

Course Registration Manual

Please keep the following points in mind when registering for courses.

1. Campusmate is not available between 3:00 AM and 5:00 AM (Japan Standard Time) each day. APU cannot guarantee the integrity of any data submitted just before 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 assistance will be provided for problems or errors resulting from students' mistakes.
 - Do not log in multiple times with the same user ID at the same time.
 - Please register for courses exactly as instructed in this Course Registration Manual.

Course registration is the most important part of implementing your study plan. Without registering for courses, you cannot attend class, earn credits and graduate from APU. In order to progress with your study plan smoothly, please take the utmost care when registering for courses.

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There are several ways to access Campusmate. Please refer to the following.

1) [APU Portal Site](#) » Campusmate

Open the APU Portal Site and click on the "Campusmate" icon.

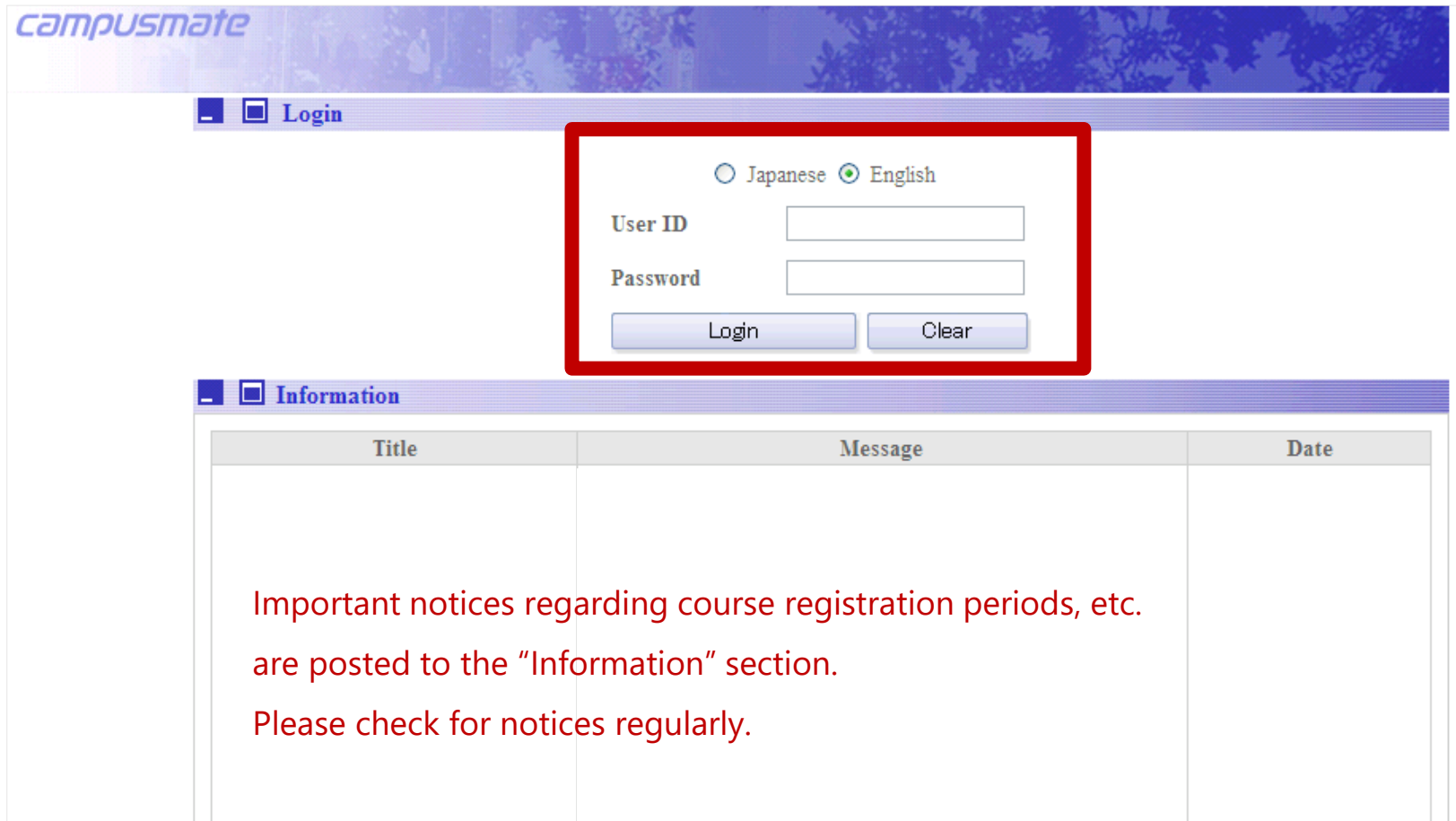


2) [Campus Terminal](#) » Campusmate Web(APU)

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



Change the language to English, enter your user ID and password, then click on "Login". Please use the same user ID and password that you use for Campus Terminal.



campusmate

Login

Japanese English

User ID

Password

Information

Title	Message	Date
	Important notices regarding course registration periods, etc. are posted to the "Information" section. Please check for notices regularly.	

After logging in to Campusmate, the following page will be displayed.

When registering for courses, you can access the course registration page as follows.

Academic Menu > Select "Course Registration" > course registration page (next slide)

【Important Notes】

Do not log in to Campusmate before 9:00 AM on the day of course registration.

If you log in to Campusmate before 9:00 AM, you will not be able to click on "Course Registration" or "Area of Study Registration" even after course registration starts. If you are unable to click on "Course Registration", etc. after course registration starts, please log out and log in again.

The screenshot shows the Campusmate homepage. At the top left is the 'campusmate' logo. At the top right is a 'Logout' button. On the left side, there is a navigation menu. Under 'Academic Menu', 'Course Registration' is highlighted with a red box. Below it are links for 'Area of Study Registration', 'Area of study Confirmation', 'Grade Report', and 'View current address'. Under 'Job Hunting Menu', there are links for 'Career Office Information', 'Corporate Information', and 'Internship Information'. The main content area has a 'Personal Message' section with the text 'There is no message.' and an 'Information' section with a table containing columns for 'Title', 'Message', and 'Date'.

