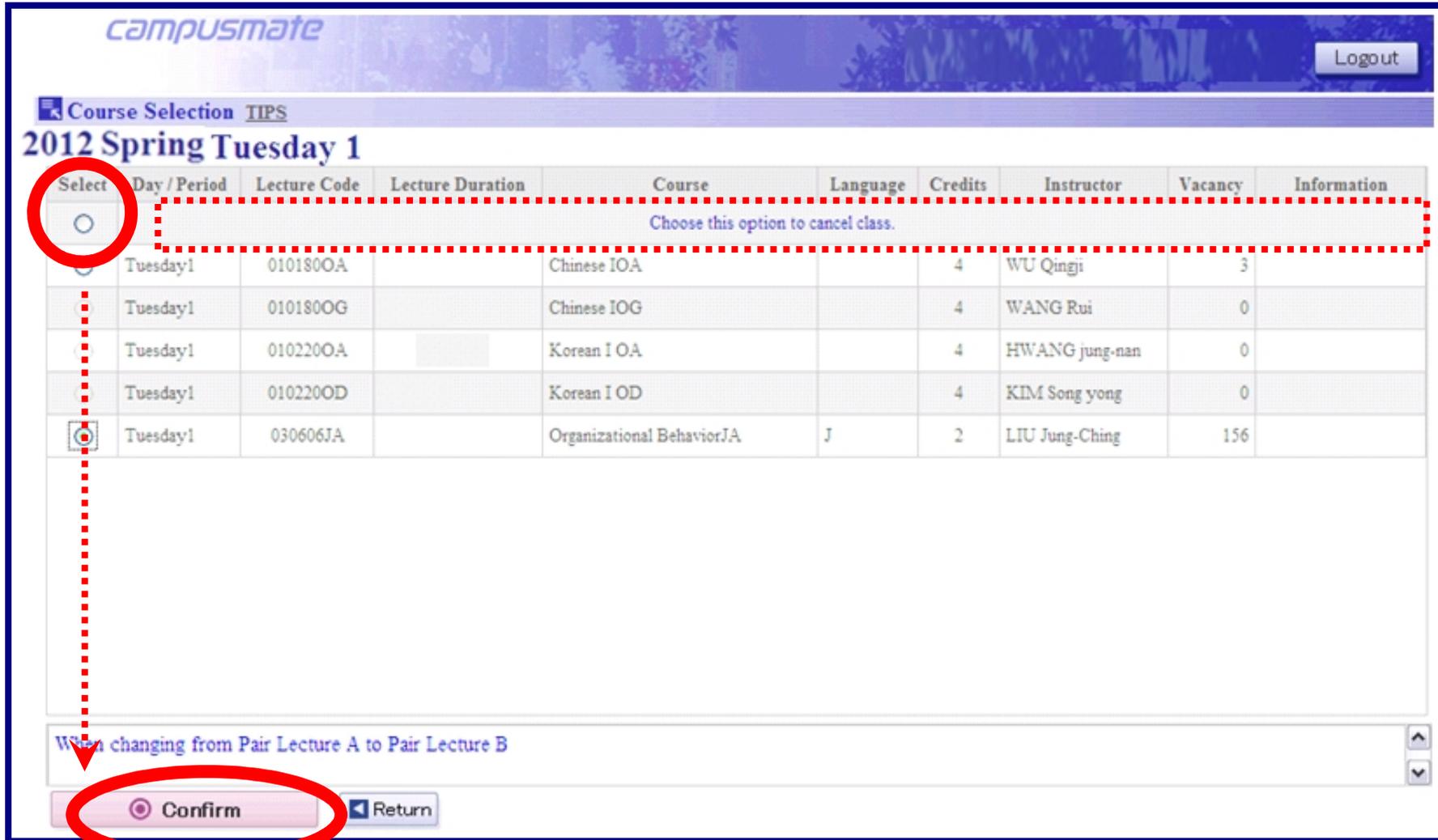
Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		 030606JA Organizational BehaviorJA LJU Jung-Ching			 030606JA Organizational BehaviorJA LJU Jung-Ching	
Q1						
Q2						
Session						

Please choose the day and period when you would like to register a class.

