

## Course Registration Checklist for Transfer, Exchange and Visiting Students

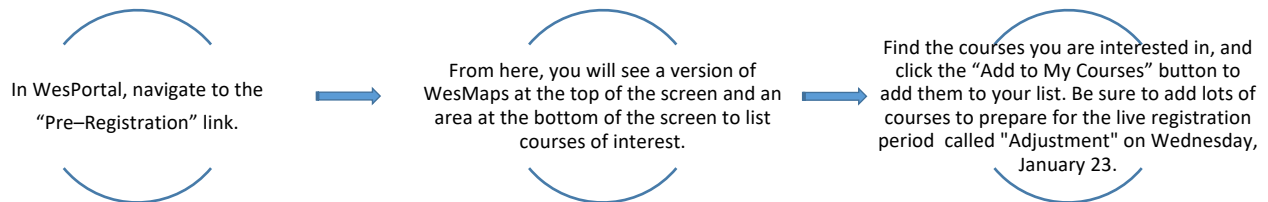
Below are the steps you should follow in preparation for course selection and registration. Please make sure to check the Orientation schedule, when it is available, and your [WesPortal](#) for important information regarding locations and times of meetings listed below.

### The 3 Parts to Course Registration

*You will receive email updates from the Registrar's Office about pre-registration, so be sure to watch your email for important details.*

#### 1. Course Pre-registration:

- Use [WesMaps](#), the online catalog of course offerings, to explore course descriptions, instructor and course meeting times, cross-listings, [General Education designations](#), prerequisites, enrollment limits, readings, etc. Refer to WesMaps for a complete, up-to-date listing of course offerings.
- Consult the advising resources available, including [Wesvising](#), the [Advising Guidelines](#), videos, and the class dean to gain insight into strategic academic planning.
- You may officially begin to *prepare* for course registration at 4 p.m. on Friday, January 18.



#### 2. Course Adjustment:

- This open window of time will allow you to enroll in courses of interest. As long as you are eligible for the course and there are seats available, you will be able to select the class. You may select up to four full-credit courses during this time.
- During Adjustment, you will have the ability to submit up to four ranked *drop/add* requests, which will be pushed into the [drop/add period](#).
- Adjustment runs from 8-10am on Wednesday, January 23.

#### 3. The Drop/Add Period:

- This is a period of time when you may further alter your course schedule. You may submit requests to instructors to add additional courses and/or drop courses in which you may already be enrolled.

- During this time, you may drop courses and/or add courses to your schedule or change the [grading mode](#) of a course (when this option is available).
- *Drop/add* opens at 8:30 a.m. on Thursday, January 24, the first day of classes and closes on Wednesday, February 6.
- To drop or add a course, click on the “Drop/Add” link under the “Courses” option in your WesPortal. **Course cross-listing changes cannot be made after the drop/add period. Grading mode changes can be made through February 20 at 5 p.m., but not thereafter.**

#### **After the Drop/Add period ends:**

- Select the link to Current Classes and Schedule in your WesPortal to review your course schedule, grading mode and credits. **You are responsible for its accuracy!**
- You will continue to have the option to **withdraw** from courses by securing the signatures of your course instructor, faculty advisor, and class dean. A “W” (withdrawal) will be recorded on your transcript. The last day to withdraw from third-quarter classes is **March 1**. The last day to withdraw from full semester and fourth-quarter classes is **May 1**.

#### **Orientation**

“**Nuts and Bolts**,” the academic advising session for transfer students

- Scheduled for **Thursday, Tuesday, January 22**
- Conducted by the class deans
- Sign up for appointment with class dean for later that day (3 p.m.- 5 p.m.)
- Sophomore and Juniors will meet with their faculty advisors
- Twelve College Exchange students will meet with Dean Phillips and Visiting International students will meet with their faculty advisor.

#### **Activating Your Enrollment in the University (Mandatory)**

- In order to activate your enrollment in the University (versus enrollment in courses), you must click the *Enroll Me* button in your WesPortal. The button is inaccessible to students who are not physically on campus grounds.
- You must enroll **by Wednesday, January 23 at 5:00 p.m.** Failure to do so means you are not enrolled in the University and cannot participate in the drop/add period (that will start on January 24).

#### **General Information**

**Advanced Placement/International Baccalaureate.** Up to 2.00 AP/IB credits may be counted toward your Wesleyan degree, depending on the score received on the AP/IB exam and on individual Wesleyan departmental regulations, such as the completion of a specific Wesleyan course with a minimum grade. See your class dean for particular

requirements. AP/IB credit does not act as an automatic prerequisite in the course registration process. Read more about [pre-matriculant credits](#).

**Sequence (Two-semester) Courses.** Sequence courses require the successful completion of both semesters to receive credit for the fall course. Sequence courses are identified in their WesMaps listing with the text “Required Sequence” beneath the course title. If you fail the first semester of a sequence course, you may not continue in the second semester without the instructor's permission. An “F” will be recorded on your transcript regardless of whether you continue the course. If you fail the second semester of a sequence course, you lose course credit for both semesters. Students on Twelve College Exchange for one semester should avoid enrolling in sequence courses they cannot complete and for which they will not receive credit. To learn more, see [sequence courses](#).

