

## Registration Question and Answer Help

Updated 10/05/2009

**Q. What is a time ticket?**

A time ticket is the registration group, or time slot, that is assigned to students for when they can register for classes. Reference chart below:

	Spring 2010
Priority Groups	Tuesday, October 27, 8am – Saturday, October 31, 12pm
Graduate and Professional	Tuesday, October 27, 8am – Monday, January 18, 12am
Seniors	Monday, November 2, 8am – Saturday, November 7, 12pm
Juniors	Monday, November 9, 8am – Saturday, November 14, 12pm
Sophomores	Monday, November 16, 8am – Saturday, November 21, 12pm
Current Freshmen	Monday, November 23, 8am – Wednesday, November 25, 12am Monday, November 30, 8am – Tuesday, December 1, 12am
Open for all students	Wednesday, December 2, 8am – Monday, January 18, 12am

**12 am = midnight; 12 pm = noon**

**\*\*\* The above is for reference only; date and times are subject to change \*\*\***

**Q. How are time tickets determined?**

The number of credit hours earned, not including classes for which a student is already registered, determines time tickets.

**Q. How do I get my time ticket?**

To find your registration window, follow the step-by-step instructions below under “How to locate your Time Ticket and your Registration PIN via *myPurdue*”.

**Q. What is a PIN and how do I get one?**

A PIN is assigned to students for access to the Banner registration system. PIN numbers are distributed by academic advisors and are assigned per semester.

## Registering for Classes

**Q. How do I register for classes?**

Students preparing to register for classes need to first seek the guidance of their academic advisors.

**Q. When do new student admits register?**

Beginning **Wednesday, December 2<sup>nd</sup>** new student admits can register for the spring semester.

**Q. What is a hold (formerly known as an encumbrance)?**

Holds refers to the restriction of a student's eligibility to enroll in classes, change his/her curriculum or obtain academic transcripts at Purdue University. Holds can result from a variety of situations, including, but not limited to: nonpayment of library fines, parking tickets, and residence hall bills; disciplinary action taken by the Office of the Dean of Students; poor scholastic performance; or failure to meet immunization requirements. Prior to meeting with an advisor, a student needs to make certain his/her record is clear of financial and registration holds.

If a student is in hold status and would like to verify the hold, he/she can do so through *myPurdue* (<https://mypurdue.purdue.edu>). For further information, contact the Office of the Registrar at the Kiosk outside of Room 45, Hovde Hall; call (765) 494-6165; or send an inquiry via e-mail to [registrar@purdue.edu](mailto:registrar@purdue.edu).

**Q. How do you know if a class is cancelled?**

When a section is cancelled, the schedule deputy for the course will send an e-mail to students registered in the cancelled section notifying them they need to move to a non-cancelled section.

The Office of the Registrar will flag the section as cancelled, remove the cancelled section time and instructor, and change the building and room to CANCELLED CLASS. The course will appear on the Concise Student Schedule as cancelled.

If a class is cancelled after a registration time period for a registration group has passed and prior to the open registration period, advisors can assist students in moving out of the cancelled section and registering for a non-cancelled section of that course, or, if the entire course is cancelled, registering for another course.

**Q. How do you get an override?**

Below is useful information to assist the student and with responding to registration override inquiries:

1) Error: **MAXIMUM HOURS EXCEEDED**

**Description:** The student cannot register for this course since they have exceeded the credit limit. Undergraduate & Graduate limit = 18.0 credits; Professional limit = 22.0 credits.

**Solution:** If an advisor wishes to allow the student to exceed the credit limit, the advisor should contact the individual within his/her college/school who has been assigned the "super-user" role to update this information. After the information is updated, the student should be directed to register him/herself for the course online.

2) Error: **CLOSED SECTION (Limit Override)**

**Description:** The class the student is trying to register for has no more seats available.

**Solution:** Contact the schedule deputy of the department that offers the class.

If space is available, the schedule deputy or his/her assistant can provide an override through INB. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

3) Error: **DEPARTMENT PERMISSION**

**Description:** The course requires department permission in order to register for the course.

**Solution:** Contact the office of the department or schedule deputy that offers the class.

If the student is eligible and there is space available, the schedule deputy or his/her assistant can provide an override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

4) Error: **INSTRUCTOR PERMISSION**

**Description:** The course requires department permission in order to register.

**Solution:** Contact the instructor or the schedule deputy of the department that offers the class.

If permission is granted, (schedule deputy or faculty member) will enter the override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

5) Error: **PREQ and TEST SCORE**

**Description:** The student must complete the prerequisite course prior to being able to register for the course in which registration is attempted.

