Preregistration

What to do when you are unable to add a course through your student portal:

1. Check for *Blocking Holds* *Advisor hold <u>must</u> be cleared to change schedule*
2. Identify the reason(s) you can't add the course (red, brick pattern bubbles)
   Multiple reasons may require multiple waivers and/or forms

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Course is full

Missing prerequisite

Consent-only course

Conflicting courses on your schedule

- No seats available to your class level
- Reserved for majors

Course puts you over 18 *academic* credits

You need **Faculty Consent** from the instructor

You need an **Academic Overload form**

Request a **Registration Exception** from the instructor

Request a **Prerequisite Waiver** from the instructor

You need a **Course Conflict Resolution form**

Add yourself to the waitlist

If granted a **Registration Exception**, accept it and course will be added to your schedule by Registrar's Office

Pick up an **Academic Overload** form at the Registrar's Office or from the forms page

Form is processed after final grades are posted, and if approved, overload class will be added 1st week of semester

If the **faculty consent** and/or **prerequisite waiver,** is granted, they will appear on the "Consents and Waivers" page, and you will then be able to **add the class through your student portal**

Consent will <u>not</u> allow you to join full course

*If you are missing a prerequisite for a consent only course, the instructor must grant **both** in order for you to add the class*

Pick up a **Course Conflict Resolution** form at the Registrar's Office or from the forms page

Form requires signatures from all instructors of conflicting courses

Frequently Asked Questions

Q: *Can I be granted a Faculty Consent or a Prerequisite Waiver ahead of my preregistration appointment?*
A: Yes! Doing so will allow you to enroll in the course(s) during your preregistration appointment.

Q: *Can I be granted a Registration Exception ahead of my preregistration appointment?*
A: No, Registration Exceptions will not be available for use until the preregistration appointments of each class level have closed, and preregistration has opened up to all students.

Q: *If I am missing a prerequisite for a consent-only course, do I need both a Prerequisite Waiver and a Faculty Consent from the instructor?*
A: Yes, the registration software categorizes these as two separate permissions.

Q: *When can I add myself to waitlists?*
A: Waitlists will open the Thursday morning following the end of the preregistration appointments.

Q: *How long are waitlists open?*
A: Waitlists will remain open until the last day of the semester. At the end of the semester, waitlists close permanently.

Q: *I had a late registration time last semester, why is it late again?*
A: You can learn more about how registration appointment times are assigned [here](#).

Q: *I have prior engagement that conflicts with my registration appointment/I won't have internet access during my registration appointment; can I change my appointment time?*
A: Your registration appointment time cannot be changed, however, if you are unable to access your student portal during your appointment, you can submit a [Pre-registration Assistance](#) form, and someone in the Registrar's Office will add the available courses on your form to your schedule for you.

Q: *What do I do if I missed my registration time and day?*
A: Preregistration will open up to all students the Thursday following pre-registration appointments.

Q: *Who can I contact when I am having trouble registering during my registration time?*
A: There will be a live chat on the registration page of your student portal available during the pre-registration appointments.

Q: *When I click the register button on a course with a co-requisite it won't allow me to add it because I'm not registered for the co-requisite; how can I add the courses to my schedule?*
A: To add courses with co-requisites, such as lecture and labs, you will need to click the register button in the top right-hand corner of the page. This will register you for *all* the sections on your schedule at the same time.

Q: *I am still confused about how to use the my.new-whitman registration. Is there somewhere I can find a tutorial?*
A: You can watch a tutorial [here](#).

Q: *When I try to register for a course, I'm getting a message that can't retake it, but I haven't taken it before; why am I getting this error message?*

A: You are probably getting this message because you put the course in your plan for a previous semester. Make sure to clear any courses in your plan from previous semesters that you didn't end up taking.