

AP OneStop Late Add Course Request



Austin Peay State University

Username

Password

☐ Keep me signed in

[Sign in](#)

USERNAME: Refer to AP Self Service for username

PASSWORD: The first time only will be ApA and the 8 digit A# or birthdate (two digit month, day, and year)

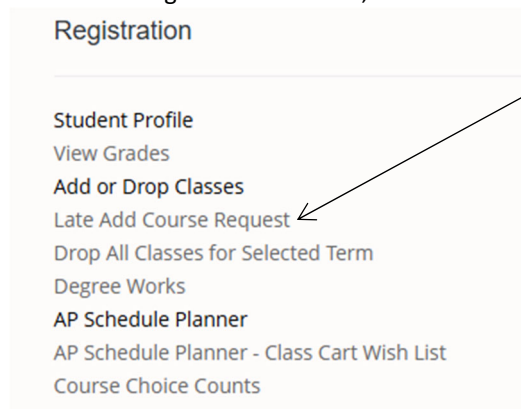
Then click: Sign in

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

1. Click on the **Student Web Self Service** icon



2. Under the “Registration” section, select **Late Add Course Request**



3. Select “Submit a Late Add Course Request”
4. Select the correct term and click “Next”

5. Complete late add form

Student **Employee**

Search Go

Late Add Course

Course CRN(s)

What is the CRN you wish to register for? [Add Another Course](#)

[Click here to look up courses](#)

Drop Course(s)

Select courses to be dropped during late add process

Yes ☐ No ☒

Justification

Late Add request after 14th Day of classes requires review for an exception. Please provide a detailed justification below:

Approval Information

If any of the following items apply to your late add request it will be denied:

- Time Conflict
- Pre-Requisites not met
- You have already received a B or better in the course

All correspondence for Late Add Request will be delivered to your APSU email account. Please check your email for important status updates.

[Back](#) [Next](#)

RELEASE: APSU 1.0

CRNs: Insert CRNs into the blank boxes (for my boxes, click "Add Another Course"). NOTE: Ensure the top box is not left blank as it will cause an error.

DROP COURSE(S): If you are submitting a late add to switch course sections or do not want a currently enrolled course, it can be indicated in drop courses by selecting "Yes."

JUSTIFICATION: The comments made will be seen by the instructor and chair to make an informed decision on approving/rejecting a late add

6. Forgetting a CRN: "Click here to look up courses."

Subject: Accounting
African American Studies
Agriculture
Allied Health Sciences
Ancient Mediterrean Studies
Art
Asian Studies
Astronomy
Austin Peay State University
Aviation Science

Course Number:

Title:

Instructional Method: All
Audio Tape
Clinical

Credit Range: hours to hours

Campus: All
APSU, Clarksville Campus
Austin Peay Ctr at Ft Campbell

Part of Term: All
First Session (Session A)
Full Term

Instructor: All
Adams, Alexander Jon
Adams, Sarah J

Session:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

[Class Search](#) [Reset](#)

7. Once everything is completed, click "Next" to finalize the request.

8. If there are any errors, they will be displayed. It is recommended to close out the form and attempt to submit again. If errors persist, contact the Registrar: 931-221-7150 or registrar@apsu.edu for assistance.