## Transfer Registration Guide

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What happens next?

Greetings new Whitworth transfer students and families,

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 fall semester, 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:

**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. 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. 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 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 official copies of your most recent college transcripts. If you have not requested official transcripts, do so as soon as possible. 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 96 quarter (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 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 a full year of language at the college level or can test out of the world language requirement), and 2 out of the 5 requirements within the Belief inquiry group (you can take any 2 courses from this group to fulfill the requirement).

### 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. 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.

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As a transfer student, you will most likely have completed some (or even most) of these Shared Curriculum requirements 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 Shared Curriculum 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 “SC” column of the guide indicates which courses fulfill Shared Curriculum requirements here at Whitworth.

- **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 Shared Curriculum 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 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 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 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.

- **Belief Inquiry Group:** The number of requirements needed to fulfill the Belief Inquiry Group will depend on the number of transfer credits that are accepted by Whitworth. Please note that the only credits that will count towards a waiver of one of the Belief Inquiry Group courses are those credits accompanied by an official transcript from another university or college. Credits earned by taking an exam will not count toward a waived credit, but will still be applied to your overall credits at Whitworth.
  - If you transfer to Whitworth with fewer than 30 semester credits, you will be required to take all 5 requirements within the Belief Inquiry Group.
  - If you transfer to Whitworth with 30 - 59 semester credits, you will have one Belief Inquiry requirement waived. The requirement to be waived is determined by you.
  - If you transfer to Whitworth with 60 or more semester credits, you will be required to take two of the five Belief Inquiry requirements. You can choose with requirements you would like to waive.
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 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
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 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 [www.whitworth.edu/offcampusstudies](http://www.whitworth.edu/offcampusstudies).

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.
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 June 22, 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.

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 22 you will need to contact the registrar’s office and ask to be registered, and after June 22 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.

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 16 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. 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.

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 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.

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.
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.

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.

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

Search for Courses and Course Sections

Search for a course subject: Type a 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

SP-210 Intro to Public Speaking (3 Credits)
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
- Offered: Fall, Spring, and Periodic Jan, All years

View Available Sections for SP-210
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!