

Registration Instructions

Registration season for Fall 2017 courses begins soon! Fall 2017 Schedule of Classes and Time Tickets are planned to go live in **myPurdue** on Monday, March 6. Follow these instructions to:

- 1) find your Time Ticket
- 2) arrange a meeting with your primary HLA advisor
- 3) prepare for your advising appointment (access **myPurduePlan**, review selectives and curriculum information)
- 4) meet with your primary academic advisor
- 5) register for classes

1. **Find your Time Ticket, etc.** - Go to **myPurdue** and click on the Academic Tab. Go to Registration Tools on the Quick Links channel and check your **Registration Status**. Check for anything that will prevent you from registering (e.g., holds*, academic standing). 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.

*F.Y.I. The Registrar has placed the following holds on ALL active students:

- *Action needed – GPI Experience Survey:*
 - If you are a current or returning student who is eligible to register for fall courses the University is requiring you to complete the **GPI Experiences Survey** (Incoming students (new, transfer, regional transfer) are OMITTED from the survey). You have until March 6th to complete it without a hold being placed on your registration. The survey is short with only six Y/N questions.
- *Action needed – check and take action on any other outstanding holds you may have on your record.*

2. **Make an appointment** with your primary academic advisor in advance of your registration dates.
 - **Horticulture students** contact Brooke Ponder (bponder@purdue.edu or 765-494-1293 or 207B HORT) 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 Sovinski's office door (HORT 223).
 - **Professional Landscape Architecture students** should consult **myPurdue** to determine their primary advisor. Sign-up for an advising appointment on the appointment sheet next to your primary advisor's office door.

Professor Appold	HORT 320
Professor Barbarash	HORT 224
Professor Rotar	HORT 311
Professor Siciliano	HORT 205A
Professor Schuette	HORT 308

- **Turf Management and Science students** should contact Dr. Bigelow by email at cbigelow@purdue.edu or by phone at 765-496-3887 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.

Record your appointment details here:

Date:

Time:

Place:

3. Prepare for Your Advising Appointment.

- First, review your **myPurduePlan** worksheet before your appointment. It is imperative that you know and understand the requirements you must achieve to obtain your B.S. degree.
 - To find **myPurduePlan**: login to **myPurdue** > Destination: Graduation > **myPurduePlan**.
 - Review the **Worksheet tab** of your **myPurduePlan**. It should be nearly accurate for most students (*but is still a work in progress*). Some transfer credits may not distribute correctly. Note any questions you have about how your courses fit into the requirements to discuss with your advisor.
 - Resources for using your **myPurduePlan** worksheet and its features can be found here [myPurduePlan Worksheet](#). Printed Plans of Study for all the HLA majors can be found in the HLA Student Services Office, room 207B, Horticulture Building.
- Complete the **Fall 2017 HLA Planning Information Form** (find on the Counseling Corner here [HLA Planning Information Form](#)) This information will help facilitate the discussion with your advisor.

4. Meet with your Primary Academic Advisor.

- Bring ALL the following:
 - Completed **Fall 2017 HLA Planning Information Form**.
 - Ideas for an international experience, minor, research, certificate program, etc.
 - A copy of your most current resume.
- During the advising appointment, remember to do the following:
 - Receive a copy of the **Advisor 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. Register for Fall 2017 Classes!

- During your registration Time Ticket:
 - Register for the classes you and your advisor have agreed upon. 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 registration 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. Email: tribbett@purdue.edu.
- Action item for later – When the semester starts, check in **myPurdue** to make sure you are registered for the correct courses and you are attending the correct times and locations.