Resources for GSAS Students
# Table of Contents

## Welcome
- Welcome

## GSAS Resources
- Office of Student Affairs
- Office of Student Services
- Office of Financial Aid
- Fellowships Office
- Office of Academic Programs
- Office of Diversity and Minority Affairs
- The Center for Writing and Communicating Ideas
- Dudley House
- Student Groups
- Office of Residential Life

## University Resources—Academic
- Faculty of Arts and Sciences Registrar’s Office
- Bureau of Study Counsel
- Accessible Education Office
- Harvard Library
- Office of Career Services
- Derek Bok Center for Teaching and Learning
- Harvard International Office
- Harvard University Information Technology

## University Resources—Personal
- Harvard University Police Department
- Harvard University Health Services
- Counseling & Mental Health Services
- Health Promotion & Education
- Center for Wellness
- Office of Alcohol & Other Drug Services
- Harvard Chaplains
- Title IX Office
- Office of Sexual and Gender-Based Dispute Resolution
- Office of Sexual Assault Prevention and Response
- Sexual Harassment/Assault Response and Education
- University Ombudsman Office
- Office of Work/Life

## When to Seek Assistance
- When to Seek Assistance
Greetings,

Welcome to Resources for GSAS Students. This booklet contains information about resources within the Graduate School of Arts and Sciences (GSAS) and across Harvard University. GSAS and Harvard provide a wealth of support for you when you have questions, concerns, or are seeking assistance in your academic progress and personal life. We conclude this booklet with some indications and signs of what to look out for if you’re having a tough time.

While at times the complicated landscape of Harvard resources may seem overwhelming, the good news is that as GSAS students, you don’t need to know about every resource available. Students simply need to know about the Office of Student Services. Student Services can be thought of as the first place you go when you have any type of question or concern. The Office can assist you in identifying, locating, preparing, and connecting with the resources that will best support you. While on your academic journey, think of the office as a GPS that can help you find your destination, chart out the route, and clue you in to potential traffic so you can avoid it and keep on your way. Best wishes in your studies and life at Harvard University. We stand ready to support you at any point.

Sincerely,

Garth McCavana
Dean for Student Affairs, GSAS
GSAS Student Services
Lehman Hall/Dudley House, Room B-2
617-495-5005
gsas.harvard.edu/student-life/harvard-resources/gsas-student-services
stuserv@fas.harvard.edu
Office of Student Affairs
Richard A. and Susan F. Smith Campus Center, Suite 350
617-495-1814
gsas.harvard.edu/student-life/harvard-resources/office-student-affairs
studaff@fas.harvard.edu

Garth McCavana, Dean for Student Affairs
Richard A. and Susan F. Smith Campus Center, Suite 350
Lehman Hall/Dudley House, 3rd Floor
mccavana@fas.harvard.edu

Dean Garth McCavana is responsible for the welfare of graduate students and monitors students’ academic status, progress, and discipline. He is available to discuss any problems that may arise and will refer students to additional sources of assistance as necessary. He also coordinates orientation and registration activities. Dean McCavana represents the interests of GSAS students on numerous University-wide committees and is available to advise students on all issues related to the graduate school experience. He oversees the offices of Student Affairs, Student Services, and Residential Life.

Patrick O’Brien, Assistant Dean of Student Affairs
Richard A. and Susan F. Smith Campus Center, Suite 350
jpobrien@fas.harvard.edu

Patrick O’Brien serves as a point of contact and resource for all students, faculty, and staff in communicating and interpreting GSAS policy and procedure. He monitors graduate students’ status in maintaining satisfactory academic progress and advises students on administrative interaction and processes within FAS and across campus, including issues related to a student’s progress toward the degree and non-resident status, including traveling scholars and leaves of absence. He coordinates the transfer and readmission processes, the Exchange Scholar Program, the non-resident application process, the JD/PhD coordinated program, and annual events, including January@GSAS, Orientation and DudleyFest, and the GSAS Commencement Diploma-Awarding Ceremony. He advises students, faculty, and staff through all procedures and petitioning processes tied to registration and course enrollment and helps international students access English proficiency resources and coordinates the summer English Language Program for new international graduate students. Assistant Dean O’Brien serves as a liaison to the MD/PhD program, to the Health Sciences & Technology program, and for all interfaculty PhD programs.
Office of Student Services
Lehman Hall/Dudley House, Room B-2
617-495-5005
gsas.harvard.edu/student-life/harvard-resources/gsas-student-services
stuserv@fas.harvard.edu
Jacqueline Yun, Director of Student Services

