



# HARVARD EXTENSION SCHOOL

Division of Continuing Education

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-4024 • [www.extension.harvard.edu](http://www.extension.harvard.edu)

## Instructions for Completing the 2018–19 Registration Form

**For faster service, register online with a credit card at [www.extension.harvard.edu](http://www.extension.harvard.edu).**

If you do not register online, you may register by completing a current year registration form and submitting it with the payment form and full payment, including one \$50 nonrefundable registration fee each term, to Student Financial Services at the above address. You may also drop your forms and payment in the 24-hour registration box at that address. Refer to specific course descriptions for deadlines by which registration materials must be received at 51 Brattle Street. Please print clearly; illegible, incomplete, or unsigned forms may not be processed. Forms received with insufficient or unacceptable payment may be returned. **NOTE: You must be at least 15 years old to register for undergraduate credit or noncredit; you must be at least 18 years old to register for graduate credit.**

**DCE ID number:** Your DCE ID is a generated number beginning with the “@” symbol. It has been assigned to you if you have registered previously for courses, or taken certain placement tests, at Harvard Extension School or Harvard Summer School. If you are a new student, please leave this section blank and a number will be assigned to you. If you have forgotten your DCE ID number, you may have it emailed to you by selecting “I do not know my DCE ID number” at <https://dceweb.harvard.edu/extension/login>.

**Legal name, mailing address, email address, and telephone number:** As part of registration, you must provide your full legal name (exactly as it appears on your passport or other government-issued identification), gender, date of birth, email address, and current postal mailing address.

All critical Harvard Extension School announcements, such as class cancellations, and most faculty communications are sent via email. If you are registered in any distance education courses, you must maintain an active email address throughout your enrollment. To protect the privacy and security of your student records, you must provide an email address that is unique and not shared with any other person. Duplicate email addresses will be inactivated.

You are responsible for maintaining accurate contact information (postal address, email address, telephone numbers) with Harvard Extension School. If we receive notice that your email address has been rejected by the email host, we will inactivate that email address in our system. Similarly we will inactivate a postal mailing address if mail to that address is returned as not deliverable. You may update contact information online, or by submitting the “Change of Address” form downloadable from the Harvard Extension School website.

Official documentation is required for changes to your name, date of birth, gender, and Social Security number. Please submit changes with documentation on the “Biographical Information Changes” form downloadable from [extension.harvard.edu](http://extension.harvard.edu) and at 51 Brattle Street.

**Native language:** If your native language is not English, you must demonstrate English proficiency to remain registered in any Harvard Extension School course, and before you may take the test of Critical Reading and Writing Skills (CRWS). See the English Proficiency section of the Harvard Extension School website ([extension.harvard.edu](http://extension.harvard.edu)) for detailed information.

**Courses and credit status:** Copy all requested course information exactly as it appears in the course description. Specify a credit status for each course from the options listed in the description. You must be at least 15 years old to register for undergraduate credit or noncredit; you must be at least 18 years old to register for graduate credit. You must register for undergraduate or graduate credit in any course for which you wish to earn a grade and credit. If you select noncredit you will not receive a grade or credit. If you do not designate a credit status or if you select an unavailable credit option, you are assigned and charged tuition for an available option that corresponds to your tuition payment.

**Student signature and date:** Sign and date the form. If you are under 18 years of age, a parent or guardian also must sign.

**Payment:** Full payment and completed payment form must be submitted with your registration form for your registration to be processed. Harvard Extension School does not accept cash payments.

**Registration confirmation:** After your registration is processed, you can view your course schedule online by logging in to <https://dceweb.harvard.edu/extension/login>.

**Immunization requirements:** Commonwealth of Massachusetts and Harvard University regulations require students attending classes on campus who are enrolled full time (16 credits) in Harvard Extension School or on visas of any kind to be immunized against certain communicable diseases. See our website for more information: <https://www.extension.harvard.edu/resources-policies/resources/rights-regulations#mass>.

**Important information from Harvard Extension School:** If you are not receiving email from Harvard Extension School in your email’s “Inbox”, be sure to check your “Spam” or “Junk” folders for messages from “...@extension.harvard.edu” and add those addresses to your email’s “Safelist”.



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## 2018–19 Registration Form Please clearly print all information.

DCE ID NUMBER (if known)									
@									

OR

HARVARD ID NUMBER (if known)									

Has your name, address, or any other information requested below changed since your last registration?  Yes  No  
If yes, circle the new information and see instructions.

(see www.extension.harvard.edu/login if unsure)

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

SOCIAL SECURITY NUMBER								

Your US Social Security (SSN)/Taxpayer ID Number (TIN) is required to comply with the Taxpayer Relief Act of 1997. If you have no SSN/TIN leave this section blank.

