



# First-Year Advising

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# New Students: Tasks Completed

- ▶ Academic Interest Questionnaire
  - ▶ Viewable to advisors in DocFinity
- ▶ Placement Exams
- ▶ AP/IB/Pre-Matriculation Requests
- ▶ Summer Pre-Registration
  - ▶ 94% are full-time

# What's next? – Prepare for Drop/Add

- ▶ Advisor Assignments viewable to students on Tuesday, August 22
- ▶ Individual advisor appointments
  - ▶ Via zoom, email, or phone before students arrive to campus if possible
  - ▶ Or during orientation
- ▶ Group advisor appointments
  - ▶ Thursday, August 31
- ▶ To take action in Drop/Add, students need to “Enroll” in the University
  - ▶ And follow-up with clearing holds
  - ▶ Can click “Enroll” and follow-up with holds later

# During Drop/Add

- ▶ Monday, August 28, 8:30am – Friday, September 15, 5pm
- ▶ Advisors have Approve, Disapprove, See Me options
- ▶ 4 full-credit limit can be raised if appropriate
- ▶ Students should finalize cross-listings before drop/add closes
- ▶ GenEd Designations
  - ▶ Static; no variation with crosslisting
  - ▶ Only a few have dual GenEds, which must be selected before the end of drop/add
- ▶ Grading modes for Student Option-graded courses
  - ▶ Deadline for grading mode changes, Friday, September 29, 5pm

# How to Guide Students during Drop/Add

- ▶ All enrollment requests require instructor permission
- ▶ Submit enrollment requests
  - ▶ Up to 6 unranked requests
- ▶ Provide guidance for a balanced work load
  - ▶ Distribution of courses across days and times
    - ▶ Be mindful of time conflicts!
  - ▶ Variety of subject areas/division
  - ▶ Look at course details for types of work/assignments
- ▶ Expectations regarding POI and upper-level coursework for first-years
- ▶ Drop with caution!

# Using WesMaps in Drop/Add (Student)

- ▶ Be sure students are logged into their WesPortal Drop/Add link to take actions
- ▶ Student View
- ▶ Again – they need to “Enroll” to see this information!

## Fall 2022 Drop/Add

If your schedule is accurate and complete, [confirm your schedule](#).

Tutorials, teaching apprenticeships, student forums, private music lessons, SILP and less than one credit courses do NOT count towards the full credit course limit.

These transactions represent the courses you are enrolled in or will be enrolled in when the nightly process runs. If you have changed the crosslisting of a course, the new crosslisting will appear as an added course and the old crosslisting will appear as a dropped course in your schedule.

Crosslistings and GenEd Designations must be finalized by the end of Drop/Add.

Grading mode changes after Drop/Add need to be done via WesPortal>Courses>Class Schedule no later than fourteen days after the drop/add period ends.

POI and Prereq Override requests and approvals are NOT applicable during Drop/Add.

Drop	Grading Mode	GenED	Course	Title	Credit(s)	Time & Location	Action	Status
<input checked="" type="checkbox"/>	A-F	NSM-CHEM	CHEM141.06	<a href="#">General Chemistry I</a>	1	M.W.F. 08:50AM-09:40AM SHAN107 ..T... 07:10PM-08:40PM SCIE137	Enroll	Advisor Pending
<input checked="" type="checkbox"/>	A-F	HA-COL	COL115F.01	<a href="#">How to Read Lit. Text (FYS)</a>	1	M.W... 04:30PM-05:50PM BOGH110	Enroll	Advisor Pending
<input checked="" type="checkbox"/>	A-F	SBS-SOC	F6SS293.01	<a href="#">Pleasure &amp; Power</a>	1	..T.R.. 02:50PM-04:10PM ALLB304	Enroll	Advisor Pending
<input checked="" type="checkbox"/>	A-F	SBS-PSYC	PSYC105.05	<a href="#">Foundations Contemporary Psych</a>	1	M...F. 01:20PM-02:40PM JUDD116	Enroll	Advisor Pending

## Pending Enrollment Requests

Canceled requests can be re-added by navigating to WesMaps and adding the class as an enrollment request again.

Students are eligible to submit unranked drop/add enrollment requests for up to 6 courses. There is no limit to the number of sections of a course that can be added.

Once the limit is reached, the "Add to My Courses" button will no longer appear in WesMaps.

Once a schedule is confirmed, students can no longer submit additional drop/add requests, the "Add to My Courses" button will no longer appear in WesMaps, and instructors cannot act on pending enrollment requests.

If changes are needed, the scheduled can be un-confirmed above.

