

Student Pre-Registration FAQ

What do you need prior to completing your Course Requests?

- Meet with your advisor.
 - Discuss any Learning Community courses that may already appear on your Course Request page.
 - Discuss the order of priority for the courses you plan to enter into the form.
 - Discuss alternate courses where appropriate.
 - Advisor will enter any necessary overrides before you leave.
- Remove any holds.
- Meet with Disability Resource Center if you have a disability to ensure appropriate accommodations are satisfied.

What will I see if my time window is not open?



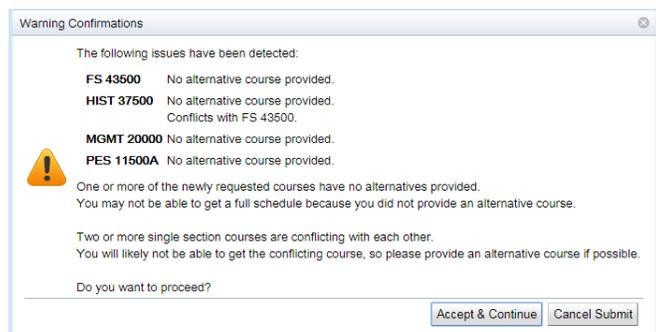
You are not allowed to make any changes at the moment. Please contact your advisor if you need to make a change.
Your time window is between 04/25/2018 8:45a and 04/25/2018 8:55a.

How do you check your Pre-Registration course request after STAR?

Go to myPurdue under the student tab, click the Scheduling Assistant link to check your status of your course selections.

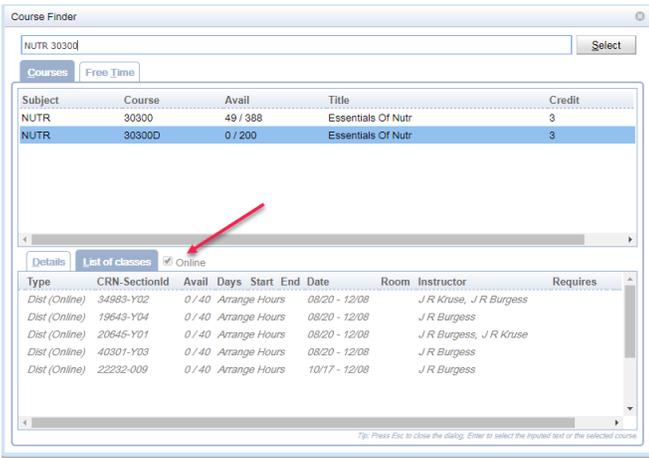
Will I receive an error message if I try to request two classes that are offered at the same time?

Yes, you will receive a warning message. However, you can ignore the message and still include it on the request form. You will only be registered for one of the courses.

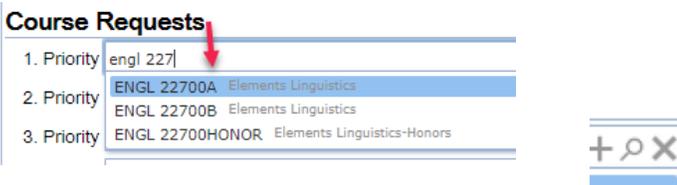


How do I select an online course?

By default, the pre-registration process tries to optimize a workable schedule for you. The first priority in the process is the traditional on campus offering. If you would like to select a preference of “online” you can do so by searching for the course in the course finder and clicking the online box (if available).



When selecting courses, I see letters after the course number, what do they mean?



Click on the magnifying glass to see additional notes related to the course offering which will provide additional clarification.

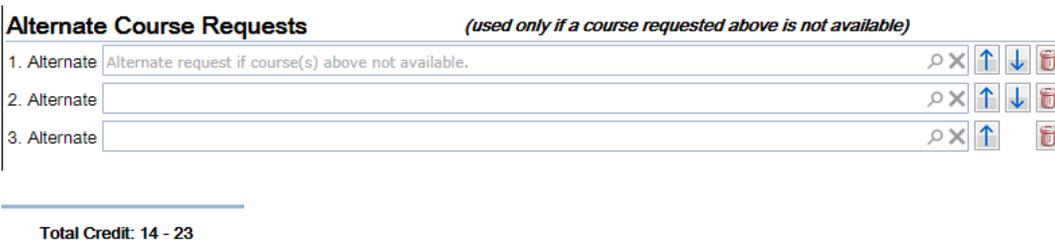
How do I add additional alternate courses to the course request page?

