

From: HGSE Office of the Registrar <registrar@gse.harvard.edu>
Sent: Thursday, November 9, 2023 11:23 AM
To: edmresidential@list.gse.harvard.edu <edmresidential@list.gse.harvard.edu>;
edld_students@list.gse.harvard.edu <edld_students@list.gse.harvard.edu>
Subject: [Edmresidential] January Term Update: Additions to Lottery and Course Petition Fix



Dear HGSE Students,

I am writing with an update to the message below, included for your reference, about January Term. Please read this information carefully if you are planning to participate in limited enrollment courses during January Term, including instructor permission and lottery-based enrollment.

Courses Added to Lottery-Based Enrollment

Two new courses have been added to the lottery event. Please edit your lottery submissions accordingly if you have already submitted your preferences and wish to make changes. The complete list of January Session Lottery-based enrollment courses is now:

- **A210H - Introduction to Policymaking in Action**
- **S032A - Research Synthesis and Meta-Analysis**
- **A710Z - Brave Leadership: Courage and Transformation in US Higher Education**

As a reminder, the deadline to submit your preferences for lottery courses is **Monday, November 13 at 11:59pm ET**.

Issue with Submit Petitions for Instructor Permission Resolved

We recently became aware of and fixed an issue preventing students from submitting petitions for courses that require instructor permission. You should now be able to submit petitions for instructor permission for January Session from your Crimson Cart as normal.

As always, if you have any questions, run into technical issues, or need support, please reach out to us at Registrar@gse.harvard.edu.

Best regards,

Office of the Registrar | Harvard Graduate School of Education | Longfellow Hall
13 Appian Way | Cambridge MA 02138 | registrar.gse.harvard.edu

Dear HGSE Students,

I hope your semester is going well! This email is intended to equip you with information and resources you will need **if you are participating** in the January Term. The Registrar's office 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](#). Please note that the Office of the Registrar will be physically closed on Wednesday, November 8 at 1pm, through Thursday, November 9 at 5pm. However, we will be monitoring our email during this time. If you have any questions, please contact us at registrar@gse.harvard.edu.

The topics covered in this email include:

1. Start-of-Year Survey Reminder
2. January Term
3. January Term Course Previews
4. January Term Lottery-Based Enrollment
5. Important January Term Dates and Dates

Start-of-Year Survey Reminder

Please pause to provide some quick feedback on your transition to HGSE by **completing the brief survey** emailed to you from Shayna Kessel (subject line "**Invitation to share your feedback: Start-of-Year Survey**"). If you complete the survey **by today, November 1**, you may enter to win a gift valued at \$75. Your thoughts and guidance are deeply valued and will shape how HGSE works to support you and your future peers. Thank you!

January Term

Please see below for our January Term 2024 enrollment timeline. Detailed information about January Term Registration 2024 can be found in this [link](#). **Please note that January Term is optional.**

Credits for courses taken during January Term **count toward** the **spring semester minimums** and toward the **overall** degree program **minimum** and **maximum credits**. Courses taken during January Term **do not** count towards **spring semester maximum** (20 credits for full-time students and 10 credits for part-time students). **Students enrolled under the flat tuition rate may take J-Term courses at no extra charge, but they must not exceed the 56-credit maximum).**

January Term modules are intensive and require concentrated work over a brief period of time. For that reason, **students are encouraged to enroll in only one January Term module or course at a time** (including courses through cross-registration). Students may choose to enroll in more than one course during January Term only if the faculty members of the courses they plan to take allow students to take additional courses concurrently, but under no circumstances will students be permitted to miss class meetings due to a conflict of class meeting times. **Students may enroll in no more than 4 credits during January Term.**

Course Previews

Course previews at HGSE classes occur in two parts in advance of course enrollment:

6. **Course Previews, Part I:** By viewing 8-10-minute pre-recorded videos created by the course instructors and posted to their course websites. These videos will be made available to students starting on Friday, November 3.
7. **Course Previews, Part II:** By attending an **ONLINE live**, 25-minute question and answer sessions. [J-Term Q&A sessions](#) will be scheduled on **Monday, November 6th and Tuesday, November 7th**. The preview schedule is now available in [my.Harvard](#). These live sessions will also be recorded and posted to course websites. **It is highly recommended that you watch the pre-recorded videos before attending the Live Q&A sessions.**

You can search for J-Term courses and Live Q&A schedule by going to the **Browse Courses** section and click on “**Graduate School of Education.**”

January Term Lottery-Based Enrollment

The January Term lottery-based enrollment for HGSE **residential** courses will open in my.Harvard on **Monday, November 6th at 12:01am ET**, and will remain so until **Monday, November 13th** when it will close at **11:59pm ET**. 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, November 14th at 3:00pm ET**. **Please note that there is only 1 Lottery-based Enrollment course offered this J-Term: A710Z.**

Please note that the lottery-based enrollment process is NOT a first-come, first-serve process. All ranked preferences will be run via an algorithm that randomizes choices and does not take time of submission into account. In other words, your ranked preferences are treated equally if submitted within the deadline.

Here are some important highlights:

8. **Lottery-Based Enrollment Courses: A710Z**
9. The limit for January Term is 4 credits.
10. Each student may receive up to 4 credits and/or waitlist spots.
11. **HGSE Students do not need to submit petitions for specific courses to participate.**
12. Students are automatically enrolled if they receive a placement in the lottery. No further action is needed.
13. These enrollments are dropped at 12:00PM EDT on Monday December 4 if registration holds have not been lifted.
14. The waitlist automatically enrolls students who receive spots. Waitlist information is viewable by instructors and students in my.Harvard.
15. Students may add themselves to the waitlist for full courses during add/drop.

Important January Term 2024 Dates and Deadlines:

Please continue to check our [Academic Calendar](#) for important dates and updates.

16. **Monday, November 6:** January Term – **Add courses to your Crimson Cart opens.** This means that you can start adding courses to your Crimson Cart. This will allow you to validate and submit petitions for instructor-permission courses. Please note that you will not be able to enroll into these courses until open-enrollment: Wednesday, November 15 at 12:01am ET. Holds do not impact your ability to add courses to your Crimson Cart and submit petitions!

17. **Monday, November 6 and Tuesday, November 7: Live Course Q&A sessions** (schedule will be posted to [my.Harvard](#) on Wednesday, November 1st)
18. **Monday, November 6, 12:01am ET: Lottery-based Enrollment opens** for residential classes (rank your choices)
19. **Monday, November 13, 11:59pm ET: Lottery-based Enrollment closes** for residential classes (deadline to rank your choices)
20. **Tuesday, November 14, after 3:00pm ET: Lottery-based Enrollment results** announced for residential classes
21. **Wednesday, November 15, 12:01am ET: January Term open enrollment begins.** This means that you can start enrolling in courses that are in your Crimson Cart. This includes instructor permissions approved petitions. Please note that if you have any enrollment and registrations holds at this point, it will prevent enrollment.
22. **Friday, December 1, 11:59pm ET: January Term course enrollment deadline.** This means that after this deadline, all courses will require instructor consent.

Sincerely,

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

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