

GUIDELINES

The University Registrar's Office facilitates the complex task of scheduling classrooms each term for classes offered in both Yale College and the Graduate School of Arts and Sciences. Below is an overview of this process.

Once courses have been offered for the upcoming term in WEN, the Registrar's Office assigns classrooms to courses that do not have rooms preassigned by their departments. The Registrar's Office is not able to accommodate specific building or room requests except for disability or temporary impairment needs that have been registered with the Office of Institutional Equity & Accessibility. Registering for accommodations is a simple process. For further information, contact Diane Corenlius Charles (diane.charles@yale.edu).

The Registrar's Office will also do its best to accommodate specific pedagogical needs such as requests for specific technology or room layouts. It is recommended that such pedagogical requests be made at least six weeks prior to the beginning of each term. Only requests submitted through the Pedagogical Needs Request Form will be accepted.

Room assignments are released through Yale Course Search on a rolling basis, but no later than one week prior to the beginning of each term. The Registrar's Office places courses in rooms based on enrollment history, enrollment estimates provided by faculty or departments, and other available information. Because student attendance during add/drop can fluctuate, it is the general policy that room changes cannot take place until after the add/drop period has ended unless a reasonable case is made for an immediate change. Requests to change a room after assignments have been posted should be made using the Room Assignment Change Request Form.

AV support in classrooms is provided by ITS Classroom Technology and Event Services (CTES) at no charge when in direct support of courses, discussion sections, or other course-related activities. AV support for any other purposes is available for a fee. CTES can be contacted at classroom.support@yale.edu or (203) 432-2650.