

An aerial photograph of a university campus, likely at sunset or sunrise, with mountains in the background. The campus features several large buildings, a central green lawn, and numerous trees. The text "Registration Guide" is overlaid in a large, white, italicized font on a red horizontal bar.

Registration Guide

TRANSFER
2024

A red arrow graphic pointing to the right, located in the bottom right corner of the page.

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WHITWORTH
UNIVERSITY

What happens next?

Greetings new Whitworth transfer students and families,

We are thrilled that you have chosen to join the Whitworth community! Transfer students are an important part of the Whitworth family, and it's our goal that you will feel welcomed and informed as you transition to Whitworth. In this guide you will find valuable information to help you register for fall semester, so please spend some time going through this guide before your registration appointment. Whitworth's registration process has gone paperless, but in the next few pages you should find links to everything you'll need to be ready to register.

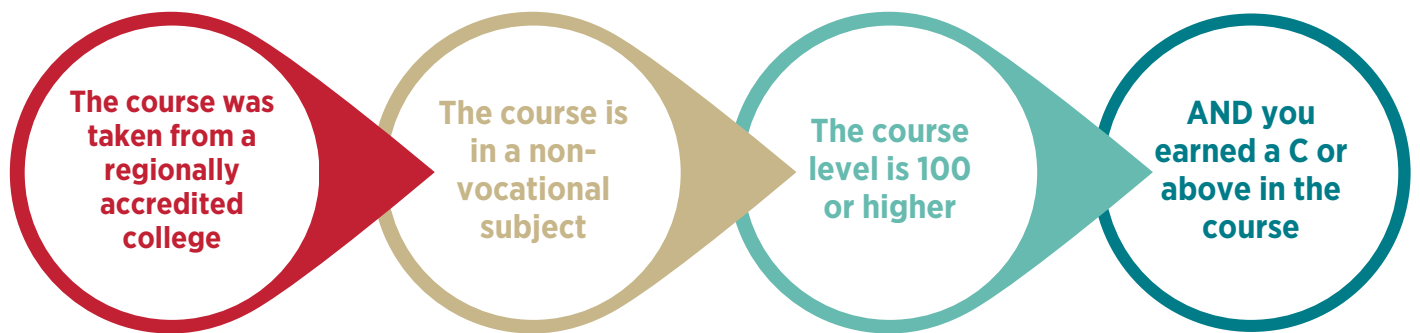
Here is what you can expect in the registration process:

We will send you a confirmation email. Be sure to check that the date and time of your registration appointment are correct, and that they still work for you. Please note that all registration times listed are Pacific Daylight Time. You will receive a reminder email the day before your appointment and the day of. If you need to reschedule your registration appointment, please contact the admissions office as soon as possible at 509.777.4262 or admissions@whitworth.edu. We would appreciate at least 48 hours advance notice for all schedule changes and cancellations.

Registration appointments will begin the last week of May and will continue throughout the summer. A Whitworth professor will act as your registration advisor. This professor will call you when it's time to register, ask you some questions and help you select classes. This appointment could last about 30 minutes, so make sure you have time to sit down and focus on registration. We encourage you to prepare for your appointment by reading all of the registration information in this guide and searching for available classes on Self-Service (instructions can be found on [Page 10](#) of this guide). **You will not need access to a computer or the internet during your appointment.** Following the conclusion of your appointment, we will send you an email that provides you a link to view your schedule.

Your transfer credits

Prior to your registration appointment, you'll want to make sure that Whitworth has official copies of your most recent college transcripts. If you have not requested official transcripts, do so as soon as possible. The academic evaluators in the registrar's office will use these transcripts to assign you credit. There may be a few exceptions, but in general credits for each course you have taken will transfer to Whitworth as long as:



The professor helping you register will have a copy of your credit evaluation during your registration appointment, and they will provide you with course recommendations based on the credits you have already earned. **If you are currently enrolled in any college courses, please have a list of these courses on hand during your appointment.** Once you complete these courses you will need to send an official transcript to Whitworth in order to receive credit for your recent courses, but your registration advisor will help you take them into account in the meantime.

