Dean’s Corner

Greetings Berkeleyites,

I hope you had an enjoyable weekend. As we approach a much needed spring break, I want to bring your attention to a deadline that is approaching this Friday and something that we often don’t discuss openly - dropping a class. While dropping a class is not ideal and likely not something you intended when you signed up for your classes, it is ‘sometimes’ the best decision that you can make. As you contemplate this decision, here are a few things to do and/or consider:

1. Talk to the professor/TA.
   - Use all the resources available to you to ensure you understand the class material.
   - Get an understanding of where you are in the class relative to the other students.
2. Determine when the class is offered again.
   - Can you take it another semester and stay on track for your major/pre-professional requirements?
3. Understand the impact of dropping.
   - Swing by the BK Dean’s Office or check online degree audit if you are unsure of the academic impact.
4. Be honest with yourself. Reflect on your performance thus far.
   - Have you done what you are capable of doing in terms of the quantity and quality of study time that you have given this class?
   - Have you been to every class?
   - Are you taking great notes?
   - Are you capable of doing significantly better than you have so far during the semester? Have you used all the available resources at Yale (i.e. tutoring, office hours, academic strategies workshops)?
   - Are you spending too much time on this one class and it is negatively impacting your other classes?
   - Will you benefit from taking the class during a time you have a less demanding academic load?
   - Is this class significantly impacting your mental health and well-being?

Keep in mind: the deadline to drop a course without a W is this Friday, March 9th at 5pm.

Cheers to a wonderful and productive week,
Dean Miller

DEAN RENITA MILLER, PHD
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.

EMAILS/APPOINTMENTS

Important Note:
The Berkeley College Office closes at 5pm and is not open on the weekends, therefore please expect that emails received after 5pm will be responded to the next business day unless it is of a more urgent nature.

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 THIS WEEK

DROP-IN HOURS
Monday (appts. only), Tuesday, Wednesday, and Thursday (2-3:30pm or appts.), and Friday (appts. only)

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.

“When nothing goes right...go left.”
REFRESHER: DEAN’S EXCUSES

A Dean’s Excuse is a paper form signed by the residential college dean that authorizes the postponement of written work or exams during term-time. As your Dean, I am only able to grant Dean’s Excuses in certain circumstances, which are outlined in the Academic Regulations of Yale College, here: http://catalog.yale.edu/ycps/academic-regulations/completion-of-course-work/. The circumstances in which I can approve a Dean’s Excuse are limited to the following:

1. Death in the family
   If you must hand in an assignment late or miss an exam or quiz because of a death of a near relative, see me.

2. Incapacitating illness
   If you are too ill to work, your first priority is to get immediate medical attention. Your health should be your main concern, not your schoolwork. Please inform me about your condition as soon as you are able (an email is fine), and then after you’ve seen your doctor or have been released from the hospital, and once you are no longer contagious, see me to reschedule the work you missed.

3. A comparable emergency
   Use your judgment, and if you have any questions, please ask.

4. Off-campus varsity competition
   If you are a varsity athlete who must represent Yale at a competition and you have to miss an exam because of it, see me to reschedule. Bear in mind that for papers, problem sets, and other assignments that do not require your presence on campus, you’ll need to plan ahead: we deans aren’t authorized by the faculty to postpone work in such cases.

5. Observance of religious holidays
   If you have to take a test or hand in work on a religious holy day, see me to reschedule.

Dean’s excuses are not retroactive, (unless under extreme circumstances) therefore it is crucial that you inform me right away. In any of the five cases above, then, let me know as soon as you are able (a quick email or call will do) so that I am aware of your situation and can help out if you’re running into trouble.

During term time, course instructors may give students permission to make up late or missed work, provided that such work is submitted before the end of the term. While instructors may require that students obtain a Dean’s Excuse in order to postpone an assignment deadline as part of their individual course policies, they also have the authority to grant a postponement themselves. It is important to be aware of instructors’ authority to postpone work during term time, since a Dean’s Excuse can be issued ONLY in the event of one of the circumstances listed above. Finally, it is important to know that Dean’s Excuses can only extend deadlines: they cannot excuse absences, whatever the reason. If you must miss class, it is your responsibility to notify your instructor as soon as possible.

This year is going to provide many fantastic opportunities that may, unfortunately, become obstacles for handing in work on time. Participation in dramatic events, singing groups, and non-varsity athletics will in many cases compete for time that might otherwise be used for studying, writing, or attending classes. In addition, every year many students must attend interviews for jobs, internships, graduate school, etc., and these commitments may also interfere with class work. It is precisely in such circumstances that you should be aware of the authority of your instructor to postpone work: it will be your ONLY means for turning in late work without penalty. No matter how compelling the circumstances may be, I cannot write Dean’s Excuses for reasons that do not fall into the categories outlined in the YCPS.

