

# 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.

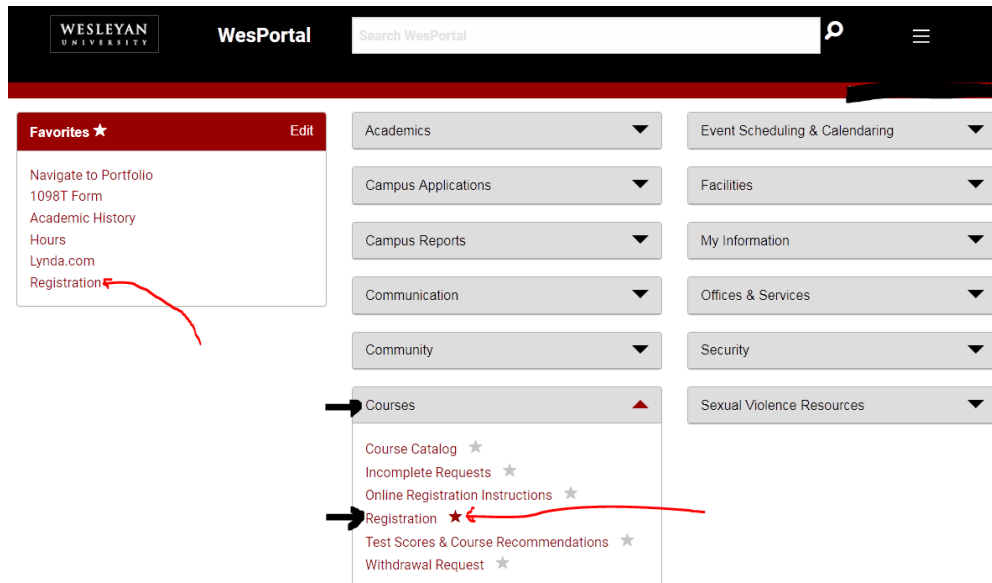
There are many options available in Self Service, however we are only showing you the simplest method.

# GLS - Student Self Service

- Log into your portfolio
  - If you do not remember your username/password, please click the “? Forgot your password?” link on the login page

# 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



# GLS – Student Self Service

- 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 Students who do not follow the payment instructions will be automatically withdrawn from class.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 – Student Self Service

## GLS Registration

You must pay tuition and fees when you register for class or you will be withdrawn from your class.

Please note that tuition for the term is \$2,997.00 per course, and there is a \$100 per term non-refundable registration fee.

> Employer paying: you must email [glsbursar@wesleyan.edu](mailto:glsbursar@wesleyan.edu) with your employer's information

> Payment with loans: you must pay the \$100 registration fee when you register and email [glsbursar@wesleyan.edu](mailto:glsbursar@wesleyan.edu) with your request for loans.

The payment module requires you to allow pop-ups; please allow pop-ups on your computer now. Additional security features will require you to resubmit your username and password to access the payment system.

**I agree that I will pay tuition and fees when I register for class.**

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

**A**

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... >>

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	ARTS 633-01 SEM (5596)	Tu 7:00PM - 8:30PM 41 Wyllys 114
	SOCS 633-01 SEM (5557)	Th 6:00PM - 8:30PM Public Affairs Center 421

weekly schedule >

enrollment shopping cart >

**B**

**Finances**

**My Account**  
[Account Inquiry](#)

other financial... >>

**Account Summary**

**You owe 180.00.**

- 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 >

**C**

SEARCH FOR CLASSES

**Holds**

Transcript Hold  
Graduate Liberal Studies  
GLSP Informational

details >

**Enrollment Dates**

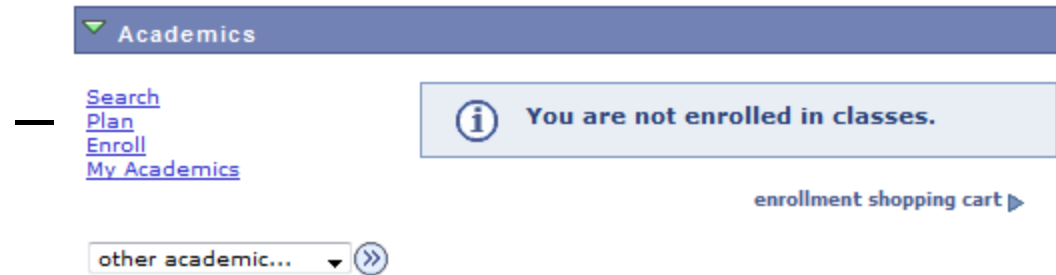
[Open Enrollment Dates](#)

