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 click the “? Forgot your password?” link on the login page

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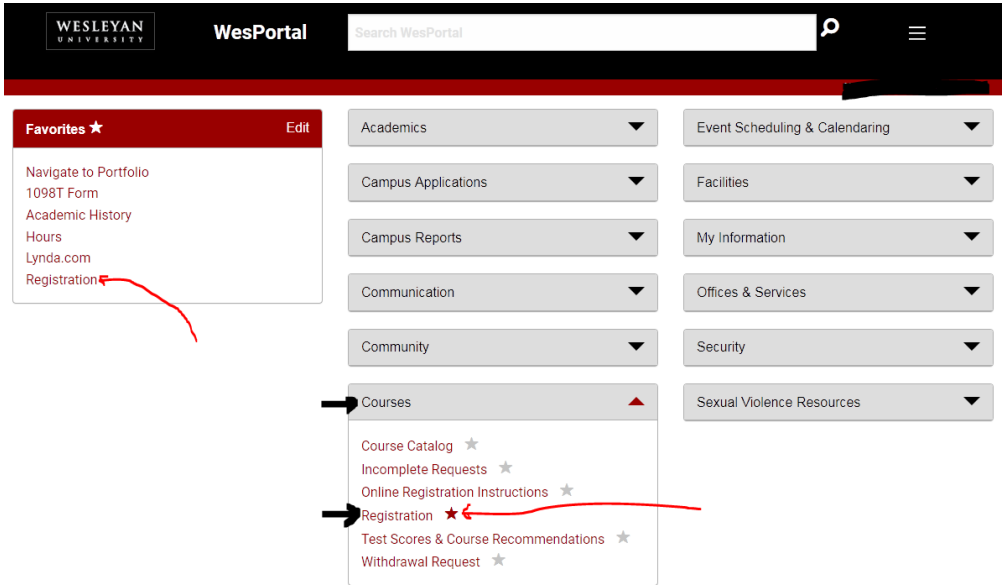
- Portfolio landing page – please select "Courses," then "Registration"
  - Hint: if you click the star next to Registration, it will be added to your "Favorites" for easier access



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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 Students who do not follow the payment instructions will be automatically withdrawn from class.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”

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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You must pay tuition and fees when you register for class or you will be withdrawn from your class.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 with your employer's information

> Payment with loans: you must pay the $100 registration fee when you register and email 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

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- The landing page:

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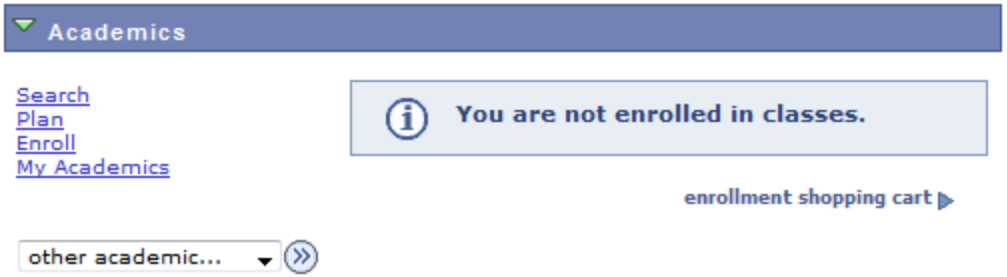
- A: Academics
  - 

