



Fall 2022 Registration Checklist



Create your student account.

You'll start by creating a DCEKey to set up an account on the [MyDCE student portal](#).



Complete the pre-registration steps.

Once your account is set up, you'll find a link in the MyDCE dashboard to complete pre-registration. Confirm your information, and you're ready to register.



Add courses to your cart & register.

Next, you can log into [Course Search & Registration](#) to search for courses, add courses to your cart, submit your schedule, and register. You have until 11:59 on August 25 to register for fall.



Claim your HarvardKey.

After you register, you'll receive an email about claiming your HarvardKey, which gives you access to University services and course websites. If you're coming to campus this fall for class, you'll use your HarvardKey to submit documentation of COVID-19 vaccination — due within 7 days of registering.



Pay your balance by August 15.

To hold your spot in your courses, remember to pay any balance on your account in full by the payment deadline. You have until 11:59 PM ET on August 15.



Visit your course website.

Before classes start, check out the syllabus and preview assignments. You can find a quick link to your course site by logging into [Canvas](#).



Shop for your new school supplies!

It's time to pick up those back-to-school items: textbooks, notepads, highlighters — maybe a new Harvard backpack!

Have questions?

inquiry@extension.harvard.edu

(617) 495-4024

For full course registration details: extension.harvard.edu/registration-admissions/course-registration