

Undergraduate Studies Program (USP) Newsletter

July 14, 2009

Welcome to all Boilermakers, both beginning and continuing, to the special summer edition of the USP Newsletter!

Here's what you'll find in this edition of the USP Newsletter:

1. Welcome to Purdue!
2. Strategies for Great Schedule Changes
3. Common Reading Reminder
4. Clear up Holds to Avoid Schedule Cancellation
5. Keep in Touch with Your Advisor!
6. Confirming your Tuition and Fees! (Also known as Paying Your Bill!)
7. Advanced Credit and Foreign Language Placement Exams
8. What Can You Do to Prepare for the fall?
9. USP FAQ – the Questions You Want Answered!

1. Welcome to Purdue!

We sure hope you are excited to join us in August! For those who came to STAR, we hope you had an enjoyable day and got most of your questions answered. For those who were unable to attend STAR, please be sure to contact your advisor to set up an appointment to meet when you arrive on campus.

2. Strategies for Great Schedule Changes

If you are intending to drop, add, or change the time of a class, here are our recommendations for smooth schedule changes:

- Between July 13 – 15, beginning first-time and transfer students will be making time changes on *myPurdue*. On July 20, *myPurdue* re-opens to everyone for schedule modification through the end of the first week of classes. To prevent problems later on, please make all of your course changes before the first day of classes (Aug. 24).
- E-mail your advisor if you intend to drop a course and/or add a completely new one. He or she will help you make sure that the course fits into your plan(s) of study and is appropriate for you to take. If you are planning to change the time of a class, you do NOT need to let your advisor know!
- Check to see when your password is going to expire so you can change it in time. Your password expires every 120 days. You can either change it on *myPurdue* or through the Secure Purdue site at <http://www.purdue.edu/securePurdue/>.
- Your **Alternate PIN** is the five-digit number given to you during your meeting with your advisor. You will need it to make any changes to your schedule. If you have forgotten what it is, refer to your Advisor Schedule Recommendation sheet or look in *myPurdue* under Student Tab->Registration menu->"Display Registration PIN" link. Please do not call the USP office or e-mail your advisor for this PIN.

Below are some general guidelines you'll want to follow when making schedule changes:

- In *myPurdue*, changing a course time requires dropping all of the parts of a course and then re-adding them. Please make sure that there is space in all the parts of the course you are attempting to add before you drop your old times. There are no “go-backs” on *myPurdue*.
- In addition, if a course has a co-requisite, the computer will require that you drop all the parts from BOTH classes and re-add them, even if you want to change the time for only one of those courses. This is especially true for MA 16100, 16500, or 22300 (all Calculus) and CHM 11500 (MA and CHM are co-requisites, i.e. they must be taken together). Again, make sure all the parts of BOTH classes have space in them before you drop and add. When you re-add the courses, add MA first and then CHM.
- Please do not drop or change the times of EDPS 10500, USP 90000, REG 92000, and USP 90200 (if you are registered for them). These courses are required for you to remain a USP student.
- Use the Look Up Classes feature in *myPurdue* to check on course pre-requisites and seat availability before making any changes to your schedule. The course pre-requisites and restrictions are listed at the bottom of a page, after clicking on the title several times.
- Keep your credit load between 12 and 18 hours. Going below 12 credit hours makes you a part-time student (which could endanger financial aid, insurance coverage, etc.), while going above 18 credit hours is not allowed under Purdue policy without special permission from the USP Director.
- If you have problems accessing, or need help using, myPurdue, contact the ITaP Customer Service Center at: itap@purdue.edu or by phone at (765) 494-4000.

3. Common Reading Reminder

Beginning and summer transfer students are reminded to take some time this summer to read their Common Reading book, *Stealing Buddha's Dinner*, by Bich Minh Nguyen. This compelling memoir was handed out to you during your STAR check-in. Over the year, you'll be encouraged to discuss and reflect on the themes and topics of this book in many freshman classes and during sponsored extra-curricular events. We also invite you to join the “2009 Purdue University Common Reading Project” Facebook group to share your insights and feedback. Updated information about the Common Reading Project will be given during the Common Reading Orientation on August 23 (see REG 92000 on your schedule for location and times). Don't be left out of the discussion . . . read your copy of *Stealing Buddha's Dinner* this summer!

