Welcome Packet
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*Purdue University does not recommend or otherwise endorse any specific off-campus establishment.

Version 6.30.2020
Graduate Student Checklist

Please use this checklist as a resource to help you prepare for your entrance to the Purdue University Graduate School.

This is not an exhaustive checklist, but rather a starting point of tasks you will need to complete before or shortly after classes begin. The information provided in this Welcome Packet should help you with the tasks below. If you have questions, please contact the specific Purdue University office referenced below or your graduate program. You may also visit the admitted student webpage at https://www.purdue.edu/gradschool/admitted for additional resources and information.

1. Accept Offer of Admission. If you have not already done so, you will need to complete your admission process through your MyPurdue account, whether you accept or decline your offer(s), even if you already informed the graduate program(s) from which you received the offer(s). If you were admitted prior to July 1, 2020, you will need to use your online application account to respond. See the following instructions to complete this process.

Purdue West Lafayette Campus

Admitted on/after July 1, 2020
a. Activate your Purdue career account and set-up your Purdue email.
b. Log in to the MyPurdue portal.
c. Click on the New Grad Student Tab.
d. Click on Accept/Decline Your Offer of Admission.
e. Accept the “Agree to Terms” by clicking on Continue at the bottom of the page.
f. On the Respond to your Offer of Admission page, select the appropriate program. The page will update confirming your admission choice.
g. Return to the New Grad Student Tab to complete the remainder of the information.

Admitted before July 1, 2020
a. Log in to the Graduate School's online application system.
b. On the status portal, click on the appropriate application.
c. Click "View Admission Decision" to access your decision letter.
d. On page one of your letter, click the link "Click here to submit your response to the offer of admission."
e. Complete and submit the form.

Purdue Fort Wayne, Purdue Northwest, or Indiana University-Purdue University (IUPUI) Campus

a. Log in to the Graduate School's online application system.
b. On the status portal, click on the appropriate application.
c. Click "View Admission Decision" to access your decision letter.
d. On page one of your letter, click the link "Click here to submit your response to the offer of admission."
e. Complete and submit the form.
2. **Research funding, including financial aid, fellowships, or scholarships, if necessary.** Check out the Graduate School’s Funding website at [https://www.purdue.edu/gradschool/funding/index.html](https://www.purdue.edu/gradschool/funding/index.html).

3. **Visit the Graduate School’s LinkedIn group for Admitted Students.** This LinkedIn Group was created to offer students an easy way to ask questions to both staff and current students. You can also electronically "meet" other students from your program prior to arriving on campus. Visit [www.linkedin.com](https://www.linkedin.com) and search for the group “Purdue Graduate School Admitted Students” to join.

4. **Like Purdue Graduate School @gradpurdue on Instagram, Facebook, and Twitter; and add Purdue Graduate School to your LinkedIn.** You can also add Purdue Graduate School to the education section in your LinkedIn profile. Using your favorite social media outlet, you can learn about upcoming events, announcements, graduate student opportunities, and campus life on Purdue’s campus.

5. **Ask your program for the date you are expected to arrive, and determine how you will arrive to the West Lafayette area.** If you will be driving to campus, see [http://www.purdue.edu/visit/getting-here/maps-directions.php](http://www.purdue.edu/visit/getting-here/maps-directions.php) for directions to the Purdue University visitor information center. If you are arriving by airplane, you can take a shuttle from either Chicago’s O’Hare Airport or Indianapolis International airport:

   - **Shuttle service from Chicago O’Hare International Airport:**
     - Reindeer Shuttle, [http://www.reindeershuttle.com/](http://www.reindeershuttle.com/)

   - **Shuttle service from Indianapolis International Airport:**
     - Reindeer Shuttle, [http://www.reindeershuttle.com/](http://www.reindeershuttle.com/)

6. **Make sure you fulfill the State of Indiana’s immunization requirements.** You will need to submit official documentation of your immunizations and may need to get the required vaccinations before arriving (see page 11).

7. **Activate your Purdue career account** (page 4).

8. **Get a student identification (ID) card at the Card Services Office** (page 8).

9. **Set up your Purdue email account** (page 5).

10. **Update your contact information upon moving.** Visit myPurdue ([https://wl.mypurdue.purdue.edu/](https://wl.mypurdue.purdue.edu/)) and go to “Personal Information” under “quick links” on the left side of the screen.

11. **Sign up for health insurance.** University regulations state that International Students and Graduate staff students with benefit eligible assistantships must have health insurance. Benefit eligible Graduate staff students have the opportunity to sign up for health insurance in the first few weeks after arrival on campus. International students must purchase the University sponsored plan unless you qualify for a
limited waiver. See Health Insurance Waiver form for International Students. See the Grad Student Insurance Web page for more complete information. Domestic students who opt out of the Graduate-Staff University plan may be asked to provide Staff Benefits with information on the alternative health insurance plan. Domestic students not on an assistantship or eligible for benefits are encouraged, but not required, to have health insurance. **NOTE:** The Student Health Center requests that you carry your insurance card at all times and present it to any health care facility you may visit, including PUSH.

12. **Register for classes.** Each program handles this differently. Contact your program for information. For a list of available courses, visit [http://www.mypurdue.purdue.edu/schedule](http://www.mypurdue.purdue.edu/schedule).

13. **Get a parking permit, if needed** (page 7). You need to register for classes before you can get a parking pass.

14. **Pay your fees, if any, by the due date on your eBill** (page 12). If fees are not paid by the due date, you may incur late fees and your registration may be cancelled. The Bursar's office no longer mails out paper copies; all invoicing is done electronically through myPurdue’s new eBilling feature.

15. **Confirm your registration.** Log into myPurdue to confirm your registration. Even if you do not owe anything in fees, you must confirm your registration through myPurdue when your account statement arrives by electronic mail. All invoicing is done electronically through myPurdue's eBilling feature.

16. **Attend the New Graduate Student Convocation.** Each spring and fall semester on the Friday before classes begin, the Graduate School hosts a convocation to welcome new graduate students to Purdue. Be sure to watch your email for more details.

17. **Find Housing** (page 6). Make sure your utilities will be turned on before you move in (page 18).

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**New Graduate Student Checklist Purdue Career Account, MyPurdue, and MyMail**

**What is my Purdue career account?** Your career account will give you electronic access to your @purdue.edu email account and other electronic services. This account is created when you are admitted to Purdue and is yours to use for as long as you are affiliated with Purdue. You can store files in your career account and access them anytime, anywhere on campus. Your career account alias comprises the part of your email address before the @purdue.edu.

**To Activate Your Career Account**

- You need your Purdue University Identification Number (PUID), which was provided in your online admission decision letter.
- You will also need a career account set-up password. The career account set-up password was sent to you by email from the Graduate School’s Admissions office after you reviewed your online admission decision letter.
• If you have not yet reviewed your online admission decision letter from the Graduate School, please do so to receive your initial career account set-up password.

• Go to https://www.purdue.edu/apps/account/AccountSetup and use your PUID and career account set-up password to activate your account. If you have any questions regarding how to set up your career account, email gradinfo@purdue.edu.

• Once your account is created, you will need to set up a BoilerKey. To set up your BoilerKey please access https://www.purdue.edu/apps/account/flows/BoilerKey.

**What is a BoilerKey?** The Purdue BoilerKey is a form of two-factor authentication, a system that requires two forms of verification of identity before a person can access protected computer resources.

At Purdue, these two forms of verification are something you know (career account username and either a password or PIN) and something you have (a physical token or the Duo Mobile application on your smartphone). These two items are used in place of your password alone to gain access to computer applications and systems.

The BoilerKey comes in two forms. One is the Duo Mobile application for your smartphone that either displays a push notification used when you enter your PIN or a randomized six-digit code. The other is a small electronic device, known as a hard token, which displays a series of six digits when activated. For more information, visit the Boilerkey FAQ.

**What is myPurdue?** [https://wl.mypurdue.purdue.edu/](https://wl.mypurdue.purdue.edu/) is the portal system where you can access your academic and financial account information. The software package is called Banner, so you may hear faculty and staff members refer to it by that name as well. You will need your career account login and BoilerKey to log in to myPurdue. Some of the benefits of myPurdue include:

• Online course registration in real time
• Online credit card payment for tuition
• Access to your financial aid information
• Access to review and update your personal information such as emergency contacts, mailing address, email, ethnicity/race, and gender identity.

**What is Purdue Outlook 365 email?** An @purdue.edu e-mail account is provided to all individuals who maintain an affiliation with Purdue University. Your address will remain constant, even though your employing department or student information may change.

Before you can receive email, you must activate your email account. To activate your account:

**How to Activate your Email Account**

• Go to [https://www.purdue.edu/apps/account/Office365Status](https://www.purdue.edu/apps/account/Office365Status) and login.
• Click on the “Activate your alias@purdue.edu account” link.
• Choose “Create a new alias@purdue.edu Office 365 account” if you have never signed up for an Office 365 account with your @purdue.edu email address.
• At the next screen, verify your Purdue Career Account password to complete your Office 365 account setup.
• Your account has been activated.
Outlook 365 allows you to access your Purdue email. To log into Outlook 365, visit http://portal.office.com. You will need your career account login and password to access Outlook 365. If you have questions related to service settings, you can view the instructions provided by ITaP at http://support.purdue.edu/goldanswers/170772. If you have any questions, email or call ITaP at itap@purdue.edu or (765) 494-4000. Please be prepared to provide your career account login when you contact ITaP.

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Housing

Purdue University is located in West Lafayette, Indiana. West Lafayette and its neighboring city Lafayette boast a low cost of living. This makes finding housing on a graduate stipend easier.

On-Campus Housing
Purdue offers on-campus housing options for graduate students. On-campus housing is popular, so you will need to apply soon. Visit the following Web sites for more information:

Purdue Village: Apartment-style campus housing for married students, students with families and graduate students. Call (765) 494-2090 or visit http://www.housing.purdue.edu/Housing/Residences/PurdueVillage/index.html.

PRF Residential Housing: PRF Residential, a division of the Purdue Research Foundation, is responsible for the rental and maintenance of approximately 315 rental units (both apartments and houses) close to campus. Call the PRF Leasing office at (765) 496-6245 or visit http://prfrealestate.com/.

