

# Winter Term Look up Classes and Registration Information

## Looking up Classes and Registering

### 1. – Look Up Classes link

- a. Log in to OneStop and click on the Registration link under the Student Tab.
- b. Click on **Look Up Classes** link.
- c. **Search by Term** - To locate Winter Term classes, please select the appropriate year Winter Term from Search by Term.

The screenshot shows the 'WEB SELF SERVICE' portal for Austin Peay State University. The navigation bar includes 'Personal Information', 'Student', and 'Financial Aid and Veterans Affairs'. The 'Student' tab is active. Below the navigation bar, there is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Select Term or Date Range'. A note states: 'To locate Winter Term classes, please select the appropriate year Spring I term from Search by Term(example: Spring I 2018 - Ft Campb would be Winter Term 2017)'. Under 'Search by Term:', a dropdown menu is set to 'Spring Term I 2018 - Ft Campb'. Below this, it says 'OR' and 'Search by Date Range ( MM/DD/YYYY ):' with 'From:' and 'To:' input fields. There are 'Submit' and 'Reset' buttons. At the bottom, it says 'RELEASE: 8.7.1.2 TBR8: 1.6' and '© 2017 Ellucian Company L.P. and its affiliates.'

- d. Click on **Submit**.

The screenshot shows the 'Look Up Classes' section of the 'WEB SELF SERVICE' portal. The navigation bar includes 'Personal Information', 'Student', 'Employee', 'Financial Aid and Veterans Affairs', and 'Information Technology Requests'. The 'Student' tab is active. Below the navigation bar, there is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Look Up Classes'. A note states: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.' A red note says: 'Note: Please use the Advanced Search to look up Winter Term classes.' Below this, there is a 'Subject:' dropdown menu with a list of subjects: Art, Astronomy, Austin Peay State University, Automotive Engineering Tech, Biology, Chemistry, Communications, Computer Science, Criminal Justice, and Culinary Arts. At the bottom, there are 'Course Search' and 'Advanced Search' buttons.

- e. **Subject** block (see below)- Select the subject(s) you wish to search from in the **Subject** block (you may select all subjects by selecting the first subject and then scrolling to the bottom and pressing the Shift key and clicking on the last subject at the same time **OR** select several different subjects by clicking on the first subject you want and then pressing the Shift key along with the Ctl key while selecting other subjects.).
- f. You may select any of the other options to narrow your search.
- g. Click on **Course Search**

# Look Up Classes

Spring Term I 2019 - Ft Campb

Art

1035 Introduction to Art

View Sections

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- h. Click View Sections
- i. Select the course for Winter Term ( any course that has a box and WM in the section number)

Look Up Classes

A00601756 Kimberlin L. Burke  
Spring Term I 2019 - Ft Camp  
Nov 30, 2018 12:54 p

Sections Found

Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	192	ART	1035	W1	AJA	3.000	Introduction to Art	TBA		25	3	22	0	0	0	TBA	01/12-03/05	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course
<input type="checkbox"/>	193	ART	1035	W2	AJA	3.000	Introduction to Art	TBA		25	0	25	0	0	0	TBA	01/12-03/05	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course
<input checked="" type="checkbox"/>	194	ART	1035	WM3	AJA	3.000	Introduction to Art	TBA		20	15	5	0	0	0	TBA	12/15-01/13	TBA	FC Campus Mil/Fam Discount and Traditional Courses and APSU Online Web Course

Register Add to Worksheet New Search

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- j. Click Register
- k. Next screen is your Financial Aid Screen.
- l. Advanced Search may also be used. Click Advanced Search, select the subject click section search, select the course, mark the box and click register.

**AP Austin Peay State University** WEB SELF SERVICE *Leading through EXCELLENCE*

Personal Information **Student** Employee Financial Aid and Veterans Affairs Information Technology Requests

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.  
To view and register for Winter Term courses, please select Winter Term from the Part of Term option.

**Subject:** Art  
Astronomy  
Austin Peay State University  
Automotive Engineering Tech  
Biology  
Chemistry  
Communications  
Computer Science  
Criminal Justice  
Culinary Arts

**Course Number:**

**Title:**

**Instructional Method:** All Audio Tape Clinicals

**Credit Range:**  hours to  hours

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

**Part of Term:** Non-date based courses only  
All Full Term Winter Term

**Instructor:** All Abedin, Najmul Blake, John W

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

Section Search Reset

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Sections Found

Art

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Register Add to Worksheet New Search

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- m. Look Up Classes page with courses in the selected part-of-term and subjects will appear. Under the Select column, you may select **up to two (2) courses** to register for in Winter Term. No more than two (2) courses may be taken in Winter Term.
- n. You will then be sent to the Add or Drop Classes page which will display the courses you are currently registered.
- o. NOTE: prior to the Add or Drop Classes page, you may be prompted to answer questions regarding your Financial Aid. Once you answer those questions, you will then be sent to the Add or Drop Classes page as previously mentioned.