Welcome Packet
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*Purdue University does not recommend or otherwise endorse any specific off-campus establishment.*
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. **Activate your Purdue career account.** (page 4).

2. **Accept Offer of Admission.** If you have not already done so, you will need to accept your offer of admission through your MyPurdue account. See the following instructions to complete this process.

   **Purdue West Lafayette Campus**
   
   **Accepting Enrollment**
   
   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. Accept the “Agree to Terms” by clicking on Continue at the bottom of the page.
   E. Click on Accept Your Offer of Admissions
   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.

   **Declining Enrollment**
   
   A. Log in to the Graduate School’s [online application system](#).
   B. On the status portal, click on the appropriate application.
   C. Click the “Accept/Decline Offer” button on your Application Status portal.
   D. To decline your offer of admission, use the link to submit your enrollment response.

   **Purdue Fort Wayne, Purdue Northwest, or Indiana University-Purdue University (IUPUI) Campus**
   
   A. Log in to the Graduate School’s [online application system](#).
      A. On the status portal, click on the appropriate application.
      B. Click “View Admission Decision” to access your decision letter.
      C. On page one of your letter, click the link "Click here to submit your response to the offer of admission."
      D. Complete and submit the form.

3. **Research funding opportunities, 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).
4. **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 and search for the group “Purdue Graduate School Admitted Students” to join.

5. **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.

6. **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 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:**
   - Express Air Coach, http://expressaircoach.com/
   - Reindeer Shuttle, http://www.reindeershuttle.com/

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

7. **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).

8. **If you received a Graduate Staff or Fellowship Appointment, visit the Graduate Payroll Onboarding website to ensure you are setup to receive your funding.**

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

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

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

12. **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 can 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](https://grad.purdue.edu/insurance/) 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.

13. **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).

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

15. **Pay your fees, if any, by the due date on your eBill** (page 12). Only electronic bills are sent. To pay online or to print your invoice, go to [myPurdue](https://my.purdue.edu) and click on the "Financial" tab and then the "Manage My Account" tab. To view your payment options, click [here](https://my.purdue.edu). If fees are not paid by the due date, you may incur late fees and your registration may be canceled. **Please note:** Tuition and fee payments from external sources or departments require a minimum of two business days to be processed. If you do not see all anticipated payments in your MyPurdue account 5 days prior to the due date, please contact your [Program Coordinator](mailto:program.coordinator@purdue.edu).

16. **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.

17. **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.

18. **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/ 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 email 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 and log in.
- 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.

### 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.

**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 [https://www.bkmgmt.com/](https://www.bkmgmt.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/](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/](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, property owner email addresses, roommate search tool, etc.

In addition, two local newspapers’ classified advertising sections list apartments and houses for rent:

- Journal and Courier newspaper: [http://www.jconline.com](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/](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 North of Cherry Lane and Hillcrest Road, East of North 9th Street in Lafayette, South River Road/U.S. 231 and West of U.S. 231 in West Lafayette bordering the 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/faq/permits.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 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 6) 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/
• Lafayette Limo, http://www.lafayettelimo.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, Closed 12 – 1pm
parking@purdue.edu
  • Schedule a tour
  • Get a parking permit
  • Appeal a parking ticket

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, 8:30AM–4:30PM
  • 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 do not have to carry cash.)

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

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/
facontact@purdue.edu
Hours: M–F, 10:00AM–5:00PM
  • Financial assistance eligibility
  • Scholarships/grants/loans
  • Part-time employment

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, 8:00AM–Midnight
  F, 8:00AM–6:00PM
  Saturday, 9:00AM–6:00PM
  Sunday, 11:00AM–Midnight
  • Ask questions about your student email account
  • Get computer support
  • Self-help Knowledge Base
    http://www.purdue.edu/goldanswers

Office of the Registrar
Hovde Hall of Administration, Room 60
610 Purdue Mall
West Lafayette, IN 47907
(765) 494-6165
http://www.purdue.edu/registrar
Hours: M–F, 10:00AM - 4:00PM
  • Course registration (765) 494-6165
  • Encumbrances (765) 494-6165
  • Course schedule changes (765) 494-6165
Purdue Enterprise Print Services
698 Ahlers Drive
West Lafayette, IN 47907
(765) 494-2006
PurduePrintDigital@xerox.com
http://www.purdue.edu/printingservices/
Hours: M-F, 8:00AM-Noon, 1:00PM-5:00PM
  • Full-service copy center

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, 10am-12:00PM, 1:00PM-3:00PM
  • Admissions
  • Fellowships
  • Professional development
  • Multicultural programs
  • Interdisciplinary programs
  • Student records
  • Thesis and dissertation
  • Ombudsman
  • Office of Graduate Assistance and Conflict Resolution

Recreational Sports (Co-Rec)
355 North Martin Jischke Drive
West Lafayette, IN 47907-2030
(765) 494-3108 or (765) 494-3110
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

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
  • Counseling & Psychological Services
  • Off-campus housing
  • University regulations

