Welcome to Purdue!

This packet contains important information for students who have been admitted to the Purdue University Graduate School, ESE Program.

ESE OFFICE
Christal Musser, Program Coordinator
Office: Young B-40
musser@purdue.edu, 765.494.2102

ESE Program Head
Dr. Linda S. Lee
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http://www.purdue.edu/ese
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*Purdue University does not recommend or otherwise endorse any specific off-campus establishment.*
New Graduate Student Checklist

Please use this checklist as a resource to help you prepare for your entrance to the Purdue University Graduate School. **This is not an exhaustive checklist**, but rather is a starting point of tasks you will need to complete before or shortly after classes begin. The information provided in this Welcome Packet should help you with the tasks below. If you have questions, please contact the specific Purdue University office referenced below, Christal Musser, musser@purdue.edu, or your associate academic department.

1. **Accept Offer of Admission.** Even if you have notified your program whether or not you will be coming to Purdue, please complete the Graduate School’s online enrollment form. If you haven’t already, you can complete the online enrollment form by visiting the Graduate School’s online application system at [https://app.applyyourself.com/?id=purduegrad](https://app.applyyourself.com/?id=purduegrad). Once you have logged in, click on the link “Your application decision is now available online.” Within your decision letter you will find a link called, “Click here to submit your response to the offer of admission.”

2. **Research Funding Opportunities, including financial aid, fellowships, or scholarships, if necessary.** Check out the Graduate School’s Funding Database at [https://ias.itap.purdue.edu/rgs/wfd_funding.Search_form](https://ias.itap.purdue.edu/rgs/wfd_funding.Search_form).

3. **Visit the Graduate School’s LinkedIn group for Admitted Students.** This LinkedIn Group was created to offer students an easy way to ask questions to both staff and current students. You can also electronically "meet" other students from your program prior to arriving on campus. Click here or visit [www.linkedin.com](http://www.linkedin.com) and search for the group “Purdue Graduate School Admitted Students” to join.

4. **Like Purdue Graduate School on Facebook, follow @GradPurdue on Twitter and Instagram, and put PurdueGradSchool in your circle on Google+.** Learn about upcoming events, announcements, graduate student opportunities, and campus life on Purdue’s campus.

5. **Determine how you will arrive to the West Lafayette area. You are expected to arrive before Friday, August 21st.** If you will be driving to campus, see [http://www.purdue.edu/visit/gettingHere/mapDirections.html](http://www.purdue.edu/visit/gettingHere/mapDirections.html) for directions to campus. If you are arriving by airplane, you can take a shuttle from either Chicago’s O’Hare Airport or Indianapolis International airport:
   - Shuttle service from Chicago O’Hare International Airport: Express Air Coach, [http://ww2.expressaircoach.com/](http://ww2.expressaircoach.com/)
   - Shuttle service from Indianapolis International Airport: Star of America, [http://www.soashuttle.com/](http://www.soashuttle.com/)

6. **Make sure you fulfill the State of Indiana's immunization requirements.** You will need to submit official documentation of your immunizations and may need to get the required vaccinations before arriving (see page 9).

7. **Find Housing (see page 5).** Make sure your utilities will be turned on before you move in (see page 16).

8. **Get a Student Identification (ID) Card at the Card Services Office,** (see pages 7).

9. **Set up your career account and email account** (see page 4)
10. **Update your contact information upon moving.** Use myPurdue ([http://my.purdue.edu](http://my.purdue.edu)), and go to “Personal Information” under “quick links” on the left side of the screen.

11. **Complete a Medical History Form.** This form can be found at: [https://www.purdue.edu/push/assets/forms/medicalhistory.pdf](https://www.purdue.edu/push/assets/forms/medicalhistory.pdf).

12. **Sign up for health insurance.** University regulations state that International Students and Graduate staff students with benefit eligible assistantships must have health insurance. Benefit eligible Graduate staff students have the opportunity to sign up for health insurance in the first few weeks after arrival on campus. International students must purchase the University sponsored plan unless you qualify for a limited waiver. See [Health Insurance Waiver form](https://www.purdue.edu/push/assets/forms/medicalhistory.pdf) for International Students. See the [Grad Student Insurance Web page](https://www.purdue.edu/push/assets/forms/medicalhistory.pdf) for more complete information. Domestic students who opt out of the Graduate-Staff University plan may be asked to provide Staff Benefits with information on the alternative health insurance plan. Domestic students not on an assistantship or eligible for benefits are encouraged, but not required, to have health insurance. **NOTE:** The Student Health Center requests that you carry your insurance card at all times and present it to any health care facility you may visit, including PUSH (Purdue University Student Health Center).

13. **Register for classes.** You will use the myPurdue system ([http://my.purdue.edu](http://my.purdue.edu)). Login to myPurdue, click on the “Academic” tab, under “Registration Tools” click on “Add or Drop Classes,” select Fall 2015 and “submit,” then enter 999999 as your pin. You can download the core courses file for ESE at our curriculum page: [https://www.purdue.edu/gradschool/ese/curriculum/corecourse.cfm](https://www.purdue.edu/gradschool/ese/curriculum/corecourse.cfm). This is not a complete list of courses and it is an old list. Please see the Appendix for additional details.

   A. ESE students should register for courses online using the myPurdue system. You should contact your advisor/major professor for consultation, and review the themes and core course areas for ESE. Christal will be working with your advisor to help plan what courses you should take in Fall 2015. ([https://www.purdue.edu/gradschool/ese/curriculum/corecourse.cfm](https://www.purdue.edu/gradschool/ese/curriculum/corecourse.cfm)).

   B. New ESE students **must** register their first semester for the ESE Colloquium/Seminar course (2 credit – GRAD 5900 CRN #59541 and GRAD 590 CRN #16053). The seminar course will meet Tuesday at 3:30-5:00pm in Lilly Hall 2-425 and on Thursday at 3:30-5:00 in HAMP 2118. Finally, you are also required to register for GRAD 61200 Responsible Conduct in Research. Please see the Appendix for additional information. The Biology 58500 (Ecology course) should be taken in your first or second semester on campus. If you have taken several ecology course or if your BS is in Ecology, please email Christal requesting a waiver for this requirement.

   C. ESE students will need to have approval from their major advisor on the number of research hours to register for (non-thesis MS students will not register for research hours). An email to Christal to get registered for research hours is the quickest way to get registered for research. Christal will email major advisor for approval and then register you accordingly. A form 23 can be used also with signatures from your advisor.

   D. **Make sure Form 23 entry line #5 Program of Study Major is entered as IESE,** and that you are registered as Ecological Sciences & Engineering (ESE - IGP), IESE student!

   E. **Please contact the registrar with registration trouble (i.e. need a time ticket, etc.)** 765-494-8581 or registrar@purdue.edu. You can also contact Christal Musser, musser@purdue.edu, for additional assistance.

14. **Get a parking permit, if needed** (see page 6). You need to register for classes before you can get a parking pass.
15. **Pay your fees, if any, by the due date on the bill mailed to you** (see page 10). If fees are not paid by the due date, you may incur late fees and your registration may be cancelled. All invoicing is done electronically through myPurdue’s new eBilling feature.