A few notes about transfer credits:

Whitworth is on a 4-1-4 calendar with two semesters and a 3.5-week Jan Term. This means that we calculate credits based on semesters rather than quarters. If the school you have previously attended is on a quarter calendar, you may notice the number of semester credits you have earned is different than your total number of quarter credits.

Example:

5 quarter credits = 3.33 semester credits

3 quarter credits = 2 semester credits

Maximum transfer credits: Whitworth will accept a maximum of 96 quarter (64 semester) credits from any combination of regionally accredited two-year colleges, and a maximum of 94 semester credits from regionally accredited four-year colleges (or a combination of two- and four-year institutions). In order to graduate from Whitworth, you must complete a minimum of 32 semester credits (about one full year) at Whitworth. **Official transcripts must be received by the registrar's office from the transferring institution in order to have credit evaluated for final acceptance.**

Associate Degrees: A student transferring to Whitworth with an associate of arts (A.A.) degree from a community college in Washington (approved by the Intercollege Relations Commission for the State of Washington), Colorado, Idaho, Oregon, Montana, or with an associate of science (A.S.) degree from a community college in Washington or North Idaho College (excludes AST-Track I & II), will receive the following:

- Junior standing (60 semester credits)
- Transfer credit of a maximum of 96 quarter credits or 64 semester credits
- Waiver of all shared curriculum requirements, with the following exceptions:
 - First-year seminar(s) or transfer seminar
 - One course in Biblical Literature
 - One course in Faith, Reason, and Contemporary Issues (FRCI).

Students who transfer from other institutions or states not mentioned above and who hold A.A. or A.S. degrees will be evaluated on a course-by-course basis.

In order to be eligible for DTA shared curriculum waivers, transfer students must earn an approved associate degree prior to initial enrollment at Whitworth. Students who begin matriculation at Whitworth University, then leave and return at a later date with an AA or AS degree, or who complete an AA or AS degree while attending Whitworth University, will have credits evaluated on a course-by-course basis, and they will not receive direct transfer agreement (DTA) shared curriculum waivers.

Students with coursework from an institution outside of Whitworth are encouraged to browse our **course equivalencies on [Transferology](#)**. The purpose of Transferology is to provide you with information about courses from your former school(s) that align with Whitworth's current course offerings. Please note that courses and institutions are still being added to this guide, so please contact your admissions counselor at admissions@whitworth.edu with any questions.

Students with transfer credits* that do not lead to a DTA and were completed prior to matriculation at Whitworth University must fulfill the Biblical Literature and Faith, Reason, and Contemporary Issues (FRCI) requirement.

*Transfer credits do not include alternative credits.

