

Registration Question and Answer Help

Q. What is a time ticket?

A time ticket is the registration group, or time slot, that is assigned to students for when they can register for classes. Reference chart below:

	Summer 2009 (Modules 1, 2, and 3)	Fall 2009
Priority Groups	Tuesday, March 24, 8am - Saturday, March 28, 12am	Tuesday, March 24, 8am - Saturday, March 28, 12am
Professional and Graduate	Thursday, March 26, 8am - Tuesday, July 14, 12am	Thursday, March 26, 8am - Sunday, August 30, 12pm
Seniors	Monday, March 30, 8am - Saturday, April 4, 12pm	Monday, March 30, 8am - Saturday, April 4, 12pm
Juniors	Monday, April 6, 12pm - Saturday, April 11, 12pm	Monday, April 6, 12pm - Saturday, April 11, 12pm
Sophomores	Monday, April 13, 12pm - Saturday, April 18, 12pm	Monday, April 13, 12pm - Saturday, April 18, 12pm
Current Freshmen	Monday, April 20, 12pm - Saturday, April 25, 12pm	Monday, April 20, 12pm - Saturday, April 25, 12pm
All current degree students, non-degree students and new summer admits	Monday, April 27, 12pm - Tuesday, July 14, 12am	Monday, April 27, 12pm - Saturday, June 6, 12pm
STAR Sessions	Not applicable	Tuesday, June 16 - Friday, July 10
Open for new students and new transfer students only	Not applicable	Monday, July 13, 12pm - Wednesday, July 15, 12am
Open for all students	Not applicable	Monday, July 20, 8am - Sunday, August 30, 12am

12 am = midnight; 12 pm = noon

***** The above is for reference only; date and times are subject to change *****

Q. How are time tickets determined?

The number of credit hours earned, not including classes for which a student is already registered, determines time tickets.

Q. How do I get my time ticket?

Log on to *myPurdue* (<https://mypurdue.purdue.edu>) to find your registration window; click on Student Services, then Registration, and then Registration/Change of Schedule. The next screen will identify your real time registration slot.

Q. What is a PIN and how do I get one?

A PIN is assigned to students for access to the Banner registration system. PIN numbers are distributed by academic advisors and are assigned per semester. PIN numbers are the same for the summer and fall semesters.

How to locate your Time Ticket and your Registration PIN via *myPurdue*

Log in with your career account and password on the *myPurdue* homepage (<https://mypurdue.purdue.edu>)



Secure Access Login

User Name:

Password:


[Help with logging into myPurdue](#)

You will see your student profile. Select the Academic Tab.



Home Academic Financial Student Life Help

Select Registration Status on the Academic Tab.



Home Academic Financial Student Life Help

My Courses

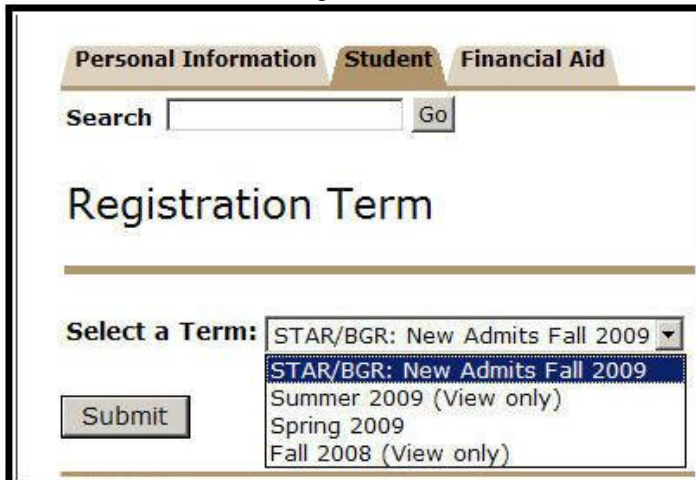
[Go to My Courses](#)

View your course schedule, access your course home pages other course-related materials.

Registration Tools

- [Registration Status](#)
- [Look Up Classes](#)
- [Add or Drop Classes](#)

You then must select a Registration Term.



Personal Information Student Financial Aid

Search

Registration Term

Select a Term:

- STAR/BGR: New Admits Fall 2009
- Summer 2009 (View only)
- Spring 2009
- Fall 2008 (View only)

Your Registration Status will display. Summer and fall registration can be done at the same time. Please note that the first day and time listed is the earliest you can register. Registration is available to you throughout that period. If you have a hold that would prevent you from registering, it will be noted here.

