

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

Friday, February 7, 2025

In the Know with URO

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

Announcements

Shorter processing times for Course Change Notices: We are working hard to automate the data changes for the late-addition of courses and course drops/withdrawals initiated through the Yale College Schedule Change Form (Course Change Notice). Likely before the end of this term, CCNs will no longer require manual data entry by the URO. Once approved, these transactions will be automated to reflect on the student record, or be denied (for instance, if a section is full). The data changes for the Request to Enroll in a Yale Professional School Course ("blue forms") and the Petition for Credit Overload forms are already automated.

New video tutorials! We invite you to share these in your Dean's weekly newsletter.

- [Distinction in the Major for Yale College Students](#) - Provides an overview of how Distinction in the Major is calculated.
- [Using the What-If forecasting feature in Yale Degree Audit](#) - Demonstrates the functionality of the "What-if" feature for students and advisers.
- [Tracking Dynamic Forms](#) - Teaches students how to track the progress of their Dynamic Forms through the review and approvals process.

Good to Know

Fishing for information

The URO has noticed an uptick in requests for information of high-profile students and alumni. As a reminder, if you are contacted or solicited for information, please state that you cannot release information due to [FERPA](#) unless the student has given express written consent. You should continue to refer requests for student enrollment, degree verification and general record information to the University Registrar at registrar@yale.edu; this is the only department authorized to officially confirm or provide this information. You can also request that individuals/agencies conducting background checks and/or security clearances requesting access to student files be vetted through the URO first, provide you with a copy of a written release, then schedule time with your office.

Degree Audit Exceptions & Changing Majors

Did you know that if a student has exceptions (i.e. transfer credit and course substitutions) applied to their major, those exceptions will “fall off” or no longer apply if a student changes their major? Using the *what-if* feature in DA if they aren’t sure they want to change their major is a better way to go. Students should be aware of this before making casual major changes and/or requesting exceptions be applied in Degree Audit unless/until they have settled on a major. Please help us get the word out to spare students (and their major departments) time and concern.

Distributional Optimization using Degree Audit

As we begin the Spring semester, the Degree Audit team encourages you to continue to guide students in effectively using their Degree Audit. This system identifies the most efficient path to degree completion, focusing on courses currently in progress.

However, **mid-semester or mid-year, the audit may not always align perfectly with a student’s preferences.** The audit dynamically re-optimizes as new courses are added or graded, providing the most accurate view of distributional requirements after grades are submitted at the end of the academic year, just before promotion.

As you know, a Current Student Course History report (Jasper), which highlights completed courses with distributional designations, can be effective in reassuring students that discrepancies during the semester are typically temporary and do not require immediate manual adjustments.

We recognize the unique concerns of seniors nearing graduation and will address exceptions for these students on a case-by-case basis. We are also continuing to navigate new ways to streamline the process in making the audit reflect more accurately. For any questions, please reach out to [Bethany Fricks](#) or [Taylor Spadacenta](#).

Message Received

On Wednesday, January 29th, the URO sent [this message](#) to students reminding them of deadlines to Withdraw or convert the grade mode to Credit/D/Fail for a half- or full-term course.

On Thursday, January 30th, the URO sent [this message](#) to eligible seniors. Notably, they are instructed to write to registrar@yale.edu to drop a second major or certificate if that is the appropriate remedy.

On Friday, January 31st, the URO sent [this message](#) to graduate school instructors of courses in which undergraduate students are enrolled.

Timely Tips

Using Attributes in YCS

Attributes, created by the URO, are used by many departments and Yale College to attach a searchable label of sorts, to a course through Yale Course Search. Students can use the attribute search feature to filter for offered courses meeting specific requirements.

- If a course has been assigned departmental attributes, they are listed in the menu below Advanced Search under Any Course Information Attribute.
- If a course has been assigned distributional attributes, they are listed in the Yale College Attributes section of the menu (below Worksheets).

The next time a student is concerned about finding a course fulfilling a distributional requirement or wondering about courses applying toward the major or certificate, you can confidently recommend the use of Attributes.

Additional Resources

- [Yale College Video Tutorials](#)
- [Yale College Calendar with Pertinent Deadlines](#)
- [YC & GSAS Registration Calendar](#)
- [Final Exam Schedule](#) (YURO)
- [Final Exam Schedule](#) (YCPS)

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.



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