

Course Registration and Area of Study Registration Manual

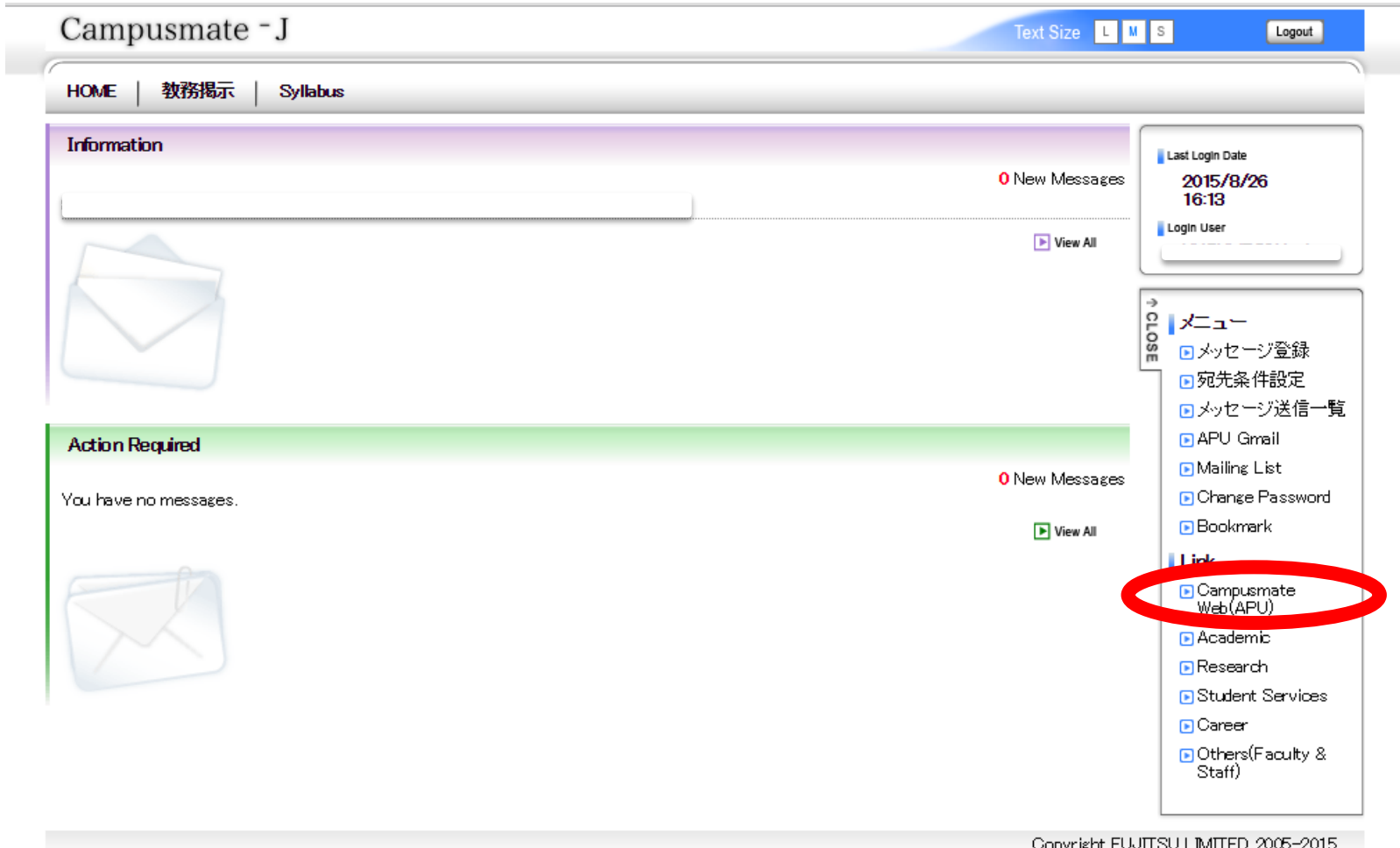
Introduction

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

Last Login Date
2015/8/26
16:13

Login User

メニュー

CLOSE

- 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)

Action Required

You have no messages.