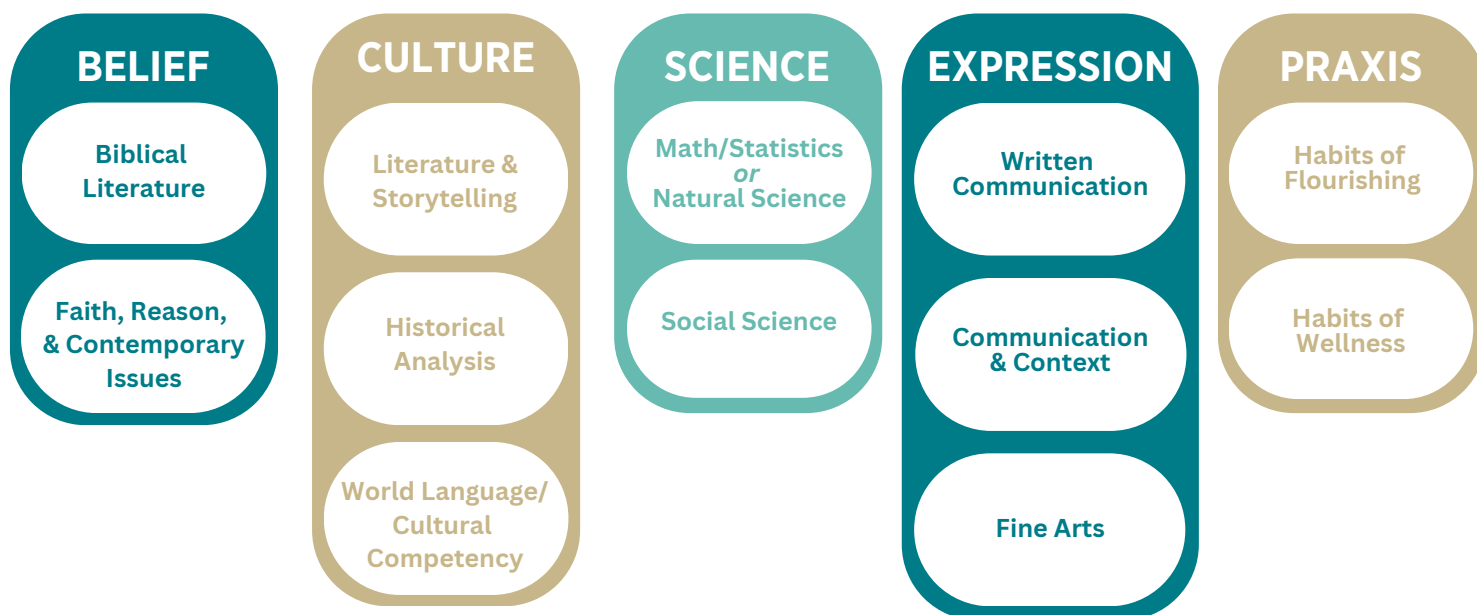
Shared curriculum requirements

Courses to Fulfill Shared Curriculum Requirements: All students are required to take courses in 4 inquiry groups (Belief, Culture, Expression, and Science), as well as the Praxis, an area of study that promotes habits of mind and wellness. Individual courses within each inquiry group expose students to distinct but interrelated approaches to pursuing and applying knowledge from across diverse perspectives. **As a transfer student, you will most likely have completed some (or even most) of these Shared Curriculum requirements at your previous school(s).** The professor helping you register will have a copy of your credit evaluation, and they will talk with you about the requirements you will still need to fulfill at Whitworth.

SC 325, Transfer Seminar: Transfer Seminar is a one-credit course that focuses on helping transfer students make the transition to Whitworth. **All transfer students are required to take this course during their first semester at Whitworth.**

Belief Inquiry Group: All students at Whitworth complete the two required courses in the Belief Inquiry Group, and these courses are not waived for students with qualifying Associate Degrees. Students may seek transfer credit for qualifying courses in these areas, but most transfer students can expect to take these two courses as part of their Whitworth experience.

WHITWORTH'S SHARED CURRICULUM



Thinking through your major

When your registration advisor calls for your appointment, one of the first questions he or she will ask is, “Are you still interested in studying _____?” We know that you may have changed your mind since you applied to Whitworth, or that you may currently be undecided. That’s OK! You will have an opportunity to declare your official major during your registration appointment, but many students will enter Whitworth undeclared and will take time to explore before they declare a major.

If you are currently considering several academic areas, be sure to let your registration advisor know what they are so that the advisor can help you plan accordingly. Telling the professor that you are thinking about biology or peace studies or art (or anything else) will allow the professor to guide you toward introductory courses in that area. You can use your first semester as a time to explore different subjects and fulfill shared curriculum requirements before you declare a major. If you do declare a major now, there will also be plenty of opportunities to change it down the line.

A note for pre-professional program students:

If you indicated interest in one of our pre-professional programs (anything starting with “pre-”) when you applied to Whitworth, you will eventually be asked to declare a major. You may decide to do this during your registration appointment or down the road. All pre-professional students will have access to advising, support and planning services throughout their time at Whitworth. Here are some popular majors for students in each program:

Pre-Chiropractic
Pre-Dental
Pre-Med Tech
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary
Pre-Athletic Training
Pre- Nursing

Biology
Chemistry
Biophysics
Health Sciences
Kinesiology

Pre-Law

Political Science
Philosophy
Peace Studies
International Studies

Looking ahead: Study Away

Note: Traditional off-campus study programs are not available for first-year students during their first year at Whitworth

Planning Now for Off-Campus Study Later

An important goal at Whitworth is to equip our students to thrive as global citizens. Part of meeting that goal is encouraging our students to participate in one of our many off-campus programs. Planning your general education classes carefully now will help you make the most of those opportunities in the future. If you are interested in participating in off-campus study, please let the professor helping you register know about your plans during your registration phone appointment.

Opportunities

Whitworth's off-campus study options are listed online at <https://www.whitworth.edu/cms/academics/off-campus-programs/>.

There are two ways to study abroad/away as a Whitworth student:

1. Participate in a faculty-led study program (Jan Term, summer or full semester).
2. Enroll in an exchange program (through ISEP or direct exchange) and study at a foreign university.

The staff of the International Education Center is ready, willing and able to help students in planning their study abroad/away experience. If you would like to contact the off-campus studies office, please call Rebecca Gahl-Partridge at 509.777.4499.

Semester-long, Faculty-led Programs

Whitworth offers full-semester study programs in Washington D.C., Central America and Tanzania. If you are interested in any of these programs, please contact the [International Education Center](#) prior to beginning classes in the fall so staff can recommend general education requirements you should defer in the meantime.



Frequently asked questions

What should I do if I change my mind after I register?

You can make changes to your course schedule on Pirate Port in late June-- but remember that **by doing so you might also accidentally drop a course that is required during your first semester**. Since a faculty advisor helped you choose your courses, it is usually a good idea to keep your original course schedule until you arrive on campus and have time to talk with your advisor about any changes you would like to make.

You have the first 10 days of the semester to add courses and to drop without penalty.

If you would like to talk with someone about changing your course schedule before you arrive on campus, please contact the Whitworth Registrar's Office at registrar@whitworth.edu or 509.777.3205.

Please note you cannot drop your SC - 325 class.

What happens if I am on the waitlist for a class and a spot becomes available?

If you have been added to the waitlist for a course and a seat becomes available, an email will be sent to your Whitworth email account notifying you of the opening. You will have 24 hours from the time that email is sent to register for your class; **prior to June 21 you will need to contact the registrar's office and ask to be registered, and after June 21** you will have the ability to log into Pirate Port, go to Self-Service and register yourself for the class. If no action is taken after 24 hours, you will be removed from the waitlist and the invitation will be sent to the next eligible student. **The key takeaway? If you're on a waitlist, be sure to check your Whitworth email once per day throughout the summer.**

What should I do if I am absolutely unable to register over the phone this summer?

Please email the admissions office at admissions@whitworth.edu or call 509.777.4262 if you have concerns about the dates and times available for registration appointments. For students who are living abroad or do not have access to a phone, we are able to use Skype to call you for your registration appointment.

How many credits should I take each semester?

You will need 126 semester credits to graduate from Whitworth. Most courses at Whitworth are worth either three or four credits, and a full-time course load is 12 to 16 credits. Most students take an average of 14-15 credits each semester, plus 4-5 credits each Jan Term. If you receive financial aid or Veterans Affairs benefits, participate in varsity athletics, or are an international student, you must be registered for at least 12 semester credits at all times to maintain eligibility.

When should I register for music lessons and music ensembles?

Registration for these courses (unlike all others) takes place during orientation in September. Click on the link below for important information to help you plan ahead. Be sure to tell the professor who is helping you register that you plan to be involved in music.

[Music Ensembles](#)

