# Pre-Registration FAQs for Students

What do you need prior to completing your Course Requests?

- Meet with your advisor.
  - Discuss the order of priority for the courses you plan to enter into the Course Request Form.
  - Discuss alternate courses where appropriate.
  - Advisor will confirm with you the appropriate overrides to request.
- Remove any holds.
- Meet with Disability Resource Center if you have a disability to ensure appropriate accommodations are satisfied.

What will I see if my pre-registration window is not open?
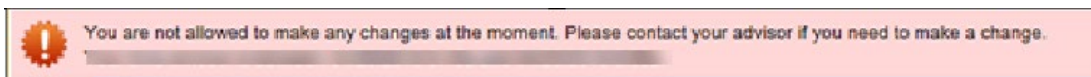
How do you check your Pre-Registration Course Request?

Go to the myPurdue portal and look for the Register for Classes card. Select CRF during pre-registration and Scheduling Assistant during open registration.

How can I check what a prerequisite is for a course?

Click on the magnifying glass to search for the course. Scroll down to the tab where prerequisites are displayed.

What if dual credit or transfer credit is not loaded and I need an override to get a course?

Your advisor will need to see an official or unofficial copy of the transcript in order to provide an override for you. Once that is in place, you may attempt registration for that course.

Will I receive an error message if I try to request two classes that are offered at the same time?

Yes, you will receive a warning message. However, you can ignore the message and still include it on the request form. You will only be registered for one of the courses.
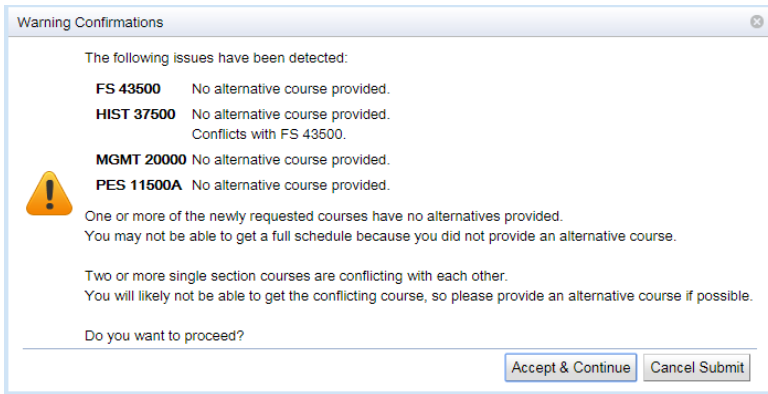
What if the schedule includes overlapping times/classes?

Some courses (ex: BAND 11000 is an example) allow students to miss a prescribed amount of class times. You should consult with the instructor of the course.

How do I select an online course?

By default, the pre-registration process tries to optimize a workable schedule for you. The first priority in the process is the traditional on campus offering. If you would like to select a preference of "online" you can do so by searching for the course in the course finder and clicking the online box (if available).
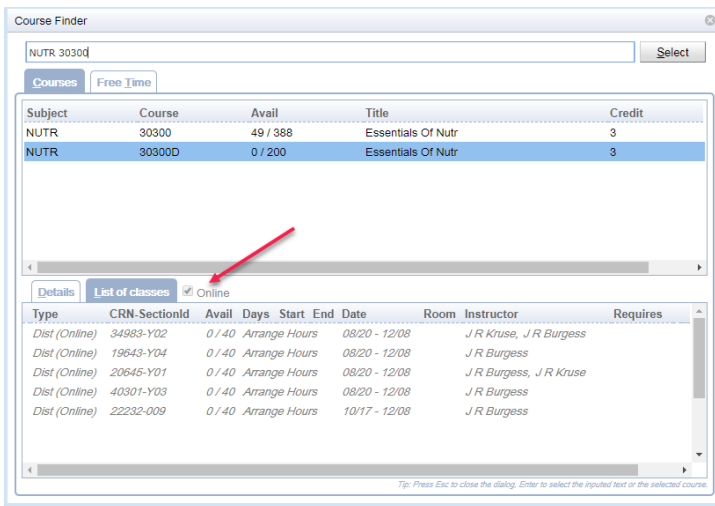
What if I was assigned an online or hybrid course and I do not want it?

You may attempt to find a face-to-face offering of the course using your registration PIN once your time ticket opens. You can locate your time ticket in myPurdue under Registration Status.

When selecting courses and I see letters after the course number, what do they mean?
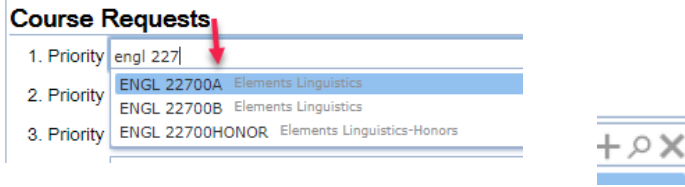
Click on the magnifying glass to see additional notes related to the course offering which will provide additional clarification.

How do I add additional alternative courses to the course request page?

Click the plus sign on the right side of the course entry to add another alternative line. It is adviseable to add no more than two alternatives per course selection.
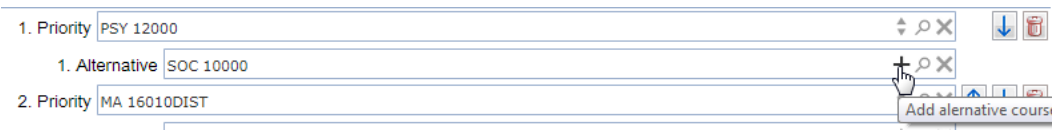
How many substitutes (at the bottom of the page) can I add?

