Fall 2020 Schedule of Classes & Time Tickets are scheduled to go live in myPurdue on Monday, March 16. Below are instructions on the registration steps and how to prepare for your appointments. Read and complete these 2 pages.

**Step #1** - EEE Faculty Mentor meeting; mentor assignment was emailed separately

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

### Time Ticket and Registration Status

Time Tickets for Fall 2020 available to view on March 16. Don’t assume what your ticket will be! Your specific time ticket can be found via (myPurdue > Registration tab > Registration Status). Registration groups are not assigned based on number of years at Purdue, they are assigned based on transcript credits. General classifications can be viewed below.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Groups</td>
<td>March 23 - 27</td>
</tr>
<tr>
<td>Senior classification</td>
<td>March 30 - April 3</td>
</tr>
<tr>
<td>Junior classification</td>
<td>April 6 - 10</td>
</tr>
<tr>
<td>Sophomore classification</td>
<td>April 13 - 17</td>
</tr>
</tbody>
</table>

Holds - Check in >Registration Status. Students are responsible for addressing holds that can delay registration. [Instructions.](#)

### Step #1: EEE Faculty Mentor Meeting

EEE Faculty Mentor meeting. Arrange to meet with your assigned EEE Faculty Mentor. Be professional with your correspondence and remember that faculty live busy lives as well, so make sure to propose multiple times for potential meetings. The Mentor meeting should also occur on a date prior to your registration appointment with Tammi and before your time ticket. Contact info for EEE faculty can be found [here](#). A **Printed, Typed, and Signed** EEE Faculty Mentor Form is required to be **Brought** in order to meet with Tammi for Step 2.

### Step #2: Registration Appointment

Registration Appointment with Tammi Thayer. Tammi will send a BoilerConnect invitation; Schedule this appointment to occur **After** your Mentor meeting. Show up to your meeting with your signed faculty mentor form along with a completed Plan of Study. Plans of study can be created within MyPurduePlan (MPP). It is your responsibility to make sure you meet all degree requirements prior to graduation.

Additionally, students **Must** complete the EEE Undergraduate Student Experience Survey prior to the registration appt.

More information about MyPurduePlan and the EEE Curriculum can be found below:

**MyPurduePlan (MPP)** - (Login to myPurdue > Destination: Graduation > myPurduePlan)
- Worksheets tab - Review your Worksheet tab. Make note of anything that seems inaccurate to discuss with Tammi. Unsure of how to read the Worksheet? Go [here](#).
- Plans tab - Each semester it is your responsibility to update your plan per changes in registra tions, repeat of courses, etc… Need help on how to update/modify your customized POS? Go [here](#).
- Find tutorials for all MPP features [here](#).

**EEE Curriculum** - Go to ([www.purdue.edu/EEE](http://www.purdue.edu/EEE) > Students > Undergraduate Programs > 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 - A list of approved courses can be found [here](#). Click on the Hyperlinks to get course descriptions, as well as any requisites and/or restrictions. Universally Approved are courses that are fundamental to environmental engineering. These courses should be given top priority as you consider your EEE Selective choices.

### 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 build your schedule. [Printed instructions](#) or [demo](#).
- **Registration Errors** - Students should submit requests in Scheduling Assistant. Instructions [here](#).
- **EEE Registration Tools** - “one-stop shop” that contains links to many tools and resources from across campus. Go to ([www.purdue.edu/EEE](http://www.purdue.edu/EEE) > Students > Undergraduate Programs > 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
- Opportunity 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.
  - Make sure you are using the most up to date form. Use hyperlink noted above.
- 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
- Use recommendations to determine 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) and have a print copy of my POS to share with my Mentor.

---

**Step #2 - Registration 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 Registration Appointment**

I have:
- □ read this EEE Registration Newsletter.
  - □ my time ticket is ________________.
  - □ I have no holds; or I will take care of my holds ASAP.
- □ met with my EEE Faculty Mentor and have 2 copies of the signed form; 1 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 to review with Tammi.
- □ reviewed MPP Worksheet and Plans tab to create a list of desired courses for next term, plus related questions.
- □ checked availability of my desired courses for next term and avoided time conflicts.
- □ completed the EEE Undergraduate Student Experience Survey.