



A GUIDE TO THE FIRST YEAR AT HARVARD

for students and their families CLASS OF 2023



Office Listings

<p>Academic Resource Center academicresourcecenter.harvard.edu</p>	<p>Harvard University Information Technology huit.harvard.edu (617) 495-7777</p>
<p>Accessible Education Office aéo.fas.harvard.edu (617) 496-8707</p>	<p>Harvard University Police Department hupd.harvard.edu (617) 495-1215 — Non-Emergency (617) 495-1212 — Emergency</p>
<p>Admissions Office college.harvard.edu/admissions (617) 495-1551</p>	<p>Harvard Yard Mail Center hums.harvard.edu/mail-delivery-services (617) 496-6245</p>
<p>Advising Programs Office advising.college.harvard.edu (617) 496-0218</p>	<p>International Office hio.harvard.edu (617) 495-2789</p>
<p>Athletic Department gocrimson.com (617) 495-3454</p>	<p>Memorial Church memorialchurch.harvard.edu (617) 495-5508</p>
<p>Dean of Students Office dso.college.harvard.edu (617) 496-7700</p>	<p>Office for the Arts ofa.fas.harvard.edu (617) 495-8676</p>
<p>Equity, Diversity, and Inclusion diversity.college.harvard.edu (617) 495-9948</p>	<p>Office of Career Services ocs.fas.harvard.edu (617) 495-2595</p>
<p>Financial Aid Office college.harvard.edu/financial-aid (617) 495-1581</p>	<p>Office of the Dean of Harvard College college.harvard.edu/dean-harvard-college (617) 495-1555</p>
<p>First-Year Experience Office fdo.fas.harvard.edu (617) 495-1574</p>	<p>Office of International Education oie.fas.harvard.edu (617) 496-2722</p>
<p>Freshman Seminar Program freshmanseminars.college.harvard.edu (617) 495-1523</p>	<p>Office of Sexual Assault Prevention & Response osapr.harvard.edu (617) 496-5636 — Non-Emergency (617) 495-9100 — Emergency</p>
<p>General Harvard Information harvard.edu (617) 495-1000</p>	<p>Office of Student Engagement osl.fas.harvard.edu/student-engagement (617) 495-1558</p>
<p>Harvard Chaplains chaplains.harvard.edu (617) 495-5529</p>	<p>President's Office harvard.edu/president (617) 495-1502</p>
<p>Harvard College Parent and Family Programs parents.fas.harvard.edu (617) 495-8663</p>	<p>Registrar's Office registrar.fas.harvard.edu (617) 495-1543</p>
<p>Harvard Foundation for Intercultural and Race Relations harvardfoundation.fas.harvard.edu (617) 495-1527</p>	<p>Student Accounts Office sf.s.harvard.edu/student-accounts (617) 495-2739</p>
<p>Harvard Student Agencies, Inc. hsa.net (617) 495-3030</p>	<p>Student Employment Office seo.harvard.edu (617) 495-2585</p>
<p>Harvard University Dining Services dining.harvard.edu (617) 495-5555</p>	<p>Transportation Services (Parking and Shuttles) transportation.harvard.edu (617) 495-0400</p>
<p>Harvard University Health Services huhs.harvard.edu (617) 495-5711</p>	<p>Yard Operations yardops.fas.harvard.edu (617) 495-1874</p>

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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 working with you now and throughout the coming year. In anticipation of your arrival, we have 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 loved ones.

I encourage you to read the *Guide* carefully during the summer and to use it as a reference throughout the academic year. It contains information on academic, co-curricular, 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 their academic adviser, peer advising fellow, and residential proctor — persons with whom there will be a special relationship and whose roles are described 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 advantages to studying here are the many different people who form the living and learning community of which you are now a part.

We pledge to do all we can to make this transition successful and satisfying and we wish you the best in your first year here.

Katie O'Dair
Dean of Students

The First-Year Experience Office (FYE)

The First-Year Experience Office (FYE) creates the condition for first-year students to:

- Build a strong foundation of skills and strategies as they transition from high school to college, and navigate from the first year to their future at Harvard College and beyond
- Foster their intellectual curiosity and build connections based on their interests
- Engage substantively and reflectively in the living and learning communities that surround them
- Recognize and seek guidance at appropriate moments for themselves and their peers
- Respect the multiple voices and perspectives of our community and commit to productive dialogue

The FYE is part of the larger Dean of Students Office (DSO) which supports the four-year residential experience at Harvard. FYE includes 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.

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 website.

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 first-year students and direct the events and programs of an entryway, the term used to describe a group of first-year students who live together in a section of a first-year 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.

Resident Deans

Each proctor works closely with one of the four Resident Deans of First-Year Students, who hold extensive office hours each week and plan programs and services for students. 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 Programs

Pre-Orientation Programs build a social support network for incoming students, and take place the week before Orientation. The DSO oversees five 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 website under “Incoming Students.”

Fall Clean-Up (FCU) with Dorm Crew

fcu.fas.harvard.edu
(617) 495-5569

FCU gives students the chance to arrive early and earn money by completing 40 hours of work. Although the work during FCU is demanding, the camaraderie makes the experience fun. Numerous social and advising events are planned during the week to give students the opportunity to get to know one another and learn more about college life. 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)

fip-fas.harvard.edu
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 Retreat and Experience (FYRE)

fdo.fas.harvard.edu/fyre
fyre@fas.harvard.edu

FYRE is a vibrant community of 100 first-years who want to get a jump start on making the most of Harvard. Student leaders, faculty, and alumni share vital information on navigating the transition from home to college life, including relationships with professors, the purpose of office hours, taking advantage of financial resources, and more. FYRE is a chance to bond with classmates and make connections with key campus leaders while experiencing fun and unique Boston traditions.

First-Year Urban Program (FUP)

fup.fas.harvard.edu
fup@fas.harvard.edu

FUP seeks to engage students in social change and 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.

