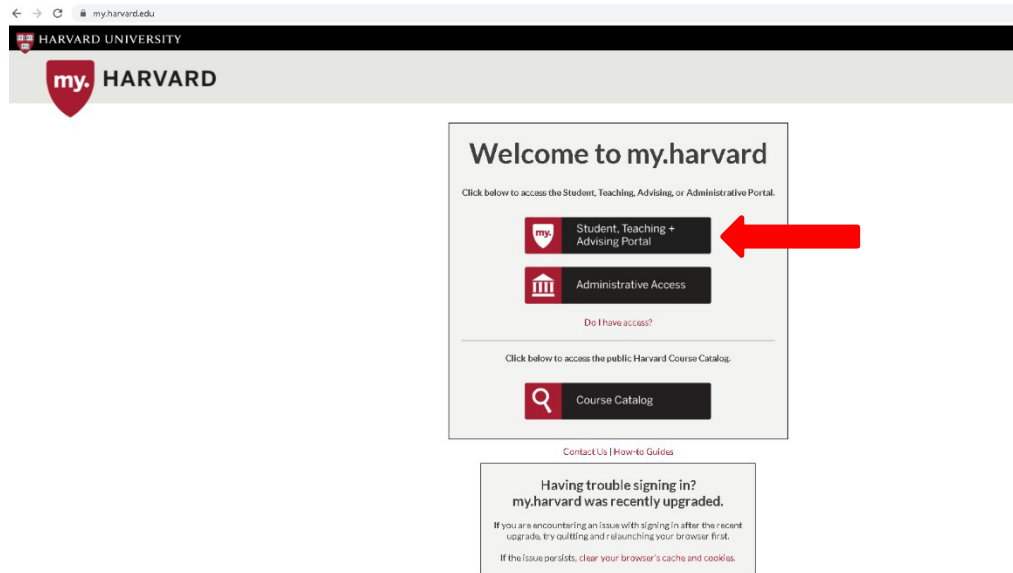


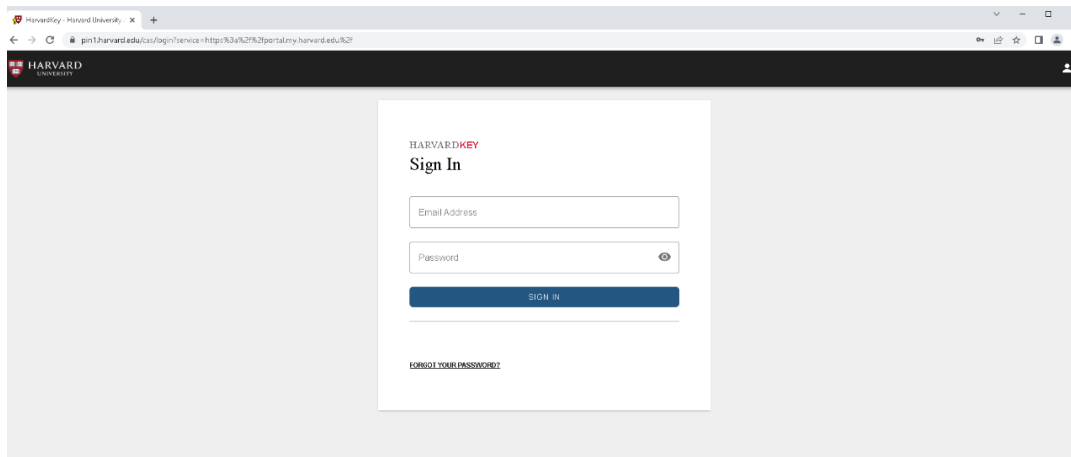
# Harvard Course Cross-Registration Guide

