These slides contain information to help you prepare for spring/summer 2020 registration. Please use the information as a guide to help prepare for your advising meeting and as a reference as you register for classes.

- Academic Advising Appointment Checklist
- Before You Register
- Pre-Registration (New Beginners Fall 2019)
- Spring 2020 Registration Time Ticket Groups
- Selecting Courses
- MyPurdue Plan Course Planning
- My Purdue Look Up Classes
- Look Up Classes: Advanced Search
- Instructor Permission / Special Overrides
- Overrides
- CNIT Waitlist
- Summer 2020 Registration
- Summer Registration Time Tickets
- Registration Meeting Checklist
- After You Register
- Additional Information
- Contact Information
ACADEMIC ADVISING APPOINTMENT CHECKLIST

1. Review the CIT Registration Website.

2. Open myPurdue plan (Plan of study) Here (see next slides for screen shots).

3. Determine which courses you have left to complete.
   • All Course options may be found in Scheduling Assistant by October 7.

4. Open and save a form 23A from the CIT Registration website: sample Form 23A.
   • When listing your courses, it is ok to list the requirement and choose the specific course later.
     (i.e. Communication Selective, Science Selective).

5. List on Form 23A, the courses you plan to take for spring 2020. (Must meet prerequisites).
   • Substitutions that need mapped.
   • Completed course not mapping correctly.
   • Pending transfer credit, dual degree credit, or missing AP credit.
   • Change my Plan of Study major to: CNIT, CSEC, NENT, SAAD.
   • Add a minor or certificate.
   • Note plans for Graduation and apply to Graduate through myPurdue Portal.

6. Note on Form 23, any questions regarding your myPurdue plan. For example:
   • Substitutions that need mapped.
   • Completed course not mapping correctly.
   • Pending transfer credit, dual degree credit, or missing AP credit.
   • Change my Plan of Study major to: CNIT, CSEC, NENT, SAAD.
   • Add a minor or certificate.
   • Note plans for Graduation and apply to Graduate through myPurdue Portal.

7. Email the completed Form 23A to your assigned advisor prior to your meeting. Verify that your saved document is NOT Blank.

8. Advisors verify course requests and enter necessary overrides.
VERIFY THERE ARE NO HOLDS ON YOUR RECORD (you can view in myPurdue on the Academic Tab)

Each fall semester you will be asked to verify your payment information and confirm your emergency contact information. 
https://www.purdue.edu/registrar/currentStudents/students/holds.html

Some holds signify the student is restricted from enrolling in classes and/or obtaining academic transcripts at Purdue University. Some common holds are:

Respect Boundaries Program
DD - No direct deposit authorization on file (does not impact registration)
RF - Financial Aid Refund Hold
RO - Bursar Recurring Payments
M1 - Initial Student Medical Insurance
FR – Financial Responsibility
EC – Emergency Contact
Your Registration Window Dates & Times will available to you October 7th!

To view your time ticket through myPurdue
- Log into your myPurdue account You will see “Registration Status”
- Click on this and you will have dates and times listed of your time block in which you are to log in and register for your classes. Check now and verify you have not holds that prevent you from registering during your time ticket.
- This is an example:

