How to Add & Drop Classes on WhitNet

1. Go to PiratePort and log in using your Whitworth Username and Password
   www.whitworth.edu/pirateport

2. Select WhitNet on the right-hand side of the screen
3. Go to the Registration link listed on the left-hand side of the page

4. If you haven’t done so already, click the Financial Responsibility Acknowledgement. Read through the statement and click, I agree.
To Add a Class

5. Go to Register for Sections, and select the first link, Search and register for sections.

6. Enter the term for which you want to add a class, as well as populating the (a) Gen Ed that you are searching for; (b) the subject; (c) the days; etc. Click Submit.
7. When you find the open section for which you would like to register, click the check box next to the course. Click Submit at the bottom of the screen.

8. Choose the action you would like to take in the drop-down box located next to the course

Click Submit at the bottom of the screen.
9. You should then (1) receive a confirmation e-mail showing that you have been registered for the course; (2) see the course at the top of the screen showing that you have successfully registered for the course.

![Course registration screen](image-url)
To Drop a Course:

1. Go to Register and Drop Sections on the left-hand side of the screen:

2. Click the box next to the course you wish to drop. Click Submit at the bottom of the screen.
3. You should then (1) receive a confirmation e-mail that the course has been dropped from your schedule and, (2) see the course at the top of the screen showing that you have successfully dropped the course.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Fall Semester</td>
<td>Dropped from this section</td>
<td></td>
<td>EL-110-01 (43494) Writing I: Faith &amp; Nation</td>
<td>Whitworth Campus</td>
<td>09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01.55PM - 02.50PM, Westminster Hall, Room 125</td>
<td>C. Andrews</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>