First-Year Registration Guide

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What happens next?

Greetings new Whitworth students and families,

We are thrilled that you have chosen to join the Whitworth community! Faculty, staff and students all over campus have been working to prepare for your arrival. Now it’s time for you to begin preparing as well. In this guide you will find valuable information to help you register for your first semester. Please spend some time going through this guide before your registration appointment. Whitworth course registration has gone paperless, but in the next few pages you should find links to everything you’ll need to be ready to register.

Here is what you can expect in the registration process:

Starting in April deposited students will receive an email from Whitworth Admissions. The email will provide a form for you to complete that confirms your intended major or if you are undeclared. This helps us assign the proper faculty member to help you register for classes. You will then schedule a 30-minute phone appointment with a Whitworth professor to take place a few weeks later. For full time running start students, official college transcripts are required in order to sign up for a registration appointment. (Please note: If your phone number has recently changed, or if it would be easier for us to reach you at a number other than the one listed on your application, there is a section on the registration form where you can provide this information.)

Then we will send you a confirmation email. Be sure to check that the date and time of your registration appointment are correct, and that they still work for you. Please note that all registration times listed are Pacific Standard Time. You will receive a reminder email the day before your appointment and the day of. If you need to reschedule your registration appointment, please contact the admissions office as soon as possible at 509.777.4262 or admissions@whitworth.edu. We would appreciate at least 48 hours advance notice for all schedule changes and cancellations.

Registration appointments will begin the first week of June and will continue throughout the summer. A Whitworth professor will act as your registration advisor. This professor will call you when it’s time to register, ask you some questions and help you select classes. This appointment could last about 30 minutes, so make sure you have time to sit down and focus on registration. We encourage you to prepare for your appointment by reading all of the registration information in this guide, looking at the online course catalog, and searching for available classes on Pirate Port (instructions can be found on Page 10 of this guide). You will not need access to a computer or the internet during your appointment. Following the conclusion of your appointment, we will send you an email that provides you a link to view your schedule.
Thinking through your major

When your registration advisor calls for your appointment, one of the first questions he or she will ask is, “Are you still interested in studying __________?” We know that you may have changed your mind since you applied to Whitworth, or that you may currently be undecided. That’s OK! You will have an opportunity to declare your official major during your registration appointment, but many students will enter Whitworth undeclared and will take time to explore before they declare a major.

If you are currently considering several academic areas, be sure to let your registration advisor know what they are so that the advisor can help you plan accordingly. Telling the professor that you are thinking about biology or peace studies or art (or anything else) will allow the professor to guide you toward introductory courses in that area. You can use your first semester as a time to explore different subjects and fulfill shared curriculum requirements before you declare a major. If you do declare a major now, there will also be plenty of opportunities to change it down the line.

A note for pre-professional program students:

If you indicated interest in one of our pre-professional programs (anything starting with “pre-”) when you applied to Whitworth, you will eventually be asked to declare a major. You may decide to do this during your registration appointment or down the road. All pre-professional students will have access to advising, support and planning services throughout their time at Whitworth. Here are some popular majors for students in each program:

**Pre-Ministry**
- Theology
- Communications
- Spanish
- Music

**Pre-Chiropractic**
- Pre-Dental
- Pre-Medical Technology
- Pre-Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary
- Biology
- Chemistry
- Biophysics
- Health Sciences
- Kinesiology

**Pre-Law**
- Political Science
- Philosophy
- Peace Studies
- International Studies

**Pre-Engineering**
- Engineering Dual Degree
- Physics
- Biophysics
- Computer Science
- Math
Planning your schedule

- You will need a minimum of 126 semester credits to graduate from Whitworth. For most students, that means taking an average of 14-15 credits each semester, plus 4-5 credits each Jan Term. Most courses at Whitworth are worth either three or four credits, and a full-time course load is 12-16 credits. If you receive financial aid or Veterans Affairs benefits, participate in varsity athletics, or are an international student, you must be registered for at least 12 credits each semester to maintain eligibility.

- **Courses for Your Academic Major:** An academic major is an approved course of study in a particular subject area. A completed major varies between 35-68 semester credits, with an average of 45 credits. For a list of majors offered at Whitworth, see the [online course catalog](#). It might be better to save some of the courses in your academic department for later, but some are great first-semester choices.

