Professional Programs Class Registration Instructions



Registration for Professional Programs is submitted via a Google Form. You must use your APU NetID and password to access the Professional Enrollment Activity Form.

1) Login to home.apu.edu

2) Enter your APU NetID and Password and then click the "Sign In" button.

AZUSA PACIFIC UNIVERSITY Central Authentication Service	
Enter your APU NetID and Password	You have attempted to access a resource that is only available to the APU Community. In order to proceed, you must log in with your assigned APU NetID and current password.
Password:	For your security, never sign into a website that asks for your APU NetID and password unless your browser visually indicates you are on a secure page with an address that begins with *.apu.edu. Also, please exit your browser when you are done.
Sign In Forgot your password?	By accessing this service you are agreeing to the following policies:

Accessing the Professional Enrollment Site:

3) Open a new tab on your browser and navigate to the Professional Registration site at: <u>https://sites.google.com/a/apu.edu/professional-student-registration-site/home</u>

Locating your classes:



4) Select your program from the Navigation menu on the left hand side.

5) Select the appropriate Term Schedule.

Course Title

6) Locate your location and cohort number (if any) to determine which classes to enroll in.

Current and Future Term Schedules Fall 2016 Spring 2017 Summer 2017

7) The class information you will need in order to enroll are: Class Number (ex: 12345) Course ID (ex: EDUC 501) Units

Completing the Enrollment Activity Form:

8) Click on the "Professional Enrollment Activity Form" link located at the top of the left hand menu.

3. Fill out a Professional Enrollment Activity Form using the information provided on the term schedule.

9) Complete the Enrollment Activity Form using the class information provided on the term schedule, etc.

Remember to register for all of your courses at the beginning of the term.

10) Select "Send me a copy of my responses" and click submit.



Your enrollment request form will automatically be sent to the Registrar's Office for processing.

Please allow a few business days for processing. Enrollment can be verified at <u>home.apu.edu</u> in the Student Center tab.