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This handbook is designed to be a resource to help you acclimate to Yale and make the most out of both your Eli Whitney and Yale College experience. Eli Whitney Students
which outline codes of behavior, academic regulations, and disciplinary information. You may obtain a copy from your residential college dean and may also view the Academic Regulations online on the Yale College web site (http://catalog.yale.edu/ycps/academic-regulations).

B. ELI WHITNEY STUDENTS PROGRAM: HISTORY AND PURPOSE

Since 2006 the Eli Whitney Students Program has offered non-traditional students the opportunity to enroll in Yale College for the opportunity to earn a Yale College B.A. or B.S. degree. Students come from all walks of life. Some have owned their own businesses or worked in the business world before coming back to school; others have served in the military or focused on their families before returning to college; others still have traveled, studied, or lived abroad before coming to Yale.

The Eli Whitney Students Program is for students who wish to complete their degree through flexible study, either part-time or full-time. (There is a separate non-degree program for individuals who wish to take credit-bearing classes for their own personal and academic growth.)

Mission Statement for the Eli Whitney Students Program

Through the Eli Whitney Students Program, named after Eli Whitney, a distinguished inventor and the son of a New England farmer who came to Yale College at the age of 23 in 1789, Yale College admits a small number of individuals with high academic potential and offers them the opportunity of flexible study for the completion of the B.A. or B.S. degree. It promotes Yale College’s mission to educate for citizenship and service by enrolling students who have demonstrated leadership and maturity. Yale College, in turn, expects Whitney students to contribute their unique form of diversity and enrich Yale College through their life experiences, openness of thought, and character, through mental discipline and social experience, to develop their intellectual, moral, civic and creative capacities to the fullest. The aim

C. GETTING STARTED

Eli Whitney Students should plan to attend orientation and pick up their registration packets at the office of their residential college dean. You will be notified by your dean’s
Yale's buildings are protected by a security gate system where doors can only be opened by scanning your ID card. Access to some buildings may be restricted unless you have a specific need to gain entry.

It is important to remember not to 'swipe' your card for anyone else to enter a building; according to campus security regulations only official Yale personnel (i.e. you) and their guests are allowed in many locations around campus.

NetID and Email

All Yale University students, faculty and staff members are assigned a computer NetID (usually your initials followed by a series of numbers). You will use this ID, followed by a selected password, when you register online, select courses, print documents, sign onto any Yale University computer, request library books, and much more.

New students will receive a NetID PIN and activation instructions via email. If you have trouble activating your NetID, please contact the ITS Help Desk (open Monday-Friday, 7:00 AM - 6:00 PM; (203) 432-9000; helpdesk@yale.edu).

II. Navigating Campus and Locating Your Courses

Yale does not assign classrooms until a couple of days before the semester starts. Class locations are listed online on the Online Course Information website, https://students.yale.edu/oci. Yale's campus is large, it is easy to get lost at first. Therefore, it is a good idea to use the Interactive Campus Map (http://map.yale.edu/map/) to find the classes you intend to "shop" as soon as the initial locations are put online. It is also a good idea to take an hour or so to walk around campus, pinpointing the exact buildings you will need to go to visit your classes. There is a chance that two classes may be some distance apart, and you do not want to have to search for them knowing that the class has started. Generally, it takes a few weeks to become familiar enough with campus to not worry about getting lost.

If your class is much bigger or smaller than was expected, it may be assigned to a different room during course selection ("shopping") period. Your professor or teaching assistant (TA) will keep you abreast of such changes.

As Yale’s campus is large, it is easy to get lost at first. Some Common Building Codes

- Bass (Bass Library, underground, near SML)
- LC (Linsley-Chittenden, Old Campus)
- KBT (Kline Biology Tower, Prospect Street)
Yale does not require pre-registration for the majority of its classes. The University allows students to “try classes out” for a short period of time (approximately 10 days); this process is known as shopping. Shopping periods take place in the beginning of both the fall and spring semesters. During the shopping period, students may attend virtually any class with no obligation to register officially for the given course.

While this process may seem a bit confusing (class sizes are impossible to predict with complete accuracy, and students also tend to have a fair amount of uncertainty and anxiety about their official schedules), the shopping period is an invaluable tool in choosing a course schedule for a given term.

When you attend a course during “shopping period,” you will get a flavor of the course. Professors generally discuss the nature of the course, grading policies, course policies, and distribute a syllabus and reading list. You can get a sense of the professor's teaching style from these first few class meetings. You may shop as many classes as you desire before deciding on your course schedule. You may choose to shop only a few classes, already sure of which ones you want to take. It is certainly advisable to shop at least one or two extra courses because you may have set your heart on a course which is oversubscribed, or you may simply dislike a course you had thought you would take. Also, you never know when a course you shopped simply as a backup will inspire you and prove to be one of the best that you take during your time at Yale.

