Welcome Packet

www.purdue.edu/gradschool
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*Purdue University does not recommend or otherwise endorse any specific off-campus establishment.
New 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 and setup your Purdue email account.** (page 4-5).

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.
   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.

3. **Research funding opportunities, including financial aid, fellowships, or scholarships, if necessary.** Visit the Fellowship Office's website at https://www.purdue.edu/gradschool/funding/index.html.
4. **Make sure you fulfill the State of Indiana’s immunization requirements** (page 10). You will need to submit official documentation of your immunizations and may need to get the required vaccinations before arriving.

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 are arriving by vehicle, visit [http://www.purdue.edu/visit/getting-here/maps-directions.php](http://www.purdue.edu/visit/getting-here/maps-directions.php) for directions, visitor parking information, and construction information. 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/)

   More transportation options and information can be found on the [Housing and Relocation Information](https://www.purdue.edu/registrar/housing/) webpage.

6. **Find Housing** (page 5-6). Make sure your utilities will be turned on before your move in date.

7. **Get a student identification (ID) card at the Card Services Office** (page 7). The second week in August is an optimal time to do this.

8. If you received a **Graduate Staff or Fellowship Appointment**, visit the [Graduate Payroll Onboarding](https://www.purdue.edu/hr/graduate-payroll-onboarding/) website to ensure you are setup to receive your funding.

9. **Update your personal 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 to update your mailing address, email, and emergency contacts.

10. **Sign up for health insurance.** You will have the opportunity to sign up for university-sponsored insurance within the first few weeks after your arrival on campus. Benefit eligible Graduate Staff students have the opportunity to sign up for Purdue contributed health insurance within 30 days after the start of their appointment. International students must purchase the University-sponsored plan unless you qualify for a limited waiver. See the [Purdue Graduate Student Insurance](https://www.purdue.edu/studentinsurance/) page for more information on waivers and student insurance.

11. **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).

12. **Get a parking permit, if needed** (page 6). You will need to register for classes before you can get a parking permit. Note: you also must live a certain distance from campus to be eligible for a parking permit.

13. **Pay your tuition and fees, if any, by the due date on the bill e-mailed to you** (page 11). Only electronic bills are sent. To pay online or to print your invoice, go to myPurdue and click on the "Financial" tab and then the "Manage My Account" tab. To view your payment options, click here. 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 five days prior to the due date, please contact your Program Coordinator.

14. **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.

15. **Attend the New Graduate Student Orientation.** 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.

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**Purdue Career Account, BoilerKey, 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](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](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 emails, you must activate your email 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. Consider both West Lafayette and 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 at https://www.purdue.edu/parking/. More transportation information is listed in the next section.

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.

Ashley Darnell is Purdue’s Assistant Director of Off-Campus Student Services. He will help graduate students find suitable off-campus housing. If you have any questions, you may contact Ashley for assistance at adarnel@purdue.edu.

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. Visit http://www.gocitybus.com/ for schedules and routes.

# Parking and 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 Harrison Bridge, South of 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 online parking portal by choosing "Special Permit Requests." More information can be found on the Purdue parking website at https://www.purdue.edu/parking/permits/disabilities/index.html.

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](http://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.

