

TABLE OF CONTENTS

A. INTRODUCTION: ELI WHITNEY STUDENTS' GUIDE TO YALE

B. ELI WHITNEY STUDENTS PROGRAM: HISTORY AND PURPOSE

C. GETTING STARTED

- I. The Yale ID Card and the NetID
- II. Navigating Campus and Locating Your Courses
- III. The Shopping Period
- IV. Registration and Finalizing Your Course Schedule
- V. Paying for Classes
- VI. Eli Whitney Student Financial Aid
- VII. Dropping Courses and Tuition Refund Policy
- VIII. Late Registration and Payment
- IX. Purchasing Books and Other Course Materials

D. ACADEMIC EXPERIENCE

- I. Course Load and Distributional Requirements
- II. Transferring Credits from Other Institutions
- III. Varieties of Courses
- IV. Grading and the Credit/D/Fail Option

E. ADVISING AND OTHER ASSISTANCE

- I. Residential Colleges
- II. Yale College Dean's Office
- III. Directors of Undergraduate Studies
- IV. Office of Career Strategy
- V. Peer Adviser
- VI. Assistance with Course Work
- VII. Resource Office On Disabilities
- VIII. Working at Yale
- IX. Social Life at Yale; The Whitney Students Association
- X. Health Services
- XI. Libraries
- XII. Information Technology in the Classroom

F. HELPFUL RESOURCES

- I. Frequently Asked Questions
- II. Yale University Contact Information

A. INTRODUCTION: ELI WHITNEY STUDENTS' GUIDE TO YALE

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 may select and enroll in a vast array of undergraduate courses. You may participate in any extracurricular activity or make use of any Yale facility. The vast resources of the University are widely available to you, and there should be no hesitation in making use of them.

Even though this handbook describes many of the nuances of a Whitney Student's experience at Yale, it is important that students know where to seek additional advice regarding University policies, regulations, and Yale College academic requirements, which must be fulfilled by all undergraduate degree candidates. Students may inquire of members of the Yale administration (see section E). Students should refer to the [Yale College Programs of Study](#) (YCPS), also known around campus as the

Blue Book. Students can also find the Blue Book online on the Yale College web site. Finally, you are required to be familiar with the Academic Regulations, 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](http://catalog.yale.edu/ycps/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.)

The current program consists of approximately 25 people, all of whom have distinct and diverse backgrounds. Yale is welcoming to non-traditional students, whose backgrounds can add exceptional dimensions to seminar discussions, student clubs, academic organizations, and the Yale community at large.

Mission Statement for Yale College

The mission of Yale College is to seek exceptionally promising students of all backgrounds from across the nation and around the world and to educate them, through mental discipline and social experience, to develop their intellectual, moral, civic and creative capacities to the fullest. The aim of this education is the cultivation of citizens with a rich awareness of our human heritage to lead and serve in every sphere of human activity.

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 experience, sense of purpose, and character.

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 office regarding the applicable dates and times. In the late summer or fall, depending on the academic calendar, the program will have a welcome dinner and orientation, where new students will have a chance to meet and talk with returning students. Students will receive information from many offices, and monitoring email regularly is very important.

I. The Yale ID Card and the NetID

Yale ID Card

Your Yale ID card is your entrée into the campus, as it is the primary form of ID used to identify you as a Yale student to campus security, faculty, and other personnel. Your card also allows you access to all authorized buildings, e.g. libraries, residential colleges, and selected conference rooms. Most of 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](https://students.yale.edu/oci/) website, <https://students.yale.edu/oci/>.

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. 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.

Feel free to ask any members of the Eli Whitney Student Society to take you on a tour of the campus and to point you in the direction of your class buildings in advance of your first day.

Some Common [Building Codes](#)

- Bass (Bass Library, underground, near SML)
- LC (Linsley-Chittenden, Old Campus)
- KBT (Kline Biology Tower, Prospect Street)
- OML (Osborne Memorial Lab, Prospect Street)
- SML (Sterling Memorial Library, College Street)
- WLH (William L. Harkness Hall, College & Wall Streets)

You can also type the abbreviations of buildings into the Interactive Campus Map (<http://map.yale.edu/map/>) to find the name of the building and its location.

Finally, you should know that some courses require pre-registration or a placement exam (foreign languages, for example). These occur before the start of classes, and specific dates and times may be found in the Calendar of the Opening Days of College, which may be found on the Yale College web site. You should contact the Director of Undergraduate Studies (DUS) in the relevant department to ask questions about this process.

III. The Shopping Period

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.

Since shopping period is a part of the scheduled classes for the course, most professors will start right away with the meat of the course; homework, problem sets, and even papers will be assigned during shopping period. Thus, if you shop a large number of classes with little idea of which ones to take, you will be responsible for a great deal of work, as you must keep up-to-date in all of them. In other words, “shopping” is not a non-graded period without homework. It counts every bit as much as the rest of the coursework. This is an important factor when considering your workload.

