# How to View your Transfer Evaluation

Your transfer credit evaluation of one or more colleges is complete. Please follow the instructions below to view your credit. (If you are not fully admitted yet, you will not be able to login and view your Transfer Evaluation.)



Locate the OneStop Login at the bottom of the Austin Peay State University website at <u>www.apsu.edu</u>.

# Please follow the instructions below to Login and view your credit.

- 1. Click on the **OneStop Login** link.
- 2. To login to your AP OneStop account you will need:
  - User Name = Available in your admissions letter. For assistance contact the Help Desk at 221-HELP
- Password = All student 6 digit OneStop PIN numbers have been 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

	AP Austin Peay State University
Login	
Student Password Recovery/Reset	LOGIN »
Please Logout!	
Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.	Employee Password Recovery/Reset

- 3. Click on the Web Self-Service Icon:
  - Click on the Student tab
  - Click on the Student Records link



## Personal Information Student Faculty Services Employee Finance Financial Aid and Veterans Affairs Information Technology Requests

RETURN TO MENU SITE MAP HELP EXIT

# Student

🛞 APSU uses students' Office 365 address for all official university email. Example: jdoe@my.apsu.edu

Admissions Apply for Admission or Review Existing Applications Registration Check your registration status, class schedule and add or drop classes, withdraw from University Readiness Checklist Find out whether you're good to go for the upcomine semester Student Records View your holds, grades and transcripts Student Account View your account, tax information, confirm enrolment and make credit card payment Parking Decal Application Parking permits, outstanding citations and citation history. Student Surveys

### Course Evaluations

NEW Travel System Travel System

Personal Information Student | Faculty Services | Employee | Finance | Financial Aid and Veterans Affairs | Information Technology Requests

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#### Student Records

Academic Transcript Apply for Graduation ly for Grad Attendance Reporting Class Schedule Change or Declare Major, Concentration and/or Minor ow to Change Course Catalog **Degree Evaluation** Final Grades Midterm Grades **Request Official Transcript** Request Secure Electronic Transcript Request Printed Transcript Request Enrollment Verification Student GPA Transfer Evaluation How to View Transfer Evaluation Transfer Course Equivalencies View Holds View Status of Transcript Requests View Student Information View Lottery Eligibility

• Click on the Submit to see all completed evaluations.

Personal Information Student	Faculty Services	Employee	Finance	Financial Aid and Veterans Affairs	Information Technology Requests
SITE MAP HELP EXIT					
Transfer Evaluation					
Select a Sort Order: Subject/Co	ourse 👻				
Submit					
Personal Information Studen	Faculty Services	= Employee	Finance	Financial Aid and Veterans Affairs	Information Technology Requests
SITE MAP HELP EXIT					
Transfer Evaluation					

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
IT	120	CISCO NETWORKING I	4	С	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	с	-
IT	122	CISCO INTERNETW II I	4	A	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	A	-
ΙТ	220	CISCO INTERNETW III	4	В	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	В	-
IT	222	CISCO INTERNETW IV	4	В	Hopkinsville Cmty College	01/01-05/01	CSCI	EL	L ELECTIVE	4	В	-

If you have questions regarding your transcript evaluation, please email us at the following website: <u>http://www.apsu.edu/registrar/transfer/</u>.

Austin Peay State University accepts foreign transcripts. We recommend that each student utilizes WES (World Education Services) or Global (Global Education Group) 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.

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 Transfer Credit from a Non-Regionally Accredited Institution of Higher Learning** 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.