

**From:** [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)  
**To:** [Pullen, Chris](#)  
**Subject:** Missing Blue Forms  
**Date:** Friday, September 22, 2023 1:38:41 PM

# University Registrar's Office

Friday, September 22, 2023

## Missing Blue Forms

Dear Colleagues,

Attached is a [list of students](#), sorted by residential college, who have not submitted a “blue form” but who put a professional school course on their fall term schedule. As a courtesy, this list does include courses offered in the second half of the term, for which the deadline has not yet passed. A few points to keep in mind as you advise these students:

Full-term courses:

- Late fee: The blue form late fee is already \$55 and is increasing by \$5 every weekday.
- Final deadline on October 4: We will remove the courses listed in the attachment from students' schedules after Wednesday, October 4.
- Course drop fee: Students whose courses are removed after October 4 will be assessed a drop fee of \$5 per course.
- Re-adding a course: Once dropped from a course, a student must petition CHAS to add the course again.

Courses offered in the second half of the fall term:

- Due date: Blue forms for fall courses offered in the second half of the term are due by October 30. Courses without blue forms will be removed from students' schedules on November 6.
- Schedules: Students who wish to take a course in the second half of the fall term but did not add it to their schedules should complete a course change notice, for which they will be charged a \$5 fee, and also submit a blue form.

If you need assistance with missing blue forms, contact [Michael Corsetti](#).

Sincerely,

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Contact the [University Registrar's Office](#) at [registrar@yale.edu](mailto:registrar@yale.edu).

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