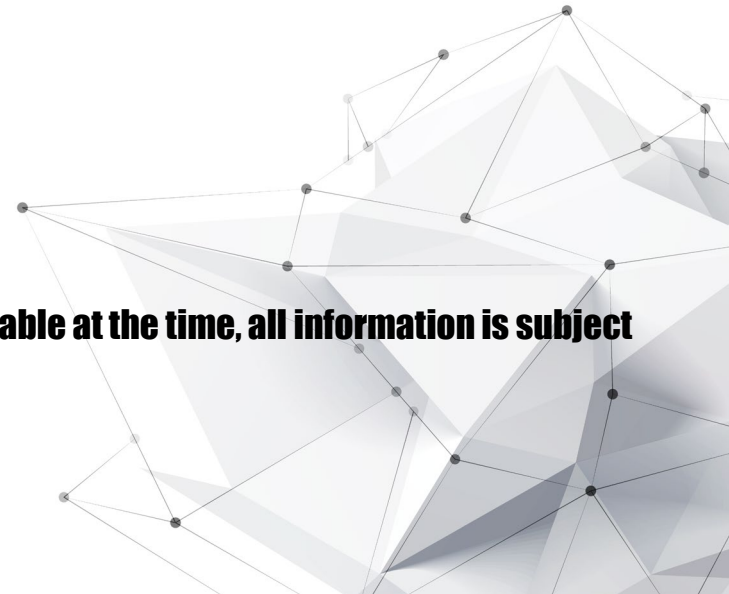


CIT Course Pre-Registration Information/Updates

Fall/Winter 2024

Although this update was prepared using the best information available at the time, all information is subject to change without notice or obligation.



REGISTRATION INFORMATION GUIDE OBJECTIVES

These slides contain information to help you prepare for the Fall 2024 course preregistration - batch scheduling process. Please use the information as a guide to help prepare for your advising meeting and as a reference as you pre-register for courses and later after you receive a course schedule.

[Academic Advisor Partnership](#)

[Academic Advising Appointment Check List](#) [Clear Holds](#)

[Fall 2024 Updates](#)

- [Tentative Course Offerings-Selectives](#)
- [Cybersecurity Major: Steps to Switch or Add](#)
- [Com/Prof Speaking – Additional options](#)
- [CNIT Major Updates/Reminders](#)
- [CSAD/SAAD Major Updates/Reminders](#)
- [DATA Major Resources](#)
- [CSEC Major Updates](#)
- [CSEC Course Semester Offerings - Update](#)
- [CSEC/INET-NENT Major Updates](#)
- [INET-NENT Major Updates](#)
- [INET-NENT Course Semester Offerings - Update](#)
- [Interdisciplinary Selectives](#) (Slides 18-20)

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- [Advisor Contact Information](#)
- [Apply to Graduate](#)
- [After You Pre-Register](#) (Slides 25-27)
- [Center for Career Opportunities](#)
- [Civics Literacy Requirement](#)
- [CIT Brightspace-Student Info Course](#)
- [CIT Independent Study-Experiential Courses](#)
- [CNIT Credit by Exam Spring Sign Up](#)
- [Financial Aid](#)
- [Overrides](#) (Slides 22-23)
- [Professional IT Experience](#)
- [Transfer Credit Approval Process](#)
- [Winter 2024 Registration](#)

[Events/Requirements/Options](#)

Student + Advisor = Great Partnership

[HOME](#)

Students can expect their Advisor to:

- Send calendar invitations for important meetings
- Explain college and major requirements.
- Discuss students' academic performance.
- Assist students with major exploration and interpreting degree requirements.
- Empower students to advocate for themselves.
- Support students with academic issues and personal concerns.
- Provide a safe, inclusive environment.
- Provide detailed knowledge and guidance about the standards and program(s) they advise.
- Help guide students through their plan of study and give advice about course requirements.
- Inform students of the required prerequisites for subsequent courses in their program.
- Assist with long- and short-term goal setting.
- Talk with students about their strengths, interests, and abilities.
- Establish a positive working relationship to help students feel welcome at Purdue.
- Teach students how to analyze information and make well-informed decisions throughout their academic career.
- Educate students on various policies and procedures necessary to navigate the University.
- Inform students of their responsibilities in the advising process.
- Refer students to additional campus resources or services as needed.

Advisors expect students to:

- Attend the meetings that you schedule and communicate in a timely manner if you cannot make the meeting.
- Know your advisor's name, office location, and email address.
- Inform your advisor if you have an interest in research internships, study abroad, and/or experiential learning so you can plan in a timely manner.
- Check your Purdue email daily.
- Be open to exploring new opportunities that may challenge you.
- Develop realistic short- and long-term educational and career goals.
- Familiarize yourself with the variety of campus resources and services.
- Notify your advisor of any academic difficulties or changes in your program or career interests.
- Meet with your advisor at least once a semester and come prepared with any questions you may have.
- Prepare for advising appointments by researching course offerings and requirements.
- Continuously review your degree requirements and monitor your academic progress.
- Be informed of Purdue policies and procedures. Be proactive in your education; seek help at the first sign of concern!
- Accept the fact that you may struggle in some classes; this is to be expected.
- Work hard and remember to communicate with your advisor!

