



PURDUE UNIVERSITY®
FORT WAYNE

Registration
Guide

Table of Contents

Finding Your Degree Audit	Page 3
Finding Your Degree Plan	Page 3
Viewing Registration Holds	Page 4
Registering for Courses	Page 5
Dropping Courses	Page 7
Late Registration	Page 8
Withdrawing Courses	Page 8
Special Notes for 8-Week Courses	Page 9

Finding Your Degree Audit

Your myBLUEprint Audit lists the requirements you have completed and still need to complete to earn your degree.

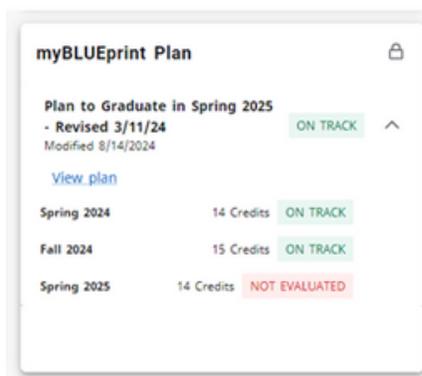
- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the myBLUEprint Audit card
- 3) Click “View audit” link



Finding Your Degree Plan

Your myBLUEprint Plan is a degree plan created by your Academic Advisor that puts your degree requirements/courses into recommended terms that you should plan to take them in.

- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the myBLUEprint Plan card
- 3) Click the arrow to the right of the active plan
- 4) Click “View plan” link

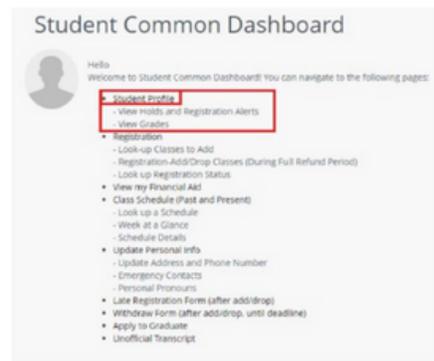
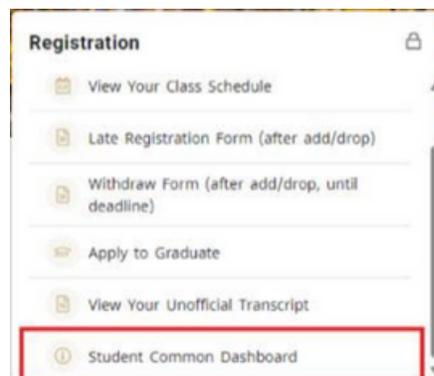


If you need help understanding your degree audit/plan, or you notice that something is wrong with your degree audit/plan, please reach out to your Academic Advisor as soon as possible. You can find your Academic Advisor’s contact information and can make an appointment with your Academic Advisor through Navigate. You can access Navigate through goPFW.

Viewing Registration Holds

Holds on your account will prevent you from registering for courses. There are several different types of holds. If you have a hold you do not understand, please reach out to your Academic Advisor as soon as possible. The most common ones are:

- **Title IX Training**
 - Log into Brightspace and complete the training module for Title IX. After you complete the training, the hold should be removed within 24 hours
- **AR - Accounts Receivable Hold**
 - Contact the Bursar
 - 260-481-6824
 - bursar@pfw.edu
- **DQ - Delinquent Fee Payment**
 - Contact the Bursar
 - 260-481-6824
 - bursar@pfw.edu
- **Admissions Hold**
 - Contact Admissions
 - 260-481-6812
 - ask@pfw.edu
- **Housing**
 - Contact Housing
 - 260-481-4180
 - housing@pfw.edu



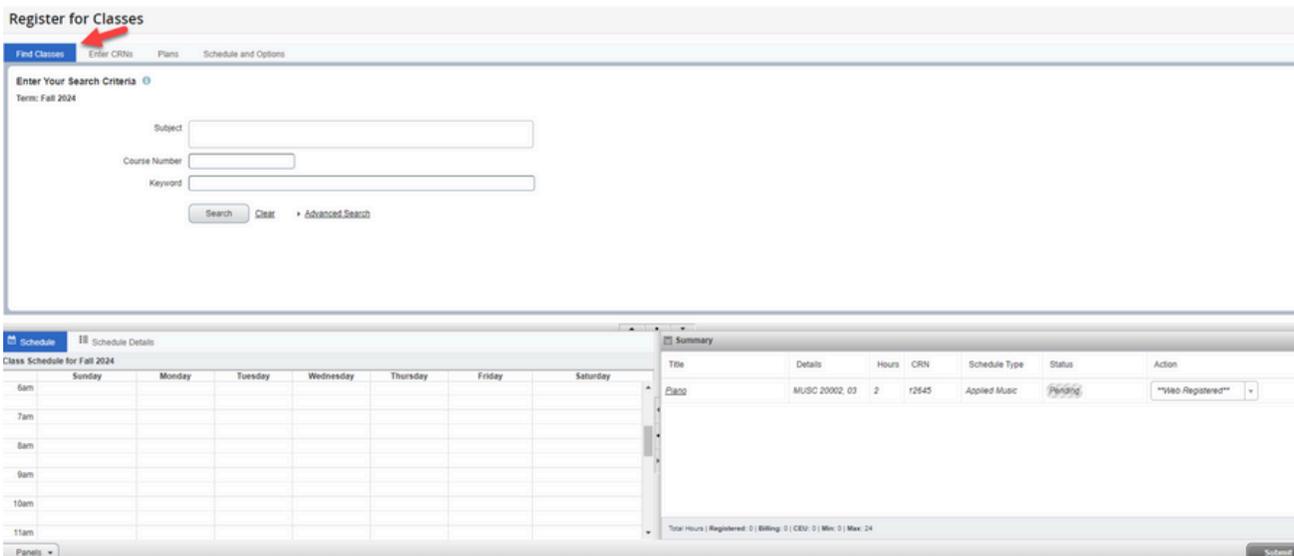
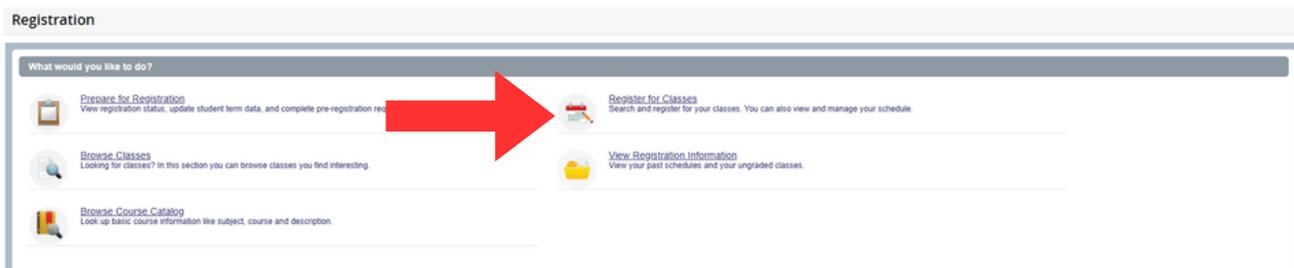
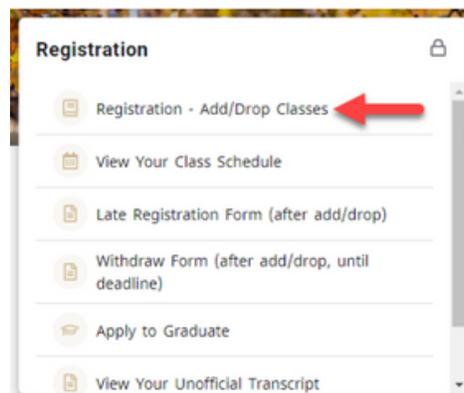
To view your holds, follow these steps:

- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Click “Student Common Dashboard” found on the Registration card
- 3) Click “Student Profile”
- 4) Select the current term

Registering for Courses

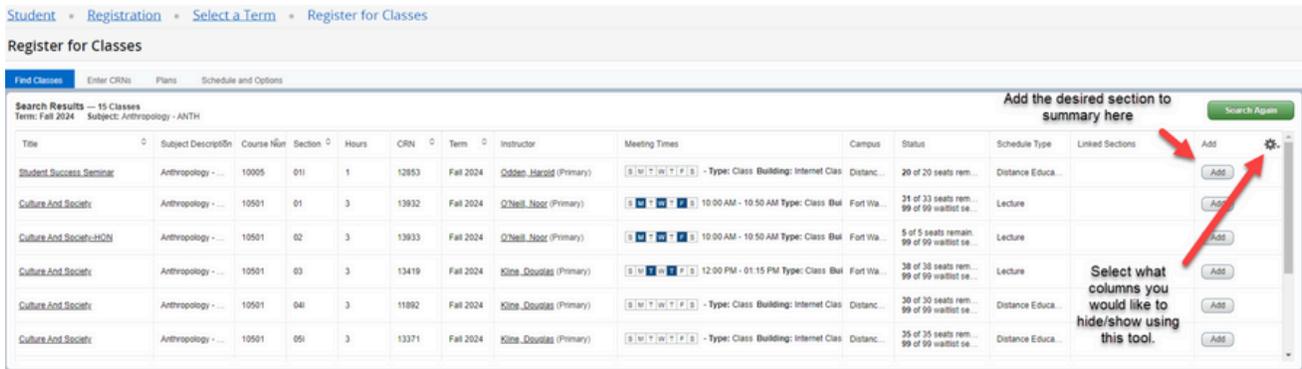
Follow these instructions to add a course/courses up through the first week* of the term you are wanting to take the courses. If it is after the first week of the term you wish to take the courses in, follow the instructions on Late Registration.

- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the Registration card
- 3) Click “Registration - Add/Drop Classes”
- 4) Click “Register for Classes”
- 5) Select the term you wish to enroll in
- 6) Use the search fields (Subject, Course Number, etc.) on the “Find Classes” tab to find courses

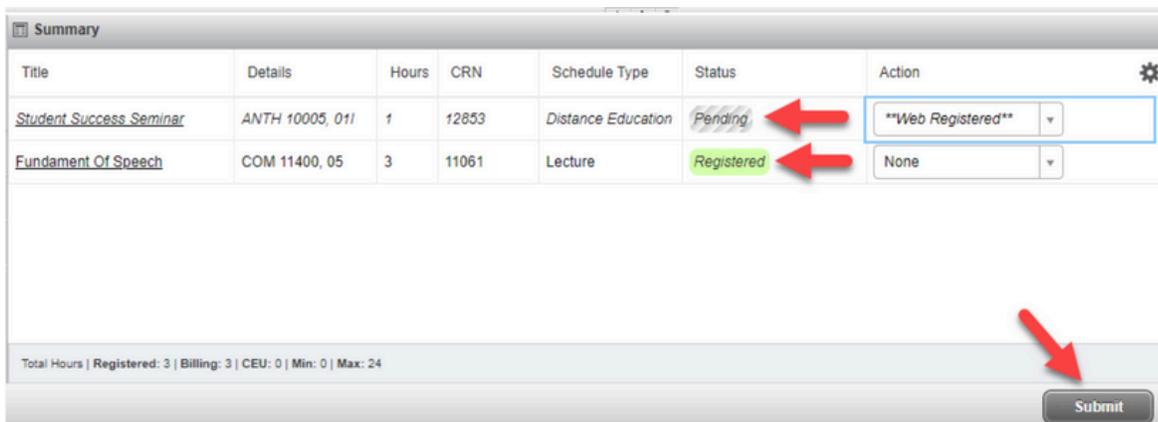


***Deadlines for 8-week courses are different than full-term courses. See Special Notes for 8-Week Courses.**

7) Once you have found a course and section you want to enroll in, click the “Add” button to the right of the course section. This will add the course to your Summary as a “Pending” course.



