**Registrar/Advisor Gathering**

**Oct 13 2016 MATH 175**

**8:30 a.m. - 9:20 a.m.**

**Lesa’s Notes**

* **Update on “Name of Choice” and Dear Colleague Letter on Transgender issues- Aiden Powell of the LGBTQ Center**
	+ **Powerpoint and Dear Colleague letter in attached email.**
	+ **Feel free to reach out to Aiden or Lowell to arrange training for your team. Our office will keep you updated as we continue to work towards a more inclusive and welcoming environment and student information system.**
	+ **It was suggested that programs like Education, Nursing, Vet Med and Pharmacy that require students to wear name tags in clinic type settings consult with OIE to ensure we are compliant with newest Dear Colleague letter as well and the academic unit accreditation boards.**
* **Update on myPurduePlan-Sandy**
	+ Issues with catalog term- tabled until next month
	+ Programs vs Degree-tabled until next month
	+ Exception forms are not on myPurdue portal
	+ 
* **Reporting update- Chris M.**
	+ **Validated folder is going away on Oct 17. Emails have been going out on topic for a while. All content is being moved into “Standard Content” folder but reorganized. It was asked for Chris to do a brief demo in November.**
	+ **Specific questions may be directed to Chris.** **cmarhein@purdue.edu**
	+ 
* **myPurdue**
	+ Tips and tricks
* **Summer –Blake Nemelka Jacob presented**
	+ Scholarships
		- Summer Stay
		- <http://www.purdue.edu/summerstay/>
		- Summer Finish
		- <http://www.purdue.edu/summerfinish/>
		- Read website for details. Jacob will be confirming citizenship requirements and if receiving one scholarship makes student ineligible for any other summer scholarship.
* **Forms**
	+ **Form 23As and form 23s are only available thru myPurdue portal. Registrar is no longer providing printing services. We have no objections if departments wish to continue bulk printing on their own.**
	+ **Students presenting a form 23 for processing will be offered a copy for their records.**
	+ **Form 23As may be replaced with the Student Educational Planner in myPurduePlan. For assistance in the transition, I am sure Sandy Schaffer would be happy to help.**
* **Change of Curricula**
	+ Major, minor, certificate, college change
	+ Hoping to have available for testing in November. I will be sure to seek assistance from those with the greatest concern to help test. Our goal is not to make your life more difficult or slow processes down. Our objective is the same or better service.
* 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](http://www.purdue.edu/registrar/faculty/scheduling/unitime_training.html)

**Next meeting will be….**

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| Tues | 8-Nov | 4:00 PM | 4:50 PM | LWSN 1142 (seats 100) |
| Thurs | 8-Dec | 8:30 AM | 9:20 AM | MATH 175 (seats 180) |
| Thurs | 12- Jan | 10:00 AM | 10:50 AM | LSWN 1142 (seats 100) |
| Tues | 14-Feb | 8:15 AM | 9:15 AM | STEW 314 (seats 126) |
| Wed | 8-Mar | 3:30 PM | 4:30 PM | ARMS B 061 (seats 120) |
| Wed | 12-Apr | 10:30 AM | 11:30 AM | MATH 175 (seats 180\_ |
| Mon | 8-May | 9:00 AM | 10:00 AM | ME 1130 (seats 120) |