

FALL 2019 COURSE REGISTRATION
For Poetry in America Courses through the Harvard Extension School

Poetry in America: The City from Whitman to Hip Hop (ENGL E-300)
Poetry in America: From the Mayflower through Emerson (ENGL E-182A)

Harvard Extension School
Division of Continuing Education
Harvard University

HELPFUL LINKS

- Academic Calendar: <https://www.extension.harvard.edu/academic-calendar>
- For help with registration issues, contact Enrollment Services: inquiry@extension.harvard.edu | (617) 495-4024
- Course Registration Information: <https://www.extension.harvard.edu/registration-admissions/course-registration>

Overview

Credit Options:

Undergraduate Credit
(4 credits)

Graduate Credit
(4 credits)

Noncredit
(ENGL E-300 enrollees are eligible for 90 professional development hours from the Harvard Graduate School of Education; no letter grade on Harvard Extension School transcript)

Course Options:

ENGL E-300 | Poetry in America: The City from Whitman to Hip Hop

ENGL E-182A | Poetry in America: From the Mayflower through Emerson

*You will enroll in ENGL E-300 if you are participating in the Poetry in America National Pilot

Cost:

The cost for educators is \$250 per course.

Please note: The default cost of each course is \$1,000. After you have paid your \$250 enrollment fee (see Steps 5-8 in this guide), you will have a remaining balance of \$750. You must fill out an educator tuition waiver form (see Step 9 in this guide) to have this \$750 balance removed.

Payment and the educator tuition waiver form are due on August 12th.

Step 1: Log into your account

Visit Online Services here:

<http://dceweb.harvard.edu/extension/login/>

Returning Users:

If you **have taken** Harvard Extension courses in the past, please log in to [Online Services](#) using your HarvardKey or DCE ID/PIN and then **skip to Step 3**.

New Users:

If you **have never taken** a class through the Harvard Extension School, please visit [Online Services](#) to create an account and **follow the steps listed in this guide in order**. Begin by clicking “**Create Account**” under **New Students**.

[Login help](#)

Welcome to Harvard Extension School Online Services!

In this online portal, new and current students can plan their academic journey - including registering for and managing courses, tracking certificate progress, and applying to degree programs.

Registration for Fall term courses begins on July 25, 2019 for admitted degree candidates. Registration for all students begins on July 29, 2019

New to Harvard Extension? See "New Students" below to get started and create an account.

See below for information on [managing your account](#), [updating your profile](#), [updating your contact information](#), [updating your address](#), [updating your phone number](#), [updating your email address](#), [updating your password](#), [updating your preferences](#), [updating your security questions](#), [updating your social media links](#), [updating your resume](#), [updating your portfolio](#), [updating your writing skills](#).

Returning Students

Returning users

Login with HarvardKey or DCEKey

This option is available to members of the Harvard community with a HarvardKey and to Harvard Extension and Summer School faculty, students, and admitted applicants with a DCEKey.

Login

Login with DCE ID and DCE PIN

DCE ID number:

DCE PIN:

[I do not know my DCE ID Number](#)

[I do not know my DCE PIN](#)

Login

Reset

New Students

You must be at least 15 years old to create a student account. If you do not already have a HarvardKey or DCEKey login credential, you will be prompted to create a DCEKey before creating your student account.

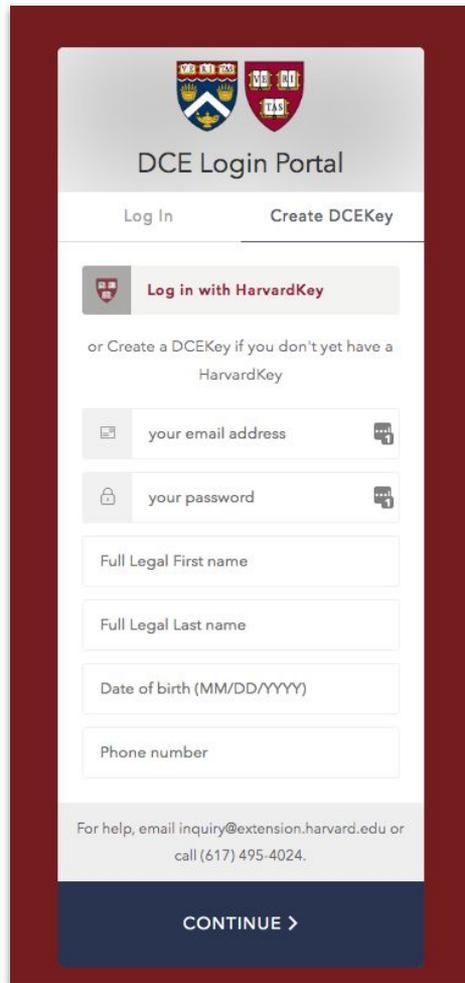
Create Account

New users

Step 2: Create your account (*new users only*)

You will be prompted to **create a DCEKey** login credential as the first step of creating your student account...

