Winter Term Registration Information

- Registration for Wintermester opens to all eligible students on the first day of priority registration for the upcoming Spring term.
- Students can view the course offerings by going to 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.
- In order for students to be eligible to register for Wintermester, the students must be marked as advised for Spring I. If you have not been advised for Spring I, contact your advisor to be advised.
- Below are step by step instructions in order to register for Wintermester.

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.
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.

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Select a Term: Winter Term
Spring Term I 2016 - Ft Campb
Fall Term II 2015 - Ft Campb
Fall Semester 2015
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6. Click on **Click Here to Register/Drop for a Winter Term Course** link.

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.
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.

You may only register for one Winternester 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.)**