Cross-Registration into Harvard University Courses – Instructions

The cross-registration process at Harvard University is entirely online. They will no longer be accepting paper cross-registration forms. Below you will find important information and step-by-step instructions for cross-registering at Harvard. If you are planning on cross-registering at one of the Tufts Schools, it remains a paper process and the forms can be picked up in the Fletcher Registrar’s Office. **It is your responsibility to know the cross-registration deadlines at Harvard (May degree candidates should be sure to read the next page)!**

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. **Log into 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.

9. **Please see the reverse side for important information and instructions on how to drop a Harvard course.**

Extra Steps for Cross-Registration at Harvard Business School

10. **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)

11. **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.

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

13. **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)

**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 submitting a cross-registration petition online, you have read, understand, and agree to comply with these policies. Please also note the following:

**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:

ALL FLETCHER DEGREE SEEKING STUDENTS (excluding exchange students):
During a given semester, no more than the equivalent of 2.0 Fletcher course credits may be cross-registered.

MALD candidates can offer a maximum of 4.0 non-Fletcher credits to meet their 16.0 credit total.

MIB candidates can offer a maximum of 4.0 non-Fletcher credits to meet their 18.0 credit total and only 2.0 of the 4.0 credits may be taken at Harvard Business School.

LLM candidates may take only 1.0 course credit at Harvard Law School and a maximum of 2.0 credits overall.

MA candidates and MATA students who spend 1 year at Fletcher may cross-register for a maximum of 2.0 Fletcher course credits.

Exchange Students and MATA students who spend only 1 semester at Fletcher may take one course credit outside of Fletcher during their term at Fletcher.

All courses taken via cross-registration must be graduate level courses. The only exception is enrollment in a foreign language class for credit (CSAP approval is needed – please refer to the policy outlined on Fletcher Connect).

Dropping a Cross-Registered Course: If you want to drop a cross-registered course, you must begin by notifying the Fletcher Registrar’s Office (your “Home School”) via email (fletcherregistrar@tufts.edu). Please include the school, course number, and full name of the course in the email. The email will then be forwarded to the appropriate Harvard Registrar’s Office. You must observe the Fletcher School drop deadline. It is also polite to inform the Harvard professor of your intent to drop the course. Failure to email the Fletcher Registrar’s Office of your intent to drop the course will result in a permanent withdrawal code of “W” being recorded on your official transcript for the course.

Warning for upcoming May Graduates: For those expecting to graduate in May, cross-registering in the spring term at Harvard may delay 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 May degree.

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).
- **HKS**: 4.0 credit HKS courses = 1.0 credit at Fletcher; 2.0 credit HKS courses = 0.5 credit at Fletcher

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 and has been pre-approved by CSAP).

Although Fletcher does not compute or report a student’s GPA 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.