Resources for GSAS Students | 2018–2019
Contents

The Graduate Student Journey 2

GSAS Resources 3
Office of Student Affairs 3
Office of Student Services 4
Office of Financial Aid 4
Fellowships Office 5
Office of Academic Programs 5
Office of Diversity and Minority Affairs 6
The Center for Writing and Communicating Ideas 6
Dudley House 7
Graduate Student Groups 7
Office of Residential Life 8

University Resources—Academic 8
Faculty of Arts and Sciences Registrar’s Office 8
Bureau of Study Counsel 9
Accessible Education Office 10
Harvard Library 10
Office of Career Services 11
Derek Bok Center for Teaching and Learning 12
Harvard International Office 13
Harvard University Information Technology 13
Harvard Global Support Services 15
University Resources—Personal

Harvard University Police Department 16
Harvard University Health Services 17
Counseling & Mental Health Services 20
Center for Wellness and Health Promotion 20
Office of Alcohol & Other Drug Services 21
Harvard Chaplains 21
Title IX Office 21
Office for Dispute Resolution 23
Office of Sexual Assault Prevention and Response 23
University Ombudsman Office 24
Office of Work/Life 25
Student Employment Office 26
Transportation—Shuttle Buses 26
Thrive@Harvard Mobile App 27
Athletics Membership and Facilities 27
Greetings,

*Resources for GSAS Students* connects you with the wealth of resources offered within the Graduate School of Arts and Sciences (GSAS) and across Harvard University. These offices and individuals can help you when you have questions or concerns, or when you are seeking assistance with your academic progress and personal life. Within this booklet, you will also find a guide to seeking advice if you or someone you know is struggling with an academic or personal matter.

While numerous resources exist to help guide you on your graduate student journey, the good news is that you don't need to memorize each one—you simply need to know about the Office of Student Services, the first place to go when you have questions or concerns. The Office can assist you in identifying, locating, preparing, and connecting with the resources that will best support your unique circumstances. While on your academic journey, think of Student Services as a GPS that can chart out your route, clue you in to potential traffic, and keep you on track to your ultimate destination.

Best wishes in your studies and life at Harvard University. We stand ready to support you at any point.

Sincerely,

Garth McCavana, PhD ’90  
Dean for Student Affairs, GSAS

**Connect with the Office of Student Services**  
Dudley House/Lehman Hall, Room B-2, Cambridge  
617-495-5005  
gsas.harvard.edu/student-services  
stuserv@fas.harvard.edu
GSAS Resources

Office of Student Affairs

Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 350, Cambridge
617-495-1814
gsas.harvard.edu/student-life/harvard-resources/office-student-affairs
studaff@fas.harvard.edu

Garth McCavana, Dean for Student Affairs
Dean McCavana also maintains an office in Dudley House/Lehman Hall, 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
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, for example 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.

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**Office of Student Services**

Dudley House/Lehman Hall  
Room B-2, Cambridge  
617-495-5005  
gsas.harvard.edu/student-services, stuserv@fas.harvard.edu

Jacqueline Yun, Director of Student Services

In her role as director of student services, Jacqueline (Jackie) Yun is the go-to person for GSAS students. Jackie assists students who are having academic or personal difficulty, and she helps students navigate and connect with GSAS, Harvard, and community resources. Jackie serves in an advisory role, provides ongoing support, and makes referrals to other sources of assistance as necessary. In emergency situations, Jackie receives notifications and reaches out to offer support and assistance to students.

The Office of Student Services advises the Graduate Student Council, oversees graduate student groups, and supports student leaders in GSAS. The Office is also responsible for various aspects of GSAS Orientation, International Student Orientation, and other community events. Whatever the issue, the Office of Student Services is a great place to start.

