Dear Undergraduate Student,

Pre-registration for Spring is fast-approaching! Please mark your calendar with the dates and deadlines for pre-registration. Be sure to review the new Student User Guide to Pre-Registration, 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. More information is available on the Registrar’s pre-registration page. This link will not be available until pre-registration begins.

**Course Registration Timeline**

**Pre-Registration: Planning Period**

- **Tuesday, October 31, 8:30am ET – Monday, November 13, 5:00pm ET**
  - BA Undergraduate students enrolled in the current semester, and those students returning from leave, can participate in pre-registration.
  - Students submit ranked requests for Spring 2024 using the pre-registration system.
  - Students and their advisors discuss course selections and finalize plans electronically.
    - All plans MUST BE FINALIZED before the close of pre-reg planning.

**Pre-Registration: Scheduling Period**

- **Tuesday, November 14**
  - After scheduling runs, students can review their scheduled courses.
  - Only students who had finalized plans will have schedules.

**Pre-Registration: Adjustment Period**

- **Wednesday, November 15, 8:00am ET – Tuesday, November 21, 5:00pm ET**
  - Undergraduates and graduate students can participate.
  - Students will access the system, in a staggered order, based on the number of credits scheduled.
  - During this period, students can adjust their schedules and submit ranked Drop/Add Enrollment Requests.
  - Advisors approve changes electronically.

**Drop/Add**

- **Thursday, January 18, 8:30am ET – Wednesday, February 7, 11:59pm ET**
  - All students enrolled in the Spring 2024 semester can participate.
  - Students can submit enrollment requests, drop courses, and register for tutorial courses.
  - All course enrollments require instructor approval.

**Questions?**

- Reach out directly to Karri Van Blarcom via email to kvanblarcom@wesleyan.edu.
- Peer Advisors can also assist you and can be reached via email to peeradvisors@wesleyan.edu.

Sincerely,

Karri Van Blarcom
Senior Associate Registrar

*Updated October 2023*