16. **Confirm your registration.** Paying your fees automatically confirms your registration. If you do not owe anything in fees, you must still log on to myPurdue and confirm your registration when you are notified of your eBilling statement through email.

17. **Attend the ESE Graduate Student Orientation and Welcome.** Friday, August 21st. More details will be sent by email.

18. **Attend your associated department’s new grad student orientation** – contact the graduate coordinator in your associate academic department directly if you have not received information from them. See the Appendix for a listing of currently scheduled orientations.

19. **Attend the New Graduate Student Convocation.** August 21st, 9am, Loeb Playhouse, Stewart Center. Graduate School will host a convocation for new graduate students.

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### Setting up Your Purdue University Career Account and Email

**What is my career account?**
Your Purdue Career Account (PCA) gives you electronic access to a number of services at Purdue University. From access to your @purdue.edu email account to computer lab access, your PCA gives you access to a variety of services including email, instructional, ResNet, research, and departmental use. Some services are enabled based on a specific affiliation with Purdue. For example, currently registered students taking courses in a given semester are eligible to use the on-campus computer labs. Your career account is your own 500 MB of storage. This account is yours to use for as long as you are affiliated with Purdue. You can store files in your career account and access them any time anywhere.

**How do I create my career account?**
To activate your career account go to: [https://www.purdue.edu/apps/account/AccountSetup](https://www.purdue.edu/apps/account/AccountSetup). The on-line graduate school admission letter you received by email from the Purdue Graduate School provides the information needed to set up your account. If you have any questions, email itap@purdue.edu or call ITaP (Information Technology at Purdue) at (765) 494-4000.

After you set up your career account, you will be directed to links that will allow you to set up your Purdue email.

**After setting up your career account, you will also be able to access myPurdue** ([http://mypurdue.purdue.edu](http://mypurdue.purdue.edu)), which is a website where students can:
- Search the Course Catalog
- Search the Schedule of Classes
- Help for Students:
  - Drop/Add Procedure Instructions
  - Reviewing Your Schedule Instructions
  - Registration Error Definitions
- Additional Help:
  - Course Registration FAQ Answer Service
  - Payment Options FAQ Answer Service
  - Financial Aid FAQ Answer Service

**Other helpful websites:** [http://www.gradschool.purdue.edu/welcome/accept.cfm](http://www.gradschool.purdue.edu/welcome/accept.cfm)
Purdue University is located in West Lafayette, Indiana. West Lafayette and its neighboring city Lafayette boast a low cost of living. This makes finding housing on a graduate stipend easier.

**On-Campus Housing**

Purdue offers a few on-campus housing options for graduate students. On-campus housing is very competitive, so you will need to apply soon. Visit the following Web sites for more information:

**Purdue Village:** Apartment-style campus housing for married students, students with families and graduate students. Call (765) 494-2090 or visit [http://www.housing.purdue.edu/Housing/Residences/PurdueVillage/index.html](http://www.housing.purdue.edu/Housing/Residences/PurdueVillage/index.html)

**PRF Residential Housing:** PRF Residential, a division of the Purdue Research Foundation, is responsible for the rental and maintenance of approximately 315 rental units (both apartments and houses) close to campus. Call the PRF Leasing office at (765) 496-6245 or visit [http://prfrealestate.com/](http://prfrealestate.com/)

**Off-Campus Housing**

If you are interested in off-campus housing, consider both West Lafayette and Lafayette. Lafayette is directly across the river from West Lafayette. Many Lafayette apartments are less expensive than those in West Lafayette, and some are within walking distance of campus. Because the availability of parking permits may depend on how far you live from campus, you should familiarize yourself with Purdue’s parking regulations. Visit [http://www.purdue.edu/pat/mainnav/parking/students.htm](http://www.purdue.edu/pat/mainnav/parking/students.htm) to familiarize yourself with university parking regulations and review the Transportation information on page 7.

Begin your off-campus housing search using the following links:

- [http://www.housing.purdue.edu/OffCampus/](http://www.housing.purdue.edu/OffCampus/) - Ashley Darnell, Asst. Director of Off-Campus Student Services
- [www.boilerapartments.com](http://www.boilerapartments.com)
- [www.apartments.com](http://www.apartments.com)
- [www.apartmentguide.com](http://www.apartmentguide.com)
- Purdue OIGP Housing Facebook Page

In addition, two local newspapers’ classified advertising sections list apartments and houses for rent:


Many apartment complexes are located on city bus routes. City Bus is free to students and employees carrying their Purdue identification card. Remember to check potential bus schedules to see if they match your graduate student schedule. If you are planning to stay in the area during the summer, be sure to check the summer bus schedules, as some routes do not run as frequently or at all during the summer. Visit [http://www.gocitybus.com/](http://www.gocitybus.com/) for schedules and routes and see the Transportation information on page 6.
University Parking is located at Purdue West Shopping Plaza, 1404 W. State Street
http://www.purdue.edu/pat/

Parking Permits
In order to park in parking lots or garages without getting a ticket, you must buy a parking permit. Parking permit options are outlined below:

C-Permits: Any registered student whose local place of residence is outside an area of at least 1.5 miles from campus may purchase a "C" permit. In general, the physical limits are Airport Road, the Wabash River, Cherry Lane and the railroad tracks bordering the South edge of campus. If you have any questions concerning a specific address, please contact University Parking. To purchase a "C" permit, each student must provide proof of address and a valid driver's license. Permits may be purchased for the calendar year beginning August 1. Permits must be returned to University Parking upon ineligibility. See http://www.purdue.edu/pat/mainnav/parking/students.htm for additional information.

A-Permits: Students employed by Purdue at least 30 hours per week are eligible to purchase an "A" permit per year or a less expensive "B" permit. Eligibility forms are available in the University Parking office. The eligibility form must be completed by the program that is employing you, and returned at the time you wish to purchase the permit. Student employees are not eligible for payroll deduction. Permits must be returned to University Parking upon ineligibility.

Disability Parking: Students may apply for disability parking through the University Parking office.

Student Housing Parking: Students living in a residence hall or Purdue Village need to contact their main office for information about obtaining a permit.

Any person operating and/or parking a motor vehicle on campus must comply with all Purdue University traffic and parking regulations.

City Bus
City Bus provides a number of routes in both West Lafayette and Lafayette. Riders who show their Purdue Student Identification Card ride for free. Visit www.gocitybus.com to see the numerous bus routes. Keep in mind as you search for housing (see page 5) that many graduate students take classes or work in their labs at night and many bus routes do not run at night. If you are planning to stay in the area during the summer, be sure to check the summer bus schedules as some campus routes do not run as frequently or at all during the summer.