Orientation

Orientation is the official welcome program for all new students at Harvard, designed to prepare you for the many academic, personal, and social experiences that lie ahead. During this time, you will have the opportunity to meet your advisers, learn about the curriculum and academic opportunities, become familiar with campus, get to know your peers, and discuss issues pertinent to the College community. 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 *Orientation Calendar* on move-in day.

Programs and Services for First-Year Students

All FYE 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 First-Year Arts Board (FAB), a group of first-year students, organizes many of the arts events that take place. The mission of the FAB is “to make arts accessible to all students 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 First-Year Arts Room located in the basement of Holworthy Hall, which is stocked with art supplies and equipment that first-year students may use for free.

Borrowing Programs

The FYE loans items free of charge to first-year students. More information, including a listing of available items, can be found on the website under “Resources.”

- **DVD Club:** Up to two DVDs of movies, TV series, or Xbox games may be borrowed for one week. Xbox controllers are also available.
- **Game Collection:** Board and lawn games may be borrowed for three days.
- **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.
- **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 FYE website under “Resources.”

Email Lists

Email is the primary means used to communicate with students. Students are subscribed automatically, but may manage their subscriptions according to their preference.

- **2023 Class List:** An administrative email list that informs students of important University events, deadlines, and policies. **Students are responsible for reading these emails and cannot claim ignorance of any information sent over this list.**
- **2023 Events List:** Publicizes events sponsored by Harvard College offices and approved student organizations that are designed specifically for first-year students.
- **Yard List:** Used by the resident dean to communicate with students in the Yard. You will only be added to your assigned Yard.
- **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 FYE and DSO sponsor a variety of activities designed to build community among the first-year class and take advantage of the class's rich diversity. During orientation, activities range from community building exercises within entryways to *Community Conversations* about identity and belonging at Harvard, a discussion facilitated by proctors and PAFs. 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, physical ability, class, and religion. Activities and programs continue throughout the year and offer students 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 FUNds

Funding is 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 First-Year FUNds can be found at fdo.fas.harvard.edu/pages/first-year-fund.

First-Year Student and Faculty Initiatives

The First-Year Student and Faculty Initiatives are a series of workshops and events designed to help you succeed in the classroom and to connect with faculty. This program includes the Gober Family Uncommon Fare Dinners, an intimate meal with 10 students and an honored guest at the Faculty Club. Events have included lunches with prominent faculty members, workshops 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 students are also 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); and dining with a guest at the biannual *First-Year Faculty Dinner*. 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.

First-Year Wellness and Self-Discovery Program

The First-Year Wellness and Self-Discovery Program is designed to help you succeed outside the classroom. Events include wellness programming, the First-Year Retreat during Spring Break, and a capstone project to commemorate the Class of 2023.

Host Family Program

The purpose of the Host Family Program is to facilitate informal friendships between first-year students and alumni, faculty, administrators, other friends of Harvard College. 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 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 website.

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 FYE 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 first-year students. Copies of the *Yard Bulletin* are posted on tables in Annenberg Hall, on the website under “Announcements and News,” and in a weekly email.

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

Dormitories open at **9:00 am** on **Tuesday, August 27** 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 also posted on the 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 27**, 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 12.**

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 *Orientation Calendar* 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

All incoming first-year students are randomly assigned to one of the first-year dorms, each of which has unique room and suite configurations. 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 FYE 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 first-year students complete a housing application, which is used by deans to match rooming groups of two to six students. First-year students will be able to opt into gender-inclusive housing, or indicate a preference to be housed with students of the same gender. 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 FYE 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, safes, and water coolers. 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
- ✗ Pest control products
- ✗ 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 first-year students must check-in online from within the Harvard network no later than **11:59 pm on Tuesday, September 3, 2019**. 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/health-forms-topics/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, 2019, for the fall term (or full academic year), and by January 31, 2020 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) 495-5347

Student 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 12, 2019.**

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 dorms, so do not include your dorm name or room number. The Science Center is a short walk from all first-year 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

Transit Services
transportation.harvard.edu/shuttle-van-services
28 Travis Street, Allston
(617) 495-0400

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

transportation.harvard.edu/commuterchoice
Smith Campus Center, Eighth Floor
(617) 384-7433

Hubway

Instead of bringing your bicycle to campus, use Hubway, Metro-Boston's bike share network of over 200 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
(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/ithelp
Walk-in Support Center: Science Center B14, 1 Oxford Street
(617) 495-7777

HarvardKey

You will need to claim your HarvardKey to access many online resources such as [my.harvard](https://my.harvard.edu), 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](https://my.harvard.edu) 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 where you can find links to Apple, Dell, and GovConnection for purchasing 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, students should visit downloads.fas.harvard.edu/download 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.

Course Websites

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

HUIT Crimson Print

HUIT Crimson Print uses the PaperCut print management platform to allow you to access public printers in the Science Center and other locations. Please visit huit.harvard.edu/pages/all-about-printing to set up your PaperCut account and learn how to map a specific printer. You can also go to the IT Walk-in Support Center in Science Center B14 for assistance.

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.

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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records.

Directory Information

The Faculty of Arts and Sciences regards the following information as "directory information," that is, information under 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/ferpa-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.

To learn more about education records, access, permitted disclosures, and student rights under FERPA, visit registrar.fas.harvard.edu/general-information/family-educational-rights-and-privacy-act-ferpa.

Privacy Settings

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.

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 first-year student dormitories.

Building Features

Common Rooms, Kitchens, and Study Spaces

There are common rooms, kitchens, and study spaces in many though not all of the dormitories. These spaces are designed for use by all members of the first-year 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. First-year students can reserve Yard common rooms for events. Descriptions of all common spaces and their amenities can be found at fdo.fas.harvard.edu/pages/dorm-amenities.

First-Year Arts Room

The First-Year Arts Room, located adjacent to the Holworthy Common Room, provides a fun, low-key social arts space for first-year students. 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 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.

First-Year Serenity Room

The 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. 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 first-year 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 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 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 of the Houses also have music practice space.

