MYPURDUE INSTRUCTIONS

Step 1 – BEFORE submitting any changes double check you can do what you want to. Example: is there space in the course you want to add? Does it fit in your schedule? Do you meet all of the pre-requisites?

Step 2 – Login to myPurdue and click on Add or Drop Classes under Registration Tools on the left side of the screen.

Step 3 – If you are removing courses you are currently enrolled in, choose DROP in the dropdown box next to the class you want to remove. If the class is listed more than once on this list you must do this for each line of the course (this will happen if the course has more than one part – lecture, recitation, lab, etc.). Scroll to the bottom of the page and click on the Submit Changes button to remove these courses from your schedule.

Step 4 – To add new courses, click on Look Up Classes under Registration Tools on the Academic Tab. Search first by the SUBJECT and then click on the Course Search button. 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. Sections of this course offered in Fall 2015 will appear.

If the class has multiple parts (lecture, recitation, lab, etc.) there will be a red flag icon ▲ in the far right of this screen under the LINKS column. Click on the red flag icon ▲ to see the linked course information.
Step 5 – Choose times that will fit into your schedule and determine if space is available by looking for a number in the REM column. Write down the CRNs for the course – there is one for each part of the course.

Step 6 – Return to the Add or Drop Classes page. Scroll to the bottom of the page and enter the CRNs you wrote down into the boxes. Click on the Submit Changes button to add the courses to your schedule.

Step 7 – Click Back to Academic Tab located at the top left corner of the screen. Click Concise Schedule under Schedule on the left side of the screen. Verify that you are enrolled in the appropriate courses.