3. Course Registration

3.1 Registering for Courses

3.1.1 From Registration to Credit Completion

Course registration is the process of each student registering for classes they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and absolutely necessary in order to attend classes, receive credit and graduate.

Course registration occurs each semester. Please use the Undergraduate Academic Handbook, syllabus (see p.98), course timetable (available on the Academic Office website) and course registration guidance materials in order to create a study plan, then register for courses via Campus Terminal during the appropriate course registration period. If you are not fully prepared when the time to register comes, it can lead to either incomplete or incorrect registration of classes, costing you valuable time and effort. Please use extra caution when registering for classes to ensure you are able to progress in your study plan.

Course Registration	→	Study	→	Evaluation	→	Passing
		Classwork, Attendance, Review		Participation, Examinations, Reports		Acquire Credit

Credit Registration Limits

There is a fixed number of credits that students may register up to each semester. Please note that this number differs depending on the student curriculum. There are no minimum credit requirements per semester. However, there are minimum requirements when applying for certain scholarships and various programs. As the number of credits registered may impact visa status for international students, it is imperative that students register carefully. For more information, please consult with the Student Office.

● Maximum Number of Credits

Students who, due to a leave of absence or withdrawal from the University, are moved from the AY 2004/2006 curriculum to the AY 2011 curriculum will receive the same credit registration limits specified by the AY 2004/2006 curriculum (see p.92).

AY 2011 Curriculum

Semester	Regular Students	Accelerated Graduation Program Students
1st Semester	18 Credits	-
2nd Semester	18 Credits	-
3rd Semester	20 Credits	24 Credits
4th Semester	20 Credits	24 Credits
5th Semester	20 Credits	24 Credits
6th Semester	20 Credits	24 Credits
7th Semester	24 Credits	24 Credits
8th Semester	24 Credits	24 Credits

AY 2004 / 2006 Curriculum

Semester	Regular Students	Accelerated Graduation Program Students
1st Semester	18 Credits	-
2nd Semester	18 Credits	-
3rd Semester	20 Credits	24 Credits
4th Semester	20 Credits	24 Credits
5th Semester	20 Credits	30 Credits
6th Semester	20 Credits	30 Credits
7th Semester	30 Credits	30 Credits
8th Semester	30 Credits	30 Credits

Important Notes for Course Registration

All Students

- Students cannot register over the credit limit per semester.
- Students cannot register for subjects held during the same period on the same day, unless the subjects are held during different quarters.
- Students are not able to register for subjects that have reached capacity.
- Students cannot normally register for subjects that they have already passed, even in the case the instructor, class letter, or language is different. However, students may register for subjects that can be taken more than once or when they are approved for re-registration (see p.94).
- Students are not able to register for subjects that do not appear on their course registration screen.
- Students must complete the necessary procedures in order to register for subjects requiring prior application.
- Courses may be cancelled in cases where the number of students registered for the subject does not satisfy the established minimum quota.
- No session courses may be registered during a student's semester of scheduled graduation.

AY 2004 / 2006 Curriculum Students

- Subject name changes due to the curricular reforms can be verified in the subject list. For details of course content (APS: p.83, APM: p.85), please refer to the syllabus of the course.
- To avoid major differences in class sizes for language subjects, the University may move students from one class to another to adjust the number of students in each class.
- In order to take 300 level or higher subjects held in a non-basis language, students must first fulfill the following language proficiency requirements.

Score Conversion Chart for 500 on the TOEFL®

	TOEFL®/PBT (or ITP)	TOEFL®/iBT	TOEFL®/CBT	TOEIC (or IP)	UNATE	IELTS
Converted Score	500	61	173	587	Level B	5.5

- Japanese-basis students: Must attain 500 points or more on the TOEFL®, or an equivalent test score
- English-basis students: Must meet one of the following conditions.
  - ○ Completion of "Japanese Advanced Course II" or "Advanced Japanese" (From AY 2011)
  - ○ 240 points or more on the EJU
  - ○ Attainment of JLPT N2 (new)

Once a student either receives credit for specified prerequisite Japanese subjects, or attains the necessary score on a University internal TOEFL®/ITP or TOEIC®/IP test, from the following semester they will automatically become able to register 300 level or higher courses held in their non-basis language.

