Austin Peay State University
CLARKSVILLE • TENNESSEE

STUDENT HANDBOOK

DUAL ENROLLMENT 2025-26

Letter from the President

Welcome! You have taken a big leap by choosing to begin your college career early through dual enrollment. We are proud to welcome you to Austin Peay, where teams of talented and dedicated faculty and staff are prepared to help you be successful here and beyond. Your journey toward the future you envision for yourself has now begun, and a college education is a fantastic first step. Work hard, ask lots of questions, and take initiative. We are here to support you every step of the way!

Let's Go Peay!

Mike Licari, APSU president
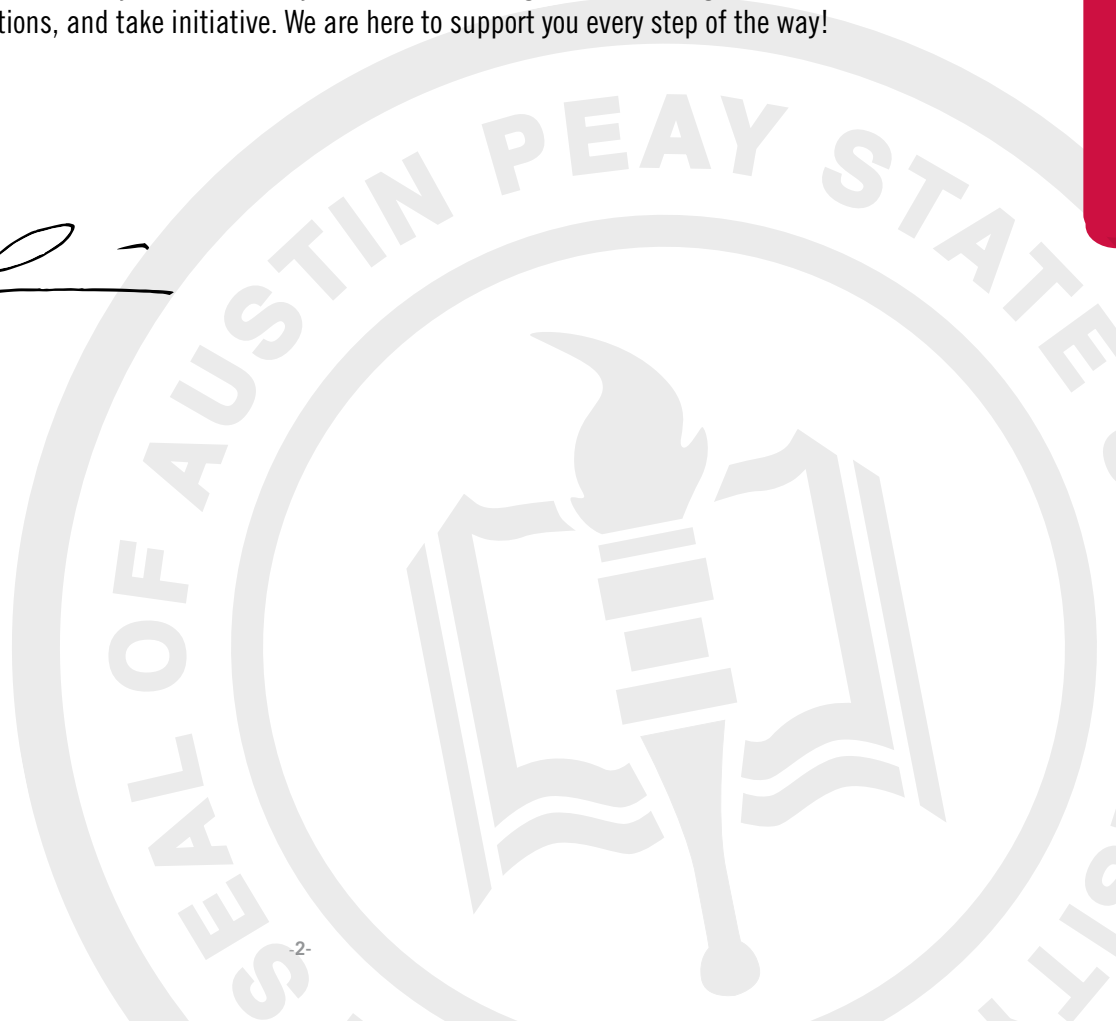
Academic Calendar

The academic calendar is a vital resource for all students, outlining essential dates and deadlines throughout the semester. You can find the complete list of important APSU calendar dates by following this link: **apsu.edu/academic-calendar**

Key points:

1. **Add or Drop Deadlines:** Be aware of the specific dates for adding or dropping courses, as these affect your course payment responsibilities.
2. **Withdrawal Dates:** Familiarize yourself with the withdrawal dates to make informed decisions about your courses.
3. **Graduation Application Deadlines/Commencement:** If you are pursuing an associate degree, make sure to check the deadlines for submitting your graduation application.

Staying informed about these dates will help you navigate your academic journey successfully.

Requirements for Dual Enrollment Admission

1. High School GPA: 3.00 unweighted
   OR
   21 composite ACT score
2. Completion of online dual enrollment application: **apply.apsu.edu/portal/applytoday**
3. Parent/guardian authorization form
4. High school counselor recommendation form
5. A current high school transcript

Registration for Dual Enrollment

NOTE: When you click on the "forgot your username/password" link, enter your
A-number for the User ID and your 6-digit date of birth for the PIN number.

AP OneStop Registration Information

Austin Peay State University

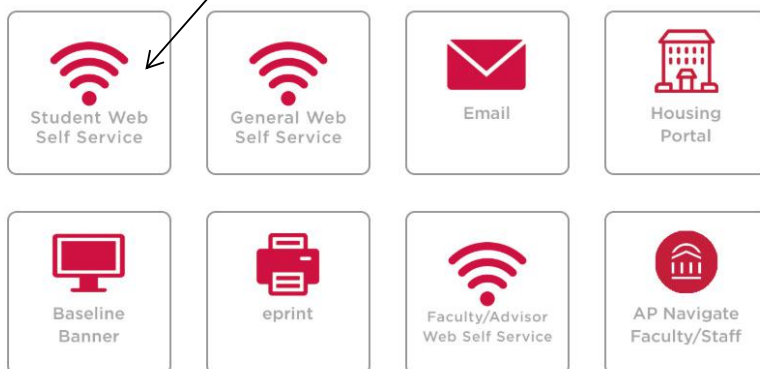Username

Password

☐ Keep me signed in

Sign in

USERNAME: Refer to AP Self Service for username

PASSWORD: The first time only will be AustinPeay followed by your six-digit birthday. (AustinPeaymmddyy).

Then click on: Sign in

1. Click on **Student Web Self Service**

Student Web Self Service

General Web Self Service

Email

Housing Portal

Baseline Banner

eprint

Faculty/Advisor Web Self Service

AP Navigate Faculty/Staff

2. Under the Registration tab click on **Add or Drop Classes**
3. Select **Register for Classes**
4. **Select a term** from the drop down menu (i.e. Fall Semester 201X, Fall Term I 201X –Ft Campbell), then click **Continue.**
5. If you are asked for an **Alternate PIN**, you will need to contact your advisor to be cleared for registration. If you do not know your advisor, please contact the dual enrollment office at 931-221-7175.

6. Enter your CRN numbers for the selected courses in the **Enter CRNs** tab boxes. Then click on **Add to Summary.**

7. If you do not know the numbers, click on the **Find Classes** tab.

8. Enter the desired search criteria.

9. Select the correct section and click the **Add** button. Pressing the **Add** button places the section in the **Summary** panel with a Pending status.

10. Select the **Submit** button to save changes.

11. If you have successfully registered, the status will change to **Registered.**

12. To drop a course click on **Drop Web** under the Action panel.

If you are wanting to take a course either in-person or online at APSU's Clarksville campus and not at your high school, you can view the available schedule of classes at: **apsu.edu/registrar/schedclasses**

Note: Although you may be admitted to the program by meeting the above criteria, some entry-level courses will require college-level (ACT or equivalent) or high school scores:

ENGL 1010: ACT E-18, ACT R-19 or A/Bs in high school English and history	
MATH 1010 or MATH 1710: ACT M-19 or A/Bs in high school algebra II	
MATH 1530: ACT M-19, ACT E-18, ACT R-19 or A/Bs in high school English, history, and algebra II	
CHEM 1010/1011: ACT M-19, ACT E-18, ACT R-19 or A/Bs in high school English, history, and algebra II	

ACT Credit for Courses:

28-30 on ACT English section = credit for ENGL 1010
31-36 on ACT English section = credit for ENGL 1010
& ENGL 1020

After Application Submission:

TSAC Grant

1. Apply for the Tennessee Lottery Dual Enrollment Grant online at **collegefortn.org/sacstudentportal** by the deadlines listed by TSAC.
You must have lived in state of Tennessee for at least one year. *

   *Fort Campbell High School students who do not meet this requirement should speak with their counselor and the office of dual enrollment.

