

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Updates from the ASC Team
Date: Monday, November 11, 2024 1:00:59 PM

University Registrar's Office

Monday, November 11, 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.

Upcoming Office Hours

CourseLeaf office hours every Tuesday and Friday

Tuesday, [1:00 p.m. – 2:00 p.m.](#)

Friday, [1:30 p.m. – 2:30 p.m.](#)

Degree Audit office hours every Thursday, [2:30 p.m. – 3:00 p.m.](#)

Date	Topic	Host(s)
11/14	Exceptions Only	Taylor Spadacenta
11/21	Anything Degree Audit	Taylor Spadacenta, Bethany Fricks
12/05	Anything Degree Audit	Taylor Spadacenta, Bethany Fricks
12/12	Anything Degree Audit	Taylor Spadacenta, Bethany Fricks
12/19	Anything Degree Audit	Taylor Spadacenta, Bethany Fricks

Fall Term Topics

Yale College

- Confirm that fall completers have met your major requirements
- 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](#)
- Continue work on changing all active course numbers to 4-digits

Graduate School

- The deadline for students to submit changes to their dissertation is November 15, 2024

- Confirm that all your Teaching Fellow fall assignments are up to date
- Continue work on changing all active course numbers to 4-digits
- Check FSA to confirm academic events have been recorded
- Check students in cohort 6.5 and above in the fall term to see if they are extending their registration

Spring 2025 Course Registration

- [Registration dates and details](#)
- Confirm that all course offerings for spring 2025 are up to date:
 - Attributes
 - Exam status
 - Max enrollment
 - Create discussion/lab sections with days/times – The section enrollment total should be equal to the course max enrollment
 - Restrictions (Ex. Major(s), Class Year(s))
 - Instructor Permission or Waitlist
 - Reserved Seats
- Special classroom needs (submit [Pedagogical Needs Request Form](#))
- Confirm with DGS and DUS TF/ULA allocations and department needs for spring term
- After registration opens, review the "Pending Instructor Permission Requests by Subject" periodically using the Jaspersoft report
(/public/Academic_Administration/Ad_Hoc_Views/VW_Courses_with_Instructor_Permission_Required)
- Ensure that your department's instructors are prompted to act on any pending requests promptly

Preparing for Academic Year 2025-2026

Yale College

- Yale College Programs of Study, 2025-2026 will be available for update in mid-November. Watch for the email and work with your DUS to tackle this task as soon as possible. It will be due by mid-February
- Any changes to the major must be submitted to the Committee on Majors before the end of the fall term
- Please note that all new course proposals for fall 2025 must be submitted by March to be available for offering before the opening of fall term registration

Graduate School

- Yale Course Search will open with new courses offered for the 2025-2026 academic year in early March

Additional Resources

- [Yale College Calendar with Pertinent Deadlines](#)
- [DUS Calendar](#)
- [Graduate School Academic Calendar](#)
- [YC & GSAS Registration Calendar](#)
- [CourseLeaf Deadlines](#)
- [University Registrar's Office Handbook for Departmental Academic Support](#)
- [University Registrar's Office Message Archive](#)