EEE Registration Newsletter: Fall 2018

Registration season for Fall 2018 begins soon! Fall 2018 Schedule of Classes & Time Tickets are scheduled to go live in myPurdue on Monday, March 5. Below are instructions on how to prepare for your appointments. Print, read and complete these 2 pages. **Step #1 - EEE Faculty Mentor meeting; find mentor assignment in email**

**Step #2 - Registration Appointment with Tammi Thayer; BoilerConnect invitation coming soon**

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**Time Ticket and Registration Status**

You must find your specific time ticket via myPurdue > Registration tab > Registration Status. Your specific time ticket for Fall 2018 will be available to view on March 5. Don’t assume what your ticket might be! Find your time ticket via path:

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Registration groups below are *based on transcript credits* not number of years at Purdue.

- Priority Groups - March 19-March 23
- **Senior classification** - March 26-March 30
- **Junior classification** - April 2-April 6
- **Sophomore classification** - April 9-April 13

Check for Holds! Students are responsible for addressing all holds that could delay their registration. Instructions here.

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**Schedule Your Appointments**

Do these steps in order! You will not receive your PIN until you complete all requirements in order. See page 2 for required tasks student must complete in advance to each meeting.

**Step #1 - EEE Faculty Mentor meeting.** If you haven’t already, arrange to meet with your assigned EEE Faculty Mentor. Contact info for EEE faculty can be found at link. See page 2 for your required tasks.

**Step #2 - Registration/Advising Appointment with Tammi Thayer.** Tammi will send a BoilerConnect invitation to her registration appointments. Make this appointment for before or shortly after your time ticket opens. See page 2 for required tasks.

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**Preparing for Your Appointments**

**Resources** - It is imperative that you understand the requirements to obtain your BSEE degree!!!

MyPurduePlan (MPP) - Login to myPurdue > Destination: Graduation > myPurduePlan

- **Worksheets tab** - Review your Worksheet tab. It should be completely correct. Make note of anything that seems inaccurate to discuss with Tammi. Unsure of how to read the Worksheet? Go to here.
  - Plans tab - Upon entry to EEE all students receive a customized plan of study (POS). Each semester it is your responsibility to update your plan per changes in registrations, repeat of courses, etc. Need help on how to update/modify your customized POS? Go to here.
  - Need more help? Visit the EEE office (POTR 364) to see Jesse Li, EEE myPurduePlan student mentor, for 1-on-1 assistance with modifying your POS. Jesse is available for walks-ins M/F from 12:30-1:00, & T/TH 11:30-2:30.
- Find all tutorials on MPP features at https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html

EEE Curriculum - Go to www.purdue.edu/EEE > CurrentStudents > Academic Resources

- > Plans of Study - follow the appropriate path per entry date to Purdue to view the 4 year POS and other policies.
- > EEE Selectives - Hyperlinks to course descriptions ease the process of reviewing for course content, along with investigating any prerequisites and/or restrictions. Universally Approved - includes courses that are fundamental to environmental engineering. These courses should be given top priority as you consider your EEE Selective choices.
- > EEE Registration Tools - “one-stop shop” that contains links to many tools and resources from across campus.

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**Help for During and After Registration**

- During your registration time ticket:
  - Register for the classes you and your advisor have agreed upon
  - Scheduling Assistant - Make use of the Scheduling Assistant to assist in building your schedule. Instructions at link.
  - Registration Errors - If during registration you encounter an error, you can access the Override Contact Guide to determine the appropriate person from whom you should seek help. EEE cannot always help with an issue with courses in BIOL, MA, etc. If you need further assistance with an error, email or bring a screen capture of the registration error to the EEE office. There are 17 types of errors, so a screen capture will include the info needed.
  - EEE Registration Tools - “one-stop shop” that contains links to many tools and resources from across campus. Go to www.purdue.edu/EEE > CurrentStudents > Academic Resources > EEE Registration Tools
EEE Registration Appointments Preparation

Check List

Name: ___________________________ Date: ___________________________

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**Step #1 - EEE Faculty Mentor meeting**

**Goals for the EEE Faculty Mentor relationship:**
- Receive 1-on-1 professional career guidance; discuss future aspirations
- Discuss elective courses which will help you achieve your goals
- Get to know at least 1 faculty person outside of classroom

**Guidelines to follow:**
- Complete the EEE Faculty Mentor Form prior to your meeting to guide conversation. **Form must be downloaded, typed and printed from writeable PDF that has dropdown EEE Selective option lists. Chrome is recommended for best functionality.**
- Identify EEE Selective and Technical Elective choices and state how they relate to career interests
- Upon agreement of course choices, both student and mentor sign form
- Synthesize recommendations into action items for future registrations and curricular activities
- Meetings with mentor will occur at least once each semester

**Tasks to complete in advance to Mentor Meeting**

I have:
- ☐ read this EEE Registration Newsletter
- ☐ downloaded and typed the EEE Faculty Mentor Form in the writeable PDF. I have a copy to review with my Mentor.
- ☐ reviewed needed prerequisites and restrictions of any courses listed on my EEE Faculty Mentor Form, and made adjustments as needed
- ☐ updated my POS in the Plans tab of myPurduePlan (MPP). I have a print copy of my POS to share with my Mentor.

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**Step #2 - Advising Appointment with Tammi Thayer**

**Goals for the Academic Advising relationship:**
- Achieve understanding of the EEE curriculum including all elective requirements
- Develop and maintain an individualized POS to achieve timely graduation
- Select courses each semester that initiate course progress, and support career goals and interests
- Utilize University resources and services in achieving academic, personal and career goals

**Tasks to complete in advance to Advising Appointment**

You must complete all of the tasks above and below prior to meeting with Tammi Thayer for your appointment. **Bring this page to your appointment to gain entrance to the appointment. Failing to complete these tasks may result in having to reschedule your appointment.**

I have:
- ☐ read this EEE Registration Newsletter.
- ☐ my time ticket is __________________
- ☐ I have no holds; I will take care of my holds
- ☐ met with my EEE Faculty Mentor and have 2 copies of the signed form; 1 saved for myself and 1 copy for Tammi
- ☐ reviewed needed prerequisites and restrictions of any courses listed on my EEE Faculty Mentor Form
- ☐ updated my POS in the Plans tab of MPP and performed an audit to ensure a working plan. If the audit failed, I have a list of questions to review with Tammi
- ☐ reviewed MPP Worksheet and Plans tab to create a list of desired courses for next term, including any related questions.
- ☐ checked availability of my desired courses for next term and have a printed grid schedule to share with Tammi that shows no conflicts