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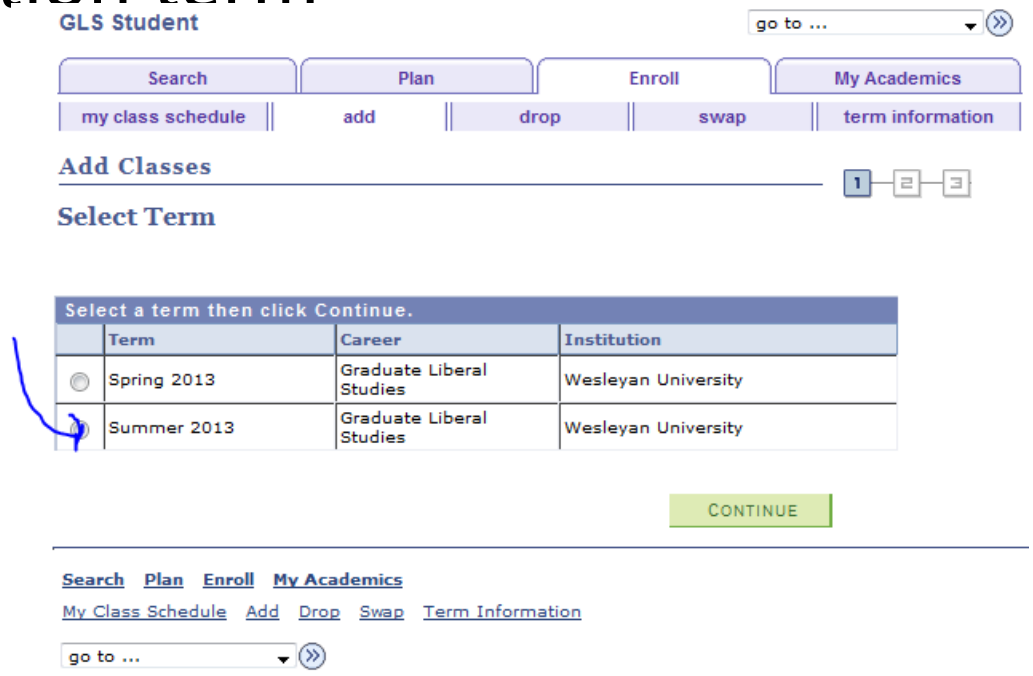
- Pick the term, if more than 1 is available. Otherwise it will default to the current registration term



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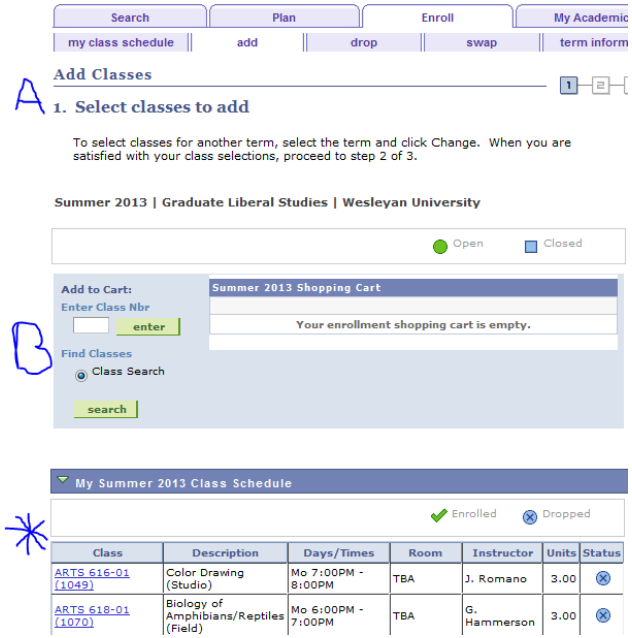
- Here is your shopping cart:



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

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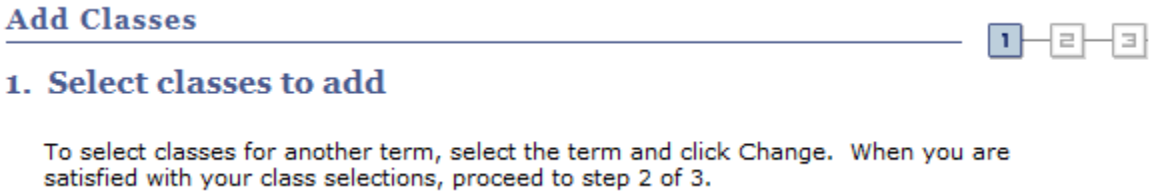
- Shopping Cart: A: Steps



  - 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

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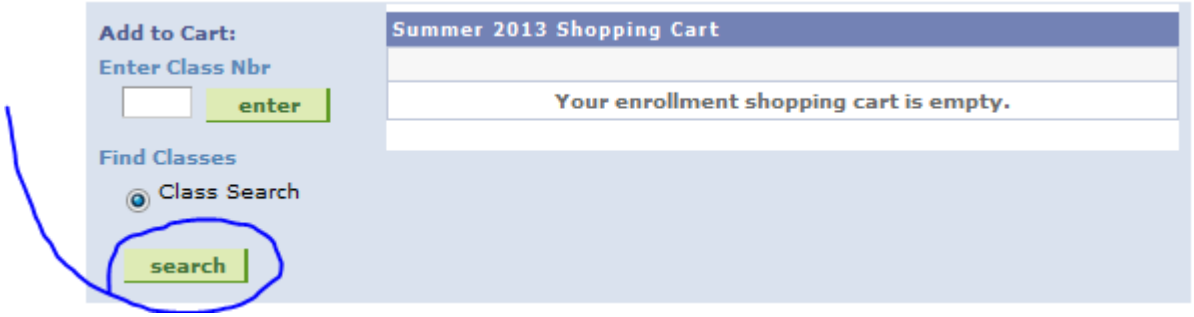
- Shopping Cart: B: Search



