

# HARVARD RESOURCES FOR RETIREES

7<sup>th</sup> Edition  
2018-2020

This description of benefits that are available to benefits-eligible retirees of Harvard University was prepared by Harvard University Retirees Association (HURA) as a service to its members, other Harvard retirees, and Harvard employees nearing retirement.

Official plan documents and contracts, as well as departmental policies, govern many of these benefits and services. This information is subject to change.

Consult Harvard Human Resources (HHR) Benefits or relevant departments about the current status of benefits described here and eligibility for them and organizations. Also look for updates on the HURA website at <https://hura.harvard.edu> and HHR Benefits at <https://hr.harvard.edu>.

Unless otherwise specified, the term “retiree” in this booklet refers to those who meet the University’s definition of benefits-eligible retiree or are otherwise designated as “retiree” in the University’s PeopleSoft database. All are eligible for HURA membership benefits.

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## Harvard University Retirees Association HURA

HURA provides opportunities for retirees to stay connected with the University and former colleagues through a variety of programs, activities, and communications. It also serves as a liaison between retirees and the University on matters of mutual concern. HURA is a nonprofit 501c (7) social organization supported by membership dues and by Harvard Human Resources contributions.

**Membership** is open to all former faculty and staff who are benefits-eligible Harvard retirees. During their first months in retirement, all are eligible for an introductory membership at no cost. The annual membership renewal fee is \$20 (subject to change), which is assessed each June. There are currently about 1,400 HURA members among the total 4,800 Harvard retirees.

**HURA programs and activities** include the Annual Business Meeting and Luncheon in June, the Fall Reception, and the Holiday Luncheon in December. Throughout the year, educational, social, cultural, and sports programs are also offered. Examples may include discussions of changes in benefits or of initiatives in the communities that Harvard calls home, introductions to new University senior staff, docent-led tours of museums, outings to places of interest in and around Boston, concerts, and athletic games that pit Harvard teams against those of other universities. HURA also features timely and engaging speakers from both the Harvard faculty and administration to well-known outside presenters discussing a variety of interesting and informative topics. Through its newsletter, website, Facebook presence, and E-List, HURA communicates news and information of interest to its members. *HURA News* is currently sent five times a year to all members and to recent retirees who opt to accept their free membership.

**HURA E-List** subscriptions are a benefit of HURA membership. Subscribers receive email messages on a wide range of topics.

- HURA program announcements, especially those too late for the newsletter.
- Special alerts concerning benefits affecting seniors, such as increases in Medicare costs, changes in Social Security payments, or changes in Harvard benefits.
- Updates to this booklet, the *Harvard Resources for Retirees*.
- Tax tips for seniors.
- Computer and Internet information.
- Other topics of interest to seniors.

The E-list is not a discussion list. Subscribers cannot send messages to other subscribers. Email addresses do not appear in any mailing and are not shared with anyone else. Each message carries information about how to unsubscribe or to suspended subscriptions for periods of time.

Members are signed up automatically or send an email message with full name and email address to the E-list administrators at [mch12938@comcast.net](mailto:mch12938@comcast.net) or [carleen.farrell@gmail.com](mailto:carleen.farrell@gmail.com)

**HURA Website** offers information about HURA and a rich array of important information and services for retirees, including this *Resources* guide. <http://hura.harvard.edu>

**Facebook** You can find HURA on <https://www.facebook.com/HUretirees> [Facebook.com](https://www.facebook.com/HUretirees) for current information about HURA activities and programs.

## **HURA Officers**

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# Harvard Human Resources (HHR) Benefits

The Benefits Office is the first place to turn for assistance with issues relating to Harvard's benefits for retirees. Benefits staff can provide information on medical, dental, and life insurance plans, retirement plan benefits, and Medicare enrollment. For specific medical and dental claims, however, contact the individual medical or dental health care provider.

Benefits staff advise that you should email ([benefits@harvard.edu](mailto:benefits@harvard.edu)) or call (617-496-4001) before visiting the office at 114 Mt. Auburn Street. In most cases, questions, issues, and concerns can be resolved without the hassle of an office visit. A call or email could also keep you from having a wait in line if you come personally to the front desk.

For detailed plan information about retiree benefits, visit Harvard Information for Employees (HARVie) at <https://hr.harvard.edu/>. Click on Special Resources for Retirees and HURA Members. For some information, a HarvardKey and two-step authentication are required. (See page 21.) or go to **Retiree Health and Welfare Plans Summary Plan Description (SPD)** <https://hr.harvard.edu/retiree-health>

## **Benefits Office**

### **Walk-in Benefits Desk**

114 Mt. Auburn St., 4<sup>th</sup> floor

Monday-Thursday, 11:00 a.m.-3:00 p.m.; closed on Friday.

### **Benefits Call Center**

Monday, Tuesday, Thursday and Friday, 9:00 a.m.-5:00 p.m.; Wednesday, 10:00 a.m.-5:00 p.m.

617-496-4001

fax 617-496-3000

[benefits@harvard.edu](mailto:benefits@harvard.edu)

# Retiree Health

## Post-Retirement Benefits Eligibility (PRH)

Eligibility for post-retiree health coverage depends upon several factors, including date of first employment at the University, employee group, the length of University service, age, and date of retirement.

Consult the Benefits Office for specific details.

Eligibility is also addressed in Retiree Health Coverage Overview at <https://hr.harvard.edu/files/humanresources/files/retireehealthplan.pdf>.

## Medical Plans

Medical plans are subject to change. Retirees should verify all benefits and eligibility requirements with the Benefits Office or with their medical care providers.

There is no requirement for previous participation in a Harvard medical plan while you were employed in order to qualify for retiree medical coverage. Eligibility is not tied to past medical plan participation.

Benefits-eligible retirees who leave Harvard before age 65 will stay in an active-employee Harvard medical plan until they reach age 65. This provision includes their spouse or registered domestic partner at the time of retirement.

At age 65, the individual must sign up for Medicare A & B to switch to a Harvard age-65-or-over retiree medical plan. When the covered individual reaches age 65 before the spouse/domestic partner (or vice versa), only the one who has reached age 65 will enroll in an age-65-or-over retiree medical plan. The other, who is not yet eligible for Medicare, will remain in a Harvard under-age-65 retiree medical plan.

Currently, the Benefits Office mails a packet to the retiree's home address approximately four months before the individual turns 65. The packet includes a letter of instructions, as well as enrollment kits for each of the age-65-or-over medical plans.

**Spousal/Registered Domestic Partner Benefits** Medical and dental coverage is offered to retirees' spouses or registered domestic partners (as of the date of retirement). In the event that the Harvard retiree predeceases the spouse or partner, retiree medical and dental coverage can continue for these eligible dependents.

In the event that a retiree remarries or marries for the first time following the date of retirement, the new spouse or registered domestic partner of the retiree is not eligible for retiree medical or dental coverage under the Harvard plans.

Contact Harvard Human Resources Benefits for more information about retiree medical plans.

**Be sure to notify the Benefits Office of any permanent change of address.**

**Plans for Retirees/Dependents Age 65 and Over** Retirees, their eligible spouses/domestic partners, and eligible dependents **age 65 and over** may choose from one of the following plans that supplement Medicare.

- **Blue Cross Blue Shield (BCBS) of Massachusetts Medex (no residential restrictions)**

Medex Summary of Benefits

[https://hr.harvard.edu/files/humanresources/files/medex\\_summary\\_of\\_benefits.pdf](https://hr.harvard.edu/files/humanresources/files/medex_summary_of_benefits.pdf)

800-882-1093 <http://www.bluecrossma.com/>

- **Harvard Pilgrim Health Care Medicare Enhance, (must live in the U.S.)** 877-679-5667

<https://www.harvardpilgrim.org>

- **Tufts Health Plan Medicare Preferred HMO (must live in the Tufts HMO service area)**

800-936-1902

<https://www.tuftsmedicarepreferred.org/>

- **Kaiser Permanente** available only to retirees of Dumbarton Oaks and the Center for Hellenic Studies living in Washington, D.C., Maryland, and Virginia.

View plan features comparison charts and rates here.

