

For new Mathematics graduate students: How to register using *myPurdue* or *Banner*

This and other *Banner* related documents are available from the Departmental web pages.

Go to www.math.purdue.edu >> Resources >> Banner Information

Please view rather than print documents.

The department has a *Banner* web page where information and links to helpful information will be posted regularly - see above box. This handout explains how you as a new graduate student in Mathematics will register on-line.

0. Do **not** try to register for classes until after you talked to your advisor.
1. The Department of Mathematics uses an *internal* Form 23. Your advisor has a copy of that form for you to use during your advising appointment.
2. The Department of Mathematics signed you up for MA 69900.008 (CRN 23462) with Professor S. Bell so that the *myPurdue* system will "know" you. You **must** drop this course. Make sure to list it on the Form 23 with a **D** in the first column.
3. **Immediately** after you meet with your advisor, finish filling out the information on the Form 23. CRNs for the most popular Mathematics graduate courses are listed on the back of this form. For other mathematics graduate courses a list of CRNs is available in MATH 630, MATH 632, MATH 835 and on the bulletin board outside MATH 630. For non-Mathematics courses you will have to look up the CRN on the *myPurdue* web pages - see below for information.
4. Take your Form 23 **immediately** to **MATH 630**. This is **necessary but not sufficient**. If you need to take your Form 23 to the Registrar, Nancy Eberle will tell you so. In any case, **you must go on-line to register - see item 6. below - which will require your ITaP or Purdue career login and password. (These are not the same as your Math ones.)** To get your ITaP career account and password, swipe your Purdue ID card in any keyboard in any ITaP computer lab - the closest one is in MATH B10. To get a Purdue ID card, go to Room 130 in the Purdue Memorial Union between 8:15 and 4:30 - bring a picture ID. You must know your 10-digit PUID number.
5. You may use any web browser on any computer to register on-line. Senior Mathematics graduate students are providing **support in BRNG B280 between 3:30 PM and 5:00 PM on Monday, August 17 and between 10:00 AM and noon on Tuesday, August 18.**
6. **Step 1:** Open a browser window. Make sure that pop-ups are enabled. Go to <https://mypurdue.purdue.edu>. Log in using your Purdue career account, not your departmental one. You should get a page with **brown** tabs. Towards the bottom, you will find **Student Help** and a **blue** link to a document that has snapshots of the various windows during the add/drop process. This document is also on the departmental *Banner Information* pages - see above.
Step 2: Click on the **brown Academic** tab. The page has **blue** headings such as **Registration Status, Course Schedule**, etc. Click on **Add or Drop Classes**. Enter **Fall 2009**, and the Alternate PIN which is 999999 and click on **Submit**. You should see that you are currently enrolled in MA 69900.008 (CRN 23462). You **must** drop it. Click on the down arrow of the box that appears with the course and choose the option **Drop (Web)**. Click on **Submit Changes** at the bottom. The course will either disappear or be listed with a "dropped" status comment.
Step 3: **To add courses for which you know the CRNs**, scroll to the bottom of the page where it says **Add Classes Worksheet**. Enter the CRNs of the courses you want to add. Do not forget to click on **Submit Changes**.
Step 4: **To add a course of which you do not know CRNs**, click on the **Class search** link on the bottom of the screen. Enter information in a reasonable amount of boxes to narrow the search - for example, Subject > Mathematics, Course Number > 54400, Campus > West Lafayette. Click on **Class Search** or **Submit Search**. Select the appropriate course and click **Register**.
Step 5: After making any changes, **check your course registration** to make sure it is OK. Also, **ALWAYS LOG OUT WHEN DONE** - towards the top right on any page - **AND QUIT THE BROWSER, DO NOT JUST CLOSE THE WINDOW**. If you stay logged in and only close the window, someone else using the computer can pretend to be you!!

REMINDER: Do not forget to fill out and **return the schedule card** included in your orientation package **to the box outside MATH 826 before 2:30 PM on Tuesday, August 18**. It is needed to complete the teaching assignments.

Any time that you want or need to make changes to your registration, you must get a Form 23 from MATH 630 or MATH 835, talk to your advisor, and repeat items 3., 4. and 6 **if** it is before the end of the first week of classes. After the first week, you will need to get instructors' signatures and take the Form 23 (to MATH 630 and) to the Registrar. **Do not make changes after 2:30 PM on August 18 and before you know your assignment. You will be responsible for resolving any time conflicts between your assignment and your course schedule due to changes made to your course schedule after 2:30 PM on August 18.**

CRNs for most 500-level Mathematics courses - Fall 2009

Course & Section	CRN	Meeting on	Instructor
50300 001	23379	MWF 3:30-4:20	Ulrich, Bernd
50400 001	23380	MWF 1:30-2:20	Torres, Monica
51000 001	23381	TTh 12:00-1:15	Leok, Melvin
51100 001	23382	MWF 10:30-11:20	Moh, Tzuong-Tsieng
51100 002	23383	MWF 2:30-3:20	McClure, James
51100 004	23385	MWF 9:30-10:20	Becker, James
51400 001	23387	TTh 12:00-1:15	Xiu, Dongbin
51600 002	23389	TTh 10:30-11:45	Figueroa-Lopez, Jose
51900 001	23390	MWF 10:30-11:20	Davis, Burgess
52300 002	38485	MWF 8:30-9:20	Bauman, Patricia
52500 002	23396	TTh 9:00-10:15	Wilkerson, Clarence
52700 001	23397	MWF 11:30-12:20	Weitsman, Allen
53000 002	23404	TTh 1:30-2:45	Eremenko, Alexandre
53900 002	23406	MWF 12:30-1:20	Yip, Nung Kwan
54200 001	23407	MWF 11:30-12:20	Donnelly, Harold
54400 001	23408	MWF 1:30-2:20	Sa Barreto, Antonio
54600 001	23409	MWF 10:30-11:20	Brown, Lawrence
55300 001	23410	MWF 9:30-10:20	Lipman, Joseph
55400 002	23412	MWF 2:30-3:20	Ulrich, Bernd
55700 001	23413	TTh 3:00-4:15	Abhyankar, Shreeram
56200 001	23414	TTh 10:30-11:45	Albers, Peter
57100 001	23415	TTh 9:00-10:15	Kaufmann, Ralph
57500 001	37894	MWF 2:30-3:20	Caviglia, Giulio
58500 001	37872	MWF 9:30-10:20	Lipshitz, Leonard
59800 503	23430	T 10:30-11:20	TBA
59800 504	23434	Th 10:30-11:20	TBA
59800 020	23436	M 4:30-5:20	Bell, Steven