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

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.

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.

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 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.

Step 4: Select courses

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

Select Degree Courses to view all courses that may count towards 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.

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 to confirm that additional filters apply to your preferred section.

When there are multiple sections of a course, clicking on the 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRN</th>
<th>Instructor</th>
<th>Status</th>
<th>Meets</th>
<th>Term Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON E-1010</td>
<td>Microeconomic Theory</td>
<td>20934</td>
<td>Zona</td>
<td>Open</td>
<td>Th 7:30-9:30</td>
<td>1/24 to 5/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20935</td>
<td>Bruce D.</td>
<td>Open</td>
<td>M 8:10-10:10</td>
<td>1/24 to 5/18</td>
</tr>
</tbody>
</table>

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.