

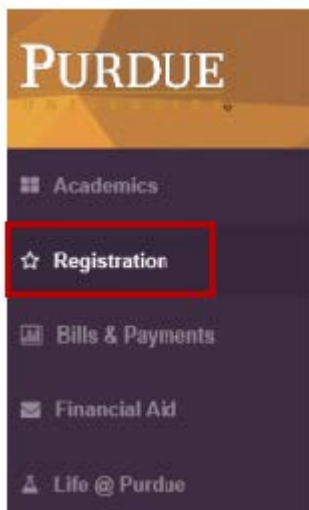
College of Science – Student Registration Tips for Fall 2021

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

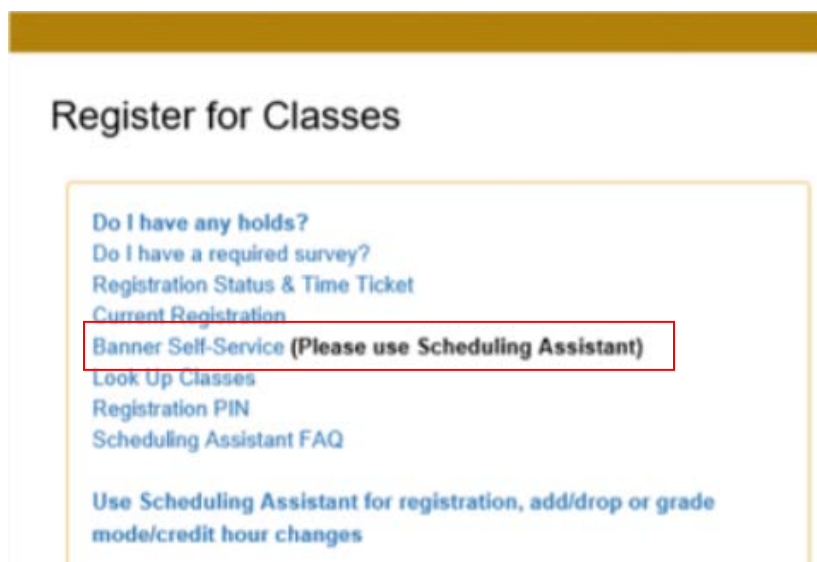
1. Go to MyPurdue and enter your Login and Password using your BoilerKey.



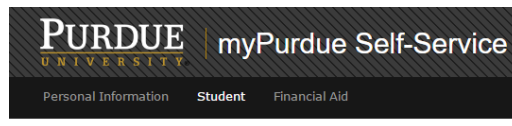
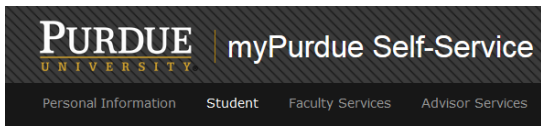
2. Click on your Registration tab.



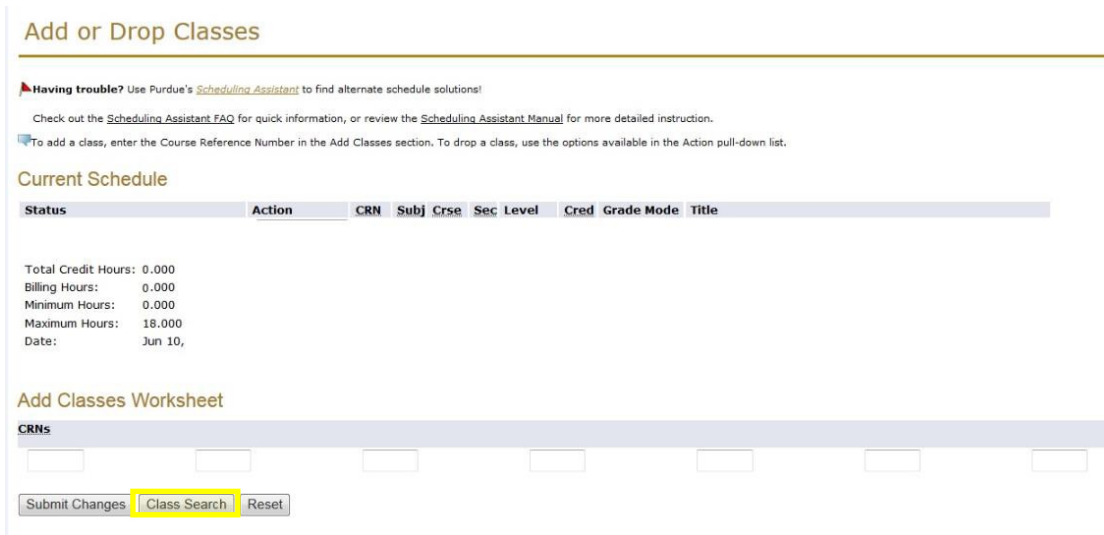
3. Click on **Banner Self-Service (Please use Scheduling Assistant)**



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



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



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.

Search Go

Look Up Classes

MA-Mathematics			
10800	Math Professn & Discpl		View Sections
13700	Math For Elm Tchrs I		View Sections
13800	Math For Elm Tchrs II		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	PI Anly Geo Calc I		View Sections
16200	PI Anly Geo Calc II		View Sections
16500	Anlytc Geomtry&Calc I		View Sections

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

Sections Found																								
MA-Mathematics																								
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Wl	Wl	Xl	Xl	Instructor	Date	Location	Type	Links	Requi-	Notes	Attribute
																		(HH/DD)				Requisites		
SR	61583	MA	16100	300	PWL	0.000	Plane Analytic Geometry And Calculus I	MWF	01:20 pm-02:20 pm	468	29	439	0	0	0	0	Philip P Mummert (P)	08/19-12/07	EE 129	Lecture	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning
SR	62118	MA	16100	307	PWL	5.000	Plane Analytic Geometry And Calculus I	TR	01:30 pm-02:20 pm	39	4	35	0	0	0	0	TBA	08/19-12/07	REC 113	Recitation	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning
SR	23061	MA	16100	314	PWL	5.000	Plane Analytic Geometry And Calculus I	TR	02:30 pm-03:20 pm	39	4	35	0	0	0	0	TBA	08/19-12/07	REC 113	Recitation	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning
SR	67589	MA	16100	321	PWL	5.000	Plane Analytic Geometry And Calculus I	TR	08:30 am-09:20 am	39	1	38	0	0	0	0	TBA	08/19-12/07	REC 113	Recitation	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning
SR	16982	MA	16100	328	PWL	5.000	Plane Analytic Geometry And Calculus I	TR	07:30 am-08:20 am	39	2	37	0	0	0	0	TBA	08/19-12/07	REC 113	Recitation	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning
SR	67590	MA	16100	335	PWL	5.000	Plane Analytic Geometry And Calculus I	TR	09:30 am-10:20 am	39	1	38	0	0	0	0	TBA	08/19-12/07	REC 113	Recitation	ASIAS	Registration Requisites	Supplemental Instruction (SI) study sessions are available for students in this course. Exemptions Exams Required . Prerequisite 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 Reasoning

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)
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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 16100 you must enroll in schedule types:

[Lecture \(LEC\)](#) [Recitation \(REC\)](#)

CRN	Sec	Type	Crnl	Cap	Act	Rem	Days	Time	Dates	Location	Instructor	Notes
Choose one of these Lecture sections:												
51292	300	LEC	0	468	29	429	MWTF	1:20-2:20pm	Aug19-Dec07	EE 129	Mummet, D	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
And choose one of these Recitation sections:												
52118	307	REC	5	39	4	35	TR	1:30-2:20pm	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
22091	314	REC	5	39	4	33	TK	2:30-3:20pm	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
57489	321	REC	5	38	1	38	TR	8:30-9:20am	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
16987	328	REC	5	39	2	37	TR	7:30-8:20am	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
67590	335	REC	5	39	1	38	TR	9:30-10:20am	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
56420	342	REC	5	39	0	39	TR	10:30-11:20am	Aug19-Dec07	REC 113	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12764	349	REC	5	39	7	32	TR	12:30-1:20pm	Aug19-Dec07	UNIV 303	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12762	356	REC	5	39	3	26	TK	11:30-12:20pm	Aug19-Dec07	UNIV 303	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12766	363	REC	5	39	3	26	TK	10:30-11:20am	Aug19-Dec07	HAMP	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12765	370	REC	5	39	1	38	TR	11:30-12:20pm	Aug19-Dec07	HAMP	2101	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12766	377	REC	5	39	2	37	TR	3:30-4:20pm	Aug19-Dec07	REC 114	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent SAT score", while "SAT" means "SAT score earned prior to March 2016."
12769	384	REC	5	39	1	38	TR	4:30-5:20pm	Aug19-Dec07	REC 114	TBA	Supplemental Instruction (SI) study sessions are available for students in this course. Evening Exams Required . Prerequisite option "SATR" means "recent 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)

- 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 [Scheduling Assistant](#) to find alternate schedule solutions!

