



Harvard University Extension School

Undergraduate Degree Programs Office

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • Fax: (617) 998-8494 • www.extension.harvard.edu/undergrad/

Undergraduate Alumni Services

The following is a list of Harvard Extension School alumni services and University benefits available to Associate in Arts (AA) and Bachelor of Liberal Arts (ALB) alumni. It is our hope that you will take advantage of these opportunities, which can support your postgraduation plans. In addition, we encourage you to become an active member of our alumni association and keep the Undergraduate Degree Programs Office informed of your achievements so we may share them with current students and fellow alumni.

Harvard Extension School Alumni Services

Harvard Extension Alumni Association

www.extension.harvard.edu/alumni

All Harvard Extension School alumni are members of the Harvard Extension Alumni Association (HEAA), an organization nearly 11,000 members strong. Alumni are eligible to run for elected positions, such