



# 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

### 2024 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 20. 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](https://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 13. 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 13 if all spaces are filled.
- **Full payment** of \$3,700 tuition (for one half-course) (and \$6,650 room and board fee if you are living in Summer School housing) is due by May 13.

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 26; the last day you may drop for a half-tuition refund is July 3. The last day that you may withdraw for no credit and a WD (Withdrawn) grade is July 26. Your instructor must submit your grade to the Summer School Registrar's Office by August 15.

**Please refer to [summer.harvard.edu](https://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.



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 available for the duration of the Summer School term, June 24 to August 9, 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 15.

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.