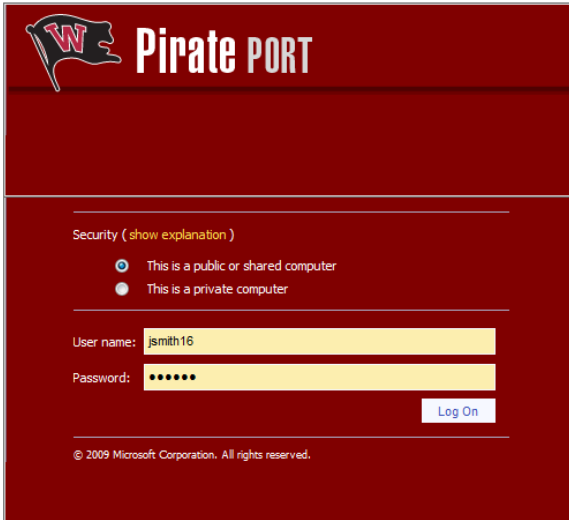
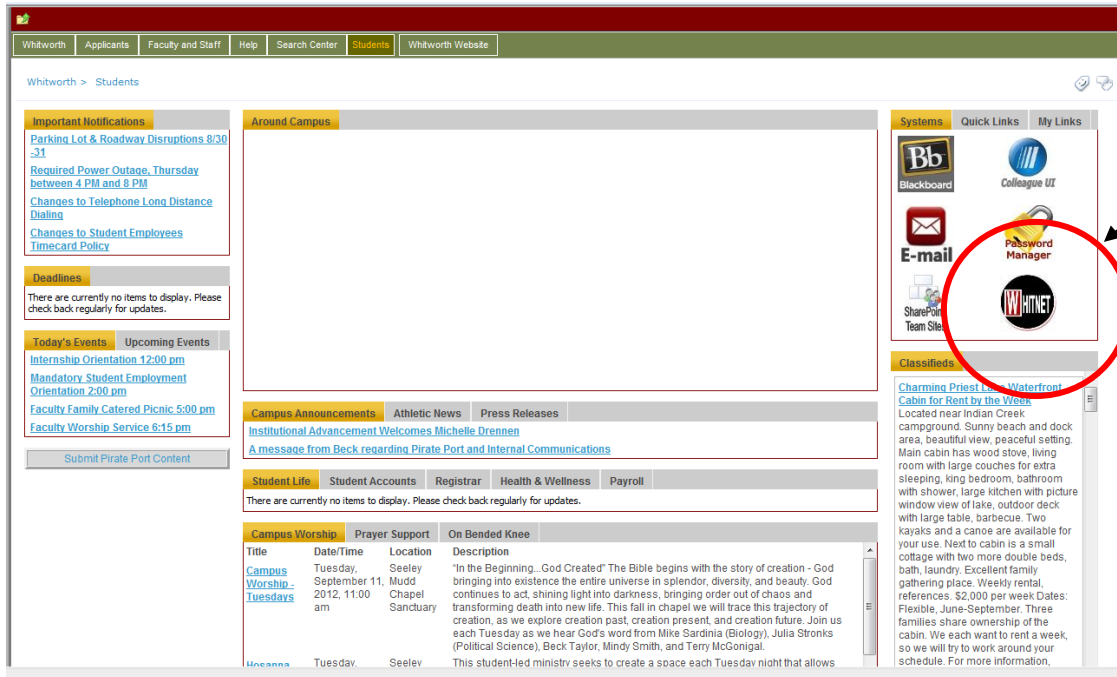


How to Add & Drop Classes on WhitNet

1. Go to PiratePort and log in using your Whitworth Username and Password
www.whitworth.edu/pirateport



2. Select WhitNet on the right-hand side of the screen



Campus Announcements		Athletic News		Press Releases					
Institutional Advancement Welcomes Michelle Drennen									
A message from Beck regarding Pirate Port and Internal Communications									
Student Life		Student Accounts		Registrar		Health & Wellness		Payroll	
There are currently no items to display. Please check back regularly for updates.									
Campus Worship		Prayer Support		On Bended Knee					
Title	Date/Time	Location		Description					
Campus Worship - Tuesdays	Tuesday, September 11, 2012, 11:00 am	Seeley Chapel	Sanctuary	"In the Beginning... God Created" The Bible begins with the story of creation - God bringing into existence the entire universe in splendor, diversity, and beauty. God continues to act, shining light into darkness, bringing order out of chaos and transforming death into new life. This fall in chapel we will trace this trajectory of creation, as we explore creation past, creation present, and creation future. Join us each Tuesday as we hear God's word from Mike Sardinia (Biology), Julia Stronks (Political Science), Beck Taylor, Mindy Smith, and Terry McGonigal.					
Hocanna	Tuesday	Seeley		This student-led ministry seeks to create a space each Tuesday night that allows					