Aside from shopping courses, other information exists that may aid you in the course selection process. Course evaluations from previous semesters are available through the Online Course Selection (also known as Online Course Information) site. Finally, professors are very approachable at Yale; feel free to e-mail in advance and ask any questions you may have about a course to make sure it's appropriate for you. Faculty e-mail addresses are available through Yale's online phone, address, and e-mail directory. Bear in mind, however, that the start of the academic year is extremely hectic for professors, and they might not be able to address your query in anything other than a cursory fashion. Many courses at Yale attract large numbers (often in the hundreds) of students, and therefore, it's hard to tell the class size at least until the end of the shopping period.
The Eli Whitney Student Society (EWSS) offers new students the opportunity to speak with upperclassmen about which courses they might take, in addition to answering questions about the overall academic experience. The first EWSS meeting is traditionally held the day after Orientation Dinner. This meeting, called “The Blue Book Social” (“BBS”), begins as an information session to walk new students through finding courses, the course registration process, and important systems and services at Yale. Then, the “BBS” continues with upperclassmen offering their personal experiences in courses that they have previously taken. During the EWSS opening days, which are coordinated with Yale College’s Opening Days, the EWSS gathers around campus to build community among the Eli Whitney Students while also taking full advantage of the academic and social introductions occurring at the beginning of fall semester.

IV. Registration & Finalizing Your Course Schedule

Step-by-Step Guide to Registration

Students will receive communications each semester from their residential college deans regarding registration for courses with relevant deadlines. Listed below are the steps to registration with date guidelines or “no later than” (NLT) dates. Many of these actions may be completed earlier.

1. NLT August 1st – students planning to apply with Student Financial and Administrative Services for awards/loans/grants should provide all necessary information and fill out all required forms at SFAS. Application for financial aid will include a statement of anticipated course credits to be enrolled for the fall term.

2. NLT August 15th – students who do not plan to apply for financial aid should send an email to Donalee Slater (donalee.slater@yale.edu) stating the anticipated number of course credits to be enrolled for the fall term.

3. NLT August 31st – all charges for fall tuition will be posted to students’ bursar accounts. The September 1st University eBill will reflect fall tuition balances due.

4. August 28th or September 1st – pick up your registration packet at your residential college dean’s office, and attend your college registration meeting according to the dates/times established by your residential college dean.

5. September 3rd – fall term classes begin.

6. September 16th or 17th – fall term course schedules must be submitted to your residential college dean AND a copy to our office. Schedules of students will be reconciled with anticipated course credit estimates furnished during the month of August, and tuition charges adjusted accordingly. Any shortfall or refund due will be reflected in the October 1st eBill.

7. NLT September 30th – fall tuition charges must be paid no later than this date, with the exception of adjustments mentioned above. Once you have shopped your courses and made your final decisions, you must register for each class and submit the resulting schedule to your residential college dean for his or her signature before bringing a copy of your course schedule to Sarah Delvecchio in the Academic Affairs suite (SSS, 1 Prospect Street, lower level). At Yale, such registration is done electronically through the Online Course Selection process, which is available through the Student Information System.
System online. You will need your NetID and PIN to access this.

Registering online is a relatively simple process. The website contains a full set of online, illustrated instructions, available once you access the site. If you are in need of more help, the Eli Whitney Student Society holds an annual Blue Book Bash before fall term, and they can assist if you have any questions regarding the registration process.

*A word of warning:* Be sure of your final selection of courses! Once you have printed your schedule, you CANNOT change it online: your residential dean must make all changes by hand. This is easily avoidable if you make your first selection your final one. There are a couple of exceptions to this rule: if you decide to drop a course, you must do so through your residential college dean; or if you decide to change from Credit/D/Fail to a letter grade, this can be done online through your SIS account (yale.edu/sis), but be aware that there exists a cutoff date for changing CR/D/F into a letter grade.

Most courses (aside from seminars) at Yale have two components: lectures and sections. In the former, the professor presents you with factual information as well as his or her interpretation of it. In the latter, drawing on this information as well as your readings, you will analyze and discuss aspects of the course in a small group usually managed by a teaching assistant, an advanced graduate student. Sections are selected by the Preference Section Selection Tool (PS), which is located on your course schedule. Under the course listing, a note will read “this course requires a lab/discussion section.” Students wishing to apply for Financial Aid should visit the Student Financial and Administrative Services website. SFAS staff will be able to help guide you through the process.

