



Dudley
Community

Welcomes you to the Visiting Undergraduate Student Program, Spring 2022!

We are excited for you to join us at Harvard! Below are outlined aspects of life at Harvard College as you prepare to enroll as a Visiting Undergraduate Student (VUS). **Since some policies are specific to the VUS program and may not be available in other Harvard College materials, please reach out to us directly with any questions you may have and read the enclosed information carefully. You may contact the VUS Program Manager, Christopher Gilbert at (harvardvus@gmail.com).**

Harvard is closely monitoring the evolving COVID-19 situation. The College announced classes will resume “in-person” instruction beginning with the Fall Term, 2021. There are no current plans to offer remote instruction. VUS will therefore need to be physically present in the Cambridge, Massachusetts area for the term. Unfortunately, the VUS Program will not be able to offer on-campus housing to Visiting Undergraduates in Spring 2022.

As we await further details from the University about the Spring 2022 semester, we nonetheless want to share the following information. We will write with more detailed guidance once further details are known. In order to access Harvard’s campus (and therefore classes) VUS must comply with all Harvard policies regarding quarantine and COVID-testing. This may require arrival in the Cambridge, MA area a week or more before any “in-person” activities to complete required quarantine, vaccination and testing protocols.

IMPORTANT DATES:

VUS should plan to arrive in the Cambridge-area on or before January 18th, 2022 in order to complete necessary COVID-testing to access campus for orientation and classes.

January 6 (5 PM EST): Advising essay due to VUS Program Manager (details will follow in late December).

January 10: First MANDATORY virtual Orientation module via Zoom.

January 12: COURSE PREVIEW PERIOD BEGINS and COURSE REGISTRATION OPENS.

This allows students to begin expressing interest in courses. This is ordinarily when course syllabi and websites will be updated and posted. However, students do not “finalize” their courses until January 20. Preview and Registration will be done virtually but may require some synchronous course visit meetings.

January 18:

- Deadline to enroll in course lotteries and limited enrollment courses. Please make a note to ensure you enter any lotteries (following course procedures) by this date, especially if you are travelling
- Plan to arrive in Cambridge-area on or before this date to ensure you can take required COVID tests.

January 19: Lottery results released.

January 20: DEADLINE TO SUBMIT COURSE REGISTRATION.

Date on which students submit final course selections and these become “enrolled courses.”

SAVE THE DATE: You must attend a SYNCHRONUS ORIENTATION, likely be held in-person and on campus. We are awaiting final details of but please **hold both January 20 and 21 open** in your schedule from 8:30 AM-5 PM for orientation. We will confirm the exact date, time, and location of orientation once the details are known.

January 24: First Day of Classes.

DUDLEY COMMUNITY

The Dudley Community is your connection to the academic, advising, and community events of the Visiting Undergraduate Student Program. In addition to serving the VUS community, Dudley is also comprised of off-campus undergraduates and undergraduate students living in the Dudley Cooperative. You will receive your academic advising through Dudley—all of the academic advisers for the Visiting Undergraduate Students are Tutors in the Dudley Community. As the community center for the VUS program, Dudley also seeks to provide information that will help with your transition to Harvard. At Orientation you will meet Dudley staff and students and receive further information about how we are available to support you as you study at Harvard.

We are excited to welcome you to Harvard, and want to let you know what you can expect from the VUS Program and the Dudley Community:

- The VUS Program will provide you with a detailed Orientation to Harvard. This will include an introduction to Harvard’s academic culture, how Harvard’s policies apply to VUS, and how to navigate course selection and the many resources Harvard offers.
- Dudley will build a sense of community amongst the Spring 2022 VUS class.
- Dudley will build community between the VUS and Harvard College students. You will have the opportunity to connect with Dudley Community students at Harvard, as well as with other Harvard undergraduates from many areas of study and several different “Houses” through our Campus Ambassador program.
- Our Campus Ambassador (CA) program will connect you with your own Campus Ambassador—a Harvard student excited to connect with you socially and welcome you to the Harvard community!
- The CA program will provide several social events for the VUS over the term to foster meaningful social contact with CAs and Harvard students.
- Personalized academic advising: Our advisers meet with you and check in with you many times throughout the semester. At the beginning of the term your adviser will be in touch before classes begin to learn about your background, your studies at your home institution, and your goals during your time at Harvard. Then, they will guide you as you navigate course selection at Harvard—which is unique in many respects. During the term, you will come to know each other well; Your academic advisers remain committed to supporting your success in and out of the classroom and work to ensure you have all the support you need to do your best work.

