Dear Registrars,

We see that many of you have been busy adding attributes in CIM.

As a reminder, the first step in this process is at the very top of the CIM form. Be sure to click “Yes” to the question about editing attributes. This eliminates the need to enter any information other than the term, the instructor, and the attributes. If you don’t know the instructor, add TBD in the red-lined boxes.
Also, if you get an error message or an “out of sync” message, write to courseleaf@yale.edu and they will be able to correct the issue.

See the Adding Departmental Attributes guide to help you with this work.

Sincerely,

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