

How to use Courses and Sections in Student Planning

Whether you want to look through courses available next term or look through ALL courses potentially offered at Whitworth, the Courses & Sections lets you to plan the perfect schedule.

Click on a topic below to learn how to use the Courses & Sections features:

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Searching for courses

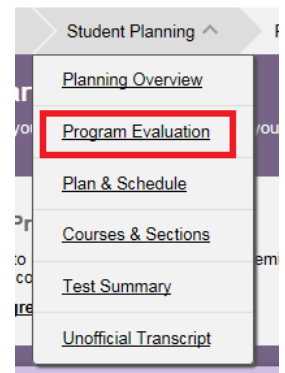
Student Planning gives you two easy ways to look for courses in **Courses & Sections**:

1. Click on a search button in the **Program Evaluation Tab**. This will direct you to **Courses & Sections** and all courses that fit that search criteria
2. Search directly by using the **Search for courses** or **Search for Subjects** search boxes

Searching for courses from Program Evaluation

The Program Evaluation feature is a GREAT tool to track your degree requirements and progress during your time at Whitworth (learn more in the Program Evaluation document). Even more, you can interactively search for courses with this tool!

If you need a particular requirement, but aren't sure which classes will fulfill it, click on the **Search** button next to the requirement



F. Effective Communicatn

Check the Schedule of Courses for applicable courses

Complete all of the following items. **1 of 2 Completed.** [Hide Details](#)

1. COMPLETE 3 CREDITS IN ORAL COMMUNICATION **0 of 1 Courses Completed.**

Status	Course	Search	Grade	Term	Credits
❌ Not Started					

2. COMPLETE 3 CREDITS IN WRITTEN COMMUNICATION ✅ **1 of 1 Courses Completed.**

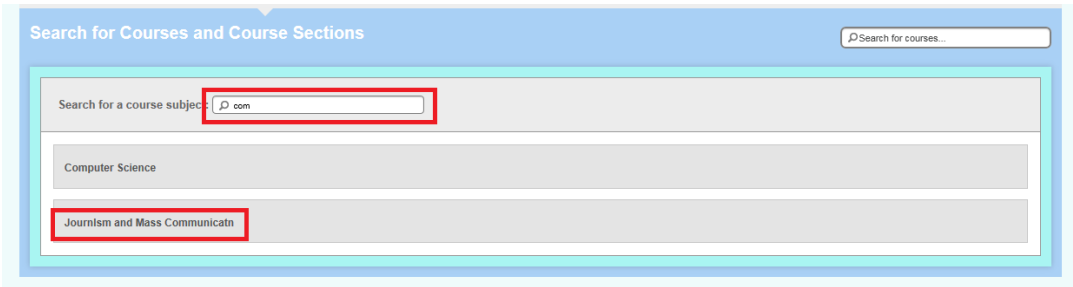
Status	Course	Search	Grade	Term	Credits
✅ Completed	EL-110 Writing I		B	15/FA	3

This search button will direct you to the Courses & Sections if the requirement has not been fulfilled. You can then see all courses that fulfill this requirement. If you have already met that requirement, you cannot use the search button.

