



# WHITMAN COLLEGE

## Registration Preparation Booklet

*for 2012-2013*

### Instructions:

1. Use this booklet with the College Catalog, available at [catalog.whitman.edu](http://catalog.whitman.edu), and the Search for Classes utility, available through the Whitman College for Students Web site, to identify the courses you would be interested in taking during your first semester.
2. Take any necessary placement exams and complete the online advising questionnaire.
3. Complete the *Proposed Schedule* worksheet at the end of this booklet. Use your *Proposed Schedule* worksheet to build your Course Wish List online by clicking on the Quack link in CLEo, available at [cleo.whitman.edu](http://cleo.whitman.edu).
4. During your advising appointment when you arrive on campus, you and your adviser will discuss the courses you've identified to devise a good schedule for your first semester at Whitman.

### If You Need Assistance:

The staff in the Registrar's Office will be available during college breaks and the summer months to provide answers to your questions about registration. In addition, the Academic Resource Center staff will be available to answer questions about course selection and advising. Please contact us or visit our Web sites at [www.whitman.edu/registrar](http://www.whitman.edu/registrar) and [www.whitman.edu/academic\\_resources](http://www.whitman.edu/academic_resources) for information about our offices.

This information and additional details for incoming students is available at the following Web address:  
[www.whitman.edu/firstyear](http://www.whitman.edu/firstyear)

#### **Registrar's Office**

Whitman College  
Walla Walla, WA 99362  
Phone: 509-527-5983  
Fax: 509-522-4431  
E-mail: [registrar@whitman.edu](mailto:registrar@whitman.edu)

#### **Registrar's Office Staff**

Ron Urban, Registrar  
Stacey Giusti, Associate Registrar for Academic Relations  
Jennifer McNeil, Assistant Registrar for Institutional Records  
Gaby Aguilar, Academic Room Scheduler & Registrar's Assistant  
Colleen Mitchell, Evaluator & Registration Assistant

#### **Academic Resource Center**

Whitman College  
Walla Walla, WA 99362  
Phone: 509-527-5213  
Fax: 509-526-4701  
E-mail: [arc@whitman.edu](mailto:arc@whitman.edu)

#### **Academic Resource Center Staff**

Clare Carson, Associate Dean of Students  
Juli Dunn, Director of Academic Resources  
Mary Claire Gegen, Academic Resources Program Coordinator

# General Information

The academic program at Whitman College provides students with a breadth of knowledge through completion of Distribution Requirements and a depth of knowledge through concentrated study in a major. Whitman believes this focus on a liberal arts education meets two important objectives: preparation for intelligent living and preparation for a successful career.

It is important that you plan your academic coursework carefully. To help you plan your first semester's schedule, the college provides you with the online Whitman College Catalog, *catalog.whitman.edu*, the incoming students Web site, *www.whitman.edu/firstyear*, and this informational booklet. This booklet is designed to be a basic introductory guide to selecting your first semester classes. Along with these items, many academic departments and programs have additional information on their individual Web sites. The catalog is the primary source of information about courses, requirements for graduation, majors and special programs, and general college policies. You should read through the catalog carefully and familiarize yourself with its contents. Another important resource is "Search for Classes" which is available online. It is here that you will find course times and other information on current course offerings.

## Account Activation:

You must activate your Whitman e-mail account right away as it is the primary method of correspondence with the college; refer to the incoming students Web site for details on this process. Once activated, be sure to check it often for important information. It is also important to complete your advising questionnaire by the deadline specified in the New Student Orientation Packet. After you have reviewed the online catalog and Search for Classes, complete the *Proposed Schedule* worksheet at the end of this booklet to help prepare you for advising and registration.

## Pre-major Advising:

As an incoming student at Whitman College, you will be assigned a pre-major adviser who will help you plan your academic coursework. This faculty member or administrator may or may not be in your main field of interest, but he or she will be familiar with the overall curriculum and will be able to help you fulfill the college's requirements. If you want more specialized information about a particular department, you are always welcome to consult members of that department.

You will have a pre-major adviser until you declare a major (no later than the spring semester of your sophomore year) at which time you will select an adviser in your major department. Please note that the major requirements you will follow will be those of the Whitman College Catalog of your sophomore year (2013-14).