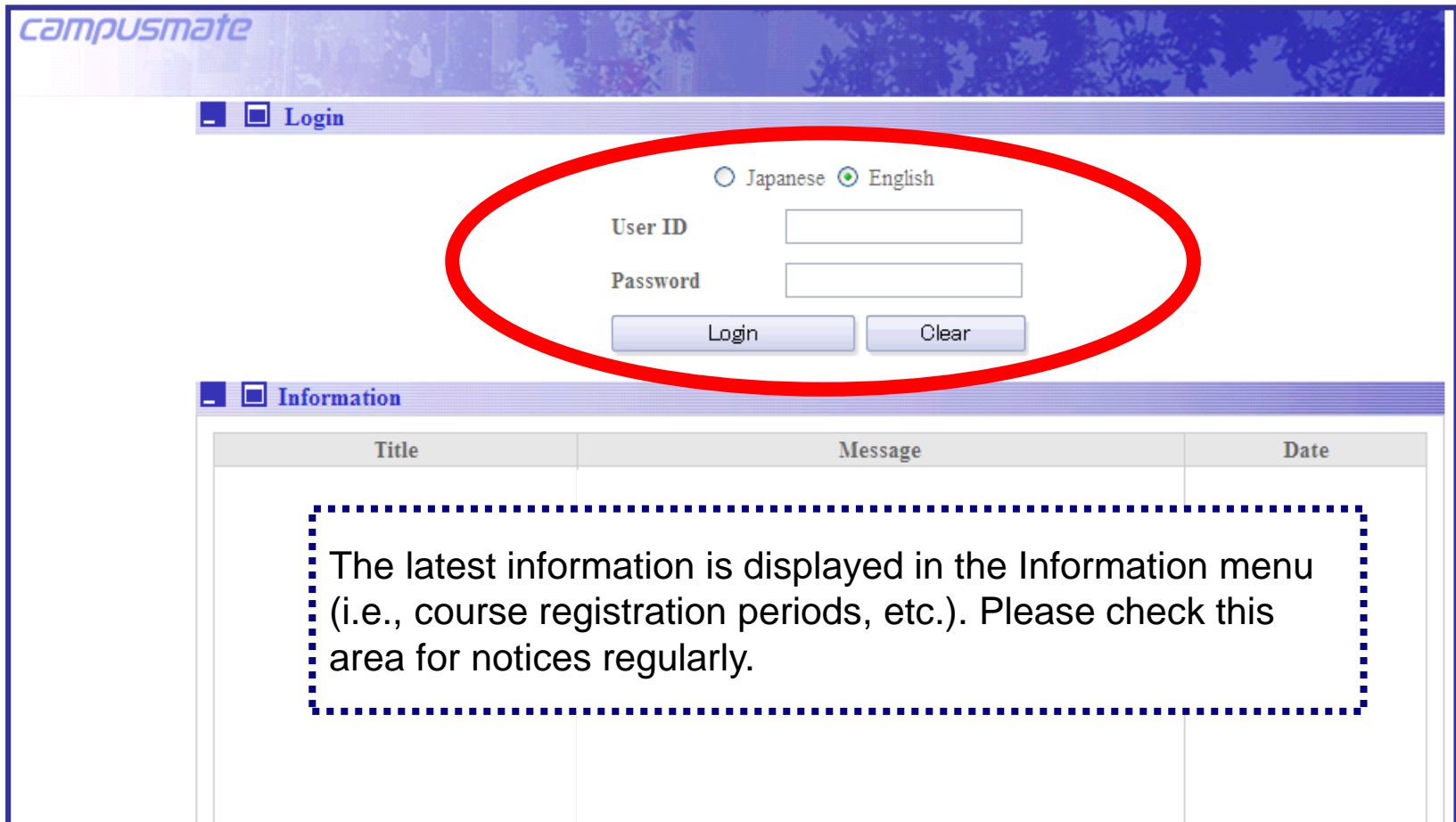
0 New Messages

View All

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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, the 'campusmate' logo is visible. Below it, there is a 'Login' tab. The login form includes radio buttons for 'Japanese' and 'English' (selected), input fields for 'User ID' and 'Password', and 'Login' and 'Clear' buttons. A red oval highlights the language selection and input fields. Below the login form is an 'Information' tab containing a table with columns 'Title', 'Message', and 'Date'. A dashed blue box highlights a message in the table.

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.	

1) Course Registration

Opening the Course Registration Screen

Click "Course Registration" in the Academic Menu.



The screenshot shows the campusmate website interface. The top navigation bar includes the "campusmate" logo and a "Logout" button. The left sidebar contains the "Academic Menu" with "Course Registration" highlighted in a red circle. Other menu items include "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", and "Job Hunting Report". The main content area is divided into three sections: "Personal Message" (containing "There is no message."), "Information" (containing a table with columns "Title", "Message", and "Date"), and "Career Office Information" (containing "Latest announcement", "[Latest event](#)", and "[Latest internship](#)").

Academic Menu

- Course Registration**
- [Invalid] Study 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](#)

2017 Spring Save Changes Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered Registered Unmodifiable

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

Your class timetable (indicated by a red dashed box around the grid)

Days of the week (indicated by a red arrow pointing right)

Periods (indicated by a red arrow pointing down)

Course Registration Screen Details - 2

campusmate Logout

Course Registration [TIPS](#) Save Changes Return

2017 Spring

The academic year and semester will be displayed.

