

**From:** [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)  
**To:**  
**Subject:** Fall 2024 Term Roll Preparation and Schedule  
**Date:** Monday, March 18, 2024 11:28:43 AM

# University Registrar's Office

Monday, March 18, 2024

## Fall 2024 Term Roll Preparation and Schedule

Dear Colleagues,

The Banner spring-to-fall term roll will run on Monday, March 25, to establish Fall 2024 records for returning students.

Before March 25, please make sure your students' Spring 2024 data are correct by running the "VW\_Term Roll" report in [Jaspersoft](#). If data are missing, student term records will not be created for Fall 2024 for those students with missing data. The following are a few specific areas to check.

- Leaves: For students recorded as being on a Leave of Absence, be sure that "From" and "Through" dates are recorded in SGASTDN under the "Miscellaneous" tab.
- Data consistency: The Degree, Program, Major, and Graduation Term fields should match between the Spring 2024 SGASTDN record and the SHADEGR record. Discrepancies will be flagged by the "VW\_Term Roll" report.
- Graduation term: Verify that students' expected graduation terms are correct.
- Joint degree students: The term roll does not include joint degree students. These must be updated manually before the deadline in June.
- No fees or tuition should be manually added before the deadline in June.

Thank you in advance.

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