**Faculty Advisor Period.** Transfer students entering with sophomore standing are assigned a faculty advisor who will meet with them during Orientation. Junior transfer students who declare a major will be assigned a faculty advisor by the major department. Dean David Phillips serves as the faculty advisor for Twelve College Exchange and Visiting students. See the [Faculty/Student Handbook](#) for more information.

**Major Declaration.** Students at Wesleyan may not declare their major until the second semester of their sophomore year. Junior transfers need to declare a major prior to their arrival on campus and as a major, will get priority admission into certain courses during pre-registration. Junior transfers who are not accepted into a major before orientation must declare a major during the fall semester, prior to pre-registration for the spring. Check out [majors](#) to learn more about transfer students and majors.

**Auditing Courses.** You may attend a class as an auditor with the instructor's permission. You will be added to the instructor's grade sheet at the end of the semester and the course will be listed on your transcript as audited without credit (AU). For more information, see [auditing courses](#). Audi courses are recorded at the end of the semester.

**Course Credit Load.** The typical Wesleyan course carries 1.00 credit and the normal course load is 4.00 credits per semester. Students must register for a minimum of 3.00 credits each semester. Students who earn 2.00 or fewer credits in a semester will be placed on Strict Probation as will students who are below the cumulative credit minimum. Incompletes with provisional failing grades and the first half of sequence courses are not considered earned credit for purposes of promotion to the next semester or semester credit. See [semester course load](#) and [review and promotion](#) for more information.

**Drop/Add Period.** The drop/add period takes place during the first two weeks of the semester, from **January 24 at 8:30 a.m. – February 6 at 11:50 p.m.** To drop or add a course, click on the “Drop/Add” link under the “Courses” section in your WesPortal. A course dropped during this period will be deleted from your transcript. After the drop/add period, you may withdraw from a course with signatures from the instructor, your faculty advisor, and your class dean. A “W” (withdrawal) will be recorded on your transcript.

**Grades.** At Wesleyan, the grades of “E,” “F” and “U” are failing grades. A student who earns failing grades in two courses (.75-1.50 credit courses) in a single semester will be Required to Resign from the University. Two “D’s” are considered the equivalent of an “F” for purposes of academic review. To learn more about this, see [grades](#) and [review and promotion](#).

**Grading Mode.** Many courses offer a grading mode option where students can choose to be evaluated by a letter grade (A-F) or Credit/Unsatisfactory (CR/U). When that option is available, students enter their choice through the drop/add system in their portfolio. **Changes in grading mode can be made only through February 20, so make sure to check your schedule for accuracy.** See [grading mode changes](#).

**Graduation Credits and Residency Requirements.** To graduate, you must earn at least **16.00 Wesleyan credits and 32.00 credits in total** (with no oversubscription, see below). Students entering as sophomore transfers must complete at least five semesters in residence at Wesleyan; students entering as mid-year sophomores or junior transfers must complete at least four semesters in residence. See [degree requirements](#) for more information.

**Incompletes.** All course work must be completed and submitted to the instructor by the last day of classes, except for exams scheduled during exam week, take-home final exams or final papers, which may not be scheduled or be due prior to the first day of exam week. Students who cannot meet this deadline may request an Incomplete from the instructor. If the Incomplete is granted, the deadline to submit all work is 30 days after the last final exam of the semester, unless an earlier deadline is stipulated by the instructor or the Deans’ Office. To learn more, click on [Incomplete policy](#).

**General Education Expectations.** Transfer students may apply credits earned at another institution prior to their matriculation at Wesleyan to the General Education Expectations. General Education Expectations must be fulfilled to be eligible for Phi Beta Kappa, University Honors, or Honors in some departments. They must also be fulfilled for a student to graduate with a combined total of three majors/minors/certificates. Some majors require fulfillment of one or both stages either for entrance to or completion of the major. See [General Education Expectations](#) for more information.

**Oversubscription.** Students may count no more than 16.00 credits from any one subject towards the degree. Credits beyond this limit will still be included on your transcript and in your credit total and grade point average, **so it is important to keep tabs on useable graduation credits. Your Credit Analysis in the Academic bucket in your WesPortal is the tool by which to do this.** Go to [degree requirements](#) to learn more about oversubscription and the areas that have credit limitations, such as PHED, tutorials, pre-matriculant credits, partial credit courses, etc.

**Transfer Credits and Majors.** Acceptance of a transfer course for credit toward the Wesleyan degree does not necessarily mean it will count towards fulfilling your major requirements. You must get permission from your major department to count your transfer courses toward the major.

**Tutorials.** Sophomores, juniors and seniors are eligible to participate in individual tutorials during the semester with a faculty member. All tutorial forms must be submitted and approved electronically by the end of the drop/add period.

**Withdrawing from a Course.** In the spring semester, you may withdraw from a third-quarter course through **March 1** and a full-credit and/or fourth-quarter course through **May 1**. A “W” will be recorded on your transcript. See [course withdrawals](#) for more information.