The Office of Student Services provides support for all GSAS students—whatever the issue, the Office of Student Services is a great place to start. Jacqueline (Jackie) Yun, the director of student services, assists students who are having academic or personal difficulties and helps them navigate and connect with Harvard resources. Jackie also serves as a Title IX Coordinator for GSAS and is available to anyone who might have questions or concerns regarding gender-based discrimination or sexual harassment. Serving in an advisory role, she provides ongoing support and makes referrals to other sources of assistance. The Office of Student Services also supports the Graduate Student Groups (GSGs) and the Departmental Graduate Student Organizations (DGSOs).

Office of Financial Aid
Richard A. and Susan F. Smith Campus Center, Suite 350
617-495-5396
gsas.harvard.edu/financial-support
gsasfinaid@fas.harvard.edu
Mohan Boodram, Dean for Admissions and Financial Aid

GSAS Financial Aid Staff:

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Natural Sciences</th>
<th>Social Sciences</th>
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<tbody>
<tr>
<td>Bob La Pointe</td>
<td>Judith Mehrmann</td>
<td>Emily Burns</td>
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<td>Lisa Simpson</td>
<td>Tracey Newman</td>
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<td>Alison VanVolkenburgh</td>
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The GSAS Office of Financial Aid works closely with students to address any financial barriers they may encounter in their pursuit of graduate education at Harvard. GSAS offers a comprehensive program of financial support, including grants and fellowships from internal and external sources, traineeships, teaching fellowships, research assistantships, other academic employment opportunities, and several types of loans. Detailed information about these programs is available in the Financing Graduate Study available on the GSAS website at gsas.harvard.edu/student-life/harvard-resources/financing-graduate-study.

In addition to providing assistance in meeting typical student costs, the financial aid staff is a valuable resource when unexpected expenses arise, and they can help with personal financial management and identify potential sources of additional support.
The Fellowships Office is a resource for graduate students seeking funding for research support, language study, multiple-year general support, and dissertation-writing support. In addition to providing tailored advice through individual meetings, the office organizes workshops and panel discussions that provide information about the fellowships process and professional development activities, including a special session on how to publish research. We also conduct specialized informational fellowship seminars in departments that are tailored to specific disciplines.

The Office of Academic Programs oversees the academic and professional development of graduate students and includes the Harvard Integrated Life Sciences (HILS), the Center for Writing and Communicating Ideas, the Harvard Horizons program, and the Fellowships Office. Academic Programs also manages secondary fields, helps students and faculty develop research workshops, supports graduate consortia affiliated with Harvard initiatives, and enables Graduate Seminars in General Education and Graduate Seminars in Undergraduate Education, where graduate students work with faculty to develop undergraduate courses.

An environment of inclusivity is central to the mission of GSAS and essential to maintaining the intellectual excellence of Harvard University. The mission of the Office of Diversity and Minority Affairs is to recruit and mentor a community of scholars that reflects the ethnic and cultural diversity of our society. To this end, our office serves the needs of the community through social, professional development and academic activities, and advis-
ing and is additionally committed to expanding the pool of talented students who apply to graduate school through the development of programs for future applicants.

**The Center for Writing and Communicating Ideas**
Lehman Hall/Dudley House, 2nd floor  
gsas.harvard.edu/student-life/harvard-resources/center-writing-and-communicating-ideas  
smith03@fas.harvard.edu  
**Suzanne Smith,** Director

The Center for Writing and Communicating Ideas (CWCI) offers individual consultations, peer workshops, and other programming to support registered GSAS students at all stages of their careers. Tutors trained in the humanities, social sciences, sciences, and ESL work closely with students to improve academic papers, dissertations, and presentations. Overall, the CWCI helps GSAS students to heighten the impact of their research by fostering and refining their written and oral communication skills.

