



PRE/BATCH REGISTRATION

Definitions

Pre-Registration/Batch Registration

- The process by which students build course requests and submit to UniTime using the Course Request Form. UniTime gathers all course requests and applies it to its optimization algorithm to minimize course conflicts, minimize travel times, accommodate space constraints, faculty requirements, and in an equitable approach across the student body.

Time Ticket/PIN

- An assigned timeframe when a student can enroll/modify courses for a particular semester. Time tickets are based upon total credit hours earned and other criteria. Time Tickets are used in conjunction with a 6-digit randomly assigned PIN that allows the student access into the UniTime Scheduling Assistant only during open registration. Professional/Graduate students will use this process to register and do not use Pre-Registration.

Pre-Registration Simulations

- Once the schedule of classes is published each semester, UniTime will start running nightly simulations in the Batch Solver Dashboard. The simulations provide course enrollment projections, an estimate of what courses a student might be assigned, and assist in problem solving prior to the final batch run.

Definitions

Advisor Course Recommendation Form (Advisor CRF)

- A web form in UniTime that advisors use to submit a list of courses and alternate courses in priority order that is shared with the student. The Advisor CRF will then auto-populate the student's CRF.

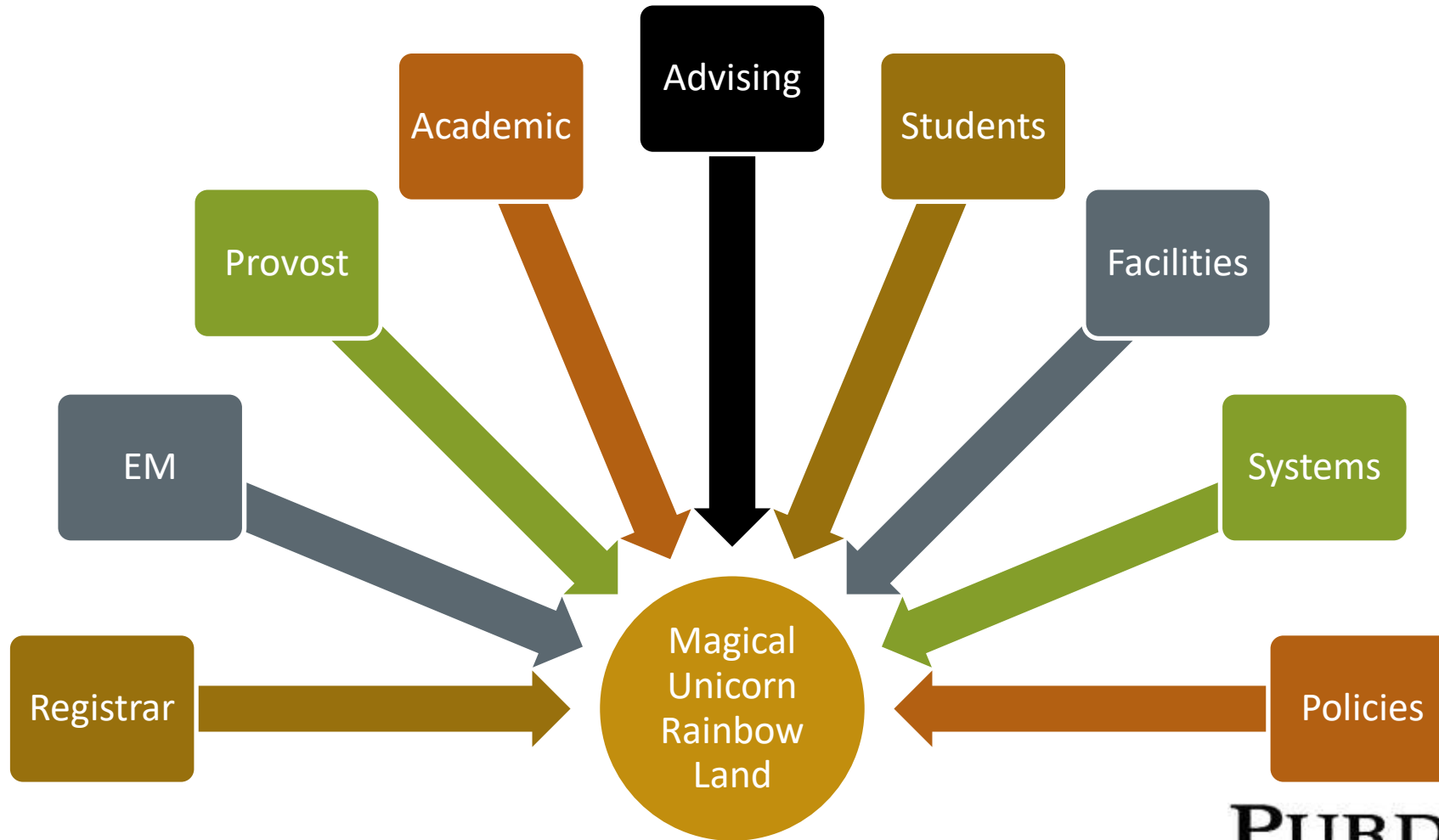
Course Request Form (CRF/Student Course Request Form)