Apply Return

Course Registration Cancellations

Select "Choose this option to cancel class" at the top of the list of classes, then click "Confirm".



The screenshot shows the 'campusmate' interface for 'Course Selection TIPS' on '2012 Spring Tuesday 1'. A table lists several courses. The 'Select' column has radio buttons. A red dashed box highlights the first row, with a red circle around the radio button. A red arrow points from this radio button down to the 'Confirm' button at the bottom of the page, which is also circled in red.

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>	Tuesday1	010180OA		Chinese IOA		4	WU Qingji	3	Choose this option to cancel class.
<input type="radio"/>	Tuesday1	010180OG		Chinese IOG		4	WANG Rui	0	
<input type="radio"/>	Tuesday1	010220OA		Korean I OA		4	HWANG jung-nan	0	
<input type="radio"/>	Tuesday1	010220OD		Korean I OD		4	KIM Song yong	0	
<input checked="" type="radio"/>	Tuesday1	030606JA		Organizational BehaviorJA	J	2	LIU Jung-Ching	156	

When changing from Pair Lecture A to Pair Lecture B

Confirm

Course Registration Cancellations

Check to see that the class you cancelled no longer appears on the timetable.

campusmate Logout

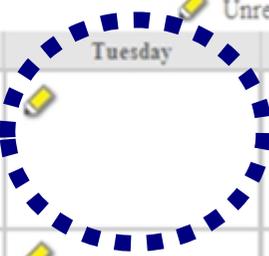
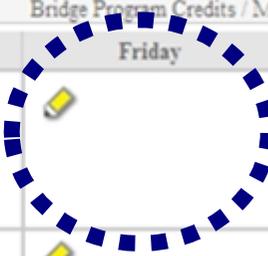
Course Registration [IIPS](#)