Registration Status

You may register during the following times

From	Begin Time	To	End Time
Nov 03, 2008	03:00 pm	Nov 03, 2008	11:59 pm
Nov 04, 2008	12:00 am	Nov 06, 2008	11:59 pm
Dec 04, 2008	08:00 am	Dec 04, 2008	11:59 pm
Dec 05, 2008	12:00 am	Jan 26, 2009	11:59 pm

You have no Holds which prevent registration.

Your Academic Standing is Continued Good Standing which permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Senior 105+ hours.

Obtaining your Registration PIN

Return to the Main Menu

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Select Display Registration PIN

Personal Information **Student** **Financial Aid**

Search

Registration

[Select Term](#)

[Registration Status](#)

[Add or Drop Classes](#)

[Look Up Classes](#)

[Week at a Glance](#)

[Concise Schedule](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Withdrawal Information](#)

[Active Registration](#)

[Registration History](#)

[Display Registration PIN](#)

You must select a Registration PIN Term in the drop down menu.

The screenshot shows a web interface with three tabs: 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Select Registration PIN Term'. Underneath, there is a label 'Select a Term:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'Spring 2009' (highlighted), 'Summer 2009', and 'STAR/BGR: New Admits Fall 2009'. A 'Submit' button is located to the left of the dropdown menu.

If you have not yet met with your advisor, the following message will appear. Please schedule an appointment so that a PIN number can be assigned to you.

The screenshot shows the same web interface as the previous one. The main heading is 'Display Registration PIN'. Below the heading is a warning message: a yellow triangle with an exclamation mark followed by the text 'Please see your advisor to obtain your Registration PIN.'. At the bottom of the page, there is a button labeled 'Select a Different Term'.

If after you have met with your advisor you misplace your PIN, select the Registration PIN Term to display your Registration PIN. Please note you will use the same PIN number for summer and fall registration.

The screenshot shows the same web interface. The main heading is 'Display Registration PIN'. Below the heading is a table with two columns: 'Term' and 'Registration PIN'. The table contains one row with the value 'Summer 2009' in the 'Term' column and '481616' in the 'Registration PIN' column. Below the table is a button labeled 'Select a Different Term'.

Term	Registration PIN
Summer 2009	481616

Registering for Classes

Q. How do I register for classes?

Students preparing to register for classes need to first seek the guidance of their academic advisors.

Q. When do new student summer admits register?

Beginning Monday, April 27th, new student summer admits can register for both summer and fall semesters.

Q. What is a hold (formerly known as an encumbrance)?

Holds refers to the restriction of a student's eligibility to enroll in classes, change his/her curriculum or obtain academic transcripts at Purdue University. Holds can result from a variety of situations, including, but not limited to: nonpayment of library fines, parking tickets, and residence hall bills; disciplinary action taken by the Office of the Dean of Students; poor scholastic performance; or failure to meet immunization requirements. Prior to meeting with an advisor, a student needs to make certain his/her record is clear of financial and registration holds.

If a student is in hold status and would like to verify the hold, he/she can do so through *myPurdue* (<https://mypurdue.purdue.edu>). For further information, contact the Office of the Registrar at the Kiosk outside of Room 45, Hovde Hall; call (765) 494-6165; or send an inquiry via e-mail to registrar@purdue.edu.

Q. How do you know if a class is cancelled?

When a section is cancelled, the schedule deputy for the course will send an e-mail to students registered in the cancelled section notifying them they need to move to a non-cancelled section.

The Office of the Registrar will flag the section as cancelled, remove the cancelled section time and instructor, and change the building and room to CANCELLED CLASS. The course will appear on the Concise Student Schedule as cancelled.

If a class is cancelled after a registration time period for a registration group has passed and prior to the open registration period, advisors can assist students in moving out of the cancelled section and registering for a non-cancelled section of that course, or, if the entire course is cancelled, registering for another course.

Q. How do you get an override?

Below is useful information to assist the student and with responding to registration override inquiries:

1) Error: **MAXIMUM HOURS EXCEEDED**

Description: The student cannot register for this course since they have exceeded the credit limit. Undergraduate & Graduate limit = 18.0 credits; Professional limit = 22.0 credits.

