How to Search for the Schedule of Classes offered for a given term.

1. log into my.whittier.edu

2. Once Logged in, click on the “My Info” link.


4. Choose the term that you want to search for classes. Be sure to choose a term listed for the “Law School” to search for Law School Classes.
How to Search for the Schedule of Classes offered for a given term.

5. Here you will enter the search criteria.

At a minimum, you must at least choose a Subject.

You can also search on title, instructor, days, times, or attributes.

Enter the criteria of your choice and hit the [Class Search] button.

6. Here is a list of sections found that matches your criteria. It gives you all the information regarding the section including, time, day, instructor, final exam day, etc. To see more detailed information about the section, click on the “CRN” link.
How to Search for the Schedule of Classes offered for a given term.

7. This screen shows more information about the course. Certain Seminar and Limited Enrollment courses have the course descriptions stored in the Banner. To view the course description, click on the course title link.

8. To search for Seminar courses… Return to “Look Up Classes” and the search criteria screen and look under the attributes drop-down menu.

Here you can filter down your search by various attributes, one being “Seminar/Limited Enrollment Courses”.

To search for limited enrollment courses, click on the attribute and hit the Class Search button.
9. Here you see all the results for Seminars or limited enrollment courses.
1. log into my.whittier.edu

2. Once Logged in, click on the “My Info” link.

3. Under Registration Tools, click on the “Add/Drop Classes” link.

4. You will be asked for the term you want to register for. You can register for only one term at a time.
5. Enter the CRN’s for the classes that you want to add or drop… The CRN’s are printed in the Schedule Guide, if you do not have a schedule Guide you can search for a specific class by clicking the Class Search button. For now, enter the CRN and click “Submit Changes”.

6. After you hit the Submit Changes button you will see this screen. If you do not see any registration errors, you are officially registered for the class. This is your “Current Schedule”.

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

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

**To drop a class, use the options available in the Action pull-down list.**

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3004</td>
<td>LAW</td>
<td>302</td>
<td>01</td>
<td>2.00</td>
<td></td>
<td>Juris Doctor 2,000 Numeric Grade Civ Procedure 1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 2.00
Billing Hours: 2.00
Maximum Hours: 99.99
Date: Mar 22, 2006 10:08 am

[Submit Changes] [Class Search] [Reset]

**Submit Changes** on Mar 22, 2006 [None]
7. To Drop a class, under the action column, your only choice will be to “Web Drop”. If you want to drop the course, select “Web Drop” and hit the button.

Note: Once you register, you cannot drop your last class, dropping your last class assumes that you are withdrawing from school, therefore you must come to the Office of the Registrar to officially withdraw, or manually drop your last class if you are not withdrawing but are registering at a later date.
1. log into my.whittier.edu

2. Once Logged in, click on the “My Info” link.

3. Under Registration Tools, click on the “Class Schedule Detail” link.
4. Here, you will see a detailed schedule of your classes. You can see the meeting time, final exam time, instructor name, etc.

You can use the scroll bar to move down to see other classes you are registered for.
Once you register for a class, you cannot drop your LAST class. The system assumes that you are withdrawing from the institution.

If you intend to withdraw from the college, you must come to the office of the registrar to fill out the proper paperwork.

If you are not withdrawing but added your first class in error, to get around this error message, simply add your second class and then drop the first class.

You will get this error when you enter the incorrect CRN. Please search for the correct call you want to add and then you will not get this error message.

You will get this message when you try to register when it is not your appointment time or when general registration is not open. Double check the time that you are supposed to register.
You will get this message when you are searching for classes and you do not enter a subject. Although you are searching for LAW classes, you must still choose “LAW” as the subject.

You will get this error when you try to add a class that is closed.

You will get this message when you try to add a seminar or limited enrollment class.

You can only add a Seminar or limited enrollment class in person, during the lottery period or during add/drop with the instructor signature.
WEB REGISTRATION ERRORS!!!!

You will get this error when you add a class that you do not meet the pre-reqs for.

If you get this error, you must add this class in person.

This is CO-REQ error. You error when you must take another course at the same as this course. In this example, in order to take LAW617, you need to also take LAW601.

Add or Drop Classes

Your Faculty or Advisor is reviewing your registration at this time. Please try again later.

Fell free to call us and tell us to “GET OUT OF MY FREAKING REGISTRATION FILE.... I AM TRYING TO REGISTER!!!!”
WEB REGISTRATION ERRORS!!!!

This is a time conflict error. You are trying to add a class that meets at the same time another class meets.

This error tells you the CRN that is conflicting in time.

Choose another class that meets at another time.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</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><strong>Web Registered</strong> on Mar 26, 2006</td>
<td>None</td>
<td>4005 LAW 606</td>
<td>1</td>
<td>Juns Doctor 3.000 Numenc Grade Civil Trial Advocacy</td>
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<td></td>
<td></td>
<td></td>
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Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 999999.999
Date: Mar 26, 2006 04:36 pm

**Registration Add Errors**

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<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME CONFLICT WITH 4005 4009 LAWY 607</td>
<td>1</td>
<td>Juns Doctor 3.000 Credit/No Credit Criminal Trial Advocacy</td>
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<td></td>
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