REQUIREMENTS FOR ENROLLMENT

As a condition of enrollment in the program you will be required to:

- Complete all **mandatory orientation sessions** to introduce you to the VUS program and Harvard College.
- Complete an advising essay and propose a course list by January 6th (instructions will be sent to you by late December).
- Complete a required online training module about Title IX resources at Harvard College in a timely fashion (this will be sent to you prior to the beginning of term).
- Complete a review of the Harvard College Honor Code and an Honor Code reflection (this will be sent to you prior to the beginning of the term).
- Attend a required “extended orientation” during the second week of classes (date and format to be sent later). Only students with direct academic conflicts (an official lecture, lab, or section meeting time) will be excused.
- Join us for an all-VUS lunch mid-semester (only direct academic conflicts will be excused).
- Join us for a celebratory farewell event for all VUS near the end of the academic term (only direct academic conflicts will be excused).
- Thoroughly read all emails that come from VUS program staff and reply when requested. Add harvardvus@gmail.com, dudleyhousedean@fas.harvard.edu, and ududley@fas.harvard.edu to your email filters to ensure to receive and prioritize these emails.
- Students who will have or require an active visa status MUST perform all tasks asked of them by the Harvard International Office (HIO). Further details will follow. Ordinarily this includes a mandatory meeting with an HIO adviser, as well as an additional orientation session specific to visa questions.
- Complete all [immunization requirements](#) (scroll down and choose Harvard College) for the State of Massachusetts as well as for Harvard – you can receive these on campus but will need them completed to begin classes. On May 5, 2021 Harvard announced all enrolled Harvard students must have a COVID-19 vaccine – students can be vaccinated after arriving but may have to follow more strict guidelines until fully vaccinated against COVID-19. Medical waivers should be addressed with Harvard University Health Services.
- Pay tuition and fees and complete all financial paperwork before classes begin.
- Agree to and comply with the Community Compact and any other regulations regarding personal and community safety in regard to COVID-19. As vaccinations rise and positive cases fall in the US, we are expecting a more robust, closer to normal experience for Spring 2022 but students should expect frequent COVID testing and some limits on activities according public health guidance and Harvard policies.

ORIENTATION AND REGISTRATION

The exact dates and format of all orientation modules will be announced by late December.

****COMPLETION OF ALL ORIENTATION MODULES IS MANDATORY. THERE ARE NO EXCEPTIONS. YOU MUST COMPLETE ORIENTATION IF YOU INTEND TO ENROLL AT HARVARD FOR THE TERM.****

During Orientation, you will receive detailed information about topics such as course selection and registration, campus life, Harvard community expectations, and the academic culture of Harvard. Orientation will also provide an opportunity to meet and socialize with your fellow Visiting Students, academic dean, and academic advisers.

COURSE SELECTION

Although you have submitted tentative course selections with your application and will again in your advising essay, **you are not enrolled in these courses**. Typically, course selection/registration at Harvard College takes place during the first week of classes. Due to the pandemic, course selection this year begins when syllabi are made available for most classes on January 12 and ends on January 20 when you must submit your initial course selections which then become “enrolled courses.”

Before you finalize your course selection, you will meet with your adviser, discuss your academic goals, and identify courses you are interested in. During the course preview week, students check out course syllabi and materials online, attend live virtual course meetings (if offered), and meet with their academic adviser to outline a tentative course plan and modify it as needed.

Your academic adviser will be required to approve your course plan, which must be formally confirmed through the “Crimson Cart” feature of Harvard’s online course selection tool (my.harvard.edu). You must have an approved set of courses formally submitted through [my.harvard](https://my.harvard.edu) by Course Registration Day (January 20th). We will update you with further details. **Enrolling in courses in advance of this deadline is not possible.** Harvard is different from many universities in this respect. Rest assured, we will fully discuss course registration at Orientation well-ahead of all applicable deadlines.

