On-line Major Declaration
Major Declaration Manual
Introduction

Overview of the System

The EPortfolio Major Declaration system allows departments/programs/colleges chairs and administrative assistants to electronically manage the processing of the electronic major declaration card. Chairs will be able to assign fellow departments/programs/colleges faculty members as delegates to assist in managing the students’ requests. The system will also permit departments/programs/colleges to respond to a student’s card submission with detailed instructions and/or a specific message. It allows students requesting acceptance into the major a process for submitting the card and an electronic copy of their academic history to the department/program/college. In addition students declaring a major for the first-time will have the opportunity to submit a non-major advisor evaluation. This evaluation is for students to provide feedback to the advisor(s) on their pre-major advising experience at an appropriate transitional moment. As such it will be submitted anonymously and will only be made available to the advisor. Advisor Feedback will be presented to advisors at the end of the academic year.
Available Help

There are several ways to obtain additional help if you have questions or concerns about the major declaration card submission and processing system.

Staff from the Registrar’s Office will be available to answer any questions you may have Monday through Friday from 8:30 a.m. to 5 p.m., at x2810. You may leave a message after hours and a staff member will get back to you during business hours.

You may also access the Major Declaration Frequently Asked Questions page at any time at http://www.wesleyan.edu/deans/major_declaration/FAQ.html.

If you have a technical problem, you can either call the help line, or you can call the ITS Help Desk directly at x4000. If you have a problem with a username or lost password, you can call Information Technology Services directly at x2128 or x2132.

If you have an advising problem, you can also contact the Deans’ Office at x2600.
Accessing the System

Students and faculty will access the Major Declaration system through their EPortfolio. Students should navigate to the Major Declaration link in the Wesleyan Career bucket in their student portfolio. Chairs and department/program/college appointed delegates will have access to Major Declaration in the Chair Tools bucket in their faculty portfolio. Administrative assistants will have access to Major Declaration in Management Tools in the AA portfolio.

Important Notes

• Departments/programs/colleges have different practices and requirements for majors and the on-line system is not replacing these processes. Departments have the option of using the automatic e-mail response to send the student department-specific instructions about the application process for the major, including requiring that the student come in and meet with the department. The on-line major declaration maintains the current system in place for departments, and merely replaces the existing paper declaration card with an on-line version.

• Students must submit an advisor feedback form when submitting their first major declaration request.

• Student major declaration requests grant designated department officials (Chairs/Directors, AAs, and Faculty Delegates) access to their Academic History.

• Upon a student add request, the student receives an automated instructional email from the department. Also, the department official(s) receive an automated notification email from the student.

• Approved student add requests automatically transfer to EP>Major Advisee Management for the purpose of advisor assignment.

• Students cannot drop an approved major, unless the student already has an approved additional major.
Student

Once in their portfolios, students will find the Major Declaration link in the Wesleyan Career bucket in the Academics & More column. Students can also access via http://quicklink.wesleyan.edu/majordcc.
SUBMITTING A MAJOR DECLARATION REQUEST
The major declaration card is then accessible to the student. Click on the drop down box to pull up the list of declarable majors. Then select the desired major and click “Submit Major”.

Please note that by submitting a major request, the student is granting the department officials’ access to their Academic History.

ADDING A MAJOR
All undergraduate students will be able to access this application at all times. However, the system will only allow the student to take the appropriate actions. Students should always consult department/program website for information and requirements about the process for being accepted into the major before submitting a request to add a major.

Students admitted as First Year students:
• During a student’s first & third Wesleyan terms, students will NOT have the option to declare a major.
• During a student’s second Wesleyan term, students will be able to declare a COL or CSS major. Please be aware that student must apply and be accepted into these colleges in order to declare COL or CSS as a major.
• Starting with a student’s fourth Wesleyan term, students will be able to declare all majors, except for COL and CSS.

