Wesley Web

Instructions for WesleyWeb

1. Go to our website, www.wesleyseminary.edu

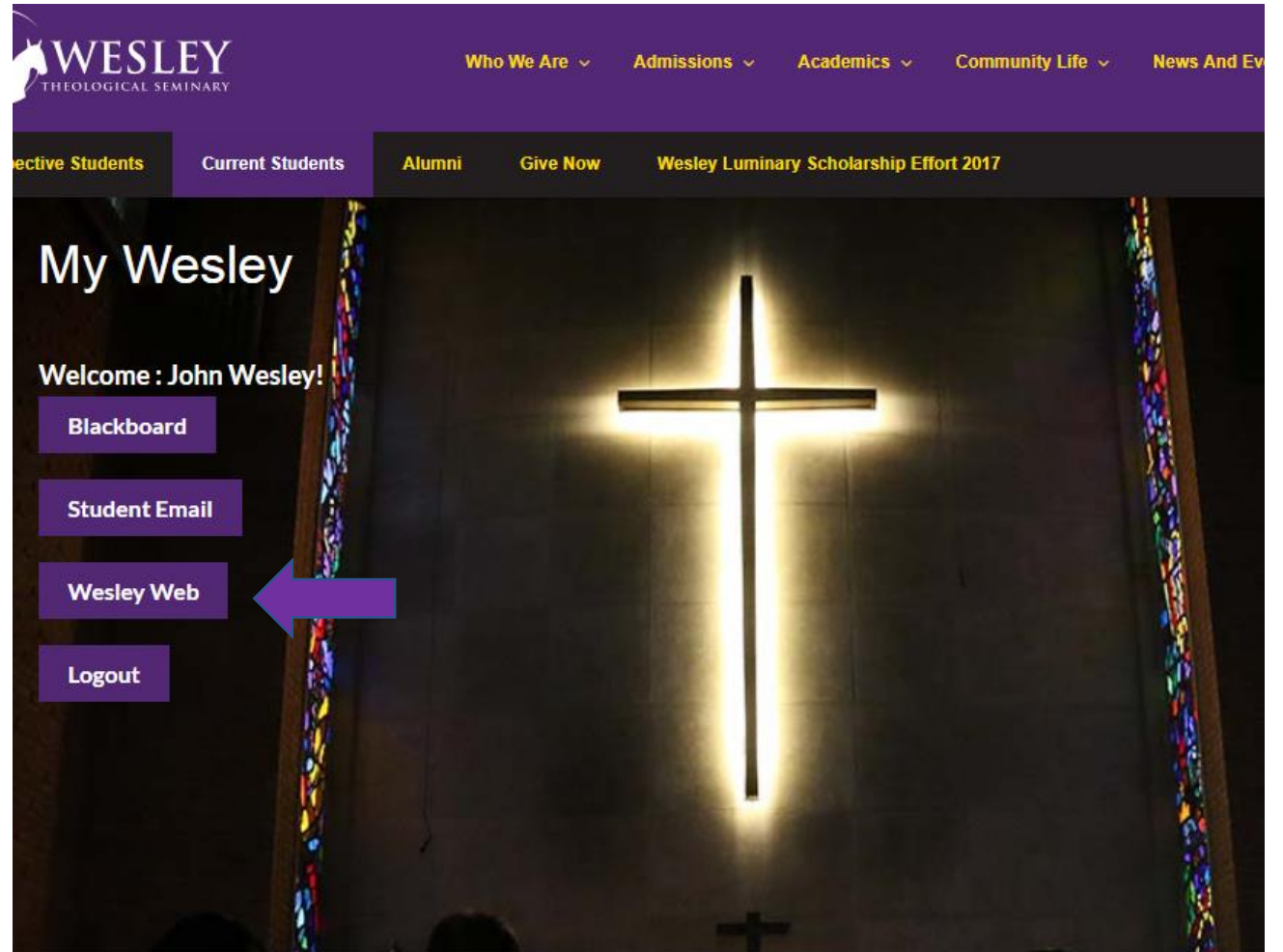2. Click on current students

3. Click on Login

If you forget your password, please contact SolutionWorx at 703-961-1840, x2.

Once you are logged in you have the option to:

1. Check Blackboard

2. Check Student Email

3. Check WesleyWeb

4. Logout

To register for classes, please click on WesleyWeb.

IMPORTANT INFORMATION - PLEASE READ BEFORE REGISTRATION

Please note, non-attendance does not constitute a drop for a course. Please attend to all registration deadlines as listed in the Catalog Important Dates page for Fall and Spring courses. For J-Term, Summer, Doctor of Ministry and Course of Study terms please consult the web pages for those terms for specific registration dates.

Master's Students:

- Registration for Master's Summer 2017 is now open.
- Registration for Doctor of Ministry Spring 2017 and Summer 2017 is now open.
  Registration for Master's Fall 2017 is now open.

- Before registering, view the Registration Instructions.
- The latest version of Course Schedules are available for download here

Doctor of Ministry Students:

- Visit the D.Min. Pages for more information on the upcoming intensive terms, including available courses by track and reading lists
- Use the search function to find courses offered in the upcoming D.Min. term.