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/>



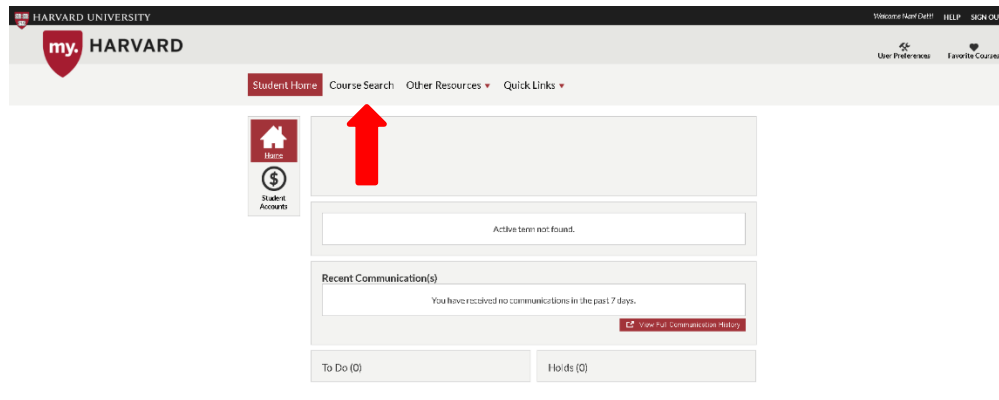
2. Click on Student, Teaching + Advising Portal, and you will be directed to a login page.



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.

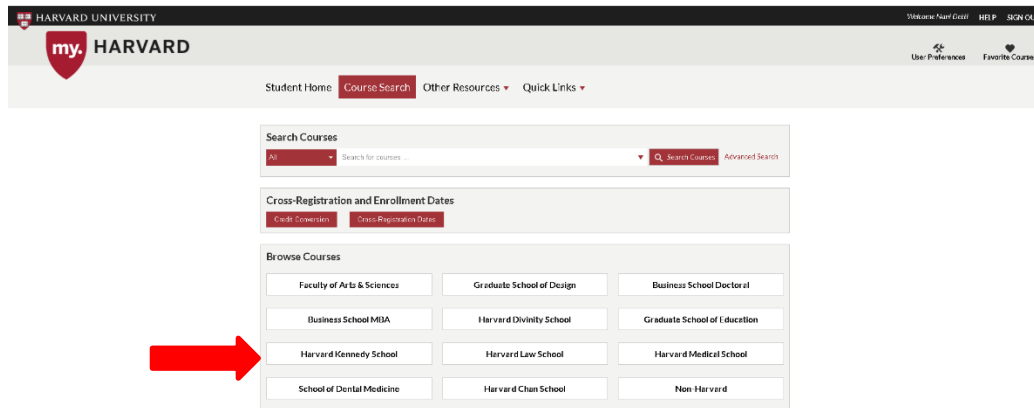
# Harvard Course Cross-Registration Guide

4. You will now view the homepage for your my.Harvard portal.

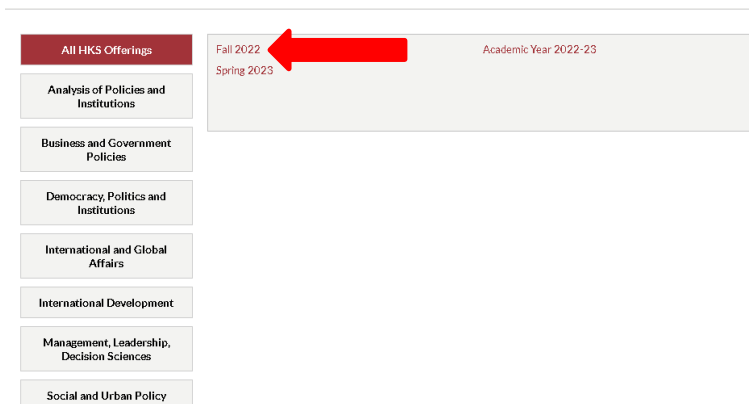


5. To view the course catalog, click on “Course Search” on the top menu bar. You will now see a page with the list of all Harvard Schools.

