To: Eligible Undergraduate Students  
From: Paul Turenne, Senior Associate Registrar  
Date: April 4, 2017  
RE: Fall 2017 April Pre-Registration

Please read this letter carefully to ensure that you are properly prepared to successfully participate in Fall 2017 Pre-Registration.

Pre-Registration has three distinct phases: planning, scheduling, and adjustment. For the duration of the pre-registration period, 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 Monday through Friday from 8:30am to 4:30pm. Peer Advisors will be able to answer questions pertinent to Pre-Registration as well. Their drop-in hours and email addresses can be found in their blog: http://peeradvisor.blogs.wesleyan.edu.

TIMELINE
Planning  
8:30am Tuesday, April 4 thru 5pm Monday, April 17

Scheduling  
Tuesday, April 18

Adjustment  
8am Wednesday, April 19 thru 5pm Tuesday, April 25 (Your start time will be listed in your EP.)

ACCESSING PREREGISTRATION
Students access the Pre-Registration system by clicking on the “Pre-Registration” link in the Course Registration box under “Courses at Wes” in your electronic portfolio (https://webapps.wesleyan.edu/portal). We have provided a Q&A link on the pages, which can also be accessed here, or you may download a Pre-Registration manual here.

CREDIT LIMIT
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 PERIOD
Planning will be open to students and their advisors starting on Tuesday, April 4 at 8:30am and will close on Monday, April 17 at 5pm. You should use the planning period to identify courses that you have an interest in and to build a course plan, which your advisor must approve. You must meet with your advisor during the planning period to discuss your course plan and to have it finalized.

SCHEDULING PERIOD
During the scheduling period (Tuesday, April 18), the pre-registration system assigns classes based on a variety of criteria including class standing, major preference, seat availability, the number of times you have previously requested the course, and whether you have met the pre-requisites or have the permission of the instructor. After the scheduling program has completed, you and your advisors will have the opportunity to view courses that have been scheduled. You do not need to be present with your advisor to view your scheduled courses.
ADJUSTMENT PERIOD
The adjustment period will begin on **Wednesday, April 19 at 8am** and end on **Tuesday, April 25 at 5pm**. The adjustment period allows you to alter your schedule and to submit ranked drop/add requests for those courses that you were closed out of. The adjustment period will open to students in a staggered fashion. Students assigned to one or fewer credits during scheduling are granted access on Wednesday, two or fewer on Thursday, three or fewer on Friday and four or fewer on Monday. Advisors will approve individual drops and adds during the adjustment period. You do not need to meet with your advisor during this time unless he or she has placed a “see advisor” status on the course you are attempting to add or drop.

SCHEDULE CONFIRMATION
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. Students who have NOT confirmed their current term schedule will only see the “You must Confirm your current classes and schedule before continuing” text in the lower frame.

Please click "Confirm your current classes and schedule", review your schedule, and click Correct or Incorrect. Please note that clicking Incorrect will permit access to Pre-Registration.

Be sure to begin the petition process with your Class Dean if your schedule has an error.

PERMISSION OF INSTRUCTOR
When necessary please follow these steps to obtain the Permission of the Instructor with the electronic POI submission process:

1. In WesMaps, click “Add to My Courses” and “To request a POI electronically, click here” to submit your request. Please note that a text message will appear above the student plan with information from the instructor regarding the POI approval process (dates, times, contact info, etc).
2. The course will appear in your plan as "POI Requested" and the request will appear in the instructor's EP.
3. If the instructor approves the POI, the text will disappear and the course will be eligible in the scheduling program or be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face to face meeting.
5. Please note that without the instructor's POI approval, you will NOT be enrolled through scheduling nor adjustment. You are encouraged to receive all approvals before finalizing your plan.
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 obtain a Pre-Requisite Override with the electronic pre-requisite override submission process:

1. In WesMaps, if you click "Add to My Courses" and you do NOT meet the pre-requisite requirements, you will need to type a justification note to the instructor and click Submit.
2. The course will appear in your plan as "PREREQ Requested" and the request will appear in the instructor's EP.
3. If the instructor approves the override, the text will disappear and the course will be eligible in the scheduling program or be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face to face meeting.
5. Please note that without the instructor's pre-req approval, you will NOT be enrolled through scheduling nor adjustment. You are encouraged to receive all overrides before finalizing your plan.
6. Reminder - a Pre-Requisite 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.
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 shows students their current oversubscription status. A single course credit can cause oversubscription in multiple departments or categories. However, that credit will only count once towards oversubscription. The Summary Table lists the number of credits that will not count towards graduation. The Subject Table lists the department or categories that are oversubscribed. For more information, see here.

For further information, students should review their EP>Student>Academic Career>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.
# Course Registration Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Participants</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 4 – April 17</td>
<td>Spring 2017 enrolled students and those returning from study abroad &amp; leave</td>
<td>Pre-Registration: Planning Period</td>
<td>Students submit ranked requests for Fall 2017 pre-registration. Students and their advisors discuss course selections and finalize plans electronically.</td>
</tr>
<tr>
<td>April 18</td>
<td>Spring 2017 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 19 – April 25</td>
<td>Spring 2017 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 4 – September 15</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 EPortfolio. 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 4 at 8:30am and Monday, April 17 at 5pm you should set up your plan, a ranked list of your course choices for Fall 2017.**
- You **must** meet with your faculty advisor to have your plan finalized through an electronic approval in your portfolio.

SCHEDULING

- On **Tuesday, April 18** 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 19 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 25 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.