

HOW TO REGISTER FOR YOUR STUDY ABROAD PROGRAM

Please follow the below instructions to register for your Study Abroad program. You are required to remain officially registered at Purdue while you are abroad and this **MUST be completed** even if you register for classes at your overseas program separately.

1. Before attempting to register, you will need to **get your registration PIN from your academic advisor**.
2. **Locate your registration time ticket** by looking at your Registration Status via your myPurdue page.
3. The Study Abroad Office will give you what is called a closed-section registration override to register for the appropriate CRN for your program. You will receive an email when this override has been entered. **Please do not attempt to register before receiving an email saying you are able to do so. If you do, you will receive a message that the section is not available because it is full and will not be given an option to request an override.** If your registration override is entered after your time ticket has passed, you may still register during the [Open Registration period](#). Most study abroad programs will not be ready for registration until that time.
4. **Find the CRN (course registration number) for your study abroad program.** This number can be found on your My Study Abroad page near the top as part of the “Your Program” information. Please note that if your program has more than one CRN listed, you should only attempt to register for the CRN associated with the correct dates and credit-hours.

Once you have gathered all of this information and have been notified that your program is ready, you can complete your registration. The following steps have been excerpted from the Office of the Registrar’s instructions on how to add a course. You can find these illustrated instructions (and others) via their [web page](#).

5. Log into myPurdue.purdue.edu and from the Registration tab, select [Add or Drop Classes](#). You can also use the [Scheduling Assistant](#), but you must be more careful to select the correct section for your program if you do.
6. From the Add/Drop courses box, **search for the SA course associated with your program USING THE CRN, select the correct section** and then select the Submit Schedule button.

Please note:

- If you attempt to register for your study abroad program before your override is entered, you will receive a message that the section is not available because the course is full. Study Abroad courses do not actually have enrollment limits. You do not need to worry about someone else “taking your seat” – it is reserved for you.
- If registering for your study abroad program will put your registration above 18 credit hours for a fall or spring semester, you will need to obtain an additional registration override from your academic advisor. Please discuss this with them so it is not a surprise.
- If you are studying abroad for a fall or spring semester, you should not register for any additional courses associated with the Purdue West Lafayette campus without discussing this with your Study Abroad Advisor first.
- Don’t forget to confirm your registration! If your registration is dropped or cancelled for any reason, you may be responsible for a Late Registration Fee (in accordance with the Registrar’s fee calendar) to have your registration re-entered. (You can find the dates Late Registration fees start via the Drop/Add Refund & Deadline Calendars maintained [here](#).)
 - *For students on co-sponsored programs: this refers only to the fees you pay directly to Purdue. Your program will provide more information on how and when to pay the remainder of your fees.*