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!
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
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](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](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](https://www.purdue.edu). For specific information, contact the office that placed the hold. Contact information is listed in [myPurdue](https://www.purdue.edu) with the Hold under the heading Originator.
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

https://polytechnic.purdue.edu/degrees/systems-analysis-and-design/plan-of-study
All myPurduePlan Screenshots are in the Classic view.

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

Advanced Search

Subject:
- CEM-Construction Engr & Mgmt
- CSG-Computer Graphics Tech
- CHE-Chemical Engineering
- CHM-Chemistry
- CHNS-Chinese
- CLGS-Classics
- CPH-Clinical Pharmacy
- CM-Construction Management
- CNPL-Comparative Literature
- CNIT-Computer & Info Tech

Course Number:
Title:
Schedule Type:
- All
- Clinic
- Distance Learning
Instructional Method:
- All
- Hybrid
- Online
Credit Range:
Campus:
- All
- Lafayette
- West Lafayette
Part of Term:
- All
- Final 8 Weeks
- Full Term
- Second 8 Weeks
Instructor:
- All
- Abed, Jason Michael
- Abbaraju, Praveen
Session:
- All
- Day
- Evening
Attribute Type:
- All
- Coop
- Core Transfer Library
Start Time:
End Time:
Days:
Course times and delivery modes will be available beginning Monday, October 9.
Spring 2024 Updates

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

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

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
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.
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.

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

P. T. Rawles
Associate Head for Undergraduate Academics
CSEC Switch:
Currently, the option of adding the CSEC major is open only to those already on INET as a double major.

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

Statistics Minor Requirements:
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.
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 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.
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.
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.**

*See the following screenshots to guide you through the application:
[https://www.purdue.edu/commencement/students/StudentHowToApply.html](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**. Be sure to include your full name and Purdue ID Number.
**AFTER YOU PRE-REGISTER...**

- **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 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=PL2bl6htUMoCJZZhzTsu8scT47hZFNeGp8](https://www.youtube.com/playlist?list=PL2bl6htUMoCJZZhzTsu8scT47hZFNeGp8)
• 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 loose 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.
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

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.
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.
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
- Registration Drop/Add Calendar: https://catalog.purdue.edu/preview_program.php?catoid=16&poid=27600

### Winter 2023

<table>
<thead>
<tr>
<th>Group</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Groups</td>
<td>Monday, September 11, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Graduate and Professional</td>
<td>Monday, September 11, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Seniors</td>
<td>Monday, September 18, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Juniors</td>
<td>Monday, September 25, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Sophomores</td>
<td>Monday, October 2, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Current Freshmen</td>
<td>Monday, October 9, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Open Registration</td>
<td>Monday, October 16, 2023 - Monday, December 18, 2023</td>
</tr>
<tr>
<td>Waitlist</td>
<td>No waitlist available for winter</td>
</tr>
</tbody>
</table>
CO-CURRICULAR REQUIREMENT

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
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.
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**

**CIT Transfer Credit Approval Form**
Purdue Division of Financial Aid
• https://www.purdue.edu/dfa/
• Email 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
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

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, 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.