# HELIOS: Registration & Add/Drop

Ann Nguyen

Registration & Exams Administrator





# Waitlist Processing

Different from Registration Process with different rules

- It will <u>NOT</u> consider your current schedule when sending out offers
- If there is space and a waitlist, it will <u>ALWAYS</u> make an offer to the next on the waitlist
- Do <u>NOT</u> 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

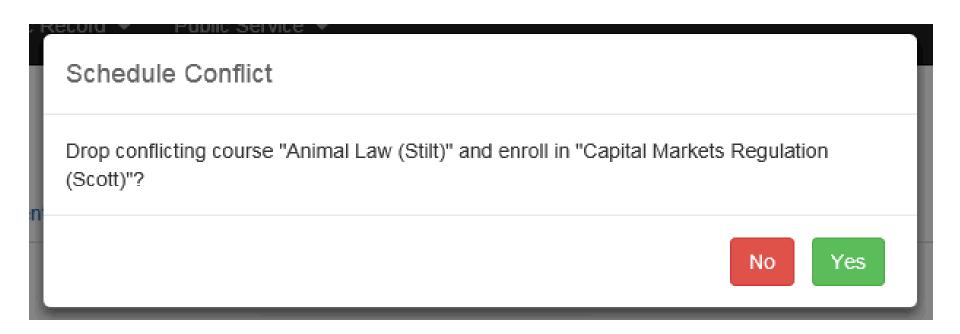
### For example:

- 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: 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)

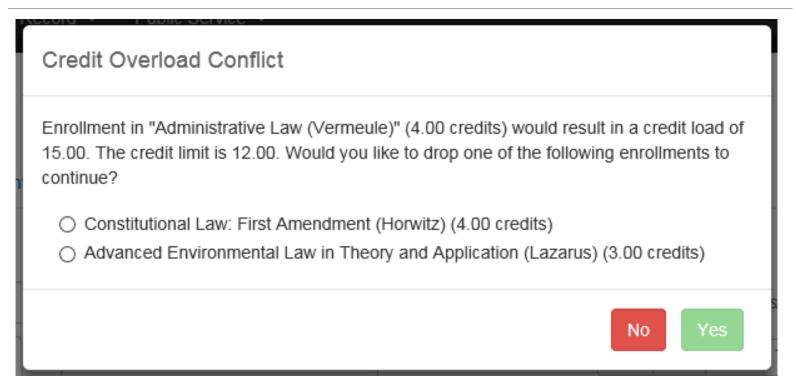
You attempt to add Administrative Law, a 4 credit course.

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



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 <u>NOT</u> 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.

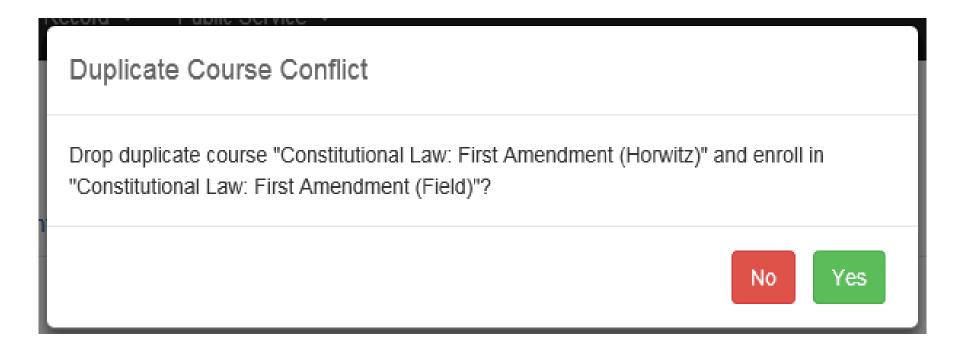
You attempt to enroll in Prof. Field's Constitutional Law: First Amendment course.

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: 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 <u>NOT</u> 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 <u>prior</u> 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 <u>concurrently</u> 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 waive<u>r.</u>





# 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 <a href="mailto:registrar@law.harvard.edu">registrar@law.harvard.edu</a> 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 <u>CANNOT</u> 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 **\*** requisites.





## 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 \*\*
requisites.





# 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 <u>fall</u> 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 <u>pre</u>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 <u>spring</u> section of *Corporations* would <u>not</u> 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 LLMs. 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











#### Search Courses

Search for courses ...



Q 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)

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)

# Cross-Registration: Things to keep in mind

Enrollment must be approved by the Graduate Program Office through my. Harvard for LLMs and Registrar's Office for JDs.

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 <u>not</u> 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.







### Admissions Academics & Clinical Faculty & Research Careers Library Nev

HOME / DEPARTMENTS / OFFICE OF THE REGISTRAR / POLICIES AND FORMS

### Policies and Forms

#### Office of the Registrar **FORMS** Document Request Form (Certificate of Attendance, No Rank/No GPA Letter, etc.) Academic Calendar Degree & Enrollment Change of Name Form Verifications > CPT Written Work Registration Form **Diploma Information** Examinations HIO Form for CPT **FERPA** JD Graduation Worksheet Handbook of Academic Policies **New York Bar Handwriting** Meet the Staff Request to Audit Form **Policies and Forms** SJD Request to Audit Form **Registration Information**

Company Internation for Credit Forms

# 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 / 617.495.4612

Ann Nguyen

anguyen@law.harvard.edu / 617.495-5950



