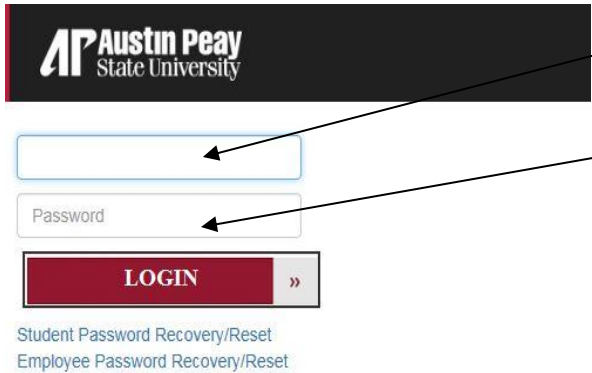


AP OneStop Late Add Instructions



AP Austin Peay State University

Username field

Password field

LOGIN »

Student Password Recovery/Reset
Employee Password Recovery/Reset

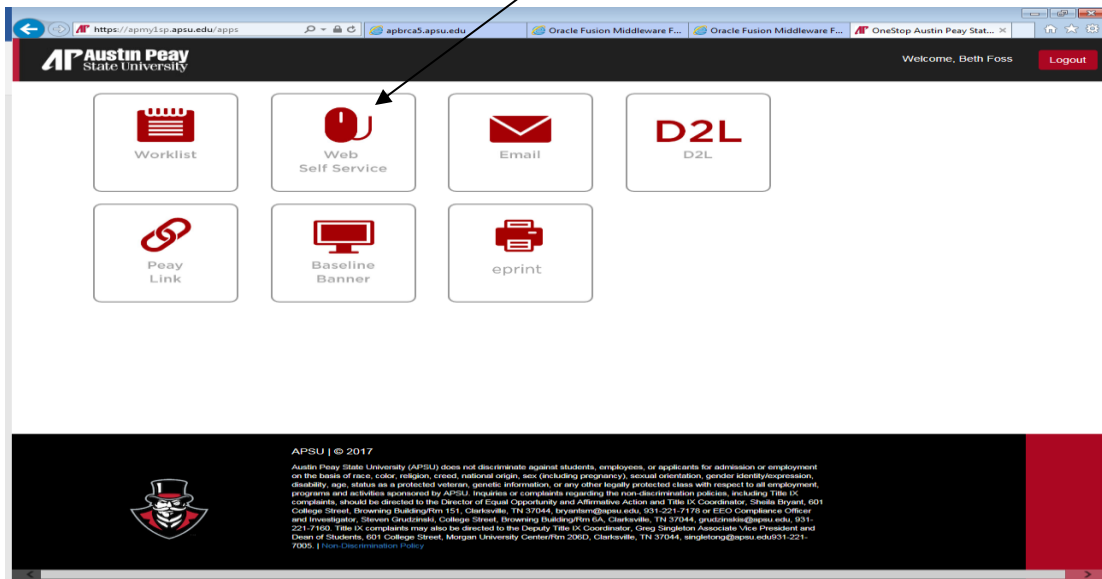
USERNAME: Refer to AP Self Service for user name

PASSWORD: The first time only will be ApA and the 8 digit A# or Birth date two-digit month, day and year

Then click on: Login

NOTE: When you click on the “forgot your username/password” link, enter your A number for the User ID and your 6-digit date of birth for the PIN number.

1. Click on **Web Self Service** icon



Worklist

Web Self Service

Email

D2L

Peay Link

Baseline Banner

eprint

AP Austin Peay State University

Welcome, Beth Foss Logout

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2. Click on the **Student** tab.
3. Click on the **Registration** link.
4. Click on the **Late Add Course Request** link.

Registration

[Add or Drop Classes](#)

NEW! [Late Add Course Request](#)

5. Click on **Submit a Late Add Course Request** link.

Late Add Course

[Submit a Late Add Course Request](#)

[Check the Status of My Requests](#)

RELEASE: APSU 1.0

6. **Select a Term** from the drop down menu (i.e. Fall Semester 201X, Fall Term I 201X – Ft. Campbell), click **Next**.

Late Add Course

Select a term:

You can also click on **Remove Course** if you entered in the wrong course or need to make a change. When you are done, entering the CRNs, click on **Next**.

Late Add Course

Course CRN(s)

What is the CRN you wish to register for?

CRN:

CRN:

CRN:

[Click here to look up courses](#)

If you do not know the CRN for the class, click on the "Click here to look up courses".

Sections Found

Art Appreciation - 1184 - ART 1030 - 12

[Textbook Information](#)

Associated Term: Summer Session 2014

Registration Dates: Apr 07, 2014 to Jun 03, 2014

Levels: Undergraduate

Attributes: Visual and Performing Arts

Austin Peay SU, Main Campus Campus

Lecture Schedule Type

Conventional Methodology Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:40 am - 11:10 am	MTWRF	Trahern Building 401	Jun 02, 2014 - Jul 03, 2014	Lecture	Anthony J Morris (P)

Title:

Instructional Method:
Audio Tape
Clinicals

Credit Range: hours to hours

Campus:
Austin Peay Ctr at Ft Campbell
Austin Peay SU, Main Campus

Part of Term:
Non-date based courses only
Full Term
Maymester

Instructor:
Alvey, Tara Lynn
Alzaatreh, Ayman Yousef Abdelfat

Session:
Start Time: Hour Minute am/pm
End Time: Hour Minute am/pm
Days: Mon Tue Wed Thur Fri Sat Sun

RELEASE: 8.5.1

8. When you use the **Click here to look up courses** link, **Select the Term** from the drop down menu, click **Submit**. After you click on the Submit button, you'll see the screen below.

9. AFTER, you have entered the CRNs for the courses,

5. The **CRN** is the number listed after the course name. (i.e. 1184)

Late Add Course

Course CRN(s)

What is the CRN you wish to register for? Course: English 1100 Instructor: Major, David L.

[Click here to look up courses](#)

click on the **Next** button.

10. You will receive a message if the course(s) has/have been successfully submitted.

Late Add Course

Your request for ENGL 1100-W11 (CRN 2012) has successfully been submitted. You will be notified when your courses have been registered. You may check the status of your request by selecting the "Check the Status of My Requests" at anytime.

[Back](#)

11. Once the late add request has been approved/disapproved by the instructor and chair of the department, you will receive notification in your APSU student email.

12. To check on your late add request submission, click on the **Check the Status of My Requests** link.

Late Add Course

Late Add Course Submissions

Select the semester and then course for which you want to check the status of:

Semester

Course

Section

[Back](#)

[Next](#) 

13. Select the semester, the course, and section. Click the **Next** button.

14. To cancel the request, click on the **Cancel Request** button.

Late Add Course Submissions

Late add request for: ENGL 1100-W11 (2012)

Submitted on: 25-JUN-14

Current Status: Submitted

[Back](#)

[Cancel Request](#) 