



## Office of the Registrar

1/22/2026

Hello,

Greetings from the Office of the Registrar!

We hope you are excited about the start of classes on January 26. As you complete your course registration for the Spring Semester, here are some key registration policies to keep in mind.

The topics covered in this email include:

- **Registration Deadline**
- **Open Enrollment Courses**
- **Instructor Permission Courses**
- **Cross-Registration Courses**
- **Credit Limit**
- **Grade Options and Letter Grade Policy**
- **Course Time Conflicts in my.Harvard**
- **Office of the Registrar Drop-In Q&A Schedule in Gutman Library**

Best,

**Miguel Sahagún, Ph.D.**

Assistant Dean of Enrollment Services and Registrar of the Harvard  
Graduate School of Education



### Registration Deadline

Please remember that the HGSE registration deadline is tomorrow, Friday, January 23 at 9 a.m. ET. After this time, you can still enroll in courses but will require instructor consent. You can adjust your registration until the [add/drop deadlines](#) for each session:

- **Monday, February 2:** Add/Drop/Change Deadline for **Spring 1** classes
- **Monday, February 9:** Add/Drop/Change Deadline for **Spring full-term** classes

### Open-Enrollment Courses

Starting tomorrow, January 23 at 9am ET, **ALL** HGSE courses will require [instructor permission](#). You may enroll in courses until the [add/drop deadline](#) of each session once the instructor has approved the petition. **When your petition is approved, please proceed to my.Harvard to enroll in the course.**

## Instructor Permission Courses

Students must follow the procedure provided by the individual faculty member on the given course's Canvas site. When your petition is approved, you may enroll in courses until the [add/drop deadline](#) of each session.

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## Cross-Registration Course & Policies

Each school has separate dates and deadlines. Please be sure to review the process for cross-registering at the host school's website. For more information about cross-registration, [please visit our website](#).

Ed.M. Residential Students may cross-register for the equivalent of 16 credits during the duration of the degree program.

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## Credit Limit

- **Full-time students** may take **no more than 20 credits per semester** (Spring full-term, spring 1, and spring 2).
- **Part-time students** may take **no more than 10 credits per semester** (Spring full-term, spring 1, and spring 2).

Please note that during the spring semester you also need to keep track of your overall **56 max credit count**. The credits count taken/enrolled in summer, fall, and spring (including August and January) cannot exceed the overall 56 max credit count. In addition, credits for courses with transcript grades of NCR, WD, or DRP count against the 56-credit overall enrollment limit.

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## Grade Options & Letter Grade Policy

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, Ed.M. students must take at least 16 credits for a letter grade in order to meet graduation requirements.**

**Additionally, the following policies also apply:**

- Cross-registered courses taken for letter grades (e.g., A, B, C, etc.) count toward the 16-credit minimum of letter grade policy. These are the schools that offer Letter Grade courses: Divinity, FAS, Business School Doctorate, HKS, Public Health, and MIT.
  - Cross-registered courses taken as "graded" at Harvard Law School, Design School, Harvard Business School Master, and cross-registered courses taken satisfactory/no credit (or the equivalent option at the host school) do NOT count toward the 16-credit minimum of letter grade policy.
  - Grades issued through cross-registration are recorded as such and are not converted by HGSE.
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## Time Conflicts in my.Harvard

Students are not permitted to enroll in courses with overlapping synchronous sessions.

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## Office of the Registrar Drop-In Q&As in Gutman Library

The Office of the Registrar will be hosting drop-in Q&A sessions in the Gutman Library Lobby during the following times:

- Tuesday January 27, 9:30-11:00am
  - Wednesday, January 28, 11:30am-1:30pm
  - Thursday, January 29, 11:30am-1:30p
  - Wednesday, February 4, 11:30am-1:30pm
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## Upcoming Dates and Deadlines

- **Friday, January 23, 9am ET:** Check-In and HGSE Course Registration deadline. (Deadline does not apply to courses HGSE students are expecting to take through cross-registration at other Harvard schools)
- **Monday, January 26:** Spring courses begin
- **Monday, February 2:** Add/Drop/Change Deadline for **Spring 1** classes
- **Monday, February 9:** Add/Drop/Change Deadline for **Spring full-term** classes

[Full Academic Calendar](#)

## HGSE Resources

- [my.Harvard](#)
- [Office of Student Affairs](#)
- [Office of the Registrar](#)
- [Career Services Office](#)
- [Financial Aid](#)
- [Gutman Library](#)
- [HGSE Student Handbook](#)

## Contact Us

**Email:** [Registrar@gse.harvard.edu](mailto:Registrar@gse.harvard.edu)

**Phone Number:** 617-384-0258

**Address:** 13 Appian Way, Longfellow Hall G006, Cambridge, MA 02138

**Hours:** 10:00am-4:00pm Monday-Friday (subject to change please check website for update hours)

[Registrar's Website](#)



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