PREPARE FOR ACADEMIC ADVISING MEETING: CHECKLIST

[HOME](#)

1. Remove account holds (see slide 4) Log into myPurdue, go to the Registration Tab and view “Do I have any holds? Clear any holds that prevent registration.
2. Review the [CIT Registration Website](#) for registration information that includes course information and student tips as well as updates to various major requirements.
3. Open the myPurdue Plan Worksheet [here](#) and the eight-semester plan of study worksheet provided to you in [BoilerConnect](#) to see which courses are left to complete. Utilize these tools to confirm the order you must complete CNIT courses and pre-requisites for each course. You may take most General Education courses in your order of preference.
4. Prepare a list of at least 5-6 priority courses and alternatives for each course to share with your advisor during your meeting.
 - For required CNIT courses, there may be no need to list an alternative if it must be taken in this semester.
 - For IT Selectives, Cyber Selectives, SAAD/CSAD, INET Selectives, and Other Departmental Course Selectives (Behavioral Social Sciences/Humanities/Science, etc.) You will need to list 2-3 alternatives where possible.
5. Schedule a BoilerConnect appointment when email invitation is sent. BoilerConnect appointments require scheduling 12 hours in advance.
 - All Advising Meetings must be completed within the window of time provided in the BoilerConnect Invitation so that all students can schedule by the university deadline.

HOW TO CLEAR HOLDS

[HOME](#)

Verify there are no HOLDS on your record: you can view in myPurdue on the Registration Tab

Each fall semester you will be asked to verify Emergency Contact and Financial Responsibility information <https://www.purdue.edu/registrar/currentStudents/students/holds.html>

Definition of a Hold

Some holds signify the student is restricted from enrolling in classes and/or obtaining academic transcripts at Purdue University. Holds that do NOT prevent registration or obtaining a transcript are:

- DD - No direct deposit authorization on file
- RF - Financial Aid Refund Hold
- RO - Bursar Recurring Payments
- M1 - Initial Student Medical Insurance

Common Reasons for Holds

- Nonpayment of library fines, parking tickets, and residence hall bills
- Disciplinary action taken by the Office of the Dean of Students
- Poor scholastic performance
- Failure to meet immunization requirements

No direct deposit authorization on file **(does not impact Pre-Registration or any other process: it is an FYI)**

Inquiries

- Students can verify holds through [myPurdue](#).
- For specific information, contact the office that placed the hold. Contact information is listed in [myPurdue](#) with the Hold.

Students in hold status who would like to verify the hold can do so through [myPurdue](#).

Fall 2024 Updates

Please read over this section thoroughly for updates to course offerings and plan of study updates for your major/majors.



FALL TENTATIVE COURSE OFFERINGS

[HOME](#)

[The CIT Majors Fall 2024 - Tentative Course Offering List](#)

Please review the document linked above for the following:

- Correct semester offering information; this may not match other websites, myPurduePlan, etc.
- Courses offered once per year for planning ahead purposes
- 50000 Level Graduate Course Offerings and Undergraduate student Pre-requisites or permissions needed
- Major Specific approved selectives (CSAD/SAAD, CSEC, INET)
- Course credit hour updates
- Prerequisite Updates (these will not adversely affect you, but you may need an override)

Review the “Typically Offered*” column to see if the course is only offered in the Fall, Spring, or Summer.

Updates: Beginning Fall 2024: CNIT 34000, 45500 will be offered both fall and spring semesters

This list is the most up-to-date semester of offering information; links in your myPurduePlan and other websites may be incorrect.

CYBERSECURITY ADD/SWITCH ANNOUNCEMENT [HOME](#)

Cybersecurity Major Switch or Addition:

Currently, the option of changing to or adding the Cybersecurity major requires student application:

CIT Students received the application via email from CIT-Announcements@purdue.edu on the following dates:

2.15.24 @ 4:23 pm & 12.23.23 @ 4:00 pm

If you did not receive, let your advisor know so they can forward to you. The application is due by May 2, 2024 for consideration.

ALL COMPUTER & INFORMATION TECHNOLOGY STUDENTS UPDATES

[HOME](#)

Updated Communication and Professional Speaking Selective Options

Your myPurduePlan worksheet and your Excel Plan of Study Worksheet **may not reflect** all of these courses as options, however, they are approved for all students. Advisors will update your worksheets after the course is completed in subsequent Advising meetings. Students are required to choose one option from each list for a total of 6 credits.

**Indicates COM 11400 is the prerequisite.

COMMUNICATIONS SELECTIVE

COM 21000** Debating Public Issues
COM 21200 Approaches to the Study of Interpersonal Communication
COM 22400 Communicating in the Global Workplace
COM 25100 Communication, Information, and Society
COM 30300 Intercultural Communications
COM 31400** Advanced Presentational Speaking*
COM 31500** Speech Communication of Technical Information*
COM 31800 Principles of Persuasion
COM 32000 Small Group Communication
COM 32400 Introduction to Organizational Communication

PROFESSIONAL SPEAKING SELECTIVE

COM 31500** Speech Communication of Technical Information*
COM 32000 Small Group Communication
COM 32500 Interviewing: Principles and Practice
COM 41500 Discussion of Technical Problems

*You cannot take both COM 314 and 315 as they are the same course outcomes.

Effective Fall 2020, CNIT majors **may not** double major with any other major in the Computer and Information Technology program including CSAD, CSEC, DATA and INET.

Information Technology Selectives: 15 credits required

At least nine credits must be CNIT courses..

