

Course Registration Manual

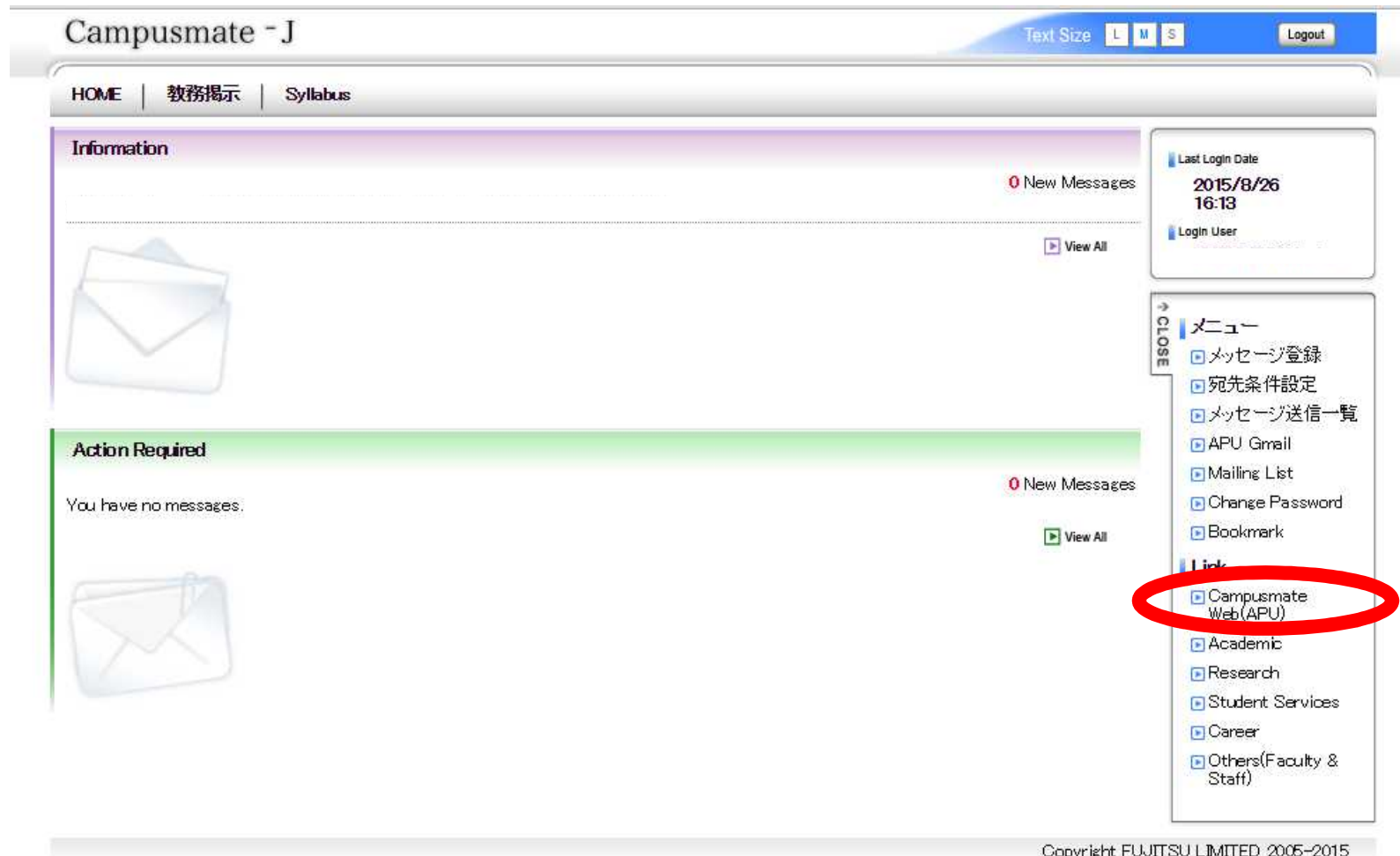
Introduction

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

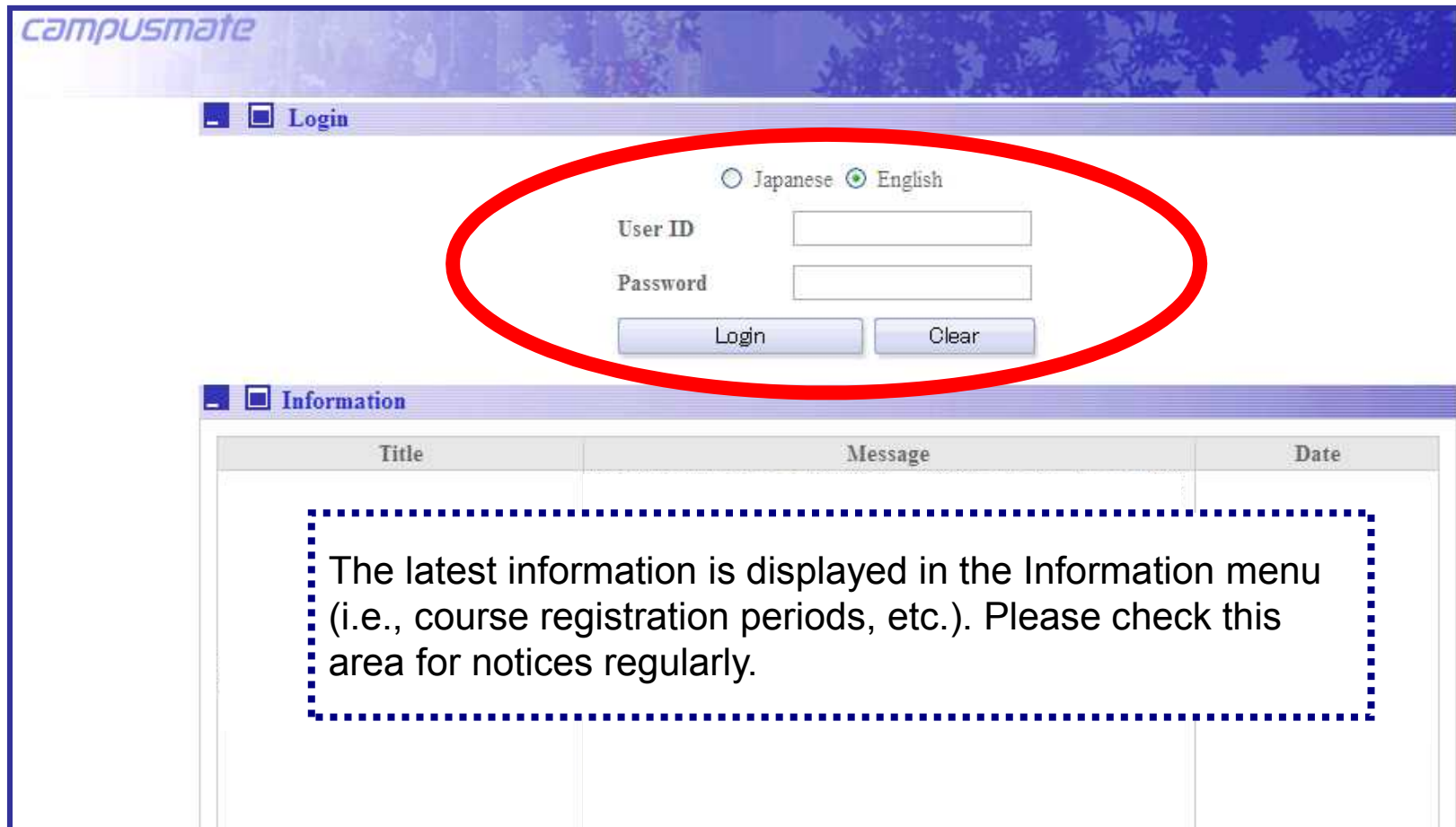
メニュー

- 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. The 'Login' tab is active. The language selection is set to English. The User ID and Password fields are empty. The 'Login' and 'Clear' buttons are visible. Below the login form is the 'Information' tab, which 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.	

