ADD/DROP DEADLINES

Adding a course:
- **Aug. 23rd-Aug. 27th**: Students may add courses via myPurdue Scheduling Assistant (**Space Availability Required**)
- **Aug. 28th- Sept. 20th**: Need approval of advisor & instructor; submit request via myPurdue Scheduling Assistant.
- **Sept. 21st- Oct. 26th**: Need approval of advisor, instructor & dept. head in which the course is listed; submit request via myPurdue Scheduling Assistant

Dropping a course:
- **Aug. 23rd-Sept. 3rd**: Students can drop courses via myPurdue Scheduling Assistant (course is not recorded on transcript). No authorization required.
- **Sept. 4th- Sept. 20th**: Need approval of advisor (course is recorded with grade of “W”); submit request via myPurdue Scheduling Assistant.
- **Sept. 21st- Oct. 26th**: Need approval of advisor (and instructor if student classification is 3 or higher); course is recorded with grade of “W” (can be “W” or “WF” if student classification is 3 or higher); submit request via myPurdue Scheduling Assistant.
FEELING SICK?
Here's what you should do!

- According to Protect Purdue, “If you are sick, experiencing any symptoms of COVID-19, or if you have been exposed to someone who has tested positive for COVID-19, stay home and do not attend work or class.” Visit https://protect.purdue.edu/what-to-do-if-you-are-sick/ for more information, including the symptoms of COVID-19.
- Contact the Protect Purdue Health Center at 765-496-4636 or toll free at 1-833-571-1043 to be connected to a case manager who will help determine appropriate next steps for care. Do not return to class or work until you have received clearance from the Protect Purdue Health Center.
- Notify your instructor right away of your absence from class (preferably before the missed class session) so accommodations can be made immediately.
- Continue to follow your class syllabus and Brightspace class page.
- Complete class assignments as required unless other accommodations have been made with the instructor. Stay home but do stay connected virtually with your classmates, family, and friends. We are all in this together.

HAVING TROUBLE ACCESSING YOUR PURDUE EMAIL? DO YOU NEED HELP WITH BOILER KEY? REACH OUT TO ITaP!

Phone Number: (765)-494-4000
Open 24/7
Email: itap@purdue.edu
Walk-in help available at: WALC (1st floor) and Hicks Undergraduate Library (main floor)
Hours:
Monday-Thursday: 8 a.m. to midnight
Friday 8 a.m. to 6 p.m.
Saturday 9 a.m. to 6 p.m.
Sunday 11 a.m. to midnight

FORMING GOOD HABITS EARLY

With many of you starting your first semester of college, it's more important than ever to form good habits early. You may find that your day is far less structured than it was in high school, leading to a greater sense of freedom and independence. The following tips will keep you on track and help you have a successful semester.

- Establish a routine. Although you have an official class schedule, you'll want to develop your own overall schedule. This includes waking up and going to bed at a consistent time and building in scheduled study time. Remember, you should be devoting 2 hours of work outside of class for every hour you spend in class. That’s 30 hours of studying if you have a 15 credit course load.
- Identify when and where you are most productive. Do you study best at night or during the day? Do you prefer quiet areas or background noise? Once you get a feel for when/how you're most productive, build study times and locations into your schedule. Consider using a productivity app like Forest to help you stay focused.
- Stay organized. In the first week of class, look at your syllabi and record all your major assignments and exams on a paper or digital calendar. SHOVEL is a real time college planner app free for all students. With SHOVEL you can enter your course requirements, co-curricular commitments, employment hours--and be able to balance your time so that you can also schedule breaks and downtime. Often times, your assignments across classes will have similar due dates. This means you'll have weeks with no major projects or exams, followed by another week where everything is due all at once.
- Stay connected to your classes. Log into Brightspace daily and read all communication from your instructors. Check your Purdue email frequently. Although each instructor provides a syllabus, due dates and assignments may change. Remember to contact ITaP if you have issues with your Brightspace, email account, or BoilerKey.
- Stay connected to campus life. Check BoilerLink often for campus events and student organizations.