## Student Academic Advisers:

The college also provides a group of student academic advisers (SAs), who live in residence halls with first-year students. SAs are specially trained returning students who are available to help you select courses, navigate through the catalog, and find answers to your questions. They will be able to help you with paper writing, and may even provide some tutoring assistance if you are having trouble with your coursework or if you need to improve your time management or study skills.

## General Studies 145, 146 Encounters (*The First-Year Experience*):

All first-year and transfer students with fewer than 58 approved credits are required to take the two semester series *Encounters*, General Studies 145, 146 (GENS-145, 146). All are automatically registered for these classes. Organized around a variable theme, these courses take as their broad topic the examination of encounters between peoples and cultures as well as the formation and transformation of dominant and competing world views. The study of primary sources, discussion, writing, and the construction of knowledge across academic fields of study will be emphasized. The theme for the 2012-13 academic year will be *Encounters: Transformations*.

This year-long series explores questions, concepts, and issues that have long fascinated and challenged humanity. Rather than follow a chronological development of ideas, Encounters investigates concepts and problems across times, periods, and cultures. The series is divided into modules, each of which includes a variety of genres and tackles key questions about our current world and its past. Within the overarching theme, modules address specific topics such as Origins and Beginnings, Revolutions, and Trauma and Transformation. For example, the Origins and Beginnings section explores transformation as creation, asking where one locates the creative source for human life and meaning. It moves from Mary Shelley's *Frankenstein* through selections from Darwin's *Origin of Species*, the book of Genesis and the *Qur'an* to Simone de Beauvoir's *The Second Sex*, considering the importance thinkers have given to a sovereign God, nature, or human will as locations of creative force. Trauma and Transformation asks how the past marks individual and collective lives. How do people adjust themselves to new surroundings and cultural expectations? What are the ethical, political and personal questions involved in representing trauma and pain verbally or visually? Close reading of texts such as Art Spiegelman's graphic novel, *Maus*, Toni Morrison's *Beloved*, and Bill McKibben's *Eaarth* encourages students to form their own ideas and opinions.

### **Advanced Placement (AP) Credit:**

Credit and course equivalency may be awarded for certain scores achieved on specified College Board Advanced Placement exams. Please refer to the "Academics" section of the online catalog to find scores required for individual exams to receive Whitman credit. There is a limit of 30 total credits that may be awarded for combined AP and IB exam scores. Please also note that you cannot receive credit for a Whitman class for which you have previously received AP course equivalency and credit. For example: If you score a 4 or 5 on the Calculus BC exam, you will receive six math credits which are equivalent to MATH-125 and MATH-126. Therefore, you cannot take either MATH-125 or 126 for credit. If you wish to take a course at Whitman for which you received AP credit, you must contact the Registrar's Office to relinquish that credit.

If you believe you are eligible for AP credit, you must request that an official report of your scores be sent directly from the College Board to Whitman as soon as possible. If you do not do this prior to starting classes at Whitman, you must do so soon afterward.

### **International Baccalaureate (IB) Credit:**

Credit and course equivalency may be awarded for certain scores achieved on specified International Baccalaureate exams. Please refer to the "Academics" section of the online catalog to find scores required for select individual exams, all of which require Higher Level (HL) results. There is a limit of 30 total credits that may be awarded for combined AP and IB scores. Please note that you cannot receive credit for a Whitman class for which you have previously received IB course equivalency and credit. For example: If you score a minimum 5, HL, for Physics, you will receive eight physics credits which are equivalent to Whitman's PHYS-155 and PHYS-156. Therefore, you cannot take either PHYS-155 or 156 (or PHYS-165 or PHYS-166) or credit. If you wish to take a course at Whitman for which you received IB credit, you must contact the Registrar's Office to relinquish that credit.

If you believe you are eligible for IB credit, you must request that an official report of your examinations sent directly from the International Baccalaureate Programme to Whitman as soon as possible. If you do not do this prior to starting classes at Whitman, you must do so soon afterward.

### **Transfer Credit:**

All transfer credit is evaluated on a course-by-course basis. Transfer credit includes courses taken through Running Start, concurrent high school-college enrollment, and any college or university programs. For specific regulations and more information concerning transfer credit, please refer to the "Advanced Standing and Transfer Credit" information in the "Academics" section of the online catalog, and review the information available via the Transfer Credit Information link on the Whitman Registrar's Office home page.

