

**College of Education
Office of Graduate Studies
100 N. University Street
BRNG, Room #6104
West Lafayette, IN 47907
(765) 494-2345**

10 THINGS EVERY GRADUATE STUDENT NEEDS TO REMEMBER:

- 1) You will access your student information using the *myPurdue* portal at:
<http://www.mypurdue.purdue.edu>;
- 2) Contact with your faculty advisor is necessary before registering for classes;
- 3) A “Form 23 Course Request” signed by the appropriate faculty must be submitted to the Office of Graduate Studies for any courses requiring advance approval, variable credit hours, or variable titles;
- 4) Regular registration begins March (Summer/Fall courses) and November (Spring courses);
Delayed registration usually begins 2 weeks before the first day of class and during this period invoices must be claimed in person at the Bursar, Hovde Hall;
- 5) Students holding graduate staff appointments must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of course and/or research work;
- 6) Graduate students must be enrolled in at least one hour of graduate level coursework every semester that take classes. If a graduate student wants to enroll in only undergraduate courses for a semester, he or she will need to be admitted as an undergraduate student which includes filling out an undergraduate application and paying the undergraduate application fee;
- 7) Up to 12 credits taken while in postbaccalaureate status (including any undergraduate excess credits), with a grade of “B” or better, may be considered for use on a plan of study for an advanced degree (subject to approval by your major professor, committee, department, and university);
- 8) Students must have 10 minutes between each class;
- 9) If you do not register for 12 months, the Registrar deactivates your eligibility to register and a new application is needed to restore eligibility to register. (Please contact the COE Office of Graduate Studies for instructions);
- 10) If you need additional information, begin by asking your faculty advisor to help you and/or check the Office of Graduate Studies Handbook (<http://www.education.purdue.edu/gradoffice/facultyhandbook/index.html>).