The following options will fulfill requirements:

- Any non-required 30000 level or higher CNIT course **or**
- EPICS (EPCS): participation in EPICS requires CIT faculty approval and 2 semesters to earn 3 credits **or**
- CGT courses 30000 level or higher **or**
- CS courses 30000 level or higher with CIT faculty approval

CSAD/SAAD MAJOR UPDATES

[HOME](#)

Effective Fall 2023, Systems Analysis and Design (SAAD) major name changed to Computing Systems Analysis and Design (CSAD)

SAAD Majors:

CGT 25600: Course has been replaced with CGT 17208

See the [Fall 2024 Tentative List of Classes](#) for current offerings of SAAD/CSEC selective options.

DATA MAJOR UPDATES/RESOURCES

[HOME](#)

COGNATE SELECTIVES (18 credits required)

The listing provided in your myPurdue Plan is continually updated. The most recent course list can be found here: **You will need to select non-CNIT Courses from the Application Focus section.**

<https://www.science.purdue.edu/data-science/academics/undergrad-certificate-courses.html>

Applications in Data Science Certificate requirements:

https://catalog.purdue.edu/preview_program.php?catoid=16&poid=25991

Statistics Minor Requirements:

https://catalog.purdue.edu/preview_program.php?catoid=16&poid=25252

If you plan to pursue the Statistics Minor, STAT 30100 does not apply to the minor; consider taking STAT 35000 (prereq MA 16020 or MA 16200 or MA 16600 grade of C- or better), STAT 50100 (must be Junior or Senior classification), STAT 51100 (prereq MA 16020 or MA 16200 or MA 16600 grade of C- or better).

Statistics Course Offering Update

STAT 22500 offered Fall Only – other options STAT 31100 (prereq MA 16020, MA 16200, MA 16600 grade of C- or better) and STAT 41600 (MA 26100, MA 26300 NA 17400, MA 2701 grade of C- or better)

If you have not yet taken your MA 16010 (Calc I) and MA 16020 (Calc II) requirements, you may wish to consider taking MA 16100/16200 or MA 16500/16600 for more options in taking upper division Statistics courses.

CSEC MAJOR UPDATES

[HOME](#)

- CNIT 18200 required beginning 2022-23 catalog
- If you have completed CNIT 18000, you will need to either take or test out of CNIT 18200 or take CNIT 28000 addition to CNIT 18000 to meet the requirement.
- CSEC Selectives: See [Fall 2024 Tentative List of Classes](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

CSEC Plan of Study Credit Hour Changes

February 21, 2024

For students on Fall 2022 and later catalog terms CNIT 34220 is now listed at three credit hours and is being taught in this manner beginning spring 2024.

Students with a Fall 2021 plan of study who take CNIT 34000 and CNIT 34220 as three credit hours will not need to take CNIT 34010. Your advisor can resolve this inconsistency.

Students with a Fall 2021 or earlier plan of study who took CNIT 34000 and the two-credit hour version of CNIT 34220 would be short one credit hour as a result of this change. Students dual majoring with INET may use credit from that program to fulfill any of these missing credits. Other students who are one credit hour short of the required courses may petition the curriculum committee to use any excess credit to fulfill their shortage.

Questions on this policy should be submitted to the Associate Department Head for Undergraduate Academics.

A handwritten signature in black ink, appearing to read "P. T. Rawles".

P. T. Rawles
Associate Head for Undergraduate Academics
ptrawles@purdue.edu

CSEC COURSE OFFERING PATTERN UPDATES

[HOME](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

Upper Division INET Course Offering Pattern for INET and CSEC Majors

February 21, 2024

Beginning in the 2024-2025 academic year, CIT is pleased to begin offering several upper division INET courses every semester. This will allow additional flexibility in scheduling, reduce the risk of retaking a course delaying graduation, and open additional study abroad or internship opportunities during the normal academic year without increasing time to graduation by a year.

The schedule for this roll-out will be

- CNIT 34000 will be offered every fall and spring semester beginning Fall 2024
- CNIT 34220 will be offered every fall and spring semester beginning Spring 2025
- CNIT 45500 will be offered every fall and spring semester beginning Fall 2024

The limits for these courses have been reduced from their previous levels to reduce class size and improve the lecture environment. Since these courses are a sequence, you will need to start them at least three semesters before you intend to graduate.

Your advisor will be able to help you with detailed planning on how this change will affect your scheduling.

A handwritten signature in black ink, appearing to read "P. T. Rawles".

P. T. Rawles
Associate Head for Undergraduate Academics
ptrawles@purdue.edu

CSEC/INET-NENT MAJOR UPDATES

[HOME](#)

- CNIT 18200 required beginning 2022-23 catalog
- If you have completed CNIT 18000, you will need to either take or test out of CNIT 18200 or take CNIT 28000 addition to CNIT 18000 to meet the requirement.
- CSEC and CSEC/INET Selectives: See [Fall 2024 Tentative List of Classes](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

INET Plan of Study Credit Hour Changes

February 21, 2024

Recent curriculum changes changed the number of credit hours of certain courses in the INET curricula.

- CNIT 34210 was dropped from the degree requirements
- CNIT 34220 changed from two to three credit hours
- CNIT 34500 changed from four to three credit hours
- CNIT 34600 changed from four to three credit hours
- Additional INET selectives were added to balance out the credit hours to 120 overall credits

These courses began being taught at the new credit levels in the spring 2024 semester.

Students on earlier plans of study who take these courses at the new credit levels may be short credit as a result of these changes. Students dual majoring with CSEC may use credit from that program to fulfill any of these missing credits. Students who are one credit hour short of the required courses may petition the curriculum committee to use any excess credit to fulfill their shortage. Students two or more credit hours short should take an INET selective to fulfill their plan of study requirements.