**V. Paying For Classes**

You will receive a monthly statement on September 1st through the eBill system, which will include fall tuition charges and should be paid by the deadline of September 30th.

**VI. Eli Whitney Student Financial Aid**

Students wishing to apply for Financial Aid should visit the Student Financial and Administrative Services website. SFAS staff will be able to help guide you through the process.

**VII. Dropping Courses and Tuition Refund Policy**

Students wishing to drop a course should complete the following steps:

1. Complete a Yale College Course Change Notice, which you can pick up at your residential college dean’s office.
on or before the day of midterm, will be given a rebate of 50% of the tuition fees for that course.

3. A student who chooses to drop a course after Midterm will not be given a rebate of any portion of the tuition.

VIII. Late Registration and Payment

It is expected that students will register and complete payment for courses in accordance with the published deadlines. Late registration and payment are subject to penalties and will negatively impact your ability to participate in any aspects of your course(s) that may require online access, such as the ClassesV2 system.

Please note that fees for late submission of course schedules apply as listed in the current edition of YCPS, “Academic Regulations,” Section E, “Registration and Enrollment in Courses: Enrollment in Courses.”

IX. Purchasing Books and Other Course Materials

soon as you are sure of the classes you will be taking. Of course, more will be ordered if necessary, but waiting is inconvenient at best. Although most texts are available at one of Yale's libraries, it will probably be easier to buy the texts as the libraries are not open at all hours and the source material left in the library must be shared among all students not purchasing books.

IX. Purchasing Books and Other Course Materials

Buying Books

There is one main bookseller on campus. The Yale Bookstore on 77 Broadway, (203) 777-8440 (operated by Barnes & Noble). In addition, there are a handful of other bookstores in the vicinity of the campus where a professor may hold books for a course and most often the best price of text books are found online.

Ordering Course Packets

Though you are not in any way required to use them, they are by far the most convenient source as professors almost always order course books that are obtainable at local stores. You can obtain the course packets from the shop where the sales are placed the order (usually one of three bookstores: TYCO on Broadway, York Copy on York Street, or DocuPrint on Whitney Avenue).

Additional Course Materials

Most Yale courses use the ClassesV2 system. ClassesV2 hosts each course site and populates automatically when you add a course to your official course schedule. The course sites will be how professors and TAs email the entire class and where you may find additional readings, media, or handouts.
encourages taking three courses your first semester. In the past, Eli Whitney Students have taken anywhere from one to five courses in a semester. Yale considers three courses in one semester to be full-time enrollment.

Students returning to academia after a long break may wish to consult their residential college dean, who is likely to advise against full-time enrollment, at least during your first semester. Of course, you may certainly add courses as your time at Yale progresses, but the majority of Whitney Students take two, or at the very most, three courses in their initial semester. You should try to devise a timetable that will allow you adequate time to meet the requirements of each class. Budgeting your time effectively is extremely important. Some classes (history, literature or philosophy) have heavy reading loads which may seem daunting at first, while others (the sciences, engineering or foreign languages) are likely to require you to complete assignments and problem sets on a regular schedule. If three history classes with heavy reading loads attract you, remember that they will—in all likelihood—be offered more than once during your time at Yale and that it will be a good idea to avoid taking them all at once.

Eligible Degrees

The Eli Whitney Students program is for enrollment for the degree of Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) only; students in the program are therefore ineligible for the simultaneous award of the bachelor's and master’s degrees. In addition, your residential college dean, your professors, and your teaching assistants are available to help. Professors keep regular office hours, and TAs will meet you outside of class by appointment.

By the end of June, new students should have received their credit report. Yale only accepts outside credits for courses that are a part of Yale's academic programs. Each outside course must be three credit hours or more and should be equivalent to a course taught at Yale. You may transfer up to eighteen outside credits; you are required to complete a minimum of eighteen credits at Yale, fulfilling Yale's requirements for graduation (with all major and distributional requirements met). Yale will accept credits from most American institutions and many foreign ones. Credit transfer tutoring is also available through the Yale College Tutoring Program, and further information may be found on the Yale Center for Teaching and Learning website (http://ctl.yale.edu).
classifies labs as courses that are separate and distinct from lectures. Science labs may certainly be taken concurrently with their respective lecture class. For instance, students may take the MCDB 200a, “Genetics” lecture given in the same semester as the MCDB 201 La, “Laboratory for Genetics.” Depending on a given course schedule, this may even be recommended; however, it is not required unless otherwise indicated by the course instructor.

