



Office of the Registrar

Dear HGSE Students,

I hope you are doing well as you acclimate yourself to HGSE and prepare for the Fall semester ahead! This email is intended to equip you with some of the knowledge and resources you will need as you begin the Fall semester at HGSE. **Please take into consideration that this is a lot of information to digest and that it may not be relevant or useful until you start the registration process later this month;** a copy of this communication will be uploaded to our "[Messages to Students](#)" page starting tomorrow. The Registrar team is available to assist you if you encounter any roadblocks or have any questions; [please visit our website for in-person and virtual hours](#) or email us at registrar@gse.harvard.edu.

The topics covered in this email include:

- My.Harvard Check-in process
- Cross-registration
- HGSE courses
- Course previews
- Course enrollment
- Grade option
- Credit limits
- Equity & Opportunity Foundations Elective Requirement
- Enrollment event timeline
- Program time blocks.

My.Harvard Check-In

Fall semester Check-In in [my.Harvard](#) started on Monday, August 8. You will be able to complete the check-in process by following [these steps](#). The deadline to check-in within [my.Harvard](#) is Friday, September 2. After September 2, students will be allowed to do late check-in through Monday, September 19 at which time check-in will close. **All students are required to check-in for the fall semester.** When you have completed the Check-in process, you will be able to move forward to enroll in classes.

Cross-Registration

Like HGSE course registration, cross-registration into any of the other Harvard schools and MIT is done through [my.Harvard](#). **Please note that classes at other Harvard Schools start as early as Wednesday, August 31.** If you are interested in cross-registering into the Fletcher School of Law and Diplomacy at Tufts University, please submit [this form](#). **Please take a few moments to review the [cross-registration process](#) with other schools at Harvard. Also, visit our [Cross-Registration](#) page for additional information.**

Cross-Registration Enrollment Events timeline

Please see below for a timeline of key fall Cross-Registration enrollment events:

- **Monday, August 15: Add courses to your Crimson Cart Opens** – This means that you can start adding courses at other Harvard Schools and [MIT](#) to your Crimson Cart. This will allow you to validate and submit petitions for instructor permission courses. **Holds do not impact your ability to add courses to your Crimson Cart and submit petitions!**
- **Wednesday, August 31: Cross-registration classes at other Harvard Schools** – Please note that classes at other Harvard Schools start as early as 8/31/2022. Please visit other [Harvard Registrar's Offices](#) for more information about their Academic Calendar.

HGSE Courses

Courses offered during academic year 2022-2023 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 Course Search in my.Harvard frequently.

Course Previews Sessions

Course previews at HGSE classes occur in two parts in advance of course enrollment:

1. **Course Previews, Part I:** By viewing 8-10-minute pre-recorded videos created by the course instructors and posted to their course websites. These videos will be made available to students starting on Friday, August 26.
2. **Course Previews, Part II:** By attending **live**, 25-minute question and answer sessions during schoolwide Orientation week. Fall Q&A sessions will be scheduled on **Tuesday, August 30, and Wednesday, August 31**. The preview schedule will be posted to [my.Harvard](#) on **Friday, August 26**. These live sessions will also be recorded and posted to course websites.

HGSE Course Enrollment

Once you have completed check-in (as described above), you may begin the course enrollment process when registration opens. Please see the table below with HGSE enrollment categories for Academic Year 2022-2023. Please visit our [Fall Registration 2022](#) page for detailed information of the course enrollment process and deadlines. For additional information about the Lottery-based enrollment process, [please click here](#). **If you have not enrolled in any course prior to 11:59 p.m. ET on Friday, September 2, you may enroll late, but a \$50 late fee will be assessed.**

