

SECTION FOUR

Registration Information

Cross-Registration Guidelines

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Common Registration Procedures

While cross-registering differs for each school, there are some basic procedures. Most schools require interested students to complete a cross-registration petition form, signed by your school's registrar, the course instructor, and the host registrar, in that order. Despite these commonalities, each particular school will have its own specific forms, procedures, and grading systems. Therefore, potential cross-registrants should be aware of and comply with the guidelines of both the host school and your own school. Other considerations include:

- Be aware of your school and the host schools' cross-registration and drop deadlines that must be observed.
- Most schools also require your advisor's signature on the form.
- Warning: if the course is labeled Limited Enrollment or Special Permission Required, inquire about restrictions.
- The course grading system and regulations of the host school will be observed. Other rules and regulations of your school must also be followed.
- Be sure to notify both schools when dropping a cross-registered course.
- Some schools, such as the Law School, conduct pre-registration for their students. Others may maintain waiting lists. Many operate on a first-come, first-served principal.
- Each school has regulations about cross-registration credit; the registrar's office of your home school can inform you about its particular restrictions.

Different Deadlines

As the cross-registration calendar highlights (see back cover), each school has different cross-registration deadlines. When you design your schedule, look for potential conflicts in exam times and the particular school's break and holiday calendars. For example, the Law and Business Schools start before the Kennedy and Education Schools. In addition, the Law School sets aside time during the fall and the Business School during the spring semester for students to interview with potential employers.

Another potential conflict may be incompatible class times and travel time requirements. Some schools (i.e., the School of Public Health and the Kennedy School) specifically forbid registering for courses with overlapping class times or conflicting exam schedules. Again, stay keen to important details and visit the host school's website or contact their registrar for an updated academic calendar.

Cross-Registration Grading Information

SCHOOL	SATISFACTORY	UNSATISFACTORY	FAIL
Kennedy School of Government	A to B-, Sat.	C to D-	E, Unsat.
Harvard Business School	I, II	III	IV
Harvard Law School	A+ to B-	C, D	F
Harvard School of Public Health	A to B-, P	C+ to C-	F
Harvard Divinity School	A to C-, Sat	D+ to D-	F, Unsat.
Graduate School of Education	A to B-, Sat.	C+ to D-	E, NCR
Graduate School of Design	DISHPP	LP	F
Faculty of Arts and Sciences	A to B-, Sat.	C+ to D-, U	R
Massachusetts Institute of Technology	A, B, C	D	F
Tufts: Fletcher School of Law and Diplomacy	A to B-, Sat	N/A	C and Below

1 Information for MBA program only. For doctoral program, please contact the HBS registrar or see crossreg.harvard.edu
 2 Th.M degree candidates must achieve a B- or higher for satisfactory. For further information, contact the HDS registrar.

JOHN F. KENNEDY SCHOOL OF GOVERNMENT (KSG)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the KSG Registrar).
- Please submit your completed cross-registration petition to the KSG Registrar's Office, Belfer Building, Lobby 1.
- KSG does not offer auditing or PASS/FAIL and SAT/UNSAT is only available for Reading and Research courses.
- KSG offers both full semester (1 credit) and half-semester (.5 credit) module courses. Two modules are equal to one credit. Modules may be taken at different schools. Although some modules may begin at a midpoint in the term, students should register for all modules at the beginning of the term.
- Contact the KSG Registrar for information on how to register for modules that begin mid-semester. Module courses are designated with an "M" in the course number.
- Courses denoted by a "Y" or courses in the 100 series are considered "core" courses for students in the KSG Master in Public Policy (MPP) program. The Y designated courses admit very few non-MPP students and then admission is by instructor approval. Also note that a Y designated course covers one year but is taken for only one credit. The 100 series courses are often restricted enrollment.
- Kennedy School students are limited to cross-registration at no more than four one-credit courses per year, with two credits per semester. This cross-registration limit includes all the schools listed in this section, except for certain courses at the Faculty of Arts and Sciences.
- Only graduate-level courses related to public policy/public administration may count toward a degree, unless otherwise specified. Program directors and the registrar will determine relevance if there is a question.
- The Registrar maintains a list of pre-approved courses for cross-registration outside the Kennedy School; however, if you wish to take a course not on that list, you must complete a request form to have your course considered for KSG credit. If your request is granted, the course will normally be added to the list for future students. If your request is denied, you may still register for the course, although you will not earn KSG credit; that is, the course will not count toward the number of credits you need to graduate. Pre-approved course listing: ksgregistrar.harvard.edu/reports/approved-crx.htm
- Whether or not a KSG student expects to earn credit for a cross-registered course, the course must be completed or an add/drop form must be filed within the appropriate time limit, as the course will be recorded—along with the grade a student receives—on the student's permanent transcript.
- Normally, Kennedy School students may not take more than two courses per semester outside the Kennedy School.

