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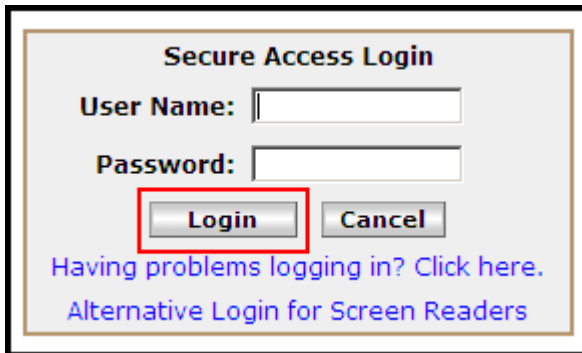
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How to Drop/Add a Class

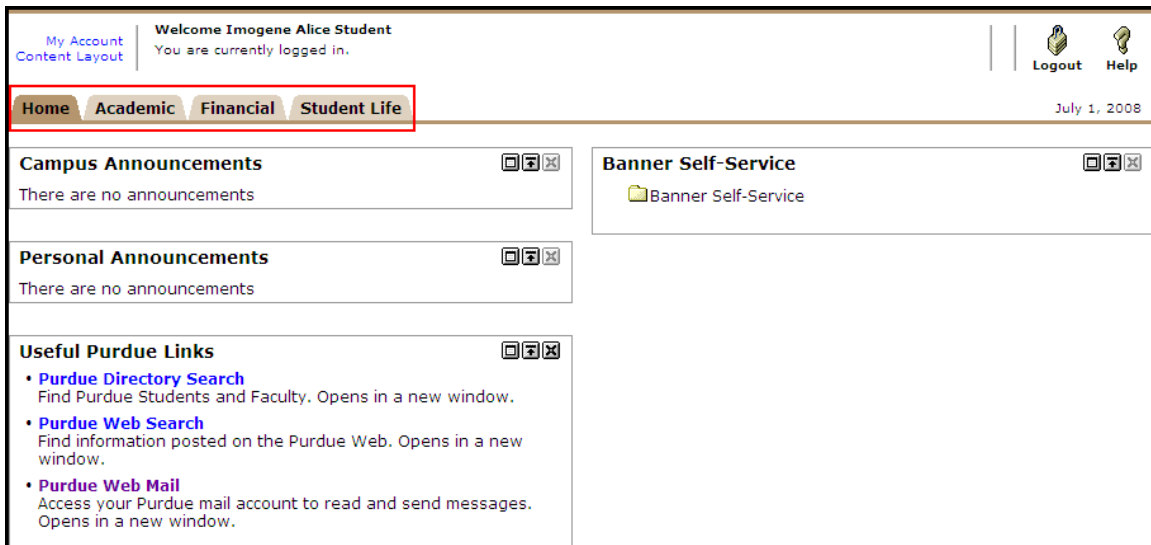
Getting Started

To begin, log in with your career account name and password on the myPurdue homepage (<https://mypurdue.purdue.edu>).



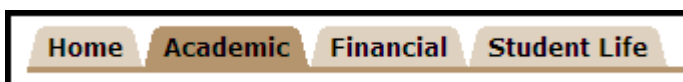
The image shows a 'Secure Access Login' form. It has two input fields: 'User Name:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Cancel'. The 'Login' button is highlighted with a red rectangular box. Below the buttons, there are two lines of text: 'Having problems logging in? Click here.' and 'Alternative Login for Screen Readers', both in blue text.

Upon logging in, you will see your student profile. Included in the default layout are sections for Campus Announcements, Personal Announcements, and Useful Purdue Links. Above these sections, find the navigational tabs, which allow you to access academic, financial and campus information.



The image shows a screenshot of the myPurdue student profile dashboard. At the top, it says 'Welcome Imogene Alice Student' and 'You are currently logged in.' There are 'Logout' and 'Help' links. Below this is a navigation bar with four tabs: 'Home', 'Academic', 'Financial', and 'Student Life'. The 'Academic' tab is highlighted with a red rectangular box. Below the navigation bar, there are three main sections: 'Campus Announcements' (with a sub-section 'Banner Self-Service'), 'Personal Announcements', and 'Useful Purdue Links'. The 'Useful Purdue Links' section contains three links: 'Purdue Directory Search', 'Purdue Web Search', and 'Purdue Web Mail'. The date 'July 1, 2008' is displayed in the top right corner.

