• **Foreign Language credit award**
  - Grades post Tuesday May 9. We will query all student that earned C- or higher and award directed credit Wednesday, May 10. As a result the candidate audits you receive Wednesday morning will not reflect this directed credit. You will need to verify those Wednesday after receiving the email notification that the credit has been loaded.
  - PLEASE DO NOT ENTER EXCEPTIONS IN MYPURDUEPLAN UNTIL WE’VE COMPLETED THE DIRECTED CREDIT LOAD.
  - I verified the SLC website information with Jason Baumer and he confirmed the minimum grade is a C-. The website that shows D- is outdated and he is working to have it removed.

• **Commencement guest tickets**
  - No lottery for tickets. Limit is set at max of four.
  - Please do not encourage students to ask for more than they need in an attempt to create your own departmental/college distribution. We prefer to allow the Hall of Music staff to handle unticketed guests as the seats go unused once the candidates are seated.

• **Max hour override**
  - Any feedback?
  - We realized the unintended problem that you cannot update credit hours until the schedule for that term has been released. We have taken it back to the Competency Center to attempt a resolution.

• **Purdue Gallup Survey**
  - Feedback?
  - Chris Marheine indicated huge increase in the number of students that completed the survey after holds were placed. In almost all cases the hold release has been a no issues. Just a handful to work on that completed survey during the window the holds were being placed. Any issues, email Chris Marheine, Chris Pass or Lesa Beals.

• **Update on IPFW realignment**
  - Health science majors will be IU beginning with Fall 2018 class. All other current IU majors will move to Purdue as well as Purdue will offer all gen ed courses to support the IU health science majors.
  - Lots of moving parts…
    - Renaming IU courses to PU courses
    - Curricula updates from IU majors to PU majors
    - Lesa is on workgroup for student record, student financials. Chris Marheine is on student system workgroup.
    - More information as it becomes available.

• **Time tickets for fall**
  - They are assigned. As always please do not provide your students’ specific time ticket. Rather inform them where to find it themselves in myPurdue. “registration status” will display time ticket.
  - We received a couple priority group lists late so we have done a great deal of updates to time tickets.
**CCR updates**
- If you are submitting updates for candidates, PLEASE add that to the notes section.
- In addition, if the update is for candidate, you should be working directly with your candidate coordinator for your school/college/department.

**MyPurduePlan**
- You cannot add too much information when adding an exception.

**Registration How To’s**
- If we are missing anything on the How To’s please let me know.

- **How to register via myPurdue**
  - Adding a course with one schedule type (example: LEC only)
    [http://www.purdue.edu/registrar/currentStudents/students/addCourseStudentView.html](http://www.purdue.edu/registrar/currentStudents/students/addCourseStudentView.html)
  - Adding a course with multiple schedule types (example: LEC/LAB/REC)
    [http://www.purdue.edu/registrar/currentStudents/students/addCourseMultipleStudentView.html](http://www.purdue.edu/registrar/currentStudents/students/addCourseMultipleStudentView.html)

- **How to register via Scheduling Assistant**
  - [http://www.purdue.edu/registrar/documents/scheduling/FAQs_Student_Sched_Assist.pdf](http://www.purdue.edu/registrar/documents/scheduling/FAQs_Student_Sched_Assist.pdf)

**Need help with event scheduling in Unitime, not sure where to go or what to do? Well come join us in a Unitime/Timetabling training. We will show you how to navigate the system from adding, modifying and even canceling an event. We’ll also show you some tips & tricks to make it a little easier.**

[Untime training](#)

**Next meeting will be…**

<table>
<thead>
<tr>
<th>Thurs</th>
<th>13-Apr-2017</th>
<th>9:00 AM</th>
<th>9:50 AM</th>
<th>MTHW 210 (seats 220)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>8-May-2017</td>
<td>9:00 AM</td>
<td>10:00 AM</td>
<td>ME 1130 (seats 120)</td>
</tr>
<tr>
<td>Thurs</td>
<td>8-June-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>10-Aug-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>14-Sept-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>12-Oct-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>9- Nov-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>14-Dec-2017</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>11- Jan-2018</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>8-Feb-2018</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>8-Mar-2018</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>---------</td>
<td>----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Thurs</td>
<td>5-April-2018</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
<tr>
<td>Thurs</td>
<td>3-May-2018</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>STEW 214 A-D (seats 168)</td>
</tr>
</tbody>
</table>