Other combinations of lab and lecture classes may be taken together as well. It may be necessary for students to take a different laboratory course with a lecture course. MCDB 200a, for example, may be taken alongside CHEM 222 La, “Laboratory for Organic Chemistry.” Or, a student may wish to enroll only in lecture courses and no lab classes in a given semester. While there is a certain amount of flexibility that is allowed in choosing laboratory courses, students should be aware that some labs demand special prerequisites, some labs are offered only in the fall or spring semesters, a few labs require special permission of the instructor, and others require that the lab course be taken in conjunction with the lecture.

A lecturer or coordinator is normally the principle person in charge of a laboratory course. The lecturer gives information about the lab manual, which is the “textbook” for some lab courses (though some lab courses require a full blown lab textbook, too). Lab manuals may be purchased in a manner similar to buying course packets, (see section C, part VI), while other lab books can be bought at the Yale Book Store.

With respect to signing up for labs, there are usually three to five time slots, all of which may be approximately four to six hours. Labs normally meet once a week, though some meet twice a week. Most labs use the Preference Section Selection Tool (PS) to accommodate student schedules (see information on PS under the above section, IV: Registration & Finalizing Your Course Schedule). In some, but not all, laboratory classes, the lecturer gives a pre-lab lecture during which the theoretical and procedural aspects of any given experiment are explained. The attention given during this time is crucial for there are often specific and important instructions that are given, and it is during this time that there is an opportunity to ask questions about experimental procedures. If a lab class does not have a formal pre-lab lecture, then the lecturers are still available to answer questions at other times such as office hours or through email.

Although lecturers may be available to answer questions to give their assistance in the actual experimental session of lab, it is the teaching assistants who are the primary contacts and who mostly help the students during this time. TAs also grade most of the lab course work (see section E; part IV for information about TAs). Lab work can be very demanding. Students ought to take this into account when choosing lab classes. Also, it is absolutely essential for students to prepare properly before coming to lab: there are often pre-lab quizzes and lab reports that must be completed each week. In order to prepare for the quizzes, it is
Courses with special requirements

Some courses at Yale require you to have taken certain prerequisites. For example, a high-level computer-programming course may require an introductory programming and math background. Such requirements are discussed in the Blue Book description of each course. If you particularly want to take a course that has such a requirement, it may be best to take the introductory course first. However, there is a certain amount of flexibility, and the professor may admit you to the class if you have an equivalent credit (from another country's high school system, for example) or even if he or she feels that you will be able to do the work. Bear in mind, however, that such prerequisites are there for a reason, especially in the sciences. It may be that the course would prove extremely challenging to you without them, even if the professor chose to admit you. Think very carefully about taking such a course, unless you are sure you can cope with its demands.

Junior Seminars

Junior seminars are upper-level classes based principally around in-depth reading and detailed discussion and analysis with class members and the professor. It is likely that your major will have a departmental requirement of at least two, perhaps more, seminars. It may well also specify that your seminars deal with different areas of the world or eras of history and so on. Seminars usually meet once a week, for around two hours at a time. Preparation for each meeting will consume much of your time each week, as reading loads are generally heavy. Though often similar in format, seminars are more intense than sections, usually building on knowledge and techniques gained in introductory courses. The demands on the participants are consequently higher.

Residential College Seminar Program

Demand for places in a particular seminar often outweighs supply; as some of Yale's many "superstar" faculty members lead them. Preference is usually given to juniors who are majoring in the seminar's subject and to seniors and sophomores with class members and the professor. It is likely that your major will have a departmental requirement of at least two, perhaps more, seminars. It may well also specify that your seminars deal with different areas of the world or eras of history and so on. Seminars usually meet once a week, for around two hours at a time. Preparation for each meeting will consume much of your time each week, as reading loads are generally heavy. Though often similar in format, seminars are more intense than sections, usually building on knowledge and techniques gained in introductory courses. The demands on the participants are consequently higher.

Eli Whitney Students may apply to Residential College Seminars. In addition, Whitney Students have an affiliation with a residential college and may be able to obtain admission through such affiliation. For more information, see the Residential College Seminar Program website (http://yalecollege.yale.edu/academics/special-academic-programs/residential-college-seminar-program).

Freshman Seminars

Eli Whitney Students may not take Freshman seminars.

Summer Session Courses

Any Yale student may take Yale College courses during the summer. The courses are much the same as those offered...
during the year, and the credit is definitely the same. The
summer can be a good time to complete a language
requirement, work on pre-med requirements, or just get a few
extra credits under your belt. Applications may be sent in as
early as January, so begin planning early. The summer also
offers several study abroad opportunities for Yale credit not
available during the academic year. Please visit the Yale
Summer Session web site for more information, and to apply
online. Financial aid does not apply to summer courses.

