Tips on MyPurdue self-registration:

http://mypurdue.purdue.edu

1. To see your time to enter your course requests into the Banner system (time ticketing):
   - Click on the Academic tab;
   - Under Registration Tools, click on Registration Status;
   - Click on appropriate semester.

2. The Form 23A (registration sheet from your advisor) has your Registration PIN number. (It says "Alternate PIN" on MyPurdue.) You must enter your PIN number each time you go into MyPurdue to register or adjust your schedule.

3. You and your advisor have worked/ will work out a schedule on a Trial Schedule sheet, as well as on a Form 23A (registration sheet). When registering - one way would be to:
   - Click on the Academic tab.
   - Under Registration Tools – you can go to “Add or Drop Classes” to enter the CRNs (Course Reference Number) of the courses you want to add. You will need to scroll down to see the boxes in which to add the CRN numbers. If there is a question or you are uncertain, click on the “Class Search” link at the bottom. It will take you to “Look up Classes.”
   - Or another way under Registration Tools, go directly to the “Look up Classes” link to find space available. If there is space, click on the checkbox of the section you want; then click on “Register” at the bottom of the page. If a C is displayed in the first column, then the section is closed.

4. If you are having difficulty, you can:
   - Remain in “Look up Classes.” Scroll to the right to see:
     o If there are other CRNs linked to the section (Links);
     o Course/section requisites and restrictions: example: restriction – must be HTM Major; prerequisite – HTM 14100. Also it will tell if permission from the Department is required.
     o Notes are highlights that display in the Schedule of Classes. A special fee $ link will show in the Notes area if there is an extra fee requirement (such as PES tennis or PES bowling).
     o Attributes – such as lower-division course or upper division course; honors course.
   - If you want to see the description of the section/course, click on the CRN and then click on the “View Catalog Entry” link in the middle left part of the page. It will also tell if the course is repeatable (such as DANC and PES courses)
   - To view another course in “Look up Classes,” scroll to the bottom of the page and click on the “New Search” box on the left center side.

5. To check what you have done:
   - Go to the Academic tab. Under Schedule, go to Concise Schedule or Week at a Glance to review your self-registration. In Week at a Glance, you may need to enter the beginning of the semester date on the right side of the screen to see your schedule. If the course begins the 8th week of the semester, it will not show up in Week-at-a-Glance until the week that the course will begin.