

Spring 2025 Registration Guide

Chem. Engr. Professional MS Graduate Students

(Important Dates on back)

Registration for Professional MS students is open.

***Registration closes on November 14 at 5pm and will re-open Monday, December 2, 2024**

(Register soon to assure a seat in your course selections)

Retrieve Registration PIN and check for any holds

- Retrieve your registration PIN at <https://engineering.purdue.edu/BannerPin>

Consult with your advisor and/or your existing plan of study

- Contact the Chem Engr PMP Program Manager, Julayne Moser (moser@purdue.edu) to determine if the courses you selected are appropriate, or refer to your approved Plan of Study if you have one.

Check your Concentration Program Map – it is your responsibility to assure your course selections follow the [degree concentration map](#) you have selected. The PMP program concentration maps are available on our [web site](#). Please contact Julayne Moser (moser@purdue.edu) if you have questions.

Please Note:

- Enrollment in 60000 level courses – only if the course is listed on the degree concentration map(s)
- Electives not on the concentration map - please contact Julayne Moser if you find a course of interest that is not on the electives list of your chosen concentration.
- If you are planning to enroll in the Capstone CHE 59700 (CRN: 24985) course, please email Julayne Moser (moser@purdue.edu)
- **MGMT courses through the Mitch Daniels Sch. of Business (MDSB) – In order to enroll for a MGMT course for Spring 2025 you must send your selections to me via email (moser@purdue.edu)**

Please let me know your MGMT course selections by Friday, Dec. 6, 2024.

Adding classes via Scheduling Assistant in *myPurdue*

- The Spring 2025 schedule of classes is available to view in *myPurdue* and you can also check *myPurdue* for any [holds](#) that may prevent you from registering.
- To add your course(s) [locate and use the Scheduling Assistant](#) in *myPurdue*. If you need an override for the course the system will ask you if you'd like to submit a request for approvals. Additional instructions on using the Scheduling Assistant are available at [here](#).

Candidacy (required if you intend to graduate in May 2025)

- To declare candidacy to graduate in May 2025, please send an email request to Julayne Moser at moser@purdue.edu to confirm your eligibility to enroll as a candidate.
- **Last day to declare Spring 2025 candidacy is February 7. Please notify Julayne Moser by January 17 in order to allow time to review your record for eligibility.**
- Once your eligibility for candidacy is confirmed, you will be given directions to add this to your Spring registration.

It is your responsibility to check your “Detailed Schedule” in *myPurdue* to confirm that your request has been correctly processed (correct professor, correct amount of credit hours, etc.)

Important Dates for Spring 2025

- **January 13, 2025 – Spring Classes begin**
- January 12, 2025* - Due date for plans of study for Spring 2025 candidates
- February 7, 2025 - Last day to register for Candidacy for May 2025

**January 12 is a Sunday and the plan of study must include all departmental signatures by this date.*

For the full list of deadlines, below is the link to the Purdue Registrar Academic Calendars.

https://catalog.purdue.edu/preview_program.php?catoid=16&poid=27599

