

Summer and Fall 2012 Registration Frequently Asked Questions

Q. How do I know when I can begin to register for classes?

All students are assigned specific days and times that they can register for classes; this is determined by your current student classification (Senior, Junior, Sophomore, etc.). Reference chart below:

	Summer 2012 (Modules 1, 2, and 3)	Fall 2012
Priority Groups	Tuesday, March 20 - Saturday, March 24, 12pm	Tuesday, March 20 - Saturday, March 24, 12pm
Professional and Graduate	Tuesday, March 20 - with different shut-down days depending on course/section meeting dates (module in which the course meets).	Tuesday, March 20 – Sunday, August 26 Except when <i>myPurdue</i> is not available
Seniors	Monday, March 26 - Saturday, March 31, 12pm	Monday, March 26 - Saturday, March 31, 12pm
Juniors	Monday, April 2 - Saturday, April 7, 12pm	Monday, April 2 - Saturday, April 7, 12pm
Sophomores	Monday, April 9 - Saturday, April 14, 12pm	Monday, April 9 - Saturday, April 14, 12pm
Current Freshmen	Monday, April 16 - Saturday, April 21, 12pm	Monday, April 16 - Saturday, April 21, 12pm
All current degree students, non-degree students and new summer admits	Monday, April 23 - with different shut-down days depending on course/section meeting dates (module in which the course meets).	Monday, April 23 - Saturday, June 9, 12pm
STAR Sessions (New Admits, New Transfer Students – Fall 2012) Monday, June 18 – Friday, July 13	Not applicable	Monday, June 18 – Tuesday, July 3 Thursday, July 5 – Thursday, July 12
Open for Fall 2012 new students and new transfer students only	Not applicable	Monday, July 16, 12pm - Wednesday, July 18
Open for all students	Not applicable	Monday, July 23 - Sunday, August 26

***** The above is for reference only; date and times are subject to change *****

Q. How are these group days and times determined?

They are determined by the student's current classification (total number of credit hours earned), does not include courses for which a student is currently registered.

Q. How do I find out when I can register?

To find your registration status, follow the step-by-step instructions below under "How to locate your Registration Status and your Registration PIN via *myPurdue*".

Q. What is a Registration PIN and how do I get one?

A Registration PIN is assigned to students for access to the myPurdue registration system. Registration PIN numbers are distributed by academic advisors and are assigned each semester.

How to locate your Registration Status and your PIN via *myPurdue*

Log in with your career account and password on the *myPurdue* homepage (<https://mypurdue.purdue.edu>)

You will see your student profile. Select the **Academic Tab**.

Select **Registration Status** under the Quick Links located on the left hand side.

Select a **Registration Term**.

Your Registration Status will display. Please note that the first day and time listed is the earliest you can register. Registration is available to you throughout that period. If you have a hold that would prevent you from registering, it will be noted here.

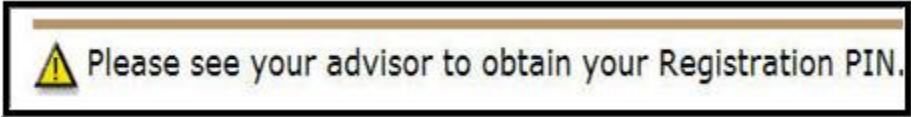
Registering for Classes and Obtaining your Registration PIN


Return to the Main Menu (this is located in the upper right corner)

Select **Add or Drop Classes**

You must select a Registration Term in the drop down menu.

If you have not yet met with your advisor, the following message will appear

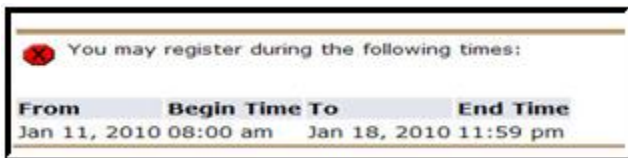



 Please see your advisor to obtain your Registration PIN.

Please schedule an appointment with your advisor to obtain a PIN number to register for classes.

If you have met with your advisor please enter your Registration PIN that was given to you. If you are registering during your assigned day and time you can register for classes.

If you try to register outside of your assigned group the following message will appear; it will show you what days and times you can access the registration system.



 You may register during the following times:

From	Begin Time To	End Time
Jan 11, 2010	08:00 am	Jan 18, 2010 11:59 pm

Registering for Classes

Q. How do I register for classes?

Students preparing to register for classes need to first seek the guidance of their academic advisors.

Q. When does new student summer admits register?

Beginning **Monday, April 23rd**, new student summer admits can begin to register for classes.

Q. What is a hold?

Holds refers to the restriction of a student's eligibility to enroll in classes, change his/her curriculum or obtain academic transcripts at Purdue University. Holds can result from a variety of situations, including, but not limited to: nonpayment of library fines, parking tickets, and residence hall bills; disciplinary action taken by the Office of the Dean of Students; poor scholastic performance; or failure to meet immunization requirements. Prior to meeting with an advisor, a student needs to make certain his/her record is clear of financial and registration holds.

If a student is in hold status and would like to verify the hold, he/she can do so through *myPurdue* (<https://mypurdue.purdue.edu>). For further information, go to the Office of the Registrar in Room 45, Hovde Hall; call (765) 494-6165; or send an inquiry via e-mail to registrar@purdue.edu.