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].



# Harvard Course Cross-Registration Guide

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.

The screenshot shows the Harvard my.HARVARD Course Search interface. At the top, there's a navigation bar with 'my. HARVARD' and 'Course Search' highlighted. Below the navigation bar, there's a search bar with 'Browsing within Fall 2022' and a search button. A red arrow points to the left-hand filter menu, which includes options for Term, Session, School, Subject, Meeting Pattern, Course Component, Cross Registration, Academic Areas, and Instruction Mode. The main content area displays a list of courses with columns for Course, Instructor, School, Department, and Meeting Times. The first course listed is 'Land Use and Environmental Law' (SUP 663) by Kayden, HKS Government, meeting on 2022 Fall Full Term, 10:20am - 11:45am.

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.*

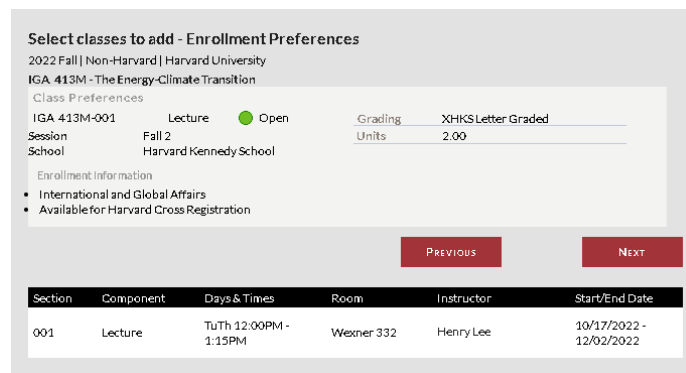
The screenshot shows the Harvard my.HARVARD course detail page for 'The Energy-Climate Transition' (IGA 413M) by Henry Lee. The page displays course information including Class Number (18486), Course ID (218593), Consent (No Consent), and Enrollment (44/45). The description states: 'This module will look at the challenges and opportunities of transitioning from a dependence on fossil fuels to an economy reliant on low carbon energy sources. The module will focus on the electricity systems, buildings, and transportation in the context of the United States, China, and India. Students will be asked to develop recommendations on what should be done between 2023 and 2032 to accelerate the deployment of low carbon energy options to meet the Paris targets.' The course is offered by Harvard Kennedy School, HKS Government, International & Global Affairs. The course component is Lecture, and the grading basis is HKS Letter Graded. A red arrow points to the 'Cross Reg: Available for Harvard Cross Registration' status.

# Harvard Course Cross-Registration Guide

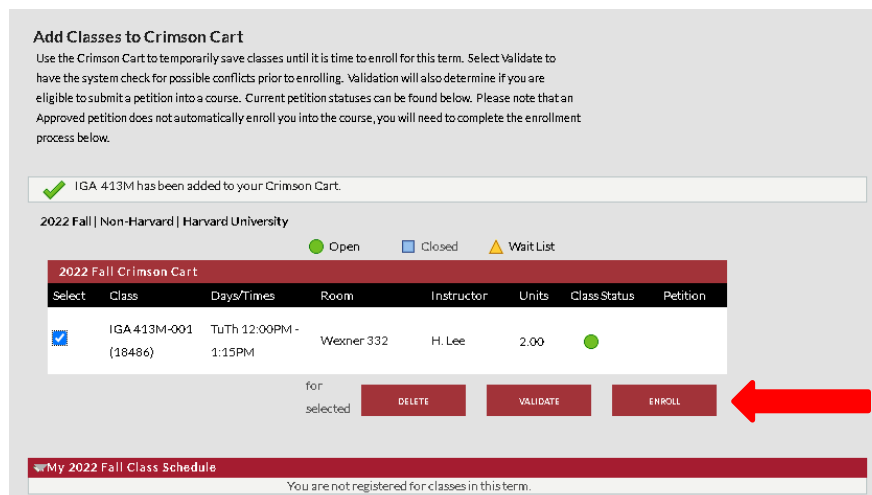
10. Select “Add to Crimson Cart” from the options listed on the header. If you cannot add the course double check the Cross-Registration dates of the school you are attempting to cross-register into.



