## CAMPUS WEB Application Procedures for Make-up Examinations

Screen Image	Procedures and Points to Note
CAMPUS WEB Protection P Statistic of Particular States P Course registration + P Statistic of P State status P Update student information + Grade status CAMPUSWEB	
View/Update Student Information Register/Change Extracurricular Activity Information Course Registration via Schedule of Courses Course Registration via Course Code Course Registration and Grade Status Final Examination Schedules (Reference) Apply for make-up examination Tuition and Fees Payment Information Account registration of the payment type scholarship List of surveys(FDC)	<ul> <li>Login to manaba+R</li> <li>CAMPUS WEB, and Select 'Apply for make- up examination'.</li> <li>Before start applying, prepare the image data of the certification documents that are appropriate to the reason for applying for make-up examination.</li> </ul>
Apply for make-up examination         (1)Register/Update Contact Information         (2)Apply for make-up examination (New registration)         (3)Apply for make-up examination (update/cancel), submit documents         (4)Application status for make-up examination         Make-up examination schedule	<ul> <li>Enter and check the items in the menu on the left.</li> <li>(1) to (4) must be completed in this order to proceed to the next menu.</li> <li>Select</li> <li>'(1) Register/Update Contact Information'. Not required for second and subsequent applications.</li> </ul>
Select course       Confirm       Complete         Register/Update Contact Information       In order to apply for make-up examinations, it is required to register your contact information.         Please be sure to enter your phone number and email address where we can reach you as the university will contact you when we need to confirm the contents of your application or documents.         * Required field       e.g., 09011112222 (without hyphen, in half-width numbers)         Email address *       Back	Enter your phone number and email address where you can be reached during the daytime. ↓ 「Confirm」 ↓ 「Register」 *Follow the same procedure to change the contact information you have registered once.

Apply for make-up examination				
(1)Register/Updat				
(2)Apply for make-up ex	Select '(2) Apply for make-up examination			
(3)Apply for make-up examination	n (update/cancel), submit documents	(New registration)'.		
(4)Application status				
Make-up exar	nination schedule			
Notes regarding the application   Application Notes   (2) Applications for make-up examination schedule and procedures posted on manaba+R>Study Support Site, and check the make-up examination date, procedures, and deadlines before applying.   (2) Applications for make-up examinations that are past the deadline will not be accepted. The courses will not be displayed on the system etc.   (3) The submitted document is incomplete, you will be contacted at the phone or email address you registered in [(1)Register/Update Contact Information) Nease that your application will be withdrawn if the deficiencies are not resolved by the specified date or if we are unable to contact you by the deadline. I gene to the above and proceed to the application Notes to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above and proceed to the application I gene to the above application <				
List of appliable coursese Below are the final examination dates. Click the [Apply] link for the day you would like to apply for to open the co If the application deadline has passed, or if the application has been comple not be displayed.	urse selection screen. eted even before the application deadline, the [Apply] link will	• Select the final		
Number of courses ap	plied for	examination date of the		
	course(s) you would like to apply for.			
Final examination date	Application deadline	• If the application deadline		
Apply 01/24	11/19 17:00:00	nas passed, the "Apply"		
Apply 01/25	11/19 17:00:00	inik will not be displayed.		
Back to the menu	11/19 17.00.00			

	01 : Illness of the examinee				
Select course       Confirm       Complete         Select course for makeup examination         Choose the reason for applying, check the boxes for the courses         • Required field         Select the reason for not taking the final examination         Reason for not taking the final examination •         Make-up examination fee         Select the courses for which you wish to take the make-up exam         Check All         None         Clearse code       Course title         31892       Organic Chemistry II         31894       Inorganic Chemistry II         31899       Microbiology	<ul> <li>03 : Attendance at a wedding ceremony (of a first- or second-degree relative. Does not include attendance at wedding of the student.)</li> <li>04 : Natural or man-made disaster</li> <li>05 : Job examination (including examinations for civil servants or examinations for hiring school teachers)</li> <li>06 : Examination for graduate school</li> <li>07 : Teaching practicum, nursing care and special education school experience, museum practice</li> <li>08 : Exam for a credit transfer course</li> <li>09 : Class for a credit transfer course</li> <li>10 : Late arrival of public transport that operates according to a timetable</li> <li>11 : Extracurricular activity</li> <li>12 : Lay judge duty</li> <li>13 : Other unavoidable grounds</li> <li>14 : Bereavement leave (spouse (Includes de facto marriages and partnerships) and first-degree relative)</li> <li>15 : Bereavement leave (second and third-degree relative)</li> <li>16 : Prosecution councilor or assistant councilor</li> </ul>	Select a reason for applying. ↓ Check the box(es) of the course(s) you wish to apply for make-up examination. ↓ 「Confirm」 ↓ 「Apply」 *0 yen will be displayed for the "Make-up examination fee". *The application is required for each examination date.			
Apply for make-up examination       Select '(3) Apply for make-up examination         (1)Register/Update Contact Information       (update/cancel), submit documents'.         (2)Apply for make-up examination (New registration)       "If the reason for your application is to attend practicum/practice, you are not required to follow this procedure.         (4)Application status for make-up examination       Make-up examination schedule					
CAMPUS WEB) > [Apply for make-up examination] > [(3)Apply for make-up examination] > [(3)Apply for make-up examination] > [(3)Apply for make-up examination]         • To submit the required documents, click the [Upload document]         • To submit the required documents, click the [Upload document]         • To change the details of your application, click the [Update] link.         • To cancel your application, click the [Cancel] link.         • To check the uploaded documents, click [Check Document].         • To check the uploaded documents, click [Check Document].         • Upload       Reception         • Upload       Upload         • Upload       Upload         • Detail       Upload         • Back       Back	Iink. Ig the required documents. Course code / Course Final examination deadline 31892:Organic Chemistry 01/25 11/19 17:00:00	Select Upload document.     You can change the details of the course(s) you have already applied for (reason for application and course (s) you applied for) or cancel them before uploading.     *Required to upload (submit documents) for each examination date.     *If the application deadline has passed, the link for uploading will not be displayed.			



