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University Registrar's Office

Yale Outdoor Education Center

F A L L 2 0 2 5 & S P R I N G 2 0 2 6

Tuesday, December 2, 2025

It has been wonderful engaging with you as you learn new roles, onboard your new DUSs and DGSs, and help faculty offer courses and submit course proposals. When you ask us for help you help not only yourselves but also your colleagues as it leads to how we develop and conduct new trainings, guides, videos, and other materials.

We have many exciting new things around the corner for the Spring 2026 term we would like to share with you.

If at any time you have any questions or need additional information or assistance, please don't hesitate to contact us. We will be happy to follow up via email or Zoom, whichever is more convenient.

Kind regards,
The Academic Support Team

Totally R.A.D.

Our next R.A.D. meeting will be held **Wednesday, January 7 at 10 a.m.** A calendar invitation with a location is forthcoming.

Staff Updates

We are expecting two bundles of joy in our URO families this winter. CONGRATULATIONS to Shannon Preston and Bethany Fricks! If all goes according to plan, Shannon will begin a parental leave in early December and Bethany will begin one in February.

Office Hours

- **CourseLeaf**: For the remainder of the Fall '25 term: Fridays from 1:00 - 2:00 p.m. Starting in SP'26, Mondays from 1:00 - 2:00 p.m. (a calendar invitation will be sent).
- **Ask an Assistant Registrar**: the first Wednesday of each month 2:00 - 3:00 p.m. the Assistant Registrars of the URO will be available to answer your questions. Have a question and you aren't sure whom to ask? Ask an Assistant Registrar! In the meantime mckenzie.granata@yale.edu can help direct your questions.
- **Academic Support**: Academic Support Coordinators can provide system training via Zoom, scheduled upon request. Email anne.letterman@yale.edu or

> diana.alvarez@yale.edu to schedule.
> - **Documentation & Learning**: office hours every Thursday, 11:00 a.m. - 12:00 p.m. Drop in with questions or your requests/suggestions for training materials and formats. Ask for what you need, tell us what you want.

Our **staff organization chart** and **staff directory** are available on our website.

Upcoming Workshops: Degree Audit Exceptions & You

Degree Audit, Exceptions & You: these upcoming workshops are designed with Departmental Registrars and DUS/DGSs in mind to learn or improve skills needed to enter exceptions toward major requirements. **Please RSVP** by adding the event to your calendar using the links below:
•   YC is January 8th from 2:30 - 3:30 p.m. Yale College Degree Audit Workshop 3.ics (click "Download" and open with Outlook, then Accept request)
•   GSAS is January 13th from 1:30 - 2:30 p.m. GSAS Degree Audit Workshop 2.ics (click "Download" and open with Outlook, then Accept request)

Hot Dates (for the Term)

Our Calendars webpage has links to the Yale University calendars with all the important term-time dates and deadlines. ***By popular request***, a compilation of the Yale College Calendar of Pertinent Deadlines and the Graduate School Schedule of Academic Dates and Deadlines along with a few other pertinent dates for our office can be found here.

For best practices around start of term planning, preparations, communications and record-keeping, we hope you find the Production Calendar in the Handbook for Departmental Academic Administrative Support a useful resource.

News

Outside Credit

If your department typically accepts outside credit from other universities or study abroad for major or certificate requirements, you might consider formalizing the process in YCPS this year. Your DUS or Certificate Director can indicate in YCPS that 1 or 2 outside credit(s) may automatically count toward the major or certificate requirements (see more here). This will allow for one or two outside courses to slot into the major in Degree Audit if they fulfill a requirement. For additional information, please contact Renée Kamauf.

Cross-Listing Courses

A reminder that cross listing undergraduate to undergraduate courses ended for SP'26 when canvas sites opened.
 - Tired of cross-listing? Use attributes; ask us how!

Catalog/Curriculum Year

The *curriculum* required to complete the major is determined by the *catalog year* under which a student declared their major. If there are changes to the major after a student has declared, they may choose to follow the new requirements. To do so, they can simply redeclare their major in YaleHub, and their Degree Audit will automatically reflect the newest curriculum requirements. However, if a student's curriculum year is updated, any existing exceptions applied in Degree Audit will fall off and need to be reapplied. On Degree Audit, the catalog year appears just below the major block heading. See our guide Catalog Term and Curriculum Year.

