



Undergraduate Studies Program Newsletter – January 19, 2011

Warm wishes from the USP staff to thaw you out on these chilly days! Here is what you will find in this new Spring semester edition of the *USP Newsletter*:

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Academic News

1. Forgot your PIN? Retrieve it on myPurdue

If you have forgotten or lost your PIN, it is now available on myPurdue. Here's how to find it once you've logged onto myPurdue:

- Click on the "Academic" tab
- Click on "Registration PIN" (under the "Registration Tools" heading to the left)
- "Select a Term" (Spring 2011)
- Click "Submit" and your Registration PIN will be displayed.

2. Important Dates for Adding & Dropping Classes

Note: "W's" (withdraw passing) and "WF's" (withdraw failing) do not count in a student's overall GPA. However, they may still affect one's ability to CODO. Many majors, such as MGMT, count "W's" earned in MAI courses against their MAI retake limit. In USP, "W's" and "WF's" count against the total number of USP hours allowed to CODO and Transfer students.

March 21 is the last day to drop classes AND the last day to withdraw from the University without documentation.

For a one-page version of the drop and add deadlines, including the deadlines for 8-week courses, print this page:
http://www.purdue.edu/registrar/pdf/2011_Spring_SchedRev.pdf.

To Add or Modify the CRN (section) of a Course (for 16 week courses):

Jan. 10 – Jan. 17 (Week 1) Students may add and modify courses via myPurdue, depending on space availability. Time changes that involve dropping and then re-adding the same sections will require a visit to HOVDE 45 to remove a DUPL CRSE error.

Jan. 18 – Feb. 7 (Weeks 2 – 4)

Advisor and Instructor signatures on a Form 23 required to add or to modify CRNs (sections). Contact your advisor before picking up a Form 23. Take the completed Form to HOVDE 45. Feb. 7 is the last day advisors can add or modify a course without extenuating circumstances.

Feb. 8 – Mar. 21 (Weeks 5 - 9)

Extenuating Circumstances Only - Advisor, Instructor & Department Head signature needed on Form 23. Contact your advisor before picking up a Form 23. Take the completed Form to HOVDE 45. Documentation of the extenuating circumstance likely required.

To Drop a Course (for 16 week courses):

Jan. 10 – Jan. 24 (Weeks 1 - 2)

Students can drop courses via myPurdue. Consult with an advisor beforehand. If you are trying to change a time, see “Jan. 20 – Feb. 9” above.

Jan. 25 – Feb. 7 (Weeks 3 – 4)

Advisor permission required. Pick up Form 23 from advisor and take to HOVDE 45. Course is recorded with a designation of “W” (withdraw passing).

Feb. 8 – Mar. 21 (Weeks 5 - 9)

(Please check myPurdue for your classification status.)

First-year students: Advisor permission required. Contact advisor for a Form 23 and take the Form to HOVDE 45. A grade of a “W” (withdraw passing) will be given.

Sophomores, juniors, and seniors: Advisor and Instructor permission required. Instructor determines whether student is given a “W” (withdraw passing) or a “WF” (withdraw failing). Take completed Form to HOVDE 45.

3. Distance Learning Courses Filling Quickly!

At present, there are still seats available in some [Open Enrollment distance learning \(online\) classes](#). But hurry – the deadline to apply is **Monday, February 7** at 4:30 p.m. In order to add these classes, please contact your advisor for a Form 23 (registration form). You'll also need to complete an [ICN Form](#). Take both of these forms to the Distance Learning office in STEW G-59.

4. February -- A Great Time to Visit an Academic Advisor

Registration for Summer and Fall 2011 semester classes begins around Spring Break. Now is an excellent time to meet with your USP advisor to talk about possible majors, CODO requirements, or classes you might want to take this Summer or Fall semesters. To make an appointment with your advisor, please call (765) 494-0843 and have your class schedule in hand.

It's also a great time to meet with an Academic Advisor in the college, school, or department into which you'd like to CODO. For a list of Academic Advisor contacts across campus as well as CODO requirements, click on <http://www2.itap.purdue.edu/registrar/advisors/categories.cfm>.

5. Sophomore 0EX's Need to Make Plans for CODOing Out

If you entered the Undergraduate Studies Program as a freshman in Fall 2009, it is time for you to [CODO out of USP](#) and into one of the degree-granting colleges/schools. You will not be allowed to register for classes for Fall 2011 as a USP student. Therefore, contact your advisor now to be prepared to register for courses with your new school in early March.