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.

[Directors of Undergraduate Studies](http://yalecollege.yale.edu/student-services/advising/directors-undergraduate-studies) (DUS) are available in every department to speak to you about a potential major or about courses in their respective areas (see <http://yalecollege.yale.edu/student-services/advising/directors-undergraduate-studies>). They are usually available by appointment, although they also tend to be busy at the beginning of any given semester. If you're thinking about taking a concentration of courses in any particular department, are looking for a major, or need help within a department, the DUS is the person who can help you best.

Note that the Blue Book lists all the courses for a year. If the course is marked with the letter “a,” then it is only offered in the FALL semester; if it is marked with a “b,” then it is only offered in the SPRING semester. See the Blue Book's definition of coding for a complete explanation.

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 28 or September 1 - 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 2 – fall term classes begin.
6. September 16 or 17 – 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 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”, click on the box to the right “choose a lab/discussion section.” A new window will open and have a list of offered sections, you will either rate your preferences or choose one of the sections that fit(s) your schedule; these options vary by department. If you have any questions or concerns, please reach out to the Eli Whitney Student Society.

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.
2. Submit the form to your residential college dean’s office.
3. Bring a copy of the form to SSS (Academic Affairs), and we will process your request for a tuition refund.

Tuition Refunds:

1. A student who chooses to drop a course for any reason on or before the last day of the shopping period will not be held responsible for the tuition fees for that course.
2. A student who chooses to drop a course for any reason after the last day of the shopping period, but 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

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 on-line.

Though you are not in any way required to use them, they are by far the most convenient sources, as professors almost always order course books that are obtainable at local stores. Your course book list will be on your course syllabus. As class size is never known in advance and may even grow in size during shopping period, it is advisable to buy your books as 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 course material left in the library must be shared among all students not purchasing books.

Ordering Course Packets

For the convenience of having sources in the same book and to lower the costs of reading materials, many professors prepare a course packet, a collection of printed materials photocopied and bound for the student. You can obtain the course packets from the shop where the professor placed the order (usually either TYCO on Broadway, York Copy on York Street, or DocuPrint on Whitney Avenue).

Additional Course Materials

Most Yale courses use the classes*v2 server. Classes*v2 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.

D. ACADEMIC EXPERIENCE

I. Course Load & Distributional Requirements

Choosing Courses

Yale's academic workload is heavy, and most courses are a mixture of intense reading, study, writing, and examination. Like many other Eli Whitney Students who are juggling the demands of a job and/or a family with their study, you may have limitations on the number of hours that can reasonably be devoted to class time. The Eli Whitney Student Society 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.

Everyone has a different way of working: some thrive under the pressure of close deadlines, while some prefer to work far in advance of them. Whichever category you fall into, remember that a number of options are available to you for help should you feel swamped by the workload. Each residential college has a writing tutor and math & science tutors. 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.

Tutoring is also available through the Yale College Tutoring Program, and further information may be found on the [Yale Center for Teaching and Learning](http://ctl.yale.edu) web site (<http://ctl.yale.edu>).

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.

II. Transferring Credits from Other Institutions

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 is not a simple task, especially if your credits were obtained outside the United States; they may have to be evaluated, and this may be a relatively lengthy process. For further information, speak with Dean Risa Sodi.

III. Varieties of Courses

Laboratory Courses

Signing up for laboratory courses works in the same manner as any other course at Yale, you must add the separate laboratory course to your student schedule worksheet.

Laboratory science courses at Yale are mostly half-credit courses (labs may be taken for one credit, but this is not as common). Whereas some universities combine lab science courses with their corresponding lecture courses, Yale 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 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. It is crucial to pay close attention during this time, 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 or 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 helpful for students to read over the lab manual in detail. And, lecturers usually have specific instructions about what is expected in a given lab report, and it is important for students to take special note of such intricacies.

In addition to the academic preparations, it is also important to make certain that students have taken the proper precautions to guarantee laboratory safety. In performing scientific experiments, abrasive, teratogenic, carcinogenic, and radioactive materials are sometimes used, and thus it is crucial for persons to keep themselves and their colleagues out of danger. Many labs require gloves, goggles, lab coats, combination locks for keeping the laboratory equipment secure, and lab coats. Gloves are provided in the actual laboratory, and the rest of these materials may be purchased at the Yale Book Store.

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.

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, then to seniors, sophomores and freshmen. There is certainly no reason why you should not try to get in to a particular seminar, but if you are a freshman and the seminar is oversubscribed and full of juniors, you might be well advised to shop some backup options.

Once you are an upperclassman, however, it is possible to pre-register for junior seminars. As the process tends to differ according to the department, it is best to go directly to the department office to find out what you need to do.

Residential College Seminar Program

Residential College Seminars, courses sponsored by one of Yale's residential colleges, seek to expose undergraduates to topics and modes of inquiry not generally available within Yale's departmental framework; these usually include innovative and experimental courses in the arts, humanities, and sciences.

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](http://yalecollege.yale.edu/academics/special-academic-programs/residential-college-seminar-program) web site (<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, your grade 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 describe such requirements. Your professor will do so and will make sure you are aware of his or her stylistic preferences. He or she will also most likely recommend an appropriate manual of style as a reference work. Students are encouraged to visit the new, online writing resource called "Writing at Yale." This web-based guide offers advice about using sources in research, incorporating evidence into your papers, and understanding and avoiding plagiarism. To begin working with "[Writing at Yale](http://writing.yalecollege.yale.edu/writing-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 go on your transcript simply as a "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 elect to change to a letter grade. You can change your grading from CR/D/F to a letter grade on-line through SIS (yale.edu/sis). Each semester, there is a cut-off date for such changes; your dean will make you aware of it by e-mail. Please note that it is NOT possible to change *from* a letter grade *to* the Credit/D/Fail option; if you think you would be more comfortable taking any course this way, you must select Credit/D/Fail when you INITIALLY REGISTER for the class. There are NO exceptions to this rule.

Converting from Credit/D/Fail to a letter grade

As stated above, you will be informed by e-mail of the last date at which this is possible, though you may make such a change at any time before that date. The process is irreversible.

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

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.

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

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. The administration of the Eli Whitney Students Program is located in the Academic Affairs suite in SSS (lower level).

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 DeVecchio, Senior Administrative Assistant in Yale College.

III. Directors of Undergraduate Studies (DUS)

As stated earlier, DUSs 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 [web site](http://yalecollege.yale.edu/student-services/advising/directors-undergraduate-studies) (<http://yalecollege.yale.edu/student-services/advising/directors-undergraduate-studies>).

IV. Career Services

Yale's [Office of Career Strategy](#) (OCS), at 55 Whitney Avenue, 3rd floor, helps students clarify their future aspirations, identifies employment or educational opportunities of interest to them, and provides the support to enable them to realize their goals. OCS offers individual counseling appointments; open hours; workshops, panels and presentations; career fairs; tours to employers; on- and off-campus recruiting activities; internships; graduate and professional school advising; alumni interaction; handouts and library materials; and provides a comprehensive web site (<http://ocs.yale.edu>).

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

Teaching assistants lead sections. They are usually graduate students working toward the Ph.D. As with methods of grading, no two TAs use the same method of teaching. You might do nothing more complex than have an open discussion of the issues each week or you might do something much more structured, like a formal debate. Some TAs assign leadership of a section to a different student each week, intervening only when necessary. Some require a student, or a group of students, to make a presentation based on the reading, and so on. Most TAs will be happy to consider addressing a subject or method of your choice, and some organize extra activities (such as a film based on the class work) as well. TAs are also responsible, at least in the larger, lower-level courses, for grading you. Therefore, you should pay

attention to their requirements as much as that of your professors. Professors will, on occasion, sit in on a section, 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.

Often, the physical barrier is the easiest to remove—the attitudinal barriers are much more difficult. To create a university community that is truly accessible to and inclusive of all persons, including people with disabilities requires the participation of each and every member of the community. Toward this goal, the Office serves as a resource and a catalyst for change by providing technical assistance, information, and disability awareness 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>).

VIII. Working at Yale

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 everything from working in a college lab, interning with a professor, working in a library, becoming part of the Yale babysitting service, and dining services; it also lists other work in and around New Haven.

IX. Social Life at Yale

The college has a great number of [student organizations](#), many of which frequently look for new members. A listing of student organizations may be found on the Yale College web site (<http://yalecollege.yale.edu/campus-life/student-organizations>).

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 e-mail with any question or concern. We're all here to help. 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.

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 yhpstudentwaiver.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 annually by September 15, and waivers for the spring term only must be submitted by January 31. If you do not submit this 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 September 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 web site (<http://yalehealth.yale.edu/understand-your-coverage>).

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, coin, 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) (<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 (see <http://web.library.yale.edu/pl>).

XII. Information Technology in the Classroom

Modern information technology has permeated virtually every level of Yale's many structures, systems, and organizations. In many instances, it will be set up for you (i.e. projectors in classrooms or multimedia presentations in language labs). However, you will still be responsible for much of it yourself: professors and TAs will principally communicate with you by e-mail, and you are expected to check your account at least once a day.

You probably have your own laptop, but kiosk and cluster machines also allow you to use the many applications for which Yale has a license, including word processing and spreadsheet programs. Cluster machines are usually situated in 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” every so often. The e-mail system is available via the web via gmail, 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](http://its.yale.edu/audience/new-students)” web page (<http://its.yale.edu/audience/new-students>).

Most students use Microsoft Word to complete assignments. While the choice of a word processor is up to the student, most professors and TAs will request work in a .doc (Microsoft Word) format. Nearly every class will require you to submit word processed documents, as opposed to hand-written ones, and it is important that you get in the habit of backing up your work regularly at a location and in a medium OTHER THAN your internal hard drive. This is especially important since Yale assumes that you are doing so and does NOT accept loss of work due to computer error as a valid reason for handing work in late or not at all. By far the best thing to do is to consult the ITS website (<http://its.yale.edu/services/storage-and-servers>) for information on the various options of storage and servers that Yale offers to students.

Yale does offer a number of software packages for free download from the [ITS web site](http://its.yale.edu), under “Browse the Software Library” (<http://its.yale.edu>).

You will likely want to set up a print account to make use of the various printers around campus. You can set one up online (<https://ris-systech2.its.yale.edu/ypps/blueprint/papercut/caslogin.asp?app=addfunds>), as long as you have a credit card. Once set up, you need only log on at each print station using your NetID to release the print job.

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.

F. HELPFUL RESOURCES

I. Frequently Asked Questions

1. Q: Am I eligible for the opportunities listed on the Student Employment website at Yale University?

A: As long as you are enrolled in classes as an Eli Whitney student, you are eligible to apply to jobs on the Student Employment website. See section E.VIII for more on student employment.

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. As an Eli Whitney Student, you are eligible to take any of the courses listed in the *YCPS*, except for Freshman Seminars.

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: One Yale College credit is generally equal to four semester hours at other undergraduate institutions.

6. Q: May I take a course in the graduate or professional schools?

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.

7. Q: May I take a summer course at Yale?

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.

8. Q: What if I attended Yale College but did not graduate and wish to complete my degree?

A: The normal procedure is to apply through the Yale College Dean’s office for readmission. However, if you can attend only part-time, have been out of Yale for over five years, and still need eighteen term courses to graduate, you may apply as an Eli Whitney student. The readmission route entitles you to need-based financial aid (and is full-time). The Eli Whitney Student route is assumed to be part-time but offers the B.A. or B.S. Eli Whitney Students must take a minimum of eighteen term course credits at Yale to qualify for a degree.

9. Q: Is there parking on campus for commuting students? How do I get parking?

A: Yes, there is parking available to commuting students for a fee. Please visit the [Yale Parking and Transit](#) 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](#) web site or the Placement (<http://yalecollege.yale.edu/preference-selection>) or the [Special Programs, Placement, and Preregistration](#) web site (<http://yalecollege.yale.edu/new-students/class-2019/academic-information/special-programs-placement-and-preregistration>). 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 1, 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>).

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 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 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 permitted to withdraw from courses for which they have registered in a term until the day before the beginning of the reading period in that 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* 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: 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 208234
New Haven, CT 06520-8234

Street Address-Admissions (FedEx, UPS, TNT, etc.):

Yale University
Office of Undergraduate Admissions
38 Hillhouse Avenue
New Haven, CT 06511

Financial Aid Contact Info:

Telephone: 203-432-2700
Fax: 203-777-6100
Email: sfs@yale.edu
Whitney Student contact – Jennifer Farkas: (203) 432-2723 jennifer.farkas@yale.edu

Postal Mail-Financial Aid:

(Use this address to send all financial aid forms directly to the financial aid office)

Student Financial Services
Yale University
P.O. Box 208288
New Haven, CT 06520-8288

Street Address-Financial Aid (FedEx, UPS, TNT, etc.):

Student Financial Services
Yale University
246 Church Street
New Haven, CT 06520

Yale ID Center:

246 Church Street
Room 101
New Haven, CT 06511

Tel: (203) 432-0165
Fax: (203) 432-8292
P.O. Box 202137
New Haven, CT 06520-2137
Email: id.center@yale.edu
Hours of operation: M-F 9:00 a.m-12:00 noon – 1:00 p.m-3:00 pm

Resource Office on Disabilities:

Judy York, Director
Resource Office on Disabilities
Yale University
35 Broadway (rear entrance), Room 222
P.O. Box 208305
New Haven, CT 06520-8305
Phone: 203-432-2325
Fax: 203-432-8250

Yale Health

55 Locke Street

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:

19 Tower Parkway
New Haven, CT 06520

Master's Office: (203) 432-0560

Dean's Office: (203) 432-0563

Silliman College:

Street Address:

505 College Street
New Haven, CT 06520

Master's Office: (203) 432-0700

Dean's Office: (203) 432-0701

Timothy Dwight College:

Street Address:

345 Temple Street
New Haven, CT 06520

Master's Office: (203) 432-0770

Dean's Office: (203) 432-0754

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