

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- | E, 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-, Uns. | E |
| Massachusetts Institute of Technology | A, B, C | D | F |
| Tufts: Fletcher School of Law and Diplomacy | A to B- | 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)

- Following online course enrollment and online add/drop, which are only available to KSG students, students from other schools are welcome to add KSG courses if space is available.
- Please obtain the signature of the faculty member teaching the course in which you want to enroll and submit your cross-registration petition to the KSG Registrar's Office, Belfer Building, Lobby 1. Deadlines can be found on the Registrar's Office website www.ksg.harvard.edu/registrar
- KSG does not offer an audit or PASS/FAIL grading option. A grading option of SAT/UNSAT is only available for Reading and Research courses.
- KSG offers both full semester (1 credit) courses and half-semester (.5 credit) modules. Contact the KSG Registrar's Office if you have questions 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" (year-long) 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 admission is by instructor approval. Year-long courses are typically for one credit.
- Normally, Kennedy School students may not take more than two credits per semester outside of the Kennedy School. When a course is jointly listed with another school, you must sign-up using the KSG course number. (Please refer to the student handbook, page 17)
- If you submit a cross-registration to another school, whether or not you expect to earn credit, a grade for the course will be recorded on your official transcript. Students must file a drop petition within the appropriate time frame to have the course removed from their record.
- KSG does not translate grades from other schools into letter grades (i.e. grades of I, II, III from HBS and DIS, HP, P from the Design School) are reflected on your transcript according to the host school's grading system.

Additional Cross-Registration Resource

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 the home school registrar beginning August 28, 2007 in the Fall and January 8, 2008 in the Spring. Students can petition for up to 6 credits-worth of courses ("Full Courses" are 3 credits and "Half Courses" are 1.5 credits) plus alternates. Students must likewise obtain the signatures of the HBS faculty member or authorized assistant for each class on their petition prior to submitting that petition to MBA Registrar Services by 5:00 p.m., September 6, 2007 in the Fall and January 17, 2008 in the Spring.
- Students should rank the courses according to their preferences.
- Cross-registrants are selected at random for available seats in the course up to the limit set by the instructor and/or the classroom occupancy limits. The deadline for entering the lottery is 5:00 p.m., September 6, 2007 for the Fall and January 17, 2008 for the Spring. Students are notified of lottery results via email by the evening of September 8, 2007 in the Fall and the evening of January 29, 2008 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 \$150 per 3-credit "Full Courses" and \$75 per 1.5-credit "Half Courses" 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 (September 21, 2007 in the Fall and February 1, 2008 in the Spring). The fee covers both technology and the tangible materials used in a course: i.e., the Course Platform, which offers on-line 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 home school registrar or online about how a particular HBS 3-credit course counts toward credit at your school.
- Cross-registrants are limited to the equivalent of six credits per term in any combination of full semester courses (3 credits) or half-semester courses (1.5 credits). The credit value of courses taken for audit count toward this limit.
- 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 from the HBS Registrar).
- For more information please visit www.crossreg.hbs.edu or <http://www.hbs.edu/mba/registrar/crossregistration.html>

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.
- 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 HGSE Registrar).
- For GSE students, in matters of cross-registration, the earlier of the two drop deadlines (the student's home faculty and the host faculty) applies.

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. Please consult the GSD online catalogue for an updated version.
- 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 undergraduate-level courses, or the equivalent of eight GSD units, at Harvard College.
- MDesS students may take a maximum of three cross registered courses without the permission of the program director during their tenure at the GSD.

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.
- All GSAS students who cross register at another school must file cross-registration petitions, whether or not the course is to be taken for credit.
- Students taking courses outside the Faculty of Arts and Sciences by cross-registration are subject to all the rules of GSAS as well as those of the other school.
- 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 October 5, 2007 for the Fall semester and March 7, 2008 for the Spring. 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.
- The current instructions for Harvard students seeking to cross-register are located at the following link: <http://web.mit.edu/registrar/www/crossreg/xregi4h.html>

TUFTS 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). There is also a short form to be completed in the Fletcher School Registrar's office so petitions must be submitted in person.
- 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 nonproft students but does not have a cross-registration agreement. Contact the Registrar at the School of Arts and Sciences for additional information at (617) 627-3055.