4. Clear up Holds to Avoid Schedule Cancellation

Please check *myPurdue* or your Purdue e-mail to see if you have any holds. A **hold** is a lock put onto your schedule by the Registrar's office, preventing you from adding, dropping, or making any changes to your classes. A hold is issued if you owe money (for housing, tuition, parking tickets, or library fines) or if you are missing required immunizations (shots). A hold on your record past the end of the first week of classes can also result in complete schedule cancellation. Re-registration can be complicated and expensive (late fees, lost classes, etc.), so please clear your holds as soon as you are notified.

5. Keep in Touch with Your Advisor!

Here are a few items to keep in mind when contacting your advisor:

- To make a face-to-face or phone **appointment** with an advisor, you will need to **call** the USP main desk at **(765) 494-0843** (no e-mails, please).
- Appointments are appropriate when you have questions that cannot be answered through a brief e-mail exchange, such as change of major, registration, or personal and academic concerns. If possible, appointments should be made at least 24 hours from the time you would like to meet or phone. This gives the advisor time to prepare to meet with you.
- Our office is open Monday through Friday from **8:00 a.m. to 11:45 a.m.** and from **1:00 p.m. to 4:45 p.m.** Note that we are closed over the noon hour for lunch (11:45 a.m. to 1:00 p.m.). Remember that we are on Eastern Daylight Time. Advisors typically do not check phone messages or answer e-mails in the evenings or over the weekend.
- Each advisor will have a preferred form of regular communication with their advisees. For many, it may be e-mail, but some prefer to talk with their advisees in person or over the phone. Please watch for an initial e-mail from your advisor as fall semester approaches.
- Once you are on campus, get into the habit of checking your Purdue e-mail at least twice a day. All Purdue offices use only Purdue e-mails to communicate information to their students. This includes the USP Newsletter, financial aid and *myPurdue* updates, as well as upcoming events.
- If you call the main USP desk and reach our voicemail, please leave your first and last name and local phone number where we can reach you. **We cannot return calls to long distance cell phone numbers**, so please leave a local phone number or call back in five minutes.

6. Confirming your Tuition and Fees

Recently, Purdue's bill collection process has moved entirely onto *myPurdue*. Students (and parents, if they are made "Authorized Users") can view their tuition, fees, and housing bills (called an **eBill**) and pay for them via *myPurdue* directly or sign up for an installment plan. The Bursar has designed a one-page Q&A handout that discusses **eBills** in more detail:
<http://www.purdue.edu/Bursar/PDF/ebill.pdf>.

If your parents are paying the bills, make them "Authorized Users" by visiting the "Manage My Account" site, found underneath the "Financial" tab in *myPurdue*.

An e-mail will be sent to you and any Authorized Users assigned to your account in mid-to late-July informing you that your **eBill** is available on *myPurdue*. If you don't receive an e-mail about your **eBill** by August 1, please contact the Bursar's Office at (765) 494-7570.

Even if financial aid and other sources have reduced your balance to "\$0.00", you will still need to complete your Enrollment Confirmation via your *myPurdue* account by clicking on the "Registration Status/Enrollment Confirmation" link. If registration requirements are satisfied you will get a **green** confirmation message; if requirements are incomplete, you will receive further instructions in **red**.

7. Advanced Credit and Foreign Language Placement Exams

At Purdue, there are several ways to earn college credit in specific Purdue courses.

The **Foreign Language (FLL) Placement exams** help you determine the best level of a specific foreign language to take at Purdue. They can also sometimes grant credit. To continue a language taken in high school, students must first complete a FLL Placement exam.