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**Office of Financial Aid**

Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 350, Cambridge  
617-495-5396  
gsas.harvard.edu/financial-support, gsasfinaid@fas.harvard.edu

Mohan Boodram, Dean for Admissions and Financial Aid  
Betsy Scola, Associate Director of Financial Aid

Financial Aid Officers:

- Humanities: Lisa Simpson, Matt Wallace
- Natural Sciences: Judith Mehrmann, Tracey Newman
- Social Sciences: Emily Burns, Alex Kent, Alison VanVolkenburgh

The 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.

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.

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**Fellowships Office**

Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 350, Cambridge  
Please call 617-495-1814 to arrange for an appointment  
gsas.harvard.edu/fellowships  
**Cynthia Verba**, Director of Fellowships  
cverba@fas.harvard.edu

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.

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**Office of Academic Programs**

Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 350, Cambridge  
617-495-5315  
**Sheila Thomas**, Dean for Academic Programs and Diversity  
sthomas@fas.harvard.edu

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.

Office of Diversity and Minority Affairs

Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Suite 350, Cambridge
617-495-5315
gsas.harvard.edu/diversity, minrec@fas.harvard.edu

Sheila Thomas, Dean for Academic Programs and Diversity
sthomas@fas.harvard.edu

Stephanie Parsons, Assistant Director of Diversity and Minority Affairs
sparsons@fas.harvard.edu

Karina Gonzalez Herrera, Assistant Director of Diversity and Minority Affairs,
Division of Medical Sciences, knherrer@fas.harvard.edu

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 advising 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

Dudley House/Lehman Hall, 2nd Floor, Cambridge
gsas.harvard.edu/writing

Suzanne Smith, Director
smith03@fas.harvard.edu

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, and sciences 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.

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**Dudley House**

Lehman Hall, 3rd Floor, Cambridge  
617-495-2255  
dudley.harvard.edu, dudhouse@fas.harvard.edu  

**Susan Zawalich**, Dudley House Administrator

For more than 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.

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**Graduate Student Groups**

Office of Student Services  
Dudley House/Lehman Hall, Room B-2, Cambridge  
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. The Office can also connect students to Departmental Graduate Student Organizations (DGSO) affiliated with a department, program, or subject. 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
Dudley House/Lehman Hall, Room B-2, Cambridge
617-495-5060
gsas.harvard.edu/housing, gsasreslife@fas.harvard.edu

Ashley Skipwith, Director of Residential Life
The 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 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, Cambridge
617-495-1543
registrar.fas.harvard.edu, registrar@fas.harvard.edu

The FAS Registrar's Office provides a variety of services to faculty, students, staff, and alumni including tracking students’ registration status, managing the course enrollment process (registration, add/drop, cross-registration), and billing tuition and fees. They are responsible for updating the my.harvard course search and the Information for Faculty handbook, scheduling classrooms for courses, sections, and special events, and managing final exams. The FAS Registrar's Office tracks students’ progress to degree, secondary fields, foreign language citations, and accepts dissertations. Transcripts, diplomas, certificates of enrollment, and degree verifications are processed by the Registrar’s Office for all FAS students.
The Bureau of Study Counsel (BSC) offers services for graduate students to help them engage and thrive in their life and learning at Harvard. Services of particular interest to graduate students include:

- **Academic counseling**: conversations about approaching intellectual and creative work with strategy and purpose; making challenging choices about time and priorities; developing a sense of authenticity and authority in one’s scholarship, relationships, and leadership; dealing with academic stress; discovering and honoring what is vitalizing and meaningful.

- **Workshops and discussions** on topics such as speaking up in class, getting started writing papers, procrastination, perfectionism, dissertation writing, and discerning what is enlivening and fulfilling.

- **Consultation** regarding one’s work with undergraduates in the role of teaching fellow, proctor, or resident tutor (e.g., how to engage and support students in their learning; how to approach a student of concern).

- **Peer consultation** for non-native English speakers and international students to improve speaking and listening skills in English (for presentation, class discussion, and conversation) and to better understand US and Harvard cultures. Peer consultants are usually Harvard College undergraduates.

