

# HELIOS: Registration & Add/Drop

---

Ann Nguyen

Registration & Exams Administrator

# Waitlist Processing

---

Different from Registration Process with different rules

- It will **NOT** consider your current schedule when sending out offers
- If there is space and a waitlist, it will **ALWAYS** make an offer to the next on the waitlist
- Do **NOT** drop classes in anticipation of an offer. It might not come!

Waitlist Window – **12 Hours**

Check your HLS email or HELIOS  
at least once daily!

# Add/Drop



# Schedule Conflicts

---

For example:

- You are currently enrolled in *Animal Law*.
- *Animal Law* meets on Wednesday nights from 5pm to 7pm.
- You attempt to enroll in *Capital Markets Regulation* which also meets on Wednesday nights from 5pm to 7pm.
- Given the conflict, you cannot enroll in both and will need to make a choice between the two courses.

# Schedule Conflict Message

---

## Schedule Conflict

Drop conflicting course "Animal Law (Stilt)" and enroll in "Capital Markets Regulation (Scott)"?

No

Yes

# Schedule Conflict: Select Yes

---

Dropped: "Animal Law (Stilt)"; Added: "Capital Markets Regulation (Scott)" ✕

If you select “Yes,” you will drop your current enrollment and add into the new course.

- If your current enrollment has a waitlist, you will NOT be able to reverse this transaction.

# Schedule Conflict: Select No

---

Cancelled course enrollment swap



If you select “No,” you will remain in your current enrollment and will not be added into the new course.

# Credit Overload Conflict

---

## For example LLM Student:

You are currently enrolled in the following courses in the spring term:

- Con Law: First Amendment (4 credits)
- Adv. Readings in Japanese Business Law (2 credits)
- Animal Law (2 credits)
- Adv. Environmental Law (3 credits)

Total: 11 credits (LLMs have 12 credit max per Fall or Spring)

You attempt to add *Administrative Law*, a 4 credit course.

Since enrollment in this course will result in a credit overload, you will not be able to add the new course to your schedule until you drop at least 3 credits from your current enrollments.



# Credit Overload Conflict

## Credit Overload Conflict

Enrollment in "Administrative Law (Vermeule)" (4.00 credits) would result in a credit load of 15.00. The credit limit is 12.00. Would you like to drop one of the following enrollments to continue?

- Constitutional Law: First Amendment (Horwitz) (4.00 credits)
- Advanced Environmental Law in Theory and Application (Lazarus) (3.00 credits)

*Animal Law* and *Japanese Business Law* are not listed to swap, because both are only 2 credits and would not free up enough space for a 4-credit course.

# Credit Overload Conflict: Select Yes

---

Dropped: "Constitutional Law: First Amendment (Horwitz)"; Added: "Administrative Law (Vermeule)"



If you select “Yes,” you will drop your current enrollment and add into the new course.

- If your current enrollment has a waitlist, you will **NOT** be able to reverse this transaction.

# Credit Overload Conflict: Select No

---

Cancelled course enrollment swap



If you select “No,” you will remain in your current enrollment and will not be added into the new course.

# Duplicate Course Conflict

---

**For example:**

You are currently enrolled in Prof. Horwitz's *Constitutional Law: First Amendment* course.

You attempt to enroll in Prof. Field's *Constitutional Law: First Amendment* course.

Given that you cannot be enrolled in the same course offering more than once (regardless of term), you will have to make a choice between the two offerings.

# Duplicate Course Conflict

---

## Duplicate Course Conflict


Drop duplicate course "Constitutional Law: First Amendment (Horwitz)" and enroll in "Constitutional Law: First Amendment (Field)"?

No

Yes

# Duplicate Course Conflict: Select Yes

---

Dropped: "Constitutional Law: First Amendment (Horwitz)"; Added: "Constitutional Law: First Amendment (Field)" 

If you select “Yes,” you will drop your current enrollment and add into the new course.

- If your current enrollment has a waitlist, you will **NOT** be able to reverse this transaction.

# Duplicate Course Conflict: Select No

---

Cancelled course enrollment swap



If you select “No,” you will remain in your current enrollment and will not be added into the new course.

