
From: University Registrar (registrar@yale.edu) <registrar@message.yale.edu>
Sent: Thursday, August 21, 2025 3:03 PM
To:
Subject: Academic Support News | Fall Start of Term Edition
Categories: Messages - Newsletters

University Registrar's Office



Yale Outdoor Education Center

FALL 2025

Thursday, August 21, 2025

The 2025-2026 Academic Year brings with it many changes for the University Registrar's Office and for our partners across the University. We lead off this academic year with many exciting announcements.

If at any time you have any questions or need additional information or assistance, please don't hesitate to contact us. We will be happy to follow up via email or Zoom, whichever is more convenient.

Kind regards,



In Case You Missed It

It was wonderful to see so many of you at the August 13th start of term meeting. In case you missed it, [here](#) is the presentation with important start of term updates we shared.

Coming & Going

You might recognize some of our new office staff - we are so fortunate that the new members of the URO team come with a variety of experiences from all over Yale.

- **Lauren Perrino**, formerly of the Office of International and Summer Programs where she managed the Y-VISP program, is the new Academic Records Manager in Records. [Lauren](#) joined us in June.
- **Marylynn Visaggio**, formerly of the Department of Molecular, Cellular, and Developmental Biology (MCDB), where she worked as the Graduate Registrar, is the new Senior Administrative Assistant for Classroom Scheduling. [Marylynn](#) joined us in July.
- **Stacey Tuttle**, formerly of the School of Public Health where she was the Director of Student Affairs *and* Registrar, is the new Associate University Registrar of Student Support. [Stacey](#) joined us in August.
- **Deirdre Eichner**, formerly of the School of Engineering & Applied Science (SEAS) where she served as an Office Administrator and Events Manager, is the new Academic Records Manager for Degree Clearance. Deirdre will join us August 25th.
- Our own **Scott Runner**, formerly the Academic Records Manager for Degree Clearance, is the new Assistant University Registrar of Records. [Scott](#) has been working alongside Claudia Schiavone since May.

After 13 years of service to the University Registrar's Office, **Claudia Schiavone** will conclude her tenure as the Senior Assistant University Registrar of Records in December. We wish Claudia all the best and thank her for all of the expert support she has given over the years, particularly to the Graduate School Dean's Office and graduate school students. As she eases out of her Yale responsibilities, you might find her teaching a pottery class or taking on her new role as the pottery studio manager at the Guilford Arts Center.

Our [staff organization chart](#) and [staff directory](#) are available on our [website](#).

Website: New Look & Feel!

As part of the University-wide initiative to migrate YaleSites from Drupal 7 to Drupal 10, we have taken the opportunity to bring a new approach to the features and organization of [our website](#). We invite you to explore the new layout, especially the Faculty & Staff resources.



Office Hours

- **CourseLeaf:** Resuming with a special Monday session on, [August 25 from 10:30am-11:30](#) and then [Fridays from 1:00 - 2:00 p.m.](#) starting September 5.
- **Ask an Assistant Registrar:** the first Wednesday of each month [2:00 - 3:00 p.m.](#) the Assistant Registrars of the URO will be available to answer your questions. Have a question and you aren't sure whom to ask? Ask an Assistant Registrar! In the meantime mckenzie.granata@yale.edu can help direct your questions.
- **Academic Support** - Academic Support Coordinators can provide system training via Zoom, scheduled upon request.
- **Documentation & Learning:** office hours every Thursday, [11:00 a.m.-12:00 p.m.](#) Drop in with questions or your requests/suggestions for training materials and formats. Ask us what you need, tell us what you want.

Important Dates for the Term

Our [Calendars](#) webpage has links to the Yale University calendars with all the important term-time dates and deadlines. For your convenience, a compilation of the Yale College Calendar of Pertinent Deadlines and the Graduate School Schedule of Academic Dates and Deadlines along with a few other pertinent dates for our office can be found [here](#).

Preparing for the Start of Term

For best practices around start of term planning, preparations, communications and record-keeping, we hope you find the [Production Calendar](#) in the [Handbook for Departmental Academic Administrative Support](#) a useful resource.

Other News

What to do if a new DUS/DGS or Dept. Admin. is not getting notifications or can't access student records:

- a) make sure they have accepted their appointment agreement and received an email from anne.letterman@yale.edu with instructions
- b) make sure they have done their FERPA clearance in Workday
- c) if the two above have occurred, email registrar@yale.edu to make sure we are aware of the change

Dynamic Forms – if a student sent a form and the former DUS/DGS was the approver at the time, the URO will need to manually make the change to reassign to the new DUS/DGS as the approver. If you know of a student's form pending approval for this reason please email registrar@yale.edu.