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, where 'Course Registration' is circled in red. 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 links for 'Latest announcement', 'Latest event', and 'Latest internship').

Title	Message	Date
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Course Registration Screen Details - 1

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	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 IIPS

















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	Q1 					
	Q2 					
2	Q1 					
	Q2 					




Course Registration Screen Details - 3











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 	Q1 		Q1 	Q1 	
	Q2 					
2	Q1 					
	Q2 	Q2 		Q2 	Q2 	

Icons

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

 Unregistered
  Registered
  Unmodifiable

Course Registration Screen Details - 4











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 	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 Apply Return

2012 Spring

Unregistered
 Registered
 Unmodifiable

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

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 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	<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.

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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	Click Here				
	Q2					
2	Q1		020121JL 1st Year Student Workshop IJL ARII Ken			
	Q2		020121JL 1st Year Student Workshop IJL ARII Ken			

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 IOA		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	

▼ changing from Pair Lecture A to Pair Lecture B

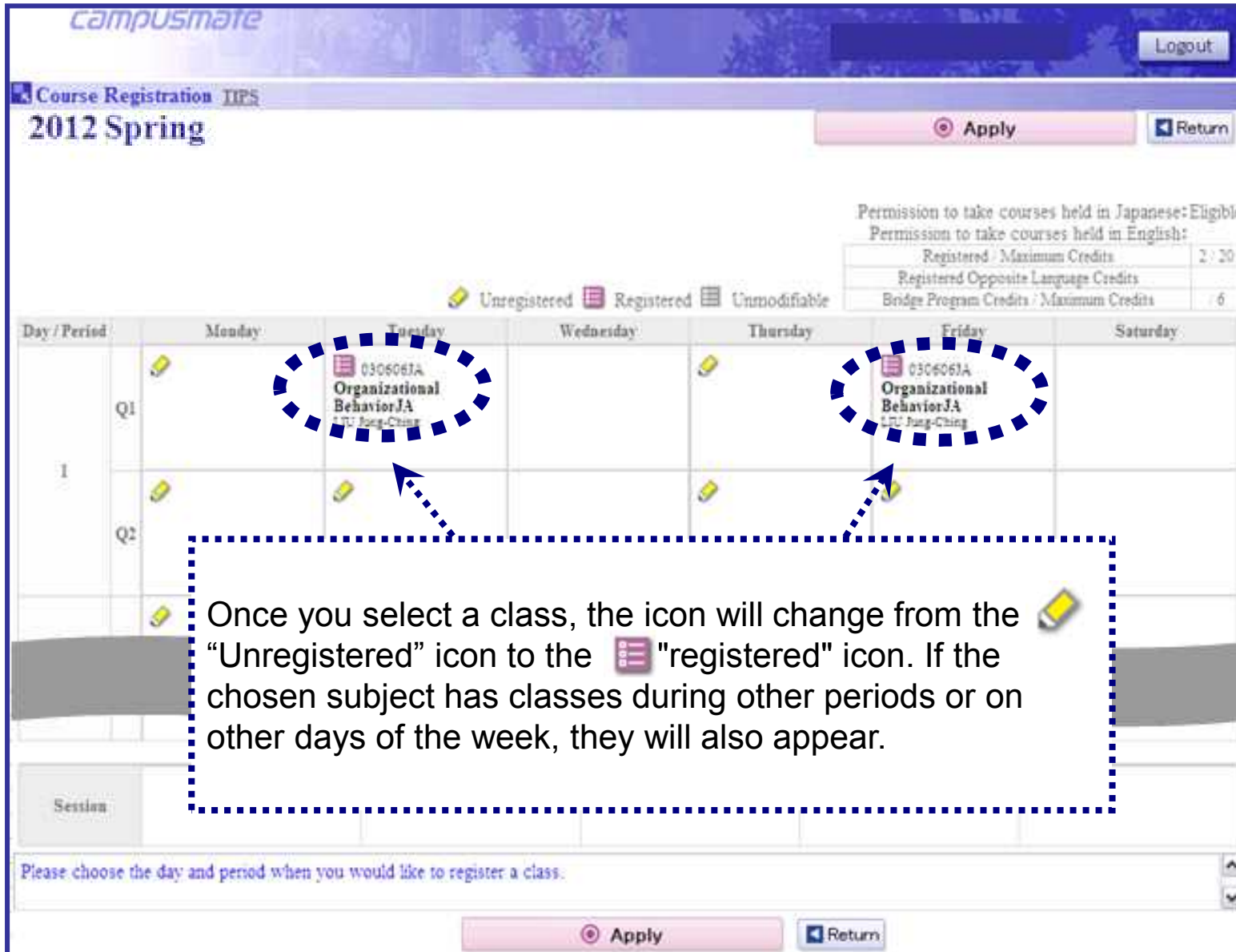
Confirm

Note: A dashed blue box highlights the row for 'Organizational BehaviorJA' (Lecture Code 030606JA) and its '0' vacancy. A red circle highlights the 'Confirm' button. A red dashed arrow points from the 'Confirm' button to the selected row. A blue dashed arrow points from the '0' vacancy to the explanatory text box.

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.



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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

Unregistered Registered Unmodifiable


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

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.



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Course Registration IIPS
2012 Spring

Logout

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

Unregistered Registered Unmodifiable

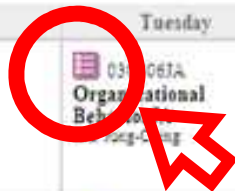
Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		030606JA Organizational BehaviorJA LJU Jung-Ching			030606JA Organizational BehaviorJA LJU Jung-Ching	
Q1						
Q2						