Students admitted as Transfer students:
• Students admitted as a 1st semester Sophomore:
  o During a student’s first Wesleyan term, students will be able to declare a COL or CSS major. Please be aware that students must apply and be accepted into these colleges in order to declare COL or CSS as a major.
  o Starting with a student’s second Wesleyan term, students will be able to declare all majors, except for COL and CSS.
• Students admitted as a 2nd semester Sophomore or Junior:
  o Starting with a student’s first Wesleyan term, students will be able to declare all majors, except for COL and CSS.
ADVISOR FEEDBACK FORM
Upon clicking “Submit Major”, certain students will be prompted to submit an advisor feedback form. Any student who does NOT have an approved major will be required to submit the form. Please note that the major declaration request will NOT be submitted until the survey is submitted.

Students with multiple advisors will have a separate form for each advisor. So, be sure to check the advisor name carefully. (1)

This form is designed to provide your advisor with feedback about your experience of the pre-major advising partnership. The information you provide here will be anonymous and confidential. It will go only to your advisor, who will not see your name or student number. It will play no role in the evaluation or promotion of your advisor.

Please note that your Major Declaration request will NOT be submitted until the survey is submitted.

1. Please evaluate your role in the advising partnership.

2. Please describe your advisor’s strengths. Provide details about what your advisor did well or the areas where the advice you received was most useful to you in planning your academic career.

3. Please describe the areas where your advisor needs improvement. What aspects of his/her advising would you change and why?

4. Please provide any other comments you may have for your advisor.

Submit Survey

TUTORIAL REGISTRATION
2/6/2009
AUTOMATED EMAILS
Once the request is officially submitted, students will receive an automated email with instructions from the respective department/program/college. Students must pay special attention to this email, as it will contain instructions, expectations, and other necessary application requirements. Please note that this email will be sent to the student’s Wesleyan email address.

Also, once the request is officially submitted, the appropriate department officials will receive an automated email notifying them of your request.

MAJOR DECLARATION TRACKING
Students will be able to track the status of their online major declaration actions.

MAJOR DECLARATION FORM
You can use this form to add/drop a major. Upon submission, the academic department/program will review your request and your Academic History. Please note that the academic department may request a meeting. For more information, click here: http://www.wesleyan.edu/acoffoot.html

Major Declaration FAQ
Student name:
Student class year:
Majors already approved: none

I would like to declare a major in:

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>DATE SUBMITTED</th>
<th>STUDENT ACTION</th>
<th>DEPARTMENT ACTION</th>
<th>DEPARTMENT OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>10-FEB-09</td>
<td>ADD</td>
<td>PENDING</td>
<td></td>
</tr>
</tbody>
</table>
DROPPING A MAJOR
All students are expected to declare a major by end of drop/add of their first semester junior year. In some cases students may want to change their major or drop a second major. This may also be done in major declaration system.

Please be aware that the system will not allow a student to drop below one major. In other words if a student is changing majors they will need to be accepted into the new major before they can drop their first major.

Click on the drop down box to pull up the list of approved majors that can be requested for a drop. Then select the desired major and click on the “Drop Major” button.

MAJOR DECLARATION FORM
You can use this form to add/drop a major. Upon submission, the academic department/program will review your request and your Academic History. Please note that the academic department may request a meeting. For more information, click here: http://www.wesleyan.eduacademicdept.html

Student name:
Student class year:

Majors already approved: AFAM, BIOL
I would like to declare a major in
I would like to DROP my major in

Please note that the student cannot take a drop action on the 2nd approved major because that drop would cause the student to have zero approved majors.

MAJOR DECLARATION FORM
You can use this form to add/drop a major. Upon submission, the academic department/program will review your request and your Academic History. Please note that the academic department may request a meeting. For more information, click here: http://www.wesleyan.eduacademicdept.html

Student name:
Student class year:

Majors already approved: AFAM, BIOL
I would like to declare a major in

Student cannot drop a major until a new major has been declared and approved.
Chairs/Directors & Admin Assistants

Once in their portfolios, chairs/directors and administrative assistants will find the Major Declaration link in the Chair Tools & Management Tools buckets, respectively.
MAJOR DECLARATION TOOLS
The online major declaration management tool is flexibly designed to allow departments/programs/colleges to incorporate their existing internal procedures, protocols, and requirements. There are 3 tools available to facilitate the major declaration process.

