

## **Registration Assistance Form**

*Not valid until filed in the Registrar's Office by the student.*

If you are not able to register yourself for classes at your assigned registration time, you may submit this completed form to Mike Reese ([reesema@whitman.edu](mailto:reesema@whitman.edu)) in the Registrar's Office. A member of the Registrar's Office will then register you at your assigned time.

**Directions and Important Information:**

- **In order for your course registration to be processed**, the below information must be completed. A minimum of one alternate schedule must be provided.
- **Advisor clearance is required** prior to your pre-registration time in order to be pre-registered. *This excludes students who are currently studying off campus.*
- **If a course requires consent**, it is your responsibility to obtain approval by contacting the professor via email to request that he/she gives you electronic consent for your enrollment in the course.
- **Academic overload:** No student will be allowed to enroll in an academic overload during pre-registration. This means that you may pre-register for up to 18 academic credits and an unlimited number of activity credits during pre-registration. You will need to wait until registration begins at the start of next semester to submit your request for academic overload.

Student Information:	
<b>Name:</b>	<b>WID:</b>
<b>Pre-registration Date:</b>	<b>Pre-registration Time:</b>
<b>Reason you cannot pre-register yourself:</b>	
<input type="checkbox"/> Studying abroad/time difference	<input type="checkbox"/> Traveling for athletic or club event; team/club name:
<input type="checkbox"/> No/poor internet access	<input type="checkbox"/> Other; please explain:

Requested Course Schedule:								
1 <sup>st</sup> Choice Course & Section	Credits	Instructor	Alternate Course & Section	Credits	Instructor	Alternate Course & Section	Credits	Instructor
<i>Example: PHYS-246-B</i>	<i>3</i>	<i>Moore</i>	<i>REL-103-A</i>	<i>4</i>	<i>Walters</i>	<i>THTR-225-A</i>	<i>4</i>	<i>Cerullo</i>

<b>Please note below any additional information you would like the Registrar's Office to know:</b>