WESLEYAN UNIVERSITY
Registrar’s Office

Drop/Add Manual
Drop/Add Manual

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Introduction

Overview of the System

The electronic Drop/Add system allows instructors to determine who will be offered a seat in their class. The system provides information about course enrollment (available seats) during the Drop/Add period. Drop/Add transactions happen in real-time on the computer instead of by signing and submitting paper forms.

To add a class, the student must submit an electronic enrollment request, the instructor must offer the student a seat in the class by accepting the electronic request, and the advisor must approve the transaction. To drop a class the student must submit a drop request. The student will then be dropped automatically from the instructor's class list and the advisor must approve the completed transaction.
Available Help

There are several ways to obtain additional help during the Drop/Add period:

atee

Staff from the Registrar’s Office will be available to answer any questions you may have through the Drop/Add Help Line. The phone number of the Drop/Add Help Line is x3222, or (860) 685-3222, if you are dialing from off-campus. The Help Line is open during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m., from the first day of classes when Drop/Add begins until the end of the Drop/Add period, the morning of the eleventh day of classes. You may leave a message after hours and a staff member will get back to you during business hours.

Graduate Students may also contact Barbara Schukoske, Assistant to the Director of Graduate Student Services, at x2224 if they have questions.

You may also access the Drop/Add Frequently Asked Questions page at any time at http://www.wesleyan.edu/registrar/dropaddfaq.html. This page contains a link to Common Error Messages with explanations.

If you have a technical problem, you can either call the help line, or you can call the ITS Help Desk directly at 4000. If you have a problem with a username or lost password, you can call Information Technology Services directly at ext. 2128.

If you have an advising problem, you can also try to reach help directly by contacting the Dean of the College’s office at ext. 2600.
Accessing the System

Students and faculty will access the electronic Drop/Add system through their portfolios. As faculty have two primary roles in Drop/Add, they will have two paths to access the Drop/Add system, one as course instructors to drop and add students from their courses (by clicking on Course Management under “Courses”), and one as advisors to review advisee schedules and perform advisor actions (by clicking on Advisees under “Advising”).

Student

Once in their portfolios, students will find the Drop/Add link (1) in the Course Registration box (2) under “Courses at Wes” (3), as shown in the frame below. Once students have entered the system, they have the option of adding and deleting course enrollment requests.
ENROLLMENT REQUESTS
Students had the opportunity to submit four ranked enrollment requests during pre-registration for courses in which they were unable to obtain a seat. During Drop/Add, the system allows students to submit additional unranked course requests. When students first access the Drop/Add system, they will see WesMaps (1), their current approved schedule (2), and any ranked Enrollment requests they made during pre-registration (3), as shown below.

TO ADD AN ENROLLMENT REQUEST
From here, students may add additional course enrollment requests by clicking on the Add to My Courses button. Students may use WesMaps during drop/add to search for courses that have available seats. In the Drop/Add system, WesMaps course pages show updated enrollments that reflect drop/add activity, thereby allowing students and advisors to assess efficiently which courses may still have space. (These pages are updated nightly to reflect
completed drop/add transactions as recorded in the University database.)

COURSE SEARCHES
Students may explore the curriculum in WesMaps (Wesleyan’s online catalog) by linking to courses through a particular department or program, or by using the “Search” link (1) which is located at the top of each WesMaps page. Courses may be searched for using a variety of criteria, including subject, meeting time, keyword, semester, and class year. If a student already knows the course number of the course he or she is interested in, the subject can be selected from the dropdown menu (2) and the course number can be entered into the course number box (3) to link to the search results page.

Once the student has found an appropriate course, she will click on the highlighted course number link to view the course description. If the student is interested in adding this course to her enrollment request, she will select the grading mode and crosslisting (if applicable) and click the “Add to My Courses” button. The course will then appear under “Pending Enrollment Requests” (figure 3 above) and in the instructor’s portfolio for the instructor’s review.

As this is only an enrollment request, students may submit a request for any class. The system will not prescreen students for major status or class year. The system will check the student’s academic history record to confirm whether the prerequisite(s) has been met. An indication of this will appear as a column on the enrollment request list. This is informational only and will not prevent a student from enrolling if the instructor has allowed the student into the course.

Students cannot change their original request rankings at this point or add a rank to a new request. Students may send a message to the instructor by clicking on the “Note to Instructor” button, which brings students to a text box that allows them to submit a brief note to the instructor. This message is viewed by the course instructor only.