Solution: If an advisor wishes to allow the student to exceed the credit limit, the advisor should contact the individual within his/her college/school who has been assigned the "super-user" role to update this information. After the information is updated, the student should be directed to register him/herself for the course online.

2) Error: **CLOSED SECTION (Limit Override)**

Description: The class the student is trying to register for has no more seats available.

Solution: Contact the schedule deputy of the department that offers the class.

If space is available, the schedule deputy or his/her assistant can provide an override through INB. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

3) Error: **DEPARTMENT PERMISSION**

Description: The course requires department permission in order to register for the course.

Solution: Contact the office of the department or schedule deputy that offers the class.

If the student is eligible and there is space available, the schedule deputy or his/her assistant can provide an override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

4) Error: **INSTRUCTOR PERMISSION**

Description: The course requires department permission in order to register.

Solution: Contact the instructor or the schedule deputy of the department that offers the class.

If permission is granted, (schedule deputy or faculty member) will enter the override. Once the override is processed, the student should be directed to register for the class online. Advisors cannot override courses in other departments.

5) Error: **PREQ and TEST SCORE**

Description: The student must complete the prerequisite course prior to being able to register for the course in which registration is attempted.

Solution: See advisor.

6) Error: **REPEAT LIMIT**

Description: The department has designated the course as repeatable up to a maximum number of hours. The student attempting to register for the course has reached the limit for repeating the course.

Solution: See advisor or select another course.

7) Error: **TIME CONFLICT**

Description: The time of the course CRN selected conflicts with the time of another course CRN selected.

Solution: Select another CRN.

8) **DUPLICATE COURSES with VARIABLE TITLES**

*****New enhancement in Banner effective*****

Description: Students registering through *myPurdue* (<https://mypurdue.purdue.edu>) for duplicate courses, which are courses with the same subject and course number, but different titles.

Solution: A duplicate course override is no longer needed provided the Variable Title attribute is associated with the course in the course catalog. Checking for the attribute is now done within Banner and does not require the student to take any action.

For example, if a student enrolls in:

CE 59700/CRN 12953, Global Sustainable Engineering, and CE 59700/CRN 12955, Contaminant Transport, the student can do so without needing a duplicate course override because CE 59700 has the Variable Title attribute in the course catalog.

However, if a student enrolls in:

MGMT 20000/CRN 23746, Intro Accounting, and MGMT 20000/CRN 23749, Intro Accounting, the student cannot do so because MGMT 20000 does not have the Variable Title attribute in the course catalog. A duplicate course override would be required in this instance.

Q. What are restrictions?

Below is useful information to assist the student, and with understanding the different types of restrictions:

- 1) **College**
Description: restrict by an individual college or multiple colleges. (Ex: M = Management students only)
- 2) **Major**
Description: restrict by an individual major or multiples majors. (Ex: ACCT = Accounting majors only; ECON = Economics majors only)
- 3) **Class**
Description: restrict by a student's classification. (Ex: freshman, sophomore, etc.)
- 4) **Level**
Description: restrict by a student's level. (Ex: UG = undergraduate; GR = graduate; PR = professional)
- 5) **Degree**
Description: restrict by the degree a student must have received previously. (Ex: BS)
- 6) **Program**
Description: restrict by a student's program. (Ex: MGMT-BS, AAE-BSE, HTM-BS)

Q. What are requisites?

Below is useful information to assist the student, and with understanding the different types of requisites:

- 1) **Prerequisite**
Description: The student must complete the prerequisite course (with a minimum grade required by the department) prior to being able to register for the course in which registration is attempted.
- 2) **Corequisite**
Description: The student must be enrolled in the same course(s) during the same term.
(Ex: EDCI 20500 and 28500)
- 3) **Concurrent Prerequisite**
Description: The student can be enrolled in the prerequisite course (with a minimum grade required by the department) **OR** the student can register for this course during the same term he/she is registering for the specific course. Moreover, the prerequisite course can be taken either in an earlier term or in the same term as the course in which registration is attempted.
- 4) **In-Progress Checking**
Description: The course(s) that is being taken during the current term can be used to fulfill the prerequisite requirement for a future term. Purdue University has implemented the In-Progress checking for registration purposes.

