

## Conducting Business Non-Electronically

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I agree to abide by all policies outlined in the Purdue University's University Regulations, as hereinafter amended from time to time, available at [purdue.edu/univregs](http://purdue.edu/univregs), including the Code of Student Conduct, and the Purdue University Honor Code, and the policies regarding financial responsibility.

I understand that the official means of communication from Purdue University will be via my Purdue provided email account. I understand that I remain responsible for all academic or administrative timelines provided in this format.

I acknowledge that I received information about conducting business with the University using non-electronic methods.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student PUID: \_\_\_\_\_

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You have elected not to provide consent for Purdue to conduct business transactions through electronic media. Conducting business transactions electronically is Purdue University's preferred means of processing. By electing not to conduct business transactions electronically, it is likely that processing may be significantly delayed, or require additional effort on your part in order to obtain information, signatures, or documents that would otherwise be available to you in electronic format. This document is intended to provide you with basic information regarding what is required for you to process non-electronic business transactions with Purdue University.

Please note that the consent required by Purdue University to conduct business transactions is separate from the official communication method utilized by Purdue University - (which does not require consent). The official means of communication to you as a student will continue to be via your Purdue provided email account. Notices, academic, financial, and consumer information will continue to be routed to this address, and you still will be responsible for all academic or administrative timelines provided to you in this format.

Please note that regardless of your preference to conduct business electronically, your consent to abide by University Regulations will be required prior to enrollment. If you elect to conduct business in a non-electronic format, this consent will be collected prior to enrollment, and maintained as a University record.

### ❖ IMPACTED PROCESSES

#### **Accept Undergraduate Admission Offer**

You, the student, must...

- Submit your nonrefundable \$400 advance fee deposit to the Office of the Bursar, Hovde Hall, 610 Purdue Mall, West Lafayette, IN 47907, by the published deadline for your entry term. Deposit deadlines are available on the Office of Admissions website, [admissions.purdue.edu](https://admissions.purdue.edu). Payments may be made with a check or money order drawn on a U.S. bank. The student's name and date of birth should be legibly written on the check in the memo line or a note with this information may accompany the check.

#### **Apply for Undergraduate Admission/Readmission**

You, the student, must...

- Contact the Office of Admissions, [admissions@purdue.edu](mailto:admissions@purdue.edu) or (765) 494-1776 or Schleman Hall, Room 109, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050, 765-494-1747, where application requirements will be discussed. Office hours are Monday – Friday, 8 a.m. to 5 p.m. Arrangements must be made to obtain the necessary information and application. Failure to do so in a timely manner could jeopardize readmission consideration for the desired term.

### **Accept Graduate Admission Offer**

You, the student, must...

- Report to the Graduate School Office, in Young Hall, Room 170, 155 South Grant Street, West Lafayette, Indiana 47907 to discuss any questions regarding use of non-electronic means of conducting business. Office hours are Monday – Friday, 8 a.m. to 12 p.m., and from 1 p.m. to 5 p.m.

### **Registration**

You, the student, must...

- Meet with your advisor to determine which courses to enroll in for the upcoming semester.
- Obtain complete and acquire signatures on a Form 23 – Schedule Revision Request listing specific CRNs for the courses which you are registering.
- All students are assigned specific days and times that they can register for classes. This is determined by your student classification (Senior, Junior, Sophomore, etc.) Registration times are available online at [purdue.edu/registrar/currentStudents/registrationFaq.html](http://purdue.edu/registrar/currentStudents/registrationFaq.html).
- Take your completed and signed Form 23 and your Purdue identification card (or photo ID) to the Office of the Registrar, Room 45, Hovde Hall (HOVD), during business hours and your assigned registration time slot to have courses entered into the Banner Student System.
- Forms without the required signatures will not be processed.
- Registrar staff members cannot resolve schedule conflicts on your behalf when entering your courses into the Banner Student System. You must select and provide new CRNs to the staff member. A computer is available to you in Room 45 on a first-come/first-serve basis to access the online Schedule of Classes and identify new CRNs.
- Registrar staff members do not have the authority to enter overrides if they are required for you to register for specific courses. Make certain you have requested the appropriate overrides and they are entered into myPurdue before you go to Room 45, Hovde Hall to register for classes. If an override is needed and not entered, you must go to the authorized individual to resolve the issue. The link provided in the third bullet provides additional information concerning who to see to resolve the issue.
- To drop/add courses you must first obtain a signed Form 23 from your academic advisor. Take the signed form to Room 45, Hovde Hall, during business hours for Registrar staff to enter into *myPurdue*.
- You should expect a 4-5 business days processing delay due to the manual process.

### **Commencement Participation**

You, the student, must...

