A GUIDE TO
THE FIRST YEAR
AT HARVARD
for students and their families
CLASS OF 2021
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Introduction

All of us at Harvard are delighted you are joining the College community. We look forward to welcoming you in person and to being of assistance now and throughout the coming year. The Freshman Dean’s Office has prepared A Guide to the First Year at Harvard for Students and Their Families to gather in one place most of the information found useful — often essential — by new students and their families.

I encourage you to read the Guide carefully during the summer and to use it as a reference throughout the academic year. It should answer many student questions on academic, extracurricular, and practical matters, among others. It is meant as a guide and not as a substitute for other College publications or for the frequent conversations a student can expect to have with his or her academic adviser, peer advising fellow, and residential proctor — persons with whom there will be a special relationship and about whom you will read more later in these pages.

The University community you are joining is a large one and much of it will be unfamiliar to you initially. Ask questions. Ask for help. Many students are reluctant to admit they do not know something or fear asking questions may signal some kind of shortcoming. Taking the initiative to ask appropriate questions is a sign of maturity and demonstrates a willingness to learn and try new things. **We have only one request: make good use of the publications prepared for you.** Booklets such as this one have been compiled with an eye to answering the most common questions asked by new members of the community, and should therefore be your first source for basic information.

You already know something about the extraordinary resources the University has to offer. What you may not yet appreciate is that you may now take advantage of all of them. Harvard attracts students — as well as faculty and staff — of unparalleled talent; among the real advantages to studying here are the many different people with whom you will have contact.

I wish you well and pledge to do all I can to make this transition successful and satisfying.

Thomas A. Dingman
Dean of Freshmen
The Freshman Dean’s Office (FDO)

The Freshman Dean’s Office (FDO) is responsible for the well-being of students in their first year at the College. The Dean of Freshmen works closely with four Resident Deans who have responsibilities in academic and co-curricular affairs, and who serve as academic and residential deans to students in four designated dormitory clusters or Yards: Crimson (Greenough, Hurlbut, Pennypacker, and Wigglesworth Halls), Elm (Grays, Matthews, and Weld Halls), Ivy (Apley Court, Hollis, Holworthy, Lionel, Massachusetts, Mower, Stoughton, and Straus Halls), and Oak (Canaday and Thayer Halls). All staff members welcome the opportunity to discuss your questions and concerns, academic or personal.

Located in the Morton Prince House at 6 Prescott Street, the office is open Monday through Friday, 9:00 am - 5:00 pm. During the academic year a senior staff member is on call after hours and on the weekends to respond to emergencies. Full staff bios and responsibilities are available on the FDO website under “About.”

Residential Staff

Proctors
Each first-year student will work closely throughout the year with a resident proctor who, in some cases, will also serve as academic adviser. Proctors are graduate students or staff of the University who choose to live among freshmen and direct the events and programs of an entryway, the term used to describe a group of freshmen who live together in a section of a freshman dorm. Entryways consist of between 14 and 39 students.

Your proctor can serve as an excellent source of advice and information by talking about your classes and extracurricular activities, adjustment to college, and how it feels to be away from home. Proctors help students with a wide range of problems and concerns.

Proctors play a key role in acquainting first-year students with the resources and expectations of the College. They host several entry meetings during August and September and meet individually with students to discuss how to select classes and decide on a program of study. As the year progresses, proctors play many roles, some simultaneously: counselor, adviser, consultant, directory of University information, sounding board, mentor, and rule enforcer. Each proctor fulfills his or her role in a unique way, but you can expect each to be approachable, knowledgeable, available, and resourceful in helping you negotiate a successful transition to college life.

Certain proctors volunteer to be specialty proctors, whose role it is to focus on important and specific areas of college life: race relations; consent advocates and relationship educators (CARE); bisexual, gay, lesbian, transgender, and queer/questioning (BGLTQ); and public service. Specialty proctors can offer students additional help or support in the areas noted above and may also organize events and programs throughout the year.

Biographies of proctors can be found on the FDO website under “About.”
**Resident Deans**

Each proctor works closely with one of the four Resident Deans of Freshmen, who hold extensive office hours each week and plan programs and services for freshmen. They also represent first-year students at the Administrative Board, which responds to disciplinary matters and considers requests for exceptions to rules, as well as the Honor Council. As is the case with proctors, the resident deans are happy to talk with students about any issue or problem that arises either here in Cambridge or back home.

**Pre-Orientation**

The FDO oversees four pre-orientation programs and coordinates with Dorm Crew on Fall Clean-Up. A description of each of these programs follows. Information about the programs was included in your admissions packet. Applications are typically due in early May, but programs may accept late applications. More information is available on the FDO website under “Incoming Students.”

**Fall Clean-Up with Dorm Crew**

dormcrew.harvard.edu  
(617) 495-5569

Fall Clean-Up gives students the chance to arrive early and earn money by completing 40 hours of work. Although the work during Fall Clean-Up is demanding, the camaraderie makes the experience fun. Numerous social events are planned during the week to give students the opportunity to get to know one another. Students also have the benefit of learning their way around campus buildings, Harvard Yard, and Harvard Square.

**First-Year Arts Program (FAP)**

fap.fas.harvard.edu  
fap@fas.harvard.edu

FAP is a week-long, multidisciplinary introduction to the arts at Harvard and beyond, bringing together students and notable alumni, professors, and professionals. Students participate in workshops and classes covering topics from music and theater to dance and the visual arts. The program culminates in a collaborative presentation of student work, known as “The Pageant.”

**First-Year International Program (FIP)**

fdo.fas.harvard.edu/fip  
fip@fas.harvard.edu

FIP is a four-day orientation program designed to help international students adjust to their new college environment in the United States. Participants engage in discussions on topics such as the American classroom, faculty expectations, choosing classes, roommate relations, and homesickness. Most importantly, FIP provides a community that facilitates friendships with fellow international students that will last well after the program ends.
First-Year Outdoor Program (FOP)
fop.fas.harvard.edu
fop@fas.harvard.edu

FOP is Harvard’s oldest pre-orientation program. Participants spend six days hiking, canoeing, or doing service in the scenic wilderness of Maine, Massachusetts, New Hampshire, or Vermont in groups of seven to 10 first-years and two or three leaders. No previous outdoor experience is necessary; FOP leaders teach participants everything they need to know.

First-Year Urban Program (FUP)
fup.fas.harvard.edu
fup@fas.harvard.edu

FUP seeks to engage students in social justice issues, providing an introduction to community service and activism at Harvard and in Boston. Participants spend the week volunteering with non-profit organizations on construction and renovation projects. At night, groups come together for dinner, speakers, films, discussions, and social events.

Opening Days

Opening Days is the official orientation program for all new students at Harvard, designed to prepare you for the many academic, personal, and social experiences that lie ahead. During Opening Days, you will have the opportunity to meet your academic and residential advisers, become familiar with campus, get to know your peers, and explore Cambridge and Boston. With these activities we want you to get your feet on the ground, feel acclimated, and become aware of the myriad opportunities available to you at Harvard. You will receive a copy of the Calendar of Opening Days on move-in day.

Programs and Services

All FDO sponsored events and services will be publicized to the entire class via email. Space may be limited and thus advanced sign-ups are sometimes required.

Arts Initiatives

The Arts Initiatives are intended to provide first-years with a chance to learn about, participate in, and practice different kinds of arts during their first year at Harvard. Events are open to students of varying abilities and interests, and will connect them to the resources and offerings provided by the Office for the Arts and the wider arts community at Harvard and in Boston. The Freshman Arts Board (FAB), a group of six first-year students, organizes many of the arts events that take place. The mission of the FAB is “to make arts accessible to all freshmen by increasing the visibility and accessibility of existing low-commitment, low-pressure, informal art opportunities and creating such opportunities where they do not yet exist.” The FAB also staffs the Freshman Arts Room located in the basement of Holworthy Hall, which is stocked with art supplies and equipment that first-years may use for free.
Borrowing Programs
The FDO loans items free of charge to first-year students. More information, including a listing of available items, can be found on the FDO website under “Resources.”

- **Freshman DVD Club:** Up to two DVDs of movies, TV series, or Xbox games may be borrowed for one week. Xbox controllers are also available.
- **Kitchen Equipment:** Equipment is loaned for three days. Students may also borrow equipment from the Dorm Crew office located in Weld Hall basement on weekends.
- **Games Collection:** Board and lawn games may be borrowed for three days.
- **Video Projector Rental:** The Office of Media and Technology Services (MTS) will provide students with a video projector and screen, free of charge. More information about the request process can be found on the FDO website under “Resources.”

Class Email Lists
Three email lists are moderated by the FDO for freshmen:

- **2021 Class List:** A mandatory administrative email list that informs students of important University events, deadlines, and policies. All freshmen are automatically subscribed and must remain on this list. Furthermore, students are responsible for reading these emails and cannot claim ignorance of any information sent over this list.
- **2021 Events List:** Publicizes events sponsored by Harvard College offices and approved student organizations that are designed specifically for freshmen. All freshmen will be automatically subscribed.
- **Dorm List:** Used by dorm residents to announce dorm-wide activities (i.e., intramurals) and to raise issues about life in that particular hall. You will only be added to the list of the dorm in which you reside.

Community and Diversity Programming
The FDO sponsors a variety of activities designed to build community among the first-year class and take advantage of the class’s rich diversity. During Opening Days activities range from community building exercises within entryways to conversations with faculty and administrators about diversity. These activities are designed to help first-year students get to know one another and build connections within and across multiple forms of diversity such as nationality, race, ethnicity, gender, sexual orientation, class, physical ability, and religion. Activities and programs continue throughout the year and offer first-years the opportunity to examine issues of community and diversity in greater depth.

First-Generation and Low-Income Student Advocate
Students who are the first in their family to go to college and students who are from low-income backgrounds may find it helpful to meet with our Student Advocate, a dedicated adviser who can help you manage academic, personal, social, financial, or other concerns that may arise during your first-year at Harvard.
**First Year Experience**

The First Year Experience is a series of workshops and events designed to help you succeed outside the classroom. Past workshops have focused on topics ranging from how to use office hours, time management, and how to write a résumé. Programs are led by a variety of presenters from the Harvard community including professors, alumni, staff, and other undergraduates. Workshops are offered nearly once a week and are always free.

**First-Year FUNds**

The FDO has funding available for first-year students to plan social, cultural, or other activities that offer small groups the chance to have fun and build community. Examples of previous events include ice skating on the Boston Common Frog Pond, cooking nights, a Super Bowl party, and craft projects. Information about FUNds can be found on the FDO website under “Programs.”

**Host Family Program**

The purpose of the Host Family Program is to facilitate informal friendships among alumni, faculty, administrators, other friends of Harvard College, and first-year students. To accomplish this goal, the program matches a member of the Harvard community with a student (or two) and encourages periodic communication, interaction, and meetings. Four events throughout the academic year are planned by the FDO for hosts and their students, but what happens beyond these is up to the pair. For more information on how to apply, visit “Programs” on the FDO website.

**Interaction with Faculty and Staff**

One of the many benefits associated with being a student at Harvard is the opportunity to develop relationships with the professors, preceptors, teaching fellows, administrators, coaches, and staff who help make Harvard a world-class institution. The faculty and staff at Harvard can be great mentors and resources, helping you find direction and support in all aspects of life.

First-year students are strongly encouraged to spend time with faculty outside of the classroom and can do so through a number of means: visiting during office hours; inviting professors, preceptors, and teaching fellows to a meal in Annenberg, the first-year dining hall (students do not have to pay for the guest’s meal); dining with a guest at the biannual First-Year Faculty Dinner; attending faculty luncheons, held each term in the residence of the Dean of Freshmen and various Harvard museums; and applying for Uncommon Fare Dinners, an intimate meal with 10 students and an honored guest at the Faculty Club.

Many academic departments, College offices, and University centers also offer unique opportunities for students to get to know faculty and members of the administration. For instance, the Institute of Politics, the Harvard Foundation for Intercultural and Race Relations, the Harvard College Women’s Center, and the Office for the Arts often host lectures and special programs that connect students and faculty.

The Advising Programs Office sponsors Professors and Pastries, a series for first-year students to engage in informal conversation with some of the leading teachers and researchers in the University.
Reflecting on What Really Matters and Why

Reflecting on Your Life is a unique discussion series that gives you an opportunity to talk with your peers about interesting and important questions. Over the course of three 90-minute sessions, students will grapple with multiple important questions, such as: What is a happy life? What is a successful life? What do I value and will my time in college impact my values? What are my responsibilities, if any, to my community and to make the world a better place? Sign-ups for Reflecting on Your Life typically begin in late January.

Yard Bulletin

Each week during term-time, the FDO publishes the Yard Bulletin, a newsletter for first-year students. It includes important information about upcoming deadlines, programs and events across campus, and resources and opportunities for freshmen. Copies of the Yard Bulletin are posted on tables in Annenberg Hall, on the FDO website under “Announcements and News,” and in a weekly email sent to the 2021 events list.
Practical Matters

Moving to Cambridge

Students receive their dormitory assignments and the names and contact information for their roommates, if any, in late July. Most students contact their roommates in advance of moving to Cambridge both to introduce themselves and to coordinate furnishings.

Move-in Day

Freshman dormitories open at 9:00 am on Tuesday, August 22 and all new students are expected to be on campus by 3:00 pm. Detailed directions and move-in instructions will be emailed to students and parents in late July and are also included on the FDO website. It is important that you and your family read this information carefully. New students will be fully occupied with orientation events beginning at 7:00 pm on Tuesday, August 22, so parents or guardians who travel to Cambridge will find it best to depart by this time.

Students who participate in pre-orientation programs arrive in Cambridge approximately one week prior to move-in, but are expected to bring only what they need for the program to campus at that time. If parents can only make one trip to campus, we recommend they come on move-in day with their student’s belongings rather than coming for the pre-orientation drop-off. Parents can also choose to ship belongings to the Harvard Yard Mail Center for their students to pick up. Packages sent prior to move-in should not arrive before Monday, August 7.

Picking Up Your Keys and ID Card

You must bring a government-issued photo ID such as a passport or driver's license. Students who submitted an acceptable photo for their housing questionnaire will receive their Harvard photo ID card when they pick up their key. Students still needing a photo for their Harvard ID card will receive an email with directions for getting an ID photo taken. You will need your ID card to access your dormitory.

Along with your key(s) you will receive a copy of the Calendar of Opening Days and other important materials. Please do not send a family member to pick up your keys and ID card. All uncollected keys and IDs will be returned to Yard Operations in Weld basement.

Dormitory and Suite Information

Most dorms have suites for three to six students. Suites contain from two to four bedrooms and a common room. A few have their own baths, though most share a bathroom with other suites. The FDO assigns students to suites rather than to particular bedrooms, and in almost any suite, students should expect to share a bedroom for at least part of the year. Some dorms contain doubles, usually one fairly large room with a shared bath. Very few singles are available.

Rooming Arrangements

All freshmen complete a housing questionnaire, which is used by deans to match rooming groups of two to six students. A number of rooming groups make up each dormitory.
entryway; when all works well, each such unit represents a microcosm of the entering class. Staff members are guided in the rooming process by what students say about themselves; students should therefore be honest in their self-descriptions. The staff try to honor students’ requests about the type and size of rooming groups, but space and policy considerations generally make it impossible to accommodate every wish and preference.

**Choosing a Bed**

The residential staff requires that students wait for all suitemates to arrive before choosing individual beds.

**Furniture and Storage**

Each student is allocated one (extra-long) twin-size bed (including mattress), one desk and chair, one dresser, and a bookcase. In dormitories without built-in closets, free standing wardrobes are provided. Each suite is also equipped with recycling and compost bins. Trash bins are not provided. Temporary partitions, including walls and lofts, may not be installed and will immediately be removed and discarded at your expense. This includes both affixed and free-standing structures.

Students are not permitted to remove any college-owned furniture from their rooms, and there is no term-time storage available. Everything you bring must be kept in your room or suite. Items left in hallways, stairways, basements, or common areas are a fire and egress hazard, and will be removed at your expense and discarded.

Because of the historical significance of Harvard Yard, the University keeps building exteriors as aesthetically uniform as possible. Shades are provided for each window, except in two halls where drapes or wooden shutters are used. Other window coverings or window postings of any kind which are visible from the outside are not permitted. For specific information about each dorm, read more on the FDO website: fdo.fas.harvard.edu/pages/freshman-dorms.

**Mobile Phones and Devices**

The Harvard campus is widely covered by Wi-Fi and Harvard Square is well served by virtually all major U.S. cell phone providers.

**Phone Service in Student Rooms**

Each student suite is equipped with a telephone and active land line to support students in making on-campus calls, toll-free calls, and provide students with the ability to contact emergency (911) services if necessary. Students may also choose to purchase a prepaid calling card to make off-campus and long distance calls.

**What to Bring**

Decisions about what to bring with you to college are complicated by the fact that all dorm rooms are small, and you will not know in advance the configuration of your specific space or much about those with whom you will share it. Calling roommates in advance helps tremendously. In general, however, err on the side of bringing less. Chances are that if you end up wishing you had brought something with you, either a roommate
will have brought it, or you can purchase another one in Cambridge. However, there are a few items that all students are likely to need:

- Bed linens (extra-long twin size, to fit an 80” mattress)
- Pillow
- Mobile phone
- Towels
- Surge protector/power strip
- Alarm clock
- Trash can
- Desk lamp
- Laundry bag/basket and drying rack
- Pictures, posters
- Head phones
- Fan

Each September, Harvard Habitat for Humanity sells furnishings and office supplies left behind by students the previous year. Rugs and upholstered furniture can also be purchased in the Square or at discount department stores in Cambridge and Boston. For a fee, Harvard Student Agencies (hsa.net) provides a linen service and rents fans, refrigerators, futons, water coolers, and televisions. They also offer laundry delivery and dry cleaning service (cleaners.hsa.net). The College permits the use of a combination microwave/refrigerator that is available for rent through HSA (dormessentials.hsa.net). **No other type of microwave oven is allowed.**

Stand-alone refrigerators are permitted, with size not to exceed 36” high by 24” deep and weight not to exceed 85 pounds. The unit must include automatic defrosting or have no freezer compartment. Students should carefully consider whether a refrigerator is necessary. Many students use theirs infrequently, and full-sized refrigerators are available in common areas of many dorms. If you do purchase a refrigerator, share with your roommates, and seek a model that uses fewer than 300 KWh per year.

The College encourages the use of energy-efficient appliances. Products with the Energy Star label are designated by the Environmental Protection Agency and the Department of Energy as more energy efficient than other models. Energy Star evaluates many products used in dorm rooms, such as computers, printers, televisions, and refrigerators.

**What Not to Bring**

Several items are prohibited inside the dormitories and must be left at home, including:

- Pets of any kind
- 2.4 Ghz cordless telephone
- Cooking appliances (including toaster ovens, microwaves, hot plates, Keurigs, and tea kettles)
× Candles or incense
× Exercise equipment
× Cleaners containing ammonia or chlorine
× Dart boards
× Fire arms (including BB and pellet guns)
× Weapons of any kind
× Halogen floor lamps
× Space heaters
× Hoverboards

Possession of firearms or weapons is a violation of both Massachusetts law and Harvard University regulations, and subjects students to serious disciplinary action. The Harvard Police have defined dangerous weapons to be ones designed to do bodily harm such as a stiletto, ballistic knife, brass knuckles, billy club, or a blackjack. Martial arts items such as throwing stars, kung fu sticks, and nunchaku sticks are included in the category of dangerous weapons. Any of these prohibited items is subject to confiscation.

2.4 Ghz cordless telephones cause interference with most wireless computer networks, including the Harvard wireless network; therefore, if cordless telephones are desired, it is strongly recommended that only 900 Mhz or 5 Ghz models be used in Harvard buildings.

Requirements for Registration

All freshmen must check-in online from within the Harvard network no later than **11:59 pm on Tuesday, August 29, 2017**. At check-in, you “sign in” with the College, making sure that all of your personal information and data are accurate in your records. Check-in occurs in my.harvard.edu and will be available in late August. In order to check in, students must submit the required medical forms, have health insurance, and pay any outstanding bills.

Immunization and Insurance Requirements

Students receive information about required medical documentation and insurance coverage in the Admissions mailing. Massachusetts law requires that all immunizations are up-to-date and documented; failure to submit medical documentation by the deadlines may delay your registration. Immunization requirements, forms, and deadlines are available at huhs.harvard.edu/forms.

Harvard University Student Health Program (HUSHP)
hushp.harvard.edu
(617) 495-2008

Massachusetts law requires students enrolled in an institution of higher learning to participate in a student health insurance program or in a health plan with comparable coverage. All Harvard students are automatically enrolled in the HUSHP and the cost of the program is applied to their student bill.
The Harvard University Student Health Program (HUSHP) is comprised of two parts:

- **Student Health Fee:** This fee covers most services at HUHS, including: internal medicine, specialty care, mental health/counseling services, and urgent care. The fee is required of all students who are enrolled more than half-time and studying in Massachusetts.

- **Student Health Insurance Plan:** This provides hospital and specialty coverage through Blue Cross/Blue Shield of Massachusetts and prescription drug coverage through OptumRx. Coverage includes emergency room visits, hospitalizations, diagnostic lab and radiology services, ambulatory surgery, and limited specialty care. Benefit limits and cost sharing may apply.

