


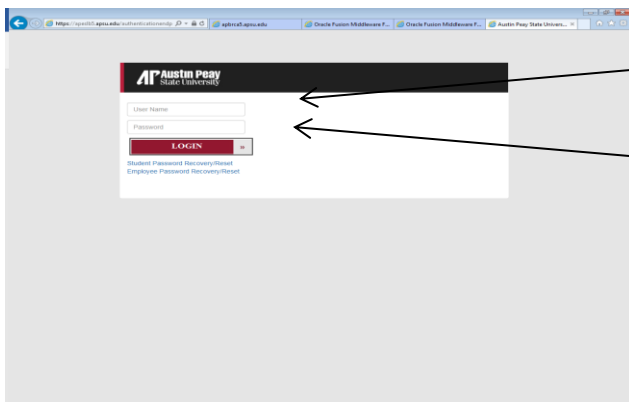
Winter Term Registration Information – Faculty

Wintermester is the “W” part of term for Spring I FC. The program works to allow all students to register for the “W” part of term, while still maintaining the registration priority for the rest of Spring I. This is possible by setting a student’s alternate pin to an eligible range when a student selects the Winter Term option, but then resetting it to an appropriate pin when the Spring I term is selected.

- Registration for Wintermester opens to all eligible students on the first day of priority registration for Spring –.
- Faculty and students can view the course offerings by going to www.apsu.edu/winter or by clicking on the **Schedule of Classes – Winter Term** link under Faculty Services. Winter Term will be visible through the Add/Drop Classes link on.

[Class Schedule - Printable](#)
NEW! [Class Schedule - Winter Term](#) 
[Course Catalog](#)

- In order for students to be eligible to register for Wintermester, the students must be marked as advised for Spring I.
- Below are step by step instructions that students need to follow in order to register for Wintermester. These instructions are accessible to students under their Registration link in AP Onestop.



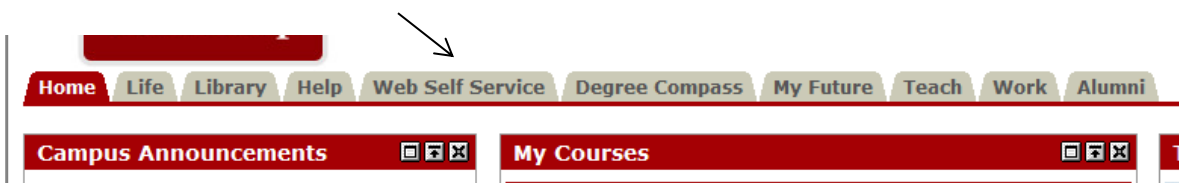
USERNAME: Refer to AP Self Service for user name

PASSWORD: The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year

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**



2. Click on the **Student** tab.

- Click on the **Registration** link.
- Click on the **Add or Drop Classes** link.
- Select a **Winter Term** from the drop down menu.

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

- 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>.

Regents Online Degree courses (RODP) are identified by "R50" (ex. BIO 1010 R50). You will have access to your online RODP course on the first day of classes (not before). For login information go to: <http://www.apsu.edu/online/go2class>. If you have questions, call (931) 221-1373.

Click Here to Register/Drop for a Winter Term Course

Click Here to Register for a Default Schedule

- 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 2016 - 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.

Register	Course	Section	Instructor
<input type="radio"/>	ART 1030 Art Appreciation	WM2	Smithers, Tamara M.
<input type="radio"/>	ART 1030 Art Appreciation	WM1	Collins, Paul A.
<input type="radio"/>	ASTR 1010 Planetary Astronomy	WM1	Oelgoetz, Justin R.
<input type="radio"/>	ASTR 1011 Planetary Astronomy Lab	WM1	Oelgoetz, Justin R.
<input checked="" type="radio"/>	BIOL 1010 Principles of Life	WM1	Meisch, Karen A.
<input type="radio"/>	BIOL 1011 Principles of Life Lab	WM1	Meisch, Karen A.
<input type="radio"/>	BIOL 1040 Human Biology	WM1	Brooks, Chad S.
<input type="radio"/>	BIOL 1041 Human Biology Lab	WM1	Brooks, Chad S.
<input type="radio"/>	BIOL 2010 Human Anat and Physiology	WM1	Thompson, Amy L.
<input type="radio"/>	THEA 1030 Intro to Theatre	WM1	Rennerfeldt, Noel D.
<input type="radio"/>	THEA 1030 Intro to Theatre	WM2	Rennerfeldt, Noel D.
closed	MUS 1030 Music Appreciation	WM2	Lara, Elizabeth K.

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 2016 - 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.

Register	Course
<input type="radio"/>	ART 1030 Art Appreciation
<input type="radio"/>	ART 1030 Art Appreciation
<input type="radio"/>	ASTR 1010 Planetary Astronomy
<input type="radio"/>	ASTR 1011 Planetary Astronomy Lab
<input type="button" value="Drop"/>	BIOL 1010 Principles of Life
<input type="radio"/>	BIOL 1011 Principles of Life Lab

WM1 Meisch, Karen A.

Message from webpage

If you would like to register for BIOL 1011 as well, please contact the Office of the Registrar at (931)-221-7150

OK

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.

<input type="radio"/>	ART 1030	Art Appreciation	WM1	Collins, Paul A.
<input type="radio"/>	ASTR 1010	Planetary Astronomy	WM1	Oelgoetz, Justin R.
<input type="radio"/>	ASTR 1011	Planetary Astronomy Lab	WM1	Oelgoetz, Justin R.
<input type="button" value="Drop"/>	BIOL 1010	Principles of Life	WM1	Meisch, Karen A.
<input type="radio"/>	BIOL 1011	Principles of Life Lab	WM1	Meisch, Karen A.
<input type="radio"/>	BIOL 1040	Human Biology	WM1	Brooks, Chad S.