



## Office of the Registrar

Dear HGSE Students,

Welcome! On behalf of the Office of the Registrar, I extend my best wishes to you as we approach the beginning of academic year 2022-2023. This is the second in a series of important emails from the Office of the Registrar and is intended to equip you with some of the knowledge and resources you will need as you begin the summer semester at HGSE. A copy of the first email can be [found here](#). Please take into consideration that this is a lot of information to digest; however, make sure that you read all the steps as it will help you to start the registration process for your first Foundations course, *How People Learn*.

The topics covered in this email include: **My.Harvard check-in, Title IX training, and *How People Learn* course enrollment**. In any event, the Registrar team is available to assist you if you encounter any roadblocks or have any questions; [please visit our website for office and virtual hours](#).

Again, welcome to HGSE. On behalf of the Office of the Registrar, I wish you the best as you begin this new season of your academic life. Stay tuned for upcoming emails as we get closer to June!

Have a great start of Summer Term!

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

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### 1. HGSE Courses

Courses offered during academic year 2022-2023 are viewable in [My.Harvard](#). Please be aware that development of the full academic year 2022-23 course list is still in progress and scheduled to be released on July 15. You can only search for your Summer 2022 courses. The "Course Search" tab is where you will select your courses and add them to your Crimson Cart and subsequently enroll in them.

### 2. My.Harvard Check-In: [Action Required: Must Complete by Tuesday, June 21<sup>st</sup>]

Check-in in [My.Harvard](#) will begin on Tuesday, May 3<sup>rd</sup> (at 12:01 a.m. ET). You will be able to complete the check-in process by following [these steps](#). The deadline to check-in within [My.Harvard](#) is Tuesday, June 21 by 11:59 p.m. ET. **All students are required to check-in for the summer semester**. When you have completed the Check-in process, you will be able to move forward to enroll in classes.

### 3. Title IX Training: [Action Required: Must complete this prior to enrolling into any courses in My.Harvard.]

As a community, it is our shared responsibility to create a culture and community where sexual and gender-based violence and harassment of any kind is unacceptable.

To help address the serious and pervasive problem of sexual harassment and assault, Harvard has developed an online training module entitled "[Preventing and Responding to Sexual Harassment and Other Sexual](#)

[Misconduct \(2022-23\)](#)” This module was developed with input from students and is designed to educate members of our community about:

1. The resources that exist at the University for the prevention of and response to incidents of sexual and gender-based harassment, including sexual assault; and,
2. The Sexual and Gender-Based Harassment Policy for Harvard University.

This training module is mandatory for all HGSE students, both incoming and returning, residential and online. In order to complete the module, please follow [this link](#). Please note: **the module must be completed before registering for classes (including How People Learn)**—a hold will be placed on your registration until you have done so.

Please plan to complete the training and the assessment on a PC or laptop computer. To complete the module, you will need to disable your computer’s pop-up blocker. If you have any technical issues, questions, or concerns about the training, please contact Title IX Resource Coordinator Kevin Boehm ([kevin\\_boehm@gse.harvard.edu](mailto:kevin_boehm@gse.harvard.edu)). We also encourage you to share your feedback on the module, which will help inform future changes and additions, via the email address above.

If you encounter any problems launching the course, please follow this step-by- step guide to troubleshoot common issues.

1. The course requires a web browser that supports HTML5: Google Chrome, Firefox, Safari, Edge, or Internet Explorer.
2. Make sure that any pop-up blockers are disabled for the browser that you’re using.
3. If you use a Video Speed Controller, please disable this browser extension before starting the course.
4. If leaving your computer for 30 minutes or more, please exit the course to ensure your most recent progress is recorded.

If these steps do not resolve the issue, please email [trainingportalhelp@harvard.edu](mailto:trainingportalhelp@harvard.edu) for further assistance.

**When you have completed the Title IX training, you will be able to move forward to enroll in classes.**

### **3. How People Learn Course Enrollment: [Action Required: Must complete by June 21<sup>st</sup>, 2022.]**

Once you have completed the My.Harvard check-in process and the Title IX training (as described above), you may begin the course enrollment process. You can find more information about enrollment times for all Foundations courses for [online students in this page](#).

#### **How to enroll**

Step 1: You can enroll in courses directly through [My.Harvard](#).

Step 2: [Follow these instructions to register in How People Learn.](#)

#### **How People Learn (HPL101)**

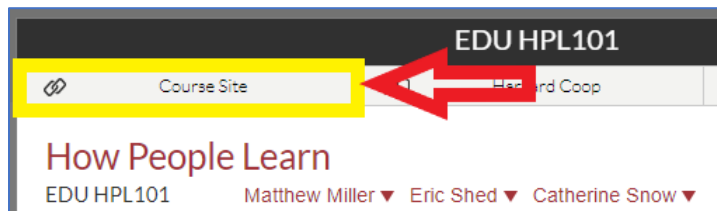
Enrollment in How People Learn (HPL) is mandatory and required for all incoming Ed.M. online students.

Registration for HPL starts tomorrow, Tuesday, May 3 at 12:01 a.m. ET. And will close on Tuesday, June 21 at 11:59 p.m. ET. We highly encourage you to enroll as soon as possible and before the start of HPL (June 3).

**Because HPL is required for the Ed.M. residential students, and June 21 is the last day to enroll late, students who do not enroll by June 21 forfeit their admission to HGSE. Any future pursuit of the Ed.M. at HGSE would then require reapplying to the program.**

After registering for HPL you will have access to the introductory page of the course Canvas website. **Please complete the availability survey linked from the HPL site as soon as you register.** This will help us place you appropriately in small Teaching Fellow-led course sections.

You can access the Canvas course site by logging in to My.Harvard and navigating to “Course Search.” Search for How People Learn and click on “Course Site.”



## Important Dates and Deadlines

Please continue to check our [Academic Calendar](#) for important dates and updates.

- **Tuesday, May 3:** My.Harvard Check-in process opens
- **Tuesday, May 3:** Title IX Training opens
- **Tuesday, May 3:** HPL enrollment begins
- **Friday, June 3:** How People Learn begins (fully online Foundations course)
- **Tuesday, June 21:** HPL add/drop deadline
- **Tuesday, June 21:** My.Harvard Check-in deadline

## Contact Us

If you have any questions, please contact us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu).