To: The Faculty  
From: Karri Van Blarcom, Associate Registrar  
Date: April 3, 2018  
RE: Fall 2018 Pre-Registration  

Please read this letter carefully to ensure that you are properly prepared to successfully assist in Pre-Registration.

As always, the Registrar’s Office staff will be available through the Help Line (x3222) to answer any questions you may have. The Help Line will be open during normal business hours, Monday through Friday from 8:30am to 4:30pm.

**TIMELINE**

*Planning*
8:30am Tuesday, April 3rd through 5pm Monday, April 16th

*Scheduling*
Tuesday, April 17th

*Adjustment*
8am Wednesday, April 18th through 5pm Tuesday, April 24th

**GRADUATE STUDENTS**

Graduate students will only participate in Adjustment, starting at Noon on Wednesday, April 18th and ending at 5pm on Tuesday, April 24th. Graduate students will be handled identically to undergraduates in regards to the four full credit limit, electronic advisor approval and tutorial course registration during drop/add.

Graduate students are eligible to enroll in courses which are deemed appropriate for a graduate student, the graduate bin must be greater than zero, the course must be POI pre-reg or the course must be an unlimited course with a graduate crosslisting. A graduate student may request to enroll in all other courses (i.e. - graduate bins of zero or ‘X’, POI drop/add, unlimited undergrad courses, etc) by submitting it as a ranked drop/add enrollment request, which instructors can approve in September. Graduate students can only enroll in graduate seats, so unclaimed undergraduate seats are NOT available to graduate students. (Undergraduates cannot claim unused graduate seats.) Graduate bin information can be found on each course page in WesMaps.

**ACCESSING PREREGISTRATION**

Advisors access the Pre-Registration pages by navigating to the list of advisees in their WesPortal. Clicking the link in the column titled “pre-reg” will open the advisee’s plan. We have provided a Q&A link on the pages, which can also be accessed here.

**PLANNING PERIOD**

Planning will open to students and their advisors at 8:30am on Tuesday, April 3rd and close at 5pm on Monday, April 16th. Students use the planning period to identify courses that they have an interest in and to build a course plan, which their advisors must approve. **On campus students must meet with their advisors during the planning period to discuss their course plan and to have it finalized. Students returning from study abroad and leave have been instructed to stay in contact via email with their advisor to receive finalization.** Course plans that have not been finalized will not be included in the scheduling program.
SCHEDULING PERIOD
During the scheduling period, the pre-registration system assigns classes based on a variety of criteria including class standing, major preference, seat availability, the number of times the student has previously requested the course, and whether the student has met the pre-requisites or has the permission of the instructor. On Tuesday, April 17th, after the scheduling program has completed, students and their advisors will have the opportunity to view courses that have been scheduled. **Students do not need to meet with their advisors to view their scheduled courses.**

ADJUSTMENT PERIOD
The adjustment period will begin at 8am on Wednesday, April 18th and end at 5pm on Tuesday, April 24th. The adjustment period allows students to alter their schedules and to submit ranked drop/add requests for those courses that they were closed out of. The adjustment period will open to students in a staggered fashion. Students assigned to one or fewer credits during pre-scheduling are granted access on the Wednesday, students assigned to two credits or less are granted access on Thursday, students assigned to three credits or less are granted access on Friday and the remaining students (assigned to more than three credits) are granted access on Monday of the adjustment period. **Advisors must approve individual drops and adds during the adjustment period and will receive daily e-mail notification whenever advisees have made changes to their schedules. Students do not need to meet with their advisors during this time unless the advisor has placed a “see advisor” status on the course the student is attempting to add or drop.**

SCHEDULE CONFIRMATION
Undergraduate students are required to confirm their current term course schedule in order to participate in Pre-Registration Planning for the next term. Therefore, students are NOT able to build a plan until confirmation. For students who have NOT confirmed their current term schedule, the advisor will only see the “The student must confirm his or her current classes and schedule before continuing” text in the lower frame.

Please encourage your advisees to confirm their schedules within WesPortal>Courses>Class Schedule. Please note that students will NOT be able to build a plan until confirmation.

OVERSUBSCRIPTION
Pursuant to Academic Regulations, there are limits on the number of credits students can count toward the total of 32 course credits required for the Bachelor of Arts. Students who exceed the established limits are classified as “Oversubscribed”, and subsequently the credits causing oversubscription cannot be counted towards the 32 credit requirement.

The Pre-Registration lower frame will show students their current oversubscription status. A single course can cause oversubscription in multiple subjects/categories. However, that course's credit will only count against you once. Therefore the Summary table lists the number of credits that are unusable. The Subject table lists the number of instances of oversubscribed credits.

For further information, students should review their WesPortal>Academics>Credit Analysis Report for more detailed information. Also, they should contact their Class Dean, as they will be able to provide information and assistance. The Class Deans can be contacted at x2600 or on the 2nd floor of North College Hall.
PERMISSION OF INSTRUCTOR
When necessary please follow these steps to take action on Permission of the Instructor courses with the electronic POI submission process:

1. Students will request a POI through their WesPortal, which will display a text box above student of instructor information detailing approval process (dates, times, locations, contacts, etc). Please use CourseLeaf-CLSS to enter text updates in the notes section (note #3). Questions can be directed to CourseLeaf@wesleyan.edu.

2. If a POI has been requested for your course, the nightly process will send you a nightly notification email.

3. The students’ requests can be viewed and approved/disapproved in the Faculty WesPortal. Under Courses, click on Course Management. Please make sure that you select the correct term in the drop-down menu on the upper left. Then click on the POI Requests link on the page.

