

# Registration Information

## *Spring 2023*

<b>Priority Registration Schedule</b> <b>Spring 2023</b> <b>October 24 - 28, 2022</b>		
<b>Student Classification</b>	<b>1st Date to Register</b>	<b>Day</b>
<b>Graduate Students</b>	October 24	Monday
<b>SR (Senior / 90 and above earned hours)</b>	October 24	Monday
<b>Military/Veterans/Special Groups</b>	October 25	Tuesday
<b>JR (Junior / 60 - 89 earned hours)</b>	October 26	Wednesday
<b>SO (Sophomore / 30 - 59 earned hours)</b>	October 27	Thursday
<b>FR (Freshmen / 0 - 29 earned hours)</b>	October 28	Friday
<b>Open Registration Begins</b>	October 29	Saturday

**Priority Registration:** Based on the student's classification (FR, SO, JR, SR and GR).

**Open Registration:** Open to all students including Readmit students who have completed all readmission requirements, Transient and Special students. All students may continue to register until classes begin.

# Registration Process

## Newly Admitted/Applying Student

1. Apply for Admission to Austin Peay State University (<https://www.apsu.edu/admissions/applicant/apply>)
2. Be sure to send your high school transcript and/or any transfer transcripts to the Office of Admissions ([admissions@apsu.edu](mailto:admissions@apsu.edu))
3. Prior to pre-registration, check OneStop for any Registration Holds. All Registration Holds must be removed prior to pre-registration. The types of Holds that can prevent you from pre-registering include, but are not limited to:
  - a. Any fees that may be due
  - b. High school transcript needed
  - c. Health services information needed
4. Attend Governor's Orientation (<https://www.apsu.edu/orientation/>)
5. If you are wanting to make changes to your schedule or major, you will need to contact your Academic Advisor which can be found on AP OneStop.
  - A. To find out who your Advisor is in OneStop, follow these steps: OneStop → Web Self Service → Student → Registration → OneStop Advising. It will be on the top right.

One Stop Advising Page RETURN TO MENU SITE MAP HELP EXIT

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██████████ *Personal Information*

Primary Advisor: ██████████

6. Your fee statement will be available via e-mail to your University E-mail. You can take care of any fees that you may have by contacting Student Account Services (931-221-6285)
7. Confirm your classes ([https://www.apsu.edu/student-account-services/your-account/confirm\\_pay](https://www.apsu.edu/student-account-services/your-account/confirm_pay))

# Registration Process

## Transfer Student

1. Apply for Admission to Austin Peay State University (<https://www.apsu.edu/admissions/applicant/apply>)
2. Be sure to send your high school transcript and/or any transfer transcripts to the Office of Admissions ([admissions@apsu.edu](mailto:admissions@apsu.edu))
3. Prior to pre-registration, check OneStop for any Registration Holds. All Registration Holds must be removed prior to pre-registration. The types of Holds that can prevent you from pre-registering include, but are not limited to:
  - a. Any fees that may be due
  - b. High school transcript needed
  - c. Health services information needed
4. If you have questions about your Transfer Equivalencies, please call the Office of the Registrar (931-221-7150) or view the Transfer Course Equivalency page ([https://banwssprod.apsu.edu/prod/bysktran.p\\_online\\_crse\\_equivalencies](https://banwssprod.apsu.edu/prod/bysktran.p_online_crse_equivalencies))
5. If you are wanting to make changes to your schedule or major, you will need to contact your Academic Advisor which can be found on AP OneStop.
  - A. To find out who your Advisor is in OneStop, follow these steps: OneStop → Web Self Service → Student → Registration → OneStop Advising. It will be on the top right.

One Stop Advising Page RETURN TO MENU SITE MAP HELP EXIT

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██████████ *Personal Information*

Primary Advisor: ██████████

6. Your fee statement will be available via e-mail to your University E-mail. You can take care of any fees that you may have by contacting Student Account Services (931-221-6285)
7. Confirm your classes ([https://www.apsu.edu/student-account-services/your-account/confirm\\_pay](https://www.apsu.edu/student-account-services/your-account/confirm_pay))

## What is Instructional Method / Modality?

The instructional method or modality is the method by which course instruction is delivered. Please see the chart below for descriptions of each instructional method.

