

An aerial photograph of a university campus, likely Whitworth University, showing a large green lawn, several buildings, and a prominent brick tower. The background features rolling hills and mountains under a hazy, golden sky, suggesting a sunrise or sunset. The text is overlaid on this image.

Registration Guide

**HOW TO PREPARE FOR YOUR
REGISTRATION APPOINTMENT WITH A
WHITWORTH FACULTY MEMBER**

2024

A red arrow graphic pointing to the right, positioned at the end of the year '2024'.

Table of Contents

What happens next?	<u>03</u>
Thinking through your major	<u>04</u>
Planning your schedule	<u>05</u>
Frequently asked questions	<u>08</u>
Looking ahead: study away	<u>09</u>
Sample 1st semester schedules	<u>10</u>
Viewing and changing courses	<u>11</u>



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:

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 Daylight 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 last week of May 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 and searching for available classes on Self-Service (instructions can be found on [Page 11](#) 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 those areas. 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-Chiropractic
Pre-Dental
Pre-Med Tech
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary
Pre-Athletic Training
Pre- Nursing

Biology
Chemistry
Biophysics
Health Sciences
Kinesiology

Pre-Law

Political Science
Philosophy
Peace Studies
International Studies

Planning your schedule

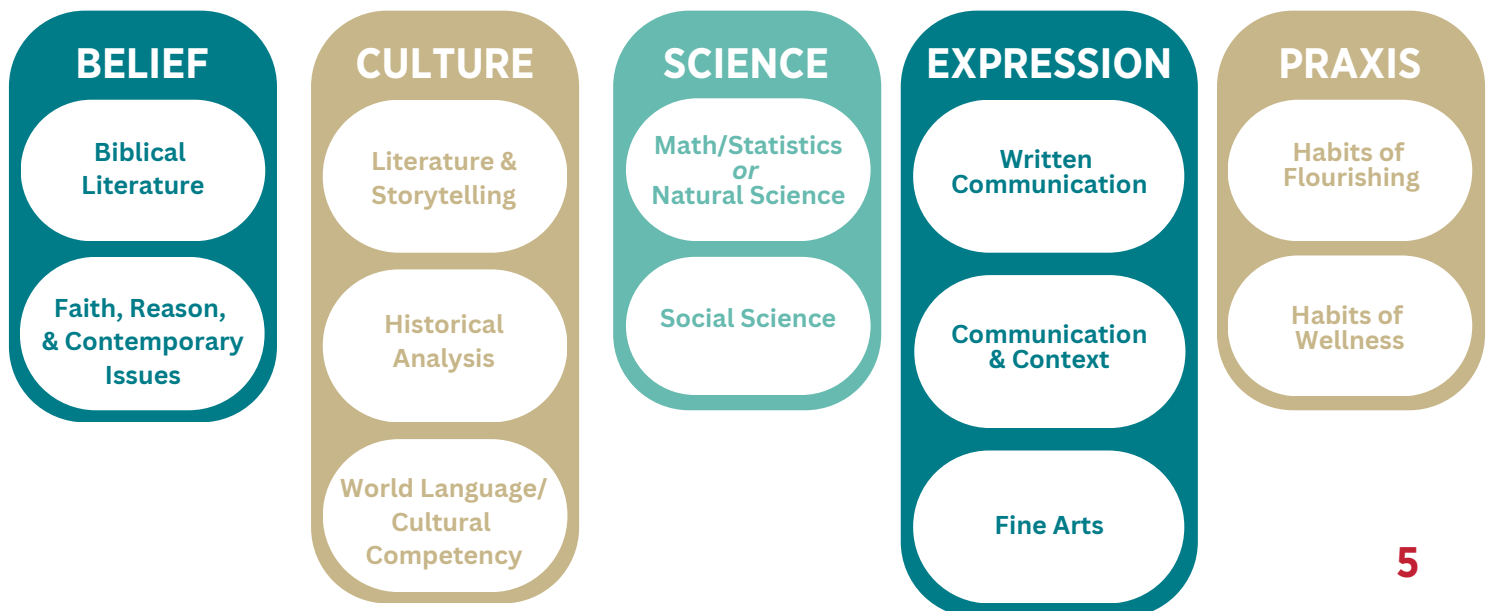
You will need a minimum of 126 semester credits to graduate from Whitworth. Most courses at Whitworth are worth either three or four credits, and a full-time course load is 12-16 credits. If you receive financial aid or Veterans Affairs benefits, participate in varsity athletics, or are an international student, you must be registered for at least 12 credits each semester to maintain eligibility. **We recommend students aim for around 12 credits their first semester at Whitworth.**

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.

