A Short Guide to the new Graduate Degree Course Search

To access the new DCE Course Search and Registration, please go to: https://courses.dce.harvard.edu/.

We are excited to introduce you to our new for '22 Graduate Degree course search!

Please review this document for step-by-step instructions on how to navigate this new tool.

If you have any questions, we are here to help!

Please send a message to your Academic Advisor via your Degree Candidate Portal (accessed via MyDCE) or at academic advising@extension.harvard.edu.



Figure A: DCE Course Search and Registration Home Page

Step 1: Search for Graduate Degree Classes

From the Search Classes menu, scroll down to the Degree and Certificate Programs Course Search section (located towards the bottom left of the page), and select Courses in a Graduate Degree.

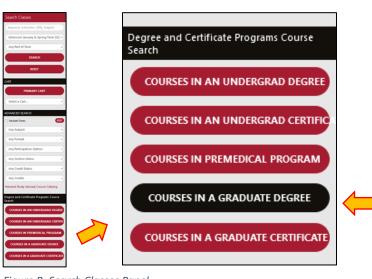


Figure B: Search Classes Panel

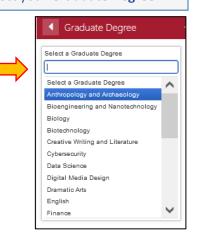
Advising Tips:

- We recognize there are many ways you can search for your classes in the new course catalog.
- The Courses in a Graduate Degree search is the only way to know a course counts towards your degree program.
- Make sure you are viewing your Academic Progress Report (found in your Degree Candidate Portal) while viewing the course search and choosing courses.

Step 2: Select your Graduate Degree Program

Follow the steps below to select your degree concentration.

First, use the drop-down menu, or type the name of your degree concentration in the text box to select your **Graduate Degree**. Graduate Degree Graduate Degree Select a Graduate Degree Select a Graduate Degree Select a Graduate Degree Anthropology and Archaeo Bioengineering and Nanotechnology Biology Biotechnology Creative Writing and Literature Cybersecurity Data Science Dramatic Arts English



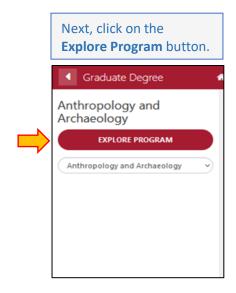
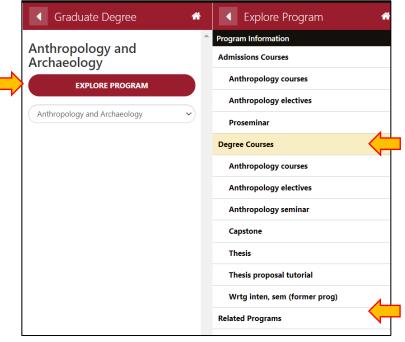


Figure C: Graduate Degree Selection Panel

Step 3: Explore the courses applicable to your degree program

After you have clicked on the Explore Program button (see previous step), a new panel with more detailed Program **Information** will appear that will allow you to select courses applicable to your degree concentration.



count towards your degree. To view only courses that fulfill specific degree requirements:

Select **Degree Courses** to view all courses that may

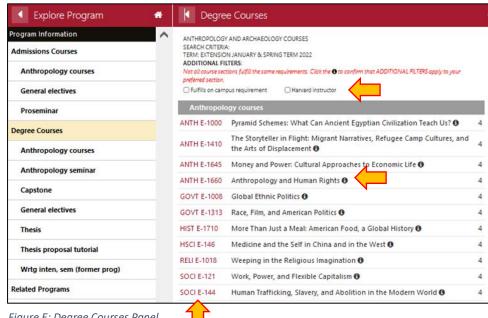
- Click on the specific degree requirement heading (i.e. Anthropology courses, Capstone, Thesis)
- Courses may appear under multiple headings, so be sure to verify it fulfills your remaining degree requirements.
- Please note these headings correspond to the ones that are listed on your Academic Progress Report.

Select **Related Programs** link to see the Graduate Certificates that relate to your degree program.

Figure D: Explore Program Panel

Step 4: Select courses

Once you have clicked a degree requirement heading a list of applicable courses will appear.



Use the checkboxes to apply additional on campus requirement or Harvard Instructor filters.

Not all course sections fulfill the same requirements. Click the i (link) to confirm if the additional on campus/Harvard Instructor filters apply to a particular section of the course.

Figure E: Degree Courses Panel



Select the course number (link) to view more information about individual courses

Step 5: View specific course information/Add a course to your registration cart

After you have selected a course, another panel will open that includes course information.

Coming Soon! At the very bottom of this panel there will be Add to Cart link where you can register for the course.

Sample Course Description





Click on the **link icon** to copy the link to the class you are viewing information for!

What's included in the Course Information page?

Much of the information about each course is very similar to what you may have seen in the old course catalog.

Here you can find key course information including:

- Course description and syllabus (when available)
- Enrollment and waitlist availability
- The course format, schedule, and available sections
- Instructor information (link to a bio)
- Credits, Credit Status, and Tuition costs (includes link for current fees)

What's new for '22?

- The ability to save a copy/paste a direct link for individual classes using the link icon in the upper right corner.
- Tuition costs are now listed per credit hour vs. per course. For more details, click on the
 VIEW STANDARD TUITION RATES button.
 - See individual course details for credits and credit status information.
- Coming Soon (week of November 1)
 An ADD TO CART button that allows for easy course registration. Click on this button to add a class to your "carts"!



Available soon!

An **ADD TO CART** button where you can add a course to your registration 'cart'!