MyPurdue Registration Meeting

SPRING & SUMMER 2018

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CIT STAFF

Academic Advisors:

Cassandra Pendleton

(Students Last Names beginning A-C)

Shavonne Holton

(Students Last Names beginning D-M)

&

Angie Murphy

(Students Last Names beginning N-Z)

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REVIEW BEFORE YOUR REGISTRATION MEETING

CIT Registration website: https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration

which include Scheduling Handouts:

- Registration Meeting Presentations
- Pre-Requisite List (includes semesters offered)
- 50000 Level Course Offerings for Undergraduates
- Form 23A (Advisor Schedule Recommendation)
- Form 23 (Schedule Revision Request)
- Fall 2017 CIT Plan of Study Comparison Chart
- Independent Study Form
- Independent Study Steps
- Critical Path Documents
- Globalization Experience Requirement Verification
- Professional Information Technology Experience Requirement Verification

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CONTACT INFORMATION

Angie Murphy - Office: Knoy 207
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Advisor Walk In Office Hours Website:
    https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising

You do not need to email to ask to come in during these hours.

To schedule an appointment with your advisor use Boiler Connect
(https://www.purdue.edu/boilerconnect/)

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MEETING OBJECTIVES

PLAN OF STUDY REVIEW
- NOTE ANY CORRECTIONS IN THE NOTES OF THE FORM 23A
- NOTE ANY PENDING TRANSFER CREDIT, DUAL DEGREE CREDIT, OR MISSING AP CREDIT

DECIDE ON A MAJOR OR CONCENTRATION IF YOU DESIRE TO CHANGE AND MAKE A NOTE OF IT ON YOUR FORM 23A:

i.e. "Change my plan of study to (CNIT, CSEC, NENT, or SAaD)", "Add a minor to my plan of study".

COURSE REQUESTS FOR SPRING/SUMMER 2018
LIST ON FORM 23A (MUST MEET PRE-REQUISITES)

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WHEN LISTING COURSES YOU PLAN TO TAKE:

- FOR REQUIREMENTS WITH MANY COURSE OPTIONS IT IS OK TO WRITE THE REQUIREMENT AND CHOOSE THE SPECIFIC COURSE LATER (I.E. COM SELECTIVE, SCIENCE LAB)

- ADVISORS VERIFY COURSES THAT ARE NEEDED ON YOUR PLAN OF STUDY AND ENTER OVERRIDES NEEDED

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MEETING OBJECTIVES CONTINUED

SENIORS APPLY FOR GRADUATION

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   Graduation Calculator
What-If Worksheet   GPA Calculator
myPurduePlan: Planner   Advice Calculator

Are you ready to graduate?
Apply for Graduation for Undergraduate and Vet-Med/Pharmacy students only
Accepting applications for

  i. Fall 2017 - now until October 24, 2017
  ii. Spring 2018 - now until March 9, 2018
  iii. Summer 2018 - now until July 11, 2018

How to Apply to Graduate
Student-Apply to Graduate FAQ
View Graduation Application

Academics Tab (in myPurdue)

- Destination Graduation
- Apply for Graduation
- Select expected graduation term
- Complete remaining steps before application deadlines as listed in myPurdue

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ABOUT *myPurdue* REGISTRATION

- You will be registering for your classes through *myPurdue*. The Spring 2018 schedule is available on myPurdue.
- Summer 2018 schedule will be available in January 2018.

- *myPurdue* gives you, the students, the responsibility of scheduling **your own** individual classes for the upcoming semesters.

- This will require preparation from you before your scheduling time becomes available. This will make the process easier for you!

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BEFORE YOU REGISTER

VERIFY THERE ARE NO HOLDS ON YOUR RECORD (you can view in myPurdue on the Academic or Financial Tab)

Complete all University-wide Programs and information updates required by Purdue..

Each year you will be asked to verify your payment information and confirm your emergency contact information.

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

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BEFORE YOU REGISTER CONTINUED

Your Registration Window Dates & Times are available to you now

To view your time ticket through _myPurdue_
- o Log into your _myPurdue_ account You will see "Registration Status"
- o 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.
- o 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.

- o **If you miss your time ticket, you must wait until open registration (November 30th) to register for your classes.**

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BEFORE YOU REGISTER CONTINUED

SPRING & SUMMER 2018 REGISTRATION PIN

Your PIN # - VERY VERY IMPORTANT!!!!

