

Advising & Registration Checklist

Priority Registration for Current Students

Open registration (via OneStart)

New Student Registration

No "Waitlist" after this date

FIRST DAY OF CLASS

March 23-27 (by OneStart appt)

March 28-May 12

See Whitney Ramer

May 12

Summer I: May 13 Summer II: June 29

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>.
- ☐ **PLACEMENT TESTS:** Complete the ALEKS Assessment for Math placement. ALEKS link is available at www.purdue.edu/columbus/student-services. Contact PCOT Student Services for English Placement Test scheduling.
- ☐ **HOLDS:** Prior to advising & online registration, check for HOLDS in OneStart and myPurdue
 - ☐ OneStart; go to Student Center (*If you have a V35 Hold, it will be removed during advising*)
 - ☐ myPurdue; click Academic tab
 - ☐ Remove your immunization hold, citizenship hold, respect boundaries hold, and SaVE hold on OneStart & myPurdue (*must be removed before advising & registration; allow 24 hours for processing*)
 - ☐ Complete AlcoholEdu (<http://www.purdue.edu/alcoholedu>)

COMPLETE DURING ADVISING WEEK:

- ☐ **ADVISING:** All students **must** schedule an advising appointment with their advisor for Summer 2015.
 - Advising appointments require access to both the myPurdue and OneStart systems; you **MUST** bring your login for each system.
 - **PHONE APPOINTMENTS:** Reserved for students who know **EXACTLY** which courses they plan to reserve in the OneStart system. During the phone appointment authorizations/permissions will be entered into OneStart; ideally students will be logged into OneStart and reserve their course selection during the phone appointment.
 - **EMAIL ADVISING REQUESTS** – if you prefer to meet by email, please allow 7-10 working days for approval/reply as those students who meet face-to-face will be given priority. Once you receive your email approval, you will have **TWO WEEKS** to reserve your course selection in the OneStart system. **Students who have attended PCOT Columbus for less than two semesters are NOT permitted to be advised through email.**
 - **SCHEDULE ADJUSTMENTS:** After advising appointment, schedule adjustments will require completion of a Purdue drop/add form – please allow 7-10 working days for processing.

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 Summer 2015 **MUST** have a 2014-2015 FAFSA on file and submit a Summer Aid Application, available on Financial Aid tab of myPurdue on March 23, to be considered for Financial Aid. 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 purdue.edu/Columbus.

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**. **Installment plans are NOT available for summer sessions.** Pay at mypurdue.purdue.edu prior to the first day of class to avoid cancellation.
- ☐ **DROP/ADD FORMS:** You **MUST** fill out a **PURDUE (NOT IUPUC) 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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CLASS SCHEDULE IS AVAILABLE at purdue.edu/columbus
For a real-time version of the schedule go to OneStart at onestart.iu.edu

*For financial aid processing & disbursement, advising and registration
must be completed by April 30*

MAKING A PAYMENT:

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

MyPurdue Online Payments. Go to mypurdue.purdue.edu

- Click on "Financial" tab
- Click on "Manage my Account"
- 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 -> 'Financial' 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 (view on myPurdue – Touchnet portal):

- April 20, 2015
- April 27, 2015
- May 4, 2015
- May 11, 2015

☐ Payment due date – May 18, 2015

☐ Financial aid disbursement/refunding date –
Summer I: May 8, 2015
Summer II: June 5, 2015

INSTALLMENT PLANS ARE NOT AVAILABLE FOR SUMMER SESSIONS. PAYMENTS MUST BE MADE IN FULL.