

COURSE REGISTRATION

Yale College students register for courses during the term prior to the term for which they are enrolling. This means that returning students register for the fall term in the spring term of the previous academic year. Students register for the spring term during the fall term of the same academic year.

First-year students register for the fall term several days before add/drop period opens. Add/drop period typically opens one or two days before classes start. They register for the spring term during the fall term of the same academic year, with all the returning students. See registration dates on the registration website.

First-year and returning students often take part in Preference Selection. Preference Selection is a registration tool for multi-section courses, including several language courses. Preference Selection takes place before registration, typically in April and again in early August for the fall term and in late October for the spring term.

As DUS, it is important that you review your course listings in Yale Course Search prior to the opening of registration. You will want to make sure all the courses you intend to offer for a specific term are appearing, including senior essay and independent reading and research courses. Once registration opens, instructors may no longer add distributional designations or cross-listings. Before registration opens, Canvas sites are automatically created *for all offered courses for which instructor names are listed*. Remind your faculty that they should post their syllabi on Canvas as soon as possible after Canvas opens. For Canvas-related questions, contact Canvas directly.

You will also want to make sure that your faculty understands the importance of working with your department registrar to make sure they have set a maximum enrollment number and have decided whether they want to grant enrollment permissions or allow students to enroll on a first-come basis. They should also consider whether they want to establish a waitlist for courses that don't require instructor permission, based in part on the number of available, qualified teaching fellows. During registration, faculty should check their email frequently and if they arranged to grant enrollment permissions, they should log in to the registration system to respond to student requests as early as possible. For information about managing enrollment, see *Managing Enrollment for Your Course* on the registration website.

You might also want to set up meetings with your majors before the end of the registration period. Students do not require DUS or advisor permission to submit their course schedules, but it is important that they discuss their academic path periodically with a knowledgeable representative of your department. See *Advising for Advisers* on the Yale College Dean's Office website.

FOR COURSES WITH LABS OR DISCUSSION SECTIONS

During registration, students must select discussion/lab sections simultaneously with the corresponding lectures. When registration closes, students will be removed from the lecture if they haven't enrolled in a discussion section or removed from the discussion section if they haven't enrolled in the lecture. If students have questions about the process, direct them to the registration website.

ADD/DROP PERIOD

During the add/drop period, the registration system reopens for about seven days for students to add and drop courses for which they enrolled during registration. The changes to schedules at this time should be minimal. Refer to the registration website for the opening and closing dates of add/drop period.

For more targeted information about registration, see the registration website. There are several step-by-step guides as well as FAQ's, and process explanations. If you still have questions, email registrar@yale.edu.

COURSE CONVERSIONS ARE DUE BEFORE THE END OF THE TERM

To comply with federal regulations and maintain the integrity of student records, the course adjustments listed below must be made before the last day of classes in the term in which the class is taken.

- All students undertaking graduate-level coursework in a Yale College course must be enrolled in the graduate course number before the last day of classes for that term.
- Students enrolled in a cross-listed course wishing to change to a different cross-listed subject and course number must do so before the last day of classes for that term.

Students who need to switch courses or sections must submit a Course Change Notice during the term in which they take the class. The Degree Audit does allow departments to apply cross-listed and undergraduate courses towards BA/MA or BS/MS degree requirements if the need arises.