Located on the bottom of your Plan of Study copy you will receive at the meeting.

<u>PLEASE</u> put this number into your phone and in your Mortar Board! ☺

<u>DO NOT LOSE THIS</u> or you will not be able to register.

You will receive a new PIN number in the Spring for Fall 2018 registration.

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BEFORE YOU REGISTER CONTINUED

TIPS FOR SCHEDULING ASSISTANT & MYPURDUE

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

o **Tip:** Use Scheduling Assistant to quickly create a workable schedule. Scheduling Assistant will now transfer 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.

o If registering through myPurdue add/drop worksheet, you will need the CRN's for all parts of the class (lecture, recitation, lab, PSO).

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SCHEDULE REVISION REQUEST (FORM 23)

Available now & at the CIT Advising Offices on the bulletin board

- These are necessary for **some** course overrides.
  - e.g. Instructor Permission, Time Conflict Override
- Fill these out and complete with <u>ALL</u> necessary information, including CRN's and any signatures that are needed from instructors. Form 23's need to be completed with the appropriate signatures and given to your advisor before you register.
- This is **VERY** important so we can put in any overrides.

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SPRING REGISTRATION TIME TICKETS!

https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html

Group	Spring 2018 Dates
Priority Groups	Monday, October 23, 2017 - Saturday, October 28, 2017
Graduate and Professional	Monday, October 23, 2017 - Monday, January 15. 2018
Seniors	Monday, October 30, 2017 - Saturday, November 4, 2017
Juniors	Monday, November 6, 2017 - Saturday, November 11, 2017
Sophomores	Monday, November 13, 2017 - Saturday, November 18, 2017
Current Freshmen	Monday, November 20, 2017 - Wednesday, November 22, 2017 Monday, November 27. 2017 – Wednesday, November 29, 2017
Open for all current degree students, non-degree, transfer students, and new spring admits	Thursday, November 30, 2017 - Monday, January 15, 2018

CNIT 50000 LEVEL COURSES

Some CNIT 50000+ courses are available to undergraduate students who meet specific criteria such as:

- Senior Classification
- Minimum 3.0 GPA
- Instructor Permission

You will need to confirm pre-requisites for any 50000 courses prior to registration.

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CNIT 50000 LEVEL COURSES

Spring 2018 CNIT 50000 Level Courses-Pre-requisites for Undergraduate Students

More Information:
https://polytechnic.purdue.edu/degrees/ms-computer-and-information-technology/graduate-courses

Course	CRN	Instructor	Title	CR	Approvals Needed/Pre-requisites
CNIT 51200	67054	Deitz, J E	Manag Rsrc & Appl Secur	3	CIT Senior
CNIT 55000	59972	Bentley, L D	Org Impact Info Tech	3	CIT Senior; GPA 3.0 & Instructor Permission on Form 23 returned to Advisor
CNIT 55500	65816	Yang, B	Adv Network Security	3	Instructor Permission on Form 23 returned to Advisor
CNIT 55700	18461	Rogers, M K	Adv Tpcs Cyb Forensics	3	CIT Senior: CNIT 55600 C- or better & Instructor Permission on Form 23 returned to Advisor
CNIT 55700	18462	Rogers, M K	Adv Tpcs Cyb Forensics-Lab		
CNIT 55800	57863	Kane, M D	Biocomputing Systems	3	CIT Senior: CNIT 45800 preferred but not required.
CNIT 55900	53766	Springer, J A	Data Warehousing	3	Instructor Permission on Form 23 returned to Advisor
CNIT 56000	16624	Hacker, T J	Advanced HPC Systems	3	CIT Junior or Senior, experience with Systems Administration and Instructor Permission on Form 23 returned to Advisor
CNIT 58100-APM	21008	Dittman, K C	Advanced IT Project Mgmt	3	Undergrads who have taken 480 with a grade of B or higher Grad Students who have taken either 480 or 552 or previous PM experience using PMBOK.
CNIT 58100-CFM	18434	Thompson, M A	Cyberforennsics of Malware	3	Instructor Permission on Form 23 returned to Advisor
CNIT 58100-ITD	19835	Mariga, J	Diversity in Information Tech	3	Must have completed at least 3 credits at the 500-600 level.
CNIT 58100-PNS	16206	Springer, J A	Prob In Natl Info Security	3	Original research in cybersecurity/info assurance required. Instructor Permission (Professor Springer) and signed Form 23 returned to Advisor
CNIT 58100-PNS	16207	Springer, J A	Prob In Natl Info Security-Lab		
CNIT 58100-SDR	17150	Min, B	Sftwre Des & Develop Robotics	3	CIT Junior or Senior with GPA 3.0 or higher & Instructor Permission on Form 23 returned to Advisor

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INDEPENDENT STUDY

- An independent study is a course where you work with a faculty member who is willing to advise you on a topic in your interest area.

