

CIT Registration Appointment Guide

SPRING & SUMMER 2020



REGISTRATION INFORMATION GUIDE OBJECTIVES

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.

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ACADEMIC ADVISING APPOINTMENT CHECKLIST

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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

4. Open and save a [form 23A](#) from the CIT Registration website: sample [Form 23A](#)

- All Course options may be found in [Scheduling Assistant](#) by October 7

5. List on Form 23A, the courses you plan to take for spring 2020 (Must meet pre-requisites)

- When listing your courses, it is ok to list to list the requirement and choose the specific course later (i.e. Communication Selective, Science Selective)

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](#)

Destination: Graduation

myPurduePlan *(Best viewed in Chrome or Firefox)*

UNDERGRADUATE AND VET-MED/PHARMACY STUDENTS, your one stop to track your degree progress, determine the courses still needed for graduation, see how a CODO may affect your degree progress and more. Please watch the [myPurduePlan Overview video](#) for general information. For comprehensive program information, please see the [University Catalog: Academic Programs & Requirements](#). The following videos provide more detailed assistance:

Worksheet

What-If Worksheet

myPurduePlan: Planner

Graduation Calculator

GPA Calculator

Advice Calculator

BEFORE YOU REGISTER

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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

BEFORE YOU REGISTER CONTINUED

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:**

Registration Status

You may register during the following times

From	Begin Time	To	End Time
Oct 23, 2017	10:00 am	Oct 23, 2017	11:59 pm
Oct 24, 2017	12:00 am	Oct 28, 2017	12:00 pm
Nov 30, 2017	09:00 am	Nov 30, 2017	11:59 pm
Dec 01, 2017	12:00 am	Mar 09, 2018	12:00 pm

✓ You have no Holds which prevent registration.

✓ Your Academic Standing permits registration.

✓ Your Student Status permits registration.

Your Class for registration purposes is Junior: 75 - 89 hours.

- **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

PRE-REGISTRATION (NEW BEGINNERS FALL 2019)

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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

SPRING 2020 REGISTRATION TIME TICKET GROUPS

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Spring 2020

Group	Dates
Priority Groups	Monday, October 21, 2019 - Friday, October 25, 2019
Graduate and Professional	Monday, October 21, 2019 - Sunday, March 11, 2020
Seniors	Monday, October 28, 2019 - Friday, November 1, 2019
Juniors	Monday, November 4, 2019 - Friday, November 8, 2019
Sophomores	Monday, November 11, 2019 - Friday, November 15, 2019
Continuing Freshmen	Monday, November 18, 2019 - Wednesday, November 20, 2019
Fall 2019 New Beginners Course Request Form	Thursday, September 5, 2019 - Wednesday, November 20, 2019
Open for all current degree students, non-degree, transfer students, and new spring admits	Thursday, December 5, 2019 - Wednesday, March 11, 2020
Waitlist Available	Thursday, December 5, 2019 - Friday, January 10, 2020

SELECTING COURSES

UTILIZE MYPURDUE PLAN

Verify that your Major and Minors are correct on the top Right of your myPurdue Plan:

Degree	Comp Info Tech-BS
Program	Polytechnic Institute
Major	Computer & Information Tech
Minors	Statistics Organizational Leadership Communication
Concentration	

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.

Degree in Bachelor of Science

Unmet conditions for this set of requirements: 24 Credits needed

Degree GPA - GPA calculated using only the coursework taken to complete degree requirements.

- You meet the minimum GPA requirement
- University Core Curriculum
- Major Requirements
- Additional Courses
- 32 Upper Credits
- Statewide General Transfer Core Curriculum

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

University Core Curriculum

- FOUNDATIONAL LEARNING OUTCOMES
 - Written Communication
 - Written Communication
 - Information Literacy
 - Information Literacy
 - Oral Communications
 - Oral Communications
 - Science
 - Science
- Humanities
- Behavior/Social Science
- Behavior/Social Science
- Quantitative Reasoning
- Science, Tech & Society