This is also an opportune moment to point out that certain times in the semester (such as midterms and finals) will often place heavy demands on your schedules. It is essential that you anticipate and coordinate these difficult periods: problems that arise from not having enough time to complete papers or prepare for exams are specifically excluded from reasons eligible for Dean’s Excuses.

Be especially careful of situations in which an instructor may say: “it’s fine with me, as long as you get a Dean’s Excuse.” You will know under what circumstances you will be able to receive one, so you may have to resolve the issue on the spot. Be VERY careful about assuming you will get a Dean’s Excuse in instances where you overslept for an exam, ran out of time because of rehearsals to finish the problem set, etc., because you will ultimately find yourself in a difficult situation. The same thing goes for computer malfunctions: back up your work, and make hard copies for your files. The YCPS is also clear that I cannot authorize a Dean’s Excuse in case of a technological malfunction.

One last but essential remark about postponing work: at the end of term, everything changes. Only residential college deans can authorize extensions for outstanding work or make-up examinations after the close of the teaching term. I will circulate relevant information about extensions for end-of-term work and make-up final exams by email at the end of the semester. For now, please note that, after the close of regular term time, without WRITTEN permission from me, you will not be able to postpone a final examination or any other end-of-term project, or regular course work due during the term itself, regardless of instructor permission.
RESOURCES AROUND CAMPUS

FELLOWSHIP PROGRAMS

UPCOMING EVENTS

Fulbright Information Session: Monday, March 5, 12:30pm – 1:30pm, 55 Whitney Avenue, 3rd Floor, Room 305

Fulbright Grants offer you many terrific postgraduate opportunities—from scientific research to the practice of an art to the teaching of English in more than 160 countries. Campus deadlines begin in August, so now is the time to start thinking about applying!

International Summer Award Info Session: Wednesday, March 7, 4:00pm – 5:00pm, 55 Whitney Avenue, 3rd Floor, Room 305

Staff from CIPE and Student Financial Services will be on hand to answer all your questions about the ISA

APPROACHING DEADLINES

March 6 - Chinese Cultural (Young Wing) Scholarship (campus deadline)
March 7 - Global Health Field Experience Awards
March 7 - Global Health Scholars: Seed Funding Award
March 9 - Franke Fellowship in Science and the Humanities
March 16 - Oxford Pershing Square Graduate Scholarship
March 18 - Freeman Asia Summer 2018
March 23 - Yale-China Fellowship
March 29 - Global Health: Yale-Collaborative Action Project (Y-CAP)
March 29 - Innovate Health Yale: Internships in Social Entrepreneurship Award
April 15 - Einstein Fellowship
April 27 - New York Senate Graduate Fellowships

APPLYING FOR FELLOWSHIPS FOR POSTGRADUATE STUDY

Postgraduate study offers all kinds of exciting opportunities, but finding the right fit is key. Start by attending one of the annual spring-term information sessions and hearing from past applicants (calendar here), and/or attend virtually. We'll look forward to talking further with you (how to book an advising appointment).

Visit the Calendar of Events for a full list of upcoming events and deadlines.
CTTechHire: Check out this new platform for tech jobs/internships in Connecticut. CTTechHire allows you to sign up for a live video meeting with a company representative.

To connect, go to www.spothook.com/jobs-internships/. For questions or a practice session, email support@spothook.com.

Visit the Calendar of Events for a full list of upcoming events. Log in to Yale Career Link, powered by Simplicity under Events/Employer Information Sessions to RSVP.

OFFICE OF CAREER STRATEGY

Connect with the Office of Career Strategy:

Drop-in Advising Suspended During Spring Break (March 12-23). Advisers will be available for regular appointments.

General Drop-in Advising: Monday-Friday, 10:00am-4:00pm at 55 Whitney Ave., 3rd Fl.

Yale-coordinated Internships Additional Drop-in Hours:
Mondays 11:00am-1:00pm and Thursdays 1:00pm-4:00pm, 55 Whitney Ave., 3rd Fl.

Internship/Post-Graduate Search Information:

1. Yale-coordinated Internships RE-OPENED
New application deadline for international and domestic positions is Friday, March 9. Positions in the Jobs section of Yale Career Link; use 'Advanced Search' and select 'Yale-coordinated Internships'.