Students seeking permission to register 300 level or higher courses by submitting test scores issued by other institutions must submit an application in advance, including the original score sheet. Application periods are as follows.

Application Period

Semester of Registration	Application Period
2014 Fall Semester	Mon. July 21 - Fri. August 29, 2014
2015 Spring Semester	Mon. January 26 - Fri. February 27, 2015

The following are subjects which specifically allow for the course to be taken multiple times (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration for these subjects.

Subject Name	Notes
Special Lecture (Language Education Subject)	Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified at the registration guidance session.
Special Lecture (Foundation Education Subject)	
Special Lecture (Liberal Arts Subject)	
Special Lecture (Asia Pacific Studies)	
Special Lecture (Management)	
Special Lecture (Area Studies)	
Special Lecture (5 CAP programs)	
Economies in the Asia Pacific	
Management Studies in the Asia Pacific	
Internship	Certain registration and credit limit restrictions may apply. Refer to Active Learning p.129.
Field Study	
Volunteer Activities	
Applied Training	
Intensive Language Learning Overseas	

AY 2011 Curriculum Students

- Japanese-basis students must complete ″Intermediate English A & B″ before they may register for Common Liberal Arts or Major Education Subjects held in English. They must also complete "Pre-Intermediate English A & B" in order to take "Bridge Program" subjects. The maximum number of Bridge Program subject credits a student can take is set at 6.
- The following are subjects which specifically allow for the course to be taken multiple times (Only applicable when course contents are different from the previous time.) Thus, students are not required to apply for course re-registration for these subjects.

Subject Name	Notes
Special Lecture (Language Education Subject)	Please check the syllabus in order to determine whether the current course contents are same as the contents for which students previously earned credit. Additional subjects with registration conditions may be specified at the registration guidance session.
Special Lecture (Liberal Arts Subject)	
Special Lecture (Asia Pacific Studies)	
Special Lecture (Management)	
Special Lecture (each APS area of study)	
Internship	Certain registration and credit limit restrictions may apply. Refer to Active Learning p.129.
Field Study	
Volunteer Activities	
Applied Training	
Intensive Language Learning Overseas	

3.1.2 Course Re-registration System

For most subjects, once a course has been completed and credit received, it cannot be registered again. The re-registration system was developed for students who wish to deepen their understanding of a completed course and try for a higher grade by allowing the registration of the same subject in cases where the instructor, course content or language of instruction has changed. For details, please refer to the ″Course Requiring prior Applications″ page on the Academic Office website.

3.1.3 Course Registration Overview

In order to take classes, students register for courses during "Course Registration Periods" held before each semester begins. After classes begin, there are additional "Correction Periods" in which current classes may be dropped, and future classes may be added or dropped. Please review the course syllabus and consider carefully before registering for courses. Please also note that there is no correction period for courses held during summer and winter sessions, and once registration is finalized these may not be dropped for job-hunting or other personal reasons.

Period	Available Subjects	Notes	Registration Changes Possible			
			Semester Courses	1Q Courses	2Q Courses	Session Courses
Registration Period A	Language, Common Liberal Arts, Major Subjects (from own college), CAP Subjects (from own CAP)	Registration times will vary according to student GPA.	Add Drop	Add Drop	Add Drop	Add Drop
Registration Period B	All subjects (including other college and other CAP program subjects)	Major subjects from the other college become available (from 2nd year onward)	Add Drop	Add Drop	Add Drop	Add Drop
Semester and 1st Quarter Classes Begin						
Correction Period 1	All subjects	Last chance to register for 2nd quarter classes	Drop	Drop	Add Drop	Add Drop
2nd Quarter Classes Begin						
Correction Period 2	All subjects	Last chance to register for session classes	-	-	Drop	Add Drop
Session Classes Begin						

Note:

- Registration Period A is only available to current APU students. Newly enrolled, re-enrolled and reinstated students will begin from Registration Period B.
- Classes requiring advance registration and designated classes will appear automatically on the course registration screen during Registration Periods A and B.