3. Course Registration Page Details ①

After clicking on "Course Registration", the following page will be displayed.

The screenshot shows the Campusmate Course Registration interface. At the top, there is a header with the Campusmate logo, a login field, and a Logout button. Below the header, the page title is "Course Registration TIPS". A red box highlights "2023 Spring" with an arrow pointing to it, accompanied by the text "The academic year and semester are shown here". To the right of this are "Save Changes" and "Return" buttons. Below the header, there are two lines of text: "Permission to take courses held in Japanese: Eligible" and "Permission to take courses held in English: Eligible". A table shows "Registered Credits / Maximum Credits / 24" and "Registered Opposite Language Credits". A legend box contains three icons: a yellow notepad for "Unregistered", a purple notepad for "Registered", and a grey notepad for "Unmodifiable". The main area is a class timetable grid with columns for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday", and rows for "1" and "2". A red dashed box encloses the grid. A red arrow labeled "Your class timetable" points to the grid. A red arrow labeled "Period" points downwards along the grid. A red arrow labeled "Day of the Week" points rightwards along the grid. A red box highlights "Q1 1st Quarter" and "Q2 2nd Quarter" in the first column. A red box highlights the legend with the text "Icons (3 types) These icons indicate the status of your course registration".

campusmate Logout

Course Registration TPS

2023 Spring **Save Changes** **Return**

This section shows if you are eligible to take lecture courses taught in English/Japanese. You can become eligible if you complete the set requirements. Please check the Academic Office website for more details. You cannot register for lecture courses taught in a language you are not eligible for.

		Permission to take courses held in Japanese: Eligible		Permission to take courses held in English: Eligible	
		Registered Credits / Maximum Credits		/ 24	
		Registered Opposite Language Credits			

The following information about credits is show here:

- No. of registered credits / maximum no. of credits
- No. of registered credits for subjects taught in opposite language

Day / Per	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1	📖	📖	📖	📖	
	Q2	📖	📖	📖		
2	Q1	📖	📖	📖	📖	📖
	Q2	📖	📖	📖	📖	📖

campusmate

Logout

Course Registration TPS

2023 Spring

“Save Changes” Button: Finalize course registration

Save Changes

Return

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

Day / Period	Monday
1	Q1
	Q2
2	Q1
	Q2

“Return” Button: Return to the previous page.
Always use this button to return to the previous page, and never use the back button on your internet browser.

