



WESLEYAN UNIVERSITY

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Registrar's Office

# Tutorial Registration Manual

WESLEYAN UNIVERSITY – OFFICE OF THE REGISTRAR

# Tutorial Registration Manual

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© Wesleyan University – Office of the Registrar  
North College, 237 High Street  
Middletown, Connecticut  
Phone (860) 685-2810 • Fax (860) 685-2601

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# Introduction







## Overview of the System

**T**he EPortfolio Tutorial Registration system allows students and faculty to create and enroll in a more convenient and accurate fashion. Tutorial forms and requests will now be handled directly through the existing online Drop/Add system. Students will submit requests, and then Tutors, Chairs/Directors, and Advisors can access the tutorial forms and take appropriate approval actions. Tutorial transactions happen in real-time on the computer instead of by signing and submitting paper forms.

To submit a request the student must complete and submit the electronic form, the tutor may request information and/or meetings, then must approve the request, the chair/director review and must approve the agreed upon tutorial, and finally the advisor must approve the transaction. To drop a class the student must submit a drop request. The student will then be dropped automatically from the tutor's class list and the advisor must approve the completed transaction.

## Available Help

**T**here are several ways to obtain additional help during the Tutorial Registration period:

-  Staff from the Registrar's Office will be available to answer any questions you may have through the Drop/Add Help Line. The Help Line phone number is x3222, or (860) 685-3222, if you are dialing from off-campus. The Help Line is open during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m., from the first day of classes when Drop/Add begins until the end of the Drop/Add period, the morning of the eleventh day of classes. You may leave a message after hours and a staff member will get back to you during business hours.
-  Honors Candidates may also contact Susan Krajewski , Associate Registrar, at x2738 if they have questions.
-  Graduate Students may also contact Barbara Schukoske, Assistant to the Director of Graduate Student Services, at x2224 if they have questions.
-  You may also access the Tutorial Registration *Frequently Asked Questions* page at any time at <http://www.wesleyan.edu/registrar/tutorialfaq.html>. This page contains a link to Status explanations.
-  If you have a technical problem, you can either call the help line, or you can call the ITS Help Desk directly at x4000. If you have a problem with a username or lost password, you can call Information Technology Services directly at x2128.
-  If you have an advising problem, you can also try to reach help directly by contacting the Dean of the College's office at x2600.

## Accessing the System

Students and faculty will access the Tutorial Registration system through their EPortfolio. Students should navigate to the Drop/Add link under “Course Registration”. As faculty have three primary roles, they will have three paths to access the tutorial forms and take action, one as course tutors by clicking on Course Management under “Courses”, one as chair/directors by clicking on Tutorial Requests under “Chair Tools”, and one as advisors to review advisee schedules by clicking on Advisees under “Advising”.

## Important Notes

- All enrollment requests and approvals must occur during Drop/Add.
- Only the student can change information on the tutorial form.
- The tutorial form information is FROZEN once approved by the Faculty Tutor.
- Proposed tutorials become course enrollments only after receiving approval from the tutor, chair/director, and advisor.
- Tutorial registration must be done thru online Drop/Add system, except:
  - 420- Student Forums, paper form available from Student Leader
  - 492- Teaching Apprentice, via <http://quicklink.wesleyan.edu/TAPProgram>
- Faculty may require face to face meetings, communication, additional information, etc. This system only replaces the paper form.
- Each student in a Group Tutorial must submit a tutorial enrollment request.
- Tutorials do NOT count towards the 4 full credit course limit.
- Tutorial grading modes cannot be changed once approved by the tutor.
- Mozilla Firefox is the preferred browser for the EP Tutorial system.
- Students wishing to drop an enrolled tutorial during Drop/Add, must click the Drop ‘x’, not the Cancel Request ‘x’.
- Once a student clicks the Cancel Request ‘x’, the tutorial form is no longer accessible.
- Once advisor approved, the tutorial form is no longer accessible to the tutor and advisor.
- If a tutorial request is denied, the student will need to submit a new tutorial request from.

# Student

Once in their portfolios, students will find the Drop/Add link in the Course Registration bucket in the Courses at Wes column. Once students have entered the system, they have the option of submitting a tutorial course enrollment requests. <http://quicklink.wesleyan.edu/dropadd>

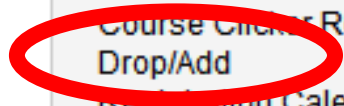
## Courses at Wes

### How to Find Courses

- Clusters & Certificates
- Course Search
- General Education Courses
- My Courses of Interest
- Online Course Catalog (WesMaps)

### Course Registration

- Course Check Registration
- Drop/Add
- Registration Calendar



## Requesting a Tutorial

During Drop/Add, the system allows students to submit tutorial enrollment requests with the accompanying and necessary tutorial form. Upon entering the Drop/Add system, students should click on the desired subject area for their proposed tutorial.