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.

Courses to Fulfill Shared Curriculum Requirements: All students are required to take courses in 4 inquiry groups (Belief, Culture, Expression, and Science), 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.

WHITWORTH'S SHARED CURRICULUM



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 accordingly. Be sure to tell the professor who is helping you register that you plan to be involved in music.

[Music Ensembles](#)

World Language: Whitworth offers Spanish courses at all levels as well as introductory, 100-level language courses in French and Japanese. Students in Education are also able to take courses in American Sign Language (ASL). During your registration appointment your registration advisor will review your language experience in high school and invite you to take a language course – you may decide to major or minor in a language, and these courses fulfill a requirement in the Shared Curriculum.

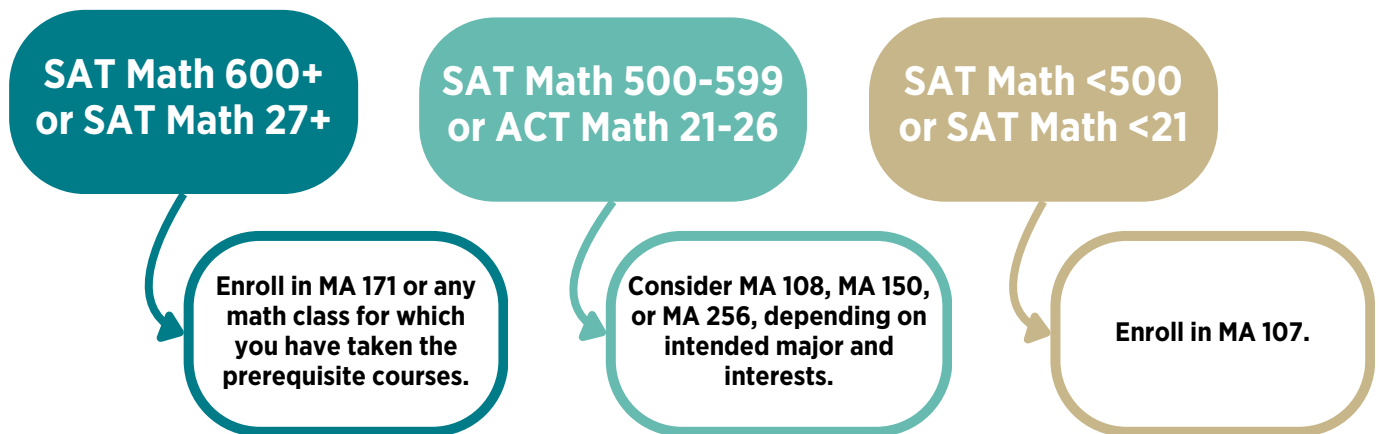
Students interested in 100-level French can anticipate taking FR 111 in the Spring semester. This Fall we will offer a Swahili 101 course that is open to anyone who is interested!

For students taking languages other than Spanish, you can enroll in an open section of a 101 course as these classes are designed for beginners.

For students taking Spanish, take [this placement exam](#) if you've taken two or more years of high school Spanish, **or** Spanish is a primary language spoken at home. Otherwise, enroll in SN 111 or SN 101

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:



- There is a preliminary placement exam available [here](#). **If you are interested in taking MA 150 or MA 171, you will be required to take an official placement exam during orientation weekend if you are not transferring the prerequisite credits.** You can prepare by using the preliminary exam to practice.

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.

Associate Degrees: If you have completed an Associate of Arts (A.A.) degree from a community college in 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 Biblical Literature course, and a course to fulfill the *Faith, Reason, and Contemporary Issues* requirement.

Frequently asked questions

How will I receive credit for my AP/IB/CLEP exams?

Your AP, IB, and CLEP exams will be evaluated for credit when we receive your official score reports. If you would like to send score reports from previous tests to Whitworth, you must send them through the testing service. The professor helping you register will ask for your scores on any tests taken so far and will help you register accordingly. 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 schedule. For information about required scores for AP and IB credit, go to [Tests for Credit](#) on the registrar's webpage.

Will I receive credit for college courses I took during high school?

Have the college from which you received your credits send an official transcript to Whitworth. We cannot assign credit based on a high school transcript, so this step is really important! We award credit for classes that are 100 level or higher in which you received a "C" or higher from regionally accredited institutions. 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 don'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 Self-Service in late June, 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. 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 class.

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

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 21 you will need to contact the registrar's office and ask to be registered, and after June 21** you will have the ability to log into 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. **The key takeaway? If you're on a waitlist, be sure to check your Whitworth email once per day throughout the summer.**

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 or call 509.777.4262 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.