Off-Campus Housing
If you are interested in off-campus housing, consider both West Lafayette and Lafayette. Lafayette is directly across the river from West Lafayette. Many Lafayette apartments are less expensive than those in West Lafayette, and some are within walking distance of campus. Because the availability of parking permits may depend on how far you live from campus, you should familiarize yourself with Purdue’s parking regulations. Visit https://www.purdue.edu/parking/ to familiarize yourself with university parking regulations, and review the Transportation Information on page 7.

Ashley Darnell is Purdue’s Assistant Director of Off-Campus Student Services. He will help graduate students find suitable off-campus housing. Here is a website that can help in your off-campus housing search

http://www.housing.purdue.edu/OffCampus/. If you have any questions you may contact Ashley for assistance at adarnel@purdue.edu.

Begin your off-campus housing search on Purdue’s Off-Campus Housing website – a one-stop resource for off-campus housing information. You will find a fully searchable database that includes, among other things: photos, floorplans, maps, landlord email addresses, roommate search tool, etc.
In addition, two local newspapers’ classified advertising sections list apartments and houses for rent:

- Exponent student newspaper: http://www.purdueexponent.org/
- Journal and Courier newspaper: http://www.jconline.com

Many apartment complexes are located on city bus routes. City Bus is free to students and employees carrying their Purdue identification card. Remember to check potential bus schedules to see if they match your graduate student schedule. If you are planning to stay in the area during the summer, be sure to check the summer bus schedules, as some routes do not run as frequently or at all during the summer. Visit http://www.gocitybus.com/ for schedules and routes and see the Transportation information on pages 6-7.

**Transportation**

**University Parking** is located in the Materials Management and Distribution Center, 700 Ahlers Drive, https://www.purdue.edu/parking/.

**Parking Permits**

In order to park in parking lots or garages without getting a ticket, you must buy a parking permit. Parking permit options are outlined below:

**C-Permits:** Any registered student whose local place of residence is outside an area of at least 1.5 miles from campus may purchase a "C" permit. In general, the physical limits are Airport Road, the Wabash River, Cherry Lane and the railroad tracks bordering the South edge of campus. If you have any questions concerning a specific address, please contact University Parking. To purchase a "C" permit, each student must provide proof of address and a valid driver's license. Permits may be purchased for the calendar year beginning August 1. Permits must be returned to University Parking upon ineligibility. See [https://www.purdue.edu/parking/permits/students/index.html](https://www.purdue.edu/parking/permits/students/index.html) for additional information.

**A-Permits:** Students employed by Purdue at least 30 hours per week are eligible to purchase an "A" permit per year or a less expensive "B" permit. Eligibility forms are available in the University Parking office. The eligibility form must be completed by the program that is employing you and returned at the time you wish to purchase the permit. Student employees are not eligible for payroll deduction. Permits must be returned to University Parking upon ineligibility.

**Disability Parking:** Students may apply for disability parking through the University Parking office.

**Student Housing Parking:** Students living in a residence hall or Purdue Village need to contact their main office for information about obtaining a permit.

Any person operating and/or parking a motor vehicle on campus must comply with all Purdue University traffic and parking regulations.
City Bus
City Bus provides a number of routes in both West Lafayette and Lafayette. Riders who show their Purdue Student Identification Card ride for free. Visit www.gocitybus.com to see the numerous bus routes. Keep in mind as you search for Housing (see page 7) that many graduate students take classes or work in their labs at night and many bus routes do not run at night. If you are planning to stay in the area during the summer, be sure to check the summer bus schedules as some campus routes do not run as frequently or at all during the summer.

How to Get to Purdue
If you will be driving to campus, see http://www.purdue.edu/visit/getting-here/maps-directions.php for directions to the Purdue University visitor information center. If you are flying to the Purdue area, you can take a shuttle from either Chicago’s O’Hare Airport or the Indianapolis International Airport:

- Shuttle service from Chicago O’Hare International Airport:
  Express Air Coach, http://expressaircoach.com/
  Reindeer Shuttle, http://www.reindeershuttle.com/

- Shuttle service from Indianapolis International Airport:
  Reindeer Shuttle, http://www.reindeershuttle.com/

Useful Offices on Campus

University Parking Services/
Materials Management & Distribution Center
700 Ahlers Drive
West Lafayette, IN 47907-2012
(765) 494-9497
https://www.purdue.edu/parking/index.html
Hours: M–F, 7:30AM–4:30PM
- Schedule a tour
- Get a parking permit
- Appeal a parking ticket

Purdue University Division of Financial Aid
Schleman Hall of Student Services, Room 305
475 Stadium Mall Drive
West Lafayette, IN 47907
(765) 494-5050 https://www.purdue.edu/dfa/
Hours: M–F, 10:00AM–5:00PM
- Financial assistance eligibility
- Scholarships/grants/loans
- Part-time employment

See next page for more utility information.
Card Services Office
Hovde Hall, Room 14
West Lafayette, IN 47907
(765) 496-0444
PurdueIDCardOffice@purdue.edu
http://www.purdue.edu/business/card/
Hours: M–F, 8:15AM–4:45PM
- Get your student identification card
- Add money to your Boiler Express Account (allows you to swipe your student ID card at vending machines or the PMU restaurants, laundry machines, etc. so you don’t have to carry cash.)

