

## Email Number 1: Preview Schedule Availability

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### Office of the Registrar

Dear HGSE Faculty,

I hope this message finds you well as we approach the start of the academic year. I'm writing to provide an update on course previews for the upcoming Fall 2024 semester.

As a reminder, last spring we made live Q&A course previews optional rather than required. Feedback and data suggest this change worked well.

For Fall 2024, we will continue with the same approach:

- **Pre-recorded videos:** Videos will remain a **required part of the course enrollment process** and should be uploaded to your Canvas site no later than 5:00pm on Wednesday, August 21. Please make sure to follow [these instructions](#) when uploading your 8-10 minute course videos.
- **Live Q&A course previews:** Offering a live course preview will be encouraged but optional. If you opt out of the live course preview, we ask that you make yourself available on August 27<sup>th</sup> to answer any questions students may have about your course via email or office hours.
- We will clearly communicate to students that pre-recorded videos should be viewed prior to any optional live course previews or your first course meeting.

If you choose to participate in live course previews, these will take place on Tuesday, August 27<sup>th</sup>; we will be collecting your availability using this [Course Preview Schedule Survey](#). Please submit your preferences no later than **Monday, August 19<sup>th</sup>**.

Live course previews will take place in the rooms below, with courses randomly assigned to rooms. All previews will be recorded and posted to Canvas.

- Askwith Hall
- Longfellow 319/320
- GCC 1-3
- GCC 4-5
- Gutman 302/303
- Larsen G08
- Larsen 106
- Larsen 214

Thanks for your attention to this information, and please let us know if you have any questions.

All the Best,

**Miguel Sahagún, Ph.D.** | Assistant Dean of Enrollment Services and Registrar of the Harvard Graduate School of Education

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