

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Spring 2025 Term Roll Preparation
Date: Friday, September 27, 2024 10:16:33 AM

University Registrar's Office

Friday, September 27, 2024

Spring 2025 Term Roll Preparation

Dear Colleagues,

The Banner fall-to-spring term roll will run on Tuesday, October 15, to establish Spring 2025 records for returning students.

Before October 15, please make sure your students' Fall 2024 data are correct by running the "VW_Term Roll" report in [Jaspersoft](#). If data are missing, student term records will not be created for Spring 2025. The following are a few specific areas to check.

- Leaves: For students recorded as being on a Leave of Absence, be sure that "From" and "Through" dates are recorded in SGASTDN under the "Miscellaneous" tab.
- Data consistency: The Degree, Program, Major, and Graduation Term fields should match between the Fall 2024 SGASTDN record and the SHADEGR record. Discrepancies will be flagged by the "VW_Term Roll" report.
- Graduation term: Verify that students' expected graduation terms are correct.
- Joint degree students: Remember that the term roll does not include joint degree students. These must be updated manually before October 28.
- No fees or tuition should be manually added before October 28.

Thank you in advance.

University Registrar's Office
246 Church Street, 3rd Floor
New Haven, CT 06520-8321
(203) 432-2330
registrar.yale.edu