Looking ahead: Study Away

Note: Traditional off-campus study programs are not available for first-year students 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-Year Schedules

You need a minimum of 126 semester credits to graduate from Whitworth. Most courses 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. **We recommend students aim for around 12 credits their first semester at Whitworth.**

SAMPLE SCHEDULE #1

COURSE NO.	TITLE	CREDITS
PO 102	American National Politics	3
FR 101	Elementary French	4
MU 173	Wind Symphony	1
SC 125	First-Year Seminar	1
SO 120H	Intro to Sociology, Honors	3

SAMPLE SCHEDULE #2

COURSE NO.	TITLE	CREDITS
MA 108	Finite Math for Social Sciences	3
SN 201	Intermediate Spanish I	4
TH 140	Great Themes of the Bible	3
SC 125	First-Year Seminar	1
BU 230	Financial Accounting and Analysis	3

SAMPLE SCHEDULE #3

COURSE NO.	TITLE	CREDITS
BI 140	General Biology I	4
BI 140L	General Biology I Lab	0
SC 125	First-Year Seminar	1
CH 161	General Chemistry	3
CH 161 L	General Chemistry Lab	1
MA 171	Calculus I	4

Viewing & changing courses

If you have read through this guide and are ready to do some planning before your registration appointment, logging onto Self-Service is your next step. Self-Service 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. Our Student Success team put together [this video](#) to walk you through using Self-Service, and written instructions are provided below!

To access course schedules on Self-Service:

1. Go to <https://collss.whitworth.edu/Student/Account/Login?>
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.

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.

The screenshot shows the Whitworth Self-Service portal. On the left is a dark navigation menu with the following items: Home, Financial Information, Employment, Academics, Student Planning, Planning Overview, Plan & Schedule, Program Evaluation (circled in red), and Graduation Overview. The main content area is titled 'Hello, Welcome to Whitworth Self-Service!' and includes a prompt 'Choose a category to get started.' Below this are several service tiles: Student Finance, Tax Information, Employee, and Courses & Sections. A red callout box with white text points to the 'Program Evaluation' link in the navigation menu, stating: 'To search for classes, select “Program Evaluation” under Student Planning.'

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

D. Cultural Inquiry

Complete all of the following items. 1 of 3 Completed. [Hide Details](#)

1. COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grad	Term	Cred
Not Started					

2. LITERATURE AND STORYTELLING 0 of 3 Credits Completed. [Show Details](#)

3.

Select "Search"

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.

[Back to Program Evaluation](#)

Filter Results [Hide](#)

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Art (17)
- Communication Studies (2)
- Education: UG & GR (2)
- English (3)
- Fine Arts (1)

[Show All Subjects](#)

Locations

- Whitworth Campus (89)
- Online (21)
- Continuing Studies On-Campus (12)
- Off Campus - Study Abroad (8)
- Continuing Studies U-District (7)
- Off Campus - USA (5)

Terms

- 2022 Fall Semester (25)
- 2023 Fall Semester (18)
- 2023 Spring Semester (15)
- 2024 Spring Semester (12)
- 2024 Fall Semester (11)

[Show All Terms](#)

Days of Week

The following results match requirement: COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS

Filters Applied: None

[Add Course to Plan](#)

EMS-102 The Pacific World (3 Credits)

One of four courses in world history, Pacific World introduces China as the focal point of a network of trade and culture that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam.

Also listed as HI-102.

Requisites: None

Locations: Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee) Fall and Spring, All years

HI-102 The Pacific World (3 Credits)

One of four courses in world history, Pacific World introduces China as the focal point of a network of trade and culture that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam.

Also listed as EMS-102.

Requisites: None

Locations: Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee) Fall and Spring, All years

[View Available Sections for HI-102](#)

HI-110 Pilgrimage (3 Credits)

In many cultures, religious practice, and in many cases, is experiencing a revival. This course explores religious events outside the Christian tradition, like the annual pilgrimage to Mecca, and compare to similar practices in the West. The course is presented as a look at the practice as one connected to personal and identity issues. The students are...

Requisites: None

Locations: Whitworth Campus, Online

Typically Offered (Please check with department as this is not a guarantee)

These are some of the courses that fulfill the selected requirement. You can filter results by subjects, locations, terms, days of the week, instructors, etc.

For each course, you can view available sections. If there is a section that fits your schedule, add it with the blue button.

Filters Applied: History x 2024

HI-102 The Pacific World

One of four courses in world history, Pacific World History and Subjects China as the focal point and network of trade and commerce that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam. Also listed as AS 102. Also listed as EMS 102.

Requisites:
None

Locations:
Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee)
Fall and Spring. All years.

