

Conducting Business Non-Electronically

Directions: Initial in the boxes by each item below, provide your PUID, sign, and date this form. Return completed form to the Office of the Registrar in Lawshe Hall, Room 130, on the Hammond Campus or in Schwarz Hall, Room 40, on the Westville Campus.

I agree to abide by all policies outlined in the Purdue University Northwest's Regulations, as hereinafter amended from time to time, available at <http://www.purdue.edu/studentregulations/>, including the Code of Student Conduct <http://www.pnw.edu/dean-of-students/code-of-conduct/>, and the Purdue University Northwest Honor Code, and the policies regarding financial responsibility.

I understand that the official means of communication from Purdue University Northwest will be via my Purdue University Northwest provided email account. I understand that I remain responsible for all academic or administrative timelines provided in this format.

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

Student's Signature: _____

Date: _____

Student's PUID: _____

Revised 7-13-2017

REQUIREMENTS FOR CONDUCTING BUSINESS NON-ELECTRONICALLY

You have elected not to provide consent for Purdue University Northwest to conduct business transactions through electronic media. Conducting business transactions electronically is Purdue University Northwest'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 University Northwest.

Please note that the consent required by Purdue University Northwest to conduct business transactions is separate from the official communication method utilized by Purdue University Northwest (which does not require consent). The official means of communication to you as a student will continue to be via your Purdue University Northwest 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

Admissions (Transfer Students): Submit Transfer Credit Evaluation Fee

You, the student, must ...

- Submit your nonrefundable \$30 transfer credit evaluation fee to the Bursar's Office. Payment may be made with a check or money order drawn on a U.S. bank. The student's name and date of birth should be legibly written on the check in the memo line or a note with this information may accompany the check.
 - Bursar's Office, Lawshe Hall, Room 130, 2200 169th St, Hammond, IN 46323.
 - OR**
 - Bursar's Office, Schwarz Hall, Room 127, 1401 S. US Highway 421, Westville, IN 46391.

Admissions: Apply for Undergraduate Re-Admissions

You, the student, must ...

- Contact the Admissions Office where readmission requirements will be discussed.

- Office of Admissions, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Admissions Office at (219) 989-2213 to confirm office hours.
- OR**
- Office of Admissions, Schwarz Hall, Room 40, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Admissions Office at (219) 785-5505 to confirm office hours.
- Arrangements must be made to obtain the necessary readmission information and application. Failure to do so in a timely manner could jeopardize readmission consideration for the desired term. Readmission Deadlines: August 1st for fall semester; October 1st for spring semester; May 1st for summer session.

Accept Graduate Admission Offer

You, the student, must ...

- Contact the University to discuss any questions regarding use of non-electronic means of conducting business.
 - Graduate Studies Office, Lawshe Hall, Room 242, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Thursday 8:30 am to 5:00 pm and Friday 8:30 am to 4:30 pm. Call (219) 989-2257 to confirm office hours.

Registration

You, the student, must ...

- Meet with your academic advisor or faculty mentor to obtain a paper version of your degree audit and degree map.
- Meet with your academic advisor or faculty mentor to determine which courses to enroll in for the upcoming semester.
- To drop/add courses you must first obtain a Drop/Add Card from your academic advisor or faculty mentor.
 - Complete and acquire signatures on a Drop/Add Card listing specific CRNs for the courses which you are registering.
 - All current students are assigned specific days and times for priority early registration so that they can register for classes. This is determined by your student classification (Senior, Junior, Sophomore, etc.). Meet with your academic advisor or faculty mentor, or contact the Office of the Registrar. Registration times are available online in the myPNW portal at <http://www.pnw.edu/mypnw/>
 - Take your completed, and signed Drop/Add Card and a photo ID to:
 - Office of the Registrar, at the Hammond Campus, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323, during business hours on your assigned registration time slot or later to have your courses entered into the Banner Student Information system. Office hours are Monday through Friday, 8 am to 4:30 pm. Call (219) 989-2210 to confirm office hours.
 - OR**
 - Office of the Registrar, at the Westville Campus, Schwarz Hall, Room 40, 1401 S. US Highway 421, Westville, IN 46391 during business hours on your assigned registration time slot or later to have your courses entered into the Banner

Student Information system. Office hours are Monday through Friday 8 am to 4:30 pm. Call (219) 785-5341 to confirm office hours.

- Forms without the required signatures will not be processed.
- You should expect a 1 to 2 business days processing delay due to the manual process.
- A paper copy of your schedule will be available for pick-up in the Office of the Registrar once processing is complete.
- 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 130 in Lawshe Hall on the Hammond campus or in Room 40 in Schwarz Hall on the Westville campus 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 sure you have requested the appropriate overrides and they are entered into myPNW before you go to Room 130 in Lawshe Hall on the Hammond campus or to Room 40 in Schwarz Hall on the Westville campus to register for classes. If an override is needed and not entered, you must go to the authorized individual in the academic department to resolve the issue.

Registration: Address and Contact Information Changes

You, the student, must ...

- Go to the Office of the Registrar, Room 130 in Lawshe Hall at the Hammond campus or Room 40 in Schwarz Hall at the Westville campus to update your contact information (address, phone number, email address). Office hours are Monday through Friday 8 am to 4:30 pm. Call (219) 989-2210 for the Hammond campus or (219) 785-5341 for the Westville campus to confirm office hours.

Registration: Enrollment Certifications

You, the student, must ...

- As 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 130 in Lawshe Hall at the Hammond campus or Room 40 in Schwarz Hall at the Westville campus to request a certification. Office hours are Monday through Friday 8 am to 4:30 pm. Call (219) 989-2210 for the Hammond campus or (219) 785-5341 for the Westville campus to confirm office hours. 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 Northwest
Office of the Registrar
Room 130, Lawshe Hall
2200 169th Street
Hammond, IN 46323

OR

Purdue University Northwest
Office of the Registrar
Room 40, Schwarz Hall
1401 S. US Highway 421
Westville, IN 46391

Requests must include your PUID (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 (219) 989-2771 at the Hammond campus or to (219) 785-5538 at the Westville campus. Requests must include your PUID (student ID number) and signature and date. Also include any forms, such as insurance company, that are required to accompany the certification.
- For further information call (219) 989-2210 or (219) 785-5341 or end an inquiry via email to registrar@pnw.edu.

Registration: Commencement Participation

You, the student, must ...

- If you are a candidate for graduation, you must communicate your participation in the commencement ceremony in person by going to the Registrar's Office.
 - Office of the Registrar, Room 130 in Lawshe Hall on the Hammond campus or Room 40 in Schwarz Hall at the Westville campus.

Registration: Official Transcript/Grades

You, the student, must ...

- Request Official Transcripts from the Office of the Registrar in Room 130 in Lawshe Hall at the Hammond campus or Room 40 in Schwarz Hall at the Westville campus. Office hours are Monday through Friday 8 am to 4:30 pm. Call (219) 989-2210 for the Hammond campus or (219) 785-5341 for the Westville campus to confirm office hours. You must bring photo identification with you when submitting your request.
- If your request requires special handling, such as being mailed in a special envelope or being accompanied by a certification of status, you should come directly to Room 130 in Lawshe Hall at the Hammond campus or to Room 40 in Schwarz Hall at the Westville campus so that your request can be handled personally. If you are not able to come to the Office of the Registrar, print the Purdue University Academic Transcript Request from the Transcript Request form link at <http://www.purdue.edu/registrar/currentStudents/students/transcripts.html> and fax, email or mail this form to Purdue University.

- Fax: (765) 494-0570
- Email: transcripts@purdue.edu
- Mail: Purdue University, Office of the Registrar, Room 55, 610 Purdue Mall, West Lafayette, IN 47907-2040.
- Transcript requests, if signed and scanned, may be sent via email to registrar@pnw.edu.

Bursar: Invoicing, Account Statements, and Financial Responsibility

You, the student, must ...

- Obtain a billing statement at the Bursar's Office on the first of each month.
 - Bursar's Office, Room 130, Lawshe Hall, 2200 169th Street Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Bursar's Office at (219) 989-2560 to confirm office hours.
 - OR**
 - Bursar's Office, Room 127, Schwarz Hall, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Bursar's Office at (219) 785-5338 to confirm office hours.

Registration fee deadlines are posted on the PNW website at: <http://www.pnw.edu/bursar> and the due date will also appear on the billing statement for the related term. Students should check with Bursar's Office staff at the above address to ensure that all fee payments are up to date at that time.

Bursar: Bill Payment

You, the student, must ...