Viewing & changing courses

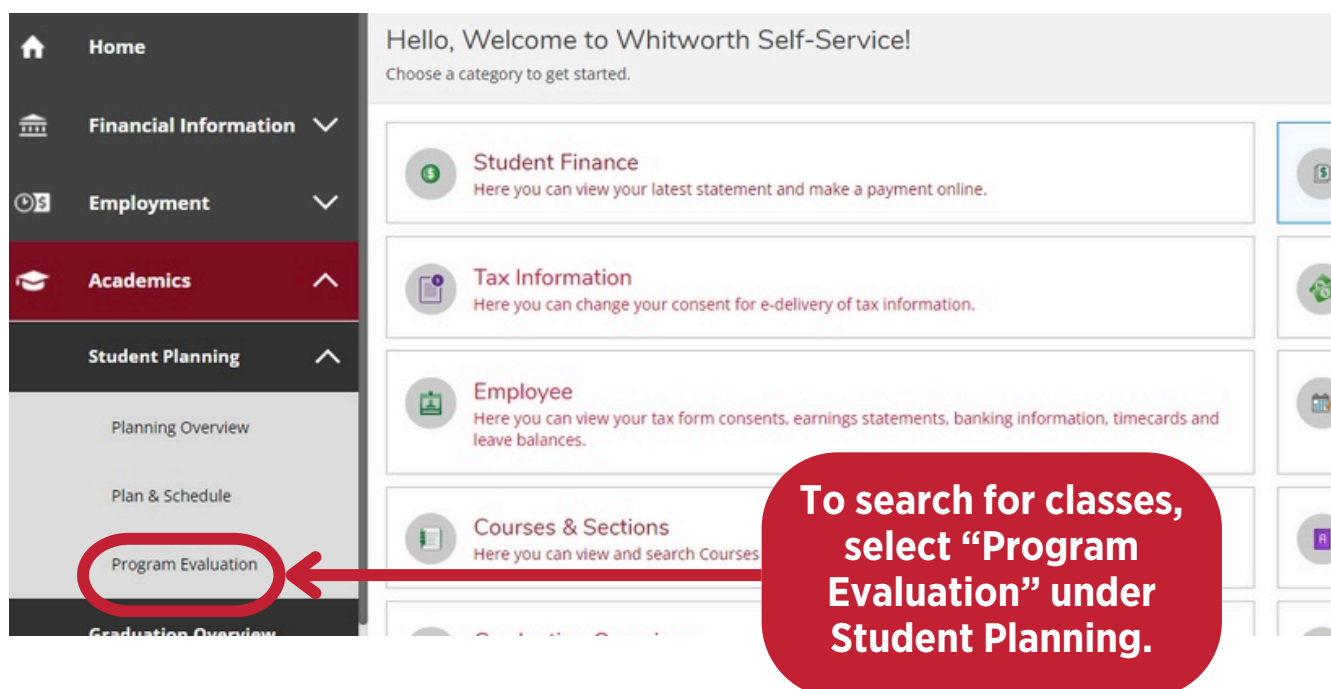
If you have read through this guide and are ready to do some planning before your registration appointment, logging onto Self-Service is your next step. Self-Service will be your go-to area for looking up classes before you register each semester. You are encouraged to look up available courses a day or two before your registration appointment and to plan ahead, but your registration advisor will help you finalize your schedule. Keep in mind that courses may fill up before you register, but any class you aren't able to take your first semester will be offered again soon. Our Student Success team put together [this video](#) to walk you through using Self-Service, and written instructions are provided below!

To access course schedules on Self-Service:

1. Go to <https://collss.whitworth.edu/Student/Account/Login?>
2. Log in using your Whitworth username and password. If you do not remember your username or password, call the admissions office at 509.777.4786. If you receive an error message when you attempt to log in, your password may have expired. Please call or email the Whitworth Help Desk (509.777.3911 or helpdesk@whitworth.edu) and a technician will reset your password.

Searching for Courses from “Program Evaluation.”

The Program Evaluation feature is a GREAT tool to track your degree requirements and progress during your time at Whitworth. Even more, you can interactively search for courses with this tool.



The screenshot shows the Whitworth Self-Service portal. On the left is a dark navigation menu with the following items: Home, Financial Information, Employment, Academics, Student Planning, Planning Overview, Plan & Schedule, Program Evaluation (highlighted with a red circle and arrow), and Graduation Overview. The main content area is titled "Hello, Welcome to Whitworth Self-Service!" and "Choose a category to get started." It features several cards: Student Finance, Tax Information, Employee, and Courses & Sections. A red callout box with white text points to the "Program Evaluation" link in the navigation menu, stating: "To search for classes, select 'Program Evaluation' under Student Planning."

If you need a particular requirement but aren't sure which classes will fulfill it, click on the Search button next to the requirement.

D. Cultural Inquiry

Complete all of the following items. 1 of 3 Completed. [Hide Details](#)

1. COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grad	Term	Cred
Not Started		Search			

2. LITERATURE AND STORYTELLING 0 of 3 Credits Completed. [Show Details](#)

3.