6. Early CODO Deadlines for Certain Majors

- Management - No Spring 2011 CODO-in papers signed after Feb. 7. Consult their website for dates, times, and online meeting sign-up: http://www.krannert.purdue.edu/undergraduate/academics/codo/Meeting_Schedule.asp. Any student who has completed or will complete all of the MAI courses this semester will be reviewed for entrance into Upper Division only. For MGMT, this means at least a 3.0 MAI and a 2.5 GPA.
- Liberal Arts - Consult their website for specific CODO meeting dates (Spring dates should be available soon): <http://www.cla.purdue.edu/academics/requirements/codo/to-cla.html>.
- New College of Health and Human Sciences: [CODO processes have changed](#). Students must now fill out an HHS CODO Interest Form and take it to MTHW 118 in order to sign up for a CODO meeting. Students may **not** meet with an advisor for walk-ins or appointments until after a CODO meeting has been completed.
- Education (incl. El. Ed. and Social Studies Ed.) - Application deadline by the 10th week of the semester (includes a CODO meeting, application, essay, and resume). Attend a CODO meeting ASAP to get this process started: http://www.education.purdue.edu/advising/prospective_st/codo_info.html.
- First-Year Engineering: Has only 8 CODO meeting slots for the Spring (about 2 meetings/month). CODO requirements and online CODO meeting sign up is available at: <https://engineering.purdue.edu/ENE/InfoFor/CurrentStudents/CODORequirementsforFYEP>. You must attend a meeting before the end of the semester and submit CODO papers by their new deadlines (located near the bottom of the page) in order to be eligible. Do not wait to attend a CODO meeting.

7. A Reminder for Students on Academic Probation

Students who are on academic probation as a result of Fall 2010 grades will need to complete the five Laying Tracks “Academic Success Exercises” and set up a meeting with their advisor as soon as possible. Our research suggests that students who complete their Laying Tracks commitment early in the semester are more likely to be off of probation the following semester than those who completed their Laying Tracks exercises later in the semester.

Laying Tracks information and Exercises are available on the USP website at: http://www.purdue.edu/usp/current/cur_laying_tracks.shtml. Once you have printed out and completed the five “Academic Success Exercises,” call (765) 494-0843 to schedule an hour-long appointment with your advisor.

Students who do not complete the Laying Tracks exercises and advisor meeting will not be given their Summer/Fall 2011 registration PINs.

8. Update Local Address & Phone Number in myPurdue

Now is the time to update local and permanent addresses, as well as emergency contact numbers in myPurdue. This helps the Office of the Dean of Students find you should a family emergency strike. [Log into MyPurdue](#), and locate the Personal Information tab or link. On this page, you should be able to view and change your Addresses & Phone numbers, your E-mail addresses, and your Emergency Contacts.

9. GS 11900 Provides Info about Different Majors

GS 11900, *Introduction to Academic Programs at Purdue*, is a great one-credit hour class that introduces you to all of the majors Purdue has to offer. Guests are welcome to attend most sessions! GS 11900 is held on Mondays & Wednesdays at 3:30 p.m. – 4:20 p.m. in GRIS 280. The Spring 2011 schedule will soon be available on the [USP website](#) (fourth bullet point down the page). For more information, contact Chandra Holloway at (765) 494-0843.

10. Need a Course Tutor?

Both [free and paid tutors](#) abound at Purdue – but you need to contact them early! If you have difficulty finding academic help, please let an advisor know right away. Tackle those academic problems before they become too big to handle.

11. Free Academic Success Workshops Offered

The Academic Success Center (ASC) is offering free workshops designed to help students succeed academically. No reservations are necessary – just show up! Workshops are held Wednesdays from 4:30 p.m. to 5:30 p.m. in Stewart Center. Also consider visiting the ASC, located in BRNG 3268, and take advantage of their great [academic resources and services](#).

<u>Date</u>	<u>Topic</u>	<u>Location</u>
January 19	Time Management	STEW 318
January 26	“Acing” your exams	STEW 318
February 2	Overcoming anxiety in Math and Science	STEW 318
February 9	Combating procrastination	STEW 318
April 20	Surviving finals weeks	LWSN 1142

12. Need Housing for Next Fall? Sign up Soon!

If you are interested in living in the residence halls next year, you will be able to request a switch in residence halls or renew your current housing contract between **January 18 and March 31, 2011**. If you want to keep the same room as you have now, the deadline is **January 20**. After 11:59 p.m. on March 31, 2011, all housing contracts become legally binding and cannot be changed. Until that date, you may make as many change requests as needed. Sign up online soon at <http://www.housing.purdue.edu/contractrenewal!>

13. Summer Schedule of Classes Available

The Summer 2011 Schedule of Classes is now available on myPurdue (<https://mypurdue.purdue.edu>). Click on the Academic Tab and then the “Look Up Classes” link, choosing “Summer 2011” as your session. Registration for Maymester, Regular Summer session, and Fall semester begins around Spring Break in March.

Students interested in taking courses at other colleges and transferring them back to Purdue should research courses using the [online Transfer Credit Database](#).

Money, Money, Money!

14. Scholarship Available for Current USP Freshman

The [Purdue Employees Federal Credit Union \(PEFCU\) Citizenship Award in Honor of Ronda E. Feathers](#) is a \$1,000 scholarship for a current USP freshman. The Award recognizes the outstanding school/community involvement and strong academic achievement of a continuing USP student with preference going to a member of the Purdue "All-American" Marching Band who also has a cumulative Purdue GPA of 3.0 or greater. Your application and all supporting materials must be postmarked by March 1, 2011. For more information contact Scott Vana at (765) 494-0843.

