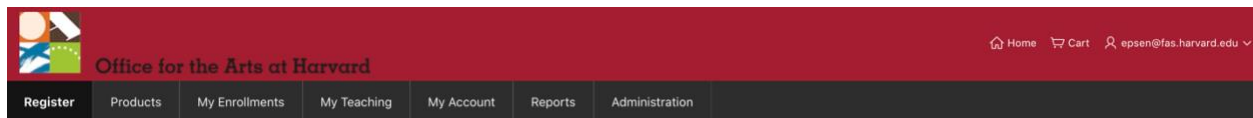


Registration System Primer

<https://ofadap.fas.harvard.edu>

This primer details the features of the OFA class registration system designed for Harvard's Office of the Arts Ceramics Program and Dance Program. Our system connects directly to HarvardKey, creating a secure and convenient means for students, faculty, staff, alumni, and designated affiliates to enroll in community classes, workshops, artist talks, and events.

This site is primarily for registration and enrollment purposes. For comprehensive information about our classes, teaching artists, and/or programs, we encourage you to visit the [OFA Dance Program webpage](#).



Welcome to the

Registration Site

For the Ceramics and Dance Programs

Please select from one of the following programs to register for community classes, workshops, talks, and events!

Ceramics Program



https://ofadap.fas.harvard.edu/ords/ofa//office-for-the-arts/search-classes?p2_program=Dance&session=13458787880653

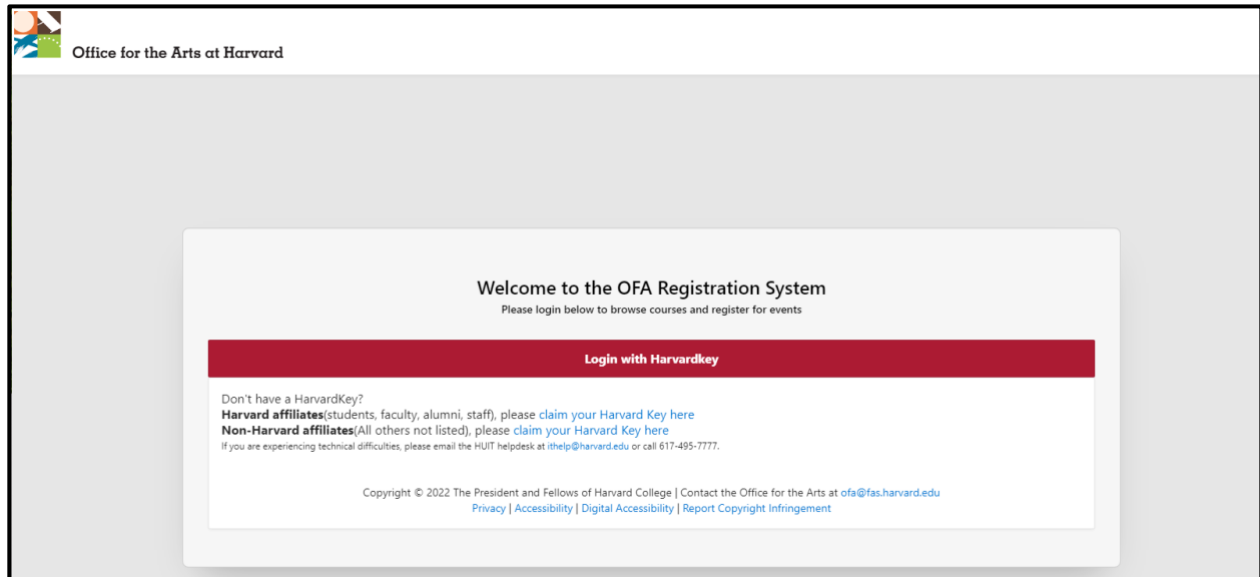
Dance Program



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LOGGING IN



HarvardKey (for Harvard affiliates)

Current Students, Faculty, Staff, Alumni, and Fellows

- Visit <https://ofadap.fas.harvard.edu>.
- Enter your HarvardKey at the prompt.
- Confirm/update information on “Profile” page.
 - **Alumni, DCE Students and current Harvard Fellows:** Please note your account will automatically identify as General Public. To enroll in Dance Program classes, you **must select from among the options in the “Group (if applicable)” pulldown menu**.
- Click **Save My Changes** in the bottom left-hand corner when done.
- Select “Register” from the black Navigation Bar at the top of the screen to view and shop for classes and events.

