



Harvard Summer School

HARVARD DIVISION OF CONTINUING EDUCATION

Registrar's Office • 51 Brattle Street, Cambridge, MA 02138-3722 • registrar@summer.harvard.edu

For office use only

Staff _____ Date _____

Staff _____ Date _____

2023 Course Registration Changes and Summer School Housing Cancellation Form

Students who cannot make changes online must use this form to change credit status, add a course, drop a course for a full or half tuition refund, withdraw from a course, or cancel Summer School housing. See the Calendars at summer.harvard.edu for all registration and housing deadlines.

Print all information requested and sign and date the bottom of the form. If your mailing or email address has changed since Summer 2023 course registration, please update the information online. **Note:** students who drop or withdraw from all their courses in a session are no longer eligible for Summer School housing in that session.

DCE ID NUMBER

@

(see summer.harvard.edu/login if unsure)

HARVARD ID NUMBER

or

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)

Last/Family/Sur name(s)

First/Given name(s)

Middle name(s)

COURSE REGISTRATION CHANGES

Special Program students. Students who are enrolled in one of the following programs must obtain the signature of their program director for all course registration changes.

Program: Secondary School Program Ukrainian Institute

Program director's signature _____ Date _____

International students with an I-20 certificate issued by Harvard Summer School must remain registered full time for UN or GR credit (8 credits in the 7-week session; 4 credits in a 3-week session) to maintain F-1 visa status, and must obtain approval from the Office of Enrollment Management to drop or withdraw from any courses. International students should submit the form to visas@summer.harvard.edu or visit the Office of Enrollment Management at 51 Brattle Street, 6th floor.

OEM signature _____ Date _____

I wish to drop/withdraw from all my courses. If I am living in Summer School housing, I understand my housing will be canceled.

I wish to make the course registration changes as indicated below:

In the TYPE OF CHANGE column, write ADD, CREDIT STATUS CHANGE, DROP, OR WITHDRAW. Copy information for each course as it appears in the website course description, or in **View Course Schedule** in the **Course Registration and Schedule** section of your online account. If you are changing credit status, write the code (NC, UN, GR) for the status to which you are changing.

Type of change (see above)	5-digit course number					Subject	Subject number	Course title (and section number, if applicable)	Credit status (NC, UN, GR)	Balance
ADD	3	2	2	3	4	ENGL	S-124e	Shakespeare (example)	NC	\$
										\$
										\$
										\$
										\$
Payment* or refund due *Please login to MyDCE to submit payment										\$

ON-CAMPUS HOUSING CANCELLATION

I wish to cancel Summer School housing.

Secondary School Program students

Students who are enrolled in the Secondary School program must obtain the signature of the program director.

Program director's signature _____ Date _____

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

Student signature _____ Date _____

Digital signatures are not accepted. Document must be signed with a real signature.