



OFFICE OF THE REGISTRAR
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STUDENT REGISTRATION FORM INSTRUCTIONS

Complete this form for all changes to your enrollment record. Course information may be found online at <https://www.wesleyseminary.edu/academics/academic-calendar/course-schedule>

ADD

Courses may be added through the end of the first week on WesleyWeb. An instructor's signature is required through the end of the **second** week of fall and spring semesters. No courses may be added after the end of the second week. **J-Term and Summer school courses must be added at least two weeks before they begin.** If the grading basis is left blank, enrollment will be defaulted to credit/ letter grade, unless the course is P/F or has only one grading option. **Students in the Masters program petitioning to add a course without satisfied prerequisites must obtain the instructor's signature of approval on this form.**

Instructors: If permission to add the course after first week is given, please sign in the column "Instructor Approval" and date the form.

DROP

You may use WesleyWeb to drop courses until the end of the second full week of a semester without penalty. After the end of the second full week, dropped courses are considered withdrawals and recorded with a "W" on the student's transcript. **J-Term and Summer Courses may be dropped through the first day of the course with a \$100 penalty.** **International Students with an I-20:** Please email the [Director of International Student Services](#) in regards to dropping a course resulting in a course load of less than 9 units for the fall and spring semester. Registration changes may affect your financial aid status. Please contact the [Office of Financial Aid](#) for assistance.

CHANGE GRADING BASIS OR VARIABLE UNITS (MASTERS STUDENTS ONLY)

For courses that offer more than one grading option, the grading option may be changed on by using this form. Courses may be changed from CREDIT to AUDIT or AUDIT to CREDIT through the end of the second full week of the semester. A change from CREDIT to PASS/FAIL or PASS/FAIL to CREDIT can be made through the end of the fifth full week of the semester. **For the summer term, changes are due before close of business on the first day of class.** Required courses may not be taken PASS/FAIL unless the student has elected PASS/FAIL grading for ALL courses.

HOW TO ACCESS WESLEYWEB

WesleyWeb is an interactive system with security features to ensure that only you will have access to your information. Using your Wesley logon ID and password you may access your records using WesleyWeb at <https://www.wesleyseminary.edu/my-wesley>. It is extremely important that your password remain confidential. Tampering with another student's enrollment or personal data is subject to disciplinary action. If you believe the privacy of your security has been compromised, contact the Registrar's Office at (202) 885-8650.

PAYMENT

Payment information is available for view at <https://www.wesleyseminary.edu/finances> or <https://www.wesleyseminary.edu/finances/bill-payment>. Non-payment may lead to academic and financial holds, as well as delinquent and collection fees on your account per seminary policy. You are not relieved of financial responsibility if you fail to attend classes, reverse your credit card charges, stop payment on your check, or if your check is not honored by the bank.

REFUND POLICY

If a student withdraws from a course during a regular Fall or Spring semester, the amount of tuition refund will be prorated based on how long the classes have been in session (the actual amount is based on the applicable percentage of the number of hours dropped). Financial aid will not cover courses that are dropped prior to the end of add/drop period. The following outlines the prorated withdraw schedule: Tuition Refunds: During the third full week 75%, during the fourth full week 50%, during the fifth full week 25%. No refunds will be granted after the fifth week.

JTERM/SUMMER TERM/DMIN TERMS

A refund schedule for J-Term and Summer sessions is available in the Business and Registrar's Offices and on the J-Term and Summer Term web pages. In general, the Registration deadline for intensive Summer and J-Term classes (Masters level) and all DMN. intensive terms are two weeks before the start of class. Any student dropping after that date and up until the first day of class will be charged the \$100 cancellation / late drop fee. After the first day of class the student will be responsible for paying the whole tuition bill.

STUDENT INFORMATION

STUDENT ID NUMBER: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

STUDENT ACADEMIC AFFILIATION (Check all that apply)

MA MTS MDV DMN Non-degree NCSS Pfeiffer Princeton Pittsburgh Alumni Audit

Are you an international student? Yes No Are you receiving financial aid? Yes No

TERM

Fall 20____ Spring 20____ Summer I 20____ Summer II 20____
 DMIN Fall 20____ DMIN Winter 20____ DMIN Spring 20____ DMIN Summer 20____

ADD

Course #	Credits/CEU	Course Name	Instructor Name	Instructor Approval	Date

DROP

Course #	Credits/CEU	Course Name	Instructor Name	Last Day Attended

CHANGE GRADING BASIS OR VARIABLE UNITS (MASTERS STUDENTS ONLY)

Course #	Credits/CEU	Course Name	Grading Basis		Date
			From	To	

By signing this form, I certify that I have reviewed procedures and policies on registration, enrollment, payment, and refund available on the and that I understand all information relevant to the enrollment transaction I am requesting through this form.

Student Signature: _____

Date: _____

Students do not write below this line.

FACULTY/OFFICE COMMENTS

Approvals required after deadlines: Approved Denied OFFICE USE ONLY: CHARGE Refund