STUDY CARD INSTRUCTIONS
Upperclass Students and Visiting Undergraduates, Fall Term 2012-13

Upperclass Students: Study Cards due by 5:00pm on Tuesday, September 11, 2012 in your respective Residential House. Dudley House affiliates file study cards in Lehman Hall. Prior to Tuesday, September 11, 2012, upperclass students may submit completed study cards to the Office of the Registrar, 20 Garden Street.

Visiting Undergraduates: Study Cards due by 5:00pm on Tuesday, September 11, 2012 in Lehman Hall (Dudley House) with your Resident Dean.

GENERAL INSTRUCTIONS: This study card should include all courses in which you would like to enroll for credit (except new cross-registered courses). If, for any reason, you are denied admission to a course listed on your study card, you must drop that course, by petition, no later than the fifth Monday of the current term.

SIMULTANEOUS ENROLLMENT: Students ordinarily are not allowed to enroll in courses with overlapping meeting times. Should you wish to pursue a simultaneous course enrollment, you should discuss available options with your Resident Dean. Final approval from the Administrative Board is required for simultaneous enrollment. Refer to the Harvard College Handbook for Students and the Harvard College Fields of Concentration for additional details.

INDEPENDENT STUDY: Any Sophomore, Junior, or Senior whose previous record was satisfactory may petition to undertake Independent Study. Independent Study Petitions forms are available in your Resident Dean’s Office. This form must be filled out for each half-course of Independent Study and must be approved by your adviser and your Resident Dean. Once the form is completed, submit it to your Resident Dean’s Office. To add an Independent Study course to your study card, use the “Add Independent Study” button in the online FAS Registrar Study Card Tool.

CROSS-REGISTRATION: Any student wishing to enroll in courses offered by other Harvard faculties or by MIT must indicate the name of the host school(s) and the number of courses using the “Add X-Reg Classes” button in the online FAS Registrar Study Card Tool. Specific cross-registration courses should not be listed on the study card. A separate cross-registration petition must be filed electronically by visiting www.crossreg.harvard.edu. The course instructor, your Resident Dean, and the Registrar of the school offering the course must approve your petition electronically. The deadline to cross register is September 21, 2012. Refer to the Harvard College Handbook for additional details.

COURSE REPORTS: After study cards have been filed, you should verify your course enrollments via the Office of the Registrar’s online web page (http://www.registrar.fas.harvard.edu). From here select the View Student Record Link. If there are any errors, notify the Office of the Registrar, immediately at regrec@fas.harvard.edu or via phone at 617-495-1519.

LATE CHARGES: Late study cards require the signature of all course instructors. Late study cards must be filed at the Office of the Registrar, 20 Garden Street. The charge for late study cards is $40 per week.

COURSE CHANGES: To make a change to your study card after you have submitted it, you should file a Petition to Change Course Enrollment, Add, Drop, or Withdraw form with your Resident Dean’s Office. There is no fee for adding or dropping a course if the petition is filed by the third Monday of the term. There is a $10 fee for each add/drop petition filed by the fifth Monday of the term.

CHANGE OF CONCENTRATION: You may change your field of concentration only by logging into the Plan of Study Tool http://www.registrar.fas.harvard.edu/fasro/ugrad/plan_of_study.jsp?cat=ugrad&subcat=information. The Change of Concentration form must be printed, signed by your advisor and Resident Dean, and submitted to the Office of the Registrar, 20 Garden Street. Do not make changes to your concentration on the study card.

IMPORTANT DEADLINES
- LAST DAY TO ADD, DROP OR CHANGE a GRADING STATUS WITHOUT A FEE is September 24, 2012
- CROSS-REGISTRATION PETITIONS must be submitted to your Resident Dean by September 21, 2012
- LAST DAY TO ADD A COURSE is October 8, 2012
- LAST DAY TO DROP A COURSE is October 8, 2012
- LAST DAY TO CHANGE GRADING STATUS to PASS/FAIL is October 8, 2012