Questions on this policy should be submitted to the Associate Department Head for Undergraduate Academics.

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ptrawles@purdue.edu

INET-NENT MAJOR UPDATES

[HOME](#)

- INET Infrastructure Selectives: See [Fall 2024 Tentative List of Classes](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

INET Plan of Study Credit Hour Changes

February 21, 2024

Recent curriculum changes changed the number of credit hours of certain courses in the INET curricula.

- CNIT 34210 was dropped from the degree requirements
- CNIT 34220 changed from two to three credit hours
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- CNIT 34600 changed from four to three credit hours
- Additional INET selectives were added to balance out the credit hours to 120 overall credits

These courses began being taught at the new credit levels in the spring 2024 semester.

Students on earlier plans of study who take these courses at the new credit levels may be short credit as a result of these changes. Students dual majoring with CSEC may use credit from that program to fulfill any of these missing credits. Students who are one credit hour short of the required courses may petition the curriculum committee to use any excess credit to fulfill their shortage. Students two or more credit hours short should take an INET selective to fulfill their plan of study requirements.

Questions on this policy should be submitted to the Associate Department Head for Undergraduate Academics.

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INET-NENT COURSE OFFERING PATTERN UPDATES

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DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

Upper Division INET Course Offering Pattern for INET and CSEC Majors

February 21, 2024

Beginning in the 2024-2025 academic year, CIT is pleased to begin offering several upper division INET courses every semester. This will allow additional flexibility in scheduling, reduce the risk of retaking a course delaying graduation, and open additional study abroad or internship opportunities during the normal academic year without increasing time to graduation by a year.

The schedule for this roll-out will be

- CNIT 34000 will be offered every fall and spring semester beginning Fall 2024
- CNIT 34220 will be offered every fall and spring semester beginning Spring 2025
- CNIT 45500 will be offered every fall and spring semester beginning Fall 2024

The limits for these courses have been reduced from their previous levels to reduce class size and improve the lecture environment. Since these courses are a sequence, you will need to start them at least three semesters before you intend to graduate.

Your advisor will be able to help you with detailed planning on how this change will affect your scheduling.

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INTERDISCIPLINARY SELECTIVES

[HOME](#)

Most CIT plans of study require Interdisciplinary (I/D) Selective credits. These are non-computing courses designed to provide students coursework in which computing can be applied.

Students may choose to pursue non-computing minors or non-computing certificates or request a CIT faculty approved set of courses. Each plan of study has a different number of required I/D credits. Students may choose any **non-computing** minor or certificate of at least 15 credit hours or more to fulfill the requirements.

Many minors require courses that are also required on CIT plans of study, which allow for students to complete minors while also completing major degree requirements. In turn, this may mean the minor does not fulfill all interdisciplinary requirement credits. The following memos outline course options to complete the extra credits. If you choose to complete the extra credits by pursuing an additional non-computing minor or certificate, the courses need to be chosen from the same additional minor. Consult your advisor to understand what may/may not count.

An example of how a course from a minor course won't fulfill I/D selective would be that the course is used to fulfill specific requirements on your plan of study. For example, TECH 12000 is a required course, therefore it cannot also count as an interdisciplinary selective even if it is also part of a minor that you are pursuing.

Students on some NENT/INET and all CSEC plans of study can also pick from a prescribed list of courses rather than declaring a minor to fulfill this requirement.

For a listing of minors, certificates, and requirements, go to <https://catalog.purdue.edu/>. You must complete the required number of Interdisciplinary Selectives credits as listed on your plan of study.

Computing minors that will not fulfill Interdisciplinary Selectives include the following: Artificial Intelligence/Machine Learning, Computer and Information Technology: CNIT, Computer Science (CS), Electrical and Computer Engineering (ECE), Microelectronics and Semiconductors,

Your advisor will discuss how the chosen minor course credits could apply to your plan of study.

INTERDISCIPLINARY SELECTIVES ADMINISTRATION MEMO CNIT-SAAD/CSAD

[HOME](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

CNIT and SAAD Major Interdisciplinary Credit

This memorandum supersedes the 10-24-19 memorandum on interdisciplinary selectives

November 6, 2020

Students in the Computer & Information Technology (General) or Systems Analysis & Design majors who still have unfulfilled interdisciplinary credits after completing a minor shall be given flexibility to use any remaining interdisciplinary credits on courses with equivalent academic rigor to courses from a minor. These credits are not to be used as a free elective.

Courses that may be used to fulfill extra interdisciplinary credit requirements include:

- Honors (HONR) courses
- Courses **in the** same area as their completed minor
- Courses complementary to their completed minor
- Courses that are part of a minor or a university wide certificate of 15 credits or more
- Courses that are a pre-requisite to the first course in a minor or certificate
- Up to three credit hours of BAND

A student who transfers or changes their major to CIT may use discipline specific credits from their original major in lieu of completing a minor. Note that these are discipline specific credits (credits of PHYS for example), not merely general education credits that may have applied to the original major.

Questions on approval should be submitted to the Associate Department Head for Undergraduate Academics for consideration by the CIT Curriculum Committee.

A handwritten signature in black ink, appearing to read "P. T. Rawles".

P. T. Rawles
Associate Head for Undergraduate Academics
ptrawles@purdue.edu



INTERDISCIPLINARY SELECTIVES ADMINISTRATION MEMO CSEC-NENT/INET

[HOME](#)



DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY

Associate Head Memorandum

NENT and CSEC Major Interdisciplinary Credit

This memorandum supersedes the 10-11-19 memorandum on NENT and CSEC interdisciplinary selectives

November 6, 2020

Students in the Network Engineering Technology or Cybersecurity majors may use their interdisciplinary credits on courses with equivalent academic rigor to courses from a minor. These credits are not to be used as a free elective.