**Chair's Major Declaration Management Tools**

1. [Automatic e-mail](#)
2. [Faculty delegates](#)
3. [Major declarations](#)

**AUTOMATIC E-MAIL**
Once a student’s request is officially submitted, the student will receive an automated email with instructions from the respective department/program/college. Students are instructed to pay special attention to this email, as it will contain instructions, expectations, and other necessary application requirements.

Please be sure to edit the email text before students begin submitting major declaration requests.

Please note that this automatic email is only sent when a student declares a major, NOT when they request to drop a major.

First click, “Automatic e-mail” in the Management Tools list (please see above). Then click on the drop down box to pull up the list of your majors. Selected the desired major and then click on the “View AutoReply” button.

**MAJOR DECLARATION**

Please do the following:

1. Select a major.
2. Click the View AutoReply Button.

Tools
The text below will be automatically emailed to students when they request to declare this major.

Dear Student,

Thank you for your interest in pursuing a major in our department/program. We have received your request and will review your Academic History. Please visit our website to learn more about our academic mission (http://www.wesleyan.edu/acaf/dept.html). We will contact you via your Wesleyan email for further information, but please feel free to contact us with any questions.

Thanks!

Submit AutoReply
FACULTY DELEGATES

Chairs/Directors and AAs are automatically granted the authorization to edit the automatic email and take action on student requests. However, individual areas have the option to designate certain faculty members to have this ability as well.

First click on the “Faculty Delegates” link on the Management Tools list. Then click on the drop down box to pull up the list of your majors. Select the desired major and then click on the “View Delegates” button.

MAJOR DECLARATION DELEGATES

Please do the following:
1. Select a major.
2. Click the View Delegates Button.
3. Then declare if the Chair/AA would like to continue to receive the automated notification emails when students submit their requests.
4. Finally, click the “Submit Delegates” button.

TUTORIAL REGISTRATION
2/6/2009
EMAIL FILTERING
Some staff and/or faculty may NOT wish to receive the automated student request email. These users should set up an email rule that will delete or divert these emails. This method will prevent the user’s email inbox from flooding with unwanted emails.

OUTLOOK
Within Outlook, users should click:
1. Tools
2. Rules and Alerts
3. New Rule
4. Step 1: “Move messages with specific word in the subject to a folder”
5. Step 2: “specific words”
6. Type: XXXX Major Declaration Request
   a. Replace XXXX with specific Major abbreviation, ie ARHA, ARST, SOC, etc.
7. Add
8. OK
9. Step 2: “specified”
10. Deleted Items
11. OK
12. Finish
13. Apply
14. OK
15. Set up a 2nd rule for Subject XXXX Major Declaration Drop Request

![Outlook screenshot]

TUTORIAL REGISTRATION
2/6/2009
Rules and Alerts

Choose a folder:
- Calendar (13)
- Contacts
- Drafts
- Inbox
- Journal
- Junk E-Mail
- Notes
- Outbox
- RSS Feeds
- Sent Items
- Tasks
- Personal Folders
- Public Folders

OK
Cancel
New...

Rules Wizard

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized
- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a Folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date
- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule
- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives with FILM Major Declaration Request in the subject move it to the Deleted Items folder

Example: Move mail with Project in the subject to my Project folder
ENTOURAGE
Within Entourage, users should click:
1. Tools
2. Rules
3. Mail (Exchange)
4. New
5. Rule Name: Type-XXXX Major Declaration Request
   a. Replace XXXX with specific Major abbreviation, ie ARHA, ARST, SOC, etc.
6. Add Criterion
7. Change From to Subject
8. Type- Type-XXXX Major Declaration Request
   a. Replace XXXX with specific Major abbreviation, ie ARHA, ARST, SOC, etc.
9. Change from Not junk E-mail to Read
10. Change from Set Category to Move Message
11. Change from Inbox (On My Computer) to Choose Folder
12. Click Wesleyan Deleted Items
13. Click Choose
14. OK
15. Set up a 2nd rule for Subject XXXX Major Declaration Drop Request
MAJOR DECLARATIONS
Student requests can be reviewed and acted upon by first clicking on the “Major declarations” link on the Management Tools list. Then click on the drop down box to pull up the list of your majors. Select the desired major and then click on the “View Requests” button.

