



To: Students Registering for Fall 2008 Courses in August  
From: Susan Krajewski, Assistant Registrar  
Date: August 26, 2008  
**RE: Course Registration**

This letter will provide important information about pre-registering for your fall courses with our course registration system.

Pre-registration has three distinct phases: planning, pre-scheduling, and adjustment. For the duration of the pre-registration period, Registrar's Office staff will be available through the Help Line (**ext. 3222**) to answer any questions you may have. The Help Line will be open during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m. I also encourage you to attend one of our training sessions which will be held on Wednesday, August 27 from 2:00-5:00 in Science Center 150.

**Accessing Pre-registration.** Students access the pre-registration system by clicking on the "Pre-registration" link in the Course Registration box under "Courses at Wes" in your electronic portfolio ([www.wesleyan.edu/wesep](http://www.wesleyan.edu/wesep)). We have provided a Q&A link on the pages, which can also be accessed at <http://www.wesleyan.edu/registrar/preregFAQ.html>, or you may download a pre-registration manual at <http://www.wesleyan.edu/registrar/preregManual.pdf>.

**Planning Period.** Planning is now open to students and their advisors and will close on **Thursday, August 28 at 5pm**. You should use the planning period to identify courses that you have an interest in and to build a course plan, which your advisor must approve. **You must meet with your advisor during the planning period to discuss your course plan and to have it finalized.**

**Scheduling Period.** During the scheduling period, the pre-registration system assigns classes based on a variety of criteria including class standing, major preference, seat availability, the number of times you have previously requested the course, and whether you have met the pre-requisites or have the permission of the instructor. On Thursday evening, after the scheduling program has completed, you and your advisors will have the opportunity to view courses that have been scheduled. **You do not need to be present with your advisor to view your scheduled courses.**

**Adjustment Period.** The adjustment period will begin on Friday, August 29<sup>th</sup> at 8am and end at 5pm the same day. The adjustment period allows you to alter your schedule and to submit ranked drop/add requests for those courses that you were closed out of. The adjustment period will open to students in a staggered fashion. Students assigned to fewer credits during scheduling are granted access during the first hour, students assigned to more credits will begin adjusting later in the morning. **Advisors will approve individual drops and adds during the adjustment period. You may meet with your advisor during this time but your advisor may choose to approve changes electronically.**

As a reminder, "Permission of Instructor" applies to those courses in which computerized placement is unsuitable, e.g., when an instructor requires review of portfolios, writing samples, auditions, etc. Students who meet the criteria and intend to enroll in such courses must submit an electronic Permission of Instructor request through their portfolio. The instructor for the course will receive the electronic request directly. The student will be able to see the status of the POI request in their portfolio. A POI approval guarantees the student a seat in the class.

(continued on reverse)



Many courses have prerequisites; e.g., RUSS301 requires RUSS202. A student's academic record will be scanned for compliance with prerequisites for selected courses. Students will not be able to register in courses unless they have successfully completed the stated prerequisites. The registration system **WILL** check for prerequisites for which a student is currently enrolled. However, if a student will concurrently enroll for the prerequisite in the term for which he or she is registering, and concurrent enrollment in the prerequisite is suitable to the instructor, a prerequisite override must be obtained before the student can select the course.

Students who wish to enroll in a course for which they lack prerequisites should discuss their qualifications with the instructor. If the instructor deems them qualified, students must file an electronic Prerequisite Override request through their portfolio. Students can only enroll in a course for which they lack a pre-requisite if the instructor has approved the electronic prerequisite override request. A prerequisite override does not guarantee a seat in the class. It merely allows the student to be considered when the scheduling program is run and seats are assigned.