If you have completed college coursework anywhere, you must request of the Registrar of the institution attended that an official transcript of all your previous college or university coursework be sent directly to the Whitman Registrar's Office *as soon as possible*. Such coursework includes:

- Any college coursework you have completed prior to the current academic year (if you have not previously provided an up-to-date transcript to the Admission Office).
- Any college coursework you have taken or are taking during the current academic year.
- Coursework you plan to complete during the summer before your first term at Whitman.

*Please note:* If you do not request that a transcript be sent prior to starting classes at Whitman, you must do so soon afterward.

Once we have evaluated your official transcript(s), we will provide you with a Transfer Equivalency Report or Academic Evaluation before you register for the first time at Whitman. These will be sent via your Whitman College e-mail account, thus **it is very important that you promptly establish your Whitman e-mail account, since this will be the primary method of communication between you and the Registrar's Office.** You will also receive a copy in the Advising and Registration Packet if the needed transcripts have arrived well before orientation. Otherwise, a transfer report will be sent to you after you begin classes at Whitman.

The Transfer Equivalency Report and Academic Evaluation will provide the following information, which will help to plan your schedule:

1. The total number of college credits accepted from previously-attended institution(s).
2. An analysis of how those credits apply toward the Whitman distribution requirements.
3. Your class standing first-year: (0-26 credits), sophomore (27-57 credits), or junior (58-89 credits). Your class standing determines your status with respect to the General Studies requirement at Whitman College, housing, financial aid eligibility, and more.

Information about how to read Transfer Equivalency Reports and Academic Evaluations can be found on the Registrar's website.

Finally, if you completed any college credit while you were enrolled in high school, you will also need to complete and electronically submit a **Transfer Credit Eligibility Form** located online at <http://tinyurl.com/b6j7h6>, or through the Registrar's Office Web site.

## **Running Start or Similar Programs, and Financial Aid:**

The following is a brief overview of the policy regarding the impact on financial aid for transferring Running Start credits to Whitman College. Credits earned from Running Start or similar programs are credits earned prior to earning a High School diploma. The following does not apply to any credits earned post-high school. (Please refer to the online catalog for more detailed information.) Students who earned Running Start credits will choose one of the following two options:

*Choice 1.* Transfer **ALL** Running Start coursework accepted by Whitman and qualify for available financial aid consistent with the class-level determined by the total number of credits transferred to Whitman. See "Classification of Students" in the Academics section in the online catalog.

*Choice 2.* Transfer no more than 14 Running Start semester-equivalent credits accepted by Whitman and be considered a first-year student for purposes of financial aid if General Studies 145 and 146 (i.e. "Encounters" GENS-145 and GENS-146) is completed during the initial year of enrollment at Whitman.

**Important note! All students who transfer fewer than 58 credits must complete General Studies 145 and 146 (GENS-145 and GENS-146) within their initial year at Whitman College.**

Students with Running Start credit must declare option 1 or 2 during initial registration using the **Running Start Options Selection Form** that will then be available. Students will be given the opportunity to reconsider their decisions at the end of the second semester of coursework by submitting such changes in writing to the Registrar's Office. Should option 2 be chosen at this point, General Studies 145 and 146 must be completed within the next two semesters of enrollment at Whitman. **This rule will apply to those who previously planned to keep 58 or more credits.**

## **Registration:**

First year and transfer students with fewer than 58 approved credits will be required to complete General Studies 145 and 146. The Registrar's Office will register you for the appropriate section of General Studies 145 or 146.

A suggested course load for incoming students is 15-16 academic credits. You will have the first two weeks of the semester to make any changes to your schedule and through the sixth week to drop classes without record.

### Fall Matriculates

New students will be allowed to register for up to 14 total academic credits with the possibility of adding credits during the add/drop period. During your individual advising appointment on the Friday before classes begin, use your Proposed Schedule worksheet and Course Wish List to review the classes you are interested in taking in preparation for registration on Saturday. Registration instructions will be in the Advising and Registration Packet which you will receive upon arriving on campus.

Transfer students will be contacted via email to set up an appointment to complete registration by phone in early August. Additional details regarding registration will be provided before arriving on campus.

### Spring Matriculates

Students beginning in January 2013 will be contacted via email to set up an appointment to complete registration by phone in early December. Additional details regarding registration will be provided before arriving on campus.

