

Fall 2020 Student Registration Information for Faculty

Advising for all Students including First Year

- Student Check-in for all students begins on **Monday, August 17**. All students including first-year must complete Student Check-in to confirm their attendance at Whitman College. Student Check-in will close on September 4.
- There is an option in “**Search for Classes**” on the faculty portal that allows either a search of all courses or just of the courses with an open status. This will be helpful in determining courses that do not require instructor consent for enrollment.
- All students including first year who wish to make changes to their schedule must obtain **electronic advisor approval**. Advisors can access the clearance utility through the faculty portal at my.whitman.edu (see the *portal instruction sheet*).
- Add/drop begins on **Friday, August 21**, at the times shown below and continues through the add/drop registration period which ends on **Friday September 4**.

Class of 2020/2021 start at 8 am **Class of 2022** start at 10:00 am **Class of 2023** start at Noon
Class of 2024 start at 2:00 pm

Instructor Course Consent

- Students trying to add a **consent required** or **closed** course will need **electronic consent** from the instructor. You may grant electronic consent at my.whitman.edu (see the *portal instruction sheet*).
- After an instructor grants course consent, students *must* accept the consent via CLEo in order to complete the registration. *Instructor consent does not automatically register the student in the course*. Students will receive an automated email with directions on how to accept the consent, but please remind students of this (your reminder helps a lot). After the student accepts the consent, the Registrar’s Office receives an automated request to add the course. The student is then registered in the course and notified.

Academic Overload Approval. Only Sophomores, Juniors and Seniors are eligible

- Students must have a 3.50 or higher cumulative GPA.
- Students must have a 3.50 or higher previous semester’s GPA in courses completed at Whitman.
- Students must obtain signatures from their adviser and their previous semester’s instructors at Whitman using the **Academic Overload Form**, available in the Registrar’s Office or online at: <https://www.whitman.edu/offices-and-services/registrar/services-for-students-and-alumni/forms>
- Complete the form and **copy ALL of your professors** from the most recently completed semester at Whitman and the Registrar’s Office at registrar@whitman.edu. Ask the Professors to **reply ALL** so that we receive their approval for you to overload. If a professor is on sabbatical note that on your form and a signature is not needed.
- Once we receive your academic overload form and email consent from professors, we will process your request. I will email you confirmation when your academic overload form has been processed and approved.
- Students must submit the Academic Overload form to the Registrar’s Office for final approval.
- Requests for more than 18 academic credits that do not meet the above criteria, or those requesting more than 22 academic credits, will be reviewed by the Board of Review. Approval will be granted only in truly

exceptional circumstances in which there is crucial need to take an academic overload (such as the need to graduate).