

## First Year Students Registration Information

- **Advisor Clearance:** You will be required to obtain adviser clearance before your pre-registration lotto time. Call, e-mail, video chat with your adviser and obtain clearance. .
- **Friday November 6** between 4:30pm-8:00pm at your **registration appointment time (posted on in your student portal under Registration)** you will be allowed to register for courses via web registration (**except First Year Seminar-GENS 176**). Link below gives you instructions/hints for web registration  
<https://www.whitman.edu/documents/Offices/Registrar/Help%20with%20Registration%20Screens.pdf>
- If you care to review a spreadsheet that indicates the course instructional method (in-person, on-line synchronous, on-line non-synchronous, hybrid, etc....) please see link below. This information is based on students returning to campus. Special Note: THIS SPREADSHEET IS NOT AN INDICATOR THAT STUDENTS WILL BE RETURNING TO CAMPUS. FINAL DECISION WILL BE MADE LATER IN THE SEMESTER.  
<https://www.whitman.edu/registrar/services-for-students-and-alumni> then select on the right side-SP21 Instructional Method
- A First Year Seminar (GENS -176) Preference survey will be sent to you on **Monday November 9**. Similar to the one you completed over the summer. Please complete and return.
- The Registrar's Office will use that survey to register you for a First Year Seminar-(GENS176) starting on **November 16**.

### Other Key Info:

- **Course Consent:** You will need electronic instructor consent for closed courses. Once you receive consent, you get an automated email on how to accept the consent. Once you accept the consent the Registrar's Office will register you for the course. Instructor consent does NOT automatically register you in the course.
- **Seat Capacities:** Capacities will be updated by noon each day for classes reserving seats by class year.
- **Course Conflicts:** Students wishing to pre-register for **classes that conflict. Send an e-mail** request to both instructors and copy Registrar' Office at [registrar@whitman.edu](mailto:registrar@whitman.edu). Request faculty **Reply All** to the e-mail granting approval. The email should include the student's name and class number (Math 125). Once we receive e-mails from both faculty we will add the conflicting class.
- **Academic Evaluations:** You can view your Academic Evaluation online through the portal to confirm degree requirements.
- **Waitlists:** You can add yourself on up to four class waitlists. Add the class to your wishlist and click the "Add to Waitlist" link. You will have the opportunity to provide information on why you need/wish to take this course. There is no need to email the instructor once you have added your name to the waitlist.

### Need Assistance?

You may contact the Registrar's Office through a Live Chat option. This will be available from November 2 through November 6, 2020 between 8:30 am and 8:30 pm. Live Chat will be located at the bottom right of the registration screen in the portal.

- Students may also email [registrar@whitman.edu](mailto:registrar@whitman.edu).