



January and Spring 2025 Registration Checklist

*There is no application required to enroll in your first class at Harvard Extension School.
Instead, follow these key steps.*

1. Create your [MyDCE Account](#)

MyDCE will be the hub for your student account.

2. Complete [pre-registration](#)

On the MyDCE dashboard, follow the pre-registration link to confirm your personal information and check if you need to meet [certain enrollment requirements](#).

3. Choose your course

Log into [Course Search and Registration](#)

Pursuing a degree or certificate?

- Select your program under “Browse by Degree, Certificate, or Premedical Program” to find spring courses that fulfill requirements.

If you’re not pursuing a degree or certificate:

- You can search by keyword or open “Additional Filters” to search by subject or participation option.

Pro Tip! Watch our [How to Register videos](#) on YouTube.

4. Add a course to your cart

- Select a course.
- Click “Add to Cart” then click “OK.”
- Select your desired credit status, and click “Save Changes.”

5. Register for your course - starting November 4, 2024

- Click on the cart icon at the top right corner.
- Click “Submit Schedule”
- The click “Submit Registration” to confirm.
- The registration results panel will appear confirming your registration.

6. Claim your HarvardKey

- You’re a Harvard student! You will receive an email about claiming your HarvardKey within 48 hours.
- You will need your Harvard University ID, which can be found in your [MyDCE](#) dashboard.

7. Pay for your course

- Log into MyDCE and select “Financial Services” to see your payment options and deadlines. Full Payment is due:
 - By December 5, 2024 for January courses
 - By January 9, 2025 for spring courses

What if I enroll after the payment deadline? You need to pay in full immediately.

8. Visit Your Course Website

- Use your HarvardKey to log into your course website on [Canvas](#).

9. Classes Start!

- January classes begin Monday, January 6, 2025
- Spring classes begin Monday, January 27, 2025

Enrollment Requirements

Test of Critical Reading and Writing Skills

Some writing-intensive courses require you to pass this test. Learn more about [how and when to take this test](#).

Math Placement Test

Several math and economics courses recommend you take this test if you have not taken a math course recently. Learn more [about the test](#).

Immunization Requirements

To take a class on the Harvard campus, you need to submit [immunization documentation](#).

For international students

If English is not your native language, you must provide proof of [English proficiency](#) by:

- a. December 12 for January Session
- b. January 16, for Spring Term

Learn how to [meet the requirement](#).

Have questions?

inquiry@extension.harvard.edu

(617) 495-4024