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 My.Whittier, 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.
3. Select the "My Info" tab.
4. In the "Faculty Registration Tools" channel, click on the "Registration Overrides" link.
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 eight-digit student ID number or use their name to search. You will be asked to confirm the student before entering the permit.
7. Confirm that you have selected the correct student by clicking the "Submit" button. If 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.

[ 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*

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Submit

9. Select the appropriate type of permit.

**Registration Overrides**

Information for *Example Student*

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-requisite Override</td>
<td>None</td>
</tr>
<tr>
<td>Enroll Limit Override</td>
<td>None</td>
</tr>
<tr>
<td>Instructor Permission</td>
<td>None</td>
</tr>
<tr>
<td>Prerequisite Override</td>
<td>None</td>
</tr>
</tbody>
</table>

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

![Registration Overrides](image)

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

![Registration Overrides](image)

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](image)

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