



Undergraduate Studies Program Newsletter December 7, 2010

Well, the time has come for finals . . . and then festivities! This newsletter is designed to serve as a reminder of those items that need to be taken care of before classes start again on January 10, 2011. Please send comments and suggestions to usp@purdue.edu.

Here is what you will find in this edition of the Undergraduate Studies Program (USP) Newsletter:

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1. **How to Obtain Your Alternate PIN over Break**

In order to make schedule changes over the holidays, you will need your Alternate PIN number. This number was given to you during your advising registration session and will be on your copy of the Advisor Schedule Recommendation Form.

After you register, your Alternate PIN is also available through myPurdue. First click on the **Academic** tab, and then click on **Registration PIN** (under the **Registration Tools** heading to the left). Finally, select “Spring 2011” for the term and click on “Submit.” Your Alternate PIN will be displayed.

2. **Take Care When Dropping and Adding Courses**

We strongly encourage anyone who is thinking about changing the times of their courses to first check for new restrictions and pre-requisites. The best way to do this is to go to the **Academic** tab and then click on **Look Up Classes**. Select your course. Scroll to the far right of the page. If there is an “R” in a grey circle, this means that there are pre-requisites or restrictions for the course. Click on the “R” to view these.

When changing the times of classes that have a co-requisite, such as CHM 11500 (MA 161 or 165 is the co-req.), **both** courses must be dropped and then **all times (for both courses) re-added**. Make sure all of the parts of the courses have space before dropping and adding.

3. Winter Break Office Hours

The Undergraduate Studies Program (USP) Office will be open regular hours (M-F, 8 a.m.- 12 p.m. and 1 p.m. – 5 p.m.) during most of Purdue's Winter Break (Dec. 18 – Jan. 9). However, our office will be **closed** during the following official University holidays: **December 23, 24, 30, and 31, 2010**. Since many of our staff is on vacation during the Break, please have patience if you e-mail or call your advisor. Call (765) 494-0843 during Winter Break if you have any questions.

4. Extended Library Hours for your Studying Needs

Many of the libraries on campus are [offering extended hours](#) to assist students in finding a quiet place to study or research for finals. In particular, the Engineering and Undergraduate libraries will be open 24 hours from Dec. 5 through Dec. 18.

5. Pay or Confirm Fees to Avoid Schedule Cancellation

Tuition and fees are generally due 10 days prior to the first day of classes, but the actual date for a given semester can be affected by the holidays. Always read the online tuition and fee statements carefully to determine the exact date your payment is due.

For those who are mailing their tuition and fees through U.S. Mail, remember that **they must be received, not postmarked, by the deadline**. Allow at least seven to ten days for your payment to be received.

Even if your tuition and fee statement says you owe \$0.00 (because of scholarships or loans), you must still confirm your enrollment to prevent the cancellation of your spring courses. Failure to pay tuition or confirm your enrollment by the end of first week will result in the cancellation of your schedule. You would then need to pay a \$200 late fee to re-enroll and may not be able to get back into certain classes.

To confirm your enrollment:

1. Log-on to your [MyPurdue](#) account
2. Select the "Financial" tab
3. Click on "Registration Status/Enrollment Confirmation"
4. Review the output. If any items are in red there is further action required. Then click on the "Confirm Registration/Accept Fees" button to confirm that you plan to attend.

For more information, contact the Bursar's Office at (765) 494-7570 or read the [Bursar FAQ](#).

6. Check for New Holds!

New holds were added to students' myPurdue status in late November. Holds can occur because of unpaid tuition and fees, missing immunizations, or even parking tickets and library fines. Unfortunately, holds also prevent students from adding, dropping, or changing the time of courses on their schedule.

How do you know if you have a hold? Look on [myPurdue](#) by clicking the "Do I have any Holds?" option under the "Academic" or "Financial" tabs. Click on the "Originator Department" link to learn who to contact about the hold and how to clear it.

7. Fall Grades Posted December 22

Grades will be visible on myPurdue starting at 9:00 a.m. on **Wednesday, December 22**. Instructions for accessing grades will be available on the myPurdue homepage. Unless parents are granted access to your myPurdue system, these grades will not be visible to them, nor is a paper copy sent home. Therefore, **make sure that you share your grades with your parents or guardians**.