Courses that may be used to fulfill interdisciplinary credit requirements include:

- Honors (HONR) courses
- Courses that are part of a minor or university wide certificate of 15 credits or more
 - All courses must be from the same minor or certificate
- Courses that are a pre-requisite to the first course in a minor or certificate

A student who transfers or changes their major to CIT may use discipline specific credits from their original major in this capacity. Note that these are discipline specific credits (credits of PHYS for example), not merely general education credits that may have applied to the original major.

Questions on approval should be submitted to the Associate Department Head for Undergraduate Academics for consideration by the CIT Curriculum Committee.

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P. T. Rawles
Associate Head for Undergraduate Academics

Reminders

Read through the following information for updates and reminders of important information to keep in mind when scheduling.



COURSE OVERRIDES

[HOME](#)

COMMON OVERRIDES FOR CIT STUDENTS

Some courses require overrides before you may register for the course.

Pre-Requisite Overrides

CNIT 25501, 27000, 27200

- If you earned credit for CNIT 15501 in a course other than CNIT 15501 (CS 17700, CS 18000) Enter this information through Scheduling Assistant – Override requests.

Credit Hour Override

- If you are planning to take **more than 18 credit hours** for the fall or spring semester, you will need to request an override from your academic advisor to allow you to do so. The max you can take for summer is 9 credit hours before needing advisor permission.
- Overall GPA of 3.0 required.
- Discuss this with your advisor during your advising meeting.
- Students will need to confirm responsibility for the overload, by not asking for extended deadlines in classes because of the overload

Selective Course Restrictions

- Some subjects may place major specific restrictions on courses.
- Students will need to follow instructions provided by the offering department through emails generated and sent from **SpecialRegistration** no-reply@purdue.edu and/or in Look Up Classes notes.
- Courses may not be available until open registration begins and continue through the week(s) following open registration
- **See the following slide as a guide in requesting overrides**

OVERRIDE REQUESTS

[HOME](#)

When an override request is needed in scheduling assistant, you should enter a detailed comment in the message window for each course for which you are requesting an override: these errors will appear after the schedule posts on **March 11**

If you have submitted your course request form prior to March 11, the override, if needed, will automatically be generated on March 11 for you. You **must** go in to Scheduling Assistant and update these override requests with **appropriate notes**.

There will not always be a drop-down link that pertains to your situation. You will then add comments explaining your rationale for requesting the override for each course.

You will need to be clear to indicate which comment goes with which course.

GER 10100: I have no prior course experience in this subject and would like to enroll.
MGMT 44428: I am pursuing the MGMT minor and would like to enroll. I am also a Fall 2024 Candidate to graduate.

Registration Errors

Registration for the selected schedule was partially successful. Some of the changes have been denied due to the following registration errors:

GER 10100 - Permission from Department

It is possible to request overrides for all of the above registration errors. Click **Request Overrides** to review and request overrides. Click **Close Dialog** to hide this dialog without requesting any overrides.

Request Overrides Close Dialog

Request Overrides

The following registration errors have been detected:

GER 10100 - Permission from Department

Request Note:

I have no prior experience with German and I would like to be allowed to enroll in the class.

Please, select **Request Overrides** to request registration overrides or other approvals required to register for the courses listed above. Click **Cancel Request** to cancel this request and go back to explore other scheduling options.

Disclaimer:

☒ By checking this box, I understand that requesting approval does not guarantee that I will be given permission to register for these courses, and even if the approvals are granted, I may not be able to register for these courses due to space limitations, schedule conflicts or other policies. I also understand that if approvals are granted, it may be my responsibility to process the schedule change within the established registration deadlines.

Request Overrides Cancel Request

ARE YOU PLANNING TO GRADUATE IN FALL OR SUMMER 2024?

YOU WILL APPLY FOR GRADUATION THROUGH MYPURDUE PORTAL

[HOME](#)

Clear any Holds from your Record and then go to the **Academics Tab**

- Ready to Graduate?
- Apply for Graduation – **we recommend applying the semester prior to your expected graduation semester.**
 - The response to the first question: Current Term Selection is Spring 2024 if applying during the Spring 2024 term for Summer2024 or Fall 2024 graduation.
 - If you are a Dual Major (outside of the Polytechnic), or a Certificate Candidate, you must apply to graduate to each program. The first college you apply to will be the college of commencement participation.
 - Applying early will ensure that you will receive the necessary graduation and commencement information from the Office of the Registrar.
 - **Your myPurduePlan will appear as 100% after all courses are completed and grades have posted.**

[Apply for Graduation](#) for Undergraduate

Accepting applications for

- 1.Spring 2024 - May 16, 2023 until February 2, 2024
- 2.Summer 2024 - August 14, 2023 until June 7, 2024
- 3.Fall 2024 - January 08, 2024 until September 13, 2024
- 4.Spring 2025 - May 13, 2024 until February 7, 2025

[How to Apply to Graduate](#)

[Student-Apply to Graduate FAQ](#)

[View Graduation Application](#)

[Self Nomination Application for Student Responder](#)

AFTER YOU PRE-REGISTER...

