## **College of Science – Student Registration Tips for Fall 2021**

+ Changing a Schedule through myPurdue using Add or Drop Classes Option

1. Go to MyPurdue and enter your Login and Password using your BoilerKey.



2. Click on your Registration tab.



3. Click on Banner Self-Service (Please use Scheduling Assistant)



1. Select the term (Fall 2021), enter your PIN in the box, and click the 'Submit' button.

PURDUE   myPurdue Self-Service	PURDUE   myPurdue Self-Service
Personal Information Student Faculty Services Advisor Services	Personal Information Student Financial Aid
Search Go	Search Go
Registration Term	Registration PIN Verification
Select a Term: Fail 2021	Please enter your Registration PIN in the field below to access registration.
Submit	Submit

2. The **'CLASS SEARCH'** button in the **Banner Self-Service** page allows you to view available course offerings in **'myPurdue'**. See example below.

Add or Di	rop Classe	es					
Having trouble?	Jse Purdue's <u>Schedulir</u>	ag Assistant to fin	d alternate schedule solut	ions!			
Check out the Sche	duling Assistant FAQ f	or quick informat	ion, or review the <u>Schedu</u>	ling Assistant Mar	ual for more detailed instru	iction.	
To add a class, ente	r the Course Referen	ce Number in the	Add Classes section. To d	lrop a class, use t	he options available in the	Action pull-down list.	
Current Sche	dule						
Status		Action	CRN Subj Crse	Sec Level	Cred Grade Mode	Title	
Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours: Date: Add Classes	: 0.000 0.000 0.000 18.000 Jun 10, Worksheet						
CRNs							
Submit Changes	Class Search	Reset					

3. Search first by the SUBJECT and then click on the 'Course Search' button.



4. A list of course offerings in that subject appear in the next screen. Click on the '**View Sections'** button to the right of the appropriate course.

PUF	RDUE   myPurdue Self-Se	rvice
Personal I	Information Student Faculty Services Advisor	Services Financial Aid
		RETURN TO MENU SITE MAP HELP EXIT
Search	Go	
Look U	p Classes	
MA-Math	ematics	
10800	Math Professn & Discpl	View Sections
13700	Math For Elm Tchrs I	View Sections

13900	Math For Elm Tchrs III	View Sections	
15300	College Algebra	View Sections	
15555	Quantitative Reasoning	View Sections	
15800	Precalculus- Functions & Trig	View Sections	
16010	Applied Calculus I	View Sections	
16020	Applied Calculus II	View Sections	
16100	Pl Anly Geo Calc I	View Sections	
16200	Pl Anly Geo Calc II	View Sections	
16500	Anlytc Geomtry&Calc I	View Sections	