How to Get to Purdue
If you will be driving to campus, see http://www.purdue.edu/visit/gettingHere/mapDirections.html for directions to campus. If you are flying to the Purdue area, you can take a shuttle from either Chicago’s O’Hare Airport or the Indianapolis International Airport:

- Shuttle service from Chicago O’Hare International Airport: Express Air Coach, http://ww2.expressaircoach.com/
- Shuttle service from Indianapolis International Airport: Lafayette Limo, http://www.lafayettelimo.com/
- Shuttle service from Indianapolis International Airport: Star of America, http://www.soashuttle.com/
Purdue University Useful Offices on Campus

Card Services Office
Purdue Memorial Union, Room 130
101 N. Grant Street
West Lafayette, IN 47906
(765) 494-8960
http://www.purdue.edu/card/
- Schedule a tour
- Get a student ID card
- Add money to your Boiler Express Account (allows you to swipe your student ID card at vending machines or the PMU restaurants, laundry machines, etc. so you don't have to carry cash.)

Purdue University Division of Financial Aid
Schleman Hall of Student Services, Room 305
475 Stadium Mall Drive
West Lafayette, IN 47907
(765) 494-5050 http://www.purdue.edu/dfa
Hours: M–F, 7:30AM–5:00PM
- Financial assistance eligibility
- Scholarships/grants/loans
- Part-time employment

Parking, Airport and Transportation Service
Purdue West Shopping Plaza
1404 W. State Street
West Lafayette, IN 47907
(765) 494-9494
http://www.purdue.edu/pat/index.html
- Schedule a tour
- Get a parking permit
- Appeal a parking ticket

Card Services Office
Purdue Memorial Union, Room 130
101 N. Grant Street
West Lafayette, IN 47906
(765) 494-8960
http://www.purdue.edu/card/
Hours: M–F, 8:15AM–4:45PM
- Get your student identification card
- Add money to your Boiler Express Account (allows you to swipe your student ID card at vending machines or the PMU restaurants, laundry machines, etc. so you don't have to carry cash.)

PUSH (Purdue University Student Health)
601 Stadium Mall Drive
West Lafayette, IN 47907
(765) 494-1700
http://www.purdue.edu/PUSH/
Hours: M–F, 8:00AM–5:00PM
Urgent Care hours (fall & spring Semesters): M–F, 8:00AM–9:00PM
Sat–Sun, 10:00AM–6:00PM
Summer hours: M–F, 8:00AM–5:00PM
- Urgent Care or scheduled appointments
- Immunization information
- CAPS (Counseling and Psychological Services)
- Purdue Pharmacy (765) 494-1374

ITaP (Information Technology at Purdue)
Customer Service Center
Stewart Center, Room G-65
West Lafayette, IN 47907
(765) 494-4000
http://www.itap.purdue.edu/help/
Hours: M–Th, 7:00AM–8:00PM
F, 7:00AM–6:00PM
Saturday and Sunday: 12:00PM–6:00PM
- Ask questions about your student email account
- Get computer support
- Buy discounted computers
- Obtain information about cell phone service discounts

ITaP (Information Technology at Purdue)
Customer Service Center
Stewart Center, Room G-65
West Lafayette, IN 47907
(765) 494-4000
http://www.itap.purdue.edu/help/
Hours: M–Th, 7:00AM–8:00PM
F, 7:00AM–6:00PM
Saturday and Sunday: 12:00PM–6:00PM
- Ask questions about your student email account
- Get computer support
- Buy discounted computers
- Obtain information about cell phone service discounts

Bursar’s Office
Hovde Hall of Administration
610 Purdue Mall
West Lafayette IN 47907
(765) 494-7570
http://www.purdue.edu/Bursar/
Hours-General Office:
M–F, 8:00AM–12:00PM, 1:00PM–5:00PM
Teller Window:
M–F, 8:00AM–12:00PM, 1:00PM–4:30PM
- Pay your student fees
- Get a fee deferment (765) 494-3257
- Aid disbursement (765) 494-7583

Office of the Registrar
Hovde Hall of Administration
610 Purdue Mall
West Lafayette, IN 47907
(765) 494-8581
http://www.purdue.edu/registrar
Hours: M–F, 8:00AM–5:00PM
- Course registration (765) 494-6165
- Encumbrances (765) 494-6165
- Course schedule changes (765) 494-6165

Division of Recreational Sports
Corner of Martin Jischke Drive and 3rd Street
355 North Intramural Drive
West Lafayette, IN 47907
(765) 494-3109
http://www.purdue.edu/RecSports/
- Work out for free (with student ID card)
- Group Exercise
- Intramural Sports
- Swimming and diving center

Office of the Registrar
Hovde Hall of Administration
610 Purdue Mall
West Lafayette, IN 47907
(765) 494-8581
http://www.purdue.edu/registrar
Hours: M–F, 8:00AM–5:00PM
- Course registration (765) 494-6165
- Encumbrances (765) 494-6165
- Course schedule changes (765) 494-6165
BoilerCopyMaker
Purdue Memorial Union
Room 186
West Lafayette, IN 47907
(765) 496-3888
PurdueBLCMPrintDigital@xerox.com

Office of the Dean of Students
Schleman Hall, Room 207
475 Stadium Mall Drive
West Lafayette, IN 47907
(765) 494-1747
http://www.purdue.edu/odos
M-F, 8:00AM-5:00PM
  •  Begin a student organization or find one to join
  •  Disability Resource Center
  •  Off-campus housing
  •  University regulations

The Graduate School
Ernest C. Young Hall, Room 170
155 South Grant Street West Lafayette, IN 47907-2108
(765) 494-2600
https://www.purdue.edu/gradschool
Hours: M-F, 8:00AM-12:00PM, 1:00PM-5:00PM
  •  Admissions
  •  Fellowships
  •  Professional development
  •  Multicultural programs
  •  Interdisciplinary programs
  •  Student records
  •  Thesis and dissertation
  •  Ombudsman

International Students and Scholars (ISS)
Purdue University
Schleman Hall of Student Services, Room #136
475 Stadium Mall Drive
West Lafayette, IN 47907-2050
(765) 494-5770
Fax: (765) 494-6859
http://www.iss.purdue.edu/
M-F, 8:00AM-5:00PM
  •  Immigration Services
  •  International Student Orientation

Human Resource Services
401 S. Grant Street
West Lafayette, Indiana 47907
(765) 496-5627
http://www.purdue.edu/hr/
Hours: M-F, 8:00AM-12:00PM, 1:00PM-5:00PM
  •  Benefits (including health and dental insurance)
  •  Compensation
  •  WorkLife/wellness programs
  •  Employee relations
  •  Training
State Immunization Requirements for Enrolled Students

Indiana state law requires all new, regularly enrolled students attending residential campuses of Indiana public universities to be immunized against rubeola (10 day measles), rubella (German measles), mumps, diphtheria, and tetanus. In addition, international students must be tested for tuberculosis after arriving in the United States. This law requires the University to block the enrollment of any student who does not comply with immunization requirements. Evidence of immunization or immunity may be documented by completion of the Purdue Health History Form (due by the first day of classes) and signed by a healthcare provider or other record keeper. Other immunization records acceptable to the Indiana State Department of Health also may be used to document compliance with the immunization requirements. These are:

1. A physician's certificate
2. Immunization records forwarded by another school
3. A record maintained by a student or parent showing the month and year during which each dose of vaccine was administered.

