



Quick Reference Card

Student Add/Drop How To

How to direction for student add drop of classes in SSB:

How to Drop/Add a Class

Getting Started

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

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

[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. Above these sections, find the navigational tabs, which allow you to access academic, financial, and campus information.

My Account | Welcome Imogene Alice Student | You are currently logged in. | Logout | Help

Home | Academic | Financial | Student Life | July 1, 2008

Campus Announcements | There are no announcements.

Personal Announcements | There are no announcements.

Useful Purdue Links

- [Purdue Directory Search](#)
Find Purdue Students and Faculty. Opens in a new window.
- [Purdue Web Search](#)
Find information posted on the Purdue Web. Opens in a new window.
- [Purdue Web Mail](#)
Access your Purdue mail account to read and send messages. Opens in a new window.

Banner Self-Service | Banner Self-Service



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If you would like to add or drop a class, click the Academic tab.



The Academic Tab

Under the Academic tab, you will find many resources to assist you with course information. Like the main screen, this page has customizable sections of information. These sections display in the default layout: My Courses, Registration Tools, Student Grades, and Academic Profile. To continue adding or dropping a class, click Add or Drop Classes, located within the Registration Tools section.

The screenshot shows the 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 four 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:** Contains links for "Registration Status", "Look Up Classes", "Add or Drop Classes" (highlighted with a red box), and "Change Class Options".
- Student Grades:** Shows "No Data Found" and a "Select Another Term" dropdown menu with a "Go" button.
- Academic Profile:** Displays student information: "Class Standing: Freshman: 0 - 14 hours", "Effective Term: Summer 1 2007", "Level: Undergraduate", "Campus: West Lafayette", "College: Dept of Computer & Inform Tech", and "Major: Computer & Info Tech-IST". It also includes an "Advisors" section with a "Select Another Term" dropdown and "Go" button, and links for "Transcript" and "Holds".

The system blocks access from Add or Drop Classes if you are in a grade level that is yet unable to register. If your earned credits do not qualify you for the academic level that has been granted access at this time, you are met with this error:

The screenshot shows the "Add or Drop Classes" page. At the top right, the student's name and ID are displayed: "013181330 Imogene A. Student". Below this, the term and date are shown: "Fall 2008" and "Jul 01, 2008 09:46 am". A red error message is displayed in a box: "You have no Registration Time Ticket. Please contact the registration administrator for your time ticket."



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Registration Status

To check if you qualify to register, return to the Academic tab main page. Under Registration Tools, click Registration Status.



When prompted, select a Registration Term and click Submit. On the Registration Status page, you may view any errors that keep you from registering. If you have no errors, the screen will appear like this:



Aside from time ticketing, other possible errors could have to do with overdue fees or inadequate academic standing.



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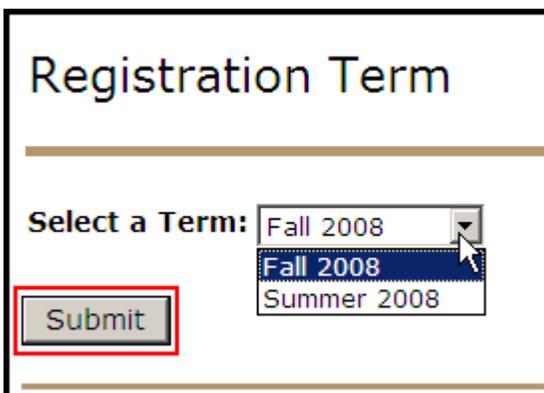
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Adding Classes

At this point, you will begin the process of adding or dropping a class. Notice the Back to Academic Tab link near the top 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.



In Add or Drop Classes, select a Registration Term.





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

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

Perform a search for courses by clicking Class Search. Or, if you already know the Course Reference Number (CRN), enter it into the worksheet and click Submit Changes.

Class Search

If you are looking for a class and have clicked Class Search, you will find that you may search by many different features or hardly any at all. Specify more course attributes to narrow your search further. These attributes are as follows:

Subject:

Choose the subject of the course you wish to search. This is the one category of the search tool that you MUST use. 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:

Type in the course number. Course numbers have changed with myPurdue. For instance, there are no longer any suffix letters (e.g., T is the suffix letter in ENGL 411T). Additionally, course numbers are now five digits long. Most courses have simply added "00" to the end of the original numbers (e.g., ANTH 205 is now ANTH 20500). However, lab courses that had the L suffix letter now end in "01" (e.g., CHM 256L is now CHM 25601).

