# **Registration Information**

Spring 2023

## Priority Registration Schedule Spring 2023 October 24 - 28, 2022

Student Classification 1st Date to Register Day		Day
Student Classification	1st Date to Register	
Graduate Students	October 24	Monday
SR (Senior / 90 and above earned hours)	October 24	Monday
Military/Veterans/Special Groups	October 25	Tuesday
JR (Junior / 60 - 89 earned hours)	October 26	Wednesday
SO (Sophomore / 30 - 59 earned hours)	October 27	Thursday
FR (Freshmen / 0 - 29 earned hours)	October 28	Friday
Open Registration Begins	October 29	Saturday

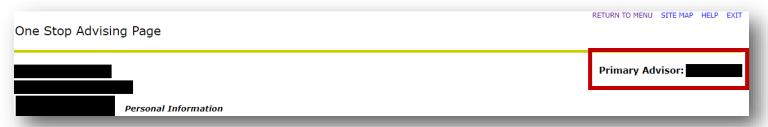
**Priority Registration**: Based on the student's classification (FR, SO, JR, SR and GR).

**Open Registration**: Open to all students including Readmit students who have completed all readmission requirements, Transient and Special students. All students may continue to register until classes begin.

# **Registration Process**

#### Newly Admitted/Applying Student

- 1. Apply for Admission to Austin Peay State University (<a href="https://www.apsu.edu/admissions/apply">https://www.apsu.edu/admissions/apply</a>)
- 2. Be sure to send your high school transcript and/or any transfer transcripts to the Office of Admissions (admissions@apsu.edu)
- 3. Prior to pre-registration, check OneStop for any Registration Holds. All Registration Holds must be removed prior to pre-registration. The types of Holds that can prevent you from pre-registering include, but are not limited to:
  - a. Any fees that may be due
  - b. High school transcript needed
  - c. Health services information needed
- 4. Attend Governor's Orientation (<a href="https://www.apsu.edu/orientation/">https://www.apsu.edu/orientation/</a>)
- 5. If you are wanting to make changes to your schedule or major, you will need to contact your Academic Advisor which can be found on AP OneStop.
  - A. To find out who your Advisor is in OneStop, follow these steps: OneStop → Web Self Service → Student → Registration → OneStop Advising. It will be on the top right.

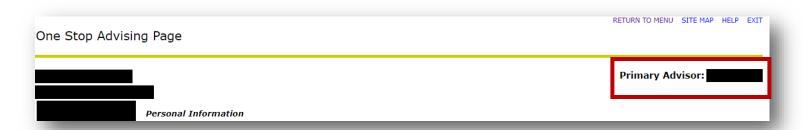


- 6. Your fee statement will be available via e-mail to your University E-mail. You can take care of any fees that you may have by contacting Student Account Services (931-221-6285)
- 7. Confirm your classes (<a href="https://www.apsu.edu/student-account-services/your-account/confirm\_pay">https://www.apsu.edu/student-account-services/your-account/confirm\_pay</a>)

## **Registration Process**

#### Transfer Student

- 1. Apply for Admission to Austin Peay State University (<a href="https://www.apsu.edu/admissions/apply">https://www.apsu.edu/admissions/apply</a>)
- 2. Be sure to send your high school transcript and/or any transfer transcripts to the Office of Admissions (admissions@apsu.edu)
- 3. Prior to pre-registration, check OneStop for any Registration Holds. All Registration Holds must be removed prior to pre-registration. The types of Holds that can prevent you from pre-registering include, but are not limited to:
  - a. Any fees that may be due
  - b. High school transcript needed
  - c. Health services information needed
- 4. If you have questions about your Transfer Equivalencies, please call the Office of the Registrar (931-221-7150) or view the Transfer Course Equivalency page (<a href="https://banwssprod.apsu.edu/prod/bysktran.p\_online\_crse\_equivalencies">https://banwssprod.apsu.edu/prod/bysktran.p\_online\_crse\_equivalencies</a>)
- 5. If you are wanting to make changes to your schedule or major, you will need to contact your Academic Advisor which can be found on AP OneStop.
  - A. To find out who your Advisor is in OneStop, follow these steps: OneStop → Web Self Service → Student → Registration → OneStop Advising. It will be on the top right.



