



# Fall 2018 Transfer Registration Guide

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# What happens next?

Greetings new Whitworth transfer students,

We are thrilled that you have chosen to join the Whitworth community! Transfer students are an important part of the Whitworth family, and it's our goal that you will feel welcomed and informed as you transition to Whitworth. In this guide you will find valuable information to help you register for classes for fall semester 2018, so please spend some time going through this guide before your registration appointment. Whitworth's registration process 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 over the next month:

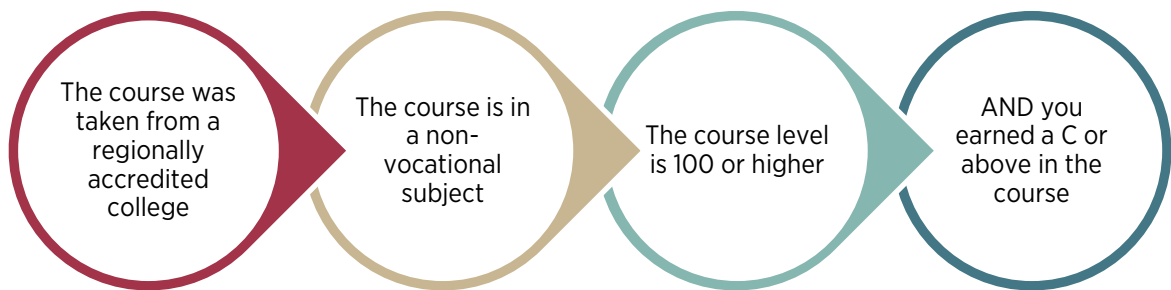
**In early May** you will receive an email from Whitworth Admissions. The email will provide a form for you to complete that confirms your intended major or if you are undeclared. This helps us assign the proper faculty member to help you register for classes. Admitted transfer students who deposit after May 1 will be invited to set up their registration appointment throughout the summer. You will then schedule a 30-minute phone appointment with a Whitworth professor to take place a few weeks later. (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 and postcard. Be sure to check that the date and time of your registration appointment are correct, and that they still work for you. 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 509.777.4786 or [admissions@whitworth.edu](mailto: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 through 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 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.

# Your transfer credits

**Prior to your registration appointment, you'll want to make sure that Whitworth has copies of your most recent college transcripts.** The academic evaluators in the registrar's office will use these transcripts to assign you credit. There may be a few exceptions, but in general credits for each course you have taken will transfer to Whitworth as long as:



The professor helping you register will have a copy of your credit evaluation during your registration appointment, and they will provide you with course recommendations based on the credits you have already earned. **If you are currently enrolled in any college courses, please have a list of these courses on hand during your appointment.** Once you complete these courses you will need to send an official transcript to Whitworth in order to receive credit for your recent courses, but your registration advisor will help you take them into account in the meantime.

## A few notes about transfer credits:

- Whitworth is on a 4-1-4 calendar with two semesters and a 3.5-week Jan Term. This means that we calculate credits based on semesters rather than quarters. If the school you have previously attended is on a quarter calendar, you may notice the number of semester credits you have earned is different than your total number of quarter credits.  
Example:  
5 quarter credits = 3.33 semester credits  
3 quarter credits = 2 semester credits
- Maximum transfer credits:** Whitworth will accept a maximum of 64 semester credits from any combination of regionally accredited two-year colleges, and a maximum of 94 semester credits from regionally accredited four-year colleges (or a combination of two- and four-year institutions). In order to graduate from Whitworth you must complete a minimum of 32 semester credits (about one full year) at Whitworth.

- If you have previously attended a Washington state community college (or North Idaho College), you can find a [transfer equivalency guide online here](#). This guide will list the course number of each course offered at your college and show how that course transfers to Whitworth.
- **Associate Degrees:** If you have completed an Associate of Arts (A.A.) degree from a college in Washington, Colorado, Oregon, Montana or Idaho (or an Associate of Science degree in Washington), your entire degree will transfer to Whitworth as 60-64 semester credits, which will give you junior class standing. All general education requirements will be waived except Transfer Seminar, a biblical literature course, a world language (unless you have taken a full year of language at the college level or can test out of the world language requirement), and one of the three worldview (Core) courses. See below for more info about these Gen Ed requirements.

