New Student User Guide to Pre- Registration

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PRE-REGISTRATION AT-A-GLANCE

PLANNING
Selecting courses of interest

SCHEDULING
Registrar process that enrolls you in courses

ADJUSTMENT
Period to adjust your schedule

Planning

- During this phase, undergraduate students should select courses of interest and create a ranked plan(s).
  - Fill your plan(s)!
  - For First-Year Students – this means completely filling in both the "First-Year Seminar Courses Ranked for Scheduling" and "Courses Ranked for Scheduling" lists!
  - For Transfer students, you only have to fill the "Courses Ranked for Scheduling" list.

Scheduling

- During this phase, the Registrar's office kicks off the scheduling process, which creates the start of schedules for the undergrads who participate in planning.
- The better and more full your plan is, the more likely you'll get two full-credit courses.

Adjustment

- To prepare for adjustment, you can add classes to your "Courses not Scheduled" list as soon as your schedule is viewable.
- You'll be able to chat with with your advisor remotely.
- Be ready to go when the live adjustment window opens!

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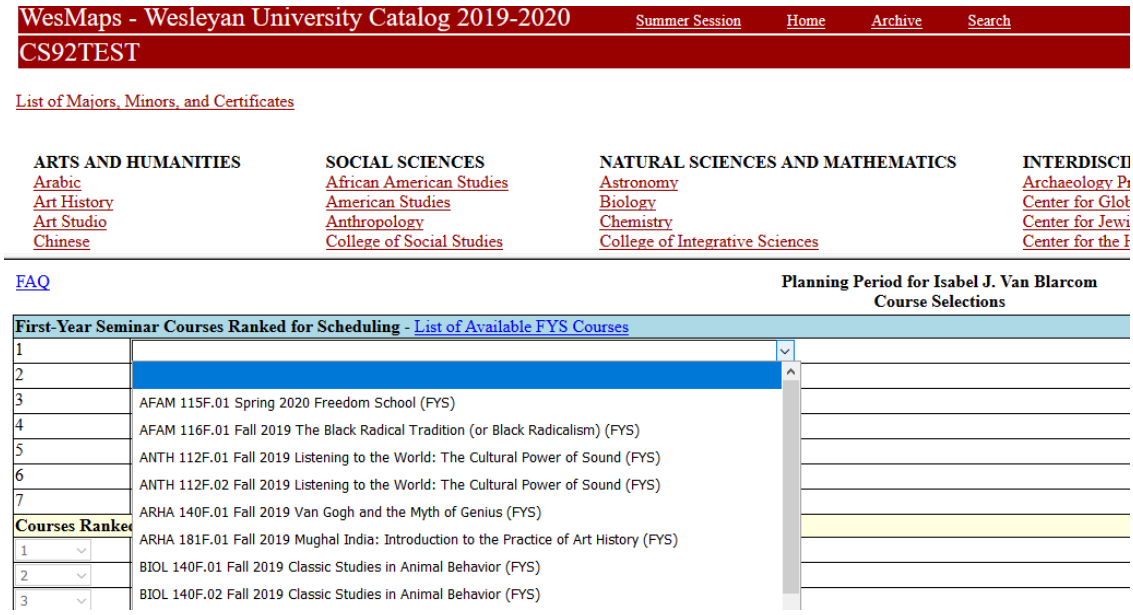
PLANNING IN-DEPTH:

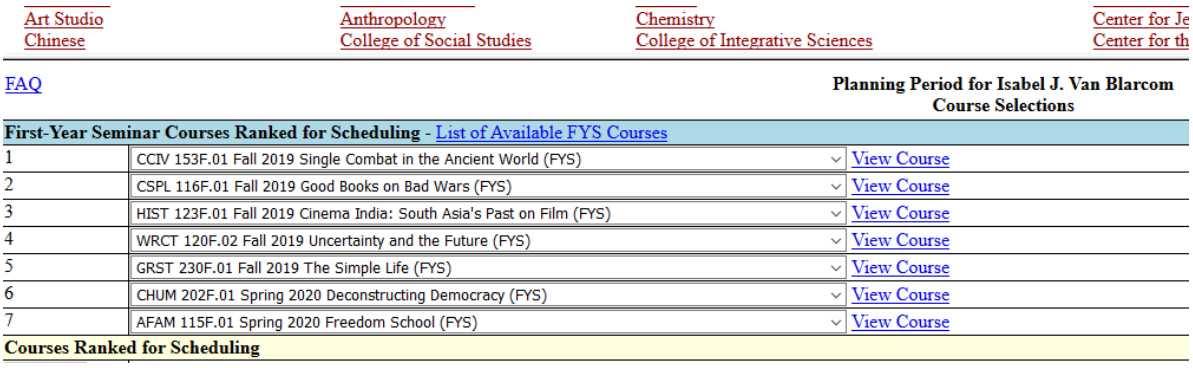
- Once pre-registration starts, navigate to Pre-Registration via WesPortal.
- The pre-registration page looks similar to WesMaps, but you should see a frame below that allows you to build your course plan.
    - **You'll know you're on the right page if you see the frame titled "Planning Period for [Your Name]."**

For First-Year Students: Rank your Top Seven FYS Courses

- Each line in the FYS category has a drop-down of the FYS courses.



- The list includes all fall and spring FYS courses.
- During the scheduling process, the system will attempt to put you in ONE FYS course, either in the fall or spring semester.
- Remember to completely fill the list!



