

FALL 2025
FACULTY PREREGISTRATION INFORMATION

****PROCESS FOR PREGISTRATION/COURSE SCHEDULING****

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

- #1 – Faculty advisor should 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 2025 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 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 only during the active preregistration window.

Self-Service Preregistration Schedule
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Fall 24 & Spring 25 new students only	Mon., March 24 beginning at 7:30 am – Fri., March 28 at 10:00 pm
90+ earned hours & GR	Mon., March 31 beginning at 7:30 am – Fri., April 4 at 10:00 pm
<90 earned hours & GR	Mon., April 7 beginning at 7:30 am – Thur., April 17 at 10:00 pm

NOTE: *If you are unable to work with your advisees during online 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! To be fair to all students, course instructors are NOT permitted to sign students into a closed class. Please make sure the student is enrolled in a full-time course load of 12 semester hours otherwise this will result in an adjustment of their financial aid and impact billing.

Independent Study/Internships

Students seeking to complete any form of independent study, including internships, must complete the individualized instruction placeholder approval form to receive approval to add a placeholder to their schedule. The form is available on the website under Students/Academic Services/Student Academic Forms or in the Academic Services/Registrar’s Office.

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 be returning 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 should be taken in sequential order and enrollment is highly recommended each semester until the sequence is completed. For example – students who are currently enrolled in ENGL 110 should continue enrollment with COMM 211 in the fall semester.

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