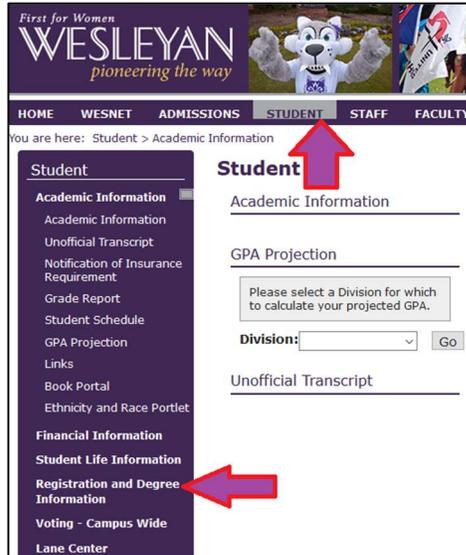


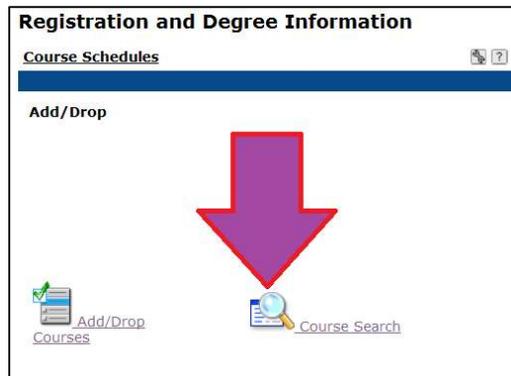
Online Registration – Step by Step Instructions

1. Log into WesPortal and Click on the **Student** tab. Then, click the **Registration and Degree Information** link.



Screen Shot 1.1

2. Click on **Course Search** (magnifying glass icon).



Screen Shot 1.2

3. Choose **Term** from the drop down list. Then, click **Search**.

The screenshot shows the "Course Search" form. The form has several fields: Term (a dropdown menu), Department (a dropdown menu), Course Number Range (two dropdown menus), Title (a dropdown menu), Course Code (a dropdown menu), Division (a dropdown menu), Time (a dropdown menu), and Faculty (a dropdown menu). There are also checkboxes for "Meets on any day(s)", "Meets only on the selected days", and "Meets only on the selected days" with radio buttons. Below these are checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday". At the bottom, there are fields for "Campus", "Building", "Section Status", and "Min/Max Hours". A red arrow points to the "Term" dropdown menu. At the bottom right, there are "Search" and "Reset" buttons.

Screen Shot 1.3

- All course offerings for the term selected will appear. Click **Course Code** to read the catalogue course description and other details about the class. Click the **Add** box to register for a course. Then, scroll to the bottom of the screen and click **Add Courses**.

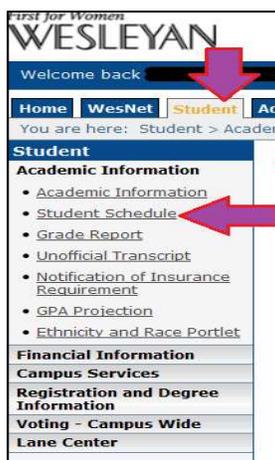
Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>	<input type="checkbox"/>	ACC 201.01	FINANCIAL ACC	Eyles, Kai-Ann E.	5/25	O	TR 9:45 AM-11:00 AM; Wesleyan College, Taylor Hall, Taylor Hall 206
<input type="checkbox"/>	<input type="checkbox"/>	ACC 201.30	FINANCIAL ACC	Johnson, Patrice W.	0/25	F	M 5:30 PM-7:00 PM; Wesleyan College, Gasc
<input type="checkbox"/>	<input type="checkbox"/>	ACC 201.01	FINANCIAL ACC	W, Wilfredo William	16/20	O	M 5:30 PM-8:30 PM; Wesleyan College, Taylor Hall, Taylor Hall 206
<input type="checkbox"/>	<input type="checkbox"/>	ACC 203.01	FINANCE	Johnson, Patrice W.	4/20	O	MWTF 9:30 AM-9:50 AM; Wesleyan College, Taylor Hall, Taylor Hall 202
<input type="checkbox"/>	<input type="checkbox"/>	ACC 311.40	INTERM ACC I	Eyles, Kai-Ann E.	10/20	O	M 5:30 PM-8:30 PM; Wesleyan College, Taylor Hall, Taylor Hall 223
<input type="checkbox"/>	<input type="checkbox"/>	ACC 311.40	ACCOUNTING	Johnson, Patrice W.	10/20	O	MWTF 11:00 AM-11:50 AM; Wesleyan College, Taylor Hall, Taylor Hall 233
<input type="checkbox"/>	<input type="checkbox"/>	ACC 412.08	FIELD STUDY	Eyles, Kai-Ann E.	10/18	O	W 1:00 AM-2:00 AM; Wesleyan College, To Be Announced, To Be announced
<input type="checkbox"/>	<input type="checkbox"/>	APH 128.01	CRITICAL EYE	Bailey, Libby	6/20	O	TR 8:15 AM-9:30 AM; Wesleyan College, Murphy Art Building, Murphy Art Building 104
<input type="checkbox"/>	<input type="checkbox"/>	APH 313.01		Libby	16/20	O	TR 1:30 PM-2:45 PM; Wesleyan College, Murphy Art Building, Murphy Art Building 104
<input type="checkbox"/>	<input type="checkbox"/>	APH 452.01	FIELD STUDY	Bailey, Libby	14/20	O	W 1:00 AM-2:00 AM; Wesleyan College, To Be