8) Once you have added all the courses you wish to enroll in to our Summary, you must click “Submit” to complete the registration process. Courses that now say “Registered” are courses you are registered for.

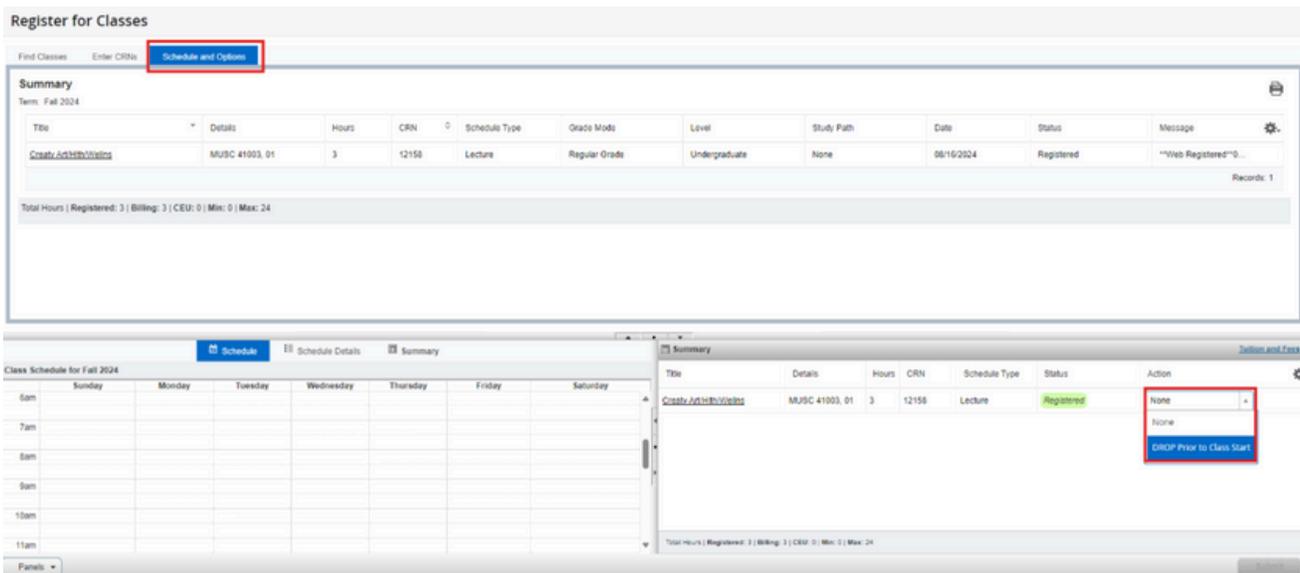
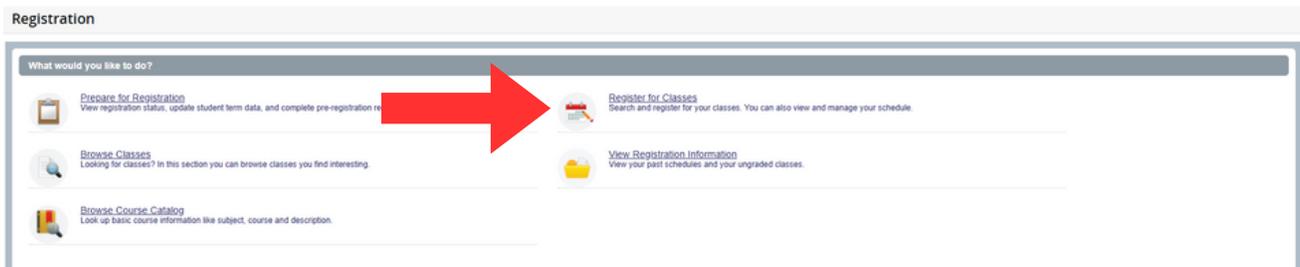
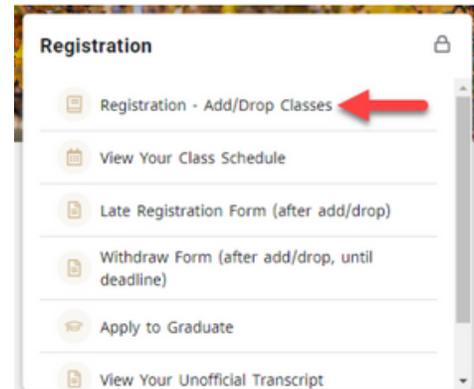