### Useful Offices on Campus

<table>
<thead>
<tr>
<th>The Graduate School</th>
<th>Division of Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://www.purdue.edu/gradschool/">https://www.purdue.edu/gradschool/</a></td>
<td><a href="https://www.purdue.edu/dfa/">https://www.purdue.edu/dfa/</a></td>
</tr>
<tr>
<td><strong>Office Address:</strong></td>
<td><strong>Office Address:</strong></td>
</tr>
<tr>
<td>Ernest C. Young Hall, Room 170</td>
<td>Stewart Center, Room G18</td>
</tr>
<tr>
<td>155 South Grant Street</td>
<td>128 Memorial Mall</td>
</tr>
<tr>
<td>West Lafayette, IN 47907</td>
<td>West Lafayette, IN 47907</td>
</tr>
<tr>
<td><strong>Hours:</strong> M-F, 10am-12:00pm, 1:00pm-3:00pm</td>
<td><strong>Hours:</strong> M-F, 8:00am-5:00pm</td>
</tr>
<tr>
<td><strong>Contact Information:</strong></td>
<td><strong>Contact Information:</strong></td>
</tr>
<tr>
<td>(765) 494-2600</td>
<td>(765) 494-5050</td>
</tr>
<tr>
<td><a href="mailto:gradinfo@purdue.edu">gradinfo@purdue.edu</a></td>
<td><a href="mailto:facontact@purdue.edu">facontact@purdue.edu</a></td>
</tr>
<tr>
<td><strong>Resources:</strong></td>
<td><strong>Resources:</strong></td>
</tr>
<tr>
<td>• Admissions</td>
<td>• Tuition &amp; Fee estimates</td>
</tr>
<tr>
<td>• Fellowships</td>
<td>• Financial assistance eligibility</td>
</tr>
<tr>
<td>• Professional Development</td>
<td>• Scholarships/grants/loans</td>
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<tr>
<td>• Multicultural programs</td>
<td><strong>ID Card Operations / Support</strong></td>
</tr>
<tr>
<td>• Interdisciplinary programs</td>
<td><a href="http://www.purdue.edu/business/card/">http://www.purdue.edu/business/card/</a></td>
</tr>
<tr>
<td>• Student records</td>
<td><strong>Office Address:</strong></td>
</tr>
<tr>
<td>• Thesis and dissertation</td>
<td>Stewart Center, Room 194</td>
</tr>
<tr>
<td>• Office of Graduate Assistance</td>
<td>128 Memorial Mall</td>
</tr>
<tr>
<td></td>
<td>West Lafayette, IN 47907</td>
</tr>
<tr>
<td></td>
<td><strong>Hours:</strong> M-F, 8:00am-5:00pm</td>
</tr>
<tr>
<td></td>
<td><strong>Contact Information:</strong></td>
</tr>
<tr>
<td></td>
<td>(765) 496-0444</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:purdueidcardoffice@purdue.edu">purdueidcardoffice@purdue.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Resources:</strong></td>
</tr>
<tr>
<td></td>
<td>• Get your student identification card</td>
</tr>
<tr>
<td></td>
<td>• Add money to your Boiler Express</td>
</tr>
</tbody>
</table>

**International Students and Scholars (ISS)**

[http://www.iss.purdue.edu/](http://www.iss.purdue.edu/)

| **Office Address:** | **Office Address:** |
| Schleman Hall, Room 136 | Schleman Hall, Room 194 |
| West Lafayette, IN 47907-2050 | 128 Memorial Mall |
| **Hours:** M-F, 8:00am-5:00pm | West Lafayette, IN 47907 |
| **Contact Information:** | **Hours:** M-F, 8:00am-5:00pm |
| (765) 494-5770 | **Contact Information:** |
| iss@purdue.edu | (765) 496-0444 |
| | purdueidcardoffice@purdue.edu |
| **Resources:** | **Resources:** |
| • Immigration Services & Changes | • Get your student identification card |
| • International Student Orientation | • Add money to your Boiler Express |
ITAP (Information Technology at Purdue)
http://www.itap.purdue.edu/help/

IT Lab Help Desk Locations:
  - Wilmeth Active Learning Center (WALC)
  - Hicks Undergraduate Library (HIKS)

Hours:
  - WALC: M-F, 8:00am-11:00pm; Sat. 9:00am-5:00pm; Sun. 11:00am-11:00pm
  - HIKS: M-Th, 8:00am-11:00pm; Fri. 8:00am-5:00pm; Sat. 1:00pm-5:00pm; Sun. 1:00pm-11:00pm

Contact Information:
(765) 494-4000
itap@purdue.edu

Resources:
  - Manage your BoilerKey
  - Tech support
  - Self-help Knowledge Base http://www.purdue.edu/goldanswers
  - Download Microsoft Office 365

University Parking Services
https://www.purdue.edu/parking/index.html

Office Address:
  - Materials Management & Distribution Center
    700 Ahlers Drive
    West Lafayette, IN 47907

Hours: M-F, 7:30am-4:30pm

Contact Information:
(765) 494-9497
parking@purdue.edu

Resources:
  - Get a parking permit
  - Parking regulations and rules
  - Appeal a parking ticket

Office of the Registrar
http://www.purdue.edu/registrar

Office Address:
  - Stewart Center, Room 176
    128 Memorial Mall
    West Lafayette, IN 47907

Hours: M-F, 10:00am - 4:00pm

Contact Information:
(765) 494-6165
registrar@purdue.edu

Resources:
  - Pay your student fees
  - Get a fee deferment
  - Aid disbursement

