Student User Guide to Pre- Registration *(January)*

For the best print quality, download and then print, rather than printing from the web browser.

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PRE-REGISTRATION JANUARY 2023 AT-A-GLANCE

During January Pre-Registration, your first step is to start selecting classes of interest. Adjustment preparation begins at 8:30am on Tuesday, January 17 and ends at 8:29am on Wednesday, January 18.

The *live* adjustment period is from Wednesday, January 18 from 8:30am--2:00pm. It's a short window, the day before the drop/add period begins. This gives you the first opportunity to enroll in classes. The goal is for you to enroll in four full-credit classes. You will be able to continue to adjust your schedule during the drop/add period.

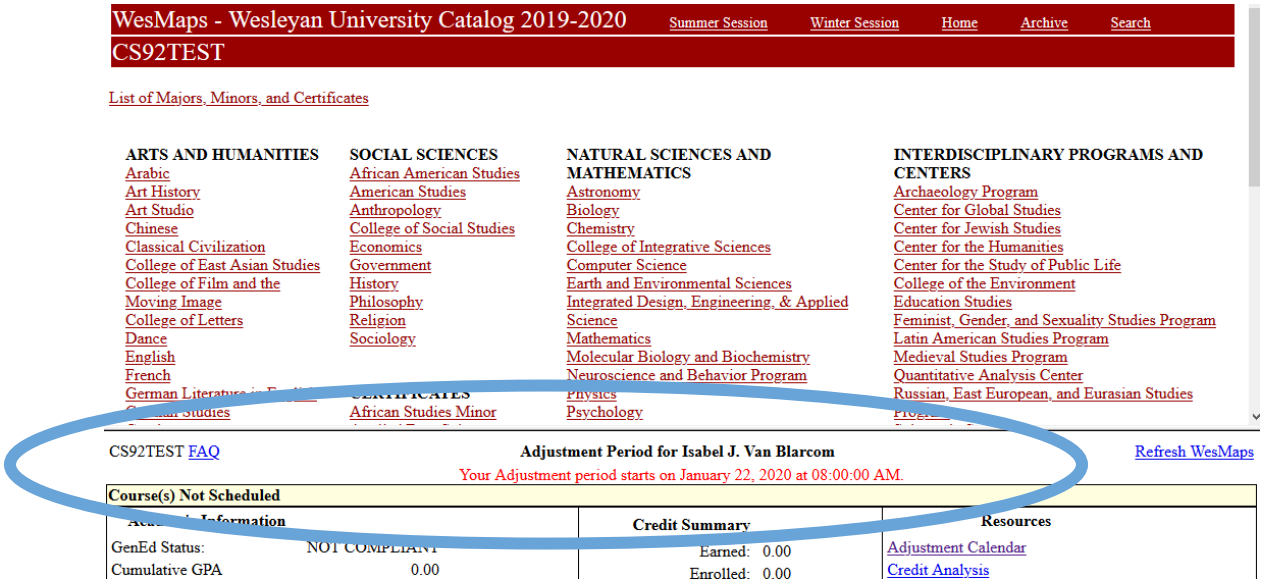
Details and screenshots of the system follow. Be sure to use the resources available to assist you during this process.

Please note, you'll be registering for fall 2023 classes later this semester; the pre-registration process will be different than the January process. Be sure to pay close attention to fall pre-registration information and work closely with your academic advisor.

ADJUSTMENT PREPARATION

- During this period, you can add courses to your Course(s) Not Scheduled list.
  - This will help you prepare for the live period.
  - 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 submitting POI and pre-requisite override requests if appropriate *(see below).*

Be sure to prepare before your adjustment period opens.