Open Enrollment	What are open or guaranteed enrollment courses?	Why are some courses guaranteed?	How do I take a guaranteed enrollment course?
	HGSE courses that are open to all interested students and where enrollment is guaranteed if completed by the published enrollment deadline.	Most courses at HGSE accept all interested students. HGSE works to create as many course opportunities that allow all interested students as possible.	Follow the enrollment guidelines shared by the Office of the Registrar.
Lottery	What are lottery courses?	Why are some courses size-limited and in the lottery?	How do I take a lottery course?
	HGSE courses that cannot go above a certain number of students due to the lesson plan and learning goals.	Courses that are size-limited and use the lottery depend on enrollment not going above a certain level to maintain the quality of the learning experience.	There is a specific period during enrollment when lottery courses can be rank-ordered by preference. Follow the guidelines shared by the Office of the Registrar to participate.
Instructor Permission	What are instructor permission courses?	Why are some courses offered only by instructor permission?	How do I take a course offered by instructor permission
	HGSE courses that require specific prerequisites (including experience and motivation for taking the course) that are reviewed by the instructor.	In many cases, courses that require instructor permission are requirements for a program or concentration. In some rare cases, instructors require a brief application to ensure proper fit for the student.	Check the course website for instructions on how to request permission.

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 21 credits for a letter grade.**

Credit Limit

Full-time students may take **no more than 20 credits per semester** (fall and spring). Part-time students may take **no more than 10 credits per semester** (fall and spring).

Equity & Opportunity Foundations Elective Requirement

The list of courses that may be taken to fulfill the Equity & Opportunity Foundations elective requirement, along with additional guidance and information about this requirement, may be found on the E&O Foundations Canvas page [here](#).

Enrollment Events timeline

Please see below for a timeline of key fall enrollment events:

- **Monday, August 15: Add courses to your Crimson Cart Opens** – This means that you can start adding courses to your Crimson Cart. This will allow you to validate and submit petitions for instructor permission courses. Please note that you **will not** be able to enroll into **HGSE courses** until open-enrollment day: **Wednesday, August 31 at 12:01am ET**. **Holds do not impact your ability to add courses to your Crimson Cart and submit petitions!**
- **Wednesday, August 24: Lottery-based Enrollment Opens (rank your choices)** – This means that you can start ranking your course(s) preferences. You can submit and rank your preferences until **Tuesday, August 30 at 12:00pm ET**. **Please note that the lottery-based enrollment is NOT a first-come, first-served process. All ranked preferences will be run via an algorithm that randomizes choices and does not take time of submission into account. In other words, your ranked preferences are treated equally if submitted between when the event opens and when it closes on Tuesday, August 30 at 11:59am ET.**
- **Friday, August 26: Course Previews Part I** (see details above).
- **Tuesday, August 30, and Wednesday, August 31: Course Previews Part II** (see details above).
- **Tuesday, August 30, 11:59pm ET: Lottery-based Enrollment Deadline** - The lottery-based enrollment event process will run that afternoon and results will be communicated beginning at around 6pm. Please note that if you are selected as part of the lottery-based enrollment process, you will be auto-enrolled, and **no further action** is needed from you. **Enrollment and registration holds are ignored for the lottery-based enrollment event**; however, you have until **12:00pm ET on Friday, September 2** to clear your holds or lottery-based enrollments will be dropped. Please visit our [Lottery-Based Enrollment](#) page for detailed information about this process.
- **Wednesday, August 31: Open enrollment begins** –You can start enrolling in courses that are in your Crimson Cart. This includes instructor permission courses with approved petitions. **Please note that if you have any enrollment and registrations holds at this point, it will prevent enrollment.**
- **Friday, September 2, 5pm ET: Check-In and HGSE Course Enrollment deadline** –After this deadline, all courses will require instructor consent.

A Note on Ed.M. Program Time Blocks

When making course and other plans for the year, please note that students in the Ed.M. master's programs should plan for program-related courses and/or activities during the following time blocks throughout the year:

- Mondays from 1-2:15pm
- Wednesdays from 1:30-4:15pm

If you have questions about your program and its use of these time blocks, please contact your program's assistant director.

Contact Us

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

Have a great semester!

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

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