# Common Questions and Answers Regarding Registration

***Q: What is a typical course load for an incoming student?***

A: A typical first semester schedule usually is four classes (15-16 credits), but that often varies depending upon individual needs. Students are encouraged to create a balanced schedule, taking into consideration course workload, extracurricular activities and involvement, outside responsibilities and time management. Full-time students must register for at least 12 credits and need to average 15 ½ credits per semester to graduate in four years.

***Q: What are distribution requirements? How do I fill them?***

A: Distribution Requirements are designed to ensure a breadth of exposure to the fields of knowledge that make up a liberal arts curriculum. The Distribution Requirements are listed in the catalog in the “General Studies Program” section. There are six distribution areas, and you will be required to complete a specified number of credits in each. We recommend that you select courses in two or three different distribution areas in your first year, thus to begin to satisfy these requirements.

***Q: What about credits that do not count toward distribution or major requirements — do they count for anything?***

A: Yes, they count toward the overall credits needed for your degree. Keep in mind that to graduate, you must complete no fewer than 124 credits. Roughly 1/3 of those are distribution credits, and another 1/3 are major requirement credits. That still leaves 1/3 (roughly 30 credits, depending on major requirements) that still need to be earned by taking other courses.

***Q: If I am a transfer student, will I need to take General Studies 145-146 Encounters?***

A: If you are a transfer student with 58 or more approved transfer credits, you will not need to complete General Studies 145, 146 Encounters.

***Q: I've studied a foreign language in high school and would like to continue studying it at Whitman. Can I register for a language class?***

A: Yes. If you previously studied French, German, or Spanish in high school, college, or elsewhere, you must take a placement test before enrolling in a course in that same foreign language at Whitman. The placement test can be found online at [www.whitman.edu/placement\\_tests](http://www.whitman.edu/placement_tests), and the results of that test will help determine the level of language course for which you should register. You may register for the beginning level of a foreign language class if you have not previously studied that language. There are no online placement tests for Chinese, Greek, Japanese, or Latin. Please contact Professor Donghui He ([hed@whitman.edu](mailto:hed@whitman.edu)) and Professor Qiulei Hu ([huq@whitman.edu](mailto:huq@whitman.edu)) in Chinese or Professor Akira Takemoto ([takemoto@whitman.edu](mailto:takemoto@whitman.edu)) in Japanese for questions about the appropriate language level or about oral or written placement tests. For questions about Greek or Latin language placement, please contact Professor Elizabeth Vandiver ([vandive@whitman.edu](mailto:vandive@whitman.edu)) in Classics. More information regarding the language placement policy can be found in the “Academics”, “Foreign Languages and Literatures”, and “Spanish” sections of the catalog.

***Q: I think I am qualified to take Chemistry 140. According to the catalog, I need to pass a qualifying exam to be admitted to that course. Can I register for the class prior to taking the exam?***

A: Yes. If you have a solid background in chemistry and are interested in taking the advanced class, you may register for Chemistry 140. A placement test is available online to help you determine for which Chemistry course you should register. Students registering for Chemistry 125 can also take the placement test to determine if they should consider enrolling in the advanced class.

***Q: I am concerned about my writing ability. Which classes could I take to improve my skills?***

A: English 110 *Language and Writing* is designed specifically to improve students' writing skills, and many new students find it very helpful. Although English 110 is typically open only to first-year students, it tends to fill quickly. Other 100-level English courses (177, 178, 179, 181, and 182) and General Studies 145, 146 also include significant writing components. Many students enroll in English 210 to continue working on improving writing skills. If you think you might declare an English major, or if you are interested in learning to write English essays at a more advanced level, you might consider English 290 which is open to freshmen in their second semester.

***Q: I studied calculus in high school and would like to continue studying it at Whitman. Should I register for Math 125 (Calculus I), Math 126 (Calculus II), or Math 225 (Calculus III)?***

A: The math department knows that this is a concern for many new students. In the "Mathematics" section of the catalog, there is a very useful section titled "Choosing a Calculus Course" that will give you some guidelines for deciding which level is appropriate for you. A calculus placement test is available online to help you determine which class level is right for you. This test is for evaluation purposes only; its results will not be reflected on your academic record. There is additional information in this booklet regarding the calculus placement test. If you are still unsure about whether to take this test, please contact Professor Barry Balof, Associate Professor of Mathematics, by email at [balofba@whitman.edu](mailto:balofba@whitman.edu).