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/
Hours: M-F, 9:00AM-11:30AM, 1:30PM - 4:30PM
  • Immigration Services
  • International Student Orientation
  • MyISS

Human Resource Services
1281 Win Hentschel Blvd, Suite 1100
West Lafayette, IN 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
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>Immunization</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola (Ten Day Measles)</td>
<td>Two doses of live vaccine administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Rubella (German/3 Day Measles)</td>
<td>At least two immunizations administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Mumps</td>
<td>At least two immunizations administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Tetanus/Diphtheria</td>
<td>No more than 10 years before starting classes</td>
</tr>
<tr>
<td>Meningitis</td>
<td>One dose on or after 16th birthday, if 23 or younger</td>
</tr>
<tr>
<td>Meningococcal B</td>
<td>2 doses of the same brand (Bexsero or Trumenba), if 23 or younger</td>
</tr>
</tbody>
</table>

**International students only**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis test</td>
<td>Students must have a QFT (QuantiFERON blood test) with a negative result as the initial part of the Tuberculosis clearance. Those with a positive result, will have additional steps to complete. The clearance must be done after the student arrives in the United States and no more than 3 months prior to attending classes at Purdue University. Students not in compliance will not be able to register for future courses until the requirement has been met.</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.

**Emergency Information**

**Emergency:** Dial 911  
State Police: (765) 807-1200  
Tippecanoe County Sheriff: (765) 423-9321

**Purdue**  
Fire: (765) 494-6919  
Police: (765)-494-8221

**West Lafayette**  
Fire: (765) 775-5175  
Police: (765) 775-5200

**Lafayette**  
Fire: (765) 807-1600  
Police: (765) 807-1200

Version 7.10.2022
For more information about any of these subjects, please visit: [http://www.purdue.edu/bursar/](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 door 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/](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 “Academic” 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).

West Lafayette and Lafayette Community Information

Health Care

Purdue

PUSH (Purdue University Student Health Center)
Corner of University Street and Stadium Ave
West Lafayette, IN 47907

Open all year M-F, 8:00 AM-5:00 PM
Closed weekends and holidays
www.purdue.edu/push

(765) 494-1700 (Appointment Line)
(765) 494-1725 (Urgent Care)

Urgent Care hours (fall & spring semesters):
M-F, 8:00 AM-5:00 PM
Sat-Sun, 10:00 AM-5:30 PM

Summer Hours: M-F, 8:00 AM-5:00 PM

Lafayette Hospitals

Francis Health Lafayette East Hospital
1701 South Creasy Lane - Lafayette, IN 47905
https://www.franciscanhealth.org/healthcare-facilities/franciscan-health-lafayette-east-62
(765) 502-4000

IU Health Arnett Hospital
5165 McCarty Lane - Lafayette, IN 47905
https://iuhealth.org/find-locations/iu-health-arnett-hospital
(765) 448-8000

Riggs Community Health Centers
1716 Hartford Street - Lafayette, IN 47905
2316 South Street - Lafayette, IN 47905
https://www.riggshealth.com/
(765) 742-1567

Version 7.10.2022
Pharmacies

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

**On-Campus:**
- Purdue University Pharmacy: [https://www.purdue.edu/rx](https://www.purdue.edu/rx) (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
- Meijer: see [www.meijer.com](http://www.meijer.com) for locations
- Walmart: see [www.walmart.com](http://www.walmart.com) for locations

Campus Safety

**Safe Walk Program (available in the evenings)**
Sponsored by the Purdue Student Security Patrol during the fall and spring semesters for students and staff.
To request a Safe Walk, call: (765) 494-SAFE (765) 494-7233

**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 and move to a safe location.

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, do not 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 email notifications. This has been done for you. For more information, visit https://www.purdue.edu/ehps/emergency_preparedness/warning-system.html.

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/Real ID 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 https://www.in.gov/bmv/files/Real-ID-Brochure.pdf 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.
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 Sheriff’s Department, or the Indiana State Police. Visit http://www.in.gov/bmv/ for the most current information.

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/

Tippecanoe School Corporation
21 Elston Road
Lafayette, IN 47909
(765) 474-2481
http://www.tsc.k12.in.us

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

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

St. James Lutheran School
615 N. 8th St.
Lafayette, IN 47901
(765) 742-6464
https://mysils.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
1-888-489-5463
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/ 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.

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

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

**Cable and Internet**
- Comcast
  - 1-888-266-2278
  - www.comcast.com
- Wintek
  - 1-800-726-3953

**Satellite Television**
- DISH Network
  - 1-866-891-8406
  - www.dish.com/
- Direct TV
  - 1-888-777-2454
  - www.directv.com

**Gas**
- Vectren
  - 1-800-227-1376
  - www.vectren.com

**Telephone and Internet**
- Verizon
  - 1-800-483-4000
  - www.verizon.com/
- AT&T
  - 1-844-723-0252
  - www.att.com
- MetroNet
  - (765) 607-1044
  - www.metronetinc.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
Purdue Federal Credit Union, Chase, and Huntington National Bank. All of these and others have Automatic Teller Machines (ATMs) located on or around campus.