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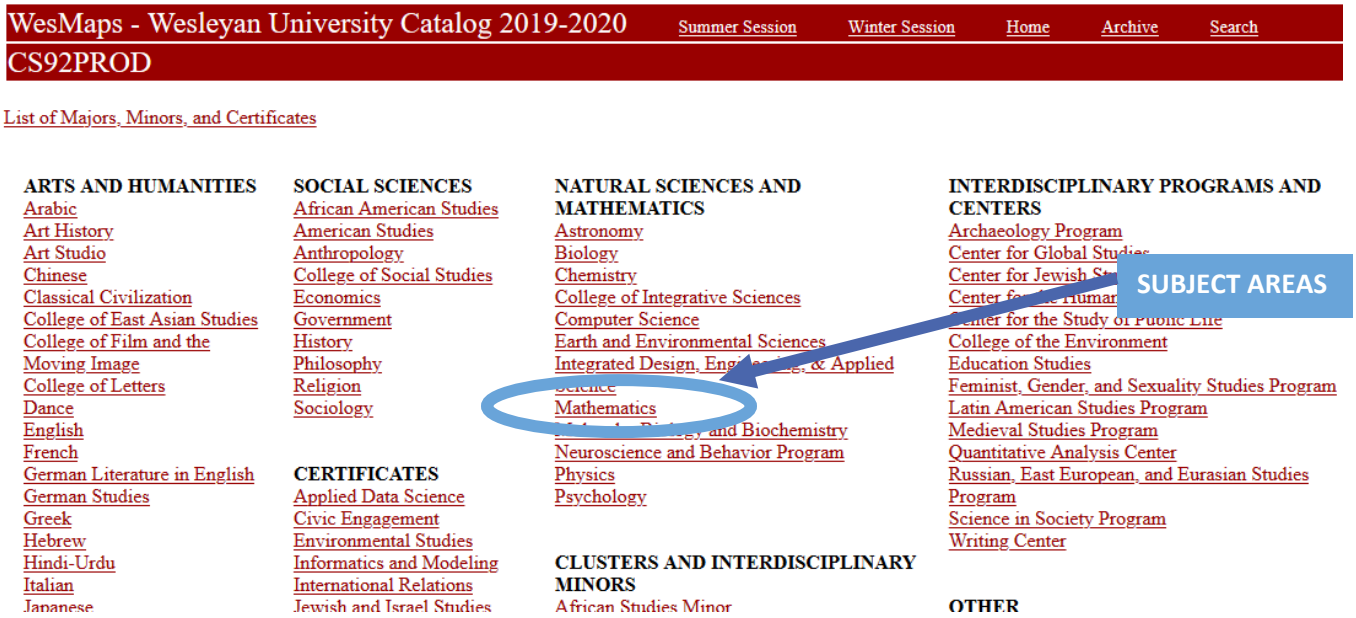
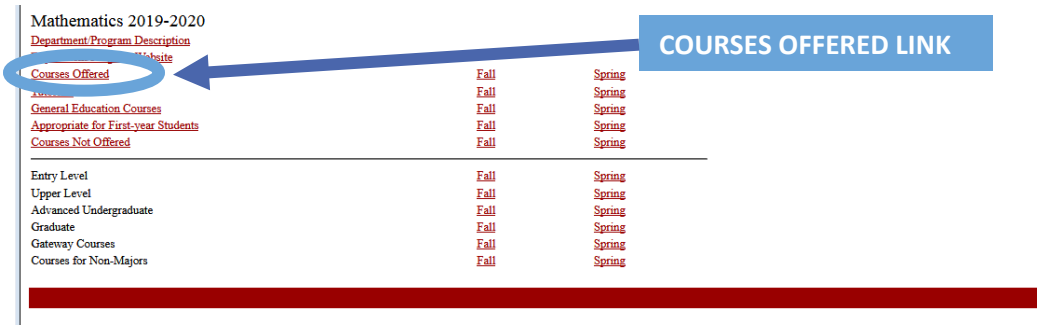
HOW TO ADD CLASSES OF INTEREST

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."
  - Then select the course of interest to see more information about the course.





