Sophomore Registration Meeting

FALL 2018

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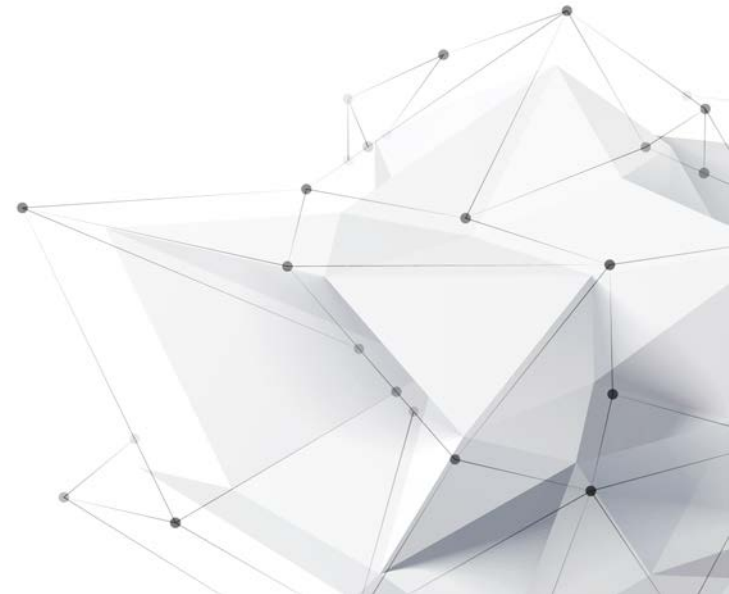
WELCOME & CONTACT INFORMATION

Angie Murphy - Office: Knoy 207 - (Students Last Names beginning Q-Z)
   email: armurphy@purdue.edu
   phone: 765-496-6003

Shavonne Holton - Office: Knoy 209 - (Students Last Names beginning H-P)
   email: shavonne@purdue.edu
   phone: 765-494-6484

Darcy Allen - Office: Knoy 211 - (Students Last Names beginning A-G)
   email: darcyallen@purdue.edu
   phone: 765-494-0364

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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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)
- Form 23A (Advisor Schedule Recommendation)
- Form 23 (Schedule Revision Request)
- Fall 2017 CIT Plan of Study Comparison Chart
- Independent Study Form
- Independent Study Steps
- CIT Transfer Credit Approval Form
- Critical Path Documents
- Globalization Experience Requirement Verification
- Professional Information Technology Experience Requirement Verification

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, DROPPED COURSE, ETC.

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

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

COURSE REQUESTS FOR FALL 2018
- LIST ON FORM 23A (MUST MEET PRE-REQUISITES)
- LIST AT LEAST TWO ALTERNATE COURSES
- NOTE COURSES YOU HAVE REGISTERED FOR SUMMER 2018

MEETING OBJECTIVES CONTINUED

WHEN LISTING COURSES YOU PLAN TO TAKE:

- DETERMINE YOUR REQUIRED COURSES FOR THE UPCOMING SEMESTERS BY UTILIZING MYPURDUEPLAN WITHIN MYPURDUE

- 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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BEFORE YOU REGISTER - HOLDS

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

Gallup-Purdue Index (GPI) Survey
(must complete the items to remove hold)

Your Registration Window Dates & Times are now available!

To view your time ticket through *myPurdue*

- Log into your *myPurdue* account You will see "Registration Status"
- This is an example:

Registration Status

You may register during the following times

From	Begin Time	To	End Time
Mar 26, 2018	04:00 pm	Mar 26, 2018	11:59 pm
Mar 27, 2018	12:00 am	Mar 30, 2018	11:59 pm
Apr 23, 2018	09:00 am	Apr 23, 2018	11:59 pm
Apr 24, 2018	12:00 am	Jun 08, 2018	11:59 pm
Jul 30, 2018	08:00 am	Jul 30, 2018	11:59 pm
Jul 31, 2018	12:00 am	Oct 23, 2018	11:59 pm

✔ You have no Holds which prevent registration.
✔ Your Academic Standing is Continued Good Standing which permits registration.
✔ Your Student Status permits registration.