Office of the Registrar
Hovde Hall of Administration
610 Purdue Mall
West Lafayette, IN 47907
(765) 494-6165
http://www.purdue.edu/registrar
Hours: M–F, 8:00AM-5:00PM
- Course registration (765) 494-6165
- Encumbrances (765) 494-6165
- Course schedule changes (765) 494-6165

BoilerCopyMaker
Purdue Memorial Union
Room 186
West Lafayette, IN 47907
(765) 496-3888
http://www.purdue.edu/printingservices/
Hours: M–F, 7:30AM-Noon, 1:00PM-5:00PM
- Full service copy center
- Buy discounted software
- Black and white and digital color copies
- Transparencies
- Resume printing

ITAP (Information Technology at Purdue)
Customer Service Center
Stewart Center, Room 135
West Lafayette, IN 47907
(765) 494-4000
http://www.itap.purdue.edu/help/
Hours: M-Th, 7:00AM–8:00PM
F, 7:00AM–6:00PM
Saturday and Sunday: 12:00PM–6:00PM
- Ask questions about your student email account
- Get computer support
- Buy discounted computers
- Obtain information about cell phone service discounts

Bursar’s Office
Hovde Hall of Administration – Room 5
610 Purdue Mall
West Lafayette IN 47907
(765) 494-7570
http://www.purdue.edu/bursar/
Hours - General Office
M–F, 8:00AM-12:00PM, 1:00PM-5:00PM
Hours - Teller Window:
M–F, 8:30AM-12:00PM, 1:00PM-5:00PM
- Pay your student fees
- Get a fee deferment
- Aid disbursement

Office of the Dean of Students
Schleman Hall, Room 207
475 Stadium Mall Drive
West Lafayette, IN 47907
(765) 494-1747
http://www.purdue.edu/odos/
M-F, 8:00AM-5:00PM
- Begin a student organization or find one to join
- Disability Resource Center
- Off-campus housing
- University regulations
The Graduate School
Ernest C. Young Hall, Room 170
155 South Grant Street
West Lafayette, IN 47907-2114
(765) 494-2600
https://www.purdue.edu/gradschool/
Hours: M-F, 8:00AM-12:00PM, 1:00PM-5:00PM
- Admissions
- Fellowships
- Professional development
- Multicultural programs
- Interdisciplinary programs
- Student records
- Thesis and dissertation
- Ombudsman
- Office of Graduate Assistance and Conflict Resolution

International Students and Scholars (ISS)
Purdue University
Schleman Hall of Student Services, Room #136
475 Stadium Mall Drive
West Lafayette, IN 47907-2050
(765) 494-5770
Fax: (765) 494-6859
http://www.iss.purdue.edu/
M-F, 8:00AM-5:00PM
- Immigration Services
- International Student Orientation
- myISS

Recreational Sports (Co-rec)
355 North Martin Jischke Drive
West Lafayette, IN 47907-2030
(765) 494-3109
http://www.purdue.edu/recwell/
- Work out for free (with student ID card)
- Group Exercise
- Intramural Sports
- Swimming and diving center
- Wellness Services
- Nutrition Counseling
- Massage therapy
- Mindfulness classes
- Demonstration Kitchen
- Light therapy

PUSH (Purdue University Student Health)
601 Stadium Mall Drive
West Lafayette, IN 47907
765-494-1700
www.purdue.edu/push
Spring and Fall Semester
Hours: M-F 8:00 AM-5:00 PM
Extended Care open to Walk-ins Only Saturdays
10:00AM-5:30PM
Closed All Official University Holidays
Summer
Hours: M-F 8:00 AM-5:00 PM
Closed Saturdays and All Official University Holidays
See website for most current information.

Human Resource Services
1281 Win Hentschel Blvd, Suite 1100
West Lafayette, Indiana 47906
(765) 494-2222
http://www.purdue.edu/hr/
Hours: M-F, 8:00AM-5:00PM in Purdue Research Park
- Benefits (including health and dental insurance)
- Compensation
- Work Life/wellness programs
- Employee relations
- Training

Purdue Pharmacy
575 Stadium Mall Drive
Robert Heine Pharmacy Building – Room 118
West Lafayette, IN 47907
765-494-1374
https://www.purdue.edu/rx/index.html
Spring and Fall Semester
Hours: M-F 8:30 AM-Noon, 1:00 PM-4:30 PM
State Immunization Requirements for Enrolled Students

Indiana state law requires all new, regularly enrolled students attending residential campuses of Indiana public universities to be immunized against rubeola (10 day measles), rubella (German measles), mumps, diphtheria, and tetanus. In addition, international students must be tested for tuberculosis after arriving in the United States. This law requires the University to block the enrollment of any student who does not comply with immunization requirements. Complete all immunization requirements found at purdue.edu/push/immunization. Other immunization records acceptable to the Indiana State Department of Health also may be used to document compliance with the immunization requirements. These are:

1. A physician’s certificate
2. Immunization records forwarded by another school
3. A record maintained by a student or parent showing the month and year during which each dose of vaccine was administered.

