Spring 2016 Registration Directions

You will need your:

- Recommended courses from your academic advisor.
- Registration PIN (called an “Alternate PIN”). Each semester you are assigned a new PIN by your advisor.

MyPurdue Terms and Abbreviations:

- **Course Registration Number**, or “CRN”: A 5-digit number indicating a section of a course.

- **Course Types**:
  - Lectures (“Lec”) meet several times a week for the introduction of new material.
  - A recitation (“Rec”) is a one-hour, weekly meeting time in a small classroom to take quizzes, discuss lecture concepts and answer homework questions.
  - A laboratory (“Lab”) is a 2 – 3 hour, weekly meeting time used to perform structured experiments that illustrate concepts taught in the lecture.
  - A practice/study/observation (“PSO”) is a weekly meeting for the purpose of providing extra time to understand the material from lecture or prepare for lab.
  - Distance education (“Dist”) indicates that all or part of a class is conducted online. A red flag icon indicates that it’s connected to another section (such as a recitation).
  - A hybrid course mixes in-class activities with online materials, such as lectures or learning modules, and out-of-class homework and class preparation.

How to Manually Add EDPS 10500

You’ll need to do this BEFORE you schedule any other course in Scheduling Assistant!

1. Open the myPurdue page: https://wl.mypurdue.purdue.edu. Log on using your Purdue username and password.

2. Click on the Registration tab. It is located near the top of the page.

3. Click the Add or Drop Classes link in the orange Register for Classes box.

4. Select Spring 2016 from the Select Term drop-down box, then click the Submit button. Enter the Alternate PIN (also known as Registration PIN) given to you by your advisor.

5. In the Add Classes Worksheet boxes, type in the two CRNs for EDPS 10500 given to you by your advisor. Click Submit Changes.
Plan and Register for Courses Using Scheduling Assistant

1. Open the myPurdue page: [https://wl.mypurdue.purdue.edu](https://wl.mypurdue.purdue.edu). Log on using your Purdue username and password. Click on the Registration tab.

2. Click on Use Scheduling Assistant link in the orange Register for Classes box. Log on using your Purdue username and password.

3. Select Spring 2016 from the Select Term drop-down box, then click the Submit button. Enter the Alternate PIN (also known as Registration PIN) given to you by your advisor.

4. On the Course Requests page, you will see the EDPS 10500 sections you just added.

   **TIP:** If your EDPS section ends up causing unfixable conflicts with other courses, contact your advisor for options. The “open” section of EDPS shown in Scheduling Assistant is restricted to non-EXPL students only. Trying to add it will cause an error.

   **TIP:** Click the “lock” boxes next to EDPS 10500. As you make changes to the times of other courses, the times and dates of EDPS will remain unchanged.

5. In the first empty line on the Course Requests page, type in each course abbreviation and number you would like to schedule (ex.: COM 11400). Type in one course per line.

   **TIP:** Choose the plainest version of the course (no letters following the course number) or the first option that Scheduling Assistant offers you.

   **TIP:** To leave “free time” on your schedule (for work, athletics, etc.), click on the magnifying glass then on the Free Time tab. Highlight the days and times you want to remain free from classes. Click Select.

6. Click the Build Schedule button to create a schedule.

   **TIP:** Scheduling Assistant builds in a minimum of 10 minutes travel time between classes. If the travel time between back-to-back courses will exceed 10 minutes, you’ll see a “road runner” bird symbol in the List View next to the room number ( ). Mouse over the road runner symbol to see the travel time.

7. To modify course times and days on your plan:

   a. Click on the Time Grid tab (for a weekly view of classes) or remain on the List of Classes Tab.

      **TIP:** If you want the computer to randomly create a new arrangement of your classes, click on the Rearrange Schedule button.

   b. Click on the part of the course (lecture, recitation, lab, etc.) that you want to change. A window with alternative sections will open up.
c. Sections in red text will not fit your current schedule. Blue text is the course part that you want to change. Greyed-out text represents your original sections and the green arrow points to how ALL of the parts of the course will change if you choose that option (see picture below).

d. If two courses are listed for an option, it means that changing one course’s times will change another course’s times, too. In the example below, choosing option number 5 changes the times of both ENGL 10600I and CHM 11500.

e. Mouse over an alternate section to see a picture of where the course will move within your schedule. Click on a section to select and modify your schedule plan.

TIP: Many courses have multiple parts, each with their own unique CRN. For example, ENGL 10600I has three CRNs – one for the lecture, recitation, and PSO.

8. Once your schedule is planned, return to the List of Classes tab. Click on the “Submit Schedule” button to schedule your courses into the MyPurdue system. If you met all of the course pre-requisites and there was space in the CRNs you requested, you should see “Success!” pop up in the bottom blue bar.

CONGRATULATIONS! YOU’VE REGISTERED FOR YOUR SPRING 2016 SEMESTER AT PURDUE!

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