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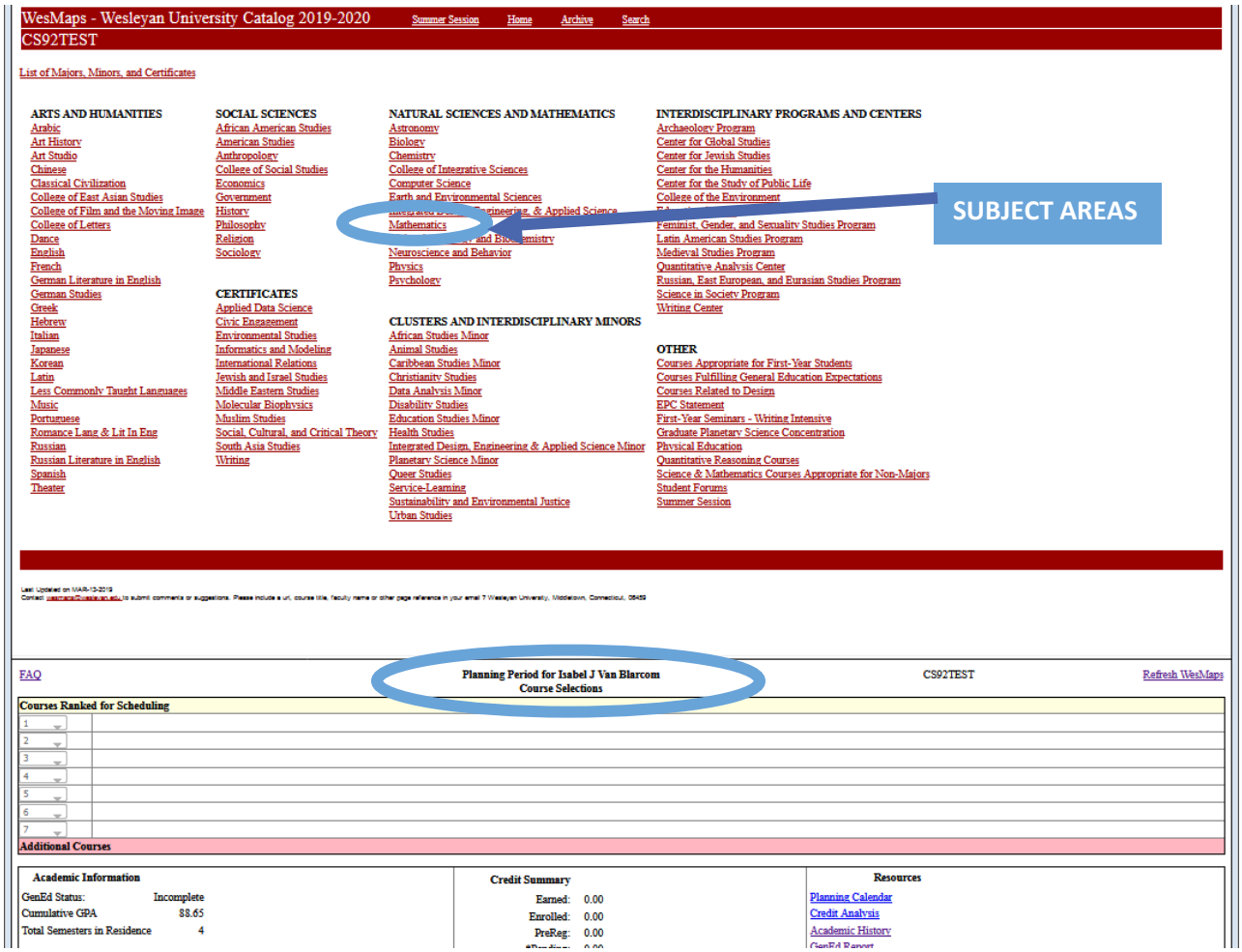
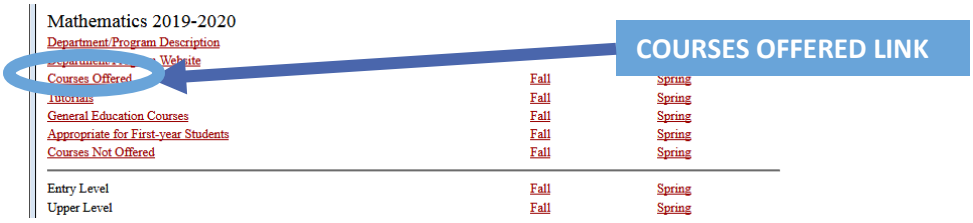
For All Students: Create your Courses Ranked for Scheduling List

- Courses in this list should be your top courses of interest, not including FYS courses.
  - You are not officially enrolled in these courses at this stage.
- For the best possible scheduling results, be sure to completely fill this list with seven courses!
  - For First-Year students, the scheduling system will attempt to put you in one FYS courses in fall or spring, and additional non-FYS courses with the goal of two full-credit fall courses.
  - For Transfer students, the system will attempt to put you in two full-credit courses.

LOOKING FOR CLASSES BY THE SUBJECT AREA

- If you already have an idea of which courses you want to add, you can click directly on the subject area.
  - To see the offered classes, click on "Courses Offered."





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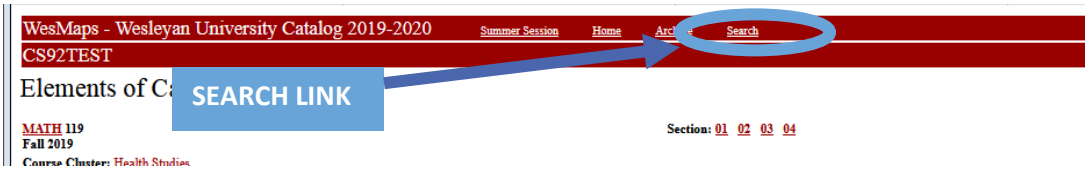
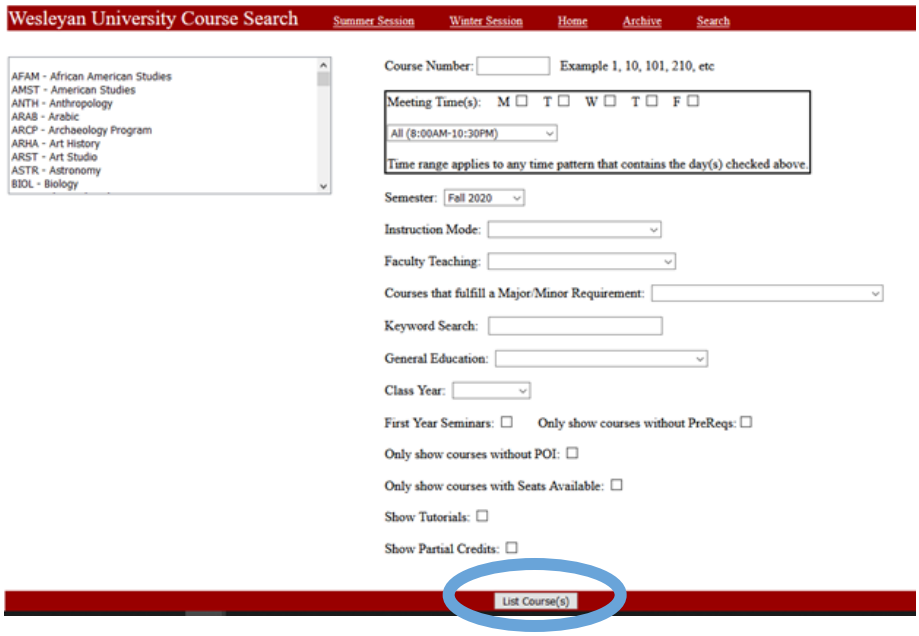
LOOKING FOR CLASSES USING THE SEARCH FEATURE

- If you're not certain what you want to take or want some ideas, use the "Search" option.