View Available Sections for HI-102

2024 Fall Semester

HI-102-1	The Pacific World		
Seats	Times	Locations	Instructors
24 / 25 / 0	T/Th 9:30 AM - 10:50 AM 9/4/2024 - 12/13/2024	Whitworth Campus, Harriet Cheney Cowles Library CLASSRM Regular Course	Clark, A (Regular Course)

Add Section to Schedule

Searching for Courses Directly from the Courses & Sections

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

Employment

Academics

Student Planning

Graduation Overview

Transfer Summary

Transcript Orders

Grades

Courses & Sections

Student Finance
Here you can view your latest statement and make a payment online.

Tax Information
Here you can change your tax information.

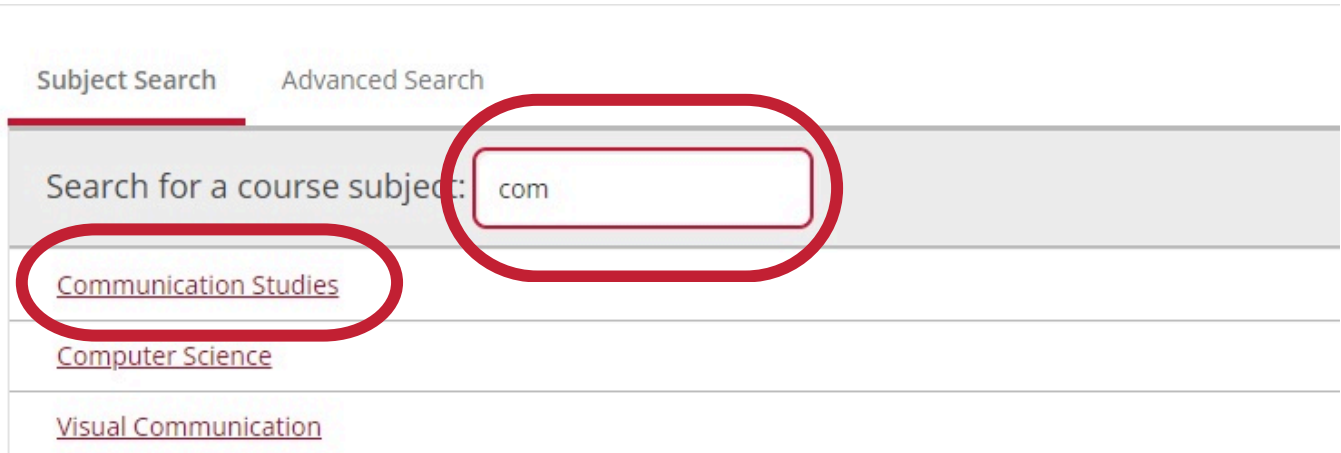
Employee
Here you can view your leave balance and request timecards.

Courses & Sections
Here you can view and search Courses & Sections.

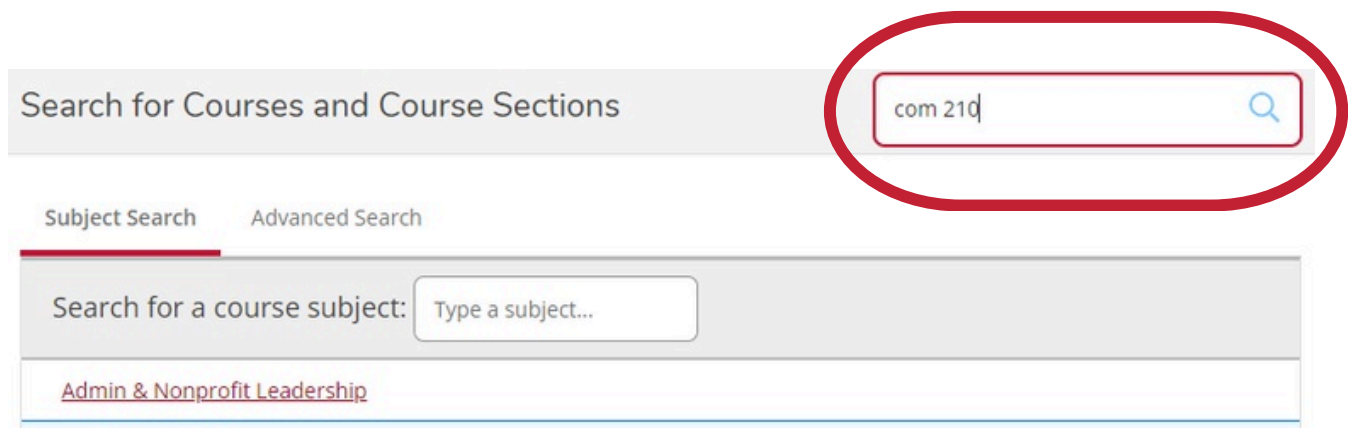
Graduation Overview
Here you can view and submit a graduation application.

