Dear Advisors,

As you begin preparations for another busy season of advising for fall 2022, please use these helpful links to efficiently answer common questions related to preregistration for continuing students.

- Keep this calendar handy to ensure you and your students meet deadlines: [Fall 2022 Preregistration Timeline](#).
- Not sure if a student should be in preregistration or registration?
- On March 14:
  - Spring schedule of classes is published
  - Nightly batch simulations begin
  - Override workflow is turned on and results will be available the following day
  - Advisors can begin checking the batch scheduling dashboard to assist in resolving time conflicts, low credit hours, and no alternatives. Check out the [Batch Scheduling Dashboard Top 3](#).
- Consider using [Override Workflow Processing During Preregistration](#) to determine when to approve, defer, or deny requests.
- Back by popular demand, the ‘open’ status window option is available. This status window allows an advisor to give the student access to their CRF all the way up until the CRF closes on April 11. The April 8-11 final status window will be automatically granted to all UG students who previously had been given a status window.
- No Substitutions allows advisors to list the same alternative course for multiple priority lines. The student CRF takes ‘no subs’ courses into consideration when computing min/max requested credits.
- Preloaded notes are available and ready to use. Advisors always have the ability to append to the existing notes, or use something altogether different. Check out the [Advisor CRF with Previous Notes](#).
- PINs are still required during open registration, but advisors always have control of whether or not to make the PIN visible. Once the advisor has submitted the CRF, the PIN will automatically populate in the student CRF and in Scheduling Assistant.
- Advisors can run a report to [check on prereg students who have not submitted their CRF](#). The report will pull students with an empty CRF and those with administratively loaded courses (such as ENGL 11000).
- Preregistration office hours are back! Beginning March 15, drop in for a question, or sit back and listen to others’ questions. Join us on Tuesdays from 10:00 – 10:30 AM. Daily office hours with times TBD will be offered April 4-11.

1. To join the [Preregistration, Office of the Registrar](#) team, go to your Teams icon:
2. In the upper right corner, click the link ‘Join or create team.’
3. One of the icon boxes will be titled ‘Join a team with a code’.
4. Copy and paste or enter the following code to join: **sq47x36**

As always, don’t hesitate to reach out to us at preregistration@purdue.edu. Happy advising!