



Undergraduate Studies Program Newsletter October 14, 2009 edition

Past issues can be found on the USP web site at <http://www.purdue.edu/usp/about/news.shtml>. Please send comments and suggestions to usp@purdue.edu.

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Looking Toward Spring (Registration)

1. Registration Dates to Know!

Monday, October 19: The Spring Schedule of Classes is available via myPurdue. Now is the time to:

- Review the Plan(s) of Study for your major(s).
- Plan out a tentative schedule using our Schedule of Classes Grid:
http://www.purdue.edu/usp/current/documents/schedulegrid_002.pdf.
- Research several time and course alternatives, especially if you are a freshman, in case of closed sections or schedule conflicts.
- Know the parts of your courses (lectures, labs, and recitations). Include all of these parts in your plan.
- Check for course restrictions or pre-requisites.

Monday, October 19: Time Tickets are available to all students on *myPurdue*.

- Time Tickets display the days and times you can register for courses on *myPurdue*. You will have about 4 days to register for classes. Then your Time Ticket “window” will close and you will not be able to make changes to your schedule until December 2.
- The approximate dates for access to myPurdue depend on your classification. Classification is determined by the number of credit hours you have **completed** and includes transfer and AP credit:
 - Priority: October 27 – 31
 - Seniors (90-105+ cr. hrs.): November 2-7
 - Juniors (60-89 cr. hrs.): November 9-14
 - Sophomores (30-59 cr. hrs.): November 16-21
 - Freshman (0-29 cr. hrs.): November 23-25 AND November 30- December 1
- All students will be able to modify their schedules December 2 – January 15.
- Register early within your Time Ticket “window” for the best course and time availability.

Tuesday, October 20: USP Students begin meeting with their advisors to plan course schedules.

- Students who have not completed their September Check-up or their Laying Tracks appointments **MUST** do so before a registration appointment will be scheduled.
- Call (765) 494-0843 to make a Spring 2010 scheduling appointment. Appointments cannot be made via e-mail. Our office is generally open from 8:00 a.m. – 11:45 a.m. and from 1:00 p.m. – 4:45 p.m.
- You will receive your registration PIN during your appointment. It is unique to this spring registration period. We will not give out registration PINs over the phone or e-mail.
- Bring a copy of the Plan(s) of Study for your major(s) and your tentative schedule to the meeting. Mark the courses you are currently taking on your Plan(s) of Study.

2. Preparing for Your Spring Registration Meeting

Before you meet with your advisor for Spring Registration, we strongly recommend that you:

- Log on to [myPurdue](#) and verify your local, home, and billing address and phone number, as well as your Emergency Contact Information.
- Check for holds and clear them as soon as possible. **You will not be able to register in myPurdue until the holds have been cleared.** Click on the “Academic” tab, and then on the “Registration Status” link. Resolve most holds by calling the Bursar at (765) 494-7570. Immunization holds will require that you contact the Purdue University Student Health Center at (765) 494-1838 to find out which shots you are missing.
- If you have not yet decided on a major, consider the following as you select classes for the next semester:
 - Explore majors by signing up for a 10000-level orientation class, if available.
 - Consider taking [GS 119: Introduction to Academic Programs at Purdue](#) (1 cr.) This course provides an overview of Purdue colleges, schools, and departments.
 - If you have not yet taken them, ENGL 10600 and COM 11400 are required for most majors. PSY 12000 is a good general elective and required for many majors.

- If you are planning to [CODO](#) in the spring semester, you should meet with an advisor from your new school/college or attend a CODO meeting in that school/college **before you register for spring semester classes**. Discuss which courses you might want to take in the Spring 2010 and bring a list of these courses with you to your USP registration meeting.

These suggestions on Spring Registration preparation are taken directly from our USP website. For more detailed information, please click on http://www.purdue.edu/usp/current/cur_registration.shtml.

