Azusa Pacific University OFFICE OF THE REGISTRAR

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 Home:

- 1. Go to <u>home.apu.edu</u>.
- 2. Click on the Sign In tile.

3. Enter your APU NetID and Password and click the **Sign In** button.

Enrolling in Classes:

- 1. From the **left side menu**, select the **Enrollment** link.
- 2. Click the **Class Search** option.
- 3. Select the Term.

Fill in <u>two</u> other search criteria <u>beyond</u> the Term <u>in the</u> top section of criteria.

5. Select the **More Filters** button to see additional search criteria options.

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			→ ∫ Sign In		Reset My Password	Student Resources	Q Class Search	Campus Map	
word and click the Sign In			Calenda	ır	Support Request	Employee Total Access	Local Accounts		
Class Search									
Select all the required (*) sea	irch ci	iteria and at lea	st 2 addition	al sear	ch criteria.				
Term:* Fall 2021	~	Acad Career 🗸		~	Subject: CCSD- College Co × ×		Catalog #		
Keyword		Fewer	Filters 3						
Location	~	Session 🗸		~	Class Number		Instruction Mode		
Course Attribute	~	Course Attribute Value		~	Acad Group 🗸		Campus 🗸		
Requirement Designation	~	Academic Organization		~	Start Time V		End Time	~	
Days	~	Instructor Last Name		Units 🗘					
Search		Rese	et Filters						
Show Open Classes O	only								

- 6. Check or uncheck the "Show Open Classes Only" checkbox.
- 7. Click the **Search** button.
- 8. The search results will show all class section options meeting the search criteria used.

Qualitative Research with Today's Diverse College Students CCSD 562						
A1-LEC (12639) View		A2-LEC (12	2640) View			
Section:	A1	Section:	A2			
Session:	Traditional 8 Wk Ses 1	Session:	Traditional 8 Wk Ses 1			
Status:	0 4/19	Status:	C 0/20			
Days:	We	Days:	We			
Start:	4:45 pm	Start:	4:45 pm			
End:	9:45 pm	End:	9:45 pm			
Room:	Room: Duke Acad Complex 507 (West)		canvas.apu.edu			
Instructor:	Todd Eckel	Instructor:	Edwin Romero			
Dates:	08/30 - 10/22	Dates:	08/30 - 10/22			

Status - shows whether the class is open or closed, the number of open seats and class limit for that section.

First number = <u>available</u> seats Second number = total seats

Red C = Closed Green O = Open

Used by UG ONLY : Silver O = Open for Waitlist Gold W = Waitlist Status 9. To see more information about a particular class section before enrolling, click the **View** button. Review the section information - notes, prereqs, fees, session name, link to the bookstore, etc.

10. Enroll from here by clicking the <mark>Enroll</mark> button.	Fellowship II PT 795								
11. If you need to enter a	\$ECTION	TOPIC SESSION DAYS START END ROOM DATES IN STRUCTOR STATUS							
permission code to enroll,	 A1-FEL (12525) 	SaSu 8:10 am 6:00 pm Duke Acad C 10/25 - 12/17) - Tr8Wk S <u>Annette Karim</u> 1/4 SaSu 8:10 am 6:00 pm Duke Acad C 10/25 - 12/17							
enter it here.		DETAILS							
12. Click Save .	Class Number.	12020 Instructor. <u>Annette Kanni, Annette Kanni</u>							
	Session:	Traditional 8 Wk Ses 2 (10/25/2021 - 12/17/2021) Meets: SaSu 8:10am - 6:00nm SaSu 8:10am - 6:00nm							
	Units:	3 units Instruction Mode: In Person							
	Grading:	Credit/No Credit Room: Duke Acad Complex 424 (West), Duke Acad							
Enrollment entione	Description:	This course builds on clinical reasoning skills with Complex 321 (West)							
Enrollment options	×	instruction/problem-solving discussion on Location: Azusa Campus							
		intervention strategies for patients with complex Components: Fellowship Required							
PT 795: Fellowship II A1 - 12525		renabilitation issues including chronic pain. See Location Application of the movement approach and strength							
		and conditioning are applied to athletes with focus							
Permission Number (If Applic		on running, rotation and overhead sports, contact							
	Englished Require	sports, and performing artists.							
	Class Attributes:	PT Post Prof Clinical Fellowshin Students Only							
Cancel Save	Subject Notes:	For In-Person classes, classroom facilities will be							
		assigned prior to the start of the term							
	AVAILABILITY	ADDITIONAL LINKS							
	Status:	Open © See Books							
	Seats Open:	1/4							
	Wait List Open:	0/0							
12 Scroll down and road the		Share Add To Cart Enroll							

13. Scroll down and read the promise-to-pay Agreement.

14. If you agree to all the terms and conditions, click the "lagree" checkbox.

15. Select the Enroll button.

16. You will receive a summary of whether or not your enrollment was successful.

17. Click the **OK** button.

18. If an **Error** was noted, refer to the message, correct the issue and try again.



Agreement

I promise to pay all stated enrollment charges and required fees listed online at https://www.apu.edu/sfs/ and in printed materials associated with the courses I selected. I understand that I am responsible to check my monthly statements, call my student account counselor and/or check online at home.apu.edu for confirmation of the correct charges associated with the courses I selected. I agree that monies paid on my behalf do not extinguish my payment obligations in the event those monies do not actually come through or for any reason and at any time are returned to the payee or anyone claiming on behalf of the payee or the payee's creditors. I agree to pay any amounts that do not actually come through or for any reason and at any time are returned.

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For value received, I promise to pay to Azusa Pacific University, at 901 East Alosta Avenue, Azusa, California 91702-7000, the required charges and fees. Each payment shall be credited first towards penalties and costs, then towards late charges, and then towards the remainder of my student account balance. Payments will be applied to student account charges in the order of when the charges were incurred, beginning with the earliest charges,



For log in or access problems - please contact:

IMT Support Desk at support@apu.edu or 626-815-5050.

For enrollment questions - please contact: Student Services Center at <u>ssc@apu.edu</u> or 626-815-2020