Piano Loan Program

In addition to the eight music practice rooms, the 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 DSO, 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)

yardops.fas.harvard.edu

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 yardops.fas.harvard.edu/maintenance-requests 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, and all pest issues be managed by a certified technician.

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. 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 FYE 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 FYE 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 global challenge of climate change and sustainable development through research, teaching, and use of our campus as a living lab for testing and piloting solutions. Institutional action is driven by a Sustainability Plan which provides an overall vision of enhancing well-being and ambitious climate action commitment to be fossil fuel-free by 2050 and fossil fuel-neutral by 2026.

Ways to be involved:

- Email your ideas for improving efficiency on campus to energy@fas.harvard.edu.
- Take action in your daily life: turn off electronics and lights when not needed; recycle plastics, metals, glass and paper; and place all food waste in your dorm compost bin.
- Apply to be a Resource Efficiency Program (REP) representative for the Yard or join the Green '23 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.
- Fund your green idea with a Student Sustainability Grant or research funding from Campus Sustainability Innovation Fund.
- Join an environmental student group at Harvard, such as the Environmental Action Committee (EAC).

Visit green.harvard.edu for more information, or follow sustainability at Harvard on Twitter or Instagram [@GreenHarvard](https://www.instagram.com/GreenHarvard).

Insurance

Students are responsible for insuring their own personal property. If personal belongings are not covered under the family's policy, students are strongly encouraged to purchase student personal property insurance. The University is not responsible for the loss or damage of any personal property of students or visitors. The housing contract in full is found in the Student Handbook at handbook.fas.harvard.edu.

Student personal property insurance can provide protection for high-value items like electronics, laptops, cell phones, monitors, clothes, books, bicycles and sporting equipment. Customized policies designed especially for students may be obtained from an insurance broker or directly on line. Policy terms and rates may vary from one insurer to another with coverage limits ranging from \$2,000 to \$20,000 with several deductible choices. Popular online sources include:

- College Student Renters Insurance (collegestudentinsurance.com)
- esurance (esurance.com/info/renters/coverage-for-college-students)
- National Student Services (nssi.com)
- Worth Ave. Group (worthavegroup.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 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 may believe it is easier 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).

You should never give your ID card or your key to another individual. If you have guests, they should be accompanied by you as their host when they are in the dorms.

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 first-year 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 27 through Sunday, December 1, 2019**. Classes will not meet **Wednesday, November 27**. 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 first-year dorms and all dining halls close. Please make travel plans early. All students must vacate their rooms by **3:00 pm, Friday, December 20, 2019**. They may not re-enter the dormitories until **9:00 am, Friday, January 17, 2020 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 27, 2020**.

Spring recess runs from **Saturday, March 14 through Sunday, March 22, 2020**. 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 17, 2020**. First-year students are expected to clean up their own suites when moving out, and should leave the room in the same condition it was at the start of the term. Vacuums, brooms, and mops are available for loan from Dorm Crew. 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 students 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. College storage information is included in the policies governing enrollment and residency in the Student Handbook at handbook.fas.harvard.edu.

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 first-year 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, complete with signatures, to your proctor and Resident Dean.
- 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.

Dining

Harvard University Dining Services (HUDS)

dining.harvard.edu

(617) 495-5555

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 first-year students 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 67). After registering, students may elect to meet with the Annenberg dining hall manager to discuss 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, co-curricular 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 and its members 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.

Gender-Based and Sexual Harassment, Including Sexual Violence

Harvard seeks to maintain a learning environment free from gender-based and 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. Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when a hostile environment is created. Sexual or gender-based harassment might come from a peer, Harvard employee, faculty member, or a third party involved in a University program. Sexual and gender-based 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 such conduct. To see the full Harvard Sexual and Gender-Based Harassment Policy and Procedures, please visit titleix.harvard.edu.

Sexual violence (including rape, sexual assault, dating violence, and stalking) is a form 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. If you believe you have experienced sexual violence, you may pursue a complaint through the Office for Dispute Resolution (ODR). The College Title IX Coordinators are 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 or gender-based harassment or violence to access the wide variety of resources available at Harvard and elsewhere. The College Title IX Coordinators can also connect students with interim measures, individualized supports such as extensions of time or other course-related adjustments and University-issued and enforced no contact orders. During a conversation with a Title IX Coordinator, you are free to share as much or as little about your own experience or about an experience you have witnessed/learned of as you feel comfortable. Sharing information with a Title IX Coordinator is not the same as filing a formal complaint with ODR.

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.

Title IX Resource Guide provides an overview of University and community resources available to prevent and respond to sexual and gender-based harassment at resourceguide.titleix.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 or gender-based 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:

- Brian Libby, Assistant Director, Office of International Education and Title IX Coordinator, Harvard College
blibby@fas.harvard.edu or (617) 384-6943

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), rape crisis counselors at OSAPR, and the Harvard chaplains.

- 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
- Harvard Chaplains
Business hours: (617) 495-5529

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 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 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 increased 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 skillful in facilitating difficult conversations regarding race, culture, and religious identities and who work together to address issues when they occur.
- 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. Issues of racial, cultural, or ethnic differences may 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 Office of Diversity Education and Support (ODES) provides assistance and support to individuals who encounter harassment, discrimination, and bias-related incidents. ODES seeks to educate the Harvard College community about these issues and promote an environment free from harassment and discrimination.

Harvard College encourages undergraduates who believe they have been the object of bias, harassment and/or discrimination to seek the assistance of their Tutors, Proctors, First-Year Resident Dean, Allston Burr Resident Dean, or Faculty Dean. In addition, students may report an incident of bias, harassment and discrimination by completing a Bias Incident Report Form at

diversity.college.harvard.edu/harassment-and-discrimination-resources.

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 to both 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.

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:

- **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.
- **Know what the faculty is asking of you.** Read the syllabus and any handouts carefully, and take time to talk with your teaching fellow about any major project before you undertake it. "Writing a paper" can mean many things; so can "writing a program" or "doing a studio project."