- Sample forms are available at CIT Advising offices.

- There is a 6 credit limit for independent study (usually 2 semesters at 3 credit hours each).

- You need to complete two required forms for approval.
    - CIT Undergraduate Independent Study Authorization Form
    - Form 23V

- Independent Study Form can be found at:
https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration

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PRE-REQUISITE LIST

- Please note that there have been changes to the Pre-Requisite sheet.

- Make sure to look at the "Offering" column to see if the course is offered in the Spring or Summer
  - Example: CNIT 45500 will be offered only for Fall.

- Pre-Requisite List can be found at:
  https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration

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 Request for approval at least **one month prior** to enrolling in the course. From the transfer credit database:

https://selfservice.mypurdue.purdue.edu/prod/bzwtxcrd.p_select_info

- o After completing the course, you must have the official transcript sent to Purdue Admissions by admissions@purdue.edu or by mail to:

Purdue University
Credit Evaluation
Schleman Hall of Student Services
475 Stadium Mall Drive
West Lafayette, IN 47907

DISTANCE LEARNING COURSE

- Purdue offers online courses you may sign up for through *myPurdue*. These courses originated from Purdue University taught by Purdue faculty. Standard University rates are charged for these courses. Please see www.purdue.edu/bursar for more information.

  www.digitaleducation.purdue.edu/undergraduate-programs/pwl/index.html

STUDY ABROAD

- Plan ahead for Study Abroad Opportunities!

- University Scholarships are available: https://www.studyabroad.purdue.edu/programs/aid/

- If you have been approved to Study Abroad through the Study Abroad Office, you will need to submit a "*Registration Confirmation Form*" to your advisor and return to the Study Abroad office in **YOUNG Room 105** prior to leaving the country. This confirms that the classes you are taking will transfer back for credit and grades.

- Once your Study Abroad Application is approved, you will be able to register yourself for Study Abroad courses during your registration time on *myPurdue*.

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MINORS

- If you are completing a Minor it is **your responsibility** to take the correct courses to complete it. Write this minor on your Form 23A.

- You are allowed to use your minor **towards** the Interdisciplinary Selectives.
  Effective Fall 2015, Computing Minors are not allowed for Interdisciplinary Selectives: Computer Science, Computer Graphics, Electrical and Computing Engineering
  - You must complete the required number of Interdisciplinary Selectives credits as listed on your plan of study.

- Monitor your GPA for the courses you are taking to complete your minor.
  - Many minors, if not all, require a minimum GPA for to fulfill their minor.

- Please check _myPurdue_ and see if your Minor is listed on your transcript.

- If a minor is listed that you are no longer pursuing, note on your form 23A.

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MINORS CONTINUED

EXCESS INTERDISCIPLINARY CREDIT

Students who still have interdisciplinary credit space available after completing a minor should 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 a free elective.

Courses that may be used to fulfill extra interdisciplinary credit requirements include:

- Honors (HON) courses
- Courses related to their completed minor
- Courses complementary to their completed minor
- Courses that are part of another minor

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ENTREPRENEURSHIP CERTIFICATE

The purpose of the Certificate in Entrepreneurship and Innovation Program is to inspire and teach students in all disciplines to be innovators and entrepreneurs, whether they choose careers in start-ups or larger organizations. Through a series of five courses and related experiential programs, students learn the theory and practice related to starting and running new ventures, while turbo charging their degrees.
(Courses fulfill interdisciplinary selectives)

Eligibility
- The program is open to students in all majors who have approximately four semesters remaining in their academic programs. Upon completion of the requirements, students receive an official certificate, which is also recorded on their academic transcript.