2. Ensure that you are directing their grant to Austin Peay State University for our office to be able to award funding.

3. We suggest that eligible students wait until the grant has been applied prior to paying off their balance. The grant is typically applied to your student accounts around the midway point of each semester.

4. Contact our office if you would like for the grant to be applied to any 1-credit hour courses, as we do not automatically apply grant funds to these. Many students prefer to use the grant for the larger (more expensive) 3-credit hour courses.

5. The grant does not cover the course if you drop after the first day of classes. Deadlines for drop dates follow the academic calendar schedule (subject to change).

6. Students must maintain a college GPA of 2.0 or higher to maintain eligibility, which cannot be reinstated once lost.

DUAL ENROLLMENT PROGRAM FEE STRUCTURE 2025-2026

TSAC grant awards are dependent on the student remaining eligible.

3-CREDIT HOUR COURSES

Course #	Tuition	TSAC Grant		Student Pays
1-5	$601.65	$601.65		$0
6-10	$601.65	$300		$301.65

4-CREDIT HOUR COURSES

Tuition	TSAC Grant		Student Pays
$802.20	$802.20		$0
$802.20	$400		$402.20

Tuition = $191 and 5% Access Fee

Textbooks and Additional Fees

1. The requirement for textbooks varies by class, and instructor textbook expenses are NOT covered by the grant or APSU. These are your financial responsibilities as a student.

   a. Some courses require you to "opt out" of the textbook obligation within a certain timeframe if you do not plan on utilizing it for the course. This should be listed in the syllabus and/or course information. If you do not "opt out" within that timeframe, the cost of the textbook or program will be automatically added to your student account.

2. Additional fees are added to your accounts if taking online courses per academic department policy or science courses w/ accompanying lab courses. These are **NOT** covered by the grant.

Dependent Discounts

1. Dependent discounts are available for qualifying students.
2. Discount form link: **apsu.edu/student-account-services/discounts.php**

   a. These must be submitted by the deadline set by Student Account Services for each semester.

Paying Tuition

Charges for student courses, fees, etc. not covered by the TN Dual Enrollment grant remain your obligation unless you properly withdraw from the university. If you withdraw before the first day of class, you will not incur tuition liability. After the first day, you will be responsible for any charges in accordance with the fee adjustment schedule. Not attending class does not relieve you of your financial obligation or entitle them to a refund.

• Payments may be made online via OneStop or in-person (cash or check) at the cashier's windows in Ellington from 8:30 a.m.-4:30p.m., Monday through Friday.

• Payment instructions and additional details may be found here: **apsu.edu/student-account-services/payments.**

OneStop

You can pay fees, add or drop classes, view grades, check your APSU email, request student transcripts, view textbook requirements and more. To log in, go to **onestop.apsu.edu** and enter your APSU username.

• If you have trouble logging in, contact the GOVSTECH Help Desk at **govstech@apsu.edu** or call 931-221-4357 (HELP).

• **To check your student schedule,** you will need to log into OneStop, click "Student Web Self Service," click "Student Profile," and click "Student Schedule."

• **To view required textbooks,** you will need to enter your course information on the APSU bookstore website at **apsu.bncollege.com.**

Note

The first time you select the "Email" icon in OneStop, you will be directed to the initial account setup page for your student email account. You will be asked for your password. After completing all the necessary information, don't forget to press the "Submit" button. If you need further assistance, please visit the "Help" tab in OneStop or contact the GOVSTECH Help Desk at 931-221-4357 or email **GOVSTECH@apsu.edu.**

APSU Email System (Office 365)

APSU uses the Office 365 email system as its official means of communication to students. Correspondence between the university and students will be sent to the students' email accounts; other email accounts will not be used. Please check your APSU student email in OneStop regularly for important emails from the Office of Dual Enrollment. Students should always email their instructors from this account.

Set up and check student email

Check your APSU student email daily.
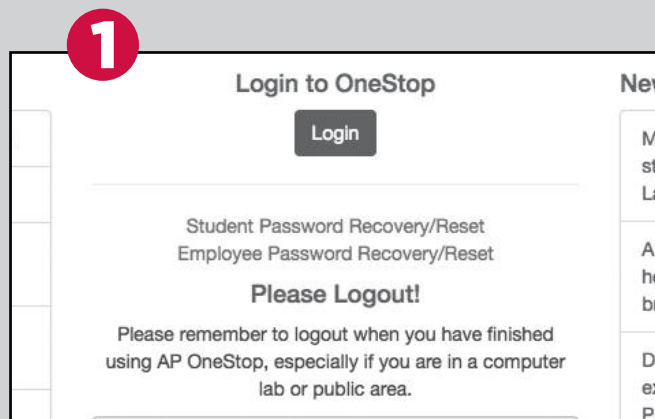
1. Log into your personal OneStop account at **onestop.apsu.edu.**
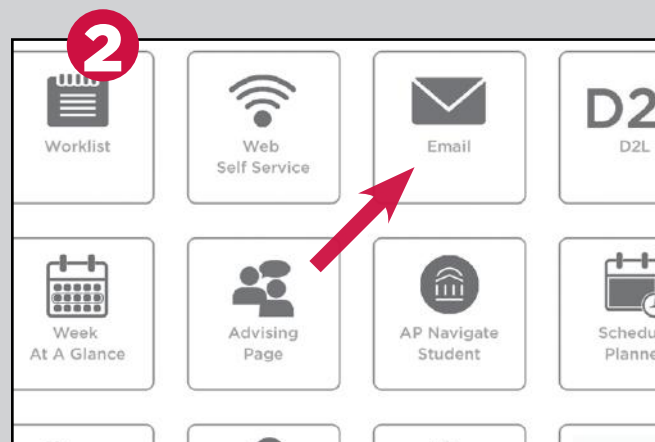
2. Click on the **"Email" tab** on the main OneStop screen.

Registrar's Office

The Office of the Registrar maintains student academic records (courses, grades, GPA, transcripts, course substitutions, etc).

Transcripts

You may request your academic transcript online through OneStop, by mail, or in-person at the Registrar's Office. For more information, please visit apsu.edu/registrar/resources/rsr/tr.

FERPA Release Form

Allows students to authorize the release of confidential academic and account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons, such as students' parents/guardians. You may log into OneStop, go to "Student Web Self Service," and click "FERPA Release of Confidential Information Form" to complete the form. This is located under the "Student Records" header. You will need this FERPA release on file in order for the dual enrollment office to talk to your parents about your information. **Even if a student is under the age of 18, they are protected by FERPA.**

Graduation

Dual enrollment students who will complete all associate degree requirements must apply for graduation. Visit apsu.edu/graduation/index for detailed information about graduation and application for degree deadlines.

Dropping and Withdrawing from Class

Not attending class does not remove you from the class, relieve you from your financial obligations, or entitle you to a refund. If you withdraw before the first day of class, you will not incur tuition liability. Please review the academic calendar for course drop/withdrawal deadlines for a given term at apsu.edu/academic-calendar.

Grade Reporting

Midterm and final grades are requested from instructors and reported to high school counselors for each term pending instructor input. This includes final numeric and letter grades. The Office of Dual Enrollment is not able to view individual grades (assignments, quizzes, exams, etc.). Questions related to individual grades need to be directed to the instructor/student.

Appealing University Decisions

Any student may appeal the assessment, application, calculation, collection or interpretation of any university fee, charge, deposit or refund. Please visit apsu.edu/appeals/index for more information.

APSU Ann Ross Bookstore

The bookstore provides course materials and other items to support your academic career, including study guides, notebooks, backpacks, electronics, spirit items, apparel and much more. Please visit apsu.edu/bookstore to view services offered.