- **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.
- **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 Academic Resource Center or the Writing Center, about how to take notes, when to quote directly, and how and when to paraphrase.
- **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.

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, approves 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 Resident Deans of First-Year Students, the Allston Burr Resident 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 first year, it is your Resident Dean of First-Year Students; when you are an upperclass student, it is your Allston Burr Resident 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.

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 Ad 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 Ad 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 FYE receives reports of unsatisfactory grades (lower than C-) for first-year students 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 Academic Resource Center 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, students 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 common requirements and expectations for every undergraduate.

Academic Requirements for the Degree

All students fulfill certain common requirements for the undergraduate degree:

- A four-course General Education requirement
- A three-course distribution requirement
- A course in Quantitative reasoning with data
- An expository writing course, focused on analytic writing and revision
- One year of study of a foreign language (or demonstrated 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.

The Program in General Education

The General Education program is the cornerstone of the Harvard College curriculum. Focusing on urgent problems and enduring questions, Gen Ed courses are unusually explicit in connecting the subjects you study to the people you will become and the world beyond the classroom. Transcending disciplinary divisions, they demonstrate the value of embedding what you will learn in your concentrations within the broader context of the liberal arts.

Effective Fall 2019, you must complete four General Education courses, one from each of the following four categories:

- *Aesthetics and Culture* courses engage diverse artistic genres and cultural traditions, helping you analyze and appreciate these artifacts of identity and expression that situate yourself and others as products of and participants in art and culture.
- *Histories, Societies, Individuals* courses engage questions of identity and social change, helping you understand the histories and traditions that you will encounter in a global context.
- *Ethics and Civics* courses engage with large questions about right and wrong, helping you grapple with the nature of civic virtue and the ethical dimensions of what you say and do.

- *Science and Technology in Society* courses engage you in the study of scientific innovations and their social contexts, helping you assess the promise and pitfalls of current and future innovations using methods of scientific inquiry.

Three of these four courses must be completed with a passing letter grade, while one may be taken pass/fail. There are no constraints regarding the timing of these courses as long as all are completed by graduation.

To learn more about Gen Ed, visit gened.fas.harvard.edu. You may also contact the Gen Ed office online at gened.fas.harvard.edu/questions, call (617) 495-2563, or visit the office on the fourth floor of the Smith Campus Center.

Distribution Requirement

The distribution requirement exposes you to the diversity of scholarly disciplines at Harvard. To fulfill this requirement, you must complete one departmental (non-Gen Ed) course in each of the three main divisions of the Faculty of Arts and Sciences (FAS) and the Paulson School of Engineering and Applied Sciences (SEAS):

- Arts and Humanities
- Social Sciences
- Science and Engineering and Applied Science

Courses used to fulfill the distribution requirement may be taken pass/fail, with the permission of the instructor. All courses in every division will count toward the distribution requirement except elementary and intermediate-level languages, some graduate-only courses, courses in Expository Writing, and Freshman and House Seminars. Courses taken during Term Time or Summer Study Abroad, and courses taken at Harvard Summer School may also count for the distribution requirement. There are no constraints regarding the timing of these courses as long as all are completed by graduation. For questions, please contact divdist@fas.harvard.edu.

Quantitative Reasoning with Data

The Quantitative Reasoning with Data requirement introduces you to mathematical, statistical, and computational methods that will enable you to think critically about data as it is employed in fields of inquiry across the Faculty of Arts and Sciences. To fulfill this requirement, you must complete one course in Quantitative Reasoning with Data. There are no constraints regarding the timing of this requirement as long as it is completed by graduation. For questions, please contact qrd@fas.harvard.edu.

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/humanities-courses.

Each *Expository Writing 20* class focuses on a different topic, as varied as *Psychology of Success and Failure*, *Privacy and Surveillance*, 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; in addition they conference individually with students about each essay. The small classes of 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 *Expos 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* features smaller classes and more frequent one-on-one conferences, as well as initial practice with shorter assignments. (*Expos Studio 10* does not satisfy the expository writing requirement by itself, but must be followed in the spring term either by *Expository Writing 20* or by *Expos Studio 20*, the course that continues the Studio curriculum.) 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 orientation for an advising session.

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 of 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 first 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 first-year 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 work. 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 students 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 a 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 First-Year Adviser and Peer Advising Fellow

One of your most important mentoring relationships this year will be with your first-year adviser. Some students will have their proctor as their adviser, but most will have a non-resident adviser (a faculty member, administrator, or graduate student). Your first-year 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; exploring extracurricular possibilities, summer opportunities, study abroad, research, or internships; and in thinking about life, work, or study post-Harvard. Your adviser will serve as a sounding board as you transition to college-level academic work, consider myriad opportunities inside and outside the classroom, and begin to find a balance among commitments that is right for you.

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 will provide 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 in the Undergraduate Advising Resources and Support website (advising.college.harvard.edu/concentrations). 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 orientation, or putting on specific advising programs.

During your first 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.

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 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 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 orientation. 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](https://my.harvard.edu). 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: **Monday, September 9, 2019**. 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 students find that some portion of their academic energy during the first term is spent figuring out and getting used to these differing expectations. 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.

Shape of the Year

Fall Term

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.

Between the last class meeting and the start of exams is 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.

Winter Recess

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. Information about Winter Recess Housing is available at osl.fas.harvard.edu/winterhousing.

During Winter Recess, students may decide to return to campus early for Wintersession programming, 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. More information about Wintersession is available on page 53. Students may also return to campus early for activities such as research or public service. Whatever your decision, we hope you will use this period in ways that are most beneficial to you.

Spring Term

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 2019–2020 academic year is online: registrar.fas.harvard.edu/calendar.

