

Models for Cross-Registration

EXAMPLE 1: HARVARD

Cross-Registration

Explore courses at other Harvard and local Schools. **Enrich** your Harvard experience. **Cross-register.**

Students interested in cross-registering should first check with their Home School (School from which a student receives their degree) registrar for information on specific policies and procedures.

Academic calendars vary by School. It is the responsibility of the student to familiarize themselves with the Host School's (School offering the course you want to take) calendar, vacation periods, and last day to withdraw from a course without penalty.

The Course Catalog lists over 8,000 courses offered at Harvard University from over 100 departments from Accounting to Urban Studies.

Cross-registrants are responsible for adhering to the deadlines, requirements, and policies outlined on the [General Policies](#) and [School Specific Policies](#) pages. Questions about cross-registration may be sent to coursecatalog@harvard.edu.

[Cross-registering for courses within Harvard.](#)

[Harvard graduate students.](#)

[Harvard College students.](#)

[Non-Harvard students.](#)

[Cross-registering for courses outside Harvard.](#)

[Harvard graduate students.](#)

[Harvard College students.](#)

[Non-Harvard course catalogs.](#)

[How to use the online cross-registration system.](#)

Cross-registering for courses within Harvard.

Harvard Graduate Students

All Harvard graduate students who wish to cross-register for courses in other Harvard Schools will [create and submit](#) an online petition. If the course requires the signature of the instructor (as indicated in the course description), the instructor will receive an email alerting them that students are interested in cross-

registering. Note that cross-registration petition requests are bundled and emailed to instructors once a day, in the early morning. If the instructor approves the online petition the Host School registrar will enroll the student based on availability. Students are not enrolled in a course until they receive email confirmation from the Host School registrar.

For more information, please see: [How to use the online cross-registration system](#).

Harvard College Students

Harvard College students who wish to cross-register for courses in other Harvard Schools must [create and submit](#) an online petition. Once the petition is submitted, approval will be solicited from your Resident Dean, the course instructor, and the Host School registrar. Students are not enrolled in a course until they receive email confirmation from the Host School registrar. If you are interested in petitioning for concentration credit, view the instructions on the [General Policies](#) page.

For more information, please visit the [Cross-Registration information](#) page of the Registrar's website.

Non-Harvard Students

Students from Brown University, Episcopal Divinity School, Tufts Friedman School of Nutrition, Fletcher School at Tufts, and MIT can now register for courses online. To do so, students must first create a [Harvard XID account](#).

Students wishing to cross-register into the Harvard T.H. Chan School of Public Health will need to submit an Online Non-Degree Student Application form. Access to this form, directions, and information about deadlines can be found at the [Harvard Chan School website](#).

To create an online cross-registration petition form:

1. Search for courses of interest using the [Harvard University Course Catalog](#).
2. On the search results page, select a course title to view the course details.
3. To add a course to your cross-registration petition form, on the course details page, under Cross-registration:
 1. If 'login with your HUID and PIN' link is displayed, select it and login with your HUID (Harvard students) or XID (non-Harvard students). Non-Harvard students should be sure to select the XID radio button on the login page.
 2. Click the **add to cross-registration petition list** check box.

Note: You may add multiple courses to your cross-registration petition form.

To submit an online cross-registration petition form:

1. Login to the [Harvard University Course Catalog](#) with your HUID (Harvard students) or XID (non-Harvard students). Non-Harvard students should be sure to select the XID radio button on the login page.
2. Select [My Cross-Registration List](#) from the home page or any search results or course details page.
3. On the cross-registration petition list:
 1. Select a **grading option** from the drop-down menu if prompted.

2. Select a **level** from the drop-down menu if prompted.
 3. Click **Submit Online Petition**.
 4. Enter your **Home School** from drop-down menu if prompted.
 5. Enter your **Program/Department** from drop-down menu if prompted.
 6. Enter your **Degree Year** from drop-down menu if prompted.
 7. Click **Confirm** in the pop-up.
4. Please speak to the instructor about your interest in cross-registering.
 5. Instructors will receive an email alerting them that you are interested in cross-registering for their course. Instructors approve or deny student requests online.
 6. Students are not enrolled in the course until they receive email notification from the Host School registrar.
 7. Students enrolled in a course can drop the course by following the current add/drop procedures at their Home School.

Harvard Graduate School of Education

Steps for Students from Harvard University:

Step 1: Using the [Harvard University Course Catalog](#), select the course(s) into which you plan to enroll.

Step 2: For each course, create an online cross-registration petition using the Harvard University Course Catalog (beginning January 21).

Step 3: Send your petition form (electronically) to the instructor for approval by clicking “Submit” next to your course selection.