2012 Spring Apply Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English:

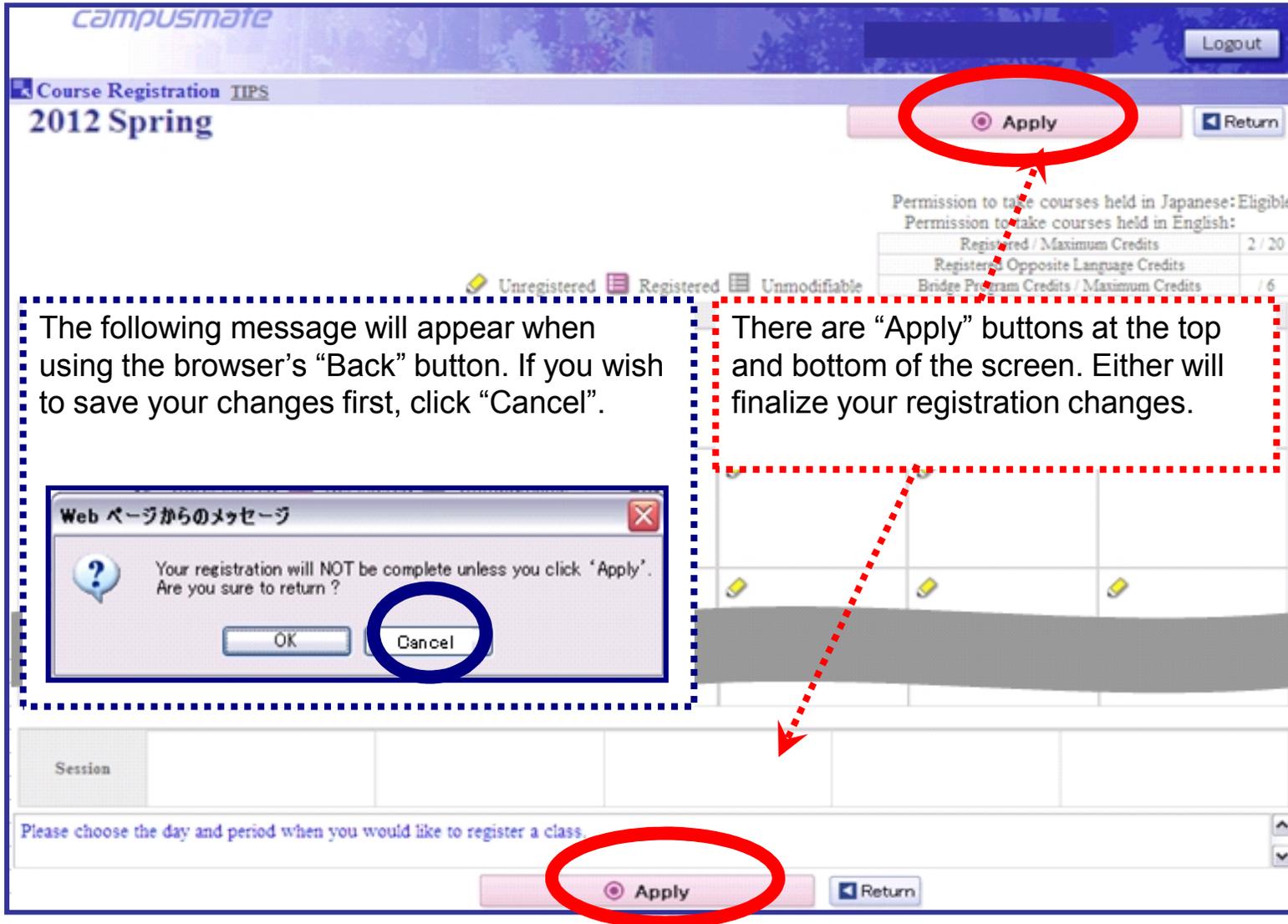
Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 	 			 	
	Q2 					

Finalizing Course Registration

Once you have finished adding and removing classes, click the “Apply” button to save the changes and complete your registration. Please note that if you fail to click this button, your registration changes will NOT be saved.



The following message will appear when using the browser’s “Back” button. If you wish to save your changes first, click “Cancel”.

There are “Apply” buttons at the top and bottom of the screen. Either will finalize your registration changes.

Web ページからのメッセージ

Your registration will NOT be complete unless you click ‘Apply’. Are you sure to return ?

OK Cancel

Session

Please choose the day and period when you would like to register a class.

Apply Return



Printing the Course Registration Confirmation Screen

After clicking “Apply”, the Course Registration Confirmation Screen will be displayed. This lists the classes which you have successfully registered.

campusmate

Course Registration Confirm TIPS

Course Registration Confirmation

2015 Academic Year Fall Semester College of Asia Pacific Studies Department of Asia Pacific Studies Semester Student Eighth Semester Student

Lecture Duration	Day	Period	Course		Language	Instructor	Credits
FA1	Tuesday	2	030104JA	International OrganizationsJA	J	YAMASHITA Tetsuo	2
FA1	Tuesday	4	030550JA	Special Lecture(Asia Pacific Studies)JA	J	YAMAGAMI Susumu	2
FA1	Tuesday	5	030550JA	Special Lecture(Asia Pacific Studies)JA	J	YAMAGAMI Susumu	
FA1	Friday	2	030104JA	International OrganizationsJA	J	YAMASHITA Tetsuo	
FA1	Friday	4	030343JA	Health and Wellness TourismJA	J	SEKI Hitoshi	2
FA1	Friday	5	030343JA	Health and Wellness TourismJA	J	SEKI Hitoshi	
Total Registered Credits							6

Credit Requirement Area	Required	Exemption(-)	Exemption(+)	Required (adjusted)	Registered Opposite Language	Completed Opposite Language	Completed	Registered	Total Credits
English Subjects	24	-6		18			18		18
Common Education Subjects	16			16		14	16		16
APS Major Education Subjects	62			62		6	58	4	62
General Electives	22		+6	28			28	2	30
Total Credits	124			124		20	120	6	126

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

Registration No.1 030471

Upon completion, please make sure to save the Course Registration Confirmation Screen which includes your “Registration No.”