- The search feature allows you to search by many different fields to find courses based on subject areas, class year, days/times, etc.
    - Use ctrl+click to select multiple subjects.
    - When you have your preferred search requirements set, click "List Course(s)"
- During the summer planning period, it is recommended to check the following boxes for the search criteria.
    - "Only show courses without PreReqs"
    - "Only show courses without POI"
    - "Only show courses with Seats Available"



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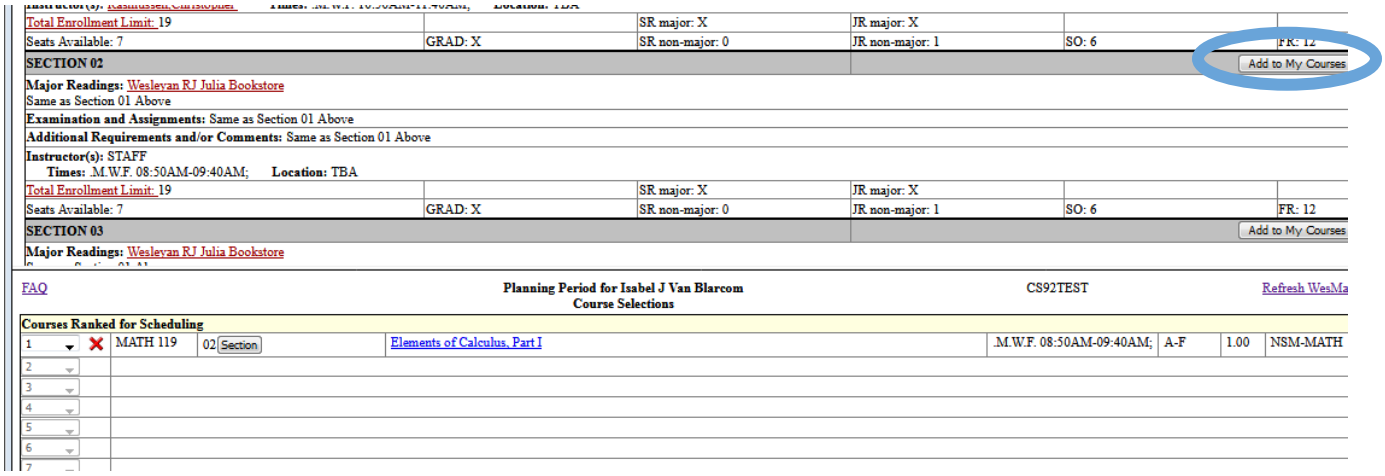
ADD TO MY COURSES

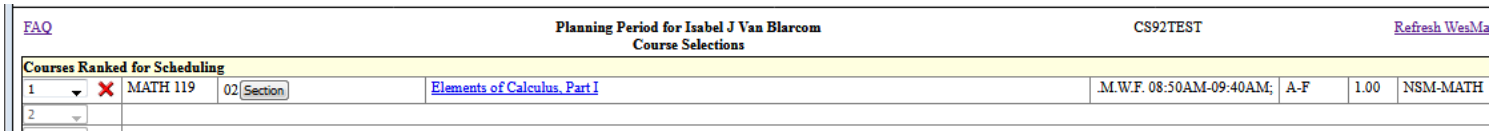
- Once you find a course of interest, select your preferred section and click “Add to My Courses.”

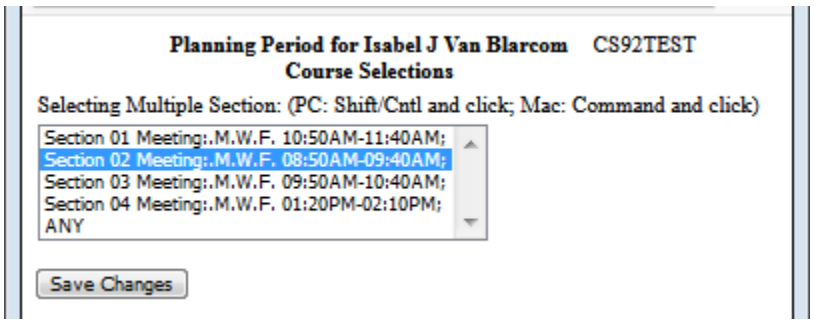


- Clicking the “Add to My Courses” button will add that course to your plan.
  - **If you don’t see the button, you’re likely not in the pre-registration page or you’re looking at a course in a different semester.**
- With courses that have more than one section, cross-listing, GenEd, or the Student Option grading mode, you’ll see drop-downs for the course. Be sure to select your preferred options.

Selecting section(s)

- For courses with multiple sections, selecting “Any section” will maximize your chances of getting the course!
- You can also select specific sections with ctrl-click.





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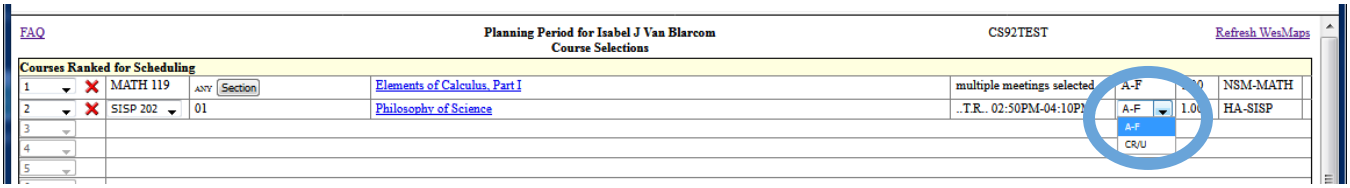
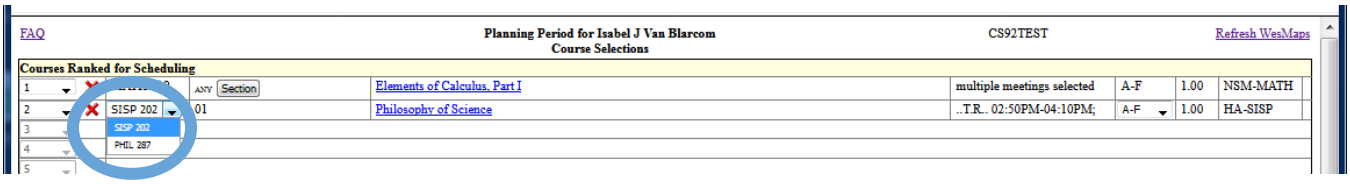
Selecting Grading mode options and GenEd Designations

- Only courses with the “Student Option” grading mode will have a drop-down for the grading mode.
- Very few courses have dual GenEds.
    - If they do, it will be noted with the course information and a drop-down will appear here.



Selecting a Crosslisting

- For courses with crosslistings, there is a drop down for you to select your preferred offering.



Planning Strategies

- As mentioned above, use the Search option to exclude courses requiring Pre-Requisites, POI’s, and courses without seats available.
    - See the next section about POI courses and courses that require pre-requisite overrides.
- Continue adding courses until you have SEVEN in the list.
- Use the drop-downs in the far left column to re-order your list as desired.
- The more complete your list is, the better your chance of getting two full-credit classes when the scheduling process runs at the close of the planning period.
- You can also add more classes to the “Unranked” list, which will help you during the Adjustment phase.