Degree Audit – We recently communicated about some [known issues with Degree Audit](#) and are happy to report that these will be resolved as of 1:00 p.m. August 21st.



Degree Audit will now enforce the number of courses taken for a mark of credit (CR) allowed by the major as indicated on each department's Overview page in YCPS.

Jaspersoft -> Argos – Jaspersoft is being phased out. In place of the JasperSoft report "VW_Student List by Major" to maintain a list of majors, try the new Argos report "Student List Generator" ([login to Argos](#), select from menu Student Lists & Addresses > Student List Generator).

Registration

- Add/Drop period runs from August 25 - September 5th
 - Remind faculty and students that waitlists from the registration period have been cleared and that waitlist functionality will not be in place during add/drop period
 - Students who received permission from the instructor after the registration period closed will be able to confirm their seat during add/drop period
- Our updated website now features a [Yale College Registration](#) page and a [Graduate School of Arts & Sciences Registration](#) page - each with customized resources to help YC and GSAS students navigate registration

Spring 2026 Course Offerings

- Submit new course proposals for spring before October 20 so they are available for offering before registration opens in November
- Finalize course offerings for spring term. Registration begins November 17
- Spring term registration opens for Graduate students November 14 and for YC students on a rolling basis on November 18

Yale College Topics

Fall Graduates

- It's time to review degree audits for all students, prioritizing fall graduates and seniors to confirm that they have met your major requirements and ensure that all approved course exemptions and exceptions have been entered in [Degree Audit](#) (see the [exceptions video](#) for guidance); contact [Taylor Spadacenta](#) for tough cases

- Calculate Distinction in the major. Questions about distinction calculations should be directed to [Clare Schlegel](#)
- Fall graduates will have a conferral date of December 22
 - Honors will be based on the cutoffs established at the May commencement

Noteworthy at the Start of Fall 2025 Term

- [Undergraduate Academic Fair](#), August 25, 9:30 - 11:00 a.m. Please contact [Risa Sodi](#) for additional information

Graduate School Topics

December (Fall) Graduates

- August 29/September 1:
 - Intention to submit dissertation due to departments to ensure the Notification of Readers (NOR) form is prepared
 - Degree petitions due for MA, MS, and MPhil degrees. Requirements for *en route* degrees must be completed prior
- October 1:
 - Dissertations must be uploaded to DPRS system to be considered for December degree. The NOR form must be submitted and approved by the department prior to Oct. 1. Readers have 30 days to complete their review of the dissertation
 - Last day to notify URO of missing degree petitions (Department Registrar sign off)
 - TI grades due (for Fall 2024 and Spring 2025)
- November 1: Missing grades will be converted to NM (no mark).
- November 7: Degree Recommendation Forms due back to URO (DGS sign off)
- December 22: December degrees conferred.

Start of the Term & Course Registration

- Clear graduate student [holds](#)
- [Update SYATCMT](#) before September 15 for December degree awards
- Update advisers
- Finalize last-minute teaching fellows assignments ([TFS](#))
- Check student records ([FSA](#) & [Degree Audit](#))
- Confirm that [Temporary Incompletes](#) (TI) awarded during the previous academic year have been completed and grade change form ([FGS](#)) submitted to URO by October 1

NOTE: If PhD students require a letter after they have submitted their dissertation confirming they have met the degree requirements before degree conferral, they may submit the [PhD Degree Completion Letter Request form](#) available on the YURO website [Forms page](#). Please refer all requests you receive directly to the form.

The [Graduate School Certification Declaration](#) dynamic form for GS degree-seeking students is live.

Additional Resources

- [Yale College Calendar with Pertinent Deadlines](#)
- [DUS Calendar](#)
- [Graduate School Academic Calendar](#)
- [YC & GSAS Registration Calendar](#)
- [CourseLeaf Deadlines](#)
- [University Registrar's Office Handbook for Departmental Academic Support](#)
- [University Registrar's Office Message Archive](#)
- [Video Tutorials](#)

Yale

Contact the [University Registrar's Office](#) at registrar@yale.edu.

Copyright © 2025 Yale University • All rights reserved



Facebook



Twitter



Instagram



LinkedIn



YouTube

This email was sent by: Yale University
P.O. BOX 208109, New Haven, CT, 06745 US