Requests for exemption to these requirements based on religious grounds must be made in advance and signed by the student. A medical exemption will be granted upon receipt of a written statement from a healthcare provider indicating the nature and duration of the medical condition which contraindicates an immunization, along with the specific vaccine identified as detrimental to the student's health, certifying pregnancy or suspected pregnancy, or verifying that the student is currently completing the course of all required immunizations.

In the event of an outbreak of any of the vaccine preventable diseases covered by this law on or near campus, students holding exemptions will be excluded from all campus activities, for their protection, until the outbreak is declared to be over. Medical exemptions expire when the medical condition(s) contraindicating immunization change in a manner which permits immunization.

State-required immunizations are available at the Student Health Center and through other healthcare providers.

For the most current information regarding immunization requirements and costs, visit https://www.purdue.edu/push/appointments/immunreq.shtml.
Where Do I Go For?

Tuition and Fee Payments: To submit a payment, you can pay online, in person by check, or you can mail your check.

To pay online, follow the link to myPurdue (https://mypurdue.purdue.edu/). See page 4 for instructions on how to log in to myPurdue for the first time. If you have not yet logged in to myPurdue, you will need to do this before trying to make a payment. You will want to change your password and set up your email account first because setting up your email account will show you your username.

Once you log in to myPurdue, click “Financial” tab. Go to “Manage My Account – TouchNet Payment Portal” and click on:

- View Statements
- Pay Bills
- Enroll in Payment Plans
- Authorize Direct Deposit
- and manage student account activity.

This will direct you to a new webpage and will log you in automatically. Select “Make a Payment”.

To pay by mail, simply return your registration confirmation with your check and PUID on the check to: Bursar’s Office, Hovde Hall; 610 Purdue Mall; West Lafayette, IN 47907-2040

To pay in person, place your registration confirmation with your check in an envelope and put it in the locked drop box next to room 9, Hovde Hall. **PLEASE DO NOT PUT CASH IN THE DROP BOX**

Tuition and Fee Deferment: (You must have your fees assessed and a current mailing address on file in the Office of the Registrar’s system.) Bursar’s Office, Room 14, Hovde Hall, (765) 494-7579, http://www.purdue.edu/Bursar/

Installment Payment Plan (tuition and fees only): Bursar’s Office, Room 14, Hovde Hall, (765) 494-3257.

Tuition and Fee Remission (graduate staff, which are students with assistantships, staff dependents, and spouses of staff): contact your associate academic department or Christal Musser, musser@purdue.edu

Residence Classification for Tuition and Fees: Graduate School Admissions, Room 170, Young Hall, (765) 494-2600.

Tuition and Fee Invoice: Bursar’s Office, ground floor, Hovde Hall. Or, kiosk, ground floor, Hovde Hall. You can also log onto myPurdue and find your invoice under the “Financial” tab and then click on “Manage my Account” under the “Touchnet Portal” section.

Hold (formerly named Encumbrance) Release: A hold refers to the restriction of a student’s eligibility to enroll in classes, change their curriculum, or obtain academic transcripts at Purdue University. To remove a financial hold, contact the office to which the money is owed. If you are in hold status and would like to verify the hold, you can do so through myPurdue. For further information, contact the Office of the Registrar at the Kiosk, ground floor, Hovde Hall, outside the Registrar’s office. Receipt of payment is required. (765) 494-6165.

Financial Aid: Division of Financial Aid, Room 305, Schleman Hall, (765) 494-5050.

Aid Disbursement Questions: Bursar’s Office, Room 130, Hovde Hall, (765) 494-7583.

Scholarships/Outside Awards: Bursar’s Office, Room 20, Hovde Hall, (765) 494-5371.
Stafford Loan Check Endorsement: Bursar’s Office, Room 130, Hovde Hall, (765) 494-7576 or (765) 494-8346. Please note: Federal regulations require Stafford Loan checks to be returned to lenders if not endorsed within 10 days.

Course Registration Problems: Contact Christal Musser, ESE Program Coordinator, musser@purdue.edu or your associate academic department.

To Check Your Class Schedule: Visit myPurdue and go to “Academic” tab. Then click on “View Your Course Schedule.” Listed under “My Courses.” You can also check your schedule at a kiosk on the ground floor of Hovde Hall.

To Obtain a Purdue University Transcript: Visit myPurdue and go to the “Academics” tab, click on the “Transcript” quick link on the left, and then the “Printed Transcript Request.” Office of the Registrar, Room 45, Hovde Hall, Telephone: (765) 494-8581; Fax: (765) 494-0570.

Address Changes: Visit myPurdue, click on “Banner Self-Service” and go to “Personal Information.” Or, use the kiosk, ground floor, Hovde Hall.

Restricting Your Purdue Directory Information: Office of the Registrar, Room 45, Hovde Hall, (765) 494-8581.

Student Identification Card Photo: Card Services Office, Room 130, Purdue Memorial Union, (765) 494-8960.

Insurance Waiver (international students only): Room 340, PUSH (Purdue University Student Health).

Note: This information was adapted from the Office of the Registrar’s “Where do I go for?” document.
West Lafayette and Lafayette Community Information

**Emergency Information**

Emergency: Dial 911  
State Police: (765) 807-1200  
Tippecanoe County Sheriff: (765) 423-9321

<table>
<thead>
<tr>
<th>Purdue</th>
<th>West Lafayette</th>
<th>Lafayette</th>
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</table>
| Fire: (765) 494-6919  
Police: (765) 494-8221 | Fire: (765) 775-5175  
Police: (765) 775-5200 | Fire: (765) 807-1600  
Police: (765) 807-1200 |

**Health Care**

**Hospitals**

<table>
<thead>
<tr>
<th>Purdue</th>
<th>Lafayette</th>
</tr>
</thead>
</table>
| **Purdue**  
PUSH (Purdue University Student Health Center)  
Corner of University Street and Stadium Avenue  
Open all year M-F 8:00AM-5:00PM  
Closed weekends and holidays  
www.purdue.edu/PUSH  
(765) 494-6504 (appointment line)  
(765) 494-1724 (Urgent Care)  
Urgent Care hours (fall & spring semesters):  
M-F, 8:00AM-9:00PM  
Sat-Sun, 10:00AM-6:00PM  
Summer Hours: M-F, 8:00AM-5:00PM | **Franciscan St. Elizabeth Health**  
(765) 502-4001  
Lafayette Central  
Lafayette East  
1501 Hartford Street  
1701 S. Creasy Lane  
Lafayette, IN 47904  
Lafayette, IN 47905  
www.franciscanstelizabeth.org  
Indiana University Health Arnett  
(765) 448-8000  
5165 McCarty Lane  
Lafayette, IN 47905 |