- **Courses to Fulfill Shared Curriculum Requirements:** All students are required to take courses in 4 inquiry groups (Belief, Culture, Expression, and Science), one course in each of the three tags (Global Diversity, United States Diversity, and Emotional Wellness), as well as the Praxis, an area of study that promotes habits of mind and wellness. Individual courses within each inquiry group expose students to distinct but interrelated approaches to pursuing and applying knowledge from across diverse perspectives. You can read more information on Shared Curriculum requirements [here](#). Your registration advisor can assist you in choosing courses to meet the following shared curriculum requirements. You can also search by shared curriculum requirements on Pirate Port when you are looking up available classes.

![Diagram of Belief, Culture, Science, and Expression sections](#)
• **SC 125, First-Year Seminar:** First-Year Seminar is a one-credit course that focuses on helping first-year students transition to college life and studies. *If you are entering Whitworth directly from high school, you must enroll in this course, even if you have attended community college or earned college credit in the past.* The instructor for your section of SC 125 will be your academic advisor for your first semester at Whitworth.

• **Core/Worldview Studies:** Core 150 (Western Civ. I) is a great course to take your first year, if possible, but no later than your second year. You need strong reading and analytical skills for this course, as well as preparation in notetaking. If you don’t feel confident in these skills, you may want to take EL 110 (Writing I) instead of Core 150 during your first semester. If you are an athlete whose season falls mainly in spring or fall, you may want to take Core 150 in your “non-sport” semester.

• **World Language:** If you have had any exposure (study away, coursework, etc.) to the language you wish to study, you MUST take the online language placement test prior to your registration appointment. (Note: students who plan to take French at Whitworth DO NOT need to take the language placement exam). Depending on your current proficiency, the world language requirement may require up to two semesters of coursework. Regardless, it is strongly recommended that you take care of this requirement during your first year at Whitworth to capitalize on your past work. Whitworth’s shared curriculum requirement for world language states that:

> Students must demonstrate proficiency through the first-year level. They may accomplish this by passing a proficiency exam in the language, completing the 101-102 sequence in a language, or completing a one-semester intensive course (e.g., SN 111 or FR 111).

You won’t need to take the proficiency exam if…

- you have never taken a foreign language.
- you plan to take French at Whitworth, and have already taken French in high school.
- you have taken a foreign language, but you wish to study a different language in college.
- you have taken a language other than Spanish, German, French or Russian, and you wish to test out of the language requirement by demonstrating your proficiency on an outside exam (AP, CLEP, etc.).

World language placement exams are available in German and Spanish. If you have experience in either of these languages and you wish to continue at Whitworth, you will need to take the language placement exam. We will send you a reminder email prior to your registration appointment that will include a link to instructions for how to take the exam.

After you complete the exam, write down your score and the name of the course for which it tells you to register. During your registration appointment, tell your registration advisor your score and the course for which you were told to register. If you have questions prior to the registration appointment, you can visit the [World Languages & Cultures department website](#).
If you wish to test out of the language requirement, you must take a proctored language exam on campus in the fall. In August, you will receive an orientation information that will include the schedule for on-campus computerized placement exams in French, German, Spanish and Russian (placement exams in Russian are intended for speakers of Russian who plan to test out of the language requirement, though courses in Russian are not currently offered at Whitworth).

Contact the World Languages & Cultures department at wlc@whitworth.edu for more information.

• **Mathematics:** If you have just completed a math course in high school, consider taking math in the fall of your first year to help build on your current skills. The decision regarding which math class to take should be based on the following factors:
  - Your area of study. Different majors have different required courses.
  - Your math experience. You will want to be sure that you have met the prerequisites for the course that you are considering.
  - Your math SAT/ACT score. Whitworth provides the following guidelines:

  **SAT Math 600+ or ACT Math 27+**
  - Enroll in MA 171 or any math class for which you have taken the prerequisite courses.

  **SAT Math 500-599 or ACT Math 21-26**
  - Consider MA 108, MA 150, or MA 256, depending on intended major and interest.

  **SAT Math <500 or ACT Math <21**
  - Enroll in MA 107.

• **Natural Science:** If you are majoring in one of the sciences, you will be enrolling in many math and science classes. Students who are not majoring in math or science can fulfill their natural science requirement during Jan Term.