**GLS Classes**

[Spring 13 Course Chart](#)  
[Summer 13 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



# GLS - Student Self Service

- B: Finances/Student Account Information



The screenshot displays the 'Finances' section of a student self-service portal. It features a 'My Account' section with a link to 'Account Inquiry' and a dropdown menu currently set to 'other financial...'. To the right, an 'Account Summary' box shows a total balance of 1,630.00, broken down into 'Due Now' (1,630.00) and 'Future Due' (0.00). A warning message indicates a past due balance of 1,630.00, and a note states that the balance may not reflect recent changes to tuition and fees. The currency is identified as US Dollar.

Account Summary	
<b>You owe 1,630.00.</b>	
▪ Due Now	1,630.00
▪ Future Due	0.00
<b>** You have a past due balance of 1,630.00. **</b>	
This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.	
Currency used is US Dollar.	

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

# GLS – Student Self Service

- C: Holds



- If we are missing something from you such as payment, you will see holds in this section
- Please contact [glsbursar@wesleyan.edu](mailto:glsbursar@wesleyan.edu) for help

# GLS - Student Self Service

- To enroll in classes, click “Enroll”

GLS's Student Center

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**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... ▾ ⌵

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	ARTS 633-01 SEM (5596)	Tu 7:00PM - 9:30PM 41 Wyllys 114
	SOC6 633-01 SEM (5557)	Th 6:00PM - 8:30PM Public Affairs Center 421

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**Finances**

**My Account**  
[Account Inquiry](#)

other financial... ▾ ⌵

**Account Summary**

**You owe 180.00.**

- 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 ▶](#)

**SEARCH FOR CLASSES**

**Holds**

Transcript Hold  
Graduate Liberal Studies  
GLSP Informational

[details ▶](#)

**Enrollment Dates**

[Open Enrollment Dates](#)

**GLS Classes**

[Spring 13 Course Chart](#)  
[Summer 13 Class List](#)

# GLS - Student Self Service

- Pick the term, if more than 1 is available. Otherwise it will default to the current registration term

GLS Student go to ... >>

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [term information](#)

**Add Classes** 1 [ ] [ ]

**Select Term**

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring 2013	Graduate Liberal Studies	Wesleyan University
<input checked="" type="radio"/>	Summer 2013	Graduate Liberal Studies	Wesleyan University

[CONTINUE](#)

---

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

go to ... >>

# GLS - Student Self Service

- Here is your shopping cart:

Search Plan Enroll My Academic  
my class schedule || add || drop || swap || term inform

A Add Classes 1 a

## 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.

Summer 2013 | Graduate Liberal Studies | Wesleyan University

Open  Closed

B Add to Cart: Summer 2013 Shopping Cart

Enter Class Nbr

Your enrollment shopping cart is empty.

Find Classes  
 Class Search

\* My Summer 2013 Class Schedule

Enrolled  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ARTS 616-01 (1049)</a>	Color Drawing (Studio)	Mo 7:00PM - 8:00PM	TBA	J. Romano	3.00	<input checked="" type="checkbox"/>
<a href="#">ARTS 618-01 (1070)</a>	Biology of Amphibians/Reptiles (Field)	Mo 6:00PM - 7:00PM	TBA	G. Hammerson	3.00	<input checked="" type="checkbox"/>

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

# GLS - Student Self Service

- Shopping Cart: A: Steps

## Add Classes

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### 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

# GLS - Student Self Service

- Shopping Cart: B: Search

The screenshot shows a web interface for a shopping cart. On the left side, there is a section titled "Add to Cart:" with a text input field labeled "Enter Class Nbr" and a green "enter" button. Below this is a "Find Classes" section with a radio button selected for "Class Search" and a green "search" button. A blue hand-drawn circle highlights the "search" button. On the right side, there is a section titled "Summer 203 Shopping Cart" with a message: "Your enrollment shopping cart is empty."

