



To: The Faculty  
From: Registrar's Office  
Date: August 2023  
RE: Drop/Add

Dear Professor,

Drop/Add will start at 8:30am ET on Monday, August 28 and end at 5:00 pm ET on Friday, September 15. For questions about drop/add, please send an email directly to us ([registrar@wesleyan.edu](mailto:registrar@wesleyan.edu))

### ACCESSING DROP/ADD

You may access the Drop/Add system through the following links, which are available in WesPortal.

1. [Instructors](#)
2. [Advisors](#)

**On Monday, August 28 at 8:30am ET, you may begin to admit students to your classes and approve changes to your advisees' schedules through these pages.** Please remember that students will begin submitting unranked enrollment requests on that day. They may submit up to 6 courses as unranked drop/add requests, with no limit on the number of sections per course.

Instructors should consult electronic enrollment requests, in addition to a variety of other factors (e.g., rank request, class year, major and student interest) to determine a student's eligibility. *Whereas, students are required to attend the first meeting of a class for which they are registered, attendance at the first meeting of an electronically requested class is not required in order to maintain the enrollment request.*

### TUTORIAL REGISTRATION

Tutorial course registration will be done through the Drop/Add system. Students will submit requests, and then Tutors, Chairs/Directors, and Advisors can access the tutorial forms and take appropriate approval actions. Tutorial transactions happen in real-time on the computer instead of by signing and submitting paper forms.

To submit a request the student must complete and submit the electronic form, the tutor may request additional information and/or a meeting, and must then approve the request. Next the chair/director reviews and approves the tutorial, and finally the advisor approves the transaction.

- All tutorials must be done through the Drop/Add system, except:
  - 419 - Student Forums, students must sign the Student Leader's class roster
  - 491- [Teaching Apprentice Program](#)

### TEACHING APPRENTICE TUTORIALS

Students who have been approved as teaching apprentices (491) will need to accept the assignment in WesPortal. The request may be accessed by clicking WesPortal>Courses>Teaching Apprentice Tutorial. Students accept the tutorial by clicking on the Course ID, selecting "yes" in the student decision box, and hitting the submit button. If you have specific questions about a teaching apprenticeship, please send an email to [registrar@wesleyan.edu](mailto:registrar@wesleyan.edu). All other courses must be dropped from or added to a student's schedule by submitting electronic requests through the Drop/Add system.

### **PERMISSION OF INSTRUCTOR (POI) & PREREQUISITE OVERRIDE (PRQ) REQUESTS**

During Drop/Add students submit and instructors approve enrollment requests. POI/PRQ requests are not valid during Drop/Add. POI/PRQ requests submitted during Pre-Reg; must be also submitted as a Drop/Add enrollment request. Even if a course is listed as POI in WesMaps, the student will be able to click “Add to My Courses” and have an electronic enrollment request sent to the instructor. Please note that the system will notify you regarding whether the student has met the prerequisite requirements. This serves as a possible factor that you can use to determine enrolling a student, but it will NOT stop the student from submitting the enrollment request, nor your approval of a request.

### **ACCESSING COURSE AVAILABILITY STATISTICS**

At the start of Drop/Add, seat availability statistics will appear on each course page at the section level. Courses with seats available may also be located using the Course Search in WesMaps, by selecting “Only Show Courses with Seats Available” as part of the search criteria. Course availability statistics are refreshed nightly and the numbers reflect seat availability at the time of the refresh.

### **CREDIT OVERRIDES**

To prevent students from intentionally or unintentionally holding seats they will eventually drop, the system will limit students to four full-credit courses. This credit limit does not include tutorials, private music lessons (MUSC 405 or 406) or courses that carry a credit value less than 1.00. If any of your advisees have a legitimate pedagogical reason to exceed the full-credit course limit, you may use the Drop/Add system to override their credit limit. When a student is accepted into a course that exceeds the credit limit, he/she will have to either drop a course he/she is already enrolled in or seek the override. If they have not resolved this conflict by five o'clock of the next business day, the nightly process will return the course's seat to the instructor.

### **ADVISOR APPROVALS**

Advisor approvals are required for all drops and adds. You will be able to approve your advisee's requests in WesPortal and these approvals will be visible to the student. If you disapprove an add request, it will be dropped from the advisee's schedule. If you disapprove a drop request, you, your advisee, and the instructor would need to communicate to explore whether the student can be readmitted to the class.

### **MULTIPLE ADVISORS**

All of a student's advisors will receive notification when the advisee has added or dropped a course, and any advisor can approve the add or drop. However, only the advisor who places a “See Advisor” on a course will subsequently be able to approve or deny the request.

### **BACKUP ADVISING**

Should you be unable to log onto a computer with internet access for more than 24 hours during Drop/Add you will be able to assign backup advisors. You may assign a [backup advisor](#) on an individual basis. Once you activate your backups, these colleagues will begin to see your advisees in their list of advisees, and will receive the daily e-mail notifications of Drop/Add activities for your advisees.



### **STUDENTS CONFIRMING THEIR SCHEDULES**

Students can begin confirming their schedule on the first day of drop/add. Once they have confirmed their schedules, they will not be able to take further action in drop/add, and instructors can no longer approve pending drop/add requests. Students have the ability to “un-confirm” their schedules should the need arise. **Students who fail to confirm their schedules will not be able to participate in the next semester’s Pre-Registration planning.**

The Drop/Add Frequently Asked Questions page is available at any time at [http://www.wesleyan.edu/registrar/regISTRATION/drop\\_add.html](http://www.wesleyan.edu/registrar/regISTRATION/drop_add.html). If you have a technical problem, you can either email [us](mailto:us), or you can call the ITS Help Desk directly at **x4000**. If you have a problem with a username or lost password, you can call Information Technology Services directly at **x4100**.