View Sections

5. Sections of this course offered in Fall 2021 will appear. Below is an example.

13800

Math For Elm Tchrs II

HA-Hal	hemati	ics																						
Select	CRN	Subj	Crse	Sec Cr	ID Cr	d Title	Days	Time	Cap	Act B	tem W	ap Ac	L WL t Ren	XL Cap	XL X Act R	L Inst	ructor	Date (MM/DD)	Location	Туре	Links	Requi- sites	Notes	Attribute
SB	61583	MA	16100	300 PV	/L 0.0	00 Plane Analytic Geometry And Calculu 1	MWF	01:30 pm-02:20 pm	468	29 4	39 0	0	0	0	0 0	Phili Mun (P)	o P mert	08/19-12/07	EE 129	Lecture	AGIAS	Segistration Requistes	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Eventhicann Research</u> Perequisite Open Staff: means "secent SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quantitative Reasoning and UC- Quantitative Reasoning
SR	62118	ма	16100	307 PV	n. 5.0	00 Plane Analytic Geometry And Calculu I	TR rs	01:30 pm-02:20 pm	39	4 3	15 0	0	0	0	0 0	TBA	( . A	08/19-12/07	REC 113	Recitation	ASIAD	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Eventy Foremark Renework</u> Perrequeste course. StarF means "recert SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quarititative Reasoning and UC- Quarititative Reasoning
SB	23061	ма	16100	314 PV	n. s.c	00 Plane Analytic Geometry And Calculu I	TR	02:30 pm-03:20 pm	39	4 3	15 0	0	0	0	0 0	TRA	s 84	08/19-12/07	REC 113	Rectation	ASIA6	Registration Reguisites	Supplemental Instruction (SI) study sessions are available for students in this course. <u>External Resume</u> (Persequence course. SARF means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quantitative Reasoning and UC- Quantitative Reasoning
58	67589	MA	16100	321 PV	rL 5.0	00 Plane Analytic Geometry And Calculu I	TR	08:30 am-09:20 am	39	1 3	8 0	0	0	0	0 0	IBA	8	08/19-12/07	REC 113	Recitation	ASIAG	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Current Start Research</u> Perenquiste course of Start means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quartitative Reasoning and UC- Quartitative Reasoning
58	16987	ма	16100	328 PV	rL 5.0	00 Plane Analytic Geometry And Calculu I	TR 15	07:30 am-08:20 am	39	2 3	17 0	0	0	0	0 0	IBA		08/19-12/07	REC 113	Recitation	A5146	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Event Status Status (Prenequake cours</u> ) SATE means "recert SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quantitative Reasoning and UC- Quantitative Reasoning
SR	67590	MA	16100	335 PV	n, 5.0	00 Plane Analytic Geometry And Calculu I	TR 15	09:30 am-10:20 am	39	1 3	8 0	0	0	0	0 0	IBA		08/19-12/07	REC 113	Recitation	ASIAG	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening Found Required</u> . Prorequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."	Exempt and Lower Division and GTC- Quantitative Reasoning and UC- Quantitative

- 6. To search for the multiple parts of a linked course such as lecture + recitation,
  - On the far right of this screen under the LINKS column, click on the red flag. See below



• At the top of the next screen, the parts of the course linked together will be listed as follows:

"For this offering of <COURSE> you must enroll in schedule types:

Lecture (LEC) Practice Study Observation (PSO) Laboratory (LAB) Recitation (REC)

Choose linked parts of a course based on the schedule you build (no time conflicts allowed) and space available in the section. See below for example of linked section. This example has a lecture in pink and recitations in blue. You would choose the lecture and one of the recitations in this example. On linked courses, you must choose **one** of **each** color from the grouped sections.

For this offering of MA 161	00 you must enrol	Il in schedule types:

CRN	See	Type 5	Cred Cap	Act.	Rem D	lays	Time	Dates	Location	Instructor	Notes
Cho	se on	e of the	se Lectu		tionsi						
\$15	2 200	LEC (	9 460	29	439 4	WF	1:30-2:20pm	Aug19- Dec07	\$5 129	Mummert. pp	Supplemental Instruction (SI) study sessions are available for students in this course. Exacting Deams Reguired. Preventishe option "SATR" means "secant SAT score", while "SAT" means "SAT score earned proor to March 2016."
A	d cho	ose one	of thes	e Rec	tation a	ectio	cens:				
6211	8 307	BEC 1	5 39	4	35 T	R	1130-2/20pm	Aug19- Dec07	REC 113	JBA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening Exams Required</u> . Prerequisite option "SATA" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
2304	1 314	REC :	2 39	4	35 T	R	2:30-3:20pm	Aug19- Dec07	REC 113	IRA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Example Required. Prevenuiste option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March
675	2 321	REC 1	\$ 39	1	38 T	R	8:30-9:20am	Aug19- Dec07	REC 113	TBA	Supplemental Instruction (SI) study essaions are available for students in this course. <u>Evening Evams Required</u> . Prerequisite option "SATR" means "secant SAT score", while "SAT" means "SAT score samed prior to March 2016."
1695	2 321	REC S	5 39	2	37 T	R	7:30-8:20am	Aug19- Dec07	REC 113	TRA	Supplemental Instruction (S1) study sessions are available for students in this course. <u>Evening Exams Required</u> . Prerequisite option "SATR" means "secent SAT score", while "SAT" means "SAT score earned prior to March 2016."
675	0 33	REC :	5 39	1	38 T	R	9:30-10:20am	Aug19- Dec07	REC 113	TUA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening loarns Required</u> . Preveguiste option "SATR" means "scent SAT score", while "SAT" means "SAT score earned prior to March 2016."
2643	2 341	BEC 1	5 39	0	39 T	R	10:30-11:20em	Aug19- Dec07	REC 113	TRA	Supplemental Instruction (SI) aludy sessions are available for students in this course. <u>Evaning Exama Required</u> . Prerequisite option "SATR" means "scent SAT score", while "SAT" means "SAT score samed prior to March 2016."
1974	4 34:	REC :	5 39	2	32 T	R	12:30-1:20pm	Aug19- Dec07	CNEV 203	TRA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evaning Loarna Required</u> . Preveguiste option "SATR" means "secent SAT score", while "SAT" means "SAT score earned prior to March 2016."
1379	2 35	REC 1	5 39	3	36 T	R	11:30-12:20pm	Aug19- Dec07	UNIV 303	IBA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening Diama Required</u> . Preveguiste option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
1374	<u>s</u> 363	REC :	5 39	3	36 T	R	10:30-11:20em	Aug19- Dec07	HAMP 2101	TRA	Supplemental Instruction (31) study sessions are available for students in this course. <u>Evening Exams Required</u> . Preveguiste option "SATK" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
1374	1 370	BEC :	\$ 39	1	38 T	R	11130-12:20pm	Aug19- Dec07	HAMD 2101	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening Evening Evening Evening</u> . Prerequisite option "SATE" means "secont SAT econe", while "SAT" means "SAT econe asmed prior to March 2016."
1374	5 371	BEC :	5 39	2	37 T	R	3:30-4:20pm	Aug19- Dec07	REC 114	TEA	Supplemental Instruction (31) study easilons are available for students in this course. <u>Evening Exams Required</u> . Prerequisite option "SATR" means "secent SAT score", while "SAT" means "SAT score earned prior to March 2016."
1.176	2 384	REC :	5 39	1	38 T	R	4:30-5:20pm	Aug19- Dec07	REC 114	TOA	Supplemental Instruction (SI) study sessions are available for students in this course. <u>Evening loarna Required</u> . Preveguiste option "SATR" means "scent SAT score", while "SAT" means "SAT score earned prior to March 2016."

- 7. View prerequisites for a course by clicking **Registration Requisites** in the Requisites column.
- 8. Determine if space is available. Space is available IF the
  - Checkbox is visible in the first column under the 'SELECT' header... OR...
  - Number of seats remaining under the 'REM' header is a positive integer...OR...
  - Number of students enrolled which is found under the 'ACT' header is less than the course capacity listed under the 'CAP' header
- 9. Once you determine each linked section in the course you intend to register, write down the CRNs (these are 5 digit numbers located in the second column of the class selection and are labeled at the top of the column)

10. Return to the 'Banner Self-Service page. Enter all linked CRN's at one time for the courses you selected in the boxes located in the 'Add Classes Worksheet' section. There are boxes across the bottom of the page. Scroll to the bottom of the page and click on the 'SUBMIT CHANGES' button. You will have the option to return and add more classes. See the example below.

Add or Drop Classes					
Having trouble? Use Purdue's <u>Scheduling Assistant</u> to find	d alternate schedule solutions!				
Check out the <u>Scheduling Assistant FAQ</u> for quick informatio	on, or review the <u>Scheduling Assistant Manu</u>	ual for more detailed instruction.			
To add a class, enter the Course Reference Number in the A	Add Classes section. To drop a class, use th	ne options available in the Action pull-down lis	t.		
Current Schedule					
Status Action	CRN Subj Crse Sec Level	Cred Grade Mode Title			
**Web Registered** None	▼ 48408 MET 52700 001 Graduate	te 3.000 Regular Grade Technology Fro	om A Global Perspective		
Total Credit Hours: 3.000 Billing Hours: 3.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: May 15, 2019 09:39 am					
Add Classes Worksheet					
CRNs					
61583 23061					
Submit Changes Class Search Reset					
		[ <u>View Hold</u>	s   <u>Registration Fee Assessmer</u>	<u>nt ]</u>	

