

**From:** [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)  
**To:**  
**Subject:** Upcoming Deadlines and Planning – August & September 2024  
**Date:** Wednesday, August 21, 2024 10:53:14 AM

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# University Registrar's Office

Wednesday, August 21, 2024

## Updates from the ASC Team

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.

Please note we will not have a separate email for September; this email includes items to work on during August and September.

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.

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## New & Noteworthy

### Degree Audit

Degree Audit will soon have an updated interface with a more modern, responsive, and accessible look & feel. Underlying audit results will not change. In the next few weeks, the new interface will be available at the existing URL. See the [advising resources document](#) for more information.

### University Registrar's Office Website

The URO has launched new features on our website:

- [Video Tutorials](#) – We welcome suggestions as we continue to build our video library.

- [Message Archive](#)
- [YCPS Calendar Archive](#)
- [GSAS Bulletin Archive](#)

## Transition from 3-digit to 4-digit numbers

As you begin to work on renumbering your active courses, we are available to help you. The first step is to deactivate courses that you no longer offer. You should use the two reports sent by our office as guidance (one list provides archival information and the other is a list of courses active in CIM). You may submit [this form](#) to request one-on-one help.

All courses must carry a 4-digit course number before registration opens for fall 2025 in April.

There will be [Office Hours](#) to help with this project the week of September 30 - October 4 (1:00 - 2:00 p.m.)

## Upcoming Training Sessions

- Ongoing Training sessions will resume end of September/early October

## Yale College Topics

### Start of the Term

- The Course of Study Committee will review new fall 2024 course proposals, but they will not be available for offering before the opening of add/drop period. They will become available on a rolling basis.
- Prepare welcome communications to new instructors and introduce them to the registration website
  - [YC instructor's Handbook](#)
  - [Registration website](#)
- Undergraduate Academic Fair, August 27, 1:00 - 2:30 p.m. Please contact [Risa Sodi](#) for additional information
- First-year registration is August 21, 1:00 - 3:00 p.m.
  - URO will host office hours [via Zoom](#) during this time

- Add/drop period dates August 26 - September 10
  - Check [registration calendar](#) for URO office hours
  - Remind faculty and students that waitlists from the registration period have been cleared and that waitlist functionality will not be in place during add/drop period
  - Students who received permission from the instructor after the registration period closed will be able to confirm their seat during add/drop period
- Use [JasperSoft](#) to maintain list of majors (Report: *VW\_Student List by Major*)
- Start-of-the-term communications from your office to your majors:
  - DUS office hours
  - Ask students to review their Degree Audit. Exception approvals should come directly from the department (DUS or Departmental Registrar). Please email [registrar@yale.edu](mailto:registrar@yale.edu) and cc: [taylor.spadacenta@yale.edu](mailto:taylor.spadacenta@yale.edu).
  - Remind [Fall completers](#) to submit their petition
  - Department-specific information
  - Set up a [Student Advisory Committee](#)
- Registrars should communicate with instructors to confirm:
  - That exam information is correct in Yale Course Search
  - That courses with discussion or lab sections are set up correctly (number of sections, TA, classrooms)
  - Classroom change requests require a [Pedagogical Needs Request Form](#); [Room Assignment Change Request Form](#)
  - Finalize your department classroom assignments (LR 25 Live) if applicable

## Student Records and Milestones

- Reconcile summer [study abroad credit transfer](#) and confirm that [Degree Audit](#) has been updated accordingly
- Run [JasperSoft report](#): *VW\_Student List by Major* to update your major list and confirm student's status
- Degree Audit: check that all course exemptions have been updated
- At the end of add/drop period confirm that seniors are on track to graduate in December or May

## Spring 2025 Course Offerings

- Submit new course proposals for spring before October 20 so they are available for offering before registration opens
- Finalize course offerings for spring term. Registration begins mid-November

## GSAS Topics

### Start of the Term & Course Registration

- Confirm arrangements for your department's incoming student orientation
  - [GSAS orientation week schedule](#)
- Send welcome communications to new faculty
  - Provide the link to the [registration website](#)
- Send start-of-the-term communications with faculty
  - Classroom requests: [Pedagogical Needs Request Form](#) & [Room Assignment Change Request Form](#)
- Provide [add/drop dates & Registration Resources for faculty](#)
- Use [JasperSoft](#) to maintain list of graduate students in your department (Report: *VW\_Student List by Major*)
- Send start-of-the-term communications to students
  - Department announcements
  - DGS office hours
  - December degrees deadlines
  - [Dissertation submission resources](#)
  - Check [registration calendar](#) for URO office hours
  - Create [Individual Studies courses](#) before the end of the [add/drop period](#)

### Student Records & Milestones

- Clear graduate student [holds](#)
- Update [SYATCMT](#) before September 15 for December degree awards
- Finalize last-minute teaching fellows assignments ([TFS](#))
- Check all your student records ([FSA](#) & [Degree Audit](#))
- Confirm that [Temporary Incompletes](#) (TI) awarded during the previous academic year have been completed and grade change form ([EGS](#)) submitted to URO by October 1

**NOTE:** If PhD students require a letter confirming they have met the requirements of their degree before graduation, they may submit this new form, available on

the [YURO website](#), [PhD Degree Completion Request Form](#).

Students can also access the form through the Quick Links section of the Registrar's Home Page by clicking the link for [Verifications](#). Please refer all requests you receive directly to the form.

The Graduate School Certification Declaration dynamic form for GS degree-seeking students is live. Students can find the form on the registrar's website, [registrar.yale.edu/forms](https://forms.sis.yale.edu/forms) page. Here is a direct link to the form: <https://forms.sis.yale.edu/Cert-Declaration>

## Spring 2025 Course Offerings

- Finalize spring term course scheduling
- [Course registration](#) for spring term begins mid-November

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## Additional Resources

- [Yale College Calendar with Pertinent Deadlines](#)
- [DUS Calendar](#)
- [Graduate School Academic Calendar](#)
- [YC & GSAS Registration Calendar](#)
- [CourseLeaf Deadlines](#)



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