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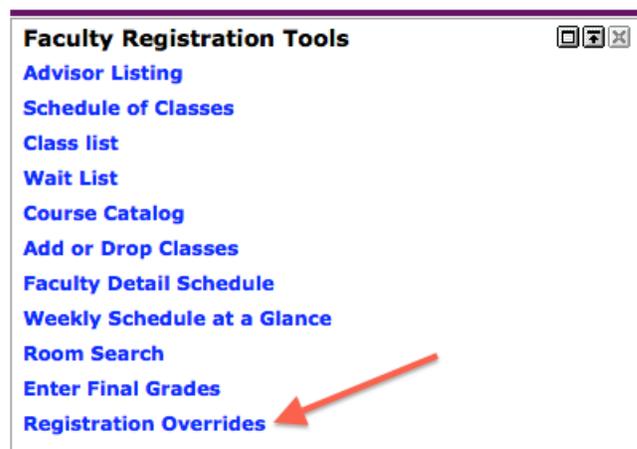
5.   Select the appropriate registration term and click on the "Submit" button.

Select Term

Select a Term: ✓ Spring 2014 – Whittier College

Spring 2014–Law School
Spring 2014 – Whittier College
Jan 2014 – Whittier College
Fall 2013–Law School
Spring 2013–Law School
Intersession 2013–Law School
Fall 2013 – Whittier College
Summer 2013 – Whittier College
Spring 2013 – Whittier College
Jan 2013 – Whittier College
Fall 2012 – Whittier College

Submit

RELEASE: 8.4

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.

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: ○ **Students**
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀○ **Advisees**
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀◉ **Both**

Submit   Reset

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

Information for **Example Student**

None	
Co-requisite Override	des
Enroll Limit Override	**Course**
✓ **Instructor Permission**	None
Prerequisite Override	None
None	None

Submit

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

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

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.

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