Requests for exemption to these requirements based on religious grounds must be made in advance and signed by the student. A medical exemption will be granted upon receipt of a written statement from a healthcare provider indicating the nature and duration of the medical condition which contraindicates an immunization, along with the specific vaccine identified as detrimental to the student's health, certifying pregnancy or suspected pregnancy, or verifying that the student is currently completing the course of all required immunizations.

In the event of an outbreak of any of the vaccine preventable diseases covered by this law on or near campus, students holding exemptions will be excluded from all campus activities, for their protection, until the outbreak is declared to be over. Medical exemptions expire when the medical condition(s) contraindicating immunization change in a manner which permits immunization.

### Immunizations required by the state of Indiana for enrollment for ALL students

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola (Ten Day Measles)</td>
<td>Two doses of live vaccine administered after first birthday</td>
</tr>
<tr>
<td>Rubella (German/3 Day Measles)</td>
<td>At least two immunization administered after first birthday</td>
</tr>
<tr>
<td>Mumps</td>
<td>At least two immunization administered after first birthday</td>
</tr>
<tr>
<td>Tetanus/Diphtheria</td>
<td>Td booster must have been given within last 10 years</td>
</tr>
</tbody>
</table>

**International students only**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis test</td>
<td>Test must be done after the student arrives in the U.S. and within 3 months of attending classes at Purdue University</td>
</tr>
</tbody>
</table>

State-required immunizations are available at the Student Health Center and through other healthcare providers.

For the most current information regarding immunization requirements and costs, visit https://www.purdue.edu/push/Immunization/index.html.
Where Do I Go For?

For more information about any of these subjects, please visit: http://www.purdue.edu/bursar/

Tuition and Fee Payments: To submit a payment, you can pay online, in person by check, or you can mail your check. To pay online, go to myPurdue and click on the “Financial” tab, then click on “Manage my Account” under the “Touchnet Portal” section.

To pay by mail, you will have to print your invoice from myPurdue. To print your invoice, go to myPurdue and click on the “Financial” tab and then “Manage my Account” under the “Touchnet Portal” section. Mail your invoice with your check to:

Bursar's Office
Hovde Hall of Administration
610 Purdue Mall
West Lafayette IN 47907

To pay in person, print your invoice from myPurdue and place it with your check in an envelope and put it in the locked drop box next to room 9, Hovde Hall. **PLEASE DO NOT PUT CASH IN THE DROP BOX**

Tuition and Fee Deferment: (You must have your fees assessed and a current mailing address on file in the Office of the Registrar’s system.) Bursar’s Office, Room 14, Hovde Hall, (765) 494-7579, http://www.purdue.edu/bursar/

Installment Payment Plan (tuition and fees only): Bursar’s Office, Room 14, Hovde Hall, (765) 494-3257.

Tuition and Fee Remission (graduate staff (students with assistantships), staff dependents, and spouses of staff): contact your program.

Residence Classification for Tuition and Fees: Graduate School Admissions, Room 170, Young Hall, (765) 494-2600.

Tuition and Fee Invoice: Bursar’s Office, ground floor, Hovde Hall. Or, kiosk, ground floor, Hovde Hall, outside the Registrar’s office. You can also log onto myPurdue and find your invoice under the “Financial” tab and then click on “Manage my Account” under the “Touchnet Portal” section.

Hold (formerly named Encumbrance) Release: A hold refers to the restriction of a student’s eligibility to enroll in classes, change their curriculum, or obtain academic transcripts at Purdue University. To remove a financial hold, contact the office to which the money is owed. If you are in hold status and would like to verify the hold, you can do so through myPurdue. For further information, contact the Office of the Registrar at the Kiosk, ground floor, Hovde Hall, outside the Registrar’s office. Receipt of payment is required. (765) 494-6165.

Financial Aid: Division of Financial Aid, Room 305, Schleman Hall, (765) 494-5050.

Aid Disbursement Questions: Bursar’s Office, Room 130, Hovde Hall, (765) 494-7583.

Scholarships/Outside Awards: Bursar’s Office, Room 20, Hovde Hall, (765) 494-5371.
Stafford Loan Check Endorsement: Bursar’s Office, Room 130, Hovde Hall, (765) 494-7576. Please note: Federal regulations require Stafford Loan checks to be returned to lenders if not endorsed within 10 days.

Course Registration Problems: Contact your program.

To Check Your Class Schedule: Visit myPurdue and go to the “Academic” tab, then click on “View your course schedule” listed under “My Courses.” You can also check your schedule at a kiosk on the ground floor of Hovde Hall, outside the Registrar’s office.

To Obtain a Purdue University Transcript: Visit myPurdue and go to the “Academics” tab, click on the “Transcript” quick link on the left, and then the “Printed Transcript Request.” You can also request a transcript through the Office of the Registrar, Room 45, Hovde Hall, Telephone: (765) 494-6165; Fax: (765) 494-0570.