  - 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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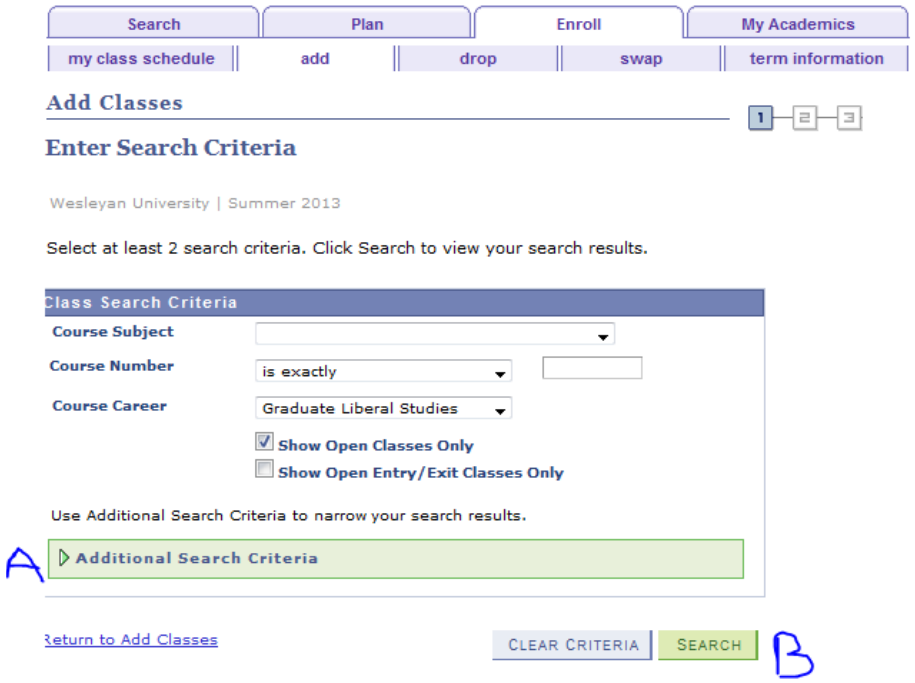
- Searching for classes
  - A: You can add search criteria to make lookup easier – day of class, instructor, and so on
  - B: Or you can click "search" to look at all open classes
  - Please note – you are still in step 1 – it's at the top right corner



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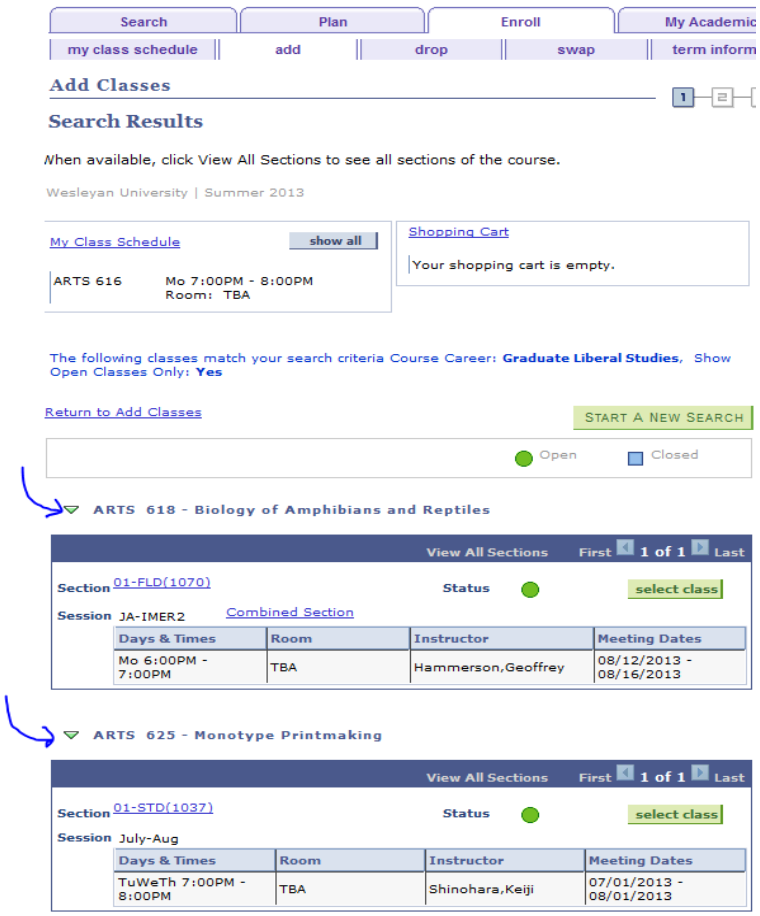
- Search Results
  - You can see your class schedule for the term you are enrolling in, as well as the classes currently in your shopping cart
  - To select a class, just click the green “select class” button
  - You can add multiple classes from this page
  - If a class is full or not available for enrollment, no “select class” button will appear
  - You are still on step 1 – at the top right corner



