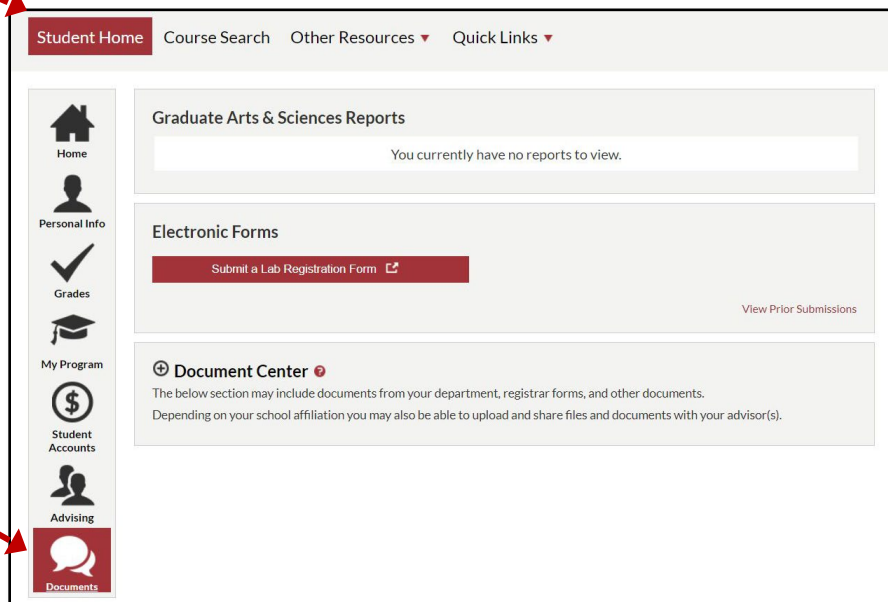
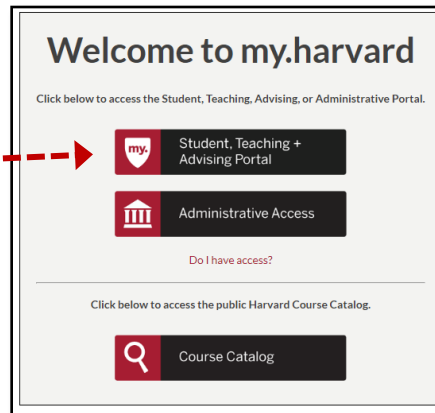




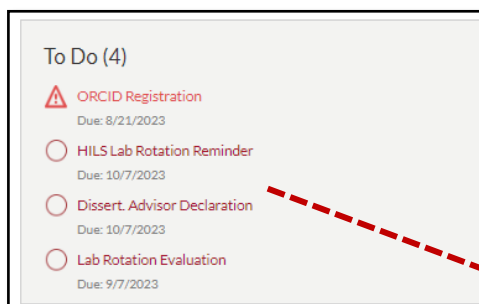
HARVARD ACADEMIC FORM GUIDE

Accessing an Academic Form

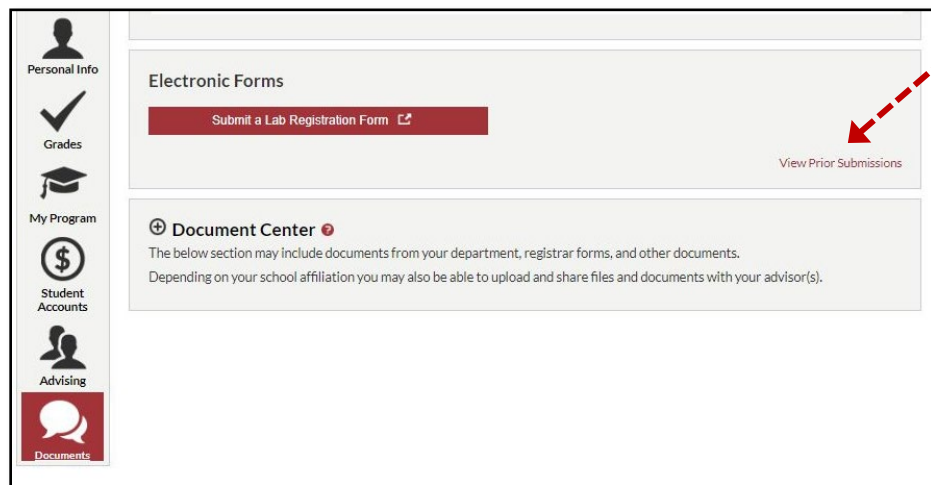
Academic forms are available in the [My.Harvard Student Portal](#), in the **Documents** section of the **Student Home** page.



- 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

*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

3

*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**.

Dissertation Advisor Declaration (or Lab Joining) Form

Required Workflow

On your form, you will see a list of labs in which you have rotated.

Student Lab Rotations

3 rows

	Faculty Lab ▾	Start Date ▾	End Date ▾
1	Paola Ariotta	11/01/2023	11/21/2023
2	Emily Balskus	11/24/2023	12/22/2023
3	Nicholas Bellono	10/02/2023	10/30/2023

Lab Selection

*Proposed Dissertation Advisor ▾

Are you joining more than one lab? (Optional) ☐ No

Planned Start Date

1. Choose which lab you would like to join from the Proposed Dissertation Advisor dropdown menu

2. Enter the proposed start date of joining the lab

*Please briefly describe your proposed lab/dissertation topic:

3. Type a brief description of your lab/dissertation topic in the text field

Submit

4. Submit your form

Optional Workflow –Joining multiple labs

Lab Selection

*Proposed Dissertation Advisor Paola Arlotta ▼

Are you joining more than one lab? (Optional) Yes ☒

*Co-Advisor ▼

2

I did not rotate in my Co-Advisor's lab No ☐

1. If you are opting to join multiple labs, change this question to Yes

2. Using the Co-Advisor dropdown, you can select an additional faculty member from the list of lab rotations, then continue with step #2 in the Required Workflow.
3. If you did not rotate in your co-advisor's lab, leave the Co-advisor dropdown blank and indicate **Yes** in the question below.
4. In this scenario, you will have to first select the faculty member's program affiliation, then the faculty list from the program will populate. There, you can select the faculty member and continue on the step #2 in the Required Workflow.

Lab Selection

*Proposed Dissertation Advisor Paola Arlotta ▼

Are you joining more than one lab? (Optional) Yes ☒

I did not rotate in my Co-Advisor's lab Yes ☒

*Co-Advisor Program Affiliation Chemical Biology 3 ▼

Planned Start Date 

4

*Co-Advisor ▼
Abigail Devlin
Adam Cohen