Pre-Registration Demonstration for Traditional STAR Advising Appointment

Advisor: Student is a new freshman in Plant Science; PMO Glee Club, anticipate receiving AP and transfer credits, (classification will be sophomore), Agriculture learning community. Student will attend registration lab after meeting with me.

Now that we’ve talked about your career goals and your interests in plant science, let’s come up with your fall schedule.

Student: okay

Advisor: Let’s pull up the plan of study and the student course request form where we will plan out your courses for fall.

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Plant Science, BS

About the Program
This major is designed for students who are interested in the biology of plants: how they grow, develop and evolve, the interactions of plants with other organisms and their role in the environment; how to manage plants that are grown for food, fiber and fuel. Our major allows students to develop expertise in these areas, prepare for a career in fields such as biotechnology and environmental management, and move forward to advanced graduate studies.

Degree Requirements

120 Credits Required

Program Requirements

Fall 1st Year

- AGR 10100 - Introduction To The College Of Agriculture And Purdue University
- AGR 12500 - Introduction To Plant Science
- ENNY 11000 - Introduction To Plant Science
- CHEM 11100 - General Chemistry
- ENGL 10550 - First-Year Composition
  or
- ENGL 10800 - Accelerated First-Year Composition
  or
- HONR 10903 - Interdisciplinary Approaches In Writing
- MA 16010 - Applied Calculus I

14.5-15.5 Credits
Registrar: This form is formerly known as the Form 23A. The intent is to mimic what the students will see on line. This was designed to be a fillable PDF (ADA compliant) just like the Form 23A so you can print or save.
Advisor: We are going to fill out the student course request form which correlates with the plan of study to make progress towards degree. We will rank your requested courses in the order of importance.

I see that you're in the Agriculture Learning Community so you're already registered for AGEC 20300, BTNY 11000 and AGEC 49800. We will write these courses down as you will see them first when you go into the lab later today. They will appear with a lock key that you cannot modify. Also you have possible AP credit that we need to consider. Are there other things you need to share with me that would affect your schedule such as non-academic activities?

![Student Course Requests Form]

### Course Requests

1. Priority: AGEC 20300
   - Alternative
   - Alternative

2. Priority: BTNY 11000
   - Alternative
   - Alternative

3. Priority: AGEC 49800
   - Alternative
   - Alternative

4. Priority: FREE 11:30 - 1:30
   - Alternative
   - Alternative

5. Priority: CHM 11500
   - Alternative
   - Alternative

6. Priority: ENGL 10800
   - Alternative
   - Alternative

7. Priority: MA 16020
   - Alternative
   - Alternative

8. Priority: AGH 10400
   - Alternative
   - Alternative

#### Alternate Course Requests (used only if a course requested above is not available)

1. Alternative: PEST 11500A
2. Alternative:

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**Notes:**

If you do not receive Calculus I AP credit you will need to go back on July 11 or 12 and change MA 16020 to MA 16010 and remove CHM 11500 from your request.
Student: I’m in the Glee Club and will have to attend practice.

Advisor: Great, here’s the Glee Club time block you will need for practice - (Enter time block on line 4). Let’s talk about courses for your degree. Pull up the plan of study, the first course we need to prioritize is Chemistry. Based on your academic performance, I believe you are prepared for CHM 11500 which will fulfill the chemistry requirement. (Enter CHM 11500 into line 5). We will add CHM 11100 as an alternative in case CHM 11500 is full or conflicts with other courses (enter CHM 11100 in alternative spot line 5.1.)

Student: sounds good

Advisor: Next let’s move to the English requirement. There are a couple courses you can take. ENGL 10600 is a 4.0 credit hour course and ENGL 10800 is a 3.0 credit hour course which will both fulfill University Core. Based on your academic performance, you should probably register for ENGL 10800. (Enter ENGL 10800 into line 6).

Also, you said you expect to bring in AP credit for MA 16010 – Calculus I. AP credit should post around early July so at this point we will assume success and go ahead with requesting MA 16020 (Enter MA 16020 into line 7). If you earn credit for MA 16010, no adjustments to your schedule will be needed. If you do not earn credit for MA 16010, you will need to go back into the system on July 11 or 12 to remove MA 16020 and request MA 16010. Also, this will mean you must request CHM 11100 and drop CHM 11500.

Student: Yes, I’m sure I passed it with flying colors!

Registrar: We recognize that a number of students coming in will receive AP credit, retake their ALEKS, receive transfer credit or receive foreign language test results which could require modifications of their course request. We have reserved this two day window in July (July 11-12) which will be used for those groups.

Advisor: Now that we have your core courses listed on the request form, we have two more Agriculture introduction courses for this major - AGR 10100 and AGR 12500. (Enter AGR 10100 in Line 8 and AGR 12500 into line 9). We are putting these courses last because there is plenty of space for enrollment.

Advisor: In case one of your choices above does not work, you can list an alternate course at the bottom of the page. What courses are you interested in?

Student: I heard there is a wine tasting class..........
Advisor: Actually, you must be 21 years of age for this one. Instead of wine tasting, lots of our students like to take Bowling (Enter PES 11500A into line 1 of alternate course request).

