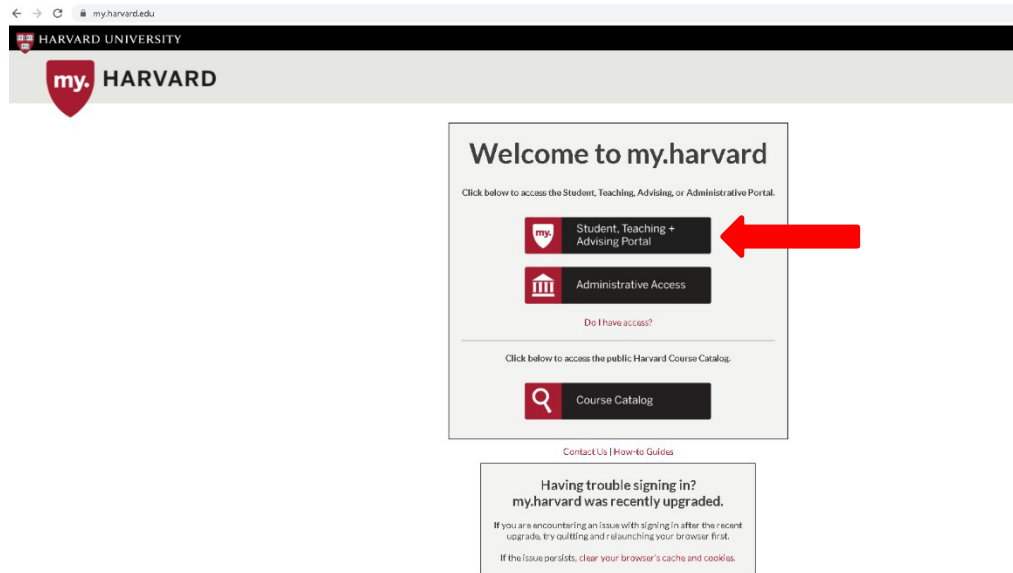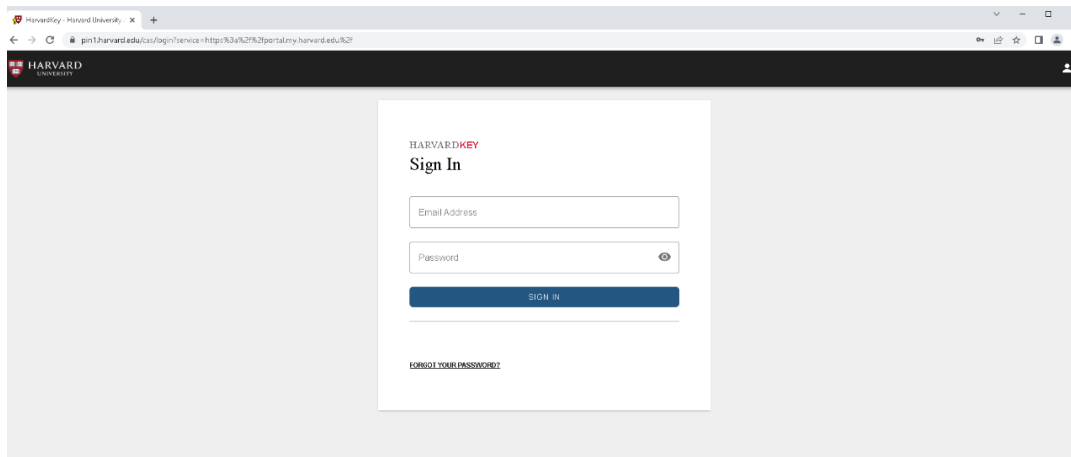# Harvard Course Cross-Registration Guide

This guide will go over how to enroll in a course at Harvard. To do so you will need to have an active Harvard Key. You must set up a new Harvard Key every semester. To do so follow the [Harvard Key Activation Guide](#).