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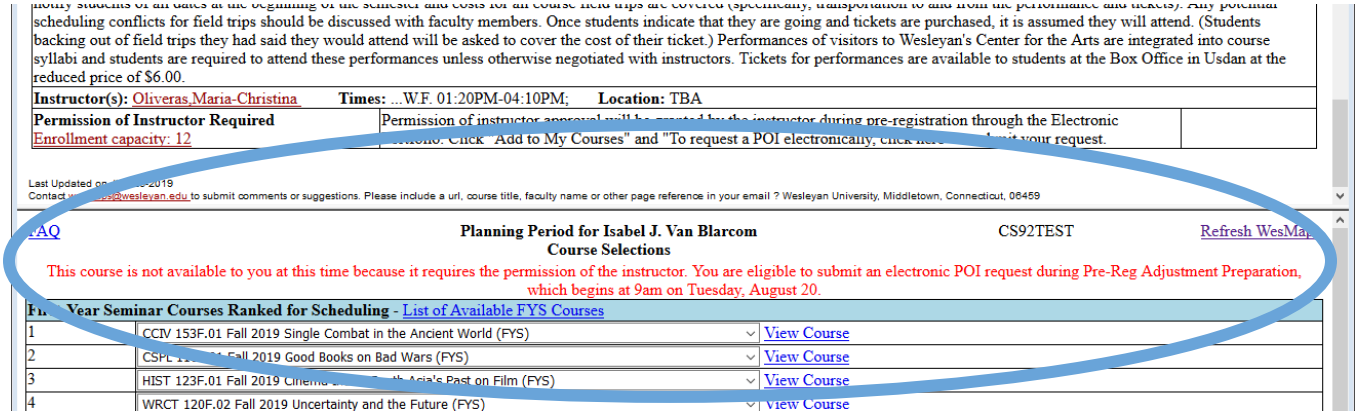
POIS AND PRE-REQS

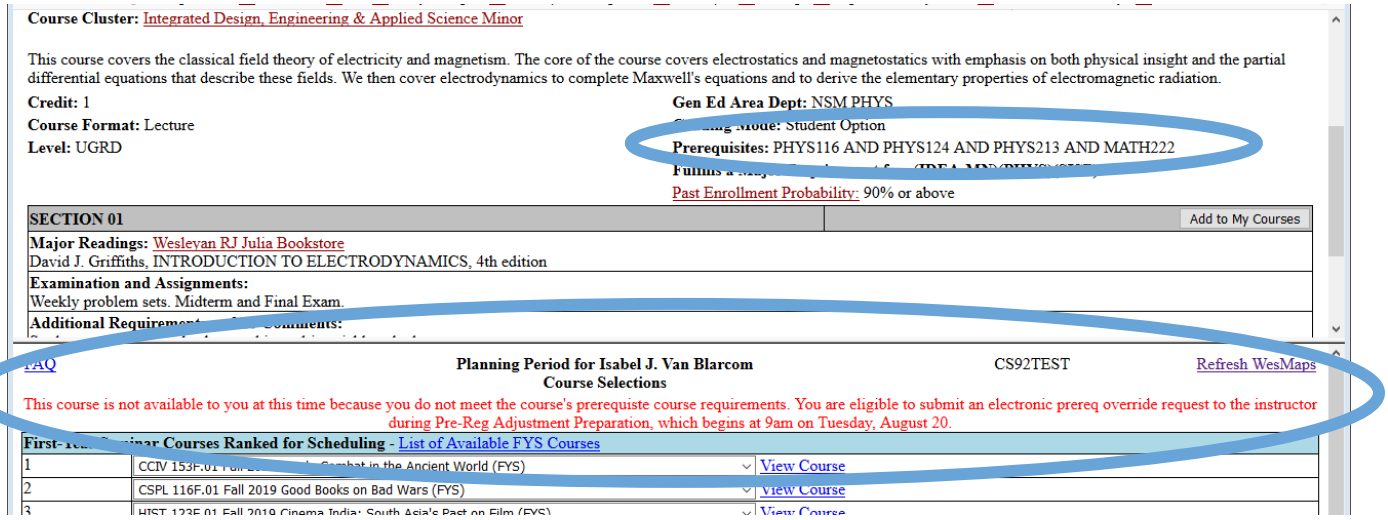
Permission of Instructor (POI) Courses

- These courses require the instructor to approve your request for enrollment.
- During summer pre-registration planning, you cannot submit POI requests.
- You'll be able to do so as part of the adjustment period (see below)



Pre-Requisite Override Requests

- Some courses have pre-requisites, which are displayed with the course information.
- If you've already met the pre-requisites from certain placement/AP tests, you'll automatically be able to add these courses to your plan.
- During summer pre-registration planning, you cannot submit requests for pre-requisite overrides.
- You'll be able to do so as part of the adjustment period (see below)
    - Transfer students should take advantage of this option during the adjustment preparation period.



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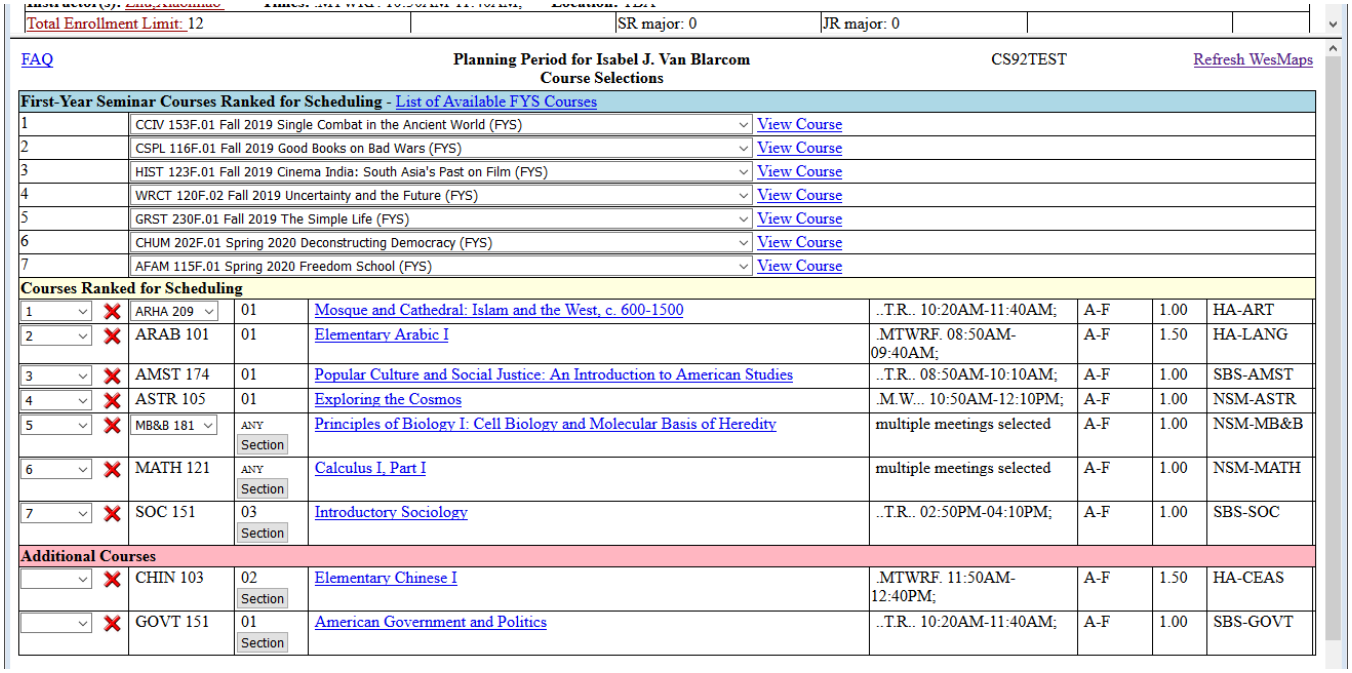
SAMPLE OF A WELL-BUILT PLAN

