Updates from the ASC Team - May 2024

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.

You might want to bookmark the CourseLeaf Deadlines page on the YURO website. We recently added the deadline for adding cross-listings and distributional designations to pre-existing (not new) courses. For new courses, cross-listings and distributional designations should be in place on the CIM form before you offer them in WEN.

Keep in mind that fall 2024 registration closes for Yale College and Graduate School students at 5:00 p.m. on Friday, May 17.

May Training Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7</td>
<td>1:00 p.m.</td>
<td>CourseLeaf Office Hours</td>
</tr>
<tr>
<td>5/10</td>
<td>2:00 p.m.</td>
<td>Faculty Grading Submission Training; Anne Letterman</td>
</tr>
<tr>
<td>5/14</td>
<td>1:00 p.m.</td>
<td>CourseLeaf Office Hours</td>
</tr>
<tr>
<td>5/17</td>
<td>10:00 a.m.</td>
<td>ASC Office Hours</td>
</tr>
<tr>
<td>5/21</td>
<td>1:00 p.m.</td>
<td>CourseLeaf Office Hours</td>
</tr>
<tr>
<td>5/24</td>
<td>10:00 a.m.</td>
<td>ASC Office Hours</td>
</tr>
<tr>
<td>5/28</td>
<td>1:00 p.m.</td>
<td>CourseLeaf Office Hours</td>
</tr>
</tbody>
</table>

Yale College Topics

May Graduates

- Check and update degree audits for graduating students
- Send department prize nominations to prizes@yale.edu
- Track graduating students’ missing grades, let faculty know when grades are due
- Submit distinction recommendations for eligible undergraduate students. For additional information contact Clare Schlegel.
- Retain records of “If and When” students

Course Offerings

- Continue to offer Fall 2024 and Spring 2025 course offerings
- Review Fall enrollments with DUSs and instructors
- Update course setup in WEN for First-Year registration and add/drop period as needed
GSAS Topics

May Graduates

- Track graduating students’ missing grades and let faculty know when grades are due
- Retain records of All But Dissertation (ABD) students

Continuing Students

- Track missing grades and TI forms
- Remind students in cohort 6.5 and above to submit an extended registration and/or dissertation completion status form for 2024-2025 (Due June 5)
- Enter milestones in SYATCMT
- Enter advisers in SGAADVR

Admitted Students

- Early start requests – Contact the GSAS Dean’s Office

Teaching

- Plan teaching appointments for Fall and Spring terms

Program Descriptions & Course Offerings

- Continue to offer Fall 2024 and Spring 2025 courses
- Send faculty member updates to Graduate School Bulletin

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

Note: Academic calendars might change over the course of the academic year. It’s a good idea to bookmark the calendar pages, rather than print them.