

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Upcoming Deadlines and Planning – March 2024
Date: Tuesday, February 27, 2024 2:33:53 PM

University Registrar's Office

Tuesday, February 27, 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.

Upcoming Training Sessions Via Zoom

Date	Subject	Presenter
March 12, 10:00 a.m.	Deactivating Courses	Diana Plascencia
March 21, 2:00 p.m.	Clearing Majors	Anne Letterman

Dates to Know

Deadline	Task
March 1	Annual review of department pages in YCPS are due
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 Topics

May Graduates

- Review senior course enrollment in [Degree Audit](#) and make sure that all exemptions are up to date, and that all students are set for May graduation.
- Remind students of department prizes and senior essay deadlines.

- Keep track of senior essay advisors, and second readers.
- Identify double majors and look for overlapping courses.
- For [Distinction in the Major](#), identify all multi-title courses that have your department subject code.

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

Course Offerings

- Update department attributes in [CIM](#) before offering the courses in WEN
- March 21: New course proposals should be submitted to CSC for the courses to be available for offering in time before fall registration opens. Be sure the CIM form is complete at the time of submission. Provide the [Guidelines for Yale College Course Proposals](#) to faculty.
- Yale College departmental cross listings for existing courses must be in place by the time Canvas sites open on March 4. Grad/undergrad cross listings need to be in place when registration opens in April.
- 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. Don't forget to offer the senior requirement courses.

Graduate School Topics

May Graduates

Deadline	Task
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 5:00 p.m. Complete Notification of Readers (NOR)
April 3	Degree Recommendation spreadsheets will be sent to departments for approval of spring degrees
April 17	If your department degree recommendations are approved by a committee, confirm committee members, and schedule a meeting before this date

[Online Notification of Readers \(ONOR\)](#) must be approved by the DGS before students submit their dissertation. Monitor readers' reports and save them as a PDF for each student. They will be available should you want to send them to students or if they are needed for the committee voting on the degree recommendation.

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 ([SGAADVVR](#))

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

- Graduate Bulletin program edits are due by April 13
- If your department knows which courses will be offered in Spring 2024, now is a good time to schedule those classes. This helps students plan their whole academic year.

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](#)



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