

## Email Number 1: Fall Updates: Room Request, Course Previews, & Room Tours

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Dear HGSE Faculty,

I hope this email finds you well! Please see below with important Fall Semester updates.

### **Room Preferences [ACTION REQUIRED] ([Survey Link](#))**

As we are getting ready for the start of the Fall Semester, we are asking you to please send us your room preferences using this [survey link](#) **no later than Monday, August 26<sup>th</sup>**. Please note that room assignments are based on final enrollment numbers, and you might not get your first option. Additionally, if your class requires additional rooms for sections, please submit your request via our [HGSE Events and Room Reservation System](#) starting on Tuesday, September 3<sup>rd</sup>.

### **Classroom Tours**

The Office of the Registrar will be offering classroom tours of HGSE classrooms on several upcoming dates. These tours are an effort to help new and returning faculty see the options available when submitting the room preference survey. These tours will start in the Office of the Registrar (Longfellow G006) and last 30-40 minutes. There is no need to RSVP, please arrive 5-10 minutes before the tour is due to start.

- Friday, August 16<sup>th</sup> at 10:30am and 2:30pm
- Wednesday, August 21<sup>st</sup> at 12:30pm
- Monday, August 26<sup>th</sup> at 9:00am

See this document for layouts of the [HGSE classroom options](#).

### **Course Previews [ACTION REQUIRED] ([Survey Link](#))**

If you have not already submitted your availability through the [course preview survey](#) this is a reminder that the survey will close on Monday, August 19<sup>th</sup> at 5:00pm. **Fall course previews are optional, if you do not indicate that that you would like to opt-out a course preview will be scheduled for your course.** Additionally, please post your pre-recorded video to the course canvas site by Wednesday, August 21<sup>st</sup>.

Previous communications about the above topics can be found on the [Registrars website](#). If you have any questions, please let us know at [Courses@gse.harvard.edu](mailto:Courses@gse.harvard.edu).

All the Best,

**Jill Hennessey** | Academic Planning Coordinator | Office of the Registrar | Harvard Graduate School of Education | Longfellow Hall | 13 Appian Way | Cambridge MA 02138 | [registrar.gse.harvard.edu](mailto:registrar.gse.harvard.edu) | She/Her/Hers