



Harvard Summer School

HARVARD DIVISION OF CONTINUING EDUCATION

Registrar's Office • 51 Brattle Street, Cambridge, MA 02138-3722 • (617) 998-8469 • registrar@summer.harvard.edu

91R: Supervised Reading and Research Course

2023 Registration Instructions for Harvard College Students

91R: Supervised Reading and Research courses are available only to Harvard College students and require Harvard College department approval.

To register for a Supervised Reading and Research course, you must submit the following materials to the Summer School Registrar's Office at the address above by June 15. No registration is permitted after this date.

- A completed **Supervised Reading and Research application form**, showing Harvard faculty and department approval of your proposed course. Complete Parts I and II; have your instructor complete Part III; and have the Head Tutor or Director of Undergraduate Studies in your department complete Part IV.
- A completed **Summer School registration form**, downloaded from summer.harvard.edu/forms. In the "COURSES" section of the form, write your department name and "91R: Supervised Reading and Research"; the 5-digit course reference number will be assigned in the Registrar's Office.
- If you wish to request Summer School housing, you must complete the online housing request no later than May 15. Note that housing is limited and available on a first-come, first-served basis to students who have met all requirements. The Summer School will stop accepting housing requests before May 15 if all spaces are filled.
- **Full payment** of \$3,600 tuition (for one half-course) (and \$6,550 room and board fee if you are living in Summer School housing) is due by May 15.

You will be officially registered in your Supervised Reading and Research course when all of the above materials have been received and processed. You may confirm your registration by logging in to your MyDCE account."

The last day you may drop your course for a full-tuition refund is June 22; the last day you may drop for a half-tuition refund is June 29. The last day that you may withdraw for no credit and a WD (Withdrawn) grade is July 21. Your instructor must submit your grade to the Summer School Registrar's Office by August 11.

Please refer to summer.harvard.edu for complete information on these and all other Summer School policies and procedures. Call the Registrar's Office, (617) 998-8469, if you have questions.

2023 Reading and Research Course Application for Harvard Undergraduates

Student: Please complete Parts I and II of this form. Ask your Resident Dean to sign their approval where indicated. Ask your Reading and Research course instructor to complete Part III, and ask the Head Tutor or Director of Undergraduate Studies in the department in which you plan to take the 91R course to complete and sign Part IV. Return this completed and signed form with a completed Summer School registration form and full payment of tuition to the Summer School Registrar's Office by **June 15**.* If you need additional information, **please consult summer.harvard.edu, or call (617) 998-8469.**

Part I: Student Information and Resident Dean approval

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

HARVARD ID NUMBER	HOUSE AFFILIATION
<input type="text"/>	<input type="text"/>

ADDRESS AND TELEPHONE INFORMATION (include effective dates)	
Current address	Current phone
Summer address	Summer phone

E-MAIL ADDRESS (must be student's personal and unique address)
<input type="text"/>

CONCENTRATION	EXPECTED DEGREE AND CLASS
<input type="text"/>	<input type="text"/>

Student's Signature _____ Date _____

RESIDENT DEAN APPROVAL	
Resident Dean name	House
Resident Dean signature _____	Date _____

Part II: Course Information All 91R courses must be taken for undergraduate credit and for a letter grade.

Course department (example: GOVT)	Course number	Credits (choose one)		Credit status
	S-91R	Half course (4 credits)	Full course (8 credits)	Undergraduate
Descriptive title				
Brief description				
Tuition (\$3,600 per 4 credits)				\$
Room and board (\$6,550 for students living in Summer School housing)				\$
Total (due May 15)				\$

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

Last/Family/Sur name(s)

First/Given name(s)

Middle name(s)

Part III: Instructor Information**INSTRUCTOR INFORMATION**

Last/Family/Sur name(s)

First/Given name(s)

Middle name(s)

Department

Title

PAYROLL INFORMATION

Harvard ID Number

Appointment

Payroll

Permanent

Regular FAS

Term/Year _____

Other (specify) _____

OFFICE INFORMATION

Office address

Office telephone

Office e-mail address

HOME INFORMATION

Home address

Home telephone

Home e-mail address

Official correspondence, including your contract and other faculty mailings, will be sent to your home address.

Please read and sign below. I confirm that I will be in the Cambridge area for the duration of the Summer School term, June 20 to August 4, to supervise the work of this Reading and Research course applicant. I accept responsibility for grading the student's work and submitting a final grade to the Summer School Registrar and the Department Head Tutor or Director of Undergraduate Studies by August 10.

Instructor's signature _____ Date _____

Part IV: Department Approval (Head Tutor or Director of Undergraduate Studies)**DEPARTMENT APPROVER'S INFORMATION**

Last/Family/Sur name(s)

First/Given name(s)

Middle name(s)

Department

Title

Please read and sign below. I confirm that the above instructor is authorized to supervise the Reading and Research course described on this form. I accept responsibility for insuring that the course is graded according to department standards and that the grade is submitted to the Summer School Registrar's Office as required.

Signature _____ Date _____

The student, instructor, and department approver each should keep a copy of this completed form for their records.