Program Requirements
- Students must take the equivalent of five, 3-credit courses in the following categories:

Two Required Core Courses (6 credits)
ENTR 20000 Introduction to Entrepreneurship and Innovation
ENTR 31000 (formerly 201000) Marketing and Management for New Ventures
(Pre-requisite ENTR 20000)

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ENTREPRENEURSHIP CERTIFICATE CONT.

Two Option Courses (typically 6 credits)

Option courses provide depth in specific disciplines or industries, which are relevant to entrepreneurship and innovation. Possible options include:

- Select courses designated "option" from the Approved Course List available at www.purdue.edu/entr.
- Discovery Park Undergraduate Research Internship (DURI)
- Approved global entrepreneurship study abroad programs

One Capstone Course or Experience (typically 3 credits)

Capstones are designed to provide hands-on, real-world experience to students. This can include courses involving the development of a business plan or engagement with an early stage company. Possible capstones include:

- Select courses designated "capstone" on the Approved List
- Interns for Indiana Program (IfI)

Participation Process

- To begin Program participation, enroll in ENTR 20000 and discuss the Certificate Program with your Major Academic Advisor. A formal Completion Plan will be completed by students in ENTR 31000.

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MANAGEMENT MINOR

To enroll in an Upper Division Krannert Course (ECON, MGMT, OBHR 30000 or higher):

All upper division courses will have their major restrictions lifted for non-Krannert students on the dates shown below (no additional steps are necessary). Please be patient on these days as this is a manual process that may take several hours to complete.

- **Spring 2018** - restrictions lift **December 8, 2017**

Note: This does not include MGMT 30400, 32300, 44301 or 45500. These courses have no restrictions to non-Krannert students.

If courses are full after restrictions have been lifted or overrides have been processed, please use the waitlist. For more information on how to waitlist, please see here:

https://www.purdue.edu/registrar/currentStudents/students/waitlist.html

Waitlists expire the Friday before classes begin. **Closed course overrides will not be provided and space is not guaranteed!** Certain instructors may decide to accept students with a Krannert major or minor only prior to allowing students outside of Krannert to register.

ACCOUNTING SELECTIVE

MGMT 20000 & MGMT 20010

- Management 20010 (Business Accounting) will be offered in the Spring. This course is for non-Management majors and minors.

- Students pursuing a Management Minor **MUST** take Management 20000 Introductory Accounting.

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COM COURSES

COM

Some COM courses require overrides and a form completed in BRNG, Room 2114)
Specific dates will be listed in the schedule of classes notes.

A few items to remember:

Please ensure the COM minor is listed on your unofficial transcript on myPurdue. To receive an override via the process above, you must have an active COM minor on MyPurdue. *(See your advisor to declare a minor.)*

Minors follow **NEWEST plan**
https://www.cla.purdue.edu/students/academics/pos/Minors/MCOMU.pdf

Do not go to BRNG 2114 before the assigned date above: your requests will not be accepted early.

FOREIGN LANGUAGE PLACEMENT TESTING

Upcoming Foreign Language Placement Testing Sessions: French, German, Japanese, Latin, Russian, Spanish, Spanish for Heritage Speakers
Wednesday 11/8—Friday 11/10, at 6 PM in Stanley Coulter Hall Room 231.

This will be the last opportunity for students to sit for a placement exam at no cost to them. Students testing in January 2018 and beyond will be charged the $35 rate per language exam.

Here are the Spring 2018 placement testing dates:
January: Mon. 1/8—Tues. 1/9, 6 PM, SC 231
April: Wed. 4/4-Fri. 4/6, 6 PM, SC 231

Upcoming Testing Dates for Chinese:
October: Mon. 10/16, 7 PM, SC G030

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CNIT CREDIT BY EXAM

*CIT ACADEMIC POLICIES AND GUIDELINES FOR ADMITTED STUDENTS

CIT students may earn credit by exam in **up to four CNIT** courses on their plan of study. 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 W, WP, WF, WN, or I) or a directed grade in the course for which he/she seeks credit by exam. The student must also not have previously taken any part of the equivalency test for the course in question. The student is expected to be well-versed with all of the course objectives and course topics either through similar courses taken at another educational institution and/or through practical experiences. CNIT courses available for credit by exam are:

- CNIT 15501
- CNIT 17600
- CNIT 18000
- CNIT 25501
- CNIT 27200

Contact the instructor of record for more information. **You must provide a Form 231** (Advanced Credit/Placement Exam Authorization Form) to the instructor prior to taking the exam.