For an additional resource on cross-registration procedures at Harvard University, please see: crossreg.harvard.edu. The site includes useful links to online petition forms, contact information for registrars at each Harvard School, information about class schedules, cross registration deadlines, add/drop deadlines and exam schedules, a convenient credit conversion calculator, as well as further information about cross-registration policies and procedures throughout the University.

HARVARD BUSINESS SCHOOL (HBS)

- Students must begin the cross-registration process early. HBS recommends obtaining a signed petition from their home school for up to 4 classes (2 courses plus 2 alternates) by August 25, 2005 in the Fall and January 5, 2006 in the Spring. Students must likewise obtain the signatures of the HBS faculty member or authorized assistant before submitting their petition by 3:00 p.m., September 8, 2005 in the Fall and January 19, 2006 in the Spring.
- A lottery system will be used to determine space in courses where applicants outnumber slots. Students may lottery for up to four courses of interest (two courses and two alternates). Students will rank the courses according to their preferences. The deadline for entering the lottery is 3 p.m. on September 8, 2005 for the Fall and January 19, 2006 for the Spring, with results of the lottery received three days afterwards. Students are notified of lottery results via email by the weekend of September 10, 2005 in the Fall and the weekend of January 21, 2006 in the Spring.
- *Important note:* Classes will start before you find out if you are accepted. Pick up the free case materials and prepare for classes. Class participation is frequently half of your grade.
- There is a mandatory materials and technology fee of \$300 for all cross-registrants (including auditors) which will be applied to the students' term bills. The fee is refundable if the course is dropped by the end of the third week of classes. The fee covers both the technology and the tangible materials used in a course: i.e., the Course Platform, which offers online access (by password) to daily assignments and other necessary information about each course, as well as printed case material, required textbooks, handouts, videos, exams, exam printing, etc.
- The Winter semester at HBS generally corresponds to the Spring semester at other schools. For clarity, the Guide refers to the Winter semester as Spring.
- Classes are offered on a two-part (X, Y) schedule. Request a copy of the HBS academic calendar, or look online (see Online At-A-Glance). You will note that the X schedule classes meet mostly in the first half of the week while Y classes meet mostly in the second half of the week, with Wednesday being a "swing" day.
- First year business courses are closed to cross-registrants.
- Check with your registrar or online about how a particular HBS 3-credit course counts toward credit at your school.
- HBS-MBA allows incoming cross-registrants to take a maximum of two HBS courses per term (including audited courses). Note: Petition form can include two alternative courses.
- HBS Students cross-registering outside the school may take the equivalent of two 3 credit courses at other schools.
- Exams at HBS cannot be rescheduled due to conflicts at another school. Grades are given on a forced curve. See the HBS handout on information for cross-registrants (available for the HBS Registrar).

HARVARD LAW SCHOOL (HLS)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the HLS Registrar).
- In addition to the fall and spring semesters, the Law School offers a limited winter semester that generally coincides with the Kennedy School's semester break.
- Some legal background may be helpful for some courses. Check with the professor if the course description suggests greater legal knowledge than you possess.
- Law School students pre-register in the semester prior to the offering of the next semester's schedule. Some courses may be fully subscribed before the semester starts. A list of the fully subscribed courses is available from the Registrar.