3. Go to the Registration link listed on the left-hand side of the page

The screenshot shows the Pirate PORT website interface. At the top, there is a dark red header with the 'Pirate PORT' logo. Below the header is a green navigation bar with links for 'Whitworth', 'Applicants', 'Faculty and Staff', 'Help', 'Search Center', 'Students', and 'Whitworth Website'. The 'Students' link is highlighted. Below this is a breadcrumb trail: 'Whitworth > Students > WebAdvisor'. The main content area is split into two columns. The left column contains a vertical list of menu items: 'Academic Planning', 'Academic Profile', 'Communication', 'Employee Profile', 'Faculty Information', 'Admissions / Financial Aid', 'Financial Information', 'Instructor Assignment', 'Registration', 'Student Account Information', 'Time Entry and Approval', and 'User Account'. The 'Registration' link is circled in red. An arrow from the left points to this link. The right column contains the text 'Please select a menu option on the left'.

4. If you haven't done so already, click the Financial Responsibility Acknowledgement. Read through the statement and click, I agree.

The screenshot shows the 'Financial Responsibility Acknowledgement' page on the Pirate PORT website. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Whitworth > Students > WebAdvisor'. The left-hand navigation menu is expanded, and the 'Financial Responsibility Acknowledgement' link is circled in red. An arrow from the left points to this link. The main content area displays the title 'Financial Responsibility Acknowledgement' in a yellow box. Below the title is a paragraph of text: 'I understand that if I change my mind about attending these classes, I will notify the Registrar's Office no later than the end of the 1st week of the term. Otherwise, I will be subject to all financial and academic penalties determined by the school's internal policies. (i.e. cancellation fees, punitive grade, etc.) Registration obligates the student for payment of applicable tuition and fees as well as any subsequent collection expenses and fees calculated on unpaid balances, and implies acceptance of the financial policies. It is the student's responsibility to pay his/her bills in a timely manner and to ensure that his/her registration/withdrawal is correctly processed throughout the term. Please be aware that billing rates may change if your registration status changes. A 1.5% per month service charge may be assessed on unpaid balances. Tuition and fees charges will be reflected in your student account as they are billed.' Below this text is another paragraph: 'If you do not agree with this acknowledgement, click your browser BACK button to start this process. In order to complete your registration you must click on the "I Agree" button below.' The 'I Agree' button is circled in red.

To Add a Class

5. Go to Register for Sections, and select the first link, Search and register for sections

Pirate PORT

Whitworth > Students > WebAdvisor

Register and Drop Sections **Register for Sections**

Register for Sections

Please choose which type of registration you would like to use:

- Search and register for sections**
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.
- Express registration**
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42785).
- Register for previously selected sections**
Use this option if you have already placed sections on your preferred list and would like to now register.
- Drop sections**
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)
- Manage my waitlist**
Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

6. Enter the term for which you want to add a class, as well as populating the (a) Gen Ed that you are searching for; (b) the subject; (c) the days; etc. Click Submit.

Pirate PORT

Whitworth > Students > WebAdvisor

Register and Drop Sections **Search/Register for Sections**

BACK

Term: 2012 Spring Semester
2012 Spr Eve Accel Format
2012 Summer Semester
2012 Summer Eve Accel Forma
2012 Fall Semester
2012 Fall Eve Accel Format

Gen Ed: _____ Open Sections Only

Starting By Date: _____

Subject	Course Level	Course Number	Section
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sections Meeting After: _____ Sections Ending Before: _____

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s): _____

Location: Whitworth Campus Academic Level: Undergraduate

7. When you find the open section for which you would like to register, click the check box next to the course. Click Submit at the bottom of the screen.

