

From: Sahagun, Miguel A <miguel_sahagun@gse.harvard.edu>
Sent: Friday, January 19, 2024 4:09 PM
Subject: Spring Registration Reminder!



OFFICE OF THE REGISTRAR

Dear HGSE Students,

On behalf of the Office of the Registrar, we hope you are eagerly anticipating the start of classes on January 22nd! I'm writing to share some important reminders for the Spring Semester. The Registrar team is available to assist you if you encounter any roadblocks or have any questions; [please visit our website for office and virtual hours.](#)

The topics covered in this email include:

- **Registration Deadline**
- **Open Enrollment Courses**
- **Instructor Permission Courses**
- **Cross-Registration Courses** (Residential Students)
- **Credit Limit**
- **Grade Options and Letter Grade Policy**
- **May Term Courses** (Residential Students)
- **Course Time Conflicts in my.Harvard**

Registration Deadline

Now that the registration deadline has passed, you should be registered for all of your required courses, as well as for courses that you are fairly certain you will be taking. If you need to make a change to your registration, you may do so until the [add/drop deadline](#) of each session. We ask that you drop any course you do not intend to take, so that another student may take your place.

Open-Enrollment Courses

Starting today, January 19th at 3pm 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, do not forget 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. When your petition is approved, do not forget to enroll in the course! Please follow these instructions to [submit petitions](#).

Cross-Registration Courses (Residential Students)

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](#).

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, January, and May Terms) cannot exceed the **overall 56 max credit count**.

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, in general, Ed.M. students must take at least 16 credits for a letter grade.**

Residential students: Please note that cross-registered courses taken for letter grades (e.g., A, B, C, D, and E or F) count toward this minimum. Cross-registered courses taken satisfactory/no credit (or the equivalent option at the host School) **do not**. Grades issued through cross-registration are recorded as such and are not converted by HGSE. These are the schools that offer Letter Grade courses: **Divinity, FAS, Business School Doctorate, HKS, Public Health, and MIT.**

May Term Courses (Residential Students)

Credits for courses taken during May Term do **NOT** count towards the spring semester minimum nor the overall degree program minimums (42 credits for EdM students and 32 credits for C.A.S. students), though they do count toward the max overall program credits (56). **Credits for courses taken during May Term cannot be applied to satisfy minimum graduation requirements in the same graduating month.**

Time Conflicts in my.Harvard

Under NO circumstances students are allowed to enroll in courses that have overlapping synchronous sessions.

Important Dates and Deadlines

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

- **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. 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:

- Monday, 1/22
- Tuesday, 1/23
- Wednesday, 1/24
- Thursday, 1/25
- Friday 1/26

Best wishes,

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

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