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

- **If you miss your time ticket, you must wait until open registration (April 23rd) to register for your classes.**

Fall 2018 Registration Pin

Your PIN # - <u>VERY</u> <u>VERY</u> <u>IMPORTANT!!!!</u>

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

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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, etc.).

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LOOK UP CLASSES

GO TO MYPURDUE REGISTRATION – "LOOK UP CLASSES"

Look Up Classes

Spring 2017 classes begin Monday, January 9, and end Saturday, April 29, 2017. Final exams will be held Monday through Saturday, May 1-6, 2017.

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

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

Sections Found
CNIT-Computer & Info Tech

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Type	Links	Requi-sites	Notes
SR	16751	CNIT	48101	003	PWL	0.000	Programming For Smart Health		TBA	20	1	19	0	0	0	0	0	0	Alka Rani Harriger (P)	01/09-04/29	TBA	Individual Study	A2|A1	(R)	Prerequisite: CNIT 31500 or 32500 with minimum grade of C-
SR	16754	CNIT	48101	005	PWL	0.000	IT Community Engagement		TBA	20	0	20	0	0	0	0	0	0	Alka Rani Harriger (P)	01/09-04/29	TBA	Individual Study	A4|A3	(R)	Prerequisite: CNIT 31500 or 32500 with minimum grade of C-
SR	18782	CNIT	48101	006	PWL	3.000	Video Game Design & Dev	TR	01:30 pm-02:20 pm	35	7	28	0	0	0	35	18	17	David Matthew Whittinghill (P)	01/09-04/29	KNOY 306	Lecture	A5|A6	(R)	
SR	18783	CNIT	48101	007	PWL	0.000	Video Game Design & Dev	TR	02:30 pm-03:20 pm	35	7	28	0	0	0	35	18	17	TBA	01/09-04/29	KNOY 306	Laboratory	A6|A5	(R)	
SR	16753	CNIT	48101	ITE	PWL	3.000	IT Community Engagement	MW	11:30 am-12:20 pm	20	0	20	0	0	0	0	0	0	Alka Rani Harriger (P)	01/09-04/29	KNOY 242	Lecture	A3|A4	(R)	Prerequisite: CNIT 31500 or 32500 with minimum grade of C-
SR	18380	CNIT	48101	NLT	PWL	3.000	Natural Language Technologies	TR	10:30 am-11:45 am	40	0	40	0	0	0	0	0	0	Julia M Rayz (P)	01/09-04/29	KNOY B041	Lecture		(R)	Prerequisites: CNIT 31500 OR 32500 with minimum grade of C- or consent of instructor.
SR	16746	CNIT	48101	PSH	PWL	3.000	Programming For Smart Health	MW	10:30 am-11:20 am	20	1	19	0	0	0	0	0	0	Alka Rani Harriger (P)	01/09-04/29	KNOY 242	Lecture	A1|A2	(R)	Prerequisite: CNIT 31500 or 32500 with minimum grade of C-