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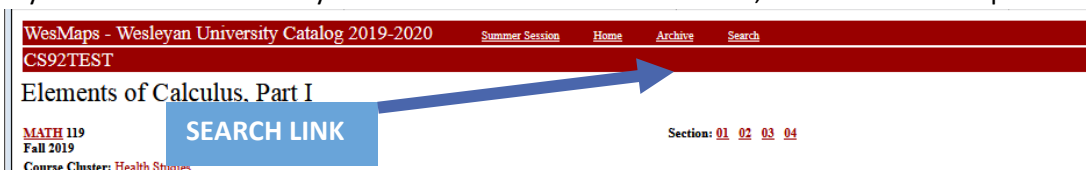
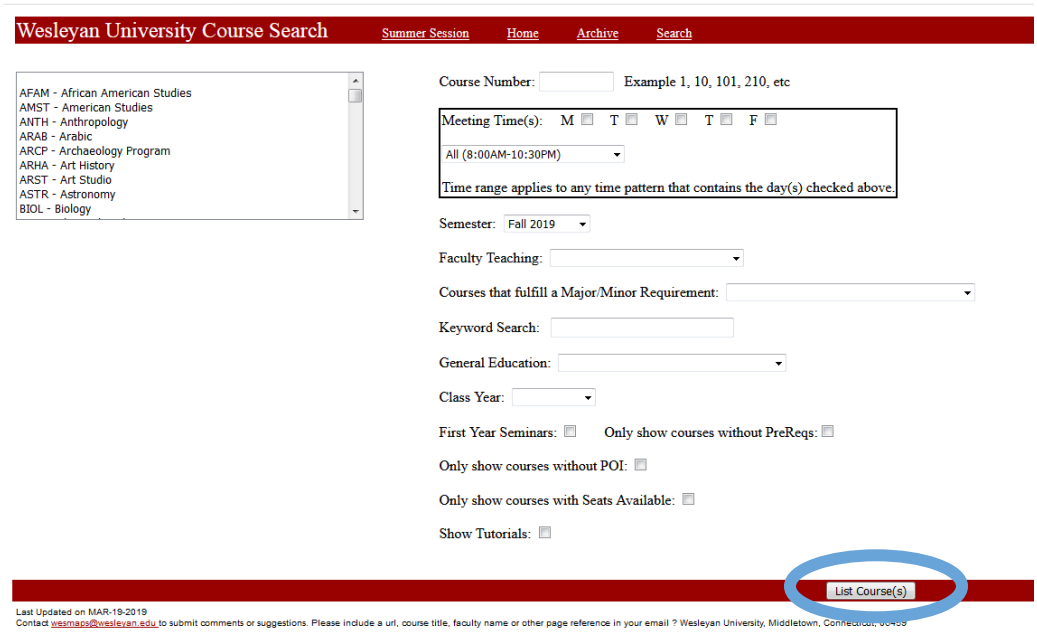
LOOKING FOR CLASSES USING THE SEARCH FEATURE

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

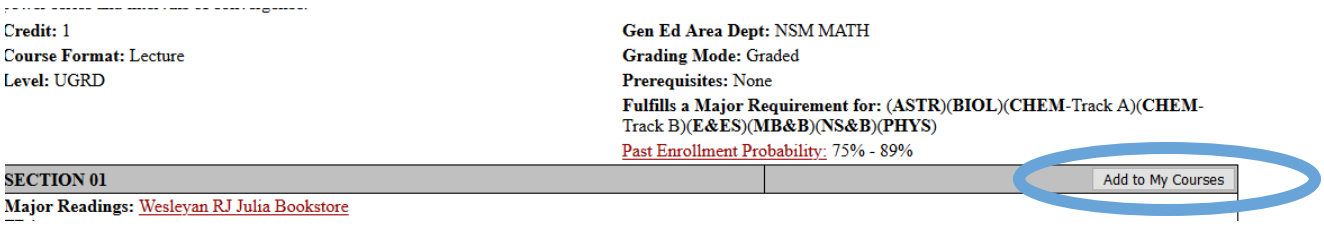


- The search feature allows you to search by many different fields to find courses based on subject areas, class year, days/times, etc.
    - Use ctrl+click to select multiple subjects.
    - When you have your preferred search requirements set, click "List Course(s)"
- During adjustment preparation, it is recommended to check the following box for the search criteria.
    - "Only show courses with Seats Available"



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, crosslisting, GenEd, or the Student Option grading mode, you'll see drop-downs for the course. Be sure to select your preferred options.