Select "Search"

This search button will direct you to the Courses & Sections if the requirement has not been fulfilled. You can then see all courses that fulfill this requirement. If you have already met that requirement, you cannot use the search button.

[Back to Program Evaluation](#)

Filter Results [Hide](#)

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Art (17)
- Communication Studies (2)
- Education: UG & GR (2)
- English (3)
- Fine Arts (1)

[Show All Subjects](#)

Locations

- Whitworth Campus (89)
- Online (21)
- Continuing Studies On-Campus (12)
- Off Campus - Study Abroad (8)
- Continuing Studies U-District (7)
- Off Campus - USA (5)

Terms

- 2022 Fall Semester (25)
- 2023 Fall Semester (18)
- 2023 Spring Semester (15)
- 2024 Spring Semester (12)
- 2024 Fall Semester (11)

[Show All Terms](#)

Days of Week

The following results match requirement: COMPLETE ONE COURSE WITHIN EACH OF THE FOLLOWING REQUIREMENTS HISTORICAL ANALYSIS

Filters Applied: None

[Add Course to Plan](#)

EMS-102 The Pacific World (3 Credits)

One of four courses in world history, Pacific World introduces China as the focal point of a network of trade and culture that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam.

Also listed as HI-102.

Requisites: None

Locations: Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee) Fall and Spring, All years

HI-102 The Pacific World (3 Credits)

One of four courses in world history, Pacific World introduces China as the focal point of a network of trade and culture that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam.

Also listed as EMS-102.

Requisites: None

Locations: Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee) Fall and Spring, All years

[View Available Sections for HI-102](#)

HI-110 Pilgrimage (3 Credits)

In many cultures, religious practice, and in many cases, is experiencing a revival of events outside the Christian tradition, like the annual pilgrimage to Mecca, and compare to similar practices in the past. The course is presented as a look at the practice as one connected to personal and identity issues. The students are...

Requisites: None

Locations: Whitworth Campus, Online

Typically Offered (Please check with department as this is not a guarantee)

These are some of the courses that fulfill the selected requirement. You can filter results by subjects, locations, terms, days of the week, instructors, etc.

For each course, you can view available sections. If there is a section that fits your schedule, add it with the blue button.

Filters Applied: History X 2024

HI-102 The Pacific World

One of four courses in world history, Pacific World focuses on the region of the world that includes the Asian steppes, India, and the rise of Japan, Korea and Vietnam. Also listed as AS 102. Also listed as EMS 102.

Requisites:
None

Locations:
Whitworth Campus

Typically Offered (Please check with department as this is not a guarantee)
Fall and Spring. All years.

[View Available Sections for HI-102](#)

2024 Fall Semester

HI-102-1	The Pacific World		
Seats	Times	Locations	Instructors
24 / 25 / 0	T/Th 9:30 AM - 10:50 AM 9/4/2024 - 12/13/2024	Whitworth Campus, Harriet Cheney Cowles Library CLASSRM Regular Course	Clark, A (Regular Course)

[Add Section to Schedule](#)

Searching for Courses Directly from the Courses & Sections

You can search by subject or by course in the Courses & Sections.

To search for classes, select "Courses & Sections" under Student Planning

Employment

Academics

Student Planning

Graduation Overview

Transfer Summary

Transcript Orders

Grades

Courses & Sections

Student Finance
Here you can view your latest statement and make a payment online.

