

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Transitioning from 3-digit to 4-digit course numbers for Yale College and the Graduate School of Arts & Sciences
Date: Tuesday, July 16, 2024 10:44:49 AM

University Registrar's Office

Tuesday, July 16, 2024

Transitioning from 3-digit to 4-digit course numbers for Yale College and the Graduate School of Arts & Sciences

Dear Department Administrators,

Yale College and the Graduate School of Arts & Sciences will be transitioning all course numbers from 3 to 4 digits. We will soon send you a list of all your active course inventory and a comprehensive guide for how to process this 2-step task. We will also set up a week in early August when, every day, YURO staff members will be available to help guide you through the process.

It is a good idea to set up a meeting with your DUS and DGS to discuss the planned course number change. The new schema is listed below. Eventually, you will want to create a spreadsheet to list the old course number and the new proposed number.

GOAL: All active courses in Yale College and GSAS should have 4-digit numbers by the start of the Fall 2025 term.

TIMELINE: Registrars need to update their course inventory before the opening of fall-term registration in April 2025.

4-DIGIT COURSE NUMBER SCHEMA

This is the perfect opportunity to make your course numbers mean something to students. As a best practice, we suggest that introductory courses, including language-skills courses, begin with the number one (1).

Yale College courses

- Add 0 before first-year seminars; 0xxx
- Add 1 before introductory courses 1xxx
 - The number 1999 is not available.
- Add 2 before intermediate (bridge, sophomore) courses
- Add 3 before intermediate to advanced courses
- Add 4 before advanced courses and senior-specific courses

Graduate School courses

- Add 5 before introductory-level courses or as specific to department schema
- Add 6-8 before all courses as specific to department schema
- Add 9 before advanced courses, such as directed studies and courses leading to thesis creation

Sincerely,

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