1. To cross-register for Harvard courses, visit: https://my.harvard.edu/
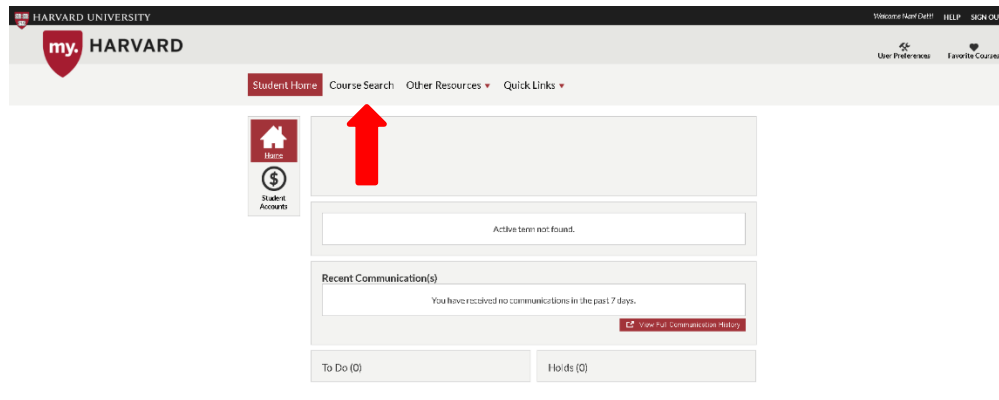

2. Click on Student, Teaching + Advising Portal, and you will be directed to a login page.

3. Log in using your Harvard Key information. If you have set up a two-factor authentication process, you will be asked to confirm your login on the next page.
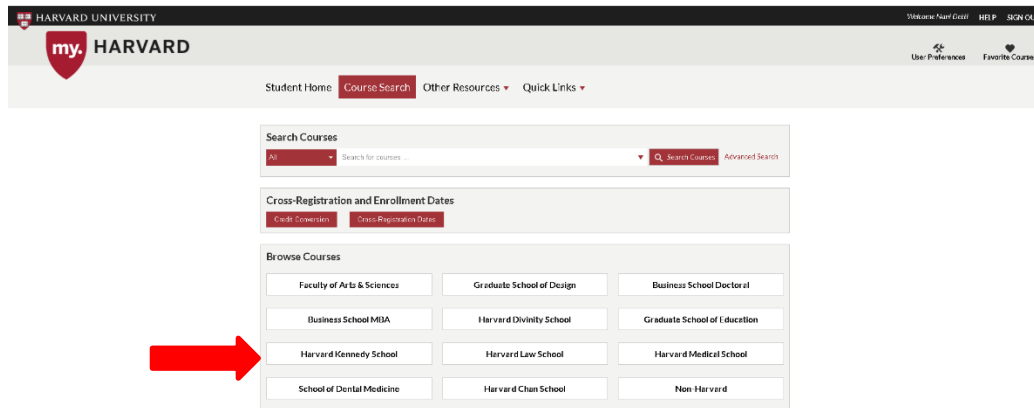
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4. You will now view the homepage for your my.Harvard portal.

5. To view the course catalog, click on "Course Search" on the top menu bar. You will now see a page with the list of all Harvard Schools.

6. Select the school you are interested in. (Example shown: Harvard Kennedy School). Select the current term, and filter courses based on your area of interest.

7. Select the term you want to enroll in. [Ex. Fall 2022].
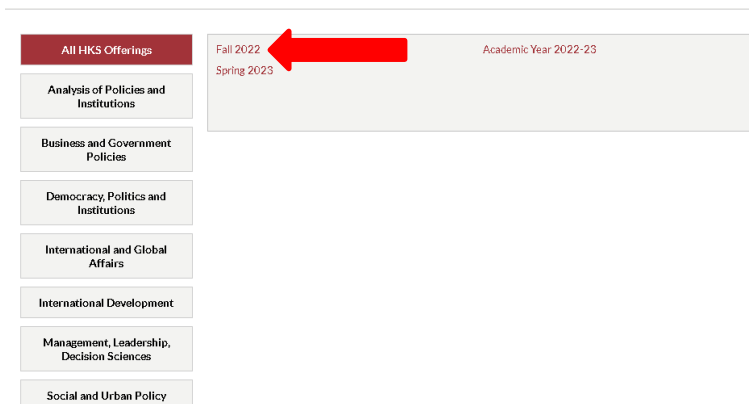
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8. You can now view all the courses offered at HKS in Fall 2022. To further filter courses, use the options on the left side of your screen.

