

# SPRING 2025

## STUDENT PREREGISTRATION INFORMATION

The Spring 2025 course schedule and supporting materials are available online via the Wesleyan homepage under Students/Academic Services/Course Schedule Information and linked within Self-Service. You are also encouraged to watch the Self-Service tutorial video available on the website under Students/Academic Services/Self-Service prior to preregistration to familiarize yourself with the process and carefully read the Self-Service Preregistration Instructions.

Preregistration will proceed according to the schedule below. Students are responsible for entering their preferred schedule via Self-Service following the online Self-Service instructions posted in the preregistration material. Your advisor may approve your schedule only **during the designated time period listed below**. Please refer to the preregistration email you will receive indicating your earned credit hour total and academic advisor.

### **Advisor Appointments**

Contact your academic advisor in person or via email to inquire about the process for scheduling an advising appointment. Using the appropriate advising checksheet (available on the Wesleyan website under Students/Academic Services/Major Checksheets and listed by catalog year), plan a tentative schedule for the spring 2025 semester prior to your appointment time. You can also use the unofficial degree audit option in Self-Service. Once you and your advisor have agreed upon your proposed schedule and you have entered the schedule through your Self-Service account, your advisor may then access and approve the course schedule during the corresponding time below.

### **Academic Services Support**

If you have advising or scheduling questions during preregistration, please feel free to email [registrar@wwc.edu](mailto:registrar@wwc.edu) or stop in the Academic Services Office, 1<sup>st</sup> Floor of the Lynch-Raine Administration Building.

### **Self-Service Preregistration Schedule**

Fall 2024 New FR & TR Only	Mon., October 28 beginning at 7:30 am —Thursday, October 31 at 10:00 pm
90+ earned hours & GR	Mon., November 4 beginning at 7:30 am - Thursday, November 7 at 10:00pm
60-89 earned hours & GR	Mon., November 11 beginning at 7:30 am - Thurs., November 14 at 10:00 pm
<59 earned hours & GR	Mon., November 18 beginning at 7:30 am - Thursday, November 21 at 10:00 pm

***Students who do not preregister during their scheduled times will NOT be permitted to preregister until late preregistration.***

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

\*Composition I (ENGL-101), Written Inquiry (ENGL-110), and Fundamentals of Human Communication (COMM-211) should 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 should enroll for COMM 211 in the spring semester.

### **Course Load Overload**

A full-time course load is between 12 and 17 total credit hours. Students who meet the criteria for a course overload will be permitted to enroll in 18 hours. Eligible students are those with at least 30 earned hours with a 2.75 cumulative GPA. ***Either you or your advisor must obtain prior approval from Academic Service by emailing a request to registrar@wwc.edu before an overload will be accepted in Self-Service.*** Enrollment in more than 18 hours requires authorization from the Academic Dean. The course enrollment authorization form is available on line under Students/Academic Services/Registrar Forms.

### **Music Ensembles**

All students who will be participating in a music ensemble must register for either zero or one hour of credit. All music ensembles are listed as MUSC-149. Only 8 ensemble credits may apply toward the 120 hour minimum required for graduation. Applied music courses should correspond to student class level (sophomores should enroll in 200 level, juniors in 300 level, etc.)

### **Not Returning in the Spring?**

If you are not planning to return to Wesleyan for the spring semester but are not certain of your plans, we encourage you to preregister. If you are certain that you will not return for Spring 2025, please complete an Intent to Discontinue Form available online under Students/Academic Services/Academic Forms-Students. If you do not complete an intent form and do not preregister, you will be billed for the spring semester.