Tutorial Registration Manual
Introduction

Overview of the System

The EPortfolio Tutorial Registration system allows students and faculty to create and enroll in a more convenient and accurate fashion. Tutorial forms and requests will now 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. To drop a class the student must submit a drop request. The student will then be dropped automatically from the tutor’s class list and the advisor must approve the completed transaction.
Available Help

There are several ways to obtain additional help during the Tutorial Registration period:

🎉 Staff from the Registrar’s Office will be available to answer any questions you may have through the Drop/Add Help Line. The Help Line phone number 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.

🎉 Honors Candidates may also contact Susan Krajewski, Associate Registrar, at x2738 if they have questions.

🎉 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 Tutorial Registration Frequently Asked Questions page at any time at http://www.wesleyan.edu/registrar/tutorialfaq.html. This page contains a link to Status explanations.

🎉 If you have a technical problem, you can either call the help line, 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 x2128.

🎉 If you have an advising problem, you can also try to reach help directly by contacting the Dean of the College’s office at x2600.
Accessing the System

Students and faculty will access the Tutorial Registration system through their EPortfolio. Students should navigate to the Drop/Add link under “Course Registration”. As faculty have three primary roles, they will have three paths to access the tutorial forms and take action, one as course tutors by clicking on Course Management under “Courses”, one as chair/directors by clicking on Tutorial Requests under “Chair Tools”, and one as advisors to review advisee schedules by clicking on Advisees under “Advising”.

Important Notes

- All enrollment requests and approvals must occur during Drop/Add.
- Only the student can change information on the tutorial form.
- The tutorial form information is FROZEN once approved by the Faculty Tutor.
- Proposed tutorials become course enrollments only after receiving approval from the tutor, chair/director, and advisor.
- Tutorial registration must be done thru online Drop/Add system, except:
  - 420- Student Forums, paper form available from Student Leader
  - 492- Teaching Apprentice, via http://quicklink.wesleyan.edu/TAProgram
- Faculty may require face to face meetings, communication, additional information, etc. This system only replaces the paper form.
- Each student in a Group Tutorial must submit a tutorial enrollment request.
- Tutorials do NOT count towards the 4 full credit course limit.
- Tutorial grading modes cannot be changed once approved by the tutor.
- Mozilla Firefox is the preferred browser for the EP Tutorial system.
- Students wishing to drop an enrolled tutorial during Drop/Add, must click the Drop ‘x’, not the Cancel Request ‘x’.
- Once a student clicks the Cancel Request ‘x’, the tutorial form is no longer accessible.
- Once advisor approved, the tutorial form is no longer accessible to the tutor and advisor.
- If a tutorial request is denied, the student will need to submit a new tutorial request from.
Student

Once in their portfolios, students will find the Drop/Add link in the Course Registration bucket in the Courses at Wes column. Once students have entered the system, they have the option of submitting a tutorial course enrollment requests. [http://quicklink.wesleyan.edu/dropadd](http://quicklink.wesleyan.edu/dropadd)
Requesting a Tutorial

During Drop/Add, the system allows students to submit tutorial enrollment requests with the accompanying and necessary tutorial form. Upon entering the Drop/Add system, students should click on the desired subject area for their proposed tutorial.

Next, click on the Tutorials link.

Then, click on the desired Request Tutorial button.
Submitting the Tutorial Form

The tutorial form is then accessible for the purposes of filling in all of the proposed course details. Please note that there are certain items that are required for submission.

Students will have the option of SAVING, SUBMITTING, and REVISING/RESUBMITTING the form (1). The initial submission will automatically trigger a notification email to the tutor. However, please note that the tutorial form is FROZEN once approved by the tutor. So, be sure to complete the topic/description before submitting to the tutor. You can track the progress of your tutorial request in the bottom row. (2)
Tutor

Each time a new tutorial request is submitted, an automated notification will be sent to the tutor. Once in their portfolios, tutors will find the tutorial enrollment requests in Course Management within the Courses bucket. Once tutors have entered the system, they have the option of requesting more information/meetings, changes to the form, and approving/denying the requests. http://quicklink.wesleyan.edu/courses
Reviewing a Tutorial

In order to access the tutorial form, select the correct term (1), the specific tutorial course (2), click on Enrollment Requests (3), and the notepad in the View/Approve column (4).