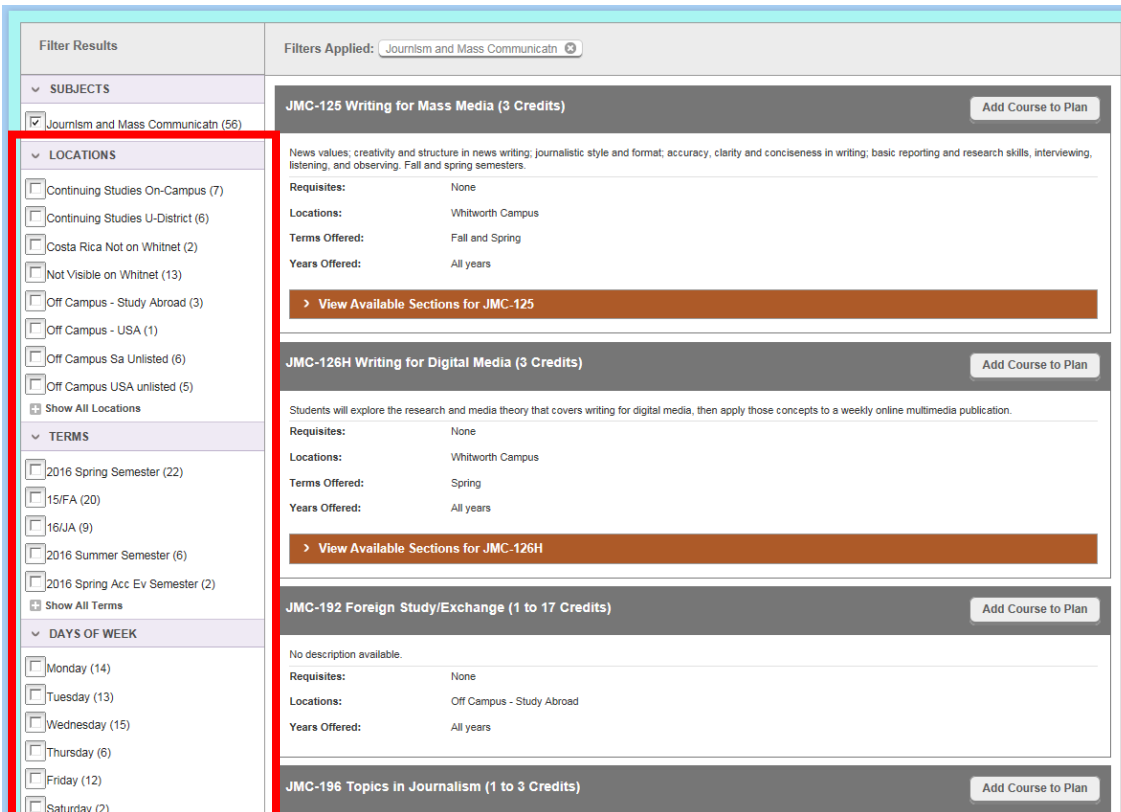
Searching for courses directly from the Courses & Sections

You can search by subject or by course in the **Courses & Sections**

Begin typing a subject in the **“Search for a course subject”** box to bring up all subjects that match