***Q: I am planning to pursue a career in the health professions and/or might be a biology or BBMB major. Should I register for a biology course?***

A: Generally, it is not necessary to take a biology class your first semester. If you plan to declare a biology major, talk to your adviser about enrolling in Chemistry 125 or 140 or Mathematics 125 in your first semester. Although Biology 111 and 112 are available for registration, the Biology Department recommends that Biology 111 be taken before Biology 112 (see the Biology section of the catalog.) Biology 111 has a prerequisite of a semester of chemistry, so you should plan to begin with chemistry and then perhaps add biology during your second semester or in the Fall semester of your sophomore year. For more information on the health profession guidelines, see the "Careers and Professions" section of the catalog or visit the Web site at: [www.whitman.edu/content/healthprofs](http://www.whitman.edu/content/healthprofs).

***Q: I would like to study abroad before I graduate. Are there classes that I should take now to prepare me to go abroad?***

A: It is beneficial to begin planning for off-campus studies (study abroad) as early as possible, and you should let your adviser know you are planning to do so. For now, please consider the following as you plan for your first year courses at Whitman:

- Most of Whitman's Partner Programs in French, German and Spanish-speaking countries require two years of college-level language study, or the equivalent.
- Whitman's Partner Programs in China, Japan, and Taiwan require one year of college-level Japanese or Chinese, or the equivalent.
- Students who wish to participate in the Whitman Summer Studies in China program will need to complete a minimum of one year of college-level Mandarin Chinese prior to participation.
- Students considering a major in the fields of music, theater, science, or environmental studies should consult with a faculty adviser in that major or the Off-Campus Studies staff upon arrival at Whitman to find out which, if any, courses in the major need to be taken in the first year to study abroad in the junior year.

For further information about our off-campus studies program options and fees, please see our Web site at [www.whitman.edu/content/ocs](http://www.whitman.edu/content/ocs) or call 509-527-4992. Please note that if you wish to transfer credit from courses taken within the United States, you must contact the Registrar's Office (except for our two US-based Partner programs—American University's Washington Semester and The Philadelphia Center program).

# Placement Test Information

[www.whitman.edu/placement\\_tests](http://www.whitman.edu/placement_tests)

The following departments have supplied information regarding their online placement tests:

## Chemistry

The Chemistry Department has three tracks of introductory chemistry. Your choice of which track to pursue depends on your prior preparation and your interest in the subject.

### Introductory Course Offerings

#### *Prospective Non-Science Majors*

For students considering a major outside of the sciences, we offer two non-major, introductory courses that meet the quantitative analysis distribution requirement. These two courses, CHEM-100 (*Introduction to Environmental Chemistry*) and CHEM-102 (*The Chemistry of Art*), introduce chemistry concepts in the context of applied disciplines. You may take either course for credit, but not both. Additionally, if you receive credit for CHEM-100 or CHEM-102 and then take any of the general chemistry courses, you will forfeit that credit.

#### *Prospective Science and Chemistry Majors*

For students who are considering a major in the sciences with one year of high school chemistry credit, we offer a year-long sequence of General Chemistry class and lab. This series of classes (CHEM-125, 126, 135, 136) begins by reviewing the material presented in high school coursework and progresses through the more advanced material required for students majoring in a science discipline, including chemistry.

#### *Advanced Prospective Science and Chemistry Majors*

Students who have taken additional high school chemistry (such as AP, IB, or Advanced Chemistry) and are interested in chemistry and/or a major in the sciences are encouraged to enroll in CHEM-140. This accelerated one semester lecture and laboratory class covers the entire year of the *General Chemistry* sequence while building on the background material learned in high school. Students completing this course can then begin their *Organic Chemistry* sequence in the Spring 2013 semester if they wish.

Prior to enrolling in CHEM-140, however, we request that you take the online Chemistry Placement Test. This self-assessment was developed to allow you to determine if your preparation is adequate for the accelerated course. The questions asked cover the material that you will already be expected to know prior to entering the classroom and are not an indication of the material that will be covered in the Advanced General Chemistry class and lab. To take this assessment, please go to the chemistry department Web page ([www.whitman.edu/chemistry](http://www.whitman.edu/chemistry)) and click on the "Chemistry Placement Test" link.

