

SPRING 2023 FACULTY PREREGISTRATION INFORMATION

****PROCESS FOR PREGISTRATION****

[Please watch the Self-Service tutorial video available on the website under Students/Academic Services/Self-Service]

- #1 –Faculty advisor will notify advisees as to the preregistration process they will be following for advising
 - #2 - Student will enter their schedules via their Self-Service account (see online Self-Service instructions)
 - #3 - Student has access to check for any preregistration holds through their Self-Service account
 - #4 - During the student’s assigned preregistration time, access the student via Self-Service under Advising/View Details option
 - #5 – Under the Course Plan tab, by selecting the Spring Term 2023 tab, you should see all of the courses that the student has added for your review and approval
 - #6 – Click the box beside the first course and specify either approve or deny. Repeat for each class listed.
 - #7 – Once each class has a thumbs up or thumbs down indicator, click the Register Now button (Note: if the register now button is not blue, the student is not in their active preregistration window below.
 - #8 – Please note any restrictions, holds, or errors will be outlined in yellow in the upper right-hand corner of the screen. If that occurs, you need to remove the course from the schedule by denying the course.
- Remember that additional courses may be added/removed during the active preregistration window.

Self-Service Preregistration Schedule

105+ earned hours	Tues., October 25 beginning at 8:00 am thru 10:00 pm
90-104 earned hours	Wed., October 26 beginning at 8:00 am thru Fri., October 28 at 4:30 pm
89 - 60 earned hours	Tues., November 1 beginning at 8:00 am thru Fri., November 4 at 4:30 pm
59 - 30 earned hours	Tues., November 8 beginning at 8:00 am thru Fri., November 11 at 4:30 pm
29 - 0 earned hours	Tues., November 15 beginning at 8:00 am thru Fri., November 18 at 4:30 pm
Late preregistration (\$50 late fee)	Begins Tues., November 29 beginning at 8:00 am

NOTE: Self-Service is down each Friday from 4:30 pm – 12:00 midnight

NOTE: If you are unable to work with your advisees during on-line preregistration, please make arrangements with Academic Services so that another faculty member within your department will have access to enter student schedules during your absence.

The Academic Services staff *will not* place students in closed general studies courses – please review other options during your registration session with the student! In an effort to be fair to all students, course instructors are NOT permitted to sign students into a closed class. Please make sure student is enrolled in a full time course load of 12 semester hours.

Overload Authorization

Faculty who are working with students who wish to enroll in an **overload** of 18 semester hours must contact Academic Services, ext. 8046 or registrar@wwc.edu to obtain on-line approval prior to preregistering on-line. Students must have 30 earned hours and a 2.75 cumulative GPA to qualify for a course overload. Enrollment in more than 18 credit hours requires the completion of the Course Enrollment Authorization Form available on the website under Students/Academic Services/Academic Forms-Students.

Students Not Returning

If you have an advisee who plans to leave Wesleyan at the end of the semester and is certain that she/he will not return for spring 2023, please direct the student to complete an Intent to Discontinue Form available online under Students/Academic Services/Academic Forms-Students.

Music Ensembles

All students who will be participating in a music ensemble must register for either zero or one hour of credit that corresponds to their class level. All music ensembles are listed as MUSC-149. Only a maximum of 8 MUSC-149 credit hours will count towards graduation.

*Composition I, Written Inquiry, and Fundamentals of Human Communication MUST be taken in sequential order and enrollment is required each semester until sequence is completed. For example – students who are currently enrolled in ENGL 110 must enroll for COMM 211 in the spring semester.

*INDS 120 – Intro to Humanities – any **upperclass** student who has not completed this course should enroll in INDS-240, Revolution in the Arts for the upcoming term.

*Developmental credits do NOT count toward graduation but do count toward semester load hours.