**Registrar/Advisor Gathering**

**June 6, 2016 ARMS 1010**

**3:30 p.m.- 4:30 p.m.**

**Agenda**

* **COM 11400**- Joel Ebarb and Marifran Mattson
	+ <https://www.cla.purdue.edu/communication/undergraduate/com_114.html>
	+ See email that Jen Hall sent to all advisors. I’ve attached it to my message.
* **myPurdueProxy**
	+ Documentation attached for all INB users.
	+ Here is the link to the information on our website.
	+ <http://www.purdue.edu/registrar/currentStudents/index.html>
* **STAR**-
	+ Learning Community registration- happening this week
	+ College visits with SS@purdue/reg/parent connections are complete
	+ Book of STAR will be delivered to college/dept run labs on Thursday
* **Summer start registration**
	+ **Is complete. In an effort to ensure the students do not modify their registration for summer, we have removed their time tickets.**
	+ **Please consult with Blake prior to providing a student with a form 23 to drop or add a class if they are a Summer Start admit.**
* **IUPUI transfers**- an update Beginning fall 2016
	+ **IU mission students that transfer to Purdue will receive transfer credit.**
	+ **PU mission students (ENGR, SCI, TECH) will receive credits and grades.**
	+ **IU students can see their mission (major/program) in the IU system. Have them review in One IU if they aren’t sure.**
* **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
* **Update on myPurduePlan-Sandy**
	+ **Templates have been assigned for fall new admits.**
	+ **Sandy will update new admits weekly. If you have one without a plan, you can assign one or you can email Sandy or the MPP team to assign one.**
* **Change of Curricula**
	+ Major, minor, certificate, college change- no update
* 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>

Sheila Hurt introduced the new MAAPS advisors working with her and Sandy Monroe.

Jessie Cork, Brittany Allensworth and Kaitlyn Deal.

**Next meeting will be….**

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| 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.**