

Graduate Faculty Banner Information

Course Rosters

Faculty members can retrieve rosters via the myPurdue portal.

How to access course rosters:

- Log in to the myPurdue portal (<http://www.mypurdue.purdue.edu/>) using your career account information
- Once you are logged in, click on *Roster Viewer: View/Download Course Rosters*.

Need help?

- Click the *Information for Instructors and Staff* link on the myPurdue login page (<http://www.mypurdue.purdue.edu/>).
- Once logged into myPurdue, click on *Course Rosters Help: Downloading course rosters for staff with course roster viewer role*.
- Open lab sessions are to be offered to faculty in August for Fall 2008 course roster help.

Course Registration

The Office of Graduate Studies can no longer register students for coursework, with the exception of variable credit hour courses. Students should not be coming to you with the traditional Registrar's Form 23 to add or drop courses on their schedules; however, your signature may still be required (see below).

What this means for faculty:

- Recycle your stash of Registrar's Form 23's! The old Registrar's Form 23 is officially obsolete and no longer accepted anywhere on campus. A *Revised* Registrar's Form 23 will be available in the COE Office of Graduate Studies soon.
- We still expect that students will be in contact with you to discuss their schedules (if they haven't already). For Fall 2008, you will not need to fill out a *Revised* Registrar's Form 23 with the student in most cases. Also, students do not need a PIN for Fall 2008 registration purposes.

For Fall 2008, a *Revised* Registrar's Form 23 is required for:

- Variable title courses
- Variable credit courses
- Courses requiring instructor or departmental approval

What this means for your students:

- Our office cannot enter a student's course registration unless it is for a variable credit course. Students will enter their own registrations via the myPurdue portal (<http://www.mypurdue.purdue.edu/>). If the course is variable title, variable credit, or requires approval, students must provide the COE Office of Graduate Studies with a completed *Revised* Registrar's Form 23 with all required signatures and Course Reference Numbers (CRN) before attempting to register (CRNs and approval requirements may be accessed through the course schedule and/or course catalog links below).

Resources for your students:

- There is a *Help for Students* link on the myPurdue login page (<http://www.mypurdue.purdue.edu/>) that has PDF documents with step-by-step instructions for your students.
- Course Schedule:
<http://www.courses.purdue.edu/cgi-bin/relay.exe/query?qid=courseOfferingSubjectList>
- Course Catalog:
<http://www.courses.purdue.edu/cgi-bin/relay.exe/query?qid=courseCatalogSubjectList>
- The COE Office of Graduate Studies has a graduate student listserv that is used to provide students with the most up-to-date Banner information. Students can join the COEGRAD listserv here:
http://www.education.purdue.edu/gradoffice/currentSt/list_serve.html.
- As always, the COE Office of Graduate Studies is available to assist students with registration.