

Harvard-Yenching Institute

Office Procedures Handbook
2011-2012



STAFF

We have two offices. The Director's office is located at 2 Divinity and the Program Office is located in Vanserg Hall, Suite 20, 25 Francis Avenue, Cambridge, MA 02138 (Second Floor). **Office hours** are Monday through Friday, 9:00 am - 5:00 pm.

2 DIVINITY AVENUE

Director

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Assistant to the Director

Lindsay Strogatz 617-495-3369 strogatz@fas.harvard.edu

Fax: 617-495-7798

VANSERG HALL, SUITE 20

Assistant Director for Finance and Administration

Susan S. Alpert 617-496-3591 ssalpert@fas.harvard.edu

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Ruohong Li 617-495-0702 ruohong_li@harvard.edu

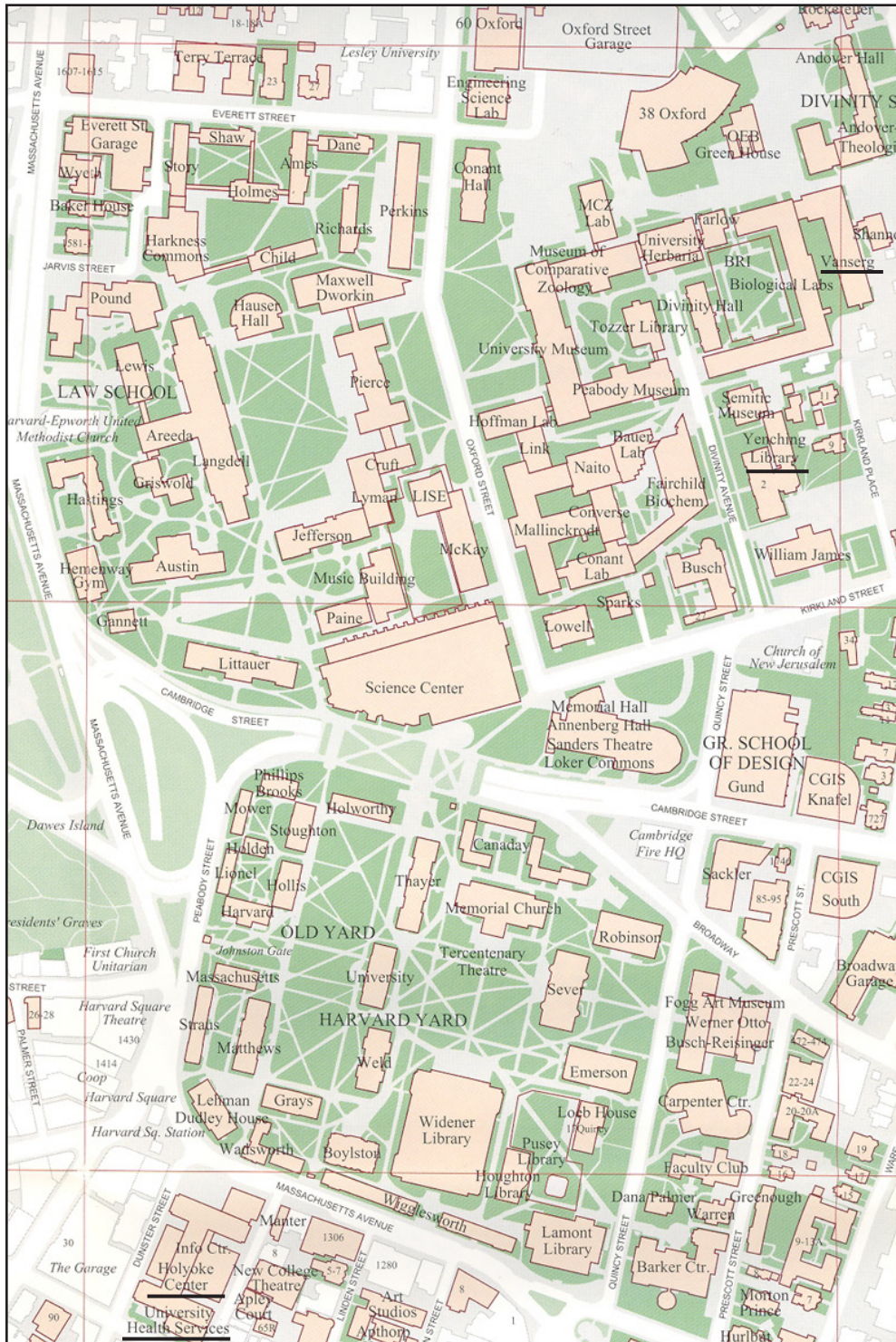
Activities Coordinator

Elaine Hall Witham 617-495-9923 witham@fas.harvard.edu

Fax: 617-496-7206

Harvard University

Interactive Map available at www.map.harvard.edu



HYI Programs Office
Vanserg Building
25 Francis Ave.

HYI Director's Office
2 Divinity Ave.

Holyoke Center (International Office
and Campus Service Center)
and University Health Services

Welcome to the Harvard-Yenching Institute. Listed below are Institute office procedures and general information. At any time, if you have questions, please do not hesitate to ask for our help.

FAS E-mail Address: Once you have your Harvard ID number, please request a Personal Identification Number (PIN) from the following webpage: www.pin.harvard.edu

Once you have your PIN number, you will be able to activate your FAS email address by going to the following website: <http://www.fas.harvard.edu/fasit/myaccount/>

If you have any problems with this, you can also go to the Help Desk in the basement of the Science Center.

Harvard-Yenching Institute Mailing List: In order to ensure that you receive all announcements related to the Institute, please **subscribe** to the Harvard-Yenching Institute mailing by emailing Susan Alpert (ssalpert@fas.harvard.edu). The Institute staff will use this email address to send out any announcements pertinent to the general HYI community.

Ordering Business Cards: The Harvard University Mail Communications Center can print business cards for HYI scholars. The dates of your stay must appear on the card. For additional information on ordering and payment, please visit: http://www.uos.harvard.edu/transportation/mail_services/business_cards.shtml

