



Food Science

PURDUE UNIVERSITY

MEMO:

To: All Counselors at Purdue University
From: Dr. C. Butzke (Instructor) and Malissa Allen (Schedule Deputy)
Date: October 1, 2010
Subject: Required - FS 47000 Signatures for approval to take class
(Please read entire memo)

FS 470 – Wine Appreciation is a course that is permitted by Indiana Bureau of Alcohol, Tobacco, Fire Arms, and Explosives (ATF), which we have a license to serve alcohol if the student shows that they are 21 on/before January 10, 2011. The Food Science Department is the only department on campus that should allow overrides for this course. If we are audited from ATF and have not viewed their picture ID, our license could be revoked. This would be an embarrassment to the University and we might not be able to teach this course. If you are **NOT** in the Food Science Department, **DON'T ALLOW THE OVERRIDE!**

Monday, October 18, 2010 and not before the Department of Food Science will begin signing forms for FS 47000 – Wine Appreciation. The spring 2011 semester is from January 2011 – May 2011.

All students need to come in person to the NLSN Bldg (formerly FS) RM 2203 to receive signature approval/override permission to take FS 47000 - Wine Appreciation.

Required:

1. Form 23 (filled out and signed by their advisor)
2. **Driver's license or passport** to verify that the student will be 21 years old **on/before January 10, 2011**. *If the student does not have proper ID, we will not sign their forms.*

Office Hours:

8:30 AM – 12:00 PM & 1:00 PM – 4:00 PM
Closed from Noon – 1:00 PM

Monday – Friday (NLSN 2203)
NO SIGNATURES

The instructor will no longer accept students into FS 47000 if they miss the first night of class without an exception. Since they would have missed the first class (which is 3 hours), he feels it is too much material for a student to make-up. There are NO audits for this course.

If student's need instructor signature for any change they want to make, they need to get those directly from Dr. C. Butzke, the professor teaching FS 47000, in the Food Science Department.

Let's save the student from walking back to Food Science: The Food Science Department does not have access to put the Pass/No Pass into a student's schedule. This can be done by the student's home department Advisor (Super User) thru week 1 or simply send the student to Hovde 45 with their signed form 23. Weeks 2-4 Dr. Butzke and their Advisor will sign the form 23 and the student will take it to Hovde 45 for processing. Weeks 5-9 Dr. Butzke, FS Department Head, and their Advisor will sign the form 23 and the student will take it to Hovde 45 for processing.