WesMaps - Wesleyan University Catalog 2008-2009 [Home](#) [Archive](#) [Search](#)

PS89TEST

<b>ARTS AND HUMANITIES</b> <a href="#">Art History</a> <a href="#">Art Studio</a> <a href="#">Asian Languages and Literatures</a> <a href="#">Chinese</a> <a href="#">Classical Civilization</a> <a href="#">College of Letters</a> <a href="#">Dance</a> <a href="#">English</a>	<b>SOCIAL SCIENCES</b> <a href="#">Anthropology</a> <a href="#">College of Social Studies</a> <a href="#">Economics</a> <a href="#">Government</a> <a href="#">History</a> <a href="#">Philosophy</a> <a href="#">Religion</a>	<b>NATURAL SCIENCES AND MATHEMATICS</b> <a href="#">Astronomy</a> <a href="#">Chemistry</a> <a href="#">Computer Science</a> <a href="#">Earth and Environmental Sciences</a> <a href="#">Mathematics</a> <a href="#">Molecular Biology and Biochemistry</a>	<b>INTERDISCIPLINARY PROGRAMS</b> <a href="#">African American Studies Program</a> <a href="#">American Studies Program</a> <a href="#">Archaeology Program</a> <a href="#">Center for the Humanities</a> <a href="#">East Asian Studies Program</a> <a href="#">Feminist, Gender, and Sexuality Studies Program</a> <a href="#">Latin American Studies Program</a>
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Next, click on the Tutorials link.

WesMaps - Wesleyan University Catalog 2008-2009 [Home](#) [Archive](#) [Search](#)

PS89TEST

Astronomy 2008-2009

<a href="#">Department/Program Description</a>		
<a href="#">Department/Program Website</a>		
<a href="#">Courses Offered</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">Tutorials</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">General Education Courses</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">Appropriate for First-year Students</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">Courses Not Offered</a>	<a href="#">Fall</a>	<a href="#">Spring</a>

Then, click on the desired Request Tutorial button.

Spring 2009 Astronomy Tutorials [Home](#) [Archive](#) [Search](#) [ASTR](#)

<a href="#">ASTR402</a>	<input type="button" value="Request Tutorial"/>	Individual Tutorial, Undergraduate
<a href="#">ASTR402</a>	<input type="button" value="Request Tutorial"/>	Senior Thesis Tutorial
<a href="#">ASTR422</a>	<input type="button" value="Request Tutorial"/>	Undergraduate Research, Science
<a href="#">ASTR492</a>	<input type="button" value="Request Tutorial"/>	Teaching Apprentice Tutorial
<a href="#">ASTR502</a>	<input type="button" value="Request Tutorial"/>	Individual Tutorial for Graduates
<a href="#">ASTR504</a>	<input type="button" value="Request Tutorial"/>	Selected Topics, Graduate Sciences
<a href="#">ASTR590</a>	<input type="button" value="Request Tutorial"/>	Advanced Research, BA/MA
<a href="#">ASTR592</a>	<input type="button" value="Request Tutorial"/>	Advanced Research, Graduate

## Submitting the Tutorial Form

The tutorial form is then accessible for the purposes of filling in all of the proposed course details. Please note that there are certain items that are required for submission.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student 1	WesID	Class Year 2009	Term Spring 2009	Tutorial Start Date January 01, 2009
Subject Area Astronomy	Catalog Nbr 402 Individual Tutorial, Undergraduate	Credit Select One <input type="button" value="v"/> <b>REQUIRED FIELD</b>	Grading Mode Select One <input type="button" value="v"/> <b>REQUIRED FIELD</b>	Faculty Tutor Select One <input type="button" value="v"/> <b>REQUIRED FIELD</b>
Number of Meetings 0	Hours at each Meeting 0	Number of Books Required 0	Number of Papers Required 0	
<b>MUST BE GREATER THAN ZERO</b>		<b>MUST BE GREATER THAN ZERO</b>		
Tutorial Topic/Description (32K Character Max):				
<input type="button" value="Save Changes Without Submitting"/> <input type="button" value="Save and Submit Tutorial Request"/>				
<b>REQUIRED FIELD</b>				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<b>STUDENT</b>	<b>FACULTY</b>	<b>CHAIR</b>	<b>ADVISOR</b>	
Saved by 17-JAN-2009				

Students will have the option of SAVING, SUBMITTING, and REVISING/RESUBMITTING the form (1). The initial submission will automatically trigger a notification email to the tutor. However, please note that the tutorial form is **FROZEN** once approved by the tutor. So, be sure to complete the topic/description before submitting to the tutor. You can track the progress of your tutorial request in the bottom row. (2)