<table>
<thead>
<tr>
<th>IU Health Arnett Clinic</th>
<th>Community Health Clinic</th>
<th>Unity Healthcare</th>
</tr>
</thead>
</table>
| 2600 Greenbush Street  
Lafayette, IN 47904  
(765) 448-8000 | 1716 Hartford Street  
Lafayette, IN 47904  
(765) 742-1567 | (also an Urgent Care Center)  
1345 Unity Place  
Lafayette, IN 47905  
(765) 447-8133 |

IU Health Arnett Clinic Urgent Care Centers:  
(All open 8:00AM-8:00PM seven days a week) 1-765-448-8100  
Lafayette: 1 Walter Scholar Drive  
West Lafayette: 253 Sagamore Pkwy

**Pharmacies**

Many supermarkets, as well as Wal-Mart and Target stores, have pharmacies. Other local pharmacies are:

<table>
<thead>
<tr>
<th>On-Campus:</th>
<th>Off-Campus:</th>
<th>Poison Control</th>
</tr>
</thead>
</table>
| Purdue University Pharmacy: (765) 494-1374 | Arnett Pharmacy: (765) 448-8623  
CVS Pharmacies: see www.cvs.com for locations  
Walgreens: see www.walgreens.com for locations | Franciscan St. Elizabeth Health  
(765)-423-6699 |
Campus Safety

Safe Walk Program (available in the evenings)
Sponsored by the Purdue Student Security Patrol during the fall and spring semesters for students and staff.

To request a Safe Walk, call:
(765) 494-SAFE (7233)

Warning Sirens
The All-Hazards Emergency Warning sirens warn you to take shelter inside a building in a safe location and seek additional information by all means.

A Fire Alarm means you should evacuate the building immediately.

The Emergency Management Siren Tests are conducted the first Saturday of every month for three minutes if the skies are clear. Your Purdue University building or residence hall may run a practice fire alarm, or fire drill, on occasion.

Severe Weather
Tornadoes
A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a continuous siren signal lasting more than two minutes signifies a tornado warning. Tornado warnings are broadcast by the University television system and radio WBAA (AM 920), and by local commercial radio and television stations (WLFI Channel 18). When you hear a tornado warning, you should take shelter immediately in a reinforced concrete building, which describes most campus buildings. Evacuate the top floor and go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood-frame buildings and stay clear of windows and glass areas. Be prepared to kneel and cover your head. If you are in a building with no basement, get under heavy furniture near the center of your house. Do not remain in your car, a trailer, or a mobile home. If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television.

Earthquakes
If you are indoors, don't rush to get outside. Get under a desk or a table. Stay away from windows and outside walls. If you are outdoors, get into an open area away from trees, buildings, walls, and power lines. If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the tremors cease.

Sign Up for Text Message Alerts
To receive text messages in the case of an emergency, go to www.purdue.edu/securepurdue/. Click on the "Change Your Password" icon and log in with your career name and password. (Directions for creating a career account and password are provided on page 4 of this packet.) Then click on "Emergency Contact Information" under the "Account Tools" list in the left column. Enter your cellular telephone number. (Please contact your service provider to ensure that your phone can receive such messages and to determine if there is an additional cost.)

There is no need to subscribe to emergency e-mail notifications. This has been done for you.
For more information, visit http://www.purdue.edu/police/assistance/emergencies/index.htm
Vehicle Registrations, Driver's License, Voter Registration

Customers have many ways to access Bureau of Motor Vehicle (BMV) services. Simple transactions, such as registration renewals and changes in some customer information, can be done by using the enhanced and secure [http://www.in.gov/bmv/](http://www.in.gov/bmv/) Web site.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lafayette Bureau of Motor Vehicles (BMV)</td>
<td>2200 Elmwood Avenue, Suite C1, Lafayette, IN 47904</td>
<td>(765) 448-3738</td>
</tr>
<tr>
<td>West Lafayette Bureau of Motor Vehicles (BMV)</td>
<td>720 West Navajo Street, West Lafayette, IN 47906</td>
<td>(765) 464-1525</td>
</tr>
</tbody>
</table>

The cost of registering a vehicle varies according to model, year, make, and county. Bring the following items or pieces of information to the Bureau of Motor Vehicles (BMV) when registering a car:

- Out of state title
- The name of your insurance company and policy number
- An affidavit showing a police officer has verified your vehicle identification number (VIN).
  To obtain the affidavit, go to the license branch and pick up a Police Check form. Inspection may be done by the Lafayette police, West Lafayette police, the Tippecanoe County Sherriff’s Department or the Indiana State Police. Visit [http://www.in.gov/bmv/](http://www.in.gov/bmv/) for the most current information.

**Driver’s License Information**

The Bureau of Motor Vehicles (BMV) has introduced new security measures to protect valuable credentials such as driver’s licenses and identification cards. The BMV is issuing SecureID driver’s licenses, permits, and identification cards to those who provide proper documentation of their identity, legal status, Social Security number, and Indiana address. Also, all permanent credentials are mailed from a secure, government-run location. Visit [http://www.in.gov/bmv/3573.htm](http://www.in.gov/bmv/3573.htm) to read the list of approved documents.

If you have questions or trouble collecting your documents, you can call the BMV toll-free at 1-888-myBMV-411 (1-888-692-6841) and speak with a customer service representative for help or visit any Indiana license branch for assistance.

**Voter Registration**

You are eligible to vote if you meet the following requirements:

- you are a U.S. citizen
- are not currently in prison after being convicted of a crime
- are at least 18 years old
- have resided in your precinct at least 29 days before the election in which you will be voting, and
- have applied to register to vote at least 29 days before the election, and
- your application must be approved.

Applications are available from a variety of locations. Forms may be completed at the Bureau of Motor Vehicles (see above), the Lafayette and West Lafayette city clerks' offices and the Voter Registration Office in the Tippecanoe County Courthouse, 301 Main Street, in downtown Lafayette. You may also register to vote online at [http://www.indianavoters.com](http://www.indianavoters.com). See [http://www.in.gov/sos/elections/2403.htm](http://www.in.gov/sos/elections/2403.htm) for additional information and registration forms.
### Area Schools

#### Schools

**Lafayette School Corporation**  
2300 Cason Street  
Lafayette, IN 47904  
(765) 771-6000  
[http://www.lsc.k12.in.us/page236.aspx](http://www.lsc.k12.in.us/page236.aspx)

**Tippecanoe School Corporation**  
21 Elston Road  
Lafayette, IN 47905  
(765) 474-2481  
[http://www.tsc.k12.in.us](http://www.tsc.k12.in.us)

**West Lafayette School Corporation**  
1130 N. Salisbury St.  
West Lafayette, IN 47906  
(765) 746-1602  
[http://www.wl.k12.in.us](http://www.wl.k12.in.us)

**Lafayette Catholic Schools**  
2410 S. 9th St.  
Lafayette, IN 47909  
(765) 474-7500  
[www.lcss.org](http://www.lcss.org)

**IVY Tech Community College**  
3101 S. Creasy Lane  
Lafayette, IN 47905  
1-(888) IVYLINE (489-5463)  
[http://www.laf.ivytech.edu](http://www.laf.ivytech.edu)