## General education requirements

Whitworth graduates are required to have taken courses in each of the 14 general education categories:

Transfer Seminar 1 credit	Worldview Studies (Core) 12 credits	Biblical Literature (BL) 3 credits	World Languages (WL) 4-8 credits
United States Diversity (AD) 3 credits	Global Perspectives (GP) 3 credits	Fine Arts (FA) 3 credits	Oral Communication (OC) 3 credits
Fitness & Wellness (FW) 3 credits	Social Sciences (SS) 3 credits	Humanities (HU) 3 credits	Mathematics (MA) 3-4 credits
	Natural Science (NS) 3-4 credits	Written Communication (WC) 3 credits	

As a transfer student, you will most likely have completed some (or even most) of these general education requirements (Gen Eds) at your previous school(s). The professor helping you register will have a copy of your credit evaluation, and they will talk with you about the requirements you will still need to fulfill at Whitworth.

### A few notes about general education requirements at Whitworth:

- If you have previously attended a Washington state community college (or North Idaho College) and choose to refer to our online [transfer equivalency guide](#), you will notice that the “GR” column of the

guide indicates which courses fulfill Gen Eds here at Whitworth. The chart above includes the abbreviations for each general education requirement.

- **GE 325, Transfer Seminar:** Transfer Seminar is a one-credit course that focuses on helping transfer students make the transition to Whitworth. *All transfer students are required to take this course during their first semester at Whitworth.*
- **World Language:** Whitworth students are required to take a full year of a world language (which includes American Sign Language) at the college level, or to demonstrate a year of college-level language proficiency on a proctored language exam. This Gen Ed requirement is waived if you have completed a FULL year of a foreign language at your college.

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.** 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 general education 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 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 French, German and Spanish. If you have experience in any of these languages and you wish to continue at Whitworth, follow these instructions to take your language placement exam:

1. Go to the [World Languages & Cultures department website here](#).
2. Click the "Language Placement Exams" link on the left side of the page.
3. Follow the instructions, making note of the password listed.
4. Select the language in which you choose to take the exam. Don't worry now about your I.D. number.
5. After you complete the exam, write down your score and the name of the course for which it tells you to register.
6. Tell your registration advisor your score and the course for which you were told to register.

**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 brochure 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](mailto:wlc@whitworth.edu) for more information.

- **Core/Worldview Studies:** Core is a series of three courses that students take over the course of their time at Whitworth. Depending on the number of credits you bring to Whitworth, you will be required to take one, two or all three of the Core classes.
  - If you transfer to Whitworth with fewer than 30 semester credits, you will be required to take all three courses, Core 150 (an overview of religion), Core 250 (a survey of Western philosophy), and Core 350 (an introduction to ethics and politics). If possible, Core 150 should be taken during your first year at Whitworth.
  - If you transfer to Whitworth with 30 or more semester credits, you will only be required to take two of the three Core courses. You are welcome to choose the two that interest you most.
  - If you transfer to Whitworth with 60 or more semester credits, you will only be required to take one of the three Core courses. You are welcome to choose the course that interests you most.