**Dudley House**
Lehman Hall, 3rd Floor  
617-495-2255  
dudley.harvard.edu  
dudhouse@fas.harvard.edu  
**Susan Zawalich,** Dudley House Administrator

For 25 years, Dudley House has served as the center of student life at GSAS. Social, intellectual, and recreational activities organized by the Dudley Fellows—fellow graduate students dedicated to building community—help GSAS students make connections outside of the classroom, lab, or library. And regardless of whether you participate in an activity or program, you can drop in at any time for a good meal at the Dudley Café, a cup of coffee in Café Gato Rojo, or a quiet place to read.

**Student Groups**
Office of Student Services  
Lehman Hall/Dudley House, Room B-2  
617-495-5005  
gsas.harvard.edu/student-life/harvard-resources/student-groups  
stuserv@fas.harvard.edu  
**Jacqueline Yun,** Director of Student Services

GSAS has dozens of student groups and organizations that enrich the graduate student experience through programs and events, while also providing resources for fellow graduate students. The Office of Student Services supports Graduate Student Groups (GSGs) that are affinity or identity-based and Departmental Graduate Student Organizations (DGSOs) that are connected to a subject and department. The office works with groups in all stages from creation, through revitalization, and renewal. Student Services also supports student leaders to develop programming for the GSAS Community.
Office of Residential Life
Lehman Hall/Dudley House, Room B-2
617-495-5060
gsas.harvard.edu/student-life/housing-dining
gsashouse@fas.harvard.edu
gsasreslife@fas.harvard.edu
Ashley Skipwith, Director of Residential Life

The GSAS Office of Residential Life assists full-time graduate students in exploring their options for both on-campus and off-campus housing. Our staff oversees the administration of the GSAS residence halls, the meal plan, and summer conference housing, additionally providing resources for locating off-campus housing. The Office of Residential Life also serves as a resource by providing information about various topics, including our online database of off-campus housing options, moving companies, bed and breakfasts, storage facilities, and maps of Cambridge.
University Resources—Academic

Faculty of Arts and Sciences Registrar’s Office
Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 450
617-495-1543
registrar.fas.harvard.edu
registrar@fas.harvard.edu

The Registrar’s Office maintains academic records for students in the Faculty of Arts and Sciences. In addition, the office oversees registration, cross-registration, examinations, classroom schedules, tuition billing, transcripts, and other services. Students should visit the Registrar’s Office website for important information about ordering transcripts, verifications, deadlines and registration information. Students preparing to graduate apply for their degrees and submit their dissertations through the registrar’s website.

Bureau of Study Counsel
5 Linden Street, Cambridge
617-495-2581
bsc.harvard.edu
bsc@harvard.edu

The Bureau of Study Counsel (BSC) offers services for graduate students to help them thrive in their academic life and learning at Harvard. Services that are of interest to graduate students include:

- Academic counseling, which can address issues such as: time management, motivation, and meeting the academic demands of graduate study.
- Workshops and discussions on issues related to study skills and student life, for example, dissertation writers’ support group, time management, procrastination, perfectionism, speaking up in class, and reading strategies.
- Consultation regarding graduate students’ work with undergraduates as tutors, proctors or teaching fellows, such as concerns about particular students or how to support students in their learning.
- Peer consultation to improve speaking and listening skills in English for non-native English speakers and to help international students develop a better understanding of US and Harvard cultures. Peer consultants are usually Harvard College undergraduates.
- Peer tutoring to refresh students’ knowledge about a particular subject. Peer tutors are usually Harvard College undergraduates. Graduate students are eligible to become peer tutors. Becoming a peer tutor provides an excellent opportunity for students to connect with undergraduates and develop their teaching skills.