**Waiving the Student Health Insurance Plan**

Students enrolled in a comparable health insurance plan may be eligible to waive the Student Health Insurance Plan. Waivers must be submitted by the deadline or the charges will remain on the student bill. **The deadline to waive is July 31, 2017, for the fall term (or full academic year), and by January 31, 2018 for the spring term.**

- Before waiving, carefully evaluate whether your existing health plan will provide adequate, comprehensive coverage in the Cambridge/Boston area. Review the waiver checklist for guidance at hushp.harvard.edu. You will be fully responsible for all medical claims and prescription drug costs if you waive the insurance plan.
- International students studying on campus at Harvard are not eligible to waive the Student Health Insurance Plan using foreign insurance, including those with a U.S.-based administrator. This is a requirement of the Massachusetts student health program regulations.

**Dental Coverage Options**

Dental coverage may be available for students and their eligible dependents. Visit hushp.harvard.edu for more information. Enrollment deadlines apply.

**Payment of Tuition and Fees**

It is Harvard University’s policy that students are responsible for reviewing their student account transactions and making sure that payments are made by the due date. Email notifications are sent monthly to remind students of any due charges on their account. If parents or others need to view and pay the student account, they must be granted delegate access by the student.

Email notifications are sent in July when tuition and fees for the fall term are charged. Payment is due in August. Spring term tuition and fees are charged in December and due in January. Upon receipt of a notification, students and delegates should log in to review the account details and arrange payment by the due date. In order to check in each term, all charges must be paid in full, unless the student enrolls in the monthly payment plan.

More detailed student financial information is available at the Student Accounts website (sfs.harvard.edu/student-accounts). Questions can also be directed to (617) 495-2739 or student_billing@harvard.edu.
International Student Registration

If you are an international student, you must report with your passport and visa documents to the Harvard International Office (HIO), Smith Center, room 864, as soon as you arrive in Cambridge and no later than 30 days after the start date on your visa document (I-20 or DS-2019). This requirement does not apply to U.S. Permanent Residents or Dual Citizens with U.S. Citizenship. If you are attending the First-Year International Program (FIP), there will be an opportunity for you to register with the HIO during FIP. The HIO is open Monday through Friday, 9:00 am to 5:00 pm during registration, otherwise 9:00 am to 3:00 pm during the rest of the year.

Campus Services

Mail Service

Harvard Yard Mail Center (HYMC)
hums@harvard.edu
1 Oxford Street (Science Center Basement)
(617) 496-6245

Freshman mail and packages are delivered Monday through Saturday to the HYMC, in the lower level of the Science Center. You will receive your mailbox number with your housing assignment in late July. The combination to your mailbox will be given to you when you pick up your room key and will not be issued before move-in.

Please do not send any mail or packages before you know your mailbox number. Mail and packages sent prior to move-in will not be accepted by the HYMC if they arrive before Monday, August 7, 2017.

The proper address format for mail and packages is:

   <Student Full Name>
   <Mailbox Number> Harvard Yard Mail Center
   1 Oxford Street
   Cambridge, MA 02138

Packages are not delivered directly to freshman dorms, so do not include your dorm name or room number. The Science Center is a short walk from all freshman dorms. Although no porter service is available, you may pick up a hand truck from the Dorm Crew office in the basement of Weld Hall. Packages may be picked up Monday through Friday, 8:30 am - 4:30 pm and Saturday, 10:00 am - 2:00 pm.

For more information, please refer to hums.harvard.edu/mail-delivery/mail-center-management/harvard-yard-mail-center.
Harvard University Mobile

Harvard Mobile is an application for the entire Harvard University community that improves the on-the-go experience of students, faculty, staff, and visitors. Harvard Mobile offers up-to-date shuttle information; a list of dining halls and comprehensive nutritional information; a directory of all Harvard faculty, staff, and students; athletics news and live score updates; an interactive campus map; and more. Go to m.harvard.edu on any smartphone, or download the application in the iTunes App Store and Google Play.

Omni @ Harvard College

Omni is the mobile application developed specifically for Harvard College students. Omni prioritizes undergraduate needs, providing convenient access to dining hall menus, shuttle tracker, College and emergency contacts, wellness information, and other key resources for student life and well-being. Omni is available for iPhone and Android devices. Visit Google Play or the iTunes App Store to download the application; authenticate using your @college email address and universal password: crimson.

Transportation around Harvard

<table>
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<tr>
<th>Transit Services</th>
<th>shuttle.harvard.edu</th>
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<tr>
<td>28 Travis Street, Allston</td>
<td>(617) 495-0400</td>
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Shuttle Bus Service
Shuttle bus service is designed to provide Harvard community members with safe, convenient, reliable transportation throughout the Cambridge, Allston, and Longwood campuses during the academic year. The service is free to members of the Harvard community.

Daytime Van Service
The van service is intended for persons who, because of mobility impairment or medical condition, find it difficult or impossible to use the regular shuttle bus. All students must be authorized in advance by the Accessible Education Office.

Evening Van Service
The evening van service is designed to provide safe transportation throughout the Cambridge and Allston campuses as a supplement to the shuttle bus. This service is designed to transport students to locations not on the fixed bus routes. Rides are free and available on demand during certain evening hours.

Mobile Apps for iPhone and Android Phones
TransLoc Rider is one of the easiest ways to track our shuttle locations. Information can be found at translocrider.com.
CommuterChoice Program

commuterchoice.harvard.edu
1350 Massachusetts Avenue
(617) 384-7433

Hubway
Instead of bringing your bicycle to campus, use Hubway, Metro-Boston’s bike share network of over 160 stations, including 12 stations on our campuses in Cambridge, Allston, and the Longwood Medical Area. Harvard students are eligible for a discounted annual membership of $70 using promo code HARVARD. Details: thehubway.com.

Zipcar
Students age 18+ can sign up for a reduced $15 annual membership and gain access to nearly 50 Zipcars located across campus and hundreds more in the Boston area. Enter promo code CRIMSONSTUDENT for $15 in driving credit. Low hourly and daily rates include gas and insurance. Details: zipcar.com/crimson.

Parking on Campus

Parking Services
transportation.harvard.edu/parking
Smith Campus Center, Eighth Floor, 1350 Massachusetts Avenue
(617) 496-7827

Parking at Harvard University is extremely limited. All students who operate vehicles at the University must register those vehicles with Harvard University Parking Services, and must observe all rules and guidelines for parking on campus. Designated parking for undergraduates is available at the One Western Avenue garage for a fee.

Computing

Harvard offers wired and wireless network access in every dorm, wireless connectivity in many locations across campus, central and residential computer labs, public laser printers, and computer kiosks.

Harvard University Information Technology (HUIT)
huit.harvard.edu
Walk-in Support Center: Science Center B-06, 1 Oxford Street
(617) 495-7777

HarvardKey
You will need to claim your HarvardKey to access many online resources such as my.harvard, Canvas course sites, and other web applications. See key.harvard.edu to learn more and get started. You are strongly encouraged to enable two-step verification for added account security at key.harvard.edu/manage-account.
@College Email Account
Every Harvard undergraduate receives an @college.harvard.edu email account, which is hosted by Google, and is your official email address used by Harvard faculty and staff to contact you. To create your account, visit huit.harvard.edu/pages/students. To login, go to gmail.com.

my.harvard.edu
Log in to my.harvard.edu with your HarvardKey to complete a number of important activities, especially during the beginning of the semester. Using my.harvard you can complete the online check-in process, view and search course offerings, enroll in courses, access financial information, view grades, and more.

Computer Hardware and Software Purchases
For up-to-date information, please visit huit.harvard.edu/personal-purchases. Here you will find links to Apple, Dell, and GovConnection where you can purchase computers, peripherals, and accessories at academic pricing.

Software can be purchased at academic pricing direct from OnTheHub and GovConnection. Please note that you must be a student matriculated in a degree program in order to access OnTheHub. Prior to purchasing any software, FAS students should visit downloads.fas.harvard.edu to determine if the software is available for use at no cost in labs and/or available to download and use on a personal computer. You can download and install the latest, full versions of Microsoft Office up to five times on multiple devices for free. To download Microsoft Office for free visit huit.harvard.edu/pages/students.

PaperCut Printing
To print to a public printer, you must first set up your PaperCut printing account. Instructions for mapping printers and setting up your account can be found at huit.harvard.edu/pages/all-about-printing. You can also visit the IT Walk-in Support Center in Science Center B-06. Public printers are available in the Science Center computer labs and in all freshman dorms.

Course Websites
Harvard undergraduate courses have websites that are used to post announcements, assignments, and lecture notes, and to foster online discussion and collaboration. To access a course website, search for the desired class using the Course Search tool at my.harvard.

MessageMe
MessageMe, Harvard’s emergency notification service, allows the University to contact you quickly in an emergency, wherever you are. Register your cell phone or mobile device to receive voice, text, or email alerts at messageme.harvard.edu.

LastPass Password Manager
LastPass is a secure password manager that remembers your passwords so you don’t have to. Harvard has partnered with LastPass to provide a free premium version of this service, which provides unlimited sync across all your devices so you always have your passwords with you. Get started at security.harvard.edu/lastpass.
The Faculty of Arts and Sciences regards the following information as “directory information,” that is, information under the Family Educational Rights and Privacy Act (FERPA) which can be made available to the general public: full name; reported date of birth; dates of attendance; concentration; class year; digitized image (please note that while Harvard classifies photos and images as directory information, these are rarely released to parties outside the University without the student’s permission); local or campus address and telephone number; House and dorm affiliation; University email address; original class at time of matriculation; degree candidate status; date of graduation (actual or expected); degree(s) received with field of concentration and any honors granted; University prizes, fellowships, and similar honors awarded; secondary school; home town or city at the time the application for admission was filed by the student; and, in certain cases, students’ and parents’ or guardians’ home addresses and telephone numbers. Directory information also includes height and weight of members of athletic teams. Please note that Harvard University’s definition of directory information, found at security.harvard.edu/pages/fersa-directory-common-elements, may include elements in addition to those used by FAS; therefore, requests for directory information received at the University level may result in disclosure of such additional elements.

You can view your demographic information in the Registrar’s database by signing onto my.harvard.edu. As part of the online check-in process each term of your enrollment, you will be required to review the information and make any appropriate revisions. This online tool also allows you to update your directory privacy settings. We encourage you to review the privacy settings and update them if desired. You can control the privacy settings for the following directory information:

- ID Photo
- Email Address
- Residential Mail Address
- Dormitory Address
- Residential Telephone Number

The privacy options are:

1. Share only as mandated by law or faculty rules
2. Share solely within your department or school
3. Publish only in internal Harvard printed documents
4. Display only within Harvard, in print or electronically
5. Display in publicly accessible Harvard directories

If the privacy options listed above are not sufficient, and you would like all of the above information, as it applies to you, NOT to be designated as “directory information,” please make a request in writing and mail it to:

Freshman Dean’s Office
6 Prescott Street
Cambridge, MA 02138

Your request should be postmarked by August 10.
Living in Harvard Yard

First-year students live in one of the 17 residence halls, located in or adjacent to Harvard Yard — the central, most historic, part of the campus. The architecture of the dormitories ranges from Georgian to High Victorian to contemporary. With construction dates between 1720 and 1974, it is no surprise the interiors and layouts of each hall vary and the distinctiveness of each building affects the character of life within it.

Residing in the Dormitories

Harvard Yard is tobacco free and there is no smoking permitted within 25 feet of all buildings. Alcohol is also prohibited in all freshman dormitories.

Building Features

Common Rooms, Kitchens, and Study Spaces
There are common rooms, kitchens, and study spaces in many though not all of the freshman dormitories. These spaces are designed for use by all members of the freshman class, not just residents of the building in which they are housed. Several common rooms have flat screen televisions, ping pong and pool tables, and all TVs are equipped with cable. Members of the freshman class can reserve Yard common rooms for events. Descriptions of all common spaces and their amenities, as well as room reservation policies, can be found at fdo.fas.harvard.edu/pages/dorm-amenities.

Freshman Arts Room
The Freshman Arts Room, located adjacent to the Holworthy Common Room, provides a fun, low-key social arts space for freshmen. The room is fully stocked with a variety of supplies including paints, watercolors, charcoal, colored and regular pencils, crayons, sharpies, paper, easels, drawing boards, and sketch notebooks. You may also bring your own supplies, but note that the room is not ventilated. Any aerosols, oil paints, or other supplies that require ventilation may not be used.

The Freshman Arts Room is open to all first-year students for arts-making and typically hosts both formal programming and open nights. For instance:

- Themed “Arts Break” activities
- Formal arts classes and seminars
- Open studio one evening a week, where you can use the art supplies either to work on an existing project or create something new

Arts programming details can be found at fdo.fas.harvard.edu/pages/arts-initiative.

Serenity and Mindfulness Room
The Grays serenity room, located on the garden level of Grays Hall, is a technology- and study-free space, equipped with self-guided meditations, ample cushions and zafus, as well as hot water and tea bags for relaxation. Students enjoy the flexibility of the space: some use it between classes, whereas others take a break late in the evening or early in the morning. The Center for Wellness also provides programming, such as Koru Mindfulness workshops and yoga, in the space.
Music Practice Rooms
There are eight music practice rooms in the basement of freshman dorms:

- Greenough
- Holworthy
- Matthews (two rooms)
- Straus (two rooms)
- Wigglesworth (two rooms)

Pianos are available in each music practice room, except for Straus A. All rooms are available from 9:00 am - 11:00 pm with the exception of the rooms in Straus, which are open 24 hours per day. The freshman music rooms are open only to first-year students.

When using the space, the following guidelines apply:

1. Limit use to one hour at a time to allow others opportunity to practice.
2. No eating or drinking is allowed in any music room.
3. Music room windows must remain closed at all times.
4. Drums and amplifiers are not allowed in any music practice room.
5. Equipment may not be stored in the music practice rooms.

Pianos in the freshman music rooms were donated in used condition, and the pianos are not performance-grade. Accomplished players will likely not be pleased with their quality.

Additional practice rooms, with higher quality pianos, are available in the Paine Music Building. These rooms are administered by the Music Department and are available to all students on a first-come, first-served basis. Visit music.fas.harvard.edu for more information. Several upperclass Houses also have music practice space.

Freshman Piano Loan Program
In addition to the eight music practice rooms, the Freshman Piano Loan Program, made possible by a generous donor, seeks to enrich the musical lives of first-year students through the unique opportunity to have one of 11 Yamaha AvantGrand N2 pianos placed in their dorm rooms for practice, composition, or simply to entertain and socialize with other students. While all first-year students are eligible to apply, the committee – comprised of staff from the FDO, Piano Technical Services, and Office for the Arts – does prefer pianists and composers. Further information about the program itself, as well as how to apply, is available at pts.fas.harvard.edu/freshman-piano-loan.

Building Services

Harvard Yard Operations (Yard Ops)
fas.harvard.edu/yardops
Weld Hall B1
(617) 495-1874

Maintenance
Yard Ops is staffed by individuals who are prepared to respond to any building-related questions or problems, not only during move-in, but throughout the entire academic year.
Non-emergency maintenance requests should be filed promptly upon the discovery of any problems within your room or building. Requests may be submitted online at fas.harvard.edu/yardops or by contacting Yard Ops directly.

Emergencies during business hours, Monday through Friday 8:00 am - 4:30 pm, should be reported to Yard Ops at (617) 495-1874. Weekend and evening emergencies should be reported to the University Operations Center at (617) 495-5560.

Taking care of maintenance on your own is not permitted. Well-meaning, do-it-yourself maintenance can result in serious damage and liabilities. Even simple tasks like changing a fluorescent light bulb have resulted in electric shocks, injuries, and damage. The College insists that all repairs to the physical plant be handled through Yard Ops.

Supplies
Toilet paper, poster gum, and mounting hooks are available at the Dorm Crew depot in the basement of Weld Hall, which is open 9:00 am - 5:30 pm, Monday through Friday, and 12:00 pm - 5:00 pm on weekends. These supplies are also available in Hurlbut Common Room on Tuesdays and Fridays between 3:15 - 5:15 pm. Students may borrow hand trucks, vacuum cleaners, brooms, and mops by recording their Harvard ID number at the Dorm Crew depot. Equipment loan periods may be limited based on the time of year and anticipated demand. Trash bags are located in the trash rooms.

Bathrooms
Some dormitories have bathrooms within suites, but most have common bathrooms on each floor. All bathrooms are single gender. The Dorm Crew staff is responsible for cleaning bathrooms within suites once every two weeks. Custodial Services checks and maintains the cleanliness of common bathrooms daily between the hours of 10:00 am - 2:00 pm. If your bathroom is not cleaned on this schedule, or if you are unhappy with the results, call the Dorm Crew Office at (617) 495-5569 for in-suite baths, or Yard Operations at (617) 495-1874 for common baths.

Heating: Comfort and Efficiency
Students must work with Yard Operations to ensure that their living spaces are maintained at a comfortable temperature. If rooms are consistently too hot, students should learn how to turn their radiators down or contact Yard Operations if they are unable to do so themselves. Students should also contact Yard Operations if their rooms are consistently too cold. Space heaters are dangerous and inefficient, and are strictly prohibited.

Trash and Recycling
Students must take their own trash, recycling, and compost in tied trash or compost bags to one of the several designated depots located throughout the dormitories. Each trash depot contains a compost bin and recycling bins for papers, boxes, bottles, cans, cups, and containers. These items can all be mixed together in the same bags or barrels and will be separated into 15 recyclable commodities by Harvard’s recycling service contractor. Batteries can also be recycled using the wall mounted bins. Recycling is required and composting is recommended. Under no circumstances should litter, trash, or other refuse be left in the hallways, elevators, stairways, or in front of dormitories.
Students are encouraged to volunteer to help with campus-wide recycling efforts throughout the year, especially at move-in and move-out. Harvard actively collects items that can be reused, and many of these items are re-sold to students by Harvard’s Habitat for Humanity chapter in the fall. If you have questions about what you may recycle or how to help make Harvard more sustainable, visit green.harvard.edu/REP.

**Laundry Facilities**

Laundry rooms are available in the following buildings:

- Apley ........ for residents of Apley
- Canaday ...... for residents of Canaday
- Greenough .... for residents of Greenough
- Hurlbut ....... for residents of Hurlbut and Pennypacker
- Matthews ..... for residents of Grays, Massachusetts Hall, Matthews, and Straus
- Stoughton ..... for residents of Hollis, Lionel, Mower, and Stoughton
- Thayer ........ for residents of Holworthy and Thayer
- Weld ........... for residents of Grays and Weld
- Wigglesworth .. for residents of Grays and Wigglesworth

Currently, washers and dryers each cost $1.50 per load, and machines accept quarters or Crimson Cash.

**Vending Machines**

Vending machines are located in several student dormitories and buildings around campus, including Canaday, Greenough, Hurlbut, Matthews, Stoughton, Thayer, and Weld. The vending machines accept bills, coins, or Crimson Cash.

**Care of Residential Property**

**Hanging Items without Nails or Tacks**

While students are welcome to decorate their rooms, the use of nails, tacks, and harsh adhesives on walls, doors, and ceilings is prohibited in student rooms and common areas. Most buildings have moldings along the tops of walls, and the Dorm Crew office will supply students with hooks and fishing line that will allow you to hang pictures and other such items. Also available is poster gum, which will hold posters securely on the wall.

**Room Inspections and Student Charges**

Yard Operations staff inspects all student rooms and suites at least once during the academic year. These inspections typically occur just before, during, and after the winter recess.

Students who use nails, tacks, or any type of adhesive other than that approved by the College will be fined and/or charged for repairs. Students who damage any part of the suite or its furnishings will be charged the full cost, including labor, for repainting, replacing, or refinishing damaged areas or items. Students are not allowed to paint any part of their rooms or common areas.
Students will also be reported to the FDO if room inspections reveal prohibited items such as cooking appliances, pets, alcohol, space heaters, or weapons. Their rooms will be reinspected to ensure compliance with College policies and fire regulations.

**Collective Responsibility**

It is expected that students will take responsibility for damage (accidental or deliberate) that they cause. In cases where individuals do not take responsibility for damage to common areas or private rooms, a shared group charge will be assessed. The building manager will consult with the FDO to determine whether residents of a suite, floor, entryway, or entire building should be held accountable for unassigned damage.

**Sustainability Commitment**

Harvard University is dedicated to confronting the challenges of climate change and global sustainability through academic research, institutional action, and responsible investing. We just met a 10-year Greenhouse Gas Goal, reducing our emissions by 30% below a 2006 baseline. We will be announcing a new goal this fall, largely guided by our University sustainability plan.

Ways to be involved:

- Apply to be a Resource Efficiency Program (REP) representative for the Yard or join the Green ’21 committee to implement sustainability projects in the Yard.
- Check the calendar of lectures and a list of environmental classes from the Harvard University Center for the Environment (HUCE) at environment.harvard.edu.
- Join an environmental student group at Harvard, such as the Environmental Action Committee (EAC).
- Fund your green idea with a Student Sustainability or Campus Sustainability Innovation Grant.
- Take action in your daily life: reduce energy use; recycle plastics, metals, glass and paper; and compost all food waste in your dorm.
- Email your ideas for improving efficiency on campus to energy@fas.harvard.edu.

Visit green.harvard.edu for more information, or follow sustainability at Harvard on Twitter or Instagram @GreenHarvard.