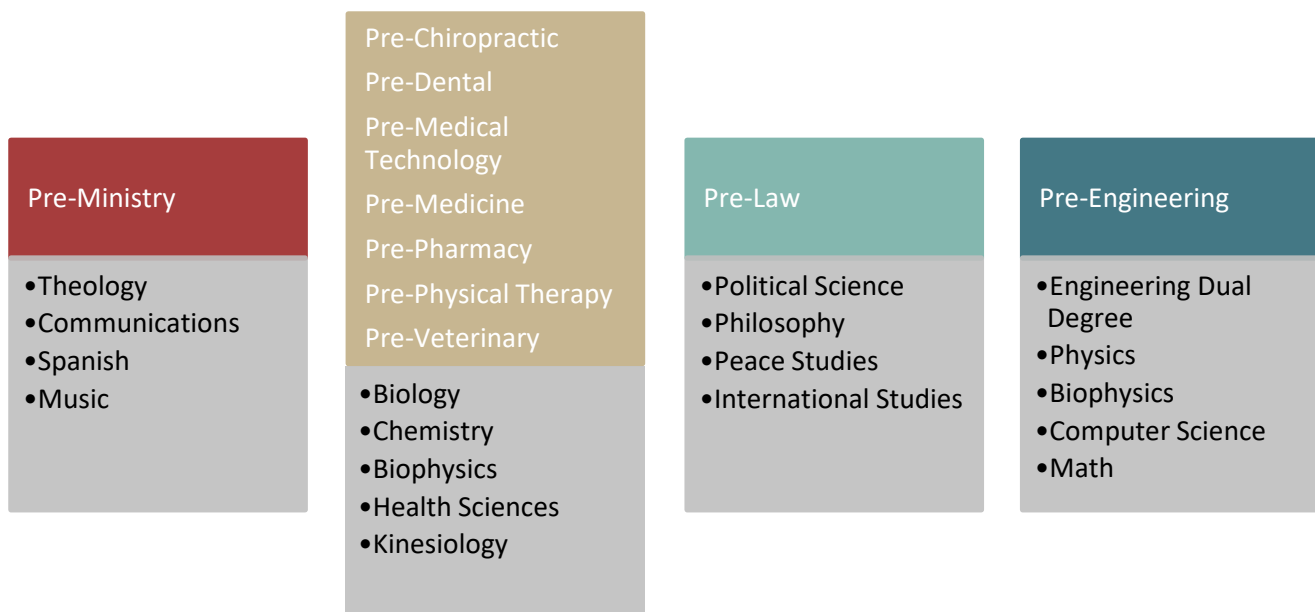
# Thinking through your major

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 him or her to guide you toward introductory courses in that area. You can use your first semester as a time to explore different subjects and fulfill general education 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:



# Looking ahead: Study away

## 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 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 study-abroad programs, please let the professor helping you register know about your plans during your registration phone appointment.

## Opportunities

Whitworth's study-abroad options are listed online at [www.whitworth.edu/offcampusstudies](http://www.whitworth.edu/offcampusstudies).

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

1. Participate in a faculty-led study program (Jan Term 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 international study. If you would like to contact the off-campus studies office, please call Charles Tappa at 509.777.4499.

Whitworth offers full-semester study programs in the British Isles, China, France 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.



## Frequently asked questions

### ***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 July 2, 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](mailto:registrar@whitworth.edu) or 509.777.3205.

### ***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 July 2 you will need to contact the registrar's office and ask to be registered, and after July 2 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](mailto:admissions@whitworth.edu) if you have concerns about the dates and times available for registration appointments. If for some reason you will be unavailable for any phone appointment, we will do our best to arrange for you to register via email.

### ***How many credits should I take each semester?***

You will need 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 to 17 credits. Most students take an average of 14-15 credits each semester, plus 4-5 credits each Jan Term. 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 semester credits at all times to maintain eligibility.

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

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.

***When should I register for music lessons and music ensembles?***

Registration for these courses (unlike all others) takes place during orientation in September. Click on the links below for important 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](#)

# 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 [www.whitworth.edu/pirateport](http://www.whitworth.edu/pirateport), or go to [www.whitworth.edu](http://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. This username and password were included in your Whitworth housing letter; they are the same username and password used elsewhere on the Whitworth website. 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](mailto: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.

The screenshot displays the Pirate Port website interface. On the left, there is a 'Campus System' menu with various categories like Academic, Financial, and Housing. A callout box points to the 'Self-Service' option in the 'Campus Systems' menu on the right. The callout box contains the text: 'Select Self-Service. Self-Service gives you access to your schedules, academic evaluations, grades and much more.' The 'Self-Service' option is circled in red. Below the menu, there are 'Campus Announcements' and 'Master Calendar Events' sections. The 'Campus Announcements' section includes a 'SPAM Email Special WARNING!' and a 'Message from President Taylor: Planned Parenthood'. The 'Master Calendar Events' section shows events for April 18 and April 20, including 'WCC Poetry Contest: \$50 Prize!' and 'Thursday Chapel Community Worship'.

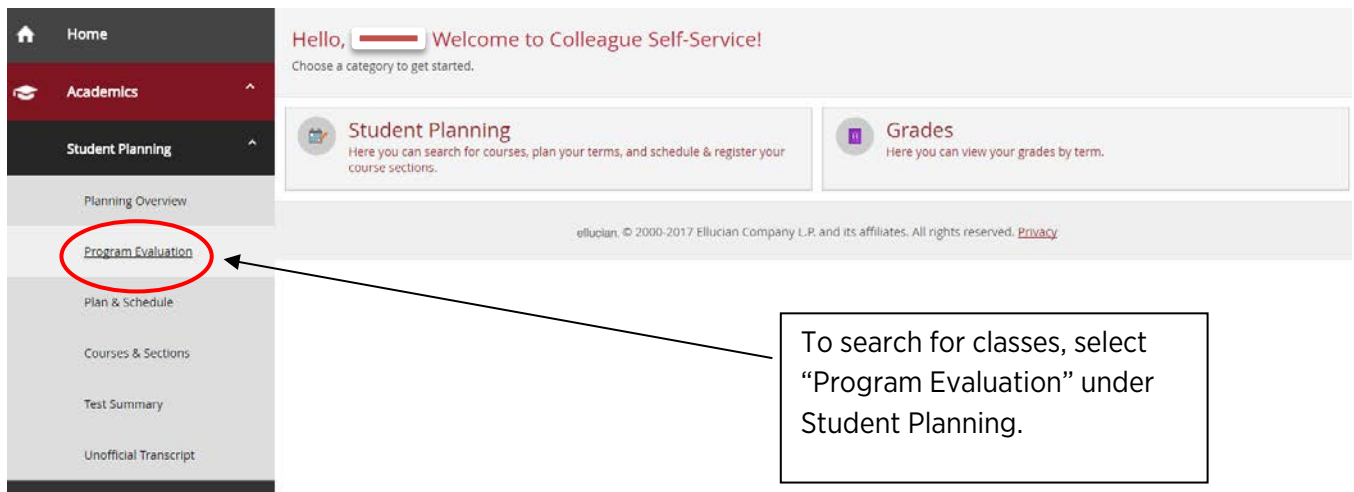
## Searching for Courses

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.



The screenshot shows the 'Student Planning' section of a web application. On the left, a sidebar menu lists several options: 'Home', 'Academics', 'Student Planning', 'Planning Overview', 'Program Evaluation' (circled in red), 'Plan & Schedule', 'Courses & Sections', 'Test Summary', and 'Unofficial Transcript'. A callout box with an arrow points to the 'Program Evaluation' option, containing the text: "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.

#### F. Effective Communicatn

Check the Schedule of Courses for applicable courses

Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1. COMPLETE 3 CREDITS IN ORAL COMMUNICATION **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<input type="button" value="Search"/>	Grade	Term	Credits
<b>Not Started</b>					

2. COMPLETE 3 CREDITS IN WRITTEN COMMUNICATION **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<input type="button" value="Search"/>	Grade	Term	Credits
<b>Not Started</b>					

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.