MAJOR DECLARATION APPROVAL FORM
You can use this electronic table to take action on major requests.
Please Choose Major and Click View Requests:

Once in the online system, users will be able to:

1. Keep track of any outstanding requests.
2. Determine the requesting student’s current term form of study. The code will hyperlink to an explanation website http://www.wesleyan.edu/registrar/enrollmentstatus.htm.
3. View the student’s Academic History.
4. Email the student.
5. Select an action.
6. Click the submit button to officially take action.
7. Review completed requests.
   - Review Approved ADD requests.
   - Review Approved DROP requests.
   - Review Denied Requests.

Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

MAJOR DECLARATION APPROVAL FORM
You are taking action on the ARST major.

Click here to view Approved ADD requests.
Click here to view Approved DROP requests.
Click here to view Denied requests.
STUDENT ENROLLMENT STATUS

Each student request will include the student’s current term form of study. This may prove helpful in determining the student face to face meeting availability, access to the internet, etc. Please refer to the table below, which outlines the different Forms of Study.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENRL</td>
<td>(Enrollment) Student is enrolled and in residence at Wesleyan for the current semester.</td>
</tr>
<tr>
<td>LEAV</td>
<td>(Leave) Student is on a medical, non-academic, or academic leave for the current semester.</td>
</tr>
<tr>
<td>NRS</td>
<td>(Non-Resident Study) Student has been accepted into or is attending a non-resident program of study for the semester.</td>
</tr>
<tr>
<td>CAND</td>
<td>(Candidacy) (Used just prior to commencement.) Student is scheduled to graduate in the upcoming commencement.</td>
</tr>
<tr>
<td>DTCH</td>
<td>(Detached) Student is no longer enrolled in the University.</td>
</tr>
</tbody>
</table>

Because students are not officially enrolled in the University until they register with the necessary offices during the Enrollment Period, for the period of time between semesters, the following expected status for the upcoming semester may appear for the student:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT</td>
<td>(Continuing) Student was enrolled in the previous semester and is expected to continue in the next semester.</td>
</tr>
<tr>
<td>RTRN</td>
<td>(Returning) Student was on leave or non-resident study in the previous semester but is expected to return to campus in the upcoming semester.</td>
</tr>
<tr>
<td>FRST</td>
<td>(First-Time) Student is a new student, first-year or transfer, expected to attend in the upcoming semester. (Term may apply to former visiting students.)</td>
</tr>
<tr>
<td>LX</td>
<td>(LV Expired) Student is expected to return from a leave of absence but has not yet turned in the paperwork to the appropriate offices.</td>
</tr>
</tbody>
</table>
**STUDENT ACADEMIC HISTORY**

Clicking on the Academic History "notepad" will allow department officials to access and review the requesting student’s academic history. Please note that this information remains confidential, can only be used for advising purposes, and can only be shared with other approved university personnel.

**Academic History**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Source Institution</th>
<th>CID</th>
<th>Title</th>
<th>Credit</th>
<th>Grade</th>
<th>WES GPA</th>
<th>ALT GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Main 2005</td>
<td></td>
<td>ENGLAF</td>
<td>English Lit &amp; Composition</td>
<td>1.00</td>
<td>CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>BIOL197</td>
<td>Intro to Env Studies</td>
<td>1.00</td>
<td>A-</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>COL115</td>
<td>Lit of Protect and Complain</td>
<td>1.00</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>ECON101</td>
<td>Introduction to Economics</td>
<td>1.00</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>THEA150</td>
<td>Plays for Performance</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Cumulative Credits/GPA</strong></td>
<td>5.00</td>
<td></td>
<td>90.85</td>
<td>3.59</td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>ENGL174</td>
<td>Playwright's Workshop</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>ENGL204</td>
<td>Modern Drama I</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>GOVT151</td>
<td>American Government &amp; Politics</td>
<td>1.00</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>HIST216</td>
<td>European Intellectual History</td>
<td>1.00</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>PHED139</td>
<td>Running for Fitness</td>
<td>0.25</td>
<td>CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>PHI101</td>
<td>Philosophical Classics I</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Cumulative Credits/GPA</strong></td>
<td>10.25</td>
<td></td>
<td>92.51</td>
<td>3.75</td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL201</td>
<td>Study of Literature</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL210</td>
<td>The Uses of Fantasy</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL491</td>
<td>Teaching Apprentice Tutorial</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Approved Add Requests
When a student’s add request is approved, the student will transfer from the “Major Declaration Approval Form” to the “Approved Add Requests” page. This table includes the name of the person who approved the request. Therefore, AAs can (if appropriate) use this table to determine which delegate to assign as the student’s advisor. Please note that the actual advisor assigning is still done in EP>Major Advisee Management.

Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

Please note that Approved Add requests also transfer to EP>Major Advisee Management for the purpose of advisor assigning.

<table>
<thead>
<tr>
<th>Student</th>
<th>Wesid</th>
<th>Class</th>
<th>Student Action</th>
<th>Email</th>
<th>Dept Action Date</th>
<th>Dept Official</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Add</td>
<td></td>
<td>24-FEB-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Add</td>
<td></td>
<td>24-FEB-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td></td>
<td>Add</td>
<td></td>
<td>25-FEB-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Add</td>
<td></td>
<td>26-FEB-09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approved Drop Requests
When a student’s drop request is approved, the student will transfer from the “Major Declaration Approval Form” to the “Approved Drop Requests” page. Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

<table>
<thead>
<tr>
<th>Student</th>
<th>Wesid</th>
<th>Class</th>
<th>Student Action</th>
<th>Email</th>
<th>Dept Action Date</th>
<th>Dept Official</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Drop</td>
<td></td>
<td>24-FEB-09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Denied Requests
When a student’s request is denied, the student will transfer from the “Major Declaration Approval Form” to the “Denied Requests” page. Please note that Denied requests include Adds and Drops. Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

<table>
<thead>
<tr>
<th>Student</th>
<th>Wesid</th>
<th>Class</th>
<th>Student Action</th>
<th>Email</th>
<th>Dept Action Date</th>
<th>Dept Official</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td></td>
<td>Add</td>
<td></td>
<td>24-FEB-09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Delegates

Chairs/Directors and Administrative Assistants have the option to designate fellow faculty to receive and take action on student major declaration requests.

Once in their portfolios, Faculty will find the Major Declaration link in the Chair Tools bucket.

DELEGATE ACCESS
Please note that the Major Declaration link will be visible to all faculty members at all times. However, faculty who have NOT been designated as delegates by their Chair/Director or AA, will receive the following message.
MAJOR DECLARATION TOOLS
The online major declaration management tool is flexibly designed to allow departments/programs/colleges to incorporate their existing internal procedures, protocols, and requirements. For delegates, there are 2 tools available to facilitate the major declaration process. Please note that delegates do NOT have the ability to designate delegates.

Chair's Major Declaration Management Tools

1. Automatic e-mail

2. Major declarations

AUTOMATIC E-MAIL
Once a student’s request is officially submitted, the student will receive an automated email with instructions from the respective department/program/college. Students are instructed to pay special attention to this email, as it will contain instructions, expectations, and other necessary application requirements.

Please be sure to edit the email text before students begin submitting major declaration requests.

Please note that this automatic email is only sent when a student declares a major, NOT when they request to drop a major.

First click, “Automatic e-mail” in the Management Tools list (please see above). Then click on the drop down box to pull up the list of your majors. Selected the desired major and then click on the “View AutoReply” button.

MAJOR DECLARATION

Please do the following:

1. Select a major.

2. Click the View AutoReply Button.
The text below will be automatically emailed to students when they request to declare this major.

Dear Student,

Thank you for your interest in pursuing a major in our department/program. We have received your request and will review your Academic History. Please visit our website to learn more about our academic mission (http://www.wesleyan.edu/acad/dept.html). We will contact you via your Wesleyan email for further information, but please feel free to contact us with any questions.

