Dear HGSE Students,

This is the second email intended to equip you with some of the knowledge and resources you will need as you begin the spring semester at HGSE. A copy of email #1 can be found here. The Registrar team is available to assist you if you encounter any roadblocks or have any questions; please visit our website for virtual office hours.

The topics covered in email #2 include:

- May Term
- Spring Course Catalog Updates
- Spring Semester Start-up Information
- Enrollment Overview
- New Automated Enrollment Verification

Contact Us

If you have any questions, please contact us at registrar@gse.harvard.edu.

Best wishes for a successful term!

Sincerely,

Miguel Sahagun, Ph.D.
Registrar of the Harvard Graduate School of Education

May Term Updates

Please note the following May Term enrollment processes:

1. May Term course preview videos and live Q&A sessions will occur at the same time as Spring Semester courses.
2. May Term open enrollment courses will begin enrolling students at the same time as Spring Semester courses. Open enrollment start on Wednesday, January 19 until Add/Drop deadline on May 16.
3. May Term limited-enrollment, instructor permission courses will have procedures posted on course websites to be followed at the same time as Spring Semester courses.
4. May Term lottery courses (A510M and A210H) will be available for ranking after the start of Spring Term. More information will be shared in the coming weeks from the Office of the Registrar and in the May Term page (coming soon). By separating May
Term’s lottery from Spring, this allows for a fairer and more equitable process for students. Having May Term’s lottery be separate will **not** reduce a student’s chances of getting a spot in a spring or May class.

As a reminder, all HGSE students are eligible to participate in May Term courses, including those studying part-time and online*.

*Can online part-time international students enroll in May Term IN-PERSON courses?

No. It is very important to note that due to federal immigration regulation, online international students who are enrolled in the online program are not eligible for an I-20 to enter the US. Questions from international students wishing to participate in optional, on-campus opportunities should email Senior Program Coordinator Andrea Le who will verify all questions with the Harvard International Office (HIO). International students should also be aware that there may be new or continuing travel complications related to the pandemic and changing rules and policies.

Also, **May Term credits taken in May 2022 cannot be applied to a May 2022 degree**, though they do count toward the overall degree program maximum (48 credits).

**Spring Course Catalog Updates**

Courses offered during the Spring Semester 2022 are viewable in my.Harvard. Please be aware that development of the course list is still in progress and that additions and changes will be made right up until the time of course enrollment. For that reason, it is a good idea to check the listing frequently.

Please visit our [Course Catalog Updates](#) page for the most recent changes to our Spring Term courses. (This guide is meant to highlight newly-added courses, canceled courses, and other changes of note.) However, the HGSE Course Catalog is the authoritative source of information and should be referenced for final Spring Semester 2022 course details. The course catalog is subject to change. Students should review the Spring Semester 2022 catalog to confirm course-specific information.

These are some examples of recent course updates:

- **T211D Education on the Move: Recentering the Body and Movement In Teaching & Learning (updated 1/14/2022)** with Aysha Upchurch will be offered both **online** and **in-person** during Spring 1.

**Spring Semester Start-Up Information**

**Tuition Payment**

In order to enroll in courses, you are required to have paid your [spring term tuition and fees](#) in full (unless you have arranged to pay according to the monthly payment plan, in which case you are expected to have paid at least one-fourth of the current spring charges). In addition, you are required to have paid all back balances on your student account.

**Financial Aid**

Any anticipated aid should be reflected on your student account. If there is a remaining balance, you are required to pay this amount before enrolling in classes. If you have a credit balance because your financial aid exceeds your charges and you have completed all registration, enrollment, and loan requirements, a refund will be generated automatically, and will be available no later than February 04,
2022. We recommend that you sign up for direct deposit as the fastest way to receive your refund, if you have not already done so.

**MessageMe**

In the event of an emergency or significant disruption in operations, the University will use MessageMe to quickly distribute critical information to all active Harvard faculty, staff, students, and other community members who are likely to be on campus. MessageMe uses your HarvardKey contact information to alert you. You can review this information and provide additional notification methods by updating your MessageMe profile.

**Audio Recording Your Name**

Students have the ability to create an audio recording of their name pronunciation in my.Harvard. By creating a name pronunciation recording, advisors, administrative staff, and instructors will be able to hear how to pronounce your name.

**Enrollment Overview**

**Grade Options**

Students are expected to indicate their grade option (letter grade or satisfactory/no credit) for each course selected at course enrollment. As you plan out your course of study for the year (or for two years if part-time), please keep in mind that, in general, Ed.M. students must take at least 16 credits for a letter grade. The deadline to submit a HGSE grade option for Spring and Spring 1 is Monday, February 7.

**Independent Studies**

If you are enrolling in an independent study, you are required to submit an Independent Study Contract.

**HGSE Course Enrollment**

The HGSE course registration deadline (for HGSE courses) is Friday, January 21 at 11:59 p.m. ET. By this date, you should be registered for all of your required courses, as well as for courses that you are fairly certain you will be taking. If you need to make a change to your registration after January 21, you may do so via the add/drop process. **Note: After January 21, all HGSE courses will require instructor consent.** Please visit our Spring Registration 2022 page for detailed information of the course enrollment process.

If you have not enrolled in any course prior to 11:59 p.m. ET on Friday, January 21, you may enroll late, but a $50 late fee will be assessed.

**Enrollment Verification Letter**

Great News! We have made Enrollment Verification Letters available to you 24/7 via my.harvard!

Enrollment verification letters are available to active students in their my.Harvard account. Please log in to my.harvard.edu using your HarvardKey credentials. The letter is located in the Documents tab of your Student Home page. You must ensure that your browser allows pop-ups as an active pop-up
blocker will prevent your document from opening. The Document Center menu in my.harvard is auto
collapsed. The plus icon must be clicked in order to expand the menu and select forms to generate.
Please see instructions in this link for reference.

Important Dates and Deadlines

Please continue to check our Academic Calendar for important dates and updates.

- **Tuesday, January 18 – Wednesday, January 19, 2022:** Live Course Q&A sessions
- **Tuesday, January 18, 2022, 2pm ET:** Lottery-based enrollment deadline (closes at 2pm ET)
- **Wednesday, January 19, 2022, 12:01am ET:** Open enrollment begins
- **Friday, January 21, 2022:** Check-In and HGSE course enrollment deadline. (Deadline does not apply to courses HGSE students are expecting to take through cross-registration at other Harvard schools)
- **Monday, January 24, 2022:** Spring courses begin

HGSE Resources

- my.Harvard
- Office of Student Affairs (OSA)
- Office of the Registrar
- Career Services Office (CSO)
- Gutman Library
- HGSE Student Handbook
- Faculty and Staff Directory

This newsletter is a publication of the Harvard Graduate School of Education. You are receiving this email because you are a student at the Harvard Graduate School of Education.

Please reply to this email with any questions, comments, or ideas.

We respect your right to privacy - view our policy

This email was sent to: dylanlukes@g.harvard.edu
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Update Profile