2. Information Session-Domestic Summer Award (DSA) Fellowship to Support Experiences with the Arts, Government, and Non-Profit Organizations; Monday, March 5, 1:00pm-2:00pm, Office of Career Strategy; RSVP

YALE PEABODY MUSEUM SUMMER INTERNSHIP

The Yale Peabody Museum is excited to offer summer internships for Yale undergraduate students! New this year are two joint internships with the Smithsonian Institution. Descriptions of the specific internships and the broader internship program, as well as the online application form, are available at: http://peabody.yale.edu/yale-students/summer-internships. Application deadline is Monday, March 26, with applications accepted later on a rolling basis if internships have not been filled.

SPLASH AT YALE

Hello!

Splash at Yale is a one-day program where Yale students teach a wide range of courses to middle and high school students from the New England area. Splash is a large program with approximately 1,000 students attending, and we need teachers!

Our Spring Splash program will be on Saturday, April 7th. All of the classes are taught by Yale students and cover a range of topics from cooking to mathematics. Some of our previous classes include: The Geography of Happiness, The Lyrics of Bob Dylan, Love Poetry, Epigenetics, and An Introduction to Skepticism.

Splash is a great opportunity for students who are looking to get involved with teaching or just want to share their passion for a particular topic. We welcome all teachers — regardless of prior experience — and we are happy to work with you throughout the teaching process, from brainstorming ideas to making a lesson plan. Teaching for Splash is a small time commitment but has a huge impact on our students!

If you’re not interested in teaching, we would love to have you as a day-of volunteer! Splash is a great way to be involved with the community as we serve students from New Haven as well as all over New England. We offer a variety of tasks with varying levels of engagement with students — volunteers can meet parents and students during sign-in or lunch, help keep our students safe while walking in between classes, or do homework while being a friendly face! (We have free food & swag) Sign up here.

We'll be extending the teacher registration deadline until March 7th, and you can register here. Looking for some inspiration? Check out our last program’s catalog!

Have questions? Email us at yalesplash@gmail.com

Thank you so much and hope to see you in our programs!

Ava and Marina, Spring Splash co-directors
SEEN AROUND BERKELEY COLLEGE

Bishop Berkeley Dinner 2018

Award Winners!
SEEN AROUND BERKELEY COLLEGE

Bishop Berkeley Dinner 2018
Tuesday, March 27th: **Mandatory Class of 2021 Housing Meeting, 8pm BK Dining Hall**

**Wednesday, March 28th, by 5pm:** Deadline for preliminary consultation with Dean Miller regarding exceptional accommodations or possible housing consideration

**Thursday, 29 March, 8 pm:** BK Open House, all classes. Please allow visitors to view your suite!

**Thursday, March 29th (updated due to BKDO closed for Good Friday):** Deadline for authorized recommendation for exceptional housing (i.e. Medical Accommodations) and use of different class year deadline (2019 and 2020 only). Final discussion for consideration. NO exceptions considered after this date. Ensure that you have completed all necessary appointments and have necessary approvals for any accommodation requests.

**Monday, April 2nd, 10am:** Deadline to sign up for configurations (2019 & 2021) - Date subject to change in accordance with new software rules. I will make you aware well in advance if this is the case.

**Tuesday, April 3rd:** Lottery, Computer Generated, Housing Committee members meet with Dean Miller or Head Evans, and run a program that randomly assigns numbers;

**Wednesday, April 4th:** Class of 2019 & 2021 Housing Draw, Dining Hall

9 pm: Rising Sophomores (2021) Draw

9:30 pm: Rising Seniors (2019) Draw

**Sunday, 8 April, 10 am:** Deadline to sign up for configurations (2020) - Date subject to change in accordance with new software rules. Pre-draws (2020), if needed, to follow.

**Monday, April 9th:** Class of 2019 Lottery

**Tuesday, April 10th:** 9pm Room Draw (9pm), Dining Hall

*Dates subject to change due to software efficiency. Will keep you posted. If changes are made, I will do my best to ensure that those changes are advantageous to the process and not detrimental.

Please contact David Stevens with any housing questions that you may have regarding the housing process. He will be able to help you and/or consult with me directly regarding those questions.

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**Housing Committee Members (Spring 2018)**

**Class of 2019**

David Stevens (Chair)

Sonali Durham

Emma Longhurst

Michael Kearney

Xan Minan

**Class of 2020**

**Class of 2021**

Andy Xie

Amar Patel

Michael Whalen
**Berkeley College Common Room**

Looking for a great way to decompress after a hectic week of classes and other obligations. Well join us for a cup of tea and a few sweets at our weekly BK Tea and Talk!

Invite a friend/mentor/adviser or come alone to meet new people, it is an informal time to simply connect with others in the BK community.