Look Up Classes

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

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

Sections Found
CNIT-Computer & Info Tech

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Type	Links	Requi-sites	Notes
SR	16207	CNIT	58100	005	PWL	0.000	Prob In Natl Info Security	F	01:30 pm-03:20 pm	20	1	19	0	0	0	20	1	19	John A Springer (P), Melissa Jane Bivens Dark	01/09-04/29	STEW 050B	Laboratory	A2|A1	(R)	Original research in cybersecurity/info assurance.
SR	20020	CNIT	58100	006	PWL	3.000	Emergency Mgmt Culture Of ROK		TBA	9999	1	9998	0	0	0	0	0	0	James Eric Dietz (P)	01/09-04/29	TBA	Individual Study		(R)	
SR	19681	CNIT	58100	APM	PWL	3.000	Advanced IT Project Mgmt	TR	04:30 pm-05:45 pm	20	7	13	0	0	0	0	0	0	Kevin Carl Dittman (P)	01/09-04/29	KNOY B041	Lecture		(R)	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.
SR	16757	CNIT	58100	CFA	PWL	3.000	Cyberforensics Apple Eco Syst	TR	10:30 am-11:45 am	20	1	19	0	0	0	0	0	0	Marcus Andrew Thompson (P)	01/09-04/29	KNOY 228	Lecture		(R)	CIT Junior, Senior or GR. More information at: https://polytechnic.purdue.edu/degrees/ms-computer-and-information-technology/graduate-courses
SR	18434	CNIT	58100	CFM	PWL	3.000	Cyberforensics Of Malware	TR	01:30 pm-02:45 pm	20	4	16	0	0	0	0	0	0	Marcus Andrew Thompson (P)	01/09-04/29	KNOY 228	Lecture		(R)	More information at: https://polytechnic.purdue.edu/degrees/ms-computer-and-information-technology/graduate-courses
SR	16371	CNIT	58100	HSS	PWL	3.000	Homeland Security Seminar	M	10:30 am-01:20 pm	20	0	20	0	0	0	0	0	0	James Eric Dietz (P)	01/09-04/29	KNOY B041	Lecture		(R)	Graduate Standing or Senior
SR	18474	CNIT	58100	ITD	PWL	3.000	Diversity In Information Tech	TR	12:00 pm-01:15 pm	20	1	19	0	0	0	0	0	0	Julie Rochelle Mariga (P)	01/09-04/29	EE 222	Lecture		(R)	Pre-req: At least 3 credits at 500-600 level. More information at: https://polytechnic.purdue.edu/degrees/ms-computer-and-information-technology/graduate-courses
SR	16206	CNIT	58100	PNS	PWL	3.000	Prob In Natl Info Security	W	01:30 pm-03:20 pm	20	1	19	0	0	0	20	1	19	John A Springer (P), Melissa Jane Bivens Dark	01/09-04/29	KNOY B041	Lecture	A1|A2	(R)	Original research in cybersecurity/info assurance.
SR	17150	CNIT	58100	SDR	PWL	3.000	Sftwre Des & Develop Robotics	T	02:30 pm-05:20 pm	12	1	11	0	0	0	0	0	0	Byung-Cheol Min (P)	01/09-04/29	KNOY 242	Lecture		(R)	More information at: https://polytechnic.purdue.edu/degrees/ms-computer-and-information-technology/graduate-courses

New Search

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LOOK UP CLASSES: ADVANCED SEARCH

SECOND 8 WEEK COURSES, ONLINE COURSES, SUMMER MODULES

Advanced Search

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

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

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

Course Number: [   ]

Title: [   ]

Schedule Type:
- Presentation
- Recitation
- Research

Instructional Method:
- All
- Hybrid
- Online

Credit Range: [   ] hours to [   ] hours

Campus:
- All
- Lafayette
- **West Lafayette**

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

Instructor:
- All
- Aagard, Hans Peter
- Aaltonen, Pamela Massie

Session:
- All
- Day
- Evening

Attribute Type:
- All
- Coop
- Core Transfer Library

Start Time: Hour [00] Minute [00] am/pm [am]
End Time: Hour [00] Minute [00] am/pm [am]
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

[Section Search] [Reset]

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SCHEDULE REVISION REQUEST (FORM 23)

Available at the CIT Registration Website:
https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising/registration

These are necessary for **some** course overrides.
- e.g. Instructor Permission, Time Conflict Override
- Fill these out and complete with ALL 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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SECOND YEAR RECOMMENDED COURSES

MUST EARN A C- OR BETTER IN ALL CNIT COURSES THAT ARE A PREREQUISITE TO ANOTHER CNIT COURSE

THIRD or FOURTH SEMESTER

- *CNIT 27200*
- *CNIT 28000*
- Accounting Selective – See plan of study for options
- ECON Selective – See plan of study for options
- Science Selective – See plan of study for options

FOURTH or THIRD SEMESTER

- CNIT 24200
- CNIT 25501
- CNIT 27000
- COM Selective – See plan of study for options
- Lab Science Selective – See plan of study for options

*CNIT 24000 is required for NENT during the second year and is **ONLY** offered in the Fall semester

*PHIL 15000 is recommended for SAaD during the second year

*CNIT 27200 & CNIT 28000 must be taken together (Co-Requisite)