8. Making Schedule Changes due to Grades

After grades are posted, you may find that you need to retake courses and shift around your schedule. We encourage you to do this as soon as possible upon receiving grades.

It is important that you adhere to the pre-requisites for your classes. In early January, the Registrar completes a pre-requisite check, removing students from courses if they have not met the requirements.

To look up the pre-requisites for your spring courses, go to [myPurdue](#) and click on the **Academic tab -> Look Up Classes**. A click on any "R" in a grey circle on the far right will show course restrictions.

Please note any minimum grade required. The pre-requisite default for many courses is a D- or higher, but departmental or degree policies may require a higher grade in order to move on to higher-level courses. For example:

- First-Year Engineering: C- or better in MA 15900, Calculus I, ENGR 13100, or CHM 11500 before taking Calculus I, Calculus II, ENGR 13200, or CHM 11600.
- Management: C or better in MAI courses to CODO in (NOT a C-, must be a **C** or better).

These are just a few of many examples. **Take some time to review your [chosen major's homepage](#), [CODO requirements](#), and plans of study before making changes to your schedule.** If you have questions, e-mail your advisor or call the USP office at (765) 494-0843.

9. Are You on Academic Probation Because of Semester Grades?

Academic probation at Purdue means that a student's grades have dropped below a certain GPA (1.5 for first semester freshman). That student would then have one semester to raise his grades. If the grades don't reach a certain level, then the student is academically dropped from the University, must sit out one semester, and apply for re-admission. Re-admission is not automatic.

Because we know that the academic probation semester is a critical time for students, we **require** them to complete our [Laying Tracks Program](#). This program consists of **five Academic Success Exercises and at least one meeting with your advisor**. The exercises are designed to help students quickly identify events and behaviors that adversely affected their fall grades. In the meeting, we talk with students, helping them develop solutions to increase their GPA (and their academic confidence).

If you find yourself on academic probation after the fall semester, take action right away! Complete your five [Academic Success Exercises](#) over the break. Then call (765) 494-0843 to make an appointment to meet with your advisor as soon as classes restart in January. You'll be glad you did!

10. Study Skills "Paired Classes" Offered

Taking PSY 12000, MA 15200, or MA 15300 during the spring semester? Think you might run into problems? Consider signing up for a study skills class designed to be paired with these classes. The staff of the Academic Success Center will teach you study skills needed to help you succeed in these sometimes troublesome classes. Contact your USP academic advisor for registration information.

11. Some Sophomores Must Make Plans for CODOing Out

Students who entered Purdue as beginning freshmen in USP in the Fall of 2009 will need to finalize their plans to CODO out. Why? Because this spring semester is their last semester with us, and **they will not be able to register for Fall 2011 with USP**.

Late January or early February is an excellent time to meet with an advisor or to attend a CODO meeting in your intended College or School. You'll want to **CODO ASAP** so that you're eligible to register for Fall and Summer 2011 classes in your new College or School. Some majors, such as MGMT, have a very small window for CODO, so please check [CODO requirements](#) and [major homepages](#) carefully before January 10.

12. USP Honor Boards Recognize Students

If your Fall semester GPA is 3.0 or higher, your name will be featured on the USP Honor Boards. These are displayed in the reception area on the 8th floor of Young Hall. Congratulations from USP!

13. Foreign Language Placement Test Schedule

Foreign Language placement tests in French, German, Japanese, Latin, Russian, and Spanish will be offered on **January 10 and 11, 2010 at 6:00 p.m. in Stanley Coulter Hall (SC), Room 231**. These are required for all students who took two years or more of a language in high school and wish to continue in that same language at the college level.

To participate in these tests, students must bring a completed Form 231 signed by an advisor and their Purdue ID. If you are fluent or near-fluent in a language, you cannot take that language's placement test.

Arabic, American Sign Language, Chinese, Greek, Hebrew, Italian, or Portuguese placement exam information is available here: <http://www.purdue.edu/usp/current/ForeignLanguagePlacement.shtml>.

14. Advanced Credit Exams Offered in January

Please note that **all exams require a Form 231, signed by your advisor, and a Purdue ID for admittance**.