[HOME](#)

- **March 11**, the schedule of classes will be published. If you have met with your advisor and submitted your course requests prior to this date, you need to go back in and make changes based on the information provided in the schedule of classes. You may request permission in restricted courses at this time.
 - If you have submitted your request form prior to March 11 the override requests, if needed, will automatically be generated on March 11 for you. **You must go in to Scheduling Assistant and update these override requests with appropriate notes.**
- **April 17**, a guide will be sent to all students from CIT-Announcements@purdue.edu outlining steps to take if you did not receive a full schedule.
- **April 18**, you will receive an email from the Registrar when your schedule has been finalized.
 - You can view your schedule via Scheduling Assistant. Here you can see the time grid as well as details for your courses.
 - You can then view your schedule from Week-at-a-Glance on the left side of the Academic tab on [myPurdue](#). You will need to enter a date that is within the appropriate semester. Keep in mind that any online courses will not show on the week at a glance view. The fall semester begins August 19, 2024.
 - **April 22 & 23** is the start of open registration. Should you need to make changes that were discussed with your advisor, the follow Scheduling Assistant Videos can be very helpful!
 - Scheduling Assistant Help Videos: how to register, drop/add, waitlist, and much more:
<https://www.youtube.com/channel/UC1h7rRx6sdCxWgiNEPmlXbg/videos>

AFTER YOU PRE-REGISTER CON'T...

[HOME](#)

- Before classes start in fall, confirm your enrollment. (Enrollment confirmation can be completed on the Academic tab on [myPurdue](#).)
- Pay your fees by the due date indicated. (A fee statement will not be generated until you register.) Non-payment of fees could result in cancellation which could cause you to lose your seats/sections in a course.
- Monitor your schedule periodically on Week-at-a-Glance. Classes occasionally get moved, changed, or canceled. It is your responsibility to check your schedule and make any changes necessary.
- Read your Purdue email regularly. You may be notified if any changes have been made to your schedule.

Time Line Recap

March 11 (Monday): Fall 2024 Schedule of Classes Posts

https://selfservice.mypurdue.purdue.edu/prod/bwckschd.p_disp_dyn_sched

March 11 – April 8: Override Requests Need to be entered by April 8

April 8 (Monday): – Deadline to meet with Advisor and submit your Course Request Form

April 18 (Thursday): Students will receive email by 5:00 pm ET with individual Fall schedule

April 22-23 (Monday, Tuesday): Open Registration – This is new! Not all students will receive a timeticket on the first day. Timetickets will be staggered over 2 days to help with the flow.

May 31 (Friday) – Scheduling Assistant closes for continuing UG students at 5:00 PM, EDT.

July 22 (Monday) – August 19: Scheduling Assistant opens for open registration for continuing students – Be sure to have all updates completed before August 19 (first day of the fall 2024 term)

August 19 (Monday) First Day of Fall 2024 Semester

Events/Requirements/Options

Read through the following information for details of Purdue University Degree Requirements and CIT Options you may want to complete.



CNIT CREDIT BY EXAM

[HOME](#)

Spring 2024 "Test-Out" Exam Sessions will be held on the date/time/location listed below. **You must register for the exam by Monday, March 25th at 8:00 am via <https://forms.gle/hJLBfA1UnBnyNyAS7>** . Bring your Purdue ID or another form of picture ID to check-in for the exam. You will not be permitted to use your own laptop or calculator. You do NOT have to stay the entire 3 hours (just however long it takes for you to complete your exam). You may show up at any time to start your exam (the amount of time available for each exam is listed below). However, the test-out sessions ends promptly at 1:00 pm (regardless if you have completed your exam or not). This means that you cannot show up at 12:45 pm and expect to be allotted 2 hours to complete your exam.

- **Monday, April 1st - 10:00 am - 1:00 pm in DUDL 5341**
- **Tuesday, April 2nd - 10:00 am - 1:00 pm in DUDL 5341**

CIT Test-Out Information

- If you have a CIT Major – You can earn max credit by exam for only FOUR CNIT courses
- You may not attempt the test-out exam for the same course more than 1 time. Additionally, you may not attempt the test-out exam for a course that you have received any kind of credit for (including a withdraw). There are no provided study guides for the test-out exams as students who are attempting to earn credit for a course through the test-out exam are expected to be well-versed in the course material. Additional information regarding the content and/or structure of the exams will not be provided.

The following CNIT course are available for test-out

- CNIT 15501 – (Have 90 mins to complete)
- CNIT 17600 - (Have 2 hours to complete)
- CNIT 18000 – (3 Part Exam – 1-part questions/2-parts lab. Each part has a 2-hour completion timeframe, so 6 hours total to complete all sections. Student must take the exam over 2 different test-out dates). *Credit may be established toward degree requirements (majors and minors in one of CNIT 18000 OR 182000).*
- CNIT 18200 – (3 Part Exam – 1-part questions/2-parts lab. Each part has a 2-hour completion timeframe, so 6 hours total to complete all sections. Student must take the exam over 2 different test-out dates). *Credit may be established toward degree requirements (majors and minors in one of CNIT 18000 OR 182000).*
- CNIT 25501 (Have 2 hours to complete) Must have earned credit in CNIT 15501 including equivalent course credit in CNIT 10500, CS 15800, CS 15900, CS17700, or CS1800 to register for this exam.
- CNIT 27200 (Have 2 hours to complete) - Must have earned credit in CNIT 15501 to register for this exam.