To search for classes, select "Courses & Sections" under Student Planning

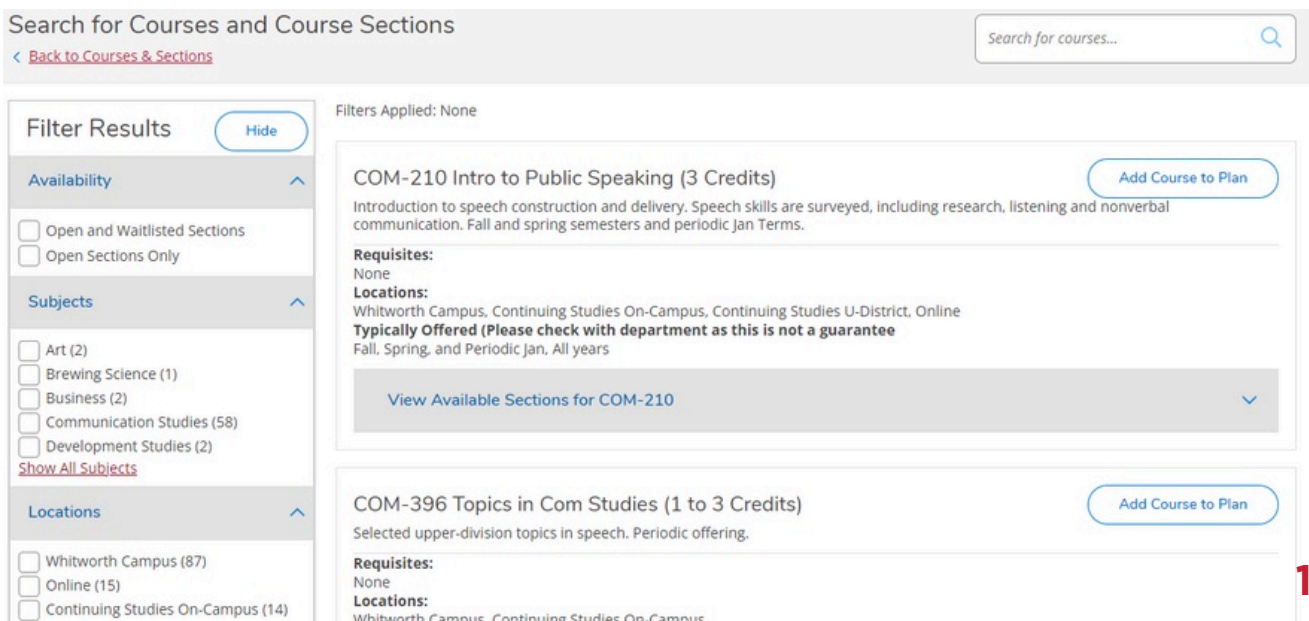
Begin typing a subject in the “Search for a course subject” box to bring up all subjects that match. This will bring up all courses in that subject.



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.

The Academics navigation menu on the left includes: Academics, Student Planning, Planning Overview, **Plan & Schedule** (highlighted with a red circle), Program Evaluation, Graduation Overview, and Transfer Summary. The main content area shows the 'Advanced Search' tab selected. It includes a 'Results View' section with radio buttons for 'Course Listing' and 'Section Listing' (selected). Below are input fields for 'Term' (a dropdown menu), 'Meeting Start Date' (M/d/yyyy), and 'Meeting End Date' (M/d/yyyy). There is also a 'Courses And Sections' section with a 'Subject' dropdown menu and a 'Course' input field.

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

The interface is titled 'Plan your Degree and Schedule your courses'. It has tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing '2024 Fall Semester' with navigation arrows and a '+' button. There are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A 'Remove Planned Courses' button and a 'Register Now' button are also present. The main area is a calendar grid with days of the week (Sun-Sat) and times (7am-4pm). Courses are plotted as colored boxes: EL-110-11 (Writing & Design) on Mon, Tue, and Thu; MA-108-1 (Finite Math for Social Science) on Tue, Thu, and Fri; SN-201-4 on Mon, Tue, and Fri. A red arrow points from the callout box to the calendar grid.

Whew! You made it. If you have further questions about preparing for your registration appointment, email us at admissions@whitworth.edu. you can look at where your selected courses fit in your schedule. Just go back to the Plan & Schedule tab.



***Good luck,
and we'll talk
to you soon!***