New Student Advising and Registration

STAR and Other Relevant Information for Advisors, Recruiters, and Additional Interested Parties

May 8, 2009
1. Welcome (Dan Carpenter)

2. Summer Transition, Advising and Registration (STAR)
   a. General Plan of the Day (Dan Carpenter)
   b. Key Locations (Dan Carpenter)
   c. Check-in Process (Matt Pistilli)
   d. General Welcome Content (Kasi Jones)
   e. Transition to Colleges (Kasi Jones)
   f. Registration Labs (Lesa Beals)
   g. Time Ticketing (Cheryl Beloshapka)
   h. Course Management Plan (Carol Horan)

3. Learning Community Placement Process (Jim Pukrop)

4. Fall Welcome (Dan Carpenter)

5. Purdue Promise (Jenna Laub)

6. Tips for Advisors (Beth Burnett and Dennis Bowling)

7. Miscellaneous (Dan Carpenter)
STAR Task Force recommendations have been reviewed and approved by the Associate Deans.
### STAR Program Update
*(As of May 6, 2009)*

<table>
<thead>
<tr>
<th>College/School/Program</th>
<th>Count</th>
<th>Space Available</th>
<th>Percent Filled</th>
<th>Exceptions Granted</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>403</td>
<td>650</td>
<td>62.00%</td>
<td>2</td>
<td>405</td>
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<tr>
<td>Astro/Aero Engineering</td>
<td>2</td>
<td>16</td>
<td>12.50%</td>
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<tr>
<td>CFS</td>
<td>166</td>
<td>362</td>
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<tr>
<td>Chemical Engineering</td>
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<td>0.00%</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Civil Engineering</td>
<td>2</td>
<td>12</td>
<td>16.67%</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical &amp; Computer</td>
<td>115</td>
<td>234</td>
<td>49.15%</td>
<td>0</td>
<td>115</td>
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<tr>
<td>Engineering</td>
<td>5</td>
<td>16</td>
<td>31.25%</td>
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<tr>
<td>First-Year Engineering</td>
<td>1,098</td>
<td>1,620</td>
<td>67.78%</td>
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<tr>
<td>HLS</td>
<td>76</td>
<td>153</td>
<td>49.67%</td>
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<tr>
<td>Liberal Arts</td>
<td>732</td>
<td>1,530</td>
<td>47.84%</td>
<td>9</td>
<td>741</td>
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<tr>
<td>Management</td>
<td>219</td>
<td>500</td>
<td>43.80%</td>
<td>3</td>
<td>222</td>
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<tr>
<td>Nursing</td>
<td>91</td>
<td>110</td>
<td>82.73%</td>
<td>0</td>
<td>91</td>
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<tr>
<td>Pre-Pharmacy</td>
<td>192</td>
<td>348</td>
<td>55.17%</td>
<td>2</td>
<td>194</td>
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<tr>
<td>Science</td>
<td>552</td>
<td>1,008</td>
<td>54.76%</td>
<td>8</td>
<td>560</td>
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<tr>
<td>TECH - AT</td>
<td>97</td>
<td>111</td>
<td>87.39%</td>
<td>7</td>
<td>104</td>
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<td>TECH - BCM</td>
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<td>70</td>
<td>54.29%</td>
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<td>TECH - CGT</td>
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<td>90</td>
<td>48.89%</td>
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<tr>
<td>TECH - CIMT</td>
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<td>18</td>
<td>22.22%</td>
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<td>4</td>
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<tr>
<td>TECH - CIT</td>
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<td>91</td>
<td>57.14%</td>
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<td>52</td>
</tr>
<tr>
<td>TECH - ECET</td>
<td>45</td>
<td>90</td>
<td>50.00%</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>TECH - IT</td>
<td>10</td>
<td>30</td>
<td>33.33%</td>
<td>0</td>
<td>10</td>
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<tr>
<td>TECH - MET</td>
<td>51</td>
<td>90</td>
<td>56.67%</td>
<td>0</td>
<td>51</td>
</tr>
<tr>
<td>TECH - OES</td>
<td>22</td>
<td>56</td>
<td>39.29%</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>USP</td>
<td>259</td>
<td>559</td>
<td>46.33%</td>
<td>3</td>
<td>262</td>
</tr>
<tr>
<td>Veterinary Technology</td>
<td>19</td>
<td>45</td>
<td>42.22%</td>
<td>0</td>
<td>19</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>4,294</td>
<td>7,845</td>
<td>54.74%</td>
<td>49</td>
<td>4,343</td>
</tr>
</tbody>
</table>
STAR Outreach

