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Introduction—
The Graduate Student Journey

Welcome to Harvard! As a member of the Graduate School of Arts and Sciences’ community, you are a student in one of over fifty academic departments and programs. Whatever your area of study, you have embarked on a challenging and rewarding journey. At some point during your academic travels, whether you have just begun or are near completion of your degree, you may want assistance with a personal issue, academic concern, financial situation, or professional matter. The University provides a range of professional services to supplement the advice and resources within each department. This brochure is meant to be your guide for accessing resources that can help make your journey a success.

Signs of Stress—Signals to Seek Help
In an atmosphere that places high value on success, acknowledging the need for assistance in getting through difficult times is not always easy. But 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, a referral to one of those resources can be of enormous help.

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.”

Many graduate students visit Harvard’s counseling services 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 student years.

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

GSAS Student Affairs
Richard A. and Susan F. Smith Campus Center, 3rd floor
617-495-1814, fax: 617-495-2928
www.gsas.harvard.edu/current_students/student_affairs_office.php
studaff@fas.harvard.edu

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

Garth McCavana has general responsibility for the welfare of graduate students and monitors students’ academic status, progress, and discipline. He is available to discuss any problems that may arise, including sexual harassment complaints. Dean McCavana will refer students to additional sources of assistance if necessary. He coordinates orientation and registration activities. He represents the interests of GSAS students on numerous University-wide committees, and is available to advise students on all issues related to their graduate school experience. Dean McCavana oversees Student Affairs, Student Services, Fellowships, 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. 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 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. He advises international students on English proficiency resources and assists in coordination of the summer English Language Program for new international
graduate students. Assistant Dean O’Brien is a liaison to the MD/PhD and Health Sciences & Technology (HST) programs and for students, administrators, and faculty in all interfaculty PhD programs. He is available to discuss any of the above topics and in particular any issues related to a student’s progress toward his/her degree and non-resident status, including Traveling Scholars and Leaves of Absence.

**GSAS Student Services**

**Jacqueline Yun, Director of Student Services**

Lehman Hall/ Dudley House, Room B-2  
617-495-5005, fax: 617-496-5169  
www.gsas.harvard.edu/current_students/student_services_office.php  
stuserv@fas.harvard.edu

Jacqueline (Jackie) Yun is the go-to person for GSAS students. Jackie assists students who are having academic or personal difficulty. She is available to help students navigate and connect with Harvard resources. The Office of Student Services is also responsible for various aspects of GSAS Orientation, International Student Orientation, and other community events. Jackie serves as a resource for student leaders and supports Graduate Student Groups (GSGs) and Departmental Graduate Student Organizations (DGSOs). In addition, Jackie is a Title IX Coordinator for GSAS and is available to anyone who might have questions or concerns regarding sexual and gender-based harassment. She serves in an advisory role, provides ongoing support, and makes referrals to other resources, as necessary. Whatever the issue, the Office of Student Services is a great place to start.

**GSAS Fellowships**

**Cynthia Verba, Director of Fellowships**

cverba@fas.harvard.edu  
Richard A. and Susan F. Smith Campus Center, 3rd floor  
617-495-1814 Please call to arrange for an appointment  
www.gsas.harvard.edu/current_students/fellowships_office.php

The Fellowships Office provides the following services related to fellowships and other aspects of professional development:  
- Individual counseling as the centerpiece of the office’s services
Fellowship advice includes feedback on drafts of fellowship proposals, strategies for clearly articulating the significance of the fellowship project, identifying appropriate fellowship opportunities, and securing effective letters of recommendation and faculty advice. Development advice concerns the following issues: defining goals at the various stages of the doctoral program and finishing the dissertation in a timely fashion, delivering papers at professional meetings, submitting articles to journals or book manuscripts to publishers, and applying for postdoctoral fellowships to prepare the dissertation for publication.

- A series of workshops on fellowships and other aspects of professional development
- Publications on fellowships and professional development are available at www.gsad.harvard.edu/current_students/scholarly_pursuits.php. In addition you will find descriptions of Fulbrights and Harvard Fellowships, including application forms for some of the major Harvard fellowship competitions.