2014 Spring Semster Course Registration Schedule

The schedule is subject to change due to typhoons, transportation problems or other unforeseeable circumstances. The course registration schedule for 2014 Fall semester will be released in late July.

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Registration Period A	APS	1st Priority	Mon. March 24	9:30	Tue. March 25	12:00
		2nd Priority		12:30		
		Regular		15:30		
	APM	1st Priority	Wed. March 26	9:30	Thu. March 27	12:00
		2nd Priority		12:30		
		Regular		15:30		
Registration Period B	All Students	New or Reinstated	Mon. April 7	10:00	Tue. April 8	12:00
		Current Students		15:00		
Correction Period 1	All Students		Thu. April 17	10:00	Fri. April 18	10:00
Correction Period 2	All Students		Thu. June 12	10:00	Fri. June 13	10:00

● Registration Priority According to Grades

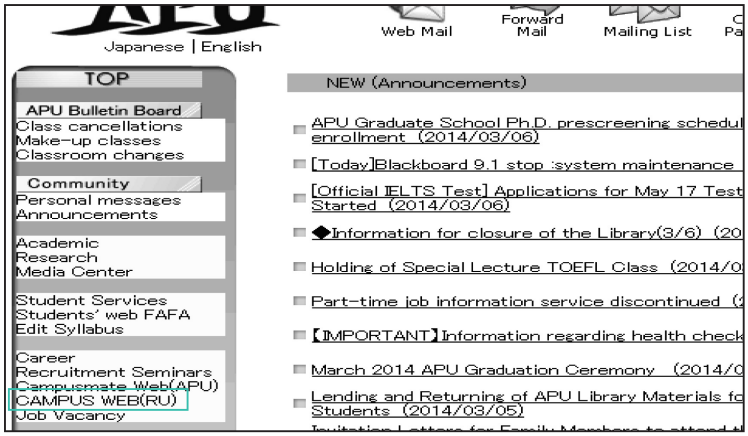
Students will be assigned registration priority based on GPA as follows.

- 1st Priority: Cumulative or semester GPA ≥ 3.00
- 2nd Priority: Cumulative or semester GPA ≥ 2.50

3.1.4 Important Notes for Course Registration System

Students are able to register online via the "Campusmate" system, accessible through Campus Terminal. For instructions and precautions please see the Academic Office website. Every morning, between the hours of 3:00 and 5:00 (Japan Standard Time), Campusmate will close for maintenance.

● Accessing Campusmate



Note:

- You must take full responsibility for any errors made during course registration. As no special consideration will be given for such errors, please use extra caution during registration to ensure no mistakes are made.
- Do not log into multiple screens with the same account at the same time. This can lead to

system errors, preventing registration. The University will bear no responsibility for any problems a student may experience in this case.

- When you register or cancel subjects online, please be sure to click the Apply button to register your changes.
- If you log out or close the registration screen prior to completing course registration, you will lose all changes. You must first complete your course registration, log out, and then log in again to confirm your course registration is correct. Mistakes in registration are your own responsibility. It is also very important that you print out a copy of the Course Registration Verification Sheet.
- Please do not share your password with anyone else. The University recommends regularly changing your password.
- You may conduct course registration off campus. However, as accessing the system from outside the campus network may be slow or unreliable, the University recommends the use of on campus terminals for course registration. You are responsible for any adverse result of using these systems.

3.1.5 Registration Advising

Advising for course registration is always available at the Academic Office. When requesting assistance with course registration, please refer to the following guidelines. This will ensure the University is able to provide timely and accurate support.

● Office Contact

Please visit the Academic Office during office hours. As a rule, registration assistance is not provided via email or phone, as we cannot confirm a student's identity. Due to possible delays in a reply to email enquiries, in the case of an emergency please come directly to the office for assistance.

Academic Office Hours	
Monday, Wednesday through Friday	10:00-16:30
Tuesday	11:30-16:30

● Documents to Bring

- An up-to-date printout of your Course Registration Confirmation Screen from Campusmate
- An up-to-date printout of your Grade Confirmation Screen (including subject list and credit completion information)
- Undergraduate Academic Handbook
- Any other necessary documents

● Preparation

- Please consider the topics you wish to talk about before coming to the office.
- Please review the Undergraduate Academic Handbook for relevant information and rules. Details such as the credit field of subjects may be viewed in the handbook.
- Please confirm your own credit completion or registration status using Campusmate. Instructions on how to do this are available on the Academic Office website.