<https://hr.harvard.edu/plan-rates-features>

**Prescription Drug Coverage for Retirees in Age 65+ Senior Medical Plans** (except Kaiser Permanente) is included as part of the medical coverage. There is no need to sign up for a separate Medicare Part D plan.

- **OptumRx** currently manages the Prescription Drug Plan (PDP)

Member Services

Plan name: Harvard University EGWP

844-265-1225 (TTY: 711)

<https://www.optumrx.com>

**Plans for Under-Age-65 Benefits-Eligible Retirees and Under-Age-65 Spouses/  
Domestic Partners** Retirees, their eligible spouses/domestic partners, and eligible dependents **under age 65** may choose from the same plans offered to active employees.

- **Harvard University Group Health Plan (HUGHP) HMO, POS, or HDHP  
(High Deductible Health Plan)**

617-495-2008

<http://www.hughp.harvard.edu/>

- **Harvard Pilgrim Health Care (HPHC) HMO, POS, HDHP, or PPO**

888-333-4742

<https://www.harvardpilgrim.org/>

**Prescription Drug Coverage for Retirees in under-Age-65 Plans** is included as part of the medical coverage.

- **OptumRx** currently manages the Prescription Drug Plan (PDP)

Member Services

Plan name: Harvard University EGWP

844-265-1224 (TTY: 711)

<https://www.optumrx.com>

View plan features comparison charts and rates at <https://hr.harvard.edu/plan-rates-features/>

## Dental Plans

**Harvard's dental benefits** for eligible retirees and their spouses and dependents is covered under the Delta Dental PPO Plus Premier Plan (Group Number 003603).  
800-872-0500 <http://www.deltadentalma.com>

Find a summary of Retiree Dental Coverage here.  
[https://hr.harvard.edu/files/humanresources/files/retiree\\_dental.pdf](https://hr.harvard.edu/files/humanresources/files/retiree_dental.pdf)

View rates at <https://hr.harvard.edu/plan-rates-features>

Selection of dental coverage must be made at the same time medical coverage is selected. Once dropped, dental coverage cannot be reinstated.

**Harvard Dental Services** The new state-of-the-art Harvard Dental Services clinic at 114 Mt. Auburn St. offers a full range of dental services for the entire Harvard community, including family members. The greater Cambridge community may also utilize these services.

The Dental Services clinic accepts the Delta Dental PPO Plus Premier Plan and Blue Cross Blue Shield dental insurance plans. Dental Services does not participate in any Delta Preferred Plan. The clinic bills eligible plans directly. It also offers services on a fee-for-service basis.

Dentists and hygienists are available by appointment. Notify the clinic at least 24 hours in advance of missing an appointment, so other patients may take advantage of the time. Due to the high demand for service, Harvard Dental Services reserves the right to charge patients who do not show up for appointments.

114 Mt. Auburn St., 7<sup>th</sup> floor, Cambridge  
617-495-2063  
<https://huhs.harvard.edu/dental>

**Harvard Dental Center at the Harvard School of Dental Medicine** is a state-of-the art comprehensive dental care facility located adjacent to the Harvard School of Dental Medicine. As a “school within a school”, the Dental Center houses **Teaching Practices**, where treatment is delivered by pre-doctoral and advanced graduate dental students.

The Dental Center also encompasses a **Faculty Group Practice** with care provided by Harvard faculty members. A multi-specialty group dental practice, the Faculty Group Practice combines general dentists, specialists in all areas of dental medicine, and dental hygienists to provide a one-stop approach to treating patients.

Teaching Practices charges 30% to 50% less than standard fees in the Faculty Group Practice or in the private sector. Graduate student dentists, who are supervised by Harvard faculty, provide affordable and comprehensive care to patients. Both programs accept the Delta Dental Plan.

188 Longwood Avenue, Boston

617-432-1434

<https://hsdm.harvard.edu/harvard-dental-center>

**The HURA Dental Plan** is an old plan for Harvard retirees that has been closed to new enrollees for many years. It was called HURA because of the effort that the Association put into its creation.

## Harvard University Health Services (HUHS)

Harvard retirees age 65 or over participating in either Medex (BCBS) or Harvard Pilgrim Medicare Enhance (HPHC) are welcome to begin or continue their health care at HUHS.

Retirees formerly with the Harvard University Group Health Plan (HUGHP) may continue to see their same physicians or other HUHS service providers and to access all services at HUHS under these two plans. However, payment for services is dependent upon coverage provided by Medex or HPHC. Consult your retiree medical benefit summary for details.

75 Mt. Auburn St. (Smith Campus Center)

617-495-5711

<https://huhs.harvard.edu/>

For eligibility verification, call 617-496-8700.

**Flu Shots** are offered in the fall at University Health Services locations to any senior with a valid Harvard or HUGHP ID, regardless of their health plan. Spouses and domestic partners who do not have their own Harvard or HUGHP ID are not eligible for shots at these clinics. Consult the HUHS website or call the HUHS information line.

617-496-2288

<https://huhs.harvard.edu/>

**HUHS Patient Portal** offers a number of confidential services to retirees who use HUHS for their medical and mental health needs. They can review stored personal profile and list of medications, schedule or cancel medical appointments, and access a secure messaging system. The online scheduler permits one to view, arrange, or cancel appointments with their Primary Care Team.

Messages appear in the “messages” link. Email notifications are sent when messages have been posted. Retirees may also book appointments with the After Hours Urgent Care Clinic for any medically urgent concern.

## Insurance

**Life Insurance.** If on your retirement date, you were already enrolled in the **Basic and Supplemental Life Insurance** coverage that Harvard provides and pays for, it continues until the June 30th following your 70th birthday, with the following caveats.

The amount of insurance coverage is reduced by 35% on June 30th following your 65th birthday for services and trades employees or 66th birthday for all other employees. Letters are sent to participants shortly before both the reduction and subsequent cancelation processes happen.

Because coverage is fully paid by Harvard, the IRS considers the value of coverage above \$50,000 to be income to the recipient. Retirees holding a value of Basic Life Insurance greater than \$50,000 will receive W-2 forms in January of each year.

Call the Benefits Office for details.

**Long-Term Care Insurance (LTC)** covers expenses for long-term care, whether received at home, in the community, or in a nursing facility. You or your eligible family members may apply for LTC insurance at any time, so long as you are under the age of 80. Enrollment is not limited to the Open Enrollment Period. For information about coverage and costs for you, your spouse, siblings, and adult children, contact Genworth Life Insurance.

Group ID: Harvard

Access code: groupltc

800-416-3624

<https://longtermcare.genworth.com/fiveseries/login.do>

John Hancock honors existing Harvard LTC contracts that it holds so long as policy holders continue to pay the monthly premiums. It is not issuing new contracts.

800-928-4260

MetLife is still the insurer for some former TIAA-CREF policy holders who accepted the transfer of their Harvard LTC coverage to MetLife some years ago.

888-748-4824

New subscribers should not overlook LTC insurance options with other carriers, such as AARP, which also uses Genworth.

**Social Security death payment** of \$255 can be made to a spouse or child if they meet certain requirements. Other caregivers are not eligible for this benefit. Survivors must apply for this payment from the Social Security Administration within two years of the date of death.

# Harvard Investment & Retirement Contacts

## **Harvard University Retirement Center (HURC)**

800-527-1398

## **Fidelity Retirement Services Center**

800-343-0860

[www.fidelity.com/atwork](http://www.fidelity.com/atwork)

## **TIAA**

<https://www.tiaa.org/public/tcm/Harvard>

One-on-one counselor: 617-441-1300

<https://www.tiaa.org/public/support/contact-us/consultations-seminars>

## **Vanguard**

800-523-1188

[www.vanguard.com](http://www.vanguard.com)

one-on-one counselor: 800-662-0106, ext. 14500

<https://retirementplans.vanguard.com/VGApp/pe/ekit/registration/organizations.jsf>

## **Social Security Administration (Social Security & Medicare)**

<https://www.ssa.gov/>

For your local Social Security office go to

<https://secure.ssa.gov/ICON/main.jsp>

The office closest to Harvard Square is at 10 Fawcett St., Cambridge, (at the corner of Fawcett St. and Concord Ave. beyond the Alewife rotary).

