EEE Registration Newsletter: Spring 2018

Registration season for Spring 2018 begins soon! Spring 2018 Schedule of Classes & Time Tickets are estimated to go live in myPurdue on Monday, October 9. 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 - Advising Appointment with Tammi Thayer

Time Ticket and Registration Status

- View the time ticket group dates (i.e. - priority, senior, junior...), as well as answers to general questions at https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html
- Your specific time ticket for Spring 2018 will go live on October 9. Find your time ticket via myPurdue > Registration tab > Registration Status
- Check for Holds! Students are responsible for addressing all holds that could delay their registration. Find instructions at https://www.purdue.edu/registrar/currentStudents/students/holds.html

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. Arrange to meet with your assigned EEE Faculty Mentor 1-2 weeks prior to your registration week. Be respectful & flexible! Offer several days with blocks of times that you are available. Contact info for EEE faculty can be found at link. See page 2 for your required tasks.

Step #2 - Advising Appointment with Tammi Thayer. Schedule this appointment with a few days cushion after your mentor meeting, and before or shortly after your time ticket opens. Access Tammi’s calendar at BoilerConnect. See page 2 for your required tasks.

Preparing for Your Appointments

Resources - It is imperative that you know and understand the requirements you must achieve 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 ask Tammi. Unsure of how to read the Worksheets tab? Go to here.
- Plans tab - Upon entry to EEE all students receive a personalized plan of study (POS). Each semester it is your responsibility to update your plan per changes in registrations, repeat of courses, etc. Failure to have a customized and up to date plan may cause a delay in getting your PIN.
  o Need help on how to update/modify your customized POS? Go to here.
  o 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 10:30AM-12:30PM.
- 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 requisites 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.

Help for During and After Registration

- During your registration time ticket:
  o Register for the classes you and your advisor have agreed upon
  o 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
  o 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.
  o 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: ____________________________

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.

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:
☐ completed the EEE Undergraduate Student Experience Survey, including submission of my resume.
☐ 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 for myself and 1 copy for Tammi to keep
☐ 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