

Student Experience

Student Course Request/Scheduling Assistant Experience

Students access the Scheduling Assistant via the Scheduling Assistant link on myPurdue.

The screenshot shows the myPurdue website interface. At the top, the Purdue University logo and 'myPurdue' are displayed. Below this is a navigation bar with links for Academics, Registration, Bills & Payments, Financial Aid, and Life @ Purdue. The main content area is divided into two columns. The left column, titled 'Register for Classes', contains a list of links: 'Do I have any holds?', 'Do I have a required survey?', 'Registration Status', 'Current Registration', 'Look Up Classes', 'Add or Drop Classes', 'Registration PIN', 'Scheduling Assistant FAQ', and 'Use Scheduling Assistant'. A red arrow points to the 'Use Scheduling Assistant' link. The right column, titled 'Registration Information', contains links for 'Registration Fees', 'Transfer Credit Course Equivalency Guide', 'Registration History', 'Withdrawal Information', 'My Textbooks', 'Initial Course Participation', and 'Registrar Form VT'. Below this is a section titled 'Course Catalog Resources' with links for 'University Catalog: Academic Programs & Requirements', 'Course Catalog: Course Descriptions', 'Schedule of Classes', 'Course Prerequisite Report', and 'Course Insights Syllabus Archives'.

PURDUE UNIVERSITY | myPurdue

Academics Registration Bills & Payments Financial Aid Life @ Purdue

Register for Classes

- Do I have any holds?
- Do I have a required survey?
- Registration Status
- Current Registration
- Look Up Classes
- Add or Drop Classes
- Registration PIN
- Scheduling Assistant FAQ
- Use Scheduling Assistant** ←

Registration Information













































- Registration Fees
- Transfer Credit Course Equivalency Guide
- Registration History
- Withdrawal Information
- My Textbooks
- Initial Course Participation
- Registrar Form VT

Course Catalog Resources















- University Catalog: Academic Programs & Requirements
- Course Catalog: Course Descriptions
- Schedule of Classes
- Course Prerequisite Report
- Course Insights Syllabus Archives

Student Entering a Request

The following screen shows the Course Requests Form. This example shows the form after the student has entered several courses. Students should be encouraged to enter their courses in priority order. Please note that for some priority choices, the student provided an alternative course. Students should be encouraged to enter alternative courses whenever possible.

Course Requests	
1. Priority	REG 92000T ✓  
1. Alternative	Alternative to REG 92000T  
2. Priority	COM 11400LCICS ✓   
1. Alternative	Alternative to COM 11400LCICS  
3. Priority	ECE 20000 ✓   
1. Alternative	Alternative to ECE 20000  
4. Priority	MA 16500     
1. Alternative	Alternative to MA 16500  
5. Priority	GER 10100     
1. Alternative	FR 10100   
6. Priority	    
7. Priority	    
8. Priority	Course with the lowest priority.     

Tip: All courses below a free time can not overlap with the free time (you will only get the course if there are sections that do not break the free time)

Alternate Course Requests <i>(used only if a course requested above is not available)</i>	
1.	Alternate request if course(s) above not available.     
Alternate	
2.	    
Alternate	
3.	   
Alternate	

The Build Schedule button is used to submit the course request.

Student Submitting a Registration Override Request

After building their schedule, the student will be able to review their current registration request and make any desired changes. Once they are comfortable that they have the schedule they want to request, they will click Submit Schedule. When registration restrictions are detected, the student is notified as reflected below. When this occurs, the student has the option of requesting overrides or closing the dialog box and revising their schedule:

When the "Request Overrides" button is selected, the student will be provided the opportunity to add a note to go with the submitted override requests. The student must also read and check the disclaimer checkbox before they will be allowed to submit their request.

Once the student has submitted their override request, the system:

1. Creates the override request;
2. Notifies the required reviewer;

3. Saves all registration updates that could be made that didn't require an override;
4. Updates the course requests form with icons that illustrate some courses have outstanding override requests.

Add/Drop Courses		Current Registration												Submit Schedule	Print						
List of Classes										Time Grid										Class Schedule	
Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit							
	REG	92000T	Ind	40858-TLT	99 / 100	Arrange Hours			08/20 - 12/08					0							
	COM	11400LCICS	Lec	15414-L13	8 / 25	MWF	1:30p	2:20p	08/20 - 12/07	BRNG 1255	J E Boyd		Learning Community w/ COM1...	3							
	ECE	20000	Lec	15776-002	29 / 80	R	10:30a	11:20a	08/23 - 12/06	LWSN B155	C L Quillen		Transfer Students Only	0							
	MA	16500	Lec	56444-200	38 / 468	MWF	4:30p	5:20p	08/20 - 12/07	CL50 224	S Yeung		Evening Exams Required. Prer...	4							
			Rec	58522-292	6 / 39	R	1:30p	2:20p	08/23 - 12/06	PHYS 331	J Yang	56444-200	Evening Exams Required. Prer...								
	GER	10100	Lec	14439-021	2 / 22	MW	3:30p	4:20p	08/20 - 12/05	SC G060	J C Rohr		Please consult your academic...	3							
			Lec	14439-021	2 / 22	T	3:30p	4:20p	08/21 - 12/04	SC G060	J C Rohr	14439-021	Please consult your academic...								
			Lab	62446-007	2 / 22	R	3:30p	4:20p	08/23 - 12/06	SC 277	J C Rohr	14439-021	Please consult your academic...								
														Total Credit: 10							

The override request has been submitted for processing. Waiting for approval...

If the "Close Dialog" button is selected, the registration is not saved and the student can make additional changes to their course requests.

At this point, for requested overrides, the student must wait for an email notification that indicates their request(s) have been resolved. The email will indicate the action taken on each request. If the request is approved, the student will be required to go back to the Scheduling Assistant and submit their schedule again in order to register for the requested course. If the request is denied, the student will be notified as such and the student will not be allowed to get in to the course/section requested.