Office of Financial Aid
Mohan Boodram, Associate Dean for Admissions and Financial Aid
Richard A. and Susan F. Smith Campus Center, 3rd Floor
Monday-Friday, 9 a.m. to 5 p.m.
617-495-5396
www.gsad.harvard.edu/current_students/financial_aid.php
gsasfinaid@fas.harvard.edu

GSAS Financial Aid Staff:

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<th>Humanities</th>
<th>Natural Sciences</th>
<th>Social Sciences</th>
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<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 Financial Aid Office 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 Guidebook available on
the GSAS website at www.gsas.harvard.edu/prospective_students/financing_graduate_study.php.

In addition to providing assistance in meeting typical student costs, the financial aid staff is a valuable resource when unexpected expenses arise. Financial aid officers are available to assist with personal financial management and help identify potential sources of additional support. Students are encouraged to contact the office with any finance-related questions or concerns; they will be welcomed by a staff that is eager to help.

Office of Diversity and Minority Affairs
Richard A. and Susan F. Smith Campus Center, 3rd Floor
Sheila Thomas, Assistant Dean for Diversity and Minority Affairs
sthomas@fas.harvard.edu
Stephanie Parsons, Assistant Director of Diversity and Minority Affairs
sparsons@fas.harvard.edu
617-495-5315
www.gsas.harvard.edu/prospective_students/diversity_at_gsas.php
minrec@fas.harvard.edu

An environment of inclusivity is central to the mission of the Graduate School of Arts and Sciences 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 and to this end, our office serves the needs of the community through social, professional development and academic activities, and advising. We're also committed to expanding the pool of talented students who apply to graduate school through the development of programs for future applicants.
University Resources—Academic

**FAS Registrar’s Office**

**Michael Burke, Registrar**

Richard A. and Susan F. Smith Campus Center, 4th Floor  
Monday-Friday, 9:00 a.m. to 5:00 p.m.  
617-495-1543  
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 can request transcripts online at transcript.fas.harvard.edu and may visit the office to report a name change, request a make-up examination, and apply for academic credit for work done elsewhere. Students preparing to graduate apply for their degrees and submit their dissertations through the Registrar’s website.

**Bureau of Study Counsel (BSC)**

**Abigail Lipson, PhD, Director**

5 Linden Street  
617-495-2581  
Monday-Friday, 9:00 a.m. to 5:00 p.m.  
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 help international students develop a better understanding of US and Harvard cultures. Peer consultants are usually Harvard College undergraduates. For more information, see ESL Peer Consultation on page 13.
- 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. Please call the BSC or visit the BSC’s website for more information.

The Harvard Course in Reading and Study Strategies

The Bureau of Study Counsel (BSC) offers the Harvard Course in Reading and Study Strategies to help students read more purposefully and selectively, with greater speed and comprehension. Students gain a better sense of control over their reading and studying. This course is especially helpful for students who find themselves overwhelmed by the volume and complexity of their assigned reading. The fee for GSAS students is $25; teaching and residential staff may take the course for free (subject to change). Advance registration is required. Please call the BSC or visit the BSC’s website for more information.

Accessible Education Office (AEO)

Sheila Petruccelli, Director
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 Graduate School of Arts and Sciences 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
The AEO is a confidential office, and students are encouraged to be in contact with any questions or accommodation requests regarding accessible transportation, housing, adaptive 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

Harvard has over 70 libraries that together comprise Harvard Library, the largest academic research collection in the world with unparalleled print and digital collections. All of the libraries support the research, teaching, and learning of students in GSAS, especially the Harvard College Library system, which is administered by the Faculty of Arts and Sciences (FAS).

The libraries of FAS include: Widener, Lamont, Birkhoff Mathematical, Cabot Science, Chemistry and Chemical Biology, Fine Arts, Fung, Harvard-Yenching, Houghton, Loeb Music, Physics Research, Tozzer, and Wolbach, and Harvard and the Film Archive, Harvard Map Collection, and Woodberry Poetry Room, as well as Ernst Mayer, Botany, and other special collections. For more information visit hcl.harvard.edu.