# Prerequisites & Co-requisites: What are they?

---

## Prerequisites:

- A required course that must be completed prior to the course with the prerequisite.
- For example: *Taxation of Businesses* (spring) requires students to complete *Taxation* prior to enrolling. Therefore, you will need to enroll in a fall *Taxation* section before you are able to add into this course.\*

## Co-requisites:

- A required course that can be completed concurrently with the course with the noted co-requisite.
- For example: *Mergers, Acquisitions, and Split-Ups* (fall) requires LLM students to complete a *Corporations* course concurrently in the fall term. Therefore, you will need to add into a fall *Corporations* section before you are able to add into this course.\*

\*Unless you have received a requisite waiver.





# Prerequisites & Co-requisites: Waivers

---

Our registration system can only verify courses completed at HLS.

If an HLS course requires a pre or co-requisite and you have completed a satisfactory course outside of HLS, you must follow up with the instructor for permission to waive the requisite.

If approved, forward the confirmation email to the Registrar's Office at [registrar@law.harvard.edu](mailto:registrar@law.harvard.edu) ASAP.

We recommend contacting faculty early for waivers, especially if you are waiting on waitlist offers.

Waitlist offers are processed automatically and expire in **12 hours**, if you do not satisfy a requisite and do not have a waiver, we CANNOT extend your offer and you will miss out on your chance to enroll.

# Prerequisite Conflicts: Fall Term

---

For example:

You attempt to add *U.S. Aspects of International Income Taxation*.

This is a fall term course that has a prerequisite of *Taxation*.

You have not completed a *Taxation* course at HLS in a previous term and receive the following error message:

Error: You have not met the necessary prerequisites. ✘

# Prerequisite Conflicts: Fall Term

---

Given that *U.S. Aspects of International Income Taxation* is a fall course and you could not have completed the prerequisite at HLS in a prior term, **you must contact the faculty member to request a waiver.**

If approved by the faculty member, contact the Registrar's Office and they will update your record so that you will be able to either add the course or accept your waitlist offer.

# Prerequisite Conflicts: Winter or Spring Term

---

For example, you attempt to add *Research Seminar in the First Amendment*.

This is a spring term course that has a prerequisite of *Constitutional Law: First Amendment*.

You have not completed a *Constitutional Law: First Amendment* course at HLS before, nor are you enrolled in one for the fall term.

You receive the following error message:

Error: You have not met the necessary prerequisites. ✘

# Prerequisite Conflicts: Winter or Spring Term

---

You can resolve a prerequisite conflict in the winter or spring term in one of two ways:

1) You can request a requisite waiver from the faculty member.

OR

2) You can enroll in a **fall** section of *Constitutional Law: First Amendment*.

Once you've enrolled in a fall section of *Constitutional Law: First Amendment*, you will be able to go back and add into the spring Research Seminar.

A spring section of *Constitutional Law: First Amendment* will not satisfy the **pre**requisite.

# Co-requisite Conflicts: All Terms

---

For example: you attempt to add into *Mergers, Acquisitions, and Split-ups*.

This is a fall term course that has a co-requisite for LLMs of *Corporations*.

You are not enrolled in a fall section of *Corporations* and receive the error message below:

Error: You have not met the necessary   
requisites.

# Co-requisite Conflicts: All Terms

---

You can resolve a co-requisite conflict in one of two ways:

1) You can request a requisite waiver from the faculty member.

OR

2) You can enroll in a fall section of *Corporations*.

Once you've enrolled in a fall section of *Corporations*, you will be able to go back and add into Mergers & Acquisition.

A spring section of *Corporations* would not satisfy the co-requisite for this specific course.

# Multiple Conflict Errors

---

For example, you are currently enrolled in the following courses in the spring term:

- Administrative Law (4 credits)
- Con Law: First Amendment (4 credits)
- Adv. Topics in Trusts Law (1 credit)
- Adv. Environmental Law (3 credits)

Total of 12 credits.

You attempt to add a different spring *Constitutional Law: First Amendment* section.


Given that you are already at your credit max\*\* and enrolled in a *Constitutional Law: First Amendment* section, you will not be able to add this new course and will need to drop accordingly.

\*\*12 is credit max for LL.Ms. Same rules apply for JDs with 16 per term credit max.



# Multiple Conflict Errors Message

---

Multiple Errors: Enrollment in this course would exceed your credit limit.; You are already registered for Constitutional Law: First Amendment in Spring 2016. 

For any error messages that pop up in red, you must actively discard those by selecting the “X”.

