

# REGISTRAR'S OFFICE HANDBOOK FOR DEPARTMENTAL ACADEMIC ADMINISTRATIVE SUPPORT

## WELCOME

This publication provides Yale College departmental administrators with explanatory and how-to information, as well as helpful links, for all Registrar's Office-related tasks. We understand that certain tasks are only done once or twice a year; that systems have been updated and improved; and that you are all busy and need a one-stop, inclusive resource. This is your resource.

Eventually, the same information, specific for Graduate School of Arts and Sciences administrators will be added.

We hope this provides a welcome tool to guide you through your work. If you have suggestions for topics, feel free to send a message to [registrar@yale.edu](mailto:registrar@yale.edu).

Thank you and we certainly hope you know that the Registrar's Office staff is available to support you as you support your faculty and students.

Shonna Marshall

Yale University Registrar