

From the Benjamin Franklin College Dean's Office



Dear Franklinites,

You may recall receiving messages from me about the dean's extension request process earlier this term; however, I thought it would be helpful to receive a few quick reminders which you can find below:

- Information regarding dean's extension requests can always be found on our [Benjamin Franklin College](#) website; please be sure to review this website before submitting an extension.
- Once I've reviewed your request, I will reach out to you regarding scheduling a meeting and approval.
- If you are submitting an extension over the weekend, or after 5pm on a weekday, I will review your request when the Dean's office reopens.
- If you have any questions, please always feel free to email me with Michelle Tracey copied.

All the best for a wonderful week ahead!

Warmest,
Dean Rencher

CALENDAR AT A GLANCE

Nov. 18	M	Spring term registration opens for Class of 2025, 8:00 a.m.
Nov. 19	T	Spring term registration opens for Class of 2026, visiting students, and Eli Whitney students (without a class year), 8:00 a.m.
Nov. 20	W	Spring term registration opens for Class of 2027, 8:00 a.m.
Nov. 21	Th	Spring term registration opens for Class of 2028, 8:00 a.m.
Nov. 22	F	November recess begins after last academic obligation.
Nov. 30	S	Last day to relinquish on-campus housing for the spring term without charge (Undergraduate Regulations).
Dec. 2	M	Classes resume.
Dec. 6	F	Classes end; reading period begins. Last day to convert from a letter grade to the Cr/D/F option for a full-term course and/or a course offered in the second half of the fall term. Last day to withdraw from a full-term course and/or a course offered in the second half of the fall term.
Dec. 12	Th	Reading period ends, 5:00 p.m. Final examinations begin, 7:00 p.m. Deadline for all course assignments, other than term papers and term projects. This deadline can be extended only by a Temporary Incomplete (TI) authorized by Dean Rencher.
Dec. 18	W	Final examinations end, 5:30 p.m.; winter recess begins. Deadline for all term papers and term projects. This deadline can be extended only by a Temporary Incomplete (TI) authorized by Dean Rencher
Dec. 19	Th	Residences close, 12 noon.

Resident Writing Tutor

The Benjamin Franklin Writing Tutor is Mandy McCarthy. Her office is in Room 24, LL near Stairwell/Entry A. Hours are: Sundays, 1:00pm - 5:00pm

*Except Saturday October 5th, same hours, same location, but on Saturday instead of Sunday

Tuesdays, 6:00pm - 7:30pm Zoom

Thursdays, 6:00pm - 7:30pm Zoom

To sign up for an appointment go to <https://www.yalewco.com> or email amanda.mccarthy@yale.edu.

Yale Tutoring Resources:

Writing Center/Tutors/Partners: [Writing Tutoring and Programs | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Sc/QR Tutoring: [Small-Group and 1-1 Tutoring | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Language Tutoring: [Center for Language Study | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Academic Strategies: [Academic Strategies Program | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Advising Resources: [Welcome | Advising Resources \(yale.edu\)](#)

Credit/D/Fail & Withdrawal Deadlines for Full-term and Half-term Courses

Second Half-term Courses:

- **Thursday, November 7 by 5:00 p.m.** – withdraw without a W appearing on your transcript
- **Friday, December 6 by 5:00 p.m.** – change the grade mode to Credit/D/Fail
- **Friday, December 6 by 5:00 p.m.** – withdraw with a W appearing on your transcript

Full-term Courses:

- **Friday, October 25 by 5:00 p.m.** – withdraw without a W appearing on your transcript
- **Friday, December 6 by 5:00 p.m.** – change the grade mode to Credit/D/Fail
- **Friday, December 6 by 5:00 p.m.** – withdraw with a W appearing on your transcript

¹ Yale Hub will remain open to convert full-term and second half-term Yale College courses to Credit/D/Fail until December 6. Attempts to convert courses offered in the first half of the term to Credit/D/Fail after 5 p.m. on October 11 will not be valid.

If you wish to convert a Yale College course to Credit/D/Fail, take the following steps. Once you convert your grade mode to Credit/D/Fail it cannot be reversed.

