

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. .
- Your **registration appointment time** is posted on your student portal under Registration. If you do not have one please e-mail me ASAP (reesema@whitman.edu)
- Register via web registration in your student portal under Registration.
- 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

Interested in academic overload? Only sophomores, juniors and seniors eligible!

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- Academic overload is exceeding 18 academic credits. (Activity credits do not count toward academic overload).
- **Academic Overload Approval.** You will need to obtain approval for academic overload. See below requirements for completing the approval process.

Requirements to enroll in an academic overload are as follows:

- 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 21 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).

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. 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 email registrar@whitman.edu.