ME Grad Student Registration Guide
Summer 2017

Candidate registration deadline: June 7th
Watch for email regarding Candidate Meeting.

* If you are a PhD, D-PhD, or MS thesis option student you are required to enroll in thesis research every semester.
* To declare candidacy, you are required to fill out a form 23, have your major professor sign it, return it to the ME Grad Office.
* MS non-thesis students will NOT be allowed to register for "Exam or Degree Only"

Grad Student registration opens: Jan. 30th
Grad Student registration closes: May 18th - research registration
June 13th - course registration

Regular registration:

You MUST meet with Julayne if:
* you are going on CPT,
* you are a student in the 5 year BS/MS program or the SJTU 3+1+1 program,
* you want to participate in the MS Co-op program,
* you were a new graduate student in the Spring 2017 semester and you are having problems creating the Plan of Study.

Sign up for an appointment with Julayne at: http://eng.purdue.edu/jump/51092d
*Appointment sign-up begins March 1st

1 Schedule of Classes - identify course number and CRN
Log in to myPurdue and click on "View the schedule of classes" to locate course numbers and CRN #s.
Check if you need signature and/or approval for course overrides for courses outside of ME.
* The following Summer 2017 course offering CANNOT be used toward your degree requirements:
  GRAD 59000 (Prgm Mgt: Comp Ovrview Discipln)

2 Meet with your major professor
Set up a meeting with your major professor to determine your course schedule and then enter your registration through myPurdue.
YOU and your major professor are responsible for following your Plan of Study, area exam conditions (PhD), etc.

3 PIN numbers
Log in to retrieve your PIN number at: http://eng.purdue.edu/BannerPin
*** If you don't have a Plan of Study in process of approval, your PIN number will not be available. ***

4 Independent Study Courses
Meet with your major professor to determine course title, fill out and turn in Form VT available in the ME Graduate Office.
*Independent Study courses are not allowed on the MSME "Thesis" plan of study.

5 Funded students
* If you are being funded by a research or teaching assistantship or a fellowship, you are required to register for at least 6 credit hours of coursework and/or research.

6 Thesis research - requires a Form 23
Fill out Form 23 and submit to ME Grad Office.
Form MUST be signed by you and your major professor. Print-outs of your plan of study & current registration must be submitted with the Form 23 to your major professor.
Form 23s are available in the ME Grad Office.

Double-check your registration ("Concise Student Schedule") once it is entered

IF your Assistantship status is changing, PLEASE NOTIFY MICHELLE SARAULT (ME Business Office)