

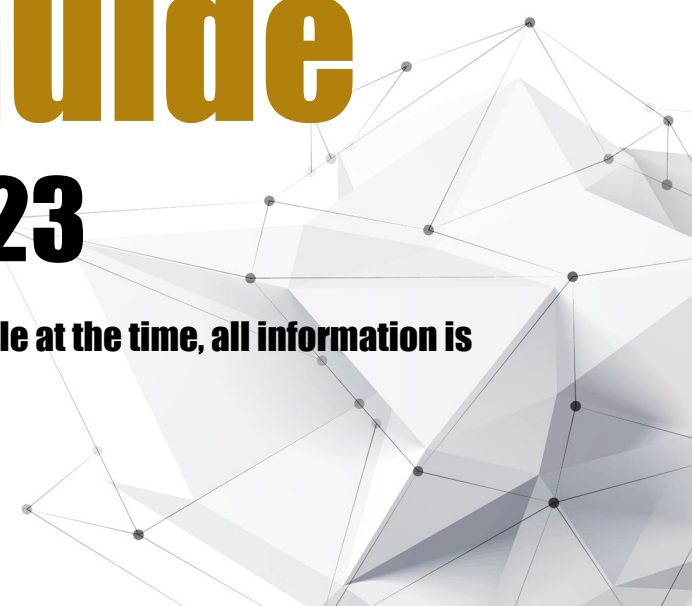
# **CIT**

# **Course Registration**

# **Information Guide**

## **Spring 2024 – Winter 2023**

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



# Student + Advisor = Great Partnership

## 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!

# ACADEMIC ADVISING GROUP MEETING CHECKLIST

[HOME](#)

1. Remove account holds (see slide 6) Log into myPurdue, go to the Registration Tab and view “Do I have any holds? This semester, all received the requirement to respond to Emergency Contact and Financial Responsibility. Clear any other holds such as immunization.
2. Review the [CIT Registration Website](#) for registration information.
3. Open the myPurdue Plan Worksheet [here](#) and the eight semester plans to see which courses are left to complete. Utilize these tools to confirm the order you must complete courses and pre-requisites.
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.
  - 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. Respond to Advisor Qualtrics Survey at least two business days before your scheduled meeting.
6. Schedule a Boiler Connect appointment when email invitation is sent. **Boiler Connect appointments require scheduling 12 hours in advance.**
7. **If planning to graduate in Spring or Summer 2024, submit your application to graduate (see slide 28)**
8. Submit CRF in Scheduling Assistant during registration meeting. Spring/Summer PINs will be put in Boiler Connect Notes
  - **All Advising Meetings must be completed within the window of time provided in the BoilerConnect Invitation**
  - **Students will receive notice of finalized schedules on Thursday, November 30 by 5:00 pm**
  - **Open Registration begins Monday, December 4 (Student will need PIN for changes) – If changes need to be made that were not previously discussed with your advisor, PLEASE discuss with advisor before making any changes.**

# MyPurdue Resources

**Reminders, tips and tricks on how to utilize  
Look Up Classes and your myPurdue Plan**



# BEFORE ATTENDING A GROUP MEETING– 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>

Some holds signify the student is **restricted from enrolling in classes and/or obtaining academic transcripts or applying to graduate** at Purdue University.

Some common holds that will prohibit you from enrolling are:

- **Failure to meet immunization requirements**
  - ❖ Verify your information here: <https://myhealth.push.purdue.edu> Advisors do not have access to this information, so be sure to check your status and complete all needed steps or you will **not** be able to submit your course requests to receive a schedule. You may also be restricted from accessing/updating Registrar information in the current semester.
- **Respect Boundaries Program**
- Bursar Recurring Payments
- International Student Medical Insurance
- **Financial Responsibility – all students must update in the fall semester**
- **Emergency Contact – all students must update in the fall semester**

No direct deposit authorization on file (**does not impact Pre-Registration or any other process: 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 under the heading Originator

# SELECTING COURSES RESOURCES CONTINUED

[HOME](#)

## REVIEW PLAN OF STUDY (8 SEMESTER LAYOUT\* \*\*) – CHOOSE THE YEAR THAT YOU ENTERED PURDUE

\*Please go to myPurdue Plan to confirm **your catalog term** to see which year plan of study you need to follow. In most cases, you will need to take the CNIT courses as outlined. General Education courses have much more flexibility and can be shifted to different semesters.