- A web form in UniTime that students use to submit a list of courses and alternative courses in priority order that are ultimately fed into an optimized scheduling algorithm that attempts to satisfy each individual student's request while attempting to do the greatest good for the greatest number in terms of meeting student demand for courses.

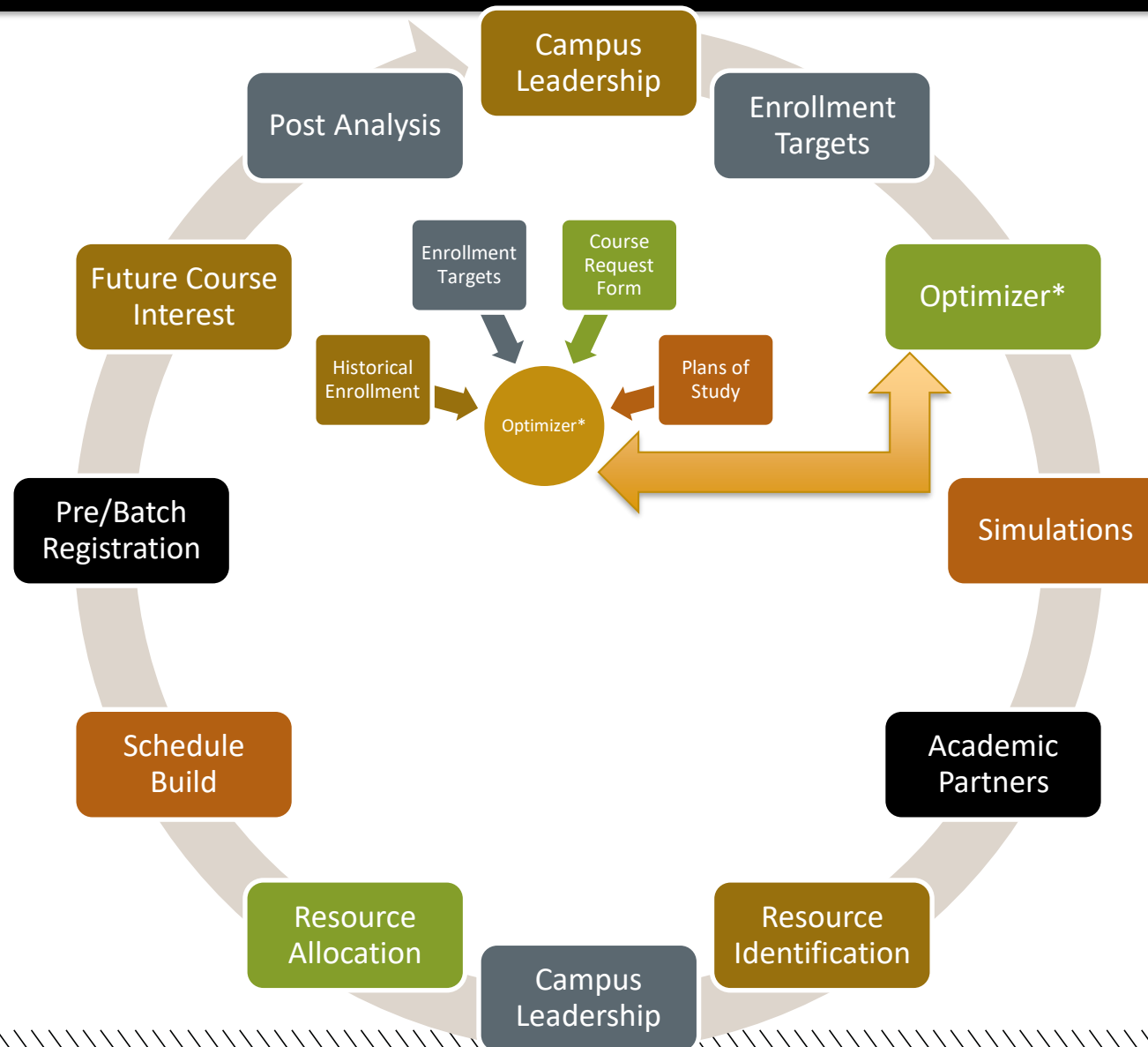
Critical Course (Milestone Course)