- Access and information via myPurdue’s “New Student” tab
- Communication from colleges
- “Orientation at Purdue” postcard
- Learning Community letters (parent and student)
- Confirmation e-mail
- Admissions presentations and materials
- “Waiting to Hear From You” postcard
- STAR preparation materials
- Letter to local businesses (DOC is now STAR)
STAR Attendance Policy

All new, domestic, first-year and transfer students who will enroll in classes for the first time in fall 2009 are required to attend Summer Transition, Advising and Registration (STAR) 2009 to receive academic advisement and register for their courses. Students who do not attend this program will still receive advisement and be registered for their fall courses, but they will not be able to do so until after Purdue University’s faculty and staff have concluded serving the students who participated in STAR 2009.

Note: Online registration for STAR sections will close five working days prior to the event.
STAR Exception Policy

• Students with unavoidable conflicts due to extenuating circumstances who want to be advised and registered by their specific academic programs before the end of STAR 2009 may request an exception to the attendance policy by contacting the Student Access, Transition and Success Programs department via e-mail at sats@purdue.edu. The request must be submitted in writing.

• Examples of acceptable exceptions include:
  – Current school commitments (either high school or college summer session)
  – Personal medical issues
  – Family emergencies
  – Extreme financial hardship
  – Students who must travel extreme distances to attend the program

• Questions about this policy can be addressed via phone at 765-494-9328 or e-mail at sats@purdue.edu.
### STAR Plan of the Day (1)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-8 a.m.</td>
<td>Check-in</td>
<td>June 16-19: Stewart Center (STEW) West Foyer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 22-July 10: Elliott Hall of Music (ELLT)</td>
</tr>
<tr>
<td>8-9 a.m.</td>
<td>General Welcome</td>
<td>June 16-19: to be determined</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 22-July 10: Elliott Hall of Music (ELLT)</td>
</tr>
<tr>
<td>9-9:15 a.m.</td>
<td>Move to Colleges</td>
<td>Various, escorted by college representative</td>
</tr>
<tr>
<td>9:15-10 a.m.</td>
<td>College Sessions</td>
<td>Various locations</td>
</tr>
<tr>
<td>10 a.m.-5 p.m.</td>
<td>Advising</td>
<td>Various locations</td>
</tr>
<tr>
<td>10 a.m.-5 p.m.</td>
<td>Register for Classes</td>
<td>Designated computer laboratory</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 10 a.m.-5 p.m. | Tour a residence hall (various locations).  
                | Get your ID Card (Purdue Memorial Union, PMU).  
                | Attend an informational fair (PMU).  
                | Turn in forms to the Student Health Center (PUSH).  
                | Visit a dining hall (Wiley or Windsor), the Union or any of our local restaurants for lunch. |
| 10:30-11:30 a.m. | *Family Session I  
                 | Wetherill Hall of Chemistry (WTHR), Rm 200 |
| 10:30-11:30 a.m. | *Paying for Purdue I  
                 | Class of 1950 Lecture Hall (CL50) |
| 1-2 p.m. | *Family Session II  
                 | Wetherill Hall of Chemistry (WTHR), Rm 200 |
| 1-2 p.m. | *Paying for Purdue II  
                 | Class of 1950 Lecture Hall (CL50) |

*Optional Sessions: Both offerings of the Family Sessions and the Financial Aid/Bursar Sessions are the same.
## STAR General Welcome Locations