- Starting on the first day of classes, an email will be automatically sent to the instructor, informing him/her of your interest in the course.
- As a courtesy, you should also have a separate conversation with the instructor to express your interest in the course.
- You will receive a confirmation email once the HGSE Office of the Registrar takes action on your petition.

EXAMPLE 2: NYU

Cross-School Registration

While you are at New York University you may wish to supplement your program or pursue a special interest by taking classes in other divisions.

Check with your advisor about your school's policy governing registration in another division.

As part of NYU's commitment to increase the opportunities for undergraduates, the [Undergraduate Advisement website](#) is available to help students obtain accessible, accurate, and consistent information on issues related to academic advisement, as well as individual and cross-school registration.

Graduate School of Arts and Science

Admission to any course in GSAS requires departmental approval for all non-GSAS students. The department Director of Graduate Studies or Program Director must approve admission to graduate courses. Most departments require the permission of the instructor as well. Please check appropriate department [here](#) (pdf).

Registration Request for Graduate Students Outside Wagner

Thank you for your interest in Wagner courses! NYU graduate students from schools other than Wagner should use this form to request registration in a Wagner graduate course.

WE ARE CURRENTLY ACCEPTING REQUESTS FOR SUMMER 2015.

BE SURE TO SELECT THE CORRECT SEMESTER BEFORE CHOOSING THE COURSE.

Course schedules may be found under Graduate Course Schedules on the Courses page of the Wagner website [here](#) or in Albert at this link: albert.nyu.edu/course-search. Be sure to select the 2014 - 2015 Academic Year to view the Summer 2015 schedule in Albert.

Note that cross-registration results will generally be available within ten business days of submitting your request; however, for high demand courses, the response time may be greater since we must allow ample time for Wagner students to have the opportunity to register. As the class begin date nears, results may be sent sooner; there is no need to resend your request.

Please note that students requesting Wagner school core courses (prefix "CORE-GP") or our other high-demand courses, including but not limited to the courses in our [lottery](#), may not receive results until just before the start of classes, once we have determined demand from new Wagner students.

Please complete all fields. Course schedules and Albert Class numbers may be found at <http://albert.nyu.edu/course-search>

1.Contact Information

First Name *

Last Name *

Email *

2. Background

N number *

NYU School *

NYU Program

3. Course Information

Semester *

Course Prefix *

Course Number *

Course Title *

Section number *

If the course you are requesting has an associated zero credit discussion section, please note your preferred section above.

4. Prerequisite Information

Prerequisite TEXT BOX

Please note the prerequisites for this course. **Meeting prerequisites is essential.** If the course you have selected has prerequisites, you must upload documentation demonstrating that you have completed the courses above or their equivalent, such as an Albert screenshot or faculty advisor approval. Any student found to be lacking prerequisites will be asked to de-enroll from the course.

Additional Comments

TEXT BOX

EXAMPLE 3: STANFORD LAW

Cross-Registration in Other Schools

To broaden the educational base of their legal training, to encourage interaction with experts in a variety of fields with whom lawyers work over the course of their professional careers, and to increase their capacity to bring a multiplicity of disciplinary perspectives to bear on complex issues, Stanford Law School encourages students to pursue courses of instruction in other disciplines, subject to the following:

General Policy

The Dean, or the Dean's delegate, shall designate certain courses offered at the University that any Stanford Law student shall be permitted to enroll in, without petition, so long as that student certifies that he or she has not taken the course or a substantially equivalent course in the past.

Stanford University Courses Approved for Law School Credit without Petition are listed in [SLS Navigator](#)

If the student has taken the course or a substantially equivalent course in the past, he or she may take the course for credit, with the approval of the Petitions Committee, only upon making a showing that the skills taught in the course are central to his or her academic or career plans, and that there is good reason that his or her skills have atrophied since he or she first took a substantially similar or identical course. Such petitions shall be granted only in extraordinary circumstances.

If a student wishes to enroll in a class that has not been designated by the Dean or the Dean's delegate pursuant to the foregoing section, the student may petition to take that class so long as he or she shows that the class bears a close and significant relationship to the student's academic or career plans. Petitions are available in the Office of the Law School Registrar, Room 100.

Limitations

You should carefully review the [Law School Student Handbook](#) for a complete description of the policies and limitations on taking courses outside the Law School.

How to Register for Stanford University Courses Outside the Law School

You can enroll in a course in another department or program in [Axess](#). Click on the Student Center tab and then click on "Enrollment Add" from the drop down menu under "Other Academics." Some courses may have special enrollment instructions and restrictions. See Non-Law Course Descriptions below.

