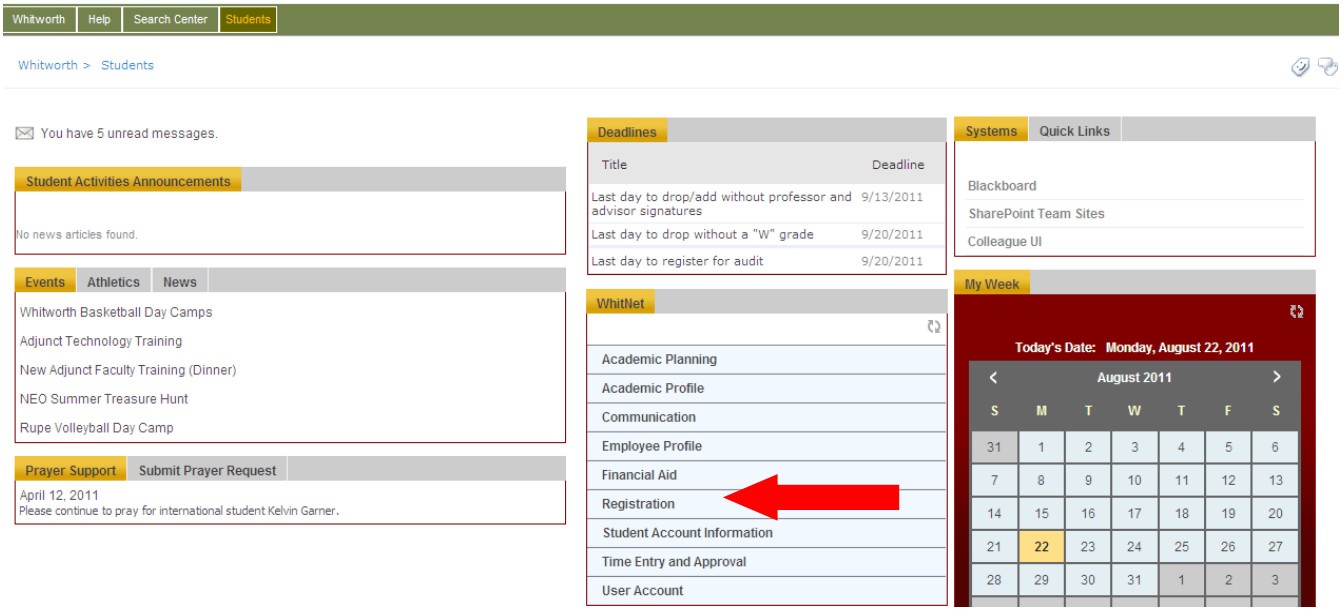
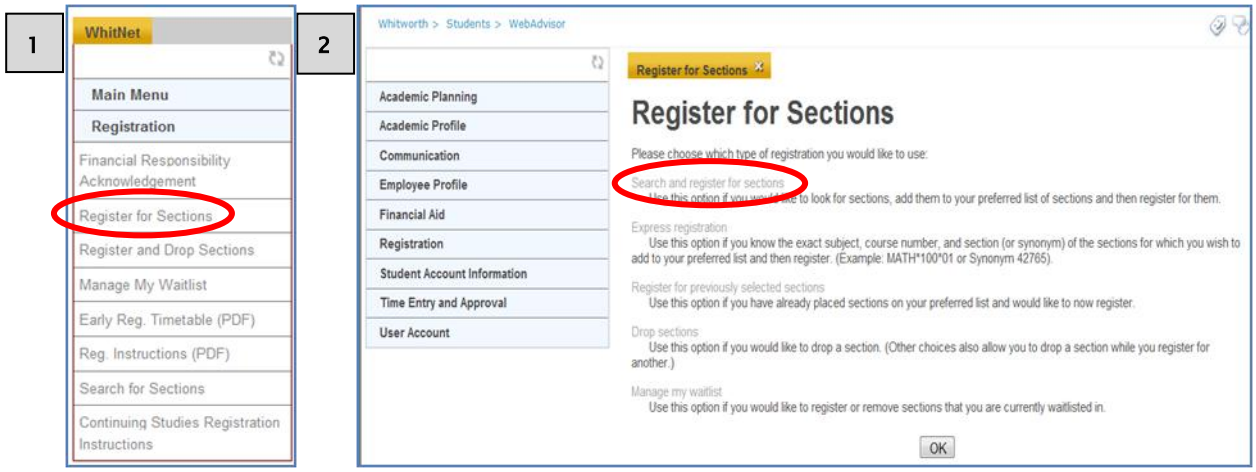
Class Registration on Pirate Port