# Multiple Conflict Errors: Action to be Taken

---

For multiple conflict errors, you will **not** receive a swap prompt.

You will have to drop the necessary classes in order to correct both conflicts.

Once you have dropped the courses necessary to resolve your conflicts, you will then be able to add the new course to your schedule.

# Multiple Conflict Errors: Things to keep in mind

---

Multiple conflict errors can be any combination and any number of the conflicts:

- Schedule
- Credit Overload
- Duplicate Course
- Pre- or Co- Requisites

You must address each conflict accordingly before you can add into the new course you're interested in.

# Cross-Registration & Auditing



# Cross-Registration: How-to

---

All HLS students may cross-register into other Harvard schools, MIT, and the Fletcher School at Tufts.

## To apply:

- Into another Harvard School & MIT: complete an online petition through



- Into Fletcher at Tufts: complete in Tufts online portal
- All done in these systems, not via email



Course Search

Search Courses

All

Search for courses ...

Search Courses

Advanced Search

Browse Courses

Faculty of Arts & Sciences

Graduate School of Design

Business School Doctoral

Business School MBA

Divinity School

Graduate School of Education

Harvard Kennedy School

School of Dental Medicine

Harvard Chan School

General Education

Arts & Humanities

Social Sciences

Sciences

All General Education Courses (GenEd)

Aesthetic and Interpretive Understanding (GenEd)

Culture and Belief (GenEd)

Empirical and Mathematical Reasoning (GenEd)

Ethical Reasoning (GenEd)

Science of Living Systems (GenEd)

Science of the Physical Universe (GenEd)

Societies of the World (GenEd)

All General Education Courses (Department)

Aesthetic and Interpretive Understanding (Department)

Culture and Belief (Department)

Empirical and Mathematical Reasoning (Department)

Ethical Reasoning (Department)

Science of Living Systems (Department)

Science of the Physical Universe (Department)

Societies of the World (Department)

# Cross-Registration: Things to keep in mind

---

Enrollment must be approved by the Graduate Program Office through my.Harvard for LL.M.s and Registrar's Office for J.D.s.

Thereafter, enrollment is confirmed by HLS Registrar

- May petition for and hold as many approved courses from the host school until a cross-registration course is confirmed
- Final confirmed course(s) will appear in your HELIOS schedule

HLS converts cross-registration credits

- 700 minutes per credit, minimum

Enroll in a full course load at HLS

- You will be able to drop an HLS course late without penalty, if necessary.

Review the Academic Calendar and policies for all schools.

# Auditing: How-to

---

**HLS Course:** Complete Request to Audit Form, submit to the Registrar's Office by the term deadline.

The faculty member's signature is required.

- If the faculty member's signature is missing, your request will be denied.
- A signed form does not guarantee placement.

After the add/drop period, if it is determined that space is available in the course, the student will be notified that he/she may attend.

**Auditing Elsewhere:** Harvard and affiliated schools all have different processes, please review their policies and processes.



## Policies and Forms

### Office of the Registrar

- Academic Calendar
- Degree & Enrollment Verifications
- Diploma Information
- Examinations
- FERPA
- Handbook of Academic Policies
- Meet the Staff
- Policies and Forms**
- Registration Information

#### FORMS

- > Document Request Form (Certificate of Attendance, No Rank/No GPA Letter, etc.)
- > Change of Name Form
- > CPT Written Work Registration Form
- > HIO Form for CPT
- > JD Graduation Worksheet
- > New York Bar Handwriting
- > Request to Audit Form
- > SJD Request to Audit Form
- > Summer Internship for Credit Form



# Auditing: Things to keep in mind

---

Potential auditors may sit in on the course until an official decision is made.

- Unless physical seats are not available.

If multiple students request to audit the same course and there is not enough space to seat them all, the audit requests will be processed on a first come/first served basis after HLS SJD students who have first priority.

Auditors cannot sit for the exam & will not receive a grade.

The audited course at HLS, other Harvard schools, or affiliated schools will NOT appear on your HLS transcript.

# Questions?

---

## Office of the Registrar

[registrar@law.harvard.edu](mailto:registrar@law.harvard.edu) / 617.495.4612

## Ann Nguyen

[anguyen@law.harvard.edu](mailto:anguyen@law.harvard.edu) / 617.495-5950