Nuts and Bolts:

Resources and Strategies for Academic Success

Transfer, Exchange, and Visiting Students

Tuesday, January 22, 2019
1:30 p.m. – 2:45 a.m.

Usdan University Center, Room 108
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TEV Events and Activities

**Tuesday, Jan 22**

9:00 a.m. – 12:00 p.m. **Arrival Check-In Site Welcome to Campus**  
Dean’ Office Reception Area, North College, 2nd Floor  
Pick up orientation packet, Wescard, and residential assignment.

12:00 – 1:15 p.m. **Lunch**  
Usdan University Center, Daniel Family Commons, 3rd Floor.  
Join your Class Dean, and other administrators for lunch and a welcome to the Wesleyan community from Dean of Students, Rick Culliton. You will also have an opportunity to have any outstanding questions answered by university administrators representing such areas as; Health Services, Counseling and Psychological Services, Financial Aid, Public Safety, Residential Life, Career Services, Religious and Spiritual Life and more.

1:30 – 2:45 p.m. **Nuts and Bolts Session**  
Usdan, Room 108  
Senior Associate Registrar Karri Van Blarcom will provide an overview of the WesPortal and course pre-registration process. Dean Renee Johnson Thornton, Dean Louise Brown and the Academic Peer Advisors will also lead a discussion about academic programs, course selection and the Honor Code.

3:00 – 5:00 p.m. **Individual Appointments with your Class Dean or Faculty Advisor**  
North College 216 - Dean Johnson-Thornton  
North College 202—Dean Brown  
Faculty Advisor’s office

5:30 – 7:00 p.m. **Dinner with Academic Peer Advisors and Student Leaders**  
Meet at the Usdan Information Desk.  
Bring your wescard in order to swipe into the marketplace for your meal.

**Wednesday, Jan 23**

8:00 a.m. – 10:00 a.m. **Online Pre-Registration Adjustment through WesPortal**  
Students will be able to enroll in eligible courses with seats available and submit ranked Drop/Add enrollment requests for other courses.

10:30 a.m. – 11:15 a.m. **Community Standards and Campus Safety**  
Usdan University Center, Room 108
11:15 a.m. – 12:00 p.m. **Lunch – Usdan Marketplace -2nd Floor**  
Usdan Marketplace - 2nd Floor  
Bring your wescard to swipe into the marketplace for your meal.

12:15 p.m. – 1:15 p.m. **MLK Commemoration**  
Crowell Concert Hall – CFA

1:30 – 4:00 p.m. **Individual Appointments with your Class Dean or Faculty Advisor**  
North College 216 - Dean Johnson-Thornton  
North College 202—Dean Brown  
Faculty Advisor’s office

**Drop-In Hours for Campus Services (Wednesday, Jan. 23)**  
Various campus resources will hold drop-in hours to answer new transfer students’ personal questions. Stop by the offices that are of interest to you.

1:30pm-4:00pm Dining Meal Plans, Usdan Administrative Offices, Room 134

1:30pm-3:00pm Opportunities in the Office of Admission, 70 Wyllys Avenue

1:30pm-4:30pm Career Center, 41 Wyllys Avenue – x2180 to make an appointment and mention Transfer Orientation

1:30pm-3:00pm Office of Study Abroad, Fisk 105

1:30pm-3:00pm Health Profession Advising, 41 Wyllys Avenue

1:30pm-3:00pm Academic Resources / Disability Services, North College Room 021

1:30pm-3:00pm Optional Library Tour Olin Library - Meet in Olin Library Lobby at 1:30, 2:00, or 2:30pm to go on the tour.

5:00 p.m. – 7:00 p.m. **Transfer and Transfer Connections Dinner and Candid Conversations**  
Transfer students and their Transfer Connections gather for an informal group meal. Daniel Family Commons, Usdan (third floor)

**Thursday, January 24**

8:30 a.m. **First Day of Classes** - Online Drop/Add Period begins through WesPortal
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 Expectations, 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).

**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.
The Honor Code

Wesleyan University is an academic community in which all members are expected to abide by ethical standards in their conduct and in their exercise of responsibilities toward other members of the community. Wesleyan expects students to understand and adhere to the standards of honesty and academic integrity, which are articulated in the Honor Code.

Wesleyan’s Honor System was initiated in 1893 through the efforts of a group of students who had worked to gain acceptance for their idea among the faculty, students and administration. The following behaviors constitute violations of the Honor Code:

- The attempt to give or obtain assistance in a formal academic exercise without due acknowledgement. This includes, but is not limited to: cheating during an exam; helping another student to cheat or to plagiarize; completing a project for someone and/or asking someone to complete a project for you.