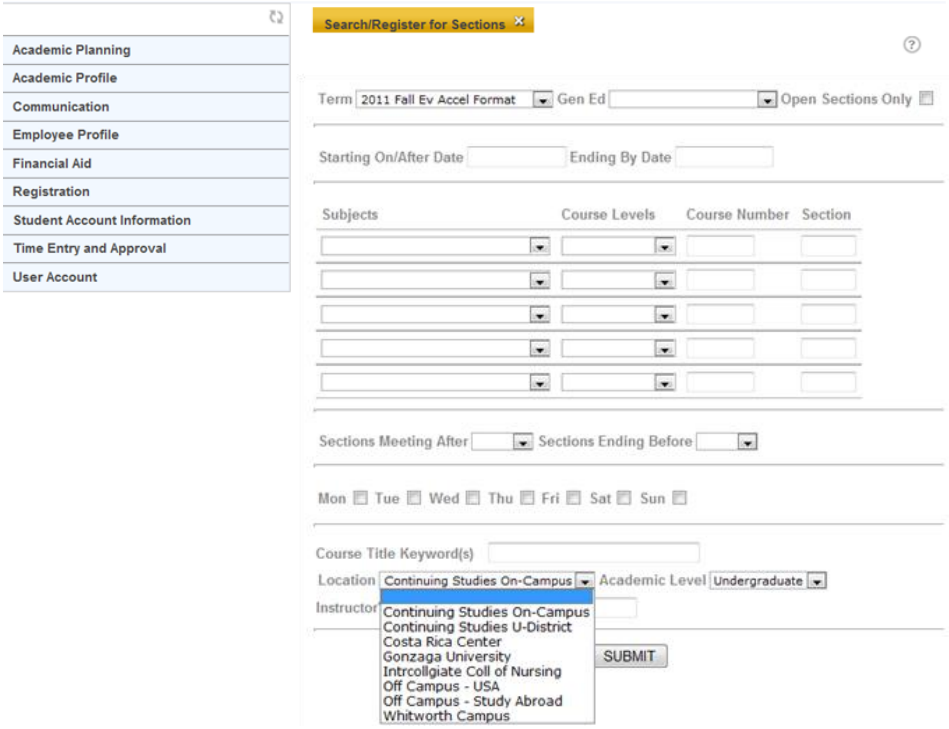
1. Go to the Pirate Port webpage at https://portal.whitworth.edu and log in to your account.
2. Scroll over to the WhitNet section and choose Registration.