**Insurance**

The University does not insure the property of students against theft or damage, even if the property is stolen or damaged while inside a Harvard University building or on Harvard University property. Students and their families are strongly encouraged to purchase insurance for students’ personal property, especially high-value items such as electronics, computers, televisions, clothes, books, and bicycles. Student property may be insured under a homeowners’, renters’, condominium owners’, or a special dorm insurance policy. Coverage provided by such policies is subject to limitations and exclusions, so the terms and conditions should be reviewed with your insurance agent to ensure it provides the intended level of protection.
Personal property insurance may be obtained through a local insurance agent or from online sources:

- InsureUonline (insureuonline.org)
- College Student Renters Insurance (collegestudentinsurance.com)
- esurance (esurance.com/info/renters/coverage-for-college-students)
- National Student Services (nssi.com)

**Fire Safety and Emergency Exits**

All students should familiarize themselves with the locations of emergency exits and fire extinguishers. Evacuation procedures are posted on the inside of each suite door. **If the fire alarm is activated and sounding in your dormitory, do not delay or ignore the alarm; immediately follow the posted evacuation procedures.**

Sprinkler heads in dormitory rooms and suites are especially sensitive to tampering and, if set off, cause considerable water damage. **Do not hang anything from, block, or disturb sprinkler heads in any way.** Fire doors to adjoining suites must be kept clear for emergency access; do not put furniture or anything else in front of them. They must be kept locked; do not open them unless there is an emergency. All fireplaces in the freshman dormitories are sealed and not for use. **Students are also not permitted to use candles or any other open flame in dormitories.** Tampering with smoke detectors, fire pull stations, or fire extinguishers (including breaking the seal on the handle) is viewed by the College as a disregard for the safety of fellow occupants and will result in disciplinary action and fines.

Report building-related emergencies (i.e., flood, blackout, lack of heat) directly to the University Control Center at (617) 495-5560 and the Harvard Police at (617) 495-1212. More information about fire safety is available at ehs.harvard.edu/services/fire-safety.

**Security and Access**

**Door Lock Inspections**

To improve safety and security in the dormitories, the College conducts ongoing inspections of all residential suites to make sure that the doors are closed and locked, and that the locking mechanisms are fully functional. These inspections are performed by Harvard Dorm Crew employees on a monthly basis, at the same time that they inspect the in-suite fire doors in buildings. We recognize that some students prefer to leave their suite doors unlocked and/or propped open. Unfortunately, this practice puts you and your suitemates at risk of property theft and unwanted visitors. For the safety of you and your peers, keep your doors closed and locked at all times.
Lost Keys and ID Cards
Report lost keys and ID cards to Yard Operations (located in the basement of Weld Hall) or, after hours, to the Harvard Police as soon as you are reasonably certain they have, in fact, been lost. This is extremely important not only for your security, but also for the security of fellow residents. Replacement keys are available in Yard Operations at a charge of $20.00, which is added to your term bill. The charge for keys not returned at the end of the academic year is $50.00 each.

Harvard keys may not be copied. All University keys are labeled with special coding. Only keys properly labeled will be accepted for return at the end of the academic year. If your keys have been lost or stolen and you have reason to believe your security has been compromised, you and your suitemates may ask to have your lock changed. The cost of replacing the lock and keys is currently $150.00.

A replacement Harvard ID card can be acquired at the Campus Service Center (Smith Campus Center, room 807) at any time during normal business hours (8:00 am - 5:00 pm, Monday through Friday). ID cards can be reissued on the spot; the entire process takes about five minutes. There is a charge for replacement ID cards that is added to your term bill. See the ID Card Services website for the link to disable your lost or stolen ID card, and for more information (huid.harvard.edu).

Locked Out?
Should you ever lock yourself out of your room or suite, call the University Police at (617) 495-1212. They will send a security guard with a key to open your suite. Please have your Harvard ID card handy, as it will be used to verify your identity before allowing you back into the room. Students who repeatedly (more than three times) lock themselves out may be subject to a service charge for each additional lock-out.

Bicycles in the Yard
Students assigned to live in the freshman dormitories must keep their bicycles outdoors or in their rooms. Fire regulations prohibit leaving bikes (locked or unlocked) in stairways and corridors. This policy is strictly enforced. Riding of bicycles anywhere in Harvard Yard is prohibited. Students are asked to walk their bikes while in the Yard.

All students are strongly urged to register their bicycles with the HUPD. The registration sticker on your bike will ward off prospective thieves; it will also improve the chances of locating and identifying your bicycle should it be stolen.

Vacations
Thanksgiving recess runs from Wednesday, November 22 through Sunday, November 26, 2017. Classes will not meet Wednesday, November 22. During Thanksgiving recess the dorms are open, as is one dining hall (Annenberg is likely to be closed). Most students who live nearby go home, often accompanied by a roommate or two whose homes are more distant. Others may choose a destination to explore or visit relatives in the area.
During winter recess the freshman dorms and all dining halls close. Please make travel plans early. All students must vacate their rooms by **3:00 pm, Wednesday, December 20, 2017**. They may not re-enter the dormitories until **9:00 am, Friday, January 12, 2018** unless pre-approved by the Office of the Dean of Harvard College. Card access will be deactivated during the recess. Students are not required to return to campus until the first day of classes on **Monday, January 22, 2018**.

Spring recess runs from **Saturday, March 10 through Sunday, March 18, 2018**. During spring recess the dorms remain open, but dining halls close. Most students leave the Yard.

To avoid wasting energy and money over breaks, all appliances should be turned off and unplugged, and windows must be closed prior to departure.

**Moving out of the Dorms**

Students must vacate their suites by **noon on Sunday, May 12, 2018**. Freshmen are expected to clean up their own suites when moving out. All garbage, recyclables, debris, and abandoned items should be bagged or boxed and taken to the trash/recycling area for your building. Donations of food, clothing, and household items may be left in designated areas for distribution to local non-profits or resale in the Habitat for Humanity fall sale.

Dorm Crew captains (fellow students), who head up the massive effort of preparing the dormitories for Commencement guests after freshmen move out, will bring to the building manager’s attention those suites requiring any effort beyond normal cleaning. This may include bunk beds left unassembled, extensive trash, spills on walls and floors, and any unreported physical damage to the suite. The building manager will send charges to the Student Billing Office for extra labor and repair expenses for physical damage to the building or its furnishings. These charges will be assigned equally to all suitemates unless the building manager receives a written statement, signed by all students involved, agreeing to some other allocation of responsibility.

Before leaving, be sure to file a change of address with the University Mail Services by completing the online form (hums.harvard.edu/mail-delivery-services). Address changes will not be accepted over the telephone. Mail addressed to your Harvard Yard Mail Center box will not be delivered by the post office after you have left. Magazines will not be forwarded; you must contact the magazine directly.

After you have cleaned your suite and removed your belongings, return your key to Yard Operations in Weld Hall basement. You will receive an envelope in your mailbox to return the key. If you do not return your suite key at the end of the year, a charge of $50 per key will be added to your term bill. Keys without coding are not accepted.
**Summer Storage**

During the summer before sophomore year, students who are unable to bring all belongings home should consider a private storage service such as collegeboxes.com. With these services, students may select a pick-up date, and the provider will come to their room to collect their items for summer storage. These services cost approximately $45 per box, with higher rates for furniture items. Belongings are insured against loss or damage. Some Houses offer limited summer storage; students should check directly with the House Administrator in their assigned House.

**Yard Party Policy**

Students may host parties in their dorm room or in one of the common rooms. Depending on the type of party, students may include the entire freshman class or limit the guests to invitees. For any type of party, you must:

- Speak with or email your entry proctor well in advance about your plans for holding a party.
- Submit a request form (available on the FDO website), complete with signatures, to your proctor and Resident Dean of Freshmen.
- Inform the residents in your entryway and any others near the party location.

Party hosts are responsible for the following:

- Be present for the duration of the event and be accessible via cell phone.
- Confine the party to your reserved space. Parties may not overflow into the entry, and entry/suite doors may not be propped open.
- Limit the number of guests to that which can be safely accommodated.
- Know and obey the laws of the Commonwealth of Massachusetts and Harvard College regarding alcohol. It is illegal for anyone under the age of 21 to possess alcohol and illegal to provide alcohol to anyone under 21.
- Ensure the conduct of your guests is orderly. You are responsible for your guests and their behavior, and can incur disciplinary action for your guests’ behavior as well as your own.
- Remember that all music must be turned off and the party shut down by **1:00 am**.
- Return the space in clean condition by removing all trash, cleaning the floors (mops and brooms are available from Dorm Crew), and reporting any damage to Yard Operations.

The full policy is available on the FDO website.
All undergraduates living in College residences participate in the unlimited board plan. Students enjoy unlimited meals or snacks in the dining halls during regular operating hours. While freshmen mostly dine at Annenberg Hall, you can also eat “inter-house” in the House dining halls within time frames approved by Faculty Deans.

More than 100 items are available at any given meal. Menus, ingredient and nutrition information are available online. Programs and services include:

- Support for individuals with food allergies, intolerances, or other special needs. All students with allergies and special dietary needs must register with the Accessible Education Office (see page 68). After you have registered, please meet with the Annenberg dining hall manager to discuss your individual needs.
- Vegetarian and vegan entrees, soups, sides, and more as part of the daily menu.
- Kosher selections at all dining halls and use of the meal program at Hillel House, and other accommodations for religious reasons.
- Festive meals, savory spotlights, and holiday and theme menus to mark special events, celebrate diverse cultures, and explore new cuisines.
- Brain Break, a late-night snack program offered Sunday–Thursday.
- BoardPlus, a $130 declining balance account, may be used for purchases in University–operated retail locations or guest meals in the dining halls. BoardPlus is distributed $65 per term and is accessed with the Harvard ID card.

For more detailed information on the dining program, please visit dining.harvard.edu.
Academic and Community Standards in Harvard College

Standards and Expectations in Residential and Community Life

As you enter Harvard College, you become part of a close residential community made up of diverse people. Our community is drawn together by a common respect for excellence and truth, and a common search for knowledge, experience, and academic skills. The fundamental goal of this community is that its members may live and work together, making use of the rich resources of the University, in individual and collective pursuit of academic excellence, extracurricular accomplishment, and personal challenge. For this goal to be achieved, the community must be, above all, an inclusive and supportive one, characterized by civility and consideration for others. Therefore our standards and expectations of the community are high.

College policies provide the framework within which you are, along with every other student, free to pursue your own work under the safest and most equitable conditions we can create. These rules serve as the guidelines forming the protection of each individual’s well-being. However, from time-to-time, we confront instances where our expectations are not met, whether in the form of sexual assault, drug or alcohol abuse, physical violence, theft and damage to property, or various kinds of harassment. Whenever such instances occur, the College treats them as matters of major concern because they so greatly disrupt individual lives and our shared life at the College.

Integrity

One of the basic values of Harvard College is the expectation that you will behave responsibly in your personal life, and particularly that you will maintain very high standards of integrity and honesty. The College respects and trusts its students, and it expects honesty and forthrightness from you in every situation you confront, both in and out of the classroom. We expect you to represent yourself honestly in any use of identification cards, forms, or documents in which you present yourself to the University or in any interaction with an Officer of the University. Further, we expect you to be open and honest in any dealing with the College when potential wrongdoing or violation of policies is involved. Relatively minor problems can become major ones when compounded by lying or deception.

Conflict Resolution

This community holds deeply the belief that disputes and conflicts must be resolved by reason, mediation, discussion, or the rules of law, and not by fighting, physical threats, or intimidation. Violent behavior will not be tolerated, except in cases of self-defense when no other solution is possible. Members of this community who resort to violence, even when they feel severely provoked, can expect serious disciplinary action, often including a requirement to leave the College for a period of time. Resolving conflicts through reason and discussion requires thought, consideration, and hard work. Harvard’s standards and expectations in this area are much higher than for society in general, and possibly than those of the school or community from which you come; as a college devoted to reason and tolerance, we must prohibit violence as a way of settling disputes.
Sexual Harassment and Sexual Assault

Harvard seeks to maintain a learning environment free from sexual harassment and assault. Sexual harassment is unwelcome conduct of a sexual nature when one of two things is happening: (1) When your academic, organizational, or professional standing is contingent upon whether you accept or reject the conduct (quid pro quo harassment); or (2) when the conduct is so severe, persistent, or pervasive that it interferes with or limits your ability to participate in or benefit from the University’s education, work programs, or activities. Sexual harassment might come from a peer, Harvard employee, faculty member, or a third party involved in a University program. Sexual harassment of any type is unacceptable in our community. Harvard has both formal and informal procedures and resources to assist students who have experienced or witnessed sexual harassment.

Sexual violence, including rape and sexual assault, are types of sexual harassment. The Office of Sexual Assault Prevention and Response (OSAPR) provides confidential, 24-hour information, assistance, and support for those who have experienced sexual assault and related forms of interpersonal violence, including relationship abuse. Anyone can call the 24-hour response line at (617) 495-9100.

Acts of sexual violence may trigger obligations under federal law, including Title IX, and violate Massachusetts criminal law in addition to Harvard policy. As a result, if you believe you have experienced sexual violence, you may pursue a complaint through the Office for Sexual and Gender-Based Dispute Resolution (ODR). The College Title IX coordinator is available to explain University policies and procedures, and to answer any questions you may have. You may also file a criminal complaint with officers of the Harvard University Police Department (HUPD), who are also available to provide information about the process for obtaining a Harassment Prevention Order, commonly referred to as a restraining order. To discuss your options, speak with one of the resources listed below.

The College is committed to helping anyone who has experienced sexual harassment or violence to access the wide variety of resources available at Harvard and elsewhere. Some of the resources listed below will be able to keep your information private, but they may have to share your information with those responsible for stopping or preventing sexual harassment on campus. Before speaking with someone, make sure you understand whether they can assure confidentiality, or how they will keep your information private.

Sexual Harassment/Assault Response and Education

The Sexual Harassment/Assault Response and Education (SHARE) web portal provides a central location for information about support, safety, medical, and reporting resources for the Harvard community. Through SHARE, Harvard community members can connect with timely and confidential counseling, contact 24/7 emergency services, find safe transport, consider filing a complaint, and speak with trained staff about possible academic, housing, workplace, or other adjustments. Visit share.harvard.edu.

Private Resources: Deans, advisers, faculty members, campus administrators, coaches, and residential life staff who receive disclosures will only share information with those who have a need to know. For example, they may need to disclose what you tell them to the appropriate Title IX coordinator, the person responsible for addressing sexual harassment within the Harvard community. The Title IX coordinator will handle your information carefully, maintaining as much privacy as possible.
Title IX Coordinator for the College:

- Emily Miller, Title IX Coordinator, Harvard College  
  emilymiller@fas.harvard.edu or (617) 496-3336

Privileged confidential resources are able to adhere to strict standards of confidentiality and can help you think through your situation and options, without sharing what you have told them other than in limited circumstances. There are a few exceptions to their ability to maintain confidentiality and you can ask about those exceptions before you speak to them. It is always best to first have a conversation about keeping information private or confidential, and what both of those mean in regard to your conversation. Privileged confidential resources include licensed clinicians at the University Counseling and Mental Health Services (CAMHS), as well as rape crisis counselors at the Office of Sexual Assault Prevention and Response (OSAPR).

- Office of Sexual Assault Prevention and Response  
  24-hour hotline: (617) 495-9100  
  Business hours: (617) 496-5636
- Counseling and Mental Health Services (HUHS)  
  24-hour urgent care: (617) 495-5711  
  Business hours: (617) 495-2042

Other confidential resources do not hold a legal privilege of confidentiality, but have been designated by the College as confidential. These people do not need to notify a Title IX Coordinator when they learn about potential incidents of sexual or gender-based harassment. Should the incident result in an external investigation or proceeding, these professionals may be required to reveal information shared with them. Examples include the Bureau of Study Counsel, Office of BGLTQ Student Life, peer counseling groups, and the University Ombuds. If you have questions about the distinction between these and privileged confidential resources, please ask.

Free Speech and Inquiry

The protection of free speech and inquiry is perhaps the central value of this University. All members of the community are engaged in the pursuit of knowledge and truth, and that pursuit requires that students and faculty members be able to ask any question about any topic. In this community we challenge each other to be critical and ready to express our ideas freely and openly. The College will take very seriously actions which infringe on the free speech of others, or which harass them because of their ideas or beliefs. We cannot tolerate harassment of any kind, whether couched in terms of race, gender identity, sexual orientation, political persuasion, or religious belief. Anyone who infringes on the freedom of speech and expression of others may face severe College penalties.

Freedom of speech and expression may allow words and ideas to be spoken which may offend or cause discomfort to others in the community. The College cannot take it upon itself to censor or restrict such speech or ideas. However, we can and will work to foster education about and better understanding of why such ideas or words may be unfair to or painful for others. We also hope, of course, that our guiding principle of respect for others will lead people in this community to use their freedom of speech responsibly and without
intent to harm or defame others. Comments which may be termed “hate speech” are
certainly repugnant to the spirit and principles of the College, even if they may technically
be protected by law.

**Alcohol and Drugs**
Keeping in mind the principles of responsibility and respect for others in the community,
you must be aware of the College’s rules and regulations concerning use of alcohol and
drugs. In the state of Massachusetts, it is illegal for anyone under the age of 21 to buy,
obtain, or possess alcohol; it is likewise illegal for anyone to serve or procure alcohol for
an individual under the age of 21. All citizens of the Harvard community are expected to
observe the state law, or be liable for disciplinary action. In addition, when disregard for
the alcohol use policies is compounded by dishonesty or misrepresentation, any potential
disciplinary situation becomes grave. For example, use of a false identification card to
obtain alcohol can lead to considerably more serious action than would the drinking
alone. The College holds strictly to state and federal laws regarding possession or use of
illegal drugs as well. Any member of the community involved in the use of illegal drugs
may be subject to a severe disciplinary response from the College.

In Massachusetts, a social host may, under certain circumstances, be held liable for injuries
caused by a guest who, having consumed alcohol on the host’s premises, does harm to
himself or herself or to a third party. If the guest is a minor (i.e., under 21), and the host
knew or reasonably should have known that he or she was furnishing alcohol to a minor,
the host will be held responsible for injuries or damage to the minor or to third parties
caused by the minor’s alcohol-influenced actions. Furthermore, even if the guest was
not a minor, a social host will be liable for injuries to third parties if the host knew or
should have known that the guest was intoxicated but, nevertheless, gave him or her, or
permitted him or her to take, an alcoholic drink.

It is important to be clear that the College’s obligation to respond strictly to alcohol
or drug violations does not lessen our commitment to providing resources for students
troubled by problems with alcohol or drugs. Confidential consultation and counseling
are always available through Counseling and Mental Health Services and the Office
of Alcohol and Other Drug Services. In addition, proctors and advisers are always ready
to discuss concerns students have about alcohol or drug use, and to refer students to
additional help if necessary. The emphasis we place on these issues stems from our concern
for the welfare of each student, and from our conviction that these standards must be
respected for this community to function as it should.

**Race and Intercultural Relations**
Harvard College’s goals in race relations are the following:

- To develop a more sophisticated understanding of race, culture, and religion
  among the members of today’s diverse Harvard College.
- To create groups of proctors, students, and faculty who are trained as responders
  and who work easily together on race, culture, and religious issues.
• To determine a workable process for resolving ethnic-related and religious conflicts that can be continually renewed since permanent solutions are likely to elude even the most well-intentioned.
• To establish procedures for the review of complaints about racial and religious insensitivity and harassment, and to meet our mandate: to act decisively against racial and ethnic intolerance while promoting an enlightened community.

At Harvard we expect that behavior and interactions with fellow community members will be dictated not simply by law, but also by our community values: consideration, respect, and sensitivity to others. This means that although we may choose to say what we please under the law, we are also responsible as members of this community for considering the possible impact of our actions on the sensibilities of others. Such values are essential elements for maximizing the potential of all community members, helping them to grow in a diverse and welcoming environment.

Impediments to reaching this goal sometimes emerge through subtle acts of racial or religious insensitivity as well as in overt racism displayed by some members of the community. There are occasions in which issues of racial, cultural, or ethnic differences arise in ways that cause confusion, discomfort, or even disempowerment of an individual or group.

Racial harassment, a manifestation of racism, is defined by the College as any action that has the purpose or effect of demeaning or discriminating against an individual on account of ethnic background or race. Harvard College condemns racism in all forms; acts of racial harassment are not tolerated in this community. Similarly, Harvard College condemns religious harassment in all forms.

**Responding to Incidents of Racial Harassment and/or Insensitivity**

Determining one’s response to an incident of racism or racial insensitivity can be difficult. The Harvard Foundation for Intercultural and Race Relations supports individuals who encounter these situations and offers various procedures for seeking resolution, including counseling, informal resolution, and formal resolution. In addition, you may contact the Office for Equity, Diversity, and Inclusion, where the Assistant Dean serves as the Harvard College Racial Harassment Hearing Officer.

**Counseling and Advising**

The experiences of the victim and the alleged perpetrator of racial harassment can be painful and can result in self-blame, confusion, shame, and anger. We strongly encourage anyone involved in such a situation to seek advice and support in handling it. Attending to emotions through counseling and education is often an important step toward dealing with the experience and determining which course of resolution to pursue.

**Informal Resolution**

Informal resolution is a process that allows complaints or issues to be handled without a formal investigation. The Office of the Dean of Harvard College and the Harvard Foundation for Intercultural and Race Relations assist students in exploring ways of
understanding and approaching the incident on their own, or with ongoing support or informal intervention. The Dean may bring into the discussion the director of the Harvard Foundation or the Assistant Dean for Equity, Diversity, and Inclusion.