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

Unmodifiable		Registered Credits / Maximum Credits		Registered Opposite Language Credits		
		/ 24				
Day / Period		Thursday	Friday	Saturday		
1	Q1					
	Q2					
2	Q1					
	Q2					

Course Registration Screen Details - 3


campusmate Logout

Course Registration [TIPS](#)

2017 - Spring Save Changes Return

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


		Registered Credits / Maximum Credits / 24			
		Registered Opposite Language Credits			



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

Icons

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



Course Registration Screen Details - 4

campusmate Logout

Course Registration [TIPS](#)

2017 - Spring Save Changes Return

Unregistered
 Registered
 Unmodifiable

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

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

This box shows the following credits.

- The no. of credits registered / no. of maximum credits
- The no. of opposite language credits registered

Course Registration Screen Details - 5

campusmate Logout

Course Registration [TIPS](#)

2017 - Spring Save Changes Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered
 Registered
 Unmodifiable

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

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.

«2017 Curriculum Students»
 May not register lecture subjects without permission for that language.

Course Registration Screen Details - 6

2017 Spring

Save Changes Return

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

Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits


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

Apply: Finalize your course registration
 Return: Return to the previous screen
 Please use only this "Return" button. Do not use your browser's Back/Forward buttons to navigate the site.

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 TIPS Save Changes Return


2017 Spring

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

		Registered Credits / Maximum Credits / 24		Registered Opposite Language Credits	

 Unregistered
  Registered
  Unmodifiable

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

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

2017 Spring Monday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday 1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean I OE		4	JUNG JongHee	0	
<input checked="" type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUM Foshiyuki	100	
<input type="radio"/>	Monday 1	020031JB	FA	Introduction to EconomicsJB					
<input type="radio"/>	Monday 1	030262EA	FA 1	BiodiversityEA					
<input type="radio"/>	Monday 1	030262JA	FA 1	BiodiversityJA					
<input type="radio"/>	Monday 1	033025EA	FA 1	E-CommerceEA					
<input type="radio"/>	Monday 1	033025JA	FA 1	E-CommerceJA					
<input type="radio"/>	Monday 1	037201EA	FA 1	Social EntrepreneurshipEA					
<input type="radio"/>	Monday 1	037201JA	FA 1	Social EntrepreneurshipJA					

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

OK

Choosing a Subject

Confirm that your chosen class has appeared on the timetable.




campusmate Logout





Course Registration TIPS


2017 Spring Save Changes Return

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

Registered Credits / Maximum Credits	2 / 24
Registered Opposite Language Credits	2

 Unregistered
 Registered
 Unmodifiable

Day / Period	Monday	
1	<div style="border: 2px dashed blue; border-radius: 50%; padding: 5px; display: inline-block;">  020031EB Introduction to EconomicsEB </div> 	
	 020031EB Introduction to EconomicsEB	


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.

