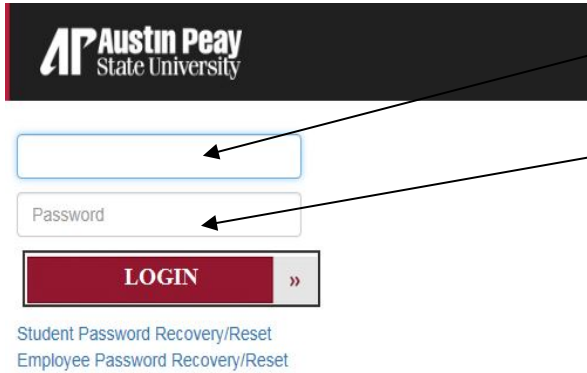


How to Drop a Course



The screenshot shows the Austin Peay State University login page. The header features the AP State University logo. Below it are two input fields: the first is empty, and the second is labeled "Password". A red "LOGIN" button with a right arrow is positioned below the password field. Two blue links are at the bottom: "Student Password Recovery/Reset" and "Employee Password Recovery/Reset". A text box on the right contains instructions: "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", and "Then click on: Login". Arrows point from the text box to the username and password fields.

USERNAME: Refer to AP Self Service for user name

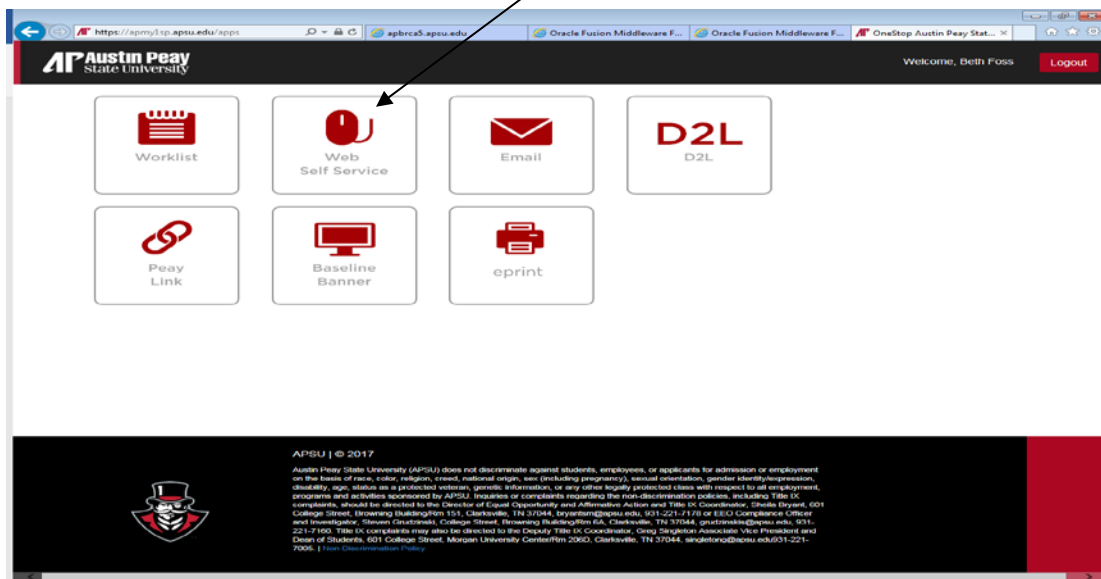
PASSWORD: The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year

Then click on: Login

[Student Password Recovery/Reset](#)
[Employee Password Recovery/Reset](#)

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** icon



2. Click on the **Student** tab.
3. Click on the **Registration** link.
4. Click on the **Add or Drop Classes** link.
5. **Select a Term** from the drop down menu (i.e. Fall Semester 2013, Fall Term I 2013 – Ft Campbell), click **Submit**.

6. 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.
7. There is a pull-down list beside all registered classes. Under the **Action** column, choose the drop option next to the class you would like to drop (i.e. Withdrawn before the 14th day).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Reinstate Course on Dec 20, 2017	None	2979	AGRI	3110 07	Undergraduate	3.000	Standard Letter	Animal Health and Disease

8. After you have made your selection, click on **Submit Changes**.
9. If you are dropping all of your classes, you must complete the [Official Withdrawal process](#). **You will not be dropped from all your classes unless you follow this process.** Under **Registration**, click on the link **Drop All Courses for a Selected Term/Semester**.

[Registration History](#)

[Registration Status](#)

[Student Detail Schedule](#)

[Student Printable Schedule with Textbook Express](#)

[VA Certification Request](#)

[Week at a Glance](#)

[Drop All Courses for a Selected Term/Semester](#)

[Drop All Courses for a Selected Term/Semester](#)

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