Dear Returning 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 Student User Guide to Pre-Registration, complete with screenshots.

**Accessing Pre-Registration**

Students access Pre-Registration by clicking on the “Pre-Registration” link in the Courses dropdown in WesPortal, which will appear when pre-registration begins. More information is available on the Registrar’s pre-registration page.

**Advisor Communication**

As a returning student, it is imperative that you remain in close email contact with your advisor to ensure that your plan is complete. Your plan must be finalized to be included in scheduling, but your advisor can finalize your plan remotely.

**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 study abroad and leave for next semester can participate in pre-registration.
- Students submit ranked requests for Spring 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**
- Undergraduate 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 semester can participate.
- Students can submit enrollment requests, drop courses, and register for tutorial courses.
- All course enrollments during drop/add 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

*Update October 2023*