Once you click “Continue” you will be asked to verify your email address.



The screenshot shows the 'DCE Login Portal' interface. At the top, there are two Harvard University crests. Below them, the text 'DCE Login Portal' is centered. A navigation bar contains 'Log In' and 'Create DCEKey', with 'Create DCEKey' being the active page. A prominent button labeled 'Log in with HarvardKey' is displayed, accompanied by a small crest icon. Below this, a message states: 'or Create a DCEKey if you don't yet have a HarvardKey'. The form contains several input fields: 'your email address' (with an envelope icon), 'your password' (with a lock icon), 'Full Legal First name', 'Full Legal Last name', 'Date of birth (MM/DD/YYYY)', and 'Phone number'. At the bottom, there is a dark blue button labeled 'CONTINUE >'. A footer section provides contact information: 'For help, email inquiry@extension.harvard.edu or call (617) 495-4024.'

Step 2: Create your account (continued)

Once you have successfully created a **DCEKey** and logged into Online Services, you will be prompted to provide additional biographical and other information. Once you submit the required new student information, you will be assigned a **DCE ID number**.

Note: the PIN will be very long; you will have the opportunity to change this number during the registration process.

New Student Confirmation

Please print this page for your records and continue to the **next step** by selecting the **Login** button below.

A confirmation will also be sent to your e-mail address, testmail@g.harvard.edu.

DCE ID Number

IMPORTANT: Your DCE ID number is listed below. This number uniquely identifies you within the Division of Continuing Education and is used primarily for administrative purposes. Please keep this information confidential.

DCE ID Number @00784577

Next Step

To complete your current transaction, log in at <https://dcweb.brattle.harvard.edu> or click the "Login" button to be automatically logged in.

[→ Login](#)