9. Once you select a course, more information regarding the course will appear below. [Example shown: HKS IGA 413M The Energy Climate Transition]. Check to see if the course is available for cross registration. *Note: For HBS MBA courses, the course description will contain instructions on where to submit your resumé and statement of interest, or if the course will select cross-registrations via a lottery.*
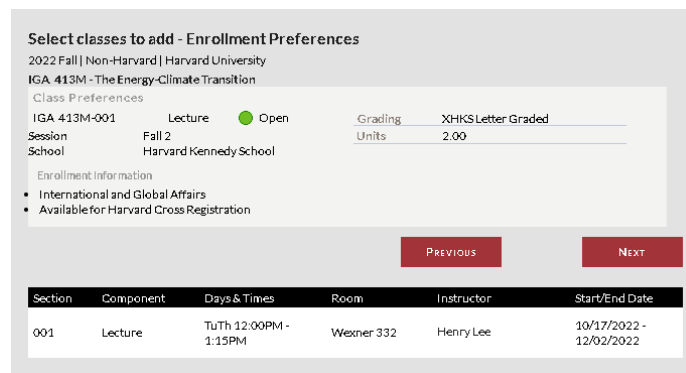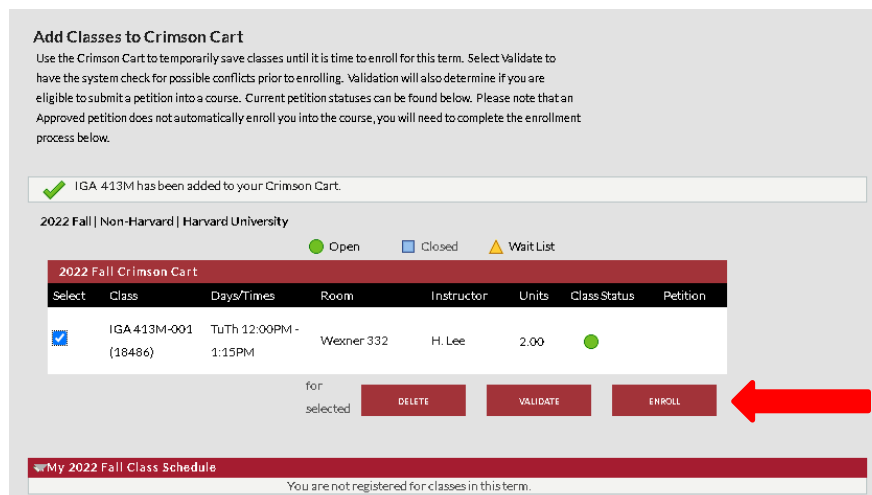
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10. Select "Add to Crimson Cart" from the options listed on the header. If you cannot add the course double check the Cross-Registration dates of the school you are attempting to cross-register into.

11. A box will appear showing the status of the course (if it is open or not), and all details regarding the schedule and the instructor. Select "Next" to continue your enrollment.

12. To finish your enrollment, select the course listed, and click "Enroll".

For any issues with Cross-Registration please reach out to ithelp@harvard.edu

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13. Some classes require instructor's permission. If this is the case, follow the steps below to submit your petition. Once you click enroll, a page will pop up to ask you to "Finish Enrolling".

