

Announcement of Grades for 2014 Spring and Course Registration Schedule for 2014 Fall 【Undergraduate Students】

July 2014 Academic Office

1. Release of Grades / Announcement of Graduation Results

After grades are released, students may confirm their grades via Campusmate. If you need a student grade report, please refer below.

Student Group	Announcement of Grades	Grade Report Distribution
Students in or beyond their 8 th semester and Accelerated Program students scheduled to graduate in September 2014	Mon. September 1, 2014 at 10:00 *Please note that students graduating in September 2014 will not be able to log in to Campusmate from September 19.	September 1 (Mon), 2 (Tue) and 3 (Wed) Student Grade Reports will be distributed at the Academic Office *Please bring your Student ID card.
Students in their 1 st - 7 th semesters	Wed. September 10, 2014 at 10:00	Grade Reports will be distributed to students who request them. Please apply for a Grade Report via the following website between September 2(Tue) and September 9 (Tue) 16:30 https://survey1.apu.ac.jp/limesurvey/index.php/survey/index/sid/963139/lang/en Grade Reports can be collected from September 10(Wed) to September 12(Fri) at the Academic Office. Students who do not apply beforehand should come to the Academic Office between September 10 (Wed) and 12(Fri) to apply. Their reports will be issued the following day. *Please bring your student ID card. Uncollected reports will be destroyed after 1 week. * Please check Campusmate for grade results after the distribution period has ended. *Due to student information being updated in the last few weeks of the semester, certificates will not be issued during this time.

2. Student Grade Inquiries

Please note that inquiries concerning grades will not be responded to. Students are to read the Grade Comments on the Academic Office website. Students who are able to give specific proof that they have received an incorrect grade may submit an inquiry to the Academic Office (Instructors do not accept inquiries directly from students). Read the information shown on the "Examinations and Grades" section of the Academic Office website carefully for details. Grade inquiries can only be made for the three days listed below. Any inquiries after this period will not be accepted under any circumstances.

Student Group	Grade Inquiry Period
Students in or beyond their 8 th semester and students registered for the Accelerated Program scheduled to graduate in September 2014	September 1 (Mon), September 2 (Tue) and September 3 (Wed) - 16:30
Students in their 1 st - 7 th semesters	September 10 (Wed), September 11 (Thu) and September 12 (Fri) - 16:30

3. Course Registration Guidance

Student Group	Date and Time	Place	Guidance Contents
AY2011 Curriculum Students	Wed. September 10 - 13:00	F106	Explanation of 2014 Fall Semester Course Registration Procedures and Cautions

*Subject timetables and Syllabus will be uploaded on Academic Office website on September 8 (Mon).

*AY2006 Curriculum students — Please come to the Academic Office if you have any questions.

4. 2014 Fall Semester Course Registration Schedule

Period	Student Group		Registration Begins		Registration Ends	
			Date	Time	Date	Time
Registration Period A Cumulative GPA or Semester GPA 1st Priority: 3.00 or more 2nd Priority: 2.50 or more	APM	1st Priority	Mon. September 22	9:30	Tue. September 23	12:00
		2nd Priority		12:30		
		Regular		15:30		
	APS	1st Priority	Wed. September 24	9:30	Thu. September 25	12:00
		2nd Priority		12:30		
		Regular		15:30		
Registration Period B	All Students	New or Reinstated	Thu. October 2	10:00	Fri. October 3	12:00
		Current Students		15:00		
Correction Period 1	All Students		Thu. October 16	10:00	Fri. October 17	10:00
Correction Period 2	All Students		Thu. December 11	10:00	Fri. December 12	10:00

*Campusmate will close for maintenance each morning between the hours of 3:00am and 5:00am (Japan time).

*Times are listed in military (24-hr) style. 12:00 refers to 12pm, noon. Take caution when interpreting the times below

*This schedule may be subject to change due to unforeseeable circumstances.

*You may register for courses from an off-campus location, however, students are recommended to use on-campus computers as it may take an excessive amount of time to access Campusmate from an off-campus location.

5. Application for Area of Study

AY2011 Curriculum students can apply for an Area of Study on Campusmate during any Course Registration Period (Period A, Period B, Correction Period 1 and Correction Period 2). Students who complete the required number of credits in subjects from a specific Area of Study will have that Area of Study noted on their diploma. However, if a student has not applied for an Area of Study, even if they fulfill the required number of credits, the Area of Study will not be noted on their diploma. Once a student has applied for an Area of Study there is no need to reapply so long as there is no change to the Area of Study.

Please refer to the Academic Office website for details on how to apply for an Area of Study.

6. Application Details for 2014 Fall Semester

Please be aware that the following requires special application before the course registration.

Curriculum	Item	Eligible Students	Dates and Notes
AY2006 Curriculum Students Only	300 Level Courses Taught in Non-Basis Language	Students who wish to take 300 level or higher courses in their non-basis language need to submit: <ul style="list-style-type: none"> ➤ Japanese-basis (int'l and domestic) students must submit a TOEFL score of 500 or higher. *Please see the Japanese version material for details. ➤ English-basis (International) students must submit an EJU score of 240points or higher or a passing score on the JLPT (New) N2. *English-basis students who have already completed "Japanese Advanced Course" or "Advanced Japanese" (from AY2011) are eligible to register for 300 level subjects and do not need to submit this application. 	Mon. July 21 – Fri. August 29 (16:30) Attach the language proficiency score to the application form.
	Exemption · Credit Award for Japanese and English Language Subjects	Students who wish to be exempted or apply to receive credits for a subject which they are able to show that they possess the language proficiency level required for that subject.	Wed. July 16 – Fri. August 1 (16:30) Attach the language proficiency score to the application form.
All Students (AY2006-2011 Curriculum)	Re-Registration for Lecture Subjects	Students who wish to re-register for a lecture subject for the 2014 fall semester (Applications from students who previously received a failing grade for the subject that they want to re-register will not be accepted.) Further details will be posted on the Academic Office website in early September.	Wed. September 10 – Fri. September 12 (16:30)
AY2011 Curriculum Students	Special Lecture (Language Subject: TOEFL Lecture)	For students who want to improve their TOEFL score and who will be taking 1) Intermediate English or 2) Upper-Intermediate English AY2014 fall semester, or for students who have 3) completed all required English subjects. Application period will open in early September. * Please note that credits for this course will not be included in the maximum number of credits you can take per semester.	Mon. September 1 – Wed. September 10 (16:30)

* All application documents should be submitted to the Academic Office. Late applications will not be accepted.

* All application forms can be downloaded from the Academic Office website. If you cannot come in person, you may POST your application. Scores that arrive after the deadline or those which are NOT originals and application by fax will be considered invalid.

* Original documents are required when submitting scores. Students who need to have a score reissued by the issuing body should be aware that it takes extra time and money to have the score reissued and should plan accordingly.

* Applications that contain incomplete or incorrect information will not be screened.

7. Notes and Cautions

There are instances where the course registration period and guidance session times may be changed due to unforeseeable events. Important notices regarding course registration may be announced via the Academic Office Notice Board, Campus Terminal, and Academic Office website. Students are encouraged to regularly check these sites during the summer vacation as well as their Personal Messages and University e-mail accounts as there are cases where important messages regarding course registration may be sent individually.

Please note that 2014 Fall Semester classes commence on Monday, October 6.

8. Inquiry for grades and course registration

Office	Office Hour	Contact
Academic Office (Building B, 1 st Floor)	Weekday 10:00~16:30 (Tuesday 11:30~16:30)	TEL : 0977-78-1122 FAX : 0977-78-1123 Email : acsubmit@apu.ac.jp

* 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.