Date	Name	DCE ID Number
07/25/2019	Harvard, John	@00784577

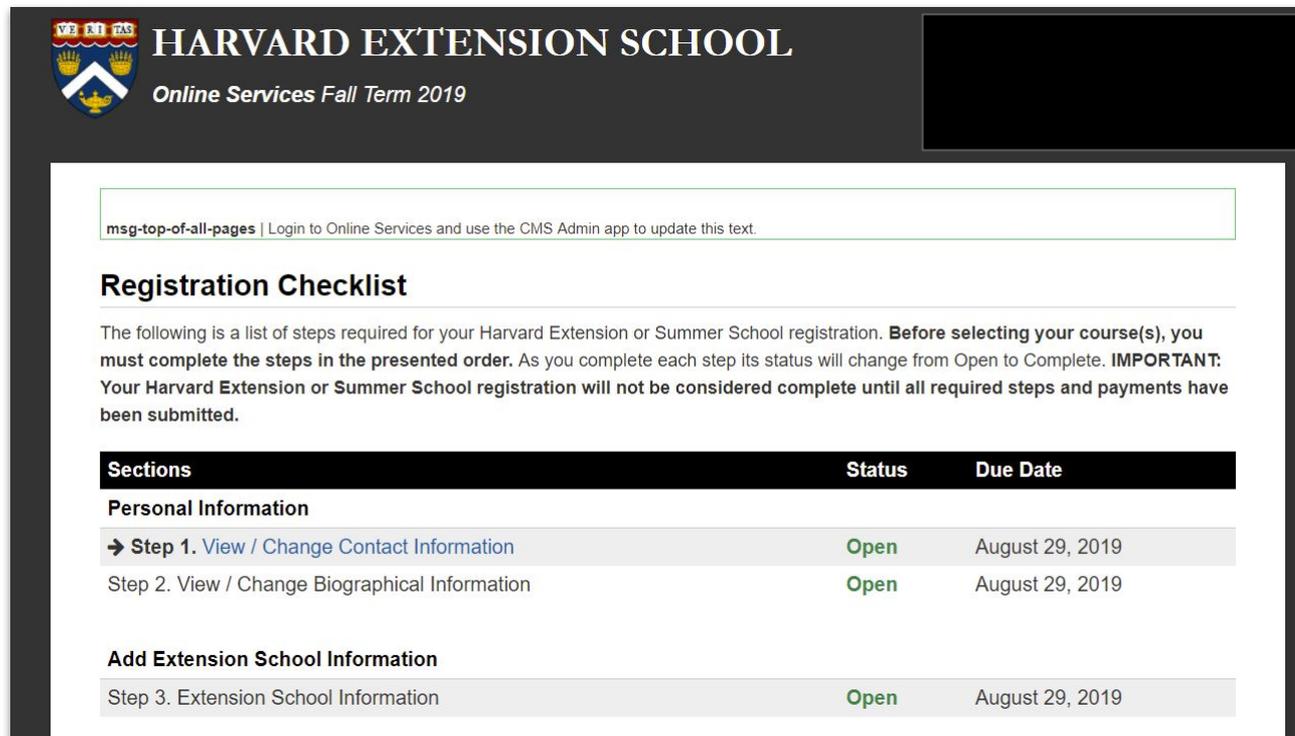
Navigation

[Logout](#)

Step 3: Complete registration checklist

You will then click through to a Registration Checklist. You will need to complete the steps listed in the portal (this includes filling out contact information, verifying English proficiency, etc.)

The last step of the checklist is “add course(s)”.



The screenshot shows the Harvard Extension School Online Services Fall Term 2019 Registration Checklist page. At the top left is the Harvard crest and the text "HARVARD EXTENSION SCHOOL Online Services Fall Term 2019". A message box at the top reads "msg-top-of-all-pages | Login to Online Services and use the CMS Admin app to update this text." The main heading is "Registration Checklist". Below it is a paragraph explaining the registration process and the importance of completing steps in order. A table follows, listing the registration steps, their status, and due dates.

Sections	Status	Due Date
Personal Information		
→ Step 1. View / Change Contact Information	Open	August 29, 2019
Step 2. View / Change Biographical Information	Open	August 29, 2019
Add Extension School Information		
Step 3. Extension School Information	Open	August 29, 2019

Step 4: Register for the Poetry in America course

You will then arrive at the course registration page. Run a search for “Poetry in America”; you will see Poetry in America course offerings for Fall 2019 and Spring 2020.

***If your school is participating in the Poetry in America National Pilot this fall, you’ll want to select ENGL E-300 Poetry in America: The City From Whitman to Hip Hop.**

This fall, we are also offering ENGL E-182A Poetry in America: From the Mayflower through Emerson.

Registration Pending

Select Subject

Limited enrollment courses: Courses with limited enrollment are designated “Limited,” “Filling,” “Waitlist,” or “Closed” in the Status column.

Course prerequisites: Prerequisites for individual courses are listed in the course descriptions. Please check to be sure you have met the prerequisite(s) listed in the course descriptions before selecting your courses.

- **English Proficiency:** If your native language is not English, you must provide designated proof of English proficiency to enroll in any Extension School course, and before you may take the Test of Critical Reading and Writing Skills.
- The **Test of Critical Reading and Writing** is required for registration in certain courses.
- Placement tests are recommended for admission to certain mathematics and economics courses.

Meeting days/times: Additional required section meeting days/times exist for many courses. Please check the course description for section information before selecting your courses.

Full payment of tuition is due no later than Monday, August 19. If full payment of tuition and fees is not received online or at 51 Brattle Street by August 19, you will be dropped from all courses, including waitlists. See [Tuition, Fees, and Payment](#) for details on payment options and policies.

Harvard employees using TAP: After you have selected your course(s), you will see the Tuition and Fees screen. Select the “Confirm / Apply TAP” button to use your TAP benefit.

Prospective or Current Harvard Extension School Degree/Certificate Candidates: Be sure to use the appropriate [Course Search](#) to identify courses applicable to your degree or certificate prior to registration.

Subject:

Course number:

[List Courses](#)

Step 5: Register for the Poetry in America course

Once you have selected the course, you will be prompted to select your desired credit status.

Registration Pending

Course Information

CRN	Course	Sec	Units	Title / Instructor	Day - Time / Location
16034	ENGL E-300	0	4	Poetry in America: The City from Whitman to Hip Hop Elisa New Gillian Osborne	Online Only

Credit Status Options

Register UNDERGRADUATE (\$1,700.00)

Register GRADUATE (\$2,750.00)

Register NONCREDIT (\$1,700.00)

Cancel & Return to Selections

Harvard Employees using TAP: TAP benefits will be applied before your credit card is charged.

Step 6: Register for the Poetry in America course

When you continue on to payment, you will see a \$1,000 tuition cost because that is the default cost for this course. **As an educator, your actual cost will be only \$250 if you fill out a tuition waiver (see below).*** You will **ONLY** be expected to pay \$250 today. Click “Continue Registration” to continue and click “Confirm” on the next page.

