

2014 Fall Semester Course Registration Guidance for New Enrollees


September 2014 Academic Office

The page numbers shown here refer to the pages of 2014 Undergraduate Academic Handbook (English version).

1. To graduate you must: **p. 5**

1) Be enrolled in college for 4 or more years
 * The number of years may change for Accelerated Program students and transfer students
 * Students who fail to graduate by the end of 4th year move onto 5th year, 6th year; however, no students may stay more than 8 years.

2) Complete required credits for graduation Total: 124 credits or more
 Complete the required credits in the correct subject fields based on your curriculum

 Credit	The number of credits earned per course is determined by the Japanese University Establishment Criteria. Credits assigned to a subjects are calculated based on study hours required to complete the subjects (including preparation and review) i.e. ; Language Subject "Elementary English A" =4 credits (60 classes + preparation and review) Lecture Subject "Introduction to Psychology" =2 credits (15 classes + preparation and review)
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2. Academic Year and Timetable **pp. 6-7**

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Spring Semester						Fall Semester					
1st Quarter		2nd Quarter		Summer Session		1st Quarter		2nd Quarter		Winter Session	


- * Language Subject: Semester basis × 4 classes/week (4 credits), Semester basis × 2 classes/week (2 credits)
- * Lecture Subject: Semester basis × 1 class/week (2 credits), Quarter basis × 2 classes/week (2 credits)
- * Seminar Subject: Semester basis × 1 class/week (2 credits)

Period	Class Times	Mon.	Tue.	Wed.	Thu.	Fri.
1	8:45 - 10:20	A (1)	F (1)	K (1)	L (1)	F (2)
2	10:35 - 12:10	A (2)	G (1)	K (2)	L (2)	G (2)
3	12:25 - 14:00	B (1)	H (1)		B (2)	H (2)
4	14:15 - 15:50	C (1)	I (1)		C (2)	M (1)
5	16:05 - 17:40	D (1)	I (2)		D (2)	M (2)
6	17:55 - 19:30	E (1)	J (1)		E (2)	J (2)

- * There is no lunch break. This pattern will differ for make-up classes and session subjects.
- * Classes held twice per week, either:
 A) Same day in consecutive periods, OR B) Different days during the same period.

3. Curriculum **APS: pp. 18-20 APM: pp. 21-24**

Curriculum for 2014 fall semester New Enrollees: **AY 2011 Curriculum**
 You will study under the same curriculum until you graduate; however, this may change if you take a Leave of Absence.

 Curriculum	The curriculum is a framework of criteria based on year of enrollment, college affiliation and basis-language, established in order to achieve the academic goals of the University.
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*The AY 2006 Curriculum applies to students who are in their 9th semester and higher.

Japanese-basis Students

The English curriculum will be determined by the results of the placement test taken at the time of enrollment.

◆English Standard Track

Field	Number of Required Credits	Total
English	At least 24	At least 124
Common Education Subjects	At least 40	
Major Education Subjects	At least 62	
General Electives	At least 22	

- **Japanese-basis domestic students must complete at least 20 credits of subjects held in English (excluding language subjects). The maximum number of 'Bridge Program'* subject credits will be set at 6.**
- Students must complete and receive credit for 'Intermediate English A/B' in order to take subjects held in English. Students must complete and receive credit for 'Pre-Intermediate English A/B' in order to take 'Bridge Program'* subjects.
*The "Bridge Program" courses offer students a way to study a wide variety of Liberal Arts subjects while improving their English ability. These courses were established as a first step for students who have completed 'Pre-intermediate English A/B' and are ready to begin taking classes held in English.

◆English Advanced Track

Field	Number of Required Credits	Total
English	At least 12	At least 124
Common Education Subjects	At least 40	
Major Education Subjects	At least 62	
General Electives	At least 22	

- **Japanese-basis domestic students must complete at least 20 credits of subjects held in English (excluding language subjects). Advanced track students cannot register for 'Bridge Program' subjects.**
- Students can register for Lecture subjects held in English without any preconditions.

