Winter Term Registration Information

- Registration for Wintermester opens to all eligible students on the first day of priority registration for Spring.
- Students can view the course offerings by going to [www.apsu.edu/winter](http://www.apsu.edu/winter) or by clicking on the **Schedule of Classes – Winter Term** link located under your Registration link. Winter Term will be visible through the Add/Drop Classes link.

![Login to AP OneStop](image)

**USERNAME:** Refer to AP Self Service for user name

**PASSWORD:** The first time only will be your Birth month, day and year = 6 digits – mmddyy

**Then click on:** Login

**NOTE:** When you click on the “forgot your username/password” link, enter your A number for the User ID and your 6-digit date of birth for the PIN number.

1. **Click on Web Self Service**

![Web Self Service](image)

2. **Click on the Student tab.**
3. **Click on the Registration link.**
4. **Click on the Add or Drop Classes link.**
5. Select a **Winter Term** from the drop down menu.

![Image of drop down menu with Winter Term selected]

**Registration Term**

Select a Term:
- Winter Term
- Spring Term I 2016 - Ft Campb
- Fall Term II 2015 - Ft Campb
- Fall Semester 2015

Submit

RELEASE: 8.7.1

6. Click on **Click Here to Register/Drop for a Winter Term Course** link.

- Please review the Schedule of Classes for the appropriate dates for the drop periods below. Please review the policy outlined below prior to dropping your course(s).

  **University Policy for W, FA and F period**
  A grade of "W" will only be awarded if the instructor determines the student is passing at the time of withdrawal.

  **University Policy for Mandatory F period**
  A grade of "F" is awarded during the mandatory "F" period. Very limited exceptions are made and require the student present to the Dean of the College of the student’s major documented acceptable reasons establishing the existence of extenuating circumstances.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

APSU online classes are identified by a "W" and a corresponding number (ex. ENGL 1010 W1). You will have access to your online class on the first day of classes (not before). For login information go to: [http://www.apsu.edu/online/go2class](http://www.apsu.edu/online/go2class). If you have questions, call (931) 221-3773.

**Click Here to Register/Drop for a Winter Term Course**

**Click Here to Register for a Default Schedule**

7. You may only register for one Wintermester course or one course and a lab. Select the course that you want, scroll down, and click on the **Register for selected course** button.

**Registration Term: Spring Term I - Ft Campb**

**You may only register for one Wintermester course.**

If you are registered for a lecture and a lab, you will need to contact the Office of the Registrar to drop these courses.

<table>
<thead>
<tr>
<th>Register</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART 1030</td>
<td>WM2</td>
<td>Smithers, Tamara M.</td>
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<tr>
<td></td>
<td>ART 1030</td>
<td>WM1</td>
<td>Collins, Paul A.</td>
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<td></td>
<td>ASTR 1010</td>
<td>WM1</td>
<td>Oelgoetz, Justin R.</td>
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<td></td>
<td>ASTR 1011</td>
<td>WM1</td>
<td>Oelgoetz, Justin R.</td>
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<td></td>
<td>BIOL 1010</td>
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<tr>
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<td>THEA 1030</td>
<td>WM2</td>
<td>Rennertfeldt, Noel D.</td>
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<tr>
<td></td>
<td>MUS 1030</td>
<td>WM2</td>
<td>Lara, Elizabeth K.</td>
</tr>
</tbody>
</table>

**Register for selected course**
8. If you do register for a science course and need to register for a lab, you will need to contact the Office of the Registrar at (931) 221-7150. A reminder message will pop up for you after you register for your science course.

Wintermester Registration

Registration Term: Spring Term I - Ft Campb

You may only register for one Wintermester course.

If you are registered for a lecture and a lab, you will need to contact the Office of the Registrar to drop these courses.

You are now registered for BIOL 1010.

9. To Drop a Winter Term Course: Go back to the Winter Term courses section and click on the Drop button next the course that you’re registered in. Note: If you are registered in a science and lab, then you will need to contact the Office of the Registrar at (931) 221-7150 to drop both courses.

Confirming your Registration

1. Under Web Self Service, click on Student Account, choose Confirm & Pay or Enroll in Payment Plan.
2. Choose “Yes, I will attend”. If you have a zero balance, you will see “Your registration has been confirmed. Your confirmation number is xxxx.”
3. If you do not have a zero balance, you will be prompted to pay. Once the balance has been paid, you will see “Your registration has been confirmed. Your confirmation number is xxxx.”
4. If you choose, “No, I will not be attending”, you’ll see “You have chosen not to attend (specific term given). Your classes will be deleted.”

(Note: If you do not pay/confirm your classes, they will be dropped on selected dates. Check the Bursar’s Office web page for those dates. If you are receiving financial aid and still have a balance, contact their office for a fee deferment.)