**Purdue Federal Credit Union**  
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 Henschel Blvd.  
  Near Purdue Research Park on US 52 West  
  West Lafayette, IN 47906  
  (765) 497-3328  

**Chase**  
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  

**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**  
1032 Sagamore Parkway W  
West Lafayette, IN  47906  
(765) 463-1556

2513 Maple Point Dr  
Lafayette, IN  47905  
(765) 447-7533

2200 Greenbush Street  
Lafayette, IN  47904  
(765) 447-4693

65 Beck Lane  
Lafayette, IN  47909  
(765) 474-0677

**SunSpot Natural Market**  
500 Sagamore Pkwy W.  
West Lafayette, IN  47906  
(765) 464-1555

**Ethnic Grocery Stores**

**Asia Global Market**  
2400 Yeager Road  
W. Lafayette, IN  47906  
(765) 463-4114

**Oasis Mexican Grocery**  
2338 Sagamore Pkwy W  
W. Lafayette, IN  47906  
(765) 250-3397

**Better World Market**  
402 Brown St.  
W. Lafayette, IN  47906  
(765) 464-6818

**Indian & International Grocery**  
1070 Sagamore Pkwy W  
W. Lafayette, IN  47906  
(765) 421-1107

**Hana Market**  
3457 Bethel Dr. A  
W. Lafayette, IN  47906  
(765) 463-7434

**La Village Food Mart**  
208 South Street, Ste B  
W. Lafayette, IN  47906  
(765) 743-7047

**Tippecanoe Mall**  
2415 Sagamore Parkway South (US 52)  
Lafayette, IN  47905  
(765) 448-6177

**Farmer's Markets**

**Historic Downtown Lafayette on 5th St.**  
(Between Main Street and Columbia Street)  
Lafayette, IN  47901  
May-October, hours:  Sat, 8:00AM-12:30PM

**West Lafayette Farmer's Market**  
3065 N Salisbury St.  
West Lafayette, IN  47906  
May-October, hours:  Wed, 3:30PM-7:00PM

**Purdue University Farmer's Market**  
Northwestern Corner of Memorial Mall  
West Lafayette, IN  47907  
May 2nd – October, hours:  Thurs. 11:00AM-2PM
Home Improvement Centers

Lowe’s
Lafayette
100 North Creasy Lane
Lafayette, IN 47905
(765) 446-1900

Menards
West Lafayette
2868 US 52 West
West Lafayette, IN 47906
(765) 447-4442

Lafayette
2850 Creasy Lane South
Lafayette, IN 47905
(765) 449-8521

Home Depot
Lafayette
311 Sagamore Parkway
Lafayette, IN 47904
(765) 446-1946

Super Centers

(All locations include a grocery store.)

Target
Lafayette
3630 State Road 26E
Lafayette, IN 47905
(765) 446-8551

Walmart
West Lafayette
2801 Northwestern Ave
West Lafayette, IN 47906
(765) 463-0201

Lafayette:
4205 Commerce Drive
Lafayette, IN 47905
(765) 446-0100

2347 East 350 South
Lafayette, IN 47909
(765) 477-9379

Meijer
West Lafayette
2636 US-52
West Lafayette, IN 47906
(765) 637-4200

Lafayette
4901 State Road 26 E
Lafayette, IN 47905
(765) 449-9200
Once you are registered for classes, you may know what books you will need to buy. There are several bookstores on campus, or you can find your textbooks online at a website such as www.amazon.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**
www.vonsshops.com/

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.)
20 N. Salisbury Street
West Lafayette, IN 47906
(765) 743-5995
copymatinc@yahoo.com
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.lafayetterechamber.com/

**Convention and Visitors Bureau**  
http://www.homeofpurdue.com/

**Lafayette and West Lafayette - Dining Guide**  
https://www.homeofpurdue.com/restaurants/  
This is a list of restaurants categorized by location and type of cuisine.

**Greater Lafayette Area Places of Worship**  
https://www.homeofpurdue.com/plan/our-community/religion/  
This is a list of religious organizations as well as places of worship categorized by locations.

**Movie Theaters**  
Call (765) 449-SHOW (7469) for times

**GQT Wabash Landing 9: West Lafayette**  
Wabash Landing Shopping Center on the Levee  
300 East State Street  
Lafayette, IN 47901  
(765) 447-4693

**GQT Lafayette 7: Lafayette**  
Lafayette Crossing Shopping Center  
3525 McCarty Lane  
Lafayette, IN 47904

**GQT Eastside 10 IMAX : Lafayette**  
East of the post office on State Road 26 E  
300 Farabee Drive North  
Lafayette, IN 47905
West Lafayette Campus

BUILDING NAMES AND ABBREVIATIONS

MODIFICATION DATE: AUGUST, 2020