

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

1. log into my.whittier.edu

Secure Access Login
User Name:
Password:

[Having problems logging in? Click here.](#)

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

[My Account](#) [Content/Layout](#) **Welcome Mr. Johnny P. Whittier**
You are currently logged in.

Home Student Life Academics Whittier Law School My Courses My Info Tutorial

3. Under Registration Tools, click on the “Look Up Classes” link.

Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Class Schedule Detail
- Registration History
- View Student Information

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

Select Term or Date Range

Search by Term:

OR

Search by Date Range (MM/DD/YYYY):
From: To:

Search by Term:
None
None
Summer 2007 (View only)
Spring 2007 (View only)
January 2007 (View only)
Fall 2006 - Law School
Summer 2006 - Law School
Spring 2006 - Law School (View only)

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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 button.

20124896 Johnny P. Whittier
 Summer 2006 - Law School
 Mar 22, 2006 11:22 am

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term:

Non-date based classes only

Instructor:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

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.

Sections Found

Law

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	3004	LAW	102	01	C	2.000	Civil Procedure II	T	01:30 pm-03:20 pm	75	0	75	0	0	0	0	0	0	Elwood B. Hain (P)	05/05-07/21	TBA	1st Year Spring Admits
								F	11:00 am-12:50 pm										Elwood B. Hain (P)	05/05-07/21	TBA	1st Year Spring Admits
								W	01:00 pm-04:00 pm										Elwood B. Hain (P)	07/19-07/19	TBA	1st Year Spring Admits

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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.

Class Schedule Listing

Sections Found
[Civil Procedure II - 3004 - LAW 102 - 01](#)

Associated Term: Summer 2006 - Law School
Registration Dates: Mar 06, 2006 to Jul 21, 2006
Levels: Juris Doctor
Attributes: 1st Year Spring Admits
Instructors: Elwood B. Hain (P)

Law School Campus
Lecture Schedule Type
2.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class Meeting	1:30 pm - 3:20 pm	T	TBA	May 05, 2006 - Jul 21, 2006	Lecture	Elwood B. Hain (P)
Class Meeting	11:00 am - 12:50 pm	F	TBA	May 05, 2006 - Jul 21, 2006	Lecture	Elwood B. Hain (P)
Final Exam	1:00 pm - 4:00 pm	W	TBA	Jul 19, 2006 - Jul 19, 2006	Lecture	Elwood B. Hain (P)

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 button.

Look Up Classes

 Use the selection options to search the class schedule. You may choose any combination of your selection is complete.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based classes only

Instructor:
Agran, Kenneth D.
Cohen, Warren H.

Attribute Type:
Non-Bar Electives Day
Non-Bar Electives Evening

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

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

9. Here you see all the results for Seminars or limited enrollment courses.

Sections Found																							
Law																							
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute	
<input type="checkbox"/>	3006	LAW	607	01	C	3.000	Criminal Trial Advocacy	MW	04:00 pm-06:55 pm	20	0	20	0	0	0	0	0	0	0	Mark E. Edwards (P)	05/05-07/15	TBA	Seminar/Lmtd Enrollment Course
<input type="checkbox"/>	3001	LAW	617	01	C	2.000	Children's Advocacy Clinic	M	04:00 pm-05:55 pm	20	0	20	0	0	0	0	0	0	0	Jeanne Thomas (P)	05/05-07/15	LW3	Seminar/Lmtd Enrollment Course
<input type="checkbox"/>	3002	LAW	619	01	C	2.000	Special Education Clinic	M	04:00 pm-05:55 pm	20	0	20	0	0	0	0	0	0	0	Meredith Goetz (P)	05/05-07/15	TBA	Seminar/Lmtd Enrollment Course

How to Register Online

1. log into my.whittier.edu



Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

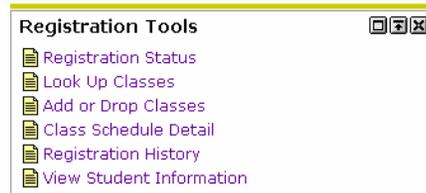
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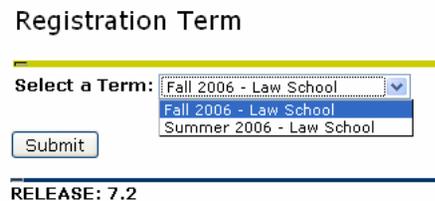
3. Under Registration Tools, click on the “Add/Drop Classes” link.