**Harrison College**  
4705 Meijer Ct.  
Lafayette, IN 47905  
(765) 447-9550  
[www.harrison.edu](http://www.harrison.edu)

#### Other private or parochial schools:

**New Community School**  
710 N. St.  
Lafayette, IN 47901  
(765) 420-9617  
[http://www.ncs.k12.in.us](http://www.ncs.k12.in.us)

**St. James Lutheran School**  
615 N. 8th St.  
Lafayette, IN 47901  
(765) 742-6464  
[http://www.stjameslaf.org](http://www.stjameslaf.org)

**Lafayette Christian Elementary**  
525 N. 26th St.  
Lafayette, IN 47904  
(765) 447-3052  
[http://www.lafayettechristian.org](http://www.lafayettechristian.org)

**Highland Christian School**  
519 Owen  
Lafayette, IN 47905  
(765) 474-8948

### Libraries

**Purdue Libraries**  
1530 Stewart Center  
West Lafayette, IN 47907  
(765) 494-2900  
See: [http://www.lib.purdue.edu/libraries/](http://www.lib.purdue.edu/libraries/) for a list of the more than fifteen Purdue University libraries.

**West Lafayette Public Library**  
208 W. Columbia Street  
West Lafayette, IN 47906  
(765) 743-2261  
[http://www.wlaf.lib.in.us/](http://www.wlaf.lib.in.us/)

**Lafayette-Tippecanoe County Public Library**  
627 South Street  
Lafayette, IN 47901  
(765) 429-0100  
[http://www.tcpl.lib.in.us/](http://www.tcpl.lib.in.us/)

**IVY Tech Library**  
3101 S. Creasy Lane  
Lafayette, IN 47905  
(765) 772-9380  
[http://www.tcpl.lib.in.us/branch/index.htm](http://www.tcpl.lib.in.us/branch/index.htm)
Post Office Locations

<table>
<thead>
<tr>
<th>West Lafayette</th>
<th>Lafayette</th>
</tr>
</thead>
<tbody>
<tr>
<td>610 West Navajo Street</td>
<td>3450 State Road 26E</td>
</tr>
<tr>
<td>West Lafayette, IN 47906</td>
<td>Lafayette, IN 47901</td>
</tr>
<tr>
<td></td>
<td>230 North Fourth Street</td>
</tr>
<tr>
<td></td>
<td>Lafayette, IN 47901</td>
</tr>
</tbody>
</table>


Utilities

Some companies may require a deposit. Call each company for more information.

**Electricity**
- Duke Energy
  - 1-(800) 521-2232
  - www.duke-energy.com

**Gas**
- Vectren
  - 1-(800) 227-1376
  - www.vectren.com

Most new applications may be completed over the phone or on its Web site.

**Water**
- Indiana American Water Company
  - (765) 492-8373
  - www.indiana-american.com

**Telephone and Internet**
- Verizon
  - 1-(800) 483-4000
  - http://www22.verizon.com/

**Cable and Internet**
- Comcast
  - 1-(888) COMCAST (266-2278)
  - www.comcast.com

**Satellite Television**
- DISH Network
  - 1-(866) 513-8609
  - http://www.dishnetwork.us

- Direct TV
  - 1-(888) 777-2454
  - www.directv.com

**Garbage and Recycling Services**

**West Lafayette City Services:**

**Garbage and Recycling:**
- Street, Sanitation, and Recycling
- Department: (765) 775-5242

**Lafayette City Services:**

**Garbage and Recycling:**
- Sanitation Department: (765) 807-1411
Three banks/credit unions are located on campus: Purdue Federal Credit Union (open to students and employees), Chase, and Huntington National Bank. All of these and others have Automatic Teller Machines (ATMs) located on or around campus.

For a list of area banks, please visit [http://www.purdue.edu/helpdesk/pages/important_links/financial/banks.html](http://www.purdue.edu/helpdesk/pages/important_links/financial/banks.html)

---

**PEFCU**  
1-(800)-62PEFCU (73328)

Nearby branches:

**Purdue Memorial Union Branch**  
101 N. Grant St., Rm. 163  
West Lafayette, IN 47906  
(765) 497-3328

**Purdue West Branch**  
1400 West State Street, Suite F  
West Lafayette, IN 47906  
(765) 497-3328

**PEFCU Financial Mall**  
1551 Win Hentschel Blvd.  
Near Purdue Research Park on  
US 52 West  
(765) 497-3328

---

**Huntington National Bank**  
1-800-480-BANK (2265)

Nearby branches:

**West Lafayette**  
2405 North Salisbury Street  
West Lafayette, IN 47906  
(765) 463-5722

**Downtown Lafayette**  
101 North 4th Street  
Lafayette, IN 47901  
(765) 423-2525

**Union Street**  
1800 Union Street  
Lafayette, IN 47901  
(765) 447-0212

**Teal Road**  
2101 Teal Road  
Lafayette, IN 47905  
(765) 474-2541

---

**Chase**  
1-877-68CHASE (24273)

Nearby branches:

**Chauncy Village Branch**  
210 West State Street  
West Lafayette, IN 47906  
(765) 423-0201

**Sagamore Parkway Branch**  
2207 Sagamore Parkway South  
Lafayette, IN 47905  
(765) 423-0140

**Main Street Branch**  
201 Main Street  
Lafayette, IN 47901  
(765) 423-0415
## Shopping

### Payless (Kroger) Groceries
**West Lafayette**
1023 Sagamore Parkway, (765) 463-1556

**Lafayette**
2513 Maple Point, (765) 447-7533
2200 Greenbush Street, (765) 447-4693
65 Beck Lane, (765) 474-0677

### Marsh Groceries
**West Lafayette**
2410 North Salisbury, (765) 463-6725

**Lafayette**
3825 State Road 26, (765) 447-2142
2250 Teal Road, (765) 474-8024

### Asia Market
2400 Yeager Road, West Lafayette
(765) 463-4114

### Tippecanoe Mall
2415 Sagamore Parkway (US 52)
(765) 448-6176

### Super Centers

#### Target
**Lafayette** (no West Lafayette location)
(This location includes a grocery store.)
3630 State Road 26E
Lafayette, IN 47905
(765) 446-8551

#### Wal-Mart (all include a grocery store)

**West Lafayette**
2801 Northwestern Ave
West Lafayette, IN 47906
(765) 463-0201

**Lafayette**
4205 Commerce Drive
Lafayette, IN 47905
(765) 446-0100
2347 East 350 South
Lafayette, IN 47909
(765) 477-9379

#### Meijer

**Lafayette**
4901 State Road 26 E
Lafayette, IN 47905
(765) 449-9200

**West Lafayette**
2636 US 52
W. Lafayette, IN 765-637-4200

### Farmer’s Markets

#### Historic Downtown Lafayette on 5th St.
(between Main Street and Columbia Street)
May-October, hours:
- Tues. and Sat, 7:30AM-12:30PM
- Thurs, 4:00PM-7:00PM