4. Use the scroll down box to select your action and then click submit & confirm. You also have the option to click “email student” to request a meeting and/or information.

5. Please note that a student can only be enrolled if the request is approved.

6. Reminder- a Permission of Instructor Approval guarantees enrollment in the course.

7. It is the student’s responsibility to initiate contact with the instructor and fulfill all approval processes.

PREREQUISITE OVERRIDE
When necessary please follow these steps to take action on Prerequisite Override requests with the electronic pre-requisite override submission process:

1. Students will request a Prerequisite Override and submit a typed justification note thru their WesPortal.

2. If a PreReq has been requested for your course, the nightly process will send you a nightly notification email.

3. The students’ requests can be viewed and approved/disapproved in the Faculty WesPortal. Click "View" within the Justification column to access student submissions. Under Courses, click on Course Management. Please make sure that you select the correct term in the drop-down menu on the upper left. Then click on the Pre-requisite Requests link on the page.

4. Use the scroll down box to select your action and then click submit & confirm. You also have the option to click “email student” to request a meeting and/or information.

5. Please note that a student can only be enrolled if the request is approved.

6. Reminder- a Prerequisite Override does NOT guarantee enrollment in the course.

7. It is the student’s responsibility to initiate contact with the instructor and fulfill all approval processes.

BACKUP ADVISING
If you will be without internet access for more than 24 hours during pre-registration, you may designate a fellow faculty member as a proxy backup to provide your advisees electronic approval. Should you be unable to log onto a computer with internet access during pre-registration 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 during the adjustment period will receive the daily e-mail notifications of pre-registration activities for your advisees. To assign a backup advisor, navigate to WesPortal>Academics>Backup Advisor.

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.

If you have any questions, please contact the registration helpline (x3222).
## Course Registration Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Participants</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3 – April 16</td>
<td>Spring 2018 enrolled students and those returning from study abroad &amp; leave</td>
<td>Pre-Registration: Planning Period</td>
<td>Students submit ranked requests for Fall 2018 pre-registration. Students and their advisors discuss course selections and finalize plans electronically.</td>
</tr>
<tr>
<td>April 17</td>
<td>Spring 2018 enrolled students and those returning from study abroad &amp; leave</td>
<td>Pre-Registration: Scheduling Period</td>
<td>Students review courses scheduled.</td>
</tr>
<tr>
<td>April 18 – April 24</td>
<td>Spring 2018 enrolled students and those returning from study abroad &amp; leave</td>
<td>Pre-Registration: Adjustment Period</td>
<td>Students will access the system, staggered by the number of credit reserved. During this period students can add courses with seats available or drop courses reserved during the scheduling period. Students also submit ranked Drop/Add Enrollment Requests. Advisors approve changes electronically.</td>
</tr>
<tr>
<td>September 3– September 14</td>
<td>All Enrolled Undergraduate &amp; Graduate Students</td>
<td>Drop/Add</td>
<td>Students can submit enrollment requests, drop courses and register for tutorial courses. Instructors and then advisors will approve enrollments.</td>
</tr>
</tbody>
</table>
PRE-REGISTRATION: IMPORTANT TIPS FOR STUDENTS

You can access the Pre-Registration system from anywhere you can access your WesPortal. A link will appear in the top frame and under “Course Registration.” During pre-registration your schedule will have a maximum of four full credit classes, and any number of partial credit classes. Private music lessons do not count towards the full credit limit. Your credit limit cannot be raised until drop/add.

PLANNING
- Between Tuesday, April 3rd at 8:30am and Monday, April 16th at 5pm you should set up your plan, a ranked list of your course choices for Fall 2018.
- You must meet with your faculty advisor to have your plan finalized through an electronic approval in your WesPortal.

SCHEDULING
- On Tuesday, April 17th the Pre-Registration system will schedule students into courses based on class standing, major preference, seat availability, the number of times you have previously requested the course and, when appropriate, whether you have met the pre-requisites or have the permission of the instructor.
- The Pre-Registration system will attempt to schedule you into each of your seven ranked choices three times.
- You can preview your preliminary schedule Tuesday afternoon.
- You will be assigned a time when the adjustment period will open for you.

ADJUSTMENT
- On Wednesday, April 18th at 8am the adjustment period will open in a staggered fashion, based on the number of scheduled full credit courses you have and your academic career.
- Once the adjustment period opens for you:
  - You can add courses that still have seats available;
  - You can delete courses which you no longer wish to take;
  - You can submit ranked enrollment requests for drop/add in September;
  - You can adjust the grading mode and crosslisting of a course.
- Your advisor must electronically approve changes you make to your schedule.
- Adjustment ends on Tuesday, April 24th at 5pm.

IMPORTANT STRATEGIES FOR PLANNING PERIOD:
- Do not assign a course to your first rank if it has zero seats set aside for your class year/major. The scheduling program will not consider it. These courses are identified in WesMaps with “0” in the seat designation.
- Do not add courses which exclude your class year/major. The system does not allow this. Class year/major exclusions are identified in WesMaps with an “X” in the seat designation.
- Do not rank the same course and section twice, it will not increase your chance of being scheduled in the course.
- Do not forget to select the section(s) of a course you rank. Click “Edit” and identify sections you would like the scheduling program to consider. You can choose one, multiple, or any section.
- You can rank courses which have overlapping meeting times in your plan. The pre-registration program will not, however, schedule you into two courses with time conflicts.
- You can finalize your plan with pending POI/PreReq approvals; however, you are strongly encouraged to receive them before advisor finalization.
- POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face to face meeting.