HarvardKey Light (for non-Harvard affiliates)

MIT Students/Faculty/Staff, Harvard Family or Artist Affiliates, and CRLS Students

- Visit <https://ofadap.fas.harvard.edu>.
- Set-up your HarvardKey account via the prompt for Non-Harvard Affiliates. This is a one-time action.
- Once you have created your HarvardKey account (username and password), you will use this log-in information to access the registration site going forward.
- Complete information on “Profile” page.

The form is titled 'Get Your HarvardKey' and includes the text 'Get access to Harvard's online resources.' and 'All fields are required'. It features three input fields: 'Email Address', 'First Name', and 'Last Name'. To the right of these fields are links for 'LOG IN', 'FORGOT YOUR PASSWORD', and 'ALREADY HAVE A HARVARDKEY?'. A blue button at the bottom left is labeled 'CREATE YOUR HARVARDKEY'.

- Please note your account will automatically identify as General Public. To enroll in Dance Program classes, you **must select from among the options in the “Group (if applicable)” pulldown menu**.
- Click **Save My Changes** in the bottom left-hand corner when done.
- Select “Register” from the black Navigation Bar at the top of the screen to view and shop for classes and events.

PROFILE PAGE

Each term, the system will automatically take you to the “Profile” page to confirm your personal information. Users are welcome to update their information any time but verifying these details will be a requirement each semester.

The system will open to the Register page upon log-in once you have completed this per-term verification.

GETTING STARTED

Our system is designed to serve the Harvard OFA Dance Program as well as the OFA Ceramics Program. From the **Register** page, select the preferred program to view current class and event offerings.

The screenshot shows the Harvard Office for the Arts website interface. At the top, there is a navigation bar with links for Home, Cart, and a user profile. Below the navigation bar, there are tabs for Register, Profile, My Enrollments, My Teaching, and Administration. The main content area is divided into a sidebar on the left and a main list of offerings on the right. The sidebar contains filters for Program (Dance), Type (Class, Event), Day(s) Offered (Mondays, Tuesdays, Wednesdays, Thursdays, Saturdays, Sundays), Level (All Levels, Beginner, Intermediate, Intermediate - Advanced), Location (Hybrid, In Person), and Start Time (Afternoon, Evening, Morning). The main list displays several offerings, each with a red circular icon, a title, a description, and a schedule. The offerings include Ballet Fundamentals, Ballet II, Ballet III, Bharatanatyam II, Biomechanics of Movement: Best Practices for Optimal Dance Physiology with Dr. Shriya Srinivasan, Conditioning: Strength & Stretch, and Contemporary I.

Users may sort and refine their search by applying the filters on the left-hand side of the screen – by class or event, day or time, level, location, or by start time. Clicking on an offering will open a Class Details window with further information about the class or event and the chance to Enroll Now or Add to Cart.

HOW TO REGISTER

From the Class Details window, select enrollment preferences:

- Full Course versus Drop-in

* Full Course (or) Drop In Full Course Drop In

* Location Offered

- Drop-in enrollments will prompt a pulldown menu to select preferred drop-in date.

Current Harvard Undergraduate Students

Click **Enroll Now**. You will be brought to the My Enrollments page, confirming your enrollment in the selected class or event.

My Enrollments Search Classes

Term: 2022 FALL

Enrolled Classes/Events

Program	Class Name	Day(s)	Dates	Time	Location Type	Physical Location	Virtual Location	Enrollment Type	Enrollment Location Selection	Enrollment Status		
Dance	Ballet III	Wednesdays	09/07/2022 - 11/09/2022	07:30 PM - 09:00 PM	Hybrid	HDC Studio 1	https://harvard.zoom.us/j/99035504702?pwd=TVBOVENDTGIQMVR3WjZGWnc5endjUT09	Full Course	Combination	Enrolled	Request To Drop	Swap Class
Dance	Hip Hop (Mondays)	Mondays	09/12/2022 - 11/21/2022	06:00 PM - 07:30 PM	Hybrid	HDC Studio 1	https://harvard.zoom.us/j/93755653763?pwd=ZjFkXWVUaW5lQlFPRzR0OTJLWVh0Zz09	Full Course	Combination	Enrolled	Request To Drop	Swap Class

1 - 2

Click the **Search Classes** button in the upper-right hand corner to return to class/event offerings.

