



To: Eligible Students
From: Karri Van Blarcom, Senior Associate Registrar
Date: January 14, 2022
RE: Spring 2022 Pre-Registration

Greetings from Middletown! We are looking forward to your arrival to campus this spring semester.

Please read this letter carefully to ensure that you are properly prepared to successfully participate in pre-registration (pre-reg).

During pre-peg, I will serve as your primary contact regarding any questions and/or issues that may arise with course registration. I can be reached at kvanblarcom@wesleyan.edu.

TIMELINE

Adjustment Preparation

8:30 am, Tuesday, January 18 thru 7:59am Wednesday, January 19

Adjustment

8am thru 10am on Wednesday, January 19

Drop/Add

8:30am Thursday, January 20 thru 11:59pm Wednesday, February 9

ACCESSING PRE-REGISTRATION

Students access the Pre-Registration system by clicking on the “Pre-Registration” link in the Courses box in WesPortal (<https://webapps.wesleyan.edu/portal>).

CREDIT LIMIT

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.

ADJUSTMENT PREPARATION

Use this time to explore course options and add courses to your “Course(s) Not Scheduled” list. Identifying courses of interest ahead of time will make the adjustment period more successful. There is no limit to the number of courses you can add to this list. If you are not eligible for a course for any reason, you will get an error message. Once adjustment opens, courses that are available to you will have an “Enroll” button next to it, so you can quickly and easily add these courses.

ADJUSTMENT

The adjustment period will begin at 8am on Wednesday, January 19 and end at 10am that day. The adjustment period allows you to enroll in courses with available seats and to submit ranked drop/add requests. As mentioned above, having a list of courses already created ahead of time will make this a more successful process. Courses with available seats will have an “Enroll” button next to them. **Advisors will approve individual drops and adds during the adjustment period. You do not need to meet with your advisor during this time unless he or she has placed a “see advisor” status on the course you are attempting to add or drop.**

ADVISOR



It is imperative that you remain in close email contact with your advisor to ensure that your course transactions receive the advisor approval. Advisors will be able to approve your enrollments electronically, so you will not necessarily have to meet. Please note that your advisor will NOT need your username/password to approve your courses.

PERMISSION OF INSTRUCTOR (POI)

When necessary please follow these steps to obtain the Permission of the Instructor with the electronic POI submission process:

1. In WesMaps, click “Add to My Courses” and “To request a POI electronically, click here” to submit your request. Please note that a text message will appear above the student plan with information from the instructor regarding the POI approval process (dates, times, contact info, etc).
2. The course will appear in your plan as "POI Requested" and the request will appear in the instructor's WesPortal.
3. If the instructor approves the POI, the text will disappear and the course will be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face-to-face meeting.

PREREQUISITE OVERRIDE

When necessary please follow these steps to obtain a Pre-Requisite Override with the electronic pre-requisite override submission process:

1. In WesMaps, if you click "Add to My Courses" and you do NOT meet the pre-requisite requirements, you will need to type a justification note to the instructor and click Submit.
2. The course will appear in your plan as "PREREQ Requested" and the request will appear in the instructor's WesPortal.
3. If the instructor approves the override, the text will disappear and the course will be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face-to-face meeting.

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 shows students their current oversubscription status. A single course credit can cause oversubscription in multiple departments or categories. However, that credit will only count once towards oversubscription. The Summary Table lists the number of credits that will not count towards graduation. The Subject Table lists the department or categories that are oversubscribed. For more information, see <http://www.wesleyan.edu/studentaffairs/facguide/regulations.html>.

For further information, students should review 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 or on the 2nd floor of North College Hall.



Course Registration Calendar

DATES	PARTICIPANTS	ACTIVITY	DESCRIPTION
January 18	Graduate & Undergraduate students: new and returning from study abroad & leave	Pre-Registration: Adjustment Period Preparation	Students will access the system at 8:30am. During this period students can add courses to “Courses Not Scheduled,” rank 4 courses as Drop/Add enrollment requests, and submit POI/PreReq requests.
January 19	Graduate & Undergraduate students: new and returning from study abroad & leave	Pre-Registration: Adjustment Period	Students will access the system at 8am. During this period students can enroll in courses with seats available, rank 4 courses as Drop/Add enrollment requests, and submit POI/PreReq requests. Advisors approve changes electronically.
January 20	All Enrolled Undergraduate & Graduate Students	Drop/Add begins	System opens at 8:30am. Students can submit enrollment requests, drop courses and register for tutorial courses. Instructors and then advisors will approve enrollments.
February 9	All Enrolled Undergraduate & Graduate Students	Drop/Add ends	System closes at 11:59pm. 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 top frame and under Courses. 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.

ADJUSTMENT

- Starting on Friday, January 18th at 8:30am, you will be able to enter the pre-reg system to search for your desired courses.
 - Clicking “Add to My Courses” will place a course in your “Courses Not Scheduled,” so you are prepared for the Wednesday Adjustment period;
 - Once a course is listed within “Courses Not Scheduled,” you can submit ranked enrollment requests for drop/add;
 - Also, you can adjust the grading mode and crosslisting of a course once listed within “Courses Not Scheduled.”
- Starting on Wednesday, January 19 at 8am the adjustment period will open.
- 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;
 - 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 Wednesday, January 19 at 10am.