800-772-1213

# Wellness, Recreation, and Counseling

**Athletic Facilities** Retirees with valid Harvard ID cards have free access to the Blodgett Pool, the Malkin Athletic Center (MAC), the Quadrangle Recreational Athletic Center (QRAC), the Murr Center Fitness Room, and Hemenway Gymnasium. Retirees also receive free towel service, which can be activated by calling the Membership Office in the MAC.

39 Holyoke St., Cambridge  
Monday-Friday, 9:00-5:00  
617-496-1585

Spouses and family members of retirees may use the athletics facilities if a family membership is added to the free membership of the retiree. The family charge is the same for the families of retirees as for families of current longer-service employees: 2018/2019 full year \$100; \$80 for the Academic year, \$65 per semester, and \$24 for the summer term.

Family memberships must be purchased online or in person at the Membership Office. There is an added \$6 processing fee. A valid Harvard ID card is required at the time of purchase.

Retirees may also have access to the tennis courts and the squash courts at the same additional rates charged to active faculty and staff. Call the Membership Office for more information. For a description of add-on fees for all separately priced services, go to

<http://recreation.gocrimson.com/recreation/membership/faculty>

For information about sports schedules, articles about athletes, ticket information, and more, visit the Harvard Athletics website. <http://www.gocrimson.com/landing/index>

For tickets, click on “Tickets” at the top of the page.

Go to <https://tickets.gocrimson.com> or visit the Ticket Office in the Murr Center

65 North Harvard Street, Allston  
617-495-2211

**The Center for Wellness and Health Promotion** at University Health Services cultivates individual and collective growth through educational experiences that develop and enhance holistic health. Innovative programs, services, and initiatives are for everyone in the Harvard community. A list of courses and events is posted on the website.

Call to schedule a massage, chair massage, or acupuncture appointment or register online for a movement, meditation, or yoga class. The Center is located on the 7th floor, 114 Mt. Auburn St., Cambridge. 617-495-9629

[cw@huhs.harvard.edu](mailto:cw@huhs.harvard.edu)

<https://wellness.huhs.harvard.edu/>

**Harvard’s Employee Assistance Program (EAP)** provides free and confidential assessment, referral, and short-term counseling services for staff and retirees to help work through many of life’s challenges. Harvard faculty, staff, retirees, members of their households and immediate family

members – wherever they live – can access a range of services through KGA, Inc., Harvard’s employee assistance provider. Help is available throughout the U.S. and Canada.

The EAP can help to navigate questions about tax issues, inheritances, or estate planning, or to find short and long-term care arrangements for adults or children. The EAP offers free legal consultations by telephone and makes referrals to attorneys who offer a 25 percent discount in fees. Support during personal crises, serious illnesses, and death is offered by experienced and caring professionals. Harvard’s EAP can help with conflicts, personal and family relationships, eldercare planning, credit and debt management, domestic violence, alcohol and drug use, and other issues of a sensitive nature. Crisis intervention is just a phone call away.

Counselors are available to answer non-urgent calls Mondays-Thursdays between 8:30 a.m. and 5:30 p.m., and on Fridays between 8:30 a.m. and 5:00 p.m. Urgent calls are answered by crisis clinicians 24 hours a day, 7 days a week. Consultation is provided in more than a dozen languages. Bilingual and bicultural counselors are available, and the hearing impaired can arrange to meet with counselors fluent in American Sign Language.

Whether you or a family member wants to meet with a consultant or other provider in Harvard Square, another community, or another part of the country, the EAP can tap into a broad network of resources.

To access articles, self-assessments, and tips on Harvard’s EAP website, go to <http://kgreer.com/members/login/>. The username is Harvard. No password is needed.

To speak with a consultant, call 877-327-4278 or TTY 800-828-6025, 24 hours a day, 7 days a week, toll free.

For further information, contact Harvard University, Office of Work/Life.

Nancy Costikyan, Director  
114 Mt. Auburn St., 4<sup>th</sup> floor, Cambridge  
617-495-4100  
[worklife@harvard.edu](mailto:worklife@harvard.edu)

See also “Legal Advice” on page 16.

**Ombudsmen** The University's Ombudsmen are independent resources for problem resolution at Harvard. While most contacts with these confidential, independent, and neutral persons relate to workplace or academic disputes, retirees may find an ombudsman helpful if their interactions with the University become problematic. Information concerning a visit will not be disclosed without the visitor's permission. It is important, however, that discussions about benefits begin with staff in the HHR Benefits Office.

University Ombudsman, Lydia Cummings  
44R Brattle St., Cambridge  
617-495-7748

[university\\_ombudsman@harvard.edu](mailto:university_ombudsman@harvard.edu)

<https://ombudsman.harvard.edu/>

Medical Area Ombudsman, Melissa Brodrick  
164 Longwood Avenue, 1<sup>st</sup> floor, Boston  
617-432-4040

[Melissa\\_Brodrick@hms.harvard.edu](mailto:Melissa_Brodrick@hms.harvard.edu)

<https://www.hms.harvard.edu/ombuds/>

# Financial and Legal Programs

**Crimson Cash** is a declining-balance debit account accessed with your Harvard ID. No sign-up is required. Accounts are automatic for holders of valid Harvard IDs.

To add cash to the ID card or for information about locations on campus, such as cafeterias and libraries, where this debit card can be used, go to

<https://cash.harvard.edu>

To add value to your account for the first time, you need the 16-digit CC number which is found only on the back of your Harvard ID card.

Use the thin stripe on the back of the ID card to access an account where it is accepted.

**Harvard University Employees Credit Union** HUECU is a full-service financial institution available to Harvard retirees. Members of the Harvard community have access to exclusive services and preferred rates that are not available elsewhere.

Main office in Harvard Square

104 Mt. Auburn St., Cambridge

617-495-4460

<https://www.huecu.org/>

Branches are located at

Longwood Medical Area, 677 Huntington Ave., Boston

Massachusetts General Hospital, 55 Fruit St., Boston

Charlestown Navy Yard, 149 13<sup>th</sup> St., Charlestown

There are more than 5,000 shared branches and surcharge-free ATMs nationwide. ATMs are also located locally in a number of convenient locations.

**Legal Advice** Harvard's Employee Assistance Program (provided by KGA, Inc.) is a free and confidential service for Harvard University retirees, their household members and immediate family members, wherever they live in the U.S. and Canada. The EAP offers free, 30-minute telephone consultations with a lawyer. If you wish to retain a lawyer, you will also be eligible for a 25 percent reduction in fees. Call 877-327-4278 to be matched with an attorney. See more under Harvard's Employee Assistance Program on page 14.

**Required Minimum Distributions** Persons who have retired from Harvard or otherwise left the University, are required by federal law to receive minimum distributions from their tax-deferred retirement funds, including tax-deferred accounts (TDA) and 457(b) savings, by April 1 following the calendar year in which they attain age 70 and a half.

However, employees are not required to take minimum distributions while they are still earning a salary at Harvard and contributing to a plan.

# University Connections

Harvard Campus Service Center  
807 Smith Campus Center  
617-496-7827

## Changes of Address

Harvard retirees should report their permanent changes of address to HHR Benefits. There are two ways to make the change.

They may change their postal mailing address, home email address, and telephone number themselves by using the PeopleSoft Self Service function. Go to <https://hr.harvard.edu> and click on PeopleSoft at the top of the page; then click on Self Service. (Harvard Key and two-step authentication are required.)

If preferred, request a printed Change-of-Address form from the Benefits Office or from the HURA Membership Secretary.

Either procedure will update your contact information in Harvard's PeopleSoft database so that you may continue to receive all HURA and Benefits Office mailings, including information about Harvard pension plans, health plans, dental plans, and TDA's. Retirees are responsible for notifying the Social Security Administration and the IRS of any changes.

**Note:** A change of home address could result in termination of health coverage if participants in the Tufts plan move outside the Tufts coverage area. Such a change would require election of new health coverage within 30 days. Contact HHR Benefits for more information as soon as possible so as not to miss the 30-day period in which changes to change health plans are allowed.

Retirees who spend part of the year in a different location should not change their PeopleSoft address. Instead contact the Post Office to forward your mail while you are away.

