

Purdue University Fort Wayne – Registrar' Office

Conducting Business Non-Electronically

I agree to abide by all policies outlined in the Purdue University Fort Wayne University Regulations, as hereinafter amended from time to time, available at <http://catalog.pfw.edu/> including the Purdue Fort Wayne Code of Students Rights, Responsibilities and Conduct, and the policies regarding financial responsibility available at <https://www.pfw.edu/offices/bursar/tuition-fees/financial-obligations.html>.

Initial

I understand that the official means of communication from Purdue Fort Wayne will be via my Purdue Fort Wayne provided email account. I understand that I remain responsible for all academic or administrative timelines provided in this format. I understand in order to access Purdue Fort Wayne email externally from the goPFW portal, I must use the website: <https://www.pfw.edu/student-webmail/>

Initial

I understand that in order to access classes taught via Blackboard eLearning and complete online new student orientation (NSO) externally from the goPFW portal, I must use the website: <https://www.pfw.edu/elearning>

Initial

I acknowledge that I received information about conducting business with the University using non-electronic methods.

Initial

Student Signature: _____

Date: _____

Purdue Fort Wayne Student ID: _____

Conducting Business Non-Electronically

You have elected **not** to provide consent for Purdue Fort Wayne to conduct business transactions through electronic media. Conducting business transactions electronically is Purdue Fort Wayne's preferred means of processing. By electing not to conduct business transactions electronically, it is likely that processing may be significantly delayed, or require additional effort on your part in order to obtain information, signatures, or documents that would otherwise be available to you in electronic format. This document is intended to provide you with basic information regarding what is required for you to process non-electronic business transactions with Purdue Fort Wayne.

Please note that the consent required by Purdue Fort Wayne to conduct business transactions is separate from the official communication method utilized by Purdue Fort Wayne - (which does not require consent). The official means of communication to you as a student will continue to be via your Purdue Fort Wayne provided email account. Notices, academic, financial, and consumer information will continue to be routed to this address, and you still will be responsible for all academic or administrative timelines provided to you in this format.

Please note that regardless of your preference to conduct business electronically, your consent to abide by University Regulations will be required prior to enrollment. If you elect to conduct business in a non-electronic format, this consent will be collected prior to enrollment, and maintained as a University record.

❖ **IMPACTED PROCESSES**

Registration

You, the student, must...

- Meet with your advisor to determine which courses to enroll in for the upcoming semester.
- Obtain complete and acquire signatures on a Form 10 – Registration Form Request listing specific CRNs for the courses which you are registering.
- All students are assigned specific days and times that they can register for classes. This is determined by your student classification (Senior, Junior, Sophomore, etc.) Registration times are available online at <https://www.pfw.edu/offices/registrar/registration/priority.html> .
- Take your completed and signed Form 10 and your Purdue Fort Wayne identification card (or photo ID) to the Office of the Registrar, Room 107, Kettler Hall (KT), during business hours and your assigned registration time slot to have courses entered into the Banner Student System.
- Forms without the required signatures will not be processed.
- Registrar staff members cannot resolve schedule conflicts on your behalf when entering your courses into the Banner Student System. You must select and provide new CRNs to the staff member. A computer is available to you in Room 107 on a first-come/first-serve basis to access the online Schedule of Classes and identify new CRNs.
- Registrar staff members do not have the authority to enter overrides if they are required for you to register for specific courses. Make certain you have requested the appropriate overrides and they are entered into *goPFW* before you go the Room 107, Kettler Hall to register for classes. If an override is needed and not entered, you must go to the authorized individual to resolve the issue. The link provided in the third bullet provides additional information concerning who to see to resolve the issue.
- To drop/add courses you must first obtain a signed Form 20 from your academic advisor. Take the signed form to Room 107, Kettler Hall, during business hours for Registrar staff to enter into *goPFW*.
- You should expect a 4-5 business days processing delay due to the manual process.

Enrollment Certifications

You, the student, must...