### AP and IB Credit

If you took AP Chemistry and received a score of 4 or 5 on the AP Chemistry exam or took the IB examination and received a score of 5, 6, or 7, you will receive three credits of general chemistry (CHEM-125). You must request of the College Board or IB that exam results be sent directly to Whitman College (see the section on AP and IB credit in this booklet). We do not grant AP or IB credit for first semester general chemistry laboratory, Chemistry 135, because it is not possible for us to evaluate your high school laboratory experience to determine if it is equivalent to our college course.

As you plan your Whitman curriculum, please note that some programs, such as medical schools and some advanced degrees, require two full years of chemistry laboratory, typically general chemistry and organic chemistry. AP or IB credit will not count toward these laboratory credits.

Therefore, if you have AP or IB credit and plan to enroll in *General Chemistry*, you have three options:

<i>Option 1)</i>	<b><u>Fall Semester</u></b> CHEM 140 (4 credits) CHEM 140L (co-req of 140/0 credits)	<b><u>Spring Semester</u></b> CHEM 245 (3 credits) CHEM 251 (1 credit)
<i>Option 2)</i>	<b><u>Fall Semester</u></b> CHEM 135 (1 credit)	<b><u>Spring Semester</u></b> CHEM 126 (3 credits) CHEM 136 (1 credit)
<i>Option 3)</i>	<b><u>Fall Semester</u></b>	<b><u>Spring Semester</u></b> CHEM 126 (3 credits) CHEM 136 (1 credit)

For Option 3, you must receive consent from the laboratory instructor to enroll in CHEM-136 (lab). Please contact Professor Deberah Simon ([simondm@whitman.edu](mailto:simondm@whitman.edu)) to discuss your situation as soon as possible.

We do not recommend Options 2 or 3 for students with a strong Chemistry background, since in the past, students with a similar background felt that these courses were not adequately challenging.

Please be sure to take the placement exam and contact Professor Tim Machonkin ([machonte@whitman.edu](mailto:machonte@whitman.edu)) if you have any questions. If you choose Options 1 or 3 and require a second laboratory credit for your post-graduate plans, we recommend that you enroll in CHEM-240 *Quantitative Analysis* during the fall of your sophomore year.

## **Foreign Languages**

The Department of Foreign Languages and Literatures offers courses in Chinese, French, German, and Japanese, and majors in French, German Studies, and Asian Studies, as well as minors in each of the four languages. The Spanish Department also offers a major and a minor. Language interest houses and language tables in dining halls provide additional opportunities to practice your language skills outside of the classroom. Native speakers representing each language live on campus, work in the language classrooms, and are available for conversation. All languages greatly enhance the possibilities for study abroad during the junior year. Language study also helps students to take full advantage of Whitman's emphasis on global studies. In addition, the Classics Department offers courses in Greek and Latin, as well as majors and minors.

### **Placement in 100 to 300-level language courses**

Students who have previously studied a foreign language in high school, college, or elsewhere must take a placement test before enrolling in a course in the same foreign language at Whitman College. Faculty members in each language area place students in the appropriate level of language study after considering the results of the placement tests and the individual circumstances of the student. There are no online placement tests for Chinese, Greek, Japanese, or Latin. Please contact Professor Donghui He ([hed@whitman.edu](mailto:hed@whitman.edu)) and Professor Qiulei Hu ([hug@whitman.edu](mailto:hug@whitman.edu)) in Chinese, or Professor Akira Takemoto ([takemoto@whitman.edu](mailto:takemoto@whitman.edu)) in Japanese for questions about the appropriate language level or about an oral or written placement test. For questions about Greek or Latin language placement, please contact Professor Elizabeth

Vandiver (*vandive@whitman.edu*) in Classics.

It is not necessary to take the placement test if you are beginning a foreign language you have not previously studied.