The HURA Membership Secretary can update members' home email addresses and telephone numbers in the PeopleSoft system, but cannot update mailing addresses or primary (Harvard) email addresses.

Contact Carleen Farrell  
617-285-9390  
[carleen.farrell@gmail.com](mailto:carleen.farrell@gmail.com)

**Disability Services** University Disability Services provides services for faculty, staff, students, retirees, and visitors with disabilities for access to the campus. It serves as a central resource for disability-related information, procedures, and services—such as transportation, parking, assistive listening devices, and interpreters—for the University community.

617-495-1859  
[disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu)  
<https://accessibility.harvard.edu/>

For assistance at HURA events, contact HURA Board member Margaret Carayannopoulos.  
781-820-7408  
[Margaretc15@comcast.net](mailto:Margaretc15@comcast.net)

**Email** Harvard University does not offer email accounts to retirees, although some of the individual schools and departments where retirees worked may do so. Contact them for information.

The Harvard Alumni Association offers free "...@alumni.harvard.edu" email accounts to anyone who has ever enrolled in a degree program, including in the Extension School, whether they graduated or not.

This service was formerly called "...@post.harvard.edu".  
Contact the Alumni Office for more information about your eligibility for such accounts.  
124 Mt. Auburn Street, Cambridge  
617-496-0559  
<https://alumni.harvard.edu>

**Primary Email Addresses in PeopleSoft** There are not many reasons why changing your Harvard "primary email address" is necessary. If you do not change it, however, your old inactive ...@Harvard.edu or ...@hbs.edu address will remain in the system. If you find that you need to change it, there are two ways to convert it to an active personal email address.

Work with the local Directory Contacts staff in your former department to have email address changed to home or other personal email address in the MIDAS program. (They'll know what that means.)

Call the HUIT Helpdesk 617-495-7777

Or visit [HUIT.harvard.edu/ithelp/](https://HUIT.harvard.edu/ithelp/)  
and click Submit a Ticket. With Harvard ID number and other personal information verified, the agent can change the retiree's primary email address in the database.

If at some later date you change your email address, remember to go through this procedure again.

**Harvard Directory** To search for individuals in the online Public Harvard Directory, click on Staff or Faculty on the bar at the top of the Harvard Home Page. Both pages also lead to search capabilities for University-Wide Resources.  
<https://www.harvard.edu/>

**Harvard Housing Office** See Harvard Real Estate under Buying and Selling on page 25.

### Harvard Information Online

- **The Harvard Home Page** is the portal to everything about Harvard.  
<http://www.harvard.edu/>

- **Harvard Gazette** Visit the website of Harvard Public Affairs and Communications for the latest news about Harvard and links to related Harvard sites.

<https://news.harvard.edu/gazette>

To subscribe to the *Daily Gazette* online, click on the search box device, which appears with three lines and magnifying glass in the upper left corner of the *Gazette* home page. Fill in your email address under “The Daily Gazette”.

- **Harvard Arts Calendar** The arts abound at Harvard, blending theory, practice, and passion. Harvard is home to a vibrant and dedicated community that celebrates and practices art.

<https://arts.harvard.edu>

**Harvard Intranet for Employees** HARVie is a portal for employees and retirees to extensive online, University-based news and information about benefits, life balance, health, and learning. The website also provides access to your own account on PeopleSoft. (Harvard Key and two-step authentication required.) To find specific retirement information, under Special Benefits (right side, half way down the page), click on For Retirees and HURA Members.

<https://hr.harvard.edu/>

## HARVARDKEY AND TWO-STEP AUTHENTICATION

**HarvardKey** has replaced the Personal Identification Number (PIN). It is required for access to numerous Harvard sites, such as HARVie, PeopleSoft, Harvard Health Portal, Crimson Cash, and Outings & Innings. Most sites also now require an additional two-step authentication (see below). To claim your HarvardKey, manage your account and services, activate the two-step authentication process, reset your password, or recover your login name, go to the HarvardKey website.

<https://key.harvard.edu/>

If you have any questions about claiming or using your HarvardKey, look at the Frequently Asked Questions on the HarvardKey help site.

<https://reference.iam.harvard.edu/>

Find the **Quick Guide to Claiming Your HarvardKey** at

[https://reference.iam.harvard.edu/files/huit-iam-docs/files/harvard key-claim-newusers.pdf//](https://reference.iam.harvard.edu/files/huit-iam-docs/files/harvard%20key-claim-newusers.pdf//)

If you can't find the answers to your questions there, or if you need one-on-one help, don't hesitate to contact the HUIT Service Desk.

617-495-7777

[ithelp@harvard.edu](mailto:ithelp@harvard.edu)

Employees who have a Harvard Key when they retire can continue to use it as a retiree. Retirees need to link their login name to their home or other personal email address.

**Two-Step Authentication** Sites that require two-step authentication will prompt you to click on one of three **Authentication Methods**. The preferred method is called Duo Push, which sends a prompt to your iPhone or tablet. To use it, download and activate the free Duo-Mobile App from the App Store, iTunes, or Google Play. For further instructions, go to <https://guide.duo.com/prompt>

For Harvard assistance, call HUIT at 617-495-7777.

**ID Cards** See *Retiree ID Cards* below.

**PeopleSoft Self-Service Function** Retirees with a valid login name (email address) and Harvard Key two-step authentication can use PeopleSoft to perform a number of functions in the University's central database.

Go to <https://hr.harvard.edu/>

Click on PeopleSoft at the top of the screen.

Under the **Self-Service** heading, retirees can look at and, in some cases, change or update personal information in the PeopleSoft database, including:

- **My Pay** Harvard salary up to your last day of work
- **My Benefits** General summary and other categories
- **My Personal Details** Here you can change your postal mailing address and your cell phone, land line number, and home email address. The Harvard Primary Email address is shown, but cannot be edited here.
- **My Preferences and Agreements** If you prefer to receive only the online version of the *Harvard Magazine*, you can opt out of the print version here. You can also sign up for the University's MessageMe service to receive critical information during a University emergency.

**Retiree ID Cards** Benefits-eligible employees should not surrender their ID cards when they retire from Harvard. Your Harvard ID card becomes your retiree card. It is also your Harvard Library card. Your ID number, Harvard Keys, and two-step authentication remain the same. Crimson Cash accounts are also unchanged.

HHR Benefits sends to the ID Office a monthly report of recent retirees. ID cards will work continuously as individuals transition from employee to retiree status, so separate registration should not be necessary, except in the libraries (see following).

Employees and retirees whose ID cards show a printed expiration date should go to the Campus Service Center at 807 Smith Campus Center (617-496-7827) to have a new ID made. It will show no expiration date.

Retirees may also obtain a replacement ID card or their HarvardKey at the Center.

The latest version of the ID card has two magnetic strips on the back. The thinner strip is for use of Crimson Cash accounts or for rides on the M2. shuttle bus. A computer chip and an antenna are embedded in the new Harvard ID cards. These permit users to tap the card for building access or other services where they are required. Do not punch holes in these cards or you could damage these elements.

**Surviving spouses or surviving registered domestic partners** of deceased benefits-eligible Harvard retirees may receive a Harvard ID card under their own name and unique ID number with their own name and photo on the ID card. (This is a recent change.) Cards may be obtained at the Campus Service Center at 807 Smith Campus Center (617-496-7827).

Spouses or domestic partners of living retirees are not eligible for their own ID cards unless they are also benefits-eligible Harvard retirees, but they are welcomed as guests at HURA events.

# Buying and Selling

**Harvard Real Estate** All Harvard employees and benefits-eligible retirees are invited to participate in the Harvard University Housing's Real Estate Advantage Program (REAP). It offers a wide range of home buying and selling services, including cash-back when buying or selling a home, free home-buying and selling seminars, and referrals to preferred lenders. Coldwell Banker Residential Brokerage is Harvard's partner in REAP.

REAP, Campus Service Center  
815 Smith Campus Center  
617- 495-8840 or 800-396-0960

<http://www.huhousing.harvard.edu/faculty-and-employee-real-estate-services/>

Select the Home Buying, Selling, and Moving option link.