- [MA, BIOL, and CHM advanced credit exams](#) will be offered on **January 6, 7, and 11, 2011**. Times, locations, calculator restrictions, and practice tests for each of these exams are available on the website. [Online pre-registration](#) is **required** at least 24 hours in advance of the test. Testing spots do fill up, so pre-register early.
- [PHYS 17200, 24100, and 27200 exams](#) will be offered on **January 6 and 11, 2011**. Times, locations, and practice tests for these exams are available on the website. [Online pre-registration](#) is required at least 24 hours prior to the exams.
- [COM 11400 Credit with Exam](#) consists of two parts: a written exam based on the textbook, followed by a persuasive speech presented in front of a panel of faculty. Note that students who attempt this test cannot currently be taking COM 11400 in the spring semester or have taken it in the past.

15. Online Transfer Credit Database Facilitates Course Planning

If you are looking ahead to summer classes, the [Transfer Credit Evaluation Database](#) is a great planning tool. It allows you to determine if a course taken at another university will transfer back to Purdue. The database includes both U.S. and international colleges and universities.

Students can search using either Purdue course numbers or the transfer school's course numbers. Remember, though, that courses taken at another university transfer for **credit only** and cannot replace the grades for courses taken at Purdue. You must earn a "C" or better in a course in order to transfer it.

16. Looking for a Scholarship? Try Fastweb.com!

You don't have to be an incoming freshman to get a scholarship – scholarships are available to any college student of any level! Endorsed by Purdue's Division of Financial Aid, [Fastweb](#) is a nationally-known scholarship company which matches you with private scholarship opportunities – for free! In your profile, include anything that you think may give you an edge for a scholarship, including club or church affiliations, hobbies, etc. Also, include Purdue University as your current school, so that Fastweb can match you with any Purdue-specific private scholarships.

17. Looking for an Internship?

[Greater Lafayette Commerce](#) will hold its first Annual Internship Fair on **Wednesday, December 8** from 10:00 a.m. – 2:00 p.m. at the National Guard Armory (located at 5128 Haggerty Lane in Lafayette). Participating businesses seek interns for paid, unpaid or class-credit positions. Students may inquire about scholarship funding to pay student interns, available through Tecumseh Area Partnership Inc. Students from all majors and years are invited to attend this free event.

18. Be Part of Purdue's First All-Student Farm!

Contributed by Ryan Echard, former USP student and head of chicken production for the Student Farm.

Currently, a group of graduate and undergraduate students are engaged in a student-run farm project, cultivating 5 acres of land located near the Intramural Fields off of SR26. We will be growing corn, beans, and other crops to be sold in the future, as well as raising poultry, producing our own compost, and growing native grasses and flowers. Our goal is for the farm to be as "organic" and sustainable as possible.

Anyone interested in helping to cultivate this new farm, or even starting your own project, can register for the corresponding class (BTNY 390, 1 cr.) which meets Tuesday evenings at 6:30 p.m. in LILY 3-410. Or you can attend the club meetings Wednesday evenings at 6:00 p.m. in LILY 1-425. Both are open to anyone who is interested – you do not have to be an agriculture major to join.

19. Resolutions for a Great Spring Semester

At the end of the fall semester, students often and make New Year's Resolutions for next semester. For example:

"I'm going to get a tutor earlier this year!" Great! Use these sites to begin your research:

Tutors: <http://www.purdue.edu/advisors/resources/academic/tutors.html>
More tutors: <http://www.purdue.edu/sats/AcademicResources.html>
Even more tutors: <https://www.science.purdue.edu/diversity/women-in-science/tutoring/schedule>

"I'm going to know when the drop and add deadlines are this year, so I don't miss them!"

Bookmark (and read) these [Schedule Revision calendars](#) (includes Spring 2011 and Summer 2011)!

"I'm going to be more organized, better student this semester!" Begin planning, using these resources:

Study Skills: <http://www.cla.purdue.edu/students/asc/studentsupport/handouts.html>
More study skills: http://www.purdue.edu/usp/acad_resources_support/study_skills.shtml
Classes and workshops: <http://www.cla.purdue.edu/students/asc/>

"I'm going to get more involved on campus and in my community this semester!" Here are some starting places:

Purdue Student Organizations: <http://www.getinvolved.purdue.edu/>
Purdue Student Government: <http://web.ics.purdue.edu/~psg/>
Intramural Sports: <http://www.purdue.edu/RecSports/>
Boiler Volunteer Network: <http://www.purdue.edu/odos/sao/bvn/>

Enjoy your Winter Break! If we can help you in any way, please contact our office!

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