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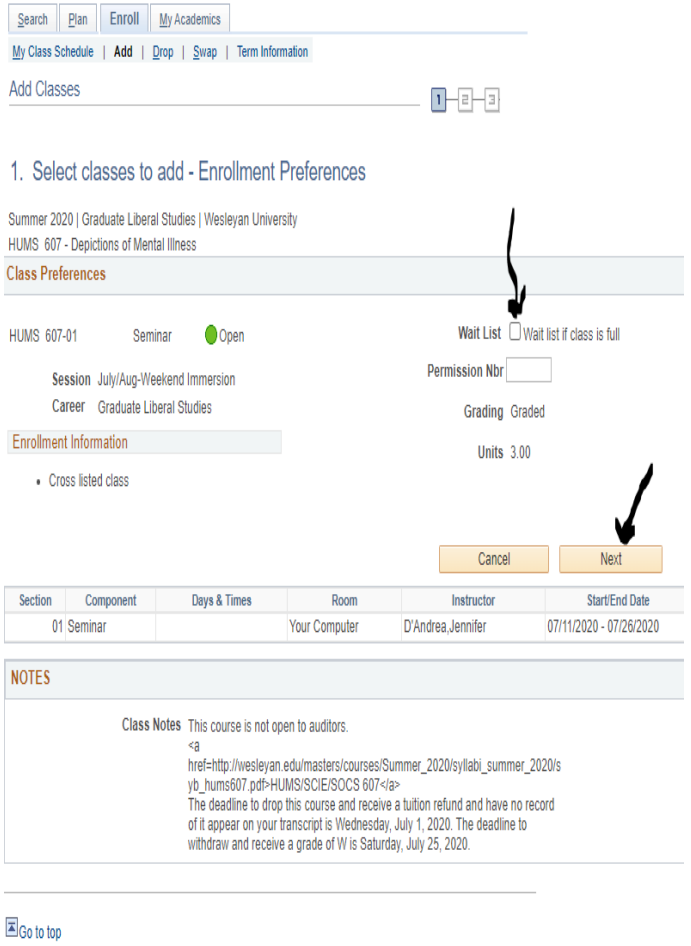
- Select classes to add
  - Once you have selected the class(es), you need to confirm that you want the class by clicking “next” or you can change your mind and click “cancel”
  - You are still on step 1
  - We are not using “Permission nbr” at this time
  - If the class is full – the green “Open” button will indicate “Wait list”, please click the “Wait List” button if you want to be on the wait list



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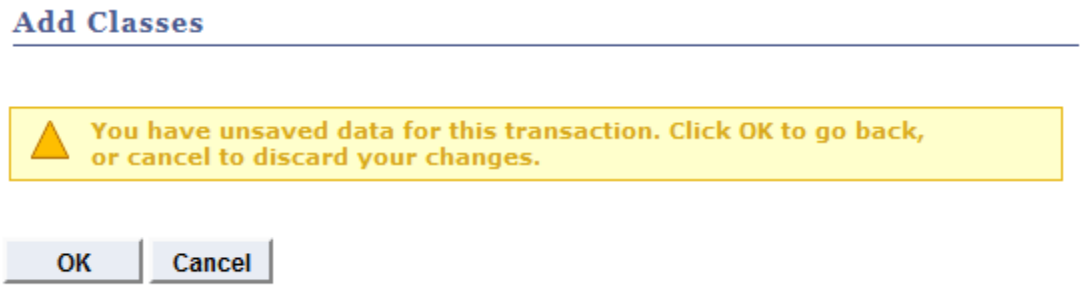
- If you click “Cancel” you will get this screen