If you would like to add or drop a class, click the Academic tab.



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The Academic Tab

Under the Academic tab, you will find many resources to assist you with course information. Like the main screen, this page has customizable sections of information. These sections display in the default layout: My Courses, Registration Tools, Student Grades, and Academic Profile. To continue adding or dropping a class, click Add or Drop Classes, located within the Registration Tools section.

The screenshot shows the Academic tab interface with the following sections:

- My Courses:** Includes a link to "Click here to:" and a description: "View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials."
- Registration Tools:** Includes links for "Registration Status", "Look Up Classes", "Add or Drop Classes" (highlighted with a red box), and "Change Class Options".
- Student Grades:** Displays "No Data Found" and a "Select Another Term" dropdown menu with a "Go" button.
- Academic Profile:** Shows a "Primary" tab and the following information:
 - Class Standing:** Freshman: 0 - 14 hours
 - Effective Term:** Summer 1 2007
 - Level:** Undergraduate
 - Campus:** West Lafayette
 - College:** Dept of Computer & Inform Tech
 - Major:** Computer & Info Tech-IST
- Advisors:** Includes a "Select Another Term" dropdown menu with a "Go" button and links for "Transcript" and "Holds".

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Registration Status

The system blocks access from Add or Drop Classes if you are in a grade level that is yet unable to register. If your earned credits do not qualify you for the academic level that has been granted access at this time, you are met with this error:

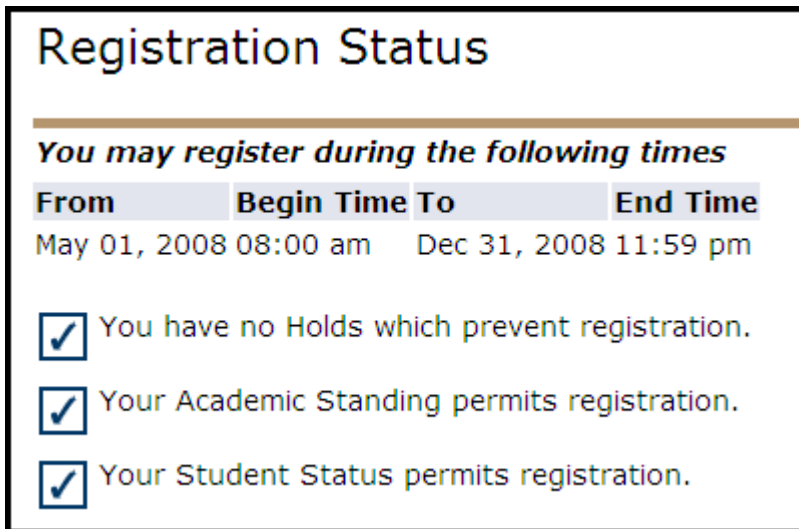
The screenshot shows an error message in the "Add or Drop Classes" section. The message reads: "You have no Registration Time Ticket. Please contact the registration administrator for your time ticket." The error is displayed in a red box with a red 'X' icon. The page header includes the student ID "013181330 Imogene A. Student", the term "Fall 2008", and the timestamp "Jul 01, 2008 09:46 am".

For explanations of other Registration errors used in Self-Service Banner, click here: <http://www.purdue.edu/registrar/CustServ/RegistrationAddErrors.pdf>

To check if you qualify to register, return to the Academic tab main page. Under Registration Tools, click Registration Status.



When prompted, select a Registration Term and click Submit. On the Registration Status page, you may view any errors that keep you from registering. If you have no errors, the screen will appear like this:



Aside from time ticketing, other possible errors could have to do with overdue fees or inadequate academic standing.