- Enrollment certifications are available online through the National Student Clearinghouse. You are not required to agree to the terms for conducting business electronically to utilize the service.
- If you choose not to use the online process, enrollment certifications, degree verifications, certificates of graduation/degree, and course descriptions, are available on request from the Office of the Registrar.
- Go to the Office of the Registrar, Room 107, Kettler Hall to request a certification. Office hours are Monday – Thursday, 8 a.m. to 5 p.m. and Friday, 9 a.m. to 5 p.m. You are required to bring a photo ID with you. Be sure to bring with you any forms, such as insurance company, that are required to accompany the certification.

OR

- Mail your certification request to:

Purdue University Fort Wayne
Office of the Registrar Room 107,
Kettler Hall 2101 East Coliseum Blvd
Fort Wayne, IN 46805

Requests must include your Purdue Fort Wayne ID (student ID number) and signature and date. Also include any forms, such as insurance company, that are required to accompany the certification.

OR

- Fax your request to (260) 481-6110. Requests must include your Purdue Fort Wayne ID or student ID number, date, and signature. Also include any forms, such as insurance company, that are required to accompany the certification.
- For further information, call (260) 481-6815 or send an inquiry via e-mail to registrar@pfw.edu.

Invoicing, Account Statements, and Financial Responsibility

You, the student, must...

- Obtain a billing statement at the Bursar's Office, in Room G57 Kettler Hall, 2101 East Coliseum Blvd, Fort Wayne, IN 46805, on the first of each month. Students should expect all registration fees to be due as of the Friday before classes begin for the related term, and should check with Bursar's Office staff at the above address to ensure that all fee payments are up to date at that time. Payment must be made in person with cash, check, MasterCard, VISA, or Discover. Office hours Monday – Thursday, 8 a.m. to 4:30 p.m. and Friday, 9 a.m. to 4:30 p.m.

Originating Perkins Loan Promissory Notes

You, the student, must...

- Schedule an appointment to meet with Collections staff in order to sign a paper copy of the note, disclosure and complete the supplemental information sheet. Bursar Office hours are Monday – Thursday, 8 a.m. to 5 p.m. and Friday, 9 a.m. to 5 p.m. This promissory note will be mailed to Purdue's third party loan servicer, Education Computer System, Inc. (ECSI). Payments made towards the loan should be directed to the same address. Delays of up to 5-7 business days may be expected due to the physical mailing and processing of information or payments. Questions regarding this process may be sent to bursar@pfw.edu.

Accept or Decline Financial Aid

You, the student, must...

- Meet with the Office of Financial Aid in Room 103 Kettler Hall, 2101 East Coliseum Blvd, Fort Wayne, IN 46805, in order to accept or decline financial aid awarded by that office. Office hours Monday – Thursday, 8 a.m. to 5 p.m. and Friday, 9 a.m. to 5 p.m. Please allow 5-7 days for processing of awards based through non-electronic means.

Notification of Outside Scholarships

You, the student, must...

- Notify the Office of Financial Aid in Room 103 Kettler Hall, 2101 East Coliseum Blvd, Fort Wayne, IN 46805, of anticipated awards from an outside entity. Please note that outside awards received without notification may result in re-packaging of aid already disbursed. Office hours Monday – Thursday, 8 a.m. to 5 p.m. and Friday, 9 a.m. to 5 p.m. Please allow 5-7 days for processing of awards based through non-electronic means.

Mastodon Card

- Open a Don Dollars account by going to the Campus Safety office (Walb Information Desk) in the Walb Student Union Building, Room 127, and signing a Don Dollars Application. You will then receive a copy of the Account Disclosure statement, and a list of Card Holders Responsibilities.
- Once opened, money can be placed on your Don Dollars account by using any of the 3 Mastodon Card Stations located in the Library, Walb, or Kettler Hall.
- Balances can be checked at any copy card reader in any building.
- Statements can be obtained through the Campus Safety office in the Walb Student Union Building Room 127. (Walb Information Desk)
- Office hours are Weekdays, 7am to 6pm. Questions? Call 260-481-6611.