

PURDUE **Advising & Registration Checklist**

POLYTECHNIC

COLUMBUS

Priority Registration for Current Students

Open registration (via One.IU)

New Student Registration

No "Waitlist" after this date

FIRST DAY OF CLASS

October 21-23 (by One.IU appt)

October 26-May 6

See Whitney Ramer

May 10

Summer I: May 11 Summer II: June 27

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 Purdue Student Services for English Placement Test scheduling.
- HOLDS:** Must be released 24 hours 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/alcholedu>)

COMPLETE DURING ADVISING WEEK:

- ADVISING:** All students **must** schedule an advising appointment with their advisor for Spring 2016.
 - Advising appointments require access to both the myPurdue and OneStart systems; you **MUST** bring your login for each system.
 - **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 Summer 2016 **MUST** submit Enrollment Plans located on myPurdue. Must meet Satisfactory Academic Progress Standard. Students must also have a 2015-2016 FASFA on file and Submit a Sumer Aid Application.
- 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** 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. **DO NOT USE AN IUPUC FORM!**

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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):

TBA

Payment due date – May 11, 2015

Financial aid disbursement/refunding date – TBA

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
- Select the "Financial" tab
- Click on "Manage My Account"
- Select "Payment Plans"
- Click on "Sign up for a new Payment Plan"

1. A finance charge is applicable based upon the balance deferred after the down payment.
2. 25% of the amount due for tuition & fees must be paid by the payment due dates 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.
3. 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 2016 Installment plan will be:

- May 11, 2016(initial payment to set up installment plan)
- TBA
- TBA
- TBA