

# How to Register for the Winter Term



Austin Peay State University

Username

Password

Keep me signed in

Sign in

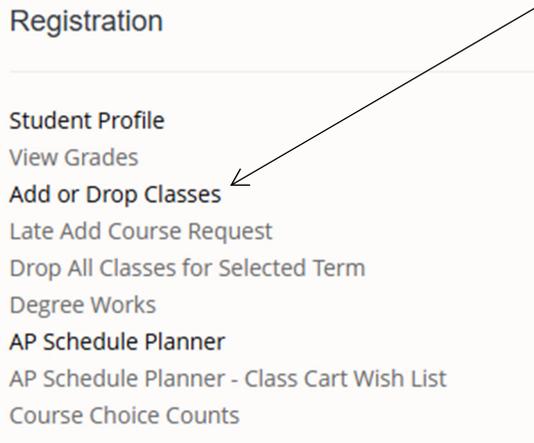
**USERNAME:** Refer to AP Self Service for username  
**PASSWORD:** The first time only will be ApA and the 8 digit A# or birthdate (two digit month, day, and year)  
**Then click:** Sign in

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 **Add or Drop Classes**



3. Select "Browse Classes"

**Registration**

What would you like to do?

-  [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
-  [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)  
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

4. In "Select Term," specify the Spring 2026 (Winter Term does now have it's own

**Select a Term**

How would you like to search?

Term    Date Range

Select a Term for Class Search

Spring Semester 2026 (View Only) ▼

Continue

5. Select "Advanced Search"

**Browse Classes**

**Enter Your Search Criteria**

Term: Spring Semester 2026

Subject

Course Number

Or Subject & Course Number

6. Fill in relevant course information including "Part of Term."

**Browse Classes**

Enter Your Search Criteria  
Term: Spring Semester 2026

Subject

Course Number

Or Subject & Course Number

Campus

Level

Buildings

College

Departments

Instructional Methods

Schedule Type

Duration  Units

Part Of Term

Title

Course Number Range  to

7. Select "Winter Term" to filter course options

First Session (Session A) 01/20/2026 - 03/13/2026

Full Term 01/20/2026 - 05/08/2026

Mini Term 12/10/2025 - 01/21/2026

Second Session (Session B) 03/16/2026 - 05/08/2026

**Winter Term 12/13/2025 - 01/11/2026**

8. Search for subject (use specific course information if needed). Using Allied Health Sciences as an example, courses available during the Winter Term timeframe will appear:

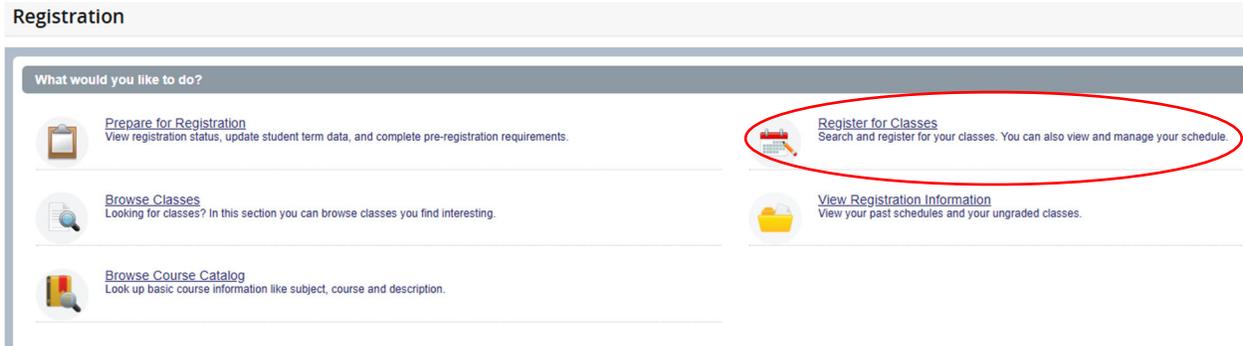
**Browse Classes**

Search Results --- 2 Classes  
Term: Spring Semester 2026 Subject: Allied Health Sciences Search Again

Title	Subject Descriptio	Course Nu	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections
Intro to Healthcare Profession	Allied Health ...	1010	40	3	3308	Spring...	Tibbs, Axygy (Primary)	[S][M][W][F][S] 12:45 PM - 02:10 PM Type: Clas	APSU...	32 of 32 seats re...	Lecture	STEM Lower Level Traditional Courses	
Intro to Healthcare Profession	Allied Health ...	1010	W1	3	2169	Spring...	Quast, Melissa (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R	APSU...	30 of 30 seats re...	Lecture	STEM Lower Level Traditional Courses Undergraduate Web Fee	

Page 1 of 1 | 10 Per Page Records: 2

9. If the page is blank, that means there are not available sections for the term.
10. Write down or screenshot course CRN you are wanting. Repeat the process for additional courses.
11. Once you have all CRNs, proceed to the "Register for Classes" page:



12. Select "Spring 2026" from the dropdown menu and "Continue."
13. On the registration page, select "Enter CRNs" and add CRNs you wish to register for. Click "Add to Summary."



**NOTE: You may select up to 6 credit hours for Winter Term. No more than six hours may be taken in Winter Term.**