DO NOT USE!

【If you use your browser’s back button】
Log out straight away, then log in again.

【If you cannot even log out】
Open a new window and go to Campusmate. If you are still logged in when you reopen Campusmate, please log out and log in again.

4. Registering for Courses (Selecting Courses) ①

Click on the "Unregistered" icon for the day and period of the course you want to register.

campusmate

Logout

Course Registration [TIPS](#)

2023 Spring

Save Changes Return

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

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Unregistered	Unregistered	Unmodifiable	Unregistered	Unregistered	Unregistered
2	Unregistered	Unregistered	Registered (Student Success Workshop)	Unregistered	Unregistered	Unregistered

Unregistered Registered Unmodifiable

Registered Credits / Maximum Credits / 24
Registered Opposite Language Credits

Click here

There are no courses available to you on days/periods without an icon, so you cannot register for courses.

Any subjects that are automatically registered by the university will already be registered for you. These subjects are "Unmodifiable", so you cannot change the day/ period or delete your registration.

4. Registering for Courses (Selecting Courses) ②

Mark the subject you want to take in the "Select" column, then click on "OK".
*Your course registration is not finalized yet at this point!

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Login User : [] Logout

Course Selection IPS

2023 Spring Monday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday 1	010190OF	FA	Chinese II OF		4	OSUMI Toshiyuki	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean I OE		4	JUNG Jong Hee	0	
<input checked="" type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2		100	
<input type="radio"/>	Monday 1	020031JB	FA	Introduction to Econom					
<input type="radio"/>	Monday 1	030262EA	FA 1	BiodiversityEA					
<input type="radio"/>	Monday 1	030262JA	FA 1	BiodiversityJA					
<input type="radio"/>	Monday 1	033025EA	FA 1	E-CommerceEA	E	2		99	
<input type="radio"/>	Monday 1	033025JA	FA 1	E-CommerceJA	J	2		100	
<input type="radio"/>	Monday 1	037201EA	FA 1	Social EntrepreneurshipEA	E	2		100	
<input type="radio"/>	Monday 1	037201JA	FA 1	Social EntrepreneurshipJA	J	2		100	

If '0' is shown in the "Vacancy" column, this means that the class is full and you cannot register for it.

OK Return

4. Registering for Courses (Selecting Courses) ③

Check that the subject you chose is shown on the timetable.
Repeat steps 1 to 3 for each course.

campusmate

Login User : [] Logout

Course Registration TIPS



2023 Spring



Save Changes Return

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

Registered Credits / Maximum Credits 2 / 24
Registered Opposite Language Credits 2

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 020031EB Introduction to EconomicsEB					
	 020031EB Introduction to EconomicsEB					

The icon will change from "  Unregistered" to "  Registered".

*If the course you chose has any other classes on a different day/period, those classes will automatically appear on your timetable as well.

*Even if the "Registered" icon appears, your course registration is not finalized yet.
Make sure you click the "Save Changes" button at the end. (See next slide.)

5. Submitting Your Course Registration (Finalize)

After you finish selecting the courses you want to take, please click on the "Save Changes" button to finalize your course registration.

Please note that your course registration will not be finalized if you do not click on "Save Changes".

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Login User : Logout

Course Registration TPS

2023 Spring

Save Changes Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible
Registered Credits / Maximum Credits 2 / 24
Registered Opposite Language Credits 2

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	020031EB					

Unregistered Registered Unmodifiable

There is a "Save Changes" button both at the top and bottom of the page. Clicking on either one will finalize your registration.

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

Save Changes Return

5. Submitting Your Course Registration (Finalize) -NOTE-

The following message will be displayed if you click on your browser's back button without clicking on "Save Changes".

If you would like to finalize any changes to your course registration, please click on "Cancel".