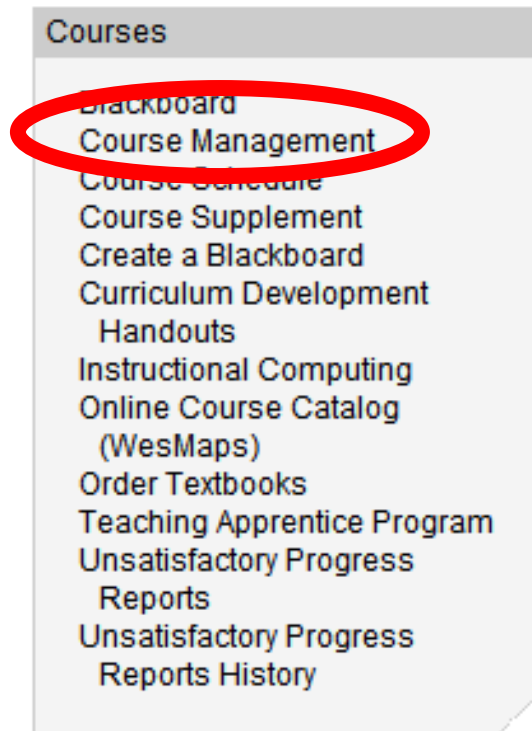
WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student .....	WesID	Class Year 2009	Term Spring 2009	Tutorial Start Date January 01, 2009
Subject Area Astronomy	Catalog Nbr 402 Individual Tutorial, Undergraduate	Credit 1 <input type="button" value="v"/>	Grading Mode A-F <input type="button" value="v"/>	Faculty Tutor
Number of Meetings 1	Hours at each Meeting 1	Number of Books Required 1	Number of Papers Required 1	
Tutorial Topic/Description (32K Character Max):				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<input type="button" value="Save and Resubmit Changes to a Previously Submitted Tutorial Request"/>				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<b>STUDENT</b>	<b>FACULTY</b>	<b>CHAIR</b>	<b>ADVISOR</b>	
Submitted by L..... 17-JAN-2009				

[Back to Drop/Add](#)




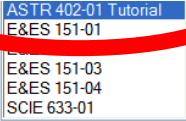
## Tutor

Each time a new tutorial request is submitted, an automated notification will be sent to the tutor. Once in their portfolios, tutors will find the tutorial enrollment requests in Course Management within the Courses bucket. Once tutors have entered the system, they have the option of requesting more information/meetings, changes to the form, and approving/denying the requests. <http://quicklink.wesleyan.edu/courses>

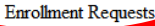


## Reviewing a Tutorial

In order to access the tutorial form, select the correct term (1), the specific tutorial course (2), click on Enrollment Requests (3), and the notepad in the View/Approve column (4).


1  2 


PS89TEST [Comments](#) [Help](#) [FAQ's](#)

3  **[\(ASTR 402-01\) Individual Tutorial, Undergrad](#)**  
 Time:TBA  
 Enrollment Limit: 6  
[Enrollment Requests](#) [Class Totals](#) [Class Enrollment](#) [Grade Roster](#) [Change of Grade](#)  
**Students must receive approvals from the Faculty Tutor, the tutorial's Department/Program Chair/Director and student's Advisor.**

### Tutorial Enrollment Requests

Canceled requests can be re-added by navigating to WesMaps and adding the class as an enrollment request again.

4  **Please click on the 'notepad' in the View column to take action on this request.**

View/Approve	Status	WesID	Name	Class Year	Majors	In Major	Student Email
	Awaiting Faculty Tutor action			2009	ANTH, LAST	N	...

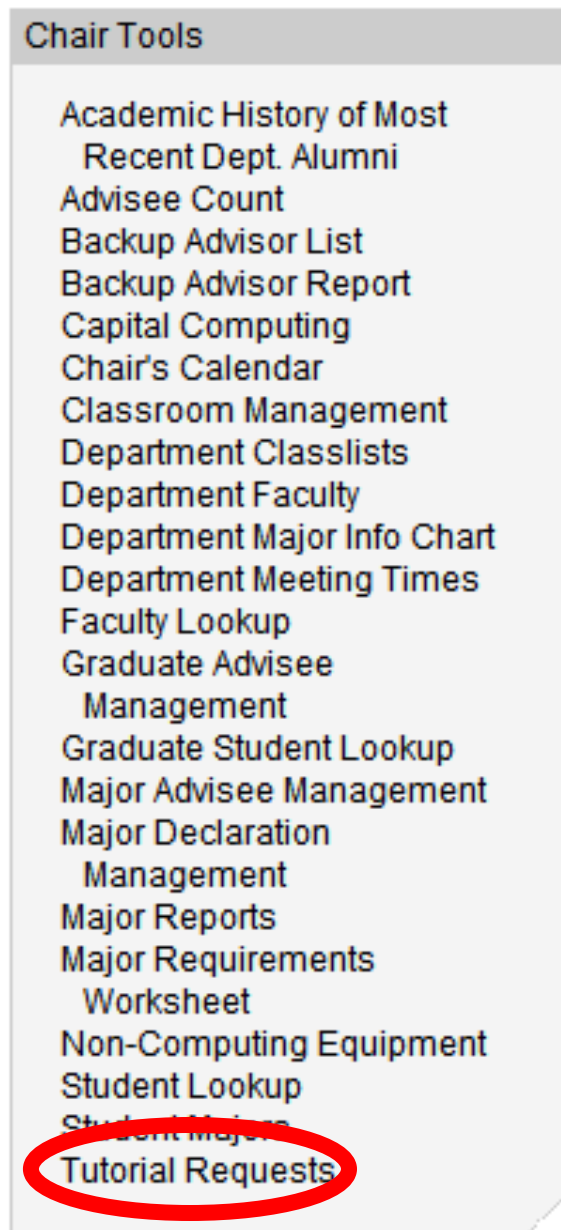
Please note that the tutorial form is **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. So, be sure that requested changes are completed by the student before approving. Also, if changes are needed for tutor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the chair/director of the tutorials subject area.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student	WesID	Class Year	Term	Tutorial Start Date
.....	.....	2009	Spring 2009	January 01, 2009
Subject Area	Catalog Nbr	Credit	Grading Mode	Faculty Tutor
Astronomy	Individual Tutorial, Undergraduate	1	A-F	F
Number of Meetings	Hours at each Meeting	Number of Books Required	Number of Papers Required	
1	1	1	1	
Tutorial Topic/Description				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<div style="display: flex; justify-content: center; gap: 20px;"> <span>Deny Tutorial</span> <span>Approve Tutorial</span> </div>				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<b>STUDENT</b>		<b>FACULTY</b>		<b>CHAIR</b>
Submitted by .....				
..... 17-JAN-2009				
<a href="#">Back to Course Management</a>				