**Formal Resolution**
A student may wish to file a formal complaint either as a first step, or if the outcome of informal resolution is unsatisfactory. In order to file a formal complaint, students should contact their Resident Dean of Freshmen or Allston Burr Assistant Dean. A conversation about the incident does not commit a student to filing a formal complaint, but a formal investigation will be conducted if a complaint is filed.

In the case of a formal complaint, the Resident Dean helps students through the administrative process. Appropriate disciplinary action for students will be taken by the Administrative Board or by the Student-Faculty Judicial Board. Complaints against faculty will ordinarily be referred to the Dean of the Faculty for appropriate action.

**Standards and Expectations in Academic Life**

From the opening of your first term at Harvard, you will be part of a company of scholars, contributing to as well as learning from the intellectual discourse here. To function productively in the classroom and in the broader academic community, you must know what is expected of you in your academic work. Harvard has established an Honor Code that reaffirms our expectation that all members of the academic community uphold the value of integrity in their work. To review the Honor Code visit honor.fas.harvard.edu.

**Academic Integrity**

Truth and honesty are the foundation of scholarship, and trust in fellow students and scholars is essential to the free exchange of ideas and knowledge. By drawing your attention to the principles of academic integrity, your proctors, advisers, deans, and course instructors intend both to help you avoid trouble and develop ideas and knowledge. Because college work is qualitatively different from your work in secondary school, you will be asked to work with a new level of sophistication, including an emphasis on citation and careful use of data and sources. It is important to be clear from the beginning about how you cite and collaborate. Responsible citation and collaboration do not just relate to rules, they are integral to developing ideas.

When you enroll in expository writing, you will receive a detailed statement from the College that outlines the appropriate acknowledgment of the sources which you, like all scholars, will use as you incorporate the work of others into your papers, studio projects, musical compositions, and computer programs. “Not knowing” the rules, or “not understanding” the community’s expectations cannot excuse inappropriate behavior or breaches of the community’s trust. It is your responsibility to know and understand these principles. If you are unsure, it is your responsibility to ask your instructors, teaching fellows, dean, or adviser. Asking these questions is a sign of an inquisitive mind — a strength — not a sign of weakness or lack of knowledge.
Academic integrity means that the ideas and work you represent as your own must be your own, and you must signal where you are drawing on the thoughts, ideas, and words of other scholars. This seems a simple concept, but just like developing ideas, it is not always as easy as it would seem. Experienced scholars must review and consult each other about the subtleties of working with sources and acknowledging their debt to other scholars. They often negotiate this by being generous in their acknowledgment of previous scholars’ impact and influence. Furthermore, because you are now doing qualitatively more complex work, the way you work with and cite the work of other thinkers will become more complex. As you proceed through your coursework here you may sense the importance and challenge of distinguishing between what is truly yours and what you have adapted from someone else. On one level, and at some points, you may be persuaded that nothing is truly yours. Your professors and teaching fellows know more than you, and everything you know about a topic under consideration you have learned in lecture or from readings assigned in your courses. This problem — of knowing whether and when you can confidently speak, draw, or compose in your own voice — is a common one, and one of which your teachers and advisers are well aware and can provide advice and instruction. These are questions all scholars and artists grapple with throughout their active lives, and as you deal with these, you are learning to be a thinker and scholar.

In practice, scholarship means integrating your ideas and voice with what others have said and done, and then building on that work in new and creative ways. It means risking being wrong or risking criticism. At times it will mean extending the ideas of others and in other instances, arriving at your objective via a route which differs from that taken by others. It may mean questioning what others — including some of your instructors — have said or done. By understanding and acknowledging the work of others, you can take intellectual risks with the confidence that what you will produce has integrity. Most students come to college as excellent reporters. They can summarize accurately the wisdom of others, and then in a paragraph or two can suggest that the weight of everyone else’s wisdom tends to a certain conclusion. At the most fundamental level, the distinction between reporting and your own work lies in what you add to the source — what is unique to your understanding of the material, to your reading of multiple sources, and to your interpretation of them. When you perceive that distinction, and when you begin to draw that distinction in your own work, and show how your work compares with the work of other scholars, some of the difficult problems of attribution and acknowledgment will recede and your confidence in your work will increase.

Broad development of your intellect is a primary goal of a liberal arts education. Meanwhile, there are points for you to bear in mind in order to avoid problems in your use and acknowledgment of ideas and work. First, carefully plan your time and approach to papers, problem sets, studio projects, and computer programs. Procrastination and last-minute haste may lead to panic and, in desperation, cheating and academic dishonesty. Working to exhaustion and without organization make it both difficult for you to move beyond the work of others to your own synthesis, interpretation, or approach, and more likely you will have difficulty distinguishing your ideas from the established ideas of other scholars and sources. Taking time — to talk with your teaching fellows about the assignment and your approach to it, to take appropriate and careful
notes, to lay aside your first effort and reflect on it before returning to produce your
finished piece — will make possible the thought and involvement that move your work
beyond the level of mere reporting.

Second, **know what the faculty is asking of you.** Are you to work from an existing
model, to produce the best replication that you can? Are you to summarize current
scholarship on a particular issue? Or, are you asked to build on what has been discussed
or on skills you have developed, creating something that is new and uniquely yours?
“Writing a paper” can mean many things; so can “writing a program” or “doing a
studio project.” Know what your instructor expects. Read the syllabus and any handouts
carefully, and take time to talk with your teaching fellow about any major project before
you undertake it. **Working at the last moment may not allow you time to contact
an instructor with questions about the assignment.**

Third, from syllabus comments or from direct conversations with your teaching fellow or
your instructor, **be sure you understand what constitutes appropriate group work
or collaboration, and appropriate use of sources for each course and for each
specific assignment.** Never hesitate to ask; guidelines vary. In some courses, you will
be encouraged to work together in study groups to prepare assignments or ask friends to
critique your papers. In other courses, collaborating with others or asking a friend to give
feedback is considered inappropriate, and a violation of standards of academic honesty.
In some studio assignments, students reproduce a museum work or derive a musical
composition from a well-known piece. In other assignments, such use of others’ work
would constitute misuse of sources.

Fourth, **be sure you take careful notes** that accurately reflect the source of your ideas
as well as the source of material you quote, paraphrase, or otherwise use as inspiration.
Be sure you know how to cite the sources you have used. Talk with your teaching
fellows and instructors, or with staff members at the Bureau of Study Counsel or the
Writing Center, about how to take notes, when to quote directly, and how and when to
paraphrase. Almost every student must work to develop these fundamental academic skills.
Chances are you have never taken notes as extensive or paraphrased material as complex
before, and these are among the most difficult tasks for any scholar, whether novice or
experienced. Also, stylistic conventions in annotation differ across the academic disciplines.
It is important that you take time to learn the practices appropriate to each field you study.

Fifth, and perhaps most importantly, be sure as you finish your paper (or drawing, poem,
lab write-up, problem set, or computer program) that you can **distinguish what is truly
yours in the work.** If you cannot do so, and if your assignment was to produce anything
more than a simple copy of another’s efforts, contact your teaching fellow or course head
immediately to ask questions or request an extension. Even if you are refused additional
time, and even if (in the worst case) you lose credit for the exercise, the cost is far less than
that involved in submitting work which is not your own.

At times in your undergraduate career, especially as you begin to take courses that are
related conceptually or substantively to each other, you may be tempted to submit work
for one course that you have already received credit for in another, or submit the same
work to two courses which have similar assignments due at approximately the same time.
Dual submissions, as they are called, are rarely allowed, and only with the prior written consent of the faculty involved. You are enrolled in Harvard courses to learn, and you cheat yourself and the investment you make of your time and your talents when you shortcut that process. Likewise, you may be tempted to submit to a Harvard course your award-winning high school essay or project. This type of submission is not allowed. If you submit work that has already been developed and evaluated elsewhere, you trespass on the right of your peers to equity in their dealings with the course.

When you take examinations at Harvard, you will experience the scrupulously formal procedures which are designed to ensure fairness and provide conditions under which all students may produce work that reflects their mastery of course material. Exams at Harvard are proctored. Students receive explicit instructions about seating and about what materials may and may not be brought into examination rooms. Except where explicitly permitted by your instructor, the use of papers, books, or other supplementary materials during a midterm or final examination is forbidden. Be sure you understand and follow the proctors’ instructions about seating and placement of books, notes, etc.

Bear in mind that your instructors and advisers assume you are honest and that you join this community ready to engage fully and maturely in the intellectual effort that is both the reason for the College’s existence and the reason you are here. Know, too, that in addressing you forthrightly about these issues, the College demonstrates its faith in your maturity, in your capacity to function productively in the University, and most of all, in your willingness to assume thoughtfully the responsibilities that accompany membership in a company of scholars.

**Office of Academic Integrity and Student Conduct**

The Office of Academic Integrity and Student Conduct houses the Administrative Board and the Honor Council. The Administrative Board reviews academic records, provides exceptions to the rules, and evaluates matters of student conduct, while the Honor Council deals with questions of academic integrity and the Honor Code. Any infractions of the standards described in the *Handbook for Students* are referred to the Office of Academic Integrity and Student Conduct.

Based on the principles of community governance and education, the Honor Council is comprised of undergraduate and graduate students, faculty, and staff working together to review possible violations of the Honor Code and academic integrity.

The Administrative Board — a committee of faculty and administrators commonly known as the “Ad Board” — enables the College to respond to the circumstances of individual students in fair and clear ways. It is the group that determines exceptions to College rules, and, as such, often becomes a resource for students who seek responses to unusual situations in their lives. The working membership of the Ad Board includes the Dean of the College, the Dean of Freshmen, the Resident Deans of Freshmen, the Allston Burr Assistant Deans from the Houses, associate and assistant deans, and senior members of the Faculty, for a total membership of about 30. Members of the Ad Board engage in full discussion of the circumstances of each case, and then decide by vote how to respond.
When you have business with the Ad Board, be it a routine request, an exceptional petition, or a case, you always have available to you a representative on the Ad Board. During your freshman year, it is your Resident Dean of Freshmen; when you are an upperclass student, it is your Allston Burr Assistant Dean. Your dean will also work with you should you have business with the Honor Council.

Online information about the Board (adboard.fas.harvard.edu) and Honor Council (honorcouncil.fas.harvard.edu) offers a thorough outline of how these bodies work. In any petition or disciplinary case, the expectation is that students will deal honestly and fully with the Ad Board and Honor Council.

Course Procedures

When you enroll in a course, you and the faculty commit to work together. Through the syllabus and other course materials, the faculty member articulates the subjects addressed, ideas discussed or skills learned, and work expected. You, in turn, agree to fulfill the requirements, attend lectures, labs, and sections, and treat the work of the course responsibly.

Class Attendance and Absence from Cambridge
Regular attendance at academic exercises is expected of all students. Absence from academic activities, for whatever reason, even while representing the College in extracurricular and athletic activities, does not relieve you from responsibility for any course work required during the period of absence.

You are expected to remain in the immediate vicinity of Cambridge during term-time with the exception of scheduled vacations and holidays. You should not be absent from the area for extended periods during the term without the permission of your Resident Dean of Freshmen or Allston Burr Assistant Dean.

Changing Course Enrollment: Add, Drop, or Withdraw
Any change to your courses should be a topic of careful conversation among you, your adviser or resident dean, and the faculty member teaching the course. Dropping or withdrawing from a class can affect your rate of progress toward the degree. Adding a class late entails catching up on missed reading and assignments. While you choose courses during the first week of the term, you may adjust your courses until the fifth Monday of the term. Up to that point, dropped courses are not noted on your transcript. With the permission of the instructor, you may also add a course late, or change the grading status of certain courses (from graded to pass/fail or vice versa).

Between the fifth and seventh Mondays of the term, you can withdraw from a course. The name of the course and the notation “WD” will be included on your transcript, indicating your more significant commitment to the class.

Once the add/drop and withdraw deadlines have passed, you are expected to complete the courses in which you are enrolled. Exceptions are made only in documented cases of medical or other emergencies, and can only be granted by the Administrative Board after you have consulted your adviser and resident dean.
Within each course, dates for tests and deadlines for papers or projects are set by the faculty. It is helpful as you choose your courses to review when midterm exams fall and when papers are due, so you can anticipate which weeks will be busiest.

**Extensions and Make-ups**
While it is your responsibility to plan your work so you have sufficient time to complete your assignments, on occasion circumstances do arise that present difficulties. If you find yourself in such a situation, be in touch immediately with your resident dean and with the teaching fellow or instructor in the course. It is always to your advantage to explain the reasons for a late paper. Faculty may, if they judge it appropriate, grant extensions on written work up until the last day of final exams for that term. Any extension beyond that date, or any arrangements for a make-up exam after the regularly-scheduled date of the final, can only be granted by the Administrative Board. Such make-ups are ordinarily granted only for medical or other emergency reasons.

**Grades and Unsatisfactory Records**

Your adviser will talk with you throughout the term about your performance in your courses. These conversations are intended to help you develop ways of assessing your own progress in your courses, since formal feedback from instructors occurs less frequently than you may be used to.

Some students at first receive grades lower than what they are accustomed to or expect. The dip is usually temporary. Students who may be having difficulty when midterm grades are reported are almost always able to improve their work, and students whose first term may have gone less well than they had hoped are, in most cases, more satisfied with the second semester.

The FDO receives reports of unsatisfactory grades (lower than C-) for freshmen at midterm each semester. The resident dean contacts each student who has an unsatisfactory grade to suggest a meeting to discuss the factors contributing to the difficulty and help for the student. Along the way, the resident deans and advisers may urge consultations with teaching fellows and faculty, work with a tutor, or meeting with an academic counselor at the Bureau of Study Counsel to discuss study strategies.

Standards for satisfactory performance are explained online in the *Handbook for Students*, and all undergraduates should be sure they understand the College’s policies. The requirements for satisfactory performance in the first term at Harvard explicitly recognize the myriad academic and personal adjustments demanded of students just beginning undergraduate study. At the end of the fall term, freshmen whose records remain unsatisfactory (two Ds, one E, or worse) are reviewed by the Ad Board. While very few students are placed on probation early in the first year, a continuing record of unsatisfactory performance is cause for concern. The Ad Board may require a student whose record continues to be unsatisfactory to leave the College for a year to gain new perspective. In almost all cases, such students return to pursue successful careers at the College.
The Academic Program

Description of the Curriculum and Academic Opportunities

The undergraduate curriculum is structured to ensure that every student who graduates from Harvard College has obtained a liberal arts education. In consultation with your advisers, you will create an academic program to reflect your own particular interests and needs, building on requirements and expectations held in common for every undergraduate.

Academic Requirements for the Degree

All students fulfill certain common requirements for the undergraduate degree:

- An expository writing course, focused on analytic writing and revision.
- Completion of General Education requirements.
- One year of study of a foreign language (or proficiency in a language other than English).
- Completion of the requirements outlined by one of the Fields of Concentration.

The Handbook for Students will be available online in early August, and you will refer to it frequently throughout your undergraduate years. In this guide, we hope that you will read and reflect on the purposes behind the various components of the College curriculum, and develop a sense of how these requirements will contribute to your own education.

Expository Writing

Your expository writing course will give you the opportunity to build on the strengths you already have as a writer, as well as develop new skills and approaches suited to college-level academic writing. The expository writing requirement is met during your first year by passing either Expository Writing 20, a one-term course in academic writing, or Humanities 10a and b, a full-year course. The requirement cannot be met by a standardized test score or by writing courses taken before arriving at Harvard. For more information on Humanities 10a and b, please see artsandhumanities.fas.harvard.edu/pages/pathways.

Each Expository Writing 20 class focuses on a different topic, as varied as Psychology of Success and Failure, Tragedy and Everyday Life, or Social Worlds of Friendship at Harvard. However, every section emphasizes common issues: how to analyze and think critically about texts, make coherent arguments using evidence, and develop and improve written work through drafting and revision. A fundamental mission of each section is to help students develop a keen sense of what it means to approach their academic writing with integrity, using sources honestly and acknowledging them appropriately. Expository Writing 20 instructors provide substantial and constructive written feedback on drafts and revisions; they also conference individually with students about each essay. The small classes (15 students) also allow for abundant discussion. The aim is to enable students to move into other courses as confident writers, at ease working with sources, analyzing evidence, and discovering and arguing for their own ideas.
The Writing Program also offers *Expo Studio 10: Introduction to Expository Writing*, a fall-term course appropriate for students who would benefit from additional coursework to help make the transition to college-level writing. (*Expos Studio 10* does not satisfy the expository writing requirement by itself, but must be followed by a spring-term expository writing course.) Students may receive a recommendation to enroll in *Expos Studio 10* based on their writing placement exam; some choose the course without that recommendation. Any interested student must meet with an *Expos Studio 10* faculty member during Opening Days for an advising session.

**The Program in General Education**

The Program in General Education — along with the concentration — is one of the two cornerstones of the liberal arts and sciences curriculum, and thus lies at the heart of the intellectually transformative mission of Harvard College. “Gen Ed” provides the opportunity to counter the narrowing effects of concentration by helping students to make intellectual connections, to look inward to themselves and outward to the world, and to understand the deep and sometime surprising importance of scholarly work to some of the most central aspects of life. Concentrations ensure that our students know a lot about something; Gen Ed ensures that they understand how to take that knowledge with them into the world. Gen Ed, in other words, is the intellectual fuel for the personal transformation we hope to facilitate in our students. “Enter to grow in wisdom,” reads the text on Dexter Gate, “Depart to serve better thy country and thy kind.” Gen Ed provides the building blocks for students to grow in wisdom so that they can leave our campus able to serve in thoughtful, reflective, and humble ways.

Complementing the rest of the curriculum, this program aims to achieve four goals that link the undergraduate experience to the lives students will lead after Harvard:

- Prepare students for civic engagement;
- Teach students to understand themselves as products of, and participants in, traditions of art, ideas, and values;
- Enable students to respond critically and constructively to change; and
- Develop students’ understanding of ethical dimensions of what they say and do.

A new set of requirements for Harvard College students will take effect in fall 2018, replacing the current General Education requirements. The Class of 2021 will transition to those new requirements at that time. The new requirements are:

- **General Education**: one course from each of four perspectives (Aesthetics and Culture; Ethics and Civics; Histories, Societies, Individuals; and Science and Technology in Society);
- **Distribution**: one course from each of the three academic divisions within the Faculty of Arts and Sciences (Arts and Humanities; Natural Sciences and Engineering and Applied Sciences; and Social Sciences); and
- **Quantitative Facility**: one course.

The Class of 2021 will graduate under the new requirements, but may begin to benefit from the flexibility of the new requirements during their freshman year, when the current Gen Ed Program will still be in place. Any current Gen Ed requirements that students
fulfill before fall 2018 will satisfy the new requirements. More information will be provided when you get to campus.

Students should take one Gen Ed course per term during their freshman year. There are, however, no constraints regarding the timing of the requirements as long as all are completed by graduation. First-year students often find that Gen Ed courses are useful for exploring potential concentrations. Other students use Gen Ed requirements to add some variety to their studies. To learn more about Gen Ed and specific advice for the Class of 2021, please visit generaleducation.fas.harvard.edu. You may also contact the office online at generaleducation.fas.harvard.edu/questions, call (617) 495–2563, or visit the Gen Ed office on the fourth floor of the Smith Campus Center.

**Foreign Language**

All undergraduates are required to demonstrate proficiency in the study of a foreign language. Students must complete the foreign language requirement by the beginning of junior year. This can be achieved by:

- **Language study:** Students may study a language at Harvard, either a year-long eight-credit course or two semester-long courses of four credits each. Courses taken abroad may also be considered.
- **Test score:** Students who received a minimum score of 700 on a College Board SAT II test with a reading component, a 5 on an AP exam, or a 7 on an IB exam in an approved language have fulfilled the requirement. These exams must have been completed prior to arriving at Harvard and scores must be reported to the Registrar’s Office.
- **Placement exam:** Exams are offered online and on campus in a range of languages.
- **High school transcript:** Students who have completed the majority of their secondary school education in a foreign language may submit an official transcript for review to the Office of Undergraduate Education. Please email placement-help@fas.harvard.edu for more information.

The Harvard faculty offer instruction, from beginning to advanced levels, in over 45 languages, ranging from Arabic and Spanish to Russian, Vietnamese, and Igbo. Most students find that the emphasis on oral and aural skills in language courses taught here is far greater than that in their high school classes.

Students can view the full language requirement in the *Handbook for Students* at handbook.fas.harvard.edu/book/other-requirements#two. More information is also available on the placement exams website placement-info.fas.harvard.edu.

**Citations in Foreign Language**

Advanced training in a foreign language is a valuable component of a liberal arts education; it allows students to employ another language in cultural exchange, research, and work. To foster such training, many of the “language and literature” and “language and civilization” departments offer programs in which you may earn a citation in a modern or ancient language.
Each language citation program consists of four courses (four credits each) of language instruction beyond the first-year level and/or courses taught primarily in the foreign language. Courses that satisfy the requirements for a citation are sometimes counted towards General Education and/or concentration requirements. They may also play an important role in a study-abroad or work-abroad experience. Students must complete all courses that count toward the citation with letter grades of B- or better.

If you are interested in pursuing a foreign language citation, you should discuss your plans with a representative of the relevant language program. You should also consult your adviser and the online Handbook for Students for specific requirements and opportunities.