  - 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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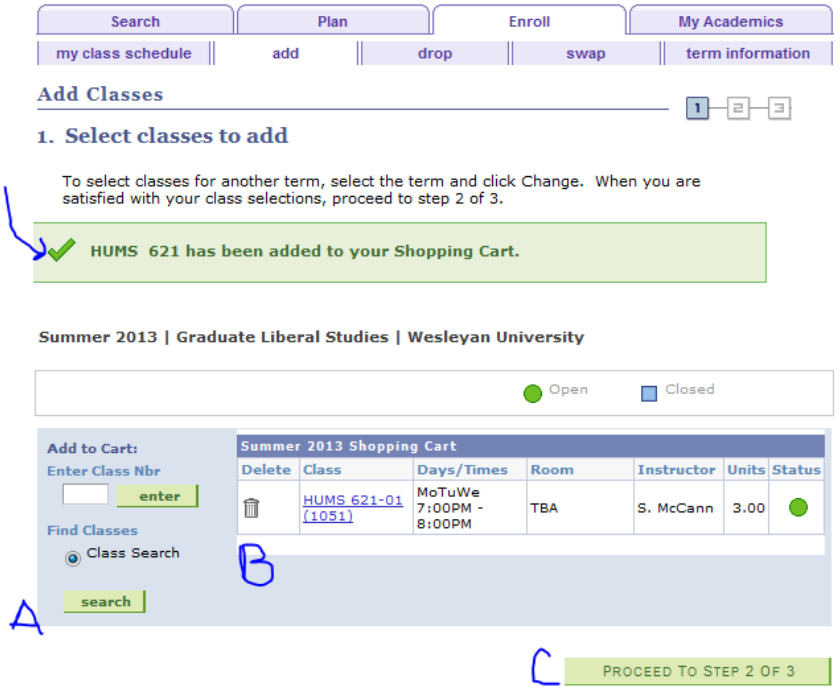
- You have added a class to your shopping cart
  - A: You can go through the process again to add another course
  - B: You can delete the course from your shopping cart
  - C: You can move on to the next step – step 2



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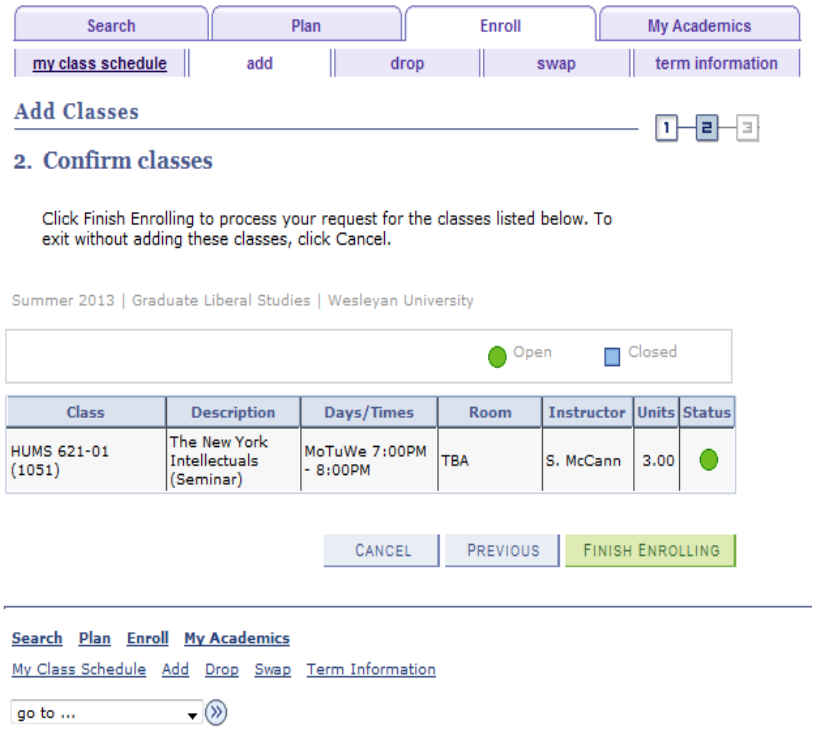
- Step 2: Confirm classes
  - You can change your mind and “Cancel”
  - You can go back to the “Previous” step
  - You can “Finish Enrolling” if you are sure this is the class you want
  - **Important!** While the system calls this “Finish Enrolling” you are not actually enrolled until you pay for your course.



