Lowell Student Scholarship Information
Harvard Extension School | Fall 2022

*Apply now!: https://web.dce.harvard.edu/lowell-scholarship
(Application deadline: Thursday, August 11, 2022 at 11:59 p.m. eastern time)

What is the Lowell Student Scholarship?
The Lowell Student Scholarship is an academic scholarship offered by Harvard Extension School that gives select high school students the opportunity to enroll in (1) undergraduate-level course at the Extension School (with some restrictions) at a reduced tuition cost. The 2022-23 tuition rate for an undergraduate-level course is $1,980. The scholarship will cover 50% of the total cost to enroll in the course ($990), and the student will be responsible for covering the remaining balance owed for the course ($990). Students can enroll in any undergraduate-level course of their choosing **(except for Management courses)**, as long as they meet the stated prerequisites for the course noted in the course description in the course catalog.

Who is eligible to apply for the scholarship?
To be eligible to apply for the fall 2022 Lowell Student Scholarship, students must meet **all** of the following eligibility requirements:

- Must be 15 years old at the time of course registration
- Must be currently enrolled in a Boston-area high school for the 2022-23 academic year
- Must be a high school sophomore, junior, or senior at the start of the fall 2022 term (graduation years = 2023, 2024, and 2025)
- Must have a 3.0 or higher cumulative GPA in all coursework attempted at your high school

You will be ineligible to receive the scholarship if you do not meet **all** of these eligibility requirements.

What do I need to submit to be considered for the scholarship?
The only thing that students need to submit in order to be considered for the scholarship is the online application. The application will ask you to upload a copy of your high school transcript (official or unofficial), which you should request to be sent to you electronically from your high school. You will also be asked to briefly explain why you are interested in enrolling at a course at Harvard Extension School this fall.

PLEASE NOTE:

- **NO DOCUMENTS SHOULD BE MAILED TO THE SCHOLARSHIPS COMMITTEE.** Students will be prompted to upload required documents (like transcripts) directly onto the scholarship application before being able to submit their completed applications to our team for our review.

- **COUNSELOR RECOMMENDATION LETTERS ARE NOT REQUIRED FOR THE FALL TERM.** The only exception to this rule is for homeschooled students, as noted on the online application. Homeschooled students are required to submit a letter of recommendation from a non-relative as part of their scholarship application if they do not have a transcript to provide us with. All other students are exempt from this requirement, as we realize that it is harder for students to request these letters from their college counselors or teachers during the summer months.

How do I apply for the scholarship?

Instructions for New Students

DCE Course Search and Registration System

The Division of Continuing Education (DCE), which includes Harvard Extension School, launched a brand new combined, mobile-friendly Course Search and Registration system last fall. The instructions provided below will walk you through how to search and register for courses using this system, which is accessible by clicking on the "Course Registration" button on your MyDCE student account dashboard.

"How to Prepare for Fall Registration" Webinar

The Office of Enrollment Services hosted a "How to Prepare for Fall Registration" webinar on June 29, 2022. This webinar walked students through every step of the registration process in detail – from creating your MyDCE student account to completing course pre-registration and registration. You can view the full recording of this webinar on the Harvard Extension School YouTube page here:
https://www.youtube.com/watch?v=4BUpr1RYk6g

Scholarship Application Instructions

Step 1: Create your MyDCE student account
- Click here to access the MyDCE landing page
- Click on the **"Create Your MyDCE student account"** link in the **"Create or Access Your MyDCE Account"** section on the landing page
- Click on **"Create a DCEKey"** and follow the steps on your screen to create this login credential for your MyDCE student account

Step 2: Review the course catalog and determine the course that you'd like to register for.
- **Remember that you are only permitted to register for (1) undergraduate-level course for the Lowell Student Scholarship. You can register for any undergraduate-level course that you'd like to except for Management courses. <u>High school students are not permitted to register for any Management courses at Harvard Extension School.</u>**

Step 3: Complete the pre-registration process in your MyDCE account. **This is required in order for you to be able to register for your desired course, but does <u>NOT</u> involve you registering for your course.** This is simply the process by which students verify that their contact and student information is correct in our systems.
- Log into your MyDCE account using your DCEKey login credentials
- Navigate to the **"Pre-Registration"** box on your dashboard (above the "Online Services" box) to begin the pre-registration process
- Once completed, you can start to register for classes on Monday, July 18 at 9:00 a.m. eastern time.