Narrow my search

Re-sort my results TERM Term, Section Name

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

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Cross Listed	Credits	Lev	General Education	Projected Fee
<input checked="" type="checkbox"/>	12/FA	Open	EL-110-01 (43484) Writing I: Faith & Nation	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01:55PM - 02:50PM, Westminster Hall, Room 125	C. Andrews	1 / 18 / 0		3.00	UG	WRITTEN COMMUNICATION	
<input type="checkbox"/>	12/FA	Closed	EL-110-02 (43485) Writing I	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 09:05AM - 10:00AM, Robinson Science Hall, Room 240	A. Grow	0 / 18 / 0		3.00	UG	WRITTEN COMMUNICATION	
<input type="checkbox"/>	12/FA	Closed	EL-110-03 (43486) Writing I: Technology & Cultur	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 12:50PM - 01:45PM, Hawthorne Hall, Room 101	A. Johnson	0 / 18 / 0		3.00	UG	WRITTEN COMMUNICATION	
<input type="checkbox"/>	12/FA	Closed	EL-110-04 (43488) Writing I	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday	A. Grow	0 / 18 / 0		3.00	UG	WRITTEN COMMUNICATION	

8. Choose the action you would like to take in the drop-down box located next to the course

Whitworth > Students > WebAdvisor

Register and Drop Sections Register and Drop Sections

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

Name Mandell G. Campbell

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="v"/>	2012 Fall Semester	EL-110-01 (43484) Writing I: Faith & Nation	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01:55PM - 02:50PM, Westminster Hall, Room 125	C. Andrews	1 / 18 / 0	3.00	
<input type="button" value="v"/>	2011 Spring Semester	BI-196-OCOST (36765) Conservation & Human Rights	Costa Rica Center	04/01/2011-04/30/2011 Regular Course Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Costa Rica, Room 1 (more)...	B. Weddell	29 / 45 / 0	3.00	
<input type="button" value="v"/>	2011 Spring Semester	CO-350-OCOST (36766) Western Civ III	Costa Rica Center	02/01/2011-03/01/2011 Discussion Section Tuesday 01:30PM - 04:30PM, Costa Rica, Room 1 (more)...	L. Scott, J. Holsinger	4 / 19 / 0	4.00	
<input type="button" value="v"/>	2011 Spring Semester	SN-202-OCOST (36761) Intermediate Spanish II	Costa Rica Center	02/01/2011-02/25/2011 Regular Course Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Costa Rica, Room 2	D. Scott	20 / 24 / 0	4.00	

Click Submit at the bottom of the screen.

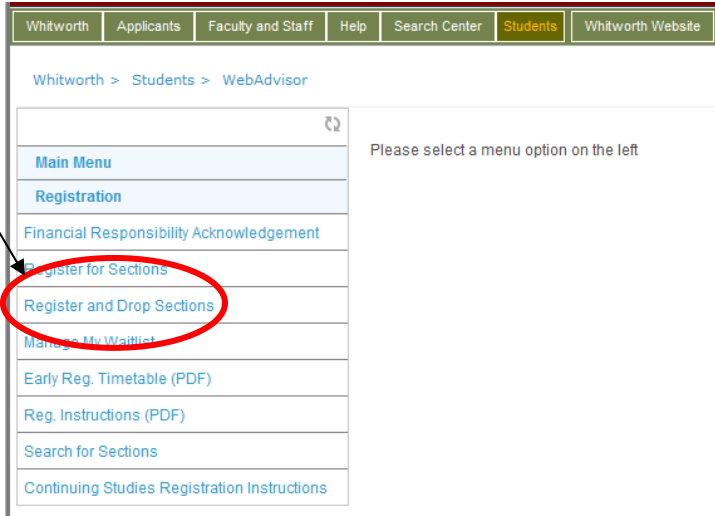
9. You should then (1) receive a confirmation e-mail showing that you have been registered for the course; (2) see the course at the top of the screen showing that you have successfully registered for the course.

The screenshot shows a web application interface with a navigation bar at the top containing 'Search Center', 'Students', and 'Whitworth Website'. Below the navigation bar, there are tabs for 'Register and Drop Sections' and 'Registration Results'. A 'BACK' button is visible. The main content area displays a message: 'The following request(s) have been processed:'. Below this message is a table with the following data:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2012 Fall Semester	Registered for this section		EL-110-01 (43484) Writing I: Faith & Nation	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01:55PM - 02:50PM, Westminster Hall, Room 125	C. Andrews	3.00	

To Drop a Course:

1. Go to Register and Drop Sections on the left-hand side of the screen:

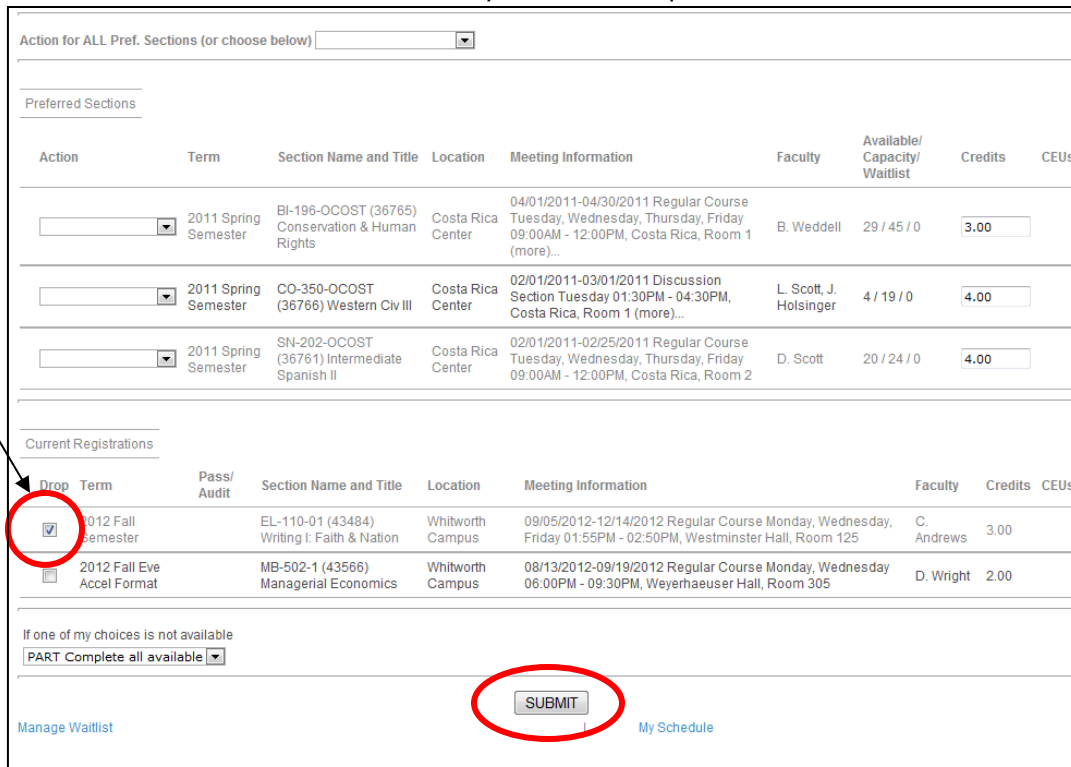


Whitworth > Students > WebAdvisor

Please select a menu option on the left

- Main Menu
- Registration
- Financial Responsibility Acknowledgement
- Register for Sections
- Register and Drop Sections**
- Manage My Waitlist
- Early Reg. Timetable (PDF)
- Reg. Instructions (PDF)
- Search for Sections
- Continuing Studies Registration Instructions

2. Click the box next to the course you wish to drop. Click Submit at the bottom of the screen.



Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	2011 Spring Semester	BI-196-OCOST (36765) Conservation & Human Rights	Costa Rica Center	04/01/2011-04/30/2011 Regular Course Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Costa Rica, Room 1 (more)...	B. Weddell	29 / 45 / 0	3.00	
<input type="checkbox"/>	2011 Spring Semester	CO-350-OCOST (36766) Western Civ III	Costa Rica Center	02/01/2011-03/01/2011 Discussion Section Tuesday 01:30PM - 04:30PM, Costa Rica, Room 1 (more)...	L. Scott, J. Holsinger	4 / 19 / 0	4.00	
<input type="checkbox"/>	2011 Spring Semester	SN-202-OCOST (36761) Intermediate Spanish II	Costa Rica Center	02/01/2011-02/25/2011 Regular Course Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Costa Rica, Room 2	D. Scott	20 / 24 / 0	4.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	2012 Fall Semester		EL-110-01 (43484) Writing I: Faith & Nation	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01:55PM - 02:50PM, Westminster Hall, Room 125	C. Andrews	3.00	
<input type="checkbox"/>	2012 Fall Eve Accel Format		MB-502-1 (43566) Managerial Economics	Whitworth Campus	08/13/2012-09/19/2012 Regular Course Monday, Wednesday 06:00PM - 09:30PM, Weyerhaeuser Hall, Room 305	D. Wright	2.00	

If one of my choices is not available
PART Complete all available

Manage Waitlist

3. You should then (1) receive a confirmation e-mail that the course has been dropped from your schedule and, (2) see the course at the top of the screen showing that you have successfully dropped the course.

The following request(s) have been processed:								
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2012 Fall Semester	Dropped from this section		EL-110-01 (43484) Writing I: Faith & Nation	Whitworth Campus	09/05/2012-12/14/2012 Regular Course Monday, Wednesday, Friday 01:55PM - 02:50PM, Westminster Hall, Room 125	C. Andrews	3.00	