Harvard Library

Harvard Library is a world-class academic library, an unparalleled resource for learning and research. Engaging users through curated discovery, digital collections, reimagined physical space, and specialized research support, Harvard Library delivers exceptional experiences to its user communities. Serving as an information hub, the Library connects users to related disciplines and to University-wide teaching resources. Today, Harvard Library's holdings range from traditional print collections to rapidly expanding digital resources. It is the work of the Harvard Library to provide the University's faculty, students, and researchers—now and in the future—with comprehensive access to these materials.

Undergraduates are welcome in all of Harvard's libraries. In Harvard Yard, for example, Lamont Library is the 24/5 hub for studying, Widener Library is the University's flagship research library, Cabot Science Library includes flexible learning environments and a café, and Houghton Library contains rare books and manuscripts.

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.

When you get here

Get oriented by taking advantage of the 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: ask.library.harvard.edu.

Take a tour. Tours of Widener, Harvard's largest library, are offered every Thursday at **3:00 pm**, just beyond the security desk at the main entrance. Houghton Library offers a tour every Friday at **2:00 pm**, starting in the lobby. Tours are free and open to all. Registration is not necessary. Tours of other libraries can be arranged by directly contacting each library at library.harvard.edu/find-library.

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 Association, at eherington@college.harvard.edu. Harvard College students may earn up to 8 credits in ROTC courses at MIT through cross-registration that can be used towards their undergraduate degree program at Harvard. Consult the Harvard College Handbook for Students for details.

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:

- **Build Learning through Inquiry 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 Amgen Scholars Program**, a prestigious national research program, supports full-time summer research in biotechnology.
- **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.
- **Mindich Independent Research and Community Engagement (RCE)** award provides funding in support of undergraduates who are conducting an independent summer project that combines community-engaged service with student-initiated scholarly research.
- **Mindich Program in Community-Engaged Research** is an immersive experience focused on community-engaged research projects with local communities.
- **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.

Undergraduate Teacher Education Program

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

The Undergraduate Teacher Education Program (UTEP) allows Harvard undergraduates to earn certification as a secondary teacher during their time at the College. UTEP is a concise program, consisting of six required courses, and is designed to be completed in two back-to-back semesters.

Students gain experience both through fieldwork in local public school classrooms and through coursework at the Harvard Graduate School of Education. Upon completing UTEP, students can obtain a teaching license that enables them to be employed in public school systems across the country.

Recent UTEP grads have gone on to teach in public schools, charter schools, private schools, and international schools. Others have pursued fellowships or graduate-level work in education. No matter the venue, UTEP graduates are making a difference in the lives of youth around the world.

Student Involvement Beyond the Classroom

Harvard is home to over 500 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 also 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. Student organizations on campus also participate in the Student Involvement Fair at the beginning of September.

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. 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 Academic Resource Center will be well-prepared to help you through such an exercise.

Office of Student Engagement

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

In partnership with students and colleagues, the Office of Student Engagement cultivates an inclusive residential and campus experience that facilitates social engagement, campus

involvement, intellectual curiosity, and personal exploration. As part of the Dean of Students office, the Office of Student Engagement includes student engagement and leadership development, pre-orientation programs, Parent and Family Programs Office, Student Organization Center at Hilles, and Cambridge Queen's Head Pub.

The House System

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.

Wintersession Programming

Wintersession, a designated time period during Winter Recess, offers students the opportunity to participate in enrichment programming coordinated by campus offices, faculty, staff, and students. Wintersession programming is designed to inspire students to try something different or new that would not be possible during the fall or spring semesters. The programs encourage personal reflection, intellectual curiosity, and social interaction, and are offered each year across more than 20 subject areas including arts, athletics, health and wellness, career services, and alumni networking.

Wintersession is voluntary and most programs are free of charge. Programs vary in length from one hour to multiple days and from purely recreational to intensive introspection, training or learning. Wintersession 2020 is tentatively scheduled from January 17-26. Updates to the schedule and details about when students may return to campus will be posted in August at wintersession.college.harvard.edu.

Extracurricular Activities

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 at thehub.college.harvard.edu. Students often talk with their proctors, upperclass students, or current members of organizations at the Student Involvement Fair. You may stop by the Office of Student Engagement at any time if you have questions or would like more information about involvement at Harvard College.

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

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

The Office for the Arts (OFA) supports students in all creative enterprises and in every creative ambition during their time at Harvard. Whether curricular or extra-curricular, student organization or individual artist, the OFA is the central resource for teaching and fostering student art making, connecting students to accomplished artists, and integrating the arts into university life. If you have an idea about a project you want to pursue in the arts, the OFA is the place to start. 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, 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:

- **Harvard Arts Blog:** written by students; ofa.fas.harvard.edu/blog.
- **Facebook:** “Like” us at the Harvard Arts Page.
- **Twitter:** Follow us at twitter.com/harvardarts.
- **Instagram:** [@harvard_arts](https://www.instagram.com/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.

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.

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 specialty classes including Harvard Shape Up, TRX, and Stadium Masters.

Intramural Athletics

The First-Year Experience 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 fdo.fas.harvard.edu/pages/intramurals or email Tom Hamel (thamel@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, curling, figure skating, taekwondo, ultimate frisbee, and many more! Please visit recreation.gocrimson.com or contact Andrea Lapointe at (617) 496-4221 or alapointe@fas.harvard.edu to find out more.

Varsity Athletics

A large number of students 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 student 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 students anticipating intercollegiate participation (varsity or junior varsity) appear for physical exams according to the orientation schedule.

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
Grays Hall, Lower Level
(617) 496-5716
bgltq@fas.harvard.edu

Harvard College has devoted resources to ensure that bisexual, gay, lesbian, transgender, queer, and questioning (BGLTQ) students have what they need to feel safe, supported, and connected on campus.

The Office of BGLTQ Student Life (known as the “QuOffice”) serves as a central resource for queer and trans students at Harvard College. The QuOffice creates space for BGLTQ community building and visibility, advocates for inclusive University policies like gender inclusive housing, and educates students and student groups about gender identity, gender expression, sexuality, and romantic orientation through trainings and consultations. Annual events include National Coming Out Day, Queer Prom, Trans Day of Visibility, and Lavender Graduation. Additionally, two designated BGLTQ Specialty Proctors serve as resources and implement BGLTQ-related programming for first-year students.