*CNIT 24200, CNIT 25501, & 27000 is STRONGLY recommended for Fall for CSEC

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DROP/ADD REFUND & DEADLINE CALENDARS

AVAILABLE AT HTTP://WWW.PURDUE.EDU/REGISTRAR/CALENDARS/INDEX.HTML

Purdue University – Office of the Registrar
FALL 2018 DROP AND ADD DATES
August 20 – December 15

TO ADD OR MODIFY A COURSE

16 Weeks	1st 8 Weeks	2nd 8 Weeks	SIGNATURES REQUIRED
Aug 20 – Aug 26 Week 1	Aug 20 – Aug 21	Oct 17 – Oct 21	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue.
Aug 27 – Sep 17 Week 2 - 4	Aug 22 – Aug 31	Oct 22 – Oct 30	Advisor and Instructor **Take completed Form 23 to Office of the Registrar for processing (Hovde 45).**
Aug 31	Aug 24	Oct 23	Last day to audit a course, a Registrar Audit Form is required & can be obtained in Hovde Hall, Room 45
Sep 18 – Oct 23 Week 5 - 9	Sep 4 – Sep 19	Oct 31 – Nov 16	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
Aug 20 – Sep 3 Weeks 1 - 2	Aug 20 – Aug 26	Oct 17 – Oct 23	No signatures (Course not recorded) Students may drop courses via myPurdue.
Sep 4 – Sep 17 Weeks 3 - 4	Aug 27 – Sept 3	Oct 24 – Oct 30	Advisor (Course recorded with a grade of "W") **Take completed Form 23 to Office of the Registrar for processing (Hovde 45).**
Sep 18 – Oct 23 Weeks 5 - 9	Sep 4 – Sep 19	Oct 31 – Nov 16	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   ****Sept 1 Prepayment and $200 Late registration fee begins****

16 Weeks	1st 8 Weeks	2nd 8 Weeks	PERCENTAGE
Before Sep 1	Before Aug 24	Before Oct 21	100%
Sep 1 – Sep 7	Aug 24 – Sep 1	Oct 21 – Oct 28	80%
Sep 9- Sep 22	Sep 2 – Sep 7	Oct 29 – Nov 4	60%
Sep 23 – Oct 6	Sep 8 – Sep 14	Nov 5 – Nov 11	40%
After Oct 6	After Sep 14	After Nov 11	NONE

LEGEND

16 weeks = courses meeting full 16 week semester
August 20 – December 15 79 days
1st 8 weeks = courses meeting 1st 8 weeks only
August 20 – October 16 39 days
2nd 8 weeks = courses meeting 2nd 8 weeks only
October 17 – December 15 40 days

- Information on refunds from the University may be found at the following web site: http://www.purdue.edu/bursar/tuition/refundWithdrawals/refundPolicy.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.

2/14/2018

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 (Variable Title)

- You must complete the process the semester prior to enrolling in the course.

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

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CO-CURRICULAR GLOBALIZATION REQUIREMENT

THE FIRST THREE GLOBALIZATION OPTIONS BELOW REQUIRE A 3 PAGE REFLECTION PAPER AND SCANNED VERIFICATION DOCUMENTS

PURDUE UNIVERSITY

DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY (CIT)

Globalization Experience Requirement Verification

Effective Fall 2016, CIT Students must fulfill a globalization requirement by completing one of the following options:

- Any university-sponsored study abroad program lasting at least 7 days*
- An internship or approved international research project that involves at least 7 days of international travel*
- Provide documentation of having lived/traveled outside home country for at least 15 days after a student's 12th birthday* (does not have to be 15 consecutive days)
- Earn credit in Level I and II courses (6 credit hours) in any one foreign language
- Earn six credit hours in the following approved foreign culture study courses:

AGEC 34000 International Economic Development	HIST 33400 Sci & Tech in West Civilization II
AGR 20100 Communication Across Cultures	HIST 34000: Modern China
ANTH 20500 Human Cultural Diversity	HIST 34400: History of Modern Japan
ANTH 21200 Culture, Food and Health	HTM 37200: Global Tourism Geography
ANTH 23000 Gender Across Cultures	POL 23100 Intro to US Foreign Policy
ANTH 34000 Global Perspectives on Health	POL 23500 Rich and Poor Nations
ANTH 37900 Native American Culture	POL 23700 Modern Weapons & International Relations
ARAB 28000 Arabic Culture	POL 32700 Green Global Politics
CLCS 18100 Classical World Civilizations	POL 34500 West European Democracies in the Post-Industrial Era
COM 30400 Intercultural Communications	SOC 33800 Global Social Movements
HIST 24300 South Asian History and Civilizations	SOC 33900 Introduction to the Sociology of Developing Nations
HIST 24500: Introduction to the Middle East History and Culture	TECH 33000 Technology and the Global Society
HIST 250 US Relations with the Middle East & N. Africa	WGSS 38000: Gender and Multiculturalism
HIST 30000 Eve of Destruction: Global Crises and World Organization in the 20th Century	

* The above options require a three-page reflection paper on what you learned from your experience and scanned verification documents. You may provide scans of Passport Stamps, Airline Tickets, VISA documents.

Submit required documents in a Microsoft Word or .pdf format to: CIT-Global@purdue.edu

Effective Fall 2016, CIT students must fulfill a globalization requirement by completing one of the following:

- Any university-sponsored study abroad lasting at least 7 days
- An internship or approved international research project that involves at least 7 days of international travel
- Provide documentation of having lived/travelled internationally for at least 15 days after one's 12th birthday
- Earn credit in Level I and II courses (6 credit hours) in any one foreign language
- Earn six credits in an approved foreign culture study course

Submit the required documents in Microsoft Word of .pdf format to CIT-Global@purdue.edu

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CO-CURRICULAR PROFESSIONAL IT REQUIREMENT

A 3 PAGE REFLECTION PAPER ON THE STUDENT'S EXPERIENCE IS REQUIRED

PURDUE UNIVERSITY

DEPARTMENT OF COMPUTER & INFORMATION TECHNOLOGY (CIT)

Professional Information Technology Experience Requirement Verification

I verify that _____

was employed with _____
          Company/Organization

and completed_____ hours of Professional Information Technology work for
_____ number of weeks.

_____   _____   _____
Printed Name   **Title**   **Date**

_____
Signature

Student will prepare a reflection paper on the experience.

Upon completion of the Professional IT Experience, submit a scanned version of the completed form along with a three-page reflection paper (in Microsoft Word or .pdf format) to: CIT-Prof-IT@purdue.edu

If you are graduating in the same semester of completion, due date is the end of the 12th week.

[13]**PROFESSIONAL IT EXPERIENCE REQUIREMENT**
Professional IT internship (six week minimum duration)
240 hours of IT employment
240 hours of documented volunteer IT work
Service Learning Course (EPCS, CNIT 39000, or Equivalent) with responsibility for an IT component (3 credit hours minimum)

Revised 4/25/17

CIT students must fulfill a professional IT requirement by completing one of the following:

- Professional IT internship (six week minimum duration)
- 240 hours of IT employment
- 240 hours of documented volunteer IT work
- Service Learning Course (EPCS, CNIT 39000, or Equivalent) with responsibility for an IT component (3 credit hours minimum)

Upon the completion, submit a scanned version of the completed form along with the reflection paper in Microsoft Word of .pdf format to CIT-Prof-ITI@purdue.edu

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CNIT SELECTIVES UPDATE

CYBERSECURITY

CSEC Update

- If your plan of study lists STAT 51200 as an option, change to CNIT 51200

SAAD SELECTIVES

Approved SAAD Selectives for Fall 2018

*Reserved for SAAD students until April 23

- CNIT 38301 Packaged Application Software Solutions – online
- CNIT 40500 Software Development Methodologies – partially online
  (meets in person 4 times/semester)

TRANSFER CREDIT APPROVAL FORM MUST BE COMPLETED PRIOR TO TAKING ANY COURSE

PURDUE UNIVERSITY

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, 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 †	Brief Calculus I	3	MA	16010	Applied Calculus I	3
Ivy Tech Community College-IN	MATH	202 †	Brief Calculus II	3	MA	16020	Applied Calculus II	3

Degree Requirement Request to fullfil: 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"

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

PURDUE POLYTECHNIC

MINORS

LISTED AT HTTP://CATALOG.PURDUE.EDU/
GO TO UNDERGRADUATE: MINORS LIST (LEFT SIDE MENU)

- If you are completing a Minor it is **your responsibility** to take the correct courses to complete it. Print the minor worksheet to track your progress. 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, etc.