● Future Plans and Goals

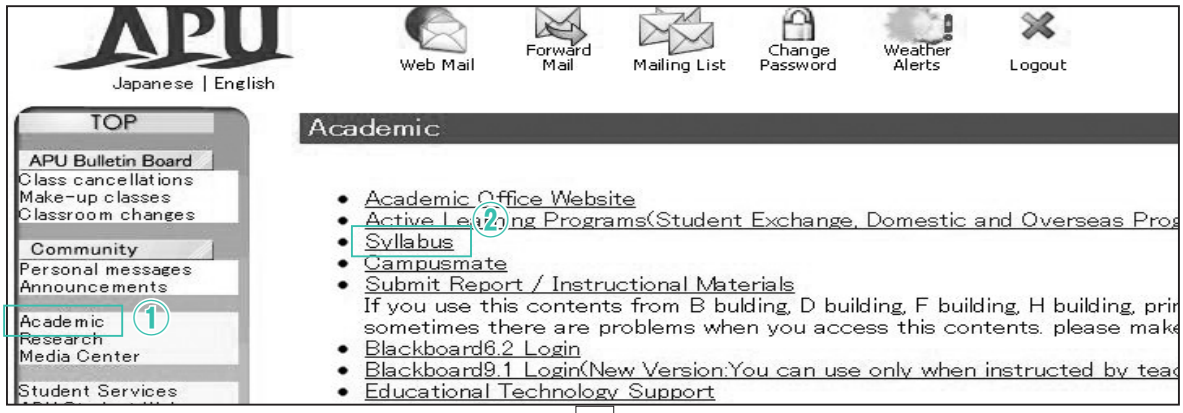
After fully understanding the content discussed, students are responsible for making their own decision in carrying out registration.

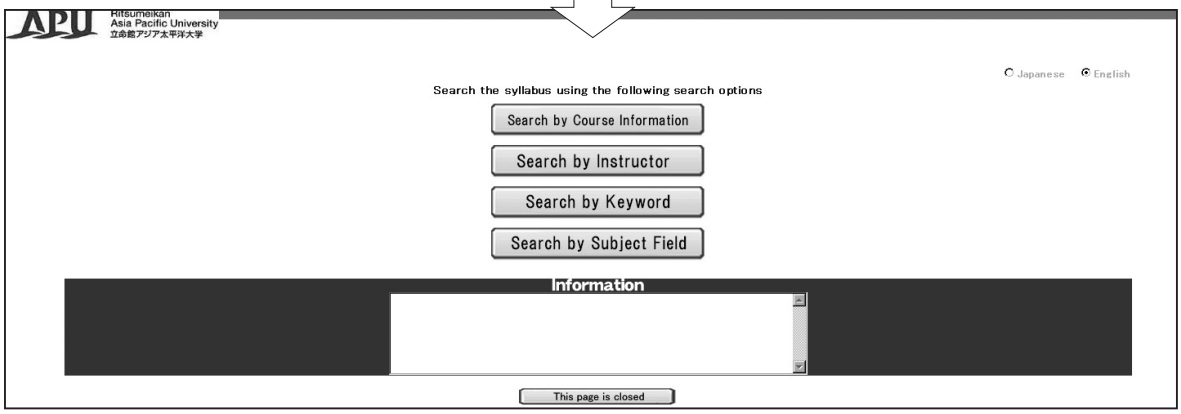
3.2 Syllabus

3.2.1 Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

- Subject/Class Name; Semester offered (fall/spring)
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings





● Notes on Syllabus Searches

- The syllabus cannot be searched by course year level or course field.
- Please refer to your curriculum's subject list for course year and field information.
- Please note that certain course credit is calculated differently according to curriculum year and college.