- A course that a student must be able to pass to persist and succeed in a particular major. This definition assumes student must be successful in passing the course. Additionally, this definition includes a course that must be completed by a given semester in order to progress towards degree completion or a service course offered outside of the student's home college where space is limited.

Campus Informed Process



Course/Enrollment Optimization Approach



✈️ Depart: IND → MCO

Indianapolis, IN - IND to Orlando, FL - MCO

[Government taxes & fees included](#)
All fares are rounded up to the nearest dollar.

\$

Points

TUE
Jun 15

WED
Jun 16

THU
Jun 17

FRI
Jun 18

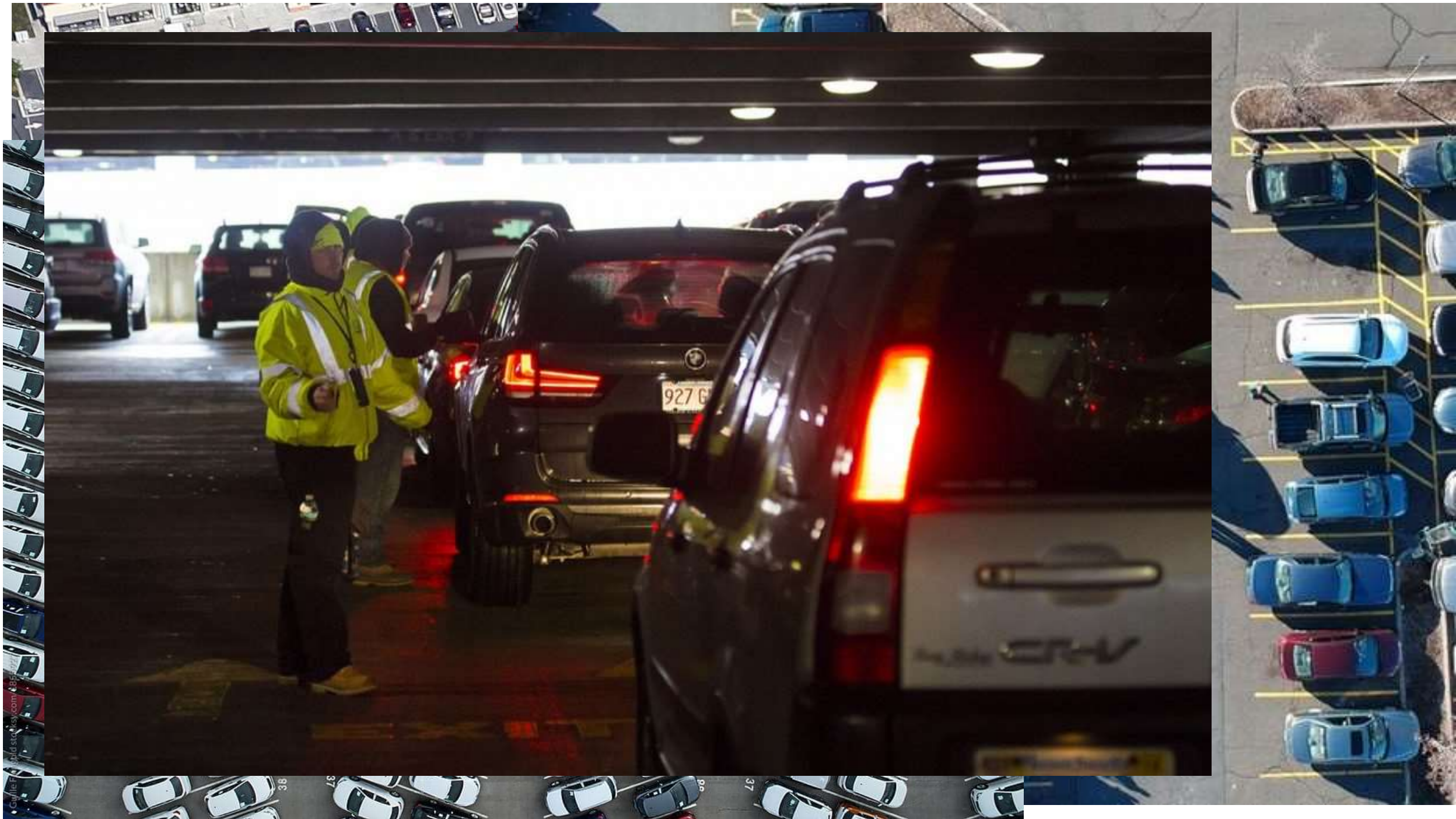
SAT
Jun 19

Low Fare Calendar

First 2 bags fly free®
Weight, size & excess limits apply

Sort by Filter by Nonstop Availability All day

Departing flights	Number of stops	Duration	Business Select®	Anytime	Wanna Get Away®							
# 1882 / 5903	1 stop	4h 45m				1:45 PM → 6:30 PM	Change planes BWI	4h 45m	\$363	\$323	\$285	
# 1887 / 1419	1 stop	5h 25m	\$559 4 left	\$522 4 left	Unavailable	5:40 AM → 11:05 AM	Change planes BWI	5h 25m	\$534	\$497	Unavailable	
# 1887 / 3121	1 stop	6h 45m	\$559	\$522	Unavailable	5:40 AM → 12:25 PM	Change planes BWI	6h 45m	\$534	\$497	Unavailable	
# 1081	Nonstop	2h 10m	Unavailable	Unavailable	Unavailable	5:50 AM → 8:00 AM		2h 10m	Unavailable	Unavailable	Unavailable	
# 1044 / 1623	1 stop	3h 45m	\$559	\$522	Unavailable	8:25 AM → 12:10 PM	Change planes ATL	3h 45m	\$550 3 left	\$513 3 left	Unavailable	
# 1033 / 1481	1 stop	6h 35m	\$534	\$497	Unavailable	9:15 AM → 3:50 PM	Change planes AUS	6h 35m	\$342	\$302 5 left	\$264 5 left	
# 1370 / 255	1 stop	4h 5m	\$559 2 left	\$522 2 left	