Check out the [Scheduling Assistant FAQ](#) for quick information, or review the [Scheduling Assistant Manual](#) for more detailed instruction.

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered	None	48408	MET	52700	001	Graduate	3.000	Regular Grade	Technology From 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

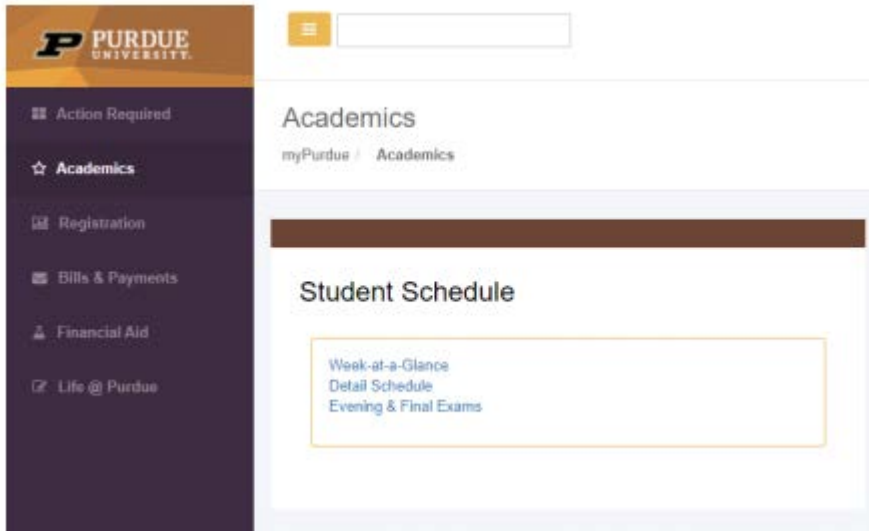
[[View Holds](#) | [Registration Fee Assessment](#)]

- 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: <http://www.purdue.edu/registrar/currentStudents/students/registrationErrors.html> if you need further assistance, send an email to your academic advisor.

◆ Changing a Schedule through The Scheduling Assistant

- Please following the instructions at:
https://www.purdue.edu/registrar/faculty/advisors/Completing_Course_Request.html
 There is also more detailed instructions in the **Scheduling Assistant Manual**
http://www.purdue.edu/registrar/documents/scheduling/June_2016_StudentSchedAssistStudentManual.pdf
- 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:
 - This can be done on the **'List of Classes'** tab by clicking the  next to a class. See below.

- 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

This page lists classes in day and time format for a student. You may select one of the classes listed to s

Go to (MM/DD/YYYY):

[Previous Week](#) Week of August 23, 2021

No courses with assigned times this week.

Go to (MM/DD/YYYY):

[Previous Week](#) Week of Aug 23, 2021 [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am		DANC 10300-001 17594 Class		DANC 10300-002 17505 Class			
10am	AD 11300-005 51570 Class 9:30 am-11:20 am Pao Hall of Visual & Perf Arts 3104	9:00 am-10:15 am Pao Hall of Visual & Perf Arts 1179	AD 11300-005 51570 Class 9:30 am-11:20 am Pao Hall of Visual & Perf Arts 3104	9:00 am-10:15 am Pao Hall of Visual & Perf Arts 1179	AD 11300-005 51570 Class 9:30 am-11:20 am Pao Hall of Visual & Perf Arts 3104		
11am		STAT 41700-003 68718 Class 10:30 am-11:45 am Recitation Building 113		STAT 41700-003 68718 Class 10:30 am-11:45 am Recitation Building 113			
12pm		STAT 47201-003 65374 Class 12:00 pm-1:15 pm University Hall 017	STAT 47201-003 65374 Class 11:30 am-12:20 pm University Hall 017	STAT 47201-003 65374 Class 12:00 pm-1:15 pm University Hall 017			
1pm							
2pm							

REGISTRATION ERROR MESSAGES

Detailed instructions for utilizing the **Scheduling Assistant**: please see its manual. Go to:

http://www.purdue.edu/registrar/documents/scheduling/June_2016_StudentSchedAssistStudentManual.pdf

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

<http://www.purdue.edu/registrar/currentStudents/students/registrationErrors.html> 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**