Using BANNER/myPurdue to Register for Courses

What is Banner?
Banner is the self-registration system where you can register, add, drop, and modify courses as well as view your detailed schedule or by a “Week at a Glance”. Banner is accessible through myPurdue at https://mypurdue.purdue.edu

What courses are available?
A Dynamic Schedule is accessible under View the Schedule of Courses on the myPurdue homepage. Use the options to narrow your search and find courses more easily.

How do I register for courses?
For instructions on how to use Banner (myPurdue), go to http://www.purdue.edu/onepurdue/ESA/studentinfo.shtml and follow the appropriate links. You will register with a PIN (999999). You will self-register for all courses except variable credit (e.g., BME 69800/69900). Some courses will require instructor or department approval before you can self-register (see instructions below). Be sure to check the Registrar’s Website for schedule revision deadlines. Note especially the last day to drop a course without a “W” appearing on your transcript.

What is my PIN?
The PIN for BME graduate students is 999999.

What is the CRN?
The Course Registration Number (CRN) can be found on the schedule of courses once you have identified a course you want. The CRN is a 5-digit number after the course title and is required when registering online in myPurdue and also when you contact the BME registration advisor (Sandy May) with permission to enroll in courses that require instructor or department approval. The CRN makes registering much easier as it automatically populates course information into your schedule eliminating many errors.

How do I register for research hours?
BME graduate students will be registered for 9 credits of either BME 69800 (MS) or BME 69900 (PhD) each semester by the BME registration advisor, Sandy May (smmay@purdue.edu), because myPurdue is set up such that students cannot enter their own research credit hours. First consult with your graduate research advisor about number of thesis credit hours to take. If you and your research advisor decide to increase or decrease number of credit hours, you must forward to the BME registration advisor an email message from your research advisor where he/she grants approval for X number of research hours. Please allow at least 2 days for changes to be made by the BME registration advisor during heavy registration periods.

**Note for IUPUI students: those students with an IUPUI faculty member as their advisor will be registered in thesis research credits under the West Lafayette co-advisor's CRN. At the end of the semester, the co-advisors will coordinate to determine and submit your grade for research.**

How do I register for BME courses that require instructor or department approval?
As when registering for any course, first consult with your graduate research advisor. Then if a BME course requires instructor or department approval, you must ask the instructor or BME Graduate Office, respectively, for approval in writing; if approval is given, the written approval (email is preferred method) should be forwarded to the BME registration advisor, Sandy May. You must include the course numbers and the applicable Course Reference Numbers (CRN) in the email to the BME registration advisor. She will then submit the override and you will be able to self-register for the BME course. Please allow at least 2 days for overrides to be made by the BME registration advisor during heavy registration periods.

*These instructions are specific to BME graduate students only!*

How do I register for courses in other departments that require instructor or department approval?
If a course in another department requires instructor or department approval, please contact the BME registration advisor (Sandy May) for procedural information.

It is your responsibility to seek approval early and to register early!
Remember that you are the only person who is responsible for checking your semester class schedule to ensure that it is correct.

Please contact the BME graduate registration advisor (Sandy May; smmay@purdue.edu) with any questions about course registration procedures.
Important Note:

If you owe the BME graduate program information, forms, or participation in a required activity (e.g., Equal Access/Equal Opportunity Briefing for new graduate students), we will not register you for research credits until the requirements are met. As a result of your not being registered for the minimum number of required research credits, there exists the possibility that you may not be paid until requirements are met. This means that you must take care to properly follow all instructions and requirements asked of you by the BME graduate program.

Registration FAQ’s

- **What classes can I not register for myself through myPurdue?**
  - BME 69800 (MS thesis research)
  - BME 69900 (PhD thesis research)
  - courses requiring consent of instructor or department (will need approval before you can self-register; see instructions on the previous page)

- **What is the deadline for registration?**
  - If you fail to register by the end of the first week of classes each semester, you will be charged a $200 late fee by the Bursar. There are deadlines for adding/dropping courses, especially without it appearing on your transcript, so check the Office of the Registrar’s website at [http://www.purdue.edu/Registrar](http://www.purdue.edu/Registrar) for these dates and required signatures.

- **What is “Exam Only”?**
  - A student who has completed the Graduate School’s residency requirement (30 hours for a master’s degree; 90 hours for a PhD degree) and who has finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session of graduation may request registration for “Exam Only” at a reduced fee. For this registration type, you need to forward approval from your research advisor to the BME registration advisor who will then seek approval from the Graduate School for your registration as “Exam Only.” If approved, this registration will remain valid only if both a positive Report of the Final Examination and a Thesis Receipt is received in the Graduate School by the eighth week of the semester (fourth week of a summer session).

- **What is “Degree Only”?**
  - A student who has completed the Graduate School’s residency requirement (30 hours for a master’s degree; 90 hours for a PhD degree) and who has finished all degree requirements except depositing the thesis and for whom a positive Report of the Final Examination has been received in the Graduate School prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for “Degree Only” at a reduced fee. For this registration type, you need to forward approval from your research advisor to the BME registration advisor who will then seek approval from the Graduate School for your registration as “Degree Only.” If approved, this registration will remain valid only if a Thesis Receipt has been received in the Graduate School by the eighth week of the semester (fourth week of a summer session).

- **What are the minimum and maximum credit hour requirements?**
  - A maximum registration of 18 credit hours taken in the Fall or Spring Semester may be used on a plan of study and/or toward graduation
  - A maximum of 9 credit hours taken in the Summer Session modules may be used on a plan of study and/or toward graduation.
  - Minimum total registration requirements are 6 credits in summer and 8 credits in fall and spring semesters in order for you to be classified as full-time. BME does not allow any part-time graduate students working on MS or PhD thesis research. You must be registered as full-time. **If you are not registered as full-time, you will not be paid.**
  - At least 6 credit hours of thesis research each semester is required for RA staff classification; at least 3 credit hours of thesis research each semester is required for TA staff classification and true fellows.