The screenshot shows the 'campusmate' Course Registration interface for '2023 Spring'. The interface includes a navigation bar with 'Course Registration' and 'IPS' tabs, and buttons for 'Save Changes' and 'Return'. A table displays course registration details for 'Monday' through 'Saturday', with 'Introduction to Economics EB' listed for Q1 and Q2. A modal dialog box titled 'Web ページからのメッセージ' (Message from Web Page) is overlaid on the interface, containing the text: 'Registration changes will be lost if you do not click "Apply". Are you sure you wish to return?'. The 'Cancel' button in the dialog is circled in red. A red arrow points from the text above to the dialog box.

campusmate Login User : Logout

Course Registration IPS

2023 Spring Save Changes Return

Permission to take courses held in Japanese: Eligible
Permission to take courses held in English: Eligible
Registered Credits / Maximum Credits 2 / 24
Registered Opposite Language Credits 2

Unregistered Registered Unmodifiable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 020031EB Introduction to Economics EB					
	Q2 020031EB Introduction to Economics EB					
	Q1					

Web ページからのメッセージ

Registration changes will be lost if you do not click "Apply".
Are you sure you wish to return?

OK Cancel

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

Save Changes Return

6. Saving the Course Registration Confirmation Page

After clicking on "Save Changes", the Course Registration Confirmation page will be displayed with a list of all the subjects you are registered for.

Please make sure to save a copy by taking a screenshot or photo of this page. Then, click on "Logout" in the top right corner to finish registering for courses.

Logout

Course Registration Confirmation

Lecture Duration	Day	Period	Course	Language	Instructor	Credits
FA1	Monday	1	030262JA BiodiversityJA	J		2
FA1	Monday	5	030267EA Environmental EconomicsEA	E		2
FA1	Friday	2	030273EA GIS and Remote SensingEA	E		
FA1	Friday	3	030274EA Environmental Modeling and AnalysisEA	E		
FA2	Monday	3	030400EA EcotourismEA	E		2
FA2	Monday	4	037115EA Community Based TourismEA	E		2
FA2	Monday	5	037116EA Tourism EconomicsEA	E		2
FA2	Thursday	3	030400EA EcotourismEA	E		
FA2	Thursday	4	037115EA Community Based TourismEA	E		
FA2	Thursday	5	037116EA Tourism EconomicsEA	E		
Total Registered Credits						24

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

Print

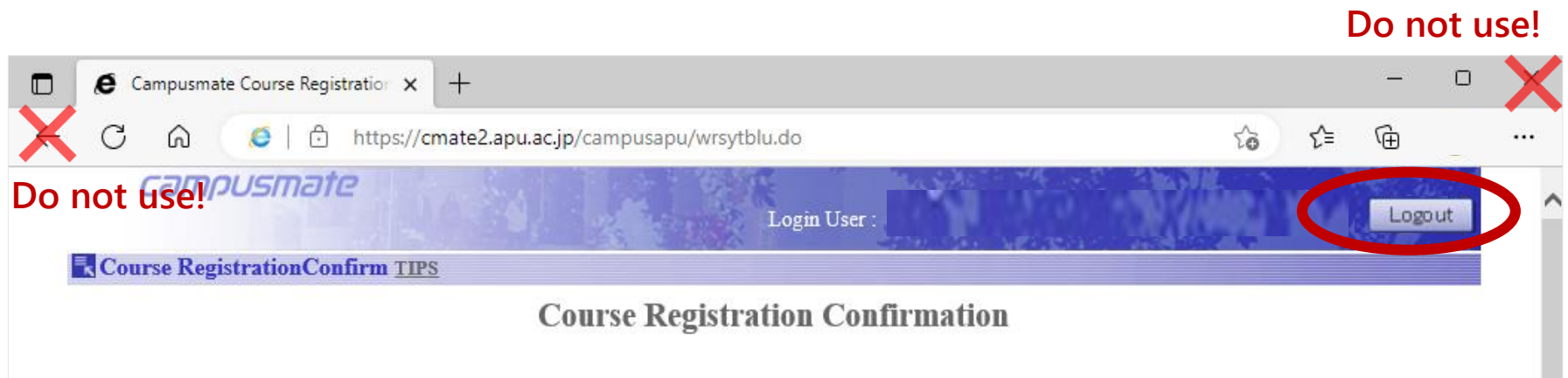
Registration No. 1167580

Please log out after you finish registering for all your courses

Please also keep note of the "Registration No."
Without the "Registration No.", the university cannot respond to any inquiries about system errors.
Also, make a record of the date and time when you saved the Course Registration Confirmation page.

