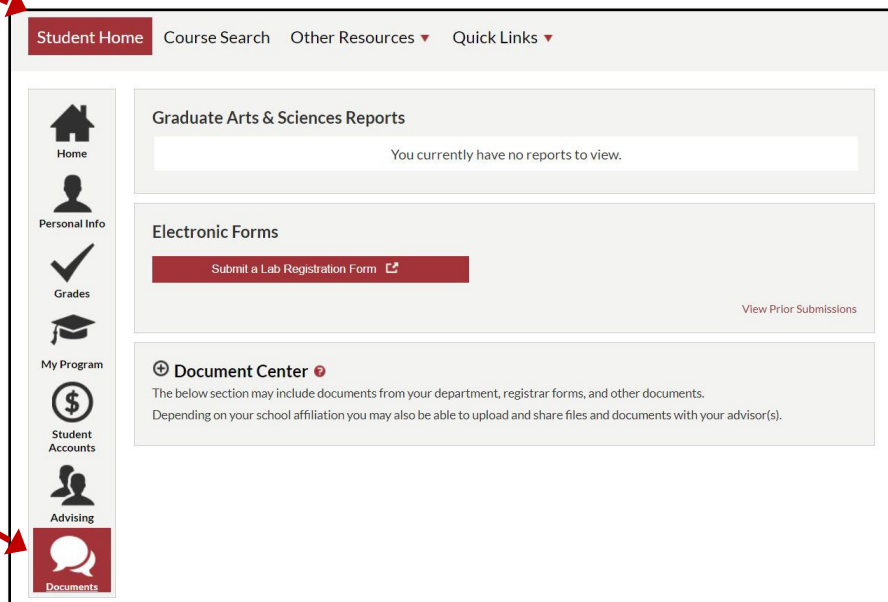
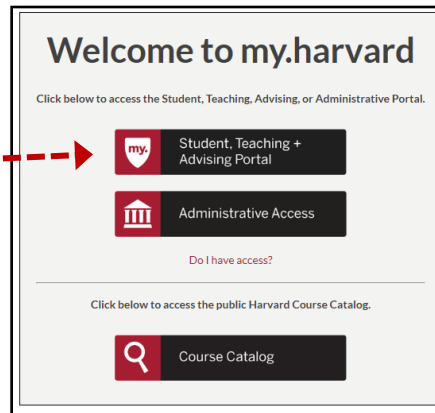




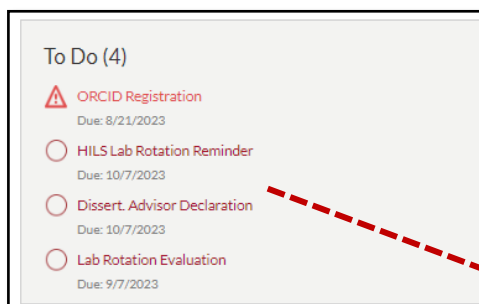
HARVARD ACADEMIC FORM GUIDE

Accessing an Academic Form

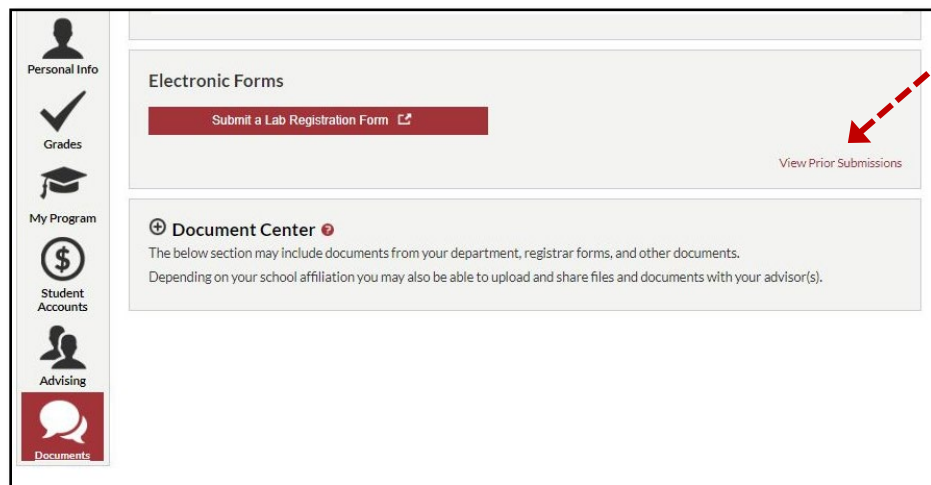
Academic forms are available in the [My.Harvard Student Portal](#), in the **Documents** section of the **Student Home** page.



- If a form has been assigned to you, you will see the reminder in your **To Do list** at the bottom of the **Student Home** Tab. Open the To Do item and there will be a direct link in the description



- Forms you have previously submitted can be access via the **View Prior Submissions** link found on the **Documents** page



The screenshot shows a user dashboard with a sidebar on the left containing icons for Personal Info, Grades, My Program, Student Accounts, Advising, and Documents. The main content area has two sections: 'Electronic Forms' with a 'Submit a Lab Registration Form' button, and 'Document Center' with a 'View Prior Submissions' link. A red dashed arrow points to the 'View Prior Submissions' link.

Lab Rotation Registration Form

- First, enter the **Estimated Start Date** and **End Date** of this rotation period
- You can look up faculty, their program affiliations, and their research in the **Advisor/Instruction Search Portal**.
- Select the **program affiliation** of your proposed Head of Lab from the first dropdown menu.
- This will populate the **Head of Lab** dropdown menu with the faculty members associated with that department. Select the desired Faculty.
****Please Note:** Do NOT select a faculty member that you have not first communicated with and have mutually agreed to participate in their lab**
- OPTIONAL: If there is person separate from the Head of Lab who will be your daily supervisor, please enter their first and last name in the **Daily Supervisor Name** field

Rotation Information

Rotation Count First Rotation

1 *Estimated Start Date *Estimated End Date

To see a list of available labs and a description of their research, use the [Advisor/Instructor Search Portal](#)

Once you have a faculty member in mind, select from the dropdown their program affiliation found in the Instructor Search Portal. This will populate the Head of Lab dropdown with the associated faculty. From the dropdown, you can select the name of your proposed Head of Lab for this rotation.

*Faculty Program Affiliation

3

*Head of Lab

Daily Supervisor Name (if different from Head of Lab)

Bio Sciences in Dental Med
 Bio Sciences in Public Health
 Bioinformatics and Integrative
 Biological and Biomedical Scie
 Biophysics

*Faculty Program Affiliation Molecular & Cellular Biology ▼

*Head of Lab ▼ 4

Daily Supervisor Name (if different from Head of Lab)

- Adam Cohen
- Amanda Whipple
- Amy Wagers
- Andrew Murray
- Aravi Samuel

6. Enter a **Brief Description** of your project in the next field box and **submit** the form.

- Once submitted, you will receive a confirmation email and another email once fully approved. If you wish to see the status of your submitted **Lab Rotation Registration Form**, please navigate to the **Documents** tab on the **Student Home** page, and click on **View Submissions**.