

WESLEYAN UNIVERSITY

To: The Faculty
From: Karri Van Blarcom, Senior Associate Registrar
Date: March 2023
RE: Fall 2023 Pre-Registration

Please read this letter carefully to ensure that you are properly prepared to successfully assist in Fall 2022 Pre-Registration.

TIMELINE

Planning

Tuesday, April 4, 8:30am ET – Monday, April 17, 5:00pm ET

Scheduling

Tuesday, April 18

Adjustment

Wednesday, April 19, 8:00am ET – Wednesday, April 25, 5:00pm ET (Start times will be listed in student's WesPortal after Scheduling.)

GRADUATE STUDENTS

Graduate students are eligible to participate in Adjustment, starting at Noon ET on Wednesday, April 19 and ending at 5pm ET on Wednesday, April 25. Graduate students will be handled identically to undergraduates in regards to the four full credit limit, electronic advisor approval and tutorial course registration during drop/add.

Graduate students are eligible to enroll in courses which are deemed appropriate for a graduate student, the graduate bin must be greater than zero or the course must be POI pre-reg. A graduate student may request to enroll in all other courses (i.e. - graduate bins of zero or 'X', POI drop/add, etc) by submitting it as a ranked drop/add enrollment request, which instructors can approve in January. Graduate students can only enroll in graduate seats, so unclaimed undergraduate seats are NOT available to graduate students. (Undergraduates cannot claim unused graduate seats.) Graduate bin information can be found on each course page in [WesMaps](#).

ACCESSING PREREGISTRATION

Advisors access each student's Pre-Registration page by navigating to the list of advisees in their [WesPortal](#). Clicking the link in the column titled "Pre-Reg" will open the advisee's plan. We have provided a Q&A link on the page, which can also be accessed [here](#).

PLANNING PERIOD

Planning will open to undergraduate BA students and their advisors at 8:30am ET on Tuesday, April 4 and close at 5pm ET on Monday, April 17. Students use the planning period to identify courses that they have an interest in and to build a course plan, which their advisors must approve. On campus students must meet with their advisors during the planning period to discuss their course plan and to have it finalized. Students returning from study abroad and leave have been instructed to stay in contact via email with their advisor to receive finalization. Advisors are able to finalize returning student plans without the student login/password. **Course plans must be finalized to be included in the scheduling program.**

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SCHEDULING PERIOD

During the scheduling period, the pre-registration system assigns classes based on a variety of criteria including class standing, major preference, seat availability, the number of times the student has previously requested the course, and whether the student has met the pre-requisites or has the permission of the instructor. On Tuesday, April 18, after the scheduling program has completed, students and their advisors will have the opportunity to view courses that have been scheduled. **Students do not need to meet with their advisors to view their scheduled courses.**

ADJUSTMENT PERIOD

The adjustment period will begin at 8am on Wednesday, April 19 and end at 5pm on Tuesday, April 25. The adjustment period allows students to alter their schedules and to submit ranked drop/add requests for those courses that they were closed out of. The adjustment period will open to students in a staggered order fashion. Students who were assigned to one or fewer credits during pre-scheduling are granted access on the first day, two or fewer credits during scheduling are granted access on the second day, students who were assigned to three credits or less are granted access on the third day, and the remaining students (who were assigned to more than three credits) are granted access on the fourth day of the adjustment period. Advisors must approve individual drops and adds during the adjustment period and will receive daily e-mail notification whenever advisees have made changes to their schedules. Students do not need to meet with their advisors during this time unless the advisor has placed a “see advisor” status on the course the student is attempting to add or drop.

SCHEDULE CONFIRMATION

Students are required to confirm their current term course schedule to participate in Pre-Registration Planning for the next term. Therefore, students are NOT able to build a plan until confirmation. Students who have NOT confirmed their current term schedule will only see the “You must Confirm your current classes and schedule before continuing” text in the lower frame.

CREDIT LIMIT

During pre-registration student schedules will have a maximum of **four full-credit classes**, and any number of partial credit classes. Private music lessons do not count towards the full credit limit. The credit limit cannot be raised until drop/add.

BACKUP ADVISING

If you will be without internet access for more than 24 hours during pre-registration, you may designate a fellow faculty member as a proxy backup to provide your advisees electronic approval. Should you be unable to log onto a computer with internet access during pre-registration you will be able to activate a backup advisor. Once you activate your backup this colleague will begin to see your advisees in his/her list of advisees, and during the adjustment period will receive the daily e-mail notifications of pre-registration activities for your advisees. At the following link [WesPortal>Academics>Backup Advisor](#) you may assign a backup advisor for major advisees and a backup advisor for non-major advisees. In addition, this page will allow you to activate these backup advisors if you become unavailable.

If an emergency arises and you are not able to personally activate your backup advisors, your department should be able to assist you.

OVERSUBSCRIPTION

Pursuant to Academic Regulations, there are limits on the number of credits students can count toward the total of 32 course credits required for the Bachelor of Arts. Students who exceed the established limits are classified as “Oversubscribed,” and subsequently the credits causing oversubscription cannot be counted towards the 32 credit requirement.

The Pre-Registration lower frame will show students their current oversubscription status. A single course can cause oversubscription in multiple subjects/categories. However, that course's credit will only count against you once. Therefore the Summary table lists the number of credits that are unusable. The Subject table lists the number of instances of oversubscribed credits.

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For further information, students should review their WesPortal>Academics>Credit Analysis Report for more detailed information. Also, they should contact their Class Dean, as they will be able to provide information and assistance. The Class Deans can be contacted at x2600.