**\*\*Beginning Fall 2020, you may refer to the Excel document provided to you in BoilerConnect.**

### Computer and Information Technology (CNIT)

<https://polytechnic.purdue.edu/degrees/computer-and-information-technology/plan-of-study>

### Network Engineering Technology/Computing Infrastructure and Network Engineering Technology (NENT/INET)

<https://polytechnic.purdue.edu/degrees/network-engineering-technology/plan-of-study>

### Cybersecurity (CSEC)

<https://polytechnic.purdue.edu/degrees/cybersecurity/plan-of-study>

### Data Analytics, Technologies and Applications (DATA)

<https://polytechnic.purdue.edu/degrees/data-analytics-technologies-and-applications/plan-of-study>

### Systems Analysis and Design/Computing Systems Analysis and Design (SAAD/CSAD)

<https://polytechnic.purdue.edu/degrees/systems-analysis-and-design/plan-of-study>

# COURSE SELECTION RESOURCES

[HOME](#)

## UTILIZE MYPURDUE PLAN WORKSHEET AND EIGHT SEMESTER PLAN LAYOUT (SEE NEXT SLIDE)

All myPurduePlan Screenshots are in the Classic view.

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.

<input checked="" type="checkbox"/> Degree in Bachelor of Science
<input checked="" type="checkbox"/> 32 Upper Level Credits Requirement
<input checked="" type="checkbox"/> Overall GPA of 2.0 is met
<input checked="" type="checkbox"/> University Core Curriculum
<input type="checkbox"/> Civics Literacy Proficiency
<input type="checkbox"/> Major in Cybersecurity
<input type="checkbox"/> Other Departmental Course Requirements
<input type="checkbox"/> IT Professional Experience

The University Core Curriculum is 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, CIT Core (beginning Fall 22) and Other Departmental Course Requirements.

<input checked="" type="checkbox"/> University Core Curriculum
<input checked="" type="checkbox"/> FOUNDATIONAL LEARNING OUTCOMES
<input checked="" type="checkbox"/> Written Communication
<input checked="" type="checkbox"/> Written Communication
<input checked="" type="checkbox"/> Information Literacy
<input checked="" type="checkbox"/> Information Literacy
<input checked="" type="checkbox"/> Oral Communications
<input checked="" type="checkbox"/> Oral Communications
<input checked="" type="checkbox"/> Science
<input checked="" type="checkbox"/> Science
<input checked="" type="checkbox"/> Humanities
<input checked="" type="checkbox"/> Behavior/Social Science
<input checked="" type="checkbox"/> Behavior/Social Science
<input checked="" type="checkbox"/> Quantitative Reasoning
<input checked="" type="checkbox"/> Science, Tech & Society

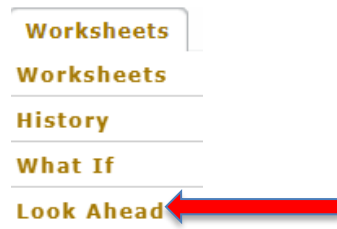
**PURDUE**  
POLYTECHNIC

# MYPURDUE PLAN COURSE PLANNING

[HOME](#)

## HELPFUL TOOL TO BE SURE YOUR FUTURE COURSES FULFILL DEGREE REQUIREMENTS

When selecting courses you want to register for, please use the “Look Ahead” 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 University or Statewide core curriculum requirement, as that course may not actually be needed.

Please consult your advisor if you have questions.

A screenshot of the 'Look Ahead' tool interface. The top navigation bar includes 'Worksheets', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Look Ahead' section is active, showing a 'Format' dropdown set to 'Student View' and a 'Process New' button. Below this, a yellow box contains instructions: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' The form has two input fields: 'Subject' and 'Number', followed by an 'Add Course' button. A red arrow points to the 'Add Course' button. To the right of the input fields is a list titled 'Courses you are considering' with a 'Remove Course' button at the bottom.



# MYPURDUE LOOK UP CLASSES

HOME

**For detailed class information:** Look up classes will provide you meeting times, inform you of a lab requirement, pre-requisite courses, major restrictions (R) and various other helpful information to plan for your schedule.