Address Changes: Visit myPurdue and go to “Personal Information” listed on the left under “Quick Links.” Or, use the kiosk, ground floor, Hovde Hall, outside the Registrar’s office.

Restricting Your Purdue Directory Information: Office of the Registrar, Room 45, Hovde Hall, (765) 494-6165.

Student Identification Card Photo: Card Services Office, Room 14, Hovde Hall, (765) 496-0444.

Insurance Waiver (international students only): Room 338 and 340, PUSH (Purdue University Student Health).
**Pharmacies**

Many supermarkets, Wal-Mart, and Target stores, have pharmacies. Other local pharmacies are:

**On-Campus:**
Purdue University Pharmacy: [https://www.purdue.edu/rx/index.html](https://www.purdue.edu/rx/index.html) (765) 494-1374

**Off-Campus:**
- IU Health Arnett Retail Pharmacy: see [https://iuhealth.org/find-locations/iu-health-arnett-retail-pharmacy](https://iuhealth.org/find-locations/iu-health-arnett-retail-pharmacy) for location.
- CVS Pharmacies: see [www.cvs.com](http://www.cvs.com) for locations
- Walgreens: see [www.walgreens.com](http://www.walgreens.com) for locations
- Meijers: see [www.meijer.com](http://www.meijer.com) for locations
- Walmart: see [www.walmart.com](http://www.walmart.com) for locations
Warning Sirens

The All-Hazards Emergency Warning sirens warn you to take shelter inside a building in a safe location and seek additional information by all means.

A Fire Alarm means you should evacuate the building immediately.

The Emergency Management Siren Tests are conducted the first Saturday of every month for three minutes if the skies are clear. Your Purdue University building or residence hall may run a practice fire alarm, or fire drill, on occasion.

Severe Weather

Tornadoes

A tornado watch is issued when conditions are favorable for tornado formation. A tornado warning is issued when a tornado has been detected and may be approaching. In this locality, a continuous siren signal lasting more than two minutes signifies a tornado warning. Tornado warnings are broadcast by the University television system and radio WBAA (AM 920), and by local commercial radio and television stations (WLFI Channel 18). When you hear a tornado warning, you should take shelter immediately in a reinforced concrete building, which describes most campus buildings. Evacuate the top floor and go to the lower floors or basement by the nearest stairway. Avoid auditoriums, gymnasiums, and other areas with wide-span roofs. Avoid wood-frame buildings and stay clear of windows and glass areas. Be prepared to kneel and cover your head. If you are in a building with no basement, get under heavy furniture near the center of your house. Do not remain in your car, a trailer, or a mobile home. If you are outdoors, lie flat in the nearest depression, ditch, or ravine. Remain in the sheltered area until the all-clear signal is given via radio or television.

Earthquakes

If you are indoors, don't rush to get outside. Get under a desk or a table. Stay away from windows and outside walls. If you are outdoors, get into an open area away from trees, buildings, walls, and power lines. If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the tremors cease.

Sign Up for Text Message Alerts

To receive text messages in the case of an emergency, go to www.purdue.edu/securepurdue. Click the “Purdue Alert Sign-Up” icon and log in with your career account login and BoilerKey. (Directions for creating a career account and BoilerKey are provided on page 4 of this packet.) Then click “Update Cellphone Information” under the “Your Account Tools” list on the bottom right of the page. Enter your cellular telephone number. (Please contact your service provider to ensure that your phone can receive such messages and to determine if there is an additional cost.)
There is no need to subscribe to emergency e-mail notifications. This has been done for you. For more information, visit https://www.purdue.edu/ehps/emergency_preparedness/warning-system.html.

Car Registration

Customers have many ways to access Bureau of Motor Vehicle (BMV) services. Simple transactions, such as registration renewals and changes in some customer information, can be done by using the enhanced and secure http://www.in.gov/bmv/ Web site.

Lafayette
Bureau of Motor Vehicles (BMV)
2200 Elmwood Avenue, Suite C1
Lafayette, IN 47904
(765) 448-3738

West Lafayette
Bureau of Motor Vehicles (BMV)
720 West Navajo Street
West Lafayette, IN 47906
(765) 464-1525

The cost of registering a vehicle varies according to model, year, make, and county. Bring the following items or pieces of information to the Bureau of Motor Vehicles (BMV) when registering a car:

- Out of state title
- The name of your insurance company and policy number
- An affidavit showing a police officer has verified your vehicle identification number (VIN).

To obtain the affidavit, go to the license branch and pick up a Police Check form. Inspection may be done by the Lafayette police, West Lafayette police, the Tippecanoe County Sherriff's Department or the Indiana State Police. Visit http://www.in.gov/bmv/ for the most current information.

Driver’s License

The Bureau of Motor Vehicles (BMV) has introduced new security measures to protect valuable credentials such as driver’s licenses and identification cards. The BMV is issuing SecureID driver’s licenses, permits, and identification cards to those who provide proper documentation of their identity, legal status, Social Security number, and Indiana address. Also, all permanent credentials are mailed from a secure, government-run location. Visit http://www.in.gov/bmv/3573.htm to read the list of approved documents.

