Registration Timetables and Updates
Spring 2016
HTM Student Services (Marriott – room 128)

1. Registration Timetable:
   - Monday, September 21st - [HTM class times & locations](HTM class times & locations) on the HTM Website. (The HTM schedule may have location adjustments thru the registration time period.)
   - Tuesday, September 22nd - Tuesday’s email will highlight the HTM Registration process. Registration information will also be on the HTM Announcement page on HTM Website.
   - Tuesday, September 22nd – Students begin signing up (on-line) for REQUIRED 1-on-1 sessions. Appointments will be with Jaclyn Palm, Maggy Leitch or Kristin Della Sala.
   - Monday, October 19th - Schedule of Classes will be available on My Purdue at 8:00 a.m. The schedule of classes may be made available on-line as early as October 12th.

Chart for targeted week for each classification (1 on 1 session week; & self-registration week). Classification is the Total Earned Hours (already completed). This is found in MyPurdue. It does not count credit hours for this current semester.

<table>
<thead>
<tr>
<th>Classifications</th>
<th>Priority Groups</th>
<th>Seniors</th>
<th>Juniors</th>
<th>Sophomores</th>
<th>Freshmen</th>
<th>Open Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification (credit hours already completed)</td>
<td>Students who have priority registration should be aware of this.</td>
<td>90-104+</td>
<td>60-89</td>
<td>30-59</td>
<td>0-29</td>
<td>Open for all current degree, non-degree, transfer students and new spring admits</td>
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<tr>
<td>Self-registration timetable</td>
<td>Oct. 26th thru Oct. 31st at noon</td>
<td>Nov. 2nd thru Nov. 7th at noon</td>
<td>Nov. 9th thru Nov. 14th at noon</td>
<td>Nov. 16th thru Nov. 21st at noon</td>
<td>Nov. 23rd thru Nov. 25th and Nov. 30th thru Dec. 1st</td>
<td>Dec. 2nd thru Jan. 18th at noon</td>
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</tbody>
</table>

2. Spring 2016 Updates:
• **HTM Registration Process for Spring 2016**: Sign-up online for your REQUIRED 1-on-1 session appointment during your specific classification time period. You can sign up with your academic advisor. Bring your completed Required Registration packet to your 1-on-1 session. If the required worksheet isn’t completed when you come in for an advising appointment you will be asked to reschedule your registration appointment.

• **How to check if overrides needed have been entered before a student self-registers**: It is difficult to “catch” all the overrides that need to be given. The HTM advisors and the HTM students need to work together to make sure the appropriate overrides have been entered for HTM courses. (such as: HTM 491111, Beverage Management – Department override needed; HTM 49200 for Spring 2016 candidates – Department override needed; transfer credit substituting for an HTM course that is a pre-requisite for another HTM course – Pre-requisite override needed; etc.) If the appropriate overrides have been entered, self-registration will go much smoother. Students can check in the Academic Tab – on left side in Registration Status. Overrides that have been entered will be listed. For overrides needed outside HTM, the information can be found on the Registrar site. (On the Registrar site, click on Override Contact Guide; or Schedule Deputy Contacts.)

• **Override Policies**: 1. Pre-requisite overrides are generally given by the HTM instructor of the section. 2. HTM does not give CLOSED section overrides (individual overrides) for HTM courses/sections. 3. HTM strives to balance course sections with a given area (example – all HTM 14100 sections). 4. The overall course limits are reviewed regularly and are adjusted appropriately. The adjustments are directed by the HTM School Head. 5. No maximum limit override is to exceed 21 credit hours. Several factors will be considered with maximum limit increases from 19-21 credit hours.

• **HTM 49200 lab**: Space will again be an issue. A department override will need to be entered, by an HTM advisor, into the MyPurdue system. Students should check, before your self-registration time ticket, to make sure the override is in the MyPurdue System (Click on Academic tab – on left side, click on Registration Status.)

• **HTM 22200 (Spanish for the Hospitality Industry)**: Prerequisite of this course is SPAN 20100. HTM 22200 will fulfill the SPAN 20200 requirement on the HTM plan of study. One sections will be offered on TTH from 6:00 PM – 7:15 PM.

• **HTM 18100** will have one section – limit 50 students. The HTM 18100 hotel course is planned to have two 1 hour lecture and rotation labs in the Purdue Union Hotel.

• **HTM 31700**, Business Etiquette, will again be taught by Anthony Cawdron. (1 credit hour – 1 eight weeks of the semester.)

• **Wait List** eligible courses should be available starting on December 3, 2014. The wait list should open on December 2, 2015 at 8:00 a.m. The wait list will close on January 8, 2016 at 5:00 p.m.

• In order to earn a West Lafayette Bachelor of Science degree from the Hospitality and Tourism Management (HTM) program, there are **three HTM courses that must be taken on the West Lafayette campus**: at least one of the HTM accounting courses, preferably HTM 34100; HTM 49200; and HTM 49900.

• 32 hours of 300 level coursework or above is required to be completed at Purdue, West Lafayette in order to graduate.