The following results match requirement: COMPLETE 3 CREDITS IN ORAL COMMUNICATION  
Filters Applied: None

**SUBJECTS**

- Speech (6)
- Education: Teacher Ed. (2)
- Theatre (2)
- GenEd Placeholders (1)
- US Cultural Studies (1)

**LOCATIONS**

- Cont Stud Not Visible Whitnet (1)
- Continuing Studies On-Campus (2)
- Continuing Studies U-District (2)
- CS Not Visible Whitnet Downtn (1)
- Off Campus - USA (1)
- Online (1)
- Whitworth Campus (12)

**TERMS**

- 2017 Fall Semester (7)
- 2017 Spring Semester (6)
- 17/JA (2)
- 2017 Fall Accel Ev Semester (1)
- 2017 Spring Acc Ev Semester (1)
- Show All Terms

**DAYS OF WEEK**

- Monday (5)
- Tuesday (7)
- Wednesday (5)
- Thursday (7)
- Friday (4)
- Saturday (1)

**SP-113 Interpersonal Communication (3 Credits)** Add Course to Plan

Introductory course to communication studies that surveys perception, self-concept, feedback, listening, disclosure, conflict management, language and nonverbal communication. Fall and spring semesters.

Requisites: None

Locations: Whitworth Campus, Online

Offered: Fall and Spring, All years

View Available Sections for SP-113

**SP-196H Honors Interpersonal Comm (3 Credits)**

This course introduces principles of interpersonal relationships in a communal living and learning context off-campus experiential learning and creative expression of learning outcomes. Topics we will examine include: perception, self-management, verbal and nonverbal communication, relationship development, intercultural communication, and...

Requisites: None

Locations: Off Campus - USA

Offered: January, Even

**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.

These are some of the courses that fulfill the selected requirement. You can filter results by subjects, locations, terms, days of week, time of day, instructors, academic levels, course levels and course types.

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

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

Home

Academics

Student Planning

- Planning Overview
- Program Evaluation
- Plan & Schedule
- Courses & Sections**
- Test Summary
- Unofficial Transcript

Grades

Hello, [Name] Welcome to Colleague Self-Service!

Choose a category to get started.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Grades**  
Here you can view your grades by term.

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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.

## Search for Courses and Course Sections

Search for courses...

Search for a course subject

[Comm. Engagement & Transforma](#)

[Computer Science](#)

[Journalism and Mass Communicatn](#)

[Visual Communication](#)

This will bring up all courses in that subject.

Filter Results	Filters Applied: Journalism and Mass Communicatn
<p><b>SUBJECTS</b></p> <p><input checked="" type="checkbox"/> Journalism and Mass Communicatn (51)</p> <p><b>LOCATIONS</b></p> <p><input type="checkbox"/> Continuing Studies On-Campus (7)</p> <p><input type="checkbox"/> Continuing Studies U-District (6)</p> <p><input type="checkbox"/> Not Visible on Whitnet (7)</p> <p><input type="checkbox"/> Off Campus - Study Abroad (6)</p> <p><input type="checkbox"/> Off Campus - USA (4)</p> <p><input type="checkbox"/> Online (1)</p> <p><input type="checkbox"/> Whitworth Campus (37)</p> <p><b>TERMS</b></p> <p><input type="checkbox"/> 2016 Fall Semester (18)</p> <p><input type="checkbox"/> 2017 Spring Semester (16)</p> <p><input type="checkbox"/> 2016 Fall Accel Ev Semester (1)</p> <p><input type="checkbox"/> 2017 January Term (1)</p> <p><b>DAYS OF WEEK</b></p> <p><input type="checkbox"/> Monday (10)</p> <p><input type="checkbox"/> Tuesday (13)</p> <p><input type="checkbox"/> Wednesday (9)</p> <p><input type="checkbox"/> Thursday (7)</p> <p><input type="checkbox"/> Friday (8)</p> <p><b>TIME OF DAY</b></p> <p>Select time range...</p>	<p><b>JMC-125 Writing for Mass Media (3 Credits)</b> <a href="#">Add Course to Plan</a></p> <p>News values: creativity and structure in news writing; journalistic style and format; accuracy, clarity and conciseness in writing; basic reporting and research skills, interviewing, listening, and observing. Also listed as EP 125. Also listed as VC 125. Fall and spring semesters.</p> <p><b>Requisites:</b> None</p> <p><b>Locations:</b> Whitworth Campus</p> <p><b>Offered:</b> Fall and Spring, All years</p> <p><a href="#">View Available Sections for JMC-125</a></p> <p><b>JMC-126H Writing for Digital Media (3 Credits)</b> <a href="#">Add Course to Plan</a></p> <p>Students will explore the research and media theory that covers writing for digital media, then apply those concepts to a weekly online multimedia publication. Jan Term.</p> <p><b>Requisites:</b> None</p> <p><b>Locations:</b> Whitworth Campus</p> <p><b>Offered:</b> January, All years</p>

