

How to Cross-Register 101



Harvard Schools (not Extension), and MIT

Using the *Harvard University Course Catalog*:

courses.harvard.edu

1. Search for and select course(s).
2. Create an *online cross-registration petition*.
3. Send petition to instructor for approval by clicking “Submit” next to each course selection.
4. On the first day of classes, an email will be automatically sent to the instructor.
5. Arrange to have a separate conversation with the instructor to discuss your interest in the course.
6. You will receive a confirmation email once the host school registrar takes action on your petition.*



Fletcher School of Law & Diplomacy at Tufts, Episcopal Divinity School:

1. Search and select course(s) by visiting the school’s online catalog.
2. Print out a copy of the *Harvard University Cross-Registration Petition into non-Harvard schools* from the Harvard University Course Catalog.
3. Obtain the instructor’s signature on the petition form.
4. Submit the petition form to the **host** school registration office and submit a copy to HGSE Office of the Registrar.

*If you take a course listed as “undergraduate only” at the Faculty of Arts and Sciences or MIT, you will need to submit an “Extra Work Form” in order to obtain academic credit for the course.

Special Note: Due to differences in the academic calendars of Harvard University and the Massachusetts Institute of Technology, students are cautioned that MIT grades will not be received in time for any Spring 2017 MIT courses to count towards May 2017 graduation requirements.