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CNIT WAITLIST

Most CNIT courses are not available in the myPurdue waitlist system so you may send your requests to: cnitwaitlist@purdue.edu.

Sample Email Request

To: cnitwaitlist@purdue.edu
From: Joanne Purdue
Subject: Spring 2018 Registration

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

Joanne Purdue
PUID: 99999-99999

CNIT 39200
CNIT 24000

Sincerely,

Joanne Purdue
jp@purdue.edu
///

The department will determine if there are resources to accommodate requests. Space will then be opened during or soon after open registration, November 30.

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

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OVERRIDES

SEE SELECTIVES & OVERRIDE HELP SHEET

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

Types of Overrides

- **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) Override
    - Some courses will require an override for students not in their major to take their courses. These colleges include:
        - MGMT (some courses)
        - OLS/TLI
        - COM (some courses)
        - CGT
        - You will need to seek permission from the offering Department
- **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.
    - Please indicate this on the Form 23A

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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.

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OVERRIDE REQUESTS

PLEASE REMEMBER...

- If you write down a course on the Form 23 and you have not met all the Pre-Requisites, you will not be able to enroll.

- It is your responsibility to request overrides from the professor. This can be done by completing a Form 23 or by emailing the professor requesting the override. Copy your advisor on this correspondence.

- All override requests must be submitted to your advisor at least **48 hours prior** to your registration. This is important because you will not be able to register for the classes you want unless we have put in the override request.

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*REMINDER SUMMER 2018 REGISTRATION IS IN PROGRESS

CURRENT CNIT OFFERINGS:

CNIT 17600 – Information Technology Architectures (online)
CNIT 18000 – Intro to Technology Architectures
CNIT 24200 – System Administration

Other CNIT summer offerings will be available on myPurdue
January 2018.

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

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REMINDER -SUMMER REGISTRATION TIME TICKETS

https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html

Group	Summer 2018 Dates
Priority Groups	Monday, January 29, 2018 - Saturday, February 3, 2018
Graduate and Professional	Monday, January 29, 2018, with different shutdown days depending on course/section meeting dates (module in which the course meets)
Seniors	Monday, February 5, 2018 - Saturday, February 10, 2018
Juniors	Monday, February 12, 2018 - Saturday, February 17, 2018
Sophomores	Monday, February 19, 2018 - Saturday, February 24, 2018
Current Freshmen	Monday, February 26, 2018 - Saturday, March 3, 2018
All current degree students, non-degree, transfer students, and new summer admits	Monday, March 5, 2018, with different shutdown days depending on course/section meeting dates (module in which the course meets)

Your student classification for Summer 2018 will be based on the credits earned after Fall 2017 grades post.

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SCHEDULE REVISION CALENDAR

Purdue University - Office of the Registrar
SPRING 2018 DROP & ADD DATES
January 8 – May 5

TO ADD OR MODIFY A COURSE

16 Weeks	1st 8 Weeks	2nd 8 Weeks	SIGNATURES REQUIRED
Jan 8 – Jan 15 Week 1	Jan 8 – Jan 9	Mar 5 – Mar 7	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue.
Jan 16 – Feb 5 Week 2 - 4	Jan 10 – Jan 22	Mar 8 – Mar 23	Advisor and Instructor **Take completed Form 23 to Office of the Registrar for processing (Hovde 45).**
Jan 22	Jan 12	Mar 9	Last day to audit a course, **a Registrar Audit Form is required & can be obtained in Hovde Hall, Room 45**
Feb 6 – Mar 9 Week 5 - 9	Jan 23 – Feb 7	Mar 26 – Apr 11	Advisor, Instructor, and Head of Department in which the course is listed. **Take completed form to Office of the Registrar for processing (Hovde 45)**