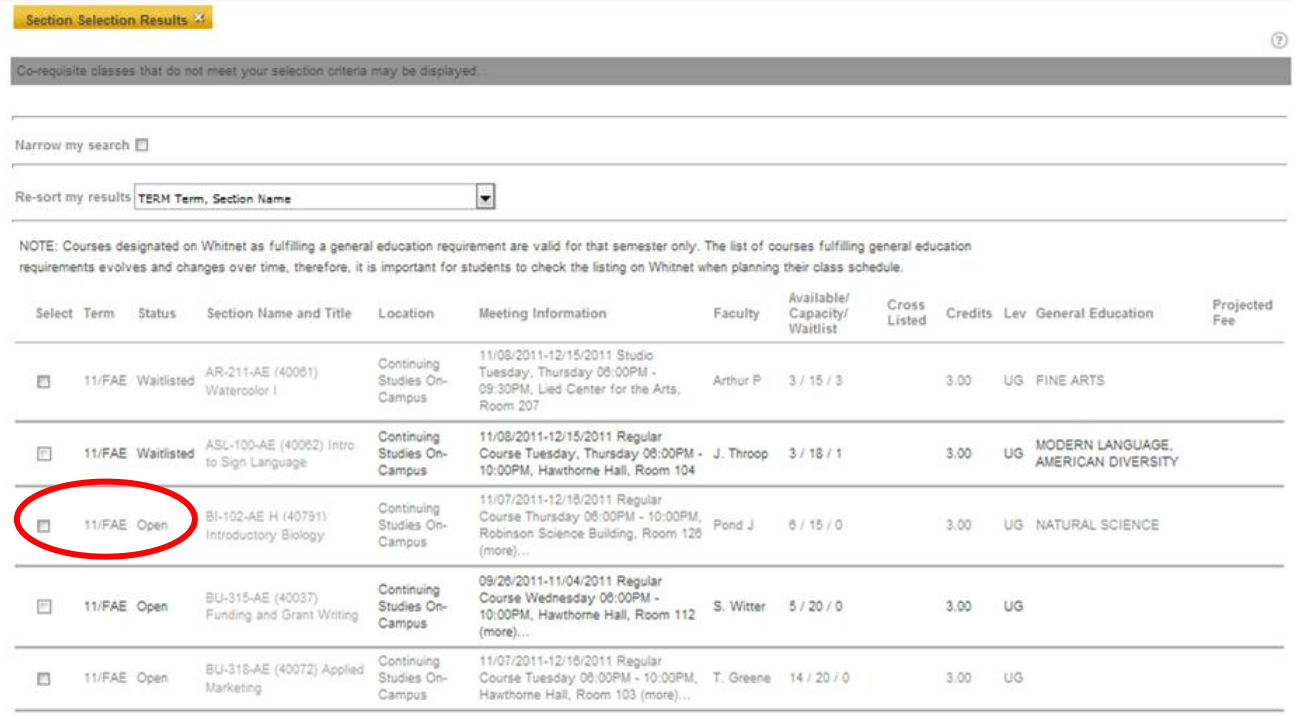
3. Click on **Register for Sections** and then click on **Search and Register for Sections.**



4. There are only two criteria which you need to select in order to get the accelerated evening courses in your search results. **All other fields should be left blank.**
   - **Term,** the term for which you're registering must include "Eve Accel Format" (i.e. **2011 Fall Eve Accel Format**)
   - **Location**, you must choose one of the Continuing Studies locations (i.e. **Continuing Studies On-Campus** or **Continuing Studies U-District**)
   - **NOTE:** If you are taking courses at both the U-District and On-Campus in the same term you will need to complete registration for all courses at one location, *then start from the beginning* and register for courses at the second location.
   - Click **SUBMIT** at the bottom of the page; All courses are listed for the entire semester in alphabetical order.

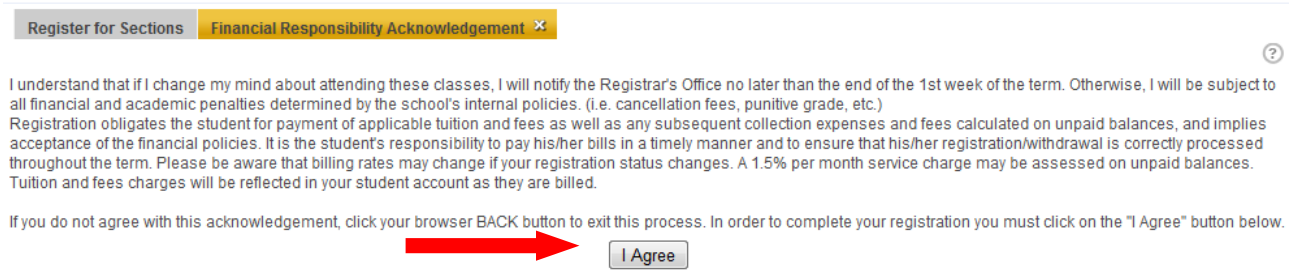


5. In the left column titled **Select,** check the boxes of the courses you want to add to your "Preferred Sections" list. *Any course you would like to register for must be added to this preferred-sections list before you can register.* Click **Submit** at the bottom of the page.
(Note: If the **Availability** column shows "0," you may still select this course if you want to be added to the course waitlist.)

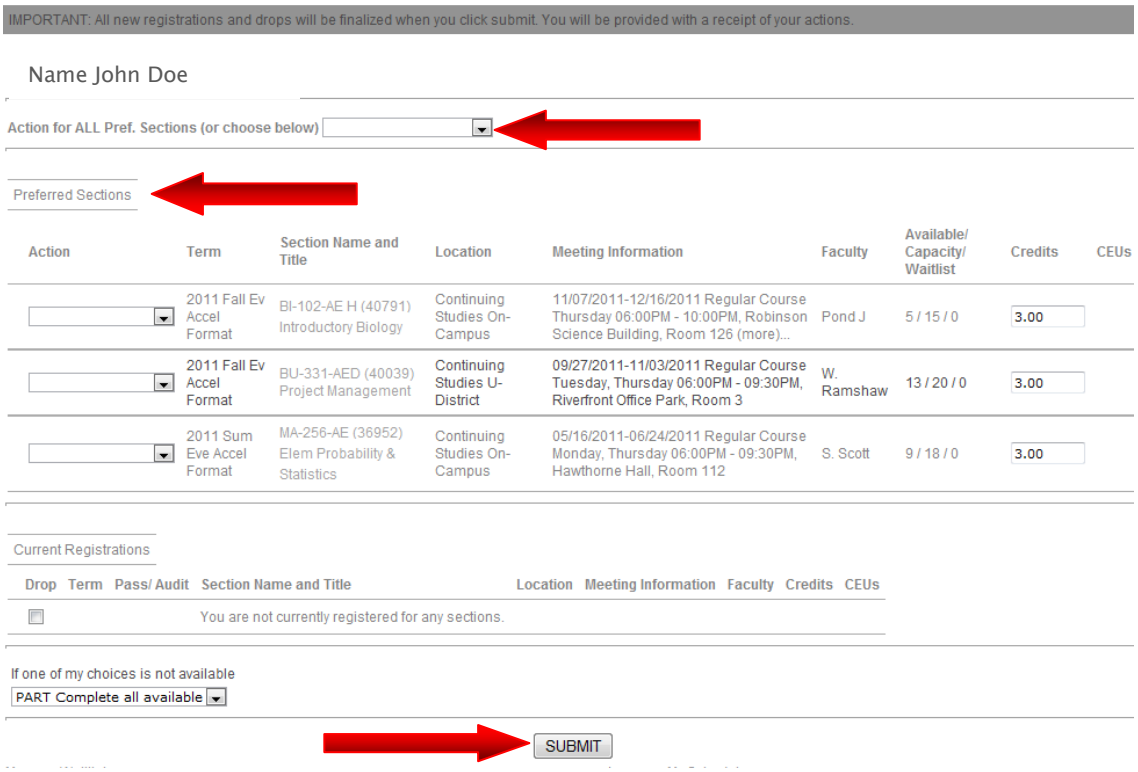


IMPORTANT NOTE: Your session will time-out after **15 minutes** of being logged in if you do not click the **Submit** button. It is highly recommended that you add all your classes to the Preferred Section list, then register or remove classes from the list. If you are timed out, and did not submit any classes to your Preferred Section list, you will lose all search criteria and will have to start over.

6. Read and accept financial responsibility acknowledgement:



7. The next screen, **Register/Drop Sections**, has two sections: the top portion has your "preferred sections" (i.e. the courses for which you wish to register), while the bottom lists any classes for which you are currently registered.



8. Once you are ready to register for a new course(s) from the "preferred sections" list, click the Action for ALL Preferred Sections at the top of the page if you want to register for all courses listed, or click the Register option from the Action column next to each individual course if you are registering for only selected ones and wait listing others. Click the Submit button.
9. Provided registration was successful you will be on the **Registration Results** screen where you can check your registration to be sure it's correct.
   (Note: If the process was not successful there will be an "Unsuccessful" message in the **Status** column, or you will be returned to the **Register/Drop Sections** screen with a list of errors in red. Correct the errors, then re-submit.)
10. If you made an error, simply return to the **Register/Drop Section** screen and correct/change your preferred sections list. Check your registration and class schedule by clicking **My class schedule** under **Academic Profile** on the main menu.