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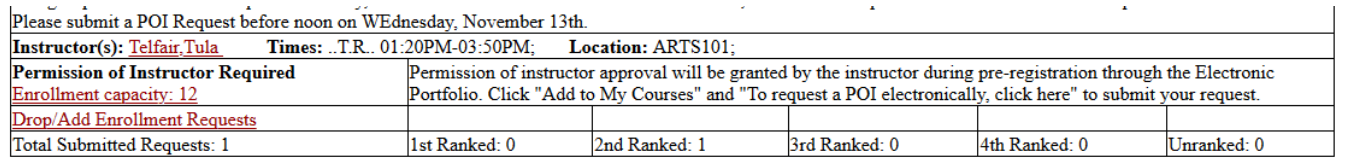
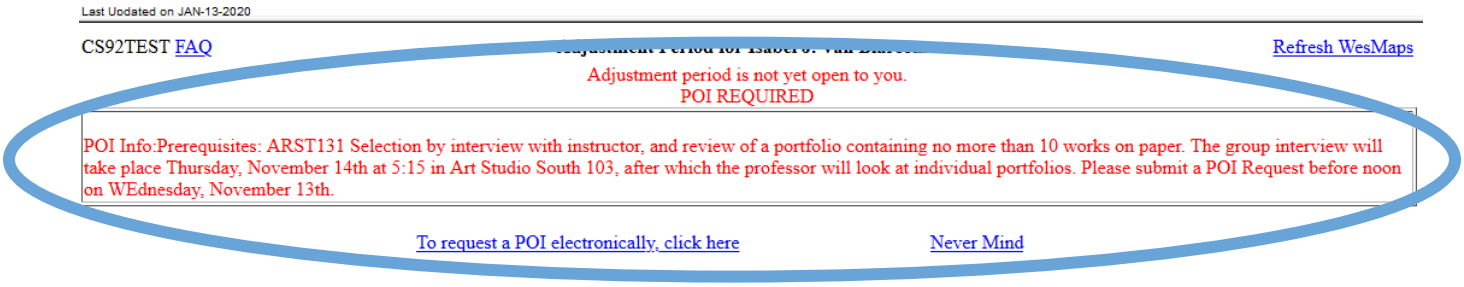
POIS AND PRE-REQS

PERMISSION OF INSTRUCTOR (POI) COURSES

- These courses require the instructor to approve your request for enrollment.
- When you click "Add to My Courses," more information will appear.
  - Pay attention to the text in red.
  - If you are still interested in the course, click "To request a POI electronically, click here."
- The course will be added to your list, with a notation of "POI REQUESTED."
- Instructors will receive email notifications when requests are submitted and will have to act on them electronically.
- If approved, the notation will change to POI APPROVED.
  - If it's approved before the live adjustment period, you would be eligible to enroll in the course, as long as there are no time conflicts with other classes.



Please submit a POI Request before noon on WEdnesday, November 13th.					
Instructor(s): Telfair,Tula **Times:** ..T.R.. 01:20PM-03:50PM; **Location:** ARTS101;					
Permission of Instructor Required Enrollment capacity: 12	Permission of instructor approval will be granted by the instructor during pre-registration through the Electronic Portfolio. Click "Add to My Courses" and "To request a POI electronically, click here" to submit your request.				
Drop/Add Enrollment Requests					
Total Submitted Requests: 1	1st Ranked: 0	2nd Ranked: 1	3rd Ranked: 0	4th Ranked: 0	Unranked: 0



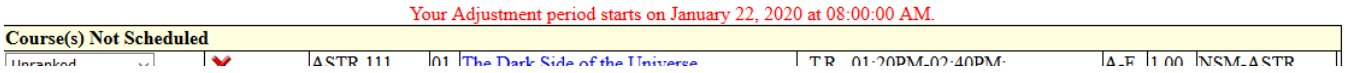
Last Updated on JAN-13-2020

CS92TEST FAQ Refresh WesMaps

Adjustment period is not yet open to you.
POI REQUIRED

POI Info:Prerequisites: ARST131 Selection by interview with instructor, and review of a portfolio containing no more than 10 works on paper. The group interview will take place Thursday, November 14th at 5:15 in Art Studio South 103, after which the professor will look at individual portfolios. Please submit a POI Request before noon on WEdnesday, November 13th.