- To take any FLL Placement exam, you will need **your Purdue ID and a permission form (Form 231) available from and signed by your advisor**. No pre-registration is needed – just walk into the appointed room at the appointed time.
- FLL placement exams in Spanish, French, German, Latin, Russian and Japanese will be offered on **August 19, 20, 21, and 24, 2009 at 6:00 p.m. in Stanley Coulter (SC), room 231**. These exams each last about 20-30 minutes.
- The Chinese Placement exam is longer – about 2 hours – and only offered on one day. The exam will be held on **August 24 from 7:00 p.m. to 9:00 p.m. in Stanley Coulter (SC), room G-030**.
- For information on other language placement tests (ASL, Korean, Chinese Heritage, Arabic, etc.), visit <http://www.purdue.edu/usp/current/ForeignLanguagePlacement.shtml>.
- Students placing into the 20100 (sophomore) or higher level of a foreign language will receive credit for the 10200 and 10100 levels (6 credits). Students placing into the 10200 level of a language would need to complete and pass that class. Then they would receive college credit for both the 10200 and 10100 levels.

The **Purdue Advanced Credit exams** allow students to earn Purdue credit in a specific Purdue course before taking the actual course.

- Advanced Credit Exams in Math, Biology, and Chemistry **require pre-registration** on the Testing Center site: <http://www.purdue.edu/odos/testingcenter/advancedcredit.htm>. The registration site is generally closed 12-24 hours prior to each testing session. **An advisor-signed permission Form 231** and a **Purdue ID** is also required for exam entrance.
- Math exams can also be taken during the semester by contacting the Math Department in Room 242 of the Math Building.
- Exam scores currently take 3-5 business days to be available to students.
- Mathematics, Chemistry and Biology advanced credit exams range in length from 2 hours (Math) to 3 hours (Chemistry and Biology):

<u>Date</u>	<u>Time</u>	<u>Location</u>
August 19, 2009	1:00 p.m.	WTHR 200
August 20, 2009	8:00 a.m. & 1:00 p.m.	WTHR 200
August 21, 2009	8:00 a.m. & 1:00 p.m.	WTHR 200
August 25, 2009	6:00 p.m.	WTHR 200

Links to practice exams and calculator restrictions for Math and Chemistry are available at <http://www.purdue.edu/odos/testingcenter/advancedcredit.htm>.

- The Physics Advanced Credit and the COM 114 Advanced Credit exams do NOT require pre-registration. To be admitted to any of these exams, **you must have your Purdue ID and a permission form (Form 231)**, available from and signed by your advisor.

- The Physics Advanced Credit Exams (PHYS 17200, 24100, & 27200) will be offered in late August. The exams are 4 hours long and pre-registration is NOT required:

<u>Date</u>	<u>Time</u>	<u>Location</u>
August 21, 2009	1:30 p.m.	PHYS 176
August 25, 2009	6:00 p.m.	PHYS 176

Practice exams and calculator restrictions are available for the Physics exams at http://www.physics.purdue.edu/academic_programs/courses/testout.shtml.

- The COM 11400 (Public Speaking) Advanced Placement exam is comprised of two parts: a written test of knowledge about public speaking, and a persuasive speech of 6 – 8 minutes given before a panel of judges. **A signed permission Form 231 and a Purdue ID is required.** For more information about the exam and the location of the textbook needed to prepare for the exam, read the section entitled “Examination for Credit” at <http://www.cla.purdue.edu/communication/undergraduate/com114.shtml>. Fall 2009 exam dates should be posted shortly.

8. What Can You Do to Prepare for the Fall?

- Read the “College Preparation” section on the USP website to make sure you aren’t forgetting anything! <http://www.purdue.edu/usp/prospective/prepforcollege.shtml>
- Check your Purdue e-mail account at least once a week during the summer for updates: <https://webmail.purdue.edu/>. Also keep in mind that USP advisors are available most of the summer to answer questions via e-mail or phone. To set up a phone or in-person appointment, please call the USP front desk at **(765) 494-0843**.
- Contact your roommate this summer, introduce yourself, and figure out who’s bringing what! Early communication can cut down on roommate conflicts later.
- Begin researching tutors for difficult classes. Tutors are students, too, and their schedules fill up very early in the semester. Links to departmental help rooms, tutor lists, and general study skills help can be found on the SATS website at <http://www.purdue.edu/sats/AcademicResources.html>.
- Check *myPurdue* for your updated Fall 2009 schedule a few days before classes begin. We suggest that you print out the “Week-at-a-Glance” version and tape it to the inside of your Mortar Board or day planner.
- Start researching student organizations and club sports! A list of active student organizations can be found at <http://www.purdue.edu/odos/sao/student/organizations.htm>. Call-outs are usually held the first or second week of classes and are often listed in the Purdue Mortar Board (available at Wal-Mart, Target, and bookstores on campus).
- USP has two student organizations that you should consider joining: **USP Ambassadors** and the **USP Student Council!** Information on these student organizations can be found at <http://www.purdue.edu/usp/current/index.shtml>. The links are in the left-hand column.