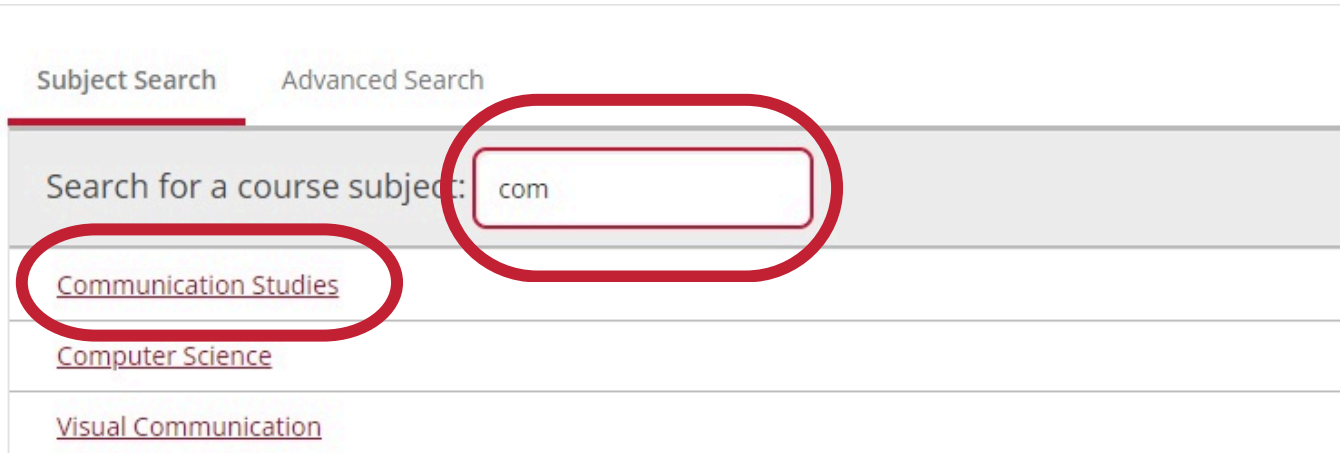
Tax Information
Here you can change your tax information.

Employee
Here you can view your employee information and leave balance.

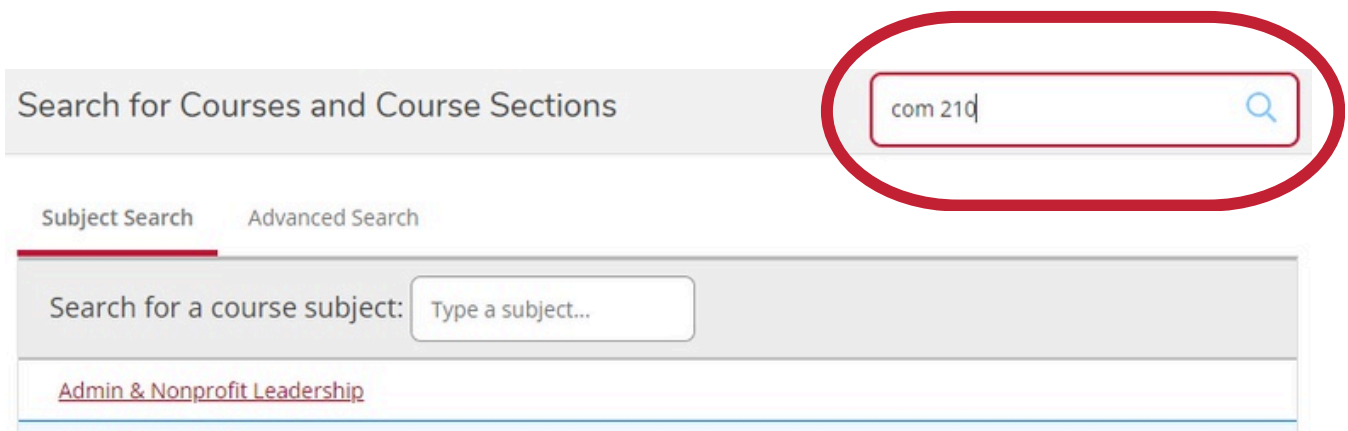
Courses & Sections
Here you can view and search Courses & Sections.

Graduation Overview
Here you can view and submit a graduation application.