• **Music Ensembles and Music Lessons (open to ALL students):** Registration for these courses (unlike all others) takes place during orientation in September. Click on the links below for information to help you plan ahead. Be sure to tell the professor who is helping you register that you plan to be involved in music.
  1. [Music Ensembles](#)
  2. [Contact Music Faculty](#)

• **Associate Degrees:** If you have completed an Associate of Arts (A.A.) degree from a community college in Washington (approved by the Intercollege Relations Commission for the State of Washington), Colorado, Idaho, Oregon, Montana or an Associate of Science degree from a community college in Washington or North Idaho College (excludes AST-Track I & II), your entire degree will transfer to Whitworth as 60-64 semester credits, which will give you junior class standing. All shared curriculum requirements will be waived except First-Year Seminar, a world language (unless you have taken 15 quarter credits or a full year of language at the college level or can test out of the world language requirement), one Biblical Literature course and one course from the following categories: Core courses (150. A Christian Worldview; 250, Worldview and the Role of Reason; or 350, Worldview in Policy); and/or Faith, Reasoning, and Contemporary Issues (FRCI).
Official transcripts are required in order to sign up for a class registration appointment, and a final copy is required once coursework is completed.

Looking ahead: Study Abroad/Away

Note: Traditional off-campus study programs are not available for freshmen during their first year at Whitworth

Planning Now for Off-Campus Study Later

An important goal at Whitworth is to equip our students to thrive as global citizens. Part of meeting that goal is encouraging our students to participate in one of our many off-campus programs. Planning your general education classes carefully now will help you make the most of those opportunities in the future. If you are interested in participating in off-campus study, please let the professor helping you register know about your plans during your registration phone appointment.

Opportunities

Whitworth’s off-campus study options are listed online at https://www.whitworth.edu/cms/academics/off-campus-programs/.

There are two ways to study abroad/away as a Whitworth student:

1. Participate in a faculty-led study program (Jan Term, summer or full semester).
2. Enroll in an exchange program (through ISEP or direct exchange) and study at a foreign university.

The staff of the International Education Center is ready, willing and able to help students in planning their study abroad/away experience. If you would like to contact the off-campus studies office, please call Rebecca Gahl-Partridge at 509.777.4499.

Semester-long, Faculty-led Programs

Whitworth offers full-semester study programs in Washington D.C., Central America and Tanzania. If you are interested in any of these programs, please contact the International Education Center prior to beginning classes in the fall so staff can recommend general education requirements you should defer in the meantime.
Sample first-semester schedules

Sample Schedule No. 1

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CO 150</td>
<td>Western Civilization I (Core 150)</td>
<td>4</td>
</tr>
<tr>
<td>PO 102</td>
<td>American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>FR 101</td>
<td>Elementary French I</td>
<td>4</td>
</tr>
<tr>
<td>MU 173</td>
<td>Wind Symphony</td>
<td>1</td>
</tr>
<tr>
<td>GE 125</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Sample Schedule No. 2

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU 103</td>
<td>Listening to Music</td>
<td>3</td>
</tr>
<tr>
<td>EL 110</td>
<td>Writing I</td>
<td>3</td>
</tr>
<tr>
<td>SO 120</td>
<td>Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>TH 140</td>
<td>Great Themes of the Bible</td>
<td>3</td>
</tr>
<tr>
<td>FW 132</td>
<td>Fitness Programs</td>
<td>1</td>
</tr>
<tr>
<td>GE 125</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Sample Schedule No. 3

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 150</td>
<td>Western Civilization I (Core 150)</td>
<td>4</td>
</tr>
<tr>
<td>FW 134</td>
<td>Jogging</td>
<td>1</td>
</tr>
<tr>
<td>MA 108</td>
<td>Finite Math for Social Science</td>
<td>4</td>
</tr>
<tr>
<td>HU 201</td>
<td>International Films</td>
<td>1</td>
</tr>
<tr>
<td>SN 101</td>
<td>Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>GE 125</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Sample Schedule No. 4

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 140</td>
<td>General Biology I: Genes/Cells/Evolution</td>
<td>4</td>
</tr>
<tr>
<td>BI 140L</td>
<td>General Biology I: Genes/Cells/Evolution Lab</td>
<td>0</td>
</tr>
<tr>
<td>MA 171</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>CH 161</td>
<td>General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CH 161L</td>
<td>General Chemistry Lab</td>
<td>1</td>
</tr>
</tbody>
</table>
Frequently asked questions