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- 7. Confirm your classes (<a href="https://www.apsu.edu/student-account-services/your-account/confirm">https://www.apsu.edu/student-account-services/your-account/confirm</a> pay)

What is Instructional Method / Modality? The instructional method or modality is the method by which course instruction is delivered. Please see the chart below for descriptions of each instructional method.

Code	Description	
CLN	Clinical	
CON	Face-to-Face Instruction	
DVC	Video Conferencing at a Scheduled Time	
НҮВ	Hybrid: Face-to-Face and Online Instruction	
HYBL	Hybrid Light	
IND	Independent Study	
THS	Thesis	
WEB	Online Instruction	

# Important Resources for Your First Days

### Have a hold?

- Check your OneStop Advising page to see who it is with. If you cannot find it, feel free to call the Office of the Registrar (931) 221-7150
  - OneStop → Web Self Service → Student → Registration → OneStop Advising → Select the Term → Under the section titled 'Administrative Holds'

## Have a balance due?

• Contact Student Account Services (931) 221-6285

## Have questions about Financial Aid/Scholarships/Grants?

• Contact Student Financial Aid office (931) 221-7907

## **Have questions about Tennessee Promise?**

• Contact Student Financial Aid office (931) 221-7907

## **Have questions about Tuition Assistance?**

• Contact APSU Fort Campbell (931) 221-1400

## Have questions about VA Education Benefits?

• Contact APSU Veterans Benefit Office (931) 221-7760

## Have questions about housing options on campus?

• Contact APSU Housing (931) 221-7444

## Need a location to register classes or use a computer?

• Visit the Felix G. Woodward Library!

# General Contact Information for Key Departments

#### Office of Veteran Education Benefits (VEBO)

(931) 221-7760

ova@apsu.edu

https://www.apsu.edu/veterans-affairs/



**VEBO** Website

#### **Office of Student Financial Aid (SFAO)**

(931) 221-7907

sfao@apsu.edu

https:///www.apsu.edu/financialaid



**SFAO** Website

#### **Student Account Services & Cashier's Office (SAS)**

(931) 221-6285

SAS@apsu.edu

https://www.apsu.edu/student-account-services/





**SAS Website** 

#### Office of Admissions

(931) 221-7661

admissions@apsu.edu

https://www.apsu.edu/ admissions/



**Admissions Website** 

#### Office of the Registrar (OTR)

(931) 221-7150

otr@apsu.edu

https:///www.apsu.edu/otr



**OTR Website** 

## **APSU Fort Campbell (APFC)**

(931) 221-1400

APFortCampbell@apsu.edu

https://www.apsu.edu/apfc/



APFC Website

# General Student Resources — Part 1

## **Need to submit your FERPA Request?**

**Need to verify your Enrollment Status?** 



**FERPA Request** 



**Enrollment Verification** 

### Need a copy of your Academic Transcript?



**Transcript Request** 

# The Adult, Nontraditional & Transfer Student Center (ANTS)

(931) 221-6854

antsc@apsu.edu

https://www.apsu.edu/student-life/ants/



**ANTS Website** 

# **Newton Military Family Resource Center (NMFRC)**

(931) 221-1685

NMFRC@apsu.edu

 $\underline{https://www.apsu.edu/nmfrc/}$ 



**NMFRC** Website

## **Need help with AP Schedule Planner?**

https://www.youtube.com/watch?

 $\underline{v=K9UWJT-epF8}$ 



AP Schedule Planner Video

# General Student Resources — Part 2

## Wilbur N. Daniel African American Cultural Center (WNDAACC)

(931) 221-7120

aacc@apsu.edu

https://www.apsu.edu/aacc/



**WNDAACC** Website

## **Latino Community Resource Center (LCRC)**

(931) 221-6645

lcrc@apsu.edu

https://www.apsu.edu/student-life/lcrc/



**LCRC** Website

## **Student Disability Resource Center (SRDC)**

(931) 221-6230

sdrc@apsu.edu

https://www.apsu.edu/disability/

**Learning Resource Center (LRC)** 



**SRDC** Website

## Witting Center (W

(931) 221-6550

learningctr@apsu.edu

https://www.apsu.edu/lrc/



LRC Website

**Full Spectrum Learning (FSL)** 

(931) 221-7543

Mejeune@apsu.edu

https://www.apsu.edu/full-spectrum-learning/



**FSL Website** 

Writing Center (WC)

(931) 221-6559

writinglab@apsu.edu

https://www.apsu.edu/writingcenter/



WC Website