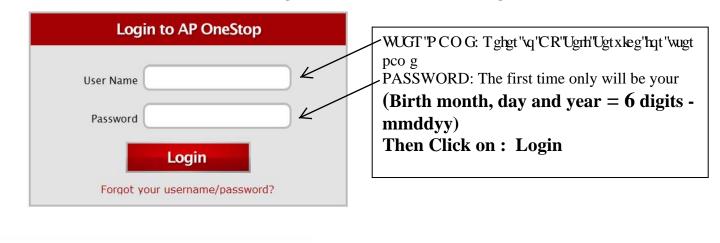
AP Self Service - Log In, Search for Classes and Register



Click on the tab: Web Self Service

1.	Click on	this	tab	at top): "	Stude	nt''

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- 2. Under this tab Click on "Registration"
- 3. Click on: "Add or Drop Classes"
- **4.** Click on: "Select Term" Select the appropriate term (Fort Campbell Terms will have FC as part of the term name) and Click "Submit"
- 5. Enter "Alternate PIN". (Remember: Your Alternate PIN will be required any time you make adjustments to your schedule.) Click on **Submit**.
- 6. Enter your CRN numbers from select courses. If you don't know the numbers to enter you can click on Class Search tab below.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pulldown list.
Add Classes Worksheet
CRNs
167
Submit Changes Class Search Reset

- 7. The Look Up Classes page will appear, select a subject then click on **Class Search**
- 8. On the left side of the CRN numbers there is a check box for selection.
- 9. Select the box or boxes of course and click on Register or Add to Worksheet
- 10. If you have selected all courses you want, then click on Submit Changes
- 11. The status of your registration will show on the Add or Drop Classes page.
- 12. To view your detailed schedule, click on Return to Menu, then on Student Detail Schedule.

Confirming your Registration

- Click on Student Account, choose "Account Detail for Term/Confirm Enrollment/Credit Card Payment" Choose "Yes, I will attend". You will then see "Your registration has been confirmed. Your confirmation number is xxxx."
- If you do not have a zero balance, you will be prompted to pay and then you will see "Your registration has been confirmed. Your confirmation number is xxxx."
- If you choose "No, I will not be attending," you will then see "You have chosen not to attend (Specific Term Given). Your classes will be deleted."