Advisor Pre-Registration FAQ

What does your student need prior to completing their Course Requests?

- Meet with the advisor.
  - Discuss any Learning Community courses that may already appear on the Course Request page.
  - Discuss the order of priority for the courses the student plans to enter into the form.
  - Discuss alternate courses where appropriate.
  - Advisor will enter any necessary overrides before the student leaves.
- Remove any holds.
- Meet with Disability Resource Center if they have a disability to ensure appropriate accommodations are satisfied.

What will the student see if their time window is not open?

You are not allowed to make any changes at the moment. Please contact your advisor if you need to make a change. Your time window is between 04/25/2018 8:45a and 04/25/2018 8:55a.

How do you check your student’s Course Request after STAR?

Go to Advisor Dashboard to check the status of the course selections. This page displays what pre-registration is on file with the Registrar's Office.

Will students receive an error message if they try to request two classes that are offered at the same time?

Yes, students will receive a warning message. However, they can ignore the message and still include it on the request form. The student will only be registered for one of the courses.
How do students select an online course?

By default, the pre-registration process tries to optimize a workable schedule for each student. The first priority in the process is the traditional on campus offering. If students would like to select a preference of “online” they can do so by searching for the course in the course finder and clicking the online box (if available).

When selecting courses and students see letters after the course number, what do they mean?

Click on the magnifying glass to see additional notes related to the course offering which will provide additional clarification.

How do students add additional alternate courses to the course request page?

Click the plus sign on the right side of the course entry to add another alternate line. It is advised to add no more than two alternates per course selection.
How many alternates (at the bottom of the page) can a student add?

Students may add alternate courses at the bottom of the course request page in place of any of the courses listed above. Please note the more alternates courses they add, this will create a higher max credit and will require an override.

<table>
<thead>
<tr>
<th>Alternate Course Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alternate</td>
</tr>
<tr>
<td>2. Alternate</td>
</tr>
<tr>
<td>3. Alternate</td>
</tr>
<tr>
<td>(used only if a course requested above is not available)</td>
</tr>
</tbody>
</table>

Total Credit: 14 - 23

How do students make sure they get a specific section of a course? (Based on the title)

As students begin to enter the subject and course number, a list of options will appear, select the course with the title they are needing.

What happens if there is not space for the student in the specific section (title) that they selected above?

The registration process will attempt to find them space in another section of the same course but different course title.

Why is the student receiving an error message that they have less than 15 credit hours?

In order for students to make progress towards completion of a Bachelor’s degree in four years, it is expected that all students register for a minimum of 15 credits per semester. Please note, students will be able to save their course request with less than 15 credit hours, even though it is not recommended.

Will the student receive an error if they attempt to pre-register for more than 18 credit hours?

No, if the advisor enters a maximum credit override during the advising session with the student via the myPurdue max credit override option.
Yes, if the advisor did not proactively enter the override previously. The student can submit an override request through the Course Request Form while pre-registering for courses. The advisor can then approve/deny max credit request.
What if a student does not get a required course?

The student will need to make changes using the scheduling assistant between July 23-25 to see if space is available in the course. Students may need to consult with their advisor if space is not available and no alternate courses were recommended.

Do students need to select their learning community courses?

No-Students will see these courses listed first on their Course Request page greyed out with a lock icon. They will not be able to modify these courses. Questions about Learning Community should be directed to the Learning Community office.

When can students attempt to test out of COM 11400?

Daily beginning Monday, June 18 through Friday, July 13 (excluding July 4-5). Testing times will be 11:00 a.m., 12:15 p.m. and 1:30 p.m. For more information students may review the COM 11400 website.

If students want to test out of COM 11400, can they also register for COM 11400 in case they don’t pass the test out?

No, if students select to test out of COM 11400, then they may not add COM 11400 on their Course Request page. If they attempt to perform both, the COM 11400 course request will be removed prior to scheduling the student for classes.

How much does it cost to test out of COM 11400?

The test will cost $35 and students will automatically be billed by the Bursar Office. Payment will not be due the same day as taking the test. If students are verified as Pell Grant eligible, the fee will be waived.

Will the COM 11400 test out meet the University Core requirement for Oral Communication?

Yes, Credit by Exam will be awarded for COM 11400 which will meet the University Core requirement for Oral Communication.

When can students attempt the placement for a Foreign Language?

Daily beginning Monday, June 18 through Friday, July 13 (excluding July 4-5). Testing will be given in Stanley Coulter (SC) Room 231. For more information students may review the Foreign Language Placement testing website.
How much does a Foreign Language placement test cost?

The test will cost $35 and the student will automatically be billed by the Bursar Office. Payment will not be due the same day as taking the test. If student is verified as Pell Grant eligible, the fee will be waived.

How will where my advisee placed in the Foreign Language test?

The results will be posted to SharePoint site immediately after testing.

When will students receive their course schedule?

They will receive an email advising them to view their schedule after Friday, July 20.

When can students make changes to their fall schedule?

Monday, July 23 - Wednesday, July 25 all STAR students may modify their course schedule if advised to do so by their advisors. Use caution and read every dialogue box before clicking as student may inadvertently drop some or all classes.
Special Registration FAQ

If an override needs to be reviewed, where does the notification come from?

Advisors will be notified by email that they have a request which will have a link to their Special Registration Workflow Request dashboard where the “action” happens to approve, deny or defer an override request.

If a person is the primary advisor of a student and is listed as a Registration Program Agent (RPA), will the notification automatically move to the second Registration Program Agent? Or will the notification have to go to 1 first, then 2?

When a student requests an override, it goes to their assigned advisor. If the advisor does not take action by 4pm of the next business day, then it is escalated to the RPAs. If the advisor responds within the time frame, nothing goes to the RPAs. All Registration Program Agents will be notified at the same time when a request is escalated.

How does an advisor add notes to the deferral request?

- Enter free form comments in box after date
- Select from drop-down predefined deferral reasons

How does a deferral work? Will there be a notification on the date selected for the deferral? If so, will there be a notification?

When an advisor selects “defer” as the option then they must also select a date to defer to. After the selected date passes it is considered past due and is escalated to the Registration Program Agent (RPA). The advisor can still see the work item and process it (as well as the RPA) whether it be before or after the defer date.

If an override (ex: prerequisite) is not approved how will a student find out?

The student will be able to see the status on their course request form. The course will have a red X indicating the approval was denied.

How will students be notified about an override decision? How will students know what to do when a decision has been made?

Students will be notified via their Purdue e-mail. The e-mail will direct them back to the course request form to review their errors.

What happens to overrides requests when the student changes majors?

If the override was submitted to the former advisor and the student changes majors, the override remains with former advisor for action, but the new advisor has view the override.

When is the last possible time an override can be resolved?

All STAR overrides must be resolved by 4:00 pm. on Monday, July 16. Otherwise, students will not be able to register for those courses.
Dashboard FAQ

What is the online student scheduling dashboard?

The Online Student Scheduling Dashboard screen provides a tool for displaying a given set of course requests / student enrollments or students. The page is available for administrators, scheduling deputies and student advisors. The page has extensive filtering capabilities (by student, group, curriculum, course, subject, consent, ...). You can also email students from this page.