

Study Away Self-Registration

Context - All study away students will be registering themselves for their study away courses. This document is intended to be a step by step process for students to follow and answer any questions.

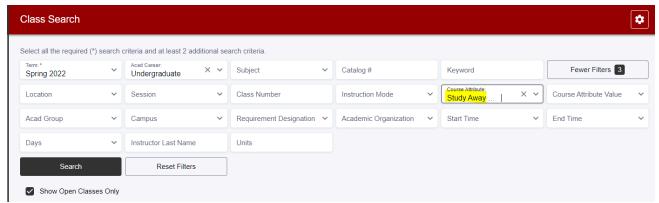
Status - Students are only able to access this process once APU places their study away status into the system, after courses are ready, and after regular registration dates.

Timetable - Study away registration will occur at the same time as normal registration with students adhering to their normal enrollment appointment times.

Policies - All normal APU registration policies apply, including the add/drop dates. Study Away policies here.

Procedures for Students

- 1. Log in to home.apu.edu
- 2. Go to "Enrollment" > "Class Search"
 - a. Term: Select term of your program
 - b. Acad Career: Select your academic career
- 3. Select "More Filters"
 - a. Course Attribute:
 - i. Choose the course attribute for the student group you are a part of:
 - 1. "Study Away UG"
 - 2. "Study Away Graduate" or
 - 3. "Study Away Professional"
 - b. Course Attribute Value:
 - Select your Study Away Program from the ones listed
 - ii. NOTE: (UG/PUG/Grad) Summer Programs such as Oxford Summer, AuSable Institute, APU Summer GO TERMS - These classes are all listed under the course attribute "Study Away - Summer Study Away."
- 4. Click "Search"



- 5. Select the courses you need. A Few notes...
 - a. Class Sections If a study away course is offered with multiple programs/locations, be sure to

select the one with the course section for your program. A few examples include...

- i. SZ = all online study away courses (SZ01, SZ02, etc.)
- ii. ER = Ecuador
- iii. OX = Oxford
- iv. G2 = Group 2 Programs (MESP Middle East)

6. **Program Specific Instructions**

a. (UG) Ecuador:

- Ecuador students should refer to this list of courses that shows the Living and Learning Ecuador program courses and the APU equivalencies.
- ii. From this list, they should select and enroll in the <u>APU equivalents</u> of the courses they are taking at Living and Learning that are listed with the APU study away attribute & Ecuador section.

b. (UG) CCCU/GlobalEd Programs (Oxford, MESP (SCIO Oxford, MESP Middle East Studies):

- i. Course Students should register only in 1 course.
 - 1. UGSA 300 Undergraduate Study Abroad.
 - 2. Look for your program's section:
 - a. OX = Oxford
 - b. G2 = Group 2 Programs (MESP Middle East, ASP Washington DC)
- ii. Credits Select this one course for 12 credits.
 - Minimum 12 credits is the minimum # of credits required to maintain full time student status and financial aid for a semester program. 12 credits is used as the <u>holding number</u> of credits. If you take more than 12 credits your account will reflect the accurate number after APU receives finalized course information from your program.
 - 2. Maximum & Cost- If your transcript has more than the allotted number of credits allowed with tuition costs (usually 18 credits), the student will be charged a <u>per credit fee</u> for each credit over.
- iii. Final Credits After a student has completed their study away term, the final course transcript received from their study away program will then be placed on to their student account to reflect the total accurate number of credits and courses completed.
 - TCCS Transfer Credit & Course Substitution Forms Students must have documented proof of what each course has been approved to come back to APU as.

FAQ's:

A.) Where can I find course prerequisites?

Study away location prerequisite can be found by clicking on class details.



- B.) I'm studying away but it says I don't meet the prerequisites for a study away class. Why? There are several potential reasons:
 - 1. Study away classes are specific to locations. The student may be trying to register for a CCCU GlobalEd MESP class when they are actually studying in CCCU GlobalEd SCIO Oxford.
 - 2. They may still be missing the other prerequisites for the course.
 - 3. A student group code is needed in order to view study away courses. The student may not have the needed student group code placed onto their account yet. You can check their student center and ask them to contact studyaway@apu.edu if it's not there.
- C.) I'm studying in Oxford. Can I register for an online course for Ecuador students?

 Normally, you cannot. In certain situations, the student may speak to Study Away to receive permission and then get a permission code from the department to enroll if possible.
- D.) It's past the add/drop deadline but my program hasn't started and I want to change a class. Can I?

 No, the add/drop deadline extends to study away courses as communicated to the students in your study away information. Allowing students to change classes past the deadline can affect reporting standards. A petition for a late add/drop is required.