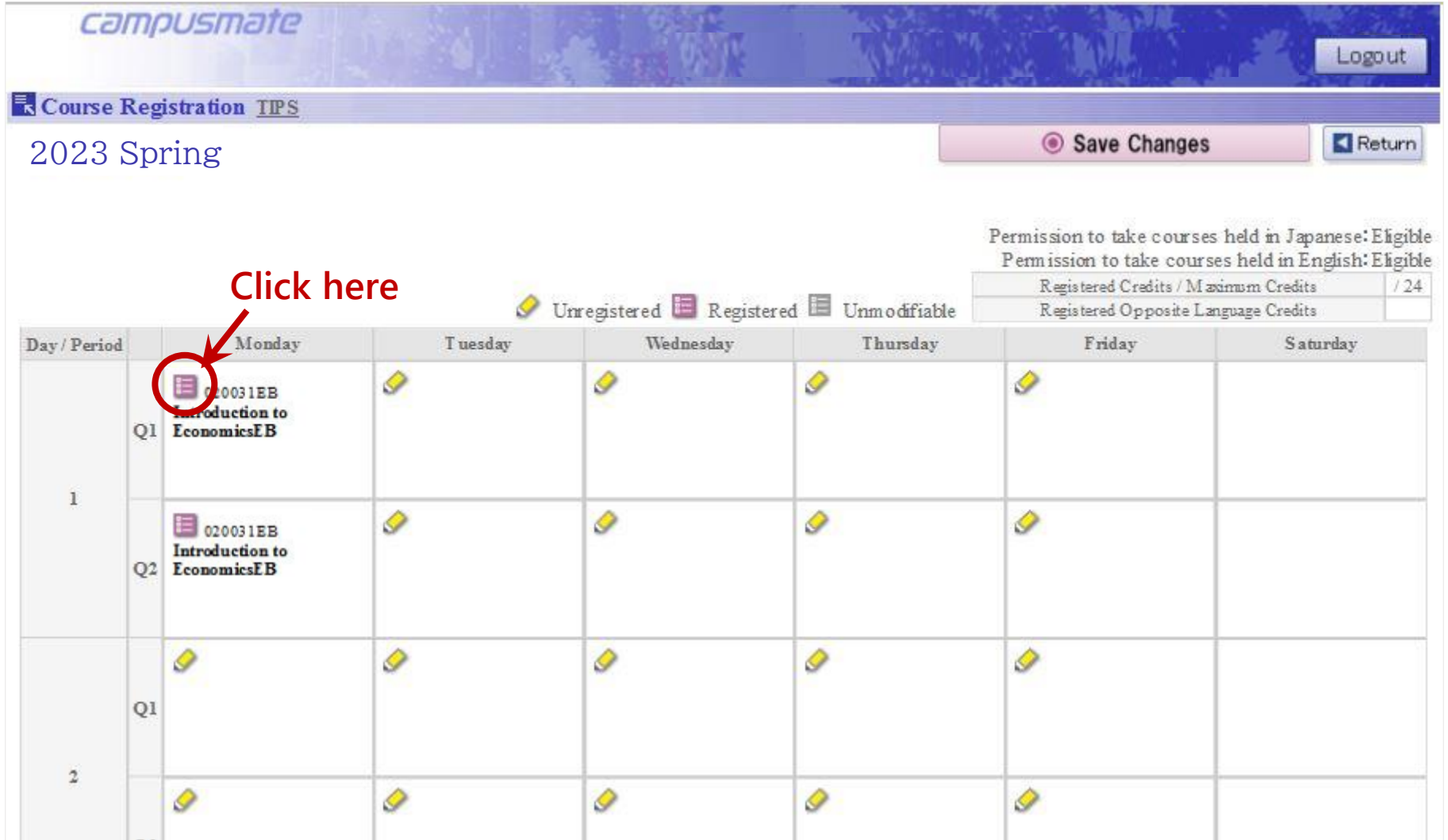
Make sure you log out of Campusmate before closing the website. If you want to continue registering for courses, please log out and log in again.