English-basis Students

Field	Number of Required Credits	Total
Japanese	At least 16	At least 124
Common Education Subjects	At least 40	
Major Education Subjects	At least 62	
General Electives	At least 22	

4. Course Registration

pp. 91-102

Course Registration → Class Attendance → Grade Evaluation → Acquire Credit

Course Registration	Course Registration involves not only carrying out the procedure of registering for classes, but also making the decision of which classes you want to take. It is the most important part of your academic planning, and is necessary for taking classes, receiving credit and graduation. To help facilitate your planning, always use utmost care when registering. Please be sure to attend the classes that you have registered for.
Syllabus	The syllabus provides a general outline of important lecture information, covering course subject matter, objectives and grading methods. The course syllabus may be viewed online. Always be sure to view it before course registration. Please purchase the textbooks at the University Co-op.

Grade Numbers and Systematic Study: All subjects have a course level.

100 level	Designed for 1 st year students	Content is introductory	300 level	Designed for 3 rd year students	Content is applied
200 level	Designed for 2 nd year students	Content is foundation	400 level	Designed for 4 th year students	Content is specialized

5. Registering Courses for your 1st semester

Maximum Credit Limit: 18 Credits

You may register as many credits as you like up to the maximum credit limit. There is no lower limit to the number of credits you may register, but you will need to be aware of the graduation requirements that must be met during your 4 years as well as any scholarship requirements you may have. The University recommends that 1st year students register up to the maximum credit limit.

**Maximum Registered Credits p. 91

Year	1 st Year		2 nd Year		3 rd Year		4 th Year	
	1	2	3	4	5	6	7	8
Regular	18	18	20	20	20	20	24	24
Accelerated Program	-	-	24	24	24	24	24	24

1) Language (mandatory) pp. 25-33

Curriculum	Required Language Subjects	Credits
Japanese-basis Standard Track	Elementary A(4)/B(2) → Pre-Intermediate A(4)/B(2) → Intermediate A(4)/B(2) → Upper Intermediate A(4)/B(2)	24
Japanese-basis Advanced Track	Advanced1 A(4)/B(2) → Advanced2 A(4)/B(2)	12
English-basis	Foundation Course I(4) / II(4) / III(4) → Intermediate Course (4)	16

The subjects you will take are determined by your placement test results.
View registration at: Campus Terminal → Academic → Campusmate → Grade Report
If you have an 'E (=Exemption)' grade in your grade report, the university will register the next level of the language subject for you.

2) 1st Year Education Subjects

(A) '1st –Year Student Workshop I·II'

2014 fall enrollees will be automatically enrolled in the '1st-Year Student Workshop I·II' held in the same language as your language of enrollment in their 1st semester. Regardless of whether you pass or fail each course, they may only be taken once.

'1st-Year Student Workshop I' (2 credits) covers all the basics for studying at university: literature surveys, how to write reports, how to cite resources etc.

'1st-Year Student Workshop II' (2 credits) uses multicultural group work to gain the knowledge and skills that will be the basis of a course project.

(B) 'Introduction to APU' *Registration is voluntary (If you wish to take this course, please register it yourself)

This subject is only available to 1st-year students. You may only register for a class held in the same language as your language of enrollment. This course presents students with the ideals and history of APU, and aims to support students in everyday university life while developing their identities as APU students. Objectives include increasing student motivation towards education and personal goals, developing of subjective and active learning styles, and creation of a learning community.

3) APM Compulsory Registration Subjects

**Only for APM students*

(A) 'Introduction to Management'

In your 1st semester, the University will register for a class held in the same language as your language of enrollment.

(B) 'Business Mathematics'

In your 2nd semester, the University will register for a class held in the same language as your language of enrollment. Students will begin from one of the following three levels according to the results of the mathematics placement test at the time of enrollment. The University will inform students by Campus Terminal which level they have qualified for during their 1st semester, before Course Registration Period B.

1. The registration of 'Fundamental Mathematics' is strongly recommended during the 1st semester. The completion of 'Fundamental Mathematics' is not a requirement but will be helpful in improving math skills before taking 'Business Mathematics'.
2. The University will register "Business Mathematics" for the 2nd semester.
3. Registration for "Business Mathematics" is unnecessary. Regardless of whether or not students wish to be exempted, they cannot register for "Business Mathematics."

◆ Schedule & Classroom for Course Registration

- Course Registration can be accessed by students via Campusmate online. You may conduct course registration off campus, however as accessing the network using off campus computers may be slow, the University recommends carrying out registration at APU (excluding AP House). You may register as many credits as you like, up to the maximum credit limit. There is no lower limit to the number of credits you may register, however, please be aware of the graduation criteria that must be met.

***Campusmate cannot be used during the hours of 3:00am and 5:00am every day (Japan time)**

- Only classes that you are eligible to register for will appear on your registration screen.
- Once a class has reached capacity, you may no longer register for it.

*Course registration period A (for current students) has already concluded (9/22 – 9/25)

Term	Students	Date & Time	Note
Period B	New Students	Thu. October 2 from 10:00 to Fri. 3 at 12:00	Course registration for all subjects (Students may register for subjects in their college of non-enrollment from their 2nd year)
		PC Room: IPS2-6 (Building D)	
Correction Period 1	All Students	Thu. October 16 from 10:00 to Fri. 17 at 10:00	Semester & 1st quarter subjects: Cancel only 2nd quarter & session subjects: Add or cancel
Correction Period 2	All Students	Thu. December 11 from 10:00 to Fri. 12 at 10:00	2nd quarter subjects: Cancel only Session Subjects: Add or cancel

* The times are displayed using the 24-hour clock. Noon is written as 12:00. Please pay close attention to the beginning and ending times of the Course Registration Period.

6. Class Attendance **pp. 9-12**

Please be sure to attend the classes that you have registered for. In the case a student misses classes due to an Infectious Disease recognized by the Japanese School Health and Safety Act, these missed classes will be treated as a recognized absence.

- **Language Subjects, 1st Year Education Subjects (1st-Year Workshop I & II / Introduction to APU)**

You will be required to attend at least 3/4 of the classes (including regular class days and final exam). If you do not attend this number of classes, you will automatically receive a failing (F) grade for the courses. And if you are not present at the time class attendance is taken, you will not be counted present. However, absences may be excused if you have contracted an infectious disease or have been granted a University-authorized leave of absence (see Undergraduate Academic Handbook for details).

- **Lecture Subjects**

Please inform your instructors if you need to be absent from class due to unavoidable reasons such as illness or bereavement. Your instructor will decide how to handle your absence. If you need to be absent for over a week due to unavoidable reasons such as illness, please come to the Academic Office.

7. Grade Evaluation **pp. 108-112**

Grade reports are issued every semester. All grades will be shown on official transcripts and grade report.

Evaluation	Point	Grade (%)	Credit
A+	4	90% or higher	Pass
A	3	80~89%	
B	2	70~79%	
C	1	60~69%	
F	0	59% or lower	Fail

Evaluation	Definition	Credit
P	Pass	Yes
T	Transfer	
E	Exemption	No
R	Re-Registration	

GPA	Grade Point Average Maximum average of 4.0
	*Eligibility for study abroad programs, accelerated graduation program, course registration priority, scholarship, etc.
	Cumulative GPA: Calculated from enrollment to graduation.(Printed on Transcript)
	Semester GPA: Calculated for each semester

8. Application for Credit Transfer **pp. 145-146**

Students may apply to transfer credits acquired prior to enrollment at APU in the following cases:

- Students who have obtained credits from another university / junior college.
- Students who have obtained credits as a part-time student at APU.

* Applications are only accepted immediately after a student's enrollment at APU.

* Deadline: Fri. December 12, 2014 at 16:30

Office	Item	Contact
Academic Office (Building B, 1F) Office Hours: Weekday 10:00-16:30 Tuesday 11:30-16:30	Curriculum, classes, course registration, final examinations/reports, students grade, TOEFL/TOEIC, foreign/domestic exchange and active learning programs, Academic Advising	TEL : 0977-78-1122 FAX : 0977-78-1123 Email : acsubmit@apu.ac.jp
	Campus Terminal: http://p1.apu.ac.jp/campusp/service/index.jsp Academic Office website: http://www.apu.ac.jp/academic/?lang=english	