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 23, 2017</td>
<td>10:00 am</td>
<td>Oct 23, 2017</td>
<td>11:59 pm</td>
</tr>
<tr>
<td>Oct 24, 2017</td>
<td>12:00 am</td>
<td>Oct 28, 2017</td>
<td>12:00 pm</td>
</tr>
<tr>
<td>Nov 30, 2017</td>
<td>09:00 am</td>
<td>Nov 30, 2017</td>
<td>11:59 pm</td>
</tr>
<tr>
<td>Dec 01, 2017</td>
<td>12:00 am</td>
<td>Mar 09, 2018</td>
<td>12:00 pm</td>
</tr>
</tbody>
</table>
```

- If you miss your time ticket, you must wait until open registration (December 5th) to register for your classes.
TIPS FOR SCHEDULING ASSISTANT & MYPURDUE

Use Scheduling Assistant to quickly create a workable schedule. Scheduling Assistant transfers your courses directly to myPurdue. **Always** go into myPurdue and verify that all courses transferred in correctly by checking your week-at-a-glance schedule.

- Be aware of linked courses, some lectures require that you register for a required linked section (lab, recitation, or PSO) that goes with it!

https://www.purdue.edu/registrar/faculty/scheduling/student_scheduling_assistant.html

You may also register through myPurdue add/drop worksheet

- CRN’s for all parts of the class (lecture, recitation, lab, PSO) will need to be entered
- Utilize if Scheduling Assistant is down
Your Pre-Registration Window Dates & Times will available to you during the week of November 4-15 and assigned when you meet with your advisor.

*On behalf of the Office of the Registrar, we would like share details in regards to your spring 2020 course registration process.*

As you plan for your spring 2020 course schedule, you will be utilizing the same process of course selection that you used for your fall 2019 classes as part of a pilot program for expanded use of pre-registration.

You will meet with your advisor between the dates of November 4-15. Once you meet with your advisor, your Course Request Form will be opened. You will complete the Course Request Form no later than Wednesday, November 20, 2019 for batch processing. Your schedule will be available by 5:00 p.m. on Wednesday, December 4, 2019. After consultation with your advisor, you may make changes to your schedule beginning Thursday, December 5, 2019.

Thank you!
Pre-Registration Team
<table>
<thead>
<tr>
<th>Group</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Groups</td>
<td>Monday, October 21, 2019 - Friday, October 25, 2019</td>
</tr>
<tr>
<td>Graduate and Professional</td>
<td>Monday, October 21, 2019 - Sunday, March 11, 2020</td>
</tr>
<tr>
<td>Seniors</td>
<td>Monday, October 28, 2019 - Friday, November 1, 2019</td>
</tr>
<tr>
<td>Juniors</td>
<td>Monday, November 4, 2019 - Friday, November 8, 2019</td>
</tr>
<tr>
<td>Sophomores</td>
<td>Monday, November 11, 2019 - Friday, November 15, 2019</td>
</tr>
<tr>
<td>Continuing Freshmen</td>
<td>Monday, November 18, 2019 - Wednesday, November 20, 2019</td>
</tr>
<tr>
<td>Fall 2019 New Beginners Course Request Form</td>
<td>Thursday, September 5, 2019 - Wednesday, November 20, 2019</td>
</tr>
<tr>
<td>Open for all current degree students, non-degree, transfer students, and new spring admits</td>
<td>Thursday, December 5, 2019 - Wednesday, March 11, 2020</td>
</tr>
<tr>
<td>Waitlist Available</td>
<td>Thursday, December 5, 2019 - Friday, January 10, 2020</td>
</tr>
</tbody>
</table>
Verify that your Major and Minors are correct on the top Right of your myPurdue Plan:

When reviewing your myPurdue Plan, there are several blocks to pay close attention to:
This is the summary block:
It lists all other blocks in your plan.

The University Core Curriculum and Statewide Core are designed to be fulfilled with your major degree requirements, so please be sure that no course ONLY fulfills a core curriculum requirement, as that course may not actually be needed. Courses needed will map to Major Requirements and Additional Courses.
When selecting courses you want to register for, please use the “What-If” tool in myPurdue Plan:

Use the Choose Your Future Classes tool (all settings for your primary area of study must be filled in):

- Add each course you plan to take
- Then Process What If
- You should see the courses you listed in BLUE

Please be sure that no course ONLY fulfills a core curriculum requirement, as that course may not actually be needed.
## Look Up Classes

**Fall 2019 classes begin Mondays, August 19th, and Saturdays, December 7, 2019. Final exams will be held Mondays through Saturdays, December 9-14, 2019.**

**Note:** Courses with the text "Online" are available online. Students must be registered in time to complete the course by the last day of the orientation period.

**Note:** Please refer to the CNP for class listings. Click on the icon to view the correct class listing. (C) Indicates a closed class. NF is not available for online registration at this time. (S), the user is restricted from registration.

### Sectional Format

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Title</th>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Date DN/DO</th>
<th>Location</th>
<th>Type</th>
<th>Links</th>
<th>Requires</th>
<th>Notes</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111</td>
<td>CMTN</td>
<td>304000 001 001</td>
<td>PWS</td>
<td>M-F</td>
<td>10-11</td>
<td>A. W. Strickland</td>
<td>08/19-12/07</td>
<td>KRES 2290</td>
<td>Lecture</td>
<td>LFPC</td>
<td>B</td>
<td>U</td>
<td>Upper Division and Variable Title</td>
</tr>
<tr>
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<td>M-F</td>
<td>10-11</td>
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<td>Lecture</td>
<td>LFPC</td>
<td>B</td>
<td>U</td>
<td>Upper Division and Variable Title</td>
</tr>
<tr>
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<td>CMTN</td>
<td>304000 003 001</td>
<td>PWS</td>
<td>M-F</td>
<td>10-11</td>
<td>A. W. Strickland</td>
