



Registration 101

The Department of Student Success
& Retention



Preparing for Registration

Academic Course Catalog

- One of the most important documents in your academic career
- Contains every major and minor offered at the College as well as the courses required to fulfill that major or minor
- A brief description of each individual class is listed in the College Catalog
- Information about requirements for honors students, transfer credits, scholarships, pass/fail courses, and other academic policies can also be found in the Academic Course Catalog
- http://wesley.edu/academics/programs/undergraduate_programs/undergraduate-course-catalogs

BEFORE Registration

1. Check the Course Catalog
 - a. What are your degree requirements?
 - b. What classes do you need to take to complete your degree?
2. Prepare a tentative class schedule
 - a. Consult your Advising Worksheet in MyWesley
3. Schedule a meeting with your academic advisor
 - a. Adjust your classes as appropriate
4. Make sure you have the course information needed for registration

Needed Course Information



BEFORE Registering (Continued)

5. Check your registration time

- a. How many credits do you have completed?

*Note: Find out how many credits you have completed by accessing your Advising Worksheet

6. Ensure that you do not have any holds that might prevent you from registering

- a. i.e. Business Office, Health Center, etc...
 - i. Business Office: (302) 736-2331
 - ii. Wellness Center: (302) 736-2412

Registration Credit Requirements

Each class is assigned a different date and time to register. Below are the completed credit requirements to register with each class:

- **Seniors**
 - Earned 90+ credits
- **Juniors**
 - Earned 60-89 credits
- **Sophomore**
 - Earned 29-59 credits
- **Freshman**
 - Earned 0-28 credits

How to Register

How to Register

1. Open <https://my.wesley.edu/ics> in your web browser
 - a. Google Chrome is recommended
2. Log-in into your MyWesley account
 - a. Username = your student ID #
 - b. Password= your MyWesley Password

*Note: Contact IT at (302)736-4199 if you are having difficulties logging into MyWesley.

1. Click on the “Students” tab

Students - Academic Info: X

Secure | https://my.wesley.edu/ICS/Students/

Apps | Glassdoor Job Search | Free Printable Cheat S | Free Calculator Hacks | Math Cheat Sheet: Fre | C&ENjobs | Make you | Invenia: Technical Ap


My Pages

My Groups

[Elearning Online Courses](#)
[Employee Email](#)
[Deadlines!](#)
[Lantern](#)
[Online Transcript Ordering](#)
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[Tk20](#)
[Wesley College Alert System](#)
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Understanding Your Schedule

Click on the image to view it.



Registration Agreement

Registration Agreement Note!

I acknowledge that by registering for classes online at Wesley College, I agree to pay all assessed tuition and fees that result from my initial registration and/or future add/drop activity.



I also understand that if I am not planning to attend, it is my responsibility to drop my registration before class starts. I understand that if I do not drop the class before it starts I will be responsible financially.

Course Schedules

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2016-2017 Summer Term
Add Period Closed / Drop Period Closed

 Add/Drop Courses
 Course Search

Your Schedule (Registered)		
Course	Title	Status
EN 320 E1	Adolescent Literature	Current
GS 300 01	Women of the World: The Female	History

Welcome!
(from Jacob Golden)

Social Media!!!!
(from Jessica Pilevski)

[Show All Announcements](#)

GPA Projection

Please select a Division for which to calculate your projected GPA.

Division:

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)
[View Midterm Grade Report](#)

Course History

To view your complete course history, click the View Course History link

[View Course History](#)

Unofficial Transcript

Division: Undergraduate

[View Unofficial Transcript](#)



Adding Course(s) to Your Schedule

Adding Courses

1. Click on the “Students” tab at the top of your screen
2. Click on the words “Course Schedules” on the middle of your screen
3. Select the appropriate term from the drop down menu
4. Click on the “Course Search” tab
5. Use the hyperlinks at the bottom of the page to navigate between courses
 - a. Example: Click on “EN” to search and add an English course
6. Click the checkbox next to the left of the course
7. Then, click the “Add Course(s)” button



*Note: Your courses will require approval from your academic advisor

Students

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Wesley Home Page

Notice of Non-discrimination

Students



Course Schedules - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **0 credits**. You are pending registration for **7 credits**.

Add by Course Code

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
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Advisor's approval is required for these courses before registration can be completed.

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	AC 130 01	Accounting Perspectives	R 2:00 PM - 2:50	Main Campus Slaybaugh Hall	102 1.00	Modified Letter Grade	Undergraduate
<input type="checkbox"/>	AC 202 02	Principles of Accounting I	MWF 10:00 - 10:50 AM T 2:00 PM - 2:50	Main Campus Slaybaugh Hall Main Campus Slaybaugh Hall	102 3.00 102	Modified Letter Grade	Undergraduate
<input type="checkbox"/>	FY 100 16	FYS: To Boldly Go: Science Fiction	TR 3:30 PM - 4:45	Main Campus Longwood Hall	102 3.00	Modified Letter Grade	Undergraduate

My Account Info

Dropping a Course

Dropping a Course

1. Enter the “Course Schedules” portlet
2. Click “Add/Drop Courses”
3. Click the empty checkbox in the “Drop” column next to the course you wish to drop
4. Click the “Drop Selected Courses” button to drop the course
 - a. Refresh the screen to ensure the course has been removed

Remember: You can only change courses without penalty during Drop/Add week

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Course Schedules - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term: 2017-2018 Fall Term

Add Period Open / Drop Period Open

You are currently registered for **0 credits**. You are pending registration for **7 credits**.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2017-2018 Fall Term

Department: All

Division: Undergraduate

Search More Search Options

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
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Advisor's approval is required for these courses before registration can be completed.

Selected Courses - Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	AC 130 01	Accounting Perspectives	R 2:00 PM - 2:50	Main Campus Slaybaugh Hall 102	1.00	Modified Letter Grade	Undergraduate
<input type="checkbox"/>	AC 202 02	Principles of Accounting I	MWF 10:00 - 10:50 AM T 2:00 PM - 2:50	Main Campus Slaybaugh Hall 102	3.00	Modified Letter Grade	Undergraduate
<input type="checkbox"/>	FY 100 16	FYS: To Boldly Go: Science Fiction	TR 3:30 PM - 4:45	Main Campus Longwood Hall 102	3.00	Modified Letter Grade	Undergraduate

1st



2nd



Drop Selected Courses

Send an approval request

My Account Info

Registration Questions?

- Contact your Academic Advisor
- Contact the Registrar's Office
 - Location: College Center 3rd floor
 - Email: Registrar@wesley.edu
 - Call: (302) 736-2439
- Speak with the Dept. of Student Success & Retention
 - Location: Parker Library
 - Email: Advising@wesley.edu
 - Call: (302) 736-2525

