



HARVARD SUMMER SCHOOL

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

Supervised Reading and Research Course

2021 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 17. 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.
- **Full payment** of \$3,400 tuition (for one half-course) is due by May 17.

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 summer.harvard.edu and logging into MyDCE with your HarvardKey.

The last day you may drop your course for a full-tuition refund is June 23; the last day you may drop for a half-tuition refund is June 30. The last day that you may withdraw for no credit and a WD (Withdrawn) grade is July 23. 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.



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2021 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 according to the registration and payment deadlines listed on www.summer.harvard.edu/adult-college-students/calendar. If you need additional information, **please 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

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)

CONCENTRATION	EXPECTED DEGREE AND CLASS

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	<input type="checkbox"/> Half course (4 credits) <input type="checkbox"/> Full course (8 credits)	Undergraduate
Descriptive title			
Brief description			
Tuition (\$3,400 per 4 credits)			\$
Total (due May 17)			\$

Continued on next page.

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 <table border="1" style="width:100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>											Appointment <input type="checkbox"/> Permanent <input type="checkbox"/> Term/Year _____	Payroll <input type="checkbox"/> Regular FAS <input type="checkbox"/> 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 21 to August 6, 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 11.

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.