BSC services are private, in keeping with applicable Harvard University policies.
Accessible Education Office
Richard A. and Susan F. Smith Campus Center, 4th Floor
617-496-8707
www.aeo.fas.harvard.edu
aeo@fas.harvard.edu

The Accessible Education Office (AEO) serves as the central campus resource for GSAS students with clinically documented medical, mental health, ADHD, and learning disabilities who may require accommodations due to the impact of a disability. Guidelines for clinical documentation may be found on the AEO website, and such documentation should be provided directly to AEO rather than to other GSAS administrative or academic departments.

The AEO is a confidential office, and students are encouraged to be in contact with any questions or accommodation requests regarding accessible transportation, housing, assistive technology, and other academic adjustments consistent with University policies. Requests for accommodations should be made as soon as the student is accepted by GSAS or at the onset of a health-related condition.

For specific information about accessible residence hall housing, contact the GSAS Office of Residential Life at 617-495-5060 or gsashouse@fas.harvard.edu.

Harvard Library
617-495-3650
library.harvard.edu
asklib@fas.harvard.edu

Harvard has the United States’ oldest and world’s largest academic library, which is an unparalleled resource for your learning and research. Harvard’s librarians, curators, archivists, technologists, and dedicated staff members are eager to help students whatever their academic interests. The Harvard Library team is a resource for you to discover collections, explore virtually any subject, and create new knowledge utilizing the more than 20 million volumes of our holdings, including e-books, manuscripts, streaming content, photographs, maps, artifacts, recordings, films, datasets, and electronic resources across more than 70 libraries.

Graduate students are welcome in all of Harvard’s libraries. The libraries that GSAS students use most often are those in the Harvard College Library system. Lamont Library is the 24/5 hub of student life, Widener Library is the University’s flagship research library, and Houghton Library contains rare books and manuscripts. All are located in Harvard Yard.

The Harvard Library website (library.harvard.edu) contains information about all of Harvard’s libraries and provides quick access to online research resources, including catalogs, databases, tools, and tutorials. To find out about the Harvard College Library, explore hcl.harvard.edu, a site that complements the Harvard library website.

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

Librarians have expertise in academic disciplines, languages, approaches to
interdisciplinary research, and digital technologies. They work with graduate students beginning with their first-year courses, through to their teaching and dissertation research. Each department is assigned a Liaison Librarian, a point of first contact, who connects students to resident experts within the archives and libraries. Students can access in-depth assistance in navigating collections including visual, sound, manuscript, data sets, and maps. The Harvard Library also supports multimedia resource training, and provides individual research consultation on papers and projects. Contact Laura Farwell Blake (farwell@fas.harvard.edu; 617-496-0108) or access the list of research contacts and library liaisons at hcl.harvard.edu/research/contacts for specialized help.

Office of Career Services
54 Dunster Street, Cambridge
617-495-2595
www.ocs.fas.harvard.edu
ocsrecep@fas.harvard.edu

The Office of Career Services (OCS) assists GSAS students and alumni in preparing for their professional futures. Through individual counseling, workshops, guest speakers, work groups, and extensive library and alumni resources, OCS provides information about career opportunities and instruction in the process of self-assessment, career exploration, and the job search for careers within and beyond academia. Mock practice interviews are also available for students at the interview phase of the job search process. Drop-in hours for GSAS students are most Wednesdays 1:00 p.m. to 4:00 p.m. To make an individual appointment with an advisor, please visit ocs.fas.harvard.edu/gsas-advising or call 617-495-2595.

Derek Bok Center for Teaching and Learning
Science Center, Room 316A
617-495-4869
bokcenter.harvard.edu
bokcenter@fas.harvard.edu

The Derek Bok Center for Teaching and Learning offers a variety of services, programs, and resources to support Harvard’s teaching community. The Fall Teaching Conference and Winter Teaching Week provide an introduction to teaching sections for new teaching fellows, as well as workshops for experienced instructors. The Bok Center provides support for individuals in the form of consultations on pedagogical issues, and practice teaching that includes videotaping and review. Bok Center-trained Departmental Teaching Fellows (DTF) are imbedded in many departments who can offer additional support to graduate students when they teach.

