**Registrar/Advisor Gathering**

**July 14, 2016 KRAN G016**

**10:00 a.m. - 11:00 a.m.**

**Lesa’s Notes**

* **Update on myPurduePlan-Sandy**
  + Issue logs
  + Use the issue log if reporting anything with a PUID.
  + You may email [mypurdueplan@purdue.edu](mailto:mypurdueplan@purdue.edu) if you have a more global issue.
  + You may email [seharvey@purdue.edu](mailto:seharvey@purdue.edu) to say hi to Sandy ☺
  + May 2017 candidate worksheets
  + Team is working through issue logs now to catch up. Reviewing a few potential May 2017 candidates to help ensure worksheets look good
  + Summer admits and their catalog term
  + A few advisors reported summer admits were getting a prior fall catalog term. We did some investigation and worked with SSCC to get resolution. Now all summer admits will get the catalog term for the immediate following fall term. Spring admits will get the prior fall catalog term.
* **MPP exceptions-**
  + What do you have the authority do enter
  + You are authorized by your college only.
  + When entering an exception please include the name of the approver.
* **Catalog term**
  + We’ll talk about this every meeting ☺
  + Please try and use catalog term when discussing plans of study with your students.
* **Change of Curricula** 
  + Major, minor, certificate, college change
  + New workflow for changes within the same college (but all minors) is in process. We are working with advisors for guidance and feedback. Hope to roll out early fall.
  + **Quick reference for summer withdraw Request to add this to the summer drop/add calendar. I will try ☺**

\*\*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](mailto: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
* 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.

<http://www.purdue.edu/registrar/faculty/scheduling/unitime_training.html>

Concern raised about proxy access and how some parents may be misinterpreting it. I will work with Parent and Family Connections to help with messaging.

Changes in the Office….

Kim Watley has moved from Hovde 45 Customer service to be more involved with the Banner catalog, university catalog, program of study and Curriculog implementation. Congrats to Kim!

Chris Pass will be assuming the role Kim played for customer service. If you emailed/called Kim for something in the past, you should call/email Chris Pass or Lesa Beals.

Nikki Zimmerman is back with Commencement along with Ryan Jones. Together they will handle much of the commencement processes that are in the weeds to allow Chris time to focus on customer service team.

A formal notification will be sent from Jerry once all updates are approved by HR.

Kelly Pistilli will be leaving us for University of Iowa. Plans to replace her are still being ironed out. We will greatly miss Kelly!

Sandy Monroe and Julie Wise will be moving to their new space in Shreve hall this week.

Sheila Hurt and the other three advisors will be joining them in the following weeks once Honors has moved into their new space.

I will be finding and reposting the Can be replaced by list to our website.

Waitlist documentation will be attached to my notes.

**Next meeting will be….**

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| Tues | 16-Aug | 3:30 PM | 4:30 PM | BRNG 2280 (seats 118) |
| Fri | 16-Sept | 9:30 AM | 10:20 AM | PHYS 112 (seats 269) |
| Thurs | 13-Oct | 8:30 AM | 9:20 AM | MATH 175 (seats 180) |
| 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 changes to time or location due to fall classes.\*\***