

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Fall 2025 Term Roll Preparation and Schedule
Date: Tuesday, May 13, 2025 10:00:59 AM

University Registrar's Office

Tuesday, May 13, 2025

Fall 2025 Term Roll Preparation and Schedule

Dear Colleagues,

The Banner spring-to-fall term roll will run on Tuesday, May 27, to establish Fall 2025 records for returning students in professional schools that did not roll in March.

Before May 27, please make sure your students' Spring 2025 data are correct by running the "VW_Term Roll" report in [Jaspersoft](#). If data are missing, student term records will not be created for Fall 2025 for those students with missing data. 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 Spring 2025 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: The term roll does not include joint degree students. These must be updated manually before June 23.
- No fees or tuition should be manually added before June 25.

Thank you in advance.

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