VUS are expected to take their courses in the Faculty of Arts and Science (FAS) or School of Engineering and Applied Sciences (SEAS). In rare cases, “cross-registration” into no more than one course at other schools at Harvard (such as the Kennedy School of Government, Harvard Law School, Harvard Graduate School of Education or at Massachusetts Institute of Technology) may be considered by application. Harvard Business School and Harvard Medical School enrollments are not permitted. Further details regarding cross-registration will be sent to you before the term begins. You are expected to be students of the FAS academic community (the division within which Harvard College is located) first and foremost.

VUS are limited to enrollment in no more than one research-based course per term. VUS ordinarily may not enroll in tutorials, independent study courses, or thesis supervision.

Many courses have limited enrollment and priority for some courses is granted first to Harvard degree candidates and/or students studying certain fields (usually in courses with limited enrollment, seminars, upper division “200” level courses, or others designated as primarily for graduate students). Courses listed primarily for graduate students should be considered with caution, and enrollment in many courses is left to the professor’s discretion. Some courses have specific prerequisites that must be met. If you wish to take courses that are sequential, such as mathematics, computer science, engineering, and languages, you need to consult an adviser in that particular department to be appropriately placed.

****Please be aware that we cannot guarantee your admission to any of the specific courses that you listed in your application.**** Each student should have several alternative courses in mind in case their top choices are not available. Most of the courses in the course catalog listed under Faculty of Arts and Science (FAS) and School of Engineering and Applied Sciences (SEAS) are open to VUS, subject to the limits listed above.

You can access both a public version (<https://courses.my.harvard.edu>) and a version of the course catalog that requires Harvard login and has more detailed information (<https://my.harvard.edu>). Select “course search” at the top of the screen be sure to choose Faculty of Arts and Science (FAS) when searching courses.

(You can view historical offerings here: <https://registrar.fas.harvard.edu/courses-exams/courses-instruction/previous-courses-instruction>).

ACADEMIC POLICIES

Visiting Undergraduate Students are subject to all academic and other regulations in the *Handbook for Students*, **which you must consult before your arrival**: <http://handbook.fas.harvard.edu/book/welcome>.

In cases where *Handbook* or other Harvard policies and VUS-specific policies differ, you should consult with the VUS program staff to determine which applies – usually the more conservative policy applies.

You must also consult the Harvard Guide to Using Sources. You will be expected to know this information upon your arrival at Harvard: <http://usingsources.fas.harvard.edu/home>.

We would like to remind you that as a Visiting Undergraduate Student, you are enrolled in a non-degree program and therefore are not a candidate for any degree or alumni status at Harvard. The VUS program will not provide a program certificate nor will it hold onto student files or letters of recommendation after your term of study with us is over. You will have access to a transcript that will serve as proof of enrollment at Harvard College.

FINANCIAL AFFAIRS

Unless you have chosen to pay your term bill by the installment plan, the entire balance must be paid before you will be allowed to begin classes.

Your tuition is based entirely on the number of courses you have elected to take. *This tuition rate is cited in your letter of admission and is subject to change if you increase or decrease your course load.* If you elect to reduce your course load, you will still need to pay the amount listed on your admission letter, but you will be refunded the difference after the final deadline for course enrollment has passed. If you increase your course load, you will be required to pay the additional rate for the courses you select. **Please note that VUS students are expected to complete a full-time course load of 3 to 4 courses, and that international students must take at least 3 courses (12 credits) to satisfy U.S. immigration requirements.** Financial Aid from Harvard College is not available for Visiting Undergraduate Students.

Questions about your bill may be directed to Student Financial Services (<http://sfs.harvard.edu/>). You may contact them at (617) 495-2739 or student_billing@harvard.edu.

HOUSING

We regret that the VUS program is not currently offering on-campus housing for students. We therefore urge you to begin an apartment search immediately. It is challenging to secure housing in the Boston area in ordinary years. We do not know what to expect in terms of housing rentals this Spring. However, we imagine a higher number of students than ever before will be returning to Boston after time away from school will lead to much greater demand for apartments than usual. Therefore, begin your housing search in earnest immediately.

Harvard College is located in Cambridge, MA and is adjacent to Boston. However, the Boston area is unique in that there are several towns and neighborhoods which are close to campus. The most convenient are arguably Cambridge, Somerville, Boston (especially the Allston neighborhood), and Watertown. However, your commute time to campus cannot be predicted merely by the town. You should consult the [MBTA website](#) (which is Boston's public transit system of buses, subways, and trains) and/or use [Google Maps](#) to plan out how far away from campus your commute will be by walking, transit, or cycling. Most students do not drive cars to campus because parking in Harvard Square is time-consuming and can be costly. Most students use public transit, walk to campus, or ride bicycles.