Pfeiffer Center for Deacon Education Students and Pittsburgh Theological Seminary Students:
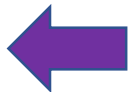
- Below click on "Register for Courses" and select term - i.e. "Pfeiffer Fall 2017" in the drop down menu for "Term."
- If you have any questions or problems please email registrar@wesleyseminary.edu.

Welcome Guest!

- Search for Courses

  Find out what courses are being offered.

- Log In

- Forgot your password or User ID?

  Have a new temporary password emailed to your Wesley email address. Alternately, you can submit an e-Support ticket to have a member of the Information Technology department contact you regarding your account information.

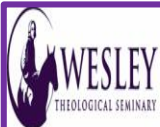Once you are logged in you have to log in again to reach WesleyWeb.

Log In

User ID:
Password:
Show Hint:

SUBMIT

Enter user ID and password again,
then click on submit

WESLEY
THEOLOGICAL SEMINARY

IMPORTANT INFORMATION - PLEASE READ BEFORE REGISTRATION

Please note, non-attendance does not constitute a drop for a course. Please attend to all registration deadlines as listed in the Catalog Important Dates page for Fall and Spring courses. For J-Term, Summer, Doctor of Ministry, and Course of Study terms please consult the web pages for those terms for specific registration dates.

Master's Students:

- Registration for Master's Summer 2017 is now open.
- Registration for Doctor of Ministry Spring 2017 and Summer 2017 is now open.
  Registration for Master's Fall 2017 is now open.

-
- Before registering, view the Registration Instructions.
- The latest version of Course Schedules are available for download here

Doctor of Ministry Students:

- Visit the D.Min. Pages for more information on the upcoming intensive terms, including available courses by track and reading lists
- Use the search function to find courses offered in the upcoming D.Min. term.

Pfeiffer Center for Deacon Education Students and Pittsburgh Theological Seminary Students:

- Below click on "Register for Courses" and select term - i.e. "Pfeiffer Fall 2017" in the drop down menu for "Term."
- If you have any questions or problems please email registrar@wesleyseminary.edu.

ANNOUNCEMENTS:

Welcome to WesleyWeb!

If you have any problems with registration, please email registrar@wesleyseminary.edu. .

SEARCH FOR COURSES

This is to search for courses only.

Search for Courses
Search through the available courses for current and future terms. (Note: This link does NOT include any registration functions.)
Search for Consortium Courses
Search for courses on the Washington Theological Consortium Website. You must use the cross-registration form below to register.

HOLDS AND WARNINGS

View My Holds and Warnings
Check here before registering to see if you have any holds on your account.

REGISTRATION

Register for Courses
This is where you register for courses.
Begin the registration process here by searching for available courses and selecting the courses for which you wish to register.
Add or Drop Consortium Courses
Use the Cross-Registration form to add or drop courses available through the Washington Theological Consortium.
Manage My Preferred Courses
Return to your previously selected courses to continue with registration.
Manage My Completed Registrations and Waitlist
View all of your completed registrations and waitlisted courses. Drop courses from registrations and waitlist.

ACADEMIC PROFILE

View transcripts or schedule

View My Transcript and Grades
Retrieve an unofficial copy of your transcript and view grades for classes taken.
View My Class Schedule
View your class schedule for a previous, current, or future term.
View My Personal Information and Academic Profile
View your personal information as kept in official records as well as your current academic profile.

ACCOUNT INFORMATION

Make payment

Student Finance and Web Payments
View your complete account summary in the self-service section. You may also make payments to your account here as well.

Tuition Assistant Payment Plan
Student Payment Plan.

WESLEY THEOLOGICAL SEMINARY

Registration Steps

1 Select **term** and courses

2 Select action for each course

3 Confirm your registration

To select courses for registration:

(1) Enter the **Term** for which you wish to register. Doctor of Ministry students should select the relevant D.Min. term.

(2) To list all courses for the selected Term, do not complete any of the other drop-down boxes or fields. Experienced users can use the other search fields to **filter** their results. You do NOT need to enter all course information to find most courses. Just try entering data in one field, e.g. course number.

(3) Click the | **SUBMIT** | button at the bottom of the page to view search results.

Term Fall 2016   **Select the appropriate term**

Starting On/After Date mm/dd/yyyy   Ending By Date mm/dd/yyyy

Subject	Course Level	Course Number	Section
World Religions			

Select the subject of the class you want to take. Do not enter any additional parameters. Click on submit.

Sections Meeting After ___ Sections Ending Before ___

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sunday ☐

Course Title Keyword(s) _____
Location _____ Academic Level _____
Instructor's Last Name _____

SUBMIT   ⬅ **CLICK ON SUBMIT**

Review the dates of the class and the instructor to ensure this is the correct class and check the box. Hit Submit.

Browser URL: https://wesleyweb.wesleyseminary.edu/WAPROD/WAPROD?TOKENIDX=1241582715&SS=9&APP=ST&CONSTITUENCY=WBST

Registration Steps

1 Select term and courses
2 Select action for each course
3 Confirm your registration

To select courses for registration:

(1) Check the select box in the left-side column corresponding to any courses for which you wish to register.