You may take the placement tests in French, German, and Spanish online at any time. The URL for these tests is: [www.whitman.edu/content/placement\\_tests](http://www.whitman.edu/content/placement_tests). The password is **whittie**. This site remains open all year. Students taking the language placement test in French or German will be placed by a faculty member in the appropriate language and will then be contacted by e-mail with the correct placement. Please contact Professor Jack Iverson (*iversojr@whitman.edu*) in French, or Professor Susan Babilon (*babilos@whitman.edu*) in German with any questions. Students with any questions concerning the Spanish test should contact the Chair of the Spanish department, Professor Nohemy Solórzano-Thompson (*solorzn@whitman.edu*). The results of these tests will appear on your Academic Evaluation, as a record of your initial placement level; the placement tests themselves do not carry academic credit.

Students who have already taken a foreign language course at the college level or the AP examination in a foreign language must still take the Whitman placement test. Please feel free to contact language professors by e-mail if you have any questions or concerns.

## **Mathematics**

Students who have not had any college calculus, AND have had at least one year of high school calculus, AND have not scored a 4 or 5 on the BC advanced placement calculus test, should take the Calculus placement test if they wish to take calculus at Whitman. The result will not show on any academic record.

Please note that most calculus professors at Whitman either seriously limit or do not allow calculators when taking exams. Therefore, your placement will be most accurate if you complete it using only paper and pencil and not your calculator.

If you have never taken any calculus and you think that you might choose a major that requires calculus, you should enroll in MATH-125 (Calculus I).

Most students who earned a 4 or 5 on the AP Calculus AB exam enroll in MATH-126 (Calculus II). You may want to take the placement test to see if you would be better placed in MATH-225 (Calculus III), but you will still only earn 3 credits from the AP exam on your transcript. If you earned a 4 or 5 on the BC exam, you should enroll in Math 225 (Calculus III), and you will earn 6 credits from your AP exam on your transcript. You may choose to enroll in a lower-level course if you do not feel prepared for these courses, but then you will not be awarded the corresponding AP credit on your transcript. You must submit such a decision to the Whitman Registrar's Office via your Whitman e-mail account.

The results of your placement test are not binding. You may enroll in whichever course you are most comfortable taking with the Department's approval. However, remember that it is not in your best interest to be in the wrong class. If you feel that you could have done better if you had reviewed, you might consider attempting the higher class, but remember that means you should review BEFORE the start of classes. Be realistic about the amount of time you will be able to spend beyond the regular assignments "filling in gaps."

Since you will be unable to change your level of math class after the standard drop/add period, it is very important that you try to enroll in the proper level from the start. If after taking the test you are still unsure of your best placement, please contact Professor Barry Balof (*balofba@whitman.edu*).

# The Advising and Registration Processes

The following are the main steps you will go through to set up your Whitman account and identify the courses in which you are interested in enrolling during your first semester. The purpose of this list is to provide you with an overview of the registration process. This information is for reference only and is not comprehensive. More detailed information is available on the incoming students Web site, [www.whitman.edu/firstyear](http://www.whitman.edu/firstyear).

## **Registration Preparation:**

As soon as you receive this packet, complete the following:

- Activate your account — Refer to the incoming students Web site.
- Take online placement test for French, German or Spanish. Other online tests are Chemistry and Math. If you are interested in taking Chinese, Greek, Japanese, or Latin, those tests are administered by a faculty member in that department (refer to placement information in this booklet for more information).
- Complete the online advising questionnaire — This is accessible from the Quack link in CLEo after you activate your account. In order to match you with an academic adviser, it is important that you complete the questionnaire as soon as possible.
- Create your Course Wish List —use your *Proposed Schedule* worksheet to build your Course Wish List online by clicking on the Quack link in CLEo, [cleo.whitman.edu](http://cleo.whitman.edu).

## **Registration:**

When you arrive on campus, the following will take place:

- Obtain Advising and Registration Packet —You will receive an Advising and Registration Packet. This packet will contain the following information: the name of your adviser, your individual appointment time, and detailed information about the advising and registration processes. If applicable, it will also include a Transfer Equivalency Report detailing any transfer or AP/IB credit you may have earned.
- Large Group Advising Session — New students will meet in groups with the staff from the Academic Resource Center to discuss academic honesty, copyright, and distribution requirements.
- Individual Appointment with Pre-Major Adviser – At this time you will discuss the details of your first semester classes with your adviser. Your adviser will help you plan a schedule that suits your interests, abilities, and long-term goals.
- Web Check-In — Detailed instructions on this process will be included in your Registration Packet.

## Proposed Schedule A

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
1:00					
2:30					

## Proposed Schedule B

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
1:00					
2:30					