**Concentration**

Your concentration (synonymous with “major” elsewhere) is your commitment to a particular discipline, field, or specialization. Complete requirements for each concentration can be found in the *Fields of Concentration* section of the Handbook for Students: handbook.fas.harvard.edu/book/fields-concentration.

Because concentrations at Harvard are not designed strictly to prepare you for a career, your choice of concentration should be based on your intellectual interests. What are you excited about studying? What do you want to learn? With which faculty members would you like to study? Study in any field of concentration will teach you the analytic skills and the discipline of mind that you will carry into your future pursuits.

Many of the College’s concentrations are fields of study not found in your secondary school curriculum. Most high school students have not taken courses in folklore and mythology, South Asian studies, or history and science. Even the fields more commonly found in most high school programs, such as English, history, or mathematics, encompass different approaches, new questions, and greater depth when taught at the college level. For that reason, even if you arrive relatively certain of your intended field of concentration, the process of exploring a variety of fields is essential to your freshman year. Allow yourself the chance both to continue in your areas of strength as well as follow new interests leading you into previously unknown areas. The concentration you choose in the end may well turn out to be a field you had not considered before.

Your career goal — if you have one — should not determine your total college experience. Studies of graduating seniors and alumni show that a student need not major in economics to get a job in business; that science concentrators do not have an advantage over the non-science concentrators in medical school admissions; and that law schools accept students from all concentrations. Over 50 percent of Harvard graduates are pursuing careers that have no direct connection with their undergraduate field of study. With careful planning of electives and extracurricular activities, you can gather sufficient career-related knowledge and skills to satisfy admissions requirements of graduate schools or to qualify for entry-level employment in your chosen field. The years you will devote to your liberal arts education offer you a rare opportunity to study a field simply for the love of the subject itself.

Students select their concentrations at the end of their third term. To help you consider that choice, you will consult with your freshman and sophomore advisers, and with departmental
faculty and representatives. Each concentration is structured so that students move from introductory courses to more advanced work in seminars, conference courses, small-group or individual tutorials, and/or research courses. The courses required for a concentration make up approximately one-third to one-half of your overall college program. Honors in a concentration generally require more courses, additional tutorial work, and an honors thesis or advanced seminar work at a similar level of sophistication.

**Joint Concentration**
Some students find that their interests are better accommodated by pursuing a joint concentration that integrates two fields into a coherent plan of study. The two fields must each be an undergraduate concentration offered in its own right. Joint concentrations ordinarily culminate in an interdisciplinary thesis written while enrolled in the thesis tutorial of one concentration only. Some concentrations do not participate in joint concentration programs. A joint concentration is not a double concentration. For students who do not wish to integrate the work of two separate fields into one coherent program, a secondary field may be more appropriate.

**Special Concentration**
Other students find that they cannot pursue their academic interests within existing distinct or joint concentrations. These students may petition the Committee on Degrees in Special Concentrations to be allowed to pursue a program of their own design under the guidance of a faculty member. Students who are interested in learning more about special concentrations are encouraged to talk with the Head Tutor for Special Concentrations during their first year.

**Secondary Fields**
A secondary field (synonymous with “minor” elsewhere) provides the opportunity for focused study outside of the primary area of concentration. It may complement your primary area of study in a concentration, or it may be entirely separate. Unlike a joint concentration, no integrative work between the secondary field and the primary concentration is required. Because we want you to explore during your first three terms, you may not declare a secondary field before you have declared your concentration. Secondary fields are entirely optional and are not required for graduation. For information on particular secondary fields, please consult the Secondary Fields section of the Handbook for Students: handbook.fas.harvard.edu/book/secondary-fields.

**Freshman Seminar Program**
Freshman seminars offer you a unique learning environment to work closely with faculty and peers on a topic of mutual interest. A discussion-based, non-letter graded course, a freshman seminar frequently features special instructional activities such as guest speakers, concerts, exhibitions, studio or lab work, and field trips. Some students choose to take a freshman seminar in order to deepen their understanding of a subject on which they have already done substantial work; others enroll in a seminar in order to explore unfamiliar fields of study. Whatever the motivation, students often cite freshman seminars as their best learning experience at Harvard. As the name suggests, freshman seminars are only available during the first year, and thus you are strongly encouraged to consider at least one of these courses.
Admission to a freshman seminar is by application, and freshmen may apply to as many seminars as genuinely interest them. We urge students to submit at least seven applications in order to increase their chances of getting a seat in the course. Seminar assignment is determined by a matching algorithm that takes into consideration a student’s seminar choices, instructor’s interests, and available seats. Students may apply to seminars in both fall and spring, but may enroll in only one seminar per term.

For more information consult the Freshman Seminar Program catalog, which will be mailed to your home in June, or the Program’s website: freshmanseminars.college.harvard.edu.

Advanced Standing

If you completed a series of college-level examinations in high school (e.g., AP tests, IB exams, A-levels), you may be eligible for advanced standing. Activating advanced standing at Harvard can allow you to graduate in three years, or complete a Master’s degree during your fourth year at the College. The decision to pursue advanced standing should be undertaken carefully and only after consultation with advisers. Although many students will be eligible for advanced standing, ultimately very few will decide to take this route.

If you are eligible for advanced standing, your status will be indicated in the Reports and Documents section on my.harvard. You may also consult the information on advanced standing located on the Office of Undergraduate Education website: oue.fas.harvard.edu.

Academic Advising

The Role of Your Freshman Adviser and Peer Advising Fellow

One of your most important mentoring relationships this year will be with your freshman adviser. Some students will have their proctor as their freshman adviser, but most will have a non-resident adviser (a faculty member, administrator, or graduate student). Your freshman adviser will assist you in choosing your courses, in making the best use of Harvard’s resources, and in finding answers to whatever questions you may have. Your advising team will also include a Peer Advising Fellow (PAF) who can answer questions about life at Harvard and the transition to college, provide a student’s perspective on Harvard academics, and help you build your advising network. Conversations with your advisers can focus on nuts-and-bolts matters such as how to choose classes or whether you should add or drop a class. They will often range more widely, assisting you in planning for your concentration, summer opportunities, study abroad, research, or internships, and in thinking about life, work, or study post-Harvard.

The advising relationship requires mutual effort and a shared set of expectations. It is not your adviser’s role to make decisions for you about which courses to take, which concentration to declare, which extracurriculars to get involved in. Advisers can provide you with feedback on your plans, and refer you elsewhere for more information. But any final decisions are entirely yours to make.
Please know that your adviser is doing this work on a volunteer basis, out of a love of helping students succeed. Be responsive and respectful to your adviser, and take your work together seriously. You will be expected to meet with your adviser throughout the year in the lead-in to important academic deadlines (e.g., course registration and add/drop). Reach out to your adviser as questions or concerns come up. Certain things do require the signoff of your adviser. This is to ensure that you have had an advising conversation; it is not to secure permission from them. While your adviser is expert at providing advice and guidance, they may not have the answer to every question. One of the most important things they will do is refer you to other advising resources. Be sure to follow up on such referrals. This is the best way to start building your advising network at Harvard.

**Departmental Advising in the First Year**

As you begin to explore different fields of study, you are strongly encouraged to seek out more specialized academic advising in the different academic departments. Though students are not required to declare their concentration until the end of the fall term of their sophomore year, it is a very good idea to speak with advisers in the departments much earlier about questions related to course selection and sequencing, and about ways of exploring their fields outside the classroom. Most concentrations publicize advisers’ office hours on their websites.

**Exploring Concentrations**

Information about the concentrations can be found in the *Fields of Concentration* section of the *Handbook for Students* (handbook.fas.harvard.edu) and on the concentrations website (concentrations.fas.harvard.edu). You will have many opportunities to meet with concentration advisers. Departments welcome students to visit them and ask questions any time. Many departments will be holding open houses during Opening Days, or putting on specific advising programs. Check the *Calendar of Opening Days* for information.

During freshman year, you are encouraged to peruse concentration handbooks and websites; to speak with faculty in fields that interest you; and to meet with Directors of Undergraduate Studies (DUSes), the chief academic advisers in each concentration. (Note: in some concentrations, this person is called the Head Tutor; in others, the Coordinator of Undergraduate Studies.) For contact information, see the links immediately above.

**Meeting Academic Requirements in the First Year**

Though every undergraduate has the same degree requirements (including Expository Writing, General Education, and Foreign Language requirements), first-year students’ plans of study vary widely. Some students decide to take foundational courses in languages, math, or science with broad relevance to many possible fields of study. Others take courses in fields they are already considering as a concentration. And still others take courses that allow them to explore fields they have never encountered before. An ideal program of study is one that balances a mix of strategies. Your freshman adviser will help you decide which specific balance will be best for you.
Placement Exams and Recommendations
One of the tools that you and your freshman adviser will rely on as you choose your courses will be the results of online and on-campus placement exams. The online placement exams are administered over the summer (incoming students are automatically registered for them); the on-campus placement exams are administered during Opening Days. You are required to take the online writing and mathematics placement exams, and invited to take any other placement exams.

Your exam results do not become a formal part of your transcript, though they will be analyzed by the appropriate academic departments to then make recommendations about which courses you should take. For more information about the online and on-campus placement exams, including a list of exams, please see: placement-info.fas.harvard.edu.

Balancing Your Academic Program

• Don’t overdo it. In the first term, first-year students are expected to take a standard load of coursework – four courses (in later terms you may take five). Most students find the transition to college-level coursework more challenging than they anticipated, even if they were accustomed to taking strenuous course loads in high school. Think of your adjustment to college as a fifth course in its own right. You will have plenty of time to take on more responsibilities, and to take advantage of more opportunities, in later terms.

• Take course size into account. Many introductory courses are taught in large lecture formats. There is nothing wrong with building a course schedule that includes several of these courses, but it is also important to consider what is the best learning environment for you. If you think you learn best in smaller courses, or if a mix of course types and sizes is the optimal solution, you may want to strike a balance between larger and smaller classes. Some of the most rewarding learning opportunities for students are ones in which they work closely with faculty and/or with each other, and this kind of interaction often happens most easily in smaller classes.

• Consider requirements. While it is important to be aware of your degree requirements, the curriculum is designed to provide ample space in your schedule for elective courses. Depending on your concentration interests, you may need to think about sequencing requirements in your first term. However, you do not need to feel pressure to take only required courses in your first term as many students are able to pursue concentration interests without having taken courses in that area in their first term.

• Explore your academic interests. Students have a wide degree of latitude in deciding their course registration. Take advantage of the freedom you have to explore courses that interest you and fields of study you would like to delve into more deeply, or others you may never have encountered before. Use your requirements as a means of developing essential skills and of exploring both old and new interests.
How to Find Courses

All courses offered for the academic year are listed in the course catalog at my.harvard. You are encouraged to spend time searching through the catalog to identify the wide range of course options available, which can, in return, reveal previously unexplored disciplines that sound intriguing, as well as courses out of your usual range.

The search tool for courses will allow you to browse by keyword or topic, by courses offered by a particular instructor, or by courses to be offered in a particular term, or at a specific time. Thus, for example, a student pursuing an interest in myths would view a list of appropriate offerings from folklore and mythology, English and American literature, classics, and Germanic languages and literature, among others.

In reviewing a course, you are encouraged to visit the course website where you can view the syllabus as well as additional information about the course. The search tool also will allow you to view student evaluations of courses that have been taught in previous years. The Q (q.fas.harvard.edu) includes information on what previous students thought about the background needed, the nature of the reading assigned, and the general course requirements. The Q can help identify courses that may be to your liking, but reading it should never replace your own investigation of which particular courses suit your interests.

The Course Selection Period

As a student in the College, you are required to choose your classes by the designated course registration day: **Wednesday, September 6, 2017**. During the first week of classes, you will have the opportunity to explore courses that might interest you and talk with your adviser about various possibilities. Even if you think you have a good sense of what you would like to take, this is the moment to explore a topic that sounds intriguing, that is entirely new to you, or to discover for yourself what it might be like to take a course with a particular faculty member.

You should use the first week of classes to review the courses, the *Freshman Seminar Program* catalog, the materials you receive at registration, and those that are handed to you in the classes you visit to get an idea of the course topics and requirements. You can visit multiple classes, sit in on lectures, review syllabi, and ask any questions you have about the focus of the course or the background assumed. You can also discover more about a class and the reading that will be assigned by visiting the course website or browsing the textbook section of the Harvard Cooperative Society (the “Coop”) bookstore, where books are grouped by course. The majority of courses have open enrollment, but some seminars and other small classes have limited enrollment. Information about registering for limited-enrollment courses can be found on the course websites and by visiting the first meeting of the course. While you may explore many courses, you are responsible for the work of a course from the first day. Therefore if it happens that you miss an early meeting of a course that you eventually select, you will need to consult with the professor and teaching staff in the class about making up any missed material.
After you have researched your options in this very direct way, and have consulted with your adviser, you will formally enroll in your courses online at my.harvard. In order to complete this process, your adviser will electronically confirm that you have discussed your courses in person. You will be responsible for submitting requests to the instructors of any seminar or limited-enrollment course in which you plan to enroll; they will, in turn, accept or deny your petition in the my.harvard platform.

It is important not to let course selection overwhelm you. Take advantage of the many resources available to you and do not be afraid to ask questions.

Structure of a Course

Your first year will give you the opportunity to grow not just in what you study, but also in how you study. The approaches and expectations of your courses may differ from even the most advanced secondary school work, and your time and attention will be directed in different ways than you may be used to. Most freshmen find that some portion of their academic energy during the first term is spent figuring out and getting used to these differing expectations. As a freshman, you will grow accustomed, in many of your courses, to less frequent formal evaluation than you experienced in high school. In addition, more of the learning in the course may be done through reading and work completed outside of class hours. It is important to review the syllabus for the course carefully to understand what readings or problem sets will be completed and what evaluations (papers, exams) will be expected. The emphasis in college courses is on independent and conceptual thinking outside of class; lectures and sections offer the opportunity to synthesize and discuss the reading and work done outside of class hours. Your week will be made up of comparatively fewer hours in class (although science labs can add more to your schedule), and many more hours reading and researching your assignments. You will find in this arrangement far greater independence in your work than you are likely used to, and far greater opportunity to learn how to organize and prioritize your work.

While the structure of your courses will certainly be different from the structure of the courses you took in secondary school, the courses offered at Harvard are numerous and diverse. There really is no such thing as a typical Harvard course since all classes are taught with different schedules, formats, and expectations. Since you may not be familiar with the variety, some description might prove helpful. In general, most large introductory Harvard courses can be broken into three types of instruction: lecture, section, and laboratory. Often times, courses are taught as a combination of two or three of these types. Some courses, such as mathematics or foreign language classes, may only meet in smaller groups called section, but most courses have a lecture component and a supplemental section component. Most science classes also include a laboratory component.

When making your schedule it is also important to realize that Harvard classes start seven minutes after they are scheduled to begin. For example, a 10 o’clock class begins at seven minutes past 10. This “seven-minute rule,” or “Harvard time” exists so students can schedule classes in adjacent time slots without needing to arrive late to the next class.
Shape of the Year

In general you will find a rhythm to the term and to the year. After the initial flurry of course selection period, your schedule will feel much more settled. You will be able to develop a routine for classes and sections, studying, extracurriculars, athletics, and rehearsals. The weeks in which courses hold midterms or hourly exams can start late in September and run as late as mid-November (some classes giving several “mid-terms” over the course of the term can even schedule them as late as December). Usually the weeks most affected by midterm papers or tests are in mid-October or early November. Students often find this time, particularly, to be one in which organization and setting priorities are essential skills. Final course projects and term papers are often due during the weeks just before or after Thanksgiving break.

The first two weeks of December are the fall term reading period. During this time courses generally will not meet, although professors can hold optional review sessions or make-up classes if a class session had to be canceled for any reason during the regular term. Reading period allows students to review and synthesize the work of their courses, to prepare for final exams, and to work on final projects and papers. Students prepare for their final exams in a way that emphasizes true mastery of the material rather than last-minute “cramming.” Final exams are held over several days in mid-December, and final projects and papers are due during this period as well. The date, time, and location for each final exam are set by the Registrar of the Faculty of Arts and Sciences, and no exceptions to that calendar are made except for medical or other emergencies, or for religious conflicts. Students should note that the College does not reschedule examinations to accommodate students’ travel or other personal plans, employment, or family convenience.

The time between terms provides students with an opportunity to step back from the demanding pace of the semester schedule. Many students find that spending this time with family and friends, traveling, or pursuing enriching off-campus activities is the best way to rejuvenate and return to begin the spring term anew. Other students choose to return to campus for Wintersession, during which College-led and student-initiated programming provides opportunities to explore a creative passion, learn new ideas, develop a new skill, or delve into an extracurricular or career interest. Whatever your decision, we hope you will use this period in ways that are most beneficial to you.

The calendar for the spring term follows much the same rhythm as fall. Classes begin with course selection period at the end of January, and many midterms, hourlies, and papers come due in the weeks before and after spring recess in mid-March. Spring term reading period falls at the end of April and first week of May, with exam period beginning early in May. Students are free from academic obligations by mid-May. A complete academic calendar for the 2017-2018 academic year is online: registrar.fas.harvard.edu/calendar.
ROTC

The Massachusetts Institute of Technology (MIT) hosts units of Air Force, Army, Marine Corps, and Navy ROTC, in which Harvard students may participate. The Air Force, Army, and Navy have ROTC offices on the Harvard campus at the Student Organization Center at Hilles (SOCH). Harvard students may compete as individuals for ROTC scholarships and may enroll, by cross-registration, in ROTC courses offered at MIT. Students interested in ROTC should contact the Directors of Air Force, Army, or Navy ROTC of Harvard University for information. Students may also contact the student organization, Harvard Reserve Officer Training Corps, at hrotca@gmail.com. Other than certain naval seminar courses which can count toward the undergraduate degree, Harvard students who enroll by cross-registration in ROTC courses at MIT receive no Harvard degree credit for the ROTC classes, and should therefore plan to complete a program of four Harvard courses each term.

Undergraduate Research Opportunities

The Office for Undergraduate Research and Fellowships (URAF) helps Harvard College students navigate the broad array of institutional, domestic, and international research opportunities that are available. URAF’s website (uraf.harvard.edu) provides policy guidelines, information about workshops on proposal writing and other research-related matters, and links to academic departments, regional centers, affiliated research enterprises, and formal programs that offer research experiences during the undergraduate years.

In conjunction with other departments and centers across campus, URAF holds brief meetings throughout the year to acquaint students with research opportunities during term-time and again for summer opportunities. In addition, walk-in advising hours are offered every weekday between 2:00 and 4:00 pm at the URAF office, 77 Dunster Street.

Harvard sponsors a variety of funding schemes and programmatic opportunities that enable undergraduates to assist professors with ongoing research or to pursue their own research with a faculty mentor. These programs, each with a slightly different focus, serve more than 700 students each year. Brief descriptions of these programs follow:

- **Behavioral Laboratory in the Social Sciences (BLISS)** engages undergraduates in substantive summer research in social science disciplines.
- **The Faculty Aide Program**, run by the **Student Employment Office (SEO)**, pays half the wages of undergraduate research assistants with the other half coming from the faculty member. The SEO also posts research positions (seo.harvard.edu).
- **Harvard College Research Program (HCRP)** supports student-initiated research and creative endeavors undertaken with a faculty mentor.
- **Herchel Smith-Harvard Undergraduate Science Research Program** supports physical, math, life, and computer scientists conducting full-time summer research.
- **Mellon Mays Undergraduate Fellowship Program** offers research funding to students interested in academic careers who are committed to diversifying faculties.
• **Peabody Essex Museum (PEM)** supports undergraduates interested in museum curatorship.

• **Program for Research in Markets and Organizations (PRIMO)**, co-sponsored by the Harvard Business School, is for undergraduates interested in business research.

• **Program for Research in Science and Engineering (PRISE)** supports undergraduates conducting research in the life, physical, engineering, and applied sciences.

• **Summer Humanities and Research Program (SHARP)** allows undergraduates to participate in research in the humanities.

• **Summer Undergraduate Research Program in Global Health (SURGH)** funds undergraduates interested in global health research.

Other awards for research, travel, and public service are available from an array of funding sources coordinated by the summer funding unit within the Office of Career Services (ocs.fas.harvard.edu), as well as regional centers and research enterprises across the University. Visit uraf.harvard.edu for the full range of research opportunities available to you during your time at Harvard.

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**Harvard Library**

The Harvard Library team is a resource for you to discover collections, explore virtually any subject, and create new knowledge utilizing the more than 20 million volumes of our holdings, including ebooks, manuscripts, streaming content, photographs, maps, artifacts, recordings, films, datasets, and electronic resources across more than 70 libraries.

Undergraduates are welcome in all of Harvard’s libraries. The libraries that undergraduate and graduate students in the Faculty of Arts and Sciences use most often are those in the Harvard College Library system (hcl.harvard.edu). Lamont Library is the 24/5 hub of student life, Widener Library is the University’s flagship research library, and Houghton Library contains rare books and manuscripts. All are located in Harvard Yard.

**Before you come to campus**

Explore online. Harvard Library’s website (library.harvard.edu) contains information about the libraries, and provides quick access to online resources, including catalogs, databases, tools, and tutorials. Get a head-start on your coursework and research with Tools of the Trade: A Starter Kit for Harvard Freshmen: hcl.harvard.edu/research/toolkit/.