Throughout the year, the Bok Center offers a variety of workshops and courses about teaching and learning for graduate students. Bok Seminars are multi-session courses on topics including discussion leading, oral communication, active learning, and teaching with multimedia.

Additionally, several pedagogy courses and workshops are specifically designed for international teachers and scholars. The Bok Center Teaching Certificate—which
builds on existing workshops, seminars, and teaching practicums—offers participants a tangible record of their ongoing development as teachers in higher education. Graduate students who are particularly interested in teaching may engage more extensively with the Bok Center through one of several Fellows programs, which focus on topics including writing, media, and pedagogy.

Harvard International Office
Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Room 864
617-495-2789
hio.harvard.edu

The Harvard International Office (HIO) serves foreign nationals at Harvard by providing programs and services for international students, scholars, and their families. These programs and services include orientation meetings and printed information to assist with the adjustment to Harvard and living in the Boston/Cambridge area; advising and counseling on immigration regulations, social and cultural differences.

Harvard University Information Technology
1033 Massachusetts Avenue, Cambridge
617-495-7777
huit.harvard.edu
ithelp@harvard.edu

LastPass password manager
LastPass is a secure password manager that remembers your passwords so you don’t have to. Harvard has partnered with LastPass to provide a free premium version of this service, which provides unlimited sync across all your devices so you always have your passwords with you. Get started at lastpass.com/harvard.

@g.harvard.edu E-mail Account
Every Harvard GSAS Student can create a @g.harvard.edu email account, which is hosted by Google. To create your account, visit huit.harvard.edu/pages/students. To access your email, go to g.harvard.edu.

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

Register with 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.

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

**How to Acquire Computer Hardware and Software**
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, FAS students should visit the FAS software download page at 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.

**Microsoft Office 365**
As part of the Office 365 service, Harvard offers the full Microsoft Office suite (Word, Excel, PowerPoint, more) available free to download and use your personal computers and mobile devices (up to five computers and five mobile devices). Visit mso.harvard.edu/office-proplus-harvard-college-students-overview for instructions.

**PaperCut Printing**
PaperCut Printing allows you to access public printers in the Science Center and other locations (see huit.harvard.edu/pages/printing-locations for a complete list). 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 located in Science Center B-06.

**Global Support Services**
114 Mount Auburn Street, 5th Floor
617-495-1111
globalsupport.harvard.edu
globalsupport@harvard.edu

Global Support Services (GSS) provides tools and guidance for students, faculty, and staff that enable you to safely pursue your overseas study, work, and research. Our team works with every School and department to support your international security and operational needs wherever your academic and intellectual pursuits may lead you. Services and resources include:

- Pre-departure group orientations
- One-on-one consultations to discuss concerns and risk mitigation strategies related to your destination, gender, race, sexual orientation, gender-identity, or work or research topic
- Outbound visa application assistance
- Country-specific travel briefs and email alerts
- Security assessments and intelligence analysis
• Liaison with related on-campus and in-country offices, individuals, and resources
• Emergency medical and security response and evacuation services

Visit our website to:
• Research your destination and review travel risk ratings.
• Review the Graduate Student Travel Policy and your pre-departure requirements.
• Register your trip in the Harvard Travel Registry (required if traveling with Harvard sponsorship or funding).
• Learn about Harvard Travel Assist, our 24/7 global emergency response program.
• Check your visa, passport, and immunization requirements.
• Contact us if you have any questions or concerns.
Harvard University Police Department
1033 Massachusetts Avenue, 6th Floor
Police Assistance: 617-495-1212
Business Line: 617-495-1215
Criminal Investigation Division: 617-495-1796 or 617-495-1212
www.hupd.harvard.edu

The mission of the Harvard University Police Department (HUPD) is to maintain a safe and secure campus by providing quality policing in partnership with the community. 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 communication dispatchers, and support and administrative personnel.

Core functions of the department include:
- 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
- investigating trespassers or unwanted guests

HUPD's headquarters is located on the 6th floor of 1033 Massachusetts Avenue. The HUPD operates substations where community members can register their laptops or bicycles, file a police report, or talk to an officer about any safety issues. Substations are listed at www.hupd.harvard.edu/community-oriented-problem-solving.

