



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

Dear Student,

Please read this letter carefully to ensure that you are properly prepared to successfully participate in Fall 2023 Drop/Add. Drop/Add will start at 8:30am ET on Monday, August 28 and end at 5:00pm Friday, September 15. For questions about drop/add, please send an email directly to us (registrar@wesleyan.edu).

ACCESSING DROP/ADD

You may access the Drop/Add system by clicking on the "Drop/Add" link in the "Courses" dropdown in WesPortal (<https://webapps.wesleyan.edu/portal>). The classes you added to your schedule during pre-registration appear under the section called Fall 2023 Drop/Add Transactions and your ranked enrollment requests appear on the bottom half of the page. There are Help and Q&A links at the top of the page.

Starting at 8:30am on Monday, August 28, you may submit additional unranked enrollment requests and add messages to the instructor of your ranked and unranked enrollment requests. Instructors will also begin adding students to their class list from the ranked and unranked enrollment requests submitted.

ENROLLING IN THE UNIVERSITY

Before you can use the system you must complete virtual enrollment, if you have not done so already. Within WesPortal, navigate to My Information>Enrollment Checklist & Addresses and click the "Enroll Me" button found on the page and follow the instructions. Please be sure to verify and update your parent and emergency contact information at the time that you visit the Enrollment site. The information displayed will be used by the class Deans and other University officials in the event of an emergency. **You can click "Enroll Me" before clearing all of your holds;** if you have a hold, follow the instructions to clear it in a timely manner.

STUDENT RECORD PRIVACY

For detailed information about the confidentiality of student records (FERPA: Family Educational Rights and Privacy Act) and disclosure of directory information, please refer to <http://www.wesleyan.edu/studentaffairs/facguide/index.html>.

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 the class list. <https://wesfiles.wesleyan.edu/departments/Reg/WesMaps/Public/EPCStat.pdf>

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 information and/or meetings, then must approve the request, the chair/director review and must approve the agreed upon tutorial, and finally the advisor must approve 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 Tutorial](#)

TEACHING APPRENTICE TUTORIALS

Students who have been approved as teaching apprentices (491) will need to accept the assignment in WesPortal. You may view the request by clicking WesPortal>Courses>Teaching Apprentice Tutorial. To accept the teaching apprenticeship, click on the Course ID, select "yes" in the student decision box, and hit the submit button. If you have specific questions about your teaching apprenticeship, please send an email to registrar@wesleyan.edu. All other courses must be dropped from or added to your 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 the instructor regarding whether you have met the prerequisite requirements. This serves as a possible factor that an instructor can use to determine enrolling you, but it will NOT stop you from submitting the enrollment 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

The Drop/Add process will allow you to enroll in four courses that carry a credit value of 1.00 or greater when an instructor offers you a seat. This credit limit will not include the courses listed above (i.e., tutorials, etc.) or courses that carry a credit value less than 1.00 (labs and PHED courses). If you have a legitimate pedagogical reason to exceed the four credit limit, you must request a credit override from your advisor. Once you are offered a seat in the fifth course, you will have to either drop a course you are already enrolled in or seek a credit override. If you do not resolve this conflict by five o'clock of the next business day, the nightly process will return the fifth course's seat to the instructor.



CROSSLISTING CHANGES

If you wish to change the crosslisting of a course in which you are currently enrolled, you must do this through the Drop/Add system during the Drop/Add period. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. If a drop-down menu does not appear in the crosslisting column, this means that the course is not crosslisted.

GRADING MODE CHANGES

If you wish to change the grading mode of a course in which you are currently enrolled, you must do this through the Drop/Add system during the Drop/Add period or via WesPortal>Courses>Class Schedule no later than fourteen days after the drop/add period ends. Courses that allow for this type of change will have a drop-down selection in the schedule or enrollment request list. If a drop-down menu does not appear in the grading mode column, this means that the course has only one grading mode.

GENERAL EDUCATION DESIGNATIONS

When a course has multiple general educational area assignments (NSM, SBS, HA), a student must select one general education area assignment by the end of the drop/add period within the drop/add system. When a 2nd Quarter course has multiple general educational area assignments (NSM, SBS, HA), a student must select one general education area assignment during the five working days following the first class meeting by completing and submitting a paper form to the Registrar's Office in North College Hall. Student forums and individual and group tutorials never carry a general education designation.

ADVISOR APPROVALS

Advisor approvals are required for all drops and adds. Your advisor will be able to approve your requests in WesPortal and confirmation of these approvals will be visible to you. If your advisor disapproves an add request, it will be dropped from your schedule. If your advisor disapproves a drop request, you, your advisor, and the instructor would need to communicate to explore whether you can be readmitted to the class.

CONFIRMING YOUR SCHEDULE

As soon as Drop/Add begins, you can begin to confirm your schedule. **You must confirm your schedule by indicating that it is either correct or incorrect. If you fail to confirm your final schedule, you will not be permitted to participate in the next semester's Pre-Registration.** Confirmation buttons will appear within WesPortal>Courses>Class Schedule. Once you have reviewed your schedule you will be required to indicate whether your schedule is correct or not by clicking a button as electronic confirmation. If your schedule is incorrect, you must contact your class dean as soon as possible. These confirmation buttons will remain visible until you have clicked to indicate that your schedule is correct.

Once you've confirmed your schedule is correct, you will no longer be able to submit additional drop/add requests, and instructors will no longer be able to accept you into pending drop/add requests. If you need to make additional changes, you can un-confirm your schedule to do so. Remember to go back and confirm it again once it's set!

For questions about drop/add, please send an email directly to us (registrar@wesleyan.edu). The Drop/Add Frequently Asked Questions page is also available at any time at http://www.wesleyan.edu/registrar/regISTRATION/drop_add_faqs_students.html.