**Registrar/Advisor Gathering**

**January 6, 2016**

**ME 1130 (seats 120)**

**3:00 p.m.- 4:00 p.m.**

**Lesa’s Notes**

* **Introduce Jerry Ross, new university registrar**
* **Second degrees and secondary advisors and the CODO process**
	+ **Discuss process**
	+ **This continues to be a pain point in noting if an existing dual degree should remain with a CODO of the other degree.**
	+ **Our office will work with Sandy Monroe as we continue to push toward an online process.**
* **FYE as second degree, status on plan**
	+ **I am investigating options with ENGR. More to come once a decision has been made.**
* **Update on myPurduePlan-Sandy**
	+ **Fall 2016 plans of study are due to our office by April 1**
* **Update on Purdue Polytechnic move**
	+ **Move was scheduled for Jan 7. I can report the move went swimmingly. Thanks to Chris P, Sandy S, and others for the hours of work on the move.**
* **Catalog project update**
	+ **DigArc catalog project is making great progress. Our team together with Grad school team and SSCC support have clocked numerous hours and are on track to have electronic catalog available early summer for us.**
* **Update on CODO processing for spring**
	+ **Our office processed almost 2000 CODOS for spring in the week before classes began. Great job Tyler, Ryan and Kim.**
	+ **Reminder for students moving within the same college to update myPurduePlan planner and advisor**
* **Fall end of term update**
	+ **Failed prereq job/cancels**
		- **Completed by close of business Friday Jan 8**
		- **Josie encouraged all to review complex prerequisites to ensure they are still what your department wants. Work with Josie to make any necessary changes.**
		- **Email notice sent to all students reminding them to review schedule to ensure time/day/room didn’t change since registration**
	+ **Drop cancels**
		- **These were completed Tuesday, Jan 5-thanks Chris P**
		- **Drops from readmission stipulations not being met done by Thursday Jan 7-thanks Kim**
	+ **Probation survey was sent to incorrect advisors.**
		- **We know Banner data has issues. We continue to work with SSCC to correct the mass upload job that has contributed to this issue.**
		- **Please assist us by reviewing advisor for your student in Banner when meeting to advisor for summer/fall registration.**
	+ **PINS for fall 2016 are scheduled to be generated the week of Jan 25**
	+ **Time tickets for fall 2016 are scheduled to be genereated the week of March 1**
	+ **Fall 2016 schedule of classes is tentatively scheduled to be released week of March 7 or 14.**
	+ **Registration windows for fall are…**
		- [**http://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html**](http://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html)

| **Group** | **Fall 2016 Dates** |
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| Priority Groups | Monday, March 21, 2016 - Saturday, March 26, 2016 |
| Graduate and Professional | Monday, March 21, 2016 - Monday, August 29, 2016 |
| Seniors | Monday, March 28, 2016 - Saturday, April 2, 2016 |
| Juniors | Monday, April 4, 2016 - Saturday, April 9, 2016 |
| Sophomores | Monday, April 11, 2016 - Saturday, April 16, 2016 |
| Current Freshmen | Monday, April 18, 2016 - Saturday, April 23, 2016 |
| All current degree students, non-degree students, and new fall admits   | Monday, April 25, 2016 - Saturday, June 4, 2016 |
| STAR Sessions (New Admits, New Transfer Students - Fall 2016)  | Monday, June 13, 2016 - Friday, July 8, 2016 (Mon-Fri 6/13 - 7/01; Tue-Fri 7/5 - 7/8) |
| Open for Fall 2016 New Students and New Transfer Students Only | Monday, July 11, 2016 - Wednesday, July 13, 2016 |
| Open for All Students, including Non-Degree Students  | Monday, July 18, 2016 - Monday, August 29, 2016 |

**Next meeting will be…**

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| Tues | 2-Feb | 9:00 AM | 9:50 AM | LWSN 1142 (seats 100) |
| Fri | 4-Mar | 10:00 AM | 10:50 AM | WHTR 320 (seats 91) |
| Mon | 4-Apr | 4:00 PM | 4:50 PM | ME 1061 (seats 174) |
| Thurs | 5-May | 10:00 AM | 10:50 AM | LWSN 1142 (seats 100) |