

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To: [Pullen, Chris](#)
Subject: Spring 2024 Registration Reminders
Date: Thursday, November 9, 2023 1:16:51 PM

University Registrar's Office

Thursday, November 9, 2023

Spring 2024 Registration Reminders

- *New this term*, courses set up with Instructor Permission *will no longer activate* automated messages to students once a course is full. The message that was automatically sent indicated that students could email the instructor through the registration system to request a seat in the class and caused confusion for instructors.
- For courses with a discussion/lab section(s), double check that the sections are set up in WEN and are correctly linked to the lecture/seminar. The maximum enrollment set for the lecture should equal the number of discussion seats, or students trying to enroll in the lecture will get an error that they have to choose a DS and they won't be able to.
- Make sure the final exam status is indicated in WEN.
- If a course includes a waitlist, set the number realistically, between five and ten students, so expectations of getting in the class are realistic.
- Waitlists will be cleared between the end of registration and the beginning of the add/drop period. We suggest that you run a [Jaspersoft](#) report, listing all the courses that had active waitlists at the end of registration, and the names of the students on those waitlists. Faculty are likely to ask you for the names of the students who were on the waitlist for their course. The name of the report is *VW_Course Enrollment Registered and Waitlisted*.

Refer to the [registration website](#) for all dates, instruction, and FAQs.

Best wishes,

University Registrar's Office
246 Church Street, 3rd Floor
New Haven, CT 06520-8321
(203) 432-2330

registrar.yale.edu



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

Copyright © 2023 Yale University • All rights reserved



This email was sent by: Yale University
P.O. BOX 208109, New Haven, CT, 06745 US