- **Peer tutoring** to refresh one’s knowledge about a particular subject area. Peer tutors are usually Harvard College undergraduates. Graduate students are encouraged to become peer tutors; tutoring offers an opportunity to connect with undergraduates and develop one’s teaching skills.

- **Harvard Course in Reading and Study Strategies**, a non-credit mini-course to help students and professionals develop a repertoire of active reading strategies and approaches with which to read more effectively and efficiently.

*BSC services are private in keeping with applicable Harvard University policies. The BSC’s academic counselors are not required to report Title IX–related incidents (sexual assault/harassment/discrimination) to a Title IX Coordinator.*
Accessible Education Office

Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue,
4th Floor, Cambridge
617-496-8707
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. Guidelines for clinical documentation may be found on the AEO website, and such documentation should be provided directly to AEO rather than to GSAS administrative or academic departments.

The AEO is a confidential office, and students are encouraged to be in contact with 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 gsasreslife@fas.harvard.edu.

Harvard Library

library.harvard.edu, ask.library.harvard.edu

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.

Harvard Library’s holdings range from traditional print collections to rapidly expanding digital resources, providing the University’s faculty, students, and researchers—now and in the future—with comprehensive access to these materials. Graduate students are welcome in all of Harvard’s libraries. In Harvard Yard, for example, Lamont Library is the 24/5 hub of student life, Widener Library is the University’s flagship research library, Cabot Science Library includes flexible learning environments and a cafe, and Houghton Library contains rare books and manuscripts.
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.

Get information and help 24/7 via the Ask a Librarian service. Students can text, e-mail, 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

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.

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**Office of Career Services**

54 Dunster Street, Cambridge
617-495-2595
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 advising, workshops, guest speakers, and extensive library and alumni resources, OCS provides information about career opportunities within and beyond academia, as well as guidance in the processes of self-assessment, career exploration, and the job search. Mock 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, Cambridge
617-495-4869
bokcenter.harvard.edu, bokcenter@fas.harvard.edu

Graduate Student Programming
Teaching is intimately connected to your growth as a scholar. From apprenticing for a faculty career to acquiring valuable skills in communication, the Derek Bok Center for Teaching and Learning is here to help you succeed, offering programs and services for graduate students at every stage:

• The Fall Teaching Conference and Winter Teaching Week introduce new teaching fellows to the culture and expectations of Harvard’s undergraduate classroom and offer experienced instructors the chance to become more familiar with key topics ranging from leading humanities discussions and grading problem sets in the sciences to diversity, inclusion, and belonging.

• Bok Seminars are designed for graduate students who wish to continue their professional development as teachers and communicators. Each Bok Seminar provides the opportunity to explore an area of interest in teaching and learning over multiple sessions.

• The Professional Communication Program for International Teachers and Scholars offers seminars and workshops specifically designed for international teachers and scholars, focusing on speaking and presentation skills (including English language proficiency), and intercultural communication.

• The Bok Center Teaching Certificate is designed for PhD students who want to demonstrate a commitment to teaching and to bring together their experiences both in their departments and with the Bok Center.

• Graduate students may engage more extensively with the Bok Center through one of several Fellows Programs, designed to serve departments and provide professional development opportunities for exceptional graduate student teachers.

Learn more on our website: bokcenter.harvard.edu/graduate-students
Harvard International Office
Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Room 864, Cambridge
617-495-2789
hio.harvard.edu, internationaloffice@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, and social and cultural differences.

Harvard University Information Technology
Walk-In Support Center
Science Center Basement B-14, Cambridge
617-495-7777
huit.harvard.edu/ithelp

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.

@g.harvard.edu E-mail Account
Every Harvard GSAS Student can create an @g.harvard.edu e-mail account, hosted by Google. Getting started is easy, please visit g.harvard.edu/getting-started/gsas for more information.

