

PFW Registration Guide

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Finding Your Degree Audit

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

1. [Log into goPFW](#)
2. Locate the myBLUEPrint card and click the Login to myBLUEprint link to log in
3. Once logged in, you will be on the myBLUEprint Worksheet page

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](#)
2. Locate the myBLUEPrint card and click the Login to myBLUEprint link to log in
3. Once logged in, click on the Plans tab at the top
4. Click on the plan that is marked as Active

For students with a catalog term of Fall 2025 or later, you may also use Smart Plan. To learn more about Smart Plan, visit [PFW's Smart Plan Website](#) or schedule a meeting with your Academic Advisor.

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 holds are below.

- **Title IX Training**
 - Log into Brightspace and complete the training module for Title IX called Respect Boundaries. After you complete the training, the hold should be lifted within 24 hours.
- **AR – Accounts Receivable Hold**
 - Contact the Bursar's Office
 - Phone: 260-481-6824
 - Email: bursar@pfw.edu
- **DQ – Delinquent Fee Payment**
 - Contact the Bursar's Office
 - Phone: 260-481-6824
 - Email: bursar@pfw.edu
- **Admissions Hold**
 - Contact Admissions
 - Phone: 260-481-6812
 - Email: admissions@pfw.edu
- **Housing**
 - Contact Housing
 - Phone: 260-481-4180
 - Email: housing@pfw.edu

To view your holds, following these steps:

1. [Log into goPFW](#)
2. Click "Student Common Dashboard" found on the Registration card
3. Click "Student Profile"
4. Select the current term
5. Any holds on your account will be indicated by the red number badge next to "Holds" in the top right. Clicking the number will display the holds.

Registering for Courses (Search Criteria)

Follow these instructions to add a course/courses up through the first week of the term you are wanting to take the courses (see Special Notes for 8-Week and Summer 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](#)
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. You can also use “Advance Search” to narrow your search by attributes, instruction mode, part of term, etc.
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 your 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 message 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.

Registering for Courses (Course Registration Number or CRN)

Follow these instructions to add a course/courses up through the first week of the term you are wanting to take the courses (see Special Notes for 8-Week and Summer 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](#)
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. Click on the “Enter CRNs” tab
7. Enter the 5-digit CRN (Course Registration Number) and click “Add to Summary” to add the course to your Summary or click “+ Add Another CRN” to enter another CRN
8. Once you have added all the courses you wish to enroll in to your 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 message 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.

View Your Schedule

Follow these instructions to view your class schedule.

1. [Log into goPFW](#)
2. Locate the Registration card
3. Click “View Your Class Schedule”
4. Select the term you want to view

5. Your schedule will be viewable in a weekly calendar view by default or in a list view by clicking "Schedule Details"

Joining a Course Waitlist

Some courses may have the option to add yourself to a waitlist for the course if the section you want is currently full. When a seat becomes available in the course, the first person on the waitlist will receive a system-generated email to their Purdue Fort Wayne email account. The student will then have 24 hours to register for the course through goPFW. If the student does not register within 24 hours, they will be dropped from the waitlist and the next person on the waitlist will be offered the chance to register for the course.

1. [Log into goPFW](#)
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. Follow steps 6-7 on either of the Registering for Courses instructions to add courses to your Summary
7. In the Summary section, locate the course you wish to waitlist and click on the Action dropdown menu to select "Waitlist"
8. Once you have selected "Waitlist" for each course you want to be added to the waitlist, click the "Submit" button. Courses that now say "Waitlisted" are courses you are on the waitlist for.

If a course shows 0 of X waitlist seats remain, where X is the total amount of waitlist spots, then this means there are no more spots on the waitlist and you may not waitlist the course.

Registering in Waitlisted Courses

Follow these instructions if you are on the waitlist for a course and you receive an email letting you know that you are eligible to register for that course. Remember, you only have 24 hours to enroll in the course before you are automatically dropped from the waitlist.

1. [Log into goPFW](#)
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. In the Summary section, locate the waitlisted course that you are now eligible to register for and click on the Action dropdown menu and select "Web Register"
7. Once you have "Web Register" selected for each course that you are eligible to register for, click the "Submit" button

If you no longer wish to register for a waitlisted course or you want to remove a waitlisted course from your Summary, select "Remove" from the Action dropdown menu of the course you want to remove then click the "Submit" button.

Dropping Courses

Follow these instructions to drop a course/courses up through the first week of the term you are taking the course/courses (see Special Notes for 8-Week and Summer Courses). If it is after the first week of the term you are taking the course/courses, follow the instructions on Withdrawing from Courses.

1. [Log into goPFW](#)
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. Click on the "Schedule and Options" tab
7. In the Summary section, select "Drop" from the Action dropdown menu next to the course you want to drop
8. Click the "Submit" button

Late Registration

Follow these instructions to add a course if it is after the first week of the term you are wanting to take the course (see Special Notes for 8-Week and Summer Courses). Instructor permission will be required for the Late Registration Form.

1. [Log into goPFW](#)
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 into the course by the Registrar's Office.

Withdrawing from Courses

Follow these instructions to withdraw from a course if it is after the first week of the term you are taking the course and before the Withdraw deadline (see Special Notes for 8-Week and Summer Courses).

1. [Log into goPFW](#)
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 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.

Special Notes for 8-Week and Summer Courses

Registering for an 8-Week Course or Summer Course

You can register for an 8-week course or Summer course up through the third day of the 8-week term or Summer session.

Dropping an 8-Week Course or Summer Course

You can drop an 8-week course or Summer Course up through the third day of the 8-week term or Summer session.

Withdrawing from an 8-Week Course

You can withdraw from an 8-week course up through the Friday of the sixth week of the 8-week term.

Withdrawing from a Summer Course

You can withdraw from a Summer course up through the Friday of the fifth week of the Summer session.

Apply to Graduate

Follow these instructions to apply to graduate. Visit the [Registrar's Graduation Website](#) for application deadlines and frequently asked questions.

1. [Log into goPFW](#)
2. Locate the Registration card
3. Click "Apply to Graduate"
4. Complete the Graduation Application

Submitting your graduation application will trigger the graduation audit process, ensure that you receive commencement information and that your name appears in the commencement program, and allows the university to order your diploma. This application is necessary even if you do not plan to take part in commencement. If you're pursuing multiple degree and/or certificates, you will need to complete an application for each program from which you intend to graduate.