Q. How do you know if a section is cancelled?

When a section is cancelled, an email will be sent to students registered in the cancelled section notifying them they need to move to a non-cancelled section.

The Office of the Registrar will flag the section as cancelled, remove the cancelled section time and instructor, and change the building and room to CANCELLED CLASS. The course will appear on the Concise Student Schedule as cancelled.

If a class is cancelled after a registration time period for a registration group has passed and prior to the open registration period, advisors can assist students in moving out of the cancelled section and registering for a non-cancelled section of that course, or, if the entire course is cancelled, registering for another course.

Q. How do you get an override?

Below is useful information to assist the student and with responding to registration override inquiries:

1) Error: **MAXIMUM HOURS EXCEEDED**

Description: The student cannot register for this course since they have exceeded the credit limit. Undergraduate & Graduate limit = 18.0 credits; Professional limit = 26.0 credits.

Solution: If an advisor wishes to allow the student to exceed the credit limit, the advisor should contact the individual within his/her college/school who has been assigned the "super-user" role to update this information. After the information is updated, the student should be directed to register him/herself for the course online.

2) Error: **CLOSED SECTION (Limit Override)**

Description: The class the student is trying to register for has no more seats available.

Solution: Contact the schedule deputy of the department that offers the class.

If space is available, the schedule deputy or his/her assistant can provide an override online. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

3) Error: **DEPARTMENT PERMISSION**

Description: The course requires department permission in order to register for the course.

Solution: Contact the office of the department or schedule deputy that offers the class.

If the student is eligible and there is space available, the schedule deputy or his/her assistant can provide an override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

4) Error: **INSTRUCTOR PERMISSION**

Description: The course requires department permission in order to register.

Solution: Contact the instructor or the schedule deputy of the department that offers the class.

If permission is granted, (schedule deputy or faculty member) will enter the override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

5) Error: **PREQUISITE ERROR
SEE SCHEDULE OF CLASSES**

6) Error: **TIME CONFLICT**

Description: The time of the course CRN selected conflicts with the time of another course CRN selected.

Solution: Select another CRN.

Q. Why are there linked sections?

A valid course offering of a course may require that the student takes sections of several schedule types. For example, one configuration of CHM 11500 requires a lecture, recitation and lab.

Links are used in Banner (*myPurdue*) to require students to register for a set of sections that constitute a valid course offering of a course.

For various pedagogical reasons, courses have different requirements about which sections of the schedule types must be taken together. Some examples are:

1) **Ungrouped**

Description: Student may take any combination of sections of several schedule types. For example, a PHYS 17200 student can be in any lecture, any recitation and any lab, but must be in one section of each.

2) **One-to-One Grouping**

Description: A student in a particular lecture section must also enroll in a particular lab section.

3) **One-to-Many Grouping**

Description: Sections of schedule types are related. A student in a given lecture must enroll in one of a set of labs. For example, Prof X teaches lecture 1 and his TAs teach labs 1, 2, 3, 4 & 5. Prof Y teaches lecture 2 and her TA's teach labs 6, 7 & 8.

- 4) **Mixed**
Description: There is a relationship between sections of some schedule types, but there are also schedule types where any section may be chosen.

Q. What are restrictions?

Below is useful information to assist the student, and with understanding the different types of restrictions:

- 1) **College**
Description: restrict by an individual college or multiple colleges. (Ex: M = Management students only)
- 2) **Major - Field of Study**
Description: restrict by an individual major or multiples majors, minors, or concentrations. (Ex: ACCT = Accounting majors only; ECON = Economics majors only)
- 3) **Class**
Description: restrict by a student's classification. (Ex: freshman, sophomore, etc.)
- 4) **Level**
Description: restrict by a student's level. (Ex: UG = undergraduate; GR = graduate; PR = professional)
- 5) **Degree**
Description: restrict by the degree a student must have received previously. (Ex: BS)
- 6) **Program**
Description: restrict by a student's program. (Ex: MGMT-BS, AAE-BSE, HSTM-BS)
- 7) **College**
Description: restrict by a student's college. (Ex: A (Agriculture), CE (Civil Engineering), M (Management), HH (Health and Human Science), T (Technology))

Q. What are requisites?

Below is useful information to assist the student, and with understanding the different types of requisites:

- 1) **Prerequisite**
Description: The student must complete the prerequisite course (with a minimum grade required by the department) prior to being able to register for the course in which registration is attempted.
- 2) **Corequisite**
Description: The student must be enrolled in the same course(s) during the same term. (Ex: EDCI 20500 and 28500)
- 3) **Concurrent Prerequisite**
Description: The student can be enrolled in the prerequisite course (with a minimum grade required by the department) **OR** the student can register for this course during the same term he/she is registering for the specific course. Moreover, the prerequisite course can be taken either in an earlier term or in the same term as the course in which registration is attempted.
- 4) **In-Progress Checking**
Description: The course(s) that is being taken during the current term can be used to fulfill the prerequisite requirement for a future term. Purdue University has implemented the In-Progress checking for registration purposes.

Q. How do I check for requisites?

To check for requisites for a course, search for the course in the Course Catalog in *myPurdue*.

Q. How do I view my schedule?

There are multiple ways to view your schedule. Access detailed instructions at:

https://mypurdue.purdue.edu/site/doc/Reviewing_Your_Schedule.pdf