Argos Support

For support with Argos reports and/or custom reports please schedule office hours with the Argos team
(ITS).

It is time to begin transitioning to Argos reports. All Jaspersoft reports have been converted to Argos, and Brio query access will terminate on July 1, 2026. If there is a report you need and can't find in Argos, now is the time to work with your ITS partners to find out if such a report already exists or to ensure the report is created.

New Class Meeting Times

Effective fall 2026, the list of standard course meeting times will change. The new course meeting matrix simplifies meeting patterns so that there is less overlap in meeting times. Stay tuned for more information.

Website Features

Message Archive

A Department Admin. asks: *you used to have a list of all the messages sent out by the URO on the website. I found it convenient to link to past messages in correspondence to students. Is it on the new site, and if so, where?*
- We have you covered! All of the messages sent by URO since 2024 are in the Registrar's Office Message Archive which you can find using the Quick Links at the top of our website.

Old Links and Redirects

If you encounter an issue with an old link to our website not sending you to the updated page please let us know as we may be able to add a redirect (beth.baumgartel@yale.edu and mckenzie.granata@yale.edu). Please include the URL address you are using when you write.

Other points of interest

What students see in the Hub
How to register for classes requiring instructor permission - video
CIM & WEN Guides can be found on the CourseLeaf: Course Management page
CAT (YCPS) guide: How to Edit Yale College Programs of Study

End of Fall Term Topics

Yale College

- Confirm that Fall Graduates have met your major requirements
- Compile senior essay data: advisors, deadlines and second readers
- Review degree audits for all students, prioritizing seniors, and ensure that all approved course exemptions have been entered in Degree Audit
- Any changes to the major must be submitted to the Committee on Majors before the end of the fall term

Graduate School

- The final day students can submit petitions for extended registration and Dissertation Completion Status for the spring term is December 3
- Check students in cohort 6.5 and above in the fall term to see if they are extending their registration

NOTE: If PhD students require a letter after they have submitted their dissertation confirming they have met the degree requirements before degree conferral, they may submit the PhD Degree Completion Letter Request form available on the YURO website Forms page. Please refer all requests you receive directly to the form.

The Graduate School Certification Declaration dynamic form for GS degree-seeking students is live.

Spring 2026 Course Registration

- Registration dates and details
- Confirm that all course offerings for spring 2026 are up to date, especially regarding 4-digit codes and course attributes.
- Confirm that the exam status and maximum enrollment information are correct in WEN
- Create discussion/lab sections with days/times – The section enrollment total should be equal to the course max enrollment
- Add restrictions (Ex. Major(s), Class Year(s)) Instructor Permission or Waitlist Reserved Seats
- Special classroom needs (submit Pedagogical Needs Request Form)
- Confirm with DGS and DUS the TF/ULA allocations and department needs for spring term

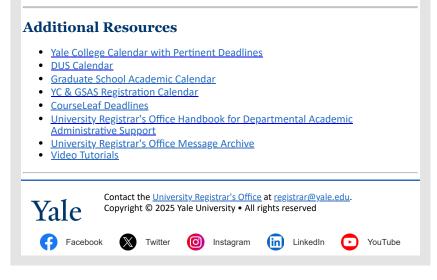# Preparing for AY 2026-2027

Yale College

- After Add/Drop period opens, review instructor permission requests in the "Course Permission Request" datablock in Argos (Curriculum>Course Enrollment>Course Permission Request). Ensure that your department's instructors are poised to act on any pending requests promptly.
- Yale College Programs of Study, 2026-2027 revisions are due by mid-February.

Graduate School

- Confirm that all your Teaching Fellow fall assignments are up to date
- Check FSA to confirm academic events have been recorded

Fall 2026 Course Registration

- Check CourseLeaf Deadlines
- New course proposals for Fall 2026 must submitted by March 26 to be available for offering before the opening of fall term registration
- Yale Course Search will open with new courses offered for the 2026-2027 academic year in early March

Additional Resources

- Yale College Calendar with Pertinent Deadlines
- DUS Calendar
- Graduate School Academic Calendar
- YC & GSAS Registration Calendar
- CourseLeaf Deadlines
- University Registrar's Office Handbook for Departmental Academic Administrative Support
- University Registrar's Office Message Archive
- Video Tutorials

Yale

Contact the University Registrar's Office at registrar@yale.edu.
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