Screen Shot 1.4

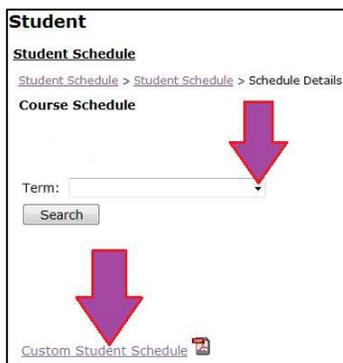
View Schedule

- You must verify your registration is correct by reviewing your schedule. No changes may be made after the Drop/Take deadline. See the Academic Calendar for deadlines. Log into WesPortal and Click on the **Student** tab. Then, click the **Student Schedule** link.



Screen Shot 2.1

- Make sure the correct **Term** is displayed from the drop down box. Click **Search**. Click **Custom Student Schedule**.



Screen Shot 2.2

3. Your schedule will appear. Print if desired.

Student Schedule												
Name	Division	Major										
ID Number	Class	Advisor										
Professor	Days	Reg Date	Reg Time	End Date	End Time	Loc / Bldg	Room	Status	Hours			
Course: CHM 101 01	GENERAL CHEMISTRY I											
	Dr. Sandra Ferguson											
Course: CHM 101L 01	GENERAL CHEMISTRY I LAB											
	Dr. Sandra Ferguson											
Course: MAF 100 01	COLLEGE ALGEBRA											
	Dr. Jim Hales											
Course: SPA 101 02	ELEMENTARY SPANISH											
	Dr. Sarah-Jean Desmet											

Screen Shot 2.3



Registrar's Office

The Registrar's Office at Wesleyan College implements and upholds the College's academic policies and procedures.

The Registrar's Office manages the following:

- Registration
- Coordination of academic advising
- Release of college transcripts
- Enrollment verification
- Certification of graduation/degree completion
- Maintains permanent academic records
- Publishes the annual College Catalogue
- Transfer credit analysis (AP, IB, joint/dual enrollment, regular, etc.) **Send all documents to: Wesleyan College ATTN: Admission Office 4760 Forsyth Road Macon, GA 31210**
 - AP – Request score report from apscore.collegeboard.org
 - IB – Request transcript from rrs.ibo.org
 - Joint/Dual Enrollment and Regular Transfer – Request a transcript from the Registrar's Office at awarding College or University

Students can process the following on WesPortal:

- Course Registration
 - View course offerings
 - Add/Drop, make changes to schedule
 - View final exam and academic calendars
- Transcript Analysis
 - View unofficial transcripts, grade reports
 - View equivalencies of transfer credits
- Submit Forms
 - Major and Minor Declarations
 - Requests for internship, independent study, and transient/summer course approval
 - Change of Address/Update Personal and/or Parental Information
 - Enrollment Verification

CONTACT INFORMATION

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