

**From:** Sahagun, Miguel A <miguel\_sahagun@gse.harvard.edu>  
**Sent:** Tuesday, January 9, 2024 1:02 PM  
**Subject:** Spring Registration Updates (Ed.M. Residential)



## OFFICE OF THE REGISTRAR

Dear HGSE Students,

I hope this email finds you well. On behalf of the Office of the Registrar, I extend my best wishes to you as we approach the beginning of Spring Semester 2024. I hope you are looking forward to the upcoming Registration events! **Please take into consideration that this is a lot of information to digest; I will be sending you reminders as we get closer to each important event/deadline.**

The topics covered in this email include:

- **HGSE Courses**
- **Enrollment Overview**
- **Course previews**
- **My.harvard Check-in**
- **Lottery-Based Enrollment**
- **Cross-Registration**
- **E&O Foundations elective course requirement**
- **Important dates and deadlines**

### **HGSE Courses**

Courses offered during the Spring Semester 2024 are viewable in [my.Harvard](#). Please be aware that additions and changes will be made right up until the time of course enrollment. For that reason, it is a good idea to check the listing frequently. You can also find any course updates by visiting our [Course Catalog Updates page](#).

### **Enrollment Overview**

Course enrollment is split into three primary phases:

- **Pre-Enrollment:** Wednesday, January 10 – Tuesday, January 17 (Lottery-based enrollment ranking and placement; Add courses to your Crimson Cart; Submit petitions for instructor permission courses that are not in the lottery)
- **Open-Enrollment Period:** Thursday, January 18 – Friday, January 19 at 3:00pm ET (Enroll in open-enrollment courses; Enroll in instructor permission courses; Modify enrollments for lottery-based courses; Join waitlists for lottery-based courses that are full). After January 19, all courses require instructor approval

- **Add/Drop/grade option change deadline:** Monday, February 5 at 11:59PM ET (**Spring Full Term & Spring 1 Modules**)

Please [visit our Spring Term Registration 2024 page](#) for detailed information of the course enrollment process and deadlines.

### Course Previews

Students will have two opportunities to preview HGSE classes in advance of course enrollment:

1. By viewing 8-10-minute pre-recorded videos created by the course instructors and posted to their (Canvas) course websites. These videos will be made available to students on **Friday, January 12.**

**\*\*\*IMPORTANT\*\*\* It is highly recommended that you watch the pre-recorded videos before attending the Live Q&A sessions.**

2. By attending live, 25-minute question and answer sessions. **Spring Q&A sessions will be scheduled on Tuesday, January 16, and Wednesday, January 17.** The preview schedule will be posted to my.Harvard on Friday, January 12. These live sessions will also be recorded and posted to course websites.

### My.Harvard Check-In

Check-In in my.Harvard will begin on Wednesday, January 10 (at 12:01 a.m. ET). You will be able to complete the check-in process by following [these steps](#). The deadline to check-in in [my.Harvard](#) is Friday, January 19. After January 20, students will be allowed to do late check-in through Monday, February 6, at which time check-in will close. **All students are required to check-in for the spring semester.** When you have completed the Check-in process, you will be able to move forward to enroll in classes.

### Lottery-Based Enrollment

The Spring Semester lottery-based enrollment for HGSE courses **will open** in my.Harvard on **Wednesday, January 10 at 12:01am ET**, and will remain so **until Wednesday, January 17 when it will close at 2:00pm ET**. You will find the [lottery-based preferences \(rank your choices\) page in my.Harvard](#). 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 Wednesday, January 17 in the evening (no later than 11:59pm). You will receive an email communication once it has been completed.

Please visit [our Lottery Based Enrollment](#) page for detailed information of the lottery process and deadlines.

### Cross-Registration

Like HGSE course registration, cross-registration into any of the other Harvard schools and MIT is done through my.harvard. Please visit our [Cross Registration page](#) for additional information.

Please note that on Wednesday, January 10, you may add courses to your Crimson Cart – This means that you can start adding courses at other Harvard Schools and MIT to your Crimson Cart. This will allow you to validate and submit petitions for instructor permission courses. Holds do not impact your ability to add courses to your Crimson Cart and submit petitions!

**\*\*\*IMPORTANT\*\*\***

**Due to differences in the academic calendars of the Harvard Graduate School of Education (HGSE) and the Massachusetts Institute of Technology (MIT)**, students are cautioned that some MIT courses that require instructor permission/approval start after our add/drop deadline; this might prevent you from registering. As a reminder, you need to follow the earliest deadline of both institutions, in this case, HGSE add/drop deadline is first. In addition, Spring grades for MIT courses may not be received in time to count towards May 2024 graduation. If students wish to receive their diploma on time, they should carefully consider whether to take an MIT course in the final semester. Please refer to the [Student Handbook](#) on our website, and to the deadlines listed below:

January 10 - GSE Crimson Cart Opens  
January 18 - GSE Spring Open Enrollment Begins  
**January 22 - GSE Spring Classes Begin**  
**January 29 - MIT Spring Enrollment Begins**  
February 2 - MIT Spring Registration Ends  
**February 5 - MIT First Day of Spring Classes**  
**February 5 - GSE Spring/Spring1 Add/Drop Deadline**  
March 8 - MIT Spring Add/Drop Deadline  
**May 13 - GSE Spring/Spring2 Grades Due**  
May 14 - MIT Spring Classes End  
**May 23 - GSE Commencement**  
May 24 - MIT Spring Grades Due

**E&O Foundations Elective Course Requirement (Residential Ed.M. Students)**

As a reminder, all Ed.M. students who will graduate in May 2024 must complete their E&O Foundations elective requirement before May Term by choosing a course from the list on the [E&O Foundations Canvas website](#). Those wishing to petition for an unlisted course to count toward their E&O Foundations **must do so by January 30, 2024, at 5 pm ET. Any petitions received after January 30 will not be accepted.** Instructions for submitting a petition may be found on the E&O Canvas site.

**Important Dates and Deadlines**

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

- **Wednesday, January 10, 2024:** Add courses to your Crimson Cart Opens
- **Wednesday, January 10, 2024:** Lottery-based Enrollment Opens (rank your choices)
- **Tuesday, January 16 – Wednesday, January 17, 2024:** Live Course Q&A sessions
- **Wednesday, January 17, 2024, 2pm ET:** Lottery-based Enrollment deadline (closes at 2pm ET)
- **Thursday, January 18, 2024, 12:01am ET:** Open enrollment begins

- **Friday, January 19, 2024, 3:00pm ET:** Check-In and HGSE Course Enrollment deadline. (Deadline does not apply to courses HGSE students are expecting to take through cross-registration at other Harvard schools)
- **Monday, January 22, 2024:** HGSE Spring courses begin
- **Monday February 5, 2024:** Add/Drop/Change Deadline for Spring Full Term and Spring 1 classes

## Contact Us

If you have any questions, please contact us at [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu). In addition, The Office of the Registrar will be offering table (in-person office) hours in the Gutman Library lobby in the morning (10am to noon) and afternoons (2-4pm) on:

Wednesday, January 10th

Tuesday, January 16th

Wednesday, January 17th

Thursday, January 18th

Friday January 19th

Regards,

**Miguel Sahagún, Ph.D. | Assistant Dean of Enrollment Services and Registrar of the Harvard Graduate School of Education**

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