If you have any questions please contact CIT Student Success Specialist, Jessica Joya at jjoya@purdue.edu

BRIGHTSPACE CIT STUDENTS INFORMATION ONLY COURSE

[HOME](#)

A reminder about an important Brightspace course exclusively for you. Don't worry, this course has no tuition, homework, quizzes, labs, or exams - It's just filled with information to help you make the most of your experience in CIT:

- Registration Information
 - Pilot course descriptions – what are those 48101's and 58100's about?
 - Course syllabi
- Credit by exam (test-out) information
 - What courses offer them and how/when can I sign up?
- Faculty office hours
- CIT Student Council information
- Job postings
- Recruiting lists
- Competitions/Events/Hackathon information
 - Once enrolled in the course, these will show up in your Brightspace calendar
- Announcements of important information you'll not want to miss

Please verify that you have access to the course. You may need to select **All** to view all courses. If you do not currently have access to Brightspace: CIT Student information, contact Tyler Eddy, teddy@purdue.edu.

IT PROFESSIONAL EXPERIENCE

[HOME](#)

The Professional IT internship must meet the following requirements:

- Six-week (at 40 hours a week) minimum duration **OR** 240 hours of IT employment **OR** 240 hours of documented volunteer IT work
 - Completed Employer Verification Form
 - Completed Reflection Paper
- OR**
- Service-Learning Course (EPCS, TDM, VIP, CNIT 39000, or Equivalent) with responsibility for an IT component (3 credit hours minimum) – this option does not require an Employer submission.
 - Completed Reflection Paper
 - Upon completion of the Professional IT Experience, you will prepare a three-page, double-spaced Reflection Paper (in Microsoft Word or .pdf format) on the experience. Topics for your paper could include (but are not limited to):
 - How your experience relates to your CIT coursework (mandatory)
 - Techniques and technologies used in your experience
 - Workplace communication
 - Managerial structure
 - Additionally, you will need to submit a scanned or PDF version of the completed Professional IT Experience Employer Verification Form. This form must include your supervisor's work phone number and work email. When providing this verification form to your supervisor to complete, please inform them that a representative from CIT may be contacting them for a verification check. Also, the signature on the form must be a certified digital signature (using DocuSign, Adobe, or another program) or the form will not be accepted. All students have access to DocuSign for free. The instructions for DocuSign can be found at <https://www.itap.purdue.edu/services/docuSign.html>

You must submit your Reflection Paper and Verification Form at the same time to receive credit.

Submit your paper within the same semester or summer that you complete the experience.

If you are graduating in the same semester of completion, the due date for the Employer Verification Form and the Reflection Paper is before the end of the 12th week.

If you have any questions, please reach out to Jessica Joya - CIT Student Success Specialist at jjoya@purdue.edu

CENTER FOR CAREER OPPORTUNITIES - MY CCO

[HOME](#)

[HTTPS://WWW.CCO.PURDUE.EDU/](https://www.cco.purdue.edu/)

Available to Purdue students and alumni for:

- Internships, part-time, and full-time opportunities
- Live Online Resume, Interview and Job Coaching: Brainfuse Job Now
- Ability to practice interviewing using InterviewStream
- Access company data using Mergent Online
- Access to listings of company information sessions
- Network with company contacts who have recently recruited at Purdue
- See what companies are coming to upcoming career fairs

How can I make the most of myCCO?

Upload Your Resume

Edit Profile Privacy to be included in Resume Books and receive emails from myCCO

Search and Apply for Jobs & On-Campus Interviews

Create Job Search Agents

Follow Purdue Internships on Twitter

CIVICS LITERACY REQUIREMENT

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In June 2021, the Purdue University Board of Trustees adopted a civics literacy graduation requirement for undergraduates, including all transfer students. This requirement applies to all undergraduate students - on the West Lafayette campus - **who enter Purdue in the fall/summer of 2021 or any subsequent semester.**

The Civics Literacy activities were created to enhance the educational experience of Purdue students and graduate a more informed citizenry. The activities and required test to establish Civics Literacy proficiency will build and increase your civics knowledge.

The Civics Literacy activities will:

- Increase your understanding of important contemporary political issues.
- Identify opportunities to grow your engagement in American politics.
- Expand your awareness of and options for civic participation.

You must complete this to meet graduation requirements.

Where to find steps to complete: <https://www.purdue.edu/provost/about/provostInitiatives/civics/>

Where to direct questions: CivicsLiteracy@purdue.edu

Independent Study Courses:

CNIT 39900 and CNIT 49900: Student may complete a total of six credits of independent study, regardless of course number, to meet degree requirements.

- Independent Study Form and instructions can be found here:
 - [Independent Study CNIT Undergraduate Course Steps](#)
 - [Independent Study CNIT Undergraduate Course Form](#)

Experiential Courses: (These can fulfill your IT Professional Experience)

CNIT 39000: Student may count only 3 credits of the same course title and topic toward degree requirements

- CNIT 39000 could fulfill CNIT selective as well as part of the IT Professional Experience requirement.
- This course requires instructor permission. Students will need to schedule an interview with instructor to seek permission to join the class.

EPCS or TDM or VIP: Participation in 3 credits in the EPICS – Engineering Projects in Community Service , The Data Mine Corporate Partners or Vertically Integrated Projects programs with the focus on the IT portion of the project could fulfil CNIT selective as well as the IT Professional Experience Requirement. Seek approval of your participation from the CIT Curriculum Committee.