**Harvard Student Agencies, Inc.** HSA is the largest student-run company in the world, employing more than 650 undergraduates annually. Founded in 1957, HSA is a multi-million dollar non-profit that provides Harvard students with meaningful opportunities for employment and hands-on business education. Student managers lead all aspects of the operations and strategy behind HSA's 12 businesses, which range from publishing to tutoring to bartending, including Let's Go (the leader in student travel), HSA Cleaners (a laundry and dry-cleaning service), and The Harvard Shop (a storefront and web retail business).

617-495-3030

<http://www.hsa.net/agencies>

**Harvard University Housing** offers a listing service for property owners wishing to advertise homes or apartments for rent to active Harvard graduate students, faculty, and staff, but not to retirees.

To list your rental properties, register at

<http://harvardhousingoffcampus.com>

For questions regarding registration, contact the Harvard Campus Service Center (807 Smith Campus Center).

617-496-7827

[huhousing@harvard.edu](mailto:huhousing@harvard.edu)

**HARVie Classifieds** is a service for those in the Harvard community who wish to sell or purchase items, rent or sell properties, or seek or offer services. It is a free service and is available to anyone with access to HARVie.

<https://hr.harvard.edu>

(Harvard Key and two-step authentication required)

To use this service, the home email address (or an active Harvard email address) may be required in PeopleSoft as the primary contact email address. See the instructions under Email earlier in this document about how to change a primary Harvard email address to your home email address (page 20).

**Note:** HARVie Classifieds works best in browsers other than Internet Explorer, *e.g.* Firefox or Google Chrome.

**Outings & Innings** For more services, bargains, and discounts, go to the Outings & Innings home page.

<https://outingsandinings.harvard.edu/>

or click on Outings & Innings on the top of the HARVie home page

at <https://hr.harvard.edu/>

(Harvard Key and two-step authentication required.)

At the top of the home page, click on **All Anyday** tab to find Popular University Resources and More Popular Discounts. You will also find additional resources, video clips, and listings of interest on the right and left columns when clicking on each of the tabs.

# Entertainment and Dining

**American Repertory Theater (A.R.T.) / Loeb Drama Center** Retirees and other senior citizens may receive \$5 discount on tickets at the A.R.T. box office with a valid Harvard or other senior ID—limit of one per person.

64 Brattle St., Cambridge

617-547-8300

<http://www.americanrepertorytheater.org>

**Club Oberon** is A.R.T.'s second stage, a destination for theater and nightlife on the fringe of Harvard Square.

2 Arrow St., Cambridge

617-496-8004

<http://www.americanrepertorytheater.org/oberon/>

**Events Calendars** There are numerous calendars listing Harvard events. Most have a great deal of overlap, but each offers something unique.

- **The Events Calendar** of what is going on at Harvard

<http://www.harvard.edu/events>

- **The Gazette's mega calendar**

<http://www.news.harvard.edu/gazette/>

Click on any of the listings under More Calendars.

- **Office for the Arts**

<http://arts.harvard.edu>

**Harvard Box Office** provides tickets to many performance events at Harvard, including Sanders Theatre. There is a \$4.00 handling fee for telephone sales. All sales are final. Open Tuesday-Sunday, 12:00–6:00 p.m.

10 Holyoke St., Cambridge (Farkas Hall, Hasty Pudding Theatre)

617-496-2222

<https://www.boxoffice.harvard.edu/>

**Harvard Dining Services Cafés** All cafés are open to members of the Harvard community and their accompanied guests. Cafés accept American currency, Mastercard, Visa, American Express, BoardPlus, and Crimson Cash.

617-496-8600

<https://dining.harvard.edu/cafes>

**Harvard Faculty Club** Membership is free for retirees who register. A valid Harvard ID is the membership card. The Club accepts major credit cards, as well as Crimson Cash. The easiest way to apply for membership is online.

<https://www.hfc.harvard.edu/>

Click on the Membership tab and on Faculty/Staff/Retiree as the option.  
To register by mail, return the printable form at [https://www.hfc.harvard.edu/sites/hfc.harvard.edu/files/member\\_form.pdf](https://www.hfc.harvard.edu/sites/hfc.harvard.edu/files/member_form.pdf)

Allow 2-3 business days for processing.

Becoming a full member of the Harvard Faculty Club entitles members to discounts on dining, use of reciprocal clubs around the world, and more.

20 Quincy Street, Cambridge

617-495-5758

<https://www.hfc.harvard.edu/membership/guest-privileges>

**Harvard Film Archive** The Archive's cinematheque presents films Friday through Monday nights year round. Open to the public, all screenings are held in the 200-seat theater located in the historic Carpenter Center for the Arts and features state-of-the-art film and digital projection.

A division of the Harvard Library, the Archive is one of the largest university-based motion picture collections in the U.S., with well over 25,000 AV items.

Regular admission tickets are \$9; \$7 for senior citizens; \$12 for special events for all patrons. Cash or check only. Senior memberships are available for \$35.

Tickets may be picked up 45 minutes before the start of the show.

The Carpenter Center, 24 Quincy St., Cambridge

617-495-4700

<http://hcl.harvard.edu/hfa/>

**Outings & Innings** O&I is a service exclusively for Harvard faculty, staff, students, and retirees. It offers convenient access (and often deep discounts) to a wide array of social, cultural, and recreational activities and events (including movies, museums, performing arts, sports, and amusement parks) in the Greater Boston area and beyond. In addition, O&I posts purchasing discounts of interest to the Harvard community.

To stay apprised of O&I's frequently changing roster of tickets and offers, sign up to receive O&I E-List messages. Users of services must have an account in the O&I ticketing system, whether purchasing online or on site.

Log on to the O&I website to create an account.

<https://outingsandinings.harvard.edu/>

or click on Outings & Innings on the top of the HARVie home page at

<https://hr.harvard.edu>

(Harvard Key and two-step verification required.)

44R Brattle St., Cambridge.

(the green house next to the Harvest Restaurant)

617-495-2828

[Outings\\_Innings@harvard.edu](mailto:Outings_Innings@harvard.edu)

**Sports and Games** The Crimson Athletics ticket office has schedules and sells tickets for all Harvard team sporting events that require tickets. Many events are free, such as baseball, wrestling, swimming and diving, and water polo.

Visit the GoCrimson website for schedules, team rosters, online ticket purchases, and special promotions. Several Crimson sporting events feature faculty and staff days that also offer free tickets to Harvard retired staff. 30

# Learning

**Auditing Harvard Courses** Contact the Faculty of Arts & Sciences or other individual schools for information about auditing courses. Phone numbers are listed in the directory at the end of this booklet.

**Center for Workplace Development** CWD offers a wide range of courses, including personal development, computers (word processing, spreadsheets, databases, and desktop publishing), and the use of social media. Retirees are invited on a space-available basis. View a complete list of programs and services on their website. <https://hr.harvard.edu> under Learning and Development  
Registration for all CWD courses is available through PeopleSoft Self Service under Learning and Development / Request Training Enrollment. Personal checks are accepted for registrations, but a seat in the class is not guaranteed until the check is received.  
124 Mt. Auburn Street, 3<sup>rd</sup> floor, Cambridge  
617-495-4895 [training@harvard.edu](mailto:training@harvard.edu)

**Continuing Education** The Division of Continuing Education and the Harvard Extension School offer part-time study in the evenings or online on an open-enrollment basis for more than 940 courses. Its dynamic and challenging environment annually attracts more than 12,000 students of all ages from every New England state. They come from all walks of life and academic backgrounds, holding a variety of degrees, from associate to doctorate, or no degrees at all.  
The Extension School's Distance Education program offers a way to take courses from home. Many courses are offered both on campus and online, and some are online only. For more information, click on Course Catalog on their website.

While registered for courses, students may have access to more than 3,000 databases and e-journals through the Harvard Library's HOLLIS system. These are not otherwise available to retirees.  
51 Brattle St., Cambridge  
617-495-4024

<http://www.extension.harvard.edu/>

The Tuition Assistance Plan (TAP) is available for both on-site and distance education programs. (See below.)

