Dear Faculty,

Pre-registration for Fall 2019 is fast-approaching! Please mark your calendar with the dates and deadlines for pre-registration. Be sure to review the new Student User Guide to Pre-Registration, complete with screenshots, for full details and key points regarding the pre-registration process.

ACCESSING PRE-REGISTRATION
Advisors access each student’s Pre-Registration page 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.

PLANNING PERIOD
Students use the planning period to identify courses that they have an interest in and to build a course plan, which their advisors must finalize. 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. Advisors are able to finalize returning student plans without the student login/password. Course plans that have NOT been finalized will be excluded from the scheduling program.

If students need to adjust their plan after you’ve already finalized it, you may (at your discretion), unfinalize the plan so the students can make changes. You MUST re-finalize the plan for it to be included in scheduling.

Check to see if your Advisees are Finalized
- You should only finalize plans of students you have met with, or in the case of returning students, communicated with regarding their fall course plans. You can see the status of each student’s pre-registration process in the pre-registration column on your advisee page.
- You’ll also receive emails from me (Karri Van Blarcom), if you have students who have not been finalized and/or were unfinalized but not re-finalized.
- Unfinalized plans will NOT be included in the scheduling process.

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. 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 allows students to alter their schedules and to submit ranked drop/add requests for additional courses of interest. The adjustment period will open to students in a staggered order, based on the number of scheduled full-credit courses. 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.
CREDIT LIMIT
During pre-registration student schedules 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. The credit limit cannot be raised until drop/add.

GRADUATE STUDENTS
Graduate students are eligible to participate in Adjustment, starting at Noon the first day of adjustment. 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 or the course must be POI pre-reg. A graduate student may request to enroll in all other courses (i.e. - graduate bins of zero or ‘X’, POI drop/add, etc) by submitting it as a ranked drop/add enrollment request, which instructors can approve during drop/add. 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.

BACKUP ADVISING
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 will be able to act on pre-registration requests. You may assign and activate a backup advisor for major advisees and a backup advisor for non-major advisees via WesPortal>Academics>Backup Advisor.

If an emergency arises and you are not able to personally activate your backup advisors, contact your department for assistance.

Course Registration Timeline
Pre-Registration: Planning Period
   Tuesday, April 2, 8:30am – Monday, April 15, 5:00pm
Pre-Registration: Scheduling Period
   Tuesday, April 16
Pre-Registration: Adjustment Period
   Wednesday, April 17, 8:30am – Tuesday, April 23, 5:00pm
Drop/Add
   Monday, September 2, 8:30am – Friday, September 13, 5:00pm

Questions?
• Call the Registration Help Line (x3222) to speak with the Registrar’s office during normal business hours, Monday through Friday from 8:30am to 4:30pm.
• Any other questions, please feel free to reach out directly to me via email.

Sincerely,
Karri Van Blarcom
Senior Associate Registrar