

# SELF-SERVICE STUDENT PREREGISTRATION INSTRUCTIONS

*The link to SS is located at the bottom right of the Wesleyan homepage.*

## **#1) The first thing you need to do is check for a hold status.**

- Prior to entering courses for preregistration, determine if you have a Student Accounts hold that will prevent you from preregistering.
- At the top right of the main Self-Service screen, check for a yellow square with a number in it and click
- Follow directions to resolve any holds prior to proceeding to next step. Until your hold is resolved you will not be permitted to preregister.

## **#2) If you are cleared to preregister, you can begin to add course sections to your schedule**

***A helpful suggestion before beginning this step, is to write out your course schedule on paper and make sure the section numbers and times are accurate. You can also access the preregistration form available on the website***

- To begin entering your courses select Student Planning
- Select the Go to Plan & Schedule under the Plan Your Degree & Register for Classes section
- You are now in the schedule tab
- Notice that you see a red warning message at the top right of the screen. This is an indicator message letting you know that you are only permitted to enter your courses. Your advisor must finalize and approve your schedule to complete the process.
- You are now ready to enter your courses. On the top right of the screen you will see a search for courses box. Enter the name of the course you want to register for (Example: ENGL-101). You will then see the course you selected. Click the grey drop down bar for the course and identify the specific section of the course you want to add for the spring 2023 term. Locate the specific section of the course you want to add and click **“Add Section to Schedule”** button. ***DO NOT CLICK ADD COURSE TO PLAN!!***
- Verify the section details and click “Add Section” making sure you have selected the correct term
- Proceed until all of your sections have been added to your schedule

### **Alternate Method for adding course sections**

- Select the course catalog option
- Using the advance search option, you can identify courses by filtering on a variety of items such as term, department, days of the week, time, instructor, level and course types (including lens categories and other general education categories)
- Select the term – Spring Term 2023
- Click the grey drop down bar for the course you want to add. If multiple sections exist, identify the specific section of the course you want to add and click the blue “Add Section to Schedule” button.
- Verify the section details and click “Add Section”
- Proceed until all of your sections have been added to your schedule

## **#3) Once all of your courses have been added, please review the schedule and verify it is accurate.**

- After you have added courses to your schedule, go back to Student Planning, select the Go to Plan & Schedule under the Plan Your Degree & Register for Classes section
- Select the term – Spring Term 2023SP by using the right arrow to toggle over to the correct term
- Under the Schedule tab, you will see all of the courses you added appear on a Sunday-Saturday calendar grid. At this point, if you see something that is incorrect, you can delete a course by clicking the x beside the name of the course.
- Please note any restrictions, holds or problems will be outlined in red in the upper right-hand corner of the screen.
- Courses that show on the grid that appear in **yellow** have been added to your plan, but have not yet been registered and approved. Courses that show in **red** indicate a time conflict or problem (prereq, etc.) and must be removed.

**#4) Once you have verified that your schedule has successfully been submitted in Self-Service, you are now ready to notify your advisor. Your advisor must now approve your courses during your active pre-registration window.**

Note: Advisors are different in how they prefer to work with advisees – some advisors may have you schedule an appointment prior to entering your courses in Self-Service while others may want to meet during the pre-registration window so you can add courses during the advising appointment. Contact your advisor directly to inquire about their preferable method.

**Once your advisor has approved your schedule, you need to verify that you are preregistered as a full-time student**

- Under Student Planning, select the 2023 Spring Term
- If your courses have been approved and registered for by your advisor, they will appear in **green** on the calendar grid
- Any courses that appear in **yellow** have not been approved by your advisor; **red** courses have NOT been approved and must be removed due to errors
- Please make sure additional courses are added and then approved by your advisor
- 12 semester hours is the minimum number to be considered a full-time student.

Please remember that it is your responsibility to verify that your advisor has submitted and approved your schedule by viewing your schedule in Self-Service for the 2023SP term. It is your responsibility to contact your advisor in the event that your schedule does not appear in Self-Service or if you are below a full-time load of 12 hours. **Failure to preregister during your assigned time will result in having to preregister during the designated late pre-registration period and may be subject to the \$50 late pre-registration fee. Failure to enroll in a full-time course load will impact billing and Financial Aid.**

**>>HERE ARE A FEW HELPFUL HINTS TO KEEP IN MIND**

**Adding/changing courses**

If you are still within your pre-registration time period, you may add or change courses via Self-Service with the approval of your advisor by following the instructions outlined above.

**Course alternatives**

You are encouraged to list on your pre-registration form several alternate courses in the event any of your choices do not work out. In the event you have to remove courses or encounter issues, you can utilize alternates quickly when working with your advisor during the approval process.

**Searching for Sections**

Self-Service gives you the option to filter courses by such as course day/time, department, course level (100, 200, 300, 400), instructor, etc. under the Search for Sections option. This option also indicates current enrollment information as well as prerequisites.

***Last, please remember that this is only pre-registration. ALL students must officially register on the designated registration date at the beginning of each term as outlined on the academic calendar. Registration for the spring 2023 term is Sunday, January 8 via the RegAssist link.***