## Chair/Director

Each time a tutorial request is approved by the tutor, an automated notification will be sent to the respective chair/director. Once in their portfolios, chairs/directors will find the tutorial enrollment requests in Tutorial Requests within the Chair Tools bucket. Once chairs/directors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests.  
<http://quicklink.wesleyan.edu/TutReq>



## Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

TUTORIAL REQUESTS PS89TEST										
Please click on the 'notepad' in the View column to take action on this request.										
Astronomy										
View/Approve	Status	Course ID	Title	Emplid	Name	Class Year	Major	Email	Tutor	Tutor Email
	Awaiting Chair Director action	ASTR-402	Individual Tutorial, Undergraduate			2009	ANTH_LAST			

Please note that the tutorial form became **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for department/program approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

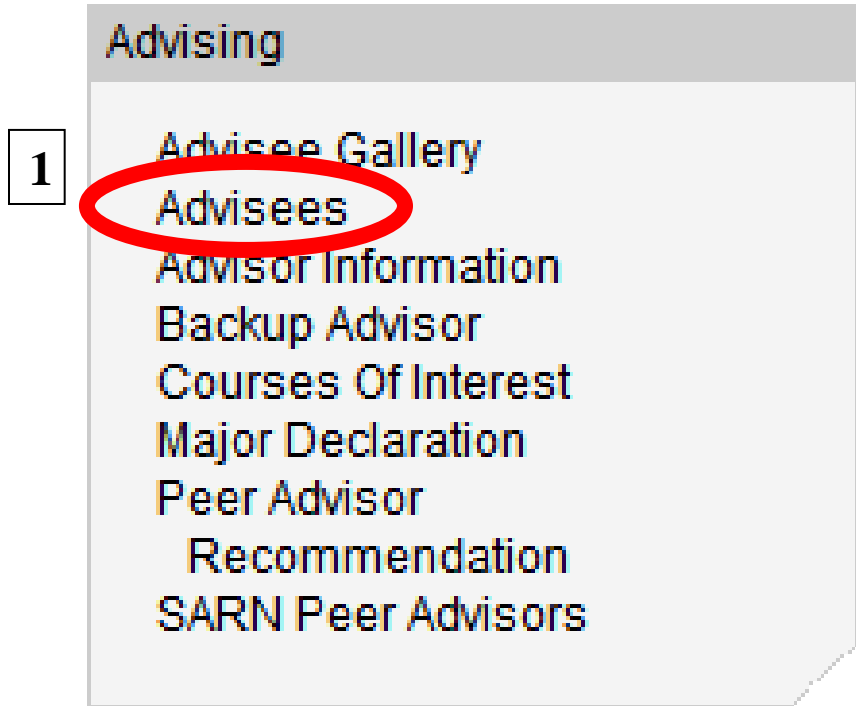
Clicking the approval button will automatically trigger a notification email to the student's advisor(s) for final approval.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009
Subject Area	Catalog Nbr	Credit	Grading Mode	Faculty Tutor
Astronomy	402	1	A-F	
Individual Tutorial, Undergraduate				
Number of Meetings	Hours at each Meeting	Number of Books Required	Number of Papers Required	
1	1	1	1	
Tutorial Topic/Description				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<input type="button" value="Deny Tutorial"/> <input type="button" value="Approve Tutorial"/>				
Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.				
<b>STUDENT</b>		<b>FACULTY</b>		<b>CHAIR</b>
Submitted by	17-	Approved by	17-JAN-	
JAN-2009		2009		

[Back to Tutorial Requests](#)

# Advisor

Each time a tutorial request is approved by the chair/director, an automated notification will be sent to the student's advisor(s). Once in their portfolios, advisors will find the tutorial enrollment requests in Advisees within the Advising bucket (1). Advisors then click the Drop/Add (2) for each student with pending transactions (grayed rows). Once advisors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests. <http://quicklink.wesleyan.edu/advisees>




## Drop / Add

Student(s) whose information is highlighted in gray require an advisor action. (15 advisees)

WesID	Name	Major(s)	Pre Reg	Drop/Add	Confirmed Schedule	Spring 2009 Status	Expected Completion
<b>2009</b>							
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,FGSS	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,SISP	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	LEAV	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,LAST	N/A	<a href="#">Drop/Add</a>	No	ENRL	Spring 2009
		AFAM,ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009

## Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Pending Tutorial Enrollment Requests													
Canceled requests can be re-added by navigating to WesMaps and adding the class as an enrollment request again.													
Please click on the 'notepad' in the View column to take action on this request.													
View/Approve	Status	Course ID	Title	WesID	Name	Class Year	Majors	In Major	Student Email	Faculty Tutor	Faculty Tutor Email	Chair	Chair Email
	Awaiting Advisor action	402	Individual Tutorial, Undergraduate			2009	ANTH, LAST N						

Tutorials do NOT count towards the 4 full credit course limit.