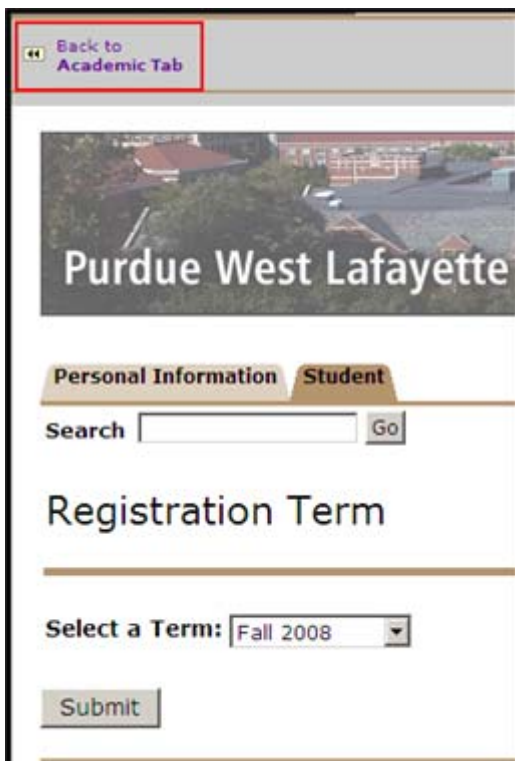
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Adding Classes

The restrictions on Course Additions are as follows:

Week	Restrictions
1	Web Registration with no approval needed
2-4	Approval of academic adviser and instructor
5-9	Extenuating circumstances only. Approval of academic adviser, instructor, and head of the department in which the course is listed
10-16	Not permitted

At this point, you will begin the process of adding or dropping a class. Notice the Back to Academic Tab link near the top of the screen, above the myPurdue image banner. At any time, this link allows you to return to the Academic main screen. Clicking your browser's forward and back buttons may disrupt the add/drop process.



Back to Academic Tab

Purdue West Lafayette

Personal Information Student

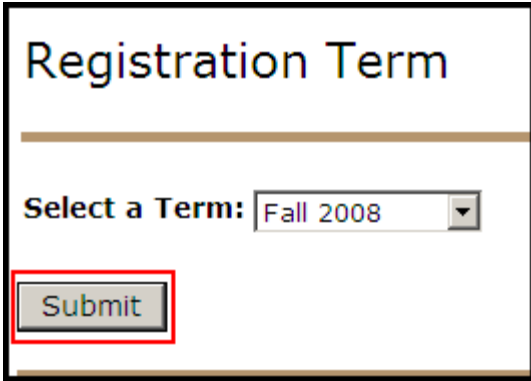
Search Go

Registration Term

Select a Term:

Submit

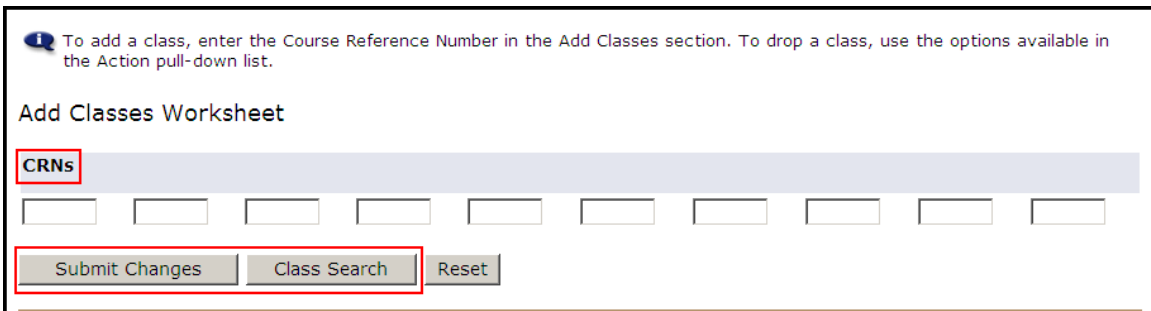
In Add or Drop Classes, select a Registration Term.



Registration Term

Select a Term:

Choose the term from the drop-down menu for which you are trying to register. Click Submit.