Without this number on the Course Registration Confirmation Screen, we cannot respond to inquiries about system errors. Make sure to record the date of the Course Registration Confirmation Screen.

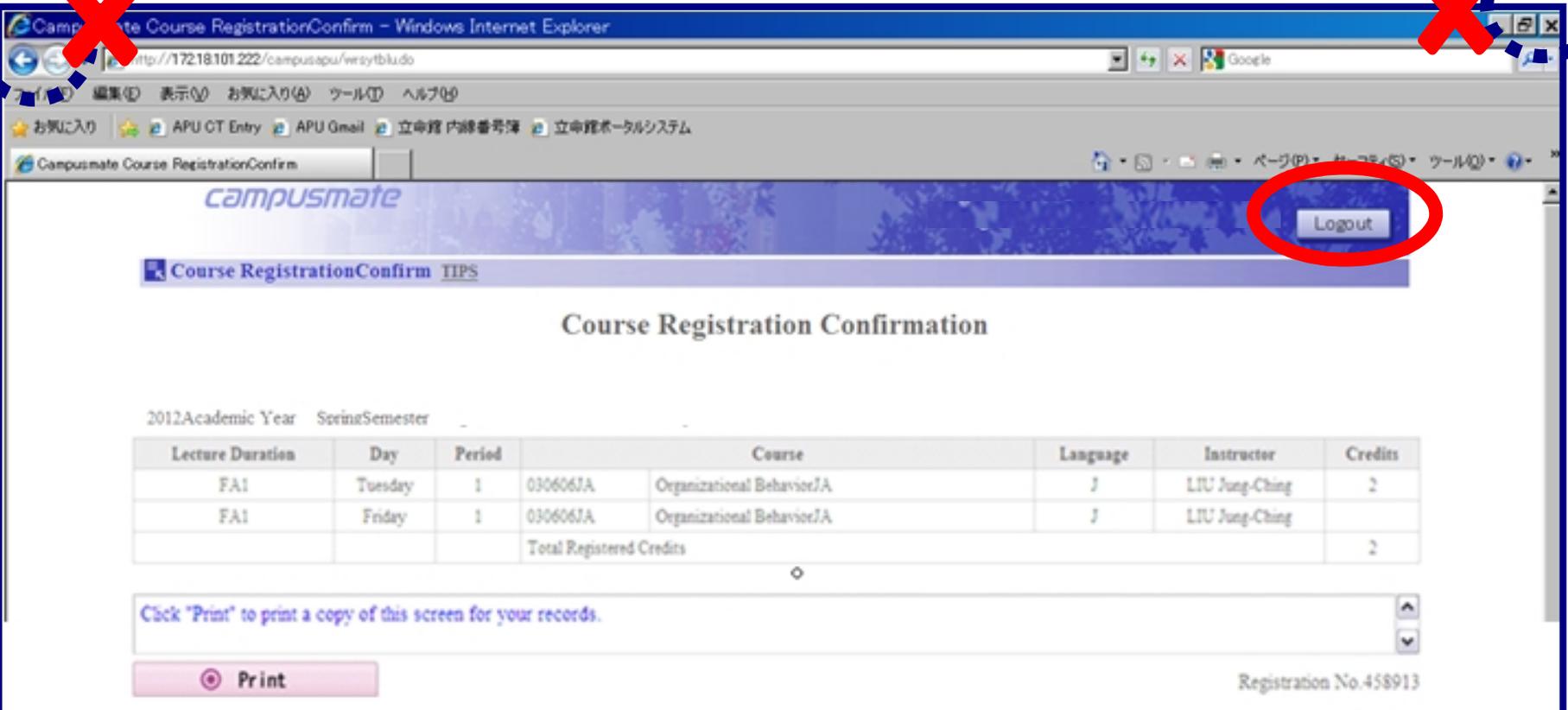
Logging Out of Course Registration

Finish by verifying your course registration on the confirmation sheet, and then Click “Logout” to complete your session. If you want to continue course registration, please login again.



