PURDUE UNIVERSITY

Polytechnic Institute Columbus

Spring Advising & Registration Checklist

Priority Registration for Current Students	**October 18-20, 2017** (by One.IU appt)
Open registration (via One.IU)	October 23– December 15, 2017
New Student Registration	See Whitney Ramer
No "Waitlist" after this date	**January 5, 2018**
FIRST DAY OF CLASS	**January 8, 2018**

COMPLETE BEFORE ADVISING:

- ☐ **EMAIL ADDRESSES:** Students **MUST** have a valid Purdue email address set up. All official correspondence will be conducted by university email accounts only. Confirm at **https://itap.purdue.edu/directory**.
- ☐ **PLACEMENT TESTS:** Complete the ALEKS Assessment for Math placement. ALEKS link is available at www.purdue.edu/columbus/student-services. Contact PCOT Student Services for English Placement Test scheduling.
- ☐ **HOLDS:** Must be released 24 hours prior to advising & online registration, check for HOLDs in One.IU and myPurdue
  - ☐ One.IU: go to Student Center *(If you have a V35 Hold, it will be removed during advising)*
  - ☐ myPurdue: click Academic tab (Emergency Contact) and/or Bills & Payments tab (Financial Responsibility)
  - ☐ Remove your immunization hold, citizenship hold, respect boundaries hold, financial responsibility hold, emergency contact hold, and SAVE hold on One.IU & myPurdue *(these holds must be removed before advising & registration; allow 24 hours for processing)*
  - ☐ Complete AlcoholEdu (http://www.purdue.edu/alcoholedu)

COMPLETE DURING ADVISING WEEK:

- ☐ **ADVISING:** All students **must** schedule an advising appointment with their advisor for Spring 2018.
  - ☐ Advising appointments require access to both the myPurdue and One.IU systems; you MUST bring your login for each system.
  - ☐ **Your Advisor will contact you with specific instructions.**

COMPLETE BEFORE REGISTRATION ENDS:

- ☐ **REGISTRATION:** Students will register during advising appointments. All HOLDS must be removed before registration. If registration cannot be completed during advising, the student is responsible for finishing out the registration process within TWO WEEKS after the appointment .
- ☐ **FINANCIAL AID:** Students enrolling for Spring 2018 MUST submit Enrollment Plans located on myPurdue. Must meet Satisfactory Academic Progress Standard.
- ☐ **VETERAN REQUEST ENROLLMENT CERTIFICATION FORM:** Must be completed **each semester** for veterans using VA benefits. The form is available online at **purdue.edu/Columbus**.

COMPLETE BEFORE FIRST DAY OF CLASSES:

- ☐ **CONFIRM ENROLLMENT:** Confirm your enrollment on myPurdue.
- ☐ **PAYMENT:** If Purdue financial aid is **NOT** being used, full payment is due before the **first day of class** or set up an installment plan [see next page]. Pay at **mypurdue.purdue.edu** *prior to the first day of class* **to avoid cancellation**.
- ☐ **DROP/ADD FORMS:** You **MUST** fill out a **PURDUE Drop/Add Form** when dropping or adding a class after advising & registration. If not, financial aid, grade posting, and billing will be adversely affected. **DO NOT USE AN IUPUC FORM!**

Anji McKinney
Lead Student Services Coordinator & VA Certifying Official
812-348-2041
amckinne@purdue.edu

Whitney Ramer
Student Services Coordinator
812-348-2027
wnramer@purdue.edu

Joanna Tucker
Student Services Assistant
812-348-2027
tucke104@opurdue.edu

Jill Kelley
Location Secretary & VA Certifying Official
812-348-2037
kelleyp@purdue.edu

4444 Kelly Street, Columbus, IN 47203 ■ 812-348-2025 ■ purdue.edu/Columbus

PURDUE
POLYTECHNIC
COLUMBUS

CLASS SCHEDULE IS AVAILABLE at purdue.edu/columbus
For a real-time version of the schedule go to One.IU at one.iu.edu

For financial aid processing & disbursement, advising and registration must be completed by December 15, 2017

MAKING A PAYMENT:

http://www.purdue.edu/bursar/

***My*Purdue Online Payments.** Go to **mypurdue.purdue.edu**

- Click on "Bills & Payments" tab
- Click on "Make a Payment." The TouchNet payment portal will open.
- The current account balance will show as the amount due. If you woul like to pay a different amount, click in the box and change the amount you want to pay (even if your balance due is $0).
- Click "Continue." The system will then walk your through Payment Method, Confirmation, and Payment Receipt.

Is your parent or another party making payment? Once you are logged-on to MyPurdue, you can set up an "Authorized User" who will then have the ability to view and pay bills on-line as well!
Go to MyPurdue -> "Bills & Payments" tab -> click on "Set Up Authorized Users" link -> "The TouchNet payment portal will open. Under "My Account," click "Authorized Users" on the toolbar. Enter required information, select what the authorized user has access to, then hit continue. Read the Authorization Agreement, click "I Agree" and then "Continue."
For more detailed instructions, please visit www.purdue.edu/bursar/pdf/tutorials/authorizeduser.pdf

Payments can be processed electronically with a checking or savings account or with a Visa, MasterCard, Discover Card, or American Express Credit Card. *If a credit card is used, there is a 2.75% convenience fee charged by TouchNet.*
Checks should be made payable to: Purdue University.

- Invoicing Dates (view on myPurdue – Touchnet portal) – November 21, 2017– 1st Spring Invoice
- Payment due date – January 8, 2018
- Financial aid disbursement/refunding date – January 3, 2018

INSTALLMENT PLAN:

To sign up for the installment plan at mypurdue.purdue.edu:

- Log on to your myPurdue account
- Click on the "Bills & Payments" tab
- Select View My Balance under "Student Account"
- Within TouchNet, select "Payment Plans" tab
- Click on green "Enroll Now" button

- Participants will be charged a finance charge of 8% APR based upon the balance deferred after the down payment.
- For Fall & Spring, 25% of the amount due for tuition & fees must be paid by the payment due date provided at the time of enrollment. The remaining fees, plus a finance charge, will be paid in three equal amounts over the course of the semester. For Summer, mod. 1 requires 34% at the time of enrollment, and mod. 2 requires 50% at the time of enrollment.
- The initial 25% payment will need to be submitted online to enroll in the plan. Each subsequent installment should be paid by the due dates provided (late fees are applicable if payments are not made by the due date). As a convenience, participants may choose to schedule each installment payment in advance via an automatic deduction from a designated bank account.

The due dates for the Spring 2018 Installment plan will be:

- Down Payment/1st Payment (25%) - January 8, 2018
- 2nd Payment (25%) - February 5, 2018
- 3rd Payment (25%) - March 5, 2018
- 4th Payment (25%) - April 2, 2018

For more information on installment plans, please visit http://www.purdue.edu/bursar/payment/installment.html .