**EdX** offers free online courses from the world's best universities. It was created and is based at Harvard and MIT for students who seek to transform themselves through cutting-edge technologies, innovative pedagogy, and rigorous courses. Institutional partners around the world present the best of higher education online, offering opportunity to anyone who wants to achieve, thrive, and grow. Consult the catalog of free online courses.  
<https://www.edx.org/>

**Harvard Institute for Learning in Retirement** HILR is a non-credit, non-degree program for retirees. The Division of Continuing Education established the Institute to recognize the importance of cultivating the great store of accumulated knowledge among the community of older adults and to provide opportunities for continued educational growth.  
Call for a membership application and schedules. Criteria for admission are generally based on an applicant's education, avocation, or career background. But the Institute does seek candidates who

are likely to consider HILR a major commitment of their time and energy, who enjoy and contribute actively to class discussion, and who show willingness to become study group leaders or to serve on one of the program's many committees.

34 Concord Ave., Cambridge

617-495-4072

<http://hilr.dce.harvard.edu/>

**Harvard Summer School** Adults may take courses in Summer School. More than 300 courses are taught by Harvard professors and visiting scholars during the day, evening, and online. TAP is accepted.

51 Brattle St., Cambridge

617-495-4024

<https://www.summer.harvard.edu/>

**Tuition Assistance Plan (TAP)** Retirees may use TAP for up to eight credits per term at participating Harvard schools or for two courses per term at Harvard Extension or the Summer School.

<http://www.extension.harvard.edu/>

<https://www.summer.harvard.edu/>

The TAP fee is \$40 at the Harvard Extension School and at Summer School, \$40 per course, or \$80 for an 8-credit course. At other participating Harvard schools, the fee is usually 10% of tuition.

TAP may be used for both on-site and distance Harvard Continuing Education programs.

TAP is not available to spouses or for courses outside the University. The TRP (tuition reimbursement program) is not available to retirees.

More details may be obtained in the TAP booklet, which contains specific school-by-school information.

[http://hr.harvard.edu/files/humanresources/files/tap\\_booklet.pdf](http://hr.harvard.edu/files/humanresources/files/tap_booklet.pdf)

HHR Benefits Office, 114 Mt. Auburn St., 4<sup>th</sup> floor, Cambridge

617-496-4001

<https://hr.harvard.edu/tuition-assistance>

Also popular with Harvard retirees is the nearby OSHER Lifelong Learning Institute at Tufts:

<http://ase.tufts.edu/li>

# Libraries

**Harvard Library** is the oldest library in the United States, founded in 1638 with a gift of 400 books from John Harvard, and is the largest university library in the world. Today it is 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. Its holdings range from traditional print collections to rapidly expanding digital resources. It is the work of the Harvard Library to provide the University's faculty, students, and researchers—now and in the future—with comprehensive access to these materials.

**Library Cards** Your Harvard ID card is your library card. The Benefits Office notifies the Harvard ID office about new retirees on a monthly basis, so it may take up to a month for your Harvard ID record to reflect your retiree status.

New retirees can visit the Library Privileges Office in Widener Library Room 130 (617-495-4166) if you have difficulty accessing the FAS libraries (Widener, Lamont, Cabot, Fine Arts, etc.) with your ID card.

**Access and Borrowing** Retirees may use most of the libraries and may borrow circulating materials. However, specific access and borrowing policies for retirees and their spouses vary across the University's libraries. Prior to any library visit, contact the library in question to find out more about your access.

For access to libraries affiliated with a particular graduate school, contact the individual library directly to determine whether your ID card has been activated for entry to those locations.

For a complete list of Harvard libraries and their websites, visit <http://library.harvard.edu/find-library/>

To search the HOLLIS catalog of library holdings, visit <http://library.harvard.edu/>

**Spouses and Qualified Domestic Partners** of retired faculty and staff may obtain their own Special Borrower's cards for use in the Harvard College libraries for a small processing fee. Contact the Privileges Office in Widener Library for more information at 617-495-4166.

Acceptance of these College Library special borrower's cards varies widely in the professional school libraries (Business, Law, Medicine, Kennedy, Education, Design, and Divinity). Although retirees may use and borrow from these libraries, call ahead to see if access and borrowing are also offered to spouses/domestic partners.

**Databases and Electronic Journals** Harvard Library's licensing agreements with publishers and vendors do not include retirees for access to databases or e-journals from their personal computers unless they are registered for courses in the Extension School or in one of the faculties.

Access to many of these resources can be obtained by using the computers that are available inside the library.

Journal and newspaper articles on many subjects are now included with books in searches of the HOLLIS catalog.

# Museums

Admittance to all Harvard museums is free for retirees—and one guest— upon presentation of a valid Harvard ID card. Separate personal memberships in the Museums are recommended because of the enhanced benefits they provide.

## Harvard Art Museums

**HUAM** is among the world's leading art institutions, comprising three museums and four research centers:

- Fogg Museum
- Busch-Reisinger Museum
- Arthur M. Sackler Museum
- Straus Center for Conservation and Technical Studies
- Center for the Technical Study of Modern Art
- Harvard Art Museums Archives
- Archaeological Exploration of Sardis.

**The Fogg Museum** includes Western art from the Middle Ages to the present. **The Busch-Reisinger Museum**, unique among North American museums, is dedicated to the study of all modes and periods of art from central and northern Europe, with an emphasis on German-speaking countries. **The Arthur M. Sackler Museum** is focused on Asian, ancient, Islamic, and later Indian art.

Together, the collections include approximately 250,000 objects in all media. Integral to Harvard University and the wider community, the museums and research centers serve as resources for students, scholars, and the public. For more than a century they have been the nation's premier training ground for art museum professionals and are renowned for their seminal role in developing the discipline of art history in the United States.

The recent renovation and expansion of the Harvard Art Museums builds on the legacies of the three museums and unites their remarkable collections under one roof for the first time. Renzo Piano Building Workshop's responsive design preserved the Fogg Museum's 1927 facade, while transforming the interior space to accommodate 21st-century needs.

The museums now feature forty percent more gallery space, an expanded Art Study Center, conservation labs and classrooms, and a striking new glass roof that bridges the facility's historic and contemporary architecture. The three constituent museums retain their distinct identities in this new facility, yet their close proximity provides exciting opportunities to experience works of art in a broader context.

**Hours and Admission** Daily, 10:00 a.m.-5:00 p.m. Closed on major holidays. Admission is free for HUAM members, Harvard students, faculty, staff, and retirees (plus one guest) with valid Harvard IDs, as well as youth under 18 and Cambridge residents.

General public: \$15 adults, \$13 seniors (65+), \$10 non-Harvard students (18+).  
Massachusetts residents receive free admission on Saturdays, from 10:00 a.m.-noon.

Membership in the Harvard Art Museums starts at the Associate Level for \$60 and also includes unlimited free admission to the Harvard Museums of Science & Culture.

Contact the membership office for more information.

617-495-4544

[am\\_membership@harvard.edu](mailto:am_membership@harvard.edu)

32 Quincy St., Cambridge

617-495-9400

<https://www.harvardartmuseums.org/>

## Harvard Museums of Science and Culture

**HMSC** is a consortium of four public museums in Harvard's Faculty of Arts and Sciences:

- Harvard Museum of Natural History
- Peabody Museum of Archaeology & Ethnology
- Collection of Historical Scientific Instruments
- Semitic Museum.

26 Oxford St., Cambridge

617-495-3045

<http://hmsc.harvard.edu/>

Find the latest guide to programs, exhibits, and classes at

[https://hmnh.harvard.edu/files/hmnh/files/master\\_s18\\_guide\\_low-res.pdf](https://hmnh.harvard.edu/files/hmnh/files/master_s18_guide_low-res.pdf)

**Membership for seniors** in the Harvard Museums of Science & Culture is \$35 and includes unlimited admission to all four museums, plus invitations to exhibition openings, special receptions after public lectures, and occasional behind-the-scenes tours. Membership in HMSC also includes admission to museums and science centers worldwide through the Association of Science-Technology Centers ASTC Passport Program.

A household membership for Harvard ID holders is \$85. To join, visit the Museum's website or contact the membership office.