Librarians have expertise in academic disciplines, languages, approaches to interdisciplinary research, and digital technologies. They work with graduate students from their first-year courses, through their teaching and dissertation research. Each department is assigned a Liaison Librarian, a point of first contact, who will connect 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 see the list of research contacts and library liaisons (hcl.harvard.edu/research/contacts) for specialized help.
Libraries at other Harvard Schools including the Andover-Harvard Theological Library (Harvard Divinity School), Baker Library (Harvard Business School), Countway Library of Medicine, Gutman Library (Graduate School of Education), Harvard Law School library, library of the Harvard Kennedy School, and Loeb Library (Graduate School of Design) have experts and collections that can support students at GSAS. The Harvard University Archives and special collections like Schlesinger Library, at the Radcliffe Institute for Advanced Study are also part of the Harvard Library and welcome students from GSAS. Learn more at library.harvard.edu/archives-and-special-collections-harvard.

Search the holdings of the Harvard libraries at HOLLIS+ at hollis.harvard.edu visit the Harvard Library website at library.harvard.edu for more information on digital collections, library hours, and services.

Office of Career Services (OCS)
Robin Mount, Director
Laura Stark, Associate Director, GSAS and PhD Advising
Heather Law, Assistant Director, GSAS and PhD Advising
54 Dunster Street
617-495-2595
Monday-Friday, 9:00 a.m. to 5:00 p.m.
www.ocs.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. Academic and nonacademic job search panels and workshops are held both at OCS and at Dudley House. 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.
The Derek Bok Center for Teaching and Learning offers a variety of services, programs, and resources to help teachers of Harvard undergraduates evaluate and improve their teaching. The Bok Center provides support for individuals, courses, and departments in the form of consultations on pedagogical issues, practice teaching that includes videotaping and review, and resources focused on the evaluation of learning in individual classes and across programs is a Bok Center-trained Departmental Teaching Fellow (DTF) in many departments who can offer additional support to graduate students when they teach. The Center also offers forums for exchanging ideas about teaching; sponsors fall and winter teaching conferences; and administers a wide variety of seminars on such topics as discussion-leading skills, oral communication, and web and multimedia pedagogies opportunities include a graduate writing fellows program, pedagogy training for international TFs, and a training program for new faculty.

The Bok Center offers a Teaching Certificate Program for GSAS students. Building on existing workshops, seminars, and teaching practicums, the Teaching Certificate offers participants a tangible record of their ongoing development as teachers in higher education.

The Center for Writing and Communicating Ideas
Lehman Hall/ Dudley House, Mezzanine Level
GSAS is developing a communications/writing center to be located in Dudley House. An announcement regarding the opening of the center will be made during the 2015-2016 academic year.

Harvard International Office (HIO)
Darryl Zeigler, Advisor to International Students and Scholars
darryl_zeigler@harvard.edu
617-495-0640, fax: 617-495-4088
Skype ID: dz87hoyasaxa (Skype by appointment only)
Richard A. and Susan F. Smith Campus Center, Room 864
Darryl Zeigler, Graduate Student Advisor in the Harvard International Office, serves as the international student advisor for all GSAS students. He is responsible for advising students on matters related to their immigration status and is available to discuss any concerns that may arise.

**English Language Proficiency**

GSAS requires that incoming PhD students who are non-native English speakers and who received their undergraduate degree from a non-English speaking institution meet a minimum level of oral English language proficiency. Incoming PhD students’ English proficiency will be reviewed based on their iBT TOEFL speaking score and some students will be interviewed by experts at the Derek Bok Center for Teaching and Learning. Students who do not meet the requirement will be required to take courses in The Professional Communication Program for International Teachers and Scholars at the Bok Center to develop their English language skills as part of their preparation for teaching and professional development. Students will not be allowed to teach until they meet the requirement. Please contact Pamela Pollock, pamelapollock@fas.harvard.edu, for additional information about the Professional Communication Program.

**ESL Peer Consultation**

bsc.harvard.edu

The Bureau of Study Counsel (BSC) offers an ESL Peer Consultation Program for international students who are interested in improving their English language oral skills. This program assists students to become:

- Effective learners in English
- Engaged participants in class discussions
- Effective oral presenters of intellectual ideas
- Fluent conversationalists in English
- Culturally aware members of the Harvard community

This program pairs graduate students with undergraduates who will be avail-
able to meet with you on a regular basis. GSAS pays meetings up to 56 hours, which is more than one meeting per week for the entire school year. Visit the Bureau of Study Counsel at 5 Linden Street or email GSAS Student Affairs or GSAS Student Services to learn more.

Harvard University Information Technology
Science Center B-14
617-495-9000
Monday-Friday, 9:00 a.m. to 8:00 p.m., Saturday 10:00 a.m. to 6:00 p.m.,
Sunday 12:00 p.m. to 5:00 p.m.
For intersession hours, see: huit.harvard.edu/hours
huit.harvard.edu

Harvard offers a variety of computing resources for students, including wired and wireless network access in every residence hall, additional wireless connectivity in many locations across campus, central and residential computer labs, public laser printers, and computer kiosks. Contact HUIT assistance with technology questions or with feedback.

Visit our website huit.harvard.edu/pages/students to learn how to create your PIN, connect to the wireless/wired network, setup your email account, download virus software.

Register with MessageMe
The MessageMe system lets Harvard contact you quickly in an emergency. Register to receive voice, text, or email alerts at messageme.harvard.edu.

Computer Labs
All GSAS students have 24/7 access to the computer lab located in the Science Center, room B14. To log in to the lab computers, use your Harvard email username and password. Additional computer facilities are located in the Science Center, Northwest Labs, various departments, and in the residence halls. For a list of all HUIT supported computer labs go to huit.harvard.edu/all-about-printing.

Lab Printing
PaperCut is the system used to provide printing in HUIT and Harvard College Library computer labs. To set up your printing budget and for instructions on
how to use PaperCut on your personal computer, go to huit.harvard.edu/all-about-printing.

**Computer and Software Purchases**
technologyservices@harvard.edu
Whether you choose to purchase your computer upon arrival or bring your own, you will need to prepare your computer for campus use. For up-to-date information, please visit huit.harvard.edu/pages/computers-software. Here you will find links to Apple (store.apple.com/us-hed), Dell (dell.com/harvard), and GovConnection (www.govconnection.com/harvard) where you can purchase computers, peripherals and accessories at academic pricing.

Software can be purchased at academic pricing direct from OnTheHub and GovConnection. Please note that you must be a student matriculated in a degree program in order to access OnTheHub. Prior to purchasing any software, FAS students should visit the GSAS software download page 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.

**Follow Us**
- twitter.com/harvardtechhub@HarvardTechHub
- facebook.com/HarvardTechHub
- pinterest.com/harvardtechhub
- instagram.com/harvardtechhub

**Text-to-Join** Text TECHDEALS to 22828 to get our promotions and be entered for monthly drawings on technology gear.

**Global Support Services (GSS)**
617-495-1111
globalsupport@harvard.edu
traveltools.harvard.edu

Global Support Services (GSS) is a University-wide resource for international activities and traveler support.

In particular, we manage the Harvard Travel Registry and Harvard Travel Assist program. Students traveling internationally with Harvard sponsorship are required to enter their itinerary in the Harvard Travel Registry. Doing so enables
the GSS safety and security team to provide you with medical and security assistance, if needed, through Harvard Travel Assist, our 24/7 global emergency response program.

**In an emergency abroad**, you can call Harvard Travel Assist at +1-617-998-0000 or email travelassist@harvard.edu to speak with a case manager who can advise you on your situation and connect you with appropriate resources. Harvard Travel Assist also provides medical referrals and information, counseling referrals, lost document support, legal and security assistance, and emergency evacuation.

