

2002-2003

The Hauser Center
for Nonprofit Organizations



Guide to Nonprofit Courses

at Harvard University and Beyond

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Academic Year 2002-2003

SECTION THREE

Registration Information

Cross Registration Guidelines

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Cross-Registration Guidelines

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 school 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 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.

This section was adapted from "Cross-Registration Procedures for Graduate Students at Harvard University", found on the Harvard Graduate Council website at <http://www.harvard.edu/academics/xregistration>.

HARVARD BUSINESS SCHOOL (HBS)

- ♦ 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.
- ♦ First year business courses are closed to cross-registrants.
- ♦ Check with your registrar about how a particular HBS 3-credit course counts toward credit at your school.
- ♦ 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.
- ♦ 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 5, 2002 for the Fall and January 16, 2003 for the Spring, with results of the lottery received three days afterwards. The HBS registrar can advise you about the current practice for notifying students about lottery outcomes.
- ♦ Bring your school’s cross-registration petition (with the HBS instructor’s signature on it for each course of interest) to the HBS Registrar by the deadline. All completed petitions will be eligible for the lottery.
- ♦ 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 Program and Technology fee of \$ 275 for all students (MBA as well as cross-registrants) which must be paid when the petition is submitted (up to two checks for two courses, made payable to Harvard University). Checks should be submitted at MBA Registrar Services - Spangler Center 2nd Floor. The fee is refundable if the course is dropped by the end of the second week of classes. The course materials fee covers electronic and tangible course materials and support such as on-line access to assignments, some course materials, teaching cases, required textbooks, videos, exams, exam printing, etc.
- ♦ Exams and grades - Exams 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).

SPECIAL NOTE

Several students from the Kennedy School, Business School and Schools of Public Health and Education put together an Unofficial Guide to Cross-Registrants at the Business School. The booklet contains:

Practice Tips -- Class Participation at HBS
HBSpeak
Which Numbers Should I “Crunch”?
Marketing In A Nutshell
Financial Analysis and Formulas for the Deeply Interested

The Booklet is available from the Kennedy School Registrar. A disk with the Unofficial Guide was also provided to the registrars at the School of Public Health and the Graduate School of Education.

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).
- ♦ 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 limited enrollment.

N.B. Kennedy School students are limited to cross-registration at no more than four one-credit courses per year, with two courses 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.

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.

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, 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.
- ♦ The HSPH offers a winter semester. For more information, see <http://www.hsph.harvard.edu/registrar/WinterSession/index.shtml>
- ♦ Consult the registrar's website for special registration and deadlines for half-semester courses.

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).

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.

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.

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).

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: 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 nonprofit 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.

Cross-Registration Calendar

	Fall 2002			Spring 2003				
	Classes Begin	Apply Deadline	Drop Deadline	Classes Begin	Apply Deadline	Drop Deadline	Petition To	Contact
Kennedy School of Government	9/11/02	9/27/02 ¹	10/11/02	1/29/03	2/14/03 ¹	2/21/03	Registrar's Office 79 JFK St. Belfer Building, G-11	Jonathan Hoy 496-8739 jonathan_hoy@harvard.edu
Harvard Business School	9/4/02	9/5/02	9/13/02	1/15/03	1/16/03	1/29/03	Spangler Center 2nd Floor	Lee Gross 495-9459 lgross@hbs.harvard.edu
Harvard Law School	9/5/02	9/13/02	9/13/02	1/29/03	2/6/03	2/6/03	Griswold 100, 1525 Mass. Ave.	Joe Cook 495-7975 jmcCook@law.harvard.edu
School of Public Health ²	9/09/02	9/20/02	9/20/02	2/03/03	2/14/03	2/14/03	677 Huntington Ave., G-4	Joann Wilson-Singleton 432-1032 registra@hsph.harvard.edu
Harvard Divinity School	9/17/02	10/4/02	10/4/02	1/29/03	2/14/03	2/14/03	14 Divinity Avenue Room 208	Ron Alberts 495-5760 ron_alberts@harvard.edu
Graduate School of Education	9/17/02	10/10/02	10/17/02 ³	1/29/03	2/20/03	2/27/03 ³	13 Longfellow Appian Way	Sharon Lim-Hing 496-7972 sharon_lim-hing@harvard.edu
Graduate School of Design	9/13/02	9/23/02	10/11/02	1/29/03	2/5/03	2/21/03	Office of Student Services Gund 422	Sean Conlon 496-5154 sconlon@gsd.harvard.edu
Faculty of Arts and Science	9/17/02	10/14/02	11/19/02	1/29/03	3/03/03	4/8/03	20 Garden St. Room 109	Allison Stamiris 496-6597 stamiris@fas.harvard.edu
Harvard Extension School	9/17/02	9/30/02	9/30/02	1/27/03	2/09/03	2/09/03	51 Brattle Street	Susan McGee 495-5535 mcege@hude.harvard.edu
M.T.T.	9/04/02	9/27/02	11/20/02	2/5/03	3/1/03	4/24/03	Student Services Bldg 11, Rm 120 77 Mass. Ave.	Daniel Engelhardt 258-6434 dane@mit.edu
Tufts Fletcher School	9/04/02	9/11/02	9/11/02	1/14/03	1/22/03	2/13/03	Cabot 404 Packard Ave. Medford, MA	April Brewer 627-3055 april.brewer@tufts.edu

Notes: 1 The application deadline for a module at the Kennedy School of Government is earlier than the date listed here.

2 Dates given are for "Fall 1" and "Spring 1" courses. For "Fall," "Fall 2," "Spring," and "Spring 2" courses, see the calendar at www.hsph.harvard.edu/registrar/acad-calendar-02-03.shtml

3 Education courses can be dropped before the last official class meeting.