Cancel	Note	Grading Mode	GenED	Course	Rank	Title	Credit(s)	Time & Location	Status	Meets PreReq	Previously Requested
<input checked="" type="checkbox"/>		A-F	NSM-ASTR	ASTR105.01		<a href="#">Exploring the Cosmos</a>	1	..T.R.. 10:20AM-11:40AM VVO110	Pending Instructor Add	Y	

# Ranked vs. Un-Ranked Requests

- ▶ During pre-registration, students had the option to submit up to 4 ranked drop/add requests
  - ▶ The rankings cannot be changed.
- ▶ Any requests submitted during drop/add are “unranked”
- ▶ Professors may, or may not, consider this data in approving enrollment requests
  - ▶ They also see data such as class year, major vs. non-major, if the course has been previously requested, if they are already enrolled in a different section of the course.

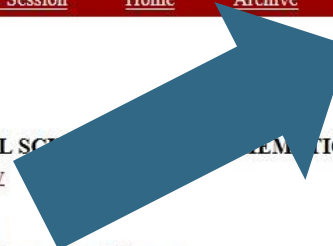
# Using WesMaps in Drop/Add

- ▶ Use the Search feature to find additional courses of interest
- ▶ Click the “Add to My Courses” button to submit enrollment requests
- ▶ Again, all enrollment requests require instructor permission

**WesMaps - Wesleyan University Catalog 2017-2018**   [Summer Session](#)   [Home](#)   [Archive](#)   [Search](#)

[List of Majors, Minors, and Certificates](#)

<b>ARTS AND HUMANITIES</b> <a href="#">Arabic</a> <a href="#">Art History</a> <a href="#">Art Studio</a> <a href="#">Chinese</a> <a href="#">Classical Civilization</a> <a href="#">College of East Asian Studies</a>	<b>SOCIAL SCIENCES</b> <a href="#">American Studies</a> <a href="#">Anthropology</a> <a href="#">College of Social Studies</a> <a href="#">Economics</a> <a href="#">Government</a> <a href="#">History</a>	<b>NATURAL SCIENCES</b> <a href="#">Astronomy</a> <a href="#">Biology</a> <a href="#">Chemistry</a> <a href="#">College of Integrative Sciences</a> <a href="#">Computer Science</a> <a href="#">Earth and Environmental Sciences</a>	<b>INTERDISCIPLINARY PROGRAMS</b> <a href="#">African American Studies Program</a> <a href="#">Archaeology Program</a> <a href="#">Center for Global Studies</a> <a href="#">Center for Jewish Studies</a> <a href="#">Center for the Humanities</a> <a href="#">Center for the Study of Public Life</a>
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- AFAM - African American Studies
- AMST - American Studies
- ANTH - Anthropology
- ARAB - Arabic
- ARCP - Archaeology Program
- ARHA - Art History
- ARST - Art Studio
- ASTR - Astronomy
- BIOL - Biology

Course Number:  Example 1, 10, 101, 210, etc

Meeting Time(s): M  T  W  Th  F

All (8:00AM-10:30PM)

Time range applies to any time pattern that contains the day(s) checked above.

Semester:

Faculty Teaching:

Courses that fulfill a Major/Minor Requirement:

Keyword Search:

General Education:

Class Year:

First Year Seminars:  Only show courses without PreReqs:

Only show courses without POI:

Only show courses with Seats Available:

Show Tutorials:

Show Partial Credits:



List Course(s)

# Adding Tutorials

- ▶ Drop/add is the first opportunity to request tutorials
- ▶ Navigate to subject area, click on “Tutorials” and follow the steps
- ▶ Per [Academic Regulations](#), first-years are not eligible for individual tutorials (401/402) or research (421/422) tutorials.

## Anthropology 2022-2023

Department/Program Website

Courses Offered

Tutorials

General Education Courses

Appropriate for First-year Students

Courses Not Offered

Fall

Fall

Fall

Fall

Fall

Spring

Spring

Spring

Spring

Spring



# Confirming Schedules

- ▶ Once a student has a desirable schedule, they should Confirm their schedule.
  - ▶ This prevents them from submitting additional enrollment requests.
  - ▶ Professors can no longer approve pending enrollment requests.
- ▶ Students can still adjust their grading mode for Student-Option graded courses
- ▶ If they change their mind and want to continue adjusting their schedule, they can “Un-confirm” their schedule.

# Using Drop/Add (Advisor View)

- ▶ In WesPortal, Academic Toolbox – Advisees
- ▶ Drop/Add Column

Advisees Course Management Students Faculty Advising Classlists Major/Minor/Certificate Declaration

Graduates List Stop Impersonation Content Registry Rebuild Portal Visibility Administrators

Advisees Gallery Email Backup Advisors Incomplete Requests

Student information is protected by the [Federal Family Education Rights & Privacy Act](#) and should not be released to others. For questions, contact the [Registrar](#).

