



## Dual & Joint Enrollment

---

**Now that you have been admitted to APSU, it's time to register for your classes:**

- Contact the Center for Extended & Distance Education to be assigned an adviser.
- Register for your class online with AP OneStop at:  
<http://apbrlu1.apsu.edu/cp/home/loginf>  
Instructions and more information:  
<http://www.apsu.edu/Registrar/OneStopRegistration2009.doc>
- Submit tuition discount forms if applicable.
- Submit your online Dual Lottery Scholarship application if you have not done so.  
<https://egrands.guarantorsolutions.com/scholarshipapps/>
- Confirm classes and pay your account balance at OneStop.

Deliver or mail forms to

Center for Extended & Distance Education  
Attn: Linda Stolz  
Box 4678  
Clarksville, TN 37044

**Cohort Groups:** We will make arrangements with your school counselor to help you complete the registration process.

---

### HELPFUL HINTS

- *Always read through everything carefully and follow the instructions provided.*
- **Watch the deadlines**, and submit everything as early as possible.
- *Double-check all forms to ensure that all spaces are completed.*
- *Remember to get **all required signatures** – including your own – on all documents.*
- *Be sure we have current telephone numbers and working e-mail addresses for student and parents.*
- *Contact us with any questions.*

### QUESTIONS?

An “FAQ” document with details on many dual and joint enrollment issues can be found at [www.apsu.edu/GoSooner](http://www.apsu.edu/GoSooner).

---

### 3 WAYS to PAY YOUR FEES

- Pay online** using a credit card through AP OneStop at:  
<http://apbrlu1.apsu.edu/cp/home/loginf>
    1. Enter your APSU ID and Password
    2. Click on “Web Self Service”;
    3. Click on “Student Account”;
    4. Click on “Account Detail for Term/Confirm Enrollment/Credit Card Payment”;
    5. Select the term from the drop-down menu;
    6. Select “pay now”.
  - Pay in person** – come to the Business Office in the Browning Administration Building on campus.
  - Pay by mail** – mail your check to  
APSU Business Office  
Box 4635  
Clarksville, TN 37044  
(Include your student ID number on your check.)
- 

Remember, you are *not* enrolled until all admissions and registration paperwork is complete and you have paid your fees. Fees must be posted by registration deadlines or your class will be dropped. A \$50 late registration fee will be assessed if you register or reregister during the late registration period.

---

### CONGRATULATIONS

You are now ready to begin your college experience at APSU – welcome!

---

Center for Extended and Distance Education  
Linda Stolz, secretary (931) 221-7175

E-mail us at [ExtEd@apsu.edu](mailto:ExtEd@apsu.edu).



Center for Extended  
& Distance Education

[www.apsu.edu/gosooner](http://www.apsu.edu/gosooner)