IV. Grading and the Credit/D/Fail Option

Grading

No two courses at Yale assess a student's performance in quite
the same way. Professors are given a great amount of leeway
in designing their courses. As a very general rule, most
professors and TAs will calculate your grade by combining
both written work and performance in class, lab, or section.
The majority will have at least one exam and many will have
two or three (one of which will be a final). There is however,
no definite requirement to have formal exams, and it is
perfectly possible to take a course that has none. In this case,
grades might be determined by your paper grades and
your participation in class.

Paper requirements also vary greatly. Some courses, especially
seminars, will likely require one or two long papers, while
lower level courses may have only a single, relatively short,
paper requirement. You will obviously get most of the
pertinent information once your course has started. However
long your course's papers are required to be, it is essential that
you follow each professor's requirements. As a rule, Yale
professors demand a high level of writing in a strictly
academic format, properly sourced, referenced, cited and
footnoted. It is beyond the scope of this handbook to fully
develop references and incorporation evidence into your papers, and understanding
and avoiding plagiarism. To begin working with "Writing at
Yale," please visit the Center for Teaching and Learning
website (http://writing.yalecollege.yale.edu/writing
yale).

The Credit/D/Fail option

Yale offers the chance to take up to four courses on this basis,
with certain limitations. If you choose this option for a course,
you will not receive a letter grade. Anything above a D+ will
be recorded simply as "credit," and will not affect your grade point average. This mechanism allows you to take
courses which interest you but for which you do not have a
strong background. It is designed to make such courses
available to you, but not to lessen your workload. If, however,
you elect to take a course in this fashion and subsequently
decide that you would prefer to receive a letter grade, you may
E. ADVISING AND OTHER ASSISTANCE

I. Residential Colleges

Deans

The primary responsibility of the residential college dean is to supervise the academic progress of students and advise them throughout the process of selecting courses, picking a major, and completing graduation requirements. Deans are an invaluable resource in mapping out your academic and collegiate career, from choosing courses to courses of study to majors. However, because academic success is often closely connected to non-academic concerns, the dean is also a great resource for a wide range of other matters, including everything from personal crises to post-graduation plans. In cases of incapacitating illness or family emergency, the dean is authorized to postpone deadlines for academic work or final exams, so it is important and wise to be in close touch with him or her when these things arise.

The residential colleges affiliated with the Eli Whitney Students Program are:

- Berkeley College (Dean Mia Reinoso Genoni & Master Marvin Chun)
- Calhoun College (Dean April Ruiz & Master Julia Adams)
- Ezra Stiles College (Dean Camille Lizarribar & Master Stephen Pitti)
- Silliman College (Dean Jessie Hill & Master Nicholas Kristakis)
- Timothy Dwight College (Dean Sarah Mahurin & Master Mary Lui)

Masters

II. The Yale College Dean's Office and the Special Programs Office

The master is the head of the college, and his or her office is concerned with most of the nitty-gritty details of residential life. He or she coordinates the intellectual and cultural aspects of life in the college and works closely with the dean, resident fellows, and others to insure the well-being of all students. The master's office also coordinates a variety of social events, off-campus trips (depending on the college), and master's teas. Master's teas are wonderful events that usually take place in the master's house featuring an outside speaker (artist, journalist, politician, professor, etc.), who is invited for an informal talk with students. They are a wonderful way to interact with guests from all around the nation and world in a variety of fields in a more informal, intimate setting.

Though we hope that this booklet will be an effective reference, no written material can ever be as useful or as helpful as bringing any queries or problems you may have to another person. The Eli Whitney Students Program is fortunate to have a helpful administrative staff.

The Yale College Dean's Office, located in Room 110 at 1 Prospect Street in the SSS building, is the administrative center of Yale College. From a general standpoint, the office deals with student life, academic policies, and undergraduate organizations.

Dean Risa Sodi is the director of academic advising for Yale College and of special programs, including the Eli Whitney Students Program. In that capacity, she oversees all aspects of the program, from policies, paperwork, registration, academic standing, and transfer credits. Dean Sodi is available to discuss your course selections and course load, credits, requirements, registration for courses, and for general
guidance for moving and living in New Haven. She serves as an additional advisor who works closely with your primary adviser, your residential college dean.