- 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

# GLS - Student Self Service

- 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

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

**Add Classes** 1 2 3

**Enter Search Criteria**

Wesleyan University | Summer 2013

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject [dropdown]

Course Number is exactly [dropdown] [input]

Course Career Graduate Liberal Studies [dropdown]

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

**A** ▶ Additional Search Criteria

[Return to Add Classes](#) CLEAR CRITERIA **B** SEARCH



# GLS - Student Self Service

- 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

The screenshot shows the 'Add Classes' page in the Student Self Service system. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academic. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term inform'. The main heading is 'Add Classes' with a step indicator '1'. The 'Search Results' section includes a note: 'When available, click View All Sections to see all sections of the course.' and the text 'Wesleyan University | Summer 2013'. There are two boxes: 'My Class Schedule' with a 'show all' button, and 'Shopping Cart' with the message 'Your shopping cart is empty.' Below this, it says 'The following classes match your search criteria Course Career: Graduate Liberal Studies, Show Open Classes Only: Yes'. There is a 'Return to Add Classes' link and a 'START A NEW SEARCH' button. A search input field is shown with 'Open' and 'Closed' status indicators. Two search results are listed:

- ARTS 616** - Mo 7:00PM - 8:00PM, Room: TBA
- ARTS 618 - Biology of Amphibians and Reptiles**

The details for ARTS 618 are expanded, showing:

- Section: 01-FLD(1070), Status: ●, select class button
- Session: JA-IMER2, Combined Section
- Table with columns: Days & Times, Room, Instructor, Meeting Dates

Days & Times	Room	Instructor	Meeting Dates
Mo 6:00PM - 7:00PM	TBA	Hammerson, Geoffrey	08/12/2013 - 08/16/2013

Below this, another search result is shown:

- ARTS 625 - Monotype Printmaking**

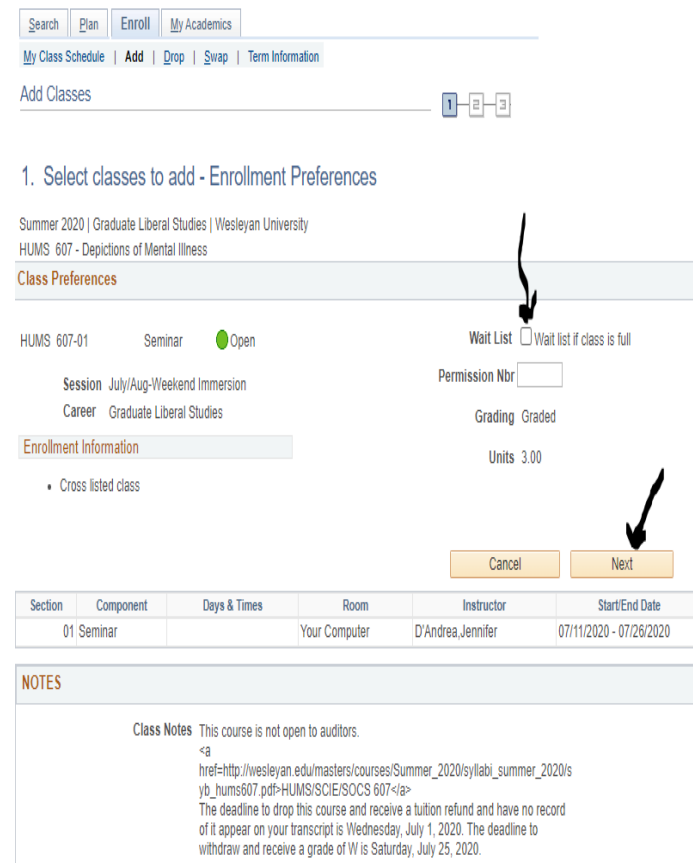
The details for ARTS 625 are expanded, showing:

- Section: 01-STD(1037), Status: ●, select class button
- Session: July-Aug
- Table with columns: Days & Times, Room, Instructor, Meeting Dates

Days & Times	Room	Instructor	Meeting Dates
TuWeTh 7:00PM - 8:00PM	TBA	Shinohara, Keiji	07/01/2013 - 08/01/2013

# GLS - Student Self Service

- 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
  - If the class is full – the green “Open” button will indicate “Wait list”, please click the “Wait List” button if you want to be on the wait list



Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Term Information

Add Classes

### 1. Select classes to add - Enrollment Preferences

Summer 2020 | Graduate Liberal Studies | Wesleyan University  
HUMS 607 - Depictions of Mental Illness

**Class Preferences**

HUMS 607-01 Seminar ● Open

Wait List  Wait list if class is full

Session July/Aug-Weekend Immersion

Permission Nbr

Career Graduate Liberal Studies

Grading Graded

**Enrollment Information**

Units 3.00

• Cross listed class

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Seminar		Your Computer	D'Andrea, Jennifer	07/11/2020 - 07/26/2020

**NOTES**

Class Notes This course is not open to auditors.  
<a href=http://wesleyan.edu/masters/courses/Summer\_2020/syllabi\_summer\_2020/syb\_hums607.pdf>HUMS/SCIE/SOCS 607</a>  
The deadline to drop this course and receive a tuition refund and have no record of it appear on your transcript is Wednesday, July 1, 2020. The deadline to withdraw and receive a grade of W is Saturday, July 25, 2020.

# GLS - Student Self Service

- If you click “Cancel” you will get this screen

Add Classes

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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

# GLS - Student Self Service

- 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

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

### 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.

✓ HUMS 621 has been added to your Shopping Cart.

Summer 2013 | Graduate Liberal Studies | Wesleyan University

Open Closed

**Add to Cart:**  
Enter Class Nbr  
 enter  
Find Classes  
 Class Search  
 search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">HUMS 621-01 (1051)</a>	MoTuWe 7:00PM - 8:00PM	TBA	S. McCann	3.00	

PROCEED TO STEP 2 OF 3

# GLS - Student Self Service

- 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.

The screenshot displays the 'Confirm classes' step in the Student Self Service system. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The main heading is 'Add Classes' with a page indicator showing '1' of '3' pages. The section title is '2. Confirm classes'. A message states: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below this, the term 'Summer 2013 | Graduate Liberal Studies | Wesleyan University' is shown. A status indicator shows 'Open' (green dot) and 'Closed' (blue square). A table lists the class details:

Class	Description	Days/Times	Room	Instructor	Units	Status
HUMS 621-01 (1051)	The New York Intellectuals (Seminar)	MoTuWe 7:00PM - 8:00PM	TBA	S. McCann	3.00	Open

At the bottom of the table, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING' (highlighted in green). Below the table, there is a navigation bar with links: Search, Plan, Enroll, My Academics. Below that, there are links: My Class Schedule, Add, Drop, Swap, Term Information. At the bottom, there is a 'go to ...' dropdown menu with a right arrow icon.

# GLS - Student Self Service

- Step 3: View Results

The screenshot shows a navigation bar with four tabs: Search, Plan, Enroll, and My Academics. Below the tabs are links: 'my class schedule' under Search, 'add' under Plan, 'drop' under Enroll, 'swap' under My Academics, and 'term information' under My Academics. Below the navigation bar is a section titled 'Add Classes' with a progress indicator showing three steps, with the second step '3. View results' selected. Below this is a message: 'View the following status report for enrollment confirmations and errors:'. Below the message is a breadcrumb trail: 'Summer 2013 | Graduate Liberal Studies | Wesleyan University'. Below the breadcrumb trail is a table with two columns: 'Class' and 'Message'. The table has one row with the class 'HUMS 621' and the message 'Success: This class has been added to your schedule.' Below the table is a status column with a green checkmark. Below the table are three buttons: 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Summer 2013 | Graduate Liberal Studies | Wesleyan University

Class	Message	Status
HUMS 621	Success: This class has been added to your schedule.	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

- You have successfully selected your class!
- You can add another class if you like
- If you are done selecting classes, you must click “Make a Payment” to finish enrolling by paying for your classes

# GLS - Student Self Service

- 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.