To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Perform a search for courses by clicking Class Search. Or, if you already know the Course Reference Number (CRN), enter it into the worksheet and click Submit Changes.

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Class Search

If you are looking for a class and have clicked Class Search, you will find that you may search by many different features or hardly any at all. Specify more course characteristics to narrow your search further. These characteristics are as follows:



Subject:

- Aero & Astro Engineering
- Aerospace Studies
- Agri & Biol Engineering

Choose the subject of the course you wish to search. This is the one category of the search tool that you MUST use. For quick searching, highlight any item and type the first letter of the course you would like. The list will automatically take you to the courses that begin with that letter (e.g., if you type in the letter “M,” the list scrolls to Management, which is alphabetically the first course that begins with “M”). It is also possible to search for more than one course at a time. Simply hold the Ctrl key as you select your courses.

Course Number:

Type in the course number. Course numbers have changed with myPurdue. For instance, there are no longer any suffix letters (e.g., T is the suffix letter in ENGL 411T). Additionally, course numbers are now five digits long. Most courses have simply added “00” to the end of the original numbers (e.g., ANTH 205 is now ANTH 20500). However, lab courses that had the L suffix letter now end in “01” (e.g., CHM 256L is now CHM 25601).

Title:

Enter the title of the course. Here, you may enter a keyword if you are not sure of the exact title. For example, when we select English as our subject and type “reading” into the Title field, the search returns “Ways of Reading,” “Directed Reading,” and “A Reading of Beowulf.” From there, you could select the course, or you may go back and narrow your search further.

Schedule Type:
Clinic
Distance Learning

Optionally, choose the Schedule Type. This is where you would identify the type of class (e.g., lecture, lab, recitation, etc.).

Credit Range: hours to hours

If you are looking for a certain amount of hours, specify it here.

Campus:
West Lafayette

For campus, you most likely will need to choose West Lafayette.

Course Level:
Graduate
Professional

Specify whether you would like a Graduate, Professional or Undergraduate level course.

Part of Term:
Non-date based classes only

All
Full Term

If the course you are seeking lasts the entire semester, click Full Term. There may be other courses that last for different lengths (e.g., six weeks, four weeks, etc.) and occur at different times throughout the semester. Select All to see these Part of Term courses.

Instructor:

All
Aaltonen, Pamela Massie
Abbott, Philip C

If you would like to take a class from a certain instructor, or if you know who is teaching a course you are pursuing, select the instructor here. Like the Subject field, you may select more than one instructor or speed up the search process by typing in the first letter of the instructor's last name. At this point in time, not every instructor for a course is included on this list, so it may be incomplete.

Session:

All
Day
Evening

Choose the session you would like. This entails selecting between day, evening or weekend classes.

Attribute Type:

All
Coop
Credit By Exam

If there is a certain attribute you are seeking in a given course, select it (or several) here. "Honors" is an example of an attribute.

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Finally, specify a time you would like your class to be. Modifying these fields will return courses at times that are convenient to you.

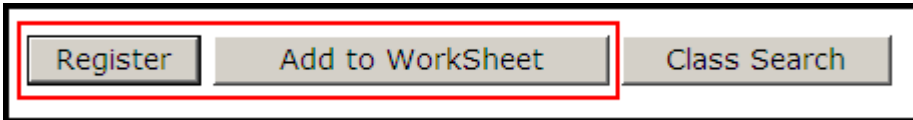
For a course that has no linked sections, adding a class has only a few more steps. When your search populates, find the course that best suits your needs. Click the course's check box in the Select column.

English			
Select	CRN	Subj	Crse
<input checked="" type="checkbox"/>	19229	ENGL	35100

If the section is closed, there will be no check box. Instead, a “C” will display where the check box should be.

<input type="checkbox"/>	21910	LING	31500	002	PWL	0.000	Elements Of Phonetics
<input type="text" value="C"/>	21911	LING	31500	003	PWL	0.000	Elements Of Phonetics

Under the search results, you will find three buttons. Of those, you may choose Register or Add to WorkSheet.