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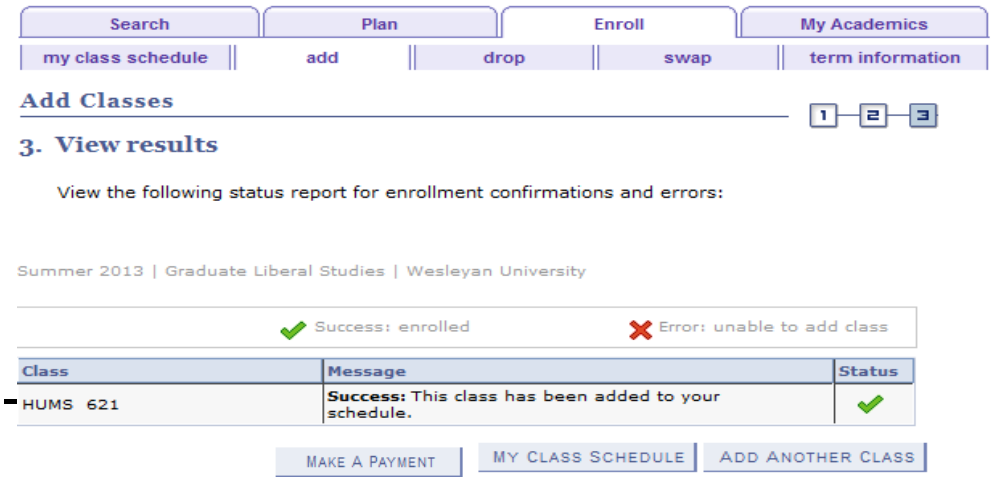
- Step 3: View Results



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

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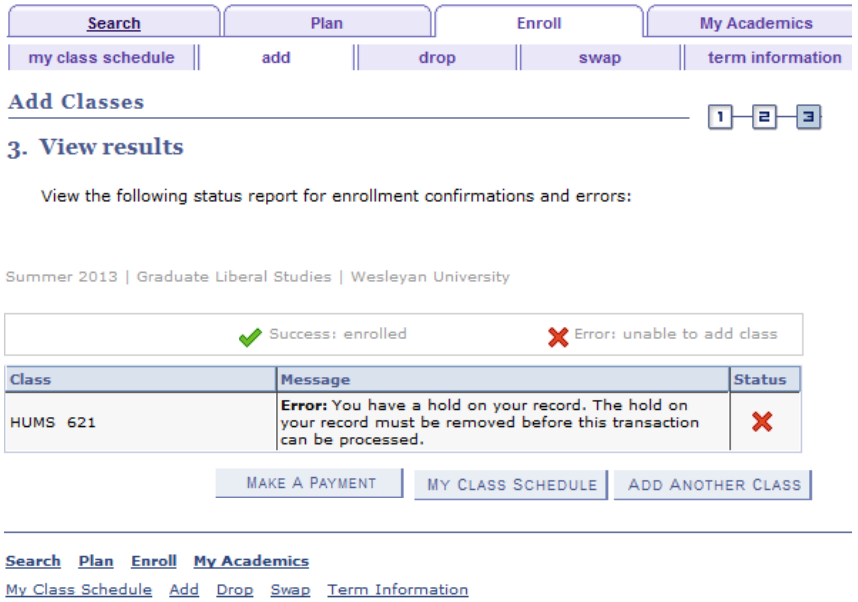
- Step 3: View Results
  - If there was a problem enrolling such as a hold or a schedule conflict, you will see an error message
  - If the error was a hold, please resolve the hold and then you can enroll. The class will stay in your shopping cart for you **but** a seat will not be saved for you, so please contact the office as soon as possible.



