Cross-Registration Check List | For HLS Students

☐ Review the following sections of the HLS Handbook of Academic Policies:
   o I(D) for upper-level credit requirements
   o I(J) for JD upper-level residency
   o II(A)(1) for LLM residency and credit requirements
   o III(C)(1) for HLS cross-registration requirements

☐ Review Cross-Registration at Harvard Law School
☐ Review Cross-Registration Credit Information
☐ Review Cross-Registration Instructions for HLS Students
☐ Review FAQ about Cross-Registration
☐ Review your degree audit in Helios
☐ Submit petition on my.harvard (see How to Cross-Register in my.harvard)
☐ Petition goes to the host school for approval
   o LLM petitions also go to the Grad Program

☐ After you have received all required approvals, you must “Enroll” in my.harvard
   o It is your responsibility to check your class schedule to ensure you have no time conflicts
   o If you have time conflicts and are meeting all HLS graduation and residency requirements, you may reach out to the HLS Registrar’s Office to drop the conflicting HLS course

☐ Send the HLS Registrar’s Office a copy of the course syllabus in order to get HLS credits for the course

Cross-Registration Check List | For Non-HLS Students

☐ Review your Home School’s requirements regarding cross-registration
☐ Review Cross-Registration at Harvard Law School
☐ Review FAQ about Cross-Registration
☐ Review Cross-Registration Calendar
☐ Review Cross-Registration for Non-HLS Students
☐ Submit petition on my.harvard (see How to Cross-Register in my.harvard)
☐ Petition goes to HLS Faculty for first approval
   o If denied, will be reflected on my.harvard

☐ If faculty approves, petition goes to HLS Registrar’s Office for second approval
   o Regardless of faculty approval, your petition is not officially approved until the RO office assesses availability and approves your petition.
   o Availability is based on pre-set caps, not on the number of physical seats in a classroom

☐ If RO approves, it will be reflected on my.harvard
   o This typically occurs the week following the start of term.

☐ You must enroll in the class via my.harvard, otherwise you may not receive a grade from HLS