Instructor develops new course proposal
discuss ideas/suggestions for new courses with DUS

Instructor creates course proposal in CIM and submits it to workflow

Course is offered in WEN
Dept admin offers course in WEN. Instructors provide: max enrollment, days/times, instructor permission, final exam, course restrictions.

Course appears in YCS
The day after the course is offered in WEN it appears in YCS. Instructor checks that all information is correct.

Canvas site opens
Once a course appears in YCS, the Canvas site opens. The Canvas site will not open until the instructor’s name is listed in YCS.

Student registration
Courses listed on YCS are available for registration. During the registration period students enroll in courses. Students only register on their Registration worksheets.

Add/drop
During A/D, students update their registration worksheets as needed. Faculty may see changes to their rosters.

Faculty Class Rosters/Grade Submission
FGS will be open with class rosters during A/D. Faculty should confirm their final roster at the close of A/D.

Term | Definition
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A/D | Add/drop period
CIM | Course Inventory Management
CSC | Course of Study Committee
DD | Distributional Designations
DUS | Director of Undergraduate Studies
FGS | Faculty Class Rosters/Grade Submission
URO | University Registrar’s Office
WEN | Course offering system
YCS | Yale Course Search