Should the instructor admit the student, the course enrollment will move from “Pending Enrollment Requests” to the student’s in-process schedule (“Drop Add Transactions”), highlighted in green with a status of “Instructor Add” and the notation “Advisor Pending” in the
“Approval” column (see PHYS214 in the figure below).

A student may cancel a pending enrollment request at any time by clicking the “Cancel” box.

**Should the instructor not approve the add,** the enrollment request will not be altered. The request will remain in “Pending Enrollment Requests” on the student’s Drop/Add portfolio page unless the student cancels it.

**The add is not final until approved by the advisor.** Should the advisor approve the add, the student will see “Advisor Approved” in the approval column next to the course, and it will become official and turn white in the “Drop/Add Transactions” schedule overnight. **If the advisor “disapproves” the add,** the student will see “Advisor Disapproved” in the approval column, and the course will be deleted from the schedule. **Until the advisor takes an action,** that column will say “Pending Advisor.” **If the advisor wants to discuss** the add request, “See Advisor” will appear in that column.

**TO DROP AN ENROLLMENT**

Students may drop a course they are enrolled in using the online Drop/Add system. In their in-process schedule (Drop Add Transactions), students should click the X in the box (figure 1) in the “Drop” column for the appropriate course.
Once the student has submitted a class drop request, a confirmation page appears (as below) so that the student may either finalize the drop or cancel the transaction.

![Confirm Drop](image)

When the student reviews the schedule he or she will see at the top of the schedule screen that there is a note “Successfully Created Drop Request” (figure 2) and the “dropped” course is highlighted on the student’s course grid. The “Status” column indicates that the student initiated the drop. The “Approval” column indicates the advisor’s approval of the drop is pending.

![Spring 2004 Drop Add Transactions](image)

When the student confirms the class drop by clicking the button, he or she is automatically dropped from the course and would need to submit a new enrollment request to be added to the class again.
INSTRUCTOR-INITIATED DROP OF AN ENROLLMENT
Consistent with the EPC Statement on attendance, an instructor may drop a student from his or her class list should that student fail to attend the first class session and to communicate directly with the instructor prior to the first class. If a student has been dropped from the course by the instructor, the student will see “Instructor Dropped” in the “Status” column. The student would need to submit a new enrollment request to be added to the class again.

ADVISOR ACTION
The advisor has access to the advisee’s current in-process schedule and drop/add requests. The advisor may approve drop/add requests, disapprove them, or request a meeting with the student to discuss the schedule. If the advisor disapproves an add request, “Advisor Not Approved” will show in the “Status” column and the course will eventually be deleted from the student’s schedule. If the advisor disapproves a drop, the student, advisor, and instructor would need to explore the feasibility of the student’s being readmitted to the class. If the advisor would like to meet with the student before taking action, “See Advisor” will show in the “Advisor” column under “Pending Enrollment Requests.” In this case, the student should see the advisor to discuss the schedule.

CREDIT LIMIT
To meet graduation requirements, undergraduates are expected to enroll in four courses a semester. In order to keep untaken seats available, the system will automatically enroll an undergraduate student in no more than four courses that carry a value of 1.00 or greater (excluding tutorials, private music lessons, and all partial-credit courses) and a graduate student in no more than six courses that carry a value of 1.00 or greater (excluding tutorials, private music lessons, and all partial-credit courses). If a student has a legitimate pedagogical reason to exceed the credit limit, she must request a credit-limit override from the advisor. Students accepted into a course that exceeds their limit will need either to drop a course or seek a credit override to add the new class. A student who submits a request for enrollment in a course that would exceed her limit will see that the extra course appears highlighted in red. If the student has not dropped another course or obtained a credit-limit override by 5:00pm of the next business day, the nightly process will return the seat in the extra course to the instructor. Students are encouraged to meet early with their advisors if they have reasons for a credit overload so that they do not risk losing seats in required courses.

CROSSLISTING AND GRADING MODE CHANGES
Changes to the grading mode or cross-listing of a course must be made in the Drop/Add system before Drop/Add. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. The student must select the new grading mode or cross-listing from the drop-down menu. If a drop-down menu does not appear in the cross-listing or grading mode column, this means that the course is not cross-listed or only has one grading mode.

Instructor
Instructors may use the Drop/Add system to add students to classes and to delete students who do not attend the first day of class or communicate directly with the instructor prior to that class.
(consistent with the EPC Statement). Instructors will access the electronic Drop/Add system by selecting Course Management (1) under ‘Courses (2), and selecting a specific course in the drop-down menu at the top of the page which opens up.