15. Class of 1937 Scholarships

A limited number of undergraduate scholarships are available for the 2011-12 school year from funds donated by members of the Purdue Class of 1937 in support of current students. An average of 15 scholarships is awarded each year with individual scholarship amounts ranging from \$500 to \$4000. Criteria for determining recipients of this scholarship include GPA, leadership, character, scholarship, and financial need. A student must be a sophomore, junior, or senior in the 2011-12 school year to be eligible.

Applications are available at the Black Cultural Center, the Office of the Dean of Students (SCHL 207), and the Purdue Student Government Office (STEW G-6). It also [available online](#). The deadline for submissions is **February 11, 2011 by 5:00 p.m.** For

more information, contact Lou Ann Hamilton in the Office of the Dean of Students at (765) 494-1252 or through e-mail at lahamilton@purdue.edu.

16. Scholarships Available for Adult Students

The Span Plan Adult Student Services Program administers four scholarships and awards primarily for nontraditional students: the Peggy Sullivan Achievement Award, the Linda Ewing Scholarship, the Nontraditional Student Scholarship, and the Helen B. Schleman Scholarship. Information regarding these scholarships, applications, and other grant opportunities can be found on the [Span Plan Adult Student Services website](#) under "Funding Services." Most of these opportunities have application deadlines in **early February or early March**.

Applications also available in the reception area of the Office of the Dean of Students, Schleman Hall, Room 207. If you have questions please call the Span Plan office at (765) 494-1257.

17. March 1 Deadline to File FAFSA Financial Aid Application

Don't forget to file your 2011-12 Free Application for Federal Student Aid (FAFSA) by **March 1, 2011**. You can do this on the web at www.fafsa.ed.gov. Contact the Division of Financial Aid at (765) 494-0998 for assistance with this process or refer to [their web site](#).

Experiencing Careers and the World

18. Become a VIC Ambassador!

The Purdue University Visitor Information Center is looking for students to become VIC Ambassadors. As an ambassador, you would give tours to graduate students, alumni, grade schools, and visitors, in addition to many other tasks. VIC Ambassadors promote Purdue, answer community members' questions, and learn the inside details about Purdue. Interested students should attend our call-out on **January 18, 2011** starting at 7:00 p.m. in ARMS B-061. If you have any questions, contact Josie Petty at jpetty@purdue.edu. For more information, [visit our website](#).

19. Student Representatives to Purdue's Board of Trustees Needed

The Purdue University Board of Trustees is the official governing body of the university. The Student Trustee has full voting rights just as the other nine trustees. The responsibilities of a Student Trustee include working with students, faculty, and staff to improve the university. This Indiana governor-appointed student will serve a two-year term on the Board. Other obligations include six meetings each year and numerous other events.

If you are interested in applying for this position, please attend the callout on Thursday, **January 20, 2011** at 7:30 p.m. in FRNY G-124. Applications are available on the Purdue Student Government (PSG) website at www.purdue.edu/psg or in Stewart G-6. Applications are due to the PSG office (STEW G6) by 4:00 p.m. on February 11, 2011.

For application questions, contact Jamie Steiner at jsteine@purdue.edu. For questions regarding the position and responsibilities, contact Tyler Teykl, Student Trustee, at tteykl@purdue.edu.

20. Study Abroad Deadlines Approaching

As the Study Abroad Office boldly asserts, "Make 2011 the year that you start seeing the world," and we couldn't agree more! Move quickly, because the deadlines to sign up for these travel adventures are fast approaching:

[Apply](#) by **February 1, 2011** for certain specific Summer opportunities and internships (view the list online).

[Apply](#) by **March 1, 2011** for most Summer Study Abroad programs, most Fall Semester/Academic Year programs, and Special Financial Aid for Study Abroad

There are many ways to learn more about your travel options with the Study Abroad Program. You could:

- Visit YONG 105 or call (765) 494-2383
- Browse the Study Abroad website: <http://www.studyabroad.purdue.edu>.
- Attend information sessions on specific travel opportunities: <http://www.studyabroad.purdue.edu/calendar/>.
- Attend walk-in information sessions on Mondays from 11:30 a.m. to 12:20 p.m. and Tuesdays from 3:30 p.m. to 4:20 p.m. in YONG 105. Learn all the ins-and-outs to studying abroad, including locations, courses, costs, and application requirements.

21. Spring Career Fairs

Spring is a great time to gather career and employer information, to update and clean up that resume, and to work on those interviewing skills. Fortunately, the [Center for Career Opportunities \(CCO\)](#) has programs to allow you to do all of these things and more. International students: Look for special workshops designed specifically for you!

Study hard! Spring break is only eight weeks away! If you would like to come in and just chat or have some specific questions answered, now is the best time of the year to meet with us. Call at (765) 494-0843 to make an appointment with your advisor.

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