Dear Student,

Pre-registration for Spring 2020 is fast-approaching! Please mark your calendar with the dates and deadlines for pre-registration. Be sure to review the new New Student User Guide to Pre-Registration (January), complete with screenshots.

**Accessing Pre-Registration**
Students access the Pre-Registration system by clicking on the “Pre-Registration” link in the Courses dropdown in WesPortal. This link will not be available until pre-registration begins. More information is available on the Registrar’s [pre-registration page](#).

**Course Registration Timeline**

**Pre-Registration: Adjustment Preparation Period**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Eligibility</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Friday, January 17 | 1:00pm – 7:59am | Eligible undergraduates and graduate students can participate.  
  - New transfer students.  
  - Students returning from leave that were not eligible for pre-reg in the fall. |  
  - During this time, students can start selecting courses of interest, submitting permission of instructor (POI) and pre-requisite override request (PREREQ). |

**Pre-Registration: Adjustment LIVE Period**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Wednesday, January 22 | 8:00am-10:00am | During this time, students can enroll in available courses, up to four full-credit courses.  
  - Students can also rank up to four drop/add requests. |

**Drop/Add**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 23</td>
<td>8:30am – Wednesday, February 5, 11:59pm</td>
<td></td>
</tr>
</tbody>
</table>
  - All students enrolled in the Spring 2020 semester can participate.  
  - Students can submit enrollment requests, drop courses, and register for tutorial courses.  
  - Instructors and then advisors will approve enrollments. |

**Questions?**

- Call the Registration Help Line (x3222) to speak with the Registrar’s office during normal business hours, Monday through Friday from 8:30am to 4:30pm. Leave a clear message if staff is unable to answer, and we’ll be sure to call you back.  
  - Peer Advisors can also assist you and can be reached via email to [peeradvisors@wesleyan.edu](mailto:peeradvisors@wesleyan.edu).

Any other questions, please feel free to reach out directly to Karri Van Blarcom via email to [kvanblarcom@wesleyan.edu](mailto:kvanblarcom@wesleyan.edu).

Sincerely,

**Karri Van Blarcom**

Senior Associate Registrar

*Updated January 2020*