Do not click your browser's Back or Close (x) buttons while you are logged in. This will cause an error and you may lose your course registration data.

Do not use  **Do not use** 



Course RegistrationConfirm TIPS

Course Registration Confirmation

2012Academic Year SpringSemester

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	030606JA Organizational BehaviorJA	J	LIU Jung-Ching	2
FA1	Friday	1	030606JA Organizational BehaviorJA	J	LIU Jung-Ching	
Total Registered Credits						2

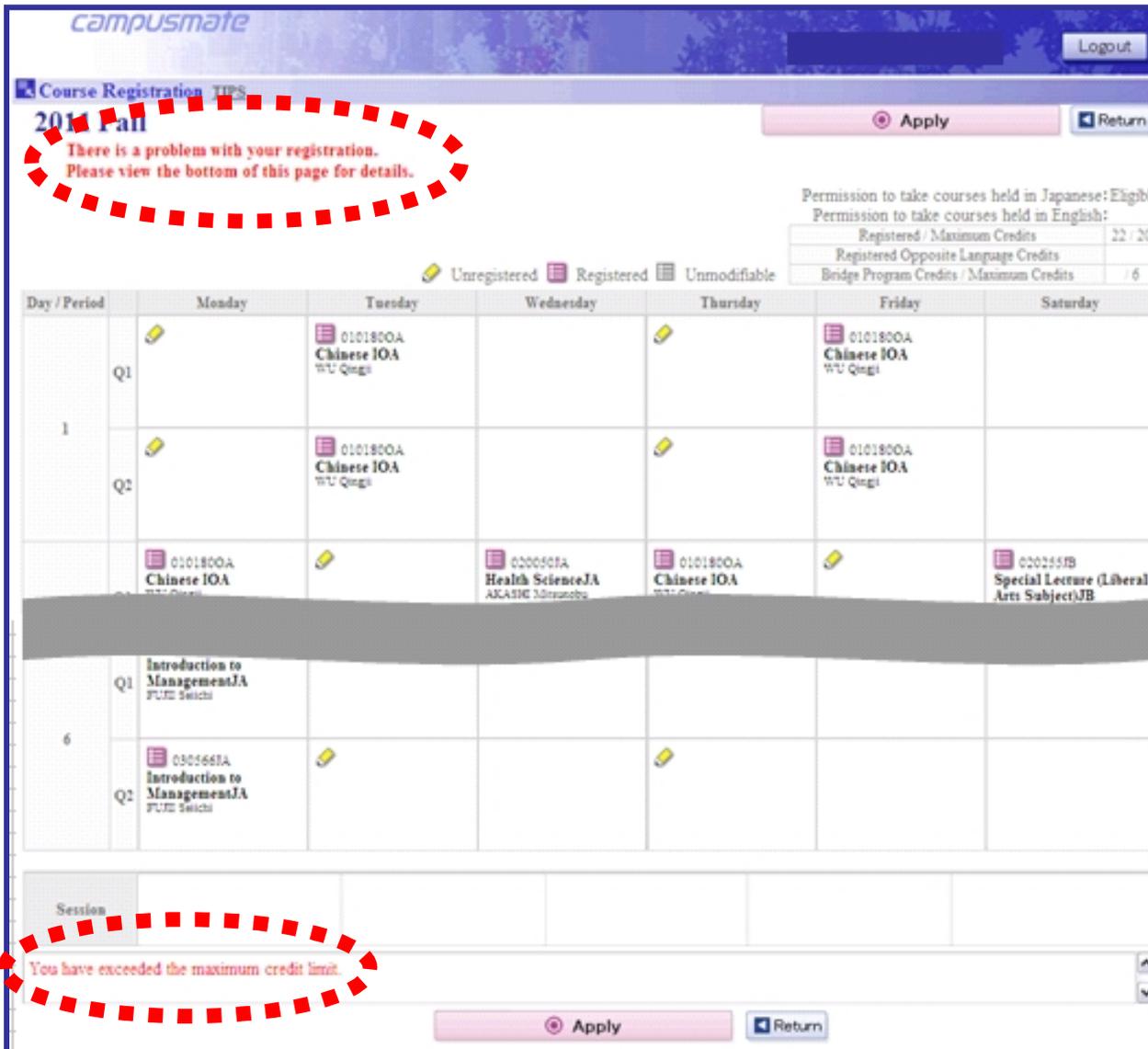
Click "Print" to print a copy of this screen for your records.