Please note that the tutorial form became **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for advisor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically turn this tutorial request into a course enrollment for the student.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student Smith, Jessica French	WesID 680064	Class Year 2009	Term Spring 2009	Tutorial Start Date January 01, 2009
Subject Area College of Social Studies	Catalog Nbr 402 Individual Tutorial, Undergraduate	Credit 1	Grading Mode Cr/U	Faculty Tutor Adelstein, Richard P.
Number of Meetings 1	Hours at each Meeting 1	Number of Books Required 1	Number of Papers Required 1	
Tutorial Topic/Description				
This is a test of the tutorial system. This is a sample tutorial topic/description which is under the 32K character max.				
<input type="button" value="Deny Tutorial"/> <input type="button" value="Approve Tutorial"/>				
Please note that your enrollment request will become a course enrollment on the Faculty Tutor, the Department Chair and your Advisor.				
<b>STUDENT</b>	<b>FACULTY</b>	<b>CHAIR</b>	<b>ADVISOR</b>	
Submitted by Smith, Jessica French 17-JAN-2009	Approved by Adelstein, Richard P. 17-JAN-2009	Approved by Miller, Cecilia 17-JAN-2009		

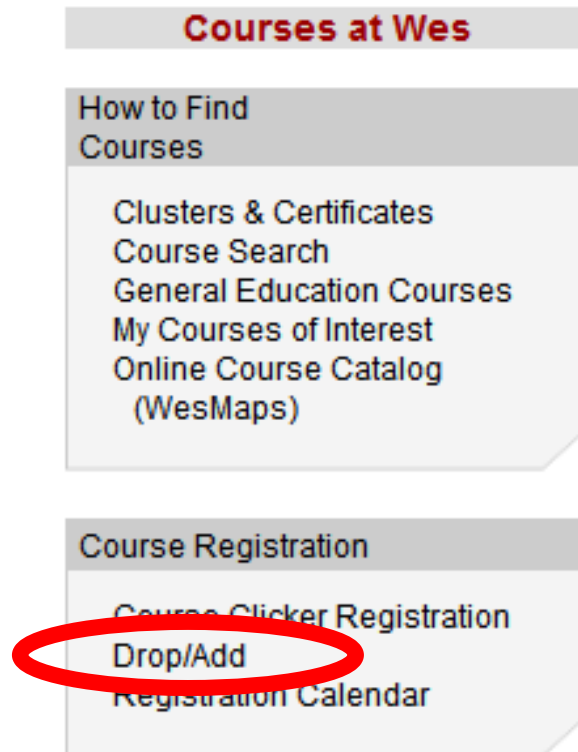
[Back to Drop/Add](#)

# Senior Thesis Tutorial

During Drop/Add, Senior Thesis tutorials will be requested and approved through the same EP process. Please note that the Work in Progress will also be handled with an enhanced form.

## Student

Once in their portfolios, students will find the Drop/Add link in the Course Registration bucket in the Courses at Wes column. Once students have entered the system, they have the option of submitting a tutorial course enrollment requests.  
<http://quicklink.wesleyan.edu/dropadd>



## Requesting a Tutorial

During Drop/Add, the system allows students to submit tutorial enrollment requests with the accompanying and necessary tutorial form. Upon entering the Drop/Add system, students should click on the desired subject area for their proposed tutorial.

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<b>ARTS AND HUMANITIES</b> <a href="#">Art History</a> <a href="#">Art Studio</a> <a href="#">Asian Languages and Literatures</a> <a href="#">Chinese</a> <a href="#">Classical Civilization</a> <a href="#">College of Letters</a> <a href="#">Dance</a>	<b>SOCIAL SCIENCES</b> <a href="#">Anthropology</a> <a href="#">College of Social Studies</a> <a href="#">Economics</a> <a href="#">Government</a> <a href="#">History</a> <a href="#">Philosophy</a>	<b>NATURAL SCIENCES AND MATHEMATICS</b> <a href="#">Astronomy</a> <a href="#">Biology</a> <a href="#">Chemistry</a> <a href="#">Computer Science</a> <a href="#">Earth and Environmental Sciences</a> <a href="#">Mathematics</a>	<b>INTERDISCIPLINARY PROGRAMS</b> <a href="#">African American Studies Program</a> <a href="#">American Studies Program</a> <a href="#">Archaeology Program</a> <a href="#">Center for the Humanities</a> <a href="#">East Asian Studies Program</a> <a href="#">Feminist, Gender, and Sexuality Studies Program</a>
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Next, click on the Tutorials link.

WesMaps - Wesleyan University Catalog 2008-2009 [Home](#) [Archive](#) [Search](#)

PS89TEST

**Government 2008-2009**

<a href="#">Department/Program Description</a>		
<a href="#">Department/Program Website</a>		
<a href="#">Courses Offered</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">Tutorials</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">General Education Courses</a>	<a href="#">Fall</a>	<a href="#">Spring</a>
<a href="#">Appropriate for First-year Students</a>	<a href="#">Fall</a>	<a href="#">Spring</a>

Then, click on the desired Request Tutorial button.