#### Sagamore West Farmer’s Market (W. Lafayette)
Cumberland Park on Salisbury Street
May-October, hours:
- Wed, 3:00PM-6:30PM

#### Purdue Farmers Market
On Campus (Centennial Mall between Wetherill and Stanley Coulter Hall)
May-October 25, hours:
- Thursday 11:00 AM - 3:00PM

### Home Improvement Centers

#### Lowe’s
**Lafayette**
100 North Creasy Lane
Lafayette, IN 47905
(765) 448-1900

#### Menards
**West Lafayette**
2868 US 52 West
West Lafayette, IN 47906
(765) 447-4442

**Lafayette**
2850 Creasy Lane South
Lafayette, IN 47905
(765) 449-8521

#### Home Depot
**Lafayette**
(No West Lafayette location)
311 Sagamore Parkway
Lafayette, IN 47904
(765) 446-1946
Once you are registered for classes, you may know what books you will need to buy. There are a number of bookstores on campus, or you can find your textbooks online at web sites such as www.amazon.com and www.half.com. If you want to know what books are required for your courses and you know the course number and professor's name, visit www.purdueu.com and click on “Textbooks”. Also, the campus bookstores will be offering the option to rent textbooks. Visit Follett’s or University Bookstore for a list of texts available to rent (only select titles will be available).

You can also buy a Purdue Mortarboard at many of the bookstores listed below. The Purdue Mortarboard is an academic calendar that also features all official University holidays and breaks, athletic events, and the hours of operation and telephone numbers for many Purdue University offices. See http://web.ics.purdue.edu/~mortarbd/calendar/ for more information.

**University Bookstore**
www.purdueu.com

360 West State Street
West Lafayette, IN 47906
(Corner of State Street and Grant)
(765) 743-9618

720 Northwestern Avenue
West Lafayette, IN 47906
(765) 743-9432

**Follett’s Purdue Bookstores**
http://www.bkstr.com

616 West Stadium Avenue
West Lafayette, IN 47906
(765) 743-9696

1400 W. State Street
West Lafayette, IN 47906
(765) 743-9642

714 Northwestern Avenue
West Lafayette, IN 47906
(765) 743-5342

308 West State Street
West Lafayette, IN 47906
(765) 743-4616

**Von’s Books**
315 State Street
West Lafayette, IN 47906
(765) 743-1915

**Barnes and Noble**
www.barnesandnoble.com

2323 Sagamore Parkway South
Lafayette, IN 47905
(765) 449-4330

**Copymat Services Incorporated**
(Buy course packets professors may require.)

135 S. Chauncey Ave.
West Lafayette, IN 47906
(765) 743-5995
More Community Information

Lafayette and West Lafayette Greater Lafayette Commerce
http://greaterlafayettecommerce.com/

Convention and Visitors Bureau
http://www.lafayette-in.com/

These two sites have information for people relocating to the area, community events and activities, a business directory, and a dining and shopping guide.

Lafayette-Online Dining Guide
http://www.lafayette-online.com/restaurants/
This is a list of restaurants divided by location and type of cuisine.

Greater Lafayette Area Places of Worship
http://www.lafayette-online.com/religion/
This is a list of religious organizations as well as places of worship categorized by religion.

Movie Theaters
Call (765) 449-SHOW (7469) for times or visit http://www.lafayette-online.com/recreation/movies.shtml

Goodrich Wabash Landing 9: West Lafayette
(Wabash Landing Shopping Center on the Levee; 300 East State Street, Lafayette, IN 47901)

Goodrich Eastside 9: Lafayette
(300 Farabee Drive North, Lafayette, IN 47905. East of the post office on State Road 26 E behind the Pizza Hut.)

Goodrich Lafayette 7: Lafayette
(3525 McCarty Lane, Lafayette, IN 47904. Behind K-Mart at Lafayette Crossing Shopping Center.)
Appendix

How to add and drop a class

Orientation Schedules for Associate Academic Departments

Purdue Campus Map

Events and Activities around Lafayette
# Table of Contents

To travel to a specific topic, please click its corresponding page number.

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  - Getting Started ................................................................................. 2
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## Dropping Classes ...................................................................... 15
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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).

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.

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

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:

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.
Adding Classes

The restrictions on Course Additions are as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Web Registration with no approval needed</td>
</tr>
<tr>
<td>2-4</td>
<td>Approval of academic adviser and instructor</td>
</tr>
<tr>
<td>5-9</td>
<td>Exigent circumstances only. Approval of academic adviser, instructor, and head of the department in which the course is listed</td>
</tr>
<tr>
<td>10-16</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

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.

In Add or Drop Classes, select a Registration Term.
Choose the term from the drop-down menu for which you are trying to register. Click Submit.

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.

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:

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.
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).

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.

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

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

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

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

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.

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

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.

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

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.

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

### Scheduling Linked Sections

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

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.

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.
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.

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

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.

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

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 -- BIOL 11000.

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: DO
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

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 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:
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:

⚠️ You must drop all connected courses in the same transaction. Please try again.

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.

**Web Registered** on Jul 17, 2008

12025 BIOL

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.
Dropping Classes

Restrictions on Course Drops are as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Web drop with no approval needed - course will not be recorded</td>
</tr>
<tr>
<td>3-4</td>
<td>Approval of academic adviser; course will be recorded with grade of W</td>
</tr>
<tr>
<td>5-9</td>
<td>Approval of academic adviser. The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). 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 (University Senate Document 91-14, September 26, 1994). 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 (University Senate Document 91-5, February 24, 1992)</td>
</tr>
<tr>
<td>10-16</td>
<td>Course assignments cannot be cancelled during this period</td>
</tr>
</tbody>
</table>

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.
Select your Registration Term and click Submit.

**Registration Term**

Select a Term: **Fall 2008**

Submit

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

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Jul 02, 2008</td>
<td>None</td>
<td>10990</td>
<td>ANTH</td>
<td>20500</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Jul 02, 2008</td>
<td>None</td>
<td>19229</td>
<td>ENGL</td>
<td>35100</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Jul 02, 2008</td>
<td>None</td>
<td>26853</td>
<td>PSY</td>
<td>12000</td>
</tr>
</tbody>
</table>

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

**Action**

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>10990</td>
<td>ANTH</td>
<td>20500</td>
</tr>
<tr>
<td>None</td>
<td>19229</td>
<td>ENGL</td>
<td>35100</td>
</tr>
<tr>
<td>Drop (Web)</td>
<td>26853</td>
<td>PSY</td>
<td>12000</td>
</tr>
</tbody>
</table>

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

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

[View Holds] Add or Drop Classes | Pay My Bill / Manage My Account]
**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.
New Terms with the myPurdue System

