

CALENDAR

The tasks listed in this calendar are for registrar-related responsibilities. The dates in this calendar are approximate and may change.*

This calendar is not yet complete.

ONGOING:

- Curriculum Management (CIM & WEN)
- Student Records
- Program Requirements (YCPS, Roadmaps)
- Faculty Support
- Classrooms

July	Curriculum	Review offered courses. Make sure senior requirement courses are offered and list the instructor (or DUS). Review course listings for accuracy. Remind faculty to review their course offerings.
	Student Records	Review Degree Audit for continuing students/ majors. Note any potential issues regarding fall-term registration.
	Requirements	Make sure your website is consistent with program requirements as listed in YCPS.
	Requirements	Develop a Roadmap with your DUS.
	Curriculum	Course cleanup; consider deactivating courses not offered in the past 7 years.
	Faculty	Once new faculty have a NetID, ask the Registrar's Office to create an instructor record. Add instructor name in WEN.
	Curriculum	Prepare and submit late course proposals for the fall term. Continue to submit spring course proposals.
Late July	Faculty	Waitlists will be cleared later in the month. Run a Jaspersoft report now so you can provide faculty with names of students still waitlisted at the close of registration.
	Curriculum	Check YCS to ensure all fall courses are set up properly and are ready for the opening of add/drop.
	Curriculum	Set up Preference Selection and department registration for upper-level seminars if applicable.
Early August	Student Records	Work with DUS to review student assignments submitted late and late fulfillment of major requirements. Remind faculty if they need to provide ABX exams.
Mid August	Classrooms	Make sure there is a classroom assigned for offered courses.

Late August	Registration	Add/drop period opens.
		Classes start
Early September	Registration	Add/drop period closes
September	Program requirements	Discuss with DUS any potential changes to the major requirements.
	Curriculum	Submit any remaining spring course proposals.
	Curriculum	Begin planning new courses for the following academic year.
October	Curriculum	Review all spring course offerings. Remember to add at least one discussion/lab section as needed.
	Curriculum	Work with TF Office to ensure allocations of TF 's are set and the sections are setup correctly in WEN.
	Final exams	Remind faculty to check that their course listing in YCS correctly indicates a final exam or no final exam.
	Student Records	Review students' Degree Audit and apply exceptions (if needed).
	Curriculum	All spring courses should be offered in YCS, prior to opening of spring registration.
	Faculty	Send instructions to departmental advisors regarding spring term registraion.
Early November	Curriculum	Confirm that multi-section courses and first-year seminars are included in Preference Selection.
	Program requirements	Begin or complete review of all department pages in YCPS.
	Program Requirements	Yale Programs of Study opens for yearly editing.
Mid November	Registration	Spring registration opens.
	Student Records	Help DUS assign faculty readers for senior tutorials, essays, projects, etc.
December	Curriculum	Remind faculty of their responsibilities prior to and during final exam week.
	Program Requirements	Any changes to the major must be submitted to Committee on Majors by the end of the month.
	Student Records	Review graduating students' Degree Audit for completion.
	Registration	Waitlists will be cleared. Run Jaspersoft reports so you can provide faculty with names of students still waitlisted at the end of registration.
January	Registration	Add/drop period opens. Check the Registration website for exact dates and times.
	Curriculum	Remind the DUS and faculty to begin planning new courses for the next academic year.

February	Student Records	Review students' Degree Audit and apply exceptions (if needed).
March	Curriculum	Courses for the fall term are due in order to appear in YCS before the opening of fall term registration.
	Curriculum	Review all courses in YCS in anticipation of the opening of fall term registration.
	Program Requirements	All updates/review of YCPS due by March 15.
	Program requirements	Review department's policy on acceleration credit, if applicable.
April	Student Records	Receive senior essays and distribute them to readers for grading.
	Registration	Registration for Fall 2024 opens (date TBD).
May	Student Records	Review graduating students' Degree Audit for completion
June	Program Requirements	Work with the Degree Audit team to review program requirement updates.