

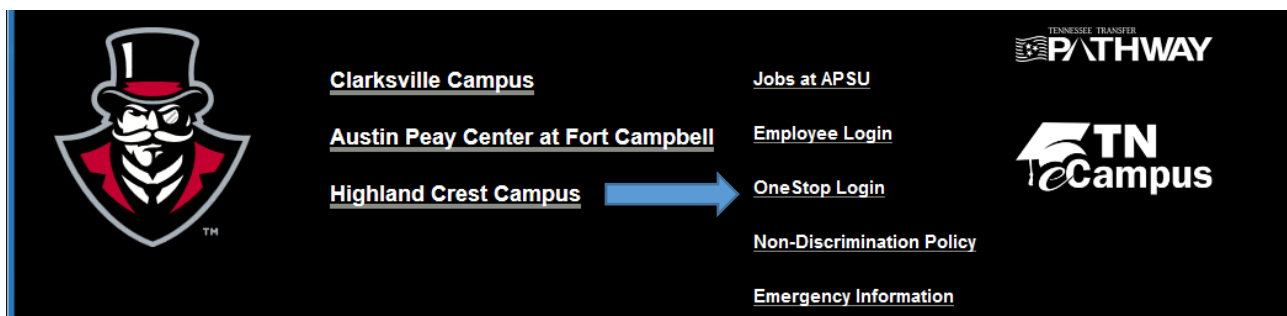
Your transfer credit evaluation of one or more colleges is complete. Please follow the instructions below to view your credit.

Please review the credits awarded and verify that you are not enrolled in any classes for which you have now received credit. If you are, please contact your academic advisor to discuss schedule changes to remove yourself from that enrolled class.

(If you are not fully admitted yet, you will not be able to login to Web Self Service and see your Transfer evaluation.

Once you are admitted you will be able to login and view your Transfer Evaluation)

1. Click on **AP OneStop** located on the bottom of the **APSU** homepage



Or

2. Go to **onestop.apsu.edu** to login to your AP OneStop account
 - User Name = Available in your admissions letter. For assistance contact the Help Desk at 221-HELP
 - Password = All student 6 digit OneStop PIN numbers will be reset and replaced with the default password "ApA" and the student's unique, eight-digit A number (ex. ApA01234567). This change implements a more secure password construct for students as well as eliminating separate passwords for use in OneStop, Student Wireless and Computer Lab logins.
 - Click on **Login**

Login to OneStop

Login

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

Please Logout!

Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Any unauthorized use of the computer system and/or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee as well as university policy. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to conditions stated in this notice.

A screenshot of the OneStop login page. At the top is the 'AP Austin Peay State University' logo. Below the logo are two empty input fields for username and password. Underneath these fields is a red 'LOGIN' button with a right-pointing arrow. Below the login button are links for 'Student Password Recovery/Reset' and 'Employee Password Recovery/Reset'.

3. Click on the **Student Web Self-Service Icon:**



- You can click on the **Transfer Evaluation** link to see your Transfer Evaluation

Student Records

Personal Information

View Academic Transcript

Request Official Transcript

Change or Declare Major, Concentration, and/or Minor

Enrollment Verification

Enrollment Verification Request Status

Graduation Application

View Graduation Application

Transfer Evaluation

Transfer Course Equivalencies

FERPA Release of Confidential Information Form

FERPA Cancellation Form

Transfer Evaluation:

Click on the Submit button to see all completed evaluations

Transfer Evaluation

Select a Sort Order: Subject/Course

Submit

Transfer Evaluation Example:

Subject	Crs Number	Crs Title	CR Hrs	Grade	Institution	Term	APSU Subject	APSU Crs Number	APSU Crs Title	APSU CR Hrs	APSU Grade	APSU Repeat Ind	APSU Attr
IT	120	CISCO NETWORKING I	4	C	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	C	-	-
IT	122	CISCO INTERNETWORK II	4	A	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	A	-	-

The courses on the left side above are courses from other Institutions and the courses on the right side are the APSU equivalents.

You will need to contact your advisor about how they are used in your degree.

- You must click on the **Profile icon** at the top right corner of page and then sign out and then click on the **LOGOUT** to exit completely out.

Austin Peay State University accepts foreign transcripts. We recommend that each student utilizes WES (World Education Services) or Global (Global Talent Bridge) for credential evaluation. If you have used or are considering using another agency, please contact us to ensure that we accept the agency's credential evaluation. A course by course evaluation of the transcript must be completed by a [foreign transcript educational credentialing agency](#).

If you have questions regarding your evaluation, please contact your transcript analyst (listed below) based on your last name:

Transcript Analyst	Alpha*	E-mail Address	Contact Phone Number
Connie Choate	A-G	choatec@apsu.edu	931-221-7380
Tara Suiter	H-N	suiter@apsu.edu	931-221-7144
Carol Winfield	O-U - V-Z	winfieldc@apsu.edu	931-221-6447

*Files are divided by student's last name. Please contact the transcript analyst responsible for processing files that begin with the first letter of your last name.

Click on the following link for **Transfer Guide** which will provide frequently asked questions concerning transfer evaluations.

If you have earned credit at a non-regionally accredited institution and would like to petition to receive credit for course work from that institution, please complete the appropriate sections of the Application for: https://www.apsu.edu/registrar/files/Non-regionally_accruedited.pdf and return to the appropriate academic department chair. If approved by the academic chair and dean, the form will then be forwarded to the Office of the Registrar for processing.

If you have any non-traditional such as Dual Enrollment credit, State Wide credit or Advance Placement that you have taken, you will need to send them in to get credit.