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 e-mail alerts at messageme.harvard.edu.

Course Websites
Harvard courses have websites that are used to post announcements, assignments, and lecture notes to foster online discussion and collaboration. GSAS students have the flexibility to enroll in courses within the Faculty of Arts and Sciences and at other Harvard Schools, including Harvard Extension School. The my.harvard portal provides access to the course catalog and course registration tools.

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 on 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.

HUIT Crimson Print
HUIT Crimson Print uses the PaperCut print management platform to allow access to 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 located in Science Center B-14 for assistance.
Harvard Global Support Services
114 Mount Auburn Street, 5th Floor, Cambridge
617-495-1111
globalsupport.harvard.edu, globalsupport@harvard.edu

Harvard 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 e-mail alerts
- Emergency medical and security response and evacuation

Visit globalsupport.harvard.edu 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 our 24/7 global emergency response program
- Check your visa, passport, and immunization requirements
- Contact us if you have any questions or concerns
University Resources—Personal

Harvard University Police Department
1033 Massachusetts Avenue, 6th Floor, Cambridge
Police Assistance: 617-495-1212
Business Line: 617-495-1215
Criminal Investigation Division: 617-495-1796 or 617-495-1212
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

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, Cambridge
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, including pediatrics

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

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

Urgent Care
huhs.harvard.edu/urgentcare

Students who visit Urgent Care will receive advice and treatment for urgent health problems, both physical and emotional, that require prompt attention but are not life-threatening emergencies, 24 hours a day.

Students can also 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.
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.

Harvard University Student Health Program
The Harvard University Student Health Program (HUSHP) is comprised of two parts:

• The Student Health Fee is required of all students who are more than half time and studying in Massachusetts. This fee covers most services at Harvard University Health Services (HUHS), including internal medicine, medical/surgical specialty care, mental health/counseling services, physical therapy, radiology, and urgent care.

• The Student Health Insurance Plan coverage includes emergency room visits, hospitalizations, diagnostic lab/radiology services, ambulatory surgery, specialty care outside HUHS (limited), and prescription drug coverage. Benefit limits and cost-sharing may apply—visit hushp.harvard.edu for more details.

HUSHP STUDENT DEPENDENT COVERAGE
Students may enroll their spouse and/or dependent children (under age 26) in HUSHP. You must enroll dependents by August 31, 2018, for the fall term, and February 28, 2019, for the spring term. Rates, enrollment forms, and deadlines are available at hushp.harvard.edu.

Harvard Dental Service
huhs.harvard.edu/dental
617-495-2063

The Harvard Dental Service offers a full range of dental services for the entire Harvard community, including family members. Harvard Dental Service accepts Delta Dental and Blue Cross Blue Shield Dental insurance plans.
Pharmacy

huhs.harvard.edu/pharmacy
617-496-6661

Conveniently located at HUHS in the Smith Campus Center, the Pharmacy fills prescriptions written by HUHS clinicians and accepts a variety of prescription insurance plans. All members of the Harvard community can visit the Pharmacy to purchase discounted over-the-counter products. Prescription refills and discounted over-the-counter products may be picked up 24 hours a day/7 days a week at the ScriptCenter kiosk located in the HUHS 1st floor lobby.

Patient Advocate

75 Mount Auburn Street, 1st Floor, Cambridge

huhs.harvard.edu/about-us/patient-advocate, patadvoc@huhs.harvard.edu

Mallory Finne, 617-495-7583

The HUHS Patient Advocate is available to help you navigate the health care system and explore choices for your medical care, as well as:

- Resolve or mediate problems
- Discuss financial assistance options
- Coordinate special needs arrangements

All feedback is confidential and may be submitted to the suggestion boxes in the clinic. Please provide contact information if you would like a response. We welcome positive comments and recommendations for improvements.