Spring 2009 Government Tutorials [Home](#) [Archive](#) [Search](#) [GOVT](#)

<a href="#">GOVT402</a>	<a href="#">Request Tutorial</a>	Individual Tutorial, Undergraduate
<a href="#">GOVT410</a>	<a href="#">Request Tutorial</a>	Senior Thesis Tutorial
<a href="#">GOVT412</a>	<a href="#">Request Tutorial</a>	Group Tutorial, Undergraduate
<a href="#">GOVT492</a>	<a href="#">Request Tutorial</a>	Teaching Apprentice Tutorial



## Submitting the Tutorial Form

The tutorial form is then accessible for the purposes of filling in all of the proposed course details. Please note that there are certain items that are required for submission, including the Work in Progress Statement.

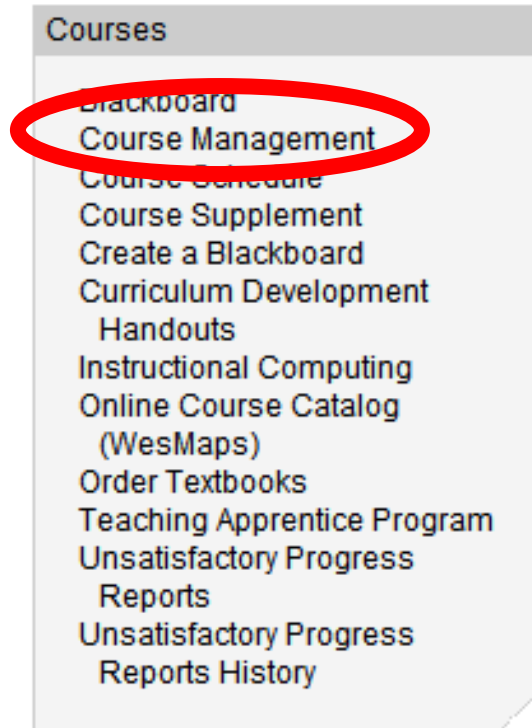
WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009
<p><b>If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.</b></p>				
Subject Area	Catalog Nbr 410	Credit	Grading Mode	Faculty Tutor
Government	Senior Thesis Tutorial	1	Select One <b>REQUIRED FIELD</b>	Select One <b>REQUIRED FIELD</b>
<p>Tutorial Topic/Description &amp; Work in Progress Statement (Please briefly describe your work, its relevance to the total program of study and its originality.) (32K Character Max):</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p style="text-align: right;"><b>REQUIRED FIELD</b></p>				
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <input type="button" value="Save Changes Without Submitting"/> <input type="button" value="Save and Submit Tutorial Request"/> </div>				
<p>Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.</p>				

Students will have the option of SAVING, SUBMITTING, and REVISING/RESUBMITTING the form. The initial submission will automatically trigger a notification email to the tutor. However, please note that the tutorial form is **FROZEN** once approved by the tutor. So, be sure to complete the topic/description before submitting to the tutor.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009
<p><b>If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.</b></p>				
Subject Area	Catalog Nbr 410	Credit	Grading Mode	Faculty Tutor
Government	Senior Thesis Tutorial	1	A-F	
<p>Tutorial Topic/Description &amp; Work in Progress Statement (Please briefly describe your work, its relevance to the total program of study and its originality.) (32K Character Max):</p> <p>Tutorial Topic/Description &amp; Work in Progress Statement</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>				
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <input type="button" value="Save and Resubmit Changes to a Previously Submitted Tutorial Request"/> </div>				
<p>Please note that your enrollment request will become a course enrollment in Drop/Add after approval from the Faculty Tutor, the Department Chair and your Advisor.</p>				

# Tutor

Each time a new tutorial request is submitted, an automated notification will be sent to the tutor. Once in their portfolios, tutors will find the tutorial enrollment requests in Course Management within the Courses bucket. Once tutors have entered the system, they have the option of requesting more information/meetings, changes to the form, and approving/denying the requests. <http://quicklink.wesleyan.edu/courses>



## Reviewing a Tutorial

1

In order to access the tutorial form, select the correct term (1), the specific tutorial course (2), click on Enrollment Requests (3), and the notepad in the View/Approve column (4).

Spring 2009

GOVT 410-02 Tutorial

PS89TEST [Comments](#) [Help](#) [FAQ's](#)

**(GOVT 410-02) Senior Thesis Tutorial**

Time: TBA  
Enrollment Limit: 999

[Enrollment Requests](#) [Class Totals](#) [Class Enrollment](#) [Grade Roster](#) [Change of Grade](#)

Students must receive approvals from the Faculty Tutor, the tutorial's Department/Program Chair/Director and student's Advisor.

### Tutorial Enrollment Requests

Canceled requests can be re-added by navigating to WesMaps and adding the class as an enrollment request again.

Please click on the 'notepad' in the View column to take action on this request.

View/Approve	Status	WesID	Name	Class Year	Majors	In Major	Student Email
	Awaiting Faculty Tutor action			2009	ANTH, LAST	N	i_____

Please note that there are certain items that are required for approval, including the Work in Progress Statement and Honors Candidacy.