### Week 1 (June 16-19)

<table>
<thead>
<tr>
<th>College</th>
<th>Welcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>LOEB</td>
</tr>
<tr>
<td>CFS</td>
<td>WTHR 200</td>
</tr>
<tr>
<td>Education</td>
<td>CL50, 224</td>
</tr>
<tr>
<td>Engineering</td>
<td>WTHR 200</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>WTHR 200</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>CL50, 224</td>
</tr>
<tr>
<td>Management</td>
<td>LOEB</td>
</tr>
<tr>
<td>Nursing</td>
<td>LOEB</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>CL50, 224</td>
</tr>
<tr>
<td>Science</td>
<td>LOEB</td>
</tr>
<tr>
<td>Technology</td>
<td>LOEB</td>
</tr>
<tr>
<td>USP</td>
<td>LOEB</td>
</tr>
<tr>
<td>Vet Tech</td>
<td>LOEB</td>
</tr>
</tbody>
</table>

### Weeks 2, 3 and 4 (June 22-July 10) – Welcome Session in Elliott Hall
<table>
<thead>
<tr>
<th>College</th>
<th>Registration Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>MTHW 116</td>
</tr>
<tr>
<td>CFS</td>
<td>MTHW 116</td>
</tr>
<tr>
<td>Education</td>
<td>MTHW 116</td>
</tr>
<tr>
<td>Engineering</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>MTHW 116</td>
</tr>
<tr>
<td>Management</td>
<td>MTHW 116</td>
</tr>
<tr>
<td>Nursing</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Science</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Technology</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>USP</td>
<td>ENAD 240 &amp; 242</td>
</tr>
<tr>
<td>Vet Tech</td>
<td>MTHW 116</td>
</tr>
</tbody>
</table>
STAR Check-In Process

- Students will report to one central check-in location (7-8 a.m.).
- At one of eight stations, students’ arrival will be noted “live” against the CRN.
- Once checked in, each student will receive a welcome folder and copy of the Common Reading selection.
- They will proceed to welcome presentation.
- Admissions will staff a “switch” table in order to resolve program changes (7-9:30 a.m.).
- In the event a student arrives unannounced:
  - If there is unused space in a section, student will be registered.
  - If no space and a local student, they will be asked to leave and register for a session.
  - If no space and they have travelled some distance, the college will be contacted to see if student can be accommodated.
- At 8:30 a.m., live check-in will cease and attendance report transmitted to listserv (to be developed).
- Late arrivals should be reported to sats@purdue.edu by the end of the business day.
### STAR Check-In Folder Content

| STAR Folder | • STAR Folder  
| • myPurdue information  
| • Campus Restaurant Map  
| • FERPA trifold  
| • Pan Flu handout  
| • Bursar’s Info Guide  
| • PUSH trifold  
| • Family Handbook  
| • CCO flier  
| • University Library handout  
| • Academic Success Center and workshop dates  
| • PMU info  
| • Campus Safety newsletter  
| • Emergency Preparedness info  
| • ID card hours  
| • SAO info  
| • Religious card |
| Police and Fire Departments | • Police and Fire Departments  
| • Purdue Student Health Center  
| • PASE flyer  
| • Lafayette/West Lafayette Visitors Guide  
| • Facts about Purdue  
| • Dates to remember  
| • Parent/Student Resource handout  
| • First day of class Q&A packet (campus info in general)  
| • Basics on study abroad  
| • Useful Web resources  
| • Bookstore discount sheets |

**Note:** Colleges will be provided individual bar code sheets to distribute to their students (to facilitate the ID card process).
Repeating Slide Show (Purdue Highlights/Information)
Welcome
Review of the Day and Expectations
Common Reading Vignette (Author Video)
Testing Information
Academic Integrity
Registration Process (with demo video) and Lab Rules
Hail Purdue
Exit to Colleges
STAR Transition to Colleges

- College/Dept representatives report to Welcome location by 8:40 a.m.

- 9 a.m.: Students and guests asked to follow the representative to their college session.

- Exit by college/department.

Note: It is important that college representatives bring something to make themselves easily identifiable (e.g., college sign or banner).
STAR Registration Lab Process

- Access to the labs
- Advisor/Registrar staff locations
- Division of schools/colleges within labs
- Signed Form 23A
- We will request no cell phone use in labs.
Time Tickets for STAR Attendees

- **During STAR**
  - 9:30 a.m.-7 p.m. on the day of attendance

- **Post-STAR**
  - Noon July 13 through midnight July 15

- **Open Registration**
  - 8 a.m. July 20 through midnight August 30
Time Tickets for STAR Exceptions

- **Time Ticket** will be the duration of one STAR week.
- **Week One**
  - 9:30 a.m. June 16 through 3:30 p.m. June 20
- **Week Two**
  - 9:30 a.m. June 22 through 3:30 p.m. June 27
- **Week Three**
  - 9:30 a.m. June 29 through 3:30 p.m. July 4
- **Week Four**
  - 9:30 a.m. July 6 through 3:30 p.m. July 11
- **Post-STAR and Open Registration with peers**
• Opens 9:30 a.m. June 16.

• Closes midnight July 15.

• International students will have access to open registration with their peers July 20.
• Critical Course List (developed by STAR Task Force and validated with deputies)

• Allocation of space based on anticipated attendance each week.

• Will be tailored based on target audience.

• Limits are also being controlled for other courses, not just the critical course list.

• Departments have been strongly encouraged to offer adequate space to meet demand.
Learning Community Course Registration Process

• Pre-STAR
  – SATS will preregister students in course-based LCs.
  – Colleges/Depts notified of LC placements.

• During STAR
  – Advisor will contact SATS representative with LC placement recommendations.
  – SATS representative will place students and register them for associated LC courses.

*Important Note: LC courses are co-requisites.*

Jim Pukrop, Sr Asst Dir, SATS
SATS LC Coordinator
4-0969
jpukrop@purdue.edu
• Program Overview – See Brochure
• Important for STAR
  – First-Year Experience Course (GS 19700) – 2 credits, 8 sections
  – Purdue Promise Learning Community
  – Will e-mail list – CRNs and students in program
  – Connections with Horizons
  – Advisors’ STAR Program Checklist
  – Please remind students to come to SATS.

Jenna Laub, Sr Asst Dir, SATS
Purdue Promise Coordinator
Student Access, Transition and Success Programs
4-6357
jlaub@purdue.edu
Tips for Advisors

• Form 23A

• AP Placement Considerations

• Overrides

• Advisors’ STAR Program Checklist
Fall Welcome

• Provides a “STAR” program for international students.
• NOT an alternative to STAR for domestic students.
• Will NOT be advertised to domestic students.
• On Monday, Aug. 17, students who failed to attend STAR will be invited to attend Fall Welcome.

• Thursday, Aug. 20
  – 8-9 a.m.: General Welcome
  – 9:15-10 a.m.: College Sessions
  – 10 a.m.-5 p.m.: Advising and Registration (lab open)
  – 1-5 p.m.: Testing available

• Friday, Aug. 21
  – 9 a.m.-Noon: ISS Session
  – Noon-5 p.m.: Advising and Registration (lab open)
  – 1-5 p.m.: Testing available
Common Reading

• **Distribution Plan**
  – SATS and UR student leaders
  – STAR attendees
  – International and students granted STAR exceptions (electronic)

• **Curricular and Co-curricular Planning Session**
  – Thursday, May 14, 3-4 p.m., STEW 322
  – Panel discussion, tips for programming and Q&A

• **Visit:**
  [http://www.purdue.edu/sats/commonreading](http://www.purdue.edu/sats/commonreading) to submit an event or view the campuswide calendar.
Miscellaneous

• All slides and handouts will be sent electronically later today.

• Registration help video will be provided when complete.

• Any updates or program changes will be sent to “advisors@”, “headadvisors@” and other listservs.
For further information, please contact:

Dan Carpenter (overall STAR coordination)
Associate Director
Student Access, Transition and Success Programs
Telephone: 49-63618
E-mail: dwcarpen@purdue.edu
Web: www.purdue.edu/sats/

Lesa Beals (Registration process and labs)
Associate Registrar
Office of the Registrar
Telephone 46-46164
E-mail: lbeals@purdue.edu
Web: www.purdue.edu/registrar