Technology Product Center: Members of the Harvard community may purchase computer products at the TPC located in the basement of the Science Center. Harvard University has negotiated with IBM to provide a substantial discount to Harvard affiliates. You can also purchase computers directly from their website: http://www.uis.harvard.edu/technology_services/

For general information on computing at Harvard: <http://www.fas.harvard.edu/computing/>
You can call for technical assistance at the FAS Computing Help Desk, 617-495-9000.

Vanserg Hall Building: The Institute office doors will be open from 8:30 – 5:30 pm. After hours, the doors will be locked automatically. Doors are locked on the weekends and holidays. In order to enter the Institute offices after hours, you must have a valid Harvard ID. Please make sure that your ID number has been validated with Elaine Witham for after hour access to our Program Office.

Security: Please protect your personal property, such as laptop computers, cell phones etc., wherever you may be on campus. Theft of personal belongings is not uncommon in university offices. Lock up or carry with you wallets and other valuables. When you leave your office, lock your door at all times.

Fax Machine: You may receive faxes at the Institute (617-496-7206); however, it is our policy not to permit scholars to send faxes from the office.

Outgoing mail: Campus and U.S. mail can be dropped in the mail slot in the Vanserg Hall basement next to the soda machine. USPS mailboxes are located on Francis Avenue in front of Vanserg Hall and on Divinity Avenue. In Cambridge, post offices are located at 125 Mt. Auburn Street in Harvard Square, 770 Massachusetts Avenue in Central Square, and 1953 Massachusetts Avenue above Porter Square.

Harvard Housing Office: Valid Harvard I.D. cardholders may use the Harvard Housing Office, located at the Campus Service Center, 8th Floor, Holyoke Center (tel: 617-495-3377). The Housing Office lists available apartments in the area as well as listings for roommates. If you are here to look for housing before your appointment officially begins, we will give you a copy of your appointment form as verification of your University status. Visit the Housing Office website at www.huhousing.harvard.edu.

Library Privileges for Spouses: Spouses of scholars in the Harvard community may apply for borrowing privileges. Call 617-495-4166 for information, or go directly to the Privileges Office in Widener Library, Room 130.

Athletic Card: To obtain use of facilities (swimming pools, workout equipment, recreation programs, etc.), go to the Murr Center, 65 North Harvard St. (located across the river, next to Blodgett Pool, tel: 495-2211). Or, visit <http://recreation.gocrimson.com/> to purchase membership online.

Parking Office: For up-to-date information about parking, visit their website:

<http://www.uos.harvard.edu/transportation/parking/>

To obtain permits for University parking garages, go directly to the Campus Service Center, 8th Floor, Holyoke Center, 1350 Massachusetts Ave. (Tel: 617-495-3772)

Purchasing a discount T Pass (for bus and subway):

1) Please provide your local residential address when you fill out the information form from Elaine. We will update your address in the Harvard appointment system as soon as your local address is available. Please note that the system doesn't accept office addresses.

2) After we have entered your address into the system, log onto www.commuterchoice.harvard.edu/ and select "Click here for additional information for employees"

3) Follow the instructions to order your T Pass. The payment will be directly deducted from your monthly stipend, and the pass will be mailed to your residential address. The discount program is only available to visiting scholars. Please let one of the staff members know if you encounter any problems.

Escort Service (late evening): Harvard Shuttle Service has an escort service in the late evening to enable members of the Harvard community safe travel within the campus or nearby areas late in the evening. This evening service operates from 7 pm - 3 am every night throughout the year. Calls are taken until 2:30 am. Their phone number is 617-495-0400. Rides are on a first-come, first-served basis. Call when you are ready to leave to reserve a ride. If the van is in your area, it will pick you up immediately. They will take you to any destination on the Cambridge campus (all houses, libraries, etc.), across the Charles River to the Business School, or to the T. They also travel up Prospect St. (in Central Square) and past Linnaean St (near Porter Square). (If you are doing work in the Longwood Medical Area, Boston, call 617-432-1379.) For more information, visit http://www.hupd.harvard.edu/prevention_escorts.php

Harvard University Office of Work and Family: Provides information, resources, referrals, educational programs and support to those combining work lives with family concerns. They can provide you with information on child care centers, family child care, after school programs, summer camps, in-home child care providers and public or private schools:

<http://hr.hms.harvard.edu/workandfamily/default.htm>

Harvard Neighbors: A volunteer organization within Harvard promoting friendly connections among members of the University and their families, through a variety of activities and social events. Newcomers are warmly welcomed! Membership (\$35 per year) is open to all officers of the university and their spouses. The Harvard Neighbors office is located at: Loeb House, 17 Quincy St. Cambridge (in Harvard Yard). Visit them on the web at: <http://www.neighbors.harvard.edu/>

When Departing From the Institute:

- Please leave your forwarding address and telephone number with a member of the Institute staff.
- Complete and return your:
 - Academic Report—all recipients of fellowship support from the Harvard-Yenching Institute should complete the attached form (see next page).
- If you wish for first class mail to be forwarded to you, kindly leave self-addressed labels.

Please be sure your accounts elsewhere in the University have been settled (especially libraries) before you leave.

Useful Telephone Numbers:

→**General Emergency (24 hours): 911** (This is the number to dial for fire, local police, and ambulance in any emergency.)

→**Harvard Emergency Numbers (24 hours):**

- Harvard University Police, 1033 Massachusetts Ave., 6th Floor
HU POLICE EMERGENCY 617-495-1212
HU POLICE NON-EMERGENCY 617-495-1215

- University Health Services, 75 Mt. Auburn Street
AFTER HOURS URGENT CARE 617-495-5711

Medical: Do not hesitate to call or go to the University Health Services Clinic (75 Mt. Auburn St.) if you need medical assistance, even if it is for a minor problem. To make an appointment, call 495-2001 (8:00 am -5:00 pm). If it is urgent, go directly to the clinic. For emergency care, evenings after 5 pm and on weekends, call 495-5711. Remember to take your ID card. (If you park under Holyoke Center for a clinic appointment, you can get your ticket validated at the clinic.) If you are not signed up to use the Harvard Health Service, be sure you know your hospital's/doctor's numbers.

**HARVARD-YENCHING INSTITUTE
ACADEMIC REPORT**

My research during my stay at Harvard University has been on the following subject(s):

The following is my report on my pursuit of this subject at Harvard University to date:

If applicable, please list the titles of any courses you may have attended and the names of Harvard Faculty with whom you have consulted:

Signed: _____ Date: _____
Period of Stay: From _____ to _____

Important: Complete and return this form to an HYI staff member before your departure