## Look Up Classes

Fall 2019

Sep 26, 2019 02:00 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	Crsz	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
C	12011	CNIT	31500	001	PWL	3.000	Systems Programming	HW	10:30 am-11:30 am	80	82	-2	0	0	0	0	0	0	Eric T Matson (C)	08/19-12/07	BRNG 2200	Lecture	<a href="#">ASIA2</a>	(R)	Upper Division	
C	12052	CNIT	31500	002	PWL	0.000	Systems Programming	W	01:30 pm-03:30 pm	20	21	-1	0	0	0	0	0	0	Heejae Han (C), Eric T Matson	08/19-12/07	KNOW 242	Laboratory	<a href="#">ASIA2</a>	(R)	Upper Division	
C	12111	CNIT	31500	003	PWL	0.000	Systems Programming	F	09:30 am-11:30 am	20	21	-1	0	0	0	0	0	0	Hyemin Kim (C), Eric T Matson	08/19-12/07	KNOW 242	Laboratory	<a href="#">ASIA2</a>	(R)	Upper Division	
C	12127	CNIT	31500	004	PWL	0.000	Systems Programming	F	11:30 am-01:30 pm	20	20	0	0	0	0	0	0	0	Hyemin Kim (C), Eric T Matson	08/19-12/07	KNOW 242	Laboratory	<a href="#">ASIA2</a>	(R)	Upper Division	
C	12128	CNIT	31500	005	PWL	0.000	Systems Programming	F	01:30 pm-03:30 pm	20	20	0	0	0	0	0	0	0	Heejae Han (C), Eric T Matson	08/19-12/07	KNOW 242	Laboratory	<a href="#">ASIA2</a>	(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	Crsz	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
C	21110	CNIT	46101	003	PWL	0.000	Lean Six Sigma	F	07:30 am-09:10 am	30	0	30	0	0	0	30	30	0	Na Li (P)	08/19-12/07	KRAN GD05	Laboratory	ASIA2	(R)	pre-req: IT 34200, STAT 22500 or 38100 minimum grade D-	Upper Division and Variable Title
C	21114	CNIT	46101	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	KNOW 8031	Laboratory	ASIA2	(R)	pre-req: IT 34200, STAT 22500 or 38100 minimum grade D-	Upper Division and Variable Title
C	21116	CNIT	46101	005	PWL	3.000	Lean Six Sigma	HW	03:30 pm-04:20 pm	60	2	58	0	0	0	60	60	0	Chad Matthew Leux (P)	08/19-12/07	YVALC 2086	Lecture	ASIA2	(R)	pre-req: IT 34200, STAT 22500 or 38100 minimum grade D-	Upper Division and Variable Title

# LOOK UP CLASSES: ADVANCED SEARCH

[HOME](#)

This advanced feature allows you to see online courses, second 8-week courses - part of term, summer modules options.

## Advanced Search

Fall 2021 classes begin Monday, August 23, and end Saturday, December 11, 2021. Final exams will be held Monday through Saturday, December 13-18, 2021.

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:**   
CGT-Computer Graphics Tech  
CHE-Chemical Engineering  
CHM-Chemistry  
CHNS-Chinese  
CLCS-Classics  
CLPH-Clinical Pharmacy  
CM-Construction Management  
CMPL-Comparative Literature  
CNIT-Computer & Info Tech

**Course Number:**

**Title:**

**Schedule Type:**   
Clinic  
Distance Learning

**Instructional Method:**   
Hybrid  
Online

**Credit Range:**  hours to  hours

**Campus:**   
Lafayette  
West Lafayette

**Part of Term:**   
Non-date based courses only  
Full Term  
Second 8 Weeks

**Instructor:**   
Abad, Jason Michael  
Abbaraju, Praveen .

**Session:**   
Day  
Evening

**Attribute Type:**   
Coop  
Core Transfer Library

**Start Time:** Hour  Minute  am/pm   
**End Time:** Hour  Minute  am/pm   
**Days:** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Section Search Reset

# Spring 2024 Updates

**Please read over this section thoroughly for updates to course offerings and plan of study updates.**



# SPRING TENTATIVE COURSE OFFERINGS

[HOME](#)

## [The CIT Majors Spring 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
- 50000 Level Graduate Course Offerings and Undergraduate student Pre-requisites or permissions needed
- Major Specific approved selectives
- Course credit hour updates

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

### Examples:

- **Fall Only:** CNIT 34000, 41500, 45500, 48300, 51100
- **Spring Only:** CNIT 34210 and 34220, 48200, 48400, 51200

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

# UPDATES FOR ALL COMPUTER & INFORMATION TECHNOLOGY STUDENTS

[HOME](#)

## Updated Communication and Professional Speaking Selective Options

Your myPurduePlan worksheet may not reflect all of these courses as options, however, they are approved. 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.