You can check th Once the "Applic the office sequer Reload	e documents you atinon status" is tially during wee	i have submitted fro changed from "In pi kday opening hours	om "(3)Apply for ma rogress" to "Comple	ke-up examinat ted", the applica	ion (update, ition is comp	'cancel), submit docu lete. Status processir	iments". ng will be done by	<ul> <li>Once the submission of documents is completed, the status of the Required documents will be indicated as 'Submitted'.</li> <li>Once the application is accepted by the University, the Application status will be changed from 'In progress' → 'Completed', and the application will be completed.</li> </ul>
			_			(To	otal 1 item(s))	You will not be able to take make-up examinations
Reception number	Reason for Application	Course code / Course title	Final examination	Application deadline	Require documer	d Application ts status	Payment status	unless your application
2120000022	Illness of the	31892 : Organic	01/25	11/19 17:00:00	Submitte	d In progress	Innecessary	status is "Completed", so make sure vou confirm
21200000022	examinee	Chemistry I (M)	01/25	11/19 17.00.00	Submitte	in progress	Shinecessary	this.
Back								*If the reason for application is for practicum/practice, <b>'Unnecessary'</b> will be displayed for the Required documents.
Apply fo	r make-up	examinatior (1)	) Register/Upd	ate Contact	t Informa	ation		After the day of the
(2)Apply for make-up examination (New registration)					announcement of make-up examination timetable, you will find the details of the			
(3)Apply for make-up examination (update/cancel), submit documents make-up examinations in the menu on the left.						make-up examinations in the menu on the left.		
		(4)Ap	plication statu	s for make	-up exan	nination		
			Make-up ex	amination s	schedule			
Make-u	Ip examinati	on schedule						•Only courses that have been successfully applied for will be displayed.
For details, pl	ease click the [De	etails] link.				(	Total 1 item(s))	•Confirm the date and period of make-up examination(s), and click
D	ate / Period	Course code	Course title	Class Cre	dit(s)	Instructor	Exam time	Detail.
Detail 01/2 Back	5(Tue)/1Period	31892	Organic Chemistry	αΜ	2 HA	NASAKI TOMONORI	60minutes	the day of the announcement of make-up examination timetable.

Make-up examination schedule (Details)		
Your make-up examination Schedule is as follows.		
Course Information		
Course Code 31892		
Course Title Organic Chemistry II		
Class M		Confirm the classroom(s)
Term / Day / Period F • Tue1(1-2)		for examination and items
Make-in examination information		permitted to bring in before
		taking make-up
Period 1Period		examination
Exam Time 60minutes		oxamination.
Leaving room after 30 min Permitted		*Student ID card is
		required to take make-up
Items permitted to bring in		
Permitted / Unpermitted Unpermitted		examinations.
Items Unpermitted		
Notes		
	(Total 1 item(s))	
Classroom	Notes	
Co-learning101		
Close		

## ■FAQ regarding the application for make-up examinations

NO.	Q	A
1	How many days does it take for my application to be 'Completed'?	Applications are processed as needed during the opening hours of the Manabi Stations and will be "Completed" on the same day. However, applications received after 5:00p.m. or on Saturdays and Sundays will be processed on the next working day.
2	I cannot prepare a certification document (e.g. doctor's note) by the application deadline. What should I do?	<ul> <li>Please contact the Manabi Station on your home campus by the application deadline. We will check your situation and explain how to apply.</li> <li>Note that applications will not be accepted after the deadline.</li> </ul>
3	If I am applying for the reason "Other unavoidable grounds", what should I do?	Please consult with the Manabi Station on your home campus as soon as possible before applying. The reasons for the application will be discussed by the Faculty Council of your college and, if approved, the application may be submitted.
4	Can I check the certification documents that I have submitted again?	You can check the submitted documents from the menu '(3) Apply for make-up examination (update/cancel), submit documents'.             Reception number       Reason for Application Course code / Course title Final examination dec
5	What happens if the certification documents I submitted are incomplete?	You will be contacted by the Manabi Station at your registered contact information and asked to resubmit them.
6	I made a mistake, but cannot change the (Course / Reason for Application / Required documents). What should I do?	Please consult with the Manabi Station on your home campus. Once you have completed the upload of required documents, you will not be able to change them.
Ø	The documents certifying the reason (required documents) cannot be uploaded. I got an error message.	<ul> <li>Confirm the format of the uploading data. The format of the data is limited to six types: '.jpg', '.jpeg', '.gif', '.png', '.docx', '.pdf',and '.xlsx'</li> <li>For the file name, you can use one byte characters/numbers and '.', '- 'and '_' only.</li> <li>Only one file can be uploaded. If you have multiple documents to be submitted, please compile them into one file and upload it.</li> </ul>
8	I am unable to apply by myself for some reasons. Can someone else apply on my behalf?	If the person can login to the CAMPUS WEB, it is possible to do so. Please pay attention not to apply for the wrong courses.