Thanks,

[Name]
MAJOR DECLARATIONS

Student requests can be reviewed and acted upon by first clicking on the “Major declarations” link on the Management Tools list. Then click on the drop down box to pull up the list of your majors. Select the desired major and then click on the “View Requests” button.

MAJOR DECLARATION APPROVAL FORM

You can use this electronic table to take action on major requests.

Please Choose Major and Click View Requests:

Tools

Once in the online system, users will be able to:

1. Keep track of any outstanding requests.
2. Determine the requesting student’s current term form of study. The code will hyperlink to an explanation website [http://www.wesleyan.edu/registrar/enrollmentstatus.htm](http://www.wesleyan.edu/registrar/enrollmentstatus.htm).
3. View the student’s Academic History.
4. Email the student.
5. Select an action.
6. Click the submit button to officially take action.
7. Review completed requests.
   - Review Approved ADD requests.
   - Review Approved DROP requests.
   - Review Denied Requests.

Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

MAJOR DECLARATION APPROVAL FORM

You are taking action on the ARST major.

<table>
<thead>
<tr>
<th>Major Declaration Requests</th>
<th>Pending</th>
<th>See Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>ARST</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WESID</th>
<th>CLASS</th>
<th>STATUS</th>
<th>DATE SUBMITTED</th>
<th>STUDENT ACTION</th>
<th>MAJORS</th>
<th>ACADEMIC HISTORY</th>
<th>EMAIL</th>
<th>CHAIR ACTION</th>
<th>SUBMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>ENGL</td>
<td>22 FEB 09</td>
<td>ADD</td>
<td>FEM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>ENGL</td>
<td>18 FEB 09</td>
<td>ADD</td>
<td>RELI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>ENGL</td>
<td>20 FEB 09</td>
<td>ADD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>ENGL</td>
<td>24 FEB 09</td>
<td>ADD</td>
<td>EAST0108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here to view Approved ADD requests.
Click here to view Approved DROP requests.
Click here to view Denied requests.

TUTORIAL REGISTRATION
2/6/2009
STUDENT ENROLLMENT STATUS
Each student request will include the student’s current term form of study. This may prove helpful in determining the student face to face meeting availability, access to the internet, etc. Please refer to the table below, which outlines the different Forms of Study.

<table>
<thead>
<tr>
<th>ENRL</th>
<th>(Enrollment)</th>
<th>Student is enrolled and in residence at Wesleyan for the current semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAV</td>
<td>(Leave)</td>
<td>Student is on a medical, non-academic, or academic leave for the current semester.</td>
</tr>
<tr>
<td>NRS</td>
<td>(Non-Resident Study)</td>
<td>Student has been accepted into or is attending a non-resident program of study for the semester.</td>
</tr>
<tr>
<td>CAND</td>
<td>(Candidacy)</td>
<td>(Used just prior to commencement.) Student is scheduled to graduate in the upcoming commencement.</td>
</tr>
<tr>
<td>DTCH</td>
<td>(Detached)</td>
<td>Student is no longer enrolled in the University.</td>
</tr>
</tbody>
</table>

Because students are not officially enrolled in the University until they register with the necessary offices during the Enrollment Period, for the period of time between semesters, the following expected status for the upcoming semester may appear for the student:

<table>
<thead>
<tr>
<th>CONT</th>
<th>(Continuing)</th>
<th>Student was enrolled in the previous semester and is expected to continue in the next semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTRN</td>
<td>(Returning)</td>
<td>Student was on leave or non-resident study in the previous semester but is expected to return to campus in the upcoming semester.</td>
</tr>
<tr>
<td>FRST</td>
<td>(First-Time)</td>
<td>Student is a new student, first-year or transfer, expected to attend in the upcoming semester. (Term may apply to former visiting students.)</td>
</tr>
<tr>
<td>LX</td>
<td>(LV Expired)</td>
<td>Student is expected to return from a leave of absence but has not yet turned in the paperwork to the appropriate offices.</td>
</tr>
</tbody>
</table>
STUDENT ACADEMIC HISTORY

Clicking on the Academic History “notepad” will allow department officials to access and review the requesting student’s academic history. Please note that this information remains confidential, can only be used for advising purposes, and can only be shared with other approved university personnel.