In addition to in-country support, we provide **pre-departure resources** and tools that include orientations and security consultations, travel risk ratings and policies, travel waivers and release forms, visa application assistance, and country-specific information.

Before traveling, make sure to review the **Graduate Student Travel Policy** on our website, learn more about our resources, and consult with your program advisor.
University Resources—Personal

Harvard University Health Services (HUHS)
Paul J. Barreira, MD, Director, Harvard University Health Services
Richard A. and Susan F. Smith Campus Center
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 at the Smith Campus Center include:

- 24-hour urgent care
- Primary care
- Mental health
- Medical/surgical subspecialties

Primary care and some mental health services are also available at each of the three 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/services/urgent-care
Urgent Care for non-routine, urgent medical concerns or symptoms is available 24 hours a day at the Smith Campus Center location. Students can schedule same-day non-routine appointments online through the Patient Portal. Whenever possible, students are encouraged to call their health care team or mental health provider for advice during regular office hours.

Primary Care/Internal Medicine
huhs.harvard.edu/services/primary-care-internal-medicine
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. It will be helpful to provide copies of medical records for health care received at other facilities.
Counseling and Mental Health Services (CAMHS)
Maureen Rezendes, PhD, Associate Chief of Mental Health Services
Richard A. and Susan F. Smith Campus Center, 4th Floor
617-495-2042
huhs.harvard.edu/services/counseling-and-mental-health

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
hpe.huhs.harvard.edu
Health Promotion & Education collaborates not only with other departments from Harvard University Health Services, but also with deans, directors, House Masters, students, and groups from across the University on the development, implementation, and evaluation of various programs, policies, outreach opportunities, and educational initiatives.

Center for Wellness
Jeanne Mahon, Director
617-495-9629
Monday-Friday, 8:30 a.m. to 9:00 p.m., Saturday 9:00 a.m. to 4:00 p.m.
cw.huhs.harvard.edu

The Center for Wellness is a University-wide resource that is focused on promoting the lifelong health and wellbeing of those in the Harvard community. The approach is threefold and focuses on mind/body wellness. The Center for
Wellness offers classes and workshops, individual appointments for massage and acupuncture, and collaborates with a number of student groups and other offices around the University in health promotion and education.

**Office of Alcohol & Other Drug Services (AODS)**
**Michelle Mandino, Director**
7 Linden Street, 2nd Floor
Monday–Friday, 9:00 a.m. to 5:00 p.m., and by appointment
617-496-0133
aods@huhs.harvard.edu
aods.harvard.edu

The Office of Alcohol & Other Drug Services (AODS) is a multidimensional resource for students – and for faculty, staff, and members of the larger Harvard University community who may have concerns about students—offering a wide range of programs and services aimed at reducing the negative consequences associated with heavy, episodic drinking and substance abuse through prevention, education, intervention, policy development, and coordination with treatment providers. AODS collaborates with students and staff throughout the University to create a comprehensive substance abuse prevention program focused on the health and safety of Harvard students.

AODS offers the following confidential services for the graduate student community at Harvard: individual consultations, alcohol screening, tobacco cessation, and referrals for treatment.

**Harvard Chaplains**
Memorial Church
617-495-5529
chaplains.harvard.edu

The Harvard Chaplains are a professional community of more than thirty 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. Many opportunities exist for worship, spiritual conversation, study, prayer, and service to society.
Harvard University Police Department (HUDP)
Francis D. “Bud” Riley, Chief/Director
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 (HUDP) is to maintain a safe and secure campus by providing quality policing in partnership with the community. The HUDP 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.

Some core functions of the Department are: responding to criminal incidents; checking on the well-being of students, faculty, and staff; responding to disturbances; providing escorts; taking reports of lost and stolen property; responding to lockouts; investigating suspicious activity; responding to alarms; and investigating trespassers or unwanted guests.