# INTERDISCIPLINARY SELECTIVES

[HOME](#)

CIT plans of study provide either the requirement or the option of adding non-computing minors or certificates to fulfill Interdisciplinary (I/D) Selectives. 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 requirements. Consult your advisor to understand what may/may not count.

Courses used to fulfill specific requirements on your plan of study cannot also be used to fulfill the interdisciplinary requirement. For example, TECH 12000 is a required course, therefore it cannot also count as an interdisciplinary selective.

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. *(For your reference, see next slides for options to complete Additional Interdisciplinary Selectives credits.)*

***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](mailto:ptrawles@purdue.edu)

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# INTERDISCIPLINARY SELECTIVES ADMINISTRATION MEMO CSEC-NENT/INET

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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.

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

P. T. Rawles  
Associate Head for Undergraduate Academics



# ANNOUNCEMENTS

## SAAD Majors:

CGT 25600: Course has been replaced with CGT 17208

## DATA Majors:

### 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 in 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](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](https://catalog.purdue.edu/preview_program.php?catoid=16&poid=25252)

# Reminders

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



## COMMON OVERRIDES FOR CIT STUDENTS

Some courses require overrides before you are able to 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, etc.), you will need a Pre-Requisite Override. This can be entered during your Advising Appointment so no further action will be needed after submitting your course request form. If prompted by Scheduling Assistant, please submit the request for faster processing.

### Credit Hour Override

- If you are planning to take **more than 18 credit hours** for the 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.

### 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](mailto: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 **October 9**.

If you have submitted your request form prior to October 9, the override requests, if needed, will automatically be generated on October 9 for you. You **must** go in to Scheduling Assistant and update these override requests with appropriate notes.

You then leave a comment 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 Spring 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 SPRING OR SUMMER 2024?

[HOME](#)

## YOU WILL APPLY FOR GRADUATION THROUGH MYPURDUE PORTAL

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

- Destination Graduation
- Apply for Graduation – **we recommend applying the semester prior to your expected graduation semester.**
  - The response to Current Term Selection is Fall 2023 if applying during the Fall term and you are enrolled.\*
  - If you are a Dual Major (outside of the Polytechnic), or a Certificate Candidate, you must apply to graduate from each program. For in person ceremonies, the first college you apply to will be the college of commencement participation. Apply first to the major you associated with the graduation ceremony you will participate, and then to any other dual major or certificate program.
  - Applying early will ensure that your myPurduePlan is up-to-date for your graduation semester and 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.**

### Ready To Graduate?

Graduate students should consult with the Graduate Contact, of their program, for information on graduation processes.

[Apply for Graduation](#) for Undergraduate and Vet-Med/Pharmacy students only.

Accepting applications for

- i. Fall 2023 - January 09, 2023, until September 17, 2023
- ii. Spring 2024 - May 16, 2023 until February 2, 2024
- iii. Summer 2024 - August 14, 2023 until June 2, 2024

[How to Apply to Graduate](#)

[Student-Apply to Graduate FAQ](#)

[View Graduation Application](#)

[Self Nomination Application for Student Responder](#)

\*See the following screenshots to guide you through the application:

<https://www.purdue.edu/commencement/students/StudentHowToApply.html>

If you have followed all steps and you do not have access, send an email to [commencement@purdue.edu](mailto:commencement@purdue.edu). Be sure to include your full name and Purdue ID Number.

**PURDUE**  
POLYTECHNIC

# AFTER YOU PRE-REGISTER...

[HOME](#)

- **October 10**, 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 October 9, the override requests, if needed, will automatically be generated on October 9 for you. **You must go in to Scheduling Assistant and update these override requests with appropriate notes.**
- **November 29**, a guide will be sent to all students from [CIT-Announcements@purdue.edu](mailto:CIT-Announcements@purdue.edu) outlining steps to take if you did not receive a full schedule.
- **November 30**, 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 spring semester begins January 8, 2024.
  - **December 4** 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!
    - how to register, drop/add, waitlist, and much more:  
<https://www.youtube.com/playlist?list=PL2bl6htUMoCJZZhzTsu8scT47hZFNpGp8>

# AFTER YOU PRE-REGISTER CON'T...

[HOME](#)

- Before classes start in spring, 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.



# CNIT CREDIT BY EXAM

[HOME](#)

CIT Students may earn credit for select CIT courses by taking the “credit by exam” test. During the first week of each semester there will be multiple opportunities to register to take the exam(s). You must register via the survey posted in the CIT Student Information Brightspace course at least 24 hours prior to the date that you are wanting to take the exam. You can only attempt one test per session.