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**Homework:**

- [View Homework](#)
LOOK UP CLASSES: ADVANCED SEARCH

EXAMPLE: SECOND 8 WEEK COURSES, ONLINE COURSES, SUMMER MODULES
INSTRUCTOR PERMISSION/SPECIAL OVERRIDES

SCHEDULE REVISION REQUEST (FORM 23) IS REQUIRED FOR SOME OVERRIDES (E.G. INSTRUCTOR PERMISSION, TIME CONFLICT OVERRIDE)

- **Form 23’s** need to be completed with the appropriate signatures and given to your advisor before you register. Fill these out and complete with **ALL** necessary information, including CRN’s and any signatures that are needed from instructors.

- This is **VERY** important so we can put in any overrides prior to your registration time.
Some courses require overrides before you are able to register for the course.

- **Pre-Reg** Overrides
  - CNIT 25501
    - If you earned credit for CNIT 15501 (CS 17700, CS 18000, etc.), you will need a Pre-Requisite Override

- **Field of Study (Major)/ Program/College** Overrides
  - Some courses will require an override for students not in their major to take their courses. These colleges include:
    - MGMT (some courses)
    - OLS/TLI (some courses)
    - COM (some courses)
    - CGT

- **Credit Hour** Override
  - If you are planning to take more than 18 credit hours for the semester, we will need to put in an override to allow you to do so.
  - Overall GPA of 3.0 required.
  - Please indicate this on the Form 23A

Overrides for most courses will be requested electronically as you request courses in Unitime
Other overrides include:

*Instructor Permission* A signature from the Instructor is necessary for some courses

- Fill out a Form 23 with the course and CRN along with the Instructor’s signature and turn into your advisor before your registration.

*Time Conflict* Override

- If there is a time overlap of courses, it may be possible to get an override with the permission and signature of the Instructor whose course is overlapping. Form 23 must be signed and turned into your advisor.
Most CNIT courses are not available in the myPurdue waitlist system so you may send your requests to: cnitwaitlist@purdue.edu.

Sample Email Request

To: cnitwaitlist@purdue.edu
From: Joanne Purdue
Subject: Spring 2020 Registration

Please add me to the CNIT course waitlist for the following courses.

Joanne Purdue  
PUID: 99999-99999

CNIT 39200  
CNIT 24000

Sincerely,

Joanne Purdue  
jp@purdue.edu

The department will determine if there are resources to accommodate requests. Space will then be opened during or soon after open registration.

You may view the MyPurdue How to Waitlist system: https://www.purdue.edu/registrar/currentStudents/students/waitlist.html
CURRENT GUARANTEED CNIT OFFERINGS:

CNIT 17600 – Information Technology Architectures (online)
CNIT 18000 – Intro to Technology Architectures
CNIT 24200 – System Administration
Req. CRN: 13068

Summer offerings will be available on myPurdue December 9, 2019

PURDUE SUMMER OFFERINGS:  
http://www.purdue.edu/thinksummer/ - Courses

PURDUE ONLINE OFFERINGS:  
Courses available on Distance Learning website  
https://www.distance.purdue.edu/courses/Purdue.asp

You will use the same PIN for Summer and Spring 2020
Summer Time Tickets have not yet been assigned. Go to the following link by the end of December to see your Summer Time Ticket dates.

[https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html](https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html)

Time Tickets typically begin at the end of January.

Your student classification for Summer 2020 will be based on the credits earned after Fall 2019 grades post.
Email the completed Form 23A to your assigned advisor, listing all classes you plan on taking for Spring 2020.

If you are a Spring/Summer 2020 Candidate, please indicate this on your form and apply for graduation. This is your responsibility!

Register during your time ticket. If you miss the deadline from your Registration Status, you will have to wait until open registration and may have fewer course options available to you.

Make sure all Pre-Requisites are met for the courses you want to take.

The pin you receive during your registration meeting is for BOTH your Spring and Summer 2020 course registration.
• 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.

• 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.)

• 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 should be notified if any changes have been made to your schedule.
• **Waiting lists:** If you try to enroll in a class that is full and the course doesn’t have linked sections, you may have the option to be placed on a waiting list for one particular section (CRN). It is then particularly important to monitor your Purdue email, so that you can respond within the allotted 16 hours. Available during open registration.

• **Course Withdrawal:** A record of the fact that a student was enrolled in a course and withdrew from the course after the second week. When a course assignment is canceled prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student’s record.
CONTACT INFORMATION

Lisa Klein – Office: Knoy 209
  email: klein85@purdue.edu
  phone: 765-494-6484

Angie Murphy - Office: Knoy 207
  email: armurphy@purdue.edu
  phone: 765-496-6003

Schedule Appointments using BoilerConnect:
  http://www.purdue.edu/boilerconnect

For more information about advising and open office hours in CIT:
  https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising

All email correspondence from you must be sent from your @purdue.edu email address.
  • Include your full name and PUID in the email.

IMPORTANT: You will receive emails from CIT-Announcements@purdue.edu and
  CIT-Advising@purdue.edu 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 CISCO 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 check your Purdue email account
  REGULARLY.