Registration notes for Graduate Student in Mathematics using *myPurdue* or *Banner*

Please view rather than print documents.

1. ***The Department of Mathematics will continue to use an internal Form 23 which is available in the Graduate Office, room 630***. The first few steps in registration are: **(1)** talk to your advisor; **(2)** get signatures from your advisor and (if necessary) from instructors; <u>***and***</u> **(3)** take your ***Form 23 to Nancy Eberle in MATH 630***. Note that Form 23 will no longer be used to get a tuition and fee remission. From now on the Department will need to send lists of those entitled to a remission directly to the Bursar. We will do so regularly but we have no control on how long it takes the Bursar to update the system.

2. ***Most courses must be registered for online through myPurdue. Knowing the CRNs of the courses you want to add makes life easier.*** Banner course numbers and CRNs for mathematics courses are available at http://www.math.purdue.edu/academic/courses/schedule/. You can look up CRNs in *myPurdue* for courses outside the department.

3. ***Courses are also added and dropped online up through the first week of classes***. (Changing sections is the same as dropping the section/course you are in and adding the one you want to enter.) Purdue's steps are available on the *Banner Information* web page under **Purdue's How to Add and Drop** (20 pages).

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 on the departmental *Banner Information*.

Step 2: Click on the "Academic" tab. The page displayed 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 a list of the courses you are currently enrolled in. ***Be sure to check carefully on the right of each course what the "status" is. Later on this page might actually contain your registration history for the semester. Dropped courses might still appear.***

Step 3: ***To drop a course***, 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 it will be listed with a "dropped" status comment.

Step 4: ***To add course*s *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 5: ***To add a course for which you do not know CRNs***, click on "Class search" on the bottom of the screen. Enter 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**. ***Do not forget to click on "Submit Changes".***

Step 6: After making any changes, ***check your course registration*** to make sure it is OK. Also, ***<u>ALWAYS LOG OUT WHEN DONE</u>*** - towards the top on the right - ***<u>AND QUIT THE BROWSER, DO NOT JUST CLOSE THE WINDOW</u>***, If you stay logged in and only close the window, someone else using the computer can go in and pretend to be you!!