



Quick Reference Card

Registering for Classes on myPurdue

Getting Started

To begin, log in with your career account **user name** and **password** on the myPurdue homepage (<https://mypurdue.purdue.edu>).

The image shows a 'Secure Access Login' form. It has two input fields: 'User Name:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Cancel'. The 'Login' button is highlighted with a red rectangle. Below the buttons, there are two links: 'Having problems logging in? Click here.' and 'Alternative Login for Screen Readers'.

Upon logging in, you will see your student profile. Included in the default layout are sections for Campus Announcements, Personal Announcements, and Useful Purdue Links. The navigation tabs in the upper left-hand corner of the screen will allow you to access academic, financial, and campus information.

The image shows a screenshot of the myPurdue student profile dashboard. At the top, it says 'Welcome Imogene Alice Student' and 'You are currently logged in.' There are 'Logout' and 'Help' links. Below this is a navigation bar with tabs: 'Home', 'Academic', 'Financial', and 'Student Life'. The 'Academic' tab is highlighted with a red rectangle. The main content area is divided into three columns. The left column has three sections: 'Campus Announcements' (with 'There are no announcements'), 'Personal Announcements' (with 'There are no announcements'), and 'Useful Purdue Links' (with links for 'Purdue Directory Search', 'Purdue Web Search', and 'Purdue Web Mail'). The right column has a 'Banner Self-Service' section with a 'Banner Self-Service' link. The date 'July 1, 2008' is displayed in the top right corner.



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The Academic Tab and Registration Tools

Start by clicking on the **Academic** tab.



Under the **Academic** tab, you will find many resources to assist you with course information. For example, the main page has customizable sections of information. That include: My Courses, Registration Tools, Student Grades, and Academic Profile. To register for classes, you will use the **Registration Tools**.

The screenshot shows the myPurdue Academic tab interface. At the top, there are navigation tabs: Home, Academic, Financial, and Student Life. The date July 1, 2008 is displayed in the top right corner. The main content area is divided into several sections:

- My Courses:** Includes a "Click here to:" link and a description: "View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials."
- Registration Tools:** This section is highlighted with a red box and contains four links: "Registration Status", "Look Up Classes", "Add or Drop Classes", and "Change Class Options".
- Student Grades:** Displays "No Data Found" and includes a "Select Another Term" dropdown menu and a "Go" button.
- Academic Profile:** Shows a "Primary" tab and the following information:
 - Class Standing: Freshman: 0 - 14 hours
 - Effective Term: Summer 1 2007
 - Level: Undergraduate
 - Campus: West Lafayette
 - College: Dept of Computer & Inform Tech
 - Major: Computer & Info Tech-IST
- Advisors:** Includes a "Select Another Term" dropdown menu, a "Go" button, and links for "Transcript" and "Holds".



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Find Your Registration Time Ticket

Before registration for classes opens, you will be assigned a **Registration Time Ticket**. The Registration Time Ticket is the specified time period during which you may register for classes. You will find your Registration Time Ticket by clicking **Registration Status**.

Registration Status

You may register during the following times

From	Begin Time	To	End Time
May 01, 2008	08:00 am	Dec 31, 2008	11:59 pm

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Note: This is your Time Ticket.

Note that you only will be permitted to add or drop classes during your Registration Time Ticket period. If you attempt to register outside of your Registration Time Ticket period, you will not be able to register and the following error message will be displayed:

Add or Drop Classes

013181330 Imogene A. Student
Fall 2008
Jul 01, 2008 09:46 am

You have no Registration Time Ticket. Please contact the registration administrator for your time ticket.

Notice the **Back to Academic Tab** link at the top, left-hand corner of the screen (above the myPurdue image banner). At any time, this link allows you to return to the Academic main screen. Clicking your browser's forward and back buttons may disrupt the add/drop process.

Return to the **Academic** tab now.



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Adding Classes

During your Registration Time Ticket period, you can add or drop classes by clicking on the **Add or Drop Classes** link, which is located within the Registration Tools section.

Home Academic Financial Student Life July 1, 2008

My Courses

Click here to:
View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes**
- Change Class Options

Student Grades

No Data Found

Select Another Term Go

Academic Profile

Primary

Class Standing: Freshman: 0 - 14 hours
Effective Term: Summer 1 2007
Level: Undergraduate
Campus: West Lafayette
College: Dept of Computer & Inform Tech
Major: Computer & Info Tech-IST

Advisors

Select Another Term Go
Transcript Holds

In Add or Drop Classes, select a **Registration Term**.