Unavailable	9:35 AM → 1:40 PM	Change planes RSW	4h 5m	\$246	\$206 2 left	\$168 2 left	
# 1587 / 804	1 stop	5h 55m				3:55 PM → 9:50 PM	Change planes DAL	5h 55m				
# 1587 / 808	1 stop	7h 35m				3:55 PM → 11:30 PM	Change planes DAL	7h 35m	\$417	\$377 4 left	\$339 4 left	
# 1342	Nonstop	2h 20m				4:05 PM → 6:25 PM		2h 20m	\$550 3 left	\$513 3 left	Unavailable	
# 1834 / 797	1 stop	3h 55m				7:10 PM → 11:05 PM	Change planes ATL	3h 55m	\$342	\$302 5 left	\$264 5 left	
Low fare Fastest # 146	Nonstop	2h 15m				9:30 PM → 11:45 PM		2h 15m	\$246	\$206 2 left	\$168 2 left	



Process Evolution

- Pre-Loading OC/WC
- University Core Placeholders for CRF
 - List of all course options to fulfill UCC category by area
- Pre-Loading Learning Communities
- Advisor CRF with previous notes
 - Ability to reuse previously written notes
- Advisor CRF warning confirmation and registration errors
 - 1:1 course conflicts, no alternative course provided, high priority free time
- Advisor CRF no substitutions
- Considerations given during batch process
 - Priority status
 - 100+ credit hours applied to degree block
 - 60+ credit hours applied to degree block
- Future discussions
 - Clarifying definitions around critical courses
 - Introduction of “must have” functionality and procedures for Advisor CRF

Contact Us

Questions, comments, or requests for more information may be sent to preregistration@purdue.edu

<https://www.purdue.edu/registrar/faculty/advisors/pre-registration.html>

- Information for Undergraduate Students
- Calendars, Important Dates, and Timelines for Students and Advisors
- Advisor Training Materials
- Advisor Tools for Helping Pre-Reg Students
- Dashboard Resources for Advisors
 - Tableau Dashboard Resources