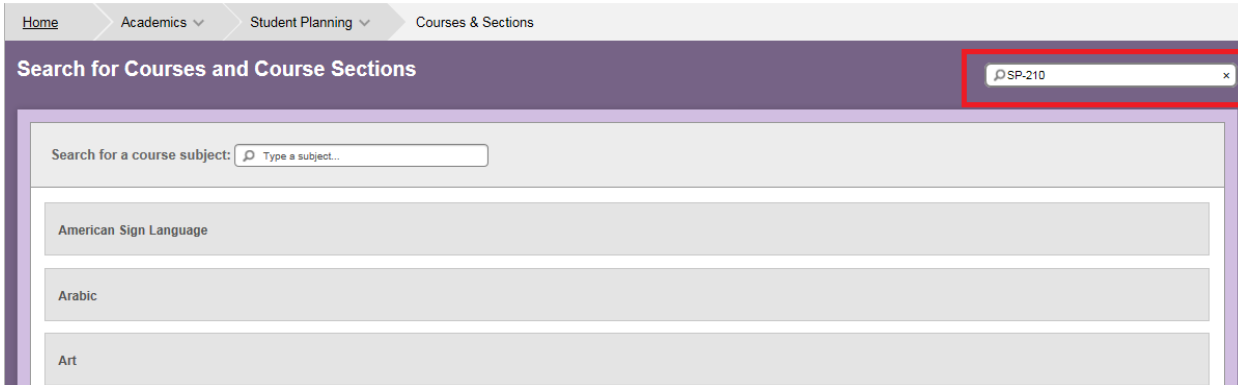


This will bring up all courses in that subject

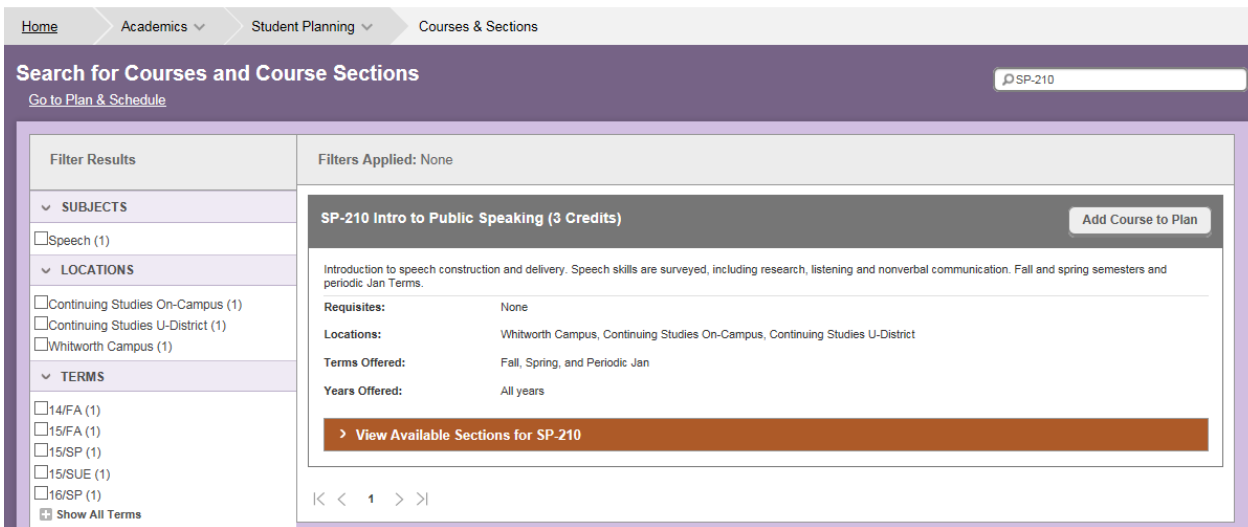


Are you looking for a course on a particular day of the week or instructor? You can filter courses like this by checking boxes on the left hand side!

You can also type a specific course in the **Search for courses** box



This will bring up all courses that match that course name



Adding a *section* to your schedule

Note: Sections are available to view on a term by term basis. You will know what sections you can plan for the following term when the schedule comes out approximately 6 weeks into the term.

If the course has sections available for the upcoming term (e.g. sections for Fall 2016 when you are registering in April 2016), you can **View Available Sections**. If there are no sections for the upcoming term, this area will be blank.

SP-210 Intro to Public Speaking (3 Credits)
Add Course to Plan

Introduction to speech construction and delivery. Speech skills are surveyed, including research, listening and nonverbal communication. Fall and spring semesters and periodic Jan Terms.

Requisites: None

Locations: Whitworth Campus, Continuing Studies On-Campus, Continuing Studies U-District

Terms Offered: Fall, Spring, and Periodic Jan

Years Offered: All years

[> View Available Sections for SP-210](#)

SP-223 Small Group Communication (4 Credits)
Add Course to Plan

A theoretical and practical look at group communication processes such as conflict management, decision-making, group dynamics, leadership, and problem-solving. Fall semester.

Requisites: None

Locations: Whitworth Campus

Terms Offered: Fall

Years Offered: All years

After you find a section you prefer, click the **Add Section to Schedule** button

SP-210 Intro to Public Speaking (3 Credits)
Add Course to Plan

Introduction to speech construction and delivery. Speech skills are surveyed, including research, listening and nonverbal communication. Fall and spring semesters and periodic Jan Terms.

Requisites: None

Locations: Whitworth Campus, Continuing Studies On-Campus, Continuing Studies U-District

Terms Offered: Fall, Spring, and Periodic Jan

Years Offered: All years

v View Available Sections for SP-210

2016 Spring Semester

Intro to Public Speaking 1
Add Section to Schedule

Waitlisted	Times	Locations	Instructors
0	T/Th 12:50 PM - 2:10 PM 2/4/2016 - 5/20/2016	Whitworth Campus, Robinson Science Hall 240 Regular Course	Vigil, J

Intro to Public Speaking 2
Add Section to Schedule

Seats	Times	Locations	Instructors
2	T/Th 2:20 PM - 3:40 PM 2/4/2016 - 5/20/2016	Whitworth Campus, Robinson Science Hall 240 Regular Course	Vigil, J