617-496-6972

[members@hmsc.harvard.edu](mailto:members@hmsc.harvard.edu) <https://hmsc.harvard.edu/membership>

**Harvard Museum of Natural History** HMNH was created in 1998 to take over all of what had been the public galleries of the research museums, *e.g.*, collection of the Mineralogical and Geological Museum (MGM), glass flowers of the Herbaria, and the public galleries of the Museum of Comparative Zoology (MCZ). It was made into a new public museum where galleries like the New England Forests combine zoology, plants, and geology into one modern exhibit showcasing current Harvard research.

Explore 12,000 specimens—dinosaurs, meteorites, gemstones, and hundreds of animals from around the globe. Get close to the world's only mounted kronosaurus, a 42-foot-long marine reptile; one of the first triceratops ever discovered; a 1,642 lb. amethyst geode; and three whale skeletons.

Visit the museum's website for information on new and changing exhibitions, public lectures, special events, classes, and parking.

26 Oxford Street, Cambridge  
617-495-3045  
<https://hmnh.harvard.edu>

**Museum of Comparative Zoology** MCZ is a center for research and education focused on the comparative relationships of animal life.

The MCZ was founded in 1859 by an act of the Commonwealth of Massachusetts primarily through the efforts of Louis Agassiz, a brilliant lecturer and scholar from Switzerland. The museum established and served as a training ground for professional zoologists and influenced many budding U.S. museums.

Research at the MCZ continues to follow Agassiz's vision to illuminate the structures of living things and their natural classification and relationship with their surroundings, while remaining a leading institution for modern zoological research. The present-day MCZ collections are comprised of approximately 21 million extant and fossil invertebrate and vertebrate specimens.

26 Oxford Street, Cambridge  
617-495-2460  
<http://www.mcz.harvard.edu/>

**Harvard University Herbaria and Libraries** include six collections and more than five million specimens of algae, bryophytes, fungi, and vascular plants. Together they form one of the largest university herbarium collections in the world.

22 Divinity Avenue, Cambridge  
617-495-2365  
<http://huh.harvard.edu>

**Glass Flowers and Marine Animals** The Herbaria's world-famous exhibition of Glass Flowers consists of amazingly realistic models of flowering plants and fruits created in Germany by father and son glass artists Leopold and Rudolph Blaschka from 1886-1936. This unique collection of over 4,000 models—some 3,000 on display—represents more than 830 plant species. You will see amazingly realistic models of apple and apricot plants illustrating some of the diseases affecting fruits of the Rosaceae family.

26 Oxford St., Cambridge  
617-495-3045  
<https://hmnh.harvard.edu/glass-flowers>

**Mineralogical and Geological Museum** MGM is home to one of the finest collections of geological material in the world, including the Earth and Planetary Sciences Gallery. Over 200 years of attentive curation has resulted in a premier collection of more than 400,000 specimens. The MGM functions as a repository of geological material to further earth science research and education at the University and around the world.

Specimens are organized into four different research collections: minerals (100,000 samples), gems, rocks and ores, and meteorites. The Earth and Planetary Sciences Gallery displays more than 3,000 specimens.

26 Oxford Street, Cambridge  
617-495-3045  
<https://mgmh.fas.harvard.edu/>

**Peabody Museum of Archaeology & Ethnology** is a world-class museum of archaeology and anthropology. With a collection of 1.2 million objects and half a million photographs, the museum maintains eight public galleries and a teaching gallery. Two of the newest exhibitions are the Legacy of the Penobscot Canoe and Arts of War, which displays extraordinary examples of weapons, helmets, and shields that are both deadly and works of art.

Entrances are on both 26 Oxford Street and 11 Divinity Avenue, Cambridge  
617-496-1027  
<https://www.peabody.harvard.edu/>

**Collection of Historical Scientific Instruments** Harvard University has been acquiring scientific instruments for teaching and research since 1672. The Collection, which was established in 1948 to preserve these instruments as a resource for teaching and research in the history of science and technology, has become one of the largest university collections of its kind in the world.

It is located near the Oxford St. entrance to the Science Center.  
1 Oxford St., Cambridge  
617-495-2779  
<https://chsi.harvard.edu/>

**Harvard Semitic Museum** is the principal repository for Harvard's holdings of Near Eastern archaeological artifacts. Founded in 1889, its collections represent all of the major cultural areas of the ancient Near East, including Egypt, Israel, Syria-Palestine, Mesopotamia, Anatolia, Cyprus, and Iran. Public exhibitions include an ancient Israelite house, and the original collection of the Museum's founder, David Gordon Lyons, entitled "From the Nile to the Euphrates".

6 Divinity Avenue, Cambridge  
617-495-4631  
<http://semiticmuseum.fas.harvard.edu>

## Other Harvard Museums

**Arnold Arboretum of Harvard University** was founded in 1872 as a research institute and living museum dedicated to the study and appreciation of woody plants. Across its 265 acres grows a rigorously documented collection of over 15,000 trees, shrubs, and vines gathered from the wild in Asia, Europe, and North America. The Arboretum landscape, designed by Frederick Law Olmsted and Charles Sprague Sargent, is a National Historic Landmark and part of Boston's Emerald Necklace park system.

The landscape is open from dawn to dusk every day of the year. There is no admission charge, though membership is encouraged and begins at \$35. See the website for a description of membership benefits. Free tours are available April–September. Adult education classes and lectures are offered year-round.

The Hunnewell Building Visitor Center (with restrooms) is open weekdays from 9:00 a.m. to 5:00 p.m., and weekends 10:00 am-5:00 pm. Closed holidays.

Find information about the Arboretum's opportunities for volunteers in their public-school programs under Volunteers (page 49).

125 Arborway, Jamaica Plain, MA 02130

(MBTA Forest Hills Station)

617-524-1718

<https://www.arboretum.harvard.edu/>

**Fisher Museum at the Harvard Forest** is located in Petersham, Massachusetts. The Museum's main exhibition displays 23 internationally acclaimed models (dioramas) portraying the history, conservation, and management of central New England forests. The Forest itself is a 4,000-acre laboratory and classroom. The Harvard Forest is a department of the Faculty of Arts and Sciences (FAS).

978-724-3302

<http://harvardforest.fas.harvard.edu/fisher-museum>

**Warren Anatomical Museum** is located on the 5th floor of the Countway Library of Medicine. It is one of the last surviving anatomy and pathology museums associated with a medical school in the United States. The museum was founded in 1847. Collections are displayed in 300 cases containing artifacts from the larger collection of 15,000 items that include anatomical and pathological preparations; various wax, papermache, and dry preparation anatomical models; photographs, prints, paintings, and drawings; medical instruments and machines; and medical memorabilia.

The Museum Gallery is open to the public, free of charge, Monday through Friday, 9:00 a.m. to 5:00 p.m.; closed during Harvard University holidays.

617-432-2136 or 617-432-6196

<https://www.countway.harvard.edu/chom/warren-anatomical-museum>

## Benefits in Non-Harvard Museums

**ASTC Passport Program** Membership in the Harvard Museums of Science and Culture also provides free general admission to science and technology museums and centers worldwide through the Association of Science- Technology Centers ASTC Passport Program. Restrictions in nearby local museums may apply. <http://www.astc.org/passport/>

**Institute of Contemporary Art** Your Harvard ID is also good for free admission for one person to the Institute of Contemporary Art (ICA) in Boston's Seaport District.

<http://www.icaboston.org/>

**Outings & Innings** offers discounted tickets to many museums, including the New England Aquarium, Museum of Science, Peabody Essex Museum, Children's Museum, and Boston Museum of Fine Arts. See page 29.

# Publications

The *Harvard Gazette* is no longer published in print, except for its annual Commencement issue. Visit the Gazette website.

<http://news.harvard.edu/gazette/>

Retirees may subscribe to the email edition called *Daily Gazette* at

<https://www.pages01.net/harvard/gazette?email>

**Harvard Health Publications** HHP is a division of Harvard Medical School. Its goal is to bring to the public the most current, practical, and authoritative health information, drawing on the expertise of the 8,000 faculty physicians at Harvard Medical School and its world-famous affiliated hospitals. Working with partners in the publishing industry, HHP publishes information about health and wellness through newsletters, books, and its website.