How will I receive credit for my AP/IB exams or Seal of Biliteracy?
Your AP and IB tests will be evaluated for credit when we receive your official score reports. Scores for AP and IB tests taken this spring will arrive at Whitworth in mid-July. If you would like to send score reports from previous tests to Whitworth, you must request that scores be sent by the testing service. The professor helping you register will ask for your scores on any tests taken so far and will help you register based upon these scores. Once we receive scores for tests you have taken this year, an academic evaluator may contact you if it looks like adjustments should be made to your course schedule. For information about required scores for AP and IB credit, go to Tests for Credit on the registrar’s webpage. If you have received a Seal of Biliteracy on your transcript, inform the faculty member registering you so we can have your final transcript checked for confirmation and schedule you accordingly.

Will I receive credit for college courses I took during high school?
Whitworth cannot award college credit based on your high school transcript, so be sure to have the college from which you received your credits send an official transcript to Whitworth. When your registration advisor calls, please list for your advisor the college courses in which you have earned a grade of C or higher so that you won't duplicate a course here at Whitworth.

What should I do if I change my mind after I register?
You can make changes to your course schedule on Pirate Port as of June 20, but remember that by doing so you might also accidentally drop a course that is required during your first semester. Since a faculty advisor helped you choose your courses, it is usually a good idea to keep your original course schedule until you arrive on campus and have time to talk with your advisor about any changes you would like to make.
You have the first 10 days of the semester to add courses and to drop without penalty.
- Day 1-5: You can add eligible courses and drop courses using Self-Service.
- Day 6-10: You can add and drop courses with signatures from the instructor and your advisor.
If you would like to talk with someone about changing your course schedule before you arrive on campus, please contact the Whitworth Registrar’s Office at registrar@whitworth.edu or 509.777.3205.

Please note you cannot drop your SC-125/325 class.

What happens if I am on the waitlist for a class and a spot becomes available?

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 110</td>
<td>Writing I</td>
<td>3</td>
</tr>
<tr>
<td>GE 125</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
If you have been added to the waitlist for a course and a seat becomes available, an email will be sent to your Whitworth email account notifying you of the opening. You will have 24 hours from the time that email is sent to register for your class; prior to June 20 you will need to contact the registrar’s office and ask to be registered, and after June 20 you will have the ability to log into Pirate Port, go to Self-Service and register yourself for the class. If no action is taken after 24 hours, you will be removed from the waitlist and the invitation will be sent to the next eligible student.

What should I do if I am absolutely unable to register over the phone this summer? Please email the admissions office at admissions@whitworth.edu if you have concerns about the dates and times available for registration appointments. For students who are living abroad or do not have access to a phone, we are able to use Skype to call you for your registration appointment.

Accessing course schedules

If you have read through this guide and are ready to do some planning before your registration appointment, logging onto Pirate Port is your next step. Self-Service, which is a section of the Pirate Port website, will be your go-to area for looking up classes before you register each semester. You are encouraged to look up available courses a day or two before your registration appointment and to plan ahead, but your registration advisor will help you finalize your schedule. Keep in mind that courses may fill up before you register, but any class you aren’t able to take your first semester will be offered again soon.

To access course schedules on Pirate Port:

1. Go to https://inside.whitworth.edu, or go to www.whitworth.edu and select Pirate Port from the banner across the top of the page.
2. Log in using your Whitworth username and password. If you do not remember your username or password, call the admissions office at 509.777.4786. If you receive an error message when you attempt to log in, your password may have expired. Please call or email the Whitworth Help Desk (509.777.3911 or helpdesk@whitworth.edu) and a technician will reset your password.
3. There is a Campus System box on the right side of the page. Select Self-Service from the Campus System menu.
Searching for Courses

Student Planning provides 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. 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.

**Searching for Courses Directly from the Courses & Sections**

You can search by subject or by course in the Courses & Sections.
To search for classes, select “Courses & Sections” under Student Planning.
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.
After your registration appointment, you can look at where your selected courses fit in your schedule. Just go back to the Plan & Schedule tab.

Here you can see your classes in calendar format. It’s even mobile-friendly!

Good luck, and we’ll talk to you soon!