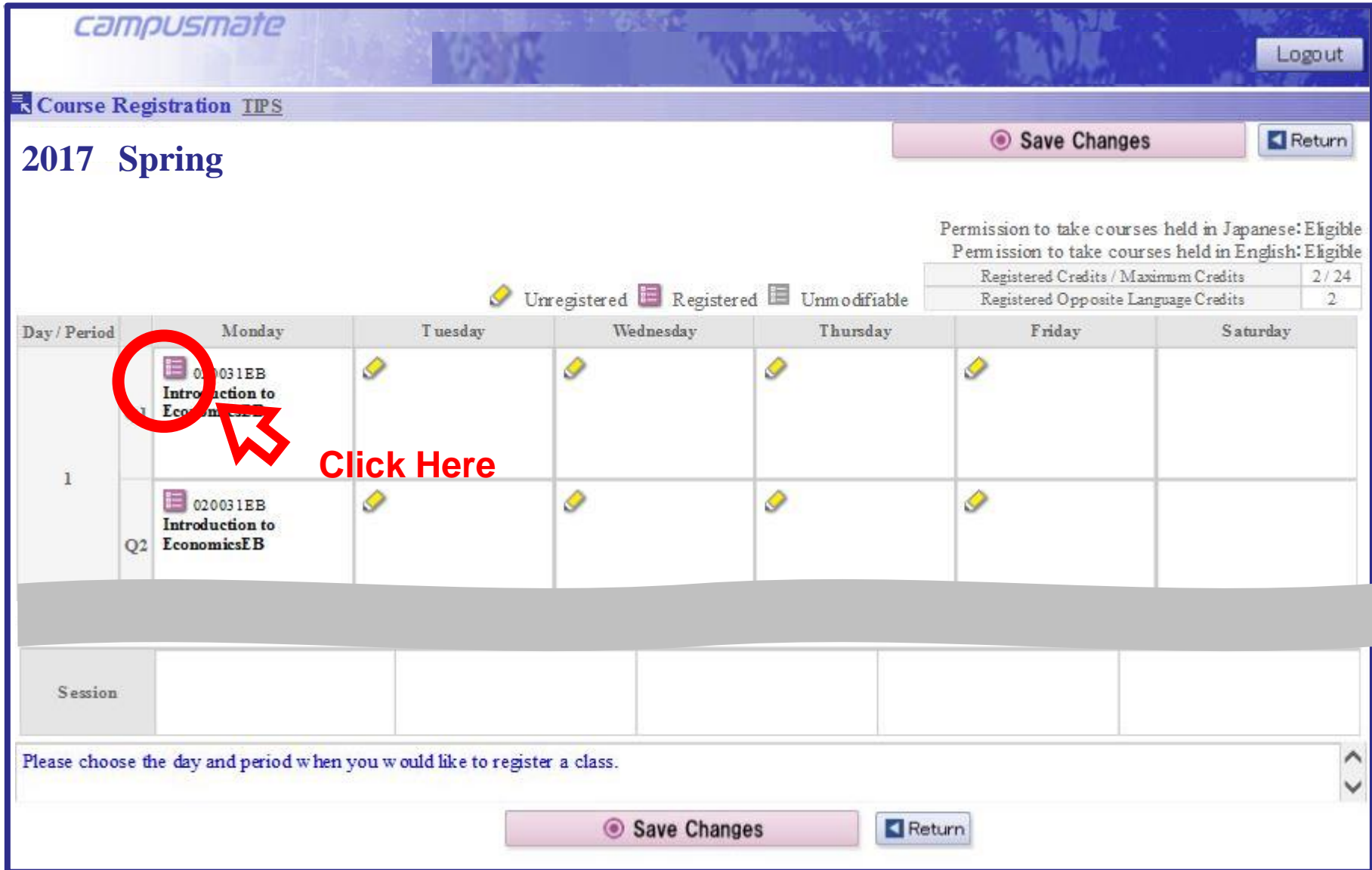
Session					
---------	--	--	--	--	--

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

Save Changes 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

Course Registration [TIPS](#)

2017 Spring

Save Changes Return

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

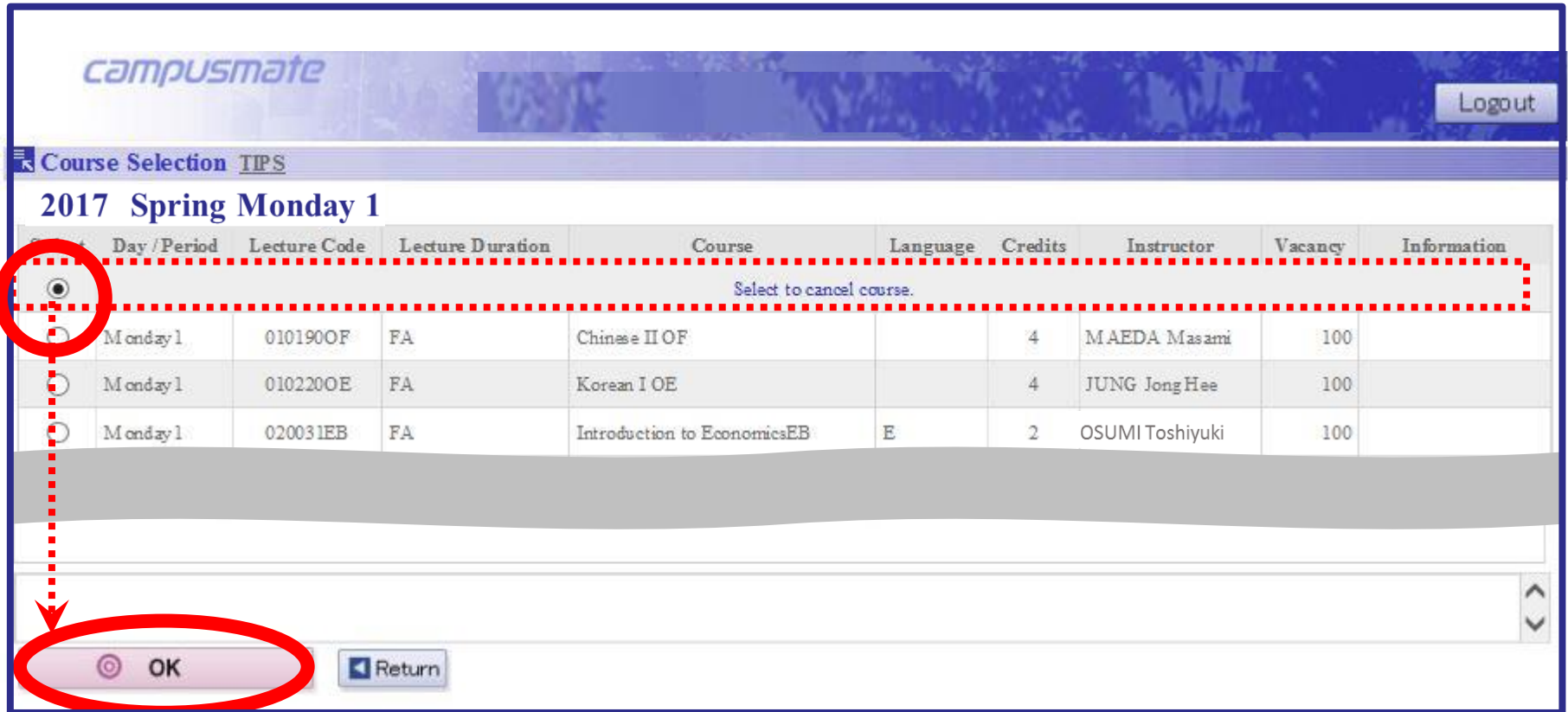
Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 020031EB Introduction to EconomicsEB					
Q2	 020031EB Introduction to EconomicsEB					
Session						

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

Save Changes 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. The page title is '2017 Spring Monday 1'. A table lists three courses with columns for Day/Period, Lecture Code, Lecture Duration, Course, Language, Credits, Instructor, and Vacancy. A red dashed box highlights the first row of the table, and a red circle highlights the radio button in the first column of that row. Below the table, a confirmation dialog is visible with an 'OK' button circled in red and a 'Return' button.

Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
Monday 1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
Monday 1	010220OE	FA	Korean I OE		4	JUNG Jong Hee	100	
Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	OSUMI Toshiyuki	100	

Select to cancel course.

OK Return

Course Registration Cancellations

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

campusmate Logout

Course Registration [TIPS](#)

2017 Spring Save Changes Return

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

		Unregistered	Registered	Unmodifiable		
Registered Credits / Maximum Credits	/ 24					
Registered Opposite Language Credits						

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
Q2						

Note: A dashed blue circle highlights the pencil icon in the Monday, Period 1 cell of the timetable.

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.

2017 Spring

Save Changes Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits 2 / 24
 Composite Language Credits 2

Day / Period	Monday	Saturday
1	Q1 020031EB Introduction to EconomicsEB	
	Q2 020031EB Introduction to EconomicsEB	
	Q1	

Web ページからのメッセージ

Registration changes will be lost if you do not click "Apply".
 Are you sure you wish to return?

OK Cancel

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

Save Changes Return

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

There are "Save Changes" buttons at the top and bottom of the screen. Either will finalize your registration changes.

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 Registration Confirm IIPS

Course Registration Confirmation

2012Academic Year SpringSemester

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	0306067A Organizational Behavior7A	J	LIU Jung-Ching	2
FA1	Friday	1	0306067A Organizational Behavior7A	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 ①

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. At the top, there is a 'Logout' button. Below it, the 'Course Registration' title is visible. A red dashed circle highlights the text: '2017 Spring' and 'There is a problem with your registration. Please view the bottom of this page for details.' To the right, there are 'Save Changes' and 'Return' buttons. Below these, it states: 'Permission to take courses held in Japanese: Eligible' and 'Permission to take courses held in English: Eligible'. A small table shows 'Registered Credits / Maximum Credits' as '2 / 24' and 'Registered Opposite Language Credits' as '2'. Below this is a legend for 'Unregistered', 'Registered', and 'Unmodifiable' status. The main part of the screen is a grid showing course registration for various days and periods. A grey bar obscures some of the grid content. At the bottom, another red dashed circle highlights the error message: 'You have exceeded the maximum credit limit.' Below this, there are 'Save Changes' and 'Return' buttons.

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 [Pencil icon]	0101800A Chinese IOA WU Qingli		[Pencil icon]	0101800A Chinese IOA WU Qingli	
	Q2 [Pencil icon]	0101800A Chinese IOA WU Qingli		[Pencil icon]	0101800A Chinese IOA WU Qingli	
	0101800A Chinese IOA WU Qingli	[Pencil icon]	0200501A Health ScienceJA AKASHI Shiroko	0101800A Chinese IOA WU Qingli	[Pencil icon]	0201551B Special Lecture (Liberal Arts Subject)JB
6	Q1 Introduction to ManagementJA FUJI Seichi					
	Q2 0301661A Introduction to ManagementJA FUJI Seichi	[Pencil icon]		[Pencil icon]		

Error Messages and Tips ②

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' interface for course selection. At the top right is a 'Logout' button. Below the header is a 'Course Selection TIPS' section. The main heading is '2017 Spring Monday 2'. Below this is a table with columns: Select, Day / Period, Lecture Code, Lecture Duration, Course, Language, Credits, Instructor, Vacancy, and Information. The table lists various courses, with 'Advanced Japanese AD' selected. At the bottom, a red dashed box highlights an error message: 'Timetable conflict for "010103AD Advanced Japanese AD"'. Below the message are 'OK' and 'Return' buttons.