Title:



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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 narrow your search further.

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

Credit Range:	<input type="text"/>	hours to	<input type="text"/>	hours
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If you are looking for a certain amount of hours, specify it here.

Campus:	All West Lafayette
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For campus, you most likely will need to choose West Lafayette.

Course Level:	All Graduate Professional
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Specify whether you would like a Graduate, Professional or Undergraduate level course.

Part of Term:	All Full Term
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If the course you are seeking lasts the entire semester, click Full Term.



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Instructor:
Aaltonen, Pamela Massie
Abbott, Philip C

If you would like to take a class from a certain 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:
Day
Evening

Choose the session you would like. This entails selecting between day, evening or weekend classes.

Attribute Type:
Coop
Credit By Exam

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.

Start Time: Hour Minute am/pm
End Time: Hour Minute am/pm
Days: Mon Tue Wed Thur Fri Sat 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.

For a course that has no linked sections, 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.

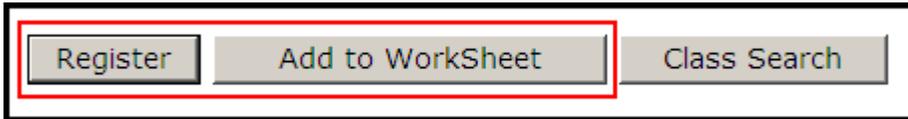
English			
Select	CRN	Subj	Crse
<input checked="" type="checkbox"/>	19229	ENGL	35100



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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 appears. The status of the course you selected will appear as "Web Registered," along with the date.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jul 02, 2008	None	19229	ENGL	35100	001 Undergraduate	3.000	Regular Grade	Survey Of American Literature From 1865 To The Post-World War II Period

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 appears.

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(CO)

As ANTH 10000 has both a lecture and a recitation, we will need to assign both the lecture and recitation to the class schedule. Click Linked Sections Required to begin.



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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.

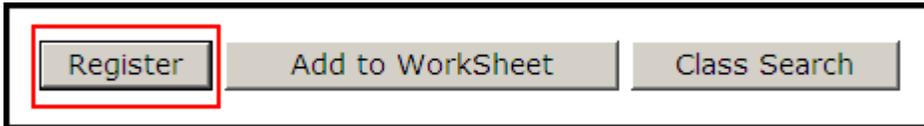
10980 ANTH 10000 019 PWL 0.000



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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

Dropping Classes

Students will only 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 before your classes begin. The system will not allow you to drop the last class on your schedule after the start of classes. You would have to go to 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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Registration

- Select Term
- Registration Status
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Update Student Term Data
- Active Registration
- Registration History
- Concise Schedule

Select your Registration Term and click Submit.

Registration Term

Select a Term:

Submit



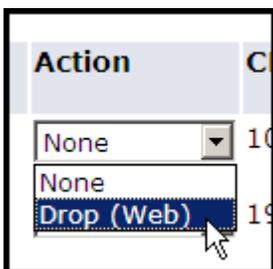
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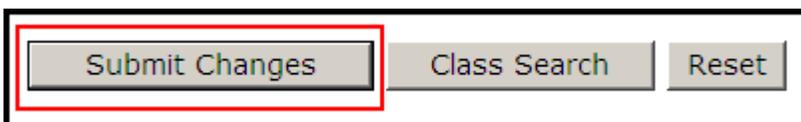
Your Current Schedule displays. Notice the Action column that features drop-down menus.

Status	Action	CRN	Subj	Crse
Web Registered on Jul 02, 2008	None	10990	ANTH	20500
Web Registered on Jul 02, 2008	None	19229	ENGL	35100
Web Registered on Jul 02, 2008	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).



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



Tips

Before You Begin

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.



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- 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 on your holds appears. Under Processes Affected, view how the holds will influence 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, 2008	Dec 31, 2009			Tuition and Fees	Registration Transcripts Accounts Receivable Enrollment Verification

[Financial Aid Holds | Registration Status]

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.



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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.

New Terms With the myPurdue System

What Used To Be...	Is Now...
Division change	Drop/Add
Grouping/Sub-parted course	Linked Sections
Suffix on a course number	Section Offering
Divisions	Sections
Using the subject, course and section number to register (e.g., signing up for COM 114 006)	Using the CRN to register (e.g., COM 114 006 is now CRN 16694)
Course number with three digits and a possible suffix letter	Five-digit course number, no suffix letters

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