



To: Students
From: Anna van der Burg, University Registrar
Date: January 10, 2008
RE: Drop/Add

Welcome back to Middletown, Wesleyan and spring semester 2008. I hope you had an enjoyable break. I am writing to you about our electronic Drop/Add system, which will be in use again this spring. I want to remind you that Drop/Add will start at 8:30 a.m. on Wednesday, January 23 and end at 11:59 p.m. on Tuesday, February 5.

Accessing Drop/Add. Starting today, you may access the Drop/Add system by clicking on the “Drop/Add” link in the Course Registration box under “Courses at Wes” in your electronic portfolio (www.wesleyan.edu/wesep) The classes you added to your schedule during pre-registration appear under the section called Spring 2008 Drop/Add Transactions and your ranked enrollment requests appear on the bottom half of the page. We have provided Help as well as Q&A links at the top of the page. If you are a student returning from non-Study Abroad leave, your schedule and enrollment requests will appear once adjustment closes at the 5pm on Tuesday January 22.

Before you can use the system you must complete virtual enrollment, if you have not done so already. Using your electronic portfolio, navigate to Enrollment, Holds & Addresses found under Campus Life, click the Enroll Me button found on the page and follow the instructions. **Failure to enroll in the University by 5:00 pm Wednesday, January 23, 2008 will result in a \$25 fine.** Please be sure to verify and update your parent and emergency contact information at the time that you visit the Enrollment site. The information displayed in your EP will be used by the class Deans and other University officials in the event of an emergency.

For detailed information about the confidentiality of student records (FERPA: Family Educational Rights and Privacy Act) and disclosure of directory information, please refer to http://www.wesleyan.edu/policy/up_student_records.htm

Starting on Wednesday, January 23, 2008 (the first day of classes) you may submit additional unranked enrollment requests and add messages to the instructor of your ranked and unranked enrollment requests. Instructors will also begin adding students to their class list from the ranked and unranked enrollment requests submitted.

I would like to take this opportunity to highlight a few items of importance about the drop/add system.

Permission of Instructor and Prerequisite Override Forms During Drop/Add these forms are **NOT** needed to submit an enrollment request. Even if a course is listed as POI in WesMaps, you will be able to click “Add to My Courses” and have an electronic enrollment request sent to the instructor without any prior action needed to be taken by the Registrar’s Office staff. Please note that the system will notify the instructor regarding whether you have met the prerequisite requirements. This serves as a possible factor that an instructor can use to determine enrolling you, but it will **NOT** stop you from submitting the enrollment 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. Course availability statistics are refreshed nightly and the numbers reflect seat availability at the time of the refresh.

Submitting Paper Forms for Tutorials and Other Courses. Please be aware that to add the following courses to your schedule you must submit 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)
- private music lessons (MUSC 405 or 406)
- 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. You may view the request in your student portfolio by clicking "Course Assistants/Teaching Apprentices" under "Your Wesleyan Career". In order to accept the teaching apprenticeship, click on the Course ID, select "yes" in the student decision box, and hit the submit button. If you have specific questions about your teaching apprenticeship, please send an email to lsacks@wesleyan.edu.

All other courses must be dropped from or added to your schedule by submitting electronic requests through the Drop/Add system in the electronic portfolio.

Credit overrides. The Drop/Add process will allow you to enroll in four courses that carry a credit value of 1.00 or greater when an instructor offers you a seat. This credit limit will not include the courses listed above (i.e., tutorials, etc.) or courses that carry a credit value less than 1.00 (labs and PHED courses). If you have a legitimate pedagogical reason to exceed the four credit limit, you must request a credit override from your advisor. Once you are offered a seat in the fifth course, you will have to either drop a course you are already enrolled in or seek a credit override. If you do not resolve this conflict by five o’clock of the next business day, the nightly process will return the fifth course’s seat to the instructor.

Crosslisting and Grading Mode Changes. If you wish to change the crosslisting or grading mode of a course in which you are currently enrolled, you must do this through the Drop/Add system during the Drop/Add period. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. If a drop-down menu does not appear in the crosslisting or grading mode column, this means that the course is not crosslisted or only has one grading mode.

Advisor Approvals. Advisor approvals are required for all drops and adds. Your advisor will be able to approve your requests in his/her portfolio and confirmation of these approvals will be visible in your portfolio. If your advisor disapproves an add request, it will be dropped from your schedule. If your advisor disapproves a drop request, you, your advisor, and the instructor would need to communicate to explore whether you can be readmitted to the class.



Backup Advising. We are providing your advisor with a backup should he/she be unable to log on to a computer with internet access for more than 24 hours during the Drop/Add period. Once your advisor activates his/her backup, this colleague will begin to see you in his/her list of advisees and will receive the daily e-mail notifications of Drop/Add activities for you. Should your advisor need to activate his/her backup, you will be able to see your advisor's backup in your list of advisors in your portfolio.

Confirming your Schedule. Starting two days after Drop/Add ends (Thursday, February 7, 2008) you will receive an email asking to confirm your final schedule in your portfolio. **You must confirm your schedule by Friday, February 8 by indicating that it is correct or incorrect. If you fail to confirm your final spring schedule, your pre-registration plan will not be included in the scheduling process during April Pre-registration.** Confirmation buttons will appear on the Current Class and Schedule page in your portfolio. Once you have reviewed your schedule you will be required to indicate whether your schedule is correct or not by clicking a button as electronic confirmation. If your schedule is incorrect, you must contact your class dean as soon as possible. These confirmation buttons will remain visible in your portfolio until you have clicked to indicate that your schedule is correct.

The Registrar's Office staff will be available through the Drop/Add Help Line to answer any questions you may have. The phone number of the Drop/Add Help Line is **ext 3222** or **(860) 685-3222** if you are dialing from off-campus. The Help Line is open during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m. during the Drop/Add period. The Drop/Add Frequently Asked Questions page is available at any time at <http://www.wesleyan.edu/registrar/dropaddFAQ.html>. 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**.