If you click Register, your Current Schedule appears. The status of the course you selected will appear as “Web Registered,” along with the date.

Current Schedule								
Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
***Web Registered** on Jul 02, 2008	[None]	19229	ENGL	35100	001	Undergraduate	3.000 Regular Grade	Survey Of American Literature From 1865 To The Post-World War II Period

Clicking Add to WorkSheet will bring you to the Add or Drop Classes page, and the CRN field populates with the course you chose. You may search again by clicking Class Search, and each time you select a course, the CRNs will store to this page. This is especially helpful when you are searching for subparts of a course, which we will discuss further in this document.

Add Classes Worksheet

CRNs

19229

Submit Changes **Class Search** **Reset**

Click Submit Changes when you have all the CRNs necessary, and your Current Schedule appears.

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Scheduling Linked Sections


If you have selected a course that has more than one schedule type, you need to schedule linked sections as well.

Sections Found

[Introduction To Anthropology - Honors - 10972 - ANTH 10000 - 011](#) Link Id: D0 [Linked Sections Required\(CO\)](#)

As ANTH 10000 has both a lecture and a recitation, we will need to assign both the lecture and recitation to the class schedule. Click Linked Sections Required to begin.

In Linked Sections Information, you may view the sections for which you need to register in order to take the class. The page shows you exactly which sections to choose.

 **If you register for section:**

[Introduction To Anthropology - Honors - 10972 - ANTH 10000 - 011](#) Link Id: D0

Course Information

CRN	Section ID	Status	Limit	Enrollment	Registration Dates
10972	011	Active	9	3	Mar 03, 2008 to Aug 29, 2008

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:30 am - 11:20 am	MW	Physics Building 114	Aug 25, 2008 - Dec 20, 2008	Lecture	Ian C. Lindsay (P)

Find the section for which you registered. Take note of the CRN, time and day, as you will need to schedule according to your current schedule and any other linked sections of this course. Remember, it is very important to either copy or write down your CRN as you are scheduling your classes. Scroll down the page to find the section(s) you still need.

Introduction To Anthropology - Honors - 10980 - ANTH 10000 - 019 Link Id: C0

Course Information

CRN	Section ID	Status	Limit	Enrollment	Registration Dates
10980	019	Active	1	0	Mar 03, 2008 to Aug 29, 2008

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:20 pm	F	Winthrop E. Stone Hall 215	Aug 25, 2008 - Dec 20, 2008	Recitation	TBA

Copy or write down the CRN of the section. Scroll to the bottom of the screen and click Return to Previous until you return to the Look Up Classes page.

[Return to Previous](#) [New Search](#)

Select the checkbox for the sections you need the new CRN on the Worksheet.

10980 ANTH 10000 019 PWL 0.000

Scroll down to the bottom of the screen and click Register. You may also click Add to WorkSheet if you still have more classes to find.

[Register](#) [Add to WorkSheet](#) [Class Search](#)


The course and its linked section now appear on the Current Schedule.

Web Registered on Jul 03, 2008	None	10972 ANTH 10000 011 Undergraduate 3.000 Regular Grade	Introduction To Anthropology - Honors
Web Registered on Jul 03, 2008	None	10980 ANTH 10000 019 Undergraduate 0.000 Regular Grade	Introduction To Anthropology - Honors

Now, we will try a more complicated example. ANTH 10000 only has one subpart -- the recitation -- but let's schedule a course that has four subparts -- BIOL11000.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Links
<input type="checkbox"/>	11977	BIOL	11000	001	PWL	4.000	Fundamentals Of Biology I	TR	08:30 am-09:20 am	444	71	373	TBA	08/25-12/20	LILY 1105	D0 A0

Find the course in the search results list. Copy or write down the CRN and click the link under the Links column. This directs you to the Linked Class Information page.




 **If you register for section:**

Fundamentals Of Biology I - 11977 - BIOL 11000 - 001 Link Id: D0


The Linked Class Information changes slightly when you have more subparts for which to register. The top section -- which, in this case, is the lecture schedule type -- still tells us that we will need to register for more than one section.