Students can also participate in activities sponsored by the many student groups active in BGLTQ campus life. Together, these groups organize social opportunities and promote community awareness of the political, cultural, and personal dimensions of queer and trans identities. They currently include: QSA, or 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; Trans Task Force, for trans and gender non-conforming students; and most recently, QUADS, or Queer Undergraduate Athletes Do Sports. Contact, a confidential peer counseling organization, focuses on gender and sexuality.

If you would like to know more, want support, or have questions about gender inclusive housing, you can contact the First-Year Experience Office at firstyear@fas.harvard.edu, or the BGLTQ Office at bgltq@fas.harvard.edu or (617) 496-5716. Be sure to check bgltq.fas.harvard.edu for the most up-to-date information on resources and events.

Cultural and Racial Initiatives

Engaging the richness of the diversity represented within the Harvard community are student organizations dedicated to matters of racial, cultural, and ethnic identities. The range of identity groups is as wide as the diversity of the student body. These organizations address international issues, cultural concerns, and/or socially relevant events. Students seeking more information on racial, 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
B02 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. The Foundation is guided by a faculty and student advisory committee. The committee works with Foundation staff and 18 student interns to help the Foundation pursue its mandate and accomplish its goal to achieve and maintain a harmonious intercultural atmosphere at Harvard.

Government and Politics

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.

Harvard College’s mission is to educate citizens and citizen-leaders. Voting and democratic participation are at the core of students’ civic engagement. One of your tasks as a Harvard College student is to vote and engage in our representative process when and if eligible. Regardless of where you live, your vote matters. Register to vote or check your registration at vote.org/am-i-registered-to-vote. If you are not eligible to vote, get involved in a volunteer organization and spread awareness about issues that are important to you. Learn more about the Harvard Votes Challenge at iop.harvard.edu/vote.

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 grants to students, the UC can make significant changes to undergraduate life. Past efforts have led to opening a 24-hour library, standardizing the campus calendar, helping shape Wintersession programming, and expanding shuttle service, among many other things. All incoming students 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.

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.

Public Service

publicservice.fas.harvard.edu

**Phillips Brooks House Center for Public Service and Engaged Scholarship
(617) 495-5526**

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 support all public service efforts on campus and are 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. 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.

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 Student Involvement Fair.

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.

Religious Life

Harvard Chaplains

chaplains.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

facebook.com/harvardinterfaithforum

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

Calendar of Events

The most comprehensive listing of both departmental and student events on campus is located on theHub and can be accessed at thehub.college.harvard.edu. The Office of Student Engagement also sends out the weekly *You're Invited* newsletter to all students, to highlight events and opportunities on campus.

Cambridge Queen's Head

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

The Cambridge Queen's Head is a student-run and student-managed pub; students are responsible for all aspects of the pub's operations including preparing food and serving patrons. Located in the basement of Memorial Hall underneath Annenberg, the Cambridge Queen's Head serves as a fun, convenient, and safe social space for students to gather and enjoy the company of their classmates. All students of the College, regardless of age, are welcomed.

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 first-year students) can submit an application to join 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 2023. Yearly events include a Halloween party in Annenberg, a tailgate at the Harvard-Yale football game, and the First-Year 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.

FYE Programs

The First-Year Experience Office provides partial or full funding for activities organized by students. See "First Year FUNds" on page six for more details.

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 the Frog Pond, 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 firstyeartrips@fas.harvard.edu with any questions.

Student Organization Center at Hilles (SOCH)

soch.fas.harvard.edu
59 Shepard Street, Radcliffe Quadrangle
(617) 495-1020

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:

- 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;
- Provide student organizations at Harvard College with offices in which to create sustainable organizations.

Student Employment

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.

Student Employment Office

seo.harvard.edu
86 Brattle Street
(617) 495-2585
seoweb@fas.harvard.edu

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.

For many, jobs 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 students 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.

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 Resident Dean serves as a central advising resource for students for both personal and academic concerns. The Resident 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 Resident 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 Dean and Allston Burr Resident 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 Resident 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 Dean or Allston Burr Resident 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

Academic Resource Center (ARC)

academicresourcecenter.harvard.edu

1414 Massachusetts Avenue, Floor 3R (Opening August 2019)

The Academic Resource Center (ARC) exists to support the academic mission of Harvard College by ensuring every student has full access to the transformative power of a liberal arts and sciences education. Students have access to consultations, workshops, academic coaching, peer tutoring, and skills-based resources. At the ARC, students find workshops to help develop time management skills, plan the semester, enhance reading and retention, and approach problem sets. The ARC provides support for recovering from a concussion, returning from leave, resetting mid-semester, or writing a thesis. Consult the ARC to learn about ideal learning styles and environments, and how to find and connect to instructional support opportunities with instructors and courses.

Accessible Education Office (AEO)

aeo.fas.harvard.edu

**Smith Campus Center, Fourth Floor
(617) 496-8707**

The Accessible Education Office (AEO) serves students with disabilities in Harvard College to ensure equity, inclusion, and access in all areas of student life. The office works in partnership with Harvard faculty, staff, and students to develop and implement accessibility plans based on individualized assessments of student needs.

The accommodation process is a collaborative one. Students are encouraged to contact the AEO upon admission, or as soon as health-related concerns arise, and schedule an Access Meeting with a professional staff member. Visit the AEO website for more information on documentation requirements, the registration process, and other accommodation information.

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 First-Year Advising and the Peer Advising Fellows (PAF) programs, and administers various programs for students, including orientation (together with the DSO) and Advising Fortnight, a two-week concentration advising program in the spring term. In addition, the APO facilitates ongoing programming throughout the year, such as Advising Corner, in which concentration advisers set up in Annenberg over lunch.