Stay a little or stay a while!

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**Yale Academic Strategies Program** (website [here](#))

**Special Events/Resources**

**Senior Essay Writers**

Get feedback on your work in progress from a Residential College Writing Tutor. Tutors read your draft in advance and offer the opportunity to schedule follow-up appointments. [BOOK AN APPOINTMENT](#) today.

**Academic Strategies Workshops: Midterms**

**Research Strategies for Undergraduate Essays**

Want to get a jump start your end-of-the-semester research essays? Narrow down your topic and get advice on conducting research with Yale Library resources.

**Monday, March 5, 6:00 PM, Room M104A, Center for Teaching and Learning, 301 York St.**

**Pathways for Sophomores**

Sophomore year offers new challenges, including increased course loads, upper-level classes, and identifying a major. This interactive workshops helps students set goals and make long-term plans for the year.

**Tuesday, March 6, 7:30 PM, Room M104A, Center for Teaching and Learning, 301 York St.**

**Cultivating Faculty Mentors/Recommendations**

Initiate conversations, ask for assistance, request recommendations, and build mentoring relationships with Yale faculty, teaching fellows and staff.

**Wednesday, March 7, 6:00 PM, Room M104A, Center for Teaching and Learning, 301 York St.**

**Meet 1-1 with an Academic Strategies Mentor**

How can an ASP Mentor help you?

- Create a weekly study schedule
- Learn strategies for more effective and efficient reading
- Talk over techniques for studying for exams

To set up an appointment, students can sign up for sessions through this [link](#) or email us directly at academicstrategies@yale.edu.
STUDY ABROAD

IMPORTANT DEADLINES FOR FALL 2018 & ACADEMIC YEAR 2018 -2019 ABROAD

March 5 – Credit for Fall and Academic Year Abroad application deadline

Students who miss this deadline will not be able to apply for credit for Fall 2018 or the Academic Year 2018 - 2019 Abroad in the future. If you are still considering whether to study abroad, we encourage you to apply by the deadline to keep the option open until you decide.

IMPORTANT DEADLINES FOR SUMMER 2018 ABROAD

March 16 – Global Summer Program application deadline
May 1 – The International Summer Award (ISA) application deadline

Visit the Apply Page on the Study Abroad Website to learn more

UPCOMING EVENTS

Financial Aid Info Session for Fall 2018 and Full Year 2018-19 Abroad: Tuesday, March 6, 2018, 4:00pm – 5:00pm, 55 Whitney Avenue, 3rd Floor, Room 305

Learn more about the financial aid transfer process for semester study abroad students.

International Summer Award Info Session: Wednesday, March 7, 4:00pm – 5:00pm, 55 Whitney Avenue, 3rd Floor, Room 305

What is an ISA, how does it work, who is eligible, what does it cover, the application process, the eligibility requirements, calculating the ISA amount, ISA report requirements, and more are covered during these sessions.

Visit the Calendar of Events for a full list of upcoming events.

DROP-IN HOURS FRIDAY, March 9

Advisers are available to answer quick questions during drop-in hours which are held every Friday from 2:00 to 4:00 p.m. when classes are in session. No appointment is necessary.

Students are seen on a first-come, first-served basis for a maximum of 15 minutes each.
CALENDAR AT A GLANCE

**March 5th:** Deadline to apply for a fall-term 2018 Term Abroad or a 2018–2019 Year Abroad. See [Special Arrangements](#).

**March 9th:** Midterm - Spring recess begins, 5:30 p.m.
- **Last day to withdraw from a full-term course without the course appearing on the transcript.** See [Withdrawal from Courses](#) and [Grades](#).
- Deadline to apply for double credit in a single-credit course. See [Special Arrangements](#).
- Withdrawal from Yale College on or before this date entitles a student to a rebate of one-quarter of the term’s tuition. See [Undergraduate Regulations](#).

**March 26th:** Classes Resume, 8:20am

**March 30th:** Good Friday Holiday, Berkeley College Office Closed.

**April 6th:** Last day to convert from the Credit/D/Fail option in a full-term course to a letter grade. See [Grades](#)
Last day to withdraw from a course offered in the second half of the term without the course appearing on the transcript.
See [Withdrawal from Courses](#) and [Grades](#)

**April 20th:** Last day to convert from the Credit/D/Fail option to a letter grade in a course offered in the second half of the term.
See [Grades](#)

**April 27th:** Classes end, 5:30pm; reading period begins. Last day to withdraw from a full-term course or a course offered in the second half of the term. See [Withdrawal from Courses](#) and [Grades](#)