

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Updates from the ASC Team
Date: Monday, September 30, 2024 9:46:07 AM

University Registrar's Office

Monday, September 30, 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.

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.

New & Noteworthy

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 offering fall 2025 courses in WEN in preparation for fall 2025 registration 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.)

The [Registrar's Office Handbook for Departmental Academic Support](#) is available as a resource for you, with more pages pending.

Upcoming Training Sessions

Date	Time	Subject
9/30 - 10/4	1:00 p.m. - 2:00 p.m.	Renumbering Open Office Hours

10/8	1:00 p.m.	CourseLeaf Office Hours
10/11	1:30 p.m.	CourseLeaf Office Hours
10/15	1:00 p.m.	CourseLeaf Office Hours
10/18	1:30 p.m.	CourseLeaf Office Hours
10/22	1:00 p.m.	CourseLeaf Office Hours
10/25	1:30 p.m.	CourseLeaf Office Hours
10/29	1:00 p.m.	CourseLeaf Office Hours

Academic Support Office hour on Thursdays at [2:00 p.m. – 3:00 p.m.](#) starting on October 10.

Spring 2025 Registration

- [Registration dates and details](#)
- Coordinate with your DUS, DGS, or departmental course coordinator to finalize your departmental spring course offerings in WEN
- Confirm all course offerings for spring 2025 are up to date
- New course proposals for the spring 2025 term must be submitted by October 24, 2024, to be available for offering before the opening of spring term registration
- New course proposals for the fall 2025 term must be submitted by March to be available for offering before the opening of fall term registration
 - [CSC calendar of scheduled meetings and submission deadlines](#)
- Contact instructors to confirm their course information:
 - Days/times
 - Max enrollment
 - Exam status
 - Multiple titles
 - Attributes
 - Restrictions (Ex. Major(s), Class Year(s))
 - Instructor Permission or Waitlist
 - Reserved Seats
 - Create discussion/lab sections with days/times – The section enrollment total should be equal to the course max enrollment
 - Special classroom needs ([Submit Pedagogical Needs Request Form](#))

Yale College Topics

- The updated Declare Major page went live in June
 - Students can declare or change their major, certificate, and add/update concentrations through [Yale Hub](#)

- Once a major is updated or declared, the student's major curriculum requirements in Degree Audit are updated to reflect the YCPS policies in effect during that term
- Currently students with >1 major cannot update their concentrations themselves. Students can email a request to update their concentration to registrar@yale.edu
- Additional enhancements to the Declare Major page are ongoing
- Review fall final exam status on Yale Course Search. Make updates in WEN or contact courseleaf@yale.edu
- Identify fall completers
- Work with your DUS to form an Undergraduate Advisory Committee
- Compile senior essay data: advisors, deadlines and second readers
- Review degree audits for all students, prioritizing seniors and ensure that all approved course exemptions have been entered in Degree Audit
- Plan sophomore information session and send information to risa.sodi@yale.edu
- Departments with two-term senior essay courses should offer both senior essay courses during both the fall and spring terms

GSAS Topics

- Finalize fall term TF (Teaching Fellow) assignments in TFS
- Check Dissertation Readers' Reports status, due on October 31, for students graduating in December
- Review Degree Audit for graduate students who petitioned for a MA/MS/MPhil December degree and ensure that all approved course exemptions have been entered in Degree Audit
- Schedule Faculty meeting to approve degree recommendations for December degrees
- Confirm spring TF/ULA allocations and department needs for spring

Additional Resources

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