HUHS Care Coordination

617-495-3271

huhs.harvard.edu/services/primary-care-internal-medicine, carecoordination@huhs.harvard.edu

Alyssa Hajjar-Betters, LICSW, 617-496-5472

Christine Magatao, RN, 617-495-5938

Cheri Smith, LICSW, 617-495-7872

If you and your family are experiencing acute illnesses and recovery, the Care Coordination team will help assess your medical and psychosocial needs and facilitate access to appropriate levels of care and services. The team will ensure that you receive the best and most appropriate services and care within your defined insurance benefits.
Counseling & Mental Health Services
Richard A. and Susan F. Smith Campus Center 75 Mount Auburn Street, 4th Floor, Cambridge 617-495-2042 huhs.harvard.edu/camhs

Counseling and Mental Health Services (CAMHS) is a counseling and mental health support service which seeks to work collaboratively with students and the University to support individuals who are experiencing some measure of distress in their lives, 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 counseling, medication management, group therapy, peer counseling, and workshops. 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.

Center for Wellness and Health Promotion
Richard A. and Susan F. Smith Campus Center, 75 Mount Auburn Street 617-495-9629 wellness.huhs.harvard.edu, cw@huhs.harvard.edu

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.
Office of Alcohol & Other Drug Services
Richard A. and Susan F. Smith Campus Center, 75 Mount Auburn Street, 6th Floor, Cambridge
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, 1st Floor, Cambridge
617-495-5529
chaplains.harvard.edu, chaplains@harvard.edu

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 students, faculty, and staff of Harvard University.

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

GSAS Title IX Coordinators
Seth Avakian, Program Officer for Title IX and Professional Conduct (FAS)
University Hall, 414A, Cambridge
617-495-9583
avakian@fas.harvard.edu
Students with questions or concerns regarding possible discrimination based on sex, sexual orientation, or gender identity, should contact a GSAS Title IX Coordinator or the University’s Title IX Officer. The Harvard University community works to meet your needs with both immediate and long-term support and guidance. For additional information regarding resources available, please visit resourceguide.titleix.harvard.edu.

School Title IX Coordinators
Title IX coordinators are neutral parties committed to addressing complaints of discrimination on the basis of sex, sexual orientation, or gender identity. 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—facilitate informal resolutions, and help access the Office for Dispute Resolution (see page 23) 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 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 sexual or gender-based misconduct of a Harvard student, staff member, or faculty member,* or a third party in association with Harvard program or activities, may visit the Office for 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 and gender-based misconduct complaints against students, staff, and faculty in the FAS, as well as third parties in association with FAS programs or activities. As a central office, ODR serves the entire Harvard community and is staffed by expert, impartial investigators. It also works in close coordination with the involved Schools, like GSAS.

Investigators interview the parties to the complaint and witnesses, review other 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

Richard A. and Susan F. Smith Campus Center 75 Mount Auburn Street, 6th Floor, Cambridge
617-496-5636
24-Hour Response Line: 617-495-9100
osapr.harvard.edu, osapr@fas.harvard.edu

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. Every OSAPR 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. OSAPR fosters collaborative relationships between campus and community systems to ensure a survivor-centered, multifaceted
approach to advocacy services and primary prevention. It is committed to ending violence against people by addressing gender inequity, social injustice, and oppression at all levels of the social ecology. 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 to make an appointment. If you or someone you know is experiencing emotional distress and/or in need of immediate medical accompaniment and support, call OSAPR’s 24-hour hotline: 617-495-9100. All communications and services are completely confidential.