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”.



## Harvard Course Cross-Registration Guide

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".

**Confirm classes**  
Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.  
2023 Spring | Non-Harvard | Harvard University

● Open    □ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
IGA 219M-001 (17206)	What's Wrong with U.S. Foreign (Lecture)	MoWe 10:30AM - 11:45AM	Belfer 200 Starr Aud (HKS)	S. Walt	2.00	●

CANCEL    PREVIOUS    FINISH ENROLLING

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

**View results**  
View the following status report for enrollment confirmations and errors. If the error is one for which you can submit a petition to request permission to enroll a "Submit Petition" button will be visible.  
2023 Spring | Non-Harvard | Harvard University

✓ Success: enrolled    ✗    ▲ Approval Pending

Class	Message	Status	Submit Petition
IGA 219M	Error: Cross Registration permission required. This class is offered by another Harvard school or MIT and requires that you submit a petition to enroll.	Error	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.*

**Confirm Request**  
Please confirm that you want to initiate the Petition Workflow for IGA219M-What's Wrong with U.S. Foreign Policy?  
Enter Comments

Cancel    Submit

# Harvard Course Cross-Registration Guide

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.*

Crimson Cart - 2023 Spring Primary Only:  On  Off

Course (Units/Grading Basis)	Session	Instructor	Location	Time	Day	Messages	Permission	History
DEV 209 (4/XPL)	SPRING	Lee	Littauer Bldg 140 (HKS)	3:00 PM - 4:15 PM	MW	🚫	🕒	📄
HBSMBA 6334 (3/XMG)	SPRING	Cohen	Aldrich 208 (HBS)	3:10 PM - 5:10 PM	Tu		✅	
IGA 219M (2/XPL)	S1	Walt	Belfer 200 Starr Aud (HKS)	10:30 AM - 11:45 AM	MW	🚫	🕒	📄

Last Validated: 1/27/2023 🔗 Enroll / Validate / Delete

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

**Add Classes to Crimson Cart**  
Use the Crimson Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling. Validation will also determine if you are eligible to submit a petition into a course. Current petition statuses can be found below. Please note that an Approved petition does not automatically enroll you into the course, you will need to complete the enrollment process below.  
2023 Spring | Non-Harvard | Harvard University

🟢 Open    🟡 Closed    ⚠️ Wait List

Select	Class	Days/Times	Room	Instructor	Units	Class Status	Petition
<input checked="" type="checkbox"/>	DEV 308-001 (17096)	Fr 1:00PM - 4:00PM	Wexner 332	M. Woolcock	4.00	🟢	Approved
<input type="checkbox"/>	HBSMBA 6334-00 (21793)	Tu 3:10PM - 5:10PM	Aldrich 208 (HBS)	R. Cohen	3.00	🟢	Approved

for selected    DELETE    VALIDATE    ENROLL

18. Another pop-up will appear for a final confirmation. Select “Finish Enrolling”.

**Confirm classes**  
Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.  
2023 Spring | Non-Harvard | Harvard University

