



## Office of the Registrar

**Sent:** Monday, January 9, 2023 9:16 AM

**Subject:** ACTION REQUIRED - Course Evaluation Hold

Dear HGSE Student,

You are receiving this email because you still have not completed your Fall (including Fall 1 and Fall 2 Modules course evaluations). **It is an institutional requirement that students complete course evaluations for each class in which they are enrolled.** Please note that an enrollment hold has been added to your account that will prevent Spring enrollment. Please complete your course evaluation at your earliest convenience in order to register for Spring courses.

Please let me know if you have any questions.

Thank you,

**Miguel Sahagún, Ph.D. | Registrar of the Harvard Graduate School of Education**

Harvard University | Longfellow Hall | 13 Appian Way | Cambridge MA 02138 | [registrar.gse.harvard.edu](mailto:registrar.gse.harvard.edu) | he  
him his | Hablo español

**From:** Sahagun, Miguel A

**Sent:** Wednesday, January 4, 2023 4:42 PM

**To:** Sahagun, Miguel A <[miguel\\_sahagun@gse.harvard.edu](mailto:miguel_sahagun@gse.harvard.edu)>

**Cc:** Hennessey, Jill A. <[jill\\_hennessey@gse.harvard.edu](mailto:jill_hennessey@gse.harvard.edu)>; Pesantez, Milton A <[milton\\_pesantez@gse.harvard.edu](mailto:milton_pesantez@gse.harvard.edu)>; Cornelius, Keiko <[keiko\\_cornelius@gse.harvard.edu](mailto:keiko_cornelius@gse.harvard.edu)>; Seale, Tina <[tina\\_seale@gse.harvard.edu](mailto:tina_seale@gse.harvard.edu)>

**Subject:** ACTION REQUIRED - Course Evaluation Final Reminder

**Importance:** High

Dear HGSE Students,

I hope this email finds you well! You are receiving this email because you still have not completed your Fall (including Fall 1 and Fall 2 Modules course evaluations). **It is an institutional requirement that students complete course evaluations for each class in which they are enrolled.** Please accept this email as a final reminder to complete your pending course evaluations. If you have not completed your course evaluations by tomorrow, Thursday, January 5 by 11:59am ET, an enrollment hold will be added to your account that will prevent Spring enrollment.

Please let me know if you have any questions.

Best wishes,

**Miguel Sahagún, Ph.D. | Registrar of the Harvard Graduate School of Education**

**From:** HGSE Office of the Registrar  
**Sent:** Wednesday, December 21, 2022 4:20 PM  
**Cc:** Sahagun, Miguel A <[miguel\\_sahagun@gse.harvard.edu](mailto:miguel_sahagun@gse.harvard.edu)>  
**Subject:** Course Evaluation Reminder

Dear HGSE Students,

You are receiving this email because you have not completed your Fall (including Fall 1 and Fall 2 Modules course evaluations). **It is an institutional requirement that students complete course evaluations for each class in which they are enrolled.** Students who do not complete all their course evaluations will be prevented from registering for further courses (e.g., Spring semester) until they fulfill the course evaluation requirement. Please accept this email as a friendly reminder to complete your pending course evaluations. If you have not completed your course evaluations by Tuesday, January 2 by 11:59pm, an enrollment hold will be added to your account on Wednesday, January 3 that will prevent J-term and Spring enrollment.

**Please note the following instructions for accessing and completing your evaluations:**

- Course evaluations are accessed via your **Worklist** (upper right-hand corner of your homepage) on [my.Harvard](#), **not in Canvas**. See [my.Harvard](#) screenshot below:

**Questions?** If you have any additional questions about the course evaluation process, please feel free to contact the HGSE Registrar's office at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu). Students who believe they are experiencing technical problems should email [myharvard\\_support@harvard.edu](mailto:myharvard_support@harvard.edu).

All the Best,

**Jill Hennessey** | Academic Planning Coordinator | Office of the Registrar | Harvard Graduate School of Education | Longfellow Hall  
13 Appian Way | Cambridge MA 02138 | [registrar.gse.harvard.edu](mailto:registrar.gse.harvard.edu) | She/Her/Hers