

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.

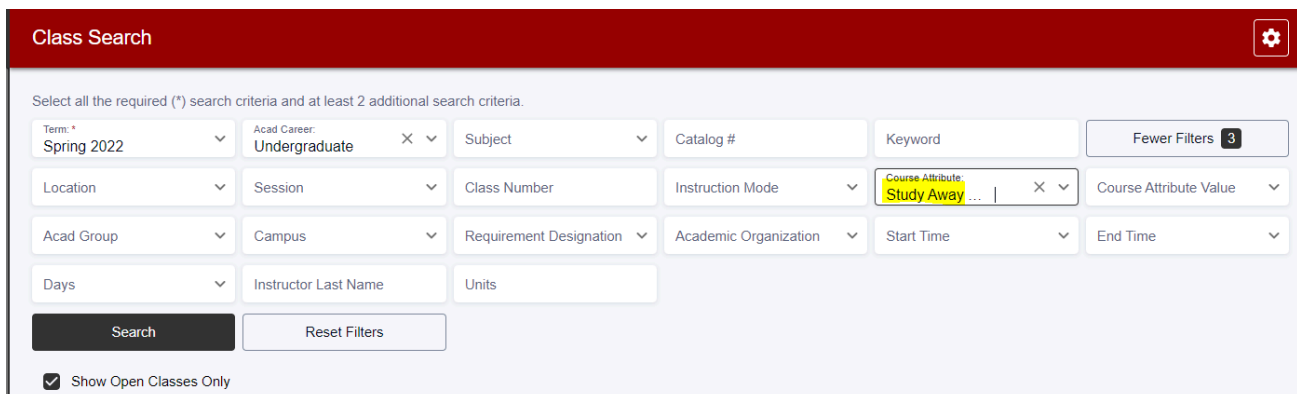
Status - Students are only able to access this process once APU places their study away status into the system, after courses are ready, and after regular registration dates.

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:
 - i. 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"



The screenshot shows the 'Class Search' interface with a red header bar containing the title and a settings icon. Below the header, a instruction reads: 'Select all the required (*) search criteria and at least 2 additional search criteria.' The search criteria are organized into a grid of dropdown menus and text boxes. The first row includes 'Term:' (Spring 2022), 'Acad Career:' (Undergraduate), 'Subject', 'Catalog #', 'Keyword', and a 'Fewer Filters' button with a count of 3. The second row includes 'Location', 'Session', 'Class Number', 'Instruction Mode', 'Course Attribute:' (Study Away ...), and 'Course Attribute Value'. The third row includes 'Acad Group', 'Campus', 'Requirement Designation', 'Academic Organization', 'Start Time', and 'End Time'. The fourth row includes 'Days', 'Instructor Last Name', and 'Units'. At the bottom left, there is a 'Search' button and a 'Reset Filters' button. Below these buttons, a checkbox labeled 'Show Open Classes Only' is checked.

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:

- i. 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 APU equivalents 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.
 - 1. 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 holding number 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 per credit fee 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.
 - 1. 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.

Enrollment Requirements:	Ecuador Study Away
Class Attributes:	GE: Foreign Language Study Away - Ecuador
Class Notes:	Ecuador only
AVAILABILITY	
Status:	Open
Seats Open:	29/30
Wait List Open:	0/0

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.