Congratulations on being selected to participate in one of Harvard University’s Summer Undergraduate Science Research Programs, which are affiliated with the Harvard Summer Undergraduate Research Village in Leverett House. ASURH 2017 Programs will be residing in the Leverett House Towers, which as you enter the Leverett House gate at 28 DeWolfe Street are the two tall buildings in the courtyard. The following information is provided to introduce you to details about the residential component of your stay. For further information, please contact your program director/coordinator.

**Residential and Program Staffs**

**Undergraduate Research Director’s Office**

**Gregory Llacer**, Harvard College Office of Undergraduate Research and Fellowships (Director)  
gllacer@fas.harvard.edu, 617-384-7995

**Cammi Valdez**, Office of Undergraduate Research and Fellowships (Assistant Director)  
cvaldez@fas.harvard.edu, 617-496-6220

**Program Coordinators/Primary Contacts**

*Provides day-to-day support for research program activities.*

**Vicki Dzindzichashvili**, Center for Systems Biology  
**Maureen Hermann**, Harvard Stem Cell Institute  
**Kathryn Hollar**, School of Engineering and Applied Sciences  
**Stephanie Parsons**, Summer Research Opportunities at Harvard  
**Jessa Piaia**, iGEM  
**Duney Roberts**, Banneker Institute  
**Cammi Valdez**, Harvard-Amgen Scholars Program

**House Proctors for the Harvard Summer Undergraduate Research Village**  
*Provides residential support and oversight for program participants.*

**Kaan Yay, Lead Proctor**, kaanalpyay@college.harvard.edu  
**Edgar Garcia**, edgargarcia@college.harvard.edu  
**Monica Lin**, monicalin@college.harvard.edu  
**Jin Park**, jinpark@college.harvard.edu  
**Suproteem Sarkar**, suproteemsarkar@college.harvard.edu  
**Emily Tran**, emilytran@college.harvard.edu  
**Andy Wang**, andywang@college.harvard.edu

**House Staff**  
*Provides institutional leadership to House residents.*

**Howard and Ann Georgi**  
Leverett House Faculty Deans (On-leave for summer)

**Paul Hegarty**  
Leverett House Building Supervisor  
hegarty@fas.harvard.edu
Logistics Information

What to bring
As you plan for your arrival, you will want to deliberate about what to bring for the ten weeks, considering travel restraints you may encounter. Rooms are furnished with beds (bring your own pillow!), desks, chairs, and free-standing torchère lamps. You must furnish your own linens, including sheets, pillowcases, and towels. While likely your program is extremely informal, there may be activities for which you might want to dress up just a bit. Leverett House does have a wireless network, so you will be able to connect to the Internet with your issued Harvard University ID via your own laptop or desktop computer.

Staying cool
The summer in Cambridge can be very hot and humid. Unfortunately, due to infrastructure concerns, air conditioners are not permitted in Leverett House. You may, however, bring a small portable fan for your stay.

Checking in and checking out
Program participants may check in at the Leverett House Towers courtyard (28 DeWolfe Street, Cambridge) on Monday, June 5 between 9:00 a.m. and 5:00 p.m. Individuals arriving in the evening after regular check-in hours may pick up their key and gain building access from the guard, stationed at the front gate of Leverett House Towers. Participants arriving after Monday must make arrangements with their program director to check in to housing.

Check-out times will be announced by proctors near the end of the summer. Please note that all Harvard housing must be vacated by 5:00 p.m. on Saturday, August 12—be sure to make your travel arrangements accordingly.

Harvard Identification and “swiping” access
“Swiping” is the historical term used at Harvard to gain access to the House with a Harvard ID card. You will have swiping privileges for the Leverett House Towers, the residence for the ASURH programs.

When you arrive, please check in to housing FIRST. At check in, you will be given a temporary access card that is good for ten days. On Monday, you will be instructed by your program coordinator about getting your Harvard ID card, which also will serve as your residential access card for the duration of the summer. In order to obtain your Harvard ID card, you must return the temporary access card, so please remember to bring it with you to the Student Services Office (Holyoke Center, 8th floor). Please note that once your Harvard ID has been generated it takes approximately three hours for your residential access to be activated. So, you are encouraged to pick up your Harvard ID in the morning, since it is likely you won’t be returning to your room until the dinner hour. If for some reason you are not able to get your Harvard ID until late in the day and you are not able to access the locked building, contact the proctor on-call whose phone number is posted at the building entrance to gain access.

Housing contract
At check-in you will receive a Harvard College housing contract. This contract must be signed and dated before House keys will be given to you. The language in the contract and the residential policies included reflect the agreement you have with Harvard to live in a university residence, as well as the expectation that you will protect effects and facilities of the House. Carefully inspect your room at check-in and report to one of the proctors any damage that you can identify so you won’t be charged at the end of the summer.

Room keys
Keys to individual rooms at Leverett House are non-transferable. They should not be loaned out or given to guests for any reason. A significant fine will be imposed for a lost room key.

Lock-outs
Keep your key and your Harvard ID with you at all times, as well as the cell phone numbers of your immediate neighbors. In the event of a swipe lock out, it is far less expensive to contact someone within the building to
gain access than to have HUPD let you in. If you lose your key or are locked out of your room, you may be billed if HUPD must intervene.

**Kitchen privileges**
During the summer there are no kitchen facilities available. In addition, hot plates are expressly prohibited in all Harvard residential space.