9. USP FAQ – the Questions You Want Answered!

Looking for an answer? We bet you’ll find it here: <http://www.purdue.edu/usp/helpful/index.shtml>

“On my schedule, some of my classes are listed more than once. Is this a mistake or do I have to attend all of them?”

What you may be seeing are the parts of the course. In the example above, MA 15900 has two parts to it: the lecture and the recitation. Because these parts are probably held on different days, times, and locations, the computer lists them as separate events, but both parts of the class must be attended to earn full course credit.

“There are these classes on my schedule called REG 92000, USP 90000 and 90200. What are they? Do I have to go to them?”

REG 92000, USP 90000 and 90200 do not indicate classes, but are reminders of events.

USP 90000 is a mandatory USP Orientation Session held on **August 23 from 1:30 – 2:30 p.m. in CL50 224**. At this orientation, you will meet several of our USP Ambassadors and Student Council members. It is also a chance for you to ask your advisor any last minute questions before classes start.

REG 92000 is a mandatory Common Reading Orientation Session held on **August 23 from 2:45 – 4:00 p.m. in the Elliott Hall of Music**.

USP 90200 indicates a time block that we use to supplement EDPS 10500. It is not a class and should not be attended until after students meet in EDPS 10500 for the first time. Because we cannot cover all of the details about Purdue majors in EDPS 10500, we block out time in students' schedule for them to attend portions of GS 11900, a course that specifically introduces Purdue majors.

“When do I buy my textbooks? Is better to order them now or wait until classes begin?”

To research course textbook requirements, visit <http://www.purdue.edu/VPSS/textbooks/textbooks.php>

Some things to consider:

Most professors do not expect students to have books on the first day of class and some, like **ENGL 10600** or **ENGL 10800**, ask that you wait until after the first day of classes to purchase them. If you are looking for used copies or want to review a text before classes begin, however, buying certain books ahead of time is not a bad idea. This is true for courses that will use the same textbook in all divisions, such as some math and science.

Unlike many universities, we do not have an official “Purdue bookstore,” but rather a set of competing bookstore chains: Follett's (<https://www.efollett.com/>) and University Bookstore (<http://www.purdueu.com/>). Both chains have several locations on campus and full-service websites, so you could place pre-orders for books and then pick them up during Boiler Gold Rush (BGR). Another option is to buy textbooks through independent book seller sites, such as Amazon, Barnes and Noble, or through a price comparison site, such as <http://www.bestwebbuys.com/books/>.

If you add courses, or change the times of your course, and have books you don't need, bookstores will give you a full refund within the first week or so of school. Refunds require that have the receipt, have not marked or written in the book, and have not broken the shrink wrapping, if the book came with it. To prevent wasted dollars, confirm the bookstore's or book site's return policy before making your purchase.

“Do I need a textbook for EDPS 10500? I don’t see it in the bookstores.”

EDPS 10500 requires a “course pack” and a copy of the Mortar Board, Purdue’s day planner and organizer. The Mortar Board lists Purdue events, holidays, library hours, and call-outs dates. It is available from all bookstores on campus as well as from our local Wal-Mart, Meijer, or Target stores. It can be purchased now or during BGR. The EDPS 10500 course pack is in the process of being updated for this semester. Information about its purchasing location will be released before school begins in August.

We hope you are having a fantastic summer! We will see you in the fall!



Undergraduate Studies Program (USP)

Young Hall, 8th Floor

(765) 494-0843

usp AT purdue DOT edu

<http://www.purdue.edu/usp>