TO DROP A COURSE

16 Weeks	1st 8 Weeks	2nd 8 Weeks	SIGNATURES REQUIRED
Jan 8 – Jan 22 Weeks 1 - 2	Jan 8 – Jan 15	Mar 5 – Mar 10	No signatures (Course not recorded) Students may drop courses via myPurdue.
Jan 23 – Feb 5 Weeks 3 - 4	Jan 16 – Jan 22	Mar 19 – Mar 23	Advisor (Course recorded with a grade of "W") **Take completed Form 23 to Office of the Registrar for processing (Hovde 45).**
Feb 6 – Mar 9 Weeks 5 - 9	Jan 23 – Feb 7	Mar 26 – Apr 11	Advisor and Instructor (Instructor shall indicate whether passing or failing.) Grades of "W", "WF", or "WN" will be recorded. Students with a semester classification of 1 or 2 do not need the instructor's signature; grades will be "W". **Take completed form to Office of the Registrar for processing (Hovde 45)**

REFUND PERCENTAGE OF FEES & TUITION

16 Weeks	1st 8 Weeks	2nd 8 Weeks	PERCENTAGE
Before Jan 17th	Before Jan 11	Before Mar 7	100%
Jan 17 – Jan 21	Jan 11 – Jan 14	Mar 7 – Mar 11	80%
Jan 22 – Feb 4	Jan 15 – Jan 21	Mar 12 – Mar 18	60%
Feb 5 – Feb 18	Jan 22 – Jan 28	Mar 19 – Mar 25	40%
After Feb 18	After Jan 28	After Mar 25	NONE

LEGEND
16 weeks = courses meeting full 16 week semester January 8 – May 5
1st 8 weeks = courses meeting 1st 8 weeks only January 8 March 3
2nd 8 weeks = courses meeting 2nd 8 weeks only March 5 – May 5

- Information on refunds from the University may be found at the following web site: http://www.purdue.edu/bursar/payments/refunds.html.
- Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic tab, and look for Withdraw Information.
- The revision/refund dates on this calendar apply to courses that exactly fit the time frames listed. Courses offered outside of these time frames have their own deadlines (2-week courses, etc.). For assistance, please contact Customer Service at 494 - 6165.

07/19/2017

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AFTER YOU REGISTER...

CHECK LIST

☑ Print out 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.

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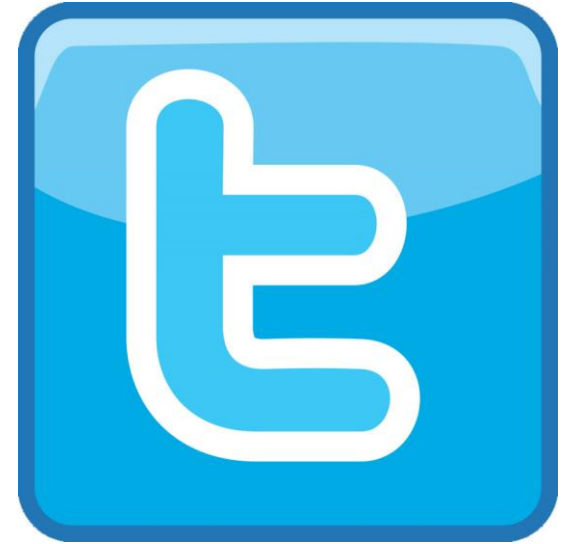P O L Y T E C H N I C

ADDITIONAL INFORMATION

- **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.

- **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.

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SUMMER STAY

http://www.purdue.edu/summerstay/

The Summer Stay Scholars is a on-campus summer scholarship for undergraduate students at Purdue University campuses that combines on-campus summer coursework with a research or internship experience in West Lafayette. If you are selected for Summer Stay Scholars, you will

- receive a $2,500 scholarship to go towards of your tuition and fees during the summer. A $2,500 scholarship would cover full tuition and fees for a resident student and be a sizeable decrease in total cost for a non-resident or international student.
- gain research or internship experience that will greatly enhance your coursework as well as give you a head start on your career.
- have several housing/dining scholarships available for which all applicants will be automatically considered.

- You can email us at summerstay@purdue.edu or call us at 765-496-2023.

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Follow us on social media!

@PurdueCIT

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REGISTRATION MEETING CHECKLIST

✓ Turn in the **white** copy of your *"Advisor Schedule Recommendation"* Form 23A. You keep the yellow copy for when you register for classes.
  - Put down all classes you plan on taking.

✓ If you are a Spring/Summer 2018 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 today is for BOTH your Spring and Summer 2018 course registration.

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We will answer group questions today and individualized questions during our scheduled office hours.

Thank you all for coming today!

We hope this will help make this semester's registration run smoothly for all involved.

Boiler Up!