EEE Registration Newsletter: Spring 2021

As a response to the challenges presented from COVID-19, the scheduling process for Spring 2021 will be different than what some of you have experienced before. This term there will be no time tickets and students will not schedule their own classes. Purdue has decided that all UG students will register for spring courses using the pre-registration/batch process. For those unfamiliar, students will submit their Course Request Form (CRF) after meeting with their advisor. To support the goal of providing all students with a working schedule, students will not choose their times and are encouraged to list as many alternative courses on the CRF as possible. This helps with the assessment of course demand as well as providing the best schedule during the batch process. During the batch process, consideration will be given to priority populations, upper-class students based on credit hours applied towards degree requirements, and critical courses identified by programs.

There will be a fully online option for students who cannot or choose not to come to campus for spring semester. The opt-in process for the fully online option will be available by mid-October to allow students enough time to make this decision and also allow for any changes needed to their CRF prior to the batch process. Additional information about the opt-in process for the fully online option, including courses available, will be shared by the University in the coming weeks.

Important dates:
- Advising Appointments begin now; don’t wait until November
- November 6 - Spring 2021 Schedule of Classes is released
- November 20 at 5PM - CRF access closes
- December 2 - Schedules for all students submitting the CRF will be released by EOB
- December 3 - Open Registration begins; PIN is needed

EEE Faculty Mentor Meeting - only one meeting required in 2020-2021

To allow flexibility due to possible illnesses and more-than-normal hectic schedules, EEE students will only be required to meet with their assigned EEE Faculty Mentor once in AY 2020-2021. Students may choose to schedule the 1 meeting in either fall or spring. Completion of the meeting will not be tied to receiving the Spring 2021 registration PIN.

*NOTE: EEE 290 students must complete their 1 minimum required meeting this fall as part of the course.

How to Find your EEE Faculty Mentor - EEE Faculty Mentors are now shown in BoilerConnect (BC) and myPurduePlan (MPP). They are located in BC on the right side, under your picture where it says, “Your Success Team”. In MPP, it is located at the top of the Worksheet, advisors are listed under your name and classification.

How to Prepare - see Checklist on pg 2. When arranging to meet with your assigned EEE Faculty Mentor, be professional with your correspondence and remember that faculty live busy lives as well. Make sure to propose multiple times for potential meetings. Most meetings will likely be via Zoom or Webex. Contact info for EEE faculty can be found here. Provide your completed EEE Faculty Mentor Form to the mentor prior to your meeting. EEE Faculty Mentor Forms can be found here. Make sure to select the Form that corresponds to your entrance date to Purdue.

Registration Appointment with Tammi Thayer

Schedule this appointment via the BoilerConnect campaign invitation.

How to Prepare - see Checklist on pg 2.

A EEE Faculty Mentor Form (signed or unsigned by mentor) is required for your appointment with Tammi. The form can be found here. In addition, make certain your MPP is current and accurate. It is your responsibility to make sure you meet all degree requirements prior to graduation. Use this tool to your advantage to stay on top of your degree!

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 registrations, repeat of courses, etc... Need help on how to update/modify your customized Plan of Study (POS)? Go here.
- Find tutorials for all MPP features here.

EEE Curriculum - Go to (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, and see requisites and restrictions. You can also see a Recently Offered Course Reference list at the bottom of the page.
Help Before and After Batch Registration

- **Holds** - go to myPurdue > Registration > Register for Classes > Do I have any holds? Addressing holds - [Instructions](#).
- **Course Request Form** - Submit a CRF that lists the classes (and alternatives) you and your advisor have agreed upon.
  - CRF With Pre-Loaded Courses from Advisor CRF ([video](#))
  - Other Pre-Registration and CRF tutorials.
- **Scheduling Assistant (during Open Reg)** - Use Scheduling Assistant to build your schedule. [Printed instructions](#) or demo.
- **Registration Errors (during Open Reg)** - 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/ECEE](http://www.purdue.edu/ECEE) > Students > Undergraduate Programs > Academic Resources > EEE Registration Tools

EEE Registration Appointments Preparation

**Check List**

### Step #1 - EEE Faculty Mentor meeting *(only one meeting required in 2020-2021)*

**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. The form is found [here](#).
  - Form must be downloaded, typed and emailed to your mentor from the writeable PDF that has dropdown elective 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
- Use recommendations to determine future registrations and curricular activities
- There is a requirement to have at least one meeting with your mentor this academic year

**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 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 degree 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.
  - [ ] no holds; or I will take care of my holds ASAP.
  - [ ] completed my EEE Faculty Mentor.
  - [ ] 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 the MPP Worksheet and Plans tab to create a list of desired courses and have a list of related questions.