(2) Click the | **SUBMIT** | button at the bottom of the page.

NOTE: You can click on the Section Name and Title to find out details about the course. In particular, if you are unsure about the course prerequisites, you may find those on the detail page.

This process does not register you for courses. Rather it selects the courses and places them in a "shopping cart" called your Preferred Sections list. **On the next page, you must perform an action on each course to register or add yourself to the waitlist.**
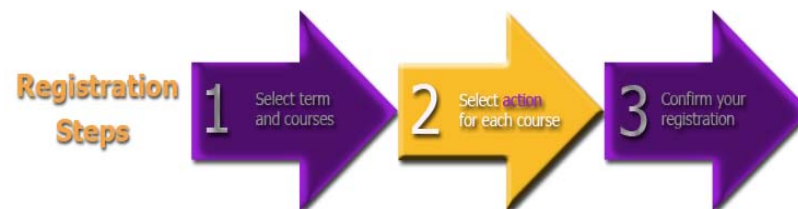
Narrow my search ☐

Re-sort my results: TERM Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Course Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
☑	Fall 2016	Open	WR-201-0 World Rel As Resource for Min		08/29/2016-12/16/2016 Seminar Monday 06:30PM - 09:30PM, Room to be Announced **Additional Information:** This course fulfills the Church in an Interreligious Worldrequirement for M.Div. students	S. Clarke	Available: 17 Capacity: 50 Waitlisted: 0	3.00	4.50
☐	Fall 2016	Open	WR-210-0 Life After Death Wrld Rel-Secl		08/29/2016-12/16/2016 Seminar Thursday 01:00PM - 04:00PM, Room to be Announced **Additional Information:** This course fulfills the Church in an Interreligious Worldrequirement for M.Div. students	K. Borek	Available: 3 Capacity: 20 Waitlisted: 0	3.00	4.50

SUBMIT

WESLEY
THEOLOGICAL SEMINARY

Registration Steps

1 → Select term and courses
2 → Select **action** for each course
3 → Confirm your registration

From the drop down menu, select either REGISTER, WAITLIST, REGISTER PASS/FAIL, AUDIT, or REMOVE FROM PREF COURSES before you hit the submit button. Then hit SUBMIT to complete registration.

TO REGISTER FOR COURSES: Select an action for the courses in your **Preferred Courses** list below. If a course is limited enrollment or full, you must select the **Limited Enrollment Waitlist** or **Waitlist** action to add the course to your waitlist. Click the **| Submit |** button at the bottom of the page.

TO DROP COURSES: Check the Drop box beside the course you wish to drop and click the **| Submit |** button at the bottom of the page.

Your registration is only complete when you are navigated to a confirmation page indicating the status of the actions you selected. If you are returned to this page after clicking | Submit |, your registration is not complete. Check for error messages at the top of this page.

NOTE: Required courses taken Pass/Fail do not fulfill the degree. Degree students on the conventional grading system may take one elective course Pass/Fail per semester.

If you are adding or dropping a Consortium course, you must use the Consortium Registration Form.

If you have any problems with registration, please use the Registration Help Form.

Name John B. Wesley

Action for ALL Pref. Sections (or choose below) [▼]

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
Register ▼	J-Term/Spring 2018	ES-234-0 Exploring Sexual Issues Minstr		01/17/2018-05/04/2018 Seminar Thursday 09:00AM - 12:00PM, Kresge Academic Center, Room K114	Y. Hardman-Cromwell	56 / 60 / 0	2.00	3.00
Register	J-Term/Spring 2018	WR-201-0 World Rel As Resource for Min		01/17/2018-05/04/2018 Seminar Saturday 09:00AM - 04:30PM, Kresge Academic Center, Room K105	S. Clarke	41 / 50 / 0	3.00	4.50

Register
Waitlist / Limited Enroll
Register Pass/Fail
Audit
Remove from Pref. Courses

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐	J-Term/Spring 2018		NC-001-0 Continuing Enrollment		01/02/2018-05/04/2018	To be Announced	0.00	

If one of my choices is not available
[PART Complete only available ▼]

WESLEY THEOLOGICAL SEMINARY

Registration Steps

1 Select term and courses → 2 Select action for each course → 3 Confirm your registration →

Please read the information on this page carefully to confirm that your registration actions were successful.

If you have any problems with registration, please use the Registration Help Form.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
J-Term/Spring 2018	Registered for this section		ES-234-0 Exploring Sexual Issues Minstr		01/17/2018-05/04/2018 Seminar Thursday 09:00AM - 12:00PM, Kresge Academic Center, Room K114	Y. Hardman-Cromwell	2.00	3.00

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
J-Term/Spring 2018		ES-234-0 Exploring Sexual Issues Minstr		01/17/2018-05/04/2018 Seminar Thursday 09:00AM - 12:00PM, Kresge Academic Center, Room K114	Y. Hardman-Cromwell	2.00	
J-Term/Spring 2018		NC-001-0 Continuing Enrollment		01/02/2018-05/04/2018	To be Announced	0.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

Make sure you hit "OK" to complete registration.