Print

Registration No.458913

Error Messages and Tips

If there are any errors in your registration, a message will be displayed at the top of the screen. Error details may be found at the bottom of the page.



The screenshot shows the 'campusmate' Course Registration interface for the 2014 Fall semester. At the top, there is a 'Logout' button and a 'Course Registration TIPS' section. A red dashed circle highlights a message: 'There is a problem with your registration. Please view the bottom of this page for details.' Below this, there are 'Apply' and 'Return' buttons. On the right, there is a summary table for course permissions:

Permission to take courses held in Japanese: Eligible	
Permission to take courses held in English:	
Registered / Maximum Credits	22 / 20
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

Below the table, there are icons for 'Unregistered', 'Registered', and 'Unmodifiable'. The main part of the screen is a grid showing course registration for days of the week (Monday to Saturday) and periods (Q1, Q2). The grid contains course information such as '0101800A Chinese IOA' and '0300660A Health ScienceJA'. A grey horizontal bar obscures some rows. At the bottom, another red dashed circle highlights a message: 'You have exceeded the maximum credit limit.' Below this, there are 'Apply' and 'Return' buttons.



Error Messages and Tips

Each registration error has a cause and a solution. Until you identify and resolve the cause of the error, you will not be able to complete course registration. Once you have corrected your registration, you may click Apply to finalize changes.

Error Message	Solution
Timetable conflict for "Course".	Please remove one of the conflicting courses. You may not register multiple courses scheduled for the same day/period. Please confirm the schedule and re-register.
Maximum credit registration limit exceeded.	Please remove courses exceeding the credit limit. A maximum credit limit is set for each student year and semester. Please register your courses so that you do not exceed this limit.
"Course" is already registered.	Please remove one of the duplicate courses. Please note that even in the case a subject offers multiple classes, you may only register for one of them at a time.
No openings remain for "Course".	Please remove your registration for the course. Even if there were a number of openings at the time you selected the course, they may be filled in the time taken to click "Apply".



In Conclusion...

Course registration is the most important part of implementing your education plan. It is absolutely essential in attending class, receiving credit and graduating from APU. In order to ensure smooth progress through your education plan, please take utmost care when carrying out registration.

For course registration and academic advising-related issues, please visit the Academic Office for support.

Office	Services	Office Hours
Academic Office (Bldg. B, 1 st floor)	<ul style="list-style-type: none">• Curriculum, course registration, grades, classes, examinations, reports, TOEFL/TOEIC exams.• Active Learning programs outside the university, such as field study and study abroad.• Other undergraduate programs included in the Undergraduate Academic Handbook	Mon, Wed-Fri 10:00 – 16:30 Tue 11:30 – 16:30