Once the instructor selects a specific course, the available options for viewing information appear on the screen: “Enrollment Requests” (4 below) will allow the instructor to view all add requests from students and add students to the class. “Class Totals” (5) will show a summary of current enrollment and enrollment requests by class year and major/non-major status. “Class Enrollment” (6) will allow the instructor to view a real-time classlist, with the option to delete students from the class (consistent with the EPC statement).
TO ADD A STUDENT TO THE CLASS LIST ("ENROLLMENT REQUEST" LIST)

As soon as a student completes a course enrollment request in her portfolio, the student’s name appears highlighted on the instructor’s Enrollment Request page. In the figure below, the instructor has one enrollment request. Students may add four ranked enrollment requests during online registration. If the student requested the course during a previous semester, a hyperlinked number corresponding to the number of semesters the course was requested will appear in the Previously Requested column. Click on the hyperlinked number in the Previously Requested column to view detailed information about the earlier requests (7). The fact that the request below is unranked indicates that this student added the request after Online Registration.

To accept the request and add the student, the instructors will check the box by the student’s name in the “Enroll Student” column (1 below) and click on the “Enroll In Class” button (2). If there is a long list of requests, there will be an “Enroll All” box at the bottom of the list.

If the instructor does not wish to add the student, the instructor takes no action.
When the “Enroll in Class” button is clicked, a confirmation page appears (as below) to verify that the instructor does indeed wish to enroll the student. The instructor can cancel the process at this point or click the “Confirm Enrollment” button to complete the process.

NOTES TO INSTRUCTOR
Students have the opportunity to send a note to the instructor when they create an enrollment request. Instructors can view these messages when they review the enrollment requests by clicking the link “Read Note” in the far right column.
Instructors will receive a nightly email directing them to new enrollment requests and deletions. However, instructors are strongly encouraged to check their Enrollment Request and Class Enrollment pages regularly in order to have up-to-date class enrollment figures and improve the course enrollment process.

**TO DROP A STUDENT FROM THE CLASS (“CLASS ENROLLMENT” LIST)**
Consistent with the EPC Statement on attendance, the system allows instructors to delete those students who do not come to the first day of class and do not communicate directly with the instructor prior to the first day of class. Instructors are encouraged to print out their classlist, take attendance, and after verifying absences, delete those students who did not present themselves. This will provide accurate enrollment figures for the instructor and for those students who may wish to add the course.

The Class Enrollment page allows the instructor to view a classlist that includes all recently accepted adds and includes a “drop” function. To drop a student from the class, the instructor will click the box in the “Drop” column for the appropriate student, then click the “Drop From Class” button at the bottom of the page.

After clicking this button, the instructor will be asked to confirm the drops. The instructor may cancel the process at this point or proceed with the drop. If for some reason a student is dropped from a class in error, the student will need to complete an enrollment request and go through the
process of obtaining approval of instructor and advisor to be readmitted to the course.

**STUDENT-INITIATED DROPS**

Students may drop from an “enrolled” course or cancel an enrollment request using the Drop/Add system. For enrolled courses, students click on a “Drop” box in their schedule and click on the “Submit Class Drop” button. **No action is required on the instructor's part for a student to drop a course.**

Once the student has submitted a drop request, his or her name is immediately removed from the instructor's Course Enrollment page (under “Enrollment Requests in the portfolio menu) to show real-time enrollment figures. The instructor's official classlist, however (under “Classlists” in the portfolio menu), will be updated nightly with the University database.

**CLOSING A COURSE**

Once the class has reached its enrollment limit, you can email the students that have submitted enrollment requests. This can be done through EP>Course Management>Enrollment Requests>MailTo:RequestList. However, please note that the "Close Course" button is no longer an option, per the EPC.

**Advisor**

The online Drop/Add system gives the advisor the capability to approve or disapprove course enrollment requests and drop requests or to indicate that the student should see the advisor to discuss the requests. In the Drop/Add system, advisors also have the capability to authorize a credit overload for particular advisees.

**VIEWING ADVISEE DROP/ADD INFORMATION**

Advisors access the electronic Drop/Add advising pages by clicking on Advisees (1) under ‘Advising’ (2). The list of advisees will appear in the page (3), and the name of any advisee who requires an advisor action will be highlighted. (The names in the figure below are deleted for the purpose of this document.) Advisors will need to click on the Drop/Add link next to the advisee’s name to access the Drop/Add system.
Clicking on a student’s name will allow the advisor to view that student’s current schedule (“Drop Add Transactions,” 1) and any pending drop/add requests (Pending Advisor Approval, 2).

