



YALE GRADUATE SCHOOL OF ARTS AND SCIENCES
Registration Instructions for Spring Term 2017 – Graduate School Students

Spring 2017 Online Course Selection (OCS) will open on **Wednesday, January 11, 2017**, at <http://www.yale.edu/sis>.

When you log in to Student Information Systems (SIS), you will be asked to update and certify the accuracy of your student data. Once this is done, you will be able to access OCS.

The online applications permit your faculty adviser and/or director of graduate studies (DGS) to review, request revisions to, or approve your course selections. If your Schedule Worksheet displays the message “Advising is Required,” consult with your faculty adviser before making course selections.

The deadline for registration for spring term 2017 is Friday, January 27, at 5 p.m. A late fee of \$50.00 will be charged after the deadline.

Registration Rules:

- **You must register officially for all courses:** Credit will not be awarded for work done in any course for which you are not officially registered, even if you have the approval of the instructor and the DGS.
- **Grade mode:** Use the drop-down box on the OCS Schedule Worksheet to indicate whether you are taking the course for credit (“H/HP/P/F”) or you are auditing the course (“Audit”).

Auditing courses: Auditors must attend at least two-thirds of all class meetings. Individual instructors may prohibit students from auditing their classes or may set additional requirements for auditing.

- **Registration in special Graduate School courses:** Listed below are special Graduate School courses that are appropriate for students who have completed their course work or who are enrolled with a special status.

Ph.D. students: If you have completed your course work, you should select one of the following in OCS:		
Course No.	Course Title	Reason to select course
CAND 999	Prep: Admission to Candidacy	You have passed your qualifying examination but have not yet been admitted to candidacy
DISR 999	Dissertation Research in Residence	You are engaged in dissertation research this term, primarily at Yale University
QUAL 999	Preparing for Qualifying Exam	You are preparing to take your qualifying examination
M.D./Ph.D. program students (primary at the Medical School): If you are taking courses or conducting clinical research at the Medical School, you should select one of the following in OCS:		
Course No.	Course Title	Reason to select course
MEDC 999	Courses in School of Medicine	You are taking courses this term at the School of Medicine
MEDR 999	Clinical Clerkships	You are undertaking a clinical clerkship at the School of Medicine
Master’s program students: If you are doing research for your master’s thesis, you should select in OCS:		
Course No.	Course Title	Reason to select course
MRES 999	Master’s Thesis Research	You are engaged in master’s thesis research
Nondegree research students: If you were admitted to Yale University as a Visiting Assistant in Research, you should select in OCS:		
Course No.	Course Title	Reason to select course
VAIR 999	Visiting Assistant in Research	You are present at Yale Graduate School this term as a visiting assistant in research

- **Registering for courses outside of the Graduate School:** OCS permits registration for Yale College and professional school courses. The system will display warning messages regarding any required permissions.
- **Yale College courses:** Although graduate students are permitted to select Yale College courses, you do not automatically receive Graduate School credit for them. When a Yale College course is cross-listed with a Graduate School course, you are expected to enroll under the Graduate School number. If you select a Yale College course that is not cross-listed with a Graduate School course and would like to receive Graduate School credit for it, you must complete the Graduate Credit Request Form, available at [Graduate School Forms](#). If you enroll in a Yale College course and are not approved for Graduate School credit, your grade will be recorded in the Yale College grading mode. See [Yale College Grades](#).
Please note that graduate students are not permitted to enroll in Yale College residential college seminars.
- **Professional school courses:** To enroll in a course offered by one of Yale's professional schools, check first with the registrar of that school about its course enrollment and grading policies, as well as its calendar (you must observe both the Graduate School and the professional school policies and deadlines). Some schools have restrictions about the kind or number of courses in which you may enroll. For the Law School and the School of Management, paper forms must be approved by the instructor and the school's registrar. Approval for courses in the School of Management must be secured during the first week of classes. Appropriate forms can be found at [Graduate School Forms](#).
Please note that the Graduate School does not allow Pass/Fail enrollment by its students in any course, including courses in the professional schools.
If you are taking a course in a professional school and your enrollment status changes, you must report the change both to the Graduate School registrar and to the registrar of the professional school.
- **International students:** If you are an international student, you must register with the [Office of International Students and Scholars](#) (OISS) each year that you are enrolled in the Graduate School. OISS is located at 421 Temple Street.
- **Alternate registration status:** If you do not intend to register for courses in spring term 2017, you must submit a [Change of Status form](#). This form is used for Personal and Medical Leave, Extended Registration, and for Withdrawal. It requires the recommendation of the director of graduate studies and the approval of the dean.
- **Registration in Absentia:** If you will be doing research, fieldwork, or full-time study at another academic institution outside of the New Haven area, you must submit a [Registration in Absentia](#) form.