- ✓ Complete list(s)
  - FYS List only appears for first-year students.
- ✓ Course selections have a variety of meeting times.
- ✓ Courses with multiple sections have "Any" selected.
- ✓ Courses have seats available.
- ✓ The additional courses list has been started.
  - These aren't included in scheduling, but will be helpful for the adjustment period.



Total Enrollment Limit: 12 | SR major: 0 | JR major: 0

FAQ | Planning Period for Isabel J. Van Blarcom | CS92TEST | Refresh WesMaps

Course Selections

First-Year Seminar Courses Ranked for Scheduling - List of Available FYS Courses

1	CCIV 153F.01 Fall 2019 Single Combat in the Ancient World (FYS)	View Course
2	CSPL 116F.01 Fall 2019 Good Books on Bad Wars (FYS)	View Course
3	HIST 123F.01 Fall 2019 Cinema India: South Asia's Past on Film (FYS)	View Course
4	WRCT 120F.02 Fall 2019 Uncertainty and the Future (FYS)	View Course
5	GRST 230F.01 Fall 2019 The Simple Life (FYS)	View Course
6	CHUM 202F.01 Spring 2020 Deconstructing Democracy (FYS)	View Course
7	AFAM 115F.01 Spring 2020 Freedom School (FYS)	View Course

Courses Ranked for Scheduling

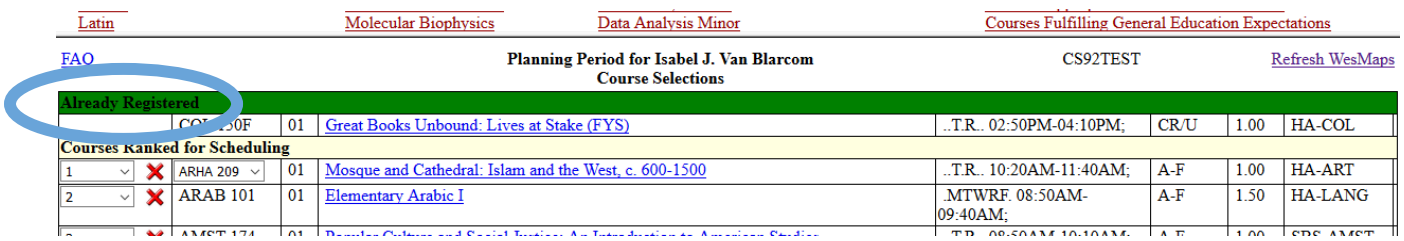
1	ARHA 209	01	Mosque and Cathedral: Islam and the West, c. 600-1500	..T.R.. 10:20AM-11:40AM;	A-F	1.00	HA-ART
2	ARAB 101	01	Elementary Arabic I	.MTWRF. 08:50AM-09:40AM;	A-F	1.50	HA-LANG
3	AMST 174	01	Popular Culture and Social Justice: An Introduction to American Studies	..T.R.. 08:50AM-10:10AM;	A-F	1.00	SBS-AMST
4	ASTR 105	01	Exploring the Cosmos	.M.W... 10:50AM-12:10PM;	A-F	1.00	NSM-ASTR
5	MB&B 181	ANY Section	Principles of Biology I: Cell Biology and Molecular Basis of Heredity	multiple meetings selected	A-F	1.00	NSM-MB&B
6	MATH 121	ANY Section	Calculus I, Part I	multiple meetings selected	A-F	1.00	NSM-MATH
7	SOC 151	03 Section	Introductory Sociology	..T.R.. 02:50PM-04:10PM;	A-F	1.00	SBS-SOC

Additional Courses

	CHIN 103	02 Section	Elementary Chinese I	.MTWRF. 11:50AM-12:40PM;	A-F	1.50	HA-CEAS
	GOVT 151	01 Section	American Government and Politics	..T.R.. 10:20AM-11:40AM;	A-F	1.00	SBS-GOVT

PRE-ENROLLED COURSES

- A very small number of students may be pre-enrolled in courses required for a special program.
- These courses would appear under "Already Registered" courses and cannot be dropped.
- You will not be penalized by the scheduling process, which will still attempt to enroll you in your top-ranked courses.



Latin | Molecular Biophysics | Data Analysis Minor | Courses Fulfilling General Education Expectations

FAQ | Planning Period for Isabel J. Van Blarcom | CS92TEST | Refresh WesMaps

Course Selections

Already Registered

	COL 150F	01	Great Books Unbound: Lives at Stake (FYS)	..T.R.. 02:50PM-04:10PM;	CR/U	1.00	HA-COL

Courses Ranked for Scheduling

1	ARHA 209	01	Mosque and Cathedral: Islam and the West, c. 600-1500	..T.R.. 10:20AM-11:40AM;	A-F	1.00	HA-ART
2	ARAB 101	01	Elementary Arabic I	.MTWRF. 08:50AM-09:40AM;	A-F	1.50	HA-LANG
3	AMST 174	01	Popular Culture and Social Justice: An Introduction to American Studies	..T.R.. 08:50AM-10:10AM;	A-F	1.00	SBS-AMST

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SCHEDULING IN-DEPTH:

Step One: No Student Action

Step Two: An email will go out when schedules are viewable

Step Three: Prepare for Adjustment

- During this phase, students sit tight while the scheduling process runs.
- The process is based on a multi-step algorithm.
- The system first enrolls first-year students into one FYS course.
- Then it goes through multiple phases, with the goal of enrolling students in two full-credit courses.

The goal of scheduling is to enroll as many students as possible into two full-credit courses.

