

# PURDUE UNIVERSITY FORT WAYNE Registration Guide

### **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

# **Registration Guide**

### **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 <u>https://go.pfw.edu/</u>
- 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 <u>https://go.pfw.edu/</u>
- 2) Locate the myBLUEprint Plan card
- 3) Click the arrow to the right of the active plan
- 4) Click "View plan" link

Plan to Gradua - Revised 3/11/2	te in Spring 24	2025	ON TRACK	~
Modified 8/14/2024				
View plan				
Spring 2024	14 Cr	edits	ON TRACK	
Fall 2024	15 Cr	edits	ON TRACK	
Spring 2025	14 Credits	NOT	EVALUATED	

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.

# PURDUE UNIVERSITY.Registration GuideFORT WAYNERegistration Guide

## **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 <u>https://go.pfw.edu/</u>
- 2) Click "Student Common Dashboard" found
- on the Registration card
- 3) Click "Student Profile"
- 4) Select the current term



#### Student Common Dashboard

Student Profile     Mew Index and Desistration Alerts
- View Grades
Registration
- Look-up Classes to Add
- Registration-Add/Drop Classes (During Full Refund Period)
- Look up Registration Status
<ul> <li>View my Financial Aid</li> </ul>
<ul> <li>Class Schedule (Past and Present)</li> </ul>
- Look up a Schedule
- Week at a Glance
- Schedule Details
<ul> <li>Update Personal Info</li> </ul>
<ul> <li>Update Address and Phone Number</li> </ul>
Emergency Contacts
- Personal Pronouns
<ul> <li>Late Registration Form (after add/drop)</li> </ul>
<ul> <li>Withdraw Form (after add/drop, until deadline)</li> </ul>
<ul> <li>Apply to Graduate</li> </ul>
Apply to Graduate

# FORT WAYNE Registration Guide

#### **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 <u>https://go.pfw.edu/</u>
- 2) Locate the Registration card
- 3) Click "Registration Add/Drop Classes"
- 4) Click "Register for Classes"

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- 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



What would you like	to do?													
Prepare for View registr	o <u>r Registration</u> ation status, update stud	lent term data, and co	mplete pre-registration	req			Register fi Search and	or <u>Classes</u> register for your classes."	You can also view and manage yo	ur sched	de.			
Browse C Looking for	lasses classes? In this section ;	you can browse class	es you find interesting.			-	<u>View Reg</u> View your p	stration Information ast schedules and your un	graded classes.					
Browse C Look up bar	ourse Catalog sic course information like	e subject, course and	description.											
gister for Clas	ses													
	No Diana Di	badida and Onlines												
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hedule III Scheduli	e Details						( • 1	Summary						
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\*Deadlines for 8-week courses are different than full-term courses. See Special Notes for 8-Week Courses.

## **Registration Guide**

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.

Student · Registrati	on • Select	a Term	<ul> <li>Regi</li> </ul>	ster for	Classes									
Register for Classes														
Find Classes Enter CRNs	Plans Scheduk	and Options												
Search Results — 15 Classes Term: Fall 2024 Subject: Anthrop	pology - ANTH										Add the d	esired section to mary here	Search	n Again
Title 0	Subject Description	Course Num	Section 0	Hours	CRN 0	Term 0	Instructor	Meeting Times	Campus	Status	Schedule Type	Linked Sections	Add	<b>\$</b> .
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Culture And Society	Anthropology	10501	01	3	13932	Fall 2024	O'Neill, Noor (Primary)	5 🖬 7 🗑 7 🗐 5 10.00 AM - 10.50 AM Type: Class Bui	Fort Wa	31 of 33 seats rem 99 of 99 waitist se	Lecture			
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Culture And Society	Anthropology	10501	051	3	13371	Fall 2024	Kline Doublas (Primary)	SWTWTFS - Type: Class Building: Internet Class	Distanc	35 of 35 seats rem 99 of 99 waitist se	Distance Educa	this tool.	Add	
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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.

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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.

# **Registration Guide**

### **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 <u>https://go.pfw.edu/</u>
- 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"

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Prepare for View registrat	Registration ion status, update str	udent term data, and c	omplete pre-registration	re		Register for Search and reg	<u>Classes</u> sister for your classes. You ca	n also view and manage y	our schedule.				
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\*Deadlines for 8-week courses are different than full-term courses. See Special Notes for 8-Week Courses.

# **Registration Guide**

### 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 <u>https://go.pfw.edu/</u>

- 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 <u>https://go.pfw.edu/</u>
- 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.

### **Registration Guide**

#### **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.