PERMISSION OF INSTRUCTOR

When necessary please follow these steps to take action on Permission of the Instructor courses with the electronic POI submission process:

1. Students will request a POI through WesPortal, which will display a text box above student of instructor information detailing approval process (dates, times, locations, contacts, etc). This information pulls from the Additional Requirements and/or Comments section of WesMaps. If you need to update this text, please work with your department to submit a change via CourseLeaf.
2. If a POI has been requested for your course, the nightly process will send you a nightly notification email.
3. The students' requests can be viewed and approved/disapproved in WesPortal. Under Courses, click on Course Management. Please make sure that you select the correct term in the drop-down menu on the upper left. Then click on the POI Requests link on the page.
4. Use the scroll down box to select your action and then click submit & confirm. You also have the option to click 'email student' to request a meeting and/or information.
5. Please note that a student can only be enrolled if the request is approved.
6. Reminder: a Permission of Instructor Approval guarantees enrollment in the course.
7. It is the student's responsibility to initiate contact with the instructor and fulfill all approval processes.

PREREQUISITE OVERRIDE

When necessary please follow these steps to take action on Prerequisite Override requests with the electronic pre-requisite override submission process:

1. Students will request a Prerequisite Override and submit a typed justification note thru WesPortal.
2. If a PreReq has been requested for your course, the nightly process will send you a nightly notification email.
3. The students' requests can be viewed and approved/disapproved in WesPortal. Click "View" within the Justification column to access student submissions. Under Courses, click on Course Management. Please make sure that you select the correct term in the drop-down menu on the upper left. Then click on the Pre-requisite Requests link on the page.
4. Use the scroll down box to select your action and then click submit & confirm. You also have the option to click 'email student' to request a meeting and/or information.
5. Please note that a student can only be enrolled if the request is approved.
6. Reminder: a Prerequisite Override does NOT guarantee enrollment in the course.
7. It is the student's responsibility to initiate contact with the instructor and fulfill all approval processes.

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Course Registration Calendar

DATES	PARTICIPANTS	ACTIVITY	DESCRIPTION
April 4 – April 17	Spring '23 enrolled students and those returning from study abroad & leave	Pre-Registration: Planning Period	Students submit ranked requests for Fall 2023 pre-registration. Students and their advisors discuss course selections and finalize plans electronically.
April 18	Spring '23 enrolled students and those returning from study abroad & leave	Pre-Registration: Scheduling Period	Students review courses scheduled.
April 19 – April 25	Spring '23 enrolled students and those returning from study abroad & leave	Pre-Registration: Adjustment Period	Students will access the system, staggered in order by the number of credit reserved. During this period students can add courses with seats available or drop courses reserved during the scheduling period. Students also submit ranked Drop/Add Enrollment Requests. Advisors approve changes electronically.
July 2023	New students and those returning from leave who were not eligible to participate in April Pre-Reg	Pre-Registration: July	New students and those not eligible in April and pre-register for courses.
August 28 – September 15	All Enrolled Undergraduate & Graduate Students	Drop/Add	Students can submit enrollment requests, drop courses and register for tutorial courses. Instructors and then advisors will approve enrollments.

PRE-REGISTRATION: IMPORTANT TIPS FOR STUDENTS

You can access the Pre-Registration system from anywhere you can access WesPortal. A link will appear in the “Courses” dropdown. During pre-registration your schedule will have a maximum of **four full-credit classes**, and any number of partial credit classes. Private music lessons do not count towards the full credit limit. Your credit limit cannot be raised until drop/add.

PLANNING

- **Between Tuesday, April 4 at 8:30am and Monday, April 17 at 5pm you should set up your plan, a ranked list of your course choices for Fall 2023.**
- Your faculty advisor **must** finalize your plan during this time through an electronic sign off in WesPortal.

SCHEDULING

- On Tuesday, April 18 the Pre-Registration system will schedule students into courses based on class standing, major preference, seat availability, the number of times you have previously requested the course and, when appropriate, whether you have met the pre-requisites or have the permission of the instructor.
- The Pre-Registration system will attempt to schedule you into each of your seven ranked choices three times.
- You can preview your preliminary schedule after 3pm.
- You will be assigned a date and time when the adjustment period will open for you.

ADJUSTMENT

- Starting on Wednesday, April 19 at 8am the adjustment period will open in a staggered order fashion, based on the number of courses you have in your preliminary schedule and your class year.
- Once the adjustment period opens for you:
 - You can add courses that still have seats available;
 - You can delete courses which you no longer wish to take;
 - You can submit ranked enrollment requests for drop/add in August;
 - You can adjust the grading mode and crosslisting of a course.
- Your advisor must electronically approve changes you make to your preliminary schedule.
- Adjustment will end on Tuesday, April 25 at 5pm.

IMPORTANT STRATEGIES FOR PLANNING PERIOD:

- **Do not assign a course to your first rank if it has zero seats set aside for your class year/major.** The scheduling program will not consider it. These courses are identified in WesMaps with “0” in the seat designation.
- **Do not add courses which exclude your class year/major.** The system does not allow this. Class year/major exclusions are identified in WesMaps with an “X” in the seat designation.
- **Do not rank the same course and section twice,** it will not increase your chance of being scheduled in the course.
- **Do not forget 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.
- **You can finalize your plan with pending requests;** since the instructor action will update the student request.
- **POI/PreReq approvals can be done completely electronically;** however, the instructor may request additional information via email or through a face to face meeting.