If you have questions or trouble collecting your documents, you can call the BMV toll-free at 1-888-myBMV-411 (1-888-692-6841) and speak with a customer service representative for help or visit any Indiana license branch for assistance.

Voter Registration

You are eligible to vote if you meet the following requirements:
- you are a U.S. citizen
- are not currently in prison after being convicted of a crime
- are at least 18 years old
- have resided in your precinct at least 30 days before the election in which you will be voting
- have applied to register to vote at least 30 days before the election
- your application has been approved

Applications are available from a variety of locations. Forms may be completed at the Bureau of Motor Vehicles (see above), the Lafayette and West Lafayette city clerks' offices and the Voter Registration Office in the Tippecanoe County Courthouse, 301 Main Street, in downtown Lafayette. You may also register to vote online at http://www.indianavoters.com. See http://www.in.gov/sos/elections/2403.htm for additional information and registration forms.

### Area Schools and Community College

**Lafayette School Corporation**  
2300 Cason Street  
Lafayette, IN 47904  
(765) 771-6000  
http://www.lsc.k12.in.us/

**West Lafayette School Corporation**  
1130 N. Salisbury St.  
West Lafayette, IN 47906  
(765) 746-1602  
http://www.wl.k12.in.us

**St. James Lutheran School**  
615 N. 8th St.  
Lafayette, IN 47901  
(765) 742-6464  
http://www.stjameslaf.org

**Highland Christian School**  
519 Owen  
Lafayette, IN 47905  
(765) 474-8948  
https://www.highlandchristian.org/

**Tippecanoe School Corporation**  
21 Elston Road  
Lafayette, IN 47905  
(765) 474-2481  
http://www.tsc.k12.in.us

**Lafayette Catholic Schools**  
2410 S. 9th St.  
Lafayette, IN 47909  
(765) 474-7500  
www.lcss.org

**Lafayette Christian Elementary**  
525 N. 26th St.  
Lafayette, IN 47904  
(765) 447-3052  
http://www.lafayettechristian.org

**IVY Tech Community College**  
3101 S. Creasy Lane  
Lafayette, IN 47905  
1-(888) IVYLINE (489-5463)  
http://www.ivytech.edu/lafayette/

### Libraries

**Lafayette-Tippecanoe County Public Library**  
627 South Street  
Lafayette, IN 47901  
(765) 429-0100  
See: [http://www.tcpl.lib.in.us/](http://www.tcpl.lib.in.us/) for a list of more locations.

**West Lafayette Public Library**  
208 W. Columbia Street  
West Lafayette, IN 47906  
(765) 743-2261  
http://www.wlaf.lib.in.us/
Purdue Libraries  
1530 Stewart Center, West Lafayette, IN 47907  (765) 494-2900  
See: http://www.lib.purdue.edu/libraries/ for a list of the more than fifteen Purdue libraries.

### Post Offices

<table>
<thead>
<tr>
<th>Location</th>
<th>Address/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Lafayette</td>
<td>610 West Navajo Street</td>
</tr>
<tr>
<td></td>
<td>West Lafayette, IN 47906</td>
</tr>
<tr>
<td>Lafayette</td>
<td>3450 State Road 26E or 230 North Fourth Street</td>
</tr>
<tr>
<td></td>
<td>Lafayette, IN 47901</td>
</tr>
</tbody>
</table>


### Utilities

Some companies may require a deposit. Call each company for more information.

#### Electricity
- Duke Energy  1-(800) 521-2232  
  www.duke-energy.com
- Tipmont REMC  1-800-726-3953  
  www.tipmont.org

#### Gas
- Vectren  1-(800) 227-1376  
  www.vectren.com
  Most new applications may be completed over the phone or on its Web site.

#### Water
- Indiana American Water  (765) 492-8373  
  www.amwater.com/inaw/

#### Telephone and Internet
- Verizon  1-(800) 483-4000  
  http://www22.verizon.com/
- AT&T  1-844-723-0252  
  www.att.com
- MetroNet  1-765-607-1044  
  www.metronetinc.com

#### Cable and Internet
- Comcast  1-(888) 266-2278  
  www.comcast.com
- MetroNet  1-(765) 607-1044  
  www.metronetinc.com

#### Satellite Television
- DISH Network  1-(866) 891-8406  
  http://www.dish.com/
- Direct TV  1-(888) 777-2454  
  www.directv.com

#### Garbage and Recycling Services
- West Lafayette City Services  
  Garbage and Recycling:  
  Street, Sanitation, and Recycling Department:  
  (765) 775-5100
- Lafayette City Services  
  Sanitation Department:  (765) 807-1411
Chase, and Huntington National Bank. All of these and others have Automatic Teller Machines (ATMs) located on or around campus.