Dean Sodi is a Connecticut native who has lived in New Haven since 1990. She completed a Ph.D. in Italian language in literature at Yale in 1995 and, from 1996-2013, was the Senior Lector II and language program director in the Italian Department, teaching courses in literature, history, film, and language. Her academic specialty is Jewish Italy and Holocaust studies.

Dean Sodi may be reached at (203) 432-8427 or risa.sodi@yale.edu. Her office is located in SSS 24. Appointments with Dean Sodi should be made via email. Also supporting the Eli Whitney program and located in SSS are Ms. Donalee Slater, Assistant Director in Yale College, and Sarah DelVecchio, Senior Administrative Assistant in Yale College.

III. Directors of Undergraduate Studies (DUS)
Directors of Undergraduate Studies (DUS) are critical resources when deciding on a major. They will guide you in terms of which courses to take to complete a major, and can best advise you on matters that pertain particularly to a given area of study. Visit your DUS early and often, as he or she will know things about the major that no one else does. Even if you're unsure about a major, visit a DUS to ask questions. A list of majors and their respective DUSs can be found on the Yale College website (http://yalecollege.yale.edu/student-services/advising/directors-undergraduate-studies).

V. Peer Advisers
You will be assigned an Eli Whitney student as a peer adviser. This student, who has already spent at least a year at Yale, will be able to help answer many of your questions from a student perspective.

VI. Assistance with Course Work

Teaching Assistants
and—even more rarely—lead one. Most of your one-on-one interaction with professors will come in upper-level seminars.

**Writing Tutors and Math & Science Tutors**

Each residential college has a writing tutor and a math & science tutor, available by appointment. If you have been away from academia for some time, or if this is your first time at college, they will be especially helpful. They are a great resource for students at all levels, so feel free to take advantage of this additional resource. You will find additional information on the Center for Teaching and Learning’s [Writing Tutoring](#) and [Residential College Math & Science Tutoring](#) web pages.

**VII. Resource Office on Disabilities**

The primary mission of the [Resource Office on Disabilities](#) is to facilitate individual accommodations for students with disabilities, and by so doing, work to remove physical and attitudinal barriers, which may prevent their full participation in the University community.

Yale’s [Student Employment Office](#) is a great resource to find employment suited to an academic schedule. Eli Whitney students can find paying work in nearly every capacity, both affiliated with Yale and affiliated with the greater New Haven area. Listings include virtually everything from working and volunteer positions at Yale-related organizations to internships, tutoring, and counseling. The Office also provides technical assistance, information, and training to any member of the Yale community. You may find additional information on the [ROD web site](http://yalecollege.yale.edu/student-services/resource-office-disabilities).

**IX. Social Life at Yale**

The Eli Whitney Student Society (EWSS), the student organization of Eli Whitney Students is here to help all Eli Whitney students acclimate to the Yale College experience. Feel free to give any member a call or a email with any questions you may have. The EWSS also organizes events, parties, and meetings.

**X. Health Services**

Yale Health is a not-for-profit, physician-led health plan that operates a medical center on the Yale campus. Yale Health offers a wide variety of health care services for Yale University students, faculty, employees and their dependents. The first thing you should know about Yale Health is that, if you are an enrolled student attending Yale at least half time and working towards a Yale degree, you receive many Yale Health services, including primary care, at no charge. You do not have to sign up or pay extra to obtain this coverage, which is called Yale Health Basic. Your status as a Yale University undergraduate, graduate, or professional student automatically
makes you eligible for and enrolls you in Yale Health Basic. The next thing you should know is that if you are eligible for Yale Health Basic the University requires you to obtain additional coverage for hospitalization and specialty care. Here, you have two options.

1. You are automatically enrolled and will be billed for Yale Health’s Hospitalization/Specialty Coverage.

2. OR

2. If you have other coverage, either by being a dependent on someone else’s plan (parents’ or spouse’s or civil union partner’s) or by purchasing other coverage on your own you can waive Yale Health Hospitalization/Specialty Coverage. If you choose option 2, you must give formal notice that you are waiving Yale Health Hospitalization/Specialty Coverage. You must give this notice each academic year.

If you choose to waive you must submit an online waiver at yhstudentwaiver.yale.edu. If you are waiving Yale Health Hospitalization/Specialty Coverage, you must provide proof of alternate coverage. Waivers for the full-year or the fall term must be submitted by the deadline; waivers for the spring term only must be submitted by January 31. If you do not submit a waiver by the deadline, you will be billed through your SFAS (Student Financial and Administrative Services) account for Yale Health Hospitalization/Specialty Coverage. Your SFAS account must be cleared in order for you to register for classes or graduate. If you waive Yale Health coverage, you may change your mind and revoke your waiver before the “April 15 (or January 31 for spring term only) deadline” by submitting a revoke waiver form to the Member Services Department. Your Yale Health coverage will begin retroactive to the beginning of the term. If you miss these deadlines, you must wait until the next term in which you are eligible.