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday2	010103AA	FA	Advanced Japanese AA		4		100	
<input type="radio"/>	Monday2	010103AB	FA	Advanced Japanese AB		4		100	
<input type="radio"/>	Monday2	010103AC	FA	Advanced Japanese AC		4		100	
<input checked="" type="radio"/>	Monday2	010103AD	FA	Advanced Japanese AD		4		100	
<input type="radio"/>	Monday2	010103AE	FA	Advanced Japanese AE		4		100	
<input type="radio"/>	Monday2	0101800C	FA	Chinese I OC		4		100	
<input type="radio"/>	Monday2	0101800H	FA	Chinese I OH		4		100	
<input type="radio"/>	Monday2	0102200A	FA	Korean I OA		4		100	
<input type="radio"/>	Monday2	011903CC	FA	English Project 2 CC		2		100	
<input type="radio"/>	Monday2	027003EB	FA	StatisticsEB	E	2		100	
<input type="radio"/>	Monday2	027003JB	FA	StatisticsJB	J	2		100	
<input type="radio"/>	Monday2	027010EA	FA2	Career Design IVEA	E	2		100	
<input type="radio"/>	Monday2	027010JA	FA2	Career Design IVJA	J	2		100	

Timetable conflict for "010103AD Advanced Japanese AD".

OK Return

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 “Save Changes”.

2) Area of Study Registration

Opening the Area of Study Registration Screen

Click “Area of Study Registration” in the Academic Menu.

The screenshot shows the campusmate website interface. The top navigation bar includes the 'campusmate' logo and a 'Logout' button. A left-hand menu is expanded to show the 'Academic Menu' section, where 'Area of Study Registration' is highlighted with a red circle. Other items in the Academic Menu include 'Course Registration', 'Area of Study/Specialization Confirmation', 'Grade Report', and 'View current address'. Below the Academic Menu are sections for 'Job Hunting Menu' (with links like 'Career Office Information', 'Corporate Information', etc.) and 'General Menu' (with 'Guardian Password Settings'). The main content area is divided into three sections: 'Personal Message' (displaying 'There is no message.'), 'Information' (a table with columns for Title, Message, and Date), and 'Career Office Information' (with links for 'Latest announcement', 'Latest event', and 'Latest internship').

Title	Message	Date

Choose one Area of Study and click the “Save Changes” button to complete your registration.

The screenshot shows the 'Area of Study Registration' page on the campusmate system. The page has a blue header with the 'campusmate' logo and a 'Logout' button. Below the header, the page title 'Area of Study Registration' and the user name 'IIPS' are displayed. The main content is a table with the following columns: 'Choice', 'Area of Study/Specialization', and 'Registration Status'. The table contains four rows of data:

Choice	Area of Study/Specialization	Registration Status
<input type="radio"/>	Environment and Development	-
<input checked="" type="radio"/>	Hospitality and Tourism	Registered
<input type="radio"/>	International Relations and Peace Studies	-
<input type="radio"/>	Culture, Society and Media	-

Below the table, there is a text prompt: 'Please select the area of study for which you would like to register.' At the bottom of the page, there are two buttons: 'Return' on the left and 'Save Changes' on the right. The 'Save Changes' button is circled in red, and a red circle and arrow point to the selected radio button in the table with the text 'Click!'.

Area of Study Registration

Choose one Area of Study and click the “Save Changes” button to complete your registration.

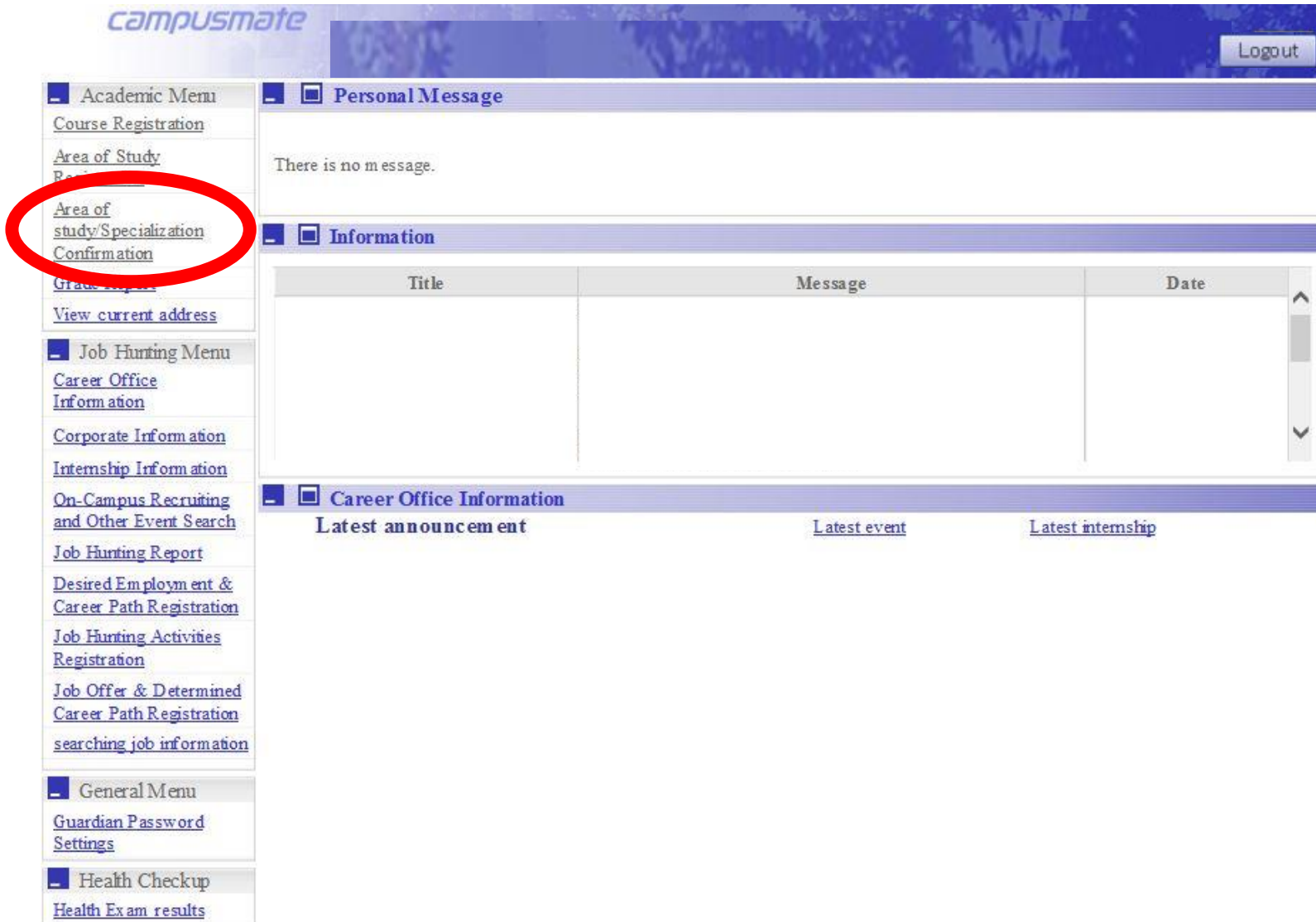
The screenshot shows the 'Area of Study Registration' page on the campusmate system. The page has a blue header with the 'campusmate' logo and a 'finish' button. Below the header is a navigation bar with 'Area of Study Registration' and 'TIPS'. The main content area contains a table with the following 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 of the page, there are two buttons: "Return" and "Save Changes". The "Save Changes" button is circled in red.

Opening the Area of Study Confirmation Screen

Click “Area of Study Confirmation” in the Academic Menu.



The screenshot shows the campusmate website interface. The top navigation bar includes the campusmate logo and a Logout button. The left sidebar contains several menu categories: Academic Menu, Job Hunting Menu, and General Menu. The Academic Menu is expanded, and the "Area of Study Confirmation" link is highlighted with a red circle. The main content area is divided into sections: Personal Message (with a "There is no message." message), Information (with a table), and Career Office Information (with links for "Latest announcement", "Latest event", and "Latest internship").

Academic Menu

- Course Registration
- Area of Study Confirmation
- Area of study/Specialization Confirmation
- Grade Support
- View current address

Job Hunting Menu

- Career Office Information
- Corporate Information
- Internship Information
- On-Campus Recruiting and Other Event Search
- Job Hunting Report
- Desired Employment & Career Path Registration
- Job Hunting Activities Registration
- Job Offer & Determined Career Path Registration
- searching job information

General Menu

- Guardian Password Settings

Health Checkup

- Health Exam results

Personal Message

There is no message.

