

Undergraduate Studies Program (USP) News – May 4, 2009

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### **Final Exam Information**

#### **1. Resources for Studying & Taking Final Exams**

Studying for final exams is a time-consuming process that can produce mixed results if not done properly. If you’d like some ideas about how to make effective use of your studying time, check out this web site: <http://www.honors.ucr.edu/finals.htm>. Printable handouts and Power Points, such as “Surviving Finals Week,” are also available near the bottom of Purdue’s Academic Success Center page: <http://www.cla.purdue.edu/asc/studentssupport/handouts/>.

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#### **2. Libraries Open Extended Hours for Studying**

Need a quiet place to study for finals – how about the library? Some of the larger libraries, such as the Undergraduate, Engineering, HSSE, and the MGMT libraries, will have extended hours during finals

week. Some will even be open 24/7! For a complete listing of hours, click on <http://www.lib.purdue.edu/libraries/hours/ExtendedHoursSpr09.html> . Don't forget to visit UnderGrounds coffee bar in the HIKS library for some studying sustenance!

\*\*\*\*\*GOOD LUCK ON FINALS!!!\*\*\*\*\*

## **Summer & Fall 2009 Registration Information**

### **3. Need to CODO Out? Do It Soon!**

Students who started USP as a freshman 4 semesters ago (Fall 2007) **and** CODO-in or transfer students who have reached their limit of credit hours must CODO out of USP as soon as possible. You will not be able to register with USP for the Fall 2009 semester.

Links to CODO procedures, minimum requirements, and advising office locations are available to at <http://www.purdue.edu/usp/codo/index.shtml> . Most schools require a CODO meeting or a meeting with the advisor of your new school, so schedule this before you leave campus for summer.

### **4. Summer & Fall Registration Continues**

It is still not too late to register for the Fall or Summer 2009 courses. To schedule an appointment with your advisor to discuss courses, contact the USP office at (765) 494-0843. Because of dwindling courses spaces, you may need to choose multiple alternative courses, so please review your plan(s) of study before meeting with your advisor.

If you are on academic probation and have not completed Laying Tracks (and are not CODO'ing for the summer or fall), you will still need to complete your Laying Tracks exercises and appointment before you can register for courses. Laying Tracks exercises are located at [http://www.purdue.edu/usp/current/cur\\_laying\\_tracks.shtml](http://www.purdue.edu/usp/current/cur_laying_tracks.shtml).

### **5. MyPurdue Summer Drop, Add, and Modify Deadlines**

MyPurdue registration will be closed to continuing students during beginning freshman registration (STAR), June 6 noon – July 20. It will re-open (for Fall 2009 registration only) at 8 am on July 20 and remain open through August 30 at midnight.

MyPurdue summer registration will close on Tuesday, July 14 at midnight. Specific drop and add dates for summer are listed here: [http://www.purdue.edu/registrar/Calendars/Schedule\\_Revision\\_Ca.html](http://www.purdue.edu/registrar/Calendars/Schedule_Revision_Ca.html). This includes both 4-week Maymester (Module 1) and 8-week Regular Summer Session (Module 2 + 3) deadlines.

### **6. New Transfer Credit Policy Affects Course Retakes**

On April 20, the University Senate voted to discontinue the practice of allowing equivalent transfer credits from other universities replace grades at Purdue. This change will begin in the Fall 2009 semester. Those students who are taking summer courses and intend to replace Purdue grades will still be able to do so if summer transcripts are submitted before the Fall 2009 semester begins. **Students are**

**urged to work closely with their summer schools to have a transcript sent to Purdue as soon as possible after the end of the semester.** Students not returning until spring will NOT be able to use course credit from this summer to replace current grades.

## **7. Online Summer Course Options**

During the Regular Summer Session (June 15 – August 7), some summer courses will be offered online! Online courses can be useful to the student who cannot attend Purdue's campus this summer, but who wants to earn both grades and credit.

First, determine whether you would do well in a distance education course. These courses are far from "easy" because they require self-teaching, motivation, and time management skills. In addition, tutoring is often unavailable during the summer.

Distance education courses are available on the Continuing Education Student Learning Center site at <https://www.continuinged.purdue.edu/distance/pdf/PurdueCourses.pdf>. A "30" by the course means it will be offered in Summer 2009, while a "10" means it will be offered in the Fall 2009. If the course is listed in **bold**, then you can register for it directly on myPurdue. If it is not, then another university is sponsoring it and you will need to take these steps to register:

- Meet with your advisor to discuss courses and pick up a Form 23 (registration form)
- Print and fill out an ICN Form, available here: [https://www.continuinged.purdue.edu/distance/pdf/ICN\\_REGISTRATION\\_FORM.pdf](https://www.continuinged.purdue.edu/distance/pdf/ICN_REGISTRATION_FORM.pdf).
- Take both Form 23 and ICN Form to the Continuing Education office in STEW G-34.
- Pre-pay for the course via myPurdue or through the Bursar.
- All registration, drops and adds, and exams are coordinated by Continuing Education. Exams for the course are usually taken at an approved site close to your home.

For complete information about distance education courses, including course listings and Continuing Education Student Learning Center office hours, please consult this page:

<https://www.continuinged.purdue.edu/distance/students/>.

## **8. Summer Registration at Purdue's Regional Campuses**

At this point in the semester, all of Purdue's Regional Campuses (IUPUI, IP-Fort Wayne, Calumet, and Purdue North Central) have visited the West Lafayette campus to register interested students. However, you can still register for summer classes with these campuses by contacting their admissions offices. Information about each regional campus, including class schedules, is available at [http://www.purdue.edu/usp/current/cur\\_xfer.shtml#regionals](http://www.purdue.edu/usp/current/cur_xfer.shtml#regionals).