To request a POI electronically, click here Never Mind

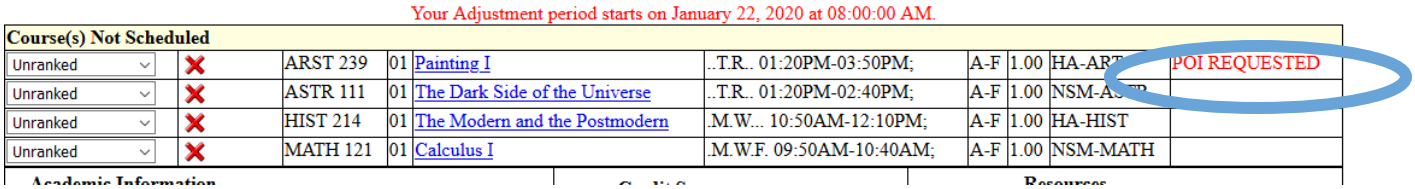


Your Adjustment period starts on January 22, 2020 at 08:00:00 AM.

Course(s) Not Scheduled

Unranked	✓	ASTR 111	01	The Dark Side of the Universe	T.R. 01:20PM-02:40PM;	A-F	1.00	NSM-ASTR	

ONCE REQUESTED:



Your Adjustment period starts on January 22, 2020 at 08:00:00 AM.

Course(s) Not Scheduled

Unranked	✗	ARST 239	01	Painting I	..T.R.. 01:20PM-03:50PM;	A-F	1.00	HA-ART	POI REQUESTED
Unranked	✗	ASTR 111	01	The Dark Side of the Universe	..T.R.. 01:20PM-02:40PM;	A-F	1.00	NSM-ASTR	
Unranked	✗	HIST 214	01	The Modern and the Postmodern	.M.W... 10:50AM-12:10PM;	A-F	1.00	HA-HIST	
Unranked	✗	MATH 121	01	Calculus I	.M.W.F. 09:50AM-10:40AM;	A-F	1.00	NSM-MATH	

Academic Information | Credit | Resources

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 already reported to Wesleyan, you'll automatically be able to add these courses to your plan.
- If you have not met the pre-requisite through Wesleyan coursework or test results, you can submit a pre-requisite override request.

- A textbox will appear allowing you to enter relevant information, for example, *"I took Intro to Psychology at XYZ University in Fall 2018 and earned an A-."*
- Click "Submit."
- The course will be added to your list, with a notation of "PREREQ REQUESTED."
- Instructors will receive email notifications when requests are submitted and will have to act on them electronically.
- If approved, the notation will change to PREREQ APPROVED.
  - If approved before the live adjustment period, you would be eligible to enroll in the course if seats are available and there are no time conflicts with other classes.

Adjustment Period for Isabel J. Van Blarcom

Adjustment period is not yet open to you.
PREREQ NOT SATISFIED
To request Prerequisite Override, you must submit a written justification to the instructor in the box below and then click Submit

```
I took a Calculus I class at the University of Delaware last
year, earning an A-.
```

Submit Never Mind

ADJUSTMENT LIVE

- Once your Adjustment period has started, you'll be able to start enrolling in classes.
  - For the new student adjustment period, you only have a short window to make changes. Be ready!
- If a course in your "Course(s) Not Scheduled" list has a gray "Enroll" button next to it, seats are available.
  - Click the button to add the course to your "Course(s) Scheduled" list.
  - You still need to meet the requirements for the course (i.e., pre-requisites)
- You are permitted to enroll in up to four full-credit courses (courses equal to or greater than 1.0 credit).
  - There is no limit to partial credit courses (less than 1.0 credit).
  - Private Music Lessons do not count in the full-credit course totals.
  - If you try to add a fifth full-credit course, you'll need to drop one of your already enrolled course first.