**Purdue Federal Credit Union**
http://www.purduefed.com

Nearby branches:

- **Purdue Memorial Union Branch**
  101 N. Grant St., Rm. 163
  West Lafayette, IN 47906
  (765) 497-3328

- **Purdue Northwestern Branch- Wang Hall**
  516 Northwestern Ave., Suite 1900
  West Lafayette, IN 47906
  (765) 497-3328

- **Purdue Federal Financial Mall**
  1551 Win Hentschel Blvd.
  Near Purdue Research Park on US 52 West
  (765) 497-3328

**Chase**
https://www.chase.com/

Nearby branches:

- **Chauncey Village Branch**
  210 West State Street
  West Lafayette, IN 47906
  (765) 423-0201

- **Main Street Branch**
  201 Main Street
  Lafayette, IN 47901
  (765) 423-0415

- **Wabash Village**
  309 Sagamore Pkwy W
  West Lafayette, IN 47906
  (765) 423-0428

- **Sagamore**
  3420 State Rd 26 E
  Lafayette, IN 47905
  (765) 423-0474

- **Tippecanoe Mall**
  2207 Sagamore Pkwy S
  Lafayette, IN 47905
  (765) 423-0140

**Huntington National Bank**
https://www.huntington.com/

Nearby branches:

- **West Lafayette**
  2405 North Salisbury Street
  West Lafayette, IN 47906
  (765) 463-5722

- **Teal Road**
  2101 Teal Road
  Lafayette, IN 47905
### Shopping

#### Payless (Kroger) Groceries

- **West Lafayette**
  - 1032 Sagamore Parkway W, (765) 463-1556

- **Lafayette**
  - 2513 Maple Point Dr, (765) 447-7533
  - 2200 Greenbush Street, (765) 447-4693
  - 65 Beck Lane, (765) 474-0677

#### Needlers Fresh Market Groceries Lafayette

- 2250 Teal Road, (765) 474-8024

#### SunSpot Natural Market

- 500 Sagamore Pkwy W.
- West Lafayette
- (765) 464-1555

#### Fresh Thyme Farmers Market

- West Lafayette
- 2410 North Salisbury, Suite 100 (765) 463-6725
- Lafayette
- 220 South Creasy Ln. (765) 446-1351

#### Farmer’s Markets

- **Historic Downtown Lafayette on 5th St.**
  - (between Main Street and Columbia Street)
  - May-October, hours: Sat, 8:00AM-12:30PM

- **Sagamore West Farmer’s Market (W. Lafayette)**
  - Cumberland Park on Salisbury Street
  - May-October, hours: Wed, 3:00PM-7:00PM

- **Purdue University Farmer’s Market**
  - Northwestern Corner of Memorial Mall
  - May 2nd – October, hours: Thurs. 11:00AM-2PM

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Shopping continued next page
Once you are registered for classes, you may know what books you will need to buy. There are a number of bookstores on campus, or you can find your textbooks online at web sites such as www.amazon.com and www.half.com. If you want to know what books are required for your courses and you know the course number and professor’s name, visit www.purdueu.com and click on “Textbooks”. Also, the campus bookstores will be offering the option to rent textbooks. Visit Follett’s or University Bookstore for a list of texts available to rent (only select titles will be available).

You can also buy a Purdue Mortarboard at many of the bookstores listed below. The Purdue Mortarboard is an academic calendar that also features all official University holidays and breaks, athletic events, and the hours of operation and telephone numbers for many Purdue University offices.
Popular Bookstores

**University Bookstore**
www.purdueu.com

360 West State Street
West Lafayette, IN 47906
(Corner of State Street and Grant)
(765) 743-9618

720 Northwestern Avenue
West Lafayette, IN 47906
(765) 743-9432

**Follett’s Purdue Bookstores**
www.bkstr.com/purduestore/home

1400 W. State Street
West Lafayette, IN 47906
(765) 743-9642

714 Northwestern Avenue
West Lafayette, IN 47906
(765) 743-5342

**Von’s Books**

315 State Street
West Lafayette, IN 47906
(765) 743-1915

**Barnes and Noble**
www.barnesandnoble.com

2323 Sagamore Parkway South
Lafayette, IN 47905
(765) 449-4330

**Copymat Services Incorporated**
www.copymatservices.com/

(Buy course packets professors may require.)
135 S. Chauncey Ave.
West Lafayette, IN 47906
(765) 743-5995

More Community Information

These two sites have information for people relocating to the area, community events and activities, a business directory, and a dining and shopping guide.

**Lafayette and West Lafayette Chamber of Commerce**
http://www.lafayettechamber.com/

**Convention and Visitors Bureau**
http://www.homeofpurdue.com/
Lafayette-Online Dining Guide

http://www.lafayette-online.com/restaurants/

This is a list of restaurants divided by location and type of cuisine.

Greater Lafayette Area Places of Worship

http://www.lafayette-online.com/religion/

This is a list of religious organizations as well as places of worship categorized by religion.

Movie Theaters

Call (765) 449-SHOW (7469) for times or visit http://www.lafayette-online.com/recreation/movies.shtml

**Goodrich Wabash Landing 9**: West Lafayette
(Wabash Landing Shopping Center on the Levee; 300 East State Street, Lafayette, IN 47901)

**Goodrich Eastside 9**: Lafayette
(300 Farabee Drive North, Lafayette, IN 47905. East of the post office on State Road 26 E behind the Pizza Hut.)

**Goodrich Lafayette 7**: Lafayette
(3525 McCarty Lane, Lafayette, IN 47904. Behind The Home Store at Lafayette Crossing Shopping Center.)