<b>Code</b>	<b>Description</b>
<b>CLN</b>	<b>Clinical</b>
<b>CON</b>	<b>Face-to-Face Instruction</b>
<b>DVC</b>	<b>Video Conferencing at a Scheduled Time</b>
<b>HYB</b>	<b>Hybrid: Face-to-Face and Online Instruction</b>
<b>HYBL</b>	<b>Hybrid Light</b>
<b>IND</b>	<b>Independent Study</b>
<b>THS</b>	<b>Thesis</b>
<b>WEB</b>	<b>Online Instruction</b>

# Important Resources for Your First Days

## **Have a hold?**

- Check your OneStop Advising page to see who it is with. If you cannot find it, feel free to call the Office of the Registrar (931) 221-7150
  - OneStop → Web Self Service → Student → Registration → OneStop Advising → Select the Term → Under the section titled ‘Administrative Holds’

## **Have a balance due?**

- Contact Student Account Services (931) 221-6285

## **Have questions about Financial Aid/Scholarships/Grants?**

- Contact Student Financial Aid office (931) 221-7907

## **Have questions about Tennessee Promise?**

- Contact Student Financial Aid office (931) 221-7907

## **Have questions about Tuition Assistance?**

- Contact APSU Fort Campbell (931) 221-1400

## **Have questions about VA Education Benefits?**

- Contact APSU Veterans Benefit Office (931) 221-7760

## **Have questions about housing options on campus?**

- Contact APSU Housing (931) 221-7444

## **Need a location to register classes or use a computer?**

- Visit the Felix G. Woodward Library!

# General Contact Information for Key Departments

## Office of Veteran Education Benefits (VEBO)

(931) 221-7760

[ova@apsu.edu](mailto:ova@apsu.edu)

<https://www.apsu.edu/veterans-affairs/>



VEBO Website

## Office of Student Financial Aid (SFAO)

(931) 221-7907

[sfao@apsu.edu](mailto:sfao@apsu.edu)

<https://www.apsu.edu/financialaid>



SFAO Website

## Student Account Services & Cashier's Office (SAS)

(931) 221-6285

[SAS@apsu.edu](mailto:SAS@apsu.edu)

<https://www.apsu.edu/student-account-services/>



SAS Website

## Office of the Registrar (OTR)

(931) 221-7150

[otr@apsu.edu](mailto:otr@apsu.edu)

<https://www.apsu.edu/otr>



OTR Website

## Office of Admissions

(931) 221-7661

[admissions@apsu.edu](mailto:admissions@apsu.edu)

<https://www.apsu.edu/admissions/>



Admissions Website

## APSU Fort Campbell (APFC)

(931) 221-1400

[APFortCampbell@apsu.edu](mailto:APFortCampbell@apsu.edu)

<https://www.apsu.edu/apfc/>



APFC Website

# General Student Resources — Part 1

**Need to submit your FERPA Request?**



**FERPA Request**

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**Need to verify your Enrollment Status?**



**Enrollment Verification**

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**Need a copy of your Academic Transcript?**



**Transcript Request**

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**The Adult, Nontraditional & Transfer Student Center (ANTS)**

(931) 221-6854

[antsc@apsu.edu](mailto:antsc@apsu.edu)

<https://www.apsu.edu/student-life/ants/>



**ANTS Website**

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**Newton Military Family Resource Center (NMFRC)**

(931) 221-1685

[NMFRC@apsu.edu](mailto:NMFRC@apsu.edu)

<https://www.apsu.edu/nmfrc/>



**NMFRC Website**

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**Need help with AP Schedule Planner?**

[https://www.youtube.com/watch?](https://www.youtube.com/watch?v=K9UWJT-epF8)

[v=K9UWJT-epF8](https://www.youtube.com/watch?v=K9UWJT-epF8)



**AP Schedule Planner Video**

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# General Student Resources — Part 2

## Wilbur N. Daniel African American Cultural Center (WDAACC)

(931) 221-7120

[aacc@apsu.edu](mailto:aacc@apsu.edu)

<https://www.apsu.edu/aacc/>



WDAACC Website

## Latino Community Resource Center (LCRC)

(931) 221-6645

[lcrc@apsu.edu](mailto:lcrc@apsu.edu)

<https://www.apsu.edu/student-life/lcrc/>



LCRC Website

## Student Disability Resource Center (SRDC)

(931) 221-6230

[sdrc@apsu.edu](mailto:sdrc@apsu.edu)

<https://www.apsu.edu/disability/>



SRDC Website

## Full Spectrum Learning (FSL)

(931) 221-7543

[Mejeune@apsu.edu](mailto:Mejeune@apsu.edu)

<https://www.apsu.edu/full-spectrum-learning/>



FSL Website

## Learning Resource Center (LRC)

(931) 221-6550

[learningctr@apsu.edu](mailto:learningctr@apsu.edu)

<https://www.apsu.edu/lrc/>



LRC Website

## Writing Center (WC)

(931) 221-6559

[writinglab@apsu.edu](mailto:writinglab@apsu.edu)

<https://www.apsu.edu/writingcenter/>



WC Website