**ADVISOR ACTIONS**

If the instructor has not yet accepted the student’s add request, the “Approve” column will show “Pending Inst Action” (as in the first three rows above). The advisor takes no action at this point. If the instructor has accepted the add request, or if the student is requesting a drop from a class, the “Approve” column will show a pull-down box for advisor action. The advisor may “approve” the add or drop, “disapprove” the add or drop, or choose “See Advisor” to indicate that a meeting with the student is necessary to discuss the request.

**“APPROVING” A DROP/ADD REQUEST**

To approve an add or drop, the advisor will choose that option from the pull-down menu in the “Approve” column, then click the “Submit” button. The advisor will be given a chance to cancel or confirm the action.

If the advisor confirms the approval, “Advisor Approved” will appear immediately in the student’s in-process schedule (“Drop/Add Transactions”) and in the course instructor’s Class Enrollment list. Overnight, the class will move to the student’s official schedule and the
instructor’s official classlist.

**“DISAPPROVING” A DROP/ADD REQUEST**
To “disapprove” an add or drop request, the advisor will choose “disapprove” from the pull-down menu. The advisor will be given a chance to cancel or confirm the action.

Once the “disapprove” action is confirmed for an add request, that course will be deleted from the student’s schedule by the staff of the registrar’s office. If an advisor disapproves an advisee’s drop of a course, the student would need to submit a new enrollment request, and the advisor, student, and instructor would need to explore the feasibility of the student’s being readmitted to the class.

Due to the repercussions of this action, advisors are encouraged to use “disapprove” only when they mean explicitly to reject a drop or add for a student, and to use “See Advisor” to initiate a discussion about a particular drop or add that may be in question.

**“SEE ADVISOR”**
After reviewing an advisee’s enrollment request, the advisor may wish to meet with the advisee to discuss their course decisions. Advisors can select the “See Advisor” button to initiate this meeting. If a student has multiple advisors, only the advisor who places a “see advisor” on the course will subsequently be able to approve or deny the request.

**GRANT CREDIT OVERRIDE**
In order to keep untaken seats available, the system will enroll an undergraduate student in no more than four courses that carry a value of 1.00 or greater (excluding tutorials, private music lessons, and partial-credit courses) and a graduate student in no more than six courses that carry a value of 1.00 or greater (excluding tutorials, private music lessons, and partial-credit courses). If a student has a legitimate pedagogical reason to exceed the credit limit, she must request a credit-limit override from the advisor.

To grant a credit-limit override, the advisor will click on the drop/add link next to the advisee’s name to view her drop/add information page. At the top of the advisee’s information page, the advisor will use the pull-down menu (see arrow below) to select a new course limit for the student (keeping in mind the courses not included in this limit, listed above).
When a student requests enrollment in a course that would put her over her credit-limit, the student, advisor, and instructor will see “Instructor Add Exceeds Limit,” and the course/student’s name highlighted in red. If the student has not dropped another course or obtained a credit-limit override by 5:00pm of the next business day, the nightly process will return the seat in the extra course to the instructor. Students are encouraged to meet with their advisors to discuss any reasons for requesting an override well in advance so that the student does not risk losing seats in required courses.

The advisor has the option of approving individual “extra” courses without approving a credit-limit override, thereby allowing the student to choose which courses to keep.

**THE STUDENT PROCESS**

The beginning of this manual is written for students and describes the process through which students make requests for drops and adds. Some of that information which may be useful to the advisor is highlighted below.

Students are informed that no transaction is final until approved by the advisor.

Students may now use WesMaps search for all classes with available seats. This link is found on the WesMaps homepage and is visible to students as soon as they open their own drop/add information in their portfolio. These enrollment figures are updated nightly to reflect all completed and official drop/add transactions.

Consistent with the standing drop/add procedures of the University, students may submit an enrollment request for any class; the system will not screen for major status or class year. Students may submit a “note” to the instructor to address these issues. When a student adds an enrollment request, the system will check the student’s academic history to confirm that they have met the prerequisite(s). An indication of this will appear as a column in the instructor’s enrollment request list. This is informational only and will not prevent a student who has not met the prerequisite(s) from enrolling in the course if the instructor has chosen to accept the student.