You cannot log out by closing the browser window or by clicking on your browser's back button. This may cause an error, and you might lose your course registration data.



7. Deleting Courses

If you want to delete a course, click on the "Registered" icon on the by the subject you want to delete.



campusmate

Course Registration [TIPS](#)

2023 Spring

Logout

Save Changes Return

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

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1 020031EB Introduction to EconomicsEB					
	Q2 020031EB Introduction to EconomicsEB					
2	Q1					
	Q2					

Unregistered Registered Unmodifiable

Registered Credits / Maximum Credits	/ 24
Registered Opposite Language Credits	

Select the row at the top where it says "Select to cancel course", then click on "OK".

*Your course has not been deleted yet at this point!

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Logout

Course Selection IIPS

2023 Spring Monday 1

Select	Day / Period	Lecture Code	Lecture Duration	Course	Language	Credits	Instructor	Vacancy	Information
<input checked="" type="radio"/>				Select to cancel course.					
<input type="radio"/>	Monday 1	010190OF	FA	Chinese II OF		4	MAEDA Masami	100	
<input type="radio"/>	Monday 1	010220OE	FA	Korean I OE		4	JUNG JongHee	100	
<input checked="" type="radio"/>	Monday 1	020031EB	FA	Introduction to EconomicsEB	E	2	null	100	

OK Return

Check that the course you deleted is no longer shown on your timetable, then click on "Save Changes".

If you close the page without clicking on "Save Changes", then your course will not be deleted.

campusmate

Logout

Course Registration [TIPS](#)

2023 Spring

Save Changes Return

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

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Q1					
1	Q2					
2	Q3					

Unregistered Registered Unmodifiable

Registered Credits / Maximum Credits / 24

Registered Opposite Language Credits

Check the course you deleted is no longer shown

There are many students who forget to click on "Save Changes". Please make sure to click on "Save Changes" when deleting courses as well.

If you properly check that the courses you registered/deleted on Campusmate are actually registered/deleted, then you can avoid still being registered for a course you thought you had deleted/not being registered for a course you were sure you registered for.

- ① After completing all the steps to register/delete a course, please “log out properly” using the button in the top right corner, then close all your browser windows. Then, reopen your browser and log in to Campusmate again.
- ② Open the “Course Registration” page from the menu and check if the courses you registered are shown and if the ones you deleted are no longer shown on the timetable. If there are no issues, please log out using the button in the top right corner. If any courses you thought you had deleted are still shown on the timetable, please follow the “correct” steps and delete the course again.

campusmate

Login User : [] Log out

Course Registration IPS

2023 Spring

Save Changes Return

Permission to take courses held in Japanese: Eligible
 Permission to take courses held in English: Eligible
 Registered Credits / Maximum Credits / 24
 Registered Opposite Language Credits

Unregistered Registered Unavailable

Day / Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1				021015EB Asia Pacific Culture and Society EB		
2				021015EB Asia Pacific Culture and Society EB		

An error message will appear if there is an issue with your course registration. Please check the red error message at the bottom of the page for more details. Check the next slide for solutions to each error.

Timetable Page

The screenshot shows the 'Course Registration TIPS' page. A red dashed oval highlights the error message: "There is a problem with your registration. Please view the bottom of this page for details." Below the error message is a timetable grid. The grid has columns for 'Day / Period', 'Monday', 'Tuesday', and 'Wednesday'. The 'Monday' column shows two courses: '0101800A Chinese IOA' in Q1 and '0101800A Chinese IOA' in Q2. The 'Tuesday' column shows '0101800A Chinese IOA' in Q1. The 'Wednesday' column is empty. A red dashed oval at the bottom of the page highlights another error message: "You have exceeded the maximum credit limit." A red box labeled "Error Message" is positioned below this message.

