

Dean's Corner

WELCOME BACK!

Greetings Berkeleyites,

I am super excited to welcome you back from what I hope was a great summer! I am also excited to welcome the newest members of the Berkeley Community – Class of 2021! I am looking forward to catching up with new and familiar faces as we begin the year.

For new members of the Berkeley Community, you may wonder ‘what is the Dean’s Corner?’... the Dean’s Corner is my weekly newsletter that usually has important information, deadlines, and reminders – so please read it!

As many of you know (and for those joining us), I live here in Berkeley South Court with my husband Will and three boys Jackson, Caiden, and Mason. My husband serves as a Berkeley Fellow and College Adviser. My boys have been busy in sailing camp while eagerly anticipating the arrival of their BK friends and making new ones. For those new to the college, you will often see them hanging out in the courtyard or on the basketball court. They love art (check out their masterpieces in the new student reception area ‘formerly my office’), music (Jackson plays the cello and saxophone), dancing (Mason and Caiden love dancing), dessert (Arethusa is their favorite), and sports (they love basketball and football). You will often see them around, please do say hello – they are eager to get to know you too.

This summer was restorative after a very busy first year as your dean. I have enjoyed moderate travel (Texas and Florida), spending time with family and friends, getting involved in the New Haven community (community service), running (clocking a few miles on my Nike Run app), and getting some much needed rest and relaxation when possible. See a few pics on the next page! I also got some writing done on my manuscript, which was great. I am very much looking forward to supporting your interests, talents, programs, productions, athletic events, etc. I will try not to embarrass you when I do attend :). Berkeley is such a special place with the most kind and warm students, please know that the Dean’s office reflects that same kindness and warmth back to you many times over.

Sincerely,

Dean Miller



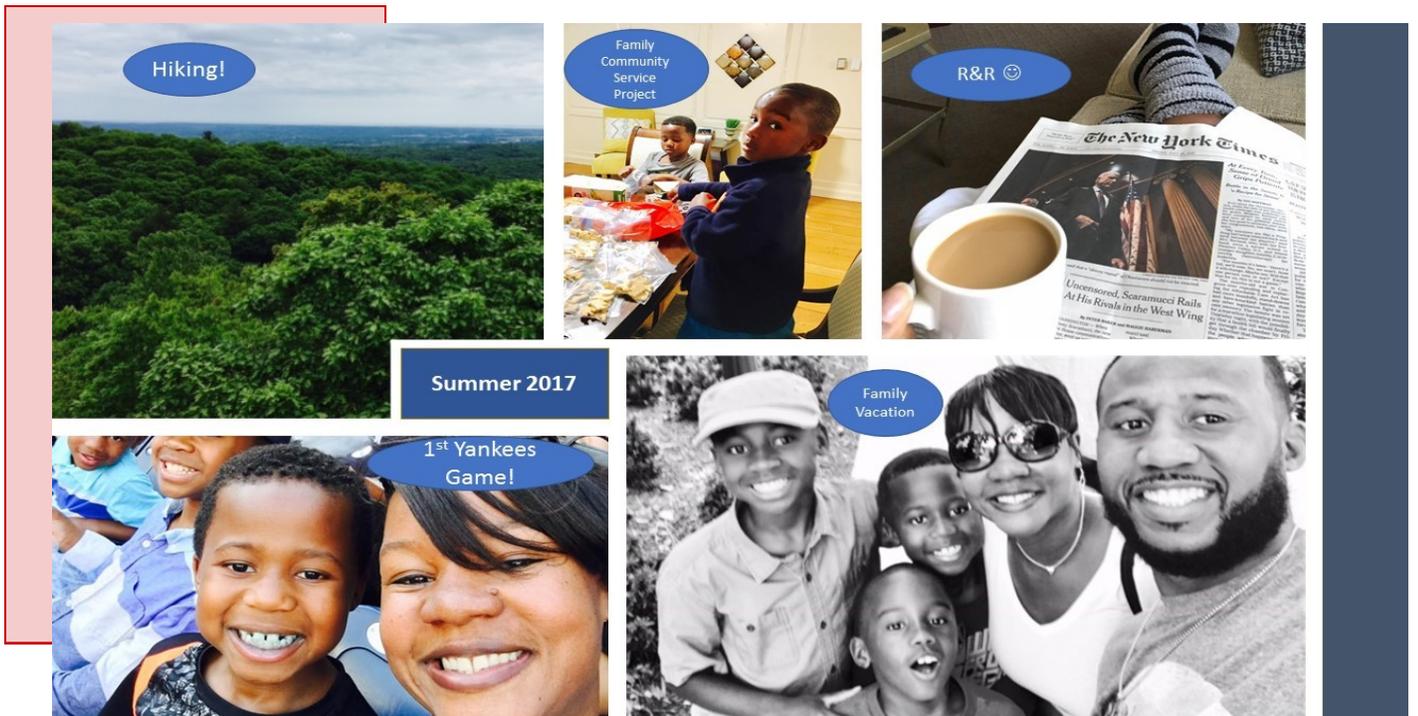
INSIDE THIS ISSUE

Miller Family Summer Pics.....	2
New BK Happenings.....	2
Appointments	3
Registration	3
Course Enrollment	4
Course Schedule Deadlines	5
Calendar at a Glance.....	6

SPECIAL POINTS OF INTEREST

- Photos of the ‘Dean’s Corner’
- Important Registration Dates
- Check your academic requirements online

MILLER FAMILY SUMMER PICS!



