

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
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University Registrar's Office

Thursday, August 15, 2024

A Newsletter for You

Welcome to the new quarterly newsletter from the Yale University Registrar's Office **for Residential College Deans' Senior Administrative staff**. Our goal is to increase communication and share information we hope will be helpful to you. Each quarter we will highlight news from the YURO that will inform the services we partner with you in providing to Yale College students.

We would like to see you; we are planning a fun gathering for RCDO and YURO staff. Please **Save the Date:** September 27th, 3:00 p.m. more details and an invitation to follow!

If you have any requests or suggestions for this newsletter please contact mckenzie.granata@yale.edu.

Announcements

Changes to the Blue Form Process: A new version of the Request to Enroll in a Professional School Course (Blue Form) which will streamline the student enrollment experience and process will be rolled out soon – stay tuned for more!”

How do I Enroll for A Professional School Course? The [Cross-School Course Registration Processes](#) page outlines the pathway for a student from outside a professional school to request enrollment in a professional school course based on each school. The [Enrolling in Graduate and Professional School Courses for Credit](#) page remains a useful resource for courses previously approved for credit toward the Yale College degree.

Drop Second Major now on the Hub: The ability to drop a second major and other changes to the major and certificate status can now be changed directly through the Hub. Deans and DAAs will receive a notice when changes are made. See our August 9 message [for more details](#).

Course Number Changes: Course numbers are transitioning from three digits to four. As early as registration begins for Spring 2025 you and your students may notice the pilot department, English, using four-digit course numbers. Starting in Fall 2025 all Yale College course numbers will range from 0000-4999, while courses in the Graduate School of Arts and Sciences will range from 5000 and up.

Registration Holds: We will be turning on registration hold enforcement after Fall 2024 add/drop period concludes. After that point the enforcement will remain active -- we won't be turning it on and off. Since hold enforcement won't be turned off, continuing students can be prevented from registering any time they have a registration hold.

Health Holds: First-year students with outstanding health requirements will not have health holds placed until October so they won't be prevented from registering for their first fall term.

Student Bond Holds: The Bursar's office has renamed the *Student Bond Hold* and it will now be called the *Financial Responsibility Hold*. Additionally, students are able to complete the student bond process entirely through Yale Hub as of June 2024. A message will appear in the Hub with instructions on how to resolve the hold. he hold.

Good to Know

Classrooms

Classroom locations can sometimes change close to the start of classes, professors should notify registered students of any changes, however Deans may wish to advise all students it is a good idea to check the location of their classroom before they head out for their first day of any class.

Credit/D/Fail Form

Further cautionary language has been added to the form students access through the Hub when electing to convert a course to Credit/D/Fail grade mode to help students make informed choices and avoid mistakes. For a glimpse of the student view, [click here](#).

Instructors of Graduate and Professional School Courses

If an undergraduate student has enrolled in their course, instructors of graduate or professional school courses will receive a communication from the YURO at the start of the term. This message advises them that they must adhere to the Yale College Academic Calendar for Yale College students, specifically for final exams and final grades.

Messages Received

Students received the following communications from the University Registrar's Office during the summer:

All Students: [Emergency Contact Information](#) (reminder sent August 15)

Class of 2028: [2024–2025 Course Selection Planning & Registration](#)

Fall Term Completers: [Possible Fall Completers](#) (please direct students with questions to our [Fall Term Degree Completion page](#))

RCDOs may wish to remind students of these messages or share these links in their newsletters.

Timely Tips

Forms

- It is always best to point students directly to the YURO [Forms](#) page. Older forms are prone to issues and may become stalled in the workflow.
- We recommend reminding students they can check the status of their in-progress forms by using the dynamic forms link in the confirmation message generated when a form is submitted. This should help reduce inquiries to your offices.

Dynamic Forms Queue

- Still waiting for someone to approve a transfer of credit request initiated last term? Reminders can be triggered for time-sensitive or stalled forms still "Pending" in your Dynamic Forms Queue. Use the "Action" drop-down and select "Manage Co-Signers" to remind the next person in the workflow.
- A best practice for a dynamic form that is a duplicate, incorrect form submission, or in some other way should be terminated: these are best cleared by approving through to the decanal level and using the comments field to note the Dean should deny the request.
- Stale, returned or other forms still in your queue that cannot be moved forward can be removed by emailing forms.gsas@yale.edu.

Records & Registration

- We recommend advising students to check for registration holds before the start

of add/drop period and see [this page](#) for details about clearing holds.

- Final grades for students with a mark of ABX pending a final grade from the Spring 2024 term are due at Midterm, this term that date is October 25th.
 - The Registrar's Office will send a notice to all students with a mark of ABX in mid-August.
 - We recommend following up with your own reminder to your College's students and their instructors that they are responsible for making arrangements for the make-up exam.

Report Highlights

- The **"Grades Requiring Review"** Jasper report can be run before the start of term to check for students still pending grades, either from Yale Summer Session or ABX. This report can also help determine whether a student should be on Academic Warning for insufficient grade or credit earnings in the prior term.
- The **"All Student_Term_Enrollment_Credits_Check_for_BLANKS"** Jasper report can be used before and following add/drop to identify students who are not enrolled for enough credits or for zero credits. Once exported to Excel, this report can be filtered for "blanks" in the "Yale Enrolled Credits by Term" column.
 - Checking for blanks helps catch students who are expected to have active enrollment for a given term and have failed to register for any courses in that term.
- The **"Senior 8th_9th Term Reg Status by Term with GPA and Credits"** Jasper report can be run to identify 8th and 9th term students expected to complete the requirements of the degree at the end of the Fall term.
- The Jasper report most commonly used to check academic progress, the **"VW_Current Student Course History"**, will indicate student status, including whether a student is on Academic Warning, in the horizontal term headers, just beside the term code. If that status is not in the report, the Committee on Honors and Academic Standing or the YURO may not be aware of the student's status.

Additional Resources

- [Yale College Calendar with Pertinent Deadlines](#)
- [YC & GSAS Registration Calendar](#)

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.



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