The Admitted Students Page contains an off-campus resource guide which we hope will be helpful in your housing search. In addition to the resources that contains, in the past some websites Visiting Undergraduate Students have found helpful have been: <https://www.splitspot.com>, <http://boston.craigslist.org> and <http://www.sublet.com/> as well as Facebook groups for housing. However, none of the listings in these publications are supported or approved by Harvard College. We encourage you to read all leases and contracts carefully and understand your obligations and expectations before signing or sending money. We are unable to mediate roommate or landlord disputes for off-campus students.

****Be aware that some postings for housing online are run by scam artists. Use caution and protect yourself from being duped out of money. Report all crimes to the Harvard University Police Department (617) 495-1212.** For more info: <https://www.consumer.ftc.gov/articles/0079-rental-listing-scams>**

It is important that you secure housing before the beginning of the term. *Be prepared to invest significant time and effort in your housing search.* Incoming Visiting Undergraduate Students often find it helpful to search for apartments together and to share accommodations. To help you connect with potential roommates, the VUS Program Manager will provide contact information for other enrolling Visiting Undergraduate Students by early December.

CALENDAR AND EXAMINATIONS

Harvard's academic calendar runs later than many colleges. We cannot make adjustments to our examination schedule. You must take your final exams as scheduled. The examination period for the Spring 2022 term begins on May 5, 2022 and ends May 14, 2022. Please be aware that Harvard holds to this policy even for academic obligations you may have at your home institution – if any conflicts arise, be in touch with Dean Chivers well in advance to learn Harvard's policies and explore if there are any possibilities for resolution.

For more information about the Harvard academic calendar and exam expectations, we refer you to the "Academic Calendar" section of the [Handbook for Students](#). Other important information about course schedules and exam procedures will be reviewed during the Visiting Undergraduate Student Orientation and via emails over the term.

HEALTH SERVICES

Every registered student is automatically enrolled in the University Student Health Insurance Plan (SHIP). The insurance premium for SHIP must be paid by all students, as well as the tuition charge and administrative fees, before a student can register for courses unless a waiver form indicating coverage by

another insurance policy is submitted. When the waiver is approved, a credit will be entered on your final bill.

International students are not able to waive the health care fees unless the insurance policy is based in the United States and meets certain coverage requirements (as stipulated by the state of Massachusetts).

Students in the VUS program are strongly encouraged to verify insurance coverage directly with their provider if they travel away from campus to ensure their insurance coverage is adequate for their proposed travel. Please **Contact Member Services with questions about plan coverage or waiving the insurance:** <https://hushp.harvard.edu/>

Separate from SHIP, all students at Harvard College are required to pay the Student Health Fee, which covers services provided by the Harvard University Health Services providers. This fee also supports costs for programming including but not limited to workshops, substance abuse education, and peer counseling.

ACCOMODATIONS FOR DISABILITIES OR HEALTH CONDITIONS

If you anticipate needing personal accommodations on the basis of a disability or other health condition(s) please register with the Accessible Education Office (<http://aeo.fas.harvard.edu/>) as soon as possible. Processing time can be several weeks or more. Accommodations are more challenging to put in place later and many students find that the rigor of Harvard is easier to tackle with accommodations in place for disabilities or other health conditions. You are encouraged to register for accommodations for any diagnoses you may have even if you have not used them at your home university.

****Even if you do not have formal accommodations at your home university, we urge you to register with Harvard's Accessible Education Office if you received exceptions or extensions owing to issues related to your physical or emotional well-being in the past.****

QUESTIONS

If you have any questions regarding the Admissions process or visa-related concerns, please contact Trudy Regan, the VUS Admissions Coordinator at the Office of Visiting Undergraduate Student Admissions at gregan@fas.harvard.edu.

For general questions regarding Harvard College policies, and schedules, please contact the Visiting Undergraduate Student Program Manager, Christopher Gilbert at harvardvus@gmail.com. Please note the University is closed from December 20, 2021-January 2, 2022. Staff will not be available during that time frame to respond to enquiries but will respond when the University reopens.

We look forward to meeting you soon and welcoming you to Harvard!