

Spring Advising & Registration Checklist

New Student Registration

See Desiree Cochran

FIRST DAY OF CLASS

Monday, January 7, 2019

COMPLETE BEFORE ADVISING:

- EMAIL ADDRESSES:** Students **MUST** have a valid Purdue email address set up. All official correspondence will be conducted by university email accounts only. Confirm at <https://itap.purdue.edu/directory>.
- HOLDS:** Must be released 24 hours prior to advising & online registration, check for HOLDS in myPurdue
 - myPurdue: click Academic tab (Emergency Contact) and/or Bills & Payments tab (Financial Responsibility)
 - Remove your immunization hold, citizenship hold, respect boundaries hold, financial responsibility hold, emergency contact hold, and SAVE hold on myPurdue (*these holds must be removed before advising & registration; allow 24 hours for processing*)
 - Complete AlcoholEdu (<http://www.purdue.edu/alcholedu>)

COMPLETE DURING ADVISING WEEK:

- ADVISING:** All students **must** schedule an advising appointment with their advisor for Spring 2019.
 - Advising appointments require access to the myPurdue system; you **MUST** bring your login.
 - Your Advisor will contact you with specific instructions.**

COMPLETE BEFORE REGISTRATION ENDS:

- REGISTRATION:** Students will register during advising appointments. All HOLDS must be removed before registration. If registration cannot be completed during advising, the student is responsible for finishing out the registration process within **TWO WEEKS** after the appointment.
- FINANCIAL AID:** Students enrolling for Spring 2019 **MUST** submit Enrollment Plans located on myPurdue. Must meet Satisfactory Academic Progress Standard.
- VETERAN REQUEST ENROLLMENT CERTIFICATION FORM:** Must be completed **each semester** for veterans using VA benefits. The form is available online at www.purdue.edu/indianapolis.

COMPLETE BEFORE FIRST DAY OF CLASSES:

- CONFIRM ENROLLMENT:** Confirm your enrollment on myPurdue.
- PAYMENT:** If Purdue financial aid is **NOT** being used, full payment is due before the **first day of class** or set up an installment plan [see next page]. Pay at mypurdue.purdue.edu *prior to the first day of class to avoid cancellation*.
- DROP/ADD FORMS:** You **MUST** fill out a **PURDUE Drop/Add Form** when dropping or adding a class after advising & registration. If not, financial aid, grade posting, and billing will be adversely affected.

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MAKING A PAYMENT: <http://www.purdue.edu/bursar/instructions.html>

MyPurdue Online Payments. Go to mypurdue.purdue.edu

- Click on "Bills & Payments" tab
- Click on "View My Balance." Read then select "Continue"
- Click on "Make a Payment"
- Follow instructions

Is your parent or another party making payment? Once you are logged-on to MyPurdue, you can set up an "Authorized User" who will then have the ability to view and pay bills on-line as well! Go to MyPurdue -> "Bills & Payments" tab -> "Manage My Account" -> "Authorized Users" tab to add their contact information.

Payments can be processed electronically with a checking or savings account or with a Visa, MasterCard, Discover Card, or American Express Credit Card. *If a credit card is used, there is a 2.75% convenience fee charged by TouchNet.*

- Invoicing Dates begin November 19th and then weekly
- Payment due date – January 7, 2019
- Financial aid disbursement/refunding date – January 2, 2019

INSTALLMENT PLAN: *Available for Fall and Spring semester only.*

To sign up for the installment plan at mypurdue.purdue.edu:

- Log on to your myPurdue account
 - Click on the "Bills & Payments" tab
 - Select View My Balance under "Student Account"
 - Within TouchNet, select "Payment Plans" tab
 - Click on green "Enroll Now" button
- Participants will be charged a finance charge of 8% APR based upon the balance deferred after the down payment.
 - For Fall & Spring, 25% of the amount due for tuition & fees must be paid by the payment due date provided at the time of enrollment. The remaining fees, plus a finance charge, will be paid in three equal amounts over the course of the semester.
 - The initial 25% payment will need to be submitted online to enroll in the plan. Each subsequent installment should be paid by the due dates provided (late fees are applicable if payments are not made by the due date). As a convenience, participants may choose to schedule each installment payment in advance via an automatic deduction from a designated bank account.

The due dates for the Spring 2019 Installment plan will be:

- Jan 7th, Feb. 4th, Mar. 4th and April 1st.

For more information on installment plans, please visit <http://www.purdue.edu/bursar/payment/installment.html>.