3.2.2 Finding Textbooks and Reading Materials at the Library

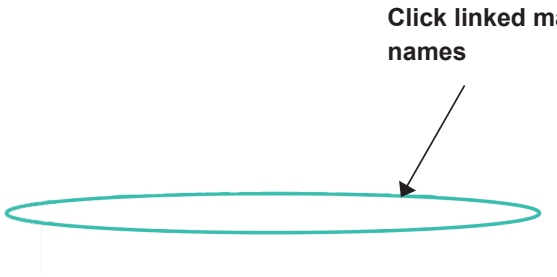
Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations and ordering of materials from Ritsumeikan University Library.

Searching for and Acquiring Materials

There are two methods of searching for and acquiring materials listed in the syllabus: ″Reference Materials″ available in the Reserve Corner, and ″Other Reading″ materials, which are not available at the Reserve Corner. Depending on the availability of the materials, the method of viewing them will vary. See pp.100-101 figures A, B and C for instructions.

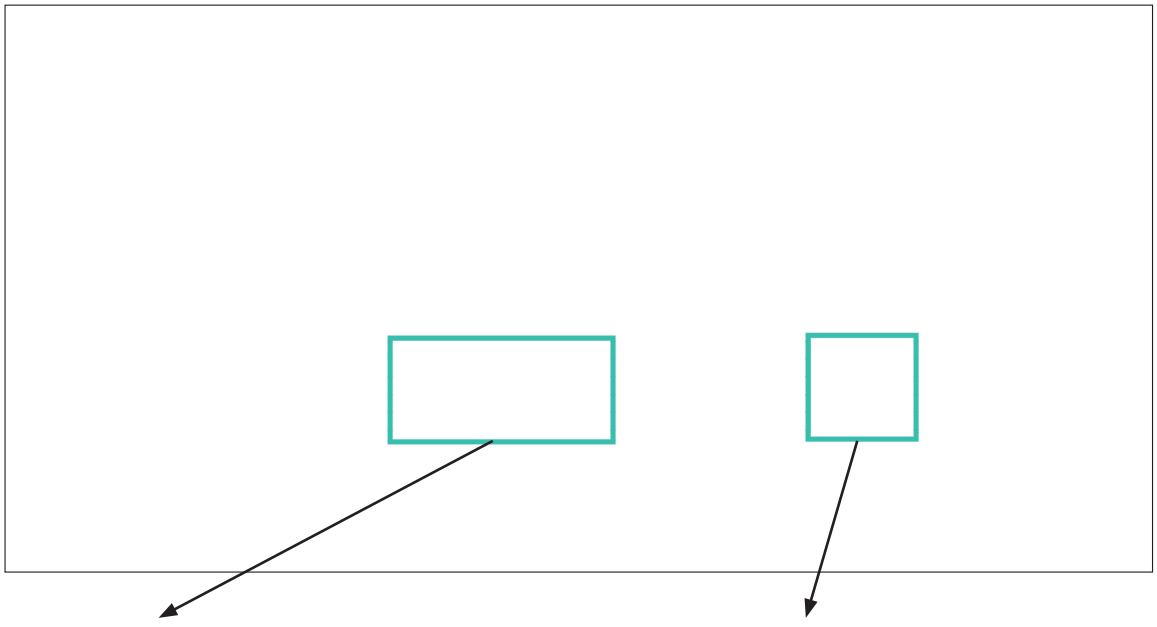
1. **Textbooks and Further Reading (in Reserve Corner):** The names of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the ″Textbook″ and ″Further Reading″ sections. Names which are linked may be clicked to display the material's cataloged location and bibliographic information. Textbooks and reference materials are each cataloged in the library in sets of two. One copy of the reference material may be checked out for up to 3 days, however the other copy of the reference material, as well as both textbooks may only be viewed in the library.
2. **Other Materials (not in Reserve Corner):** Other materials introduced by instructors are displayed here. These materials are not necessarily available in the library. Please inquire at the Reference Counter concerning availability.

Searching for materials listed in the Syllabus



Screen will change to the RUNNERS Library System. Please note that the screen may appear differently than those shown here. Please confirm the page online.