Click the plus sign on the right side of the course entry to add another alternate line. It is advised to add no more than two alternates per course selection.



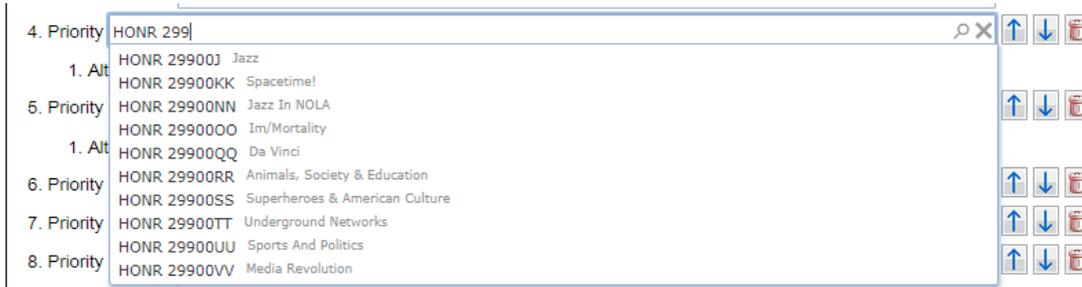
How many alternates (at the bottom of the page) can I add?

You can add alternate courses at the bottom of the course request page in place of any of the courses listed. Please note the more alternates you add, this will create a higher max credit and will require an override.



How do I make sure I get a specific section of a course? (Based on the title)

As you begin to enter the subject and course number, a list of options will appear, select the course with the title you are needing.



What happens if there is not space for me in the specific section (title) that I selected above?

The registration process will attempt to find you space in another section of the same course, but with a different course title.

Why am I receiving an error message that I have less than 15 credit hours?

In order for students to make progress towards completion of a Bachelor’s degree in four years, it is expected that all students register for a minimum of 15 credit hours per semester. You may save your requests with less than 15 credit hours if you have been advised to do so.

What if I did not get a required course?

You will need to make changes using the scheduling assistant July 23-25 to see if space is available in the course. You may need to consult with your advisor if space is not available and no alternate courses were recommended.

Do I need to select my learning community courses?

No-you will see these courses listed first on your Course Request page greyed out with a lock icon. You will not be able to modify these courses. Questions about Learning Community should be directed to the Learning Community office.



When can I attempt to test out of COM 11400?

Every day beginning Monday, June 18 through Friday, July 13 (excluding July 4-5). Testing times will be 11:00 a.m., 12:15 p.m. and 1:30 p.m. For more information students may review the COM 11400 [website](#).

If I want to test out of COM 11400, can I also register for COM 11400 in case I don’t pass the test out?

No-If you select to test out of COM 11400, then you may not add COM 11400 to your course request page. If you attempt to perform both, the COM 11400 course request will be removed prior to scheduling you for classes.

How much does it cost to test out of COM 11400?

The test will cost \$35 and students will automatically be billed by the Bursar Office. Payment will not be due the same day as taking the test. If students are verified as Pell Grant eligible, the fee will be waived.

Will the COM 11400 test out meet the University Core requirement for Oral Communication?

Yes, Credit by Exam will be awarded for COM 11400 which will meet the University Core requirement for Oral Communication.

When can I attempt placement for a Foreign Language?

Daily beginning Monday, June 18 through Friday, July 13 (excluding July 4-5). Testing will be given in Stanley Coulter (SC) Room 231. For more information students may review the Foreign Language Placement testing [website](#).

How much does a Foreign Language Placement test cost?

The test will cost \$35 and the student will automatically be billed by the Bursar Office. Payment will not be due the same day as taking the test. If student is verified as Pell Grant eligible, the fee will be waived.

If an override is not approved how will I find out?

You will be able to see the status on the course request page. The course will have a red X indicating the approval was denied.

How will I be notified about an override (ex: prerequisite) decision? How will I know what to do when a decision has been made?

You will be notified via your Purdue e-mail. The e-mail will direct you back to the course request page to review your errors.

When will I receive my course schedule?

You will receive an email after Friday, July 20th informing you that you've been scheduled for the fall semester.

When can I make changes to my fall schedule?

Monday, July 23 - Wednesday, July 25 all STAR students may modify their course schedule if advised to do so by their advisors. Use caution and read every dialogue box before clicking as student may inadvertently drop some or all classes.