Registration Term

Select a Term:

- Fall 2008
- Fall 2008
- Summer 2008

Submit

Choose the term from the drop-down menu for which you are trying to register. Click **Submit**.

You will then be asked to enter your **Alternate PIN Verification** number. You will be assigned your **PIN** number through your academic advisor. After entering your PIN, click **Submit**.

You will enter "999999" as your alternate PIN

Please enter your Alternate PIN

Alternate PIN:

Submit



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You need to add your **Course Reference Number (CRN)**, which is a unique identifier number that specifies your class section. If you already know the CRN, enter it into the worksheet and click Submit Changes.

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.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Class Search

If you do not know the CRN for the course you need, you can perform a **Class Search**. You may search by many different or very few course attributes (e.g., subject, course number, instructor, etc.). Selecting several course attributes will narrow your search. Selecting fewer attributes will broaden your search and return more options for you to review. These attributes are as follows:

Subject: Aero & Astro Engineering
Aerospace Studies
Agri & Biol Engineering

Choose the subject of the course you wish to search. **This category required.** For quick searching, highlight any item and type the first letter of the course you would like. The list will automatically take you to the courses that begin with that letter (e.g., if you type in the letter "M," the list scrolls to Management, which is alphabetically the first course that begins with "M"). It is also possible to search for more than one course at a time. Simply hold the Ctrl key as you click your courses.

Course Number:

Enter the course number. Course numbers are five digits long. Most courses end in "00" (e.g., ENGL 10600). Lab courses end in "01" (e.g., CHM 25601).



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Title:

Enter the title of the course. Here, you may enter a keyword if you are not sure of the exact title. For example, when we select English as our subject and type "reading" into the Title field, the search returns "Ways of Reading," "Directed Reading," and "A Reading of Beowulf." From there, you could select the course, or you may go back and further narrow your search.

Schedule Type:
Clinic
Distance Learning

Optionally, choose the Schedule Type. This is where you would identify the type of class (e.g., lecture, lab, recitation, etc.).

Credit Range: hours to hours

If you are looking for a certain amount of credit hours, specify that here.

Campus:
West Lafayette

For campus, choose West Lafayette.

Course Level:
Graduate
Professional

Specify whether you would like a Graduate, Professional or Undergraduate level course.



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Part of Term: Non-date based classes only	All Full Term
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If the course you are seeking lasts the entire semester, click Full Term.

Instructor:	All Aaltonen, Pamela Massie Abbott, Philip C
--------------------	--

If you would like to take a class from a specific instructor, or if you know who is teaching a course you are pursuing, select the instructor here. Like the Subject field, you may select more than one instructor or speed up the search process by typing in the first letter of the instructor's last name.

Session:	All Day Evening
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Choose the session you would like. This entails selecting between day, evening or weekend classes.

Attribute Type:	All Coop Credit By Exam
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If there is a certain attribute you are seeking in a given course, select it (or several) here. "Honors" is an example of an attribute.



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Start Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/>	am/pm <input type="text" value="am"/>				
End Time:	Hour <input type="text" value="00"/>	Minute <input type="text" value="00"/>	am/pm <input type="text" value="am"/>				
Days:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thur	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun

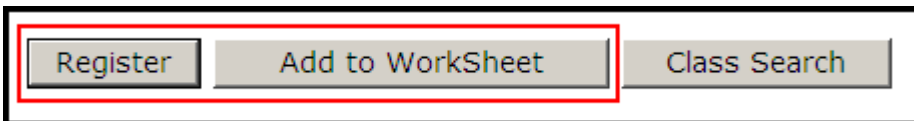
Finally, specify a time you would like your class to be. Modifying these fields will return courses at times that are convenient to you.

Scheduling Your Subject and Course

For a course that has no linked sections (see below), adding a class has only a few more steps. When your search populates, find the course that best suits your needs. Click the course's check box in the Select column.

English			
Select	CRN	Subj	Crse
<input checked="" type="checkbox"/>	19229	ENGL	35100

Under the search results, you will find three buttons. Of those, you may choose **Register** or **Add to Worksheet**.



If you click Register, your **Current Schedule** is displayed. The status of the course you selected will appear as "Web Registered," along with the date.

