First-Year Advising

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New Students: Tasks Completed

- Academic Interest Questionnaire
  - Viewable to advisors in DocFinity
- Placement Exams
- AP/IB/Pre-Matriculation Requests
- Summer Pre-Registration
  - 94% are full-time
What’s next? – Prepare for Drop/Add

- Advisor Assignments viewable to students on Tuesday, August 22
- Individual advisor appointments
  - Via zoom, email, or phone before students arrive to campus if possible
  - Or during orientation
- Group advisor appointments
  - Thursday, August 31
- To take action in Drop/Add, students need to “Enroll” in the University
  - And follow-up with clearing holds
  - Can click “Enroll” and follow-up with holds later
During Drop/Add

- Monday, August 28, 8:30am – Friday, September 15, 5pm
- Advisors have Approve, Disapprove, See Me options
- 4 full-credit limit can be raised if appropriate
- Students should finalize cross-listings before drop/add closes
- GenEd Designations
  - Static; no variation with crosslisting
  - Only a few have dual GenEds, which must be selected before the end of drop/add
- Grading modes for Student Option-graded courses
  - Deadline for grading mode changes, Friday, September 29, 5pm
How to Guide Students during Drop/Add

- All enrollment requests require instructor permission
- Submit enrollment requests
  - Up to 6 unranked requests
- Provide guidance for a balanced work load
  - Distribution of courses across days and times
    - Be mindful of time conflicts!
  - Variety of subject areas/division
  - Look at course details for types of work/assignments
- Expectations regarding POI and upper-level coursework for first-years
- Drop with caution!
Using WesMaps in Drop/Add (Student)

- Be sure students are logged into their WesPortal Drop/Add link to take actions
- Student View
- Again – they need to “Enroll” to see this information!
During pre-registration, students had the option to submit up to 4 ranked drop/add requests

- The rankings cannot be changed.

- Any requests submitted during drop/add are “unranked”

- Professors may, or may not, consider this data in approving enrollment requests
  - They also see data such as class year, major vs. non-major, if the course has been previously requested, if they are already enrolled in a different section of the course.
Using WesMaps in Drop/Add

- Use the Search feature to find additional courses of interest
- Click the “Add to My Courses” button to submit enrollment requests
- Again, all enrollment requests require instructor permission
Adding Tutorials

- Drop/add is the first opportunity to request tutorials
- Navigate to subject area, click on “Tutorials” and follow the steps
- Per Academic Regulations, first-years are not eligible for individual tutorials (401/402) or research (421/422) tutorials.

Anthropology 2022-2023

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Once a student has a desirable schedule, they should Confirm their schedule.

- This prevents them from submitting additional enrollment requests.
- Professors can no longer approve pending enrollment requests.

Students can still adjust their grading mode for Student-Option graded courses.

If they change their mind and want to continue adjusting their schedule, they can “Un-confirm” their schedule.
Using Drop/Add (Advisor View)

- In WesPortal, Academic Toolbox – Advisees
- Drop/Add Column
How to increase credit limit (if appropriate)

How to approve course enrollments

Pending Advisor Approval

A red row below indicates that a request will exceed the student's credit limit. You might consider raising the student's credit limit. All advisor approved add or drop requests will move to the Student’s Drop Add Transactions section the next day. Until then they will remain in the Pending Advisor Approval section.
EPC Statement Regarding First-Day of Classes

Educational Policy Committee Statement

PLEASE NOTE: The Educational Policy Committee of the Faculty has determined that unless registered students attend the first class meeting or communicate directly with the instructor prior to the first class (in writing, by email or in person), the instructor can drop a student from his/her class list.

Enrollment Request Statement

PLEASE NOTE: Students are encouraged to make use of electronic enrollment requests to express interest in a seat in a class that is full. Instructors will consult electronic enrollment requests to determine a student's eligibility when a seat becomes available. Students should remember that instructors will consider a variety of factors (e.g., class year, major and student interest) when offering a student a seat in the class. Whereas, students are required to attend the first meeting of a class for which they have registered, attendance at the first meeting of an electronically requested class is not required in order to maintain the enrollment request.
Preparing for Spring Pre-Registration

- Spring pre-registration will begin on October 31
- Students should make appointments with their advisors before the pre-reg planning period ends (Nov. 13 at 5)
- PLANS MUST BE FINALIZED
  - As an advisor, ideally you'll reach out to students in advance to remind them to setup an appointment.
  - You are not obligated to finalize a plan for a student that did not discuss their plans with you.
Check out our Registration page on the Registrar’s website.

Feel free to email us with any questions you may have.