The screenshot displays the 'Add Classes' section of the Student Self Service interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-tabs for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The main heading is 'Add Classes', followed by a pagination control showing '1', '2', and '3'. The section is titled '3. View results' and includes the instruction: 'View the following status report for enrollment confirmations and errors:'. Below this is a status bar for 'Summer 2013 | Graduate Liberal Studies | Wesleyan University'. A table shows the enrollment results for class HUMS 621. The table has three columns: 'Class', 'Message', and 'Status'. The row for HUMS 621 shows an error message: 'Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.' and a red 'X' in the status column. Above the table, there are two status indicators: a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. At the bottom of the interface, there are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. The footer contains navigation links for 'Search', 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', and 'Term Information'.

Class	Message	Status
HUMS 621	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✘

# GLS - Student Self Service

- 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.

The screenshot displays the 'GLS Student' interface. At the top, there is a 'go to ...' dropdown menu. Below it are four tabs: 'summary', 'activity', 'charges due', and 'payments'. The 'charges due' tab is selected, showing a 'Charges Due' section. This section includes a 'Summary of Charges by Due Date' table and a 'View By' dropdown set to 'All Terms' with a 'go' button. Below this is a 'Details by Charge' table. At the bottom right, there is a green 'MAKE A PAYMENT' button. At the bottom left, there is another 'go to ...' dropdown menu. Blue arrows point to the 'MAKE A PAYMENT' button and the bottom 'go to ...' dropdown.

**GLS Student** go to ...

summary activity charges due payments

**Charges Due**

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review the Details by Charge table to see the specific charges.

Summary of Charges by Due Date		
Due Date	Due Amount	Running Total
Future	180.00	180.00

View By: All Terms go

Details by Charge			
Charge	Due Date	Term	Amount
Summer Hums Tuition - The Nobel Writers	due date pending	Summer 2013	180.00
<b>Total due for this view</b>			<b>180.00</b>
<b>Total due</b>			<b>180.00</b>

MAKE A PAYMENT

Summary Activity Charges Due Payments

go to ...



# GLS - Student Self Service

- 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 – we have high levels of security on accessing our payment processor, so you will be required to log in again
- Once payment has been made, your are all set!

# GLS - Student Self Service

- To drop or swap classes, select one of the tabs at the top of your screen

The screenshot displays the Student Self Service interface. At the top, there are four tabs: Search, Plan, Enroll, and My Academic. Below these are sub-tabs: my class schedule, add, drop, swap, and term inform. The 'Add Classes' section is highlighted with a blue 'A' and contains the instruction: '1. Select classes to add'. Below this, there is a section for 'Summer 2013 | Graduate Liberal Studies | Wesleyan University' with 'Open' and 'Closed' radio buttons. The 'Add to Cart' section, highlighted with a blue 'B', includes an 'Enter Class Nbr' field with an 'enter' button and a 'Find Classes' section with a 'Class Search' radio button and a 'search' button. The 'My Summer 2013 Class Schedule' section, highlighted with a blue asterisk, shows a table of enrolled and dropped classes.

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ARTS 616-01 (1049)</a>	Color Drawing (Studio)	Mo 7:00PM - 8:00PM	TBA	J. Romano	3.00	<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped
<a href="#">ARTS 618-01 (1070)</a>	Biology of Amphibians/Reptiles (Field)	Mo 6:00PM - 7:00PM	TBA	G. Hammerson	3.00	<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped

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