



Undergraduate Studies Program Newsletter December 14, 2011

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 9, 2011. Please send comments and suggestions to usp@purdue.edu.

Here is what you will find in this December 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 6-digit "Alternate PIN" number. There are two ways to find it:

- On the form your advisor gave you during your registration session.
- On MyPurdue. Click on the **Academic** tab, and then click on **Registration PIN** (under the Registration Tools heading to the left). Finally, select **Spring 2012** for the term, then click on **Submit**.

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

Two key issues you'll want to watch for when dropping and adding courses over break:

- 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.
- Before you change the times of your courses, please check for 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. If there is an "R" in a grey circle on the far right of the page, click on it to view restrictions and pre-requisites.

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. 8). However, our office will be **closed** on the following official University holidays: **December 23, 26, & 30, 2011 and Jan. 2, 2012.**

Since many of our staff is on vacation during the Break, please have patience if you e-mail or call your advisor – we'll get back to you as soon as we are able. Call (765) 494-0843 if you have any questions.

4. Pay or Confirm Fees to Avoid Schedule Cancellation

Tuition and fees are due the first day of classes, January 9, 2012. As always, read the online tuition and fee statements carefully to learn about the various options for making your payment to Purdue.

For those who are mailing their tuition and fees through U.S. Mail, remember that **payment must be received, not postmarked, by the deadline on your bill.** Allow at least 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 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:

- Log-on to your [MyPurdue](#) account
- Select the "Financial" tab
- Click on "Registration Status/Enrollment Confirmation"
- 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 very well-written [Bursar FAQ](#).

5. Check for New Holds!

New holds are being added to students' myPurdue status continuously, so it is important to check often. Holds can occur because of unpaid tuition and fees, missing immunizations, or even parking tickets and library fines. **Even if you don't think you should have a hold, check anyway.** Holds 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.

6. Fall 2011 Grades Posted December 21

Grades will be visible on myPurdue starting at 9:00 a.m. on **Wednesday, December 21.** The best place to see both your grades and your academic status is on your transcript:

- Go to [MyPurdue](#).
- Click on the **Academic** tab, and then on **Online Transcript** (near the bottom of the left navigation)
- Your academic status (Dean's List, Semester Honors, Good Standing, or Probation) is located just above your grades.

Remember that unless parents are granted access to your myPurdue system, your grades will not be visible to them. A paper copy is NOT sent home. Therefore, **make sure that you share your grades with your parents or guardians.**

7. Making Schedule Changes due to Grades

After grades are posted, if you need to retake classes and re-arrange your schedule, please do this as soon as possible. Here are some questions to ask yourself as you change classes on your schedule:

- Are there pre-requisites for your current classes and do you now meet them? If not, you'll need to take yourself out of the class and either retake the pre-requisite course or take another course altogether. In early January, the Registrar will remove students from courses if they have not met the requirements, which can cause problems, so be proactive!
- Do I need a certain grade in course for my particular major? Although the default course grade to move to the next level in many classes is a D- or higher, many courses (MA 224, for example) require a higher course grade (C- in the case of MA 224). Departments can also set grade requirements that are higher than those listed on MyPurdue. 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).
 - 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 about course alternatives or how to interpret any of the information you've researched above, e-mail your advisor or call the USP office at (765) 494-0843.

8. What to Do If You Are on Academic Probation after Grades are Posted

Students at Purdue are placed on Academic Probation if either their semester OR their overall GPA falls below a certain level (1.5 for first semester freshman). Students then have one semester to raise their grades above a certain level or they are dismissed from the university. They cannot take courses at Purdue until they take courses elsewhere and are formally re-admitted to Purdue. Re-admission is not automatic.

Academic Probation happens for many different reasons and it's a critical time for students. Getting back on track is still possible, if proactive steps are taken early in the semester. To help our students on Academic Probation, we **require** them to complete our [Laying Tracks Program](#). This program helps students reflect on the previous semester and develop solutions to boost their GPA and their academic confidence.

The program consists of **five Academic Success Exercises and at least one meeting with your advisor**. If you are on Academic Probation, complete the [Academic Success Exercises](#) over Winter Break. Then call (765) 494-0843 to make an appointment with your advisor in the first two weeks of spring semester.

9. Study Skills "Paired Classes" Offered

Taking PSY 12000 or MA 15200 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 you need to succeed in these sometimes difficult classes. Contact your advisor for registration details.

10. Some Sophomores Must Make Plans for CODOing Out

Students who entered Purdue as beginning freshmen in USP in the Fall of 2010 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 2012 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 2012 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 9.

11. 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, located in our lobby. We'll send you a letter in case you want to opt out, but we hope you won't. We love to see our USP students succeed and think that everyone should know about it, too. Congratulations from USP!

12. Foreign Language Placement Test Schedule

Foreign Language placement tests in French, German, Japanese, Latin, Russian, and Spanish will be offered on **January 9 and 10, 2012 at 6:00 p.m. in Stanley Coulter Hall (SC), Room 231.** Placement tests 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 take these placement 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.

Information on the Arabic, American Sign Language, Chinese, Chinese Heritage, Greek, Hebrew, Italian, or Portuguese placement exams is available here:

<http://www.purdue.edu/usp/current/ForeignLanguagePlacement.shtml>.

13. 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.**

- [Mathematics and Chemistry advanced credit exams](#) will be offered on **January 5, 6, and 10, 2012.** 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, 22000, 22100, 24100, and 27200 exams](#) will be offered on **January 5 and 10, 2012.** 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. If you have taken COM 114 or are currently signed up for it in the Spring, you **cannot** take this credit exam.

14. Online Transfer Credit Database Facilitates Course Planning

If you are looking ahead to summer class scheduling, the [Transfer Credit Evaluation Database](#) is a great planning tool. It shows you whether a course taken at another university will transfer back to Purdue as a Purdue course equivalent. 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 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 for credit.

15. 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.

16. Resolutions for a Great Spring Semester

At the end of the fall semester, students often reflect and then 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. Most of these are free tutoring services:

- 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/images/WISP/Tutoring/2011-12%20wiep%20wisp%20tutoring%20program%20flyer%20updated%208-29-11.pdf>

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

Bookmark (and read) the [Spring Schedule Revision Calendar](#).

"I'm going to be more organized and a better student this semester!" Begin planning by 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' Get Involved site (Log in for the most options): <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/bvn/welcome.php>

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

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