14. A box will appear asking you to submit a petition for enrollment. Click on "Submit Petition".

15. A box may appear asking you to enter a few comments confirming your interest in enrolling in the course. Here, it's recommended to introduce yourself to the Professor, and explain your interest in the course, and subject. Once done, press "Submit". You have now successfully submitted your petition. *Note: This is not applicable to HBS MBA courses. See step 9.*

16. Other petitions that have not been processed will show an exclamation point or clock logo to show that they are pending. The timeline for a response will vary among the various Harvard schools. If approved, a green check will appear in the "Permission" column, note that you must take further action to enroll! Once you receive the green checkmark, select "Enroll/Validate/Delete". *Note: HBS MBA courses automatically enroll students in the courses they select, for HBS MBA courses skip to step 20.*

17. A pop-up will appear containing all approved petitions. To complete enrollment, select the course you wish to enroll in and click "Enroll".

18. Another pop-up will appear for a final confirmation. Select "Finish Enrolling".
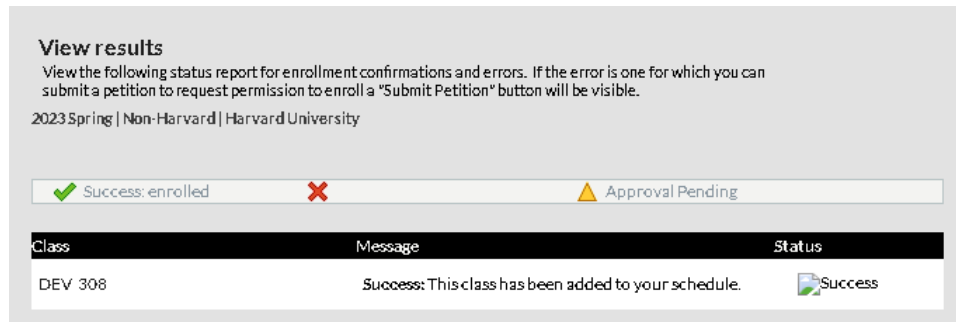
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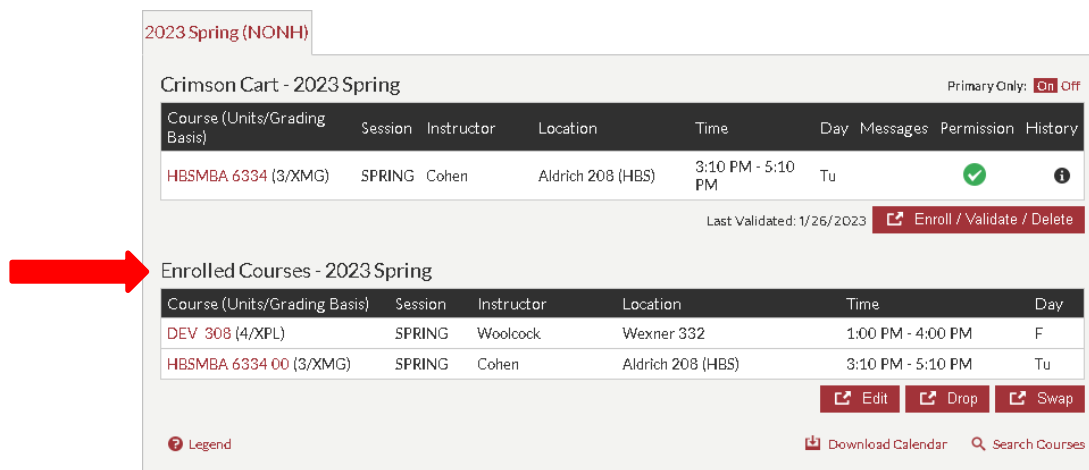19. A confirmation will appear. You have now completed the course registration process.

20. To double check your enrollment. Your My.Harvard should now show your enrolled courses.

You have now completed the course registration process.

Note: The Fletcher Registrar's Office must manually create Harvard courses in Tufts SIS. It may take a few days from when you complete the Harvard course registration process, to the course showing up on your SIS. If the course does not show up on your SIS by the "Last day of the late add period" as depicted on the Fletcher Academic Calendar, contact FletcherRegistrar@tufts.edu immediately.

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