### Academic History

<table>
<thead>
<tr>
<th>Semester</th>
<th>Source Institution</th>
<th>CID</th>
<th>Title</th>
<th>Credit</th>
<th>Grade</th>
<th>WES GPA</th>
<th>ALT GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Matric 2003</td>
<td></td>
<td>ENGLAF</td>
<td>English Lit &amp; Composition</td>
<td>1.00</td>
<td>CR</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cumulative Credits/GPA</td>
<td>1.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>BIOL197</td>
<td>Intro to Env Studies</td>
<td>1.00</td>
<td>A-</td>
<td>90.85</td>
<td>3.59</td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>COL115</td>
<td>Lit of Protest and Complain</td>
<td>1.00</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>ECON101</td>
<td>Introduction to Economics</td>
<td>1.00</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2005</td>
<td></td>
<td>THEA150</td>
<td>Plays for Performance</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cumulative Credits/GPA</td>
<td>5.00</td>
<td></td>
<td>90.85</td>
<td>3.59</td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>ENGL174</td>
<td>Playwright's Workshop</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>ENGL234</td>
<td>Modern Drama I</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>GOVT151</td>
<td>American Government &amp; Politics</td>
<td>1.00</td>
<td>A-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>HIST216</td>
<td>European Intellectual History</td>
<td>1.00</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>PHED139</td>
<td>Running for Fitness</td>
<td>0.25</td>
<td>CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2006</td>
<td></td>
<td>PHIL201</td>
<td>Philosophical Classics I</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cumulative Credits/GPA</td>
<td>10.25</td>
<td></td>
<td>92.51</td>
<td>3.75</td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL201</td>
<td>Study of Literature</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL210</td>
<td>The Uses of Fantasy</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2006</td>
<td></td>
<td>ENGL491</td>
<td>Teaching Apprentice Tutorial</td>
<td>1.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPROVED ADD REQUESTS
When a student’s add request is approved, the student will transfer from the “Major Declaration Approval Form” to the “Approved Add Requests” page. This table includes the name of the person who approved the request. Therefore, AAs can use this table to determine which delegate to assign as the student’s advisor. Please note that the actual advisor assigning is still done in EP>Major Advisee Management.

Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

Please note that Approved Add requests also transfer to EP>Major Advisee Management for the purpose of advisor assigning.

Approved Add Requests

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WSEID</th>
<th>CLASS</th>
<th>STUDENT ACTION</th>
<th>EMAIL</th>
<th>DEPT ACTION DATE</th>
<th>DEPT OFFICIAL</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td>ADD</td>
<td></td>
<td>24/02/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td>ADD</td>
<td></td>
<td>24/02/09</td>
<td></td>
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<td>2010</td>
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<td>24/02/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td>ADD</td>
<td></td>
<td>24/02/09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved Drop Requests
When a student’s drop request is approved, the student will transfer from the “Major Declaration Approval Form” to the “Approved Drop Requests” page. Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

Approved Drop Requests

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WSEID</th>
<th>CLASS</th>
<th>STUDENT ACTION</th>
<th>EMAIL</th>
<th>DEPT ACTION DATE</th>
<th>DEPT OFFICIAL</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td>DROP</td>
<td></td>
<td>24/02/09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Denied Requests
When a student’s request is denied, the student will transfer from the “Major Declaration Approval Form” to the “Denied Requests” page. Denied requests include Adds and Drops. Please note that all columns with a bold, blue heading can be clicked on to sort the request by that data.

Denied Requests

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WSEID</th>
<th>CLASS</th>
<th>STUDENT ACTION</th>
<th>EMAIL</th>
<th>DEPT ACTION DATE</th>
<th>DEPT OFFICIAL</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td>ADD</td>
<td></td>
<td>24/02/09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>