- Pay in Person at the Bursar's Office, in Lawshe Hall, Room 130, at the Hammond campus or in Schwarz Hall, Room 137, at the Westville campus. We accept Personal Check, Cashier's Check, or Money Orders.
- Pay by Mail: Please do not send cash. When paying by mail, please mail a Personal Check, Cashier's Check or Money Order made payable to "Purdue University Northwest". (Please allow 7 days for the mail.)
 - Bursar's Office, Purdue University Northwest, 2200 169th Street Hammond, IN 46323.
 - OR**
 - Bursar's Office, Purdue University Northwest, 1401 S. US Highway 421, Westville, IN 46391.

Bursar: Establishing a Payment Plan

You, the student, must ...

- View payment plan information at: <http://www.pnw.edu/bursar/payment-plans/>. Contact the Bursar's Office at (219) 989-2560 at the Hammond campus or call the Bursar Operations Assistant at (219) 785-5424 or the Bursar Office Business Administrator at (219) 785-5668 at the Westville campus to schedule an appointment for setting up a Payment Plan for the semester. Sign the Payment Plan Agreement and pay the down payment at the Bursar's Office:
 - Bursar's Office, Room 130, Lawshe Hall, 2200 169th Street Hammond, IN 46323.

OR

- Bursar's Office, Room 127, Schwarz Hall, 1401 S. US Highway 421, Westville, IN 46391.

Bursar: Confirm Enrollment and Accept Charges

You, the student, must ...

- Sign the Confirmation of Enrollment and Accept Charges form each semester at the Bursar's Office by the billing due date or your registration for the semester will be cancelled.
 - Bursar's Office, Room 130, Lawshe Hall, 2200 169th Street Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Bursar's Office at (219) 989-2560 to confirm office hours.

OR

- Bursar's Office, Room 127, Schwarz Hall, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Bursar's Office at (219) 785-5338 to confirm office hours.

Financial Aid: Accept or Decline Financial Aid

You, the student, must ...

- Meet with a Financial Aid Counselor. Please allow 5 to 7 days for processing of awards through non-electronic means.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.

OR

- Financial Aid Office, Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Complete Stafford Loan Entrance Counseling

You, the student, must ...

- Meet with a Financial Aid Counselor to complete Stafford Loan entrance counseling. Please allow 5 to 7 days for processing of loan entrance counseling through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
- OR**
- Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Complete Stafford Loan Master Promissory Note

You, the student, must ...

- Meet with a Financial Aid Counselor. Please allow 5 to 7 days for processing of the Master Promissory Note through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Complete Stafford Loan Exit Counseling

You, the student, must ...

- Meet with a Financial Aid Counselor to complete Stafford Loan exit counseling. Please allow 5 to 7 days for processing of loan exit counseling through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Complete Perkins Loan Entrance Counseling

You, the student must ...

- Meet with a Financial Aid Counselor to complete Perkins Loan entrance counseling. Please allow 5 to 7 days for processing of loan entrance counseling through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Complete Perkins Loan Master Promissory Note

You, the student, must ...

- Meet with a Financial Aid Counselor. Please allow 5 to 7 days for processing of the Master Promissory Note through non-electronic means. The Master Promissory Note will be mailed to Purdue University Northwest's third party loan servicer, Education Computer System, Inc. (ECSI). Delays of up to 5 to 7 business days may be expected due to the physical mailing and processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Notification of External (Private) Scholarships

You, the student, must ...

- Notify the Financial Aid Office of anticipated awards from an external (private) entity. Please note that external (private) awards received without notification may result in re-packaging of aid already disbursed. Please allow 5 to 7 days for processing of awards through non-electronic means.
 - Enrollment Service Center, Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Authorization to Pay Non-PNW Charges with Financial Aid

You, the student, must ...

- Meet with a Financial Aid Counselor to complete this authorization. Please allow 5 to 7 days for the processing of this authorization through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Enrollment Service Center, Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.

Financial Aid: Authorization to Pay Prior Year Charges with Financial Aid

You, the student, must ...

- Meet with a Financial Aid Counselor to complete this authorization. Please allow 5 to 7 days for the processing of this authorization through non-electronic means. Delays of up to 5 to 7 business days may be expected due to the physical processing of information. Questions regarding this process may be sent to finaid@pnw.edu.
 - Enrollment Service Center, Enrollment Service Center, Enrollment Service Center, Lawshe Hall, Room 130, 2200 169th Street, Hammond, IN 46323. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 989-2301 to confirm office hours.
OR
 - Technology Building, Room 157, 1401 S. US Highway 421, Westville, IN 46391. Office hours are Monday through Friday 8 am to 4:30 pm. Call the Financial Aid Office at (219) 785-5460 to confirm office hours.