REGISTRAR’S OFFICE OPERATIONS DURING ‘STAY-AT-HOME’ ORDER:

As of March 19th, and until further notice, the Registrar’s Office will no longer have in-person service at the window in College Center.

We will have phone coverage at the office during the work week at varying times. If calls cannot be answered in real time, we will be accessing our voicemail remotely during the work week. Official transcripts, enrollment verifications, and degree verifications that come to us through the National Student Clearinghouse will still be processed. We will take care of any other administrative processes such as course drop/add, internships, independent study, withdrawals, etc. via email.

*The best way to reach us and get a response: The email that reaches all of us in the office and helps us to process your requests as efficiently as possible is registrars@wesley.edu. This is the best way to reach us and get a response.

Registration for Summer and Fall:

Registration will be done online through My.Wesley and will begin at 6:00 am the day your class’s registration begins.

The registration period for your class is below::

- Monday, April 6th: Seniors and Honors begin registration
- Thursday, April 9th: Juniors begin registration
- Monday, April 13th: Sophomores begin registration
- Thursday, April 16th: Freshmen begin registration
- Friday, April 17th: Part-Time Non-Degree begin registration

*Note: Seniors = 90 + credits completed*
- Juniors = 60-89 credits completed*
- Sophomores = 29-59 credits completed*
- Freshmen = 1-28 credits completed*

*These totals do NOT include courses you are currently taking.

If you have any questions, please contact your Academic Advisor. Additionally, you can reach out to the Registrar’s Office at registrars@wesley.edu.

New Rules for Summer and Fall 2020 Registration:

**Holds are Deactivated:** Due to the strain on finances that the COVID-19 pandemic has placed on so many of us, students will not be prevented from registering if they have a hold of any kind on their account. The hold will still be visible, but there will no longer be a registration restriction associated with the hold. Over the summer, the Business Office and the Financial Aid Office will be reaching out to you about these holds to get them resolved.

**Tuition Payments Due for Summer Classes:** The standard requirement (under normal circumstances) is that students are expected to pay tuition in full prior to the start date of the class. For this year, the
expectation is that half of the tuition will be paid prior to the start date – with the balance due at the end of the summer term.

**To register for a repeated class or a class that needs special permission:** Use the fillable form below. Complete the form, save it, and attach it to an email. Please return the completed forms to registrars@wesley.edu.  
**Note:** repeated classes do not need an advisor's signature. For classes that need special permission, please include your advisor and instructor when you email the form.  
[Fillable Drop/Add Form]