- Plagiarism - the presentation of another person’s words, ideas, images, data or research as one’s own. Plagiarism is more than lifting a text word-for-word, even from sources in the public domain. Paraphrasing or using any content or terms coined by others without proper acknowledgement also constitutes plagiarism.

- The submission of the same work for academic credit more than once without permission.

- Willful falsification of data, information, or citations in any formal exercise.

- Deception concerning adherence to the conditions set by the instructor for a formal academic exercise.
The Pledge

The pledge is an affirmation of each student's agreement to adhere to the standards of academic integrity set by Wesleyan's Honor Code. In order to promote constant awareness of the Honor Code, students are routinely required to sign the pledge when submitting an academic exercise for evaluation. The pledges read as follows:

For papers and similar written work:
In accordance with the Honor Code, I affirm that this work is my own and all content taken from other sources has been properly acknowledged.

For tests and other academic exercises:
In accordance with the Honor Code, I affirm that this work has been completed without improper assistance.

The Honor Board
The Honor System is directed and guided by the Honor Board comprised of students, and advised by the Dean for Academic Advancement (or designee), serving ex officio.

Penalties
Violations of the Honor Code are among the most serious offenses an individual may commit at Wesleyan. The Honor Board invokes penalties at its discretion up to and including dismissal from the University.

Where to find the Honor Code
http://www.wesleyan.edu/studentaffairs/studenthandbook/
TRANSFER INFORMATION
Highlights from Wesleyan’s Academic Regulations

Wesleyan Academic Regulations can be found in the University Catalog 2018-2019 and online at:  
https://catalog.wesleyan.edu/academic-regulations/

Graduation Requirements for Transfer Students
1. satisfactory completion of a major
2. completion of 32 course credits (with no oversubscription), 16 of which must come from Wesleyan or Wesleyan-sponsored programs
3. cumulative GPA of 74.00 or higher
4. minimum of 5 semesters of residency for entering first-semester sophomores; 4 semesters for entering second-semester sophomores and juniors

Credit Requirements

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Major Declaration

- Students entering as second-semester sophomores will declare in the Spring 2019 semester after the Drop/Add period ends.
- Students entering as first-semester sophomores will declare in the Fall 2019 semester after Drop/Add period ends.
- Juniors should have their major upon arrival to campus or be connected to their department of intent, declaring no later than the end of the Spring 2019 semester.
Major Declaration Information for Junior Transfers

If you are beginning your junior year, you will need to declare a major upon arrival, if you have not already done so. You can declare a major by using the Major/Minor/Certificate Declaration link in the Student Toolbox bucket of your WesPortal. Please be aware that you may be required to meet with the department/program chair or advisor or provide further information. Listed below are some FAQs and answers that may be helpful for you. See the Major Declaration website at: http://www.wesleyan.edu/studentaffairs/resources/majordeclaration/index.html and http://www.wesleyan.edu/academics/ for more information, including a list of Wesleyan majors and descriptions.

Can I have more than one major?
Yes, although you should consider carefully the impact this will have on the breadth of your academic program and graduation requirements. Your opportunity to take elective courses obviously decreases with an additional major. Students must be Gen Ed compliant to be eligible to complete three majors or a combination of three majors, minors or certificates.

What interdepartmental majors are possible?
Three types: standing interdepartmental majors, departmentally-sponsored interdepartmental majors, and University majors. For the last, a student may arrange a major program involving two or more departments with the approval of the University Major Committee. University Major information is available at: (http://www.wesleyan.edu/studentaffairs/resources/majordeclaration/umajor.html)

What are my major requirements?
Major requirements are usually explained in terms of necessary credits and necessary courses or distribution of courses. Each department and program has its own set of requirements for completion of the major. An explanation of those requirements can be found on WesMaps and the department/program homepages at: http://www.wesleyan.edu/acaftdept.html. This information is updated annually in order to convey information that is as accurate as possible, so check it again before you declare your major.
In addition to fulfilling the requirements of the major, are there other graduation requirements?
Of the 32.00 credits required for graduation, 16.00 must be earned at Wesleyan with a minimum cumulative grade point average of 74.00. Four semesters of residence as a full-time student at Wesleyan are required for junior transfer students.

How many transfer credits (credits earned outside of Wesleyan) can I count toward my major requirements?
Each department and program has a different policy in this regard. While 2.00 credits is typical, consult with the chair or the designated advising expert in the department(s) or program(s) in which you are interested.

Can I take as many credits as I want in one department?
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.

If a given course appears in more than one departmental listing, i.e., is cross-listed, it must be counted in all the subjects in which it is listed. Advanced Placement credits or credits earned elsewhere count toward the maximum credits allowed in any one department that can be counted toward the degree, and any of these credits can oversubscribe you.
Please note that this map is also available at:
http://www.wesleyan.edu/about/images/maps/campus_map1.jpg