Registration Tools ☐ ☐ ☐ ☒

- [Registration Status](#)
- [Look Up Classes](#)
- [Add or Drop Classes](#)
- [Class Schedule Detail](#)
- [Registration History](#)
- [View Student Information](#)

4. You will be asked for the term you want to register for. You can register for only one term at a time.



Registration Term

Select a Term:

- Fall 2006 - Law School
- Summer 2006 - Law School

RELEASE: 7.2

How to Register Online

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 button. For now, enter the CRN and click "Submit Changes"

Add or Drop Classes

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

Add Classes Worksheet

CRNs

6. After you hit the 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".

Add or Drop Classes

20124896 Johnny P. Whittier
Summer 2006 - Law School
Mar 22, 2006 10:08 am

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 22, 2006	None	3004	LAW	102	01	Juris Doctor	2.000	Numeric	Grade	Civil Procedure II

Total Credit Hours: 2.000
Billing Hours: 2.000
Maximum Hours: 99.990
Date: Mar 22, 2006 10:08 am

Add Classes Worksheet

CRNs

How to Register Online

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 you 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.

Add or Drop Classes

20124896 Johnny P. Whittier
Summer 2006 - Law School
Mar 22, 2006 10:08 am

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 22, 2006	<input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Web Drop"/>	3004	LAW	102	01	Juris Doctor	2.000	Numeric	Grade	Civil Procedure II

Total Credit Hours: 2.000
Billing Hours: 2.000
Maximum Hours: 99.990
Date: Mar 22, 2006 10:08 am

Add Classes Worksheet

CRNs

How to view your Schedule Online

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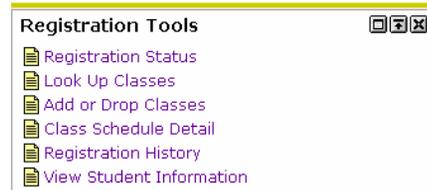
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3. Under Registration Tools, click on the “Class Schedule Detail” link.



Registration Tools ☐ ☒ ☒

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How to view your Schedule Online

Student Detail Schedule

20124896 Johnny P. Whittier
Summer 2006 - Law School
Mar 22, 2006 10:50 am

Total Credit Hours: 2.000

Community Property - LAW 403 01

Associated Term: Summer 2006 - Law School

CRN: 3005

Status: **Web Registered** on Mar 22, 2006

Assigned Instructor: Eric D. Leach 

Grade Mode: Numeric Grade

Credits: 2.000

Level: Juris Doctor

Campus: Law School

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class Meeting	7:00 pm - 8:55 pm	MW TBA	May 05, 2006 - Jul 21, 2006	Lecture	Eric D. Leach (P) 
Final Exam	7:00 pm - 9:00 pm	M TBA	Jul 17, 2006 - Jul 17, 2006	Lecture	Eric D. Leach (P) 

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.

WEB REGISTRATION ERRORS!!!!

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 cannot drop your last class. Please contact the Registrar's office.

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



Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
	CRN DOES NOT EXIST	4005							

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.

Add or Drop Classes



Registration is not allowed at this time

WEB REGISTRATION ERRORS!!!!

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.

Look Up Classes

 Use the selection options to search the class schedule. You may choose any combination of fields your selection is complete.

 **You must select at least ONE subject**

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term:
Non-date based classes only

Instructor:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

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

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
CLOSED SECTION	4001	LAW	101	1	Juris Doctor	3.000	Numeric	Grade	Civil Procedure I

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

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Seminar/Lmtd Enrollment C	3001	LAW	617	01	Juris Doctor	2.000	Credit/No Credit		Children's Advocacy Clinic

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.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
PREQ and TEST SCORE-ERROR	3015	LAW	112	01	Juris Doctor	2.000	Numeric Grade	Torts II

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.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CORQ_LAW 601 REQ	4006	LAW	617	1	Juris Doctor	2.000	Credit/No Credit	Children's Advocacy Clinic

You will get this error when you are trying to register online and We (the Registrar's Office) is currently in your registration file.

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

Add or Drop Classes

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

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 26, 2006	None	4005	LAW	606	1	Juris Doctor	3.000	Numeric	Grade	Civil Trial Advocacy

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 999999.999
Date: Mar 26, 2006 04:36 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
TIME CONFLICT WITH 4005	4009	LAW	607	1	Juris Doctor	3.000	Credit/No Credit		Criminal Trial Advocacy