HUDP’s headquarters is located at 1033 Massachusetts Avenue, on the sixth floor. The HUDP operates substations where community members can register their laptops or bicycles, file a police report, or talk to an officer about any safety issues that they have. The location of substations can be found 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 HUDP 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 HUDP 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 HUDP website at www.hupd.harvard.edu. In addition please read “Playing it Safe”, the Department’s annual report which can be found at www.hupd.harvard.edu/annual-security-report.
Title IX Resources
An individual who has questions or concerns regarding possible discrimination based on sex should contact a Title IX Coordinator at his or her respective school or unit (if applicable), or Mia Karvonides, the University’s Title IX Officer.

School Title IX Coordinators
Who they are
Title IX Coordinators are neutral parties at each of Harvard’s Schools who receive ongoing training and are 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
- Help arrange interim measures—the supports to help continue with studies and participate in all aspects of campus life at Harvard
- Help access Office of Dispute Resolution (see more below) and/or 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.

GSAS Title IX Coordinators
Garth McCavana, Dean for Student Affairs
mccavana@fas.harvard.edu
Richard A. and Susan F. Smith Campus Center, 3rd floor
Lehman Hall/Dudley House, 3rd Floor
617-495-1814

Jacqueline Yun, Director of Student Services
jyun@fas.harvard.edu
Lehman Hall/Dudley House, Room B-2
617-495-5005, fax: 617-496-5169
Harvard students, faculty, staff, other Harvard appointees, or third parties who believe they are directly affected by the conduct of a Harvard student may visit ODR to: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. Office for Sexual and Gender-Based Dispute Resolution (ODR), investigates sexual misconduct complaints against students, staff and faculty at FAS. As a central office, the 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 individual School disciplinary panels.

The Office of Sexual Assault Prevention and Response, established in 2003, uses evidence-based Public Health strategies to promote gender equity.
in the Harvard community and prevent incidents of sexual harassment, stalking, interpersonal violence, and rape. OSAPR offers confidential support, information, and medical and legal accompaniment to survivors of violence. Trauma-informed advocates explore options for on-campus and off-campus medical and mental health care, reporting through the University and the criminal justice system, and academic accommodations. GSAS students may access services by calling the office or stopping by the Smith Campus Center Monday–Friday from 9:00 a.m. to 5:00 p.m., or through the 24-hr hotline. OSAPR also provides consultation and support for friends, partners, and others concerned about a survivor or their community.

Sexual Harassment/ Assault Response and Education (SHARE)
share.harvard.edu

The Harvard University community works to meet your needs with both immediate and long-term support and guidance. Through this website, 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
Lydia Cummings, Ombudsman
Richard A. and Susan F. Smith Campus Center, Suite 748
617-495-7748
www.ombudsman.harvard.edu

The University Ombudsman Office is an independent resource for problem resolution serving the academic community. The office is available to all Harvard faculty, students, postdocs, research personnel, and staff. The ombudsman is confidential, neutral, and independent. A visitor can discuss issues and concerns with the ombudsman without committing to further disclosure or any formal resolution. The ombudsman may assist individuals 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 supplements, but does not replace, any mechanisms for addressing grievances within GSAS and other parts of the University. The office has no power to adjudicate, arbitrate, or to make formal investigations. The University Ombudsman Office officially reports to the Executive Vice President and the Provost but is independent of any University administrative structure. The office operations are consistent with the code of ethics and practices of The International Ombudsman Association.

The Office of Work/Life

Nancy Costikyan, Director
124 Mount Auburn Street, 3rd floor
617-495-4100
employment.harvard.edu/benefits/worklife
childcare.harvard.edu
www.watch.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: childcare.harvard.edu.
- The Harvard community parent-to-parent supports: hr.harvard.edu/parental-supports
- Six on-campus Harvard-affiliated child care centers: hr.harvard.edu/files/humanresources/files/ratecard.pdf
- Lactation rooms distributed around campus: hr.harvard.edu/files/humanresources/files/lactationroomcontactinformation.pdf
- Discounted nanny search and placement services: hr.harvard.edu/finding-child-care (scroll to the bottom of the page)