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

### Search for Courses and Course Sections

Search for a course subject:

[American Sign Language](#)

---

[Arabic](#)

---

[Art](#)

---

[Asian Studies](#)

This will bring up all courses that match that course name

### Search for Courses and Course Sections

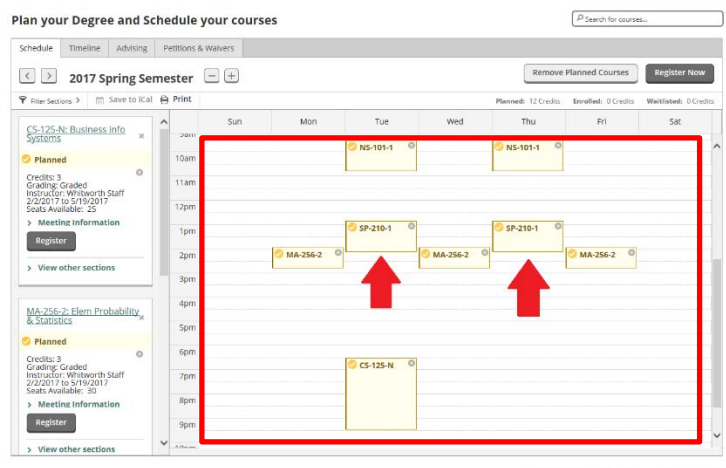
[Back to Plan & Schedule](#)

Filter Results	Filters Applied: None
<p>▼ <b>SUBJECTS</b></p> <p><input type="checkbox"/> Speech (1)</p> <p>▼ <b>LOCATIONS</b></p> <p><input type="checkbox"/> Continuing Studies On-Campus (1)</p> <p><input type="checkbox"/> Continuing Studies U-District (1)</p> <p><input type="checkbox"/> Whitworth Campus (1)</p> <p>▼ <b>TERMS</b></p> <p><input type="checkbox"/> 2016 Fall Semester (1)</p> <p><input type="checkbox"/> 2017 January Term (1)</p> <p><input type="checkbox"/> 2017 Spring Semester (1)</p> <p>▼ <b>DAYS OF WEEK</b></p> <p><input type="checkbox"/> Monday (1)</p> <p><input type="checkbox"/> Tuesday (1)</p> <p><input type="checkbox"/> Wednesday (1)</p> <p><input type="checkbox"/> Thursday (1)</p> <p><input type="checkbox"/> Friday (1)</p>	<p><b>SP-210 Intro to Public Speaking (3 Credits)</b> <span>Add Course to Plan</span></p> <p>Introduction to speech construction and delivery. Speech skills are surveyed, including research, listening and nonverbal communication. Fall and spring semesters and periodic Jan Terms.</p> <p><b>Requisites:</b> None</p> <p><b>Locations:</b> Whitworth Campus, Continuing Studies On-Campus, Continuing Studies U-District</p> <p><b>Offered:</b> Fall, Spring, and Periodic Jan, All years</p> <p><a href="#">View Available Sections for SP-210</a></p> <p>&lt;&lt; 1 &gt;&gt;</p>

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!**