Registration Assistance Form

*Not valid until filed in the Registrar’s Office by the student.*

If you are not able to register yourself for classes at your assigned registration time, you may submit this completed form to Logan Higgins ([higginsl@whitman.edu](mailto:higginsl@whitman.edu)) in the Registrar’s Office. A member of the Registrar’s Office will then register you at your assigned time.

*Directions and Important Information:*

* **In order for your course registration to be processed**, the below information must be completed. A minimum of one alternate schedule must be provided.
* **If a course requires consent,** it is your responsibility to obtain approval by contacting the professor via email to request that he/she gives you electronic consent for your enrollment in the course.
* **Credit limit:** You may register for up to 14 academic credits and an unlimited number of activity credits during your initial appointment.

|  |  |
| --- | --- |
| **Student Information:** | |
| **Name:** | **WID:** |
| **Registration Date:** | **Registration Time:** |
| **Reason you cannot register yourself:**  **€**Studying abroad/time difference **€**Working  **€**No/poor internet access **€**Other; please explain: | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requested Course Schedule:** | | | | | | | | |
| **1st Choice Course & Section** | **Credits** | **Instructor** | **Alternate Course & Section** | **Credits** | **Instructor** | **Alternate Course & Section** | **Credits** | **Instructor** |
| ***Example:*** *PHYS-246-B* | *3* | *Moore* | *REL-103-A* | *4* | *Walters* | *THTR-225-A* | *4* | *Cerullo* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Please note below any additional information you would like the Registrar’s Office to know:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |