

## Email Number 1: J-Term Room Request

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Dear HGSE Faculty,

I hope this email finds you well! We are beginning to plan for J-Term room assignments, please review the information below and if you have any questions please let me know.

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

As we are getting ready for the start of the J-Term, we are asking you to please send us your room preferences using this [survey link](#) **no later than Wednesday, November 22<sup>nd</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 Friday, December 1<sup>st</sup>. Please do not hesitate to reach out to me if you have any questions.

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