

# A Short Guide to the new Undergrad Degree Course Search

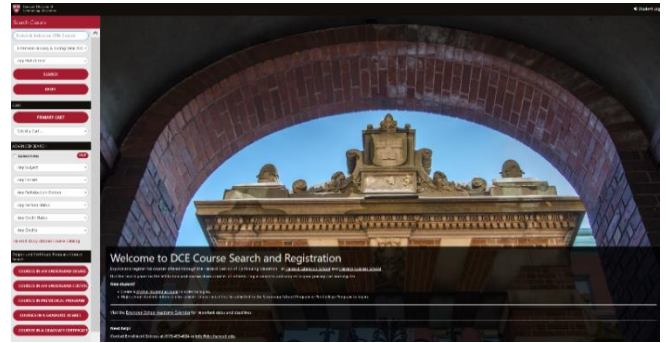
To access the new DCE Course Search and Registration, please go to: <https://courses.dce.harvard.edu/>

We are excited to introduce you to our new Undergrad Degree Course Search!

Please review this document for step-by-step instructions on how to navigate this new tool.

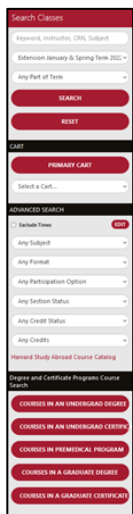
If you have any questions, we are here to help!

Please send a message to your Academic Advisor via your Degree Candidate Portal or at [alb@extension.harvard.edu](mailto:alb@extension.harvard.edu)



## Step 1: Select the Undergrad Degree Course Search

From the **Search Classes** menu, scroll down to the **Degree and Certificate Programs Course Search** section (located towards the bottom left of the page), and select **Courses in an Undergrad Degree**.



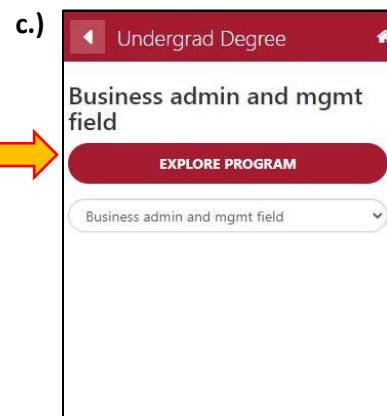
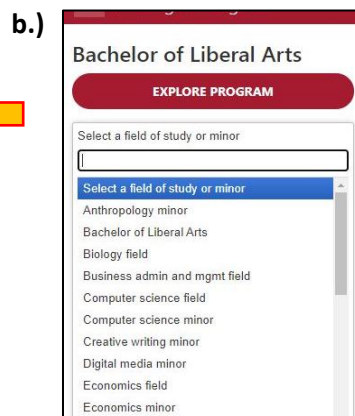
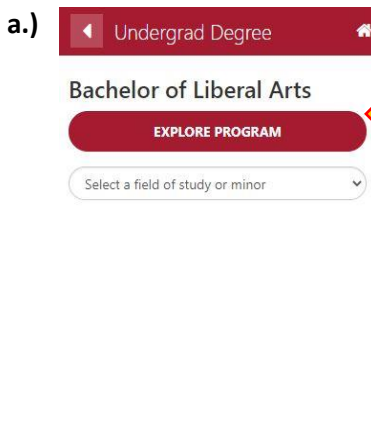
### Advising Tips:

- The **Courses in an Undergrad Degree** search is the **only** way to know how a course counts towards your ALB program.
- View your Academic Progress Report (found in your Degree Candidate Portal) while searching and choosing courses to know what ALB requirements you have left to fulfill

## Step 2: Search for Undergrad Degree Courses

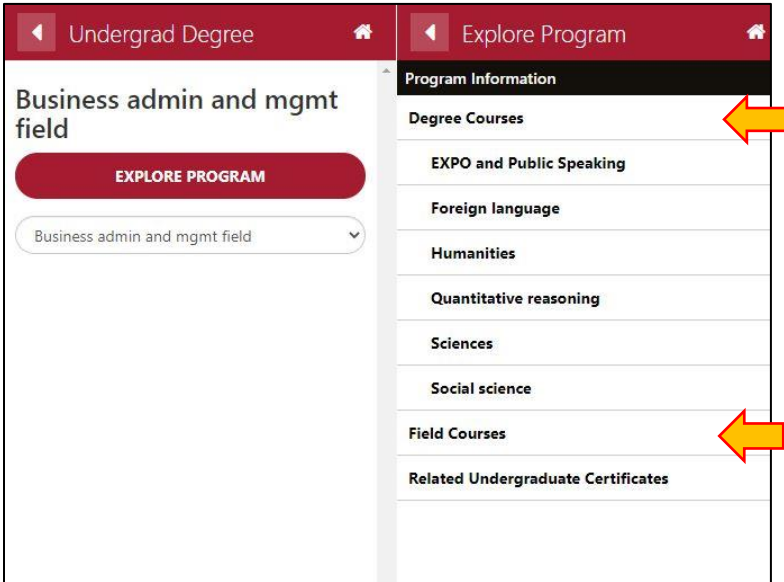
Follow the steps below to search for courses for the ALB, or a specific field of study or minor.

a.) Click **Explore Program** to view all courses that count towards the ALB degree. b.) Use the drop-down menu to search for courses in a specific field of study or minor. c.) Click on the **Explore Program** button to view selected field of study or minor courses.