Human Resource Services
http://www.purdue.edu/hr/

Office Address:
  - 2550 Northwestern Avenue, Suite 1100
    West Lafayette, IN 47906

Hours: M-F, 8:00am-5:00pm

Contact Information:
(765) 494-2222
hr@purdue.edu

Resources:
  - Student insurance
Office of the Dean of Students
http://www.purdue.edu/odos/
Office Address:
Schleman Hall, Room 207
656 Oval Drive
West Lafayette, IN 47907
Hours: M-F, 8:00AM-5:00PM
Contact Information:
(765) 494-1747
odos@purdue.edu
Resources:
- Counseling & psychological services
- Student health & legal services
- Center for Advocacy

Recreational Sports (Co-Rec)
http://www.purdue.edu/recwell/
Address:
355 North Martin Jischke Drive
West Lafayette, IN 47906
Hours: M-F, 8:00am-5:00pm
Contact Information:
(765) 494-3110
recwell@purdue.edu
Resources:
- Work out for free (with student ID card)
- Group exercise
- Intramural sports
- Swimming and diving center
- Nutrition counseling
- Massage therapy

Purdue Enterprise Print Services
http://www.purdue.edu/printingservices/
Office Address:
698 Ahlers Drive
West Lafayette, IN 47907
Hours: M-F, 8:00am-12:00pm, 1:00pm-5:00pm
Contact Information:
(765) 494-2006
Resources:
- Full-service copy center

Purdue Libraries
http://www.lib.purdue.edu/libraries/
Office Address:
Libraries Administration
504 West State Street
West Lafayette, IN 47907
Contact Information:
(765) 494-2900
libinfo@purdue.edu
Resources:
- Publishing Services
- Request/ place a hold on a book

Purdue Pharmacy
https://www.purdue.edu/rx/
Office Address:
Robert Heine Pharmacy Building, Room 118
575 Stadium Mall Drive
West Lafayette, IN 47907
Hours: Classes in session: M-F, 8:30am-5:30pm
Contact Information:
(765) 494-1374
Resources:
- Immunizations
- Fill prescriptions
- Travel health service
State Immunization Requirements

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, Meningitis, 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 the immunization requirements. Complete all immunization requirements found at purdue.edu/push. Immunization proof must be legible, in English, and include the student’s name. Students may upload their official immunization record or a completed immunization information form signed by an MD, DO, NP, or RN. The official immunization record does not need to be signed by a provider.

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:

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola (Measles, MMR)</td>
<td>Two doses of live vaccine administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Rubella (MMR)</td>
<td>Two doses of live vaccine administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Mumps (MMR)</td>
<td>Two doses of live vaccine administered after first birthday, and at least 28 days apart.</td>
</tr>
<tr>
<td>Tetanus Diphtheria (Td or Tdap)</td>
<td>No more than 10 years before starting classes.</td>
</tr>
<tr>
<td>Meningitis (Men Quad/Conjugate, MCV4)</td>
<td>One dose on or after 16th birthday, if 23 or younger.</td>
</tr>
<tr>
<td>Meningococcal B</td>
<td>Two doses of the same brand (Bexsero or Trumenba), if 23 or younger.</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>International students must have a QFT (Quantiferon blood test) or T-Spot (not PPD) with a negative result. This test must be completed in the United States and no more than 3 months before classes start. Test must be completed on the same date, or at least 28 days after any live vaccine. Those with an abnormal TB test result, will have additional steps to complete. Students not in compliance will not be able to register for future courses until the requirement has been met. Learn more about Tuberculosis.</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

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 or in person. Make all checks, traveler's checks, cashier's checks or money orders payable to Purdue University. Please be sure to include the student's Purdue ID number on all payments.

To pay in person by check, traveler's check or cashier’s check, items can be mailed or brought to:

Purdue University
Office of the Bursar
128 Memorial Mall, Rm 194
West Lafayette, IN 47907

Tuition and Fee Deferment: Bursar’s Office, Stewart Center, Room 194, (765) 494-7570. (You must have your fees assessed and a current mailing address on file in the Office of the Registrar’s system.)


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, Stewart Center, Room 194 (765) 494-7570. 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 (765) 494-6165.

Financial Aid: Division of Financial Aid, Room G18, Stewart Center, (765) 494-5050.

Aid Disbursement Questions: Bursar's Office, Room 194, Stewart Center, (765) 494-7583.

