



To: Spring 2008 Study Abroad Students  
From: Paul Turenne, Associate Registrar  
**RE: Fall 2008 Pre-Registration**

Greetings from Middletown! I hope that you are enjoying your time abroad and are looking forward to returning to campus in the Fall.

Please read this letter carefully to ensure that you are properly prepared to successfully participate in Fall 2008 Pre-Registration.

During Pre-Reg, I will serve as your primary contact regarding any questions and/or issues that may arise with course registration and Electronic Portfolio. Please be timely in your requests, so to best meet your needs. I can be reached from 9am to 5:30pm Monday thru Friday at (860) 685-2352 and at [pturenne@wesleyan.edu](mailto:pturenne@wesleyan.edu).

### **TIMELINE**

#### *Planning*

8:30am Monday March 31 thru 5pm Thursday April 10

#### *Scheduling*

Friday April 11 thru Sunday April 13

#### *Adjustment*

8am Monday April 14 thru 5pm Friday April 18 (Your start time will be listed in your EP.)

### **ADVISOR**

It is imperative that you remain in close email contact with your advisor to ensure that your plan is completed and receives the advisor approval. Due to your absence from campus, you will not need to meet with your advisor to be finalized, but you must make sure that you discuss the plan and finalization via email. Please note that your advisor will NOT need your username/password to approve your plan.

### **PRE-REQUISITE OVERRIDE**

When necessary please follow these steps to obtain a Pre-Requisite Override with the new electronic pre-requisite override submission process:

1. In WesMaps, if you click "Add to My Courses" and you do NOT meet the pre-requisite requirements, you will need to click on "To request a pre-req override electronically, click here".
2. The course will appear in your plan as "PREREQ Requested" and the request will appear in the instructor's EP.
3. If the instructor approves the override, the text will disappear and will be included in the scheduling program or be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face to face meeting.
5. Please note that without the instructor's pre-req approval, you will NOT be enrolled through scheduling nor adjustment. You are encouraged to receive all overrides before finalizing plan.
6. Reminder- a Pre-Requisite Override does NOT guarantee enrollment in the course.



## **PERMISSION OF INSTRUCTOR**

When necessary please follow these steps to obtain the Permission of the Instructor with the new electronic POI submission process:

1. In WesMaps, if you click “Add to My Courses” and you need a POI, you will need to click on “To request a POI electronically, click here”.
2. The course will appear in your plan as “POI Requested” and the request will appear in the instructor’s EP.
3. If the instructor approves the POI, the text will disappear and will be included in the scheduling program or be eligible for adjustment enrollment.
4. POI/PreReq approvals can be done completely electronically; however, the instructor may request additional information via email or through a face to face meeting.
5. Please note that without the instructor’s POI approval, you will NOT be enrolled through scheduling nor adjustment. You are encouraged to receive all approvals before finalizing plan.
6. Reminder- a Permission of Instructor Approval does guarantee enrollment in the course.

**Accessing Pre-registration.** Students access the pre-registration system by clicking on the “Pre-registration” link in the Course Registration box under “Courses at Wes” in the electronic portfolio ([www.wesleyan.edu/portfolio](http://www.wesleyan.edu/portfolio)). We have provided a Q&A link on the pages, which can also be accessed at <http://www.wesleyan.edu/registrar/preregFAQ.html>, or you may download a pre-registration manual at <http://www.wesleyan.edu/registrar/preregManual.pdf>.

**Planning Period.** Planning will open to students and their advisors at 8:30am on Monday, March 31 and close at 5pm on Thursday, April 10. You should use the planning period to identify courses that you have an interest in and to build a course plan, which your advisor must approve. **You must stay in email contact with your advisor during the planning period to discuss your course plan and to have it finalized.** Course plans that have not been finalized will not be included in the scheduling program. No exceptions will be made – you must participate in planning and have an advisor finalized schedule in order for your course plan to be included in the scheduling process.

