Dear Returning Student,

Greetings from Middletown! We are looking forward to your return to campus in the Spring 2020 and are excited that you will be able to participate in the upcoming Pre-Registration process, which 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.

Advisor Communication
As a returning student, it is imperative that you remain in close email contact with your advisor to ensure that your plan is complete and receives the advisor approval. Because of your absence from campus, you will not need to meet with your advisor in person. Your plan must be finalized, but in your case, your advisor can finalize your plan remotely.

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 and leave for next semester 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**

- Undergraduate 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 me via email to kvanblarcom@wesleyan.edu.

Sincerely,

Karrí Van Blarcom
Senior Associate Registrar