- 11. After you click the submit changes button, you should see that all sections are registered. If an ERROR message occurs during registration and you do not know what it means, you can look here:\_
  <u>http://www.purdue.edu/registrar/currentStudents/students/registrationErrors.html</u> if you need further assistance, send an email to your academic advisor.
- Changing a Schedule through The Scheduling Assistant
  - Please following the instructions at: <u>https://www.purdue.edu/registrar/faculty/advisors/Completing\_Course\_Request.html</u> There is also more detailed instructions in the **Scheduling Assistant Manual\_**  <u>http://www.purdue.edu/registrar/documents/scheduling/June\_2016\_StudentSchedAssistStudentManua</u> <u>l.pdf</u>
  - 2. IMPORTANT: Courses for Learning Communities or possibly major courses should be LOCKED before changing your schedule; please do this before continuing with the registration process. They can be locked two ways:
    - a. This can be done on the 'List of Classes' tab by clicking the a next to a class. See below.

List o	of Classes	;
Lock	Subject	C
	BIOL	1
ſ		
<b>R</b>	FNR	1
<b>R</b>	ENGL	1
<b>I</b>		
<b>I</b>		
N	low Cours	~

b. It is also possible to lock a class on the '**Time Grid'** table by clicking the 📑 . See below.



## When Registration is complete:

1. Verify Registration: From the menu in **myPurdue** under the **Academics Tab**, click on **Detail Schedule**. All registered courses will be listed. If any course is missing, return to the Scheduling Assistant to modify your schedule. See picture below.



2. From the menu in **myPurdue** under the **Academics Tab** click on '**Week at a Glance**' from the menu and enter 08/23/2021 to view your class schedule for the first week of classes and click submit. (Note: some course [like ENGL 10600] will not have all meeting times the first week, select a date later in the semester) See pictures below.



It should appear like the sample below. You should print your 'Week at a Glance' schedule to keep a hard copy record.

Student Week at a Glance	
Information for y	
This page lists classes in day and time format for a stude	nt. You may select one of the classes listed to s
Go to (MM/DD/YYYY): 08/23/2021 Submit	
Previous Week	Week of August 23, 2021
No courses with assigned times this week.	

Previous Week	6	Week of Au	g 23, 2021					Next Wee
9am	Monday	Tuesday DANC 10300-001 17504 Class	Wednesday	Thursday DANC 10300-002 17505 Class	Friday	Saturday	Sunday	
10am 2	D 11300-005 1570 Class :30 am-11:20 am	9:00 am-10:15 am Pao Hall of Visual & Perf Arts 1179	AD 11300-005 51570 Class 9:30 am-11:20 am	9:00 am-10:15 am Pao Hall of Visual & Perf Arts 1179	AD 11300-005 51570 Class 9:30 am-11:20 am			
11am	ao Hall of Visual & erf Arts 3104	STAT 41700-003 68718 Class 10:30 am-11:45 am	Pao Hall of Visual & Perf Arts 3104	STAT 41700-003 68718 Class 10:30 am-11:45 am	Pao Hall of Visual & Perf Arts 3104			
		Recitation Building 113	STAT 47201-003 65374 Class 11:20 am 12:20 am	Recitation Building 113				
12pm		STAT 47201-003 65374 Class 12:00 pm 1:15 pm University Hall 017	University Hall 017	STAT 47201-003 65374 Class 12:00 pm 1:15 pm University Hall 017			_	
1pm								
		-						

## **REGISTRATION ERROR MESSAGES**

Detailed instructions for utilizing the **Scheduling Assistant:** please see its manual. Go to: <u>http://www.purdue.edu/registrar/documents/scheduling/June\_2016\_StudentSchedAssistStudentManual.pdf</u>

If an ERROR message occurs during registration and you do not know what it means, you can look here:

<u>http://www.purdue.edu/registrar/currentStudents/students/registrationErrors.html</u> if you need further assistance, send an email to your academic advisor and tell them the specific error or send a screen shot of the error.

Note: Fall 2021 classes begin August 23, 2021