You can earn max credit by exam for only FOUR CNIT courses

## **To be eligible for credit by exam:**

A student must be either newly admitted to the program or a currently enrolled student who has not received any grade (including WF) or a directed grade in the course for which they seek credit by exam.

The student must also not have previously taken any part of the equivalency test for the course in question.

Student must register for the exam they are wanting to take.

There are no study guides available for the exams. The student is expected to be well-versed with all the course objectives and course topics either through similar courses taken at another educational institution and/or through practical experiences.

## **The following courses are available to earn credit by exam:**

CNIT 15501

CNIT 17600

CNIT 18000

CNIT 18200

CNIT 25501 (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 (Must have earned credit in CNIT 15501 (same equivalencies as above) to register for this exam)

**If you have any questions/concerns, please reach out to CIT Student Success Specialist Jessica Joya at [jjoya@purdue.edu](mailto:jjoya@purdue.edu)**

Exams will be administered through Brightspace. Dates and sign up instructions will be provided by the end of each semester. **Watch for an email from CIT-Announcements and/or a notification via the CIT Student Information Brightspace with more information and next steps towards the end of the semester.**



# 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 all of this information, contact Tyler Eddy, [teddy@purdue.edu](mailto:teddy@purdue.edu).

# OPTIONAL WINTER 2023 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.

- To 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 2023 PIN located in BoilerConnect Reports.**
- Courses run from December 18 to January 5 and most are Asynchronous Online
- You will use your Fall 2023 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 [2023-2024:https://www.purdue.edu/thinksummer/winter-session/courses.php](https://www.purdue.edu/thinksummer/winter-session/courses.php)
- Registration Drop/Add Calendar: [https://catalog.purdue.edu/preview\\_program.php?catoid=16&poid=27600](https://catalog.purdue.edu/preview_program.php?catoid=16&poid=27600)

## Winter 2023

**\*\*All dates subject to change\*\***

Group	Dates
Priority Groups	Monday, September 11, 2023 - Monday, December 18, 2023
Graduate and Professional	Monday, September 11, 2023 - Monday, December 18, 2023
Seniors	Monday, September 18, 2023 - Monday, December 18, 2023
Juniors	Monday, September 25, 2023 - Monday, December 18, 2023
Sophomores	Monday, October 2, 2023 - Monday, December 18, 2023
Current Freshmen	Monday, October 9, 2023 - Monday, December 18, 2023
Open Registration	Monday, October 16, 2023 - Monday, December 18, 2023
Waitlist	No waitlist available for winter

# CO-CURRICULAR REQUIREMENT

[HOME](#)

## FOR STUDENTS WITH PLANS OF STUDY (CATALOG TERMS) FALL 2016 - PRESENT

You will find the following co-curricular requirements along with detailed information on how to meet the requirement in the CIT Student Information Course in Brightspace

Professional Information Technology Experience Requirement is located in Course Tools > Assignments.

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, 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. 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](mailto:jjoya@purdue.edu)

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## 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:

**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:** Participation in 3 credits in the EPICS or The Data Mine Corporate Partners programs with the focus on the IT portion of the project could full selectives as well as the IT Professional Experience Requirement.

# 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](mailto: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](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](mailto:facontact@purdue.edu) or call 765-494-5050

## Scholarships – deadlines may vary for outside scholarships

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

## Polytechnic Institute Scholarships for Academic Year 2024-2025

<https://polytechnic.purdue.edu/undergraduate-studies/student-success/scholarships>

Applications typically available between **end of December 2023** and due by **March 1, 2024**

# 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

# CONTACT INFORMATION

[HOME](#)

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**Melody Carducci**  
[mmcbrite@purdue.edu](mailto:mmcbrite@purdue.edu)

**Lauren Lucas**  
[ljlucas@purdue.edu](mailto:ljlucas@purdue.edu)

**Schedule Appointments using BoilerConnect:**

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

**For more information about 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.**

**Include your full name and PUID in the email.**

**IMPORTANT:** You will receive emails from [CIT-Announcements@purdue.edu](mailto:CIT-Announcements@purdue.edu) , [CIT-Advising@purdue.edu](mailto:CIT-Advising@purdue.edu) and the CIT Student Information Course (IF YOU HAVE NOTIFICATIONS TURNED ON) 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 check your Purdue email account REGULARLY.