Non-Law Course Descriptions

See the Stanford Bulletin's [Explore Courses website](#) for course descriptions and class scheduling. The Bulletin's [Explore Degrees website](#) publishes information on Stanford's schools, departments, and interdisciplinary programs.

Graduate School of Business Courses

If you are interested in taking a course at GSB, please see the instructions at gsbapps.stanford.edu/nongsbreg.

Welcome to the GSB!

Before getting started, note that there are several important differences between GSB and University courses. They are summarized below, though it is your responsibility to read and understand the full policy.

- [GSB courses have limited capacity.](#)
- [GSB deadlines are different and often earlier than University deadlines. There is no option to withdraw from a GSB course.](#)
- [GSB letter grades are the following: H \(Honors\), HP \(High Pass\), P \(Pass\), LP \(Low Pass\), U \(Fail\). GSB pass/fail grades are denoted by a “+” \(Pass\) and a “U” \(Fail\) rather than “CR” \(Credit\) or “NC” \(No Credit\). A “U” grade will negatively impact your GPA.](#)
- [GSB units are not variable.](#)

Once you have familiarized yourself with the above policies, proceed with the registration process below.

How to Register for GSB Courses

1. Review the GSB elective courses for non-GSB students listed under the [Course Listings](#) tab on the navigation bar. Additional course description information is available on [Explore Courses](#).
2. Submit a [Non-GSB Add Request form](#). Important: Log out of your Gmail first. If you see “You need permission to access the item”, click Add Account, enter your SUNet ID and password, and click Sign in to be taken to Stanford’s authentication page.
3. If instructor approval is required, email the instructor and forward the approval to GSB Academic Operations at academic_operations@gsb.stanford.edu. Your request will not be processed until instructor approval is received. Note that instructor approval does not guarantee you a seat in the class.
4. If a seat is available for you, the GSB Academic Operations office will notify you via email. The email will provide instructions for how to add the course to your study list via [Axess](#) by a given deadline. If you miss the deadline, your seat will go to another student.
5. Note that while requests are processed on a first-come, first-served basis, you may not be notified about your permission status for some classes until very close to the GSB Add/Drop deadline. Your patience is greatly appreciated.

Please review the [Frequently Asked Questions](#) tab, which includes information about how to register for GSB courses, as well as GSB Grading. If you still have questions, please contact GSB Academic Operations at academic_operations@gsb.stanford.edu.

Non-Law Student Registration Information

Please review the contents of this site for information on registering for a course at the Law School. See the "Calendar and Deadlines" link on the left navigation bar for important Law School deadlines and the "Exams and Papers" link for information on exam/paper procedures and schedules.

Many law courses are open to qualified graduate students in other departments of Stanford University with the consent of the instructor. Some law courses have special enrollment instructions and restrictions.

You can view detailed course descriptions on the [Courses Schedules and Descriptions](#) page on the [Law School website](#). The course descriptions will include days, times, and locations prior to the start of the term. Non-Law students may not enroll in the first-year required courses.

- [Autumn 2014-2015 Non-Law Student Add Request Form](#)
 - [Winter 2014-2015 Non-Law Student Add Request Form](#)
 - [Spring 2014-2015 Non-Law Student Add Request Form](#)
-

How to Register for a Law Course

1. Review the course listings at the [Course Schedules and Descriptions](#) page. You will see that some courses have limited enrollment. Law students receive preference in these types of courses. Thus, there are fewer vacancies for Non-Law students. A few limited enrollment courses reserve openings for Non-Law students. These courses are listed on the Non-Law Student Add Request Form and have special registration instructions and deadlines.
2. Obtain the instructor's approval to enroll in the course, complete the Add Request Form and submit the completed form with an approval signature from the instructor to the Office of the Law School Registrar in room 100. The form must be submitted by the appropriate enrollment deadlines for each term.
3. You will receive an e-mail from the Law School Office of the Registrar informing you whether we were able to add the course to your study list in Axess. The e-mail notification may take several days. In the meantime, keep attending the course and contact the Reference Desk in the SLS [Robert Crown Law Library](#) if you need temporary "Guest" access to Coursework.

Limited Enrollment Courses With Reservations For Non-Law Students

Limited enrollment courses with reserved openings for Non-Law students will be listed on the Non-Law Student Course Add Request Form. **You do not need approval from the instructor to bid for one these courses.** Non-Law student enrollment in these courses will be determined by a lottery. To bid for one of these courses, you must complete and submit the Add Request Form to the Law School Office of the Registrar (Room 100) by the deadline stated by each course listed on the form. After the deadline, a lottery will be run. You will receive an e-mail notice from the Law School Office of the Registrar before the first day of the class notifying you of your acceptance in the class or placement on a waitlist.