

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

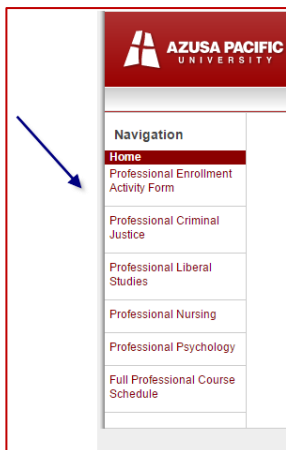
2) Enter your APU NetID and Password and then click the "Sign In" button.



Accessing the Professional Enrollment Site:

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

Locating your classes:



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

5) Select the appropriate Term Schedule.

Current and Future Term Schedules

Fall 2016

Spring 2017

Summer 2017

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

7) The class information you will need in order to enroll are:

Class Number (ex: 12345)

Course ID (ex: EDUC 501)

Units

Course Title

Completing the Enrollment Activity Form:

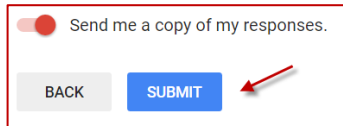
8) Click on the "Professional Enrollment Activity Form" link located at the top of the left hand menu.

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 home.apu.edu in the Student Center tab.