Please note that the tutorial form is **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. So, be sure that requested changes are completed by the student before approving. Also, if changes are needed for tutor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the chair/director of the tutorials subject area.

**WESLEYAN TUTORIAL REQUEST FORM PS89TEST**

Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009

If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.

Subject Area	Catalog Nbr 410	Credit	Grading Mode	Faculty Tutor
Government	Senior Thesis Tutorial	1	A-F	

Tutorial Topic/Description & Work in Progress Statement (Please briefly describe your work, its relevance to the total program of study and its originality.)

WORK IN PROGRESS STATEMENT FROM TUTOR

The honor candidate named above is making progress towards on-time completion:  Yes  No **REQUIRED FIELD**

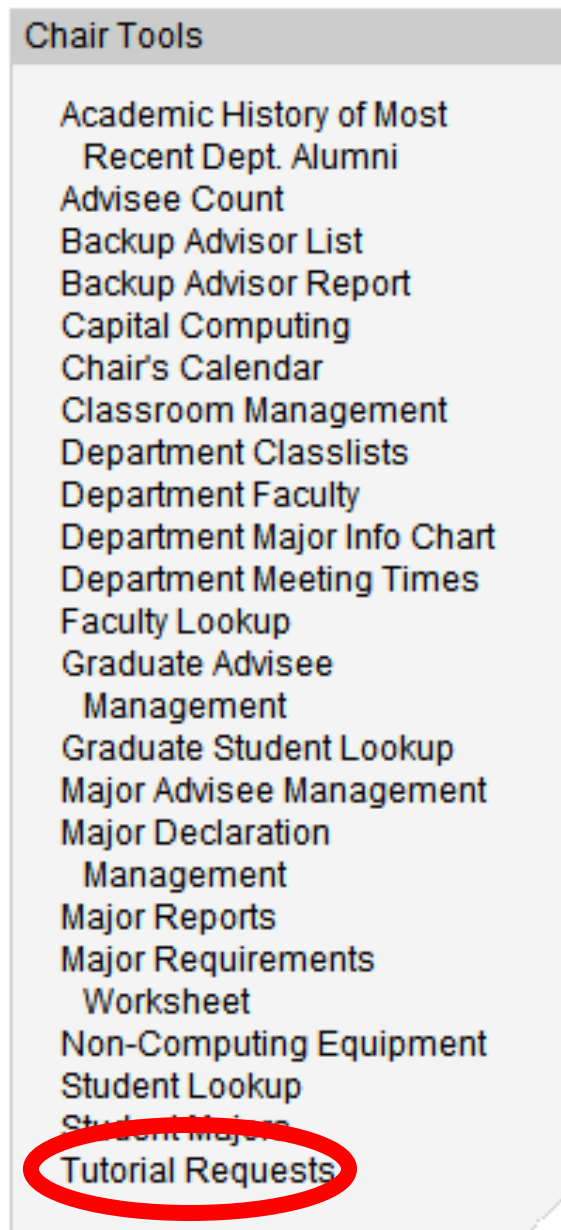
Please enter a brief statement about the nature of the student's work, its original features, and its quality. (2000 Character Max):

REQUIRED FIELD

Deny Tutorial
Approve Tutorial


## Chair/Director

Each time a tutorial request is approved by the tutor, an automated notification will be sent to the respective chair/director. Once in their portfolios, chairs/directors will find the tutorial enrollment requests in Tutorial Requests within the Chair Tools bucket. Once chairs/directors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests. <http://quicklink.wesleyan.edu/TutReq>



## Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

TUTORIAL REQUESTS PS89TEST										
Please click on the 'notepad' in the View column to take action on this request.										
Government										
View/Approve	Status	Course ID	Title	Emplid	Name	Class Year	Major	Email	Tutor	Tutor Email
	<a href="#">Awaiting Chair/Director action</a>	GOVT-410	Senior Thesis Tutorial	6		2009	ANTH,LAS'			

Please note that the Honors Candidacy recommendation is required for approval.

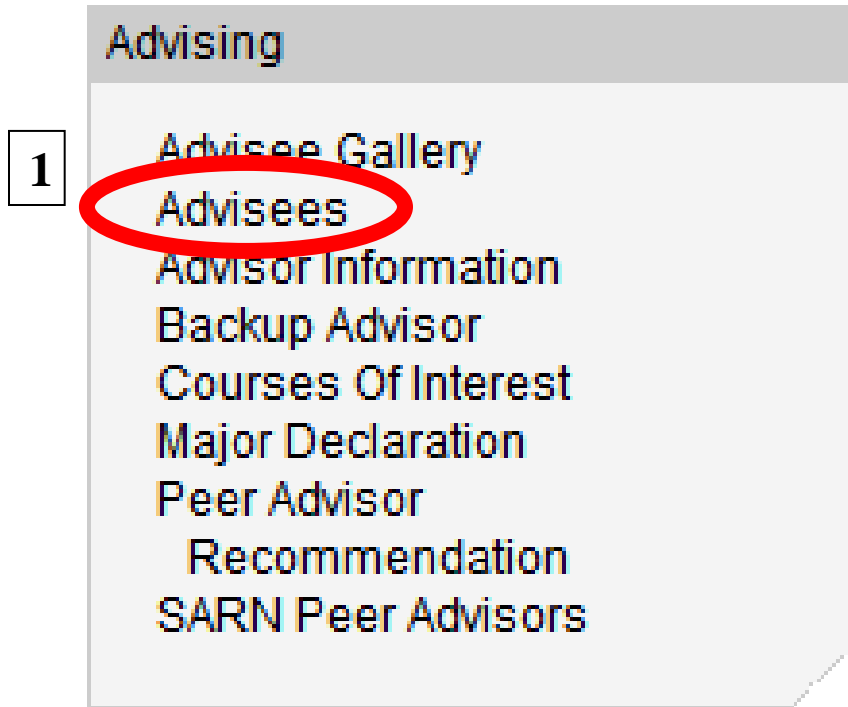
Please note that the tutorial form became **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for department/program approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically trigger a notification email to the student's advisor(s) for final approval.