Intro to Public Speaking 3
Add Section to Schedule

Seats	Times	Locations	Instructors
5	T/Th 12:50 PM - 2:10 PM 2/4/2016 - 5/20/2016	Whitworth Campus, Dixon Hall 204 Regular Course	Whitworth Staff

Intro to Public Speaking N1
Add Section to Schedule

Waitlisted	Times	Locations	Instructors
1	M 6:30 PM - 9:30 PM 2/4/2016 - 5/20/2016	Whitworth Campus, Robinson Science Hall 141 Regular Course	Caputo, G

You can look at the section details, noting the dates and times of meeting, grading, and any prerequisites. Click the Add Section to Schedule to plan this on your schedule

Section Details

SP-210-3: Intro to Public Speaking
2016 Spring Semester

Instructors Whitworth Staff

Meeting Information TuTh 12:50 PM - 2:10 PM
2/4/2016 - 5/20/2016
Whitworth Campus, Dixon Hall 204 (Regular Course)

Dates 2/4/2016 - 5/20/2016

Seats Available 5 of 18 Total

Credits 3

Grading Graded

Requisites None

Introduction to speech construction and delivery. Speech skills are surveyed, including research, listening and nonverbal communication. Fall and spring semesters and periodic Jan Terms.

Anna
 Sign out
 Help
 1 Notifications

SP-210-3 has been planned on the schedule.

To look at where this fits in your schedule, go back to the Plan & Schedule Tab

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising

2016 Spring Semester

Filter Sections Save to iCal Print Planned: 18 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		CO-150-05JB PE-124-1	PE-124-2	CO-150-05JB PE-124-1	PE-124-2	CO-150-05JB PE-124-1	
10am		SO-205-1		SO-205-1		SO-205-1	
11am							
12pm							
1pm		SO-338-1	SP-210-3	SO-338-1	SP-210-3	SO-338-1	
2pm		BI-303W-1	BI-303W-1	BI-303W-1		BI-303W-1	
3pm			BI-303W-1	CO-150-05JB			
4pm							
5pm							
6pm							
7pm							
8pm							

BI-303W-1: Plant Taxonomy
 Complete BI 140 and BI 141 - Must be completed prior to taking this course.
 Planned
 Credits: 4
 Grading: Graded
 Instructor: Chaney L
 2/4/2016 to 5/20/2016
 Waitlisted: 0
 Meeting Information
 This section has a waitlist.
 Waitlist
 View other sections

CO-150-05JB: Western Civ I
 Planned
 Credits: 4
 Grading: Graded
 Instructor: Burns J
 Instructor: Finch, K
 Instructor: McKay, R
 2/4/2016 to 5/20/2016
 Waitlisted: 0
 Meeting Information
 Conflicting section with PE-124-1
 This section has a waitlist.
 Waitlist

Adding a *course* to your plan – a digital 4 year plan!

Note: You can view and plan any course that Whitworth offers in the Courses & Sections. These courses are not guaranteed to be offered in the term that you plan them. The schedule for the following term will be released shortly before fall and spring breaks.

If you have courses in mind that you would like to take in future semester (i.e. a 4 year plan), you can add these courses to your plan. Find the course and select the **Add Course to Plan** button

PO-224 Conflict Mediation (3 Credits) Add Course to Plan

This course is designed to prepare students to practice mediation in relationships, personal interaction, and as a mediator assisting in conflict resolution. Emphasis will be placed on transformative mediation. Course objectives will target three student groups: a.) All students will acquire the knowledge of what conflict resolution is, the history of mediation, various styles and strategies, and basic skills for mediation. b.) Students with career interest in mediation will acquire sufficient knowledge, skills, and experience to gain basic competency, enabling them to identify themselves as mediators, and to function as such when requested by parties to assist in conflict resolution. c.) Students seeking certification as transformative mediators will complete either eight co-mediation sessions or 12 hours of co-mediation experience. After completion of PO 224, required co-mediation experience involving both self- and outside-evaluation, and a review process, students will be certified by Whitworth University as Transformative Mediators. Jan Term.

Requisites:	None
Locations:	Whitworth Campus
Terms Offered:	January
Years Offered:	All years

View the details of the course

- Details of the course will often give typical terms that this course is offered
- You can still plan this course for any term – **remember the course is not guaranteed to be offered in the term you select**

Course Details

PO-242: American Political Parties

The role and functioning of parties in American politics and government. Interest groups, political action committees, campaigning and voting behavior are also examined.

Credits 3
Locations Offered Whitworth Campus
Requisites None

Details will often give typical offering terms (indicated by a red arrow pointing to a yellow warning box)

Warning: This course is typically offered: Fall

Warning: This course is typically offered: Periodic

Term Select a Term...
2016 Spring Semester
2016 Spring Acc. Ev Semester
2016 Summer Semester
2016 Summer Accel Ev Term
2016 Fall Semester
2016 Fall Accel Ev Semester
2017 January Term
2017 Spring Semester
2017 Summer Semester
2017 Fall Semester
2018 Jan Term
2018 Spring Semester
2018 Summer Semester
2018 Fall Semester
2019 Jan Term
2019 Spring Semester
2019 Summer Semester
2019 Fall Semester
2020 Jan Term
2020 Spring Semester
2020 Summer Semester

Years Offered: 2017 Spring Semester

Buttons: Close, Add Course to Plan

Select a term you would like to plan this course and select the **Add to Course Plan** button

Course Details

PO-242: American Political Parties

The role and functioning of parties in American politics and government. Interest groups, political action committees, campaigning and voting behavior are also examined.

Credits 3
Locations Offered Whitworth Campus
Requisites None

This course is typically offered: Fall

This course is typically offered: Periodic

Term 2017 Spring Semester

Close **Add Course to Plan**

Watch for a notification that the course has been added to your plan. If you do not see this notification, it will not show up on your timeline and plan

Anna Sign out Help 1 Notifications

PO-242 has been added to plan.

To review the chosen courses and where they fall on your plan, select the **Go to Plan & Courses** link and go to the **Timeline** tab

Home Academics Student Planning Course Catalog

Search for Courses and Course Sections Search for courses...

Go to Plan & Schedule

Filter Results Filters Applied: Political Science

SUBJECTS
 Political Science (85)

LOCATIONS
 Continuing Studies On-Campus (17)
 Continuing Studies U-District (7)
 Costa Rica Center (3)

PO-102 American National Politics (3 Credits) Add Course to Plan

Overview of founding principles, political culture decision-making processes and institutions of American government.

Requisites: None
Locations: Whitworth Campus, Online
Terms Offered: Fall and Spring
Years Offered: All years

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

< > 2016 Spring Semester +

Filter Sections Save to iCal Print

The course is now visible on your timeline!

The screenshot shows a student planning interface with a timeline view. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. To the right, there are buttons for 'Remove Planned Courses' and '+ Add a Term'. The main area is divided into four columns representing semesters: 2016 Spring Semester, 2016 Fall Semester, 2017 Spring Semester, and 2017 Fall Semester. Each semester column contains a list of courses with their titles and credit values. The course 'PO-242: American Political Parties' in the 2017 Spring Semester is highlighted with a red box. At the bottom of each column, the total enrolled and planned credits are shown.

Planning General Education courses

When thinking about your 4 year plan, you may want to plan to take a general education course in a future term, but are not sure of the exact courses that will be offered. In this situation you can plan a **“Gened Placeholder”** and choose a specific course later! In Student Planning:

1. Search for the placeholder course
 - a. Go to the “Courses & Sections” under the subject **“Gened Placeholders”**

The screenshot shows a search interface with a list of subjects. The subjects listed are French, Gened Placeholders, General Education, and Geology. The 'Gened Placeholders' option is highlighted with a red box.

2. Add the placeholder course to a future term
 - a. Navigate to the Gened of choice and press **“Add Course to Plan”**

The screenshot shows a course detail page for 'GED-NS NS Placeholder (3 to 4 Credits)'. The 'Add Course to Plan' button is highlighted with a red box. Below the button, there is a description of the course and its details:

If you do not have a specific Natural Sciences course in mind, you can plan this for a future term and choose a specific course later.

Requisites: None
Locations: Whitworth Campus, Continuing Studies On-Campus
Terms Offered: All
Years Offered: All years

- b. Select a Term that you would like to take this Gened. Press **“Add Course to Plan”**

Course Details

GED-NS: NS Placeholder

If you do not have a specific Natural Sciences course in mind, you can plan this for a future term and choose a specific course later.