EDUCATION LEVEL		
<input type="checkbox"/> (1) Some high school	<input type="checkbox"/> (4) Associate's degree*	<input type="checkbox"/> (6) Master's degree*
<input type="checkbox"/> (2) High school diploma/GED	<input type="checkbox"/> (5) Bachelor's degree*	<input type="checkbox"/> (7) Doctorate*
<input type="checkbox"/> (3) Some college	*or equivalent foreign degree	

CITIZENSHIP
<input type="checkbox"/> (Y) US citizen
<input type="checkbox"/> (P) US permanent resident
<input type="checkbox"/> (F) International

US MILITARY STATUS
Are you a US Military Veteran or are you currently serving on active duty in the US Military, including the Coast Guard, National Guard, or Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No

GENDER
<input type="checkbox"/> Male
<input type="checkbox"/> Female

DATE OF BIRTH example: JAN 01 1994					

Will you be attending the Extension School while on a visa?  Yes  No  
If yes, you must provide proof of immunization.

If "yes", check one:  
 I am a US Military Veteran  
 I am currently on active duty in the US Military

ETHNICITY (Voluntary; for US citizens and permanent residents only.)
Do you consider yourself to be Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No
In addition, please select one or more of the following racial categories to describe yourself:
<input type="checkbox"/> (1) Black or African American <input type="checkbox"/> (3) Asian <input type="checkbox"/> (5) White
<input type="checkbox"/> (2) American Indian or Alaskan native <input type="checkbox"/> (4) Native Hawaiian or other Pacific Islander

COUNTRY OF CITIZENSHIP (if not US)					

NATIVE LANGUAGE (including English)					
See instructions for courses that require proof of English proficiency.					

PRESENT MAILING ADDRESS (MA)			
Street			
City		State/Province	Zip/Postal code
Country (if not US)		Telephone number (including area/country code)	Cell phone number (including area/country code)
Email address (Must be student's personal and unique address. Please provide only one email address.)			

**REGISTRATION DEADLINES:** Refer to specific course descriptions for registration deadlines, because some courses do not follow the full academic calendars.

COURSES 16 credits is the maximum course load.					
5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Credit status* (UN, GR, NC)	Tuition
1 2 7 1 3	ENGL	E-102	Introduction to Old English Literature <i>(example)</i>	UN	\$
		E-			
		E-			
		E-			
		E-			

\* Credit status codes: UN (Undergraduate) GR (Graduate) NC (Noncredit)

Nonrefundable registration fee	\$	50.00
Late registration fee (if applicable)	\$	50.00
<b>Total Due (due with Payment Form)</b>	\$	

**Student Signature.** By signing I, the student, agree to the following: I accept full responsibility for all information about me submitted to the Extension School by me or on my behalf. I certify that the information is true and complete. I agree to abide by the policies and procedures detailed on the Extension School website. I understand that the Extension School reserves the right to take disciplinary action against any student whose information is false or who violates Extension School policies and procedures, up to and including canceling the student's registration and requiring the withdrawal of the student.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Digital signatures are not accepted. Document must be signed with a real signature. If under 18 years of age, parent or guardian also must sign.

**This form must be submitted with the Payment Form and full payment before your registration can be processed.**



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## 2018–19 Registration Payment Form

**This completed form must be submitted with the Registration Form before your registration can be processed.**

Please clearly print all information.

<b>DCE ID NUMBER</b> (if known)	<b>OR</b>	<b>HARVARD ID NUMBER</b> (if known)	<b>DATE OF BIRTH</b> example: JAN 01 1994		
@			Month (MMM)	Day (DD)	Year (YYYY)

(see www.extension.harvard.edu/login if unsure)

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

PRESENT ADDRESS (number, street, and apartment number)			
Street			
City		State/Province	Zip/Postal code
Country (if not US)	Telephone number (including area/country code)	Cell phone number (including area/country code)	
Email address (Must be student's personal and unique address. Please provide only one email address.)			

I certify that all of the above information is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Digital signatures are not accepted. Document must be signed with a real signature. If under 18 years of age, parent or guardian also must sign.

### Payment type (check one):

- Personal check\*    Investment/Trust fund check\*    Third-party check\*    Bank check/Money order\*    Credit card (see below)

\* Please make checks payable to Harvard University. Include your name and date of birth on your check.

- I am a Harvard Extension School admitted degree candidate with financial aid.
- I am a Harvard University employee, eligible for TAP. I have attached a completed TAP form and included the TAP payment.

### Payment by Credit Card

You must complete all of the following sections before your registration can be processed.

AUTHORIZATION
You must check the authorization box <b>and</b> enter the amount to be charged.
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$_____.

CARD
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover

<b>CARD NUMBER</b>	<b>EXPIRATION DATE</b> example: JAN 2017	<b>SECURITY CODE</b>
	Month (MMM)   Year (YYYY)	

\* The credit card security code is found either on the back of the card, as the last three digits printed on the signature strip, or, for American Express, as a four-digit code found on the front of the card, above and to the right of the credit card number.

CARDHOLDER'S NAME (please print)	CARDHOLDER'S SIGNATURE

CARDHOLDER'S BILLING ADDRESS		
Street		
City	State/Province	Zip/Postal code
Country (if not US)	Cardholder's telephone number (including area/country code)	