STANDBY: SYSTEM PROCESSING

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ADJUSTMENT IN-DEPTH:

Step One: Check your start date/time

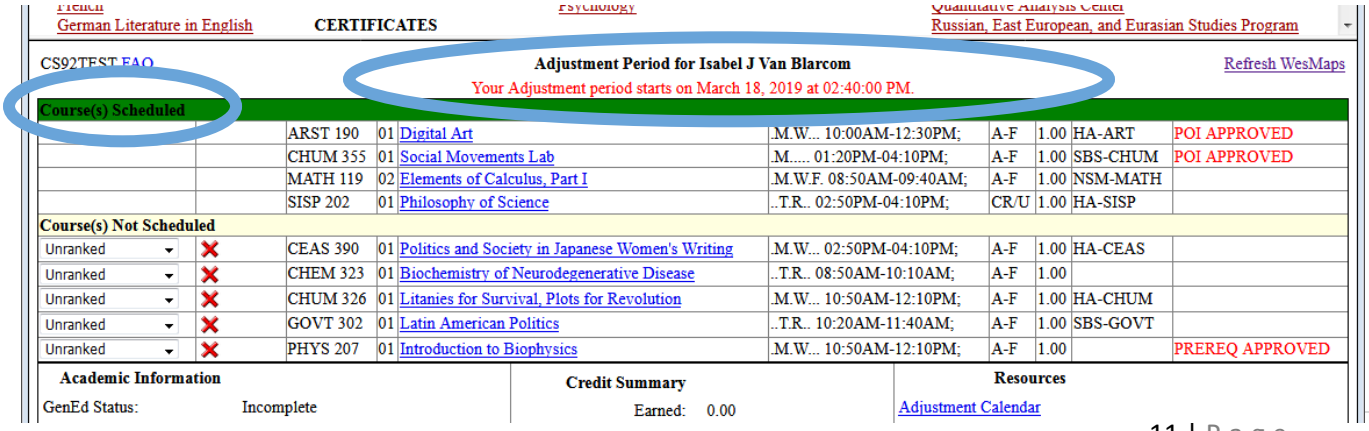
Step Two: Prepare!

Step Three: Adjust

Steps One and Two: Adjustment Preparation

- Once your schedule is available, you'll be able to see the courses you were scheduled into ("Course(s) Scheduled"), as well as the other courses you requested, but were not scheduled into ("Course(s) Not Scheduled.")
- You'll also see your adjustment period start time, in red.
- The "Course(s) Not Scheduled" is a list of courses you want to attempt to get into during adjustment or drop/add.
  - You are not enrolled in these courses.
    - To enroll, you'll need to be eligible for the course, have no time conflicts, have less than 4 full-credit classes, and the course has to have seats open for you to enroll in the class.
  - You'll also need to take action to enroll while adjustment is open.
- Before your adjustment period opens, you can add or remove courses from your Course(s) Not Scheduled list.
  - To add more, follow the same process as you did in planning. Go directly to the subject area or use the search engine to find courses, then click the "Add to My Courses" button.
  - To delete courses from the "Course(s) Not Scheduled" list, simply click the red X next to the course you're no longer interested in.
  - You can start to submit POI and pre-requisite override requests if appropriate.
    - Follow all the steps as they appear.
- You can also rank up to 4 courses to be pushed into drop/add for you.
  - If you are happy with your current schedule, but would like to explore taking additional full-credit courses once drop/add opens, this is a great tool for you!
  - Drop/add is instructor discretion!

Be sure to prepare before your adjustment period opens.



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SAMPLE OF RANKED DROP/ADD REQUESTS

Past Enrollment Probability: 50% - 74%

SECTION 01 Add to My Courses

Major Readings: Wesleyan RJ Julia Bookstore

Bennett, Donahue, Schneider, and Voit, THE COSMIC PERSPECTIVE

CS92TEST FAQ **Adjustment Period for Isabel J Van Blarcom** Refresh WesMaps

Adjustment period is not yet open to you.
You are already enrolled in a class that meets at the same time.
Your Adjustment period starts on March 18, 2019 at 02:40:00 PM.

Course(s) Scheduled									
		ARST 190	01	Digital Art	.M.W... 10:00AM-12:30PM;	A-F	1.00	HA-ART	POI APPROVED
		CHUM 355	01	Social Movements Lab	.M..... 01:20PM-04:10PM;	A-F	1.00	SBS-CHUM	POI APPROVED
		MATH 119	02	Elements of Calculus, Part I	.M.W.F. 08:50AM-09:40AM;	A-F	1.00	NSM-MATH	
		SISP 202	01	Philosophy of Science	..T.R.. 02:50PM-04:10PM;	CR/U	1.00	HA-SISP	
Course(s) Not Schedule									
Drop/Add Rank 1	✗	CEAS 390	01	Politics and Society in Japanese Women's Writing	.M.W... 02:50PM-04:10PM;	A-F	1.00	HA-CEAS	
Drop/Add Rank 2	✗	GOVT 302	01	Latin American Politics	..T.R.. 10:20AM-11:40AM;	A-F	1.00	SBS-GOVT	
Drop/Add Rank 3	✗	CHUM 326	01	Litanies for Survival, Plots for Revolution	.M.W... 10:50AM-12:10PM;	A-F	1.00	HA-CHUM	
Drop/Add Rank 4	✗	PHYS 207	01	Introduction to Biophysics	.M.W... 10:50AM-12:10PM;	A-F	1.00		PREREQ APPROVED
Unranked	✗	ASTR 105	01	Exploring the Cosmos	.M.W... 10:50AM-12:10PM;	A-F	1.00	NSM-ASTR	

Academic Information

GenEd Status:	Incomplete
Cumulative GPA	88.65
Total Semesters in Residence	4

Credit Summary

Earned:	0.00
Enrolled:	0.00
PreReg:	4.00

Resources

Adjustment Calendar
Credit Analysis
Academic History

Step Three: Adjustment Live

- Once your Adjustment period has started, you'll be able to start making changes.
  - Be sure you're ready for the live adjustment period.
- If a course in your "Course(s) Not Scheduled" list has a gray "Enroll" button next to it, seats are available.
  - You still need to meet the requirements for the course (i.e., pre-requisites)
- If you try to add a fifth full-credit course, you'll need to drop one of your already enrolled course first.
  - Private Music Lessons and partial-credit courses do not count in the full-credit course totals.

Adjustment is LIVE and DYNAMIC!

