

Spring 2021 Check In/Add-Drop Information

Student Check-in

- All student must complete Student Check-In.
- Student check-in begins on **Tuesday, January 19, 2021.**
- Advisor Clearance is not required to complete Student Check-in. **Advisor Clearance only needed if adding/dropping courses.**
- Student Check-in must be done by **Friday, February 5, 2021.**
- If not completed, students may be locked out of their accounts (e.g., CLEo, email, my.whitman.edu)

To complete Student Check-in:

1. **Access** the student portal (my.whitman.edu/students)
2. **Select** “confirm attendance.”

***Remember:** Student Check-in must be completed by **Friday, February 5, 2021.**

Clear all Holds:

Access the student portal (my.whitman.edu/students).

1. **Select** “open” next to the hold and follow the directions provided. Once a hold is cleared it will disappear.
2. **Provide Emergency Contact Information.** Please provide a number where you wish to receive campus alert information and emergency contact information.
3. **Financial Responsibility.** You will be asked to agree to the Financial Responsibility statement.
4. **Contact** the appropriate office to obtain clearance if needed. Contact information is as follows:

Business Office 509-527-5143	Financial Aid 509-527-5178
Health Center 509-527-5281	Registrar’s Office 509-527-5983

Do you wish to add or drop a course?

- **Obtain advisor clearance.** Advisor clearance is required to add or drop a course.
- Contact your advisor and discuss course adding/dropping. Remind your advisor to clear you.
- **Access** the “Registration” tab in the student portal (my.whitman.edu/students).
- **Add/drop appointment times** for **Friday January 22, 2021** are listed below. Students will be allowed access to add/drop at the appointment time for their class and will continue to have access during the entire add/drop period.

Class of 2021 start at **8:00am (Pacific/Walla Walla Time)**

Class of 2022 start at **10:00am (Pacific/Walla Walla Time)**

Class of 2023 start at **Noon (Pacific/Walla Walla Time)**

Class of 2024 start at **2pm (Pacific/Walla Walla Time)**

***Add/Drop ends on Friday February 5.**

- **To add a class:**
 1. Add the course to your Course Wishlist using the “Search and Add Courses” link, or if your wishlist is empty, you will select the “Add a Course” link.
 2. When you have selected the course, click “Add to Wishlist” at the top of the page.
 3. Use the “+” action button to add it to your schedule.
 4. Click on “Apply Changes” and the course will be added to your schedule.
- **To drop a class:**
 1. Remember: it is important that you verify that a replacement course is open before dropping a course from your schedule. If you drop a course that is closed (full) you will not be able to re-add the course unless you have electronic instructor consent.
 2. Select the “-” action button of the class you wish to drop from your schedule.
 3. Select “Apply Changes” and the course will be dropped from your schedule.
 4. Verify your schedule in the “Current Schedule” section to ensure your schedule is correct.

Below is a link to more detailed instructions for adding or dropping a course:
<https://www.whitman.edu/documents/Offices/Registrar/Help%20with%20Registration%20Screens.pdf>

Need to know the instructional method for a course?

Check out this website:

<https://www.whitman.edu/registrar/services-for-students-and-alumni>

then on the right hand column: **SP21 Instructional Method**

Course Conflicts: Students wishing to pre-register for classes that conflict.

1. **Send an email** 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 (Ex: Math 125). Once we receive emails from both faculty we will add the conflicting class.

Interested in academic overload?

- 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 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).

Need Assistance?

- You may contact the Registrar's Office through a **Live Chat** option. This will be available from January 19- through January 29, 2021 between 8:30 am and 4:30 pm. Live Chat will be located at the bottom right of the registration screen in the portal.
- Students may e-mail us at: registrar@whitman.edu or call US at 509-527-5983.

Remember:

Classes begin Monday January 25, 2021 (Reminder that the 1st week is on-line only).

Student Check-in begins Tuesday January 19, 2021.

Add/Drop begins Friday, January 22, 2021, at your assigned time.