**Transfer students who have transferred in a course that they expect will satisfy a prerequisite for a Wesleyan course, must submit an electronic Prerequisite Override request as well. A Prerequisite Override allows a student to be considered for enrollment in a course but does not guarantee enrollment.**

DATES	PARTICIPANTS	ACTIVITY	DESCRIPTION
August 19 – August 28	Class of 2012, transfer and visiting students, students returning from leave	<b>Pre-registration: Planning Period</b>	A percentage of seats will be held out for the new first-year class, new transfer students and students returning from leave. These students will submit ranked requests for Fall '08 registration. Students will meet with their advisors on Thursday, August 28 to discuss course selections and finalize plans online
August 28 (evening)	Class of 2012, transfer and visiting students, students returning from leave	<b>Pre-registration: Scheduling Period</b>	Students review courses scheduled.
August 29	Class of 2012, transfer and visiting students, students returning from leave	<b>Pre-registration: Adjustment Period</b>	Students who participated in planning and scheduling in late August may choose to meet with their advisors to review and revise their schedules. A face-to-face meeting during Adjustment is not required. During this period students can add courses with seats available or drop courses reserved during the scheduling period. Advisors approve changes electronically.
September 2	All Classes	<b>Classes Begin</b>  <b>Drop/Add begins</b>	

## PRE-REGISTRATION: IMPORTANT TIPS FOR STUDENTS

You can access the Pre-Registration system from anywhere you can access your Electronic Portfolio. A link will appear in the top frame and under "Course Registration." During pre-registration your schedule will have a maximum of **four full credit classes**, and any number of partial credit classes. Private music lessons do not count towards the full credit limit. Your credit limit can not be raised until drop/add.

### PLANNING

- **Between Monday, August 19<sup>th</sup> and Thursday, August 28<sup>th</sup> at 5:00pm you should set up your plan, a ranked list of your course choices for Fall 2008.**
- You **must** meet with your faculty advisor after you arrive on campus to have your plan finalized through an electronic approval in your portfolio.

### SCHEDULING

- On the evening of Thursday, August 28<sup>th</sup> the Pre-Registration system will schedule students into courses based on class standing, major preference, seat availability, the number of times you have previously requested the course and, when appropriate, whether you have met the pre-requisites or have the permission of the instructor.
- The Pre-Registration system will attempt to schedule you into your first choice. If you get your first choice, the system will then try to schedule you into the course marked 2A, 3A, etc. If you do not get your first choice, the system will try to schedule you into 2B, 3B, etc.
- You can preview your preliminary schedule Thursday evening.
- You will be assigned a time on Friday morning (August 29<sup>th</sup>) when the adjustment period will open for you.

### ADJUSTMENT

- On Friday, August 29<sup>th</sup> the adjustment period will open in a staggered fashion, based on the number of courses you have in your preliminary schedule and your class year.
- Once the adjustment period opens for you:
  - You can add courses that still have seats available;
  - You can delete courses which you no longer wish to take;
  - You can submit ranked enrollment requests for drop/add in September;
  - You can adjust the grading mode and crosslisting of a course.
- Your advisor must electronically approve changes you make to your preliminary schedule. Adjustment ends at 5pm on Friday, August 29<sup>th</sup>.

### IMPORTANT STRATEGIES FOR PLANNING PERIOD:

- **Do not assign a course to your first rank if it has zero seats set aside for your class year/major.** The scheduling program will not consider it. These courses are identified in WesMaps with "0" in the seat designation.
- **Do not add courses which exclude your class year/major.** The system does not allow this. Class year/major exclusions are identified in WesMaps with an "X" in the seat designation.
- **Do not forget to put courses in both columns**, even if there is some overlap.
- **Do not forget to select the section(s) of a course you rank.** Click "Edit" and identify sections you would like the scheduling program to consider. You can choose one, multiple, or any section.
- **You can rank courses which have overlapping meeting times in your plan.** The pre-registration program will not schedule you into two courses with time conflicts.
- **You can assign POI courses a rank in your plan; however**, you must file the electronic Permission of Instructor request in order for the scheduling program to consider your request.
- **You must have met the prerequisites of the course in order to rank it in your plan**, or you must file the electronic prerequisite override request in your portfolio before ranking the course in your plan.