Statewide General Transfer Core Curriculum

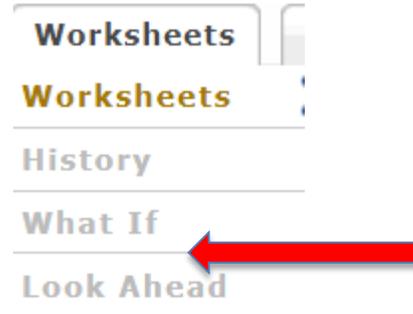
Your GPA in these classes is 3.51

- Statewide General Transfer Core
 - Written Communication
 - Written Communication
 - Speaking And Listening
 - Oral Communications
 - Science
 - Science
 - Quantitative Reasoning
 - Humanistic-Artistic
 - Social-Behavioral
 - Social-Behavioral
 - Statewide General Transfer Core
- Statewide General Transfer Core-Additional Courses

MYPURDUE PLAN COURSE PLANNING

HELPFUL TOOL TO BE SURE YOUR FUTURE COURSES FULFILL DEGREE REQUIREMENTS

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.

A screenshot of the 'Choose Your Future Classes' tool interface. At the top, there is a 'Format:' dropdown set to 'Student View' and buttons for 'Process What-If' and 'Save as PDF'. Below this is a link: 'Click here for myPurduePlan What-If Help'. The main section is titled 'Select your primary area of study' and contains several dropdown menus: 'Catalog Term' (Fall 2014), 'Campus' (.West Lafayette Campus), 'Level' (Undergraduate), 'Program' (Comp Info Tech-BS), 'College' (Polytechnic Institute), 'Major' (Computer & Information Tech), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). Below this is another section titled 'Select your additional areas of study' with similar dropdown menus for Major, Concentration, and Minor, and an 'Add' button next to a 'Chosen Areas of study' list box. At the bottom, there is a section titled 'Choose Your Future Classes' with a text input for 'Enter a course and click Add Course', a table with columns for 'Subject' and 'Number', and 'Add Course' and 'Remove Course' buttons. A red arrow points to the 'Process What-If' button at the top, and another red arrow points to the 'Add Course' button in the bottom section.

MYPURDUE LOOK UP CLASSES

FOR DETAILED CLASS INFORMATION

Look Up Classes

Fall 2019
Sep 26, 2019 03:44 pm

Fall 2019 classes begin Monday, August 19, and end Saturday, December 7, 2019. Final exams will be held Monday through Saturday, December 9-14, 2019.
ATTENTION: Until the final exam schedule is published, students should be prepared to be on campus through the end of the final exam period.

To register for classes, select the box in front of the CRN and choose Register or Add to Worksheet. (C identifies a closed class; NR, a class not available for online registration at this time; SR, the user is restricted from registration)

Linked Sections Required. Click on the flag to view linked section choices.

Sections Found

CNIT-Computer & Info Tech

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Type	Links	Requi-sites	Notes	Attribute
<input type="checkbox"/>	23051	CNIT	31500	001	PWL	3.000	Systems Programming	MW	10:30 am-11:20 am	80	82	-2	0	0	0	0	0	0	Eric T Matson (P)	08/19-12/07	BRNG 2290	Lecture	A1/A2	(R)		Upper Division
<input type="checkbox"/>	23052	CNIT	31500	002	PWL	0.000	Systems Programming	W	01:30 pm-03:20 pm	20	21	-1	0	0	0	0	0	0	Heejae Han (P), Eric T Matson	08/19-12/07	KNOY 242	Laboratory	A2/A1	(R)		Upper Division
<input type="checkbox"/>	23231	CNIT	31500	003	PWL	0.000	Systems Programming	F	09:30 am-11:20 am	20	21	-1	0	0	0	0	0	0	Hyemin Kim (P), Eric T Matson	08/19-12/07	KNOY 242	Laboratory	A2/A1	(R)		Upper Division
<input type="checkbox"/>	13297	CNIT	31500	004	PWL	0.000	Systems Programming	F	11:30 am-01:20 pm	20	20	0	0	0	0	0	0	0	Hyemin Kim (P), Eric T Matson	08/19-12/07	KNOY 242	Laboratory	A2/A1	(R)		Upper Division
<input type="checkbox"/>	13298	CNIT	31500	005	PWL	0.000	Systems Programming	F	01:30 pm-03:20 pm	20	20	0	0	0	0	0	0	0	Heejae Han (P), Eric T Matson	08/19-12/07	KNOY 242	Laboratory	A2/A1	(R)		Upper Division

New Search

Look Up Classes

Fall 2019
Sep 26, 2019 03:43 pm

Fall 2019 classes begin Monday, August 19, and end Saturday, December 7, 2019. Final exams will be held Monday through Saturday, December 9-14, 2019.
ATTENTION: Until the final exam schedule is published, students should be prepared to be on campus through the end of the final exam period.