Credits (3 to 4 credits)

Locations Offered Whitworth Campus, Continuing Studies On-Campus

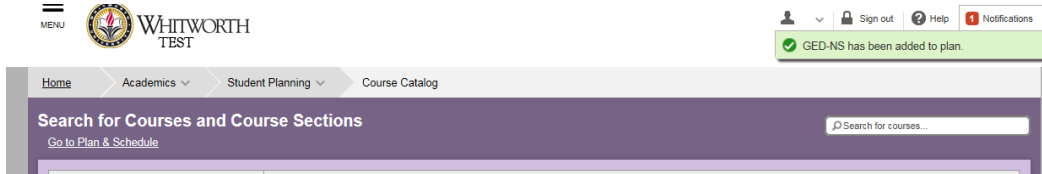
Requisites None

Warnings:

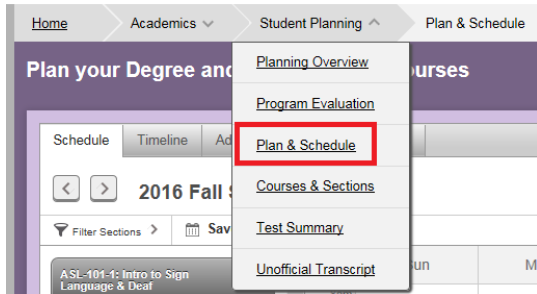
- This course is typically offered: All
- This course is typically offered: All years

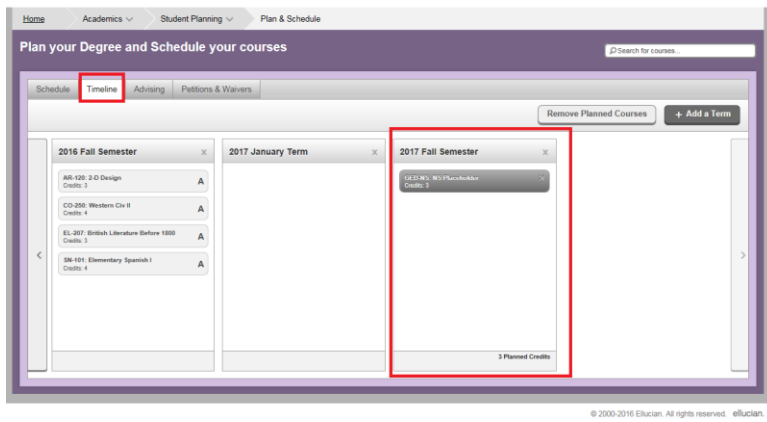
Term **Choose a future term**

3. You will get a notification that this “course” has been added to your plan. *Remember that this is just a placeholder, you will have to choose a specific course for this gened closer to the planned term.*

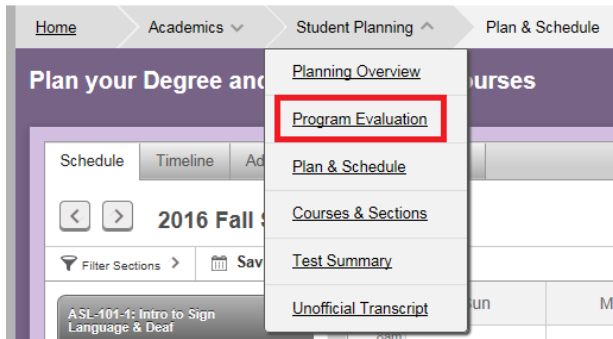


4. Go to your “Plan & Schedule” tab and your “Timeline” view to see this planned course





5. Go to your “Program Evaluation” tab to see how this fits in your program evaluation



J. Math and Statistics

Complete 3 credits of a Mathematical Reasoning & Social Applications course.

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started					

K. Natural Sciences

Complete 3 credits of a Natural World & Human Responsibility course. Check the Schedule of Courses for applicable courses.

Complete all of the following items. 0 of 1 Completed. ✔ Fully Planned [Hide Details](#)

✔ Fully Planned 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Planned	GED-NS NS Placeholder			17/FA	3