- Monitor your GPA for the courses you are taking to complete your minor.
  o 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 SELECTIVE CREDIT

Students in a major that does not require a minor or 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 as 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 three categories.

For the approved course list, visit

https://www.purdue.edu/entr/wp-content/uploads/2018/02/Approved-Course-List-2017-2018-2-6-18-jlg.pdf

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MGMT 20000 & MGMT 20010

- Management 20010 (Business Accounting) will be offered in the Fall. 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

Some COM courses require overrides and a form completed in BRNG, Room 2114 (check schedule of class 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

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.

- Programs for Study Abroad Course Approval Form:
  https://www.studyabroad.purdue.edu/resource/course_app.pdf

- Once your Study Abroad Application is approved, you will be able to register yourself for Study Abroad courses during your registration time on *myPurdue*. **The Study Abroad Office will input the necessary overrides for your enrollment.**

- For semester long Study Abroad opportunities Contact Elizabeth Barajas, Polytechnic Global Programs Coordinator, Knoy 150

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FOREIGN LANGUAGE PLACEMENT TESTING

https://www.cla.purdue.edu/slc/placement/index.html

New: Once placed into the foreign language, all students must complete a course on campus to receive credit.

- MUST SEE ADVISOR FOR FORM 231
- MUST BRING PURDUE ID
- $35 Purdue Students, Waivers available; Bursar's Office bills students after testing.
- QUESTIONS?
  https://www.cla.purdue.edu/slc/documents/FLPT%20April%202018%20Flyer.pdf

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CENTER FOR CAREER OPPORTUNITIES - MY CCO

HTTPS://WWW.CCO.PURDUE.EDU/MYCCO.ASPX

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

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OVERRIDES

COMMON OVERRIDES FOR CIT STUDENTS

- **Pre-Req** Overrides
  - CNIT 25501
    – If you received credit for CNIT 15501 (i.e. CS 17700, CS 18000 or programming transfer credit)

- **College** Override
  - Some colleges will require an override for students not in their college to take their courses. For example:
    – MGMT (some courses)
    – OLS
    – COM (some courses)

- **Credit Hour** Override
  - If you are planning to take **more than 18 credit hours** for fall or spring semester or **more than 9 credit hours** for summer, we will need to put in an **override** to allow you to do so as per CIT Policy.
  - Please indicate this on the Form 23A

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Other overrides include:

- **<u>Professor Permission</u>** A signature from the Instructor is *required* for most graduate level courses
    - Fill out a Form 23 with the specific course and CRN along with the Instructor's signature and turn into your advisor.

- **<u>Time Conflict</u>** 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.

- All override requests must be turned into your advisor at least **<u>48 hours prior</u>** 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
CNIT 18000 – Intro to Technology Architectures
CNIT 24200 – System Administration
CNIT 39000 – Supervised Practicum – Korean Software Project-**Inst. Perm. Req**.
    CRN: 13068
CNIT 58100-OCM – Quality Management-**CRN: 13039**
CNIT 58100-OMP – Require Mgmt Processes – **CRN: 13040**
CNIT 58100-001– Large Event Management & Planning Homeland Security –
    CRN: 12084

Other CNIT summer offerings are available on myPurdue now.
Open registration is NOW.

