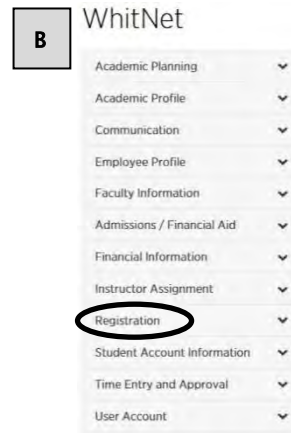
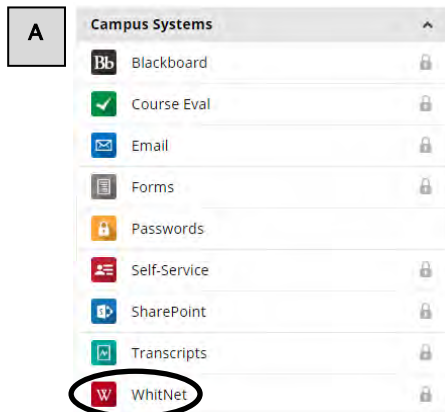


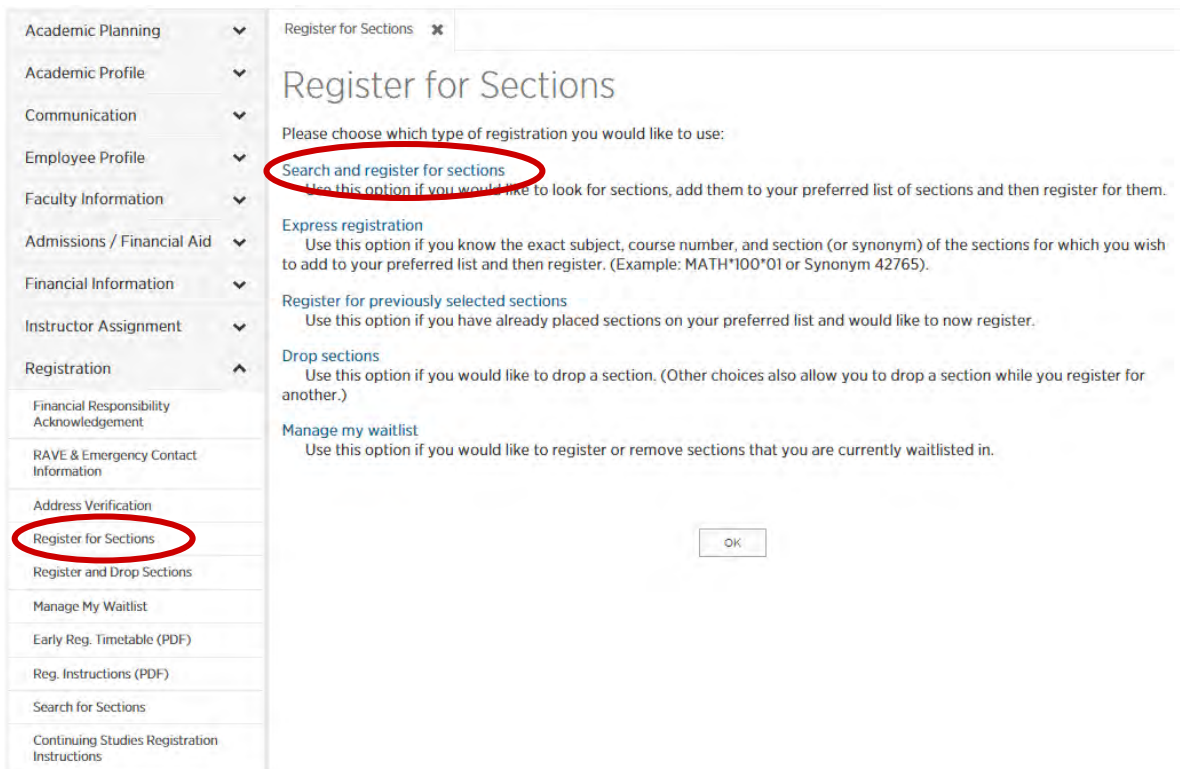
Class Registration on Pirate Port

To register for upcoming courses, make an advising appointment prior to the beginning of each new semester. For organizational management (pre-cohort) and liberal studies students, after you have met with your advisor, you can register through the Pirate Port WhitNet account on the internet. Organizational Management students in cohort classes and all Evening Teacher Certification students will be registered by their advisors.

1. Go to the Pirate Port webpage at <https://inside.whitworth.edu> and log in to your account.
2. Click the WhitNet icon to bring up the menu and select 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.
 - o Term, **the term for which you're registering must include "Eve Accel Format"** (i.e. 2016 Fall Accel Ev Semester)
 - o Location, you must choose one of the two Continuing studies locations (Continuing studies On-Campus or Continuing studies U-District)
 - o NOTE: If you are taking courses at both the U-District and On-Campus in the same term you can leave the location blank to see all courses.
 - o Click SUBMIT at the bottom of the page; All courses are listed for the entire semester in alphabetical order.