HARVARD LAW SCHOOL (HLS) (continued)

- If you are extremely interested in a course, contact the professor and obtain his/her signature on the cross-registration petition. The Law School Registrar will make the final decision. There is potential that available seats may change as Law students receive notices of acceptance for wait-listed classes.
- Exams are never given in advance of the printed schedule. A copy of the deferred exam policy is available from the HLS Registrar.
- Students cross-registering into the Law School from other degree programs may not cross-register for more than a total of 6 credits per year, including audits. The only exceptions are in cases where students are enrolled in joint degree programs with the Harvard Law School, and such students should consult with the Assistant Registrar in the Registrar's Office about their plans.
- For Law students cross-registering outside HLS, a maximum of 10 credits of cross-registration count toward the JD degree (4 credits in 2L and 6 credits in 3L), usually the equivalent of 3-4 courses. Additionally, 8 of the 10 minimum credits required of JDs in fall/spring semesters must be HLS credits.
- Courses not directly related to the study of the law may require additional HLS approval for an HLS student to receive degree credit for courses taken outside the school.

HARVARD SCHOOL OF PUBLIC HEALTH (HSPH)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the HSPH Registrar).
- Courses at the HSPH are designated Fall, Fall 1, Fall 2, Spring, Spring 1, and Spring 2. Courses designated Fall are full semester courses. Fall 1 courses are half semester courses offered in the first half of the semester. Fall 2 courses are offered in the second half of the semester. The same system applies for spring courses.
- Consult the Registrar's website for special registration and deadlines for half-semester courses.
- Cross-registered students may not audit a course. Some courses are limited to HSPH students only. See course descriptions for more detail.
- Cross-registering HSPH Students may not take more than 50% of their course work outside of the School of Public Health

HARVARD DIVINITY SCHOOL (HDS)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the HDS Registrar).
- For cross-registering HDS students, one-half of the courses taken each semester must be taken at HDS.

HARVARD GRADUATE SCHOOL OF EDUCATION (GSE)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the GSE Registrar).
- Education courses can be dropped before the last official class meeting.
- GSE students may take no more than one-half of the courses counting toward an GSE degree through cross-registration.
- If a GSE student is taking a course marked "Primarily for Undergraduates" or "For Undergraduates Only" and wishes to count it toward his or her degree, the student must also complete an Extra Work Form in the GSE Registrar's Office.

HARVARD GRADUATE SCHOOL OF DESIGN (GSD)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the GSD Registrar).
- Spring semester course offerings will not be finalized until December.
- For GSD students, cross-registered courses may not represent more than one half of the student's total program in any one term.
- Courses taken outside of GSD should normally be in subjects not available at the Design School. If there is apparent duplication of the subject in the two schools, there must be a valid reason for enrolling outside the GSD.
- Courses enrolled in outside GSD must not constitute, in their ensemble, a program that is separate from, or in addition to, the program for which the student is formally registered in the Design School.
- GSD students may obtain credit toward the fulfillment of a degree at the Design School for a maximum of two under graduate-level courses, or the equivalent of eight GSD units, at Harvard College.
- MDesS students may take a maximum of two cross registered courses without the permission of the program director.

HARVARD FACULTY OF ARTS AND SCIENCES (FAS)

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the FAS Registrar).
- For GSAS students, cross-registered courses may not represent more than one-half the student's total program of study in any term.
- GSAS students may only cross-register in courses not listed in the FAS Courses of Instruction.
- Cross-registering full time GSAS students must maintain the equivalent of at least four half-courses in each term.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (MIT)

- Special rules apply to cross-registration by Kennedy School students at MIT. Due to demand, enrollment in MIT courses is limited to students who demonstrate "compelling educational" reasons. A petition to enroll (available at the KSG Registrar's Office) must be completed and submitted by a deadline announced each year. The number of KSG students permitted to cross-register at MIT is limited each term and KSG students are normally limited to one MIT course per term.
- When you deliver your petition to MIT, you must also complete a brief biographic form.

TUFTS UNIVERSITY: FLETCHER SCHOOL OF LAW AND DIPLOMACY

- The registration procedures are standard (i.e. take the cross-registration petition from your school to the instructor for his/her signature and submit the petition to the Tufts Registrar).
- Note that only the Fletcher School has a cross-registration agreement with the Kennedy School. The School of Arts and Sciences offers some courses of interest to non-profit students but does not have a cross-registration agreement. Contact the Registrar at the School of Arts and Sciences for additional information at (617) 627-3267.