Student: I guess that'll work

Advisor: I will now add the note to the bottom of your course request form regarding Math and Chemistry. Now let’s review all the course we have written down to determine which ones require an override. (Refer back to page 3)

- As we talked the first 3 courses are Learning Community courses and will have lock key and check mark on the right.
- Now the rest of your courses are listed in priority of degree progress, Glee Club time block requires no override.
- CHM 11500 (advisor forgot the override on purpose).
- ENGL 10800 does not require an override.
- MA 16020 will require an override in order for you to save it. This will cause a prereq error that I will “defer” until your AP credit is posted (Math department has approved this).
- Next is AGR 10100 and this course is restricted to freshmen students in the College of Agriculture. Because you are classified as a sophomore due to transfer credits, I will add the override now in SFASRPO.
- Finally, we have AGR 12500 which is a course specific to your major and should not require an override.
- Now we have all of your courses for fall – (student is scheduled at 19.5 credits which is over the max credit limit on purpose)

Registrar: The priority number for your courses on the Course Request Form is a preference and not a hard rule. Second, we have worked with individual areas to set up pseudo courses that will help reserve time noted for practice or rehearsals. While not used in this demonstration, these pseudo courses will be included in the book of STAR. Finally, the primary mission is to provide a workable schedule for each student to make degree progress. All courses will be optimized to determine the best fit and least amount of student conflicts.

Advisor: I have put your PIN in the top right hand corner of your course request form. This will be needed during the July 23-25 modification time period. Instead of printing this, why don’t you take a picture and I will keep a copy to upload in BoilerConnect.

Registrar: Advisors please note that students will not be required to use their PIN to complete the course request.
Registrar: In this instance, Tyson will send the student to a registration lab where the student will actually enter courses into the course request form. This will vary based on decisions by each college.

Advisor: Please sit down and log into myPurdue.purdue.edu. Go to your Registration tab – select “Use Scheduling Assistant”.

Registrar: Students will go to the Course Request page or the Scheduling Assistant tool based on the student’s status in UniTime. The link will direct STAR students to the Course Request page to request their fall 2018 courses on their STAR, VSTAR or July 11/12 modify dates. Once STAR students are registered successfully and are allowed to go back in and modify their registration (July 23-25), they will use the Scheduling Assistant tool and the PIN will be required at that time. Please remember students will be able to review their PIN in myPurdue.

Advisor: You should now see the three courses from the Learning community. Next you can start entering the courses from the course request form we printed.

Student: (enters courses)....this is easy!
Advisor: Once you are done, Click “submit requests”

Student: I have errors popping up!
Advisor: This screen is coming up because we did not put alternatives for these courses. The reason we didn’t is because these are the courses you need to stay on track for degree progress. Press accept and continue:

Student: Now I get this!

Advisor: Okay, let’s take a look, I see four errors: first AGR 10100 (classification error), then AGR 12500 (max hours). Finally, prerequisite errors for CHM 11500 and MA 16020

Registrar: Tyson has overlooked these registration errors on purpose for this scenario. There are a couple options at this point for the advisor:

- Option 1 – Student can Click CANCEL SUBMIT; advisor can enter overrides in SFASRPO
- Option 2 – Student can Click REQUEST OVERRIDES & SUBMIT; override approvals will be routed.

In this case, the student will choose Option 2 (REQUEST OVERRIDES & SUBMIT) so we can demonstrate the new approval process.

Advisor:

- First, AGR 10100 requires a classification of freshman. Since you have so many transfer credits, you are classified as a sophomore. I will approve this request.
- You have exceeded your maximum credit limit of 18.0. We have planned for you to take 19.5 credits. I think you can handle that load, so I will approve the override request for maximum credits.
- Next is CHM 11500 with a prerequisite error. This course requires the successful completion or enrollment in MA 16010 and since your AP credit has not posted yet, I will “defer” your request until the AP credit for Math is posted. (Student didn’t take ALEKS).
Lastly, there is a prerequisite error for MA 16020. I will also “defer” this course until the AP credit for MA 16010 is posted.

Advisor: Click "REQUEST OVER RIDES & SUBMIT" to submit overrides

Advisor: Go ahead and click yes & print so you have a copy. I will address the overrides.

Student: Am I done?

Advisor: Yes, once your AP credit is posted, you will be able to go back into the system on July 11 or 12 to take any appropriate action we discussed. On Friday, July 20th, you will receive an email notifying you that your schedule is now available. You will be able to modify your registration using the Scheduling Assistant and using the PIN on your course request form when your time ticket reopens on July 23rd. You can view your time ticket window in myPurdue under registration status. Use extreme caution when making any changes as this could affect your progress towards degree. If you want, you can print a copy of the current course request form to show your family. I hope you enjoyed your STAR day and welcome to the Boiler family!

Student: Thanks for your help!
Registrar: Here is what it looks like for an advisor to go in and approve an override request. There will be additional training in May for Pre-registration, Special Registration approval and Banner 9 upgrade.

Registrar:

First override is to click defer MA 16020, add note, adding deferral date. The last possible date to enter a “defer” override would be Friday, July 13.

Next is Maximum hours override, click approve, enter number of credits being approved

Next is CHM 11500 prerequisite error, click defer, enter note, enter deferral date

Next is AGR 10100 classification error, click approve

Save

Lastly an override summary appears to display all actions taken

Click confirm to continue

Registrar: There will be a daily validation occurring between the Course Request Form process and the Banner student system. If a course has been deferred for an override and an update such as transfer/AP credit or a new ALEKS score has loaded that now satisfies a prerequisite making an override no longer necessary, then the student’s defer request will be cancelled and disappear from the advisors queue for review/approval. This will help minimize the workload for approving overrides and also will be time-saving where advisors will not need to follow-up.