**When you get here**

Get oriented by taking advantage of the freshman open house in Lamont Library at the beginning of fall term to meet library staff, tour the facilities, and learn more about the resources available to you.

Get information and help 24/7 via the Ask a Librarian service. Students can text, email, call, drop in, or make an appointment with a librarian in any of the libraries to get help with assignments and research projects: asklib.hcl.harvard.edu.

Find your favorite spot devoted to spaces for collaborative or quiet study on this page: hcl.harvard.edu/info/study_spaces/.
Take a tour: tours of Widener, Harvard’s largest library, are offered every Thursday afternoon at 3:00 pm. Houghton Library offers a tour every Friday afternoon at 2:00 pm. More information is available at hcl.harvard.edu/info/tours. Tours of other libraries can be arranged by directly contacting each library. Find contact information at library.harvard.edu/find-library.

**Undergraduate Teacher Education Program**

utep.gse.harvard.edu
304 Longfellow Hall
(617) 495-2783

The Undergraduate Teacher Education Program (UTEP) seeks academically strong and service-oriented students who are interested in public school teaching and committed to the challenges of public education. This elective program combines coursework at the Graduate School of Education and fieldwork in Boston and Cambridge public schools. Successful completion of the program requirements and a passing score on the two-part Massachusetts Test for Educator Licensure (MTEL) enables graduates to receive a teaching license at the middle- or high-school level in the Commonwealth of Massachusetts and the 40+ states with which Massachusetts has licensure reciprocity. UTEP sponsors licenses in the following fields: biology, chemistry, English, general science, history, mathematics, and physics. Students must also fulfill concentration and General Education requirements.

Enrollment in UTEP is by competitive application as early as spring of sophomore year and as late as spring of junior year. The admissions committee considers three criteria when evaluating applications: (1) strong academic credentials and demonstrated knowledge in the subject area in which the applicant intends to teach; (2) demonstrated commitment to public service and working with youth; and (3) interpersonal qualities that mark the potential for a successful educator (such as good communication skills, a willingness to embrace challenging situations, open mindedness, energy, and enthusiasm).

Because of elective-related requirements, UTEP students must thoroughly think through their plans in advance with the help of their freshman advisers, concentration tutors, and the UTEP program director. Participating in UTEP requires carefully selecting courses that will fulfill the state’s subject matter knowledge requirements for teachers and planning a timetable to complete fieldwork requirements during junior or senior year – a considerable time commitment. In order to complete theses or continue sports participation, many UTEP participants elect to begin their work with the program during the summer after sophomore or junior years. Ultimately, UTEP is an opportunity for undergraduates to combine their academic strengths with their commitment to the fascinating and important work of improving public education.
Beyond the Classroom

Harvard is home to over 400 undergraduate organizations, and the community is enriched by the energy and commitment students bring to this array of extracurricular pursuits. Although academic work is always a high priority, you will find that students tend to devote significant passion and dedication to their activities in the extracurricular realm. Time and again you will hear students say that a specific program, project, or organization was an absorbing and critical part of their experience at the College.

The extent of extracurricular activity on campus is noteworthy: students produce and act in plays; write for newspapers, magazines, and journals; sing in a cappella groups; take Tae Kwan Do lessons; tutor elementary school children; row crew; campaign for the Undergraduate Council; produce films and new media; dance; compete in intramural sports; staff peer counseling centers; and much more. In almost every area, student participation ranges from novice to near-professional. During the first weekends of fall term, many groups will host introductory meetings for new students, so you can sample a variety of non-academic possibilities to add to your schedule. Every student organization on campus also participates in the Student Activities Fair, held during Opening Days.

Balancing Priorities

Just as there will be adjustments for you to make in what to expect from academic work, you will benefit from giving some thought to how to balance your extracurricular priorities. In large part, it is your decision how much “free” time you will have for developing your life outside the classroom, and you will quickly recognize which activities demand more of that time than others. For example, it is a useful guideline that one large activity, such as the Harvard Radcliffe Orchestra or a varsity sport, plus one activity more restricted in time, are probably enough to keep you occupied along with your studies for the first year. Since your schedule will be much more flexible than you are used to, you will have to make decisions about time allocation, stepping back every once in a while to assess how you are dividing your time and to readjust your priorities as necessary.

This skill of managing your time is one of the most important you will learn. Striking the right balance between academic work and extracurricular activities takes practice, and is almost always helped by consultation with your advisers. Many first-year students find that keeping track of precisely how they divide their hours offers them helpful insight into how to manage that time more effectively. Your proctor, adviser, or a staff member from the Bureau of Study Counsel will be well-prepared to help you through such an exercise.

Office of Student Life

osl.fas.harvard.edu
University Hall, Ground Floor, South
(617) 495-1558

In partnership with students and colleagues, the Office of Student Life at Harvard College cultivates an inclusive residential and campus experience that facilitates social engagement,
campus involvement, intellectual curiosity, and personal exploration. The Office of Student Life includes residential life, student involvement, diversity and inclusion, Harvard College Women’s Center, Office of BGLTQ Student Life, Student Organization Center at Hilles, and Cambridge Queen’s Head Pub.

Harvard College seeks to establish a connection between living and learning. Originally patterned after the Colleges at Oxford and Cambridge, the House system reflects the goals of a true residential college, a “collegiate way of living.” Across all four centuries of Harvard’s history, learning together has meant living together. The House system for sophomores, juniors, and seniors provides more than simply a place to live. By design, residential life that brings together students and faculty is an essential part of the intergenerational Harvard experience. Nearly all students choose to live on campus for the duration of their undergraduate years.

The College provides considerable support to student organizations and other activities, and both novices and those with more experience find opportunities to participate and explore. Indeed for many students, extracurricular activities provide an important part of their Harvard education, as well as ways to contribute to the rich community life of the College. The future careers of many students are influenced by their non-academic commitments, in journalism and literature, music and the arts, public service, religious life, and business, to name just a few.

All officially recognized student organizations are listed online; to learn more visit thehub.college.harvard.edu. Students often talk with their proctors, upperclass students, or current members of organizations at the Student Activities Fair. You may stop by the Office of Student Life at any time if you have questions or would like more information about involvement at Harvard College.

### Arts

The arts are everywhere at Harvard. The Office for the Arts and a variety of student organizations support student involvement in the extracurricular and co-curricular world of the arts. For curricular opportunities, students may consult the online Courses of Instruction, including courses offered by the departments of music; visual and environmental studies; and theater, dance, and media.

#### Office for the Arts at Harvard

| ofa.fas.harvard.edu  
74 Mount Auburn Street  
(617) 495-8676 |
|---|

The Office for the Arts (OFA) is a central resource for the arts at Harvard, teaching and fostering student art making, connecting students to accomplished artists, and integrating the arts into university life. You are welcome to contact the office any time to learn more about its programs and services, which include:
Financial Support
Through its Grants Program, the OFA funds approximately 100 arts projects annually involving up to 2,500 undergraduates and some graduate students. Artist Development Fellowships are awarded to promising and/or accomplished student artists to support their artistic growth and Music Lesson Subsidies provide financial support to undergraduate vocalists and instrumentalists.

Visiting Artist Programs
Learning from Performers is a multi-disciplinary program that sponsors visits by leading professional artists who work directly with students in workshops, master classes, and other educational forums. The Public Art Program pursues explorations of Harvard’s public spaces by commissioning emerging or established artists to develop new work and offering students opportunities to engage with them. The Jazz Program brings masters of this American art form to Harvard, honoring them and connecting them to students through clinics, rehearsals, and a performance over a period of weeks. Sponsored by the OFA, American Repertory Theater, and Harvard-Radcliffe Dramatic Club, the Visiting Director Program provides undergraduates opportunities to work with exceptional professional theater directors.

Music Ensembles
Nine music ensembles are supported by the Office for the Arts and led by professional OFA conductors and faculty, including the Harvard-Radcliffe Orchestra, the Holden Choirs (Harvard-Radcliffe Collegium Musicum, Harvard Glee Club, Radcliffe Choral Society, and Harvard-Radcliffe Chorus), the Kuumba Singers of Harvard College, the Harvard Pops Orchestra, the Baroque Chamber Ensemble, and the Harvard Jazz Bands. These groups—both choral and instrumental—vary in size and mission and are a complement to the many student-led groups.

Instructional Programs
The Dance Program offers professional instruction in a wide range of styles at the Harvard Dance Center and Director’s Studio. Mentoring for student choreographers and the opportunity to learn professional repertoire are a focus. Curricular courses in movement are offered through the concentration in theatre, dance and media (see Courses of Instruction). The Ceramics Program offers professionally-taught non-credit courses, interdisciplinary symposia, and unlimited access to a well-equipped studio and gallery located in Allston. The OFA supports a number of co-curricular studio art classes held in the Houses including a figure drawing course in Currier House as well as a letterpress course taught at the Bow and Arrow Press in Adams House. Skills for Singing, a co-curricular course given in the fall, offers training in fundamental skills including ear training, sight-reading, and vocal technique.

ARTS FIRST
Every spring, the Office for the Arts produces an annual four-day student arts festival—one of the largest in the U.S. It features the work of approximately 2,000 students in more than 150 concerts, plays, dance performances, and exhibitions.
Other Services
The OFA manages a variety of arts spaces, and provides extensive production support and training for students. The OFA advises students on production design, technical support, and other areas of theater administration for approximately 25 plays each year produced in the Agassiz Theatre and Farkas Hall, as well as in theaters in the Houses. OFA staff guide and assist students with project planning, creating new work, and making connections both within and outside the University. The OFA also collaborates with the Office of Career Services to present seminars and other special events devoted to careers in the arts. The Music Teacher Reference File connects students with qualified instructors in the Boston/Cambridge area. The Harvard Box Office advises students in marketing and sales, as well as accounting standards and event management.

Stay connected to the OFA:

- Facebook: “Like” us at the Harvard Arts Page.
- Twitter: Follow us at twitter.com/harvardarts.
- Instagram: @harvard_arts.
- The Beat: a weekly email listing of student-oriented arts events at Harvard; subscribe at ofa.fas.harvard.edu/beat.

Athletics

gocrimson.com
65 North Harvard Street
(617) 495-3454

In order to offer athletic opportunities for everyone in the College, the Department of Athletics supervises four major areas: a program for participation in recreational activities with particular emphasis on “lifetime” sports; an intramural program that makes facilities available for games and competitions; a series of student-led and student-governed club sports; and finally the entire program of intercollegiate athletics.

Over 16% of all undergraduates participate in intercollegiate athletics, on 42 varsity squads. Over half of all undergraduates participate in the intramural program, on over 300 teams. Within the facilities and resources available, the numbers demonstrate the College’s commitment to a system that permits each student to participate in recreational and competitive athletic activities at whatever level his or her interest and skills makes appropriate. In addition, undergraduates receive free use of recreational athletic facilities and, with very few exceptions, free admission to all contests on University grounds within the limits of available seating.

Recreational Athletics

In addition to informal self-programmed recreation, the Recreation Department offers a wide variety of formal classes in the following areas: Zumba, ballet, fitness assessments, group exercise, personal training, sailing, scuba diving, sculling, squash, strength training,
indoor cycling, swimming, tennis, yoga, and mat pilates. The department also offers various specialty classes including Harvard Slim Down, Trim and Fit, Team Fitness Challenge, and dance workshops.

**Malkin Athletic Center**

The historic Malkin Athletic Center (MAC) serves as the University’s primary recreation facility. The MAC has two rooms dedicated to cardio equipment with over 65 machines each equipped with digital television and 20 channels of direct TV. In addition, the facility has two pools: a 25-yard pool for laps and swimming lessons (both private and group) as well as a smaller one for aquaerobics and other activities. Finally, the MAC is equipped with three weight rooms, a three-court gym floor for basketball and volleyball, and state-of-the-art locker rooms with showers, toilets, and both day and overnight lockers.

**Intramural Athletics**

The Freshman Dean’s Office, in conjunction with the Department of Athletics, offers an extensive intramural program for first-year students, providing one of the best means of getting to know classmates. Intramural events are held in several sports and games, and all competition is organized by dormitory. Points are earned during three seasons (fall, winter, and spring), and the dorm with the most points at the end of the year is awarded the prestigious Yard Trophy. If you are interested in learning more, visit the Frosh IMs page on the FDO website or email Brandon Edwards (bedwards@fas.harvard.edu).

**Club Sports**

Over 66 club sports are available in Harvard’s ever-expanding club program. Some of the programs offered are ballroom dance, basketball, bodybuilding, curling, figure skating, taekwondo, and many more! Please visit recreation.gocrimson.com or contact Andrea Lapointe at (617) 495–4221 or alapointe@fas.harvard.edu to find out more.

**Varsity Athletics**

A large number of students, including freshmen, compete as varsity or junior varsity athletes in intercollegiate sports. The regular practice, conditioning, meetings, travel, and competition involved in varsity or junior varsity sports can place special pressures on first-year men and women who are also carrying demanding academic courses. Coaches expect to work with student athletes, helping them balance academic and athletic demands. Athletes do not receive special consideration in academic exercises, so it is important for those competing on varsity teams to remain in close touch with advisers, professors, teaching fellows, and coaches about their progress.

The approach to intercollegiate athletics is “amateur” in style. Because academics are your primary concern, the program here is designed to compete at a high level in the Ivy League, while allowing the flexibility necessary to study at a high level as well. The Department of Athletics offers 21 men’s and 21 women’s intercollegiate sports programs. The dedicated coaches are not only knowledgeable in their respective fields, but interested in and sympathetic toward the challenges of young men and women in college.
Intercollegiate Eligibility
Before you may compete in NCAA-sponsored intercollegiate athletics, you must register online with the NCAA Eligibility Center in order to have your academic eligibility and status as an amateur athlete certified. Your guidance office must send your high school transcript, which should include your graduation date, and you must also send an SAT or ACT score. There is a fee for the Eligibility Center to process this information. The forms may be completed online at eligibilitycenter.org.

Every freshman who wants to compete in an NCAA sport at the Division I level must go through this process. If you were recruited, this process should have been explained by the coach who recruited you, and the documents should have been forwarded to the Eligibility Center. If you were not recruited, be sure to begin the process this summer. Sports that do not need to go through the Eligibility Center process are men’s and women’s squash, men’s crew, and sailing.

Physical Examinations
A physical examination conducted by the Harvard University Health Services is required of all incoming students contemplating participation in intercollegiate athletics. This examination is a prerequisite to participation in any practice sessions or the issuing of equipment. It is therefore important that all freshmen anticipating intercollegiate participation (varsity or junior varsity) appear for physical exams according to the schedule in the Calendar of Opening Days.

Team Managers
One of the finest experiences in athletics, and one of the most frequently overlooked, is the opportunity to manage a team. Unlike most high school systems, the manager at Harvard deals with all segments of a team and is given a wide range of responsibilities. The manager’s job encompasses taking care of all arrangements for a sport. Among the manager’s responsibilities when a team is on the road are the arrangements for travel, meals, equipment transport, practice locations, and squad tickets. At home, the manager is responsible for assisting the coach to make sure that practice and game arrangements go smoothly. Contact a coach through gocrimson.com to inquire about manager positions.

BGLTQ Community
bgltq.fas.harvard.edu
7 Linden Street, 2nd floor (moving to Grays Hall basement in late fall 2017)
(617) 496-5716
bgltq@fas.harvard.edu

Harvard College works to foster a diverse, open-minded, and supportive community. The College has devoted resources to ensure that bisexual, gay, lesbian, transgender, queer, and questioning (BGLTQ) students receive the resources they need to feel safe, secure, and supported on campus. Each year, two designated BGLTQ Specialty Proctors serve as resources and implement BGLTQ-related programming for first-year students. In addition, the Harvard College Office of BGLTQ Student Life offers programs and services for BGLTQ-identified students, including community events and celebrations, allyship workshops, advocacy, and leadership development opportunities. The Office strives to
educate and engage the broader Harvard community on issues related to sexual orientation and gender diversity. Check bgltq.fas.harvard.edu for the most up-to-date information on resources and events.

Students additionally may participate in activities sponsored by the many student groups active in organized BGLTQ campus life. Together, these groups promote community awareness of the political, cultural, and personal dimensions of queer identities. These groups currently include: Queer Students and Allies; BAGELS, Harvard’s queer Jewish student group; Shade, for queer students of color; Harvard Aces, a group for asexual students; HBASIS, for queer students in science, technology, engineering, and mathematics; HQA, the Harvard Queer Asian/Pacific Islander student group; HUBBS, for queer students in business; and the Trans Task Force, for trans and gender non-conforming students. Contact, a peer counseling organization focused on gender and sexuality, runs an annual first-year group for freshmen. BGLTQ students are also encouraged to speak with their proctors, resident deans, or any administrator about their concerns with regard to BGLTQ issues at any time.

Cultural and Racial Initiatives

Adding to the richness of the diversity represented within the Harvard community are student organizations dedicated to individual cultures and ethnicities. The range of groups is as wide as the diversity of the student body. These organizations may focus on international issues, cultural events, and/or social events. Students seeking more information on ethnic and cultural groups should contact the Harvard Foundation for Intercultural and Race Relations. For more information about all student organizations, including ethnic and cultural groups, see osl.fas.harvard.edu.

Harvard Foundation for Intercultural and Race Relations

harvardfoundation.fas.harvard.edu
2 Thayer Hall, Harvard Yard
(617) 495-1527

The Harvard Foundation for Intercultural and Race Relations was established in 1981 by the President and Deans of Harvard University on the recommendation of the Faculty of Arts and Sciences to improve “relations among racial and ethnic groups within the University, and to enhance the quality of our common life.” The Foundation seeks to improve racial understanding and promote cultural appreciation among students and faculty through a variety of educational events and activities that encourage cross-racial interaction, and to celebrate the identities and unique cultural inheritances of all Harvard students. Dr. S. Allen Counter, Ph.D., D.M.Sc., Professor of Neurology/Neuropysiology, has served as director of the Harvard Foundation since 1981. The Foundation is guided by a faculty and student advisory committee. The committee works with the director in helping the Foundation to pursue its mandate and accomplish its goals for a harmonious intercultural atmosphere at Harvard.
Government and Politics

Student Government

The Undergraduate Council (UC), Harvard College’s 51-member student government, is the focal point for student advocacy on campus. Charged with improving student life, advocating for student issues with the administration and faculty, and distributing over $480,000 per year in grants to students, the UC can make significant changes to undergraduate life. Past efforts have led to opening a 24-hour library and standardizing the campus calendar, helping shape Wintersession programming, expanding shuttle service, among many other things. All incoming freshmen are eligible to run to represent their residential Yard. Learn about the goals, current leadership team, and how you can serve your peers and community at uc.fas.harvard.edu.

Institute of Politics

iop.harvard.edu  
79 John F. Kennedy Street  
(617) 495-1360

A memorial to U.S. President John F. Kennedy, the Institute of Politics has as its mission to unite and engage students, particularly undergraduates, with academics, politicians, activists, and policymakers on a non-partisan basis and to stimulate and nurture their interest in public service and leadership. The Institute promotes greater understanding and cooperation between the academic world and the world of politics and public affairs. Led by a director, senior advisory board, student advisory committee, and staff, the Institute provides wide-ranging opportunities for Harvard students.

Media and Journalism

Journalism takes a variety of forms in the Harvard community. Students interested in writing for and producing a newspaper will find their home either at The Crimson, Harvard’s daily paper, or the Independent, the campus weekly publication. For those interested in other types of publications, there are literary magazines (The Advocate, Harvard Book Review, Harvard Review of Philosophy), political journals (International Review, Perspective, Harvard Health Policy Society), other topical periodicals (The Voice, Harvard College Investment Magazine), and the Harvard-Radcliffe Yearbook. The student radio station, WHRB, broadcasts to the Harvard and Cambridge/Boston communities, providing programs in classical music, jazz, folk, rock, news, and Harvard sports. Harvard Undergraduate Television and the various television shows produced on campus provide opportunities for involvement in television and news media.
Service to society is a strong tradition at Harvard College, and two-thirds of all students participate in public service programs supported by the Phillips Brooks House Center for Public Service and Engaged Scholarship before they graduate. This building and department supports all public service efforts on campus and is home to the Center for Public Interest Careers (CPIC), Mindich Program for Engaged Scholarship, Phillips Brooks House Association (PBHA), and the Public Service Network (PSN). To learn more about these opportunities or to sign up for Service to Society Weekly announcements, go to publicservice.fas.harvard.edu.

Opportunities to volunteer in social service and social action primarily occur through the Phillips Brooks House Association (PBHA) and Public Service Network (PSN). PBHA is a student-led nonprofit organization that coordinates over 80 student-led service and social action programs and 12 summer camps. PBHA holds an open house just for freshmen during Opening Days. PSN provides support to nearly 50 independent student organizations which partner with community agencies, provide international opportunities for service, and raise awareness on critical issues on campus and beyond. These programs are represented at the Activities Fair during Opening Days.

The Mindich Program for Engaged Scholarship is a recent initiative that provides opportunities to take academic courses with an experiential public service component.

There are also many opportunities to pursue summer internships in public service and explore careers in the public interest sector. The Center for Public Interest Careers (CPIC) oversees the Mindich Service Fellows and other summer internships with nonprofit organizations nationwide and supports Harvard undergraduates in exploring public interest professions. Representatives from CPIC will also be available at the Activities Fair during Opening Days.

