1. Go to your myPurdue page and click on the Academic tab. On the left hand side of the page, locate the Destination: Graduation box and click on the myPurduePlan link.

2. Your degree audit worksheet will appear in a new window.

3. Click on the Plans tab on the upper left side of the page under the name field. A plan for your major will display.

4. Select Edit from the drop down menu of the View: box located in the top blue bar.

5. You will see a list of classes that you may take in the fall. Ensure the fall 2016 term displays the courses you discussed with your advisor for registration.

   a. **Delete a course:** click next to the course (it will turn blue) then click the minus sign (right corner of current semester tab).

   b. **Add a course:** click plus sign (left of minus sign) and select a course.

   c. **Choice options:** click on the 3 dots at the end of the course box. A dropdown menu will appear. Click the radio button to the left of the course you wish to select. Click Done.

   d. **Course listed in wrong semester:** click on the course and drag it to the correct semester.

   e. **Search for a course:** click icon. Enter part of full name of course and click go. Choose the correct course from the list displayed.

   f. **Placeholder Requirement** has suggestions for other courses you could be taking. Choose a course from the category listed and add it to your plan with the plus sign. These courses are listed in the Still Needed Tab (right side of screen). Add a course that fits the description and then delete the line in Placeholder Requirements.

   g. Once the complete schedule is entered: Click SAVE (bottom right corner).

6. Go back to the Registration tab located along the top in myPurdue.
7. Under Register for classes, click on Use Scheduling Assistant. A new window will open.

8. Enter in the PIN number that you received from your Academic Advisor.

9. Click the “Degree Plan” button located on the bottom left. Click Apply to load your planned classes into the Scheduling Assistant. All of your planned classes will appear in your Course Requests list of the Scheduling Assistant. Now you may add any additional courses of your choosing. If you did not make a choice in myPurduePlan, you will need to make a choice now.

10. After your courses are entered, click on Build Schedule in the bottom right corner.

11. Review suggested schedule and lock in place the classes you wish to keep by checking the box to the left of the class name in the list of classes or by clicking the lock icon in the top left corner of the class box on the time grid.

12. To look up another class, you can go back to the Course Requests grid by clicking on the Add/Drop Courses button in the bottom left corner.

13. Once you have all the classes you need to register for on your schedule, press the Submit Schedule button in the lower right corner of the screen. The schedule is then validated through myPurdue. Once validated, a green check icon will appear in the last column on the right. A green check means you are enrolled in the course.

a. If a course does not get validated, it will be listed in red with this icon to the right. You must go back and change that course according to the message in red on the bottom of the screen. Make sure that the courses you want are locked. After you change the course, press Submit Schedule to save your changes.