

Registration Checklist

Registration season for Spring 2018 begins soon! Spring 2018 Schedule of Classes and Time Tickets are planned to go live in **myPurdue** on Monday, October 9. Below are instructions on how to find your time ticket, how to arrange meetings with your HLA advisor, how to prepare for those appointments, **myPurduePlan** information and paths to curriculum information.

1. Go to **myPurdue** and click on the Registration Tab. Direct your attention to the “Do I have any holds?” on the Quick Links channel to check for holds. Determine whether anything will prevent you from registering for classes (e.g., holds*, academic standing, direct deposit).

***F.Y.I. The Registrar is placing the following holds on ALL active students starting Monday, October 2:**

- **Action needed – Financial Responsibility:**
 - Review and update your annual agreement by visiting the **Bills & Payments** page via mypurdue.purdue.edu and click the link “Affirmance of Financial Responsibility” found within the **Student Account** section. Doing so will automatically release the hold on your account. Lack of compliance will result in your inability to register for classes, including the ability to drop or add courses.
- **Action needed – Emergency Contact:**
 - Add or validate an existing emergency contact by visiting the **Academics** page via mypurdue.purdue.edu and click the link “Emergency Contacts” found within the **Personal Information** section. Doing so will automatically release the hold on your account. Lack of compliance will result in your inability to register for classes, including the ability to drop or add courses. If an emergency contact exists, you must click the first priority contact on the page even if there are no changes made. Verify all information is correct and click verify/submit changes. Should you need to make changes, fill in the correct information and verify/submit changes. This will trigger the automatic release of the hold.
- **Action needed – check and take action on any other outstanding holds you may have on your record.**

View your time ticket (i.e., time blocks during which you are eligible to register for classes). Prepare ahead so you will be ready to register promptly at your assigned time.

2. **Make an appointment** with your Academic Advisor well in advance of your registration dates.
 - **Horticulture students** contact Brooke Ponder (bponder@purdue.edu or 765-494-1293) to make an appointment to see either Dr. Dana or Robin Tribbett.
 - **Pre-Landscape Architecture students** sign-up for an advising appointment on the appointment sheets posted next to Professor Rotar’s office door (HORT 315).
 - **Professional Landscape Architecture students** should consult **myPurdue** to determine their assigned advisor. Sign-up for an advising appointment on the appointment sheet next to your academic advisor’s office door.
 - Professor Appold – HORT 320
 - Professor Barbarash – HORT 224
 - Professor Rotar – HORT 315
 - Professor Siciliano – HORT 205A
 - Professor Schuette – HORT 308
 - Professor Sovinski – HORT 223
 - **Turf Management and Science students** should contact Dr. Bigelow by email at cbigelow@purdue.edu or by phone at 765-494-4692 to set up an advising appointment.
 - **Sustainable Food and Farming Systems students** should contact Dr. Hallett by email at halletts@purdue.edu or by phone at 765-494-7649 to set up an advising appointment.

Should you have a difficulty reaching your academic advisor to set-up a timely appointment to meet your time ticket for registration, contact the HLA Student Services Office (bponder@purdue.edu) or (tribbett@purdue.edu) for assistance.

Your appointment details:

Date:

Time:

Place:

3. Prepare for Your Advising Appointment.

- Check **myPurduePlan** worksheet before your appointment. It is imperative that you know and understand the requirements you must achieve to obtain your B.S. degree.
 - Finding **myPurduePlan** – login to **myPurdue** > Destination: Graduation > **myPurduePlan**.
 - Worksheets tab – Review the Worksheet tab of your **myPurduePlan**. It should be nearly perfect for most students. Those of you with transfer credit may see some discrepancies. Make note of any questions you have about how your courses fit into the requirements to discuss at your advising appointment.
 - Resources for using **myPurduePlan** worksheet and its features can be found at: https://mediaspace.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz. Printed Plans of Study for all the HLA majors are available in the HLA Student Services Office, room 207B, Horticulture Building.
- Complete the **Spring 2018 Planning and Employment Information Form** (available online on the HLA Counseling Corner webpage).

4. Meet with your Academic Advisor.

- Bring ALL the following:
 - Completed **Spring 2018 Planning and Employment Information Form**.
 - Ideas for an international experience, minor, research, certificate program, etc.
 - A copy of your most current resume.
- During the advising appointment, please remember the following:
 - Receive a copy of the **Advisor Schedule Recommendation Form 23A**.
 - Receive your PIN from your academic advisor to allow you to register.
 - Monitor prerequisites for desired courses.
 - Choose alternative courses (as a back-up plan).

5. Registration and Registration Aids.

- During your registration time ticket:
 - Register for the classes you and your advisor have agreed upon for Spring 2018. Inform your advisor of any changes you make to the agreed courses posted on your Form 23A.
 - Scheduling Assistant – Make use of the Scheduling Assistant to assist in building your schedule. Scheduling Assistant can be found in **myPurdue** > Registration > Register for Classes > Use Scheduling Assistant.
 - Registration Errors – If during scheduling, you encounter a registration error, email or bring a screen capture of the registration error to the HLA Student Services Office, room 207B, Horticulture Building. Robin's Email: tribbett@purdue.edu.

6. Action item for later – When the semester starts, make sure you are registered for the correct courses and you are attending the correct times and locations.