

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Add Departmental Attributes in CIM
Date: Wednesday, March 12, 2025 10:24:44 AM

University Registrar's Office

Wednesday, March 12, 2025

Add Departmental Attributes in CIM

Dear Colleagues,

As a reminder, please add departmental attributes in [CIM](#) to the course record before you offer your courses in WEN. Once a course is offered in WEN, you can still add attributes in CIM, but they won't appear in the YCS listing until the next time the course is offered. In this case, you'll need to add the attributes in WEN.

Attached is a [step-by-step guide](#) to the process.

Sincerely,

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

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