

Student Checklist for Course Pre-Registration Fall 2023

Academic planning requires considerable preparation. Summarized below are steps a student should take to revise course selections and complete the pre-registration processes.

- Consult with the faculty advisor to discuss interests, goals, academic plans, and the course plan for the Fall 2023 semester.
- Attend the Academic Forum on **Thursday, August 3 1, 11:00 a.m.-12:30 p.m.**
- Meet with an Academic Peer Advisor for additional planning questions.
- Review the course schedule in WesPortal during and after the Drop/Add Period.
 - Be sure that if you are signed up for a lecture or a lab, that you have the corresponding lab or lecture, if required.
 - It is very important that any errors are corrected in a timely manner as there are deadlines where no corrections are possible (see Drop/Add below) for either course enrollment or grading mode.
 - **Please note that Drop/Add ignores time conflicts.** Students need to be sure that they can meet the expectations of each class and must confirm this with the faculty if there is a conflict.

Important General Information for Students

- **Advanced Placement/IB Credit:** Up to 2.00 credits of [AP or IB credit](#) (or any other credit earned prior to matriculation at Wesleyan) may be counted toward the Wesleyan degree, depending on the score received on the AP or IB exam and the individual Wesleyan department regulations. The awarding of credit may depend on the completion of a particular Wesleyan course, some with a minimum grade. See your faculty advisor or class dean for specific requirements or consult the Registrar's website.
- **Class Attendance:** Attendance at all classes is expected. Penalties for missing class vary according to professor. If you are ill and cannot attend class, it is important to contact the professor and your class dean. Sending an e-mail to your instructor **does not constitute an approved absence.**
- **Course Credit Load:** Students are expected to earn 4.00 credits each semester and must enroll in at least 3.00 credits. There are minimum credit requirements that you must satisfy each semester to be promoted to the next. Students who have enough credits for promotion but earn 2.00 or fewer credits in a single semester will be placed on Strict Probation.

- **Drop/Add Period:** For Fall 2023, the Drop/Add period takes place from **August 28 to September 15**. You need your advisor's approval for any course registration changes. Courses dropped during Drop/Add will be deleted from your academic record. *Course withdrawals after this period will remain on your transcript with a "W" to indicate that you withdrew from them. The "W" does not factor into your grade point average.*
- **Failing Grades:** The grades of E, F and U are all failing grades. A student who earns a failing grade earns no credit for the failed course and is subject to academic discipline, which could result in Required Resignation. Know Wesleyan's [academic regulations](#) concerning grades, credit and other procedures.
- **Grading Mode:** Many courses offer a grading mode option—graded (A-F) or Credit/Unsatisfactory (CR/U). When this option is available, the registration system requires that students choose a grading mode. The default is the letter grade if you neglect to choose. Changes in grading mode can be made only through your portfolio. The deadline for grading mode changes is **Friday, September 29, at 5 pm**. No grading mode changes are permitted after this deadline, so check your schedule for accuracy.
- **Incompletes:** All of the work for a course (semester-long projects and papers) must be completed and submitted to the instructor by the last day of class. The only exceptions to this are semester examinations and take-home final exams or final papers, which may not be scheduled or due any sooner than the first day of the examination period and preferably at the time designated by the Registrar for the course's examination time. If you are unable to meet this deadline due to extenuating circumstances at the end of the semester, you may discuss the option of an Incomplete with the instructor. If an Incomplete is granted, the deadline to submit all work is **30 days after the end of the semester**, *unless an earlier deadline is set by the instructor* or a student is at risk for Required Resignation as a result of the provisional grade(s) submitted. Up to two Incompletes are allowed; more require the approval of the class dean.
- **Sequence (Two-Semester) Courses:** A sequence course requires the successful completion of **both** semesters to receive any credit. If you fail the first semester of a sequence course, you may not continue in the second semester without the instructor's permission. If you fail the second semester of a sequence course, you lose credit for both semesters of the course. Make sure you will be able to enroll in the second half of a sequence course.
- **Transfer Credit:** You may request to transfer college course credit earned prior to enrolling at Wesleyan. Before any evaluation can be considered, a sealed official transcript must be sent by the Registrar's Office of the college you attended to the class dean at Wesleyan University, Deans' Office, North College 2nd Floor, 237 High Street, Middletown, CT 06459. Wesleyan will apply towards

graduation a maximum of two credits (AP, IB, credit earned at another institution) earned before matriculation. While a maximum of two pre-matriculant credits or pre-approved credits **earned elsewhere during a summer** will be counted toward the Wesleyan degree, all such credits that have been duly approved by Wesleyan departments can be listed on the student's transcript. See your class dean if you have any questions regarding transferring credits.

- **Tutorials:** First-year students are not eligible to enroll in individual tutorials. However, they may enroll in group tutorials. All tutorial forms must be submitted online through your portfolio by the end of the Drop/Add period.
- **Withdrawal from a Course:** To withdraw from a course after the Drop/Add period, a student must complete a Withdrawal Form and obtain the signatures of the advisor, instructor and class dean. Submitting a petition after the drop/add withdrawal period does not constitute an approval of a late delete or withdrawal, so it is important that students meet the deadline. All withdrawals are noted on the transcript with a "W." The deadline for withdrawing from a full-semester course in the Fall is **Friday, December 2 at 5 p.m.** Absence from a course or failure to attend a class does not constitute withdrawal. The student is responsible for officially withdrawing from a course.

Useful Resources

Advising Matters

https://www.wesleyan.edu/studentaffairs/facguide/Advising_Matters_20191.pdf

The Faculty and Student Advising Handbook

<http://www.wesleyan.edu/studentaffairs/facguide/index.html>

Information about the course registration process

http://www.wesleyan.edu/registrar/registration/course_registration.html

The Student Handbook

<https://www.wesleyan.edu/studentaffairs/studenthandbook/index.html>