“The Residential College housing system is at the heart of the Yale experience.”

NEW BERKELEY COLLEGE OFFICE STAFF

Don't forget to stop by and warmly welcome the new members of the Berkeley College Office. Naomi DiGioia (Head of College Senior Administrative Assistant) and Sarah Layedra (BK Operations Manager)! They are a wonderful addition to the BK community and I am so excited that they are here!

NEW BERKELEY HAPPENINGS

I would like to welcome you all back to the new space that we will now call the 'Dean's Corner'. It is formerly my old office but is now a space created with you in mind. While it is a lounge area where you will wait for your meetings with me, it is also a space for you to hang out anytime the office is open. It is important to me that the Dean's office is a place and space where you feel comfortable and welcome, so I hope the Dean's Corner will continue to foster the relationships and community we are building.

Head Evans graciously supported this initiative and his office is now upstairs on the 2nd floor with our wonderful new operations manager Sarah Layedra. Come by and check out the new space!



DAMARIS CARDONA

As many of you know, Damaris is my Senior Administrative Assistant. She is wonderful, kind, extremely helpful, and ensures that the Dean's office runs smoothly. Stop by to say hello and/or introduce yourself if you haven't had the opportunity to meet her, she loves engaging with students.

Find out more about Damaris on the BK Dean's Office tab [here](#).

Important Note: When making appointments with me, it is much faster to call or email Damaris with your availability when making the initial request, it will make the process easier and more efficient. **Similarly, if you have a routine question that you wish to send by email, please send it to both Damaris and me, and whoever can answer it first, will.** Please remember that Damaris is at lunch from noon to 1pm every day. So please plan accordingly especially when calling/emailing to schedule appointments.

DROP-IN HOURS

DROP-IN HOURS START NEXT WEDNESDAY (1st Day of Class)

Wed. Aug. 30th, Thurs. Aug. 31st, and Fri. Sept. 1st (2pm - 4pm)

APPOINTMENTS

If you would like an appointment with me, please contact Damaris (Damaris.Cardona@yale.edu; 203-432-0502), and she will schedule you appropriately.

MANDATORY REGISTRATION MEETINGS

SOPHOMORES, JUNIORS, AND SENIORS

Registration will take place in our dining hall on Tuesday, August 29th at the following times:

- **Sophomores (2020) - 9:00am**
- **Juniors (2019) & YVISP - 9:45am**
- **Seniors (2018) & Eli Whitney - 10:30am**

See other important calendar dates [here](#).

Late Arrivals will be fined. Please be on time. See details [here](#).

BERKELEY

WEBSITE

DEAN'S OFFICE TAB

Check out the Dean's Office Tab on the Berkeley College Website [here](#). It is a great resource for answers to questions that you may be looking for, while also housing many commonly used dean's office forms.

It includes important links to:

- Academic Resources
- Tutoring Information
- Health and Wellness Information
- Dean's Excuse Forms and Information
- Letters of Recommendation Information and Forms
- And much more...

IMPORTANT

CHECK YOUR ACADEMIC REQUIREMENTS ONLINE!

Please note that **YOU are responsible** for keeping track of your distributional requirements and enrolling for courses appropriately.

Yale Degree Audit is a system that can help and is located on the Academics tab of [Student Information System](#) (SIS). If you have questions after reviewing this information for yourself, please be in touch with me.

The Academic Regulations about distributional requirements can be found [here](#).

COURSE ENROLLMENT INFORMATION

Course Load

A schedule of 3 or 3.5 course credits and a schedule of 6 course credits or more needs my permission before the schedule is handed in. Schedules of fewer than 3 course credits are not permitted unless you are part of the Eli Whitney Students Program. Schedules of 4 or 4.5 credits are strongly encouraged for first-year (first term) students. Please find the required form [here](#) for those requests.

Course Overlap

Enrollment in courses that overlap requires special permission. Online Course Selection does not check for conflicts in class meeting times (that is the student's responsibility – see "overlapping meeting times" [here](#)). Contact me if this applies to you.

Course Schedule

Once you print your final schedule, you cannot go back in to OCS to make changes and print a different final schedule. The inclusion or removal of a course must be hand written on the printed final schedule itself (in the Include and Remove Sections). If you need to add or remove anything on your course schedule, please see Damaris.

Professional School Courses

A schedule with a course in The Graduate School of Arts and Sciences (that does not also have an undergraduate number) or a course in a professional school requires an additional form, which is available in the Berkeley College Dean's Office and [here](#). Hand in the completed form with the syllabus attached as soon as possible. This form is used by the Registrar's Office to determine the course credits you will earn by successfully completing the course proposed. Some courses earn 1 course credit in Yale College, some earn 0.5 course credits, and some earn 0 course credits. Plan accordingly. [Note: Some School of Management courses cannot be added to your schedule through OCS; they must be written by hand in the "include" section on your schedule.]

