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); You will receive an email message at your Purdue University email address alerting you that your eBill is available to view and pay. Click on the link provided in the email and log-in with your career account to view and pay your bill.

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 they 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).

Please read and save all information provided!