French
German Literature in English
CERTIFICATES
Psychology
Quantitative Analysis Center
Russian, East European, and Eurasian Studies Program

CS92TEST FAQ **Adjustment Period for Isabel J Van Blarcom** Refresh WesMaps

Course(s) Scheduled									
	Drop	ARST 190	01	Digital Art	.M.W... 10:00AM-12:30PM;	A-F	1.00	HA-ART	POI APPROVED
	Drop	CHUM 355	01	Social Movements Lab	.M..... 01:20PM-04:10PM;	A-F	1.00	SBS-CHUM	POI APPROVED
	Drop	MATH 119	02	Elements of Calculus, Part I	.M.W.F. 08:50AM-09:40AM;	A-F	1.00	NSM-MATH	
	Drop	SISP 202	01	Philosophy of Science	..T.R.. 02:50PM-04:10PM;	CR/U	1.00	HA-SISP	
Course(s) Not Scheduled									
Drop/Add Rank 1	✗ Enroll	CEAS 390	01	Politics and Society in Japanese Women's Writing	.M.W... 02:50PM-04:10PM;	A-F	1.00	HA-CEAS	
Drop/Add Rank 2	✗ Enroll	GOVT 302	01	Latin American Politics	..T.R.. 10:20AM-11:40AM;	A-F	1.00	SBS-GOVT	
Drop/Add Rank 3	✗ Enroll	CHUM 326	01	Litanies for Survival, Plots for Revolution	.M.W... 10:50AM-12:10PM;	A-F	1.00	HA-CHUM	
Drop/Add Rank 4	✗ Enroll	PHYS 207	01	Introduction to Biophysics	.M.W... 10:50AM-12:10PM;	A-F	1.00		PREREQ APPROVED
Unranked	✗ Enroll	ASTR 105	01	Exploring the Cosmos	.M.W... 10:50AM-12:10PM;	A-F	1.00	NSM-ASTR	

Academic Information

GenEd Status:	Incomplete
Cumulative GPA	88.65

Credit Summary

Earned:	0.00
Enrolled:	0.00

Resources

Adjustment Calendar
Credit Analysis

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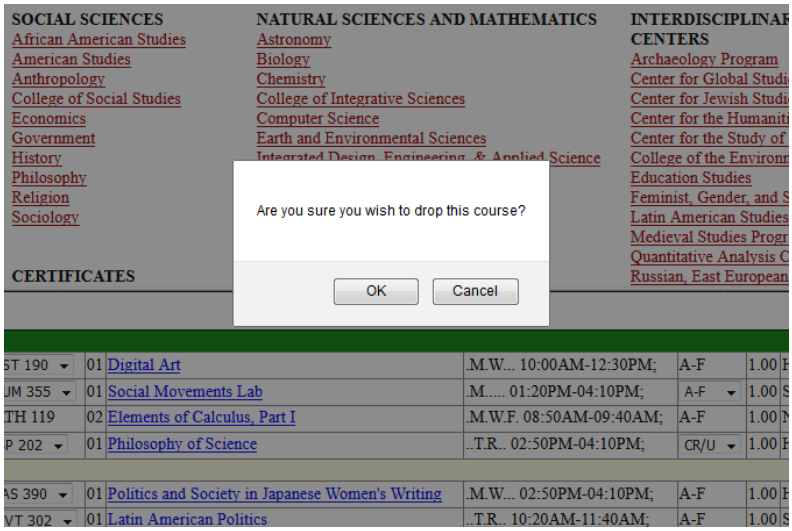
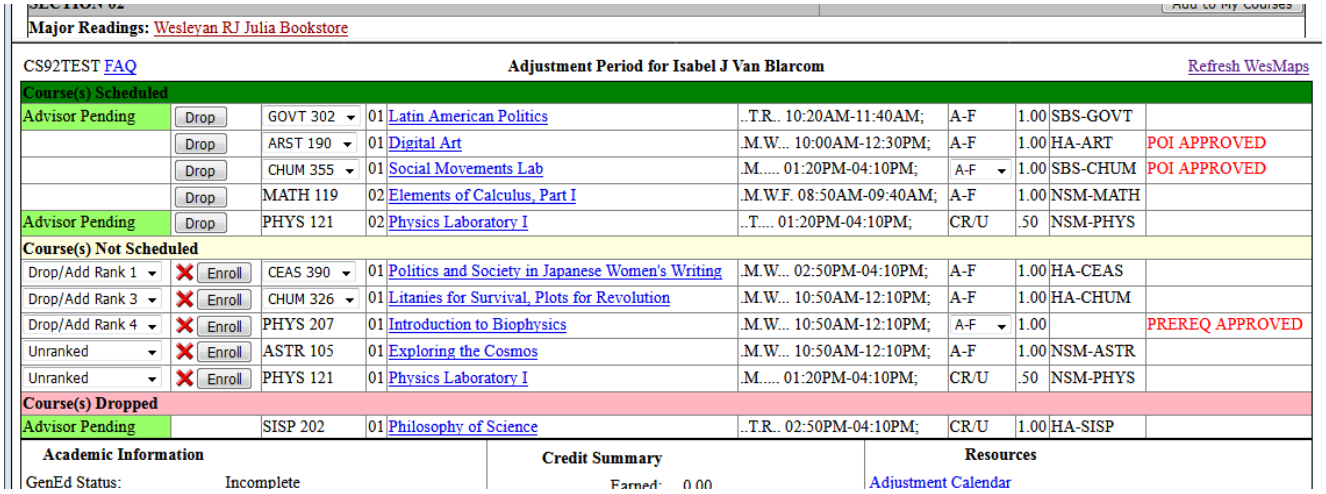
- CAUTION: Be careful dropping courses! You may not be able to pick them up again!





- You can continue to adjust crosslistings, grading modes, and GenEds when options exist.
- Your advisor will get notices via email when you adjust your schedule and can approve, disapprove, or request that you "See" them to discuss your changes.
  - **Disapproving a drop does NOT put you back in the class; you'll need to re-enroll in the course if seats are still available.**
- **You are officially enrolled in any course in your "Course(s) Scheduled" list.**
  - If it says advisor pending, your advisor hasn't taken action yet, but you still have a seat in the class.

Once Adjustment closes, no further action can be taken until Drop/Add.

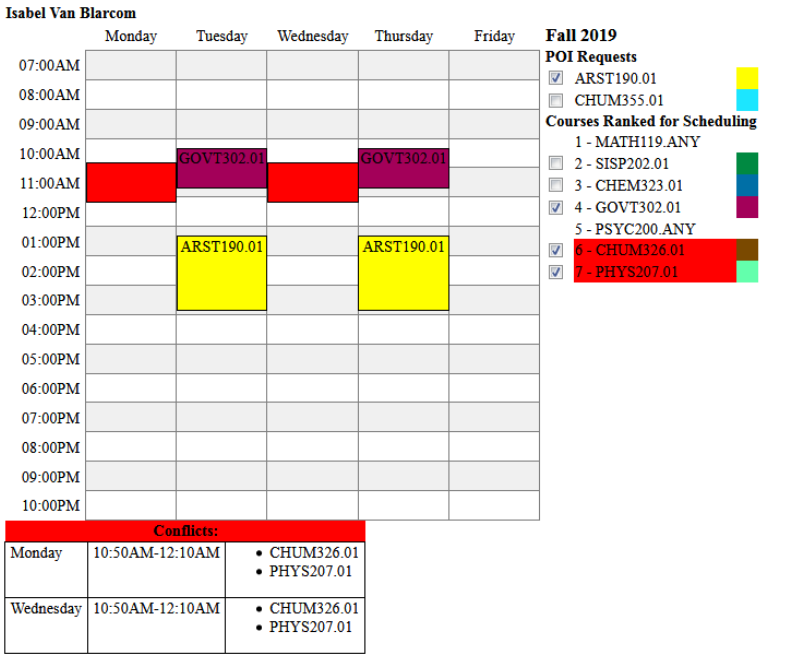
Congratulations! You have a schedule!

