

How Do I Register for a Purdue Language and Cultural Exchange Course?

This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at: <https://purdue-place.gosignmeup.com>

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2) The first thing you will want to do is create an account. If you already have an account, log in using your Username and Password.



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name (as stated on your Purdue ID) :

Last Name (as stated on your Purdue ID) :

Preferred Name :

Email (Purdue email required) :

Confirm Email (Purdue email required) :

Username: (Your email address will be your username)

Password :

Confirm Password :

Affiliation

Nationality :

School or College :

Major :

Status at Purdue :

Registration Policy

Attendance is required for PLaCE Short Courses. If you do not attend consistently, you will not receive a completion certificate or be allowed to register for courses in the subsequent sessions. If you do not attend the first session you will be dropped from the class. The goal of this policy is to allow interested students to attend in an efficient manner. For example, students should not register for a session if they know they will be traveling frequently during those dates. Please click below to indicate you have read this policy.

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

You must agree to our Registration Policy to continue.

4) On the home page, you can search for courses in different ways.

The screenshot shows a web interface for searching courses. At the top, there is a search bar with a magnifying glass icon, labeled with a red circle and the number 1. Below the search bar, the text "Welcome Sample Student" is on the left, and "Browse Courses" is on the right. On the left side, there is a sidebar with a "Show All" button (labeled with a red circle and the number 2) and a list of categories: "Fall 2018 - Session 1", "Color Legend", "Reading", "Writing", "Speaking", and "Vocabulary". The main content area displays three course cards. Each card has a title, a description, and details like "Starts", "Sessions", "Location", "Status", and "Class size". At the bottom of each card is an "Add to cart" button. The first card is "Academic Conversation Skills - Section 2" (pink background). The second card is "Academic Writing 2: Focus on Grammar" (green background). The third card is "Academic Writing 3: Focus on Research" (green background).

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to Cart". See more information by clicking on the Course Name.

This screenshot is similar to the previous one, but with red boxes highlighting specific elements. The first box highlights the "Add to cart" button at the bottom of the "Academic Writing 2: Focus on Grammar" course card. The second box highlights the course name "Academic Writing 2: Focus on Grammar" at the top of the same card. The sidebar and other course cards remain visible in the background.

6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a web page for a course titled "011 Academic Writing 2: Focus on Grammar". The page is divided into several sections, each highlighted with a red box and a numbered callout:

- 1**: Top navigation bar with social media links and the breadcrumb path: Home > 011 Academic Writing 2: Focus on Grammar.
- 2**: Course description box stating: "This course will help students to improve the grammatical correctness of their academic writing and understand the way grammatical structures are used in academic writing. Students will learn to self-diagnose their most common grammatical errors, to apply key grammatical rules learned throughout the course, to develop strategies to enhance grammatical correctness, and to identify resources for improving their grammar. Specific topic areas covered in the course may include sentence structure and punctuation patterns, subject-verb agreement, using relative clauses correctly, and clarifying incorrect or vague pronoun references."
- 3**: Contact information box showing "PlAcE place@purdue.edu" and "Location: Heavilon Hall Room: HEAV 123".
- 4**: Dates and Times section showing the start date "9/4/2018 11:00 AM" and a list of sessions from 9/4/2018 to 10/4/2018, all at 11:00 AM - 12:15 PM.
- 5**: Facilitator section showing "Matthew Allen" with a placeholder profile picture.
- 6**: Availability section showing "Open Seats: 9 of 10" and "Wait List: 25 of 25", with a green "Add to cart" button.

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Register". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Search

Welcome Sample Student

Browse Courses

1 item

Show All

+ Fall 2018 - Session 1

Color Legend

- Reading
- Writing
- Speaking
- Vocabulary

Sort by: Default | Course number | Course name | Course start | Location | Course time | Course date

Academic Conversation Skills - Section 2
003-B
This short course will help students communicate more effectively in informal academic settings. If you have difficulty... [More](#)
Starts: 9/4/2018 10:00 AM
Sessions: [10](#)
Location: Krannert
Status: 10 open seats left
Class size: 12 seats
Add to cart

Academic Writing 2: Focus on Grammar
011
This course will help students to improve the grammatical correctness of their academic writing and understand the way... [More](#)
Starts: 9/4/2018 11:00 AM
Sessions: [10](#)
Location: Heavilon Hall
Status: 9 open seats left
Class size: 10 seats
Checkout

Academic Writing 3: Focus on Research
012
In this course, students work on academic research writing.
Starts: 9/4/2018 1:30 PM
Sessions: [10](#)
Location: Rawls
Status: 10 open seats left
Class size: 10 seats
Add to cart

8) Clicking on your cart will show what you have selected. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

Search

Welcome Sample Student

Browse Courses

1 item

Academic Writing 2: F...

Empty cart

Checkout

Show All

+ Fall 2018 - Session 1

Color Legend

- Reading
- Writing
- Speaking
- Vocabulary

Sort by: Default | Course number | Course name | Course start | Location | Course time | Course date

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Sessions: [10](#)
Location: Rawls
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Class size: 10 seats
Add to cart

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make

sure everything is correct and click on "Proceed to Next Step" to enroll in the course.

Welcome Sample Student

✓

2

3

4

Log in/ Create Account

Review

Processing

Receipt & Confirmation

Add more Courses

Review your current order

Order for Sample Student

Course Name	Date(s)	Time(s)	Price	Status
011 Academic Writing 2: Focus on Grammar - 2535	9/4/2018 9/6/2018 9/11/2018 9/13/2018 9/18/2018 9/20/2018 9/25/2018 9/27/2018 10/2/2018 10/4/2018	11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM 11:00 AM - 12:15 PM		Open Seats: 9 of 10 Wait List: 25 of 25

Proceed to Next Step

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Welcome Sample Student

✓

✓

✓

4

Log in/ Create Account

Review

Processing

Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:

Registration number:

Username:

8/23/2018

C13MGW4I2226564

test@gosignmeup.com

Participant Information:

Sample Student

test@gosignmeup.com

Order Details

Course name	Course#	Dates	Status
Academic Writing 2: Focus on Grammar	011	9/4/2018 11:00 AM - 12:15 PM 9/6/2018 11:00 AM - 12:15 PM 9/11/2018 11:00 AM - 12:15 PM 9/13/2018 11:00 AM - 12:15 PM 9/18/2018 11:00 AM - 12:15 PM 9/20/2018 11:00 AM - 12:15 PM 9/25/2018 11:00 AM - 12:15 PM 9/27/2018 11:00 AM - 12:15 PM 10/2/2018 11:00 AM - 12:15 PM 10/4/2018 11:00 AM - 12:15 PM	Enrolled

Print Receipt

Continue Shopping for Courses

Back To User Home

You will also have a confirmation email sent to you.