To: Students
From: Paul Turenne, Senior Associate Registrar
Date: January 24, 2018
RE: Spring 2018 Drop/Add

Please read this letter carefully to ensure that you are properly prepared to successfully participate in Spring 2018 Drop/Add. Drop/Add begins at 8:30am on Thursday, January 25 and ends at 11:59pm on Wednesday, February 7.

ACESSING DROP/ADD
You may access the Drop/Add system by clicking on the ‘Drop/Add’ link in the ‘Courses’ dropdown in WesPortal (https://webapps.wesleyan.edu/portal). The classes you added to your schedule during pre-registration appear under the section called Spring 2018 Drop/Add Transactions and your ranked enrollment requests appear on the bottom half of the page. There are Help and Q&A links at the top of the page.

ENROLLING IN THE UNIVERSITY
Before you can use the system you must complete virtual enrollment, if you have not done so already. Within WesPortal, navigate to My Information>Enrollment Checklist & Addresses and click the ‘Enroll Me’ button found on the page and follow the instructions. Failure to enroll in the University by 5pm Thursday, January 25 will result in a $25 fine. Please be sure to verify and update your parent and emergency contact information at the time that you visit the Enrollment site. The information displayed will be used by the class Deans and other University officials in the event of an emergency.

STUDENT RECORD PRIVACY
For detailed information about the confidentiality of student records (FERPA: Family Educational Rights and Privacy Act) and disclosure of directory information, please refer to http://www.wesleyan.edu/studentaffairs/facguide/index.html.

Starting at 8:30am on Thursday, January 25 (the first day of classes) you may submit additional unranked enrollment requests and add messages to the instructor of your ranked and unranked enrollment requests. Instructors will also begin adding students to their class list from the ranked and unranked enrollment requests submitted.

PLEASE NOTE The Educational Policy Committee of the Faculty has determined that unless registered students attend the first class meeting or communicate directly with the instructor prior to the first class (in writing, by email or in person), the instructor can drop a student from the class list.
TUTORIAL REGISTRATION
Tutorial course registration will be done through the 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 Tutorial

TEACHING APPRENTICE TUTORIALS
Students who have been approved as teaching apprentices (492) will need to accept the assignment in WesPortal. You may view the request by clicking WesPortal>Courses>Teaching Apprentice Tutorial. In order to accept the teaching apprenticeship, click on the Course ID, select ‘yes’ in the student decision box, and hit the submit button. If you have specific questions about your 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.

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 the instructor regarding whether you have met the prerequisite requirements. This serves as a possible factor that an instructor can use to determine enrolling you, but it will NOT stop you from submitting the enrollment 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
The Drop/Add process will allow you to enroll in four courses that carry a credit value of 1.00 or greater when an instructor offers you a seat. This credit limit will not include the courses listed above (i.e., tutorials, etc.) or courses that carry a credit value less than 1.00 (labs and PHED courses). If you have a legitimate pedagogical reason to exceed the four credit limit, you must request a credit override from your advisor. Once you are offered a seat in the fifth course, you will have to either drop a course you are already enrolled in or seek a credit override. If you do not resolve this conflict by five o’clock of the next business day, the nightly process will return the fifth course’s seat to the instructor.
CROSSLISTING CHANGES
If you wish to change the crosslisting of a course in which you are currently enrolled, you must do this through the Drop/Add system during the Drop/Add period. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. If a drop-down menu does not appear in the crosslisting column, this means that the course is not crosslisted.

GRADING MODE CHANGES
If you wish to change the grading mode of a course in which you are currently enrolled, you must do this through the Drop/Add system during the Drop/Add period or via WesPortal>Courses>Class Schedule no later than fourteen days after the drop/add period ends. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. If a drop-down menu does not appear in the grading mode column, this means that the course has only one grading mode.

GENERAL EDUCATION DESIGNATIONS
When a full semester or 3\textsuperscript{rd} Quarter course has multiple general educational area assignments (NSM, SBS, HA), a student must select one general education area assignment by the end of the drop/add period within the drop/add system. When a 4\textsuperscript{th} Quarter course has multiple general educational area assignments (NSM, SBS, HA), a student must select one general education area assignment during the five working days following the first class meeting by completing and submitting a paper form to the Registrar’s Office in North College Hall. Student forums and individual and group tutorials never carry a general education designation.

ADVISOR APPROVALS
Advisor approvals are required for all drops and adds. Your advisor will be able to approve your requests in WesPortal and confirmation of these approvals will be visible to you. If your advisor disapproves an add request, it will be dropped from your schedule. If your advisor disapproves a drop request, you, your advisor, and the instructor would need to communicate to explore whether you can be readmitted to the class.

CONFIRMING YOUR SCHEDULE
After Drop/Add ends you will receive an email asking you to confirm your final schedule. You must confirm your schedule by indicating that it is either correct or incorrect. If you fail to confirm your final fall schedule, you will not be permitted to participate in the planning phase of April Pre-Registration. Confirmation buttons will appear within WesPortal>Courses>Class Schedule. Once you have reviewed your schedule you will be required to indicate whether your schedule is correct or not by clicking a button as electronic confirmation. If your schedule is incorrect, you must contact your class dean as soon as possible. These confirmation buttons will remain visible until you have clicked to indicate that your schedule is correct.

The Registrar’s Office staff is available through the Drop/Add Help Line to answer any questions you may have. The phone number of the Drop/Add Help Line is x3222. The Help Line is open during normal business hours, Monday through Friday from 8:30am to 4:30pm during the Drop/Add period. The Drop/Add Frequently Asked Questions page is available at any time at http://www.wesleyan.edu/registrar/registration/drop_add_faq_students.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.