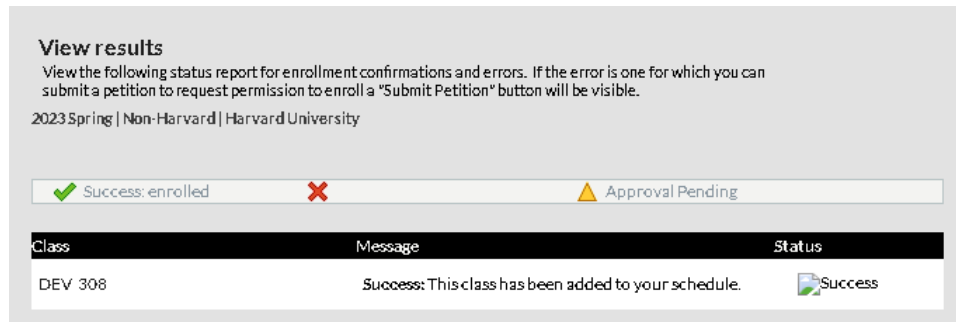
🟢 Open    🟡 Closed    ⚠️ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
DEV 308-001 (17096)	Social Institutions and Econom (Lecture)	Fr 1:00PM - 4:00PM	Wexner 332	M. Woolcock	4.00	🟢

CANCEL    PREVIOUS    FINISH ENROLLING

# Harvard Course Cross-Registration Guide

19. A confirmation will appear. You have now completed the course registration process.

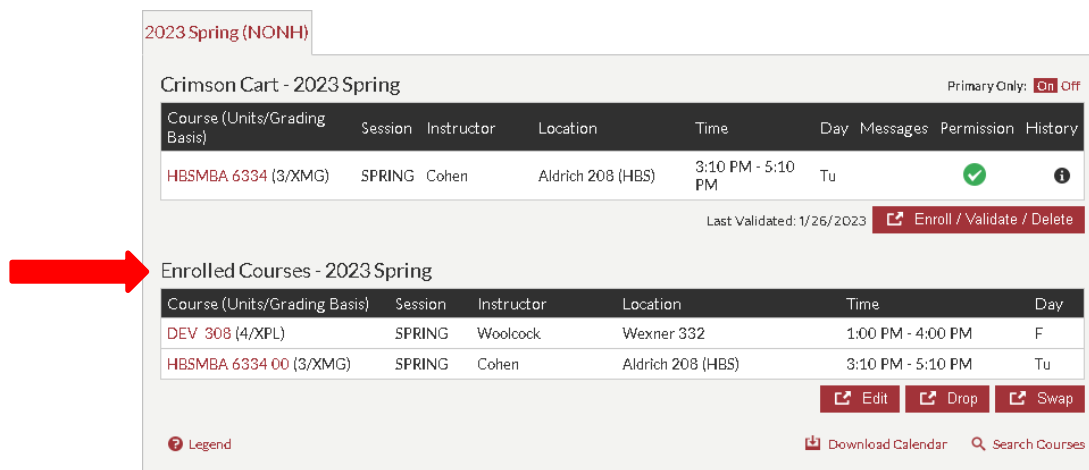


**View results**  
View the following status report for enrollment confirmations and errors. If the error is one for which you can submit a petition to request permission to enroll a "Submit Petition" button will be visible.  
2023 Spring | Non-Harvard | Harvard University

✓ Success: enrolled    ✗    ⚠ Approval Pending

Class	Message	Status
DEV 308	Success: This class has been added to your schedule.	Success

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



2023 Spring (NONH)

Crimson Cart - 2023 Spring Primary Only:  On  Off

Course (Units/Grading Basis)	Session	Instructor	Location	Time	Day	Messages	Permission	History
HBSMBA 6334 (3/XMG)	SPRING	Cohen	Aldrich 208 (HBS)	3:10 PM - 5:10 PM	Tu		✓	i

Last Validated: 1/26/2023 Enroll / Validate / Delete

**Enrolled Courses - 2023 Spring**

Course (Units/Grading Basis)	Session	Instructor	Location	Time	Day
DEV 308 (4/XPL)	SPRING	Woolcock	Wexner 332	1:00 PM - 4:00 PM	F
HBSMBA 6334 00 (3/XMG)	SPRING	Cohen	Aldrich 208 (HBS)	3:10 PM - 5:10 PM	Tu

Edit Drop Swap

Legend Download Calendar Search 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](mailto:FletcherRegistrar@tufts.edu) immediately.*