Courses at the Graduate School of Arts and Sciences and at a professional school cannot take on the Cr/D/Fail option of Yale College, unless these courses are only offered as Pass/Fail in their respective schools.

Other rules about taking courses in the graduate and professional schools can be found [here](#) and [here](#).

Independent Study Limits (Directed Reading, Directed Research, etc.)

There are limits on the number that a student can enroll in during a given year and over four years. See [here](#). Enrolling in an independent study requires the additional permission of the relevant Director of Undergraduate Studies.

COURSE ENROLLMENT INFORMATION (CONT'D)

Pre-Registration

Keep in mind that the window for preregistration and preference selection for certain courses (e.g., ENGL 114 – highly recommended for first year students; introductory foreign language courses – important for sequencing) **closes soon**...Visit [here](#) for more information and deadlines.

Required Preliminary Course Schedule

Online Course Selection can be found [here](#). All students are required to enter at least three course credits on their OCS worksheets (*not* YBB) by 11:59pm on Tuesday, August 29th. Failure to do so will result in a \$50 fine. The information gathered from this process will be collected to produce course demand statistics, so while the OCS worksheets are not binding, we encourage you to update your worksheets frequently so that they reflect your intentions as accurately as possible.

Science (Sc) AND Quantitative Reasoning (Qr) Courses for Non-Majors

A list of Sc courses without prerequisites may be found [here](#).

A list of Qr courses without prerequisites may be found [here](#).

Planning is key: “Either you run the day, or the day runs you.”

COURSE SCHEDULE DEADLINES

Course schedules must be sealed online, printed, and signed by appropriate advisers before being submitted to the Berkeley Dean’s Office. **Secure necessary appointments with advisers early on!**

The deadline on each of the dates listed below is 5:00pm sharp. Schedules submitted at 5:01pm are late. Students submitting a late schedule are fined \$50 and lose the privilege to elect courses Cr/D/F.

Class of 2021: Monday, September 11th

Classes of 2020, 2019, & YVISP: Tuesday, September 12th

Class of 2018 & Eli Whitney: Wednesday, September 13th



BIG SIB/LIL SIB CUPCAKE PARTY

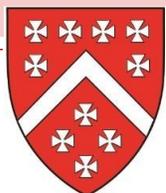
DID YOU SIGN UP TO BE A BIG SIB/LIL SIB? JOIN US AT A CUPCAKE PARTY ON THURSDAY, AUGUST 31ST AT 8PM IN THE BK DINING HALL TO MEET YOUR BIG/LIL SIB!

Questions: contact our Awesome BK Mentor Coordinator, Kaveri Curlin at Kaveri.Curlin@yale.edu.

Berkeley College Dean's Office
PO Box 209128
New Haven, CT 06511-6627
Berkeley.yalecollege.yale.edu
Phone: 203-432-0502
Fax: 203-432-0930

Dean: [Renita Miller, PhD](mailto:Renita.Miller@yale.edu)
Renita.Miller@yale.edu

Senior Administrative Assistant: [Damaris Cardona](mailto:Damaris.Cardona@yale.edu)
Damaris.Cardona@yale.edu



CALENDAR AT A GLANCE

August 23rd: Residences open to upperclassmen, 9am

Aug. 23rd: Residences open to upperclassmen, 9am

Aug. 25th: Residences open to first-year students, 9am

- Required registration meetings for first-year students, 8pm

Aug. 28th: College Adviser Edition of 'Tea and Talk', 2-4pm

- **Class of 2021:** You may use this time/space during the 2-3pm time slot to meet with your college adviser. However, it is NOT required as you may choose to meet at another time. **More info regarding this will be provided during orientation.**
- **Upper level BK students** should feel free to invite their college adviser/thesis adviser/mentor for a casual welcome back meeting during this time. Preferably anytime during the 3-4pm time slot. **Not required.**

Aug. 29th: Preliminary Course Schedule Due by 11:59pm (on the dot!).

Required registration meetings for upperclassmen (Class of 2020, 9am.; Class of 2019 & YVISP, 9:45am; Class of 2018 & Eli Whitney, 10:30am

Aug. 30th: Fall-term classes begin, 8:20am (Friday classes do not meet; Monday classes meet instead)

Aug. 31st: Big Sib/Lil Sib Cupcake Party, BK Dining Hall at 8pm (By Invitation)

Sept. 1st: Mentorpalooza, Swensen House (By Invitation), 5:30pm

Sept. 4th: Labor Day; classes do not meet. **Berkeley College Deans Office Closed.**

Sept. 11th: Class of 2021 course schedules due, 5pm - BK Dean's Office

Sept. 12th: Class of 2020, 2019 & YVISP course schedules due, 5pm - BK Dean's Office

Sept. 13th: Class of 2018 & Eli Whitney course schedules due, 5pm - BK Dean's Office

- All students planning to complete degree requirements at the end of the fall term must file a petition by this date.
- Final deadline to apply for a fall-term Leave of Absence. See Leave of Absence, Withdrawal, and Reinstatement.