    *If you encounter any issues with pre-registration or don't see the pre-registration box on your dashboard: Please contact the Office of Enrollment Services for assistance with this at (617) 495-4024 or via email at inquiry@extension.harvard.edu

Step 4: Register for your desired course using your MyDCE account:

*Please watch our "How to Prepare for Fall Registration" webinar for screenshots of the course search and registration process noted below: https://www.youtube.com/watch?v=4BUpr1RYk6g

- Log into your [MyDCE account](#) using your DCEKey login credentials
- Click on the "Course Registration" button on your dashboard – this will redirect you into the DCE Course Search and Registration system
- Use the "Search Classes" box to search for courses by name or keyword
- Click on the course title to view more detailed information about it
- Click "Add to cart" – select "Primary Cart" – and click "OK"
- Select your desired credit status and click "Save Changes" - ***high school students can only register for courses that offer undergraduate credit status as an option for the course**
- Click on "Submit Schedule"
- Click on "Submit Registration" – you'll be redirected to a confirmation message that your registration submitted successfully

*Need to drop a course that you've registered for? Please follow the steps outlined below to do so:
- Log into your [MyDCE account](#) using your DCEKey login credentials
- Click on the "Course Registration" button on your dashboard – this will redirect you into the DCE Course Search and Registration system
- Click on "Primary Cart" on the left-hand side of your screen
- Click on the course that you would like to drop/withdraw from
- Click on "Drop/Withdraw" – a pop-up message will confirm that you're dropping the course
- Click on "Submit Schedule"
- Click on "Submit Registration" – you'll be redirected to a confirmation message that your course has been successfully dropped from your course schedule

Step 5: Submit your scholarship application through the student scholarships portal:
- Log into the scholarships portal using your DCEKey login credentials. You can access the scholarships portal by clicking [here](#).
- Once logged in, click on the "Start New Application" button in the middle of the page.
- Enter in all of the required application information, upload a copy of your high school transcript, complete your essay, and click on the submit button at the end of the application to send your completed application through to the scholarships committee for review. You'll receive a confirmation email notifying you that your application has been submitted successfully.

Step 6: Make the payment for your course by Thursday, August 11 at 11:59 p.m. eastern time. **We require that your payments be made earlier than noted on the Extension School academic calendar in order to make a scholarship decision for you, add your scholarship code to your student account, and confirm that your account balance is $0 to avoid having you dropped from your course due to nonpayment.**
- All tuition payments can be made through the Student Finance Portal, which is located within your [MyDCE account](#).
- From the MyDCE dashboard, click on the "Financial Services" button at the top of the page (located underneath where your name is displayed on this page).
- Once you've been redirected into the portal, you'll see that your account has a balance of $1,980 owed for your course. This total is there because no scholarships have been applied to your account yet. **When you make your payment, select the option to key in the total that you'd like to pay, and enter in $990 here. Then follow the steps on your screen to make your payment.** If you happen to overpay (i.e. pay the full tuition cost for your course), then you'll receive a refund for the total amount overpaid from our Student Financial Services office.

ALL SCHOLARSHIP DECISIONS WILL BE SENT OUT VIA EMAIL BY 5 P.M. EASTERN TIME ON TUESDAY, AUGUST 16

How do I apply for the scholarship?

Instructions for Returning Students
<mark>(*New student? Please see pages 2-3 for instructions)</mark>

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- Log into your MyDCE account using your DCEKey login credentials
- Navigate to the **"Pre-Registration"** box on your dashboard (above the "Online Services" box) to begin the pre-registration process
- Once completed, you can start to register for classes on Monday, November 8 at 9:00 a.m. eastern time.

