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

Course Code: AS
Course Number: 198
Section Number: 01
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
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

Your Schedule (Registered)

Course Title Status
EN 120 E1 Adolescent Literature Current
GER 300 QI Women of the World: The Female History

GPA Projection

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

Division: Undergraduate

Grade Report

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

Term: 2016-2017 Summer 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

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 Grade
AC 100 01 Accounting Perspectives R 2:00 PM - 5:00 PM Main Campus Slabough Hall 122 3.00 Modified Letter Grade
AC 201 01 Principles of Accounting 1 MWF 10:00 AM - 11:00 AM Main Campus Slabough Hall 122 3.00 Modified Letter Grade
FY 100 11 FYS: To Boldly Go: Science Fiction TR 3:30 PM - 4:45 PM Main Campus Longwood Hall 122 3.00 Modified Letter Grade

Drop Selected Courses

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 Grade
AC 100 01 Accounting Perspectives R 2:00 PM - 5:00 PM Main Campus Slabough Hall 122 3.00 Modified Letter Grade
AC 201 01 Principles of Accounting 1 MWF 10:00 AM - 11:00 AM Main Campus Slabough Hall 122 3.00 Modified Letter Grade
FY 100 11 FYS: To Boldly Go: Science Fiction TR 3:30 PM - 4:45 PM Main Campus Longwood Hall 122 3.00 Modified Letter Grade

Send an approval request

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
# Students

## 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**.

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**Add by Course Code**

- **Title:** Begins With
- **Course Code:** Begins With
- **Term:** 2017-2018 Fall Term
- **Department:** All
- **Division:** Undergraduate

**Course Search**

Search

More Search Options

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### Your Schedule (Registered) - Add/Drop Courses - Adding Advisor Approval

<table>
<thead>
<tr>
<th>Drop Code</th>
<th>Title</th>
<th>Schedule</th>
<th>Location</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 130 01</td>
<td>Accounting Perspectives</td>
<td>R 2:00 PM - 2:50</td>
<td>Main Campus</td>
<td>1.00</td>
<td>Modified Letter Grade</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>AC 202 02</td>
<td>Principles of Accounting I</td>
<td>MWF 10:00 - 10:50 AM</td>
<td>Main Campus</td>
<td>3.00</td>
<td>Modified Letter Grade</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Y 100 16</td>
<td>FY2: To Boldly Go: Science Fiction</td>
<td>TR 3:30 PM - 4:45</td>
<td>Main Campus</td>
<td>3.00</td>
<td>Modified Letter Grade</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

Advisor’s approval is required for these courses before registration can be completed.

### Drop Selected Courses

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1st

2nd
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