Information

Title	Message	Date

Career Office Information

- Latest announcement
- Latest event
- Latest internship

Area of Study Confirmation

Once you registered, please confirm that the “Registration Status” becomes “Registered”.

campusmate Logout

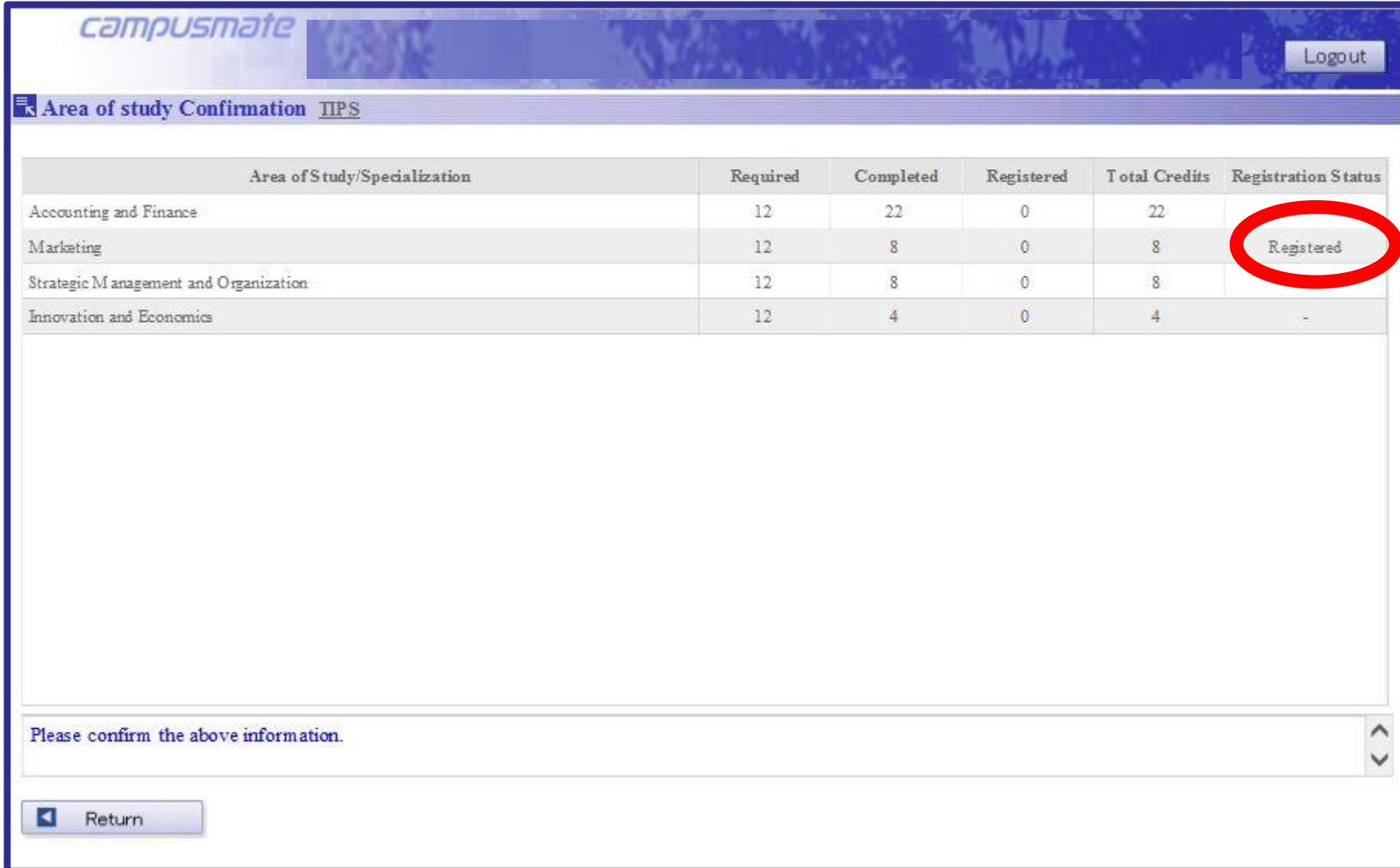
Area of study Confirmation [TIPS](#)

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Environment and Development	28	34	0	34	-
Hospitality and Tourism	28	18	0	18	Registered
International Relations and Peace Studies	28	42	0	42	-
Culture, Society and Media	28	20	0	20	-

Please confirm the above information.

[Return](#)

Once you registered, please confirm that the “Registration Status” becomes “Registered”.



The screenshot shows the 'campusmate' interface for 'Area of study Confirmation'. The table below lists the registration status for various specializations. The 'Registered' status for the Marketing specialization is highlighted with a red circle.

Area of Study/Specialization	Required	Completed	Registered	Total Credits	Registration Status
Accounting and Finance	12	22	0	22	
Marketing	12	8	0	8	Registered
Strategic Management and Organization	12	8	0	8	
Innovation and Economics	12	4	0	4	-

Please confirm the above information.

Return

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