Students, faculty, and staff are strongly encouraged to report all criminal and suspicious activity to the HUPD in a timely manner. Timely reporting of information assists us in intervening in potential criminal activity and apprehending suspects. Please do not delay in calling. To reach the HUPD in an emergency, call 617-495-1212. Community members are strongly encouraged to add 617-495-1212 to their cell phone contacts.

For additional information on safety and security and services offered, please visit the HUPD website at www.hupd.harvard.edu and read “Playing it Safe,” the department’s annual report which can be found at www.hupd.harvard.edu/annual-security-report.
Harvard University Health Services
Richard A. and Susan F. Smith Campus Center, 75 Mount Auburn Street
617-495-5711
huhs.harvard.edu

Harvard University Health Services (HUHS) provides comprehensive primary and specialty care for the Harvard community. Some of the services available include:

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

Primary care and some mental health services are also available at the satellite clinics located on the Business School, Law School, and on the Medical Area campuses.

* Please note: a number of HUHS departments will relocate at different times throughout the year due to the Smith Campus Center construction project. Please visit huhs.harvard.edu for the most up-to-date hours and location information.

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

Urgent Care
huhs.harvard.edu/urgentcare

Urgent Care for non-routine, urgent medical concerns or symptoms is available 24 hours a day. Students can schedule same-day non-routine medical appointments and initial phone assessments for Counseling and Mental Health Services online through the Patient Portal at huhs.harvard.edu/patient-portal. Whenever possible, students are encouraged to call first to obtain advice from their health care team or mental health provider.

*Please note, Urgent Care will move to a different location for weekday evening/overnight and weekend/holiday hours due to the Smith Campus Center construction project. Please visit huhs.harvard.edu/urgentcare for the most up-to-date information.

Primary Care/Internal Medicine
617-495-8414 or 617-495-2001
huhs.harvard.edu

HUHS is committed to providing each student with complete, coordinated health care through a working relationship with a health care team comprised of a primary care physician, nurse practitioner, registered nurses, and health assistants. Students with chronic medical conditions are advised to establish a relationship with their health care team early in the academic year. To improve the continuity of care, it is helpful to obtain copies of medical records related to these chronic conditions from other facilities.
Counseling & Mental Health Services
617-495-2042
huhs.harvard.edu
HUHS Counseling and Mental Health Services provides coverage to students year round. Counseling is available for a wide variety of concerns, including:
- 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

Treatment options include individual psychotherapy, medication management, and group therapy. All visits are confidential and mental health records are held separately from the rest of the medical record, except for information on medications and hospitalizations. Counseling and Mental Health Services are also offered at satellite health clinics on the Harvard Business School, Harvard Law School, and Longwood Medical Area campuses.

Health Promotion & Education
617-496-2053
hpe.huhs.harvard.edu
hpe@huhs.harvard.edu
Health Promotion & Education fosters health and well-being by connecting members of the Harvard community with information, services, and resources that inspire healthy attitudes and behaviors. Health Promotion & Education oversees the extensive peer education network and works collaboratively with deans, directors, House administrators, and other groups from across the University on programming to promote wellness.

Center for Wellness
617-495-9629
cw.huhs.harvard.edu
cw@huhs.harvard.edu
The Center for Wellness is a University-wide resource focused on promoting the lifelong health and well-being of those in the Harvard community. The Center for Wellness offers group classes and workshops, individual appointments for massage and acupuncture, and collaborates with a number of student groups and offices within the University in health promotion and education.
Office of Alcohol & Other Drug Services
617-496-0133
aods.harvard.edu
aods@huhs.harvard.edu

The Office of Alcohol & 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 throughout the University 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 & Alcohol Peer Advisors, who act as health opinion leaders and peer resources for issues around alcohol and drug use.

Harvard Chaplains
44R Brattle Street, Cambridge
617-495-5529
chaplains.harvard.edu
chaplains@harvard.edu

The Harvard Chaplains are a professional community of more than 30 chaplains, representing many of the world’s religious, spiritual, and ethical traditions, who share a collective commitment to serving the spiritual needs of the students, faculty, and staff of Harvard University.

Title IX Office
44R Brattle Street, 2nd Floor, Cambridge
617-496-0200
titleix.harvard.edu
odr@harvard.edu

Students with questions or concerns regarding possible discrimination based on sex should contact a GSAS Title IX Coordinator or the University’s Title IX Officer.

GSAS Title IX Coordinators
Seth Avakian, Program Officer for Title IX and Professional Conduct (FAS)
avakian@fas.harvard.edu
University Hall, 414A
617-495-9583
Jacqueline Yun, Director of Student Services
jyun@fas.harvard.edu
Lehman Hall/Dudley House, Room B-2
617-495-5005, fax: 617-496-5169

Title IX Officer
Mia Karvonides, Title IX Officer
44R Brattle Street, 2nd Floor
mia_karvonides@harvard.edu
617-495-4134
School Title IX Coordinators
Title IX Coordinators are neutral parties committed to addressing complaints of sexual discrimination in our community. You may have concerns about events you were involved in or an incident you observed or were told about involving another member of the community. Or, you may have questions about the investigative process. We encourage you to have a conversation with a Title IX Coordinator.

What they can do for you
Title IX coordinators can help arrange interim measures—the supports to help continue with studies and participate in all aspects of campus life at Harvard—and help access the Office of Dispute Resolution (see below) and learn more about the complaint process.

Discretion and sensitivity
Title IX Coordinators are trained to handle sensitive information with appropriate discretion. Although not a confidential resource, they respect and protect privacy to the greatest extent possible, sharing information only on a need-to-know basis, for example, to evaluate interim measures or to enable the University to take action to ensure the safety of the community.

Office for Sexual and Gender-Based Dispute Resolution
44R Brattle Street, 2nd Floor, Cambridge
617-495-3786
odr.harvard.edu
odr@harvard.edu

Harvard students, faculty, staff, other Harvard appointees, or third parties who believe they are directly affected by the conduct of a Harvard student, staff member, or faculty member,* or a third party in association with Harvard program or activities, may visit Office for Sexual and Gender-Based Dispute Resolution (ODR) to request information or advice (including whether certain conduct may violate the policy), seek informal resolution, or file a formal complaint.

ODR investigates sexual misconduct complaints against students, staff, and faculty in the FAS. As a central office, ODR serves the entire Harvard community and is staffed by expert investigators. It also works in close coordination with the involved Schools, like FAS.

Investigators interview witnesses, review the evidence, make findings of fact using the “preponderance of the evidence” standard, determine whether there has been a violation of the policy, and turn their reports over to the appropriate officials at the school or unit for considering imposition of sanctions.

*Concerns regarding HBS or HLS faculty members should be addressed to those respective schools.
Office of Sexual Assault Prevention and Response

24-Hour Response Line: 617-495-9100
617-496-5636
osapr.harvard.edu
osapr@fas.harvard.edu

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

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

Students can access these services by calling the office at 617-496-5636 or visiting OSAPR in the Richard A. and Susan F. Smith Campus Center. All communications and services are completely confidential.

Sexual Harassment/Assault Response and Education

share.harvard.edu

The Harvard University community works to meet your needs with both immediate and long-term support and guidance. Through SHARE, you can connect with timely and confidential counseling, explore filing a complaint, contact specially trained 24/7 emergency services, and learn about engaging interim measures—academic, workplace, housing, or other support services—to help you continue to participate in all aspects of the Harvard community.
**University Ombudsman Office**

44R Brattle Street, Cambridge  
617 495-7748  
ombudsman.harvard.edu  
university_ombudsman@harvard.edu

The University Ombudsman Office is a confidential, neutral, and independent resource for problem resolution, available to all Harvard faculty, students, postdocs, research personnel, and staff. A visitor can discuss issues and concerns with the ombudsman without committing to further disclosure or any formal resolution and receive help in finding solutions for problems that they may have been unable to resolve using existing channels. The ombudsman can help analyze and assess avenues for conflict resolution, including assistance with both written and verbal communications. Next steps are always determined by the visitor, depending on the circumstances and comfort with possible options. Provided all parties agree, the ombudsman may facilitate conversations through shuttle diplomacy, informal mediation, or be present in a discussion as a neutral. Typical issues may include academic and research disputes, advisor-student relationships, harassment, inappropriate behavior, unprofessional conduct, disability or illness, problematic work climate, and resource referral.

**Office of Work/Life**

114 Mount Auburn Street, Cambridge  
617-495-4100  
hr.harvard.edu/worklife  
worklife@harvard.edu

The Office of Work/Life administers a variety of programs that provide support to the University’s graduate students, staff, and faculty. Of particular interest to graduate students are:

- The WATCH Portal (Web Access to Care at Harvard) connects parents and student caregivers within the Harvard community: www.WATCH.harvard.edu
- A child care information website: hr.harvard.edu/childcare
- The Harvard community parent-to-parent supports: hr.harvard.edu/parental-lactation-support
- Six on-campus Harvard-affiliated child care centers: hr.harvard.edu/finding-child-care
- Lactation rooms located around campus: hr.harvard.edu/parental-lactation-support
- Discounted nanny search and placement services: hr.harvard.edu/finding-child-care
When to Seek Assistance

In an atmosphere that places high value on success, acknowledging the need for assistance to get through difficult times is not always easy. Although difficult, ignoring or putting off getting help with problems can make them more serious and disruptive. If you are a student and have an academic or personal concern or question, please don’t delay in seeking assistance from one of Harvard’s many resources described in this booklet. If a friend, roommate, or classmate seems to be struggling, it can be enormously helpful to refer them to one of these resources.

Questions to Ask
Stress can challenge us to do our best work, but it may also overwhelm our inner resources. Have you found yourself thinking or feeling any of the following?

- “I can’t concentrate anymore. How can I possibly do all this work? Why does everyone else seem in control?”
- “They never know. I can put on a happy face and indulge in small talk. They can’t tell what I am thinking and that I’m not able to sleep or eat for the past two weeks. I feel lost and alone.”
- “Everything moves so quickly here. In my country we depend on family and close friends to help with problems. Here it’s hard to know how to take the first step to get help.”
- “I feel less motivated. I can’t seem to make decisions easily and I’m not looking forward to anything.”
- “I’m functioning but I feel awful about my lack of academic progress. I feel too embarrassed to tell anyone in my department.”
- “I’ve always been able to handle things on my own, but however hard I try, I can’t seem to manage my academic work and everything else I have to do.”

Outward Signs
When students are having a tough time, their stress is expressed through behavior. Here are some clues that a student might be going through a difficult period and could use resource help.
Academic

- Ongoing delays in getting started on papers, dissertation, or other projects
- Deterioration in quality of work
- Missed assignments or appointments; not responding to e-mail
- Repeated absence from class or laboratory
- Continually asking for accommodations (extensions, postponed examinations)
- Acting withdrawn in participation-oriented activities, such as section meetings or lab assignments
- Inappropriate disruption or monopolization of the classroom

Physical/Behavioral

- Feeling discouraged about academic progress
- Lack of confidence in quality of work
- Deterioration in physical appearance or personal hygiene
- Sleep changes (sleeping too much or too little, being tired all the time)
- Unusual weight gain or weight loss
- Changes in or exaggeration of personality traits
- Unprovoked anger or hostility
- Irritability, constant anxiety, or weepiness
- Noticeable changes in ability to concentrate and stay motivated
- A disquieting sense that something is very wrong

Interpersonal

- Expression of concern by other students
- Avoiding contact with colleagues and friends
- Written statements or verbalization of hopelessness, futility, or lack of energy

GSAS students visit Harvard’s Counseling and Mental Health Services (CAMHS) for assistance with a range of emotional and psychological conditions, such as depression, anxiety, interpersonal conflicts, financial difficulties, career confusion, loneliness, and physical symptoms associated with psychological issues. It’s not unusual for these issues to emerge during the graduate student years. Visit huhs.harvard.edu/camhs for more information.