- If you are a candidate for graduation, you must communicate your participation in the commencement ceremonies in person by going to the Registrar Office, Room 55, Hovde Hall and speaking with the Candidate Coordinator.

### **Enrollment Certifications**

You, the student, must...

- Enrollment certifications are available online through the National Student Clearinghouse. You are not required to agree to the terms for conducting business electronically to utilize the service.
- If you choose not to use the online process, enrollment certifications, degree verifications, certificates of graduation/degree, and course descriptions, are available on request from the Office of the Registrar.
- Go to the Office of the Registrar, Room 45, Hovde Hall to request a certification. Office hours are Monday – Friday, 8 a.m. to 5 p.m. You are required to bring a photo ID with you. Be sure to bring with you any forms, such as insurance company, that are required to accompany the certification.

OR

- Mail your certification request to:  
Purdue University  
Office of the Registrar  
Room 45, Hovde Hall of Administration  
610 Purdue Mall  
West Lafayette, IN 47907-2040.

Requests must include your PUID (student ID number) and signature and date. Also include any forms, such as insurance company, that are required to accompany the certification.

OR

- Fax your request to (765) 494-0570. Requests must include your PUID or student ID number, date, and signature. Also include any forms, such as insurance company, that are required to accompany the certification.
- For further information, call (765) 494-6165 or send an inquiry via e-mail to [certifications@purdue.edu](mailto:certifications@purdue.edu).

### **Order Official Transcript**

You, the student, must...

- Request Official Transcripts from the Office of the Registrar in Room 45, Hovde Hall. Office hours are Monday – Friday, 8 a.m. to 5 p.m. You must bring photo identification with you when submitting your request.
- If your request requires special handling, such as being mailed in a special envelope or being accompanied by a certification of status, you should come directly to Room 45, Hovde Hall, so that your request can be handled personally. If you are not able to come to the Office of the Registrar, you may submit your request by mail.
- Your signed and dated request may be sent via fax to (765) 494-0570. Be sure to include your full name, PUID/Student Identification Number, date of birth, dates of attendance at Purdue, the address where you would like the transcripts mailed to, the number of transcripts being requested, and your written signature.
- You may request your transcript by mail, including the information stated above. Send your request to:  
Purdue University  
Office of the Registrar  
Room 45, Hovde Hall of Administration  
610 Purdue Mall  
West Lafayette, IN 47907-2040.
- Transcript requests, if signed and scanned, may be sent via e-mail to [transcripts@purdue.edu](mailto:transcripts@purdue.edu). Please direct inquiries to [transcripts@purdue.edu](mailto:transcripts@purdue.edu) or call (765) 494-6165.

### **Invoicing, Account Statements, and Financial Responsibility**

You, the student, must...

- Obtain a billing statement at the Bursar's Office, in Room 9, Hovde Hall, 610 Purdue Mall, West Lafayette, IN 47907-2040, on the first of each month. Students should expect all registration fees to be due as of the first day classes for the related term, and should check with Bursar's Office staff at the above address to ensure that all fee payments are up to date at that time. Office hours are Monday – Friday, 8 a.m. to 5 p.m.

**Originating Loan Promissory Notes**

You, the student, must...

- Meet with Loan Collections staff in Room 334, Schleman Hall, 475 Stadium Drive, West Lafayette, IN 47907-2040, in order to sign a paper copy of the note, disclosure and complete the supplemental information sheet. University Loans Office hours are Monday – Friday, 8 a.m. to 12 p.m, and from 1 p.m. to 5 p.m. This promissory note will be mailed to Purdue’s third party loan servicer, Education Computer System, Inc. (ECSI). Payments made towards the loan should be directed to the same address. Delays of up to 5-7 business days may be expected due to the physical mailing and processing of information or payments. Questions regarding this process may be sent to [uco@purdue.edu](mailto:uco@purdue.edu).

**Accept or Decline Financial Aid**

You, the student, must...

- Meet with the Division of Financial Aid in Room 305, Schleman Hall, 475 Stadium Drive, West Lafayette, IN 47907-2040, in order to accept or decline financial aid awarded by that office. Office hours are Monday – Friday, 8 a.m. to 5 p.m. Please allow 5-7 days for processing of awards based through non-electronic means.

**Notification of Outside Scholarships**

You, the student, must...

- Notify the Division of Financial Aid in Room 305, Schleman Hall, 475 Stadium Drive, West Lafayette, IN 47907-2040, of anticipated awards from an outside entity. Please note that outside awards received without notification may result in re-packaging of aid already disbursed. Office hours are Monday – Friday, 8 a.m to 5 p.m. Please allow 5-7 days for processing of awards based through non-electronic means.