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.
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:

- Subsidized and vetted in-home and center-based dependent back-up care, and free online self-directed care provider search through Care.com (visit gsas.harvard.edu/care).
- The WATCH Portal (Web Access to Care at Harvard) connects parents and student caregivers within the Harvard community: 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

Susanna Katsman, HLC Work/Life Program Manager

The Office of Work/Life on the Harvard University Longwood Campus provides information, resources, referrals, educational programs and supported related to managing your Work/Life Integration to all faculty, staff, post docs, within following institutions in the Longwood Medical Area community:

- Beth Israel Deaconess Medical Center
- Brigham and Women’s Hospital
- Children’s Hospital Boston
- Dana-Farber Cancer Institute
- Harvard Medical School
• Harvard School of Dental Medicine
• Harvard T. H. Chan School of Public Health
• Joslin Diabetes Center
• Massachusetts Eye and Ear Infirmary
• Massachusetts General Hospital

The Office of Work/Life Office website provides resources on child care, after-school programs, public or private schools, or elder care resources.

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**Student Employment Office**

86 Brattle Street, Cambridge  
617-495-2585  
seo.harvard.edu, seoweb@fas.harvard.edu

The Student Employment Office (SEO) works with faculty, the community, and all University departments to create term-time and summer employment opportunities for students. The SEO is a resource for job-seeking students and hosts an online jobs database accessible to enrolled Harvard graduate students. The best way for prospective employers to reach Harvard students is through the jobs database where you can review student resumes, post and manage your job posting, customize a job application, and track student applicants. Both on-campus and off-campus employers may request a login and password to gain access to the SEO jobs database.

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**Transportation—Shuttle Buses**

transportation.harvard.edu

Harvard shuttle buses serve the Cambridge and Allston campuses. Students can view the Shuttle Tracker at shuttle.harvard.edu or through the free Harvard Mobile App. For schedules as well as information about the daytime and evening van services, visit transportation.harvard.edu/shuttle-van-services.

The M2 Longwood Medical Area Shuttle takes students, faculty, and staff between Cambridge and the Longwood Medical Area. Visit www.masco.org/lma-shuttles/m2-cambridge-hms for more information or track the M2 at shuttle.harvard.edu.
**Thrive@Harvard Mobile App**

The Thrive@Harvard mobile app features emergency contacts, health and wellness information, and other University resources available to students. It also contains useful information that students might want to access daily, such as lunch and dinner options at Dudley Café as well as academic and personal resources designed to support the graduate student journey.

Features include:

- **Campus Map**: Explore Harvard’s campuses with a map that includes University buildings
- **People**: Search the faculty, staff, and student directory for contact information
- **Events**: View GSAS events and add them to your calendar
- **Shuttle Tracker**: Access up to the minute information about shuttle schedules and delays
- **Food**: Review meal choices at Dudley House and at Longwood Medical Area cafés
- **Commencement Schedule**: View locations and times of all Commencement events.

Thrive@Harvard is available for free download in the both the Apple App Store and Google Play. For more information, please e-mail the GSAS Office of Student Services.

**Athletics Membership and Facilities**

39 Holyoke Street, Cambridge  
617-496-1585  
recreation.gocrimson.com/recreation/membership/graduate

GSAS students receive free student memberships at the Harvard Athletic Facilities, which includes unlimited access to the MAC, Blodgett Pool, Hemenway Gymnasium, Quadrangle Recreational Athletic Center (QRAC), and the Murr Center Fitness Room. Extra fees apply for the use of squash and tennis courts, group exercise classes, towel service, and Blodgett and MAC locker rental. Family memberships can also be purchased for spouses, qualified domestic partners, and children by visiting the Athletic Membership Office, located on the first floor of the Malkin Athletic Center (open Monday thru Friday, 9:00 a.m.–5:00 p.m.). Guest passes can be purchased at the front desk of each recreation facility; prices may vary depending on location.

gsas.harvard.edu/student-services | 27
Resources for GSAS Families

gsas.harvard.edu/families

The Office of Student Services produces *Resources for GSAS Families*, which introduces GSAS students with spouses, partners, children, and elders to important GSAS, Harvard, and community resources. For a physical copy, stop by the Office of Student Services in Dudley House/Lehman Hall, Room B-2, 1 Harvard Yard, Cambridge.