

Scheduling Assistant Registration FAQ

1. Go to your **myPurdue** page and click on the **Registration** tab located along the top in myPurdue.
2. Under **Register for classes**, click on **Use Scheduling Assistant**. A new window will open.
3. Enter in the **PIN** number that you received from your Academic Advisor.
4. Enter the courses in which you wish to register. All of your planned classes will appear in your **Course Requests** list of the **Scheduling Assistant**.
5. After your courses are entered, click on **Build Schedule** in the bottom right corner.

6. To look up another class, you can go back to the **Course Requests** grid by clicking on the **Add/Drop Courses** button in the bottom left corner.

	COM	11400	Dist (Online)	47884-Y02	2 / 24	Arrange Hours	08/19 - 12/07		S B Smith	3		
	PSY	12000	Lec	22347-050	1 / 145	MWF 2:30p 3:20p	08/19 - 12/06	ARMS 1010		C T William	3	
	HIST	15100	Lec	11247-001	2 / 60	TR 12:00p 1:15p	08/20 - 12/05	LILY G420		J L Larson	3	

New Course Total Credit: 9 Show unassignments

Add/Drop Courses Print

- a. Once you have all the classes you need to register for on your schedule, press the **Submit Schedule** button in the lower right corner of the screen. The schedule is then validated through myPurdue. Once validated, a green check icon will appear in the last column on the right. **A green check means you are enrolled in the course.** If a course does not get validated, it will be listed in red with this icon to the right. You must go back and change that course according to the message in red on the bottom of the screen. Make sure that the courses you want are locked. After you change the course, press **Submit Schedule** to save your changes.