3. Complete September Checkups and Laying Tracks before Registration

EDPS 10500 students! If you have not yet completed your September Check-up, you will not be able to sign up for a registration meeting until you have done so. Please contact your advisor for more information.

Students on academic probation! If you have not yet completed the Laying Tracks program, you must do so before you will be allowed to sign-up for a registration appointment. Laying Tracks helps you to reflect on past mistakes and put together a set of strategies and behavioral changes toward a successful fall semester. Print out and complete the five Academic Success Exercises: http://www.purdue.edu/usp/current/cur_laying_tracks.shtml. Then call **(765) 494-0843** to set up a one hour appointment with your advisor. Bring the exercises to your appointment.

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

Students who entered Purdue as freshmen in USP in Fall 2008 will need to make plans to CODO out to another school. Why? Because the Spring 2010 semester is your last semester with us! Ideally, you will want to CODO by the early part of spring semester so that you're eligible to register for Fall 2010 classes in your new College/School. Information about CODO requirements and advisors is available at <http://www.purdue.edu/usp/codo/procedures.shtml>.

5. Important Dates for Adding & Dropping Classes

Adding or Changing the Times of Courses:

September 23 – October 29 (Weeks 5 – 9): **Extenuating circumstances only**. Advisor, Instructor, and Department Head signature required. Take the signed Form 23 to HOVDE 45.

Dropping Courses:

September 22 – October 28 (Weeks 5 – 9): Take signed Form 23 to HOVDE 45.

Freshmen: Advisor signature required on the Form 23. A "W" grade will be recorded.

Sophomores and older: Advisor and Instructor signature required on the Form 23. Instructor will indicate if passing ("W") or failing ("WF"). Neither grade counts in the GPA.

8-week courses have different drop and add deadlines. Please consult this page for these deadlines and for refund percentages of tuition: http://www.purdue.edu/registrar/pdf/Fall_SchRev-2009-10.pdf.

6. Final Exam Schedules are Available

Now's the time to check your final exam schedule on **myPurdue** or from this website: http://www.smas.purdue.edu/academic_scheduling.shtml. If you have more than two exams on the same day, contact your instructors to reschedule the excess exam(s). It is your responsibility to make these

arrangements **before** the last week of regularly scheduled classes (i.e. before “dead week”). If none of the instructors will assist in rescheduling, contact the Office of the Dean of Students at (765) 494-1747.

7. Deadlines Approaching for Certain Majors

Nearly every major at Purdue requires some kind of CODO informational meeting before a student can officially CODO. However, some have special deadlines and additional requirements:

Krannert School of Management (includes Accounting, MGMT, Industrial MGMT, and ECON majors): The last day to CODO-in for the fall semester was September 25, 2009. However, CODO meetings for spring CODO-in will be held on Dec. 7 and Dec. 10:

http://www.krannert.purdue.edu/undergraduate/academics/codo/Meeting_Schedule.asp.

College of Liberal Arts: Dates for Spring CODO-in are available:

<http://www.cla.purdue.edu/academics/requirements/codo/to-cla.html>.

College of Education (includes Elementary Ed, Special Ed, and Social Studies Ed.): These are informational meetings, rather than CODO-in meetings, but they are required in order to CODO:

http://www.education.purdue.edu/advising/prospective_st/codo_info.html.

Selling and Sales Management major AND Hotel & Tourism Management major (both College of CFS): CODO informational meetings are required to be able to CODO:

http://www.cfs.purdue.edu/academics/undergraduate/student_services/codo.html. Note the deadline to apply for HTM (October 30). To be able to attend CODO meetings, students must have a 2.0 GPA and cannot be on probation.

First-Year Engineering: these CODO informational meetings are only held twice a month and they are filling up fast. Sign up online using your Purdue username and password at:

<https://engineering.purdue.edu/ENE/InfoFor/CurrentStudents/CODORequirementsforFYEP>.