The screenshot shows the 'Register for Sections' interface. On the left is a navigation menu with categories like Academic Planning, Academic Profile, Communication, Employee Profile, Faculty Information, Admissions / Financial Aid, Financial Information, Instructor Assignment, Registration, RAVE & Emergency Contact Information, Address Verification, Register for Sections, Register and Drop Sections, Manage My Waitlist, Early Reg. Timetable (PDF), Reg. Instructions (PDF), Search for Sections, Continuing Studies Registration Instructions, Student Account Information, Time Entry and Approval, and User Account.

The main form area includes:

- Register for Sections** header with a close button and help icon.
- Term:** A dropdown menu set to '2016 Fall Accel Ev Semester'.
- Gen Ed:** A dropdown menu.
- Open Sections Only:** A checkbox.
- Starting On/After Date:** A date input field.
- Ending By Date:** A date input field.
- Subjects, Course Levels, Course Number, Section:** A table with four columns, each containing a dropdown menu.
- Sections Meeting After:** A dropdown menu.
- Sections Ending Before:** A dropdown menu.
- Days:** A row of checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- Course Title Keyword(s):** A text input field.
- Location:** A dropdown menu with a list of options: Continuing Studies On-Campus, Continuing Studies U-District, Costa Rica Center, Graduate Courses U-District, Gonzaga University, Intrcollege Coll of Nursing, Off Campus - USA, Off Campus - Study Abroad, Online, and Whitworth Campus.
- Academic Level:** A dropdown menu set to 'Undergraduate'.
- Instructor's Last Name:** A text input field.
- SUBMIT:** A button at the bottom right.

- 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.)

Section Selection Results

Back

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results TERM Term, Section Name

NOTE: Courses designated on Whitnet as fulfilling a general education requirement are valid for that semester only. The list of courses fulfilling general education requirements evolves and changes over time, therefore, it is important for students to check the listing on Whitnet when planning their class schedule.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Cross Listed	Credits	Lev	General Education
<input type="checkbox"/>	14/FAE	Open	BU-120-AED (55785) Career & Vocation Development	Continuing Studies U-District	09/29/2014-11/07/2014 Regular Course Thursday 06:00PM - 10:00PM, Riverfront Office Park, Room 3 (more)...	Turner T	9 / 20 / 0		3.00	UG	
<input type="checkbox"/>	14/FAE	Open	BU-230-AD (55750) Financial Accounting	Continuing Studies U-District	08/18/2014-10/16/2014 Regular Course Monday, Thursday 06:00PM - 08:30PM, Riverfront Office Park, Room 5	Anderson C	15 / 20 / 0		3.00	UG	
<input type="checkbox"/>	14/FAE	Open	BU-231-AD (55753) Managerial Accounting	Continuing Studies U-District	10/20/2014-12/18/2014 Regular Course Monday, Thursday 06:00PM - 08:30PM, Riverfront Office Park, Room 5	J. Getz	20 / 20 / 0		3.00	UG	


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.

- Read and accept financial responsibility acknowledgement:

Search/Register for Sections Financial Responsibility Acknowledgement

I understand that if I change my mind about attending these classes, I will notify the Registrar's Office no later than the end of the 1st week of the term. Otherwise, I will be subject to all financial and academic penalties determined by the school's internal policies. (i.e. cancellation fees, punitive grade, etc.)
Registration obligates the student for payment of applicable tuition and fees as well as any subsequent collection expenses and fees calculated on unpaid balances, and implies acceptance of the financial policies. It is the student's responsibility to pay his/her bills in a timely manner and to ensure that his/her registration/withdrawal is correctly processed throughout the term. Please be aware that billing rates may change if your registration status changes. A 1.5% per month service charge may be assessed on unpaid balances. Tuition and fees charges will be reflected in your student account as they are billed.

If you do not agree with this acknowledgement, click your browser BACK button to exit this process. In order to complete your registration you must click on the "I Agree" button below.

 **I Agree**

- 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.

Search/Register for Sections | Financial Responsibility Acknowledgement | Register and Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name Joe Whitworth

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Variable Credit Min/Max	Credits
<input type="button" value="Register"/>	2014 Fall Accel Eve Semester	BU-120-AED (55785) Career & Vocation Development	Continuing Studies U-District	09/29/2014-11/07/2014 Regular Course Thursday 06:00PM-10:00PM, Riverfront Office Park, Room 3 (more)...	Turner T	9 / 20 / 0		3.00

Current Registrations

Drop	Term	Pass / Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

| [Manage Waitlist](#) | [My Schedule](#)

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.

Course enrollment limits for Continuing Studies’ degree programs:

Continuing Studies’ students may choose to enroll in one 3-credit regular semester evening course (fall, spring, and summer) in addition to their accelerated-format schedule. Tuition for additional courses will be charged at the current applicable tuition rate. Students may not take more than one additional course at Whitworth each regular semester in addition to full enrollment in any accelerated-format fall or spring term, nor enroll in more than one accelerated-format course at a time. Continuing Studies’ students may not enroll in more than 13 credits each continuing studies accelerated-format term, including regular semester course registrations that overlap a portion of any accelerated-format term.