 You must also register for one of these sections:
Fundamentals Of Biology I - 12027 - BIOL 11000 - 051 Link Id: A0 Linked Sections Required(B0)

However, under that, where the system lists the sections for which you also need to register, note the new link beside the class. This indicates that there is more than just one subpart to this course. In this example, this first list is of the laboratory schedule type for BIOL11000. Choose the section that would fit with your schedule, and as always, write down the CRN. Then, click the Linked Sections Required link that corresponds with that section.

 If you register for section:
Fundamentals Of Biology I - 11977 - BIOL 11000 - 001 Link Id: D0
 And register for section:
Fundamentals Of Biology I - 12040 - BIOL 11000 - 064 Link Id: A0
 You must also register for one of these sections:
Fundamentals Of Biology I - 11980 - BIOL 11000 - 004 Link Id: B0 Linked Sections Required(C0)

Linked Class Information updates, and you will see that the first two sections you have chosen listed at the top of the page. Under those, you see another section for which you need to register; in this example, it is a recitation schedule type. As before, write down the CRN of the section that fits your schedule and click the Linked Sections Required link that corresponds with that section.

 You must also register for one of these sections:
Fundamentals Of Biology I - 12023 - BIOL 11000 - 047 Link Id: C0

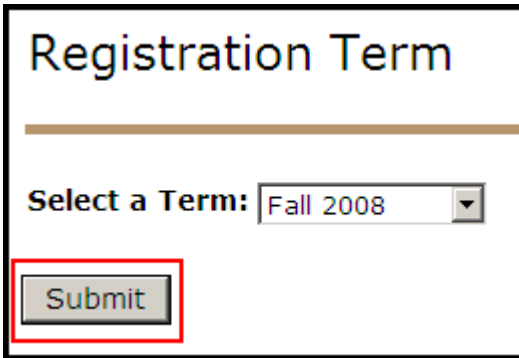
The Linked Class Information page updates once more. This time, note that there is no link next to the new sections. The absence of a link indicates that this will be the last subpart for which we need to register. Find the section that coincides with your schedule and write down the CRN.



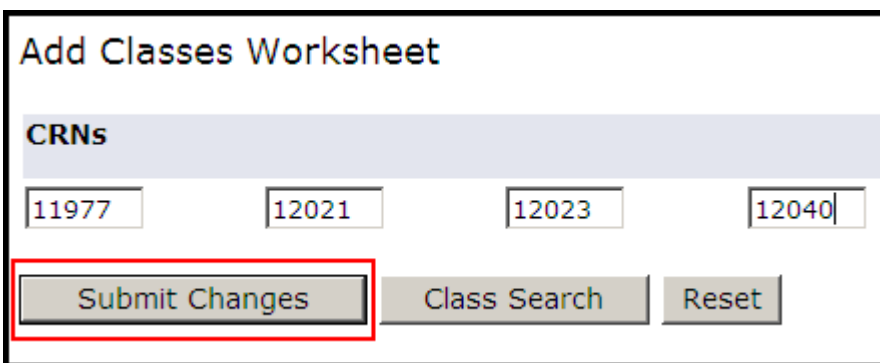
Now, click the Back to Academic Tab link, which is located in the upper left-hand corner of your screen.



Click Add or Drop Classes, located in the Registration Tools section.



Choose the Registration Term; click Submit.



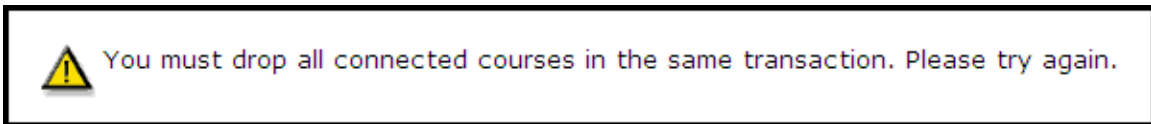
On the Add or Drop Classes page, below the Current Schedule, is the Add Classes Worksheet. Enter the CRNs of all the subparts into each field. Click Submit Changes.