Academic Resources Redux

8. Advanced Credit and Foreign Language Placement Exams

If you were not yet able to take foreign language placement exams or advanced credit exams, you have another chance to take them in November. Placement exams place you in a certain level of a course and can sometimes grant you credit in lower levels of the course. Advanced Credit exams grant college credit in a specific Purdue course in advance of actually taking the course – it is the equivalent of taking the final exam for the course.

Admission to all exams requires a **permission slip (Form 231) signed by your advisor and your Purdue ID**. Pre-registration is required for some tests. Details are below.

- Foreign language placement exams (pre-registration is **not** required):
http://india.fl.purdue.edu/SG_files/SG_placementexams.html
 - French, German, Japanese, Latin, Russian, or Spanish: November 11, 12, or 13 at 6:00 p.m. in SC 231
 - Arabic, Chinese, Greek, Hebrew, Italian, Korean, or Portuguese placement exam information available here: <http://www.purdue.edu/usp/current/ForeignLanguagePlacement.shtml>.
- American Sign Language (for ASL 102 placement only):
 - Students should take the test at an ITaP lab to make sure the videos play properly.

- Written test available on Blackboard (<http://blackboard.purdue.edu>) under “Purdue Non-Academic Campus.” Use your Purdue username and password to enter. Look for the “ASL 101 Challenge Test” section.
- After completing the online test, students will fill out an online form. The coordinator will contact the student to schedule the expressive portion of the test.
- Students who test out of ASL 101 do not receive credit for the course, even after taking ASL 102. This is different from the other foreign language placement tests at Purdue.
- Advanced Credit Exams:
 - Math, BIOL, and CHM: November 11 at 6:00 p.m. in PHYS 114. **Requires pre-registration:** <http://www.purdue.edu/odos/testingcenter/advancedcreditexams.php>.
 - PHYS 17200, 24100, & 27200: November 10 at 6:00 p.m. in PHYS 176. **Requires pre-registration:** https://www.physics.purdue.edu/academic_programs/courses/testout.php.
 - COM 11400: **Written exam:** October 19 or 22 at 7:00 p.m. in BRNG 2290. **Presentation:** Those who pass the written exam will be assigned a time and location for the follow-up persuasive speech which is scheduled for the evening of November 5. Procedures for this exam, as well as the text required, are available here: <http://www.cla.purdue.edu/communication/undergraduate/com114.shtml>.

9. GS 119 Offers “Major” Info for Purdue Students

GS 119 is a class that provides a good introduction to each of Purdue’s degree-granting colleges/schools and their majors. Visitors are welcome to attend any class except the last one! GS 119 sessions are held **Monday & Wednesday in SMTH 108 from 3:30 p.m. – 4:20 p.m.** For more information, contact the instructor, Chandra Holloway, in the USP office, Young Graduate House (YONG), 8th floor. The session schedule is located on the USP website at: <http://www.purdue.edu/usp/exploring/documents/GS119Fall2009Schedule-revised9-16-09.pdf>.

10. ESL Conversation Groups Help International Students

ESL (English as a Second Language) Conversation Groups are held daily in the Writing Lab, HEAV 226: <http://owl.english.purdue.edu/writinglab/esl>. This group helps international students improve their English speaking skills. For more information, contact Danielle Cordaro at <http://owl.english.purdue.edu/contact/writinglabeslcoordinator>. No need to make an appointment – just stop by!

- **Mondays:** 1:00 p.m. – 2:00 p.m.
- **Tuesdays:** 10:00 a.m. - 11:00 a.m.
- **Wednesdays:** 2:30 p.m. – 3:30 p.m.
- **Thursdays:** 2:00 p.m. - 3:00 p.m.
- **Fridays:** 11:00 a.m. - 12:00 p.m.

The Writing Lab also offers a Grammar Hotline (765-494-3723) and a Grammar Blog: <http://thegrammargang.blogspot.com/>.