**Solution:** See advisor.

6) Error: **REPEAT LIMIT**

**Description:** The department has designated the course as repeatable up to a maximum number of hours. The student attempting to register for the course has reached the limit for repeating the course.

**Solution:** See advisor or select another course.

7) Error: **TIME CONFLICT**

**Description:** The time of the course CRN selected conflicts with the time of another course CRN selected.

**Solution:** Select another CRN.

**Q. Why are there linked sections?**

A valid course offering of a course may require that the student takes sections of several schedule types. For example, one configuration of CHM 11500 requires a lecture, recitation and lab.

Links are used in Banner (*myPurdue*) to require students to register for a set of sections that constitute a valid course offering of a course.

For various pedagogical reasons, courses have different requirements about which sections of the schedule types must be taken together. Some examples are:

1) **Ungrouped**

**Description:** Student may take any combination of sections of several schedule types. For example, a PHYS 17200 student can be in any lecture, any recitation and any lab, but must be in one section of each.

2) **One-to-One Grouping**

**Description:** A student in a particular lecture section must also enroll in a particular lab section.

3) **One-to-Many Grouping**

**Description:** Sections of schedule types are related. A student in a given lecture must enroll in one of a set of labs. For example, Prof X teaches lecture 1 and his TAs teach labs 1, 2, 3, 4 & 5. Prof Y teaches lecture 2 and her TA's teach labs 6, 7 & 8.

- 4) **Mixed**  
**Description:** There is a relationship between sections of some schedule types, but there are also schedule types where any section may be chosen.

**Q. What are restrictions?**

Below is useful information to assist the student, and with understanding the different types of restrictions:

- 1) **College**  
**Description:** restrict by an individual college or multiple colleges. (Ex: M = Management students only)
- 2) **Major**  
**Description:** restrict by an individual major or multiples majors. (Ex: ACCT = Accounting majors only; ECON = Economics majors only)
- 3) **Class**  
**Description:** restrict by a student's classification. (Ex: freshman, sophomore, etc.)
- 4) **Level**  
**Description:** restrict by a student's level. (Ex: UG = undergraduate; GR = graduate; PR = professional)
- 5) **Degree**  
**Description:** restrict by the degree a student must have received previously. (Ex: BS)
- 6) **Program**  
**Description:** restrict by a student's program. (Ex: MGMT-BS, AAE-BSE, HTM-BS)

**Q. What are requisites?**

Below is useful information to assist the student, and with understanding the different types of requisites:

- 1) **Prerequisite**  
**Description:** The student must complete the prerequisite course (with a minimum grade required by the department) prior to being able to register for the course in which registration is attempted.
- 2) **Corequisite**  
**Description:** The student must be enrolled in the same course(s) during the same term. (Ex: EDCI 20500 and 28500)
- 3) **Concurrent Prerequisite**  
**Description:** The student can be enrolled in the prerequisite course (with a minimum grade required by the department) **OR** the student can register for this course during the same term he/she is registering for the specific course. Moreover, the prerequisite course can be taken either in an earlier term or in the same term as the course in which registration is attempted.
- 4) **In-Progress Checking**  
**Description:** The course(s) that is being taken during the current term can be used to fulfill the prerequisite requirement for a future term. Purdue University has implemented the In-Progress checking for registration purposes.

**Q. How do I check for requisites?**

To check for requisites for a course, search for the course in the Course Catalog in *myPurdue*.

**Q. How do I view my schedule?**

There are multiple ways to view your schedule. Access detailed instructions at:  
[http://www.purdue.edu/registrar/pdf/Reviewing\\_Your\\_Schedule.pdf](http://www.purdue.edu/registrar/pdf/Reviewing_Your_Schedule.pdf).