Scholarships/Outside Awards: Bursar’s Office, Room 194, Stewart Center, (765) 494-5371, outsideawards@purdue.edu.

Stafford Loan Check Endorsement: Bursar’s Office, Room 194, Stewart Center, (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.”

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 176, Stewart Center, Telephone: (765) 494-6165; Fax: (765) 494-0570, Email transcripts@purdue.edu.

Address Changes: Visit myPurdue and go to “Personal Information” listed on the left under “Quick Links.”

Restricting Your Purdue Directory Information: Office of the Registrar, Room 176, Stewart Center, (765) 494-6165.

Student Identification Card Photo: Card Services Office, Room 194, Stewart Center, (765) 496-0444.

Insurance Waiver (International students only): The Student Insurance office is located in the PUSH Building, Rooms #G11 and #G13, (765) 496-3998, student-insurance@purdue.edu, or visit their webpage for a list of waiver forms https://www.purdue.edu/push/insurance/Waivers/index.html.
West Lafayette and Lafayette Community Information

Health Care

**Purdue**

PUSH (Purdue University Student Health Center)
601 Stadium Mall Drive
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 (Appointments)
(765) 494-1725 (Urgent Care)

**Urgent Care: Open fall & spring semesters**
M-F, 8:00 AM-5:00 PM
Sat, 10:00 AM-5:30 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

**IU Health Arnett Urgent Care Centers**
(All open 8:00 AM-8:00 PM seven days a week)
1 Walter Scholer Dr. - Lafayette, IN 47909
253 Sagamore Pkwy - West Lafayette, IN 47906
(765) 448-8000

Campus Safety

**Safe Walk Program**

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 (7233).

Warning Sirens

The All-Hazards Emergency Warning Sirens warns you to take immediate 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/purduealert/index.php.

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/](http://www.in.gov/bmv/) Web site.

<table>
<thead>
<tr>
<th>Lafayette</th>
<th>West Lafayette</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bureau of Motor Vehicles (BMV)</strong></td>
<td><strong>Bureau of Motor Vehicles (BMV)</strong></td>
</tr>
<tr>
<td>2200 Elmwood Avenue, Suite A6</td>
<td>720 West Navajo Street</td>
</tr>
<tr>
<td>Lafayette, IN 47904</td>
<td>West Lafayette, IN 47906</td>
</tr>
<tr>
<td>(765) 448-3738</td>
<td>(765) 464-1525</td>
</tr>
</tbody>
</table>

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/](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](http://www.indianavoters.com). See [http://www.in.gov/sos/elections/2403.htm](http://www.in.gov/sos/elections/2403.htm) for additional information and registration forms.

**Area Libraries**

<table>
<thead>
<tr>
<th>Lafayette-Tippecanoe County Public Library</th>
<th>West Lafayette Public Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>627 South Street</td>
<td>208 W. Columbia Street</td>
</tr>
<tr>
<td>Lafayette, IN 47901</td>
<td>West Lafayette, IN 47906</td>
</tr>
<tr>
<td>(765) 429-0100</td>
<td>(765) 743-2261</td>
</tr>
</tbody>
</table>
Shopping

Grocery Stores

Payless (Kroger) Groceries
1032 Sagamore Parkway W
West Lafayette, IN 47906
(765) 463-1556

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

Fresh Thyme Farmers Market
2410 North Salisbury, Suite 100
West Lafayette, IN 47906
(765) 463-6725

220 South Creasy Ln.
Lafayette, IN 47905
(765) 446-1351

Super Centers

Target
300 W State St Ste 100
West Lafayette, IN 47906
(765) 701-4257

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

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

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

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

4901 State Road 26 E
Lafayette, IN 47905

Ethnic Grocery Stores

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

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

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

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

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
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](http://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](http://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](http://www.purdueu.com) 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.

**Purdue University Bookstore**
[www.purdueu.com](http://www.purdueu.com)
360 West State Street
West Lafayette, IN 47906
(765) 743-9618

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

**Follett’s Purdue Bookstores**
[www.bkstr.com/purduestore/home](http://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/](http://www.vonsshops.com/)
315 State Street
West Lafayette, IN 47906
(765) 743-1915

**Barnes and Noble**
[www.barnesandnoble.com](http://www.barnesandnoble.com)
2323 Sagamore Parkway South
Lafayette, IN 47905
(765) 449-4330

**Copymat Services Incorporated**
[www.copymatservices.com/](http://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.lafayettechamber.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.

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

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.