***IMPORTANT NOTE: YOU MUST COMPLETE THE FORM IN STEP 9 BY AUGUST 12TH IN ORDER TO RECEIVE THE EDUCATOR RATE.**

Registration Pending

Pending Selections

CRN	Course	Title	Credit Status	Status	Units	Tuition	Actions	Credit
16034	ENGL E-300	Poetry in America: The City From Whitman to Hip Hop	Graduate	Registration Pending	4	\$1,000	Delete	Change
Totals					4	\$1,000		

Harvard Employees using TAP: When you select the "Continue Registration" button you will see the "Tuition and Fees" screen. Select the "Confirm/ Apply TAP" button to use your TAP benefit.

Trans ID: 9314222

Options

[Add Another Course](#) [Continue Registration](#) [Cancel Registration](#)

Step 7: Register for the Poetry in America course

You will then receive a confirmation page. **Please make sure to take a screenshot of this.**

Registration Complete

Confirmation

Please print this page and retain it for your records. To review your course schedule or to make schedule changes, select "Course Registration and Schedule" from the main menu. Select "View Course Schedule" to review your schedule; select "Drop Course(s) or Change Credit Status" to make schedule changes.

For office use only: 31a1a14b1968c8c8bdcaf6fe42f9812f

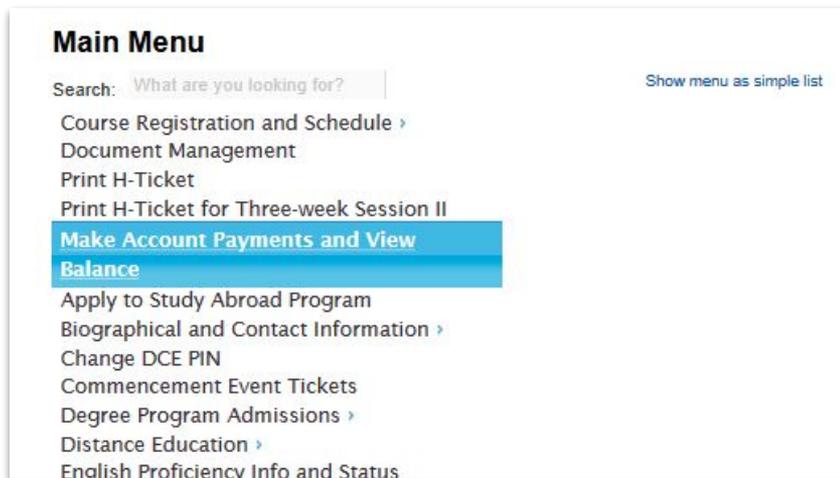
Date	Transaction ID	Name	DCE ID Number
07/09/2019	9314222		

Tuition and Fees

Step 8: Complete your payment process

Go to the [Online Services](#)'s **Main Menu** and click on **“Make Account Payments and View Balance”** to complete your payment of \$250. You will still have a remaining balance of \$750. This is normal! Don't worry; the balance will be removed from your account pending completion of your waiver form (see next step).

This payment must be completed by August 12th.



The screenshot shows a web interface titled "Main Menu". At the top right, there is a link that says "Show menu as simple list". Below the title is a search bar with the placeholder text "What are you looking for?". A list of menu items follows: "Course Registration and Schedule >", "Document Management", "Print H-Ticket", "Print H-Ticket for Three-week Session II", "Make Account Payments and View Balance" (which is highlighted with a blue background), "Apply to Study Abroad Program", "Biographical and Contact Information >", "Change DCE PIN", "Commencement Event Tickets", "Degree Program Admissions >", "Distance Education >", and "English Proficiency Info and Status".

Step 9: Complete the waiver form

You will then need to **complete the educator tuition waiver form by August 12th to receive the educator rate for this course; filling out this form will remove the remaining \$750 balance from your account.** You are only responsible for the **educator rate of \$250**, but you must fill out the educator tuition waiver form.

The educator tuition waiver form can be completed here:

<https://forms.gle/noTdzYX1sz1F4Kp36>

Step 10: You're All Done!

You're all done! Welcome to Harvard Extension School! If you have any registration issues, you can e-mail inquiry@extension.harvard.edu. Any other questions can be directed to poetryinamericaforhs@gmail.com.

Poetry in America classes will start on September 4, 2019.

In the meantime, if you are new to Harvard Extension, be on the lookout for an e-mail with the subject "Harvard ID and HarvardKey Information", which provides information about setting up your HarvardKey. Your HarvardKey will be the login you'll use to access the course site in the Fall.