To: Graduate Students Registering for Spring Courses in November
From: Karri Van Blarcom, Senior Associate Registrar
Date: October 16, 2018
RE: Spring 2019 November Pre-Registration

Please read this letter carefully to ensure that you are properly prepared to successfully participate in Spring 2019 Pre-Registration.

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**

*Adjustment*

Noon Wednesday, November 14 thru 5pm Tuesday, November 20

**ACCESSING PRE-REGISTRATION**

Students access the pre-registration system by clicking on the “Pre-Registration” link in the “Courses” bucket in WesPortal.

**ADJUSTMENT PERIOD**

The adjustment period will begin at Noon on Wednesday, November 14 and end at 5pm Tuesday, November 20. The adjustment period allows you to enroll in appropriate courses with seats available and to submit ranked drop/add enrollment requests for other courses. **Advisors will approve individual drops and adds during the adjustment period. You do not need to meet with your advisor during this time unless a “see advisor” status has been placed on the course you are attempting to add or drop.** During Adjustment, students are also able to change course crosslistings and grading modes.

**SEATS AVAILABLE**

Graduate students are not eligible to enroll in every course during adjustment. In order for a course to be appropriate for a graduate student, the course must be POI pre-reg or the grad bin must be greater than zero. Therefore, all other courses (ie- grad bin of zero or ‘X’, POI drop/add, etc) must be submitted as ranked drop/add enrollment requests, which instructors can approve in January. Also, graduate students can only enroll in graduate seats, so unclaimed undergraduate seats are NOT available to grad students. (Undergraduates cannot claim unused graduate seats.) Graduate seat information can be found on each course page in WesMaps.

**TUTORIALS**

Students are NOT able to enroll in tutorial courses during pre-registration. All tutorials are handled via the electronic drop/add system.
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.

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 “Course(s) Scheduled” with information from the instructor regarding the POI approval process (dates, times, contact info, etc).
2. The course will appear in your “Course(s) Not Scheduled” as "POI Requested" and the request will appear in the instructor's WesPortal.
3. If the instructor approves the POI, click the “Enroll” button and the course will appear within “Course(s) Scheduled”.
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.
6. Reminder: a Permission of Instructor Approval guarantees enrollment in the course, but you should be sure it has been successfully added to your schedule.
7. It is the student’s responsibility to initiate contact with the instructor and fulfill all approval processes.

PRE-REQUISITE 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 within “Course(s) Not Scheduled” and the request will appear in the instructor's WesPortal.
3. If the instructor approves the override and there are graduate seats available, click the “Enroll” button and the course will appear within “Course(s) Scheduled”.
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.
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.

INSTRUCTIONS & INFORMATION
We have provided a Q&A link on the page, which can also be accessed [here](#).
**Course Registration Calendar**

<table>
<thead>
<tr>
<th>DATES</th>
<th>PARTICIPANTS</th>
<th>ACTIVITY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 14 –</td>
<td>Graduate Students</td>
<td>Pre-Registration: Adjustment Period</td>
<td>Students will access the system, starting at Noon on Wednesday, November 15. During this period students can add courses with seats available, drop courses and submit ranked drop/add enrollment requests. Advisors approve changes electronically.</td>
</tr>
<tr>
<td>November 20</td>
<td></td>
<td></td>
<td>Students eligible to participate in November pre-reg are NOT eligible to participate in January pre-reg.</td>
</tr>
<tr>
<td>January 24 –</td>
<td>All Enrolled Undergraduate &amp; Graduate</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>
<tr>
<td>February 6</td>
<td>Students</td>
<td></td>
<td></td>
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</tbody>
</table>

**PRE-REGISTRATION: IMPORTANT TIPS FOR STUDENTS**

You can access the Pre-Registration system from anywhere you can access WesPortal. A link will appear in the “Courses” dropdown. 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.

**ADJUSTMENT**

- On **Wednesday, November 14** the adjustment period will open at Noon.
- 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 January;
  - You can adjust the grading mode and crosslisting of a course.
- Your advisor must electronically approve changes you make to your preliminary schedule. Adjustment ends on **Tuesday, November 20 at 5pm**