Please note that the tutorial form is FROZEN once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. So, be sure that requested changes are completed by the student before approving. Also, if changes are needed for tutor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the chair/director of the tutorials subject area.
Chair/Director

Each time a tutorial request is approved by the tutor, an automated notification will be sent to the respective chair/director. Once in their portfolios, chairs/directors will find the tutorial enrollment requests in Tutorial Requests within the Chair Tools bucket. Once chairs/directors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests.

http://quicklink.wesleyan.edu/TutReq
Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Please note that the tutorial form became **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for department/program approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the student’s advisor(s) for final approval.
Advisor

Each time a tutorial request is approved by the chair/director, an automated notification will be sent to the student’s advisor(s). Once in their portfolios, advisors will find the tutorial enrollment requests in Advisees within the Advising bucket (1). Advisors then click the Drop/Add (2) for each student with pending transactions (grayed rows). Once advisors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests. http://quicklink.wesleyan.edu/advisees
Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Tutorials do NOT count towards the 4 full credit course limit.

Please note that the tutorial form became FROZEN once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for advisor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically turn this tutorial request into a course enrollment for the student.
Senior Thesis Tutorial

During Drop/Add, Senior Thesis tutorials will be requested and approved through the same EP process. Please note that the Work in Progress will also be handled with an enhanced form.

Student

Once in their portfolios, students will find the Drop/Add link in the Course Registration bucket in the Courses at Wes column. Once students have entered the system, they have the option of submitting a tutorial course enrollment requests. http://quicklink.wesleyan.edu/dropadd
Requesting a Tutorial

During Drop/Add, the system allows students to submit tutorial enrollment requests with the accompanying and necessary tutorial form. Upon entering the Drop/Add system, students should click on the desired subject area for their proposed tutorial.

Next, click on the Tutorials link.

Then, click on the desired Request Tutorial button.
Submitting the Tutorial Form

The tutorial form is then accessible for the purposes of filling in all of the proposed course details. Please note that there are certain items that are required for submission, including the Work in Progress Statement.

Students will have the option of SAVING, SUBMITTING, and REVISING/RESUBMITTING the form. The initial submission will automatically trigger a notification email to the tutor. However, please note that the tutorial form is FROZEN once approved by the tutor. So, be sure to complete the topic/description before submitting to the tutor.
Tutor

Each time a new tutorial request is submitted, an automated notification will be sent to the tutor. Once in their portfolios, tutors will find the tutorial enrollment requests in Course Management within the Courses bucket. Once tutors have entered the system, they have the option of requesting more information/meetings, changes to the form, and approving/denying the requests. http://quicklink.wesleyan.edu/courses
Reviewing a Tutorial

In order to access the tutorial form, select the correct term (1), the specific tutorial course (2), click on Enrollment Requests (3), and the notepad in the View/Approve column (4).

Please note that there are certain items that are required for approval, including the Work in Progress Statement and Honors Candidacy.

Please note that the tutorial form is FROZEN once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. So, be sure that requested changes are completed by the student before approving. Also, if changes are needed for tutor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the chair/director of the tutorials subject area.

**WESLEYAN TUTORIAL REQUEST FORM PS89TEST**

If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.

**WORK IN PROGRESS STATEMENT FROM TUTOR**

The honor candidate named above is making progress towards on-time completion. ☐ Yes ☐ No

Please enter a brief statement about the nature of the student's work, its original features, and its quality. (2000 Character Max):

**REQUIRED FIELD**
Chair/Director

Each time a tutorial request is approved by the tutor, an automated notification will be sent to the respective chair/director. Once in their portfolios, chairs/directors will find the tutorial enrollment requests in Tutorial Requests within the Chair Tools bucket. Once chairs/directors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests.

http://quicklink.wesleyan.edu/TutReq
Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Please note that the Honors Candidacy recommendation is required for approval.

Please note that the tutorial form became FROZEN once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for department/program approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the student’s advisor(s) for final approval.
Advisor

Each time a tutorial request is approved by the chair/director, an automated notification will be sent to the student’s advisor(s). Once in their portfolios, advisors will find the tutorial enrollment requests in Advisees within the Advising bucket (1). Advisors then click the Drop/Add (2) for each student with pending transactions (grayed rows). Once advisors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests. http://quicklink.wesleyan.edu/advisees
Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Tutorials do NOT count towards the 4 full credit course limit.

Please note that the tutorial form became FROZEN once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for advisor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically turn this tutorial request into a course enrollment for the student.

If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.

WORK IN PROGRESS STATEMENT FROM TUTOR

The honor candidate named above is making progress towards on-time completion. Yes No
Please enter a brief statement about the nature of the student’s work, its original features, and its quality.

HONORS APPROVAL

The GOVT department recommends the above-named student for honors candidacy. Yes No

Advisor Approval

[Deny Tutorial] [Approve Tutorial]