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

Office of Career Services (OCS)

**ocs.fas.harvard.edu
54 Dunster Street
(617) 495-2595**

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 first-year students with an open house event during orientation 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 300 workshops and programs a year. Students 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.

Office of Diversity Education and Support (ODES)

**diversity.college.harvard.edu
Grays Hall, Lower Level**

The Office of Diversity Education and Support (ODES) cultivates a more inclusive College community, and enhances the personal growth of students by providing discussion events, trainings, and programming on issues related to identity, inclusion, and belonging. Through programs and initiatives, ODES aims to enhance students' awareness and understanding of the diverse identities and experiences of their peers, and foster greater connection and engagement across differences. By providing one-to-one support to students from historically underrepresented or marginalized backgrounds, ODES aims to help students feel supported and connected to the many resources on campus, so that they may thrive at Harvard.

Signature programs include Diversity Dialogues, Intimate Conversations, First-Year Student and Faculty Dinner, First Gen Fridays, Affirmation Study Breaks, Diversity Peer Educators Program, and Engaged Scholarship and Social Justice Research Conference.

The Harvard Alumni Association (HAA)

alumni.harvard.edu/college/undergraduates
124 Mount Auburn Street, Sixth Floor
(617) 496-0559

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 more than 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](https://twitter.com/HarvardAlumni) on Twitter and Instagram
- Check out the HAA and Harvard College Alumni pages on Facebook
- Follow [harvardalumni](https://www.snapchat.com/add/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 Wintersession opportunities in January
- Travel with other students and alumni on spring break via Harvard Alumni Travels
- Join one of 196 Harvard Clubs, in more than 70 countries, or one of 52 Shared Interest Groups (alumni.harvard.edu/haa/clubs-signs).

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 serving on the Senior Class Committee as you manage the Senior Gift campaign and plan class-wide events throughout the year, culminating in Senior Week and Class Day

Questions? Contact: HAA_AlumniHelp@harvard.edu, (617) 496-0559.

Harvard International Office (HIO)

hio.harvard.edu
Smith Campus Center, Eighth Floor
(617) 495-2789

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 Harvard International Office (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 First-Year Experience Office and the Woodbridge International Society (Harvard's undergraduate international student club), organizes the First-Year International Program (FIP), an orientation specifically for first-year students (see page four for more information about FIP).

Office of International Education (OIE)

oie.fas.harvard.edu
Smith Campus Center, Third Floor
(617) 496-2722

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.

Radcliffe Institute for Advanced Study

radcliffe.harvard.edu
10 Garden Street

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 Institute contributes to the richness of a student's intellectual experience at Harvard by offering the following opportunities:

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, 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 with these luminaries are open only to students.

Through the **Carol K. Pforzheimer Student Fellowships**, 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 the biennial **Radcliffe Institute 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 in Radcliffe Yard, abutting Brattle Street. 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

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.

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 fainfo@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 Academic Resource Center, 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](https://my.harvard.edu) 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 college experience a positive one, financially and otherwise.

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.

Safety and Health

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.

Harvard University Health Services (HUHS)

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

Care available at the Smith Campus Center includes:

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

Medical Emergencies

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

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.

Urgent Care

huhs.harvard.edu/services/urgent-care

In-person urgent care is available seven days a week, from 8:00 am to 10:00 pm. Whenever possible, HUHS encourages students to call first to schedule an appointment or to obtain advice about their medical or mental health need. Appointments can also be scheduled online through the Patient Portal.

Anyone who needs care for a medical or mental health issue between the hours of 10:00 pm and 8:00 am can call the HUHS urgent care phone number, (617) 495-5711. A registered nurse will determine the severity of the issue, and then facilitate appropriate care, whether that is at an emergency room, providing home care advice, or facilitating a next-day, in-person visit with HUHS.

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

Center for Wellness and Health Promotion

wellness.huhs.harvard.edu

The Center for Wellness and Health Promotion (CWHP) works to cultivate a happy, healthy and engaged Harvard community through education and the promotion of holistic health. Students can participate in a wide range of activities, including workshops that highlight activities to enhance wellbeing, massage and acupuncture services, yoga, meditation, Pilates, and other exercise group classes. CWHP can also help connect students to the many resources and people at Harvard who can help students make healthy lifestyle choices in order to thrive while at Harvard and beyond.

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. AODS also

trains a select group of student leaders to be Drug and Alcohol Peer Advisors, who act as health opinion leaders and peer resources for issues around alcohol and drug use.

Office of Sexual Assault Prevention and Response

osapr.harvard.edu

The Office of Sexual Assault Prevention and Response (OSAPR) seeks to eliminate harm, violence, and oppression through the promotion of gender equity and social justice for the Harvard community. OSAPR staff hold a legal privilege of confidentiality when providing services as a sexual assault counselor, a domestic violence counselor, or a licensed mental health provider. We are confidential in other spaces, including workshops or trainings. Every OSAPR staff member is committed to the just and compassionate treatment of survivors and their friends, peers, significant others, and allies. Services include:

- OSAPR hotline staffed 24 hours a day, 7 days a week: (617) 495-9100
- Drop-in services: 12:00 pm – 1:00 pm on weekdays in the Smith Campus Center, Suite 624 on the 6th floor
- Short-term counseling and support groups that strive to nurture wellbeing, agency, and safety for people who have experienced harm
- Information sharing when people choose to engage in adjudication and/or with other systems like legal, medical, housing, etc.
- Conversations with people or groups in service of either reducing the likelihood of causing harm to others or to address an incident(s) of harm
- 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 by emailing osapr@harvard.edu to make an appointment. All communications and services are confidential.

Peer Education and Counseling

Peer education and counseling groups help to extend health and wellness education beyond the walls of University Health Services by promoting health and wellbeing to their fellow classmates. HUHS professionals advise and train group members to contribute to a healthy student community. Through involvement with these programs, students gain knowledge and experience, enhance interpersonal skills, and develop new relationships.

