College of Science – Student Registration Tips for Fall 2019

Changing a Schedule through myPurdue using Add or Drop Classes Option

1. In ‘myPurdue’, select the Registration Tab. Under ‘Register for Classes’, click on the link to ‘Add or Drop Classes’. See the picture below for an example.

![myPurdue Registration](image)

2. Select the term (Fall 2019), enter your PIN in the box, and click the ‘Submit’ button.

![Registration Term and PIN Verification](image)

3. The ‘CLASS SEARCH’ button in the ‘Add or Drop Classes Worksheet’ page allows you to view available course offerings in ‘myPurdue’. See example below.

![Add or Drop Classes Worksheet](image)
4. Search first by the SUBJECT and then click on the ‘Course Search’ button.

5. 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.

6. Sections of this course offered in Fall 2019 will appear. Below is an example.
7. 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

   ![Image of linked parts]

   • 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.

8. View prerequisites for a course by clicking Registration Requisites in the Requisites column.

9. 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

10. 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)
11. Return to the ‘Add Drop Classes Worksheet’ 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

**Web Registered**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Total Credit Hours: 3.000</td>
<td></td>
<td>51200</td>
<td>51700</td>
<td>001</td>
<td>Graduate</td>
<td>3.000</td>
<td>Regular</td>
<td>Technology From A Global Perspective</td>
<td></td>
</tr>
<tr>
<td>Total Hours: 3.000</td>
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</tr>
</tbody>
</table>

**Add Classes Worksheet**

CRN

65183

21001

Submit Changes  Class Search  Reset

12. 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](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

1. In ‘myPurdue’, select the Registration Tab. Under ‘Register for Classes’, click on the link to ‘Use Scheduling Assistant’. You should also read the Scheduling Assistant FAQ.
2. Follow instructions located in the **Scheduling Assistant Manual**
http://www.purdue.edu/registrar/documents/scheduling/June_2016_StudentSchedAssistStudentManua!
.pdf

3. **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 **next to a class.** See below.

   ![List of Classes](image1)

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

   ![Time Grid](image2)

- **When Registration is complete:**

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

   ![My Courses](image3)
2. From the menu in **myPurdue** under the **Academics Tab** click on ‘**Week at a Glance**’ from the menu and enter 08/19/2019 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.

**Student Week at a Glance**

![Image of Student Week at a Glance](https://example.com/week_at_a_glance.png)

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

**REGISTRATION ERROR MESSAGES**


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](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 2019 classes begin August 19, 2019.**