Official Purdue transcripts, if needed, are available from the desk (kiosk) in front of HOVDE 45 with a Purdue ID. There is no charge for ordering transcripts and sealed transcripts can be sent directly to an admissions office, if you provide the address.

## **9. Taking Summer Courses at a College Outside of the Purdue System**

If you are planning to take summer courses at another educational institution, including Ivy Tech, be sure to fill out a transfer credit evaluation form (CTR Form 5) as soon as possible. This CTR Form 5 is available from the Credit Evaluation Office in SCHL 108. It helps you check how a course taken elsewhere will transfer back to Purdue, thereby preventing wasted time and money!

You'll need one form per college you are investigating, though you can check multiple courses from that college on one form. Simply go to your summer college's website, find the course(s) that seem equivalent to the Purdue course(s) for which you want credit, and put all the possibilities on the form. You might even want to look up the Purdue course description in Look Up Classes for comparison.

**If you are taking courses in the U.S., return the CTR Form 5 to SCHL 108. If you taking courses outside of the U.S., return the form to SCHL 136, the International Students and Scholars office.** Either way, you will receive notice of your course transferability within one to two weeks.

## **Announcements**

### **10. Course Textbook Requirements Online**

There are several great ways to research your Summer and Fall 2009 semester textbooks online. The Follett's and University Bookstore sites include the new and used prices for comparison shopping:

- VPSS Textbook Listings: <http://www.purdue.edu/VPSS/textbooks/textbooks.php>
- Follett's: <http://www.efollett.com/>
- University Bookstore: <http://www.purdueu.com/>

### **11. Fastweb.com Connects Students with Potential Scholarships**

Fastweb.com (<http://www.fastweb.com/>) is a nationally known scholarship company that provides a free scholarship matching service. By entering your personal profile, Fastweb will do a search to see if you match the eligibility requirements for over 600,000 private scholarships listed in their database. You can also have Fastweb.com e-mail updated scholarship and internship opportunities directly to you. You must then follow up with the scholarship agency via paper application or e-mail as instructed. Be sure to list "Purdue University" as your current school in order to be matched with scholarships specifically for Purdue students!

## **Summer 2009 and Beyond**

### **12. Make Schedule Modifications Early in the Summer**

If you need to retake a course due to Spring semester grades and have questions, please contact your advisor via e-mail or by phone at (765) 494-0843. **Do not wait to make these changes!**

If you only need to change the time of a class, please try to do this before the first day of classes (August 24). Many multi-part courses may be very difficult to change and may require a Form 23 to be taken to the Registrar to re-add them. In consequence, you may lose your space in the class altogether. Therefore, please make time changes before the first day of classes!

### 13. Summer Advisor Schedules

Unlike high school teachers, academic advisors (and most university staff) do not take summers off. While some staff members may be on vacation at various times over the summer, there will always be someone available to talk with you during regular University business hours (8:00 a.m. – 11:45 a.m., and 1 p.m. - 4:45 p.m., Monday - Friday). We may also have limited afternoon hours during STAR (formerly Day on Campus), June 16 – July 2. Please don't hesitate to contact us with any questions!

### 14. Spring Semester Grades Available on myPurdue Wednesday, May 13

Grades are due to the Registrar by 5 pm, Tuesday, May 12, so they should be visible on myPurdue as early as the morning of May 13. On myPurdue, select the "Student" folder, and then click on "Student Records" to find your Academic Transcript. Spring 2009 grades will be posted there.

### 15. Advanced Credit Exams & Placement Tests

Purdue offers Advanced Credit exams in Biology, Chemistry, Math, Communication, and Physics, plus placement tests in nearly all of our foreign languages. In order to take these exams, you must have an Exam Authorization Form (Form 231) signed by your academic advisor. In addition, you cannot have taken the actual college class or the placement test before. You can take most of these tests only once.

BIOL, CHM, MA: <http://www.purdue.edu/ODOS/testingcenter/advancedcredit.htm>

Online pre-registration is required for these tests, as well as a Form 231 from your USP advisor.

PHYS: [http://www.physics.purdue.edu/academic\\_programs/courses/testout.shtml](http://www.physics.purdue.edu/academic_programs/courses/testout.shtml). No online pre-registration is needed, but a signed Form 231 from your advisor is required.

Foreign Language (Spanish, French, German, Latin, Russian, and Japanese):

[http://india.fll.purdue.edu/SG\\_files/SG\\_placementexams.html](http://india.fll.purdue.edu/SG_files/SG_placementexams.html). No online pre-registration is needed, but a signed Form 231 from your advisor is required. Credit is given at second year placement and higher (i.e. 20100 level placement yields college credit in 10100 and 10200).

Foreign Language (Chinese, Chinese Heritage Speaker): contact Prof. Daniel Hsieh ([dhsieh@purdue.edu](mailto:dhsieh@purdue.edu)) to set up a placement test.

Foreign Language (Korean Heritage Speaker – placement only, no credit): contact Prof. Song No ([sno1@purdue.edu](mailto:sno1@purdue.edu)) to set up a placement test.

COM 114 (Public Speaking): This credit exam has two parts - a written exam and a speech presentation: <http://www.cla.purdue.edu/communication/undergraduate/com114.shtml>. Make sure to read the two links containing "further explanation of procedures." The textbook is available for browsing at the Hicks Undergraduate Library. A signed Form 231 from your advisor is required.

**Have a Great Summer!**

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