**Harvard Student Association (HSA) rentals**
Small room refrigerators and refrigerator/microwave combos are permitted, and may be rented from Harvard Student Agencies for the duration of your stay. Check with your program coordinator and the HSA rentals website, [http://summer.hsa.net/](http://summer.hsa.net/) for details.

**Laundry**
Coin laundry machines are available for your use and are located on the basement floors of both Leverett Towers.

**Waste and recycling**
All residents are responsible for their own waste disposal. Please remove trash and perishables from the building and deposit them in the proper bin located on the side of G-Tower adjacent to Cowperthwaite Street.

**Incoming postal mail**
Due to uneventful service during the summer and problems with lost packages, receiving postal mail during the summer in the Houses is discouraged. Please send all mail and packages to:

Your Name  
c/o Kathryn Hollar  
29 Oxford St  
Pierce 185  
Cambridge, MA 02138

Your standard mail service should NOT be forwarded to this address, as you will not have a dedicated mailbox. Please have such mail forwarded to your permanent home address.

**Approval forms: Overnight guests and parties**
Overnight guests and parties are permitted during the summer, but Harvard College policy requires that they must be cleared with House proctors at least 72 hours (three days) in advance. Please obtain the proper form from your proctor, fill it out completely, return it, and follow up with the proctor to acknowledge that approval has been granted.

“Squatting” (defined as visits of more than two days) by non-residents is strictly forbidden, and each guest must have the approval of a proctor in advance. Due to security issues, this policy will be strictly enforced, possibly resulting in expulsion of individuals who are found to be in noncompliance.

**Alcohol policy and parties**
The Massachusetts law on alcohol applies both to underage drinking and to possession of alcohol. By law, the College is required to prohibit any provision of liquor to individuals under 21 in private as well as public settings. Individuals are liable to legal, and hence College, disciplinary action if they give or sell alcohol to underage persons. Hosts of parties are also expected to take reasonable measures to prevent underage students from obtaining alcohol at their parties.

Events are by personal invitation only, and advertising is prohibited. Students who wish to host events with alcohol must be 21 years of age. If the private event is to be held in a suite, the hosts must be residents of the room in which the private event will be held. Non-alcoholic beverages and food must be served throughout the event, and alcoholic beverages may not be served unless non-alcoholic beverages and food are being served at the same time. Alcohol service must cease immediately if non-alcoholic beverages are not available. Hosts
must be present for the entire event, and must monitor the event and make sure there is no underage drinking. Proctors or other House residential staff will check in at least once throughout the course of the event by knocking on the door, asking for the host, and observing if the party is in good order and in compliance with College and House policy, as well as state law.

Students who are hosting a party with alcohol, who know that there will be underage drinkers present, are advised to do the following:

1. Realize that they, as hosts, are responsible if any underage drinker consumes alcohol at their party (a violation of Massachusetts law as well as College rules).
2. Underage students cannot request that 21+ students bring alcohol to their party for the underage students’ party.
3. Check ID at door if serving alcohol.
4. Do not allow guests to walk out of room/suite with alcohol in hand.
5. Remember that those hosting the party are ultimately responsible for the actions of their guests.

Noise
The general noise policy is the same as the noise policy for a party. Quiet time is after eleven on Sunday through Thursday nights and two a.m. on Friday and Saturday nights. But at all times, you are responsible for ensuring that noise in your room does not disturb your neighbors. If you are being responsible, you should not get complaints. But if you do get a noise complaint, you must treat the complainer with respect, respond immediately and see that the offending behavior does not recur.

Outdoor activities
The Leverett Towers Courtyard is designed as casual outdoor social space. It is not intended for athletic games, which may be played on the athletic fields adjacent to N. Harvard Street across the River.

**PLEASE NOTE:** The Faculty Deans of Leverett House are in residence year-round, full time. You are their guests. Please be mindful of your comportment and that your summer residence is not a dormitory.

Security
Please be aware of your surroundings. Due to the location of Leverett House (right on the river and Memorial Drive) it is conceivable that individuals unrelated to the residence could gain entrance. Please do not swipe individuals you do not know into the building, and ensure that your entryway door shuts behind you as you enter the building. If you cannot identify someone in your entryway or you perceive a possibly dangerous circumstance, please contact a proctor straight away. Make sure your room door is locked each time you leave.

Residents’ health and well being
The well being of residents is the highest priority for everyone involved in our summer residential program. University Health Services in Holyoke Center (at the corner of Dunster Street and Mt. Auburn Street) are available for Harvard students ONLY throughout the summer for emergency situations 24 hours a day. For students from other universities, triage for medical care may be obtained at the emergency room of Mt. Auburn Hospital, which is located at 330 Mt Auburn St (telephone 617-492-3500).

If you are in need of any kind of personal assistance, the proctors are there specifically to help you. The on-call proctors are clearly listed at the entryways of each of the Leverett House Towers. You also may contact your program director/coordinator or the undergraduate research director, Greg Llacer (gllacer@fas.harvard.edu, 617-384-7995) at any time for assistance. If you are concerned about the well being of one of your suitemates, please do not hesitate to let a proctor or the director know.

**In an emergency, call the Harvard University Police (HUPD) at 617-495-1212, and identify yourself as an affiliated summer undergraduate research resident of Leverett House with the name of your program.**