Online Registration Permits for Students

Faculty, instructors, and other staff assigned as a "primary" instructor on a class section that requires instructor permission, prerequisites, corequisites, or has reached its maximum enrollment may enter permits for selected students. With this permit the student may register for the section using <u>My.Whittier</u>, eliminating the need for Add/Drop forms.

Please follow these steps to enter an online registration permit:

- 1. Point your web browser at https://my.whittier.edu/.
- 2. Login with your User Name and Password.

MY.WHITTIER.EDU WHITTIER COLIEGE
Welcome to my.whittier.edu at Whittier College and Whittier Law School.
This secure site provides Whittier College and Whittier Law School students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can access e-mail, news and events information, and a wide variety of academic and administrative services. POET PROXY ACCESS FOR PARENTS IS HERE!

3. Select the "My Info" tab.

My Info My Courses Home Academics Campus Life	Academics Campus Life	١V	Home	My Courses	My Info
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4. In the "Faculty Registration Tools" channel, click on the "Registration Overrides" link.

Faculty Registration Tools	
Advisor Listing	
Schedule of Classes	
Class list	
Wait List	
Course Catalog	
Add or Drop Classes	
Faculty Detail Schedule	
Weekly Schedule at a Glance	
Room Search	
Enter Final Grades	
Registration Overrides	

5. Select the appropriate registration term and click on the "Submit" button.



6. Identify the student to receive the permit (they do not need to be one of your advisees). You can enter an eightdigit student ID number or use their name to search. You will be asked to confirm the student before entering the permit.

Student and Advisee ID Selection

You may enter:

- 1. The ID of the Student or Advisee you want to process, or
- 2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and	Advisee Query	
Last Name:		
First Name:		
Search Type	: O Students	
	Advisees	
	Both	

RELEASE: 8.4

7. Confirm that you have selected the correct student by clicking the "Submit" button. I you need to search again, use the "ID Selection" link at the bottom of the page to return to the search page.

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Example Student is the name of the student or advisee that you selected.

Submit

[ID Selection]

8. For the selected student you may at one time enter up to three permits for three classes.

Registration Overrides

Information for Example Student

Registration Overrides					
Override		Course			
None	÷	None	\$		
None	\$	None	\$		
None	\$	None	\$		

Submit

9. Select the appropriate type of permit.

Registration Overrides

	None	des	
	Enroll Limit Override	Course	
√	Instructor Permission	None	÷
C	Prerequisite Override	None	ŧ
ſ	None	None	÷

Submit

10. Identify the permit section from your personal list of classes and click the "Submit" button.

Registration	Overrides
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Information for Example Student

Registration Ove	rri	des	
Override	None		
Instructor Permission	÷	✓ 2472 - INTD 380 01	
None	\$	None	÷
None	÷	None	ŧ

Submit

11. Click the "Submit" button to confirm entry of the permit(s).

Registration Overrides

 \blacksquare These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrie	des					
Override	CRN	Course	Number	Section	Student	Activity Date
Instructor Permission	2472	INTD	380	01	Example Student	Nov 08, 2013

Submit

12. You will return to the "Registration Overrides" page. The permit(s) you just entered displays below the "Submit" button. You can enter additional permits for the same student or click the "RETURN TO MENU" link at the top of the page to start the process over for a new student using the "Registration Overrides" link.

Student Information

Term Selection
ID Selection
View Student Information
View Student Address and Phones
View Student E-mail Address
View Student Schedule
Registration Overrides
Add or Drop Classes
Change Class Options

13. Let the student know that they may proceed registering for the class using My.Whittier.