Distance Education (Online Classes, Technology, Learning)

The Distance Education website (**apsu.edu/online**) has a wealth of information for students including an Introduction to Online Courses Guide with FAQs, helpful tips, a directory of student resources, and technology training.
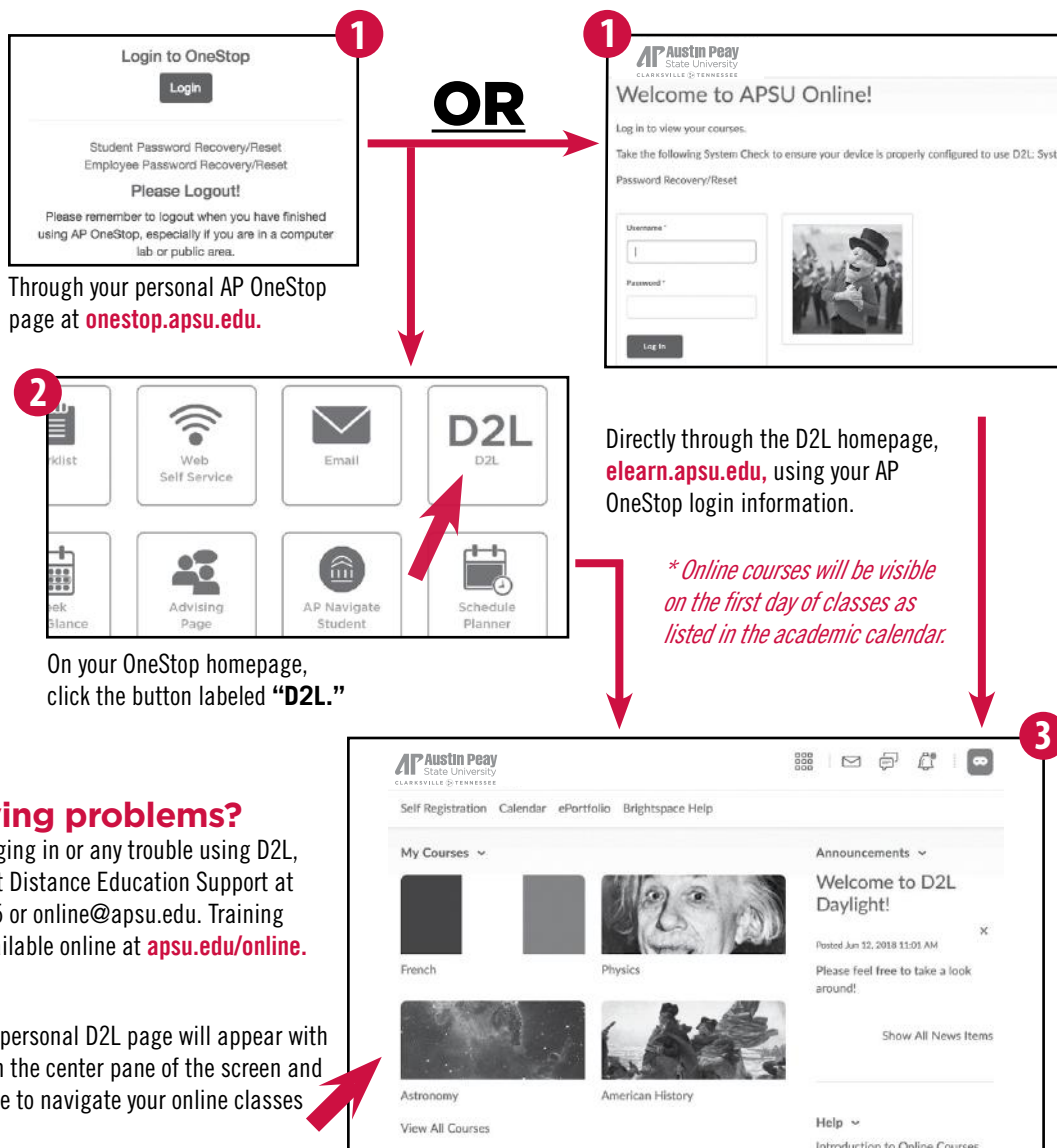
Important Tips to Get Started

Access to courses in D2L will begin two business days before the official start of classes. Log into your online courses the first day and continue to check them daily. Online courses are not self-paced; courses begin and end on specific dates and classwork has assigned deadlines. Refer to the course syllabus posted within each course for more information about the course format and deadlines. Stay up-to-date on assignments. As an online learner, it is your responsibility to manage your time and keep track of assignment due dates. Reach out to faculty and use academic support resources as much as needed to stay successful in your courses.

LOG IN TO DESIRE2LEARN (D2L)

Access online courses and online tutoring information.

You can log in to D2L in two different ways.

1

Login to OneStop

[Login]

Student Password Recovery/Reset
Employee Password Recovery/Reset

Please Logout!

Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Through your personal AP OneStop page at **onestop.apsu.edu.**

OR

1

AP Austin Peay
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Welcome to APSU Online!

Log in to view your courses.

Take the following System Check to ensure your device is properly configured to use D2L: Syste

Password Recovery/Reset

Username *

Password *

[Log In]

2

Web Self Service | Email | D2L

Advising Page | AP Navigate Student | Schedule Planner

On your OneStop homepage, click the button labeled **"D2L."**

Directly through the D2L homepage, **elearn.apsu.edu,** using your AP OneStop login information.

* Online courses will be visible on the first day of classes as listed in the academic calendar.

Still having problems?

For issues logging in or any trouble using D2L, please contact Distance Education Support at 931-221-6625 or online@apsu.edu. Training videos are available online at **apsu.edu/online.**

That's it. Your personal D2L page will appear with your classes in the center pane of the screen and you will be able to navigate your online classes easily.

3

AP Austin Peay
State University
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Self Registration   Calendar   ePortfolio   Brightspace Help

My Courses ⌄

French   Physics

Astronomy   American History

View All Courses

Announcements ⌄

Welcome to D2L Daylight!

Posted Jun 12, 2018 11:01 AM

Please feel free to take a look around!

Show All News Items

Help ⌄

Introduction to Online Courses

Online Tutoring

Free one-on-one tutoring is available for you on-demand through the "Resources" tab in your courses in D2L, 24/7 and can assist you in many subjects. More information about this important service is available at **apsu.edu/online/technology/onlinetutoring.** The online tutoring does not provide writing assistance.

Center for Academic Support & Enrichment

The Center for Academic Support & Enrichment provides instruction and support that assists students with their academic success. CASE offers free peer tutoring for most core courses. Peer tutoring and SLA workshop classrooms are in the Marks Building. For more information, visit **apsu.edu/parents/orientation/academic-resources.**

ACCESS THE WOODWARD LIBRARY ONLINE

Search, navigate a wide array of academic resources while on campus.

Woodward Library

SEARCH & FIND   SERVICES

PEAY SEARCH

Search Books, Articles, And More...   Everything ▼   Search

| Databases | Research Guides | Interlibrary Loan | Library Map | Advanced Search |

Quick Links

- 📅 Book a Room
- 🛎 Services for Students
- 📖 Find a Librarian
- 🖨 Print in the Library
- 📇 Library Account
- 🕐 Library Hours

InfoHub - Ask for Help!

- 💬 Live Chat (Offline)
- 📞 Call (931) 221-6186
- 💬 Text (931) 272-3914
- ✉ Submit a Question by Email
- 📅 Schedule a Research Consultation

Library Hours

Building: 7am - 7pm

InfoHub: Online Only (8am-4pm)

Makerspace: 9am - 6pm

Upcoming Events

There are no events in the next 30 days.

See Full

Start Your Research Journey with PeaySearch
Your academic research companion
Discover. Access. Succeed.

library.apsu.edu

Writing Center

Located on the main floor of Woodward Library, the Writing Center helps with any paper, for any class, in any writing style - **apsu.edu/writing center**

Testing Services

The Academic Testing Center offers ACCUPLACER, ACT on Campus, CLEP, etc. For more information or to schedule a testing session, visit apsu.edu/testing. *

Please note that certain tests require a fee to complete registration and that it is the student's responsibility to pay.

Disability Student Success Center

Provides advocacy and academic assistance to students with physical, mental or learning disabilities enrolled at APSU. The center coordinates accommodations for registered students and serves as a liaison for students with areas across campus. For more information about requesting accommodations, please visit apsu.edu/disability.

Govs ID Card

The Govs ID Card is your lifeline to campus life. It is used to access the library, attend athletic events, etc. For information on how to download your Govs ID Card, please visit apsu.edu/govscard/index.

IMPORTANT: About This Handbook

The policies, procedures and programs of APSU are continually reviewed. Every effort is expended to ensure this handbook represents accurate information at the time of publication, but it cannot be guaranteed that information contained herein will not change. This handbook does not constitute a contract between the university and the student. APSU may cancel or revoke any part of this handbook without notice. The university reserves the right to make changes as required or as needed to dates, programs, events, policies and regulations and rules, as well as determine the effective date for such changes. Failure to read this handbook does not exempt students from following regulations, requirements, procedures and policies described herein.