HELPFUL TOOLS

Use the Resources links to help facilitate your pre-registration process.

PLANNING/ADJUSTMENT CALENDAR

- See how your schedule might appear based on your courses of interest.



ACADEMIC HISTORY

- Link to your academic history with a summary of your posted coursework.
- Only transfer students with posted credit will have data here.
- The pre-registration term will not appear here until all processes of pre-registration are complete.

New Student User Guide to Pre- Registration

PLACEMENT SCORES AND RECOMMENDATIONS

- If you have any AP test scores or placement exam data, it will be displayed here.
- Use this link to determine the appropriate level of coursework to start in relevant subject areas.

ADVISOR INFORMATION

- This link will show you your advisors':
  - Email address
  - Phone Number
  - Office Hours
  - **This information will be viewable before drop/add begins.**

ADVISING RESOURCES

- If you need general advising information, take a look at all the resources available on this page.

ACADEMIC PEER ADVISORS

- If you'd like to talk to another student about the pre-registration process or academic resources available at Wesleyan, review this site.
- Each Peer Advisor has their own bio listed. Email the one you most connect with!

For important dates and deadlines, check out the Registrar's calendar.

OTHER QUESTIONS?

Questions about the Pre-Registration Process?

- Contact Karri Van Blarcom, Senior Associate Registrar
  - Email kvanblarcom@wesleyan.edu, or
  - Call the helpline x3222, or

Questions about academic regulations?

- Visit our online catalog.

Questions about your academic history, GenEd status, progress towards degree completion?

- Contact your class dean!

Questions about satisfying major requirements?

- Check out our Academic Catalog.
- Contact your class dean or the department of the major you're exploring.

IMPORTANT PRE-REGISTRATION STRATEGIES

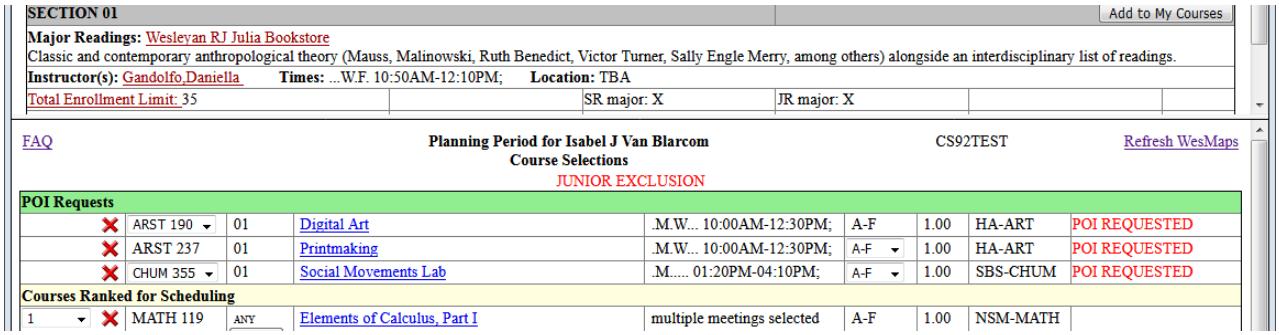
- Only rank a single course/section once; ranking it more than once will not increase your chance of being scheduled in the course.
- Be sure to select the section(s) of a course you rank.
  - Click "Section" and identify sections you would like the scheduling program to consider.
  - You can choose one, multiple, or any section.
- You can rank courses which have overlapping meeting times in your plan.
  - The pre-registration program will not, however, schedule you into two courses with time conflicts.

COMMON MESSAGES

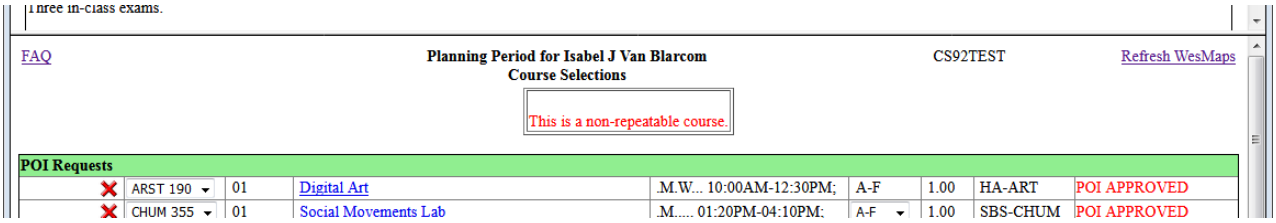
- During each phase of pre-registration, you may see various messages appear (in red) notifying you of certain restrictions based on your requests.
- Some common messages are below with a few sample screenshots.

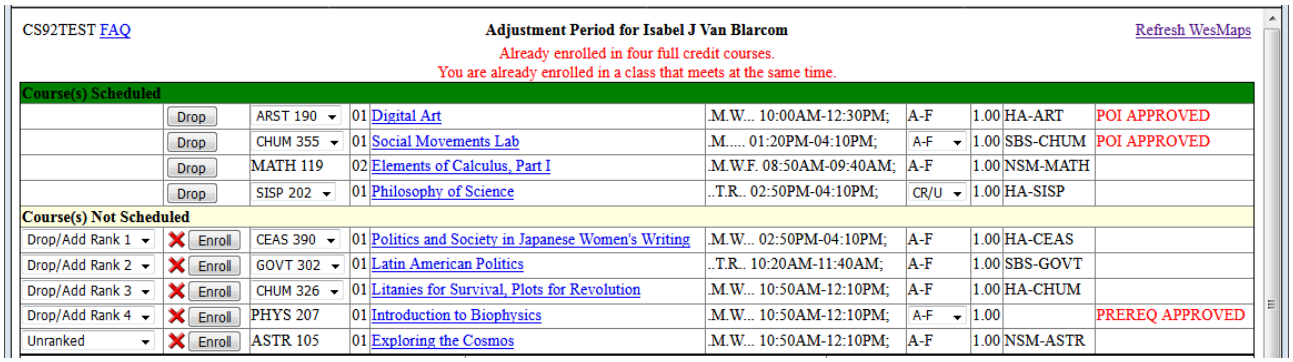
During Planning:

- First Year/Sophomore/Junior/Senior Exclusion.
  - If there is an "X" in your class year bin, you are not eligible for the course.



- This is a nonrepeatable course.



During Adjustment:

- You are already enrolled in a class that meets at the same time.
- No seats available.
- You are already enrolled in four full credit courses.
- You are already enrolled in another section of that course.
  - First Year/Sophomore/Junior/Senior Exclusion.
  - If there is an "X" in your class year bin, you are not eligible for the course.