**Scheduling Period.** During scheduling, the pre-registration system assigns classes based on a variety of criteria including class standing, major preference, seat availability, the number of times you have previously requested the course, and whether you have met the pre-requisites or have the permission of the instructor. On Friday, April 11 after the scheduling program has completed, you and your advisors will have the opportunity to view courses that have been scheduled.

**Adjustment Period.** The adjustment period will begin at 8am on Monday, April 14 and ends at 5pm on Friday, April 18. The adjustment period allows you to alter your schedule and to submit ranked drop/add requests for those courses that you were closed out of. The adjustment period will open to students in a staggered fashion. Students assigned to fewer credits during scheduling are granted access on the first day, students assigned more credits are granted access on the second and third day. You will receive an email telling you when your adjustment time begins. **Advisors will approve individual drops and adds during the adjustment period. Please be sure to remain in email contact with your advisor to ensure approvals.**



## PRE-REGISTRATION: IMPORTANT TIPS FOR STUDENTS

You can access the Pre-Registration system from anywhere you can access your Electronic Portfolio. **You will no longer be assigned a registration appointment for a specific lab.** A link will appear in the top frame and under “Course Registration.” During pre-registration your schedule will have a maximum of **four full credit classes**, and any number of partial credit classes. Private music lessons do not count towards the full credit limit. Your credit limit can not be raised until drop/add.

### PLANNING

- **Between Monday, March 31<sup>st</sup> at 8:30am and Thursday, April 10<sup>th</sup> at 5:00pm you should set up your plan, a ranked list of your course choices for Fall 2008.**
- Your faculty advisor **must** finalize your plan during this time through an electronic sign off in your portfolio.

### SCHEDULING

- On Friday, April 11<sup>th</sup> the Pre-Registration system will schedule students into courses based on class standing, major preference, seat availability, the number of times you have previously requested the course and, when appropriate, whether you have met the pre-requisites or have the permission of the instructor.
- The Pre-Registration system will attempt to schedule you into your first choice. If you get your first choice, the system will then try to schedule you into the course marked 2A, 3A, etc. If you do not get your first choice, the system will try to schedule you into 2B, 3B, etc.
- You can preview your preliminary schedule over the weekend.
- You will be assigned a date and time when the adjustment period will open for you.

### ADJUSTMENT

- Starting on Monday, April 14<sup>th</sup> the adjustment period will open in a staggered fashion, based on the number of courses you have in your preliminary schedule and your class year.
- Once the adjustment period opens for you:
  - You can add courses that still have seats available;
  - You can delete courses which you no longer wish to take;
  - You can submit ranked enrollment requests for drop/add in September;
  - You can adjust the grading mode and crosslisting of a course.
- You do not need to meet with your faculty advisor during the adjustment period, but your advisor must electronically approve changes you make to your preliminary schedule.
- Adjustment will end on April 18<sup>th</sup> at 5pm.

### IMPORTANT STRATEGIES FOR PLANNING PERIOD:

- **Do not assign a course to your first rank if it has zero seats set aside for your class year/major.** The scheduling program will not consider it. These courses are identified in WesMaps with “0” in the seat designation.
- **Do not add courses which exclude your class year/major.** The system does not allow this. Class year/major exclusions are identified in WesMaps with an “X” in the seat designation.
- **Do not forget to put courses in both columns**, even if there is some overlap.
- **Do not forget to select the section(s) of a course you rank.** Click “Edit” and identify sections you would like the scheduling program to consider. You can choose one, multiple, or any section.
- **You can rank courses which have overlapping meeting times in your plan.** The pre-registration program will not, however, schedule you into two courses with time conflicts.
- **You can finalize your plan with pending POI/PreReq approvals; however**, you are strongly encouraged to receive them before advisor finalization.
- **POI/PreReq approvals can be done completely electronically; however**, the instructor may request additional information via email or through a face to face meeting.