OPTIONAL WINTER 2024 REGISTRATION

[HOME](#)

Winter will be live registration. All students will be assigned an initial week to register for classes. Adjustments can then be made during open registration. you can check [myPurdue](#) for your time ticket to view the time you may begin to register for classes on the first day of your window. Groups will be assigned Priority, Seniors, Juniors, Sophomores, Current Freshman, Open Registration

- In mid-September, you view your time ticket through myPurdue, log into your myPurdue account, Registration Tab and you will see “Registration Status-Time Ticket” **You will use your Fall 2024 PIN located in BoilerConnect Reports.**
- Courses run from December 16 to January 10 and most are Asynchronous Online
- You will use your Fall 2024 Registration PIN located in your [BoilerConnect](#) Report. Unsure what this means? To enroll in classes follow this [step-by-step video](#).
- **Verify the Holds section.** If you do have holds on your account, you will need to get those taken care of before you can register.
- Student Resources for Winter <https://www.purdue.edu/thinksummer/winter-session/index.php>
Registration Drop/Add Calendar: https://catalog.purdue.edu/preview_program.php?catoid=16&poid=27606

Winter 2024 Registration Grouping weeks will appear here beginning mid-September:
<https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.htm>

CIT TRANSFER CREDIT APPROVAL PROCESS

[HOME](#)

If you would like to take a course at another College or University that will transfer to the CIT plan of study, it is **highly recommended** that you submit a CIT Transfer Credit Approval form to your Academic Advisor prior to taking the course. We recommend completing the form at least **one month prior** to enrolling. This will allow you time to enroll as a guest at the offering university.

After completing the course **with a C- or better**, you must have the official transcript sent from the institution to Purdue Admissions:

electronically to: admissions@purdue.edu

or by mail to:

*Purdue University
Office of Admissions
475 Stadium Mall Drive
West Lafayette, IN 47907*



Department of Computer and Information Technology
(CIT)
TRANSFER CREDIT APPROVAL FORM

If you would like to take a course at another College or University that will transfer to the CIT plan of study, you must submit a Transfer Credit Approval Form at least one month prior to enrolling in the course.

Complete the following steps prior to leaving campus:

1. Complete this form and receive advisor approval.
2. Apply to College as a guest or transient student. (This may require a letter from your advisor.)
3. Register for courses.

From the Purdue Transfer Credit Course Equivalency Guide:

https://selfservice.mypurdue.purdue.edu/prod/bzwtxcrd.p_select_info, create a report and submit to your advisor.

Sample:

Transfer School	Transfer Subject	Transfer Course	Transfer Title	Transfer Credits	Purdue Subject	Purdue Course	Purdue Title	Purdue Credits
Ivy Tech Community College-IN	MATH	201 I	Brief Calculus I	3	MA	16010	Applied Calculus I	3
Ivy Tech Community College-IN	MATH	202 I	Brief Calculus II	3	MA	16020	Applied Calculus II	3

Degree Requirement Request to fulfill: MA 16010 and MA 16020 requirements.

Many approved courses from Regional Campuses and other institutions can be found on the Office of the Provost Core Curriculum courses list.

Go to: <http://www.purdue.edu/provost/initiatives/curriculum/course.html> and click on the link at the end of the following sentence: An Excel spreadsheet of all approved courses (courses taken at Purdue campuses and other Indiana institutions as well as transfer courses) may also be found [here](#).

The TransferIN.net website is very helpful in finding courses to transfer in from Indiana Universities: <http://www.transferin.net/index.aspx>

Course requests for transfer credit for CNIT courses require submission of the course description, syllabus, and sample projects.

Review the rules for transferring credit to Purdue available at: <http://www.admissions.purdue.edu/transfercredit/index.php>
"Transfer Credit Guidelines"

[CIT Transfer Credit Approval Form](#)



FINANCIAL AID OPTIONS

[HOME](#)

Purdue Division of Financial Aid

- <https://www.purdue.edu/dfa/>
- Email facontact@purdue.edu or call 765-494-5050
- **In-Person Visits**

Hours:

Monday – Friday **8:00 a.m. to 5:00 p.m. ET.**

First-come, first-served basis. No appointment necessary.

Location:

Stewart Center, Room G18

Scholarships – deadlines may vary for outside scholarships

University Scholarships: <https://www.purdue.edu/dfa/types-of-aid/free-money/scholarships.html>

ACADEMIC ADVISOR CONTACT INFORMATION

[HOME](#)

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armurphy@purdue.edu

Melody Carducci
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Kayleen Baker
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Tammy Hedrick
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Abbi Merrill
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Schedule Appointments using BoilerConnect:

<http://www.purdue.edu/boilerconnect>

- [How to Schedule an Appointment](#) (video)
- [How to Schedule an Appointment \(pdf\)](#)
- [How to Cancel an Appointment](#)
- [How to Reschedule an Appointment](#)
- [Responding to an Appointment Request](#) (video)
- [Responding to an Appointment Request](#) (pdf)

CIT Advising:

<https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising>

All email correspondence from you must be sent from your @purdue.edu email address.

Please include your full name and PUID in the email as there may be more than one of you with the same name 😊 and we can help you much easier with the correct information!

IMPORTANT: You will receive emails from CIT-Announcements@purdue.edu, CIT-Advising@purdue.edu and the CIT Student Information Course (IF YOU HAVE NOTIFICATIONS TURNED ON in Brightspace) that will notify you of important CIT Events. These emails will be sent to your @purdue.edu email address. If you are not receiving these messages, please check your Purdue Office 365 Clutter and Junk mail folders and Microsoft Quarantine. Update your clutter preferences to accept these messages. Students have reported not receiving these announcements if their Purdue email is forwarded to another account (Yahoo, Gmail, etc.) so please do not forward your email.

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