

## GENERAL DROP/ADD FAQ

- For technical support with Drop/Add, send an email to [registrar@wesleyan.edu](mailto:registrar@wesleyan.edu) or call 860-685-2810.
  - We're glad to provide support during business hours, M-F 8:30-4:30.
- For academic guidance, students should work with their academic advisors.
  - Advisor information is viewable to students in the "Advisor information" link via WesPortal in the "Academics" bucket.
- The [class deans](#) can also provide general guidance.

## STUDENT FAQ

### How to Access Drop/Add

- To access Drop/Add, click on the Drop/Add link in WesPortal, available in the alert box and in the "Courses" bucket.
- To begin taking action, students must click the "Enroll Me" button on the "Enrollment Checklist & Addresses" page in WesPortal.
  - The link is available in the alert box, the "My Information" bucket in WesPortal, and the drop/add page.
- **CLICK THE ENROLL ME BUTTON** even if you have pending action items.
  - You can go back to clear these by the posted deadline.
  - If you have questions about any action items, follow-up with the department relevant to that item.
- Once you click the "Enroll Me" button, you have access to drop/add.
  - You may need to fresh your browser after clicking the button.

### Adding Courses

- To add a course, find the course of interest and click the "Add to My Courses" button.
  - This will record as a pending enrollment request.
- **All course adds require instructor approval.**
  - There are no separate mechanisms to request pre-requisite overrides or POI requests.
  - All adds are instructor discretion.

### Full-Credit Course Limit

- By default, students are permitted to enroll in four full-credit courses (courses 1.0 credit or higher), excluding private music lessons and tutorials.
- There is no limit to partial-credit courses (courses less than 1.0 credit).
- If you intend to enroll in more than 4 full-credit courses, your advisor will need to increase your credit limit.
- If you receive approval to enroll in a course that exceeds your credit limit, you have until the end of the next business day to drop one of your other full-credit courses or have your advisor increase your credit limit.
  - Failure to do so will result in you losing a seat in the course.

## Adding Tutorials

- In drop/add, click on the “subject” area of the tutorial you plan to enroll in.
- Click on the “Request Tutorial” button and fill in the required fields. Details should be discussed with your faculty tutor.
- Save and submit the tutorial to go through workflow.
- Once it’s fully approved, it will be added to your schedule.
- First year students are not eligible to enroll in Individual (401) or Research (421) Tutorials.

## Dropping Courses (use caution!!)

- If you drop a course unintentionally, the only way to get back into it is to submit a new enrollment request the following day.
- You cannot request the course the same day you drop it.
- We recommend you email your professor about the situation and intent to submit a new enrollment request.

## Confirming Schedules

- Changes made during drop/add will appear in your “Class Schedule” after an overnight refresh.
- Be sure to confirm you have no time conflicts; the standard time between classes is 10 minutes.
- Confirm your schedule once it appears correct in your “Class Schedule.”
- Once confirmed, you are no longer able to add or drop courses.
- You may confirm and un-confirm your schedule as needed throughout the Drop/Add period.

## Academic Peer Advisors

Students are welcome to reach out to [Academic Peer Advisors](#) for additional support and guidance from a peer perspective.

## PROFESSOR FAQ

### Approving Enrollment Requests

- All course enrollments require instructor approval via Course Management in the Enrollment Requests link.
- If you see “Student schedule confirmed” next to a student’s name in the Enrollment Request list, the student has confirmed their schedule, so you cannot take action.
  - You are welcome to reach out to the student to see if they are still interested in the class. If they are, they can un-confirm their schedule so that you can add them to your class.
- Drop/add ignores all restrictions, including pre-requisites, bin distributions, and enrollment capacities.
- **If you choose to over-enroll your course(s), do not exceed the capacity of your assigned room.**

### Dropping Students from a Class

- Per [EPC](#), you may drop a student from the class if they do not attend and/or notify you that they cannot attend the first meeting. Otherwise, you should not drop a student from a class.

## ADVISOR FAQ

### Who can make changes?

- Only liberal arts and major advisors can take action for students in any course registration period.
- Minor/certificate/special advisors may be notified of changes to a student's schedule for information purposes but cannot make changes.

### Approving Course Enrollments

- You have through the end of drop/add to approve students' course enrollments.
- Students are not penalized or at risk of losing seats in classes if the courses are pending advisor approval.

### Disapproving Course Enrollments/Drops

- If you disapprove of a course, encourage the student to drop it from their drop/add page.
- Disapproving a dropped course will not put the student back into a course. If they're hoping to get back into the course, they'll need to submit an enrollment request the day after they dropped the course.

### Increasing the Full-Credit Course Limit

- By default, students are permitted to enroll in 4 full-credit courses (courses 1.0 credit or higher), excluding private music lessons and tutorials. There is no limit to the number of partial-credit courses students can take.
- If a student intends to take more than 4 full-credit courses, Liberal Arts and major advisors can increase an advisee's credit limit in drop/add.
- You should only increase the credit limit if:
  - The student plans to take more than four full-credit courses (non-tutorial)
- You should **not** increase their credit limit to:
  - Take more time to choose which classes they want to take, as this may prevent other students from obtaining a full schedule.
  - Allow them to enroll in more partial-credit courses, as there is no limit to these.
  - Allow students to add tutorials or a private music lesson, as they are not included in the credit limit.