

STUDENT WEB REGISTRATION INSTRUCTIONS

BEFORE YOU REGISTER

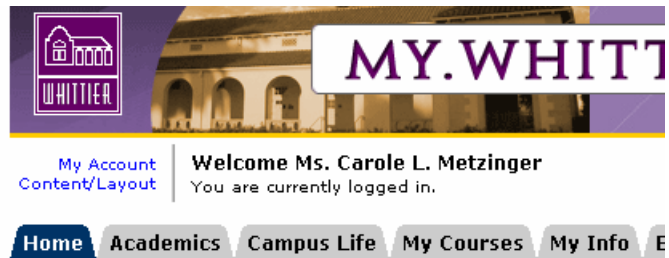
- Check the registration time schedule to ensure that you are registering during your scheduled time. Registration is scheduled according to the number of hours completed prior to the current semester. (See **Step 4** to find out how many credits you have completed, or go to the Registrar’s web page, web.whittier.edu/registrar, and login to Information Especially for Students...On-line Services.)
- Clear any outstanding holds that you may have with the appropriate office. (See **Step 4**)
- Get instructor permission on a Registration Card for any classes for which permission is required. On the day that you register, take the card with the professor(s)’s signature(s) to the Registrar’s Office. The Registrar’s Office staff will then register you for the permission courses. Even if you have a course that requires a signature you may register for all of your other course selections through the web. It is only the signature required course that must be processed by the Registrar’s Office

TO REGISTER YOU WILL NEED

- my.whittier.edu username and password.
- Special alternate PIN from Advisor / Mentor.

Web Registration Hours of Availability Nov 5-16	How to Get Help Related To Courses & Restrictions	How to Get Help Related To Technology Problems
<p><u>Seniors</u> (90 credits or more) 11/5 12:01 a.m. – 11/6 11:59 p.m.</p> <p><u>Juniors</u> (60 – 89 credits) 11/7 12:01 a.m. – 11/8 11:59 p.m.</p> <p><u>Sophomores</u> (30 - 59 credits) 11/9 12:01 a.m. – 11/12 11:59 p.m.</p> <p><u>Continuing Freshmen</u> (19-29 credits) 11/13 12:01 a.m.-11/14 11:59 p.m.</p> <p><u>First-time Freshmen</u> (0-19 credits) 11/14 12:01 a.m. – 11/15 11:59 p.m.</p> <p><u>Open to ALL Students</u> 11/16 12:01 a.m. –2/6 11:59 p.m.</p>	<p>Call the Registrar’s Office at 562-907-4241 Monday – Friday 8 a.m. – 5 p.m.</p> <p>Or Contact your advisor</p>	<p>Call IT Services at 562-907-4287 Monday – Friday 7 a.m. – 7 p.m.</p>

Step 1 Login to my.whittier.edu. Click on My Info.



Step 2 From here you can **Select a Term**, check your **Registration Status** or begin to **Add / Drop Classes**.

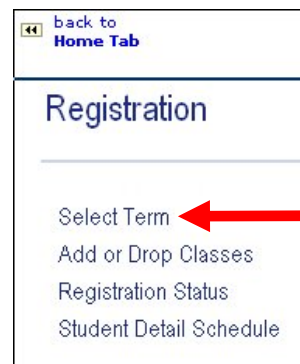
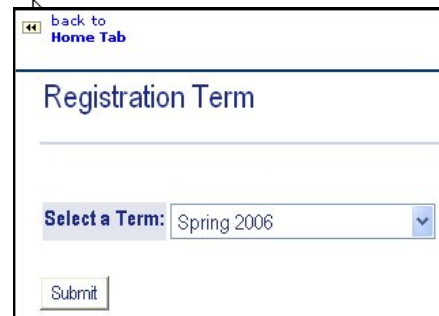
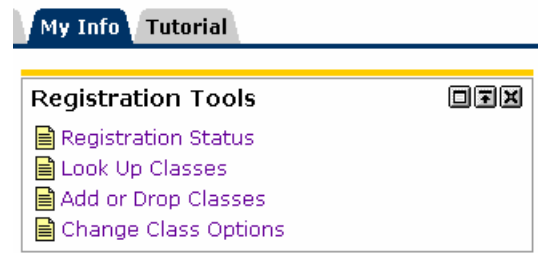
Step 3 Click on the **Registration Status** link to see if you have any holds which would prevent you from registering.

Select the term for which you wish to register (e.g. Spring 2007) and click on the **Submit** button.

Step 4 A summary of your Registration Status is displayed.

Click on the **View Holds** button to see specific holds.

Step 5 Navigate back to the **Registration** screen and click on the **Select Term** link.



Step 6 Select the **Term** for which you want to register – either **January** or **Spring 2007** and click on the **Submit** button.

Note: It does not matter whether you register for January or Spring classes first. However, you will need to return to **Select a Term** in order to switch to another term.