Semester: Fall 2022 Academic Plan: All Academic Plan Type: All Advisee Type: All

FILTER DOWNLOAD  Include Detached Students

Student	Class Year	Advisor(s)	Major(s)	Minor(s) and Certificate(s)	Status	Expected Graduation Term	DocFinity	Road Map	Placement	Classes	Drop/Add	GenEd Status	Credits
2023 (16)													
<b>Class Dean: Jennifer Wood</b>													
	2023		ARHA 0 Marked ARST 0 Marked ENVS 0 Marked		CONT	Spring 2023	<a href="#">Documents</a>	<a href="#">Road Map</a>	<a href="#">Scores/ Recs</a>	<a href="#">Schedule</a>	In Progress	GenEd	Credits
	2023		ARCP 0 Marked ENVS 1 Marked		RTRN	Spring 2023	<a href="#">Documents</a>	<a href="#">Road Map</a>	<a href="#">Scores/ Recs</a>	<a href="#">Schedule</a>	In Progress	GenEd	Credits

How to increase credit limit (if appropriate)

[Academic History](#)

Currently enrolled in 4 full credit classes with a limit of 4

## Fall 2022 Drop/Add Transactions

Advisor approvals are required for all drop/adds. Please click on the Help link above for details.

ate music lessons, SILP and less than one credit courses do NOT count towards the full credit course limit.

How to approve course enrollments

## Pending Advisor Approval

A red row below indicates that the total will exceed the student's credit limit. You might consider raising the student's credit limit. All advisor approved add or drop requests will move to the student's Drop Add Transactions section the next day. Until then they will remain in the Pending Advisor Approval section.

Approve	Action	Course	Rank	Title	Credit(s)	Time & Location	Meets PreReq	Grading Mode	GenED
<input type="button" value="Submit"/>									
Approve <input type="button" value="v"/>	Instructor Add	COL115F.01	0	<a href="#">How to Read Lit. Text (FYS)</a>	1	.M.W... 04:30PM-05:50PM   BOGH110	No Prerequisite	A-F	HA-COL
Approve <input type="button" value="v"/>	Instructor Add	PSYC105.05	0	<a href="#">Foundations Contemporary Psych</a>	1	.M...F. 01:20PM-02:40PM   JUDD116	No Prerequisite	A-F	SBS-PSYC
Approve <input type="button" value="v"/>	Instructor Add	FGSS293.01	0	<a href="#">Pleasure &amp; Power</a>	1	..T.R... 02:50PM-04:10PM   ALLB304	No Prerequisite	A-F	SBS-SOC
Approve <input type="button" value="v"/>	Instructor Add	CHEM141.06	0	<a href="#">General Chemistry I</a>	1	.M.W.F. 08:50AM-09:40AM   SHAN107 ..T.... 07:10PM-08:40PM   SCIE137	No Prerequisite	A-F	NSM-CHEM
Pending Instructor Action	Pending Instructor Add	ASTR105.01		<a href="#">Exploring the Cosmos</a>	1	..T.R... 10:20AM-11:40AM   VVO110	No Prerequisite	A-F	NSM-ASTR

# EPC Statement Regarding First-Day of Classes



## Educational Policy Committee Statement

**PLEASE NOTE:** The Educational Policy Committee of the Faculty has determined that unless registered students attend the first class meeting or communicate directly with the instructor prior to the first class (in writing, by email or in person), the instructor can drop a student from his/her class list.

## Enrollment Request Statement

**PLEASE NOTE:** Students are encouraged to make use of electronic enrollment requests to express interest in a seat in a class that is full. Instructors will consult electronic enrollment requests to determine a student's eligibility when a seat becomes available. Students should remember that instructors will consider a variety of factors (e.g., class year, major and student interest) when offering a student a seat in the class. *Whereas, students are required to attend the first meeting of a class for which they have registered, attendance at the first meeting of an electronically requested class is not required in order to maintain the enrollment request.*

# Preparing for Spring Pre-Registration

- ▶ Spring pre-registration will begin on October 31
- ▶ Students should make appointments with their advisors before the pre-reg planning period ends (Nov. 13 at 5)
- ▶ **PLANS MUST BE FINALIZED**
  - ▶ As an advisor, ideally you'll reach out to students in advance to remind them to setup an appointment.
  - ▶ You are not obligated to finalize a plan for a student that did not discuss their plans with you.

# REACH OUT WITH QUESTIONS

- ▶ Check out our [Registration page](#) on the Registrar's website.
- ▶ Feel free to [email us](#) with any questions you may have.