REMINDER: Summer 2018 schedule is available and registration is in progress.
Check your Summer Time Ticket in your Registration Status in myPurdue portal.
Your Summer PIN is the same as your Spring PIN

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SCHEDULE REVISION CALENDAR – SUMMER 2018

AVAILABLE AT HTTP://WWW.PURDUE.EDU/REGISTRAR/CALENDARS/INDEX.HTML

Office of the Registrar – Purdue University
SUMMER 2018 DROP/ADD DEADLINE DATES

TO ADD OR MODIFY A COURSE

12 Weeks	1st 8 Weeks	2nd 8 Weeks	1st 4 Weeks	2nd 4 Weeks	3rd 4 Weeks	1st Half Semstr	2nd Half Semstr	SIGNATURES REQUIRED
May 14-May 17	May 14-May 15	June 11 – Jun 12	May 14	June 11	July 9	Apr 30 – May 2	June 25 – June 27	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue
May 22	May 18	June 15	May 15	June 12	July 11	May 4	June 29	Last day to audit a course; an Audit Form is required and can be obtained in Hovde Hall, Room 45
May 18-June 1	May 16-May 24	June 13-June 22	May 15-May 18	June 12-June 15	July 10-July 13	May 3 – May 11	June 28-July 6	Advisor and Instructor-Take completed Form 23 to Office of the Registrar for processing (Hovde 45)
June 4-June 27	May 25-June 13	June 25-July 11	May 21-May 29	June 18-June 25	July 16 - July 23	May 14-May 30	July 9 – July 25	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

12 Weeks	1st 8 Weeks	2nd 8 Weeks	1st 4 Weeks	2nd 4 Weeks	3rd 4 Weeks	1st Half Semstr	2nd Half Semstr	SIGNATURES REQUIRED
May 14-May 22	May 14-May 20	June 11 – June 17	May 14-May 15	June 11-June 12	July 9 – July 11	Apr 30 – May 4	June 25 – June 29	(Course not recorded) Students may drop courses via myPurdue
May 23-June 1	May 21-May 24	June 18-June 22	May 16-May 18	June 13-June 15	July 12-July 13	May 7 – May 11	June 30-July 6	Advisor. (Course recorded with a grade of "W") **Take completed Form 23 to Office of the Registrar for processing**
June 4-June 27	May 25-June 13	June 25-July 11	May 21-May 29	June 18-June 25	July 16 - July 23	May 14-May 30	July 9 – July 25	Advisor and Instructor (Instructor shall indicate whether passing or failing) Grades of "W", "WF", or "WN" will be recorded. Students with a classification of 1 or 2 do not need the instructor's signature; grades will be "W." **Take completed Form 23 to Office of the Registrar for processing (Hovde 45).**

REFUND PERCENTAGE OF FEES & TUITION

12 Weeks	8 Weeks Mod 1/2	8 Weeks Mod 2/3	4 Weeks Mod 1	4 Weeks Mod 2	4 Weeks Mod 3	Refund amount
Before May 18	Before May 18	Before June 15	Before May 18	Before June 15	Before July 9	100%
May 18 – May 24	May 18 – May 21	June 15 – June 18	N/A	N/A	July 9 – July 12	80%
May 25 – June 4	May 22 – May 29	June 19 – June 25	May 18 – May 24	June 15 – June 18	July 13 – July 16	60%
June 5 – June 15	May 30 – June 4	June 26 – July 6	May 25	June 19 – June 25	July 17 – July 19	40%
After June 15	After June 4	After July 6	After May 25	After June 25	After July 19	NONE

LEGEND

12 Weeks = May 14 – August 3
8 Weeks Mod 1/2 = May 14 – July 6
8 Weeks Mod 2/3 = June 11 – August 3
4 Weeks Mod 1 = May 14 – June 8
4 Weeks Mod 2 = June 11 – July 6
4 Weeks Mod 3 = July 9 – August 3
1st Half Sem= Apr 30- June 21
2nd Half Sem= June 25- Aug 19

- Information on refunds or withdrawing from the University may be found at the following Web site: http://www.purdue.edu/bursar/tuition/refundWithdrawals/refundPolicy.html.
- Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic tab, and click on 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.

2/14/2018

ADDITIONAL INFORMATION

- **myPurdue Waiting lists:** If you try to enroll in a class that is full 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.

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

- **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 fall or spring semester, the course will not be recorded on the student's record. Summer sessions vary based on number of weeks offered.

- http://www.purdue.edu/registrar/calendars/SummerDropAdd.html

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

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WHAT'S NEXT?

REGISTRATION CHECK LIST

☑ 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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Q&A

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