A - Materials Available in the APU Library

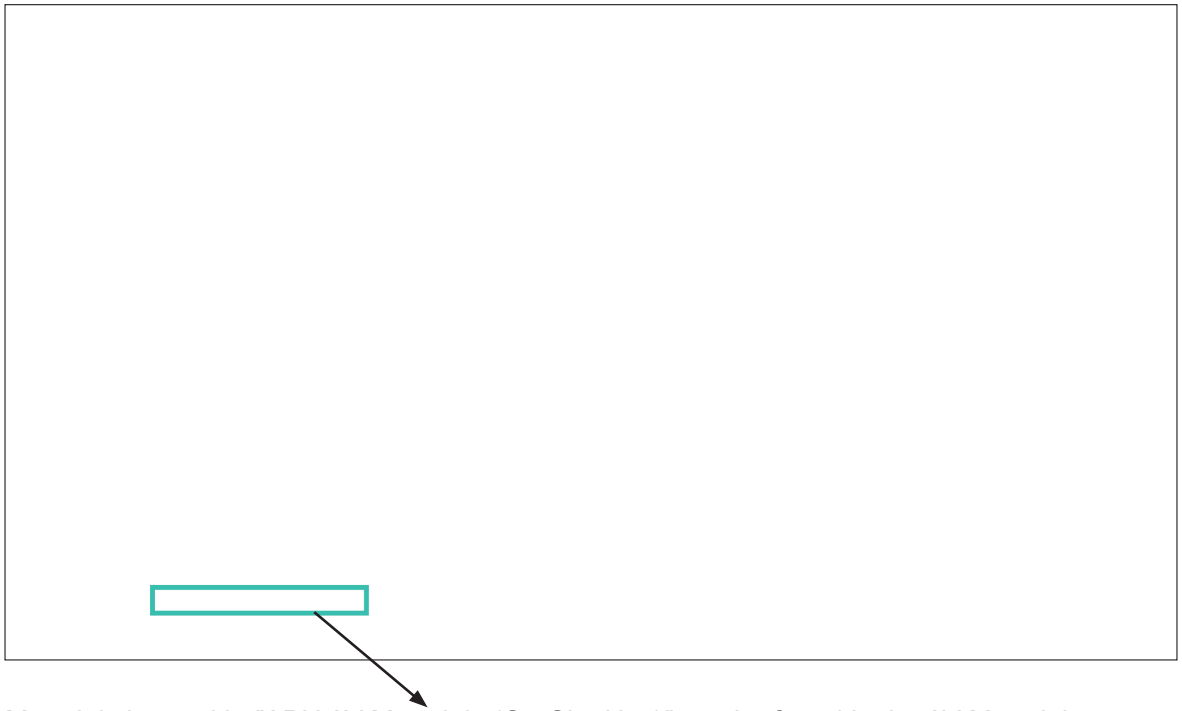


The ″Location″ column will show where the book is currently cataloged. Materials located in ″APU Reserve (On-Site Use)″ may be found in the Reserve Corner. These materials may only be used inside the library. Those located in ″APU Reserve″ may be checked out for up to 3 days.

B - Reservation and ordering of materials at Ritsumeikan Library

Materials that are currently checked out, but are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately 3 days (weekdays) to arrive.

C - Viewing materials at the APU Library



Materials located in "APU AV Materials (On-Site Use)" can be found in the AV Materials section. These may only be viewed inside the library.

3.2.3 Introduction to the APU Library

The APU library is not only a place to read and check out books and materials. It also provides venues for individual and group study, as well as presentations. Technology-assisted study is also possible, with IT facilities such as the Multimedia Room and wireless Internet.

As the library is used by a large number of people every day, its rules of use are strictly enforced. Please be considerate of other library users and follow the facility rules to ensure that everyone is able to benefit in their studies.

● Library Facilities

- The first floor includes the ″Group Study Rooms″ and ″Presentation Room,″ which are useful to students working in study groups or on joint projects.
- Study booths are located on the second floor for those who want a quiet place to concentrate and study.
- Wireless LAN access areas are located throughout the library, and computers are available in the Multimedia Room.
- Also found within the library are the ″Advising Booth,″ used for student advising, and ″Writing Center,″ which provides support for reading and writing-related studying.