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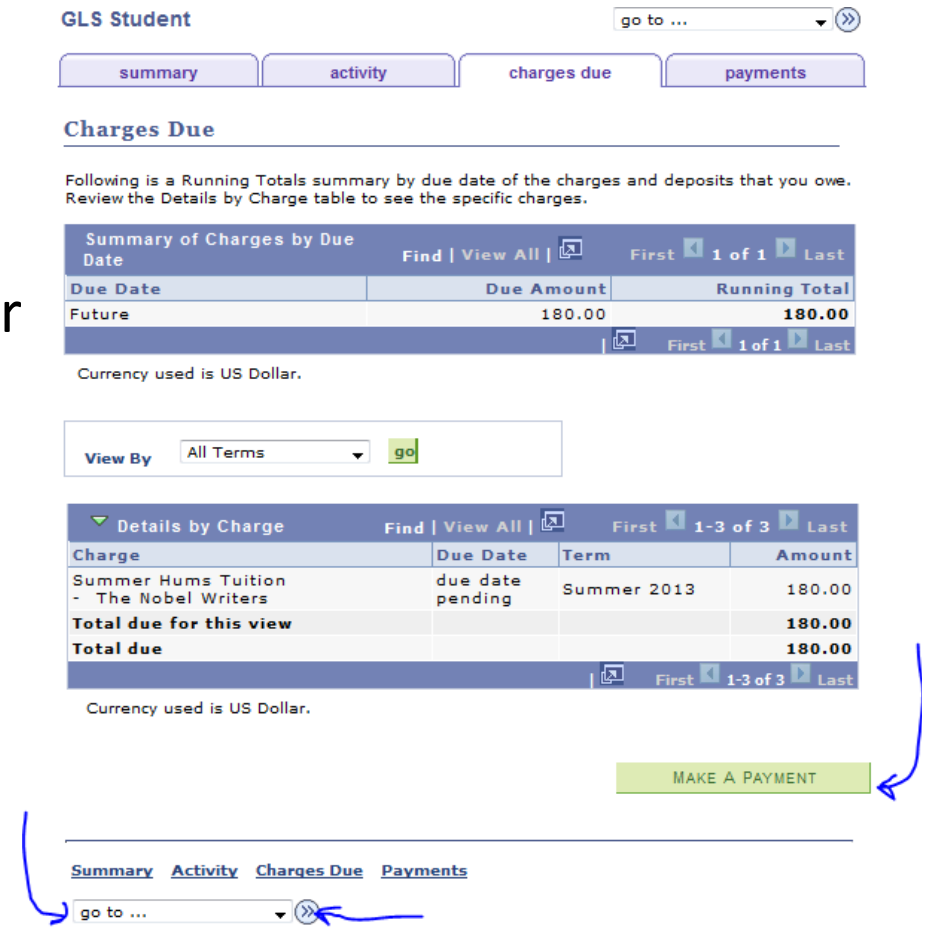
- You will see what your charges are.
  - Please click “Make a Payment” to pay for your class.
  - Remember, payment in full is due when you register.



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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 – 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!

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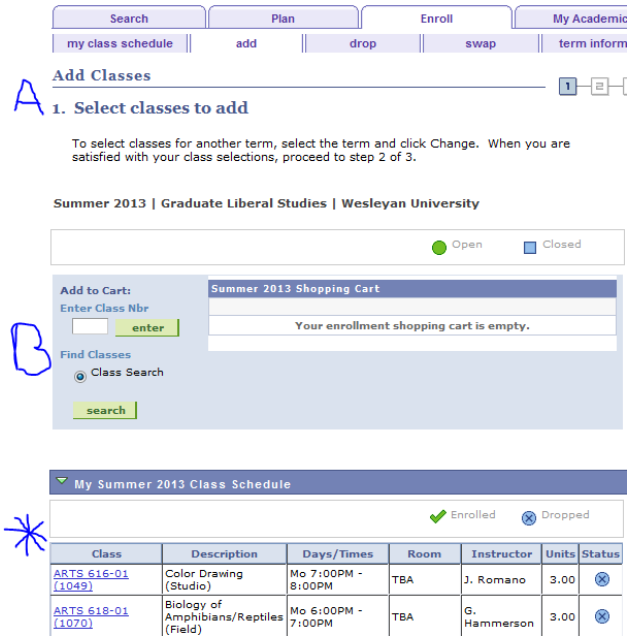
- To drop or swap classes, select one of the tabs at the top of your screen



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