

FALL 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 Fall 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
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90-104 earned hours	Mon., March 20 beginning at 8:00 am thru Thurs., March 23 at 10:00 pm
89 - 60 earned hours	Mon., March 27 beginning at 8:00 am thru Wed, March 29 at 10:00 pm
59 - 30 earned hours	Thurs., March 30 beginning at 8:00 am thru Tues., April 4 at 10:00 pm
29 - 0 earned hours	Mon., April 10 beginning at 8:00 am thru Wed., April 12 at 10:00 pm

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 fall 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.

ATTENTION December 2023/May 2024 Graduates

Students under the new general education curriculum who plan to graduate in either December 2023 or May 2024 are required to enroll in INDS-488/Final Year Experience.

*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 fall semester. A C or better is required in each course in order to graduate.

*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.