Office of the Registrar

How to Drop a Course

1. Log into Onestop.

Austin Peay State University

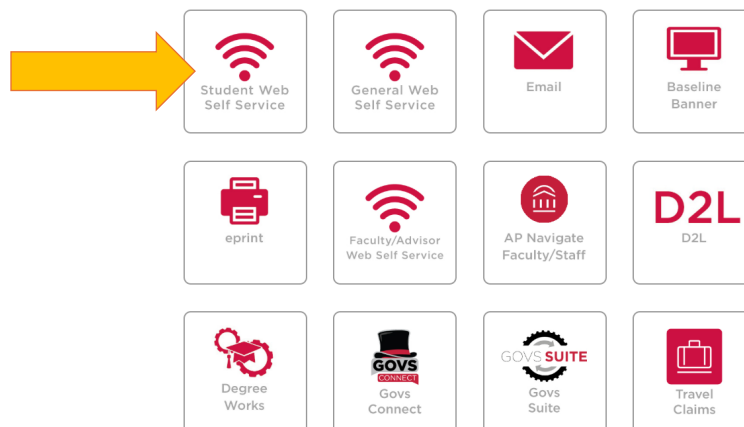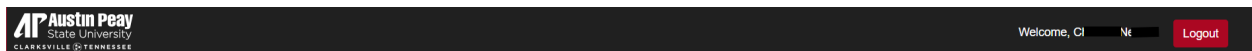| Username |
| Password |

☐ Keep me signed in

USERNAME: Refer to AP Self Service for username

PASSWORD: The first time only will be ApA and the 8-digit A# or birth date (MMDDYY)

Then click on: Sign in

Sign in

2. Click on Student Web Self Service.

3. Under "Registration," click on the Add or Drop Classes link.

Registration

Student Profile
View Grades
Add or Drop Classes
Late Add Course Request
Drop All Classes for Selected Term
Degree Works
AP Schedule Planner
AP Schedule Planner - Class Cart Wish List
Course Choice Counts

4. Select a Term, click continue.

Student • Registration • Select a Term

Select a Term

How would you like to search? ⓘ

◉ Term ○ Date Range ⓘ

Terms Open for Registration

Fall Semester 2025 ▾

Continue

5. If the system prompts for an Alternate PIN, you will need to contact your advisor to be cleared for registration. If you do not have an assigned advisor, contact the department of your major.

6. Under Summary, you will find your registered classes. Under the Action column, you will select the drop-down option next to the class you would like to drop (i.e. Web Drop Auto W Period, Web Drop During Pre-Reg, Web Drop before 14th day.)

Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Principles of Finance - Onlin…	FIN 3010, W1	3	2696	Lecture	*Registered*	None ▾	
Production Operations Mgm…	MGT 3410, W1	3	2738	Lecture	*Registered*	None ▲	

None

Web Drop Auto W Period

7. After you have made your selection, click Submit.

8. If you are dropping ALL of your classes, you must complete the Official Withdrawal process instead. You will not be dropped from all your classes unless you follow this process. In Student Services under Registration, click on the link: Drop All Courses for Selected Term.

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