11. Tutoring, Help Rooms, and other Academic Resources

Now that you’ve completed your first (and possibly second) round of exams, you might be wondering where you can get assistance on those tricky physics, mathematics, and biology problems. Fortunately, USP and

SATS have compiled a huge list of resources for you! Please click on these pages for our recommend list of resources: http://www.purdue.edu/usp/acad_resources_support/tutors.shtml and <http://www.purdue.edu/sats/AcademicResources.html>. As always, remember that consistency and early prevention is the key – study consistently and resolve small problems before they become too large to handle!

One free tutoring service that many students have not heard of is the WIEP-WISP free math and science tutoring offered in the Conference Room on the main floor of Earhart Hall. Their schedule and staff are listed on their website: <https://www.science.purdue.edu/diversity/women-in-science/tutoring/schedule>.

12. Getting Help When School Gets You Down

Obviously, it is pretty normal to get very nervous before tests, miss your family and friends, and feel a little overwhelmed with all of your schoolwork and new commitments. Sometimes, though, it can all get to be a little too much to handle. That's when it's time to let someone else know about it. Purdue University offers many places where students can seek solutions to problems such as homesickness, academic difficulties, and even depression. Here are few resources for you if life is getting you down:

- **Office of the Dean of Students Counseling Services:** <http://www.purdue.edu/odos/counseling/welcome.php>. Counseling, as a profession, focuses on helping people with everyday problems develop practical solutions. Call for an appointment at (765) 494-1747 or visit them in SCHL 207. Their website also has a lot of information on it about different problems you may be encountering right now.
- **Counseling and Guidance Center:** <http://www.edst.purdue.edu/CD/Psychology/PCGC.html>. This center offers counseling and career testing for students and community members. Call (765) 494-9738 to make an appointment.
- **Counseling and Psychological Services:** <https://www.purdue.edu/caps/>. This multi-service center has several locations: PSYC, PUSH, Vawter Hall, and LYNN. Please call (765) 494-6995 for information or to set up an appointment.
- **Crisis Center:** <http://www.lafayettecrisiscenter.org/>. Located in Lafayette and serving the community and Purdue students 24 hours a day, 7 days a week. Call (765) 742-0244.

Remember that your family and your advisor are also there for you to talk to and to support you every step of the way!

Educational, Employment, and Travel Opportunities

13. Upcoming Career Fairs

For information about upcoming job fairs (called “career fairs” at Purdue), visit this website: <https://www.cco.purdue.edu/Student/>, click on the **Campus Career Fairs** link in the far right column under “CCO Connections.” Although it may seem counter-intuitive to many students, most of the large job fairs actually occur in the fall. Take the opportunity to visit one today for great information about companies!

14. Walt Disney College Program Recruiting for Internships

Interested in a paid internship with magic? The Disney College Program is currently recruiting for students interested in internships starting in January 2010. The next informational presentation will be held on **Wednesday, October 14 and Thursday, October 15, from 7:00 p.m. – 8:30 p.m. in EE 270**. Campus reps will be available during these presentations. Information on what to bring to the session and dates for other Purdue sessions are available here: <http://web.ics.purdue.edu/~disneycp/events.php>.

If you cannot attend this presentation, please watch it online at www.disneycollegeprogram.com/epresentation/. You can also visit the Purdue Disney College Program website: <http://www.purdue.edu/disneycp>. Questions regarding the program can be e-mailed to Frank Garofalo at frankg@purdue.edu.

15. Campus Student Employment Available

If you are looking for an on-campus job with flexible hours, look no further than University Residences, the Purdue Memorial Union, Food Stores, or Elliott Hall of Music. According to the Housing & Food Services website, nearly 1500 student jobs are available. For information on opportunities, please search their website at <http://www.housing.purdue.edu/HTML/Dining/StudentEmployment.htm>.

Campus employment listings are also available through the Student Employment Services offered through the Division of Financial Aid: <http://www.purdue.edu/dfa/studentjobs.php>. The jobs listed are a mix of work-study and regular employment opportunities.



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