

To ensure that students see the appropriate course information and can register properly, confirm the following information before enrollment opens. Log into the [my.harvard Course Search](#) and search for your courses by your last name, or the course name.

Question	What to Check in Course Search	Change Needed?
<p><b>Course Components</b>            What type of course (e.g., lecture, seminar, reading/research) will you teach?            Must students attend both lecture + discussion section?            (or lab, film, etc.)?</p>	<p>“<i>Course Component</i>” should indicate the correct course type (e.g., lecture etc.) in course search.</p> <p>If students must enroll in multiple course components (e.g., lecture + discussion), confirm that the “i” symbol appears next to course type.</p>	<b>**Yes/No</b>
<p><b>Instructor Consent</b>            Does your course require your approval to enroll?</p>	<p>Instructor Consent displays in the course search as: “<i>Consent: Instructor</i>”</p> <p>If consent is required, you (or course staff) will need to approve requests in my.harvard.</p>	<b>**Yes/No</b>
<p><b>Course Enrollment Cap</b>            Do you wish to set an enrollment cap? If there’s a cap listed, is it correct?  <i>Note:</i> Course with an enrollment cap must also have instructor consent.</p>	<p>A cap is indicated as “<i>Class Capacity = 0/x</i>” in the course search (x = cap). This option will allow you to select students requesting permission for the course.</p> <p><i>Please Note:</i> There’s no limit to the number of students who may request permission, but you control the enrollment by approving requests.</p>	<b>**Yes/No</b>
<p><b>Displayed Course Information</b>            Are your title, course description, course notes etc., accurate?</p>	<p>Review course title and description. The course title appears in the course search, on transcripts, and other locations.</p> <p>The description should explain course content and be concise so as to be easily readable on mobile devices.</p>	<b>**Yes/No</b>
<p><b>Course Requirements</b>            Do students need to fulfill a certain requirement to enroll?</p>	<p>“<i>Course Requirements</i>” will be listed under the course description. If nothing displays and the course has a requirement (ex: pre-requisite), please request a new requirement.</p> <p><i>Note:</i> Anyone can request permission, but those meeting the requirement will be enrolled without further approval needed.</p>	<b>**Yes/No</b>

### **\*\*If you answered “Yes” to changing anything above....**

Contact your department’s curriculum coordinator— s/he can make the appropriate adjustments.

**Please Note:** Any changes to the above information must be made before the start of term.