All Other Users

After selecting enrollment type – with drop-in date if applicable – click the **Add To Cart** button in the bottom right-hand corner. You will be redirected to the class/event offerings page. A number should appear by the Cart icon to indicate the number of items you have selected.

Once a single item has been added to the cart, the system implements a 15-minute timer. You must check-out within this time to confirm your purchase and enrollment.

When you are ready to check-out, click the Cart Icon in the upper right corner. ↓



SHOPPING CART/CHECKOUT

Each item in the cart will display along with a purchase summary on the right-hand side.

The screenshot shows a shopping cart with two items and a summary table. The first item is 'Contemporary I/III' (Dance) with a price of \$100.00, a multi-class discount of \$25.00, and a total price of \$75.00. The second item is 'Conditioning: Strength & Stretch' (Dance) with a price of \$120.00, a multi-class discount of \$30.00, and a total price of \$90.00. The cart summary shows 2 items, a subtotal of \$220.00, a discount of \$55.00, and an estimated total of \$165.00. A 'Continue Shopping' button is in the top left, and a 'Checkout' button is in the top right of the summary table. A timer indicates the cart will expire in 0d 0h 11m 8s.

- Harvard Dance Program’s **15% Multi-Class Discount** is automatically applied if you select more than one full-series class. The system displays the item’s original cost, the applied discount, and the total price due.
 - Please note: Multi-Class Discounts do not apply to TAP benefits or drop-ins.
- **TAP-Eligible Harvard employees** may elect to apply their TAP benefit by the “Choose Tap Option” pulldown menu. This action will automatically adjust the class price to \$40.00.
 - Please visit [Tuition Program \(TAP/TRP\) Self Service](#) to download the required TAP form for tuition assistance. Completed and signed forms should be emailed to the Dance Office at dance@fas.harvard.edu to accompany your enrollment.
 - Long-service TAP beneficiaries should contact the Dance Office at dance@fas.harvard.edu to enroll in a class using this additional benefit.
 - Questions about TAP eligibility? Visit [Harvard HR Benefits](#).
- Individual class or events may be deleted from the cart by clicking on the trash can icon.
- Click the Continue Shopping icon in the upper left-hand corner if desired.

Click the **Checkout** button to submit payment and confirm your enrollment. In the pop-up window, confirm or cancel to proceed.

Users are **automatically redirected to a TouchNet website to complete payment information**. Billing information is pulled from the user’s profile, but state and country must be re-entered in the applicable fields. Clicking Continue in the bottom right-hand corner will advance the purchase to a final confirmation screen; clicking cancel will empty the cart and return the user to the OFA Registration site log-in. TouchNet will generate a receipt of purchase, which will be emailed to the user in addition to the option to print screen if desired.

The screenshot shows a payment confirmation screen with a receipt. The receipt includes the following information: Amount: \$120.00, Total: \$120.00, Date and Time: 8/23/22 10:35 AM, Name on Card: [REDACTED], Account Number: xxxxxxxxxxxx1111, Card Type: Visa, Reference Number: 20220823000006, External Transaction ID: OFA_ORACLE_APEX_STAGE_3000203, System Tracking ID: 9589, and a note: *** Card Not Present ***. There are 'Print Receipt' and 'Continue' buttons at the bottom right.

From the Receipt screen, users may return to the OFA Registration Site by clicking **Continue**.

MY ENROLLMENTS

Visit My Enrollments via the black navigation bar to view enrollment and transactions by term.