The Phillips Brooks House Center for Public Service and Engaged Scholarship also collaborates closely with the Institute of Politics (iop.harvard.edu) and the Office of Career Services (ocs.fas.harvard.edu) to provide additional opportunities. If you need support finding your place in public service at Harvard College, do not hesitate to contact Gene Corbin, Assistant Dean of Harvard College for Public Service (corbin@fas.harvard.edu).
Religious Life

Harvard Chaplains

chaplain.harvard.edu
44R Brattle Street, First Floor
(617) 495-5529

The Harvard Chaplains, a professional community of more than 30 chaplains, represent many of the world’s religious, spiritual, and ethical traditions, and share a collective commitment to serving the spiritual needs of the entire Harvard community.

Harvard College Interfaith Forum

harvardinterfaithforum@gmail.com

The Harvard College Interfaith Forum is dedicated to creating a respectful space where students from all backgrounds can come together and grapple with challenging questions about faith, religion, and spirituality. Through weekly “Feasting on Faith” dinner table discussions, the Forum facilitates interfaith dialogue and encourages an understanding of, and exposure to, a wide range of traditions. The students firmly believe that through these discussions and collaborative interfaith and service initiatives, students may challenge, affirm, and develop one’s personal understanding of the world. The group seeks to promote greater awareness and understanding of inter-religious issues, not only in a personal and student group context, but also in relation to social and political issues, moral reasoning, literature, art, history, science and technology, and other disciplines.

Social Life

Cambridge Queen’s Head

cqh.harvard.edu
Memorial Hall, Lower Level
45 Quincy Street

The Cambridge Queen’s Head is located in the basement of Memorial Hall, underneath Annenberg. All students of the College, regardless of age, are welcomed into the Cambridge Queen’s Head. Weekly programming, including trivia, karaoke, and live performances from undergraduate students, allows the Cambridge Queen’s Head to serve as a fun, convenient, and safe social space for students to gather and enjoy the company of their classmates. Furthermore, the Cambridge Queen’s Head is student-run and student-managed; students are responsible for all aspects of the pub’s operations including preparing food and serving patrons. This space represents one that is for students, by students. All freshmen are welcome at the Cambridge Queen’s Head!
Calendar of Events

The College Events Calendar is the most comprehensive listing of both departmental and student events on campus. The calendar can be accessed at events.college.harvard.edu.

College Events Board

The College Events Board (CEB) is a group of undergraduates who plan campus-wide events on the Harvard campus, such as a welcome-back-to-campus event, the Harvard-Yale Spirit Week, and Yardfest, a spring concert held in Harvard Yard, as well as smaller-scale events such as the Cinema 1636 movie series throughout the year. The mission of the board is to plan inclusive, free events that foster a sense of community. Each fall, students (including freshmen) can submit an application to the CEB.

First-Year Social Committee

The First-Year Social Committee (FYSC) is a group of first-year students who plan social and community-building events for the Class of 2021. Yearly events include a Halloween party in Annenberg, a tailgate at the Harvard-Yale football game, and the freshman formal, as well as several others. Any first-year interested in community-building or event-planning is encouraged to apply to the FYSC. Being a member of the committee is a terrific way to get involved in first-year social life and to develop skills needed to plan and execute events at Harvard. Applications will be available in early September. Please contact fysc@fas.harvard.edu with any questions.

Into the Hub

Into the Hub (ITH) aims to help students explore Boston and have late-night fun by offering free and inclusive excursions off campus. Last year’s outings included laser tag, ice skating at Kendall Square, a Red Sox game, and a private movie screening. Outings are 100 percent free including roundtrip transit, food, and admission. ITH is run by a group of first-year students who learn to plan events and build community while helping their peers get off campus. Applications will be available in early September. Please contact fdotrips@fas.harvard.edu with any questions.

DAPA Grants

Drug and Alcohol Peer Advisor (DAPA) grants are intended to support safe social events and reduce high-risk drinking on campus by subsidizing the cost of food and non-alcoholic beverages at parties where alcohol is served in addition to supporting alcohol-free social events. Anyone may apply for a grant for any registered social event on Thursday, Friday, or Saturday nights. Funding provided by these grants may not be used toward the purchase of alcohol but may be used for non-alcoholic drinks and food. Grant amounts typically range from $30–70. Grants above that amount will be considered on a case-by-case basis. The program is administered by the Office of Alcohol and Other Drug Services and its Drug and Alcohol Peer Advisors (DAPAs). harvarddana.org/dapa-grants.
The Student Organization Center at Hilles (SOCH) draws Harvard’s vast, diverse, and stimulating network of student organizations together into one space that can support their individual goals while sparking new channels of conversation and collaboration. The SOCH is open to all Harvard College students and recognized student organizations.

The Student Organization Center at Hilles (SOCH) offers over 50,000 square feet of renovated space dedicated to student life at Harvard College. Through a combination of dedicated office and storage space, meeting rooms, conference facilities, common spaces, and staff support, the SOCH works to:

• Provide student organizations at Harvard College with offices in which to create sustainable organizations;
• Help integrate students’ curricular and co-curricular lives;
• Strengthen relationships among student organizations and facilitate collaboration and the sharing of ideas and resources;
• Create a social space for students to build community

FDO Programs

The Freshman Dean’s Office provides partial or full funding for activities organized by freshmen. See “First Year FUNds” on page six for more details.

Student Employment

The Student Employment Office (SEO) is a resource for students seeking paid term-time and summer employment. About two-thirds of the students in the College work on a regular basis. Through paid employment, you acquire practical skills in labs, offices, libraries, cafes, and community service organizations, to name a few places students traditionally work. Employment opportunities can also give you an inside understanding of the University and a chance to work closely with professors and administrators. Jobs can become an extracurricular activity to return to each year with added responsibilities and old friends. Most students at the College are able to manage a job, classes, and extracurricular activities. In fact, studies show that regular term-time work encourages students to plan their time more carefully and often results in better academic performance. The benefits extend beyond college as well: many hiring managers
evaluating recent college graduates put employment and internships at the very top of their list of desirable experiences.

To learn more about job opportunities, visit the SEO’s jobs database at seo.harvard.edu. You can log into the database using your HarvardKey. Incoming freshmen can begin looking for jobs immediately, but keep in mind that jobs posted in the spring are typically focused on spring and summer employment rather than for the next academic year. Although new listings come in throughout the year, opportunities come and go quickly in the first weeks of the term. You may feel you need to begin working right away, but it is often a good idea to wait until your class schedule is set. Jobs are posted throughout the year and the SEO often has more job listings than students looking for work.

**Harvard Student Agencies**

**hsa.net**  
67 Mount Auburn Street  
(617) 495-3030

Harvard Student Agencies is a student-run corporation that provides both on- and off-campus jobs for students in publishing, advertising, sales, clerical services, custodial services, catering, and other areas. Working hours are often flexible. In addition, HSA managerial positions provide excellent business-related experience.

**Women and Gender Initiatives**

**Harvard College Women’s Center**

**hcwc.fas.harvard.edu**  
Canaday Hall, B Entry  
(617) 495-4292

The mission of the Harvard College Women’s Center is to promote gender equity by raising awareness of women’s and gender issues, developing women’s leadership, and celebrating women who challenge, motivate, and inspire. In alignment with these goals, we centralize resources and offer student-focused programming to strengthen individuals and student organizations. The Women’s Center is committed to creating a welcoming environment for all students that encourages dialogue and diversity.

Undergraduate student organizations may apply for grants from the Women’s Center for programs that raise awareness of gender issues among students and increase the visibility of women in the College. The center’s lounge, kitchen, and conference room are available for student use and group reservations. The center offers free coffee, tea, and hot chocolate, free safer-sex supplies, access to four computer workstations with low-cost printing and copying, and a fax machine for student use.

For further information, drop in, visit the Women’s Center website, call, or email hcwc@fas.harvard.edu.
Looking Ahead

Transitioning to Sophomore Year

As you near the end of your first year, your advisers will begin talking with you about the variety of transitions you will encounter as you become a sophomore. Selecting a concentration is, of course, among the most important of these, but there will be changes and new opportunities in your residential life and your advising relationship as well.

The Houses

In the spring of your first year, you will be assigned to the House you will be affiliated with and where you will live as an upperclass student. Assignment to an upperclass House is random, but students have the opportunity to enter the assignment process either individually or in “blocking groups” of friends. All members of each blocking group will be assigned to the same House. A blocking group also has the option to link itself with another blocking group to be guaranteed housing in the same neighborhood (a grouping of three Houses within close proximity to one another). Once students are assigned to their House, room and suite assignments are determined by the House Administrator.

The Faculty Deans are the faculty who lead each House, administering the overall life of the House and working with the students and tutors who live there to shape a close residential community. In each of the 13 Houses, the Allston Burr Assistant Dean serves as a central advising resource for students for both personal and academic concerns. The Assistant Dean is available to address academic questions or concerns such as changing a concentration or program, special difficulty in a particular course, or general questions about the relationship of an academic program to students’ other commitments. More personal questions about which the Assistant Deans are frequently consulted include difficulties with a roommate, concern about a friend, a misunderstanding with a parent, or dissatisfaction with some aspect of college life.

The Faculty Deans and Allston Burr Assistant Dean are supported respectively by a House Administrator and the Academic Coordinator. The House Administrator serves as the source for information about housing and events and is generally responsible for the management of the House Office. The Academic Coordinator serves as the first line of contact with the Assistant Dean’s office, keeps the Dean’s schedule, and provides information about forms, deadlines, and academic procedures. The Building Manager is responsible for the physical upkeep of the House and supervises maintenance and housekeeping.

Resident tutors are typically graduate students, University officers, or faculty members. They live in the Houses, with one or more tutors assigned to each entry. They are responsible for knowing the students in their entries and for providing a wide range of informal advice and counsel, referring more serious problems to the Faculty Deans or Allston Burr Assistant Dean. Most resident tutors are pre-concentration advisers to sophomores and are available for advice on course selection and informal assistance with course material. Many resident tutors are teaching fellows in undergraduate courses,
some leading House sections and tutorials in their area. Each resident tutor is expected to schedule informal meetings or gatherings for the students in the entry and concentration each term, as well as to participate in House activities. In addition, some are responsible for pre-professional advising (e.g., law, medicine, business), and are available to students of all classes for advice about course preparation, application strategies, and other matters.

In addition, a number of non-resident tutors, associates, affiliates, and visiting fellows and scholars comprise the Senior Common Room of the House; members are available to the undergraduates in the House for academic and career advice and are invited to take part in a large number of House events.

**The Sophomore Advising Program**

Sophomore Advisers support students as they transition into their Houses at the beginning of the third semester and into their concentrations toward the end of it. Sophomore Advisers (graduate students who live in residence as House Tutors) help students choose fall term courses and, later, declare their concentrations (at which time formal departmental advising relationships are also initiated). In the fourth term, Sophomore Advisers continue to provide mentoring on such matters as study abroad, summer planning, research, and secondary fields.

**Advising in the Concentrations**

When you declare a concentration, your primary adviser will be in your department. The structure of advising varies in the different concentrations. Formal advisers may include faculty or graduate students, tutorial instructors, Directors and Assistant Directors of Undergraduate Studies, or others. Some departments take a team-based approach to advising. For information about advising in specific concentrations, please refer to department websites.
Resources and Services for Students

Academic and Developmental Services

Accessible Education Office (AEO)

aeo.fas.harvard.edu
Smith Campus Center, Fourth Floor
(617) 496-8707

The Accessible Education Office (AEO) serves as the central campus resource for Harvard College students with documented disabilities. Federal law defines a disability as a physical or mental impairment that substantially limits or restricts the condition, manner, or duration under which a person can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, or taking care of oneself. Be assured the University does not discriminate against qualified individuals in admission or access to programs and activities.

The process of serving students with disabilities in University-sponsored programs and activities is a collaborative one, with students expected to take the lead in self-disclosing to AEO in a timely manner and providing requested current clinical documentation. Students are encouraged to make initial contact with AEO upon admission, or as soon as health-related concerns arise. Confidential discussions should occur between students and AEO as soon as possible to avoid service delays. To learn more about accommodations consistent with University policies, please visit the AEO website or contact the office.

Advising Programs Office (APO)

advising.college.harvard.edu
Smith Campus Center, Fourth Floor
(617) 496-0218

The Advising Programs Office (APO) supports undergraduates in pursuing their academic goals at Harvard. For first-year students, the APO oversees the Freshman Advising and the Peer Advising Fellows (PAF) programs, and administers various programs for students, including the Calendar of Opening Days (together with the FDO) and Advising Fortnight, a two-week concentration advising program in the spring term.

For more information about advising support and resources at Harvard, go to advising.college.harvard.edu, drop by our office, or contact advising@fas.harvard.edu.

Bureau of Study Counsel (BSC)

bsc.harvard.edu
5 Linden Street
(617) 495-2581

The Bureau of Study Counsel (BSC) supports students in their academic life and learning. BSC resources can help you approach your work with skill, strategy, and spirit; make
difficult choices about time and priorities; develop a sense of authenticity and authority in your scholarship, relationships, and leadership; and discover sources of meaning and vitality in your life and learning. Come to the BSC to address your questions and concerns about learning skills and strategies (e.g., reading, note-making, exam-taking, time management, memory, attention, problem-solving, writing) and about the whole of your academic experience (e.g., motivation, decision-making, living a balanced enough life, reflecting on what matters to you). BSC services include:

• *Academic counseling* helps students engage fully in Harvard’s exciting and demanding academic environment, define their educational goals, and address the challenges of student life.
• *Workshops and discussion groups* are offered on topics such as time management, perfectionism, learning styles, exam-taking, speaking up in class, procrastination, and many more.
• *The Harvard Course in Reading and Study Strategies*, a two-week mini course, helps students read and study efficiently and effectively.
• *Peer tutoring* is available for almost any undergraduate course, provided by undergraduates and occasionally graduate students.
• *ESL peer consulting* offers acculturation and conversational support for non-native English speakers to develop greater fluency in presentations, classroom discussions, and informal interactions.
• *Handouts and resources* related to student life and learning are available both at the BSC Cranium Corner and online (bsc.harvard.edu).

BSC services are private, in keeping with FERPA and College policies. For more information, you are invited to stop by, call us, or visit bsc.harvard.edu.

**Office of Career Services (OCS)**

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<td>54 Dunster Street</td>
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<td>(617) 495-2595</td>
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Harvard values learning both inside and outside the classroom. The Office of Career Services (OCS) helps students reflect on how extracurricular and summer activities build skills and knowledge leading toward future options and potential pathways. The office advises and educates students about jobs and internships, international opportunities, summer funding, pre-medical preparation, and professional and graduate school programs.

The office welcomes freshmen with an open house event during Opening Days and offers a full range of programs and services, including daily drop-ins from 1:00 to 4:00 pm; online resources; searchable databases for jobs, internships, and funding; individual advising appointments; over 20 career fairs; interview practice; and close to 350 workshops and programs a year. Freshmen are invited to attend the many career, summer, and international opportunities workshops. Programs cover diverse career areas such as global health, education, media entertainment, science, engineering, government, international development, creative arts, nonprofit and for-profit management, biotechnology, energy, and the environment.
The Harvard Alumni Association (HAA)
alumni.harvard.edu/college/undergraduates
124 Mount Auburn Street, Sixth Floor
(617) 496-7001

The Harvard Alumni Association (HAA) is Harvard’s official University-wide alumni association, dedicated to promoting the welfare of Harvard University and establishing a mutually beneficial relationship between Harvard and its alumni. Upon matriculation, students become associate members of this diverse and vibrant community.

Within the HAA, the College Alumni Programs office is responsible for programming and events specific to College students and alumni. Working with alumni volunteers, student groups, and campus partners, the HAA connects students and alumni through class, career and public service programming.

Connect with Alumni

Communicate

- Connect to 330,000+ alumni in more than 200 countries through the Harvard Alumni Directory (community.alumni.harvard.edu)
- Join the Harvard Alumni Network on LinkedIn
- Follow @HarvardAlumni on Twitter and Instagram
- Check out the HAA and Harvard College Alumni pages on Facebook
- Follow harvardalumni on Snapchat

Participate

- Gather with members of the Harvard community at events on campus and around the world (alumni.harvard.edu/events)
- Make the most of your winter break by connecting with alumni through Winter session opportunities in January
- Travel with other students and alumni on spring break via HAA travels
- Join one of 196 Harvard Clubs, in more than 70 countries, or one of 53 Shared Interest Groups (alumni.harvard.edu/haa/clubs-sigs).

Volunteer

- Join in HAA-supported public service initiatives (alumni.harvard.edu/volunteer)
- Advise the HAA on ways to best engage the undergraduate and alumni community, by serving on the Board of Directors Building Community Committee, which consists of both undergraduates and recent graduates
- As a senior, help bond your Class by working on the Senior Class Committee as you develop resources and plan class-wide events throughout the year, culminating in Senior Week and Class Day

Questions? Contact: HAA_CollegeAlumniPrograms@harvard.edu, (617) 496-7001.
Harvard recognizes that the transition to college may present a unique set of issues for those coming to Cambridge from other countries. To assist in this transition, the HIO serves as an invaluable resource for international students who have questions ranging from immigration concerns to cultural adjustment issues. Tana Ruegamer works in the HIO and is the adviser to international students throughout their time at Harvard College.

For incoming international students, the HIO, together with the Freshman Dean’s Office and the Woodbridge Society (Harvard’s undergraduate international student club), organizes the First-Year International Program (FIP), an orientation specifically for first-year students (see page three for more information about FIP).

Participating in an international experience is a vital part of the transformative education offered through Harvard College. Through study abroad, students enhance their course work, build foreign language skills, develop a multi-faceted perspective of the world, enrich their personal development, and gain crucial skills needed for life after Harvard. Students may consider an international experience as early as the summer following their first year at Harvard.

Students are encouraged to visit the Office of International Education (OIE) to plan their experiences well in advance of the summer, term, or academic year in which they plan to study. The OIE offers information sessions, workshops, drop-in hours (Monday through Friday between 2:00 and 4:00 pm), and the chance to meet with returned students and study abroad advisers to understand the study abroad processes and help select the right program for their needs. The OIE team looks forward to advising students as they prepare for study abroad options that fit with their overall academic plan of study.

The Radcliffe Institute for Advanced Study

The Radcliffe Institute for Advanced Study at Harvard University is dedicated to creating and sharing transformative ideas across the arts, humanities, sciences, and social sciences. The Radcliffe Institute contributes to the richness of a student’s intellectual experience at Harvard by offering the following:
The Radcliffe Research Partners program provides a unique opportunity for Harvard College students to participate in a research program that students have called “rewarding,” “unique,” and “amazing.” Students work side by side with Radcliffe Institute fellows, who are leading artists, scholars, scientists, and professionals. The partnership is designed to be mutually beneficial: fellows act as mentors while students provide research assistance, acquire valuable research skills, and participate in the Institute’s rich intellectual life. Students partner with a fellow from September to May, are paid $14 per hour, and work an average of five to 10 hours a week.

Students are welcome to attend Radcliffe Institute events, including annual lecture series, conferences, science symposia, and exhibitions that feature leading thinkers from around the world and across all disciplines. In recent years, students have attended events at the Institute featuring the vice president of Malawi, the first woman speaker of the US House of Representatives, international journalists, acclaimed artists, renowned American economists, best-selling novelists, and leading biomedical scientists. Many lunchtime meetings are open only to students.

Through the Carol K. Pforzheimer Student Fellowships, the Radcliffe’s Schlesinger Library—the world’s premier repository of materials documenting the lives and work of American women—invites undergraduate women and men at Harvard College to use the library’s resources and collections for research projects. The competitive awards can be up to $2,500 and may be used to cover expenses or as a stipend that enables the recipient to pursue a research project in lieu of term-time or summer employment.

The Institute also hosts a public art competition, open to all students enrolled in a Harvard degree program, which offers the opportunity to create art for the community. The winning student or team of students receives an honorarium and funding for construction of a public art installation in a prominent garden space on Brattle Street at the Radcliffe Institute. Visit radcliffe.harvard.edu to learn more about the next competition.

Registrar’s Office

registrar.fas.harvard.edu
Smith Campus Center, Fourth Floor
(617) 495-1543

The Registrar’s Office is the steward of student records from the point of matriculation to the conferral of the degree. It offers a wide range of services to faculty, students, and members of the administration in the areas of academic records, student status, registration, course enrollment, publications, classroom assignments, and administration of final examinations. The office administers the various academic policies of the College and the Graduate School.

The Registrar’s Office provides many services to undergraduates, including maintaining academic records, providing grade reports and academic transcripts, and publishing course offerings in my.harvard. Requests for transcripts and enrollment certifications can be made online at registrar.fas.harvard.edu. Unofficial transcripts can be obtained by students online through my.harvard.
**Writing Center**

writingcenter.fas.harvard.edu  
Barker Center 19  
(617) 495-1655

The Writing Center is a place for Harvard undergraduates to get help with writing assignments and general writing skills. The center is staffed by specially-selected undergraduates who are trained to help with writing in all disciplines. Students can come to the Writing Center at any stage of the writing process. The Writing Center also offers online writing resources at writingcenter.fas.harvard.edu, as well as information about hours and appointments.

**Financial Services**

**Student Accounts Office (SAO)**

sfs.harvard.edu/student-accounts  
953 Smith Campus Center  
(617) 495-2739

The Student Accounts Office (SAO) is responsible for processing charges and credits from schools and other administrative units across the University, collecting payments, and posting all transactions to the student account.