<https://www.health.harvard.edu/>

**Harvard Health Letter** Retirees are eligible for free subscriptions to the monthly newsletter of Harvard Medical School. Harvard Human Resources (HHR) pays for these subscriptions that are free for HURA members and other retirees.

For a subscription, send name, mailing address, and HUID to HURA Managing Editor at

[MCH12938@comcast.net](mailto:MCH12938@comcast.net)

You may sign up online for HHP's email newsletters, including, *HEALTHbeat*. This free weekly newsletter gives trustworthy advice from doctors at Harvard Medical School, tips for a healthy lifestyle, and news on the latest developments in health.

Separate online "Focus" newsletters are also available free on Fitness, Diabetes, Nutrition, Healthy Living, Cholesterol, Sleep, Back Pain, and Addiction.

<http://www.health.harvard.edu>

**Harvard Magazine** is an independently edited magazine and a separately incorporated affiliate of Harvard University. It covers the entire University and is regularly distributed to 240,000 alumni, faculty, staff, and retirees.

All Harvard retirees automatically receive free subscriptions. Subscribers can opt out of receiving the print edition on PeopleSoft/ Self Service under Harvard Publications.

617-495-5746

<http://harvardmagazine.com>

**HURA News** is published five times a year and mailed to all members of the Harvard University Retirees Association and to Harvard HR deans and directors. See the description under HURA at the beginning of this guide.

*HURA News* is also posted on the HURA website.

<https://hura.harvard.edu>

# Transportation and Parking

Complete information about Harvard parking may be found at

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

807 Smith Campus Center

617-496-7827

**Visitor Parking** Retirees are considered to be **visitors**. They may purchase one-day, evening, or weekend parking permits for various Harvard garages and lots from the Parking Services Office at 807 Smith Campus Center, 1350 Massachusetts Ave., Cambridge.

Online temporary permits can be purchased and instantly printed from your home computer for various parking lots and garages throughout campus. The permit must be displayed on automobile dash boards in order to be valid.

Current fees (2018) are \$17 weekdays, \$8 after 5:00 p.m. and on weekends. Longwood weekday permits are \$25 per day and cannot be printed online.

To print a parking permit (not including the Longwood Medical area), go to

<https://onedaypermit.vpcs.harvard.edu/cgi-bin/permit/purchase.pl>

When asked whether you are a Harvard Affiliate or Visitor, log in as **Visitor**. Then you will be asked for your user name and password.

- **First-time users need to register.**
- **You will be taken** to the Daily Visitor Parking Permits page where you will be asked for Department Information. On the pull-down menu highlight **Retiree**.
- **Do Not enter the department where you were formerly employed.**
- **Then enter 9008 for Department Code. Click Submit Registration.**
- **Select the parking lot** from the pop-up menu at the bottom of the page. When asked for Affiliation, again it is **Retiree**. The lot or garage that you want may not be available, and same-day permits are not generally available.
- **Finally, you will be asked for automobile registration plate number** and credit card. Print out the 8 ½ x 11 permit to place on your dashboard at time of parking.

To park at the Harvard Medical School (HMS) campus, visitors must obtain a reserved one-day parking pass at either the Quad Garage at 200 Longwood Avenue or the NRB Garage at 77 Avenue Louis Pasteur, Boston.

617-432-1111

[parking@hms.harvard.edu](mailto:parking@hms.harvard.edu)

<https://hms.harvard.edu/departments/campus-planning-and-facilities/campus-services/parking-and-commuter-services/parking->

**Harvard Stadium** Event parking at the Harvard Stadium is usually \$10. Enter at Gate 8 on North Harvard Street. Public parking for football is also available at Gate 14 (accessible from Soldiers Field Road) and in the Harvard Business School lot (usually \$8 - \$10).

**Pay and Display Metered Spaces** Visitors may park in some Harvard lots for 4 hours without having to obtain a Parking Office permit.

Find meter locations and more information at

<http://www.transportation.harvard.edu/parking/garages-lots/meters>

Rates are \$1.50 - \$2.00 per hour.

**Shuttle Buses** All Cambridge shuttles are free with a valid Harvard ID card. The MASCO M2 Medical Area shuttles are free with the newer type of ID card that has two magnetic strips on the back. Harvard Human Resources pays the fare for staff, faculty, and retirees.

**Cambridge Shuttles**

617-495-0400

<http://shuttle.harvard.edu/>

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

Click on Shuttle & Van Services.

**Medical Area shuttle**

617-632-2800

<http://www.masco.org/directions/m2-cambridge-harvard-shuttle>

**Bike Rentals** Harvard participates in Hubway, Greater Boston's bike sharing network. Hubway operates 140+ stations with 1,300 bikes across Greater Boston, including 12 stations on the Cambridge, Allston, and Longwood Medical area campuses. There is a convenient station in front of the Smith Campus Center on Massachusetts Ave.

[www.commuterchoice.harvard.edu](http://www.commuterchoice.harvard.edu)

To become a regular Hubway member, establish an annual or monthly membership online, or create a 1- or 3-day casual account with a credit card at any Hubway station. The first ½ hour is free.

<https://www.thehubway.com/>

# Volunteering

**Arnold Arboretum** Become a School Program Guide and lead small groups of Boston area preschool and elementary school children through the Arboretum's program that connects them with nature. Find details about responsibilities, skills and abilities, and time commitment required of volunteer guides at

<http://arboretum.harvard.edu/support/volunteer/volunteer-to-be-a-guide>

Contact Nancy Sableski, Manager of Children's Education, for more information about the program.

617-384-5239

[nsablesk@oeb.harvard.edu](mailto:nsablesk@oeb.harvard.edu)

**Harvard Bridge Program** is an adult education and training program open to all benefits-eligible Harvard University staff, research scholars, and faculty, as well as to the employees of most Harvard contractors working on campus. The Bridge Program provides employees with the skills and confidence to excel in their current roles, meet their career goals, and prosper in their personal lives.

It seeks volunteers to assist adult learners in Cambridge and on the Longwood Campus with high school diploma preparation, English as a second language (all levels), computer skills, business writing, and more. Volunteers must commit to tutoring two hours per week.

124 Mt. Auburn Street, 3<sup>rd</sup> floor, Cambridge

617-496-2216

<https://hr.harvard.edu/harvard-bridge-program>

**Proctoring** The FAS Office of Exams no longer hires outside proctors.

# Harvard Programs, Services, and Assistance Supplemental Telephone Directory

To find contact information for other resources specifically described in this guide, consult the Index.

[Area code 617]

Campus Services Center (Parking, ID's, Housing).....	496-7827
Carpenter Center for the Visual Arts.....	496-5387
<i>Crimson</i> (student newspaper).....	576-6600
Directory Assistance	
Cambridge Campus.....	495-1000
Business School.....	495-6000
Longwood Campus.....	432-1000
Radcliffe Institute.....	495-8601
Faculty/Staff (individual listings).....	495-5000
Email Help Desk.....	496-9001
Emergency (HU Police).....	495-1212
Faculty of Arts & Sciences.....	495-1000
Graduate & Professional Schools	
Arts & Sciences.....	495-1000
Business.....	495-6000
Continuing Education (Extension).....	495-4024
Dental Medicine.....	432-1401
Design.....	495-4731
Divinity.....	495-5761
Education.....	495-3401
Engineering and Applied Sciences.....	496-1351
Government (Kennedy School).....	495-1100
Law.....	495-3109
Medicine.....	432-1000
Public Health .....	432-1025
Harvard Public Affairs Office and Communications (News Office).....	495-1585
Harvard Neighbors.....	495-4313
Information (Harvard University).....	495-1000
IT Help Desk.....	495-7777
Memorial Church .....	495-5508
News Office.....	495-1585
Observatory, Harvard College.....	495-9059
Observatory, Smithsonian Astrophysical .....	495-7461
Pharmacy, HUHS (Holyoke Arcade).....	496-6661
Phillips Brooks House.....	495-5526
Police, Harvard (emergency).....	495-1212
Police, Harvard (other business).....	495-1215
Police, Medical area (emergency).....	432-1212
President's Office.....	495-1502
Radcliffe Institute.....	495-8601
Travel Nurse (HUHS).....	495-2001