Program	Class Name	Days(s)	Dates	Time	Location Type	Physical Location	Virtual Location	Enrollment Type	Enrollment Location Selection	Enrollment Status		
Dance	Ballet III	Wednesdays	09/07/2022 - 11/09/2022	07:30 PM - 09:00 PM	Hybrid	HDC Studio 1	https://harvard.zoom.us/j/990355047027?pwd=TVB0VENDTGIQMVRR3WjZGwncSendlUT09	Full Course	Combination	Enrolled	Request To Drop	Swap Class
Dance	Hip Hop (Mondays)	Mondays	09/12/2022 - 11/21/2022	06:00 PM - 07:30 PM	Hybrid	HDC Studio 1	https://harvard.zoom.us/j/937556537637?pwd=ZjFkXWUyYjY5QjRlRjRzR0tJLWV10Z09	Full Course	Combination	Enrolled	Request To Drop	Swap Class

Program	Class Name	Days	Dates	Time	Location Type	Enrollment Type	Enrollment Location Selection	Enrollment Status	Refund Amount	Refund Date
Dance	Hip Hop (Thursdays)	Thursdays	09/08/2022 - 11/10/2022	06:00 PM - 07:30 PM	Hybrid	Full Course	Combination	Dropped		8/15/2022

ENROLLED CLASSES/EVENTS

Items listed here are confirmed enrollments with their important detail. Accompanying each item are self-directed options to withdraw from or change classes.

DROPPING A CLASS

Users may elect to withdraw from a class or event by clicking the **Request To Drop** button.

This will not automatically drop the class but rather sends a note to Dance Staff to manage any applicable refunds per the refund policy and approve the request. Please note “Add Comments” is a required field to provide Dance Staff further context on the reason for the withdrawal.

My Enrollments - Submit Drop Request

Class Name
Ballet III

Add Comments

[Click to view refund document](#)

Refund Policy

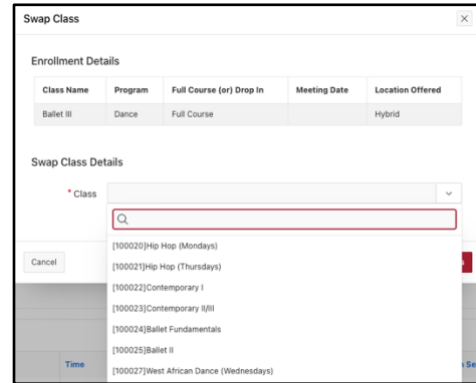
- Full refund available for series registration if requested by end of first week of classes.
- Half refund available for series registration if requested by end of second week of classes.
- No refunds after third week of classes.
- Drop-in registrations are non-refundable but may be switched to alternate dates if necessary.

Cancel **Request To Drop**

CHANGING CLASSES

Users may elect to swap from one class to another – for example, switching registration from Hip Hop Mondays to Soca Fusion Thursdays – by clicking the button.

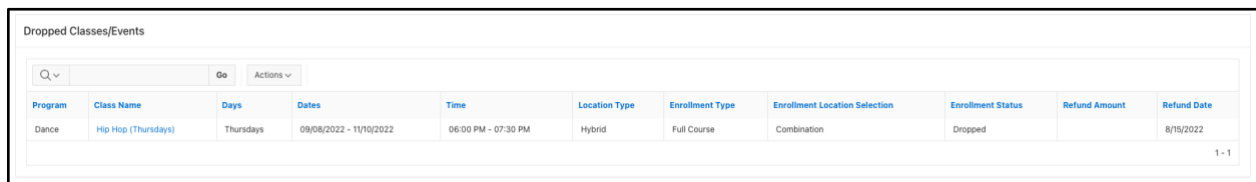
A pop-up window will appear allowing users to select the **Swap Class** red class from the pulldown menu. Click **Swap Class** to complete the transaction.



DROPPED CLASSES/EVENTS

Users will also be able to see any classes from which they have elected to withdraw on the My Enrollments page. Dance Staff will follow the refund policy from the Request to Drop process to manage any related payments for the original class. Please note that refunds may take 2-3 business days to be processed by the credit card company.

Any applicable refund will be recorded in the final two columns of the display, including the dollar amount and the date on which the refund was processed by Dance Staff.



Program	Class Name	Days	Dates	Time	Location Type	Enrollment Type	Enrollment Location Selection	Enrollment Status	Refund Amount	Refund Date
Dance	Hip Hop (Thursdays)	Thursdays	09/08/2022 - 11/10/2022	06:00 PM - 07:30 PM	Hybrid	Full Course	Combination	Dropped		8/15/2022

FEEDBACK WELCOMED

Your feedback is important to us! If you want to provide us with reactions, comments, or insights on navigating this new registration system, please let us know at dance@fas.harvard.edu.