Peer Education Groups

- Consent Advocates and Relationship Educators, osapr.harvard.edu/pages/care
- Drug and Alcohol Peer Advisors, harvarddapa.org
- HealthPALS, harvardhealthpals.com
- Sexual Health Awareness and Relationship Communication Educators, harvardsharc.com
- Student Mental Health Liaisons, facebook.com/HarvardSMHL
- StressBusters, harvard.stressbusters@gmail.com

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/

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.

Harvard University Police Department (HUPD)

www.hupd.harvard.edu

1033 Massachusetts Avenue, Sixth Floor

Police Assistance: (617) 495-1212

Business Line: (617) 495-1215

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 orientation** (see page 17).

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 and cell phones. 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 message.me.harvard.edu.
- Register your bicycle and laptop either in person at HUPD headquarters or by attending periodic laptop registrations in Annenberg Dining Hall.

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 their families' and 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 and family members 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 first-year students enjoy can be hard to accept. So can recognizing the limits of what you can now appropriately and directly do to shape the daily experiences of your child or their 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 students and their families.*

Communicating with the First-Year Experience Office (FYE)

Parents and other family members often call the First-Year Experience 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 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 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 FYE 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 FYE 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.

Family Educational Rights and Privacy Act (FERPA)

Harvard policy and the Family Educational Rights and Privacy Act, more commonly known as "FERPA," 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

Beginning in mid-May, students are required to review parental/guardian contact information in my.harvard.edu by July 1. After this deadline, students will be responsible for updating this information when necessary. The College will use the email and mailing addresses to send the Harvard College monthly family newsletter, the FYE January newsletter, invitations to family webinars led by Dean Rakesh Khurana, information about First-Year Family Weekend, important updates and mailings from local alumni groups and the Harvard Alumni Association, and any necessary correspondence regarding campus emergencies.

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 22 for more information).
- Discuss finances frankly. Many students have little sense of how quickly charges accumulate for clothing purchases or outings with friends. Others haven't yet managed checking accounts. Discussions now can prevent misunderstandings later.
- Make travel plans for orientation. Please see the Move-in section on page eight for more information.
- Make travel plans for Winter Recess. During this time, students have the option of returning to campus early for general winter activities or Wintersession programming. Please review information about Winter Recess on page 48 and Wintersession on page 53.

Resources for Parents

Programs for Parents and Families

parents.fas.harvard.edu
(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 Engagement can help with questions about student activities and residential life at Harvard College. Additionally, in the case of an on-campus emergency, the Dean of Students Office will notify families of the College's response via email.

Families are invited to Cambridge for three official campus events sponsored by the Parent and Family Programs Office during a student's college career. These include a Family Welcome Lounge and Resources Fair on move-in day, First-Year Family Weekend, and Junior Family Weekend. Most parents also return for Commencement (graduation) at the close of the student's senior year.

Family Welcome Lounge and Resources Fair: Tuesday, August 27, 2019

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.

First-Year Family Weekend: Friday and Saturday, November 1-2, 2019

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

	2019–2020	2020–2021*
<i>Holiday — Labor Day</i>	<i>Sept. 2 (M)</i>	<i>Sept. 7 (M)</i>
First-Year and Upperclass Check-In	Sept. 3 (Tu)	Sept. 2 (W)
First Day Fall Classes	Sept. 3 (Tu)	Sept. 2 (W)
Course Registration Deadline	Sept. 9 (M)	Sept. 9 (W)
<i>Holiday — Columbus Day</i>	<i>Oct. 14 (M)</i>	<i>Oct. 12 (M)</i>
Classes will be held on Veteran's Day	<i>Nov. 11 (M)</i>	<i>Nov. 11 (W)</i>
Thanksgiving Recess Begins	Nov. 27 (W)	Nov. 25 (W)
Thanksgiving Recess Ends	Dec. 1 (Su)	Nov. 29 (Su)
Last Day of Fall Term Classes	Dec. 3 (Tu)	Dec. 3 (Th)
Fall Reading Period Begins	Dec. 4 (W)	Dec. 4 (F)
Fall Reading Period Ends	Dec. 9 (M)	Dec. 9 (W)
Fall Term Final Examinations Begin	Dec. 10 (Tu)	Dec. 10 (Th)
Fall Term Final Examinations End	Dec. 19 (Th)	Dec. 19 (Sa)
First Day of Winter Recess	Dec. 20 (F)	Dec. 20 (Su)
Limited Opening for Pre-Approved Students	Jan. 2 (Th)	Jan. 4 (M)
Optional Winter Activities Begin	Jan. 17 (F)	Jan. 15 (F)
<i>Holiday — Martin Luther King Jr. Day</i>	<i>Jan. 20 (M)</i>	<i>Jan. 18 (M)</i>
Optional Winter Activities End	Jan. 26 (Su)	Jan. 24 (Su)
Winter Recess Ends	Jan. 26 (Su)	Jan. 24 (Su)
First Day Spring Classes/Registration	Jan. 27 (M)	Jan. 25 (M)
Course Registration Deadline	Jan. 31 (F)	Jan. 29 (F)
<i>Holiday — Presidents' Day</i>	<i>Feb. 17 (M)</i>	<i>Feb. 15 (M)</i>
Spring Recess Begins	Mar. 14 (Sa)	Mar. 13 (Sa)
Spring Recess Ends	Mar. 22 (Su)	Mar. 21 (Su)
Last Day of Spring Term Classes	Apr. 29 (W)	Apr. 28 (W)
Spring Reading Period Begins	Apr. 30 (Th)	Apr. 29 (Th)
Spring Reading Period Ends	May 6 (W)	May 5 (W)
Spring Term Final Examinations Begin	May 7 (Th)	May 6 (Th)
Spring Term Final Examinations End	May 16 (Sa)	May 15 (Sa)
Commencement	May 28 (Th)	May 27 (Th)

The dates of First-Year Family Weekend for the Class of 2023 are **Friday and Saturday, November 1 and 2, 2019**. More information on First-Year Family Weekend is available at parents.fas.harvard.edu.

* Tentative and subject to change



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