You can add substitute courses at the bottom of the course request page in place of any of the courses listed. Please note the more substitutes you add, this will create a higher max credit and will require an override.
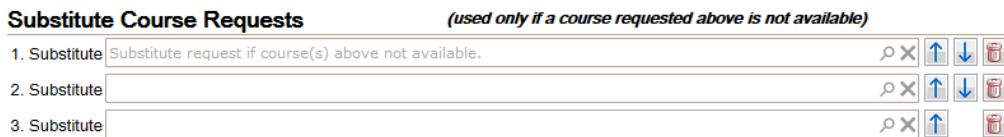
Why am I receiving an error message that I have less than 15 credit hours?

In order for students to make progress towards completion of a Bachelor's degree in four years, it is expected that all students register for a minimum of 15 credit hours per semester. You may save your requests with less than 15 credit hours if you have been advised to do so.

What if I did not get a required high priority course?

The algorithm attempts to maximize students' choices. You cannot be registered in a course if:
- the course is already full. Consult with your advisor to see if waitlisting is an option.
- there is a conflicting time with another scheduled course.
- you don't meet the prerequisites or restrictions for the course.

What if the class times I was given are not what I wanted?

The University used your course request form (and alternatives) to create the most optimal schedule for you. You should consult with your advisor to determine if making a change is recommended.

Note: in the future you may wish to "FREE TIME" as an attempt to reserve time for work or extra curricula commitments. Proceed with caution as UniTime treats "FREE TIME" requests like a course. Placing free time higher on the priority list could mean a lower priority course not getting fulfilled because it conflicts with the free time.

Do I need to select my learning community courses?

No-you will see these courses listed first on your Course Request page greyed out with a lock icon. You will not be able to modify these courses. Questions about Learning Community should be directed to the Learning Community office.

What if I no longer want to remain in my Learning Community?

After consulting with your academic advisor, you may reach out to Learning Community at learningcommunities@purdue.edu or 765-494-5785.

When can I attempt to test out of COM 11400?

For more information students may review the COM 11400 website.

If I want to test out of COM 11400, can I also register for COM 11400 in case I don't pass the test out?

No-If you select to test out of COM 11400, then you may not add COM 11400 to your course request page. If you attempt to perform both, the COM 11400 course request will be removed prior to scheduling you for classes.

Will the COM 11400 test out meet the University Core requirement for Oral Communication?

Yes, Credit by Exam will be awarded for COM 11400 that will meet the University Core requirement for Oral Communication.

When can I attempt placement for a Foreign Language?

For more information, students may review the Foreign Language Placement testing website.

Can I add a note when requesting an override?

Yes, you can add a note and then click Request Overrides & Submit

Can I edit my note after I have saved it?

Yes, you can click on the note in the Course Request Form or the blue clock icon.
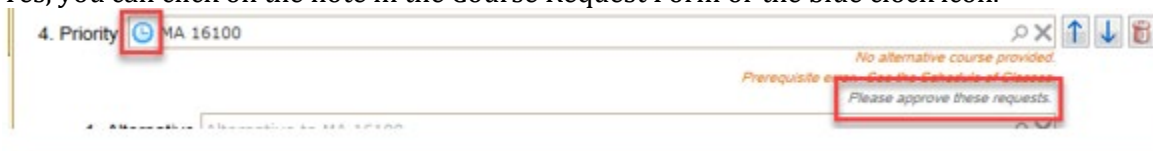
If an override is not approved, how will I find out?

You will be able to see the status on the course request page. The course will have a red X indicating the approval was denied.

How will I be notified about an override (ex: prerequisite) decision? How will I know what to do when a decision has been made?

You will be notified via your Purdue e-mail. The e-mail will direct you back to the course request page to review your errors.

How can I enter my athletic or PMO time block?

Please reference the website below to identify the appropriate REG course number to enter into your Course Request Form.

https://www.purdue.edu/registrar/faculty/advisors/pre-registration.html

How can I enter a free time request?

You can use the magnifying glass icon (🔍) to enter free time requests. You will select the 'Free Time' tab and click on each half hour grid square that should be free. Press the 'Select' button or use the enter key to insert the free time request into the Course Requests grid

When will I receive my course schedule?

You will receive an email informing you that your schedule is final and available to view.

When can I make changes to my schedule?

Once your time ticket opens, you may modify your course schedule if advised to do so by your advisor. Use caution and read every dialogue box before clicking as student may inadvertently drop some or all classes.

What if I have no classes scheduled for me?

You did not submit a Course Request Form within your time status. Please contact your academic advisor for assistance. If your advisor provided you a PIN, you may register for classes once your time ticket opens.   You can view your time ticket in myPurdue under Registration status.

Can I try to rearrange my schedule?

You should have received advice from your advisor on whether to arrange your schedule or not. You may try at your own risk. The University optimizes all available space, thus open seats will be limited.

How long do I have to make changes to my schedule?

Refer to the Add/Drop Refund & Deadline Calendars and click on the semester of choice.
https://www.purdue.edu/registrar/calendars/index.html

Guide on Add/Drop/Revisions in Scheduling Assistant.
https://www.purdue.edu/registrar/faculty/scheduling/student_scheduling_assistant.html

Can I import my schedule to my personal calendar?

Yes, for IOS. You can use the iCalendar in the Scheduling Assistant.