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    *If you do not remember your HarvardKey or DCEKey login credentials, please reach out to the Office of Enrollment Services at Harvard Extension School for assistance. You can reach them at (617) 495-4024 Monday-Friday from 9:00 a.m.-5:00 p.m. ET or via email at inquiry@extension.harvard.edu.

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Covid-19 Updates

https://extension.harvard.edu/about/news-press/covid-19-updates/
We strongly encourage all students to check out our Covid-19 updates page regularly for the most up-to-date information regarding Covid-19 policies and protocols on campus.

English Proficiency Requirement for Course Registration

https://extension.harvard.edu/registration-admissions/course-registration/english-proficiency-requirement-for-registration/
English is the language of instruction at Harvard Extension School. If your native language is not English, then you must provide designated proof of English proficiency to be enrolled in any Extension School course, unless you are an admitted degree candidate at Harvard College, Harvard Extension School, or at a Harvard graduate or professional school. **Please click on the link above to learn more about how to meet this requirement if English isn't your native language.**

Choosing a Course

❏ Check https://extension.harvard.edu/academics/programs/take-a-course/ for up-to-date course information and review the calendar at https://extension.harvard.edu/registration-admissions/academic-calendar/ for critical registration, drop and withdrawal deadlines.

❏ Discuss your course selection with a high school teacher or adviser. To help ensure success, we recommend that you choose skills-based courses such as computer science, math, or foreign language, as well as introductory content courses, such as Introduction to Psychology. Graduate-level courses and management courses are not eligible.

❏ Carefully read the course description. Check prerequisites and meeting times and make sure that the course is being offered for undergraduate credit.

❏ Get a copy of the course syllabus from the course description online or in class on the first day.

Advice, Transcripts, and Future Use

Taking courses at Harvard Extension School is a rewarding experience; however, be prepared to work hard. College courses demand more of students than do high school courses. It goes without saying that all work should be your own, and you should be aware of our academic honesty guidelines. We recommend that you review our tips for avoiding plagiarism and other resources at https://extension.harvard.edu/for-students/.

The course that you will take is undergraduate credit-bearing, resulting in an official grade and university transcript from Harvard Extension School. Courses will result in a letter grade or WD (indicating withdrawal), which will appear on a transcript from Harvard Extension School. You'll be required to submit your Harvard Extension School transcript with your college applications regardless of the grade you receive, if applications ask students to submit all official transcripts. While it is always up to an individual school to determine credit, Harvard Extension School credit is ordinarily transferrable to most colleges and universities.

TIP: If you find yourself unable to complete the course, we strongly recommend that you formally withdraw by the deadline. If you don't withdraw and don't complete the course, you will earn a failing grade.

Please note, all students pursuing admission to the ALB degree program at Harvard Extension School must possess a high school diploma or its equivalent, and students may not enroll in degree program courses at Harvard Extension School to use towards admission until five years after their high school credential was earned.

See the next page for important application and academic dates and deadlines for the fall 2022 term

Scholarship Application & Decisions Timeline

Monday, July 11-Thursday, August 11, 2022
Scholarship application open to all eligible students.
- **You must complete pre-registration first in order to be able to register for your desired course when course registration opens up to all students on Monday, July 18 at 9:00 a.m. eastern time.**

Thursday, August 11, 2022
All scholarship applications due by 11:59 p.m. eastern time. **No late applications will be accepted.** You must have registered for your desired course and made the $990 payment for your course by this date too in order to be considered for the scholarship.
- **If English isn't your native language, then your proof of English Proficiency must also have been received and approved by this deadline too.**

Tuesday, August 16, 2022
Scholarship decisions emailed out to all students by 5:00 p.m. eastern time today

Important Academic Dates & Deadlines

Monday, July 18 (9:00 a.m. ET)
Fall term course registration opens up to all students at 9:00 a.m. eastern time

Friday, August 26-Tuesday, September 6
Course changes period

Monday, August 29
First day of fall term classes

Tuesday, September 6
Course drop deadline for 100% tuition refund ($990 for all scholarship recipients)

Tuesday, September 13
Course drop deadline for 50% tuition refund ($495 for all scholarship recipients)

Friday, November 18
Withdrawal deadline (no tuition refund)