For further information please see “Understanding Your Coverage” and the “Student Guide to Yale Health” located on the Yale Health website (http://yalehealth.yale.edu/understand-your-coverage). If you have any questions, please contact the Member Services Department at 203-437-8811 or info-admin@yalehealth.yale.edu.

XI. Libraries

Yale is home to twenty-two libraries. Sterling Memorial Library, the “main” library on campus, contains over 4 million volumes. In addition, the Yale library system has Special Collections containing manuscripts, clay tablets, prints, posters, maps, photographs, sound and video recordings, music scores, art works, coins, and an extensive digital collection. A complete listing of Yale's libraries and their respective resources can be found on the library web site (http://web.library.yale.edu). Each Yale College Student is assigned a Personal Librarian to assist in your research interests and help you to navigate the wealth of knowledge that is Yale’s library system. 
libraries to allow users to sit and work, while users of kiosk machines must stand. They are seldom crowded, as most students tend to use their own computers. All kiosk and cluster computers have access to the Internet.

Yale does not require its students to have their own computer, though few choose to go without this convenience. As a student living off-campus, a laptop is probably more suited to your needs than a desktop, simply because it can be brought into class, into the libraries and so on, allowing you to continue your work uninterrupted. As with its own machines, Yale will allow you to use either Macs or PCs. To join the secure network (YaleSecure), you need to have obtained and activated your NetID, and to have registered your computer with ITS (http://its.yale.edu/services/internet-phones-and-cable-tv/device-registration/netreg-device-registration).

Student Techs, located in the basement of BASS Library are also available to help with this.

Yale's e-mail system includes every member of the University, as well as alumni. It is generally reasonably effective at blocking spam, though it is not perfect. Yale does not strictly enforce the deletion of messages; though it encourages each student to "spring clean" his or her own. The e-mail system is available via the web via e-mail, and you can also set a mail application such as Entourage, Outlook (PC) or Mail (Mac OS X) to accept and send your mail. Detailed instructions on how to configure each application are available via the ITS "New Students" web page (http://its.yale.edu/audience/new-students).

Yale does offer a number of software packages for free download from the ITS website, under "Browse the Software Library" (http://its.yale.edu).

If you need to purchase a computer, Yale is able to provide student discounts for machines from, for example, Dell and Apple. In addition, several manufacturers will give you a student discount independently of the University. Check their respective websites for details.
2. Q: I plan to take classes through Yale Summer Session. Will my library privileges and computer privileges carry over from the time classes end in May, to the time they start during the summer? What about from the time summer classes end to the time classes start again in the fall?

A: As a summer student, you will have access to the library and to the computer clusters. However, these privileges are limited to the time you are actually a student in either the summer session, or during the regular terms at Yale. This means that the privileges do not carry over during the time between the end of classes in the spring and the start of summer classes, or during the time after the end of summer classes and before classes start again in the fall.

3. Q: Am I eligible for health insurance while an Eli Whitney student?

A: Yes, you are eligible for health insurance, for a fee. This fee must be paid directly to Yale Health. It cannot be "Bursar-billed." You may visit the Yale Health web site for more information. See also section E.X.

4. Q: May I take any of the courses listed in the Yale College Programs of Study (YCPS)?

A: Yes. The Eli Whitney Student Program allows a student the full privileges of a traditional undergraduate. For graduate and professional school courses, you must have the professor, registrar of the department or professional school, and your residential college dean sign the “blue form”, which is located in your residential college dean’s office.

5. Q: I’ve noticed that Yale College courses are generally listed as earning one credit. How does that compare to other undergraduate institutions?

A: Yes. However, you must make a separate application to the Yale Summer Session Office. The office is located at 55 Whitney Avenue, 4th floor. Their telephone number is (203) 432-2430.
A: Yes, there is parking available to commuting students for a fee. Please visit the [Yale Parking and Transit](http://to.yale.edu/contact-us) web site for more information and for an application (http://to.yale.edu/contact-us). Please note that parking is limited and is available on a “first-come, first-served” basis.

10. Q: I want to take a class that requires pre-registration or a placement exam. What should I do?

A: If you are interested in taking a course that requires pre-registration or a placement exam, you should check the [Preference Selection, Preregistration, and Applications](http://yalecollege.yale.edu/preference-selection) web site or the Placement ([http://yalecollege.yale.edu/preference-selection](http://yalecollege.yale.edu/preference-selection)) or the [Special Programs, Placement, and Preregistration](http://yalecollege.yale.edu/new-students/class-2019/academic-information/special-programs-placement-and-preregistration) web site. You might also want to contact the Director of Undergraduate Study (DUS) of the department that offers the class, preferably by email, to explain your situation (that you are a degree student interested in taking the class because...). The DUS will advise you. If you can’t get in touch with the DUS, or it’s too late to contact the DUS, you will need to attend the Academic Fair (September 9, from 2:00-3:30 p.m.) or any orientation registration sessions for that subject listed in the Calendar of the Opening Days of College ([http://sophomore.yalecollege.yale.edu/getting-advice/academic-fair](http://sophomore.yalecollege.yale.edu/getting-advice/academic-fair)).

11. Q: Are Whitney students eligible to join any of the clubs, student organizations, or activities held on Yale’s campus?

A: Yes and there are many to choose from. Please visit the student organization page on the [Yale College](http://sophomore.yalecollege.yale.edu/getting-advice) web site for more information. You are not eligible to participate in a Yale NCAA team, however.

12. Q: I am an employee at Yale University. Are there any tuition benefits available for me?

A: Yale employees are entitled to a tuition reduction as determined by the Office of Human Resources. Tuition must be paid in full to the Office of Student Financial Services before registration. Please see the [Office of Human Resources](http://sophomore.yalecollege.yale.edu/getting-advice) web site for more information.

13. Q: Is it possible to withdraw from a course after the start of courses? When is the last day to withdraw from a course?

A: Students are committed to withdrawing from courses, so please register for courses before the start of the term. Withdrawal from a course may be accomplished only by submitting a course change notice at the Special Programs Office. Please see the [Yale College Programs of Study](http://sophomore.yalecollege.yale.edu/getting-advice/academic-fair) for more information.

14. Q: How do I request a transcript?

A: You order transcripts through the Registrar’s office. Please visit their Web site for more information.

15. Q: Are there resources available to assist students in finding off campus housing?

A: There are many resources available to assist students in finding off campus housing. Please visit the housing office or the [Yale College Programs of Study](http://sophomore.yalecollege.yale.edu/getting-advice) web site for more information.
A: Yes, students may visit the Off Campus Living web site for rental listings.

II. Yale University Contact Information

Yale is a large school with vast amounts of resources. Here is a short list of resources that may come in handy over your time here at Yale:

**Eli Whitney Students Program Office:**
1 Prospect Street, SSS 24 (lower level)
Phone: 203-432-8427
Email: (eliwhitney.program@yale.edu)

**Admissions Contact Info:**
Telephone: 203-432-9300
Fax: 203-432-9392

**Postal Mail-Admissions:**
Office of Undergraduate Admissions
P.O. Box 20834
New Haven, CT 06520-834
(FedEx, UPS, TNT, etc):
Yale University
Office of Undergraduate Admissions
38 Hillhouse Avenue
New Haven, CT 06511
Street Address-Admissions (FedEx, UPS, TNT, etc.):
Yale University
Office of Undergraduate Admissions
P.O. Box 208288
New Haven, CT 06520

**Financial Aid Contact Info:**
Telephone: 203-432-2700
Fax: 203-432-2750
Email: sfs@yale.edu
Whitney Student contact – Jennifer Farkas: (203) 432-2723
Jennifer.Farkas@yale.edu

**Yale ID Center:**
246 Church Street
Tel: (203) 432-0165
Fax: (203) 432-8292
P.O. Box 202137
New Haven, CT 06511
Member Services:  member.services@yale.edu
Website:  http://yalehealth.yale.edu/

Residential Colleges Affiliated with the Eli Whitney Students Program

Berkeley College:
Street Address:
205 Elm St.
New Haven, CT 06511

Master’s Office: (203) 432-0500
Dean’s Office: (203) 432-0502

Calhoun College:
Street Address:
189 Elm Street
New Haven, CT 06520-9127

Master’s Office: (203) 432-0740
Dean’s Office: (203) 432-0744

Ezra Stiles College:
Street Address:
34 Temple Street
New Haven, CT 06520

Master’s Office: (203) 432-0790
Dean’s Office: (203) 432-0763

Silliman College:
Street Address:
505 College Street
New Haven, CT 06520

Master’s Office: (203) 432-0700
Dean’s Office: (203) 432-0701

This handbook was updated in August 2015 by Kristina Thorson, Christopher McGill, and Dean Risa Sodi