Course Registration Manual
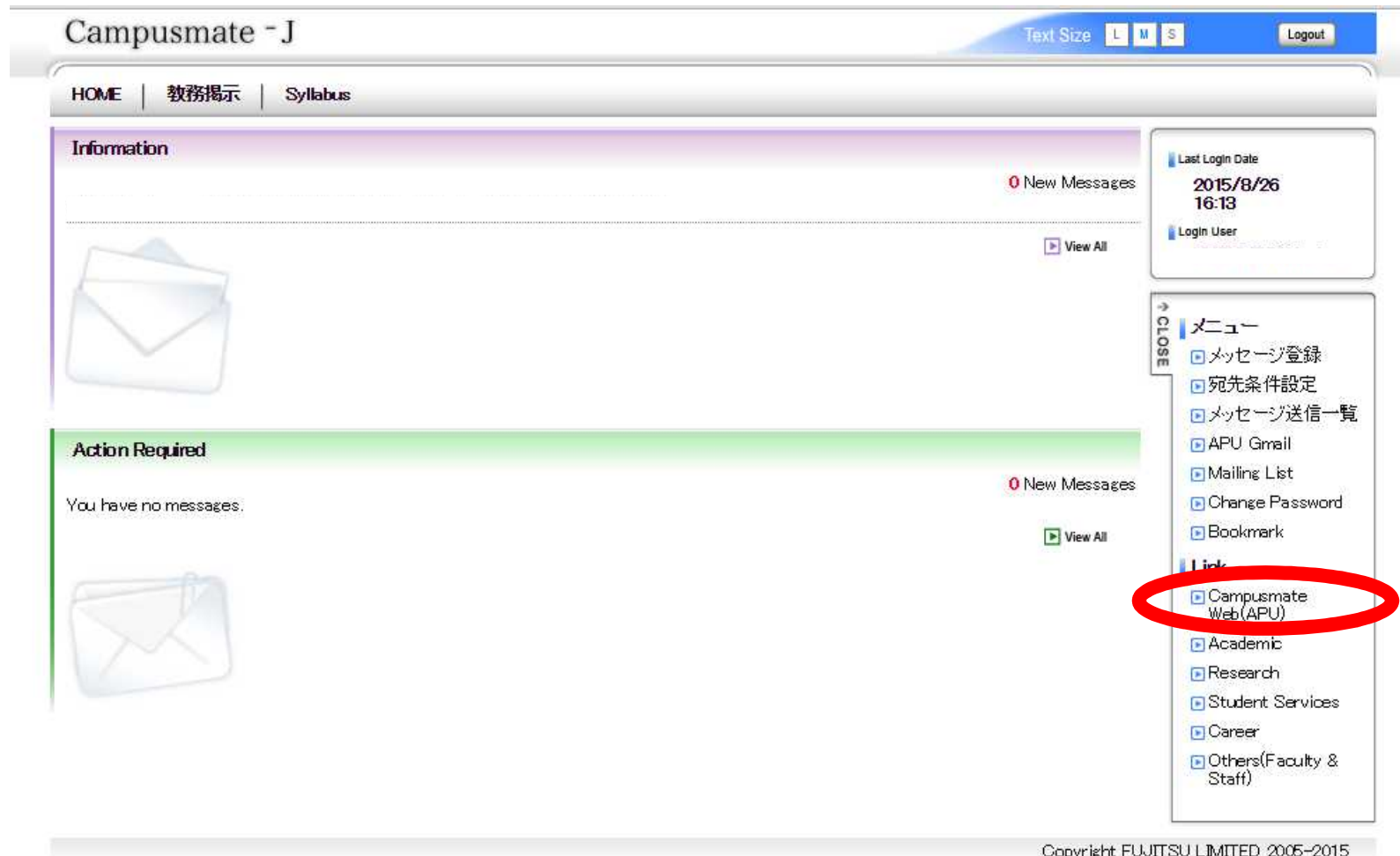
Introduction

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.

