

Helpful tips for new students during Add/Drop Week

*Log onto *Academus On-Line* (link found on <http://cardinal.wju.edu>) to view your class schedule the day before classes starts – classroom assignments may have changed since a printed copy of your schedule was produced. Username is the first letter of first name, full last name and last four digits of WJU ID # (found on Cardinal Card – jsmith1234); temp. password is last four digits of Social Security Number.

*When viewing schedules, courses marked with meeting days of “TR” means the course meets both Tuesday and Thursday.

*Other features of *Academus On-Line*: “Search for Sections” shows all courses being offered during a term and the availability of seats for that course; “My profile” will show you the name of your advisor and other pertinent info.

***During drop/add week, students canNOT adjust their schedules via *Academus On-Line* – COMPLETED Add/Drop forms or Course Petition Forms must be submitted to the Registrar’s Office where they will be processed manually. Drop/Add forms are available at Registrar’s Office (NTTC 2nd floor) or Dr. Faso’s Office (Acker 204)**

*No waitlists exist during drop/add week – as open seats in classes become available, they are filled on a first-come-first-served basis. The Course Petition Form can be used when petitioning an instructor to override the course capacity – this decision is limited to the instructor. Check *Academus On-Line* (Search for Sections) to see if any seats are available.

* The form below can be used to drop any course OR to add an *open* course (if the course is closed/at capacity, the Course Petition Form found on the back of this tip sheet, must be used). This form **MUST** be received by the Registrar’s Office during drop/add week in order to be processed.

Wheeling Jesuit University	ADD/DROP COURSE(S) FORM	Office of the Registrar																			
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer SEMESTER Year: 20____ Date: _____ Name: _____ WJU ID #: _____																					
To ADD an ‘open’ section of a course <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Synonym # <small>(Ex. 000093)</small></th> <th style="width: 25%;">Dept. & Course/Sec. # <small>(Ex. HIS-110-01)</small></th> <th style="width: 15%;">Credits</th> <th style="width: 45%;">Advisor Signature (or Department Chair)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Synonym # <small>(Ex. 000093)</small>	Dept. & Course/Sec. # <small>(Ex. HIS-110-01)</small>	Credits	Advisor Signature (or Department Chair)													INSTRUCTIONS: Complete and print all information in a legible manner. To DROP a course , the advisor’s signature is required BEFORE obtaining the instructor’s signature. To ADD a course that is closed (at capacity) , please complete a ‘Course Petition Form.’ Return completed form to the Registrar’s Office within the stated Drop/Add period. <i>Please note:</i> Dropping a class(es) may affect your financial aid. If you are withdrawing from the University completely, please obtain the University Withdrawal Form from the Registrar’s Office.			
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<small>Office Use Only: White copy to be filed; Pink copy to student; Yellow copy to advisor Date Processed: _____ Academic Dean to initial for Special Circumstances:</small>																					

WJU ID # found on Cardinal Card.

Dropping requires ADVISOR then INSTRUCTOR’S signatures.

* The form below is used to register for a course when special circumstances have been agreed upon with the respective faculty member.

* If more than one of these options apply, ALL NECESSARY signatures must be received.



Office of the Registrar
NTTC 2nd Floor 304.243.2238

COURSE PETITION

Please print all information in a clear and legible manner

SEMESTER: Fall Spring Summer DATE: / /

STUDENT NAME: _____ WJU ID: _____

*Please check the following box(es) that pertain to your desired action;
you must attain the necessary signature(s) before your petition request will be processed!*

I am seeking to register in a course
for which I LACK PRE-REQUISITE(S).

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Instructor's Signature

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Instructor's Signature

I am seeking to register in a
course/section that is CLOSED (at capacity).

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Instructor's Signature

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Instructor's Signature

I am an under-graduate Day student
seeking to register in an EVENING
DIVISION COURSE (section "99's").

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Signature of Ms. Becky Forney Assoc. Dean, Professional & Graduate Studies

I am an under-graduate Day student
seeking to register in a
GRADUATE LEVEL COURSE.

Synonym # Subject Course# Section # (ex. 7581 ACC-123 01)

Signature of Instructor OR Department Chair related to the desired Graduate course

I am seeking to register in a
course/section that has a
TIME CONFLICT with another class.

Synonym # Subject Course# Section # of class that causes the conflict

Instructor's Signature

I am an Under-Graduate Day student
seeking to register for 18 or more
credit hours but lacking a 3.0 GPA.

Signature of Dr. Helen Faso, Associate Academic Dean

List the additional courses below for which you
wish to register (Registrar's Office will do this
manually):