Class Registration Instructions

You will receive an APU NetID and password from IMT Support as you proceed through the Admissions process. Once admitted, you will have access to enroll in classes.

Logging into the APU Portal:

1. Go to [home.apu.edu](http://home.apu.edu).
2. Click on the Sign In button.
3. Enter your APU NetID and Password and click the Sign In button.

Enrolling in Classes:

1. From the My Links menu, select the Enrollment link.
2. Click the Class Search link.
3. To search for a class, use the following options:
   - Choose the Term
   - Enter the Class Number
   **OR**
   - Choose the Term
   - Choose the Course Career (Undergraduate Professional or Graduate)
   - Choose a Subject (ENGL, BUSI, PRCJ, RNRS, etc.) and/or
   - Enter a Course Number (101, 500, etc.)
   - Choose a Location (Azusa, Orange County, Online, etc.) if desired
   - To include closed class options, uncheck the “Open Only” box

In the Search Results, all sections of the class that meet the criteria used will appear. NOTE: When using partial criteria for a search, check the search results carefully to identify only the courses you need. Pay particular attention to the Subject, Course Number, Location and Session of the class.

The Class Search results will enable the student to identify further information regarding the class section - Section Number, the 5-digit Class Number, and the Session.
4. Click on the Section to view additional important details regarding a class section.

5. Once the appropriate class section is identified, click the Add to Cart button.

6. Click Save. You’ll receive a confirmation message once the class is in your shopping cart.

7. Once your cart is ready, select the classes you want to enroll in from your Shopping Cart.

8. Click the Enroll button.

9. On the Enrollment Agreement screen, read the promise-to-pay statement.

10. Check the “I agree (Enroll)” box.

11. Click the Enroll button to enroll in these classes.

The View Results screen will show your enrollment status, either Success (with a green check) or Error (red X) - for each class.

12. Click Okay.

13. To protect your information, always click the Sign Out link at the top of the My Links menu.

For log in or access problems - please contact the IMT Support Desk at support@apu.edu or 626-815-5050. For enrollment questions - please contact the Graduate and Professional Center at gpc@apu.edu or 626-815-4570.