GLS Student Services System

Enroll, Withdraw, Swap
GLS - Student Self Service

Students can register, drop, and swap classes in one location when it is convenient – during GLS business hours or 2:00 am Sunday morning.

There are many options available in Self Service, however we are only showing you the simplest method.
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• Log into your portfolio
  – If you do not remember your username/password, please contact ITS at its@wesleyan.edu or call 860-685-4100
GLS – Student Self Service

- Portfolio landing page – please select “Courses,” then “Registration”
  - Hint: if you click the star next to Registration, it will be added to your “Favorites” for easier access
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• Select your payment method – remember, payment is due with registration. Students who do not follow the payment instructions will be automatically withdrawn from class.

• Once you have submitted the information for your payment method, click “Register and pay”
GLS REGISTRATION

Please note that tuition for the term is $2,850.00 per course, and there is a $100 per term non-refundable registration fee.

ALL STUDENTS MUST PAY TUITION AND FEES WHEN REGISTERING.

- I have been awarded a scholarship by the GLS
- I will pay with student loans
- My employer is paying Wesleyan University for my classes
- I receive Wesleyan's tuition benefit

I AGREE THAT I WILL PAY TUITION AND FEES LESS SCHOLARSHIPS, LOANS, OR EMPLOYER PAYMENTS TO WESLEYAN UNIVERSITY WHEN I REGISTER.

I will send employer payment information or loan information to glabursar@wesleyan.edu before I register.

Please have your Visa, MasterCard, or bank account information ready before you proceed.

Register and pay
GLS - Student Self Service

• The landing page:

GLS’s Student Center

Academics
Search
Plan
Enroll
My Academics

This Week’s Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 633-01</td>
<td>Tu 7:00PM - 8:30PM 41 Wyllys 114</td>
</tr>
<tr>
<td>SEM 5956</td>
<td></td>
</tr>
<tr>
<td>SOCS 633-01</td>
<td>Th 6:00PM - 8:30PM Public Affairs Center 421</td>
</tr>
</tbody>
</table>

Finances
My Account
Account Inquiry

Account Summary

You owe 100.00.

** Due Now 180.00
** Future Due 0.00

** You have a past due balance of 180.00. **

Currency used is US Dollar.

make a payment

Hold

Transcript Hold
Graduate Liberal Studies
GLSP Informational

Enrollment Dates
Open Enrollment Dates

GLS Classes

Spring 13 Course Chart
Summer 12 Class List
GLS - Student Self Service

• A: Academics

  - This is where you will enroll in, drop, and swap classes.
  - If you are enrolled in classes, a class schedule will be displayed
  - You can enroll in the classes you saved in your shopping cart
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• B: Finances/Student Account Information

– This is where you will be able to see your student account activity: charges, payments, scholarships and so on
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• C: Holds

– If we are missing something from you such as payment, you will see holds in this section
– Please contact glsbursar@wesleyan.edu for help
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• To enroll in classes, click “Enroll”
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• Pick the term

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>Graduate Liberal Studies</td>
<td>Wesleyan University</td>
</tr>
<tr>
<td>Summer 2013</td>
<td>Graduate Liberal Studies</td>
<td>Wesleyan University</td>
</tr>
</tbody>
</table>
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• Here is your shopping cart:

– * This section at the bottom shows the classes you have enrolled in, dropped, or swapped this term
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• Shopping Cart: A: Steps

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

– There are 3 basic steps to enrolling before you pay for your class
– You are on the first step – select your classes – here
– The grid at the top right will show you how far along you are
• Shopping Cart: B: Search

– Please click the “search” button to see which classes are available
– This section will show you the classes you put in your shopping cart earlier, but did not enroll in
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• Searching for classes
  – A: You can add search criteria to make lookup easier – day of class, instructor, and so on
  – B: Or you can click “search” to look at all open classes
  – Please note – you are still in step 1 – it’s at the top right corner
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• Search Results
  – You can see your class schedule for the term you are enrolling in, as well as the classes currently in your shopping cart
  – To select a class, just click the green “select class” button
  – You can add multiple classes from this page
  – If a class is full or not available for enrollment, no “select class” button will appear
  – You are still on step 1 – at the top right corner
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• Select classes to add
  – Once you have selected the class(es), you need to confirm that you want the class by clicking “next” or you can change your mind and click “cancel”
  – You are still on step 1
  – We are not using “Permission nbr” at this time
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• If you click “Cancel” you will get this screen

Add Classes

⚠️ You have unsaved data for this transaction. Click OK to go back, or cancel to discard your changes.

OK  Cancel

– Just click “Cancel” to return to the “Select classes to add” screen

– If you clicked “Cancel” in error on the previous screen, just click “OK” to save the class
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• You have added a class to your shopping cart
  – A: You can go through the process again to add another course
  – B: You can delete the course from your shopping cart
  – C: You can move on to the next step – step 2
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• Step 2: Confirm classes
  – You can change your mind and “Cancel”
  – You can go back to the “Previous” step
  – You can “Finish Enrolling” if you are sure this is the class you want
  – Important! While the system calls this “Finish Enrolling” you are not actually enrolled until you pay for your course.
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• Step 3: View Results

- You have successfully selected your class!
- You can add another class if you like
- If you are done selecting classes, click “Make a Payment” to finish enrolling by paying for your classes
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• Step 3: View Results
  • If there was a problem enrolling such as a hold or a schedule conflict, you will see an error message
  • If the error was a hold, please resolve the hold and then you can enroll. The class will stay in your shopping cart for you but a seat will not be saved for you, so please contact the office as soon as possible.
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- You will see what your charges are.
  - Please click “Make a Payment” to pay for your class.
  - Remember, payment in full is due when you register.
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• When you click “Make a Payment” you will be taken to the new Student Account Center, where you can pay by e-check, Visa, MasterCard, or monthly payment plan.

• Please note – this may be a pop-up window – please be sure to allow pop-ups from our sites.

• Once payment has been made, your are all set!
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• To drop or swap classes, select one of the tabs at the top of your screen.

- * This section at the bottom shows the classes you have enrolled in, dropped, or swapped this term.