EEE Registration Newsletter: Fall 2017

Registration season for Fall 2017 begins soon! **Fall 2017 Schedule of Classes & Time Tickets are estimated to go live in myPurdue sometime between March 6 and 13.** Below are instructions on how to prepare for your EEE Faculty Mentor meeting, make an advising appointment & prepare for meeting with Tammi Thayer, how to find your time ticket, myPurduePlan info and paths to curriculum information.

### Find your Time Ticket and Registration Status

- **Specific “time tickets”** for Fall 2017 will go live between March 6-13. Once live, find your time ticket via myPurdue > Registration tab > Registration Status
- Until then, view the time ticket group dates (ie - priority, soph, junior, senior weeks of registration), as well as answers to general questions at [https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html](https://www.purdue.edu/registrar/currentStudents/students/registrationFaq.html)
- Check for Holds! Students are responsible for addressing all holds that could delay their registration. Find further instructions at [https://www.purdue.edu/registrar/currentStudents/students/holds.html](https://www.purdue.edu/registrar/currentStudents/students/holds.html)

### Schedule Your Appointments: EEE Faculty Mentor and Tammi Thayer

- **Step #1** - EEE Faculty Mentor meeting. Arrange to meet with your assigned EEE Faculty Mentor soon. Contact info for EEE faculty can be found at [https://engineering.purdue.edu/EEE/People/corefaculty.html](https://engineering.purdue.edu/EEE/People/corefaculty.html). Mentor meetings must take place before you meet with Tammi. You will not receive your PIN until you complete the mentoring process and you have a completed, signed EEE Mentor form.
  - **EEE Faculty Mentor Form**: NEW writeable PDF with dropdown EEE Selective course options. Chrome is recommended to download/complete for best functionality.
- **Step #2** - Advising Appointment with Tammi Thayer. Schedule your appointment with Tammi before or shortly after your Time Ticket opens. Make sure that you have met with your EEE Faculty Mentor beforehand. Don’t waste your time or Tammi’s by doing these steps out of order. **Note:** Tammi will be out of the office March 27-31. Plan accordingly!
  - Access Tammi’s calendar at [https://webapps.krannert.purdue.edu/CalendarApp/Login](https://webapps.krannert.purdue.edu/CalendarApp/Login) or via EEE webpage > Current Students > Academic Resources > Make an Advising Appointment.

### Preparing for Your Advising Appointment

- Bring your signed **EEE Faculty Mentor form** to the meeting. **Keep a copy of your form FOR YOURSELF.**
- It is important that you come to your appointment prepared! Bring a list of desired courses and any questions.
- Check and update **myPurduePlan** before your appointment. It is imperative that you know and understand the requirements you must achieve to obtain your BSEE degree!!! **myPurduePlan** is the main resource to assist you in meeting this goal.

Finding myPurduePlan - Login to myPurdue > Destination: Graduation > myPurduePlan

- **Worksheets tab** - Review your Worksheet tab in myPurduePlan. It should be completely accurate for most students. Make note of anything that seems inaccurate or anything that you have questions about, and let Tammi Thayer know. Unsure of how to read the Worksheets tab? Go to [https://mediaspac.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz](https://mediaspac.itap.purdue.edu/media/myPurduePlan+Worksheet/1_gytsywcz)
- **Plans tab** - Upon entry to EEE all students receive a personalized plan of study from Tammi. It is your responsibility to input your personalized POS into the Plans tab! Each semester it is your responsibility to update your plan per changes in registrations, future plans, repeat of courses, etc. Failure to have a customized and up to date plan may cause a delay in your future registrations.
  - Need help on how to enter your customized POS? Go to [https://mediaspac.itap.purdue.edu/media/myPurduePlan+Plans+Tab/1_0mzzf67i](https://mediaspac.itap.purdue.edu/media/myPurduePlan+Plans+Tab/1_0mzzf67i)
  - Need more help? Visit Jesse Li, EEE myPurduePlan student mentor, for 1-on-1 assistance with inputting your customized plan of study. Jesse is available in the EEE office (POTR 364) for walks-ins on a 1st come-1st served basis on MWF from 9-10am, and on TTh from 9am-12:30pm.
- Find all tutorials on MPP features at [https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html](https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html)

Finding EEE Curriculum resources - Go to [www.purdue.edu/EEE](http://www.purdue.edu/EEE) > CurrentStudents > Academic Resources

- **Plans of Study** - follow the appropriate path per entry date to Purdue to view the standard 4 year plan of study 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. **Table 1. Universally Approved** - includes courses that are
fundamental to environmental engineering. These courses should be given top priority as you consider your future EEE Selective package.

• EEE Registration Tools - page developed to be a “one-stop shop” that contains links to many registration tools and resources from across campus.

Registration Steps and Registration Aids

• 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 a registration error, you can access the Override Contact Guide to determine the appropriate person to whom you should submit a request for help. EEE cannot always help with an issue with courses in BIOL, MA, etc.
    o 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 this screen capture will include the exact info needed.
  
• **Action item for later** - After you register and after grades post: confirm that the courses you registered for match the courses listed on your myPurduePlan. If the courses do not match or were adjusted due to grades, update your myPurduePlan to match your registered courses.