If you are registering for a course that you do not meet the prerequisites for or do not have permissions to enroll in that course, you will receive an error for just those courses. You will need to remove the courses from your Summary by selecting the action as “Remove” and clicking the “Submit” button again. You should then reach out to your Academic Advisor to find out why you were not able to enroll in the course.

Dropping Courses

Follow these instructions to drop a course/courses up through the first week* of the term you are taking the course/courses. If it is after the first week of the term you are taking the course/courses in, follow the instructions on Withdrawing Courses.

- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the Registration card
- 3) Click “Registration - Add/Drop Classes”
- 4) Click “Register for Classes”
- 5) Select the term you wish to view
- 6) Click on the “Schedule and Options” tab
- 7) In the Summary section, select the DROP option from the Action dropdown menu next to the course you want to drop.
- 8) Click “Submit”



***Deadlines for 8-week courses are different than full-term courses. See Special Notes for 8-Week Courses.**

Late Registration

Follow these instructions to add a course if it is after the first week* of the semester you are wanting to take the course. Instructor permission will be required for the Late Registration Form.

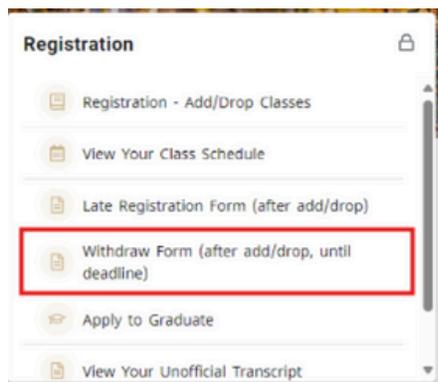
- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the Registration card
- 3) Click “Late Registration Form (after add/drop)”
- 4) Complete and submit the Late Registration Form. Before submitting, confirm you have the correct email address for your instructor. The form will be routed to them for approval.
- 5) If the Late Registration Form is approved, you will be registered for the course by the Registrar's Office



Withdrawing Courses

Follow these instructions to withdraw from a course if it is after the first week* of the semester you are taking the course and before the Withdraw deadline.

- 1) Log into goPFW at <https://go.pfw.edu/>
- 2) Locate the Registration card
- 3) Click “Withdraw Form (after add/drop, until deadline)”
- 4) Complete and submit the Withdraw Form
- 5) The Withdraw Form will be reviewed by the Financial Aid Office (if applicable) and your Academic Advisor before being sent back to you for final approval.



Withdrawing from a course will result in a W grade for the course. A W grade will not impact your GPA. Withdrawing from a course may impact your financial aid and time to graduation. It is recommended that you meet with the Financial Aid Office and your Academic Advisor before withdrawing from a course.

*Deadlines for 8-week courses are different than full-term courses. See Special Notes for 8-Week Courses.

Special Notes for 8-Week Courses

Registering for an 8-Week Course

You can register for an 8-week course up through the 3rd day of the 8-week semester.

Dropping an 8-Week Course

You can drop an 8-week course up through the 3rd day of the 8-week semester.

Withdrawing from an 8-Week Course

You can withdraw from an 8-week course up through the Friday of the fifth week of the 8-week semester.

