

Dear HGSE Students,

I hope this email finds you well. On behalf of the Office of the Registrar, I extend my best wishes to you as we approach the beginning of August Term 2022. Over the course of the next few weeks, you will receive several important emails from me about registration in August Foundations courses and general Fall semester start-up information.

Foundations Courses Enrollment

As a reminder, Foundations courses are required for the Ed.M. degree. You may choose which Foundations courses to take in your first and second years. Students are expected to be in residence and available during the times when their Foundations courses meet in August. [Please visit our Foundations courses website](#) for Residential Ed.M. students for the dates of each course.

If you wish to register for Leading Change (LCH101) and/or Evidence (EVI101), please email us at registrar@gse.harvard.edu. Once your request has been received, the Registrar's Office will register you to the appropriate course(s)*. This means that no further action is required on your part. You will see your Foundations courses in my.harvard fill in over several days as we conduct multiple registration processes. **If questions arise, we ask that you please do not contact any HGSE offices about your schedule until your full August schedule displays in the system on July 13th.** Here is a preview of what will be visible on what dates:

- Wednesday, July 13th by end of day – you will see your placement in all three August Foundations courses in my.harvard.
- Wednesday, July 20th – Canvas sites for LCH101 and EVI101 courses will open.
- Monday, August 1st – Canvas sites for EQO11 courses will open.

Please note that you might see preliminary placements appear in my.harvard as early as today, but those are not final. These are part of several processes we need to run to complete the Foundations course placements. **If questions arise, we ask that you please do not contact any HGSE offices about your schedule until your full August schedule displays in the system on July 13th.**

As noted in earlier communications, requests for reassignment to a different section of a Foundations course will be granted on very rare occasions and only for cases in which a student has an unmovable family or work commitment that conflicts with an assigned class time. **All such exceptional requests must be made via email to the [Registrar's Office](#) between July 14 and July 25.** Requests will not be considered before or after this period.

*****IMPORTANT NOTE***** Please note that [enrollment and registration holds](#) will be ignored for the Foundations courses registration process. **HOWEVER**, you have until 12:00pm ET on Tuesday, August 2nd to clear your [holds](#), if any, or your Foundations courses (LCH101, EVI101, and EQO11) will be dropped from your record.

***Continuing students:** if you submitted your intent to enroll for Foundations courses you are all set. If you did not submit your intent to enroll, please email us at registrar@gse.harvard.edu and we will enroll you as seats become available.

Tuition Payment

In order to enroll in Fall term courses, you are required to have paid your Fall 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 Fall charges). In addition, you are required to have paid all back balances on your student account, if any. Review your account transactions and, if you are an aid recipient, your anticipated aid. You can find a student account sample and overview [here](#). Please note that you will receive your official Fall term bill from University Student Financials Services on Sunday, July 10, 2022.

Financial Aid

All 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 Fall term classes. If you have a credit balance because your financial aid exceeds your charges and you have completed all registration, enrollment, and financial aid requirements, a refund will be generated automatically, and will be available no later than **August 19, 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. If you have any questions and/or concerns please reach out to the Financial Aid Office at finaid@gse.harvard.edu.

Audio Recording Your Name

Students have the ability to [create an audio recording](#) of their name pronunciation in [my.harvard](#). Recording your name pronunciation enables advisors, administrative staff, and instructors to hear how to pronounce your name.

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](#).

Official Harvard Photos

If you are an incoming Harvard University student and have not done so already, please use the [application found here](#) to submit your photo. Your photo will be used in such places as on-line directories and class rosters. Please submit your photo no later than Friday, July 22, 2022; ID cards will be distributed during on-campus Orientation August 1-2. Please note that if you miss the deadline or need your ID before Orientation, you can go directly to the Campus Service Center (Smith Campus Center) and obtain your ID card.

Contact Us

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

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