

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Updates from the ASC Team - April 2024
Date: Wednesday, April 3, 2024 11:30:01 AM

University Registrar's Office

Wednesday, April 3, 2024

Updates from the ASC Team - April 2024

Important tasks for the coming weeks are related to May degree awards and Fall 2024 course registration.

In response to the survey sent out several weeks ago, and in lieu of the standard R.A.D. meetings, the University Registrar's Office staff will now hold monthly training sessions (see April Training sessions below) related to the work required of department registrars in the upcoming month. Additionally, the ASC team will resume its "Office Hours" on Friday afternoon at 2:00 PM. The zoom link will be communicated separately. Ongoing training and office hours are designed for departmental registrars only. Future informational R.A.D. sessions will be added on an as-needed basis.

If you have any questions or need additional information or assistance, please don't hesitate to contact us. We will be happy to follow up via email or Zoom, whichever is more convenient.

Kind regards,
ASC Team

Newsworthy

The Jaspersoft team has created the **VW_Course Scheduling QA** report to help departmental registrars verify their scheduled classes and do quality checks.

Registration

Registration opens Friday, April 12 for graduate students and on Monday, April 15 for Yale College students on a rolling basis. See the [registration website](#).

April Training Sessions

Date	Time	Subject
4/5	2:00 p.m.	ASC office hours
4/9	1:00 p.m.	Setting up Courses with Discussion Sections/Labs; Dawn Shirak
4/12	2:00 p.m.	Prepping for the Opening of Yale College Registration; Michael Corsetti
4/16	1:00 p.m.	CourseLeaf Office Hours
4/18	2:00 p.m.	Directed Readings for Graduate students; Anne Letterman
4/19	2:00 p.m.	ASC Office Hours

4/23	1:00 p.m.	CourseLeaf Office Hours
4/25	2:00 p.m.	Distinction in the major by Clare Schlegel and Anne Letterman
4/26	2:00 p.m.	ASC Office Hours
4/30	1:00 p.m.	CourseLeaf Office Hours

Yale College Topics

May Graduates

- Remind students of department prizes and senior essay deadlines.
- Confirm senior essay advisers, and second readers.
- Clear seniors for graduation using Degree Audit. Please email your question to registrar@yale.edu
- [Distinction in the Major](#) information is due on Friday, May 10. Identify seniors eligible for distinction and compile a list of courses that have your department's subject code or attributes that were offered during the past 4 academic years ([Jaspersoft report VW_ Department attributes search by primary courses](#)). Please email registrar.asc@yale.edu if you need assistance with the report. Any questions about distinction calculations should be submitted to clare.schlegel@yale.edu.

Records & Registration

- [Registration Calendar](#)
- Share registration website links ([YC Students](#) & [Advisers/Faculty](#)) with your majors and Faculty members.
- Update continuing students' exemptions in Degree Audit.

Program Description & Course Offerings

- Send any new faculty information for 2024-2025 to courseleaf@yale.edu.
- Finalize [Discussions and Lab Sections](#) in [WEN](#) before registration opens. If you edit a section, be sure to link it again to the lecture.
- Continue to offer your department course proposals ([CIM](#)) and offerings ([WEN](#)) for fall 2024 and spring 2025.
- [CourseLeaf Resources](#)

Graduate School Topics

May Graduates

Deadline Task

4/3	Departments receive Degree Recommendation Spreadsheets
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4/15	Readers Reports are due for May Degrees
4/17	Due date to return Degree Recommendations Spreadsheets to degrees.gsas@yale.edu
5/3	Yale University Degree Committee reviews and votes on any outstanding issues
5/10	Final grades are due for terminal MA and MS degree students
5/10	Yale University Commencement, Degrees conferred and will appear on transcript

Records & Registration

- [Registration Calendar](#)
- Share the Registration website specific link with your [graduate students](#) and [Faculty members](#).
- Create Directed Reading sections in WEN.
- Update milestones ([Instructions](#)).
- Update Advisers ([Instructions](#)).
- Confirm department progress evaluation meetings for continuing students.
- Dissertation Progress Reports ([DPR](#)). Students who have been admitted to Candidacy must submit their DPR every year. The deadline is May 1.

Program Descriptions & Course Offerings

- Update the Graduate bulletin department information and faculty list in [CAT](#) by April 12.
- Finalize Graduate course offerings ([WEN](#)) for fall 2024 and spring 2025.

Additional Resources

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



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