If the group of sections you chose was not the best laid plan for your schedule, you may see this error:

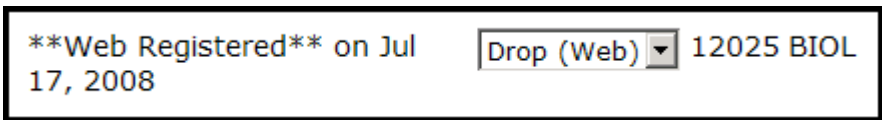
Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
▶ <i>Linked Sections Required(A0)</i>	11977	BIOL 11000	001 Undergraduate	4.000	Regular Grade	Fundamentals Of Biology I
▶ <i>Linked Sections Required(D0)</i>	12021	BIOL 11000	045 Undergraduate	0.000	Regular Grade	Fundamentals Of Biology I
▶ <i>Linked Sections Required(D0)</i>	12023	BIOL 11000	047 Undergraduate	0.000	Regular Grade	Fundamentals Of Biology I
▶ <i>Linked Sections Required(B0)</i>	12040	BIOL 11000	064 Undergraduate	0.000	Regular Grade	Fundamentals Of Biology I

When you get an error, take note of the CRN of the section that would not fit into the schedule. Find another section within that schedule type that will fit and plug the CRNs back into the Worksheet. Alternatively, you could drop the course with which the linked section conflicts.

Keep in mind that, while dropping linked sections of a course, the system prompts you to drop ALL corresponding linked sections of that course. For instance, in dropping a recitation, you will also need to drop the lab, lecture or any other part of that course. The system will not automatically drop these linked sections for you. Trying to drop only one linked section results in this error:



The only way you may drop a linked section is if you are adding a new linked section of the same schedule type in a single transaction. To drop and add a single subpart of a linked course, select the “Drop (Web)” option in the Action drop down for the linked section you would like to drop.



Now, before submitting this change, add the CRN of the new linked section to an Add Classes Worksheet field. Click Submit Changes, and your linked sections will switch.

Add Classes Worksheet

CRNs

12026			
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Dropping Classes

Restrictions on Course Drops are as follows:

Week	Restrictions
1-2	Web drop with no approval needed - course will not be recorded
3-4	Approval of academic adviser; course will be recorded with grade of W
5-9	Approval of academic adviser. The instructor shall indicate whether the student is passing or failing (<i>University Senate Document 91-5, February 24, 1992</i>). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (<i>University Senate Document 93-14, September 26, 1994</i>) Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (<i>University Senate Document 91-5, February 24, 1992</i>)
10-16	Course assignments cannot be cancelled during this period

Students who withdraw during the first six weeks of the semester will receive a partial refund of the general service fee and tuition. Weeks 1-2 = 80%, weeks 3-4 = 60% and weeks 5-6 = 40%.

To drop a class, return to the Add or Drop Classes screen. You may navigate here by clicking the Return to Menu link, which is located on the upper right-hand side of the screen, and then clicking Add or Drop Classes on the Registration links screen.

Registration

- Select Term
- Registration Status
- Add or Drop Classes**
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Update Student Term Data
- Active Registration
- Registration History
- Concise Schedule

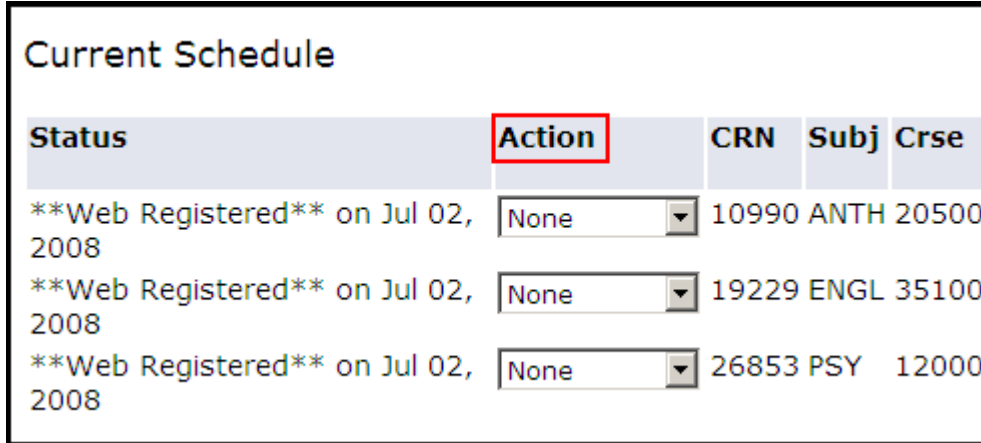
Select your Registration Term and click Submit.



Registration Term

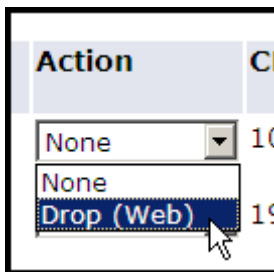
Select a Term:

Your Current Schedule displays. Notice the Action column with drop-down menus.



Status	Action	CRN	Subj	Crse
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	10990	ANTH	20500
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	19229	ENGL	35100
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	26853	PSY	12000

In order to drop a class from your Current Schedule, select one of the drop-down menus under Action and choose Drop (Web).



Action

Then, click the Submit Changes button at the bottom of your screen. The page will refresh, and the system immediately drops the course.

Submit Changes	Class Search	Reset
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Tips

Before You Begin

Before you add or drop a class:

- Be sure to consult your academic advisor before adding or dropping any classes, as it may affect your curriculum plan.
- Changes made in this database occur in “real time.” If you drop a class, your seat in that class is immediately available for another student. If you change your mind later, the class may be full.
- Keep in mind that students at the West Lafayette campus are restricted to 18 credit hours per semester. Consider your course load, extracurricular activities and employment when adding a new class.
- When dropping classes, remember that full time is 12 credit hours per semester for undergraduates and eight credit hours for graduate students. Dropping below this course load could affect your financial aid, assessed fees, health insurance, athletic eligibility, and your international student visa requirements.
- Be mindful of any course prerequisites or other requirements before attempting to add a course. Prerequisite checking within the system is currently disabled for the Fall 2008 semester, so check with your advisor before registration about which prerequisites you may or may not have fulfilled.

Copy or write down CRNs as you are scheduling classes!

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View Holds

For an explanation of registration holds as you receive them, scroll to the bottom of your screen and click View Holds.



Information on your holds appears. Under Processes Affected, view how the holds will influence your registration eligibility. Contact the office under the Originator column if you have a hold.

Administrative Holds						
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Overdue bal \$100 or more	Sep 04, 2006	Dec 31, 2099			Tuition and Fees	Registration Transcripts Accounts Receivable Enrollment Verification

[Financial Aid Holds | Registration Status]

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Icons



The red octagon with the black X inside it is a Registration Add Error. When you receive a written error accompanied by this sign, remember that you did not complete registration. You also may not register until these errors are fixed. Keep in mind that you may have multiple Registration Add Errors, but only one will appear at a time. Upon resolving one, more may immediately follow. Please refer to the glossary of errors, included in this document on page ___.



The yellow triangle with the exclamation point inside it alerts you to a hard-stop Registration Add Error. In Registration Status, this icon indicates a registration hold, an inadequate academic standing, or issues with student status.



The blue checkmark indicates that there are no errors within your Registration Status.



The red flag appears under the Links column on the Look Up Classes page. This lets you know that a course has linked sections. If you are signing up for one of these classes, be sure to note the class times and CRNs of each section. You will need them handy when registering for the different sections and your other courses.

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New Terms with the myPurdue System

What Used To Be...	Is Now...
Division change	Drop/Add
Grouping/Sub-parted course	Linked Sections
Suffix on a course number	Section Offering
Divisions	Sections
Using the subject, course, division and section number to register (e.g., signing up for COM 114 06-01)	Using the CRN to register (e.g., COM 114 006 is now CRN 16694)
Course number with three digits and a possible suffix letter	Five-digit course number, no suffix letters

Failure to log out or exit your browser may allow others to access your records.

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