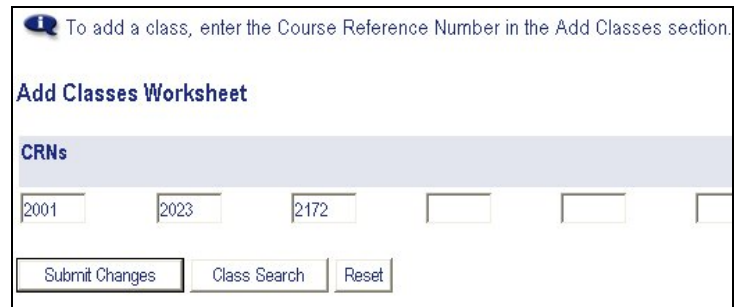
The screenshot shows a web interface titled "Registration Term". Below the title is a horizontal line. Underneath, there is a label "Select a Term:" followed by a dropdown menu currently showing "Spring 2006". Below the dropdown is a "Submit" button.

Step 7 Click on the **Add or Drop Classes** link. Enter the **Alternate PIN** that you received from your Advisor / Mentor and click on the **Submit** button.



The screenshot shows a web interface titled "Registration". Below the title is a horizontal line. Underneath, there are three links: "Select Term", "Add or Drop Classes", and "Registration Status". A red arrow points to the "Add or Drop Classes" link.

Step 8 Enter all of the CRN (Course Reference Number) numbers for all of the classes you have selected and click on the **Submit Changes** button. (You do not need to submit them one at a time.)




The screenshot shows a web interface titled "Add Classes Worksheet". At the top, there is an information icon and the text "To add a class, enter the Course Reference Number in the Add Classes section." Below this is a section labeled "CRNs" with a light blue background. Underneath, there are several input fields for CRNs, with the first three containing the numbers "2001", "2023", and "2172". At the bottom, there are three buttons: "Submit Changes", "Class Search", and "Reset".

After hitting the submit button you may see Registration Add Errors.

The most common errors are Prerequisite, Co-requisite, and permission required.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 28, 2005	None	2055	CHDV	497	1	Undergraduate	3.000	Standard Letter	Senior Seminar in Child Dev
Web Registered on Oct 28, 2005	None	2379	EDUC	300	1	Undergraduate	3.000	Standard Letter	Soc & Anthr Perspctvs on E
Web Registered on Oct 28, 2005	None	2100	INTD	219	1	Undergraduate	4.000	Standard Letter	AIDS and Other Human Dise
Web Registered on Oct 28, 2005	None	2292	MUS	076	1	Undergraduate	3.000	Standard Letter	A World of Music

Total Credit Hours: 13.000
Billing Hours: 13.000
Maximum Hours: 17.000
Date: Oct 31, 2005 11:36 am

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
TIME CONFLICT WITH 2379	2172	COSC	120	1	Undergraduate	3.000	Standard Letter	Computer Science I

Add Classes Worksheet

CRNs

- If you have not already satisfied a prerequisite you will need the instructor's permission to register for this course. Get the instructor's signature on a registration card and bring it to the Registrar's Office.
- If you see a Co-req error it means that you must register for the indicated course as well as the course for which you attempted registration. (Example: BIO 195 and BIO 195L)
- If you see permission required you must have the instructor sign a registration card and bring that card to the Registrar's Office for processing.

To remove a class that you do not want, use the **Action** drop down menu and choose **Web Drop** then click on the **Submit Changes** button at the bottom.

Note: After you have added a class in a term, you cannot drop all classes and have 0 credits in that term; you must have at least one course. For January, if you want to change classes, **Add** the one you want first, then **Web Drop** the one you don't want. If there is a time conflict, try entering the add CRN and selecting WEB DROP for the other course before clicking on submit. If you can not make the changes you will need to go to the Registrar's Office to have it taken care of there. If you wish to drop ALL classes from the Jan Term after you have begun registration you will need to go to the Registrar's Office.

Click on the **Search for Classes** button at the bottom if you need to find more classes or find a CRN number. Searching for classes works better if you select a subject and begin & end

times. The course schedule lookup feature found on the web.whittier.edu/registrar web page provides a more convenient format in which to look up sections.

Now what do I do? Am I done? Did I get my classes?

After you hit submit - the screen will show you something like this -

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 28, 2005	None <input type="button" value="v"/>	2055	CHDV	497	1	Undergraduate	3.000	Standard Letter	Senior Seminar in Child Dev
Web Registered on Oct 28, 2005	None <input type="button" value="v"/>	2379	EDUC	300	1	Undergraduate	3.000	Standard Letter	Soc & Anthr Perspctvs on E
Web Registered on Oct 28, 2005	None <input type="button" value="v"/>	2100	INTD	219	1	Undergraduate	4.000	Standard Letter	AIDS and Other Human Dise
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Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Every course marked “**Web Registered**” is now on your schedule. (Anything still under the “Registration Add Errors” section is not part of your registered schedule.)

- If this is the schedule you were trying to achieve and you are satisfied with what you were able to pull together, you are now done. You may logout, or switch terms and continue registering for courses in another term or semester. (Navigate back to **Select a Term**, see **Step 6**, and select January or Spring).
- If the schedule is not complete or you still need to make changes, you may do so using the **Add Classes Worksheet** and registration **Action** boxes. Continue to make changes until you are OK with the schedule of classes marked “Web Registered.”

You may check or confirm your schedule by selecting the **Student Detail Schedule** link from the main **Registration** screen as seen in **Step 2**, or by logging into the web.whittier.edu/registrar page.