Session

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

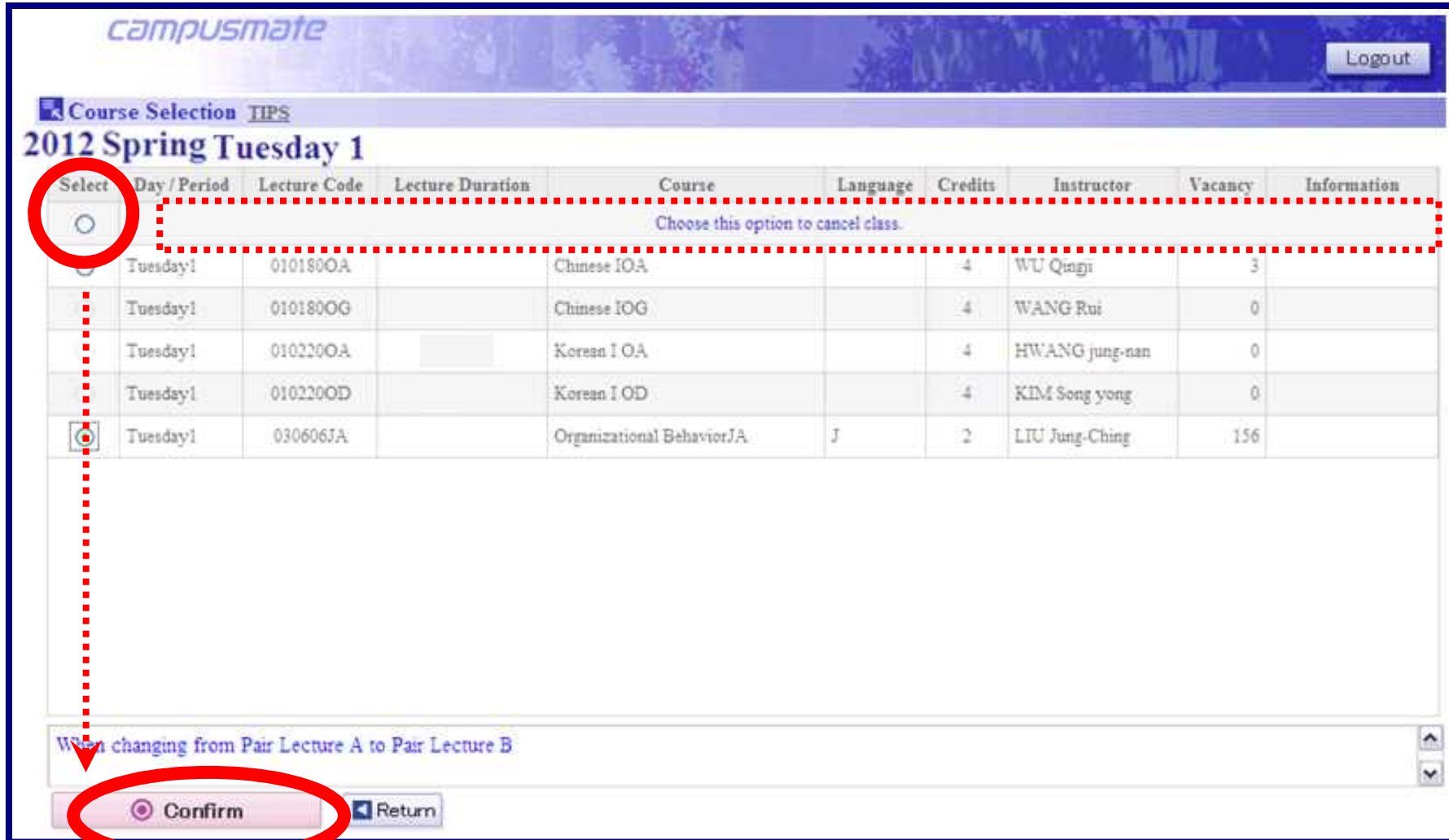
Apply Return

Click Here



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 '2012 Spring Tuesday 1'. A table lists several courses. The first row is highlighted with a red dashed box, and the text 'Choose this option to cancel class.' is displayed above it. A red circle highlights the 'Select' column header, and another red circle highlights the 'Confirm' button at the bottom of the page.

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<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 IOA		4	HWANG jung-nan	0	
<input type="radio"/>	Tuesday1	010220OD		Korean IOD		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 Apply Return

