

Winter Term Look up Classes and Registration Information

Looking up Classes and Registering

1. Option 1 – **Schedule of Classes – Winter Term** link
 - a. Log in to OneStop and click on the **Registration** link under the Student Tab.
 - b. Click on **Schedule of Classes – Winter Term (Select the Spring I term)**.
 - c. You will then be taken to the page **Schedule of Classes** and then click on *the Show Schedule* button. If you want to see only open sections, please click the box next to **Show open sections only**. All Winter Term courses are online.
 - d. Click on **Show Schedule** – only winter term courses will display.
2. Option 2 – **Look Up Classes** link
 - a. Log in to OneStop and click on the Registration link under the Student Tab.
 - b. Click on **Look Up Classes** link.
 - c. **Search by Term** - To locate Winter Term classes, please select the appropriate year Spring I term from Search by Term(example: Spring I 2018 – Ft Campb would be Winter Term 2017).

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Select Term or Date Range

To locate Winter Term classes, please select the appropriate year Spring I term from Search by Term(example: Spring I 2018 – Ft Campb would be Winter Term 2017).

Search by Term:
Spring Term I 2018 - Ft Campb

OR

Search by Date Range (MM/DD/YYYY):
From: To:

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- d. Click on **Advanced Search** below the **Subject** block.

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Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Note: Please use the Advanced Search to look up Winter Term classes.

Subject:
Art
Astronomy
Austin Peay State University
Automotive Engineering Tech
Biology
Chemistry
Communications
Computer Science
Criminal Justice
Culinary Arts

- e. **Subject** block (see below)- Select the subject(s) you wish to search from in the **Subject** block (you may select all subjects by selecting the first subject and then scrolling to the bottom and pressing the Shift key and clicking on the last subject at the same time **OR** select several different subjects by clicking on the first subject you want and then pressing the Shift key along with the Ctl key while selecting other subjects.).
- f. **Part of Term** block – Select Winter Term.

- g. You may select any of the other options to narrow your search.
- h. Click on **Section Search**

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Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.
To view and register for Winter Term courses, please select Winter Term from the Part of Term option.

Subject:
 All
 Astronomy
 Austin Peay State University
 Automotive Engineering Tech
 Biology
 Chemistry
 Communications
 Computer Science
 Criminal Justice
 Culinary Arts

Course Number:

Title:

Instructional Method: All
 Audio Tape
 Clinicals

Credit Range: hours to hours

Campus: All
 Austin Peay Ctr at Ft Campbell
 Austin Peay St, Main Campus

Part of Term: All
 Non-date based courses only
 Full Term
 Winter Term

Instructor: All
 Abedin, Najmul
 Blake, John W

Session:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

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- i. Look Up Classes page with courses in the selected part-of-term and subjects will appear. Under the Select column, you may select **up to two (2) courses** to register for in Winter Term. No more than two (2) courses may be taken in Winter Term.

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Look Up Classes

Sections Found

Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	315	ART	1035	WM0	AJA	3.000	Introduction to Art	TBA	25	0	25	0	0	0	0	Patrick W Gosnell (P)	12/16-01/15	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course

Astronomy

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	327	ASTR	1010	WM1	AJA	3.000	Planetary Astronomy	TBA	65	0	65	0	0	0	0	Justin R Oelgoetz (P)	12/16-01/15	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course
<input type="checkbox"/>	328	ASTR	1011	WM1	AJA	1.000	Planetary Astronomy Lab	TBA	65	0	65	0	0	0	0	Justin R Oelgoetz (P)	12/16-01/15	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course

- j. Then click on **Register** button located at the bottom of the page.

Criminal Justice Course

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	239	CRJ	3220	WM0	AJA	3.000	Criminal Investigations	TBA	27	0	27	0	0	0	0	George McClain Frogge (P)	12/16-01/15	TBA	Traditional Courses and APSU Online Web Course
<input type="checkbox"/>	240	CRJ	3410	WM0	AJA	3.000	Domestic Terrorism	TBA	27	0	27	0	0	0	0	Christopher J Wright (P)	12/16-01/15	TBA	Traditional Courses and APSU Online Web Course

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- k. You will then be sent to the Add or Drop Classes page which will display the courses you are currently registered.

- I. NOTE: prior to the Add or Drop Classes page, you may be prompted to answer questions regarding your Financial Aid. Once you answer those questions, you will then be sent to the Add or Drop Classes page as previously mentioned.

3. Option 3 – Using **Add or Drop Classes** link

- a. Log in to OneStop and click on the **Registration** link under the Student Tab
- b. Click on the **Add or Drop Classes** link and you will be taken to the **Registration Term** page to select a term; select Winter Term; click the **Submit** button.

- c. You will then be taken to the Add or Drop Classes page.
- d. Enter the CRNs to for the Winter Term courses you wish to register for, which can be found by using the Look Up Classes option above or using the **Schedule of Classes – Winter Term** link (see Option 1 above)

- e. Select the courses you want to register for and then enter the CRN's (found in the far left column) on the Add or Drop Classes page.