University Registrar's Office

Monday, January 29, 2024

Updates from the ASC Team

The Academic Support Coordinator (ASC) Team is here to support you in your role. Please see below for upcoming deadlines and important matters related to the University Registrar's Office to help you plan your work accordingly. The ASCs will offer the following training sessions in February.

Date	Training Session	Presenter
February 6, 10:00 a.m.	Course Offering	Diana Plascencia
February 22, 2:00 p.m.	Dissertation Process	Anne Letterman

Dates to Know

Deadline	Task
April 1	Pref Sel opens for Yale College
April 3	Pref Sel closes for Yale College
April 10	Departments push Pref Sel results
April 12	Fall term registration opens for Graduate School students, 8:00 a.m.
April 15	Fall term registration opens for Class of 2025, 8:00 a.m.
April 16	Fall term registration opens for Class of 2026, visiting students, and Eli Whitney students (without a class year), 8:00 a.m.
April 17	Fall term registration opens for Class of 2027, 8:00 a.m.

Yale College

May Graduates

- Monitor senior essays/advisers
- Review the course enrollment for graduating students in Degree Audit and make sure that all exceptions are up to date, and that all students are set for May graduation. Contact registrar@yale.edu with any questions

Continuing Students

- Monitor your major's course enrollments for the spring term and submit student exceptions in [Degree Audit](#)

Records & Registration

Deadline	Task
March 8	Deadline to submit Makeup Exam (ABX) Grades for Fall 2023
March 8	[Last day to withdraw from a course without a W appearing on the transcript](#)

Program Descriptions & Course Offerings

Deadline	Task
ASAP & Ongoing	[Update department attributes in CIM.](#)
ASAP & Ongoing	[Offer courses in WEN in advance of fall registration.](#)
February 23	[CIM: Course proposal submission deadline for courses to be available for offering in time for the opening of fall registration.](#)
March 1	[CAT: Remind the DUS to review your department's pages in YCPS. This should include all the sections other than the courses. The faculty information may be updated closer to the start of the term.](#)

If your department knows which courses will be offered in spring 2025, now is a good time to schedule those classes. This helps students plan their whole academic year.

GSAS

May Graduates

Deadline	Task
February 15	[Terminal Degree Petition](#) due to your department. Review these students' records carefully before approving that they are in good standing to graduate in May. Don't wait until the deadline of February 15 to send these petitions to URO [degrees.gsas@yale.edu.](#)
February 15	En route Degrees: Admission to Candidacy must be entered in Banner ([SYATCMT](#)) for students to be auto petitioned for May degrees.
March 15	Due date for dissertations to be [uploaded to DPRS](#) for consideration by the Degree Committee for award of the PhD in May. We recommend telling students to submit by 5 p.m. Complete [Notification of Readers (NOR).](#)

Continuing Students

- Contact students and their advisers to schedule qualifying examinations and prospectus review
- Review students' curriculum in Faculty Student Advising and Degree Audit and update student information in Banner (SYATCMT)
- Update student adviser selection in Banner (SGAADVR)

Records & Registration

Deadline	Task
March 8	Last day for students to withdraw from a class
March 8	Last day for students to change credit/auditing status

Program Descriptions & Course Offerings

- Offer courses in WEN in advance of fall registration
- Due April 13: Update faculty and program information in CAT. See the Guide for Working in CAT for GSAS

Additional Resources

- Yale College Calendar with Pertinent Deadlines
- DUS Calendar
- Graduate School Academic Calendar
- YC & GSAS Registration Calendar
- CourseLeaf Deadlines
- Yale College Course of Study Committee Spring 2024 Meeting Schedule
- Registrar's Office Handbook for Departmental Academic Administrative Support