Q. How do I check for requisites?

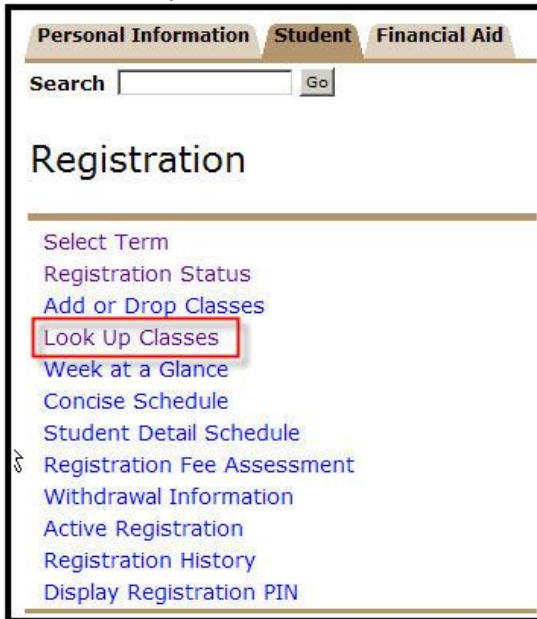
To check for requisites for a course, search for the course in the Course Catalog in *myPurdue*.

Log in with your career account 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 rectangular box. At the bottom of the form, there is a link that says 'Help with logging into myPurdue'.

Select Look Up Classes on the Student Tab



The image shows a web page with three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Registration'. Below this heading is a list of links: 'Select Term', 'Registration Status', 'Add or Drop Classes', 'Look Up Classes', 'Week at a Glance', 'Concise Schedule', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', 'Active Registration', 'Registration History', and 'Display Registration PIN'. The 'Look Up Classes' link is highlighted with a red rectangular box.



The image shows a web page with three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Look Up Classes'.

Select the appropriate term. For example, if you want to see courses offered during the summer of 2009, then select Summer 2009.

Personal Information Student Financial Aid

Search Go

Select Term or Date Range

Search by Term:

None
None
STAR/BGR: New Admits Fall 2009
Summer 2009 (View only)
Spring 2009
Fall 2008 (View only)

Select the appropriate information in each drop down menu to find the course you are seeking.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Aero & Astro Engineering
African American Studies
Agri & Biol Engineering

Course Number:

Title:

Schedule Type: All
Clinic
Distance Learning

Credit Range: hours to hours

Campus: PU Fort Wayne
TSW-Anderson
TSW-Columbus

Course Level: All
Graduate
Indiana College Network

Part of Term: All
Non-date based classes only
Continuing Education
Full Term

After you have opened the course, click on the course title

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type

CHM 11600 - General Chemistry

Credit Hours: 4.00. A continuation of CHM 115. Solutions; quantitative equilibria in aqueous solution and electrochemistry; chemical kinetics; qualitative analysis; further descriptive chemistry of metals. 0.000 OR 4.000 Credit Hours


Levels: Graduate, Professional, Undergraduate
Schedule Types: Distance Learning, Laboratory, Lecture, Practice Study Observation, Recitation

College of Science College
Chemistry Department

Course Attributes:
Credit By Exam, Core Transfer Library, LA Lab Science, Lower Division, M Natural Science, Transfer

Check the prerequisites for the course.

Detailed Course Information

 Select the desired Level or Schedule Type to find available classes for the course.

CHM 11600 - General Chemistry

Credit Hours: 4.00. A continuation of CHM 115. Solutions; quantitative equilibria in acid-base and electrochemistry; chemical kinetics; qualitative analysis; further descriptive chemistry. 0.000 OR 4.000 Credit Hours

Levels: Graduate, Professional, Undergraduate
Schedule Types: Distance Learning, [Laboratory](#), [Lecture](#), [Practice Study Observation](#), [Workshop](#)

College of Science College
Chemistry Department

Course Attributes:
Credit By Exam, ~~Core~~ Transfer Library, LA Lab Science, Lower Division, M Natural Science

Prerequisites:
Undergraduate level [CHM 11500](#) Minimum Grade of D- or Undergraduate level [CHM 11600](#) Minimum Grade of D- or Undergraduate level [CHM 12300](#) Minimum Grade of D- or Undergraduate level [CHEM C1050](#) Minimum Grade of D- and Undergraduate level [CHM C1010](#) Minimum Grade of D- and Undergraduate level [CHEM C1210](#) Minimum Grade of D-