WESLEYAN TUTORIAL REQUEST FORM PS89TEST				
Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009
<p>If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.</p>				
Subject Area	Catalog Nbr	Credit	Grading Mode	Faculty Tutor
Government	410	1	A-F	
<p>Tutorial Topic/Description &amp; Work in Progress Statement (Please briefly describe your work, its relevance to the total program of study and its originality.)</p> <p>Tutorial Topic/Description &amp; Work in Progress Statement</p>				
<p><b>WORK IN PROGRESS STATEMENT FROM TUTOR</b></p> <p>The honor candidate named above is making progress towards on-time completion: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please enter a brief statement about the nature of the student's work, its original features, and its quality.</p> <p>Please enter a brief statement about the nature of the student's work, its original features, and its quality.</p>				
<p><b>HONORS APPROVAL</b></p> <p>The GOVT department recommends the above-named student for honors candidacy: <input type="radio"/> Yes <input type="radio"/> No <b>REQUIRED FIELD</b></p>				
<p><input type="button" value="Deny Tutorial"/> <input type="button" value="Approve Tutorial"/></p>				

# Advisor

Each time a tutorial request is approved by the chair/director, an automated notification will be sent to the student's advisor(s). Once in their portfolios, advisors will find the tutorial enrollment requests in Advisees within the Advising bucket (1). Advisors then click the Drop/Add (2) for each student with pending transactions (grayed rows). Once advisors have entered the system, they have the option of requesting more information/meetings and approving/denying the requests. <http://quicklink.wesleyan.edu/advisees>




## Drop / Add

Student(s) whose information is highlighted in gray require an advisor action. (15 advisees)

WesID	Name	Major(s)	Pre Reg	Drop/Add	Confirmed Schedule	Spring 2009 Status	Expected Completion
<b>2009</b>							
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,FGSS	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,SISP	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	LEAV	Spring 2009
		ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009
		ANTH,LAST	N/A	<a href="#">Drop/Add</a>	No	ENRL	Spring 2009
		AFAM,ANTH	N/A	<a href="#">Drop/Add</a>	No	CONT	Spring 2009

## Reviewing a Tutorial

In order to access the tutorial form, click on the notepad in the View/Approve column.

Pending Tutorial Enrollment Requests													
Canceled requests can be re-added by navigating to WesMaps and adding the class as an enrollment request again.													
Please click on the 'notepad' in the View column to take action on this request.													
View/Approve	Status	Course ID	Title	WesID	Name	Class Year	Majors	In Major	Student Email	Faculty Tutor	Faculty Tutor Email	Chair	Chair Email
	Advisor	GOVT-410	Senior Thesis Tutorial			2009	ANTH_LAST N						

Tutorials do NOT count towards the 4 full credit course limit.

Please note that the tutorial form became **FROZEN** once approved by the tutor. Therefore no information can be changed, including the credit amount, the grading mode, etc. Therefore, if changes are needed for advisor approval, click the deny approval button. The student should then cancel the denied request and submit a new request for tutor approval.

Clicking the approval button will automatically turn this tutorial request into a course enrollment for the student.

Student	WesID	Class Year	Term	Tutorial Start Date
		2009	Spring 2009	January 01, 2009
<p>If you are writing a senior thesis for multiple departments or will have multiple faculty tutors this semester, the tutorial will need to be added on paper. Please contact Beth Labriola at x2744 or via email (elabriola@wesleyan.edu) for this form.</p>				
Subject Area	Catalog Nbr	Credit	Grading Mode	Faculty Tutor
Government	410	1	A-F	
<p>Tutorial Topic/Description &amp; Work in Progress Statement (Please briefly describe your work, its relevance to the total program of study and its originality.)</p> <p>Tutorial Topic/Description &amp; Work in Progress Statement</p>				
<p><b>WORK IN PROGRESS STATEMENT FROM TUTOR</b></p> <p>The honor candidate named above is making progress towards on-time completion: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please enter a brief statement about the nature of the student's work, its original features, and its quality.</p> <p>Please enter a brief statement about the nature of the student's work, its original features, and its quality.</p>				
<p><b>HONORS APPROVAL</b></p> <p>The GOVT department recommends the above-named student for honors candidacy: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>				
<p><b>ADVISOR APPROVAL</b></p> <p>Deny Tutorial    Approve Tutorial</p>				