**Griffin Financial Aid Office**

college.harvard.edu/financial-aid  
86 Brattle Street  
(617) 495-1581

The Financial Aid Committee awards assistance on an annual basis to meet the full demonstrated need of students applying for aid. Financial aid awards typically include need-based grant assistance and a job expectation; although loans are not included in aid awards, students who still wish to borrow may file a loan request form. All students receiving financial aid will be notified of an introductory session they are expected to attend that describes the various forms of financial aid and offers guidance on a number of financial topics.

If you have particular questions about finances, or an immediate need for assistance in a particular situation, you should contact the Financial Aid Office at (617) 495-1581, by email at faoinfo@fas.harvard.edu, or in person at 86 Brattle Street. Two financial aid officers are on call each day to answer your questions and provide financial guidance related to your education. For more complicated situations, you can also schedule an appointment with your financial aid officer. The Committee meets year-round to discuss appeals from students and families regarding extenuating circumstances that affect their ability to pay, and awards may be adjusted accordingly. Additional assistance is available for peer tutoring, for the Harvard Course in Reading and Study Strategies at the Bureau of Study Counsel, and to meet emergency needs that arise during the course of your year.
Students apply annually for financial aid, and are reminded of the process and timeline by email in February. Harvard takes into consideration such factors as student and family circumstances, the effectiveness of our program, the demand for aid from all students, and University resources. Beginning in late June, students will be notified by email when their award letters are available through the my.harvard portal. We encourage you to let us know if you need assistance, even if you cannot be sure we will be able to respond with an increased award. Financial aid officers are trained counselors, and work to make your freshman experience a positive one, financially and otherwise.

**Crimson Cash**

cash.harvard.edu
807 Smith Campus Center
(617) 496-6600

Crimson Cash is a declining balance convenience account accessed through your Harvard ID. It can be used for on- and off-campus purchases including on-campus laundry facilities and vending machines and local off-campus merchants. Anyone may add value to your account, but only you, with your Harvard ID, can make purchases. There are no service charges, and Crimson Cash does not expire as long as you have a valid Harvard ID card. To learn more about this service or to add value from your bank account or credit card, visit cash.harvard.edu or call (617) 496-6600.

**Safety and Health**

Harvard University Health Services (HUHS)

huhs.harvard.edu
75 Mount Auburn Street
(617) 495-5711

Care available at the Smith Campus Center includes:

- Urgent care
- Primary care
- Mental health counseling
- Medical/surgical subspecialties

**Medical Emergencies**

If you experience a life-threatening emergency, call 911.

**Urgent Care**

huhs.harvard.edu/urgentcare

Urgent care is available 24 hours a day. Students can schedule same-day medical appointments and initial phone assessments for Counseling and Mental Health Services online through the patient portal. HUHS encourages students to call first to obtain advice from their healthcare team or mental health provider.
Please note: Urgent Care is located in Pound Hall during evenings, weekends, and holidays due to construction at the Smith Campus Center. For the most up-to-date information, visit huhs.harvard.edu/urgentcare.

Primary Care/Internal Medicine
huhs.harvard.edu/services/primary-care-internal-medicine
HUHS is committed to providing each student with coordinated healthcare through a team comprised of a primary care physician, nurse practitioner, registered nurses, and health assistants. Students with chronic medical conditions should establish a relationship with their healthcare team early in the academic year, and bring copies of medical records from other facilities.

Required Immunizations
huhs.harvard.edu/health-forms-topics/forms
Immunizations help protect you from illnesses and contribute to the overall well being of our community. All students are required to comply with the Massachusetts immunization regulations and submit a complete immunization history to HUHS prior to registration. Incomplete or overdue forms may delay registration. We encourage you to receive any required immunizations before you arrive at Harvard, as many private health plans will cover the cost. If you are unable to receive these prior to your arrival on campus, you may get immunizations at various area locations, including HUHS. Please note that your private health plan may not cover immunizations you receive at HUHS, in which case you will be responsible for the cost. The Student Health Insurance Plan covers preventive immunizations only administered at HUHS.

Patient Advocate
huhs.harvard.edu/about-us/patient-advocate
The Patient Advocate is available to assist students with any concerns, questions, or comments about their care at HUHS. All communications are confidential.

Special Needs
HUHS is prepared to meet the general and special health care needs of students. HUHS recommends early contact with a primary care physician to establish a base for continuity of care during a student’s active stay at Harvard. A variety of access services are available through the Accessible Education Office (aeo.fas.harvard.edu), including sign language and oral interpreters. The patient advocate is available to assist individuals with special needs.

Other Services (not all are covered by insurance)

- Pharmacy
- Dental service
- Vision care and eye care services

Counseling and Mental Health Services
huhs.harvard.edu/services/counseling-mental-health
Counseling and Mental Health Services is available to students year-round. Appointments are also available at the Business School, Law School, and Medical Area campuses. Treatment options include individual psychotherapy, medication management, and group therapy. All visits are confidential, and can help address a variety of concerns, including:
• Medication management
• Bereavement
• Transitional issues and adjustment difficulties
• Depression, anxiety, or stress
• Concerns interfering with work or relationships
• Sexual concerns
• High-risk behaviors around food, alcohol, and/or other substances

Office of Alcohol and Other Drug Services
aods.harvard.edu
The Office of Alcohol and Other Drug Services (AODS) offers a wide range of programs and services aimed at reducing the negative consequences associated with heavy, episodic drinking and substance abuse. AODS collaborates with students and staff to create a comprehensive program focused on the health and safety of Harvard students.

Office of Sexual Assault Prevention and Response
osapr.harvard.edu
24-hour response line: (617) 495-9100
The Office of Sexual Assault Prevention and Response (OSAPR) is a confidential space where people can process and understand their experiences and feel empowered to make the choices best suited to their needs. Every staff member is a certified rape-crisis counselor, committed to the just and compassionate treatment of survivors and their friends, peers, significant others, and allies. Educational programs are reflective of a commitment to ending violence against all people by addressing gender inequity, social injustice, and oppression. Services include:

• 24-hour support and information hotline
• Ongoing crisis counseling with a survivor advocate
• Options-counseling for resources both on and off campus, including mental health care, medical care, and reporting
• Medical and legal accompaniment
• Consultation and support for friends, partners, peers, and family members of survivors
• Educational programs on consent, communication, sexual health, media literacy, trauma, and supporting survivors

Students can access these services by calling the office at (617) 496-5636 or visiting the Office of Sexual Assault Prevention and Response located in the Smith Campus Center. All communications and services are completely confidential.

Center for Wellness
cw.huhs.harvard.edu
The Center for Wellness is a University-wide resource that is focused on promoting lifelong health and well being by offering group classes and workshops, individual appointments for massage and acupuncture, and collaborating with student groups and offices across the University.
Health Promotion and Education
hpe.huhs.harvard.edu
Health Promotion and Education fosters health and well-being by connecting members of the Harvard community with information, services, and resources that inspire healthy attitudes and behaviors. Health Promotion and Education oversees the extensive peer education network and collaborates with deans, directors, House administrators, and other groups on wellness programming.

Peer Education and Counseling
Peer education and counseling programs provide students with a meaningful way to participate in the delivery of healthcare and wellness activities. All student volunteers receive training and ongoing supervision from HUHS clinical and professional staff and from other professionals in the University, including staff from the Office of BGLTQ Student Life.

Peer Education Groups
- Consent Advocates and Relationship Educators, osapr.harvard.edu/pages/care
- Drug and Alcohol Peer Advisors, harvarddapa.org
- HealthPALS, harvardhealthpals.weebly.com
- Student Mental Health Liaisons, harvardsmhl.org
- StressBusters, relax@fas.harvard.edu

Peer Counseling
- CONTACT, hcs.harvard.edu/~harvardcontact/
- Eating Concerns Hotline and Outreach, hcs.harvard.edu/~echo/
- Indigo, harvardindigo@gmail.com
- RESPONSE, facebook.com/HarvardResponse/
- Room 13, hcs.harvard.edu/~room13/
- Sexual Health and Relationship Counselors, harvardsharc.squarespace.com

Other Student Groups
- CrimsonEMS, crimsonems.org

Confidentiality
HUHS protects the confidentiality of all health and health-related records to the full extent of the law. These records are accessed only by the HUHS staff members directly involved in the patient’s care and on a need-to-know basis. Every HUHS staff member participates in health information privacy and security laws and standards trainings, and signs a confidentiality statement agreeing to maintain patient privacy within and outside the workplace. With limited exceptions, written authorization from a student is necessary to release health record information. A student may designate that only certain elements of his or her record can be released.
The mission of the Harvard University Police Department (HUPD) is to maintain the safety and security of all students, faculty, staff, and visitors of the University. The HUPD is a full-service police department (comprising a Patrol Division, Criminal Investigation Division, and Dignitary Protection Unit) that includes police officers, detectives, civilian dispatchers, and support and administrative personnel. The police officers are sworn special State Police officers with deputy sheriff powers and attend the same police academy as Cambridge Police officers. With the exception of certain crimes such as homicide, the HUPD has primary jurisdiction over all crimes occurring on University property. The department maintains a good working relationship with Cambridge Police, Boston Police, Massachusetts State Police, and numerous other law enforcement agencies.

Core functions of the department are responding to criminal incidents; checking on the well-being of students, faculty, and staff; responding to disturbances; providing escorts; taking reports of lost and stolen property; responding to lockouts; investigating suspicious activity; responding to alarms; and investigating trespassers or unwanted guests. In addition to these activities, officers present safety and security information at community meetings, make presentations at student and new employee orientations, teach self-defense classes, register laptops and bicycles, and initiate informal contact with students, faculty, and staff while patrolling on foot, bicycles, and motorcycles. HUPD officers are approachable and committed to keeping the Harvard community safe and secure.

If a serious or violent crime is reported to the HUPD or local police departments in which there is an ongoing public safety threat, the HUPD disseminates community advisories and crime alerts. In the unfortunate event of a life-threatening, campus-wide emergency, the University has a notification system in place, along with other communication capabilities. **Students are encouraged to sign up for the MessageMe service during Opening Days** (see page 16).

It is important for students to remember that the University is located in an urban setting; therefore, we share many of the crime and safety issues that exist in any city. Violent crimes do occur but are relatively rare. The vast majority of crime on campus is property crime (94%). Most of the property stolen is left unattended in public areas or in unlocked rooms or offices. Thieves are constantly looking for unattended, easily transportable, and valuable property, such as laptops, cell phones, and iPods. The best way to prevent these and other expensive items from being stolen is to never leave them unattended in a public setting and to lock residential suite doors.
Safety and Security To-Do List

For the Harvard University Police Department to maintain a safe and secure campus, it needs the help of the community. If you follow the advice below, you will be doing your part to ensure your safety as well as the safety of the entire Harvard community.

- Store the Harvard University Police Department (HUPD) urgent number — (617) 495-1212 — in your cell phone. If you feel uncomfortable, afraid, or observe suspicious activity please call the HUPD immediately for assistance.
- When you leave your room, office, or vehicle, always keep your doors and windows locked. Do not prop open or disengage the locking system on the door.
- Never leave your purse, wallet, book bag, laptop, or other property unattended in a public setting.
- Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open residential doors for strangers. Do not let people “piggyback” with you! If someone does enter that you do not recognize please call the HUPD.
- If you are out after dark, use only well-lit routes, make use of the campus escort program, ride shuttle buses and vans, and travel in groups when possible.
- Know the locations of blue light emergency phones on campus.
- Register for MessageMe at messageme.harvard.edu.
- Register your bicycle and laptop either in person at HUPD headquarters or by attending periodic laptop registrations in Annenberg Dining Hall.

CrimsonEMS

CrimsonEMS is an on-campus volunteer emergency medical service run entirely by Harvard students. As licensed emergency medical technicians (EMTs), they promote the safety and well-being of the Harvard community by providing volunteer medical services at on-campus events. Every spring, CrimsonEMS provides a heavily subsidized EMT course to train Harvard students to become licensed medical providers. This course takes place at Harvard, concurrent with academic classes, and is taught by instructors from Pro EMS, Cambridge’s transporting 911 agency. In addition to on-campus service, EMTs also have the chance to provide CPR training for the greater Harvard community and ride aboard ambulances run by Pro EMS. For more information, visit crimsonems.org.
A Special Word to Parents and Families

When we ask students about advice they have received and valued in their quest to be adults, they regularly acknowledge parents’ thoughtful input. Our hope is that this Guide will acquaint you with Harvard’s programs and services so when you are asked, you will feel greater familiarity and can draw on that knowledge as well as on your own experience. Parents are also encouraged to visit college.harvard.edu/parents for up-to-date communications and information just for you.

General Education, a central component of Harvard’s curriculum, made its debut in the fall of 2009. As the program was first being considered, the then Dean of the Faculty reflected on the underlying principles of a Harvard education:

A liberal education in the arts and sciences aims to educate our students to be curious, reflective, skeptical, and, in at least one area of knowledge, dedicated to special and concentrated learning. We believe that a liberal education should enable students to develop multiple perspectives on themselves and the world, giving them the knowledge, training, and skills to provide a foundation for their lives. At Commencement, we graduate whole classes. But we grant Harvard College degrees to individuals whom we trust to be independent of mind as we welcome them into the fellowship of educated men and women.

The “independence of mind” does not, of course, occur overnight. Some students come upon it more rapidly than others, and feel early comfort in taking personal responsibility. All are given support by the College, and urged to think of the freedom that comes with starting this next stage of their education not as freedom from something — from home, community, and above all, authority — but as opportunity, or freedom to. As students begin to think of freedom in this way, they can consult deans, advisers, proctors, instructors, and parents with the knowledge that they are using, not surrendering their independence.

For parents, the freedom that freshmen enjoy can be hard to accept. So can recognizing how little you can now appropriately and directly do to shape the daily experiences of your son or daughter or his or her lifestyle choices, curricular, or career plans. When the aspiring medical student since 12 tells you that high school teaching is now the plan; or when the sure-to-be Olympic swimmer you drove through rain and snow to swim meets swaps varsity swimming for Harvard theater; or when the one who was certain to major in economics, go to business school, and take over the family firm, decides instead on English, do not take it as deliberate hurt or as a rejection of all you have done together. Almost always, it is neither. A young person is setting out on his or her own life’s course. Do not try to hold the course you set and have been sailing together for 18 years. It is very hard to sail a ship with two captains. Come along, by all means. But keep in mind that it is a new voyage, someone else’s voyage. This way, college can be the shared and happy embarkation it ought to be for you and for your Harvard College student.*

*Words of wisdom adapted from remarks by Associate Dean W. C. Burriss Young (1933-2002), who formally retired in 1998 after more than three decades of service to freshmen and their families.
Communicating with the Freshman Dean’s Office

Parents often call the Freshman Dean’s Office with questions or concerns about their student’s progress. Except in circumstances of emergency in which a student’s life or safety is in danger, the Resident Dean of Freshmen will seek the student’s permission before discussing with parents the contents of conversations the Resident Dean may have had with the student or with other offices of the University.

The Resident Deans of Freshmen routinely inform students whenever they have spoken, met, or corresponded with members of students’ families. Experience has shown that students can understand their parents’ concerns and can be helped to reflect on why their parents felt it necessary to intervene. Parental concerns will never be presented as trivial or unfounded. Rather, students will be encouraged to explore and discuss those concerns openly and honestly with their proctor or dean. In this way, appropriate sources of help are tapped promptly and problems can be resolved as quickly as possible.

 Occasionally, it may be necessary that a conversation or correspondence between parents and senior members of the FDO staff remain temporarily confidential. Serious illness or a death in the family of which a student has yet to be informed, or an impending divorce or move are among the matters that parents may wish to discuss with the FDO staff. In such situations, the staff will talk with parents about how best to inform the student and how to support him or her in dealing with news that will be upsetting.

The Buckley Amendment

Harvard policy and the Family Educational Rights and Privacy Act of 1974, more commonly known as “FERPA,” or the “Buckley Amendment,” provide students and former students access to their educational records that are maintained by the University, as well as the right to request that their records be corrected. Educational records generally include such items as course grades; information concerning fulfillment of degree requirements and field of concentration; evaluations provided by instructors, tutors, and others; copies of correspondence; various statements and forms filed by the student; certain financial aid and admissions documents; and the application for admission. Many of these educational records are maintained indefinitely. Students’ access to documents in their educational record is limited only when they have signed a written waiver of their rights to see a particular document, most typically letters of recommendation.

Parents or legal guardians of students are ordinarily informed of important changes of status, such as leaves of absence, probation, and requirement to withdraw. Course grade reports are provided electronically only to students who may, in turn, share this information with their parents or legal guardians. Broadly speaking, schools are prohibited from disclosing information from a student’s educational record without the student’s consent, although there are a number of exceptions. These include, for example, disclosure to Harvard officials with a legitimate educational interest in the records, and disclosure to third parties in the event of an emergency, pursuant to a court order, or in certain disciplinary situations.
Harvard College Outreach to Parents

During the registration process in August students are requested to provide their parents’ email addresses in my.harvard.edu. Students will be responsible for updating this information when necessary. The College will use the email addresses to send parents the Harvard College monthly parents newsletter, the Freshman Dean’s January newsletter, invitations to parent webinars led by Dean Rakesh Khurana, information about Freshman Family Weekend, and any necessary correspondence regarding campus emergencies. Students may also provide family information to the Alumni Records Office (alumni.harvard.edu/studentfamilies) to ensure you receive important updates and mailings from local alumni groups and the Harvard Alumni Association.

Planning Ahead

Students and family members can do much during the summer to help ensure a smooth transition to Harvard in the fall.

- Read carefully all information as it arrives and comply with deadlines.
- Attend to immunization requirements and any other healthcare issues. Refer to the Harvard University Health Services section on pages 74-77 for details about immunizations and on-campus medical care.
- Evaluate your insurance coverage for personal property that students will have on campus (see the Insurance section on page 23 for more information).
- Discuss finances frankly. Many students have little sense of how quickly charges mount for clothing purchases or outings with friends. Others haven’t yet managed checking accounts. Discussions now can prevent misunderstandings later.
- Make travel plans for Opening Days. Please see the Move-in section on page eight for more information.

Resources for Parents

Programs for Parents and Families

parents.fas.harvard.edu
Office of Student Life, University Hall, Ground Floor
(617) 495-8663
E-mail: parents@fas.harvard.edu

The Parent and Family Programs Office coordinates a variety of opportunities for families to engage with their students and the life of the College including on-campus events, publications and communications, and connections to campus resources. The Office of Student Life can help with questions about student activities and residential life at Harvard College. Additionally, in the case of an on-campus emergency, the Office of Student Life will notify families of the College’s response via email.
Families are invited to Cambridge for three official campus events sponsored by the Office of Student Life during a student’s college career. These include a Freshman Family Welcome Lounge and Resources Fair on move-in day, Freshman Family Weekend, and Junior Family Weekend. Most parents also return for Commencement (graduation) at the close of the student’s senior year.

**Freshman Family Lounge and Resources Fair: Tuesday, August 22, 2017**
On move-in day families are encouraged to take a break from moving and unpacking to enjoy a cool drink and meet staff members from various student services departments who will be on hand to answer questions.

**Freshman Family Weekend: Friday and Saturday, October 27-28, 2017**
This program offers a glimpse into the transformative power of Harvard College that our students experience each and every day. Highlights include class visits, discussions with faculty members, open houses, lectures, receptions, a Harvard football game, and community events and performances. Registration information and a schedule of events will be available online at parents.fas.harvard.edu in the early fall.

**Harvard College Fund Parents Committee**

alumni.harvard.edu/college/college-giving/parents
(617) 496-3974

The Harvard College Fund Parents Committee seeks to deepen parent connection with the College and serves as a meaningful link to Cambridge. Annual fundraising and engagement efforts are focused on creating a sense of community among Harvard parents and raising critical support for the programs and initiatives that nurture student passions, emerging interests, and great aspirations. If you are interested in getting involved, please contact the Harvard College Fund’s Office of Parent Engagement Programs.

**Visiting Cambridge**

Directions to campus and detailed instructions for move-in day will be sent to students along with their housing assignments in late July. You may also consult harvard.edu/on-campus/visit-harvard/directions for information about public transportation, driving directions, and parking.

**Restaurants**

Eating establishments in Harvard Square cater to every taste and budget, and you can explore those closest to campus at harvardsquare.com/restaurants. Restaurants in Cambridge and Boston are too numerous to list. Consult the *Unofficial Guide to Life at Harvard*, published by Harvard Student Agencies, or any of several online guides, for recommendations.

**Hotels**

To search for accommodations in the Cambridge and Boston area, contact the Chamber of Commerce at (617) 227-4500, or visit cambridgechamber.org. A listing of hotels in close proximity to campus is also available at college.harvard.edu/admissions/visit/hotels.
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# Academic Calendar

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<td>Classes <strong>will</strong> be held on Veteran’s Day</td>
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<td>Nov. 12 (M)</td>
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<td>Thanksgiving Recess Begins</td>
<td>Nov. 22 (W)</td>
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<tr>
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The date of Freshman Family Weekend for the Class of 2021 is **Friday and Saturday, October 27 and 28, 2017.**

More information on Freshman Family Weekend is available at [parents.fas.harvard.edu](http://parents.fas.harvard.edu).

* Tentative and subject to change