1. Log into [Yale Hub](#).
2. Select the Course Enrollment tab and click “Yale College Change Course from Letter Grade to Credit/D/Fail.”
3. Change the drop-down selection from “YC – Letter Grade” to “Credit/D/Fail.”
4. Click "Submit Changes" to save the conversion.
5. A confirmation of the change will be sent to your University email account. If you do not receive the confirmation email, your change was not processed. You can confirm all of your course grading modes by viewing your “Course Schedule Details by Term” in Yale Hub.

Online Course Change Notice forms are available on the [University Registrar’s Office website](#) for you to request course withdrawals and section and level changes.

Additional course enrollment information, instructions, and FAQs can be found on the [registration website](#). Review your fall enrollment schedule on [Yale Hub](#) or [Degree Audit](#).

Spring 2025 Registration Period

Yale College course registration for the Spring 2025 term opens in [Yale Course Search](#) on a rolling basis starting on November 18. After registration opens for each class, Yale College students can log into [Yale Hub](#) to access their time ticket information in the Registration Resources tile.

Advising period runs from November 4-15. Students are encouraged to reach out to their adviser, DUS, or Residential College Dean. It is also important to check your Degree Audit carefully, especially if you are planning to graduate in May. You have until the close of add/drop period, January 22, to make last minute changes to your spring course registration.

[Degree Audit Office Hours](#): Thursdays, November 14 – December 19 from 2:30 p.m. to 3:00 p.m. The November 14 meeting will cover degree exceptions exclusively.

[University Registrar's Office Hour](#): November 21 from 11:00 a.m. to 12:00 p.m.

Registration Period

- November 18, 8:00 a.m.: Registration opens for YC students in Class of 2025.
- November 19, 8:00 a.m.: Registration opens for YC students in Class of 2026, visiting students, and Eli Whitney students (without a class year).
- November 20, 8:00 a.m.: Registration opens for YC students in Class of 2027.
- November 21, 8:00 a.m.: Registration opens for YC students in Class of 2028.
- December 19, 5:00 p.m.: Registration closes for all YC students.

New for Spring 2025: Some holds on your record may [prevent your ability to register for classes](#). View holds via Yale Hub.

Course registration deadlines, instructions, explanations of error messages, FAQs, and a library of system tutorials and instructional documentation can be found on the [registration website](#). In addition, the University Registrar's Office will hold [office hours over Zoom](#) on November 21 from 11:00 a.m. to 12:00 p.m.

Note: Several professional schools register on a different timeline than Yale College. Students can submit a Request to Enroll in a Yale Professional School Course form at any time during registration, however, notification of acceptance into a course and whether it will count for a full credit might not be determined until add/drop period. See [How to Enroll in Graduate and Professional School Courses](#) on the [registration website](#).

The Arthur Liman Center for Public Interest Law

Lawyering for Social Justice: Finding Your Path as a 2025 Liman Undergraduate Summer Fellow

Wednesday, November 13, 2024

7:30 - 9:00 p.m.

Davenport College Common Room

Hosted by:

Kate Braner, Executive Director, Liman Center

Judith Resnik, Arthur Liman Professor of Law

Welcome by:

Anjelica Gonzalez

Head of Davenport College

Professor of Biomedical Engineering

Faculty Director, Tsai CITY

Yale law students and undergraduates will speak about their experiences as Liman Summer Fellows, the impact of their work, and how you can apply. Fellows have worked on issues such as criminal justice, immigration, environmental policy, family childcare, disability rights, housing, and more.

Come learn about Liman Summer Fellowships!

Applications are due January 20, 2025.