Current Schedule								
Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	19229	ENGL	35100	001 Undergraduate	3.000	Regular Grade	Survey Of American Literature From 1865 To The Post-World War II Period





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Clicking Add to Worksheet will bring you to the Add or Drop Classes page, and the CRN field populates with the course you chose. You may search again by clicking Class Search, and each time you select a course, the CRNs will store to this page. This is especially helpful when you are searching for subparts of a course, such as a lab.

Add Classes Worksheet

CRNs

19229


Submit Changes Class Search Reset

Click Submit Changes when you have all the CRNs necessary, and your Current Schedule is displayed.

Scheduling Linked Sections

If you have selected a course that has more than one schedule type, you need to schedule linked sections as well.

Sections Found

[Introduction To Anthropology - Honors - 10972 - ANTH 10000 - 011](#) Link Id: D0  **Linked Sections Required(C0)**

Suppose you want to register for ANTH 10000, which has both a lecture and a recitation. You will need to add the lecture and recitation to the class schedule. Click **Linked Sections Required** to begin.

Please note when looking for classes, there are two helpful tips to keep in mind. First, in the day schedule for the class listing (R) represents Thursday. Second, if you see a "C" in the column before the CRN, it means the class is closed and you should look for another section. If you continue to have difficulties, consult with your academic advisor.



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On the **Linked Sections Information** page, you may view the sections that you need to register for in order to take the class. The page shows you exactly which sections to choose.

If you register for section:

Introduction To Anthropology - Honors - 10972 - ANTH 10000 - 011 Link Id: D0

Course Information

CRN	Section ID	Status	Limit	Enrollment	Registration Dates
10972	011	Active	9	3	Mar 03, 2008 to Aug 29, 2008

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:30 am - 11:20 am	MW	Physics Building 114	Aug 25, 2008 - Dec 20, 2008	Lecture	Ian C. Lindsay (P)

Find the section for which you registered. Take note of the CRN, time and day, as you will need to schedule according to your current schedule and any other linked sections of this course. Scroll down the page to find the section(s) you still need.

Introduction To Anthropology - Honors - 10980 - ANTH 10000 - 019 Link Id: C0

Course Information

CRN	Section ID	Status	Limit	Enrollment	Registration Dates
10980	019	Active	1	0	Mar 03, 2008 to Aug 29, 2008

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:20 pm	F	Winthrop E. Stone Hall 215	Aug 25, 2008 - Dec 20, 2008	Recitation	TBA

Copy or write down the CRN of the section. Scroll to the bottom of the screen and click **Return to Previous** until you return to the **Look Up Classes** page.

[Return to Previous](#) [New Search](#)

Select the checkbox for the sections you need the new CRN on the Worksheet.

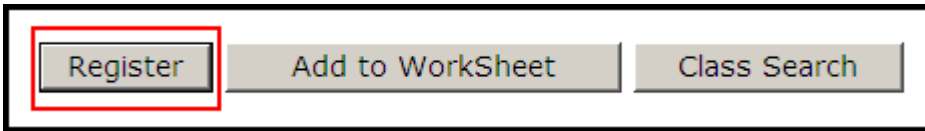
10980 ANTH 10000 019 PWL 0.000



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Scroll down to the bottom of the screen and click **Register**. You may also click **Add to Worksheet** if you still have more classes to find.



The course and its linked section now appear on the **Current Schedule**.

Web Registered on Jul 03, 2008	<input type="text" value="None"/>	10972 ANTH 10000 011 Undergraduate 3.000 Regular Grade	Introduction To Anthropology - Honors
Web Registered on Jul 03, 2008	<input type="text" value="None"/>	10980 ANTH 10000 019 Undergraduate 0.000 Regular Grade	Introduction To Anthropology - Honors



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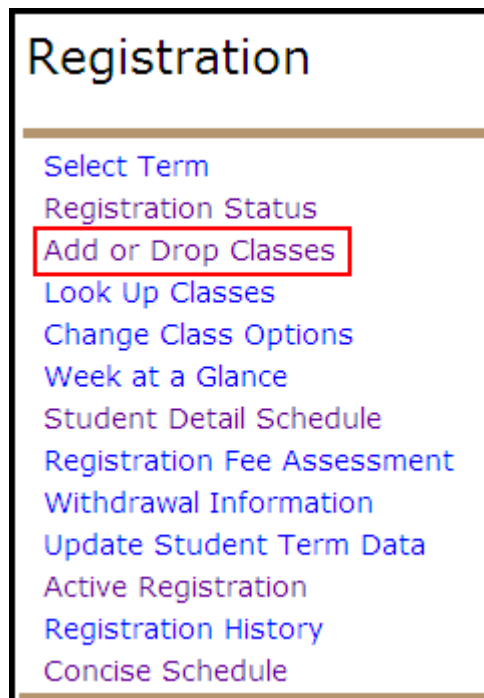
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Dropping Classes

Students only will be able to drop classes online during the first two weeks of the semester. Starting in the third week of the semester, students are required to initiate the drop process through their academic advisor and submit a Registrar Form 23. In order to drop classes and get a full refund of fees and tuition, you must cancel your registration before your classes begin. The system will not allow you to drop the last class on your schedule after the start of classes. To drop the last class, you would need to go to the Office of the Dean of Students to withdraw from the University.

Students who withdraw during the first six weeks of the semester will receive a partial refund of the general service fee and tuition. Weeks 1-2 = 80%, weeks 3-4 = 60% and weeks 5-6 = 40%.

To drop a class, return to the **Add or Drop Classes** screen. You may navigate here by clicking the **Return to Menu** link, which is located on the upper right-hand side of the screen, and then clicking **Add or Drop Classes** on the Registration links screen.





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Select your **Registration Term** and click Submit.

Registration Term

Select a Term:

Your **Current Schedule** displays. Notice the **Action** column that features drop-down menus.

Status	Action	CRN	Subj	Crse
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	10990	ANTH	20500
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	19229	ENGL	35100
Web Registered on Jul 02, 2008	<input type="text" value="None"/>	26853	PSY	12000

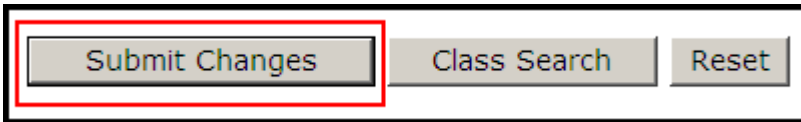
In order to drop a class from your **Current Schedule**, select one of the drop-down menus under **Action** and choose **Drop (Web)**.

Action



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Then, click the **Submit Changes** button at the bottom of your screen. The page will refresh, and the system immediately drops the course.





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Tips

Before you add or drop a class:

- Be sure to consult your academic advisor before adding or dropping any classes, as it may affect your curriculum plan.
- Changes made in this database occur in “real time.” If you drop a class, your seat in that class is immediately available for another student. If you change your mind later, the class may be full.
- Keep in mind that students at the West Lafayette campus are restricted to 18 credit hours per semester. Consider your course load, extracurricular activities and employment when adding a new class.
- Remember when dropping classes that Full Time is 12 credit hours per semester for undergraduates and eight credit hours for graduate students. Dropping below this course load could affect your financial aid, assessed fees, health insurance, athletic eligibility, and your international student visa requirements.
- Be mindful of any course prerequisites or other requirements before attempting to add a course. Prerequisite checking within the system is currently disabled for the Fall 2008 semester, so check with your advisor before registration about which prerequisites you may or may not have fulfilled.

View Holds

For an explanation of registration holds as you receive them, scroll to the bottom of your screen and click View Holds.



Information about your holds is displayed. Under **Processes Affected**, view how the holds will impact your registration eligibility. Contact the office under the **Originator** column if you have a hold.

Administrative Holds						
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Overdue bal \$100 or more	Sep 04, 2006	Dec 31, 2009			Tuition and Fees	Registration Transcripts Accounts Receivable Enrollment Verification

[[Financial Aid Holds](#) | [Registration Status](#)]



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Icons



The red octagon with the black X inside it is a **Registration Add Error**. When you receive a written error accompanied by this sign, remember that you did not complete registration. You also may not register until these errors are fixed. Keep in mind that you may have multiple Registration Add Errors, but only one will appear at a time. Upon resolving one, more may immediately follow. Please refer to the glossary of errors, included in this document on page ___.



The yellow triangle with the exclamation point inside it alerts you to a hard-stop Registration Add Error. In Registration Status, this icon indicates a **registration hold**, an inadequate academic standing, or issues with student status.



The blue checkmark indicates that there are **no errors** within your Registration Status.



The red flag appears under the Links column on the Look Up Classes page. This lets you know that a course has **linked sections**. If you are signing up for one of these classes, be sure to note the class times and CRNs of each section. You will need them handy when registering for the different sections and your other courses.

Failure to log out or exit your browser may allow others to access your records.