

**FALL 2026**  
**FACULTY UNDERGRADUATE PREREGISTRATION INFORMATION**

**\*\*NEW PROCESS FOR UNDERGRADUATE PREREGISTRATION/COURSE SCHEDULING\*\***

- #1 – Faculty advisor should notify advisees as to the process they will be following for advising appointments
- #2 – The student will enter their schedule via their Self-Service account under Student Planning. Student will have access to check for any preregistration holds through their Self-Service account
- #3 – The student will notify the advisor when courses are ready for approval either by email or submitting a request for review via Self-Service. Please monitor your email and Self-Service frequently during the preregistration window for important student correspondence.
- #4 – Under the Course Plan tab, by selecting the Fall 2026 tab, you should see all of the courses that the student has added
- #5 – Click the box beside each course and specify either approve (thumbs up) or deny (thumbs down).
- #6 – **\*\*The student will register themselves in Self-Service during the assigned window below. NOTE: Graduate students will continue to be registered by their graduate advisors.**

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| <b>Self-Service Preregistration Schedule for Students</b> |
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| Fall 25/Spring 26 New students & GR | Mon., March 23 beginning at 7:30 am – Fri., March 27 at 10:00 pm         |
| 60+ earned hours & GR               | Mon., March 30 beginning at 7:30 am – Tuesday, April 7 at 10:00 pm       |
| 59-30 earned hours & GR             | Wednesday, April 8 beginning at 7:30 am – Tuesday, April 14 at 10:00 pm  |
| Less than 30 & GR                   | Wednesday, April 15 beginning at 7:30 am – Tuesday, April 21 at 10:00 pm |
| Late                                | Tuesday, April 28 and will continue throughout the summer                |

***NOTE: If you are unable to work with your advisees during preregistration, please make arrangements with the Office of the Registrar so that another faculty member within your department will have access to approve student schedules during your absence.***

The Registrar's staff will not place students in closed liberal arts core 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 form located on the website. Once the form has been processed and approved, the corresponding course will be added to the student's schedule by the Office of the Registrar.

**Overload Authorization**

Faculty who are working with students who wish to enroll in an **overload** of 18 semester hours must contact the Office of the Registrar, 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 Academics/Registrar/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 follow the Intent to Discontinue Studies process outlined on the website.

**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.