

Dear HGSE Students,

I hope you are doing well and are ready for our HGSE Lottery-based enrollment process and Course Previews sessions! As a reminder, our Lottery-based Enrollment process opens in a matter of hours, on Wednesday, August 24 at 12:01am ET! [A copy of my previous messages 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 in-person and virtual hours](#) or email us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu).

The topics covered in this email include:

- My.Harvard Check-in process
- Lottery-based Enrollment
- Instructor permission enrollment
- Fall Courses Live Q&A Schedule
- Equity & Opportunity Foundations Elective Requirement
- Grade option
- Concentration Declaration Process
- Accommodations
- Enrollment events timeline

### My.Harvard Check-In

As a reminder, **all students are required to check-in for the fall semester**. You will be able to complete the check-in process by following [these steps](#). When you have completed the Check-in process, you will be able to move forward to enroll in classes. **Please note that the my.Harvard Check-in is a required process for each semester at HGSE**. You need to complete 3 my.harvard Check-in processes during the year (summer, fall, and spring).

### Lottery-Based Enrollment

The [Fall Term Lottery-based enrollment](#) for HGSE courses will open in my.Harvard on Wednesday, August 24 at 12:01am ET, and will remain so until Tuesday, August 30 when it will close at 11:59am ET. **Please note that you do NOT need to add Lottery-Based enrollment courses to your Crimson Cart or submit a petition; all you need to do is enter the Lottery-based enrollment process and rank your choices.** [Please click here for the Lottery-based enrollment "How to" guideline](#).

You will find the lottery-based preferences (rank your choices) page in my.Harvard. While the lottery is open, you will be able to add, delete, or change your course ranked choices. The results of the lottery-based enrollment will be posted in my.Harvard on Tuesday, August 30 in the evening (no later than 11:59pm ET). You will receive an email communication once it has been completed.

You can search for Lottery-based Enrollment courses in my.harvard "Course Search" under "Browse Courses," please see screenshot below.

### Instructor Permission Enrollment

Instructor permission courses are courses that require specific prerequisites that are reviewed by the instructor. In many cases, courses that require instructor permission are requirements for a program or concentration. In order

to enroll in an instructor permission course, [please submit a petition via my.harvard](#). Please check the course description and/or the course website for additional instructions, if any, before submitting your petition. You can start submitting petitions tomorrow, Wednesday, August 24. **Please note that when your petition has been approved, do not forget to enroll in the course!**

You can search for instructor permission courses in my.harvard "Course Search" under "Browse Courses," please see screenshot below.

### Fall Course Live Q&A Schedule

The Schedule will be posted in [my.harvard](#) on Friday, August 26<sup>th</sup>; you can find it under "Browse Courses," please see screenshot below.

### 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. [The link to the Canvas page with the full list of courses can be found here.](#)

You can search for E&O Elective courses in my.harvard "Course Search" under "Browse Courses," please see screenshot below.

The screenshot shows the 'Browse Courses' interface. At the top, the 'Browse Courses' tab is highlighted. Below it is a grid of school options: Faculty of Arts & Sciences, Graduate School of Design, Business School Doctoral, Business School MBA, Harvard Divinity School, Graduate School of Education (highlighted), Harvard Kennedy School, Harvard Law School, Harvard Medical School, School of Dental Medicine, Harvard Chan School, and Non-Harvard. Below the grid is a list of terms: HGSE Courses - Academic Year 2022-2023, Summer 2022, August Term, Fall Term Live Q&A Schedule (highlighted), Fall 2022, Fall 2022 Lottery-based Enrollment (highlighted), Fall 2022 Instructor Permission Courses, and E&O Electives. A 'Fall 2022 Lottery-based Enrollment' box is also visible on the right side of the interface.

### 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.**

### **Concentration Declaration Process**

The Degree Programs Office has extended the concentration declaration survey deadline to **Thursday, August 25 at 5pm ET**. Recordings from the Concentration Q&A Sessions have been added to the Registrar's Office [website](#). If you have questions, please reach out to Tycie Coppett [tycie\\_coppett@gse.harvard.edu](mailto:tycie_coppett@gse.harvard.edu). [Please click here for instructions on how to Declare a Concentration.](#)

### **Accommodations**

The Harvard Graduate School of Education strives to make all learning experiences accessible by providing reasonable accommodations for students with disabilities. If you anticipate or experience academic barriers based on your disability (including mental health, cognitive, learning, sensory, physical, chronic or temporary medical conditions) please contact [KellyAnn Robinson, Ph.D., Senior Associate Director of Student Support Services](#), as soon as possible, to explore what arrangements need to be made to assure access to course work and classroom learning experience.

### **Enrollment Events Timeline**

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

- **Wednesday, August 24: Lottery-based Enrollment Opens (rank your choices)**
- **Wednesday, August 24: Submit Instructor Permission Opens**
- **Friday, August 26: Course Previews Part I**
- **Tuesday, August 30, and Wednesday, August 31: Course Previews Part II: Live Q&As**
- **Tuesday, August 30, 11:59am ET: Lottery-based Enrollment Deadline**
- **Wednesday, August 31: Open enrollment begins**
- **Friday, September 2, 5pm ET: Check-In and HGSE Course Enrollment deadline**

### **Contact Us**

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

Thank you,

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

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