Adjustment is LIVE and DYNAMIC!

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

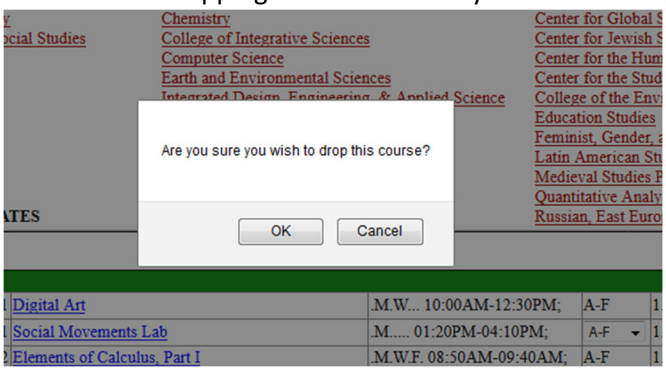
CS92TEST FAQ — **Adjustment Period for Isabel J Van Blarcom** — Refresh WesMaps

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		Credit Summary		Resources
GenEd Status:	Incomplete	Earned:	0.00	Adjustment Calendar
Cumulative GPA	88.65	Enrolled:	0.00	Credit Analysis

Student User Guide to Pre- Registration *(January)*

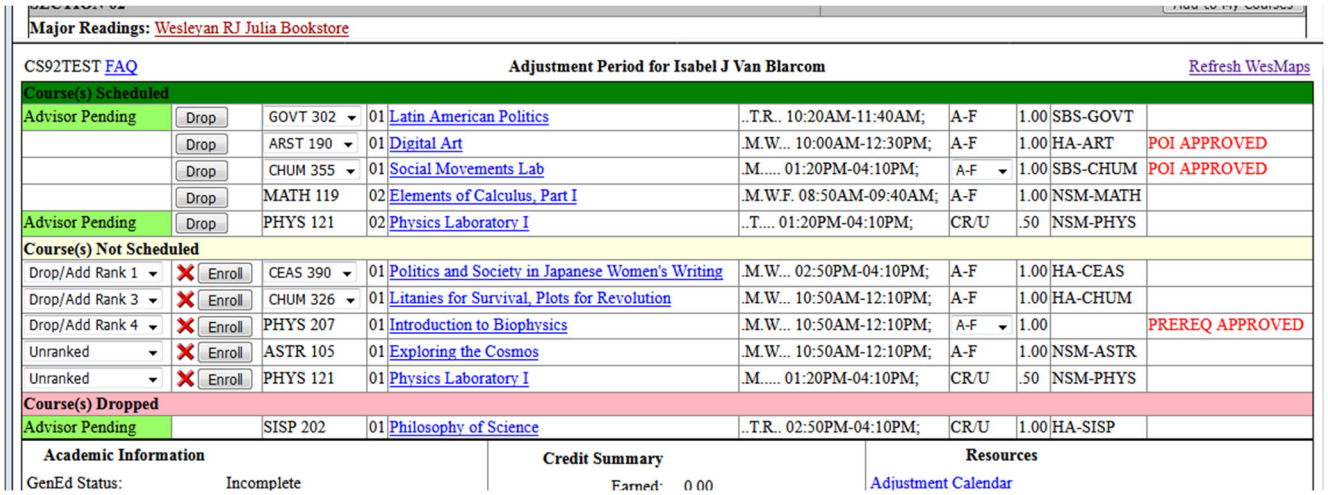
- CAUTION: Be careful dropping courses! You may not be able to pick them up again!



- If a course has more than one crosslisting, grading mode, or GenEd, there will be a drop-down for you to select the preferred option.
  - You can continue to adjust these during drop/add.
- Your advisor does not need to take action during this two-hour window.
  - They will get notices via email when you adjust your schedule and can approve, disapprove, or request that you "See" them to discuss your changes.
  - They can continue to take action during the drop/add period.
  - **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 begins the next morning.

- For other courses of interest, you can also submit up to 4 ranked Drop/Add courses.
  - These requests will automatically carry forward into the drop/add system for you.



Major Readings: Wesleyan RJ Julia Bookstore

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

Course(s) Scheduled									
Advisor Pending	Drop	GOVT 302	01	Latin American Politics	..T.R.. 10:20AM-11:40AM;	A-F	1.00	SBS-GOVT	
	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	
Advisor Pending	Drop	PHYS 121	02	Physics Laboratory I	..T.... 01:20PM-04:10PM;	CR/U	.50	NSM-PHYS	
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 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	
Unranked	Enroll	PHYS 121	01	Physics Laboratory I	.M..... 01:20PM-04:10PM;	CR/U	.50	NSM-PHYS	
Course(s) Dropped									
Advisor Pending		SISP 202	01	Philosophy of Science	..T.R.. 02:50PM-04:10PM;	CR/U	1.00	HA-SISP	

Academic Information — GenEd Status: Incomplete
Credit Summary — Earned: 0.00
Resources — Adjustment Calendar

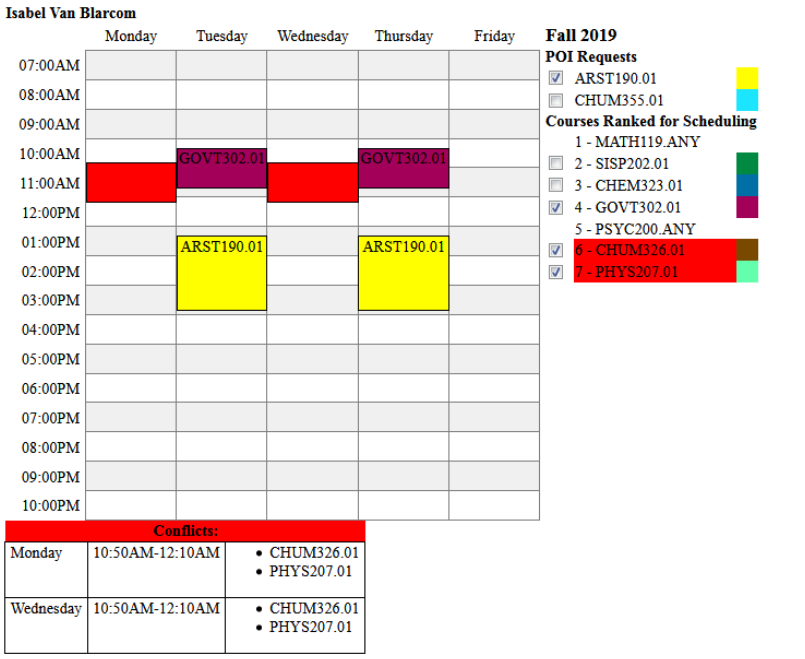
Congratulations! You have a schedule!

HELPFUL TOOLS

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

ADJUSTMENT CALENDAR

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



CREDIT ANALYSIS REPORT

- There will be no data here for new students.
- In future terms, use this to see if your selected courses will oversubscribe you in any areas.
- Any questions about this report need to be directed to your class dean.

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.

GENED REPORT

- Pre-registration data does not appear here.
- This will be blank for new students.
- Any questions about this report need to be directed to your class dean.

MAJOR CERTIFICATION

- When you declare a major, you'll be able to access this form.
- This is a very helpful tool when planning for the next semester so you can track which requirements still need to be fulfilled.

PLACEMENT SCORES AND RECOMMENDATIONS

- If you have any test scores or placement exam data, it will be displayed here.

Student User Guide to Pre- Registration *(January)*

ADVISOR INFORMATION

- This link will show you your advisors':
  - Email address
  - Phone Number
  - Office Hours

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!

OTHER QUESTIONS?

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

Questions about the Pre-Registration Process?

- Contact Karri Van Blarcom, Senior Associate Registrar
  - Email kvanblarcom@wesleyan.edu

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.

COMMON MESSAGES

- During pre-registration, you may see various messages appear (in red) notifying you of certain restrictions based on your requests.
- Some common messages are:
  - 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.