

From: GSE-Courses <Courses@gse.harvard.edu>
Sent: Monday, January 8, 2024 2:42 PM
Subject: Spring 2024 Updates and Room Requests



Office of the Registrar

Dear HGSE Faculty,

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

Review Your Course Catalog Details

Please review the information posted in [my.Harvard](#) for your course. If anything is not as expected or you have questions, please email me at courses@gse.harvard.edu with any updates.

Here are important things to look for:

- Grading basis
- Description
- Credits
- Open enrollment, lottery-based enrollment, or requires instructor consent enrollment

Room Preferences ([Survey Link](#))

As we are getting ready for the start of the Spring Semester, we are asking you to please send us your room preferences using this [survey link](#), survey should take no longer than 3-5 minutes. **The deadline to submit responses is Wednesday, January 17th.** Please note that room assignments are based on final enrollment numbers, and you might not get your first option.

- **Important Update:** We have updated our room request survey to include questions about what features or additional space may be needed for your course. These questions have been created in collaboration with the Operations team and are just preliminary questions, teaching teams will still need to request additional space if needed. If you have additional questions, please let us know at courses@gse.harvard.edu.
- If your class requires additional rooms for sections, please submit your request via our [HGSE Events and Room Reservation System](#) starting on Saturday, January 20th.

All the Best,

Jill Hennessey

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