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

Failure to log out or exit your browser may allow others to access your records.
<table>
<thead>
<tr>
<th>Department</th>
<th>Graduate Coordinator</th>
<th>Email</th>
<th>Phone</th>
<th>Fall 2015 Orientation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE</td>
<td>Gail Biberstine</td>
<td><a href="mailto:gbiberst@purdue.edu">gbiberst@purdue.edu</a></td>
<td>41166</td>
<td>August 19th</td>
</tr>
<tr>
<td>AGEC</td>
<td>Lou Ann Baugh</td>
<td><a href="mailto:Baughl@purdue.edu">Baughl@purdue.edu</a></td>
<td>44196</td>
<td>August 20th 8:00-4:00pm, August 21st 9:00-4:00pm</td>
</tr>
<tr>
<td>AGRY</td>
<td>Karen Clymer</td>
<td><a href="mailto:kclymer@purdue.edu">kclymer@purdue.edu</a></td>
<td>44775</td>
<td>August 20th 8:00-4:00pm</td>
</tr>
<tr>
<td>BIOL</td>
<td>Gina Rupp</td>
<td><a href="mailto:ruppg@purdue.edu">ruppg@purdue.edu</a></td>
<td>48143</td>
<td>August 13th – 21st</td>
</tr>
<tr>
<td>BTNY</td>
<td>Tyson McFall</td>
<td><a href="mailto:tjmcfall@purdue.edu">tjmcfall@purdue.edu</a></td>
<td>40352</td>
<td>Contact Tyson for details</td>
</tr>
<tr>
<td>CIVIL</td>
<td>Jennifer Ricksy</td>
<td><a href="mailto:jricksy@purdue.edu">jricksy@purdue.edu</a></td>
<td>42436</td>
<td>August 17th 3:00-5:00pm, August 20th 8:00-12:00pm</td>
</tr>
<tr>
<td>ENE</td>
<td>Loretta McKinniss</td>
<td><a href="mailto:lmckinni@purdue.edu">lmckinni@purdue.edu</a></td>
<td>43331</td>
<td>Contact Loretta for details</td>
</tr>
<tr>
<td>EAPS</td>
<td>Kathy Kincade</td>
<td><a href="mailto:kkincade@purdue.edu">kkincade@purdue.edu</a></td>
<td>45984</td>
<td>August 17th – 21st</td>
</tr>
<tr>
<td>ENTM</td>
<td>Amanda Pendleton</td>
<td><a href="mailto:apendale@purdue.edu">apendale@purdue.edu</a></td>
<td>49061</td>
<td>Contact Amanda for details</td>
</tr>
<tr>
<td>FNR</td>
<td>Christine Hofmeyer</td>
<td><a href="mailto:chofmeyer@purdue.edu">chofmeyer@purdue.edu</a></td>
<td>43572</td>
<td>August 21st</td>
</tr>
<tr>
<td>HORT</td>
<td>Colleen Flynn</td>
<td><a href="mailto:martinck@purdue.edu">martinck@purdue.edu</a></td>
<td>41306</td>
<td>Contact Colleen for details</td>
</tr>
<tr>
<td>TECH</td>
<td>Debbie Hulsey</td>
<td><a href="mailto:dhulsey@purdue.edu">dhulsey@purdue.edu</a></td>
<td>46875</td>
<td>August 20th 10:30am – 1:00pm</td>
</tr>
<tr>
<td>ME</td>
<td>Julayne Moser</td>
<td><a href="mailto:moser@purdue.edu">moser@purdue.edu</a></td>
<td>45730</td>
<td>August 17th – 21st</td>
</tr>
<tr>
<td>POL</td>
<td>Daniele Sharp</td>
<td><a href="mailto:dksharp@purdue.edu">dksharp@purdue.edu</a></td>
<td>44163</td>
<td>Contact Daniele for details</td>
</tr>
<tr>
<td>ESE</td>
<td>Christal Musser</td>
<td><a href="mailto:musser@purdue.edu">musser@purdue.edu</a></td>
<td>42102</td>
<td>August 21st</td>
</tr>
</tbody>
</table>

New Graduate Student Convocation – Friday, August 21st
Beginning at 9:00 AM in Stewart Center’s Loeb Playhouse

All new graduate students are invited and encouraged to attend.
Events and Activities around Lafayette

Activities

*Wabash Heritage Trail:* Thirteen miles of trail beginning at the Tippecanoe Battlefield Park in Battle Ground, IN. The trail follows the Wabash River to Riehle Plaza in downtown Lafayette, IN, crossing the Wabash again and heading south towards Fort Quiaatenon.

*Historic 9th Street Hill:* During the railroad expansion and prosperity from 1853-1872, a few of Lafayette’s wealthy families built “country estates” up on the hill of 9th Street.

*Prophetstown State Park:* Located in Battle Ground, IN, Historic Prophetstown includes: a farmstead, native prairie, woodland Indian settlement, and trails.

*Wolf Park:* Wolf Park is a not-for-profit organization dedicated to behavioral research, education, and conservation, with the objective of improving the public’s understanding of wolves and the value they provide to our environment. Wolf Park offers many activities and events throughout the year including: guides tours, howl nights, demonstrations, and more!

Events

*Taste of Tippecanoe (June):* This spirit of celebration and community draws thousands to downtown Lafayette and the Wabash Riverfront every year on the third Saturday in June. Featuring bands, restaurants, and fun!

*Dancing in the Streets (July):* Live music event with three action-packed stages playing music all evening long and car show.

*Wabash Riverfest (July):* A free, family-friendly celebration of one of the region’s greatest natural resources, the Wabash River. Includes: a kids’ zone, pony rides, canoe races, 5K run/walk, and more!

*Uptown Jazz and Blues Festival (August):* Three concert stages of hot jazz and cool blues with delicious treats from fine local eateries.

*Feast of the Hunter’s Moon & Fort Quiaatenon (September):* The Feast of the Hunters' Moon is a re-creation of the annual fall gathering of the French and Native Americans which took place Fort Quiaatenon, a fur-trading outpost in the mid - 1700s. It is held annually in early autumn on the banks of the Wabash River, four miles southwest of West Lafayette, IN. Buses to event leave from Purdue football stadium parking lot.

*Dickens of a Christmas (December):* During this event, downtown Lafayette is transformed into Victorian England. Festivities run from 10 am - 6 pm, and include: live performances by choirs and entertainers, roving carolers, Holiday Farmers’ Market, Riverside Skating Rink sessions, artisans in costume demonstrating their craft, carriage rides, and the Dickens and Victorian street characters!

*Lafayette Farmer’s Market (May – October):* The Lafayette Farmers Market has been around for over 165 years! On Saturdays, from early May through late October, the air in downtown Lafayette is filled with the smell of fresh garden flowers, baked goods,
vegetables, fruits, plus honey, jams and jellies. Located on 5th Street between Main and Columbia streets in downtown Lafayette, Indiana

- **West Lafayette Farmer’s Market (May – October):** Fresh-air market located in Cumberland Park, West Lafayette, IN. Features a community focus including: grill demonstrations, bicycle-to-the-market day, Purdue Day, and local musician performances.

- **Purdue Farmer’s Market (May – October):** Fresh-air market located on Memorial Mall in the heart of campus. Features different kinds of locally grown and organic fruits, vegetables, meats, flowers, as well as freshly prepared lunches.