Dear Undergraduate Student,

Pre-registration for Spring 2020 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.

Accessing Pre-Registration
Students access the Pre-Registration system by clicking on the “Pre-Registration” link in the Courses dropdown in WesPortal. More information is available on the Registrar’s pre-registration page. This link will not be available until pre-registration begins.

Course Registration Timeline

Pre-Registration: Planning Period

**Tuesday, November 5, 8:30am – Monday, November 18, 5:00pm**
- Undergraduate students enrolled in the current semester, and those students returning from study abroad or leave, can participate in pre-registration.
- Students submit ranked requests for Spring 2020 using the pre-registration system.
- Students and their advisors discuss course selections and finalize plans electronically.
  - All plans MUST BE FINALIZED before the close of pre-reg planning.

Pre-Registration: Scheduling Period

**Tuesday, November 19**
- After scheduling runs, students can review their scheduled courses.
- Only students who had finalized plans will have schedules.

Pre-Registration: Adjustment Period

**Wednesday, November 20, 8:00am – Tuesday, November 26, 5:00pm**
- Undergraduates and graduate students can participate.
- Students will access the system, in a staggered order, based on the number of credits scheduled.
- During this period, students can adjust their schedules and submit ranked Drop/Add Enrollment Requests.
- Advisors approve changes electronically.

Drop/Add

**Thursday, January 23, 8:30am – Wednesday, February 5, 5:00pm**
- All students enrolled in the Spring 2020 semester can participate.
- Students can submit enrollment requests, drop courses, and register for tutorial courses.
- Instructors and then advisors will approve enrollments.

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. Leave a clear message if staff is unable to answer, and we’ll be sure to call you back.
- Peer Advisors can also assist you and can be reached via email to peeradvisors@wesleyan.edu.

Any other questions, please feel free to reach out directly to Karri Van Blarcom via email to kvanblarcom@wesleyan.edu.

*Updated October 14, 2019*