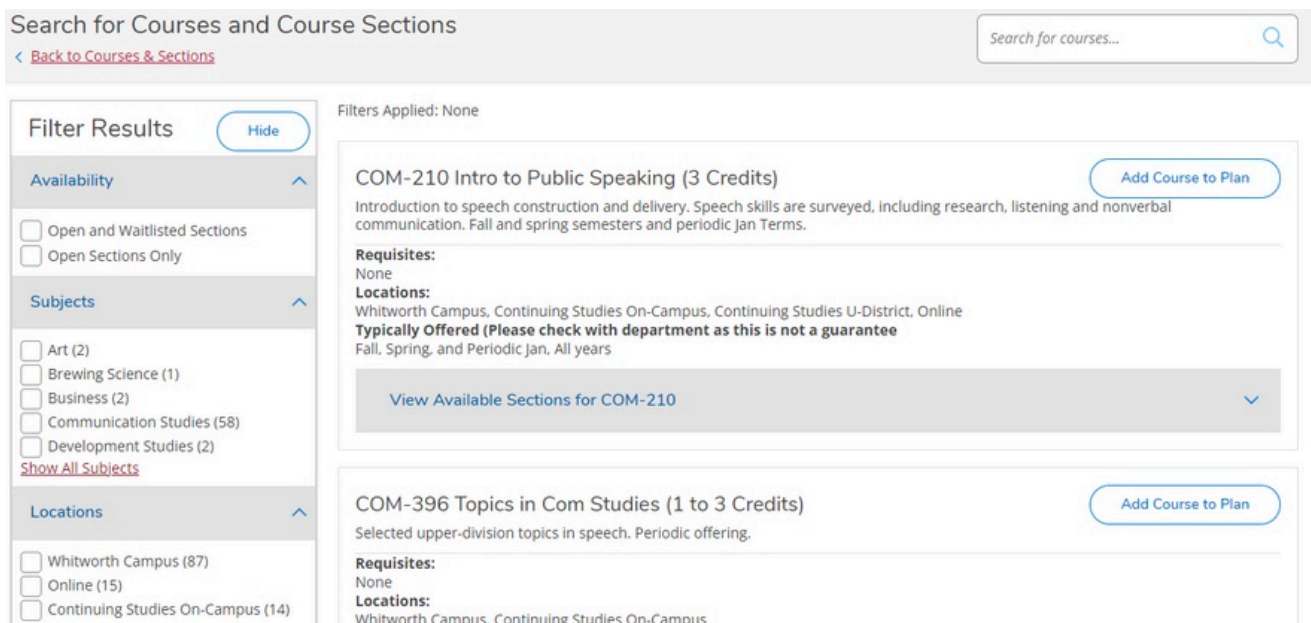
Begin typing a subject in the “Search for a course subject” box to bring up all subjects that match. This will bring up all courses in that subject.



You can also type a specific course in the Search for Courses box



This will bring up all courses that match that course name.



After your registration appointment, you can look at where your selected courses fit in your schedule. Just go back to the Plan & Schedule tab.

The Academics navigation menu on the left includes: Academics, Student Planning, Planning Overview, **Plan & Schedule** (circled in red), Program Evaluation, Graduation Overview, and Transfer Summary. The main content area is titled 'Courses & Sections Advanced Search' and includes a 'Results View' section with radio buttons for 'Course Listing' and 'Section Listing' (selected). Below this are input fields for 'Term' (a dropdown menu), 'Meeting Start Date' (M/d/yyyy), and 'Meeting End Date' (M/d/yyyy). There is also a 'Courses And Sections' section with a 'Subject' dropdown menu.

Here you can see your classes in a calendar format. It's even mobile friendly!

The interface is titled 'Plan your Degree and Schedule your courses' and has tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for the '2024 Fall Semester'. Navigation buttons include '<', '>', and '+'. Action buttons include 'Filter Sections', 'Save to iCal', and 'Print'. A summary shows 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A sidebar on the left lists planned courses: 'EL-110-11: Writing & Design' (3 Credits, Graded, Instructor: Andrews, C, 9/4/2024 to 12/13/2024, 18 seats available) and 'MA-108-1: Finite Math for Social Science'. The main calendar grid shows course sections plotted by day and time. A red arrow points from the callout box to the 'Wed' column of the calendar.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			MA-108-1		MA-108-1		
9am			PY-218-2		PY-218-2		
10am							
11am		SN-201-4		SN-201-4		SN-201-4	
12pm							
1pm							
2pm		EL-110-11		EL-110-11		EL-110-11	
3pm							
4pm							

Whew! You made it. If you have further questions about preparing for your registration appointment, email us at admissions@whitworth.edu.



***Good luck,
and we'll talk
to you soon!***