Dear HGSE Students,

This is the second of three emails intended to equip you with some of the knowledge and resources you will need as you begin the fall semester at HGSE. A copy of email #1 can be found here. Email #3 will go out early next week. 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 week. 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.

General Fall Semester Start-Up Information

Tuition Payment
In order to enroll in 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.

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 September 17, 2021. 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.

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 Thursday, August 26, 2021; ID cards will be distributed on Monday, August 30 and Tuesday, August 31 during orientation.

My.Harvard Check-In

Check-In in my.Harvard will begin on Friday, August 27 (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 in my.Harvard is Friday, September 3. After September 3, students will be allowed to do late check-in through Tuesday, September 21, 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.
Please note that incoming students are considered residential students and should plan to be physically present by the start of classes on September 7th, 2021. Students who are experiencing difficulties in arriving to campus by that time due to visa-related issues or government-imposed travel restrictions should be in touch with Andrea Le and must arrive on campus no later than September 20, 2021.

Emergency Contact Information
As part of the check-in process, you will be asked to list the person whom HGSE should contact should we have any concerns about your wellbeing or personal safety after unsuccessful attempts to reach you directly and/or in the event of a health or safety emergency in which you are personally involved. You may list a parent, family member, spouse, or other trusted individual as your emergency contact.

HGSE Course Enrollment
Please note that we encountered a glitch in the system that might have displayed wrong course descriptions, dates, and times in the Course Search feature within my.Harvard. Courses information should be displaying correctly now for the fall semester. We encourage you to check the course listings again to make sure you have the most updated information. We truly apologize for this inconvenience.

Once you have completed check-in (as described above), you may begin the course enrollment process. Please see the table below with HGSE enrollment categories for Academic Year 2021-2022. Please visit our Fall Registration 2021 for detailed information of the course enrollment process and deadlines. For additional information about the Lottery-based enrollment process, please click here.

<table>
<thead>
<tr>
<th>HGSE Enrollment Categories 2021-22</th>
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<tbody>
<tr>
<td><strong>Open Enrollment</strong></td>
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<tr>
<td><strong>What are open or guaranteed enrollment courses?</strong></td>
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<tr>
<td>HGSE courses that are open to all interested students, and where enrollment is guaranteed if completed by the published enrollment deadline.</td>
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| **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. |

If you have not enrolled in any course prior to 11:59 p.m. EDT on Friday, September 3, you may enroll late, but a $50 late fee will be assessed.
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.

Important Dates and Deadlines
Please continue to check our Academic Calendar for important dates and updates.
- **Friday, August 27:** Degree Student Check-In Opens
- **Friday, August 27:** Add courses to your Crimson Cart Opens
- **Friday, August 27:** Lottery-based Enrollment Opens (rank your choices)
- **Tuesday, August 31 – Wednesday, September 1:** Live Course questions & answer sessions
- **Wednesday, September 1:** Lottery-based Enrollment deadline (closes at 2pm EDT)
- **Thursday, September 2:** Open enrollment begins
- **Friday, September 3, 12:00pm EDT:** Access to Fall course previews in Canvas Closes
- **Friday, September 3, 11:59pm EDT:** 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)
- **Tuesday, September 7:** Fall courses begin
- **Tuesday, September 21:** Add/drop/grade option change/cross-registration deadline for Fall 1 and Full-Term courses

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 email #3!

Have a great semester!

**Miguel Sahagun, Ph.D.** | Registrar of the Harvard Graduate School of Education | Harvard University | Longfellow Hall | 13 Appian Way | Cambridge MA 02138 | registrar.gse.harvard.edu | he him his | Hablo español