**Registrar/Advisor Gathering**

**April 4, 2016 ME 1061**

**4:00 p.m.- 4:50 p.m.**

**NOTES**

* **Summer courses/registration-Blake Nemelka I believe Blake has sent his information already to the advisor list.**
* **OL minor requirements- Kelly Pistilli**
	+ [**https://polytechnic.purdue.edu/degrees/organizational-leadership-minor**](https://polytechnic.purdue.edu/degrees/organizational-leadership-minor)
	+ **Contact Kelly with questions**
	+ **Kelly noted that even with new subject and course numbers there are not equivalencies for the old courses.**
* **CPT, OPT, Co-op and international students**
	+ Chris Collins
	+ Chris shared information regarding the process and a planned enhancement which will alert/notify advisors when their office has approved CPT/OPT for a student. More information coming from Chris.
* **Catalog term**
	+ We’ll talk about this every meeting ☺
	+ **Quick reference for summer withdraw**

\*\*This is all subject to the first day of the summer term….prior to May 16 all adjustments may be done on myPurdue.

* Dropping last class and the mod hasn’t started yet.
	+ - Email to registrar@purdue.edu from @purdue.edu requesting drop
* Dropping last class and the mod has started
	+ - University withdraw in myPurdue
* Dropping one class for future mod and staying in class for current mod
	+ Student may update in myPurdue
* Dropping class for current mod and keeping class in future mod
	+ - Form 23 with signatures required on Drop/Add calendar
* Dropping a class for a current module and remaining in a completed module with a grade
	+ - University withdraw in myPurdue
* Dropping a class for a future module and remaining in a completed module with a grade
	+ Dropping in myPurdue if not yet started or University withdraw in myPurdue
* **Expectation on form 350s**
	+ Who may handle them- Never a student
	+ What may be submitted for include/exclude- only courses that are truly equivalent. If you aren’t sure, you can email Lesa Beals or Chris Pass to confirm. Once ODS updates are available we will publish a list of equivalencies on our website.
* **Update on myPurduePlan-Sandy- no time to review**
* **Change of Curricula no time to review**
	+ Major, minor, certificate, college change
* **Regional Campus transfers no time to review**

**Next meeting will be….**

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| Thurs | 5-May | 10:00 AM | 10:50 AM | LWSN 1142 (seats 100) |
| Mon | 6-June | 3:30 PM | 4:30 PM | ARMS 1010 (seats 150) |
| Thurs | 14-July | 10:00 AM | 11:00 AM | KRAN G 016 (seats 128) |
| Tues | 16-Aug | 3:30 PM | 4:30 PM | BRNG 2280 (seats 118) |
| Fri | 16-Sept | 9:30 AM | 10:20 AM | MATH 175 (seats 180) |
| Thurs | 13-Oct | 1:00 PM | 1:50 PM | ARMS B 061 (seats 120) |
| 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) |

**Dates in red are tentative until August due to some fall classes still needing assignments.**