### Step 3: Explore the courses applicable to the ALB degree program

After you click on the **Explore Program** button, a new panel with more detailed **Program Information** will appear that will allow you to view courses applicable to specific ALB degree requirements.



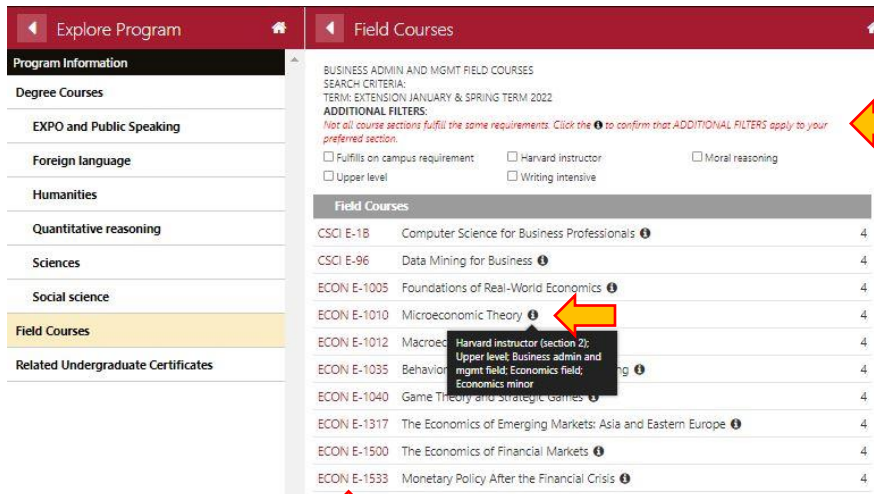
Select **Degree Courses** to view all courses that may count towards to your degree. To view only courses that fulfill specific degree requirements:

- Click on the specific degree requirement heading (i.e. Foreign Language, Quantitative Reasoning)
- Courses can appear under multiple headings
- Please note these headings correspond to the degree requirements that are listed on your Academic Progress Report.

Select **Field Courses** to view all courses that count towards the selected field of study. If you selected a minor, the heading reads **Minor Courses**.

### Step 4: Select courses

Once you have clicked a degree requirement heading a list of applicable courses will appear.



Select the **course number** to view more information about individual courses

Use the **Additional Filters** checkboxes to apply additional **on campus requirement** or **Harvard Instructor** filters.

Important note about courses with multiple sections: **Not all course sections fulfill the same requirements. Click the **i** to confirm that additional filters apply to your preferred section.**

When there are multiples sections of a course, clicking on the **i** it will list the sections that fulfill a specific degree requirement.

## Step 5: View specific course information/Add a course to your registration cart

After you have selected a course, another panel will open that includes course information.

### Sample Course Description

**ECON E-1010** Microeconomic Theory

Term: Extension January & Spring Term 2022  
Format: Online (live or on demand) web conference  
Credit Status: Undergraduate, Graduate, Noncredit  
Section Status: Open  
Varies by section  
Credits: 4

**Deadlines**  
Last day to register: January 20, 2022  
Last day to make course and credit status changes, and drop for 100% refund: January 30, 2022  
Last day to drop for 50% refund: February 06, 2022  
Last day to withdraw for WD grade: April 22, 2022

**Instructor Info**  
Varies by section

**Meeting Info**  
Varies by section

**Additional Time Commitments**  
Varies by section

**Description**  
Varies by section

**Prerequisites**  
A satisfactory score on the mandatory test of critical reading and writing skills or a B or higher grade in the alternate expository writing course, ECON E-10a, ECON E-1000, or the equivalent; MATH E-8, or the equivalent understanding of introductory college-level algebra.

**Notes**  
Varies by section

**Syllabus**  
The syllabus will be posted here when it is available.

**Tuition**  
[VIEW STANDARD TUITION RATES](#)

**All Sections in this Term**

CRN	Section #	Format	Instructor	Section Status	Meets	Term Dates
25934	1	Online (live or on demand) web conference	Zinnia Mukherjee	Open	Th 7:40-9:40p	1/24 to 5/14
23285	2	Online (live or on demand) web conference	Bruce D. Watson	Open	M 8:10-10:10p	1/24 to 5/14

[VIEW CALENDAR](#)

Last Updated 10/29/2021, 11:42:13 AM

### What's included in the Course Information page?

The information about each course is very similar to what you may have seen in the old course catalog.

Here you can find key course information including:

- Course description and syllabus (when available)
- Enrollment and waitlist availability
- The course format, schedule, and available sections
- Instructor information (link to a bio)
- Credits, Credit Status, and Tuition costs (includes link for current fees)

### What's new for '22?

- Tuition costs are now listed per credit hour vs. per course. For more details, see the **VIEW STANDARD TUITION RATES**. See individual course details for credits and credit status information.
- **Coming Soon (week of November 1)**  
An **ADD TO CART** button allows for easy registration. Click on this button to add a class to your "cart"!

Available soon!

An **ADD TO CART** button where you can add a course to your registration cart.