Course Selection Page

The screenshot shows the 'Course Selection TIPS' page for '2023 Spring Monday 2'. It features a table with columns: 'Select', 'Day / Period', 'Lecture Code', 'Lecture Duration', and an unlabeled column. The table lists several courses, with '010103AD' selected. A red dashed oval at the bottom of the page highlights the error message: "Timetable conflict for '010103AD Advanced Japanese AD'". A red box labeled "Error Message" is positioned below this message.

Select	Day / Period	Lecture Code	Lecture Duration	
<input type="radio"/>				
<input type="radio"/>	Monday2	010103AA	FA	Advar
<input type="radio"/>	Monday2	010103AB	FA	Advar
<input type="radio"/>	Monday2	010103AC	FA	Advar
<input checked="" type="radio"/>	Monday2	010103AD	FA	Advar
<input type="radio"/>	Monday2	010103AE	FA	Advar
<input type="radio"/>	Monday2	0101800C	FA	Chine
<input type="radio"/>	Monday2	0101800H	FA	Chine
<input type="radio"/>	Monday2	0102200A	FA	Korea
<input type="radio"/>	Monday2	011903CC	FA	Englis
<input type="radio"/>	Monday2	027003EB	FA	Statis
<input type="radio"/>	Monday2	027003JB	FA	Statis
<input type="radio"/>	Monday2	027010EA	FA2	Caree
<input type="radio"/>	Monday2	027010JA	FA2	Caree

There is a cause and solution for each error message.

You will not be able to complete your course registration until you identify and resolve the cause of the error.

Error Message	Solution
<p>Timetable conflict for "Course".</p>	<p>Please delete one of the conflicting courses. You cannot register for multiple courses scheduled for the same day/period. Please check the timetable and change your registration.</p>
<p>Maximum credit registration limit exceeded.</p>	<p>Please delete courses so you no longer exceed the credit limit. Your maximum credit limit for each semester is determined by your year level. Please change your registration so that you do not exceed this limit.</p>
<p>"Course" is already registered.</p>	<p>Please delete one of the duplicate courses. Please note that even if there several classes offered for one subject, you may only register for one of them.</p>
<p>No openings remain for "Course".</p>	<p>Please delete your registration for the course. <u>Even if there were spaces available when you selected the course, the course may have filled up before you clicked on "Save Changes" and finalized your registration.</u></p>

10. The Subject I Want to Take is Not on Campusmate?

A lot of students contact the office saying, “The subject I want to register for is not on Campusmate”. Please read the information below before contacting the office.

Things to Check	Solution (Materials and Pages to Check)
Is the subject being offered this semester?	Check the course timetable for the current semester. (Check the timetable for your own curriculum.)
Is the subject offered as part of your curriculum?	<ul style="list-style-type: none"> • Check the “Course Number” on the syllabus. • Search for the subject name on the course timetable for your curriculum.
Is it a subject you can register for during the current course registration period? (Can you only register for the subject from a different course registration period?)	Check the “Course Registration Restrictions” section on the Subject List. (Check the Subject List for your own college/curriculum.)
Is your semester level high enough to take the subject?	Check the “Semester” section on the Subject List. If your semester level is the same or higher than the number written here, you are eligible to register for the subject. (Check the information for your own college/curriculum.)
Have you completed all the prerequisite subjects?	Check the “Prerequisite Subjects for (JST/JAT/E) Students” sections on the Subject List. You cannot register for the subject if you haven’t earned credits for any of the prerequisite subjects listed here. (Check the information for your own college/curriculum.)
Have you selected the wrong day/period?	Carefully double check which day/period you have selected on Campusmate and the day/period listed on the course timetable.
Have you already taken the subject in Japanese/English before and earned credits for the subject?	Check if you have already earned credits for the subject on the Grade Report page on Campusmate.
Are you trying to register for a semester course on a day/period where you have already registered for a quarter course?	Check if you are registered for any 1 st or 2 nd quarter subjects on that day/period on Campusmate.
I want to register for a subject held in English, but it does not appear on Campusmate.	Japanese-basis students must earn credits for or be exempted from “Intermediate English A & B” in order to register for lecture courses taught in English.