My.Whittier.edu Getting Started Guide for Non-Degree Students

Do not share your password or PIN with anyone.

If you have trouble logging in, call (562-907-4287) or come in to Information Technology Services in the ground floor of the Library.

Whittier College Portal Login

The Web Address or URL is https://my.whittier.edu, no "www" is needed.

For new users, the PIN from your acceptance letter is also your initial password. On your first login, you will need to change your password.
Password and Secret Questions Setup

The first time you login successfully you will be prompted to change your password. Follow the directions on the screen. You can change your password at any time by clicking on the My Account link on the Home tab.

Create two questions and answers. If you forget your password, you can answer a question to gain access to your account. After which, your password will be reset and you will need to make a new one.
Registration

Select the "Registration" tab once you have logged into the My.Whittier.edu portal.

Use the "Add and Drop Classes" link to begin the registration process.

Select your registration term and click the "Submit" button.
Enter the five-digit CRN for your selected course from the Schedule of Classes (http://www.whittier.edu/summer) and click the "Submit Changes" button.

You may enter more than one CRN at a time if you wish to register for more than one class.

Depending on the class for which you are registering you may be asked to confirm the Registration Start Date. Please make note of the Start Date (when instruction begins) and click the "Submit Changes" button to proceed.
If you are successful adding the class you will see a page like this.

**Add or Drop Classes**

To add a class, enter the Course Reference Number in the Add Classes section.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Register on Apr 29, 2014</td>
<td>None</td>
<td>50005</td>
<td>ANTH</td>
<td>210</td>
<td>01</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 13.000
Date: Apr 29, 2014 04:26 pm

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Submit Changes  Class Search  Reset

You may enter another CRN and click the "Submit Changes" button if you wish to add more than one class.

If the class you attempted to add is full (Closed Section) or another registration error occurs your will receive an explanation for why the registration was not processed. Please contact the Registrar's Office at registrar@whittier.edu for assistance.

**Registration Add Errors**

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Section</td>
<td>50006</td>
<td>ART</td>
<td>205</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Western Art: Pre-hist thr 14th C</td>
</tr>
</tbody>
</table>

Note: Please contact the Registrar's Office at registrar@whittier.edu for assistance dropping your last class. Our registration system will not permit you to do this on your own. The office is open Monday through Friday, 8 AM to 5 PM Pacific Time, excluding College holidays.
Registration Fee Assessment and Payment

Use the “Registration Fee Assessment” link at the bottom of the “Add or Drop Classes” page to see your balance due and begin the payment process.

Make note of the Total Charge due and click on the "Credit Card Payment" link.

Enter the Total Charge amount and click the “Submit” button to enter the payment gateway and complete your registration.

If you have questions about the fee payment process, credit card payment gateway, or would like to make alternate payment arrangements (e.g. check, cash, EFT, etc.), please contact the Business Office at 562-907-4207, Monday through Friday, 8 AM to 5 PM Pacific Time, excluding College holidays.