Academic Office

Log into Campus Terminal, then "Campusmate"

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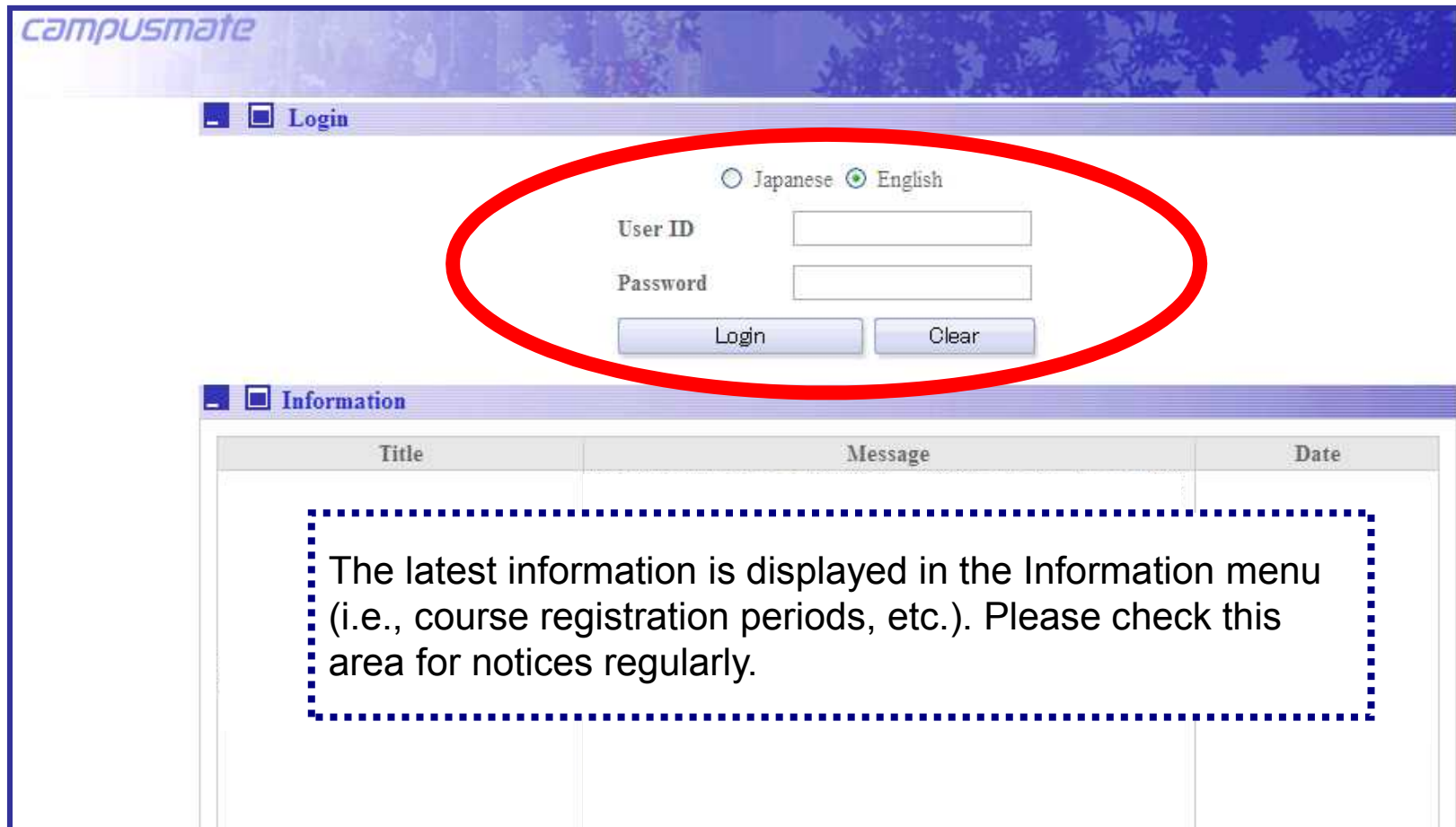
Log into "Campusmate"

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 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.

Course Registration Screen Details - 1

Course Registration Screen Details - 2

The academic year and semester will be displayed.

Icons

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

Unregistered   Registered   Unmodifiable

Course Registration Screen Details - 4

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

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.

≪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.

≪2011 Curriculum Students≫
May not register lecture subjects without permission for that language.

APU

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						
	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.

✗ *Campusmate Course Registration – Windows Internet Explorer*

Registration (Choosing Classes)
Click the ✎ "Unregistered" icon for the date and time you wish to add a class.

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".

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.

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.

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.

Click Here

Course Registration Cancellations

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

Course Registration Cancellations

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

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.

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.

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.

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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

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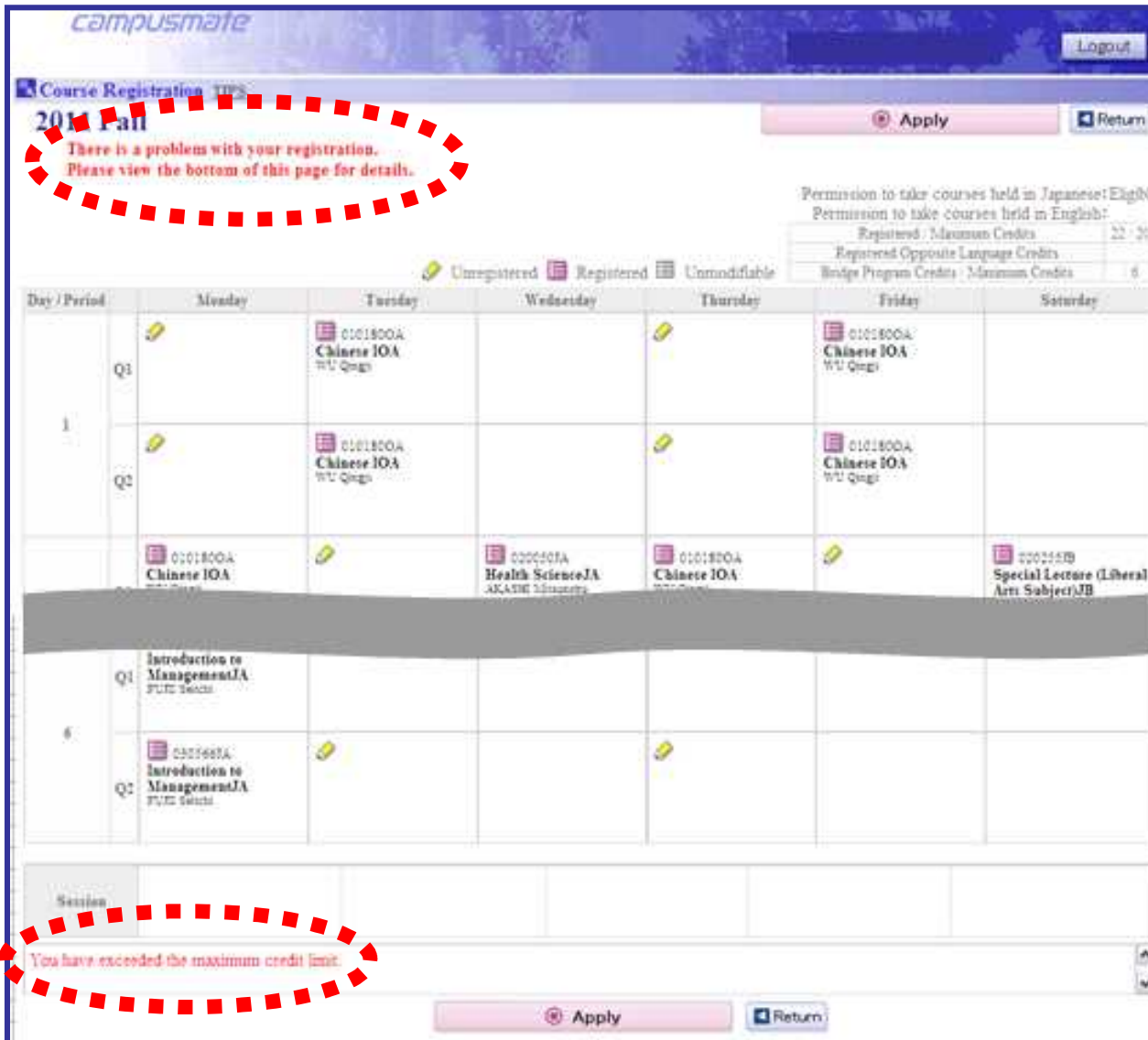
Error Messages and Tips

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.

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, 1st floor)	• 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