Cross-Registration into Harvard University Courses – Instructions

The cross-registration process has changed at Harvard University. They will no longer be accepting paper cross-registration forms. The process is entirely online. There are two different systems – one for Harvard-Kennedy School and one for all of the other Harvard Schools. Below you will find information about this new process. If you are planning on cross-registering at one of the Tufts Schools, it remains a paper process. Cross-registration forms are available in the Registrar’s office for x-registering at Tufts. There is important information about general rules of cross-registration at the end of this email. It is your responsibility to comply with these rules.

The Basic Steps are as follows:

1. **First time cross-registrants** need to create an XID by going to this site: [https://xid.harvard.edu/xid-apps/displaySSCreateForm.do](https://xid.harvard.edu/xid-apps/displaySSCreateForm.do)
   
   **NOTE:** You must use your @tufts.edu email account. This is the way that Harvard will validate your ability to take a course. You may use this XID for future semesters of cross-registration at Harvard.

2. **Research courses of interest** using the Harvard University Course Catalog: [https://coursecatalog.harvard.edu/icb/icb.do](https://coursecatalog.harvard.edu/icb/icb.do). Be sure to review schedules, meeting times, enrollment limits, and exam dates. Be certain the course is not cross-listed with your “Home School” (Fletcher). Students are discouraged from cross-registering for courses that cover subjects/courses available in their Home School.

3. **Confirm eligibility** with your Home School for cross-registration with Harvard.

4. **Create an online cross-registration petition form** via the Harvard cross-registration site.

5. **Login to the Harvard University Course Catalog** with your XID (issued only to non-Harvard students). Non-Harvard students should be sure to select the XID radio button on the login page.

6. **Select My Cross-Registration List** from the home page or any search results or course details page.

7. **On the cross-registration petition list** via the Harvard cross-registration site:
   - Select a **grading option** from the drop-down menu if prompted.
   - Select a **level** from the drop-down menu if prompted.
   - Click **Submit Online Petition**.
   - Enter your **Home School** (Fletcher) from drop-down menu if prompted.
   - Enter your **Program/Department** from drop-down menu if prompted.
   - Enter your **Degree Year** from drop-down menu if prompted.
   - Click **Confirm** in the pop-up.

8. **Please be sure to speak to the Harvard instructor** about your interest in cross-registering since they will ultimately approve your cross-registration petition, as long as a seat is available in the course, or deny your petition.

Extra Steps for Cross-Registration at Harvard Business School

9. **If you are cross-registering at HBS**, you must follow this process AND complete their lottery registration process. The following site provides information about extra steps needed at HBS: [http://www.hbs.edu/mba/registrar/crossregistration/Pages/crossregistration-timelines.aspx](http://www.hbs.edu/mba/registrar/crossregistration/Pages/crossregistration-timelines.aspx)

10. **Harvard Instructors will receive an email alerting them** that you are interested in cross-registering for their course; instructors approve or deny student requests online.

11. **Non-Harvard students are not enrolled in the course until** they receive email notification from the “Host School” (Harvard) Registrar’s Office.

12. **Students enrolled in a course may drop the course by following the current add/drop procedures at their Home School (Fletcher).**

For more information about cross-registration at Harvard: [http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&tabgroupid=icb.tabgroup104752](http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&tabgroupid=icb.tabgroup104752)

Extra Steps for Cross-Registration at the Kennedy School

In order to cross-register at HKS, you will need to follow the above directions AND create HKS credentials. For information about this, please go to [http://www.hks.harvard.edu/degrees/registrar/cross-registration](http://www.hks.harvard.edu/degrees/registrar/cross-registration) and then scroll down to the section titled “MIT and Tufts Fletcher Students.”

**GENERAL NOTES ABOUT CROSS-REGISTRATION – READ THOROUGHLY**

It is **your** responsibility to know the rules governing cross-registration. Please refer to your current Fletcher Student Handbook and the information covering Non-Fletcher Courses and Cross-Registration that is included in the Academic Policies and Procedures section. It is assumed that by completing a cross-registration petition (either on paper or online), you have read, understand, and agree to comply with these policies. Please also note the following:
It is your responsibility to know the cross-registration deadlines at Harvard and abide by the earlier deadline.

**Joint Degree & Potential Exchange participants:** Fletcher students completing an Exchange or Joint Degree Programs are NOT eligible to cross-register. If you are a first-year student considering participating in an Exchange or a Joint Degree you should refrain from cross-registration.

**Cross-Registration Limits:** During your career at Fletcher: MALD, MA, LLM, Visiting Exchange Students, and External Admit PhD students can meet up to 25% of their program requirements with non-Fletcher courses (includes both cross-registered and transferred courses). LLM candidates may take only one course credit at Harvard Law School. MIB students can offer a maximum of 4 non-Fletcher credits to meet program requirements and only 2 of the 4 credits may be taken at Harvard Business School. Exchange Students (those visiting FL) may take one course credit outside of Fletcher during their term at Fletcher.

During a given semester, a maximum of 2 course credits may be taken by cross-registration in any one term. This is assuming that the student is enrolled in four course credits in a given term. In other words, no more than 50% of a student’s program for the term can be taken outside of Fletcher in a particular semester.

*All courses taken via cross-registration must be graduate level courses.* The only exception is foreign language classes.

**Foreign Language Courses:** Students cross-registering to take a language class for credit must also submit a petition to CSAP requesting approval for language study. The language study must be relevant for the student’s academic program and/or professional goals.

**Special Notes About Credit Value Conversions:**

- **Harvard Law School:** 2 credit HLS courses = 0.5 credit at Fletcher; and courses of 3 or more HLS credits = 1.0 credit at Fletcher.
- **Harvard Business School:** 3 credit HBS courses = 1 credit at Fletcher; 1.5 credit HBS courses = 0.5 credit at Fletcher.
- **HSPH:** 2.5 credit HSPH courses = 0.5 credit at Fletcher; and 5 credit HSPH courses = 1.0 credit at Fletcher.
- **Harvard A&S:** a semester-long half course = 1.0 credit at Fletcher; and a year-long full course = 2.0 credits at Fletcher (1.0 credit per term).

**Winter Term Courses:** All courses taken during the winter term will be counted toward the spring term – no exceptions.

**Grades:** Courses taken through cross-registration must be taken for letter grades. Grades of B-(minus) or above are considered passing at Fletcher, even if a grade below B- is considered passing at the host school (Harvard). The exception to taking courses for letter grades is as follows: courses taken at HBS, where numerical grades are used; courses taken at Harvard Law School where courses are now graded on a scale of Honors, Pass, Low Pass and Fail or in some cases on a credit/no credit basis (where it is the only option or has been pre-approved by CSAP).

Although Fletcher does not compute or report GPA’s for external use, students should note that non-letter graded courses are not factored into a student’s GPA when applying to the PhD program at Fletcher nor can they be considered when students compute their own GPA for external purposes.

**Dropping a Cross-Registered Course:** If you want to drop a cross-registered course, you must begin by notifying Fletcher (your “Home School”), but you must also observe the deadlines for both the home or host school, whichever comes first, and also inform the host school promptly. Failure to do this will result in a permanent withdrawal code of “W” being recorded on your official transcript for the course.

**Warning for February 2015 or May 2015 Graduates:** Cross-registering in the fall term (for students hoping to graduate in February 2015) may delay your graduation, or cross-registering in the spring term (for those hoping to graduate in May 2015) may delay your graduation. Due to differences in Fletcher’s academic calendar and Harvard’s academic calendar, grades for non-Fletcher courses taken in the spring term may not be received in time for a February 2015 or May 2015 degree.