For more information, email Katherine.Braner@yale.edu



EXPLORE YOUR OPTIONS

Cindy Avila
Community Wellness
Specialist
Office: Branford #012B



Corinne Coia
Director of Yale College
Wellness Programs
Office: Silliman #403



Angie Makomenaw
Community Wellness
Specialist
Office: Pierson #049

Whitney Simmons
Community Wellness
Specialist
Office: Hopper #020



Ricky Belizaire
Community Wellness
Specialist
Office: Morse Gatehouse



Yale College Community Care



Lauren Moss-Racusin
College Care
Clinician
Office: Davenport #N11



Nicole Cepeda
College Care
Clinician
Office: WLH #106



Kayla Reid
College Care
Clinician
Office: WLH #105

Kim Nguyen
College Care
Clinician
Office: Murray #401



Clara Mesa
College Care
Clinician
Office: Branford #012A

Yale HEALTH

Meet your **Student Health Care Navigator:**



Camilla Luker, MPH

My name is Camilla Luker and I am your Student Health Care Navigator at Yale Health! Whether you are a new student on campus or continuing your studies, I am here to help you navigate your Yale Health healthcare and services. I recognize that insurance and healthcare can be tricky, but I want to help you access the care you need while in the Yale community. You can reach out or schedule a time to meet with me whenever you have questions!

Contact Camilla at ylstudentnavigator@yale.edu or scan the QR code to schedule a meeting:



Library workshops and events for the week of November 11, 2024

DEMYSTIFYING THE LITERATURE REVIEW | Online

- Monday, November 11 at 12:30pm | Register: <https://schedule.yale.edu/event/13326093>

Learn how to conduct a literature review for your research papers, independent projects, and fellowship applications. In this 45-minute workshop, students will learn: why a literature review is important, ways to start conducting a literature review, and techniques to synthesize your sources.

HOW TO FIND SCHOLARLY ARTICLES | Online

- Monday, November 11 at 6:00pm | Register: <https://schedule.yale.edu/event/13409613>
- Thursday, November 14 at 7:00pm | Register: <https://schedule.yale.edu/event/13407032>

Are you ready to find articles thoroughly and efficiently -- without relying on Google Scholar, while also avoiding paywalls (\$\$)? Learn strategies to find the best possible scholarly articles from Yale Library.

FIRST STEPS WITH ZOTERO | Online

- Monday, November 11 at 7:30pm | Register: <https://schedule.yale.edu/event/13342883>

Learn how to manage your research, take notes, and create a bibliography with Zotero. Yale users can create a free account with unlimited storage!

HEIDI THE THERAPY DOG | In-person

- Marx Library: Tuesday, November 12 at 2:00pm | More info: <https://schedule.yale.edu/event/13127762>
- Bass Library: Friday, November 15 at 2:00pm | More info: <https://schedule.yale.edu/event/13147677>

Meet Heidi, a yellow Labrador Retriever, whose sole job is to be a calming, comforting presence. See you there!

HIDDEN TREASURES IN STERLING LIBRARY | Sterling Memorial Library

- Friday, November 15 at 4:00pm | Register: <https://schedule.yale.edu/event/13343273>

Discover hidden rooms and lesser-known special collections while learning the ins and outs of the 16-story book stacks Sterling Memorial Library!

ADVANCED SEARCH TECHNIQUES | Online

- Friday, November 17 at 1:30pm | Register: <https://schedule.yale.edu/event/13343040>

In 30 minutes, learn skills to research like a librarian, including how to use advanced search techniques to find books and articles in Quicksearch.

Yale Library

Attend 3
workshops and
get a FREE
Yale Library
tote bag!



WORKSHOPS & EVENTS

First Steps with Zotero



How to Find Scholarly Articles



Demystifying the Literature Review



Hidden Treasures in Sterling Library



Yale Degree Audit

Yale Degree Audit is a web-based tool that calculates and displays how an individual student's courses may count toward the requirements for the bachelor's degree. The degree audit enables students to monitor their own progress toward the completion of degree requirements. It also helps students, and their advisers discuss course selection for current and future terms more meaningfully by clarifying what requirements the student still needs to complete. Log into [Yale Hub](#) to pull up your audit.

Unlike a transcript, your degree audit is an unofficial document provided for your information and convenience. The audit serves as a tool to provide you with helpful and timely information when you are planning your course schedule, discussing your schedule with your adviser, and reviewing your progress toward completing the requirements for the bachelor's degree. Your degree audit is **not** an official academic transcript.

Yale Degree Audit will help you:

- Determine what requirements you need to fulfill in order to complete your bachelor's degree.
- View a list of all courses in which you have enrolled and the distributional designations each course carries.
- View individual course grades and cumulative grade-point average (GPA)