

Exploring the Ecampus

Hello! My name is Sarah, and I'm a part of the Academic Advising department at American Public University System. On behalf of AMU and APU, I would like to share a warm welcome; we're thrilled to have you as our part of our university community. Thank you for joining me on a quick tour of your ecampus, we'll cover general information as well as highlight need to know information.

The ecampus is your portal to academic success. When you first log in to the ecampus you will see the landing page. This page is personalized and allows you to see upcoming registration dates, university events, as well as links to countless resources within the Success Center and Trefry Library.

At the top of the ecampus you will see three menu headers: Academic Plans & Forms, Student Services, and Finance Center.

When you hover over the menu headers, a drop-down list of items will appear. Let's look at the first column: **My Status & Records** in the **Academic Plan & Forms** drop down.

Here you will find your Document Log; these items listed in this log are required to complete your student file. Some of these items may also be needed to complete your admission to the university before you can register for classes; please make sure you discuss these items with your admissions representative.

Your document log must be completed within 8-weeks of starting your first course; completing this document log ensures you can successfully place future registrations.

Under the **Transfer Credit** category, you will find the link to the **Transfer Credit Application**. You should submit this form if you have credits to transfer into the university, this will be completed once your document log is complete. You will receive an email notification once your evaluation is conducted. Any credit applicable to your program requirements will post to your Academic Plan.

Under the **Courses & Registration** column you will find your **academic plan**. Your academic plan will show you your current GPA, program deadline, semester hours completed, as well as the required courses for your program. Another quick way to get to the academic plan is the “register now” link on the top left of your ecampus.

You can register for your courses from this page as well! Simply click on the blue hyperlink for the course you want to take and follow the prompts to register! Once the registration is confirmed, the start date for the course will appear next to the course title.

Need help planning your schedule? You can contact your team of Academic Advisors by clicking any of the links at the top of the academic plan – these links will route you to experts on your program.

Check out the **All Forms** menu located under the **University Forms** column. You can use forms to request a degree change, course extension, among many other things.

Once a form is submitted successfully, you can see the confirmation under **My Status & Records** by clicking on the **Completed Forms** link.

To enter the MyClassroom environment, hover over **Academic Plan & Forms** and click on **My Current Courses** under the **Courses & Registration** column. Here you will see all your current and future registrations, as well as past courses that are 180 days old or less. Next, click on the blue button that says, “Enter Classroom”. You will then be routed to the MyClassroom environment, where you will be able to enter your active courses.

The Trefry Library is your go to resource for accessing articles, course content, and conducting research. You have access to university Librarians to offer guidance and support as needed.

The Success Center is full of tips, resources, and university support. Visit the Success Center by clicking the link at the top of the ecampus.

Finally, building a community is an important part of your university experience. Click on the Directory tab to complete your profile and connect with peers who share your interests and experiences, as well as explore our Clearpath mentoring program.

As you can see, there are many resources available to ensure you have a successful university experience. I encourage you to navigate through each section of your ecampus, and if you have any questions, please let us know. Our number one priority is your success. Now, let's get you to graduation!