To: The Faculty  
From: Paul Turenne, Senior Associate Registrar  
Date: January 25, 2017  
RE: Spring 2017 Drop/Add

Welcome to spring 2017 semester. I would like to thank you in advance for your continued support of the Drop/Add system.

Drop/Add will start at 8:30am on Thursday, January 26 and end at 11:59pm on Wednesday, February 8. The Registrar’s Office staff will be available through the Drop/Add Help Line (x3222) to answer any questions you may have. For the duration of the Drop/Add period the Help Line will be open during normal business hours, Monday through Friday from 8:30am to 4:30pm.

ACESSING DROP/ADD
You may access the Drop/Add system through the following links, which are available in your EP.

1. Instructor access: http://quicklink.wesleyan.edu/enrollment_requests
2. Advisor access: http://quicklink.wesleyan.edu/advisees

Alternatively, you may access the system by clicking on Course Management under ‘Course Tools’ to drop and add students, or by clicking on Advisees under ‘Advising Tools’ and then clicking on the Drop/Add link next to your advisees’ names to review advisee schedules and perform advisor actions.

On Thursday, January 25 (the first day of classes) you may begin to admit students to your classes and approve changes to your advisees’ schedules through these pages. Please remember that students will begin adding additional unranked enrollment requests on that day.

Instructors should consult electronic enrollment requests, in addition to a variety of other factors (e.g., rank request, class year, major and student interest) to determine a student’s eligibility. Whereas, students are required to attend the first meeting of a class for which they are registered, attendance at the first meeting of an electronically requested class is not required in order to maintain the enrollment request.

TUTORIAL REGISTRATION
Tutorial course registration will be done through the EP Drop/Add system. Tutorial forms and requests will be handled directly through the existing online Drop/Add system. Students will submit requests, and then Tutors, Chairs/Directors, and Advisors can access the tutorial forms and take appropriate approval actions. Tutorial transactions happen in real-time on the computer instead of by signing and submitting paper forms.

To submit a request the student must complete and submit the electronic form, the tutor may request information and/or meetings, then must approve the request, the chair/director review and must approve the agreed upon tutorial, and finally the advisor must approve the transaction.

- All tutorials must be done through the Drop/Add system, except:
  - 420- Student Forums, students must sign the Student Leader’s class roster
  - 492- Teaching Apprentice, via EP>Student>Academic Career>Teaching Apprentice Program
TEACHING APPRENTICE TUTORIALS
Students who have been approved as teaching apprentices (492) will need to accept the assignment in their portfolio. The request will appear in the student portfolio by clicking "Teaching Apprentice Program" under "Wesleyan Career". Students accept by clicking on the Course ID, selecting "yes" in the student decision box, and hitting the submit button. If you have specific questions about a teaching apprenticeship, please send an email to lsacks@wesleyan.edu. All other courses must be dropped from or added to your schedule by submitting electronic requests through the Drop/Add system in the electronic portfolio.

PERMISSION OF INSTRUCTOR & PREREQUISITE OVERRIDE REQUESTS
During Drop/Add students submit and instructors approve enrollment requests. POI/PRQ requests are not valid during Drop/Add. POI/PRQ requests submitted during Pre-Reg; must be also submitted as a Drop/Add enrollment request. Even if a course is listed as POI in WesMaps, the student will be able to click “Add to My Courses” and have an electronic enrollment request sent to the instructor. Please note that the system will notify you regarding whether the student has met the prerequisite requirements. This serves as a possible factor that you can use to determine enrolling a student, but it will NOT stop the student from submitting the enrollment request, nor your approval of a request.

ACCESSING COURSE AVAILABILITY STATISTICS
At the start of Drop/Add, seat availability statistics will appear on each course page at the section level. Courses with seats available may also be located using the Course Search in WesMaps, by selecting “Only Show Courses with Seats Available” as part of the search criteria. Course availability statistics are refreshed nightly and the numbers reflect seat availability at the time of the refresh.

CREDIT OVERRIDES
In order to prevent students from intentionally or unintentionally holding seats they will eventually drop, the system will limit undergraduate students to four full-credit courses and graduate students to six full-credit courses. This credit limit will not include tutorials, private music lessons (MUSC 405 or 406) or courses that carry a credit value less than 1.00. If any of your advisees have a legitimate pedagogical reason to exceed the full-credit course limit you may use the Drop/Add system to increase the credit limit to six. If the full course credit limit needs to be higher than six, please contact pturenne@wesleyan.edu or 860-685-2352. When a student is accepted into a course that exceeds the credit limit, he/she will have to either drop a course he/she is already enrolled in or seek the override. If they have not resolved this conflict by five o’clock of the next business day, the nightly process will return the course’s seat to the instructor.

ADVISOR APPROVALS
Advisor approvals are required for all drops and adds. You will be able to approve your advisee’s requests in your portfolio and these approvals will be visible in your advisee’s portfolio. If you disapprove an add request, it will be dropped from the advisee’s schedule. If you disapprove a drop request, you, your advisee, and the instructor would need to communicate to explore whether the student can be readmitted to the class.

MULTIPLE ADVISORS
All of a student’s advisors will receive notification when the advisee has added or dropped a course, and any advisor can approve the add or drop. However, only the advisor who places a “See Advisor” on a course will subsequently be able to approve or deny the request.
BACKUP ADVISING
Should you be unable to log onto a computer with internet access for more than 24 hours during Drop/Add you will be able to activate a backup advisor. Once you activate your backup this colleague will begin to see your advisees in his/her list of advisees, and will receive the daily e-mail notifications of Drop/Add activities for your advisees. At the following link http://quicklink.wesleyan.edu/backup_advisor in your portfolio you may assign a backup advisor for major advisees and a backup advisor for non-major advisees. In addition, this page will allow you to activate these backup advisors if you become unavailable.

If an emergency arises and you are not able to personally activate your backup advisors you may contact the Registrar’s Office and we will be able to assist you.

STUDENTS CONFIRMING THEIR SCHEDULES
After Drop/Add ends, students will be required to confirm the accuracy of their class schedules in their portfolios. A confirmation button will appear on the Current Class and Schedule page in their portfolios and students will receive email reminders. Once they have reviewed and confirmed their schedules they will be required to click the button as an electronic confirmation. Students who fail to confirm their schedules will not be able to participate in April Pre-Registration planning.

The Drop/Add Frequently Asked Questions page is available at any time at http://www.wesleyan.edu/registrar/registration/drop_add.html. If you have a technical problem, you can either call the help line x3222, or you can call the ITS Help Desk directly at x4000. If you have a problem with a username or lost password, you can call Information Technology Services directly at x4100.