2012 Spring

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

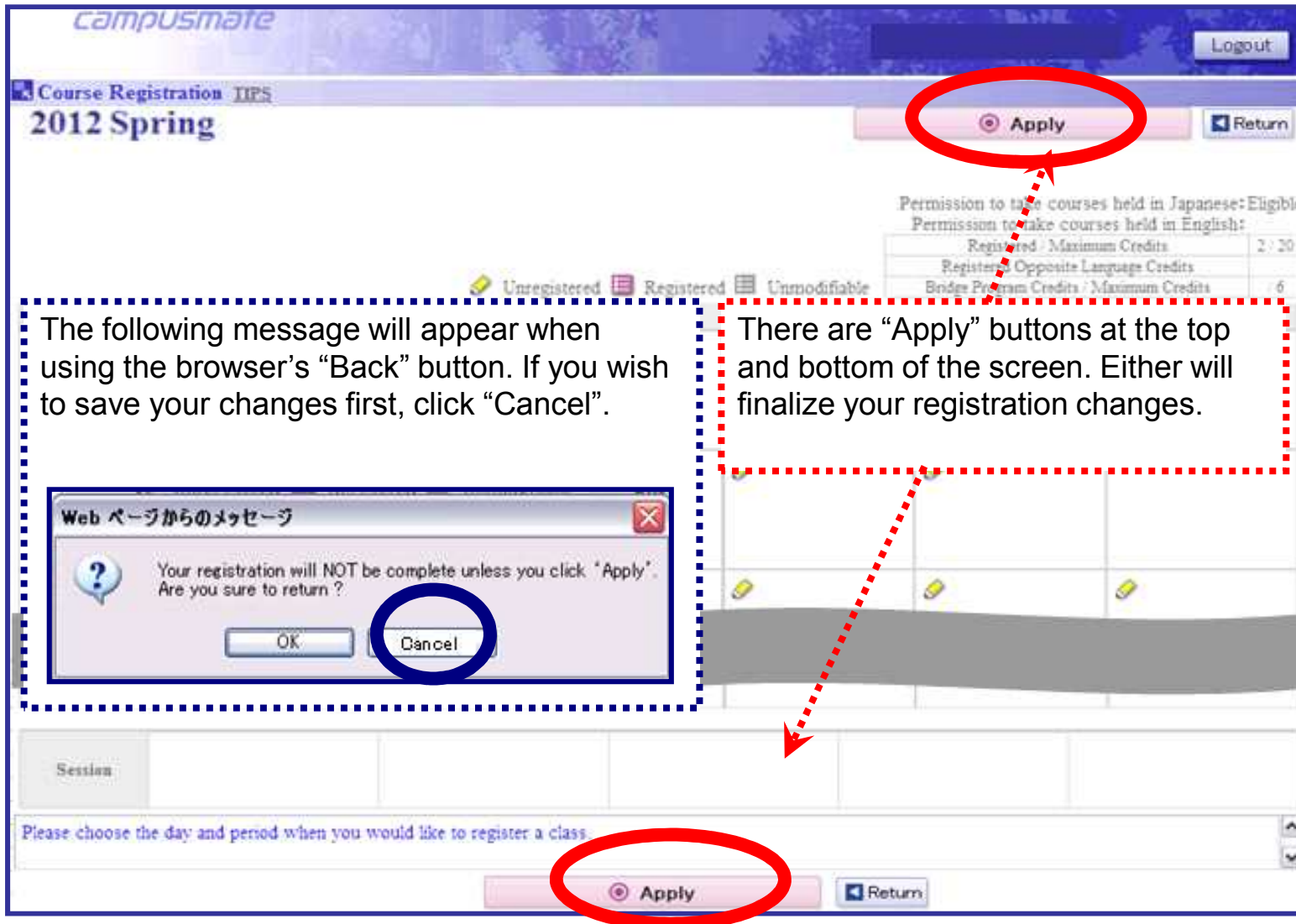
Registered / Maximum Credits	18 / 18
Registered Opposite Language Credits	
Bridge Program Credits / Maximum Credits	/ 6

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

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. Please click “Print” and save a copy of this screen for future reference.



campusmate

Course Registration Confirm TIES

Course Registration Confirmation

2011 Academic Year Fall Semester
College of Asia Pacific Studies Department of Asia Pacific Studies Semester Student Third Semester Student

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

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

Print

Registration No.458913

Please print and retain a copy of your Course Registration Confirmation

If you encounter any trouble, the university cannot assist you without a copy of this document. Be sure to record the date and time that you saved/printed the Confirmation Sheet.

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 Confirmation

2012 Academic Year Spring Semester

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Tuesday	1	0106062A Organizational Behavior 2A	J	LIU Jung-Cheng	2
FA1	Friday	1	0106062A Organizational Behavior 2A	J	LIU Jung-Cheng	2
Total Registered Credits						2

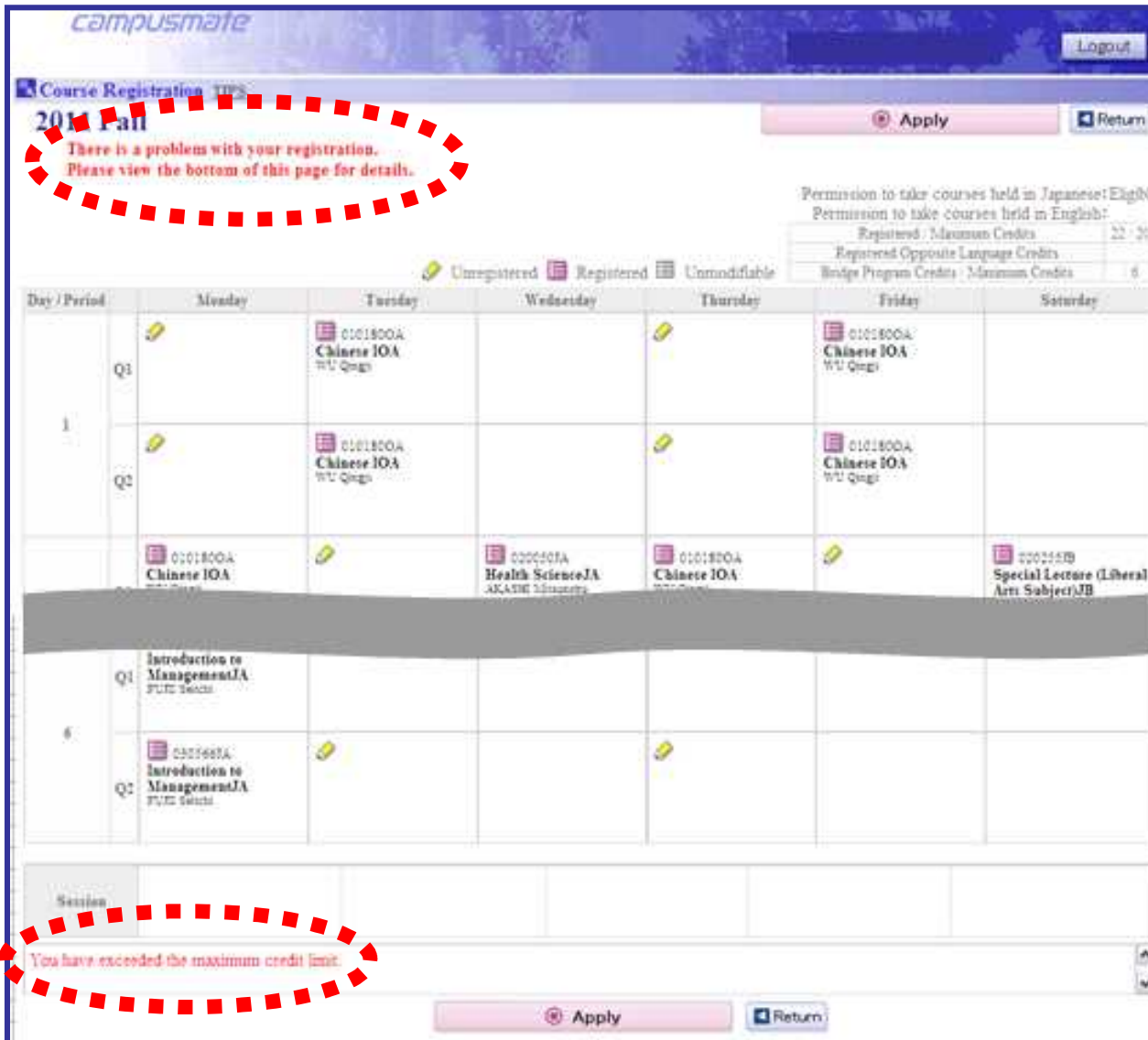
Click "Print" to print a copy of this screen for your records.

Print

Registration No. 418913

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 Fall 2014. At the top left, a red dashed box highlights a message: "There is a problem with your registration. Please view the bottom of this page for details." At the bottom left, another red dashed box highlights a message: "You have exceeded the maximum credit limit." The main area is a course schedule grid with columns for Monday through Saturday and rows for different periods (Q1, Q2, Q3). The grid shows various courses such as 'Chinese IOA' and 'Introduction to ManagementJA'. At the bottom, there are 'Apply' and 'Return' buttons.

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Q1		0101800A Chinese IOA WU Qing			0101800A Chinese IOA WU Qing	
1 Q2		0101800A Chinese IOA WU Qing			0101800A Chinese IOA WU Qing	
1 Q3	0101800A Chinese IOA WU Qing		0200400A Health ScienceJA AKASHI Shinya	0101800A Chinese IOA WU Qing		0201450B Special Lecture (Liberal Arts Subject)JB
6 Q1	Introduction to ManagementJA FUKU Shota					
6 Q2	0201600A Introduction to ManagementJA FUKU Shota					



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