



To: The Faculty  
From: Anna van der Burg, University Registrar  
Date: August 29, 2008  
RE: Drop/Add

Welcome to fall 2008 semester. I would like to thank you in advance for your continued support of the Drop/Add system.

Drop/Add will start at 8:30 a.m. on Tuesday, September 2, 2008 and end at 11:59 p.m. on Monday, September 15, 2008. The Registrar's Office staff will be available through the Drop/Add Help Line (**ext. 3222**) to answer any questions you may have. For the duration of the Drop/Add period the Help Line will be open during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m.

**Accessing Drop/Add:** You may access the Drop/Add system through the following links, which are available in your Electronic Portfolio.

1. Instructor access is [http://quicklink.wesleyan.edu/enrollment\\_requests](http://quicklink.wesleyan.edu/enrollment_requests)
2. Advisor access is <http://quicklink.wesleyan.edu/advisees>

Alternatively, you may access the system by clicking on Course Management under 'Courses' to drop and add students, or by clicking on Advisees under 'Advising' and then clicking on the Drop/Add link next to your advisees' names to review advisee schedules and perform advisor actions.

At the end of the day Friday, August 29<sup>th</sup>, pre-registration will close. Starting Saturday, August 30<sup>th</sup>, as an instructor you will be able to view your updated class lists and enrollment requests and as an advisor you will be able to view your advisees' schedules and enrollment requests. We have provided Help as well as Q&A links on each of these pages. **On Tuesday, September 2, 2008 (the first day of classes) you may begin to admit students to your classes and approve changes to your advisees' schedules through these pages.** Please remember that students will begin adding additional unranked enrollment requests on that day.

Instructors should consult electronic enrollment requests, in addition to a variety of other factors (e.g., class year, major and student interest) to determine a student's eligibility. *Whereas, students are required to attend the first meeting of a class for which they are registered, attendance at the first meeting of an electronically requested class is not required in order to maintain the enrollment request.*

**Permission of Instructor and Prerequisite Override Forms:** During Drop/Add students do **NOT** need to submit POI and Prerequisite override requests, only an enrollment request. Even if a course is listed as POI in WesMaps, the student will be able to click "Add to My Courses" and have an electronic enrollment request sent to the instructor without any prior action needed. Also, do **NOT** take action within the POI Requests table, as all requests are listed under Enrollment Requests. Please note that the system will notify you regarding whether the student has met the prerequisite requirements. This serves as a possible factor that you can use to determine whether to enroll a student, but it will **NOT** stop the student from submitting the enrollment request, nor your approval of a request.



**Accessing Course Availability Statistics:** At the start of Drop/Add, seat availability statistics will appear on each course page at the section level. Courses with seats available may also be located using the Course Search in WesMaps, by selecting “Only Show Courses with Seats Available” as part of the search criteria.

**Submitting Paper Forms for Tutorials and Other Courses:** Students continue to add the following courses to their schedules by submitting the appropriate paper form to the Registrar’s Office before the end of the Drop/Add period.

- individual tutorial (401 or 402)
- department/program project or essay (403 or 404)
- senior thesis (409 or 410)
- group tutorial (411 or 412)
- student forum (419 or 420)
- undergraduate research, sciences (421 or 422)
- research apprentice (495 or 496)

Students who have been approved as teaching apprentices (491 or 492) will need to accept the assignment in their portfolio. This is no longer a paper form. The request will appear in the student portfolio in “Course Assistants/Teaching Apprentices” under “Your Wesleyan Career”. Students accept by clicking on the Course ID and selecting “yes” in the student decision box.

All other courses must be dropped from or added to students’ schedules by submitting electronic enrollment requests through the Drop/Add system in the electronic portfolio.

**Credit Overrides:** In order to prevent students from intentionally or unintentionally holding seats they will eventually drop, the system will limit undergraduate students to four full-credit courses and graduate students to six full-credit courses. This credit limit will not include the courses listed above (i.e., tutorials, etc.), private music lessons (MUSC 405 or 406) or courses that carry a credit value less than 1.00. If any of your advisees have a legitimate pedagogical reason to exceed the full-credit course limit you may use the Drop/Add system to override their credit limit. When a student is accepted into a course that exceeds the credit limit, he/she will have to either drop a course he/she is already enrolled in or seek the override. If they have not resolved this conflict by five o’clock of the next business day, the nightly process will return the course’s seat to the instructor.

**Advisor Approvals:** Advisor approvals are required for all drops and adds. You will be able to approve your advisee’s requests in your portfolio and these approvals will be visible in your advisee’s portfolio. If you disapprove an add request, it will be dropped from the advisee’s schedule. If you disapprove a drop request, you, your advisee, and the instructor would need to communicate to explore whether the student can be readmitted to the class.

**Multiple Advisors:** All of a student’s advisors will receive notification when the advisee has added or dropped a course, and any advisor can approve the add or drop. However, only the advisor who places a “See Advisor” on a course will subsequently be able to approve or deny the request.



**Backup Advising:** Should you be unable to log onto a computer with internet access for more than 24 hours during Drop/Add you will be able to activate a backup advisor. Once you activate your backup this colleague will begin to see your advisees in his/her list of advisees, and will receive the daily e-mail notifications of Drop/Add activities for your advisees. At the following link [http://quicklink.wesleyan.edu/backup\\_advisor](http://quicklink.wesleyan.edu/backup_advisor) in your portfolio you may assign a backup advisor for major advisees and a backup advisor for non-major advisees. In addition, this page will allow you to activate these backup advisors if you become unavailable.

Department chairs have been set up as the default backup for your major advisees and first and second year advisors have been paired. Of course you may override these default assignments with other colleagues at any time. If an emergency arises and you are not able to personally activate your backup advisors you may contact the Registrar's Office and we will be able to assist you.

**Students Confirming their Schedules:** Two days after Drop/Add ends students will be required to confirm their final schedules in their portfolios. A confirmation button will appear on the Current Class and Schedule page in their portfolios and students will receive email reminders. Once they have reviewed and confirmed their schedules they will be required to click the button as an electronic confirmation. **Students who fail to confirm their schedules will not be allowed to participate in the scheduling phase of pre-registration in November.**

The Drop/Add Frequently Asked Questions page is available at any time at <http://www.wesleyan.edu/registrar/dropaddFAQ.ctt>. This page contains a link to Common Error Messages. If you have a technical problem, you can either call the help line ext. **3222**, or you can call the ITS Help Desk directly at **ext. 4000**. If you have a problem with a username or lost password, you can call Information Technology Services directly at **ext. 4100**.