To register for classes, select the box in front of the CRN and choose Register or Add to Worksheet. (C identifies a closed class; NR, a class not available for online registration at this time; SR, the user is restricted from registration)

Linked Sections Required. Click on the flag to view linked section choices.

Sections Found

CNIT-Computer & Info Tech

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Type	Links	Requi-sites	Notes	Attribute
<input type="checkbox"/>	21110	CNIT	48101	003	PWL	0.000	Lean Six Sigma	F	07:30 am-09:20 am	30	0	30	0	0	0	30	30	0	Na Li (P)	08/19-12/07	KRAN G005	Laboratory	A4/A3	(R)	pre-req: IT 34200, STAT 22500 or 30100	Upper Division and Variable Title
<input type="checkbox"/>	21114	CNIT	48101	004	PWL	0.000	Lean Six Sigma	F	03:30 pm-05:20 pm	30	2	28	0	0	0	30	30	0	Na Li (P)	08/19-12/07	KNOY B031	Laboratory	A4/A3	(R)	pre-req: IT 34200, STAT 22500 or 30100	Upper Division and Variable Title
<input type="checkbox"/>	21116	CNIT	48101	005	PWL	3.000	Lean Six Sigma	MW	03:30 pm-04:20 pm	60	2	58	0	0	0	60	60	0	Chad Matthew Laux (P)	08/19-12/07	WALC 2088	Lecture	A3/A4	(R)	pre-req: IT 34200, STAT 22500 or 30100	Upper Division and Variable Title

LOOK UP CLASSES: ADVANCED SEARCH

EXAMPLE: SECOND 8 WEEK COURSES, ONLINE COURSES, SUMMER MODULES

Advanced Search

Spring 2018 classes begin Monday, January 08, and end Saturday, April 28, 2018. Final exams will be held Monday through Saturday, April 30-May 5, 2018.
ATTENTION: Until the final exam schedule is published, students should be prepared to be on campus through the end of the final exam period.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject: EAPS-Earth Atmos Planetary Sci
ECE-Electrical & Computer Engr
ECET-Electrical&Comp Engr Tech
ECON-Economics
EDCI-Educ-Curric & Instruction
EDPS-Educ-Ed'I and Psy Studies
EDST-Ed Leadership&Cultri Fnd
EEE-Environ & Ecological Engr
ENE-Engineering Education
ENGL-English

Course Number:

Title:

Schedule Type: Presentation
Recitation
Research

Instructional Method: All
Hybrid
Online

Credit Range: hours to hours

Campus: All
Lafayette
West Lafayette

Part of Term: Full Term
Lafayette
Second 8 Weeks

Instructor: All
Aagard, Hans Peter
Aaltonen, Pamela Massie

Session: All
Day
Evening

Attribute Type: All
Coop
Core Transfer Library

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

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.

COMMON OVERRIDES FOR CIT STUDENTS

Some courses require overrides before you are able to register for the course.

- **Pre-Req** 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.

SUMMER 2020 REGISTRATION

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CURRENT GUARANTEED CNIT OFFERINGS:

CNIT 17600 – Information Technology Architectures (online)

CNIT 18000 – Intro to Technology Architectures

CNIT 24200 – System Administration

CNIT 39000 – Supervised Practicum – Korean Software Project-Inst. Perm.
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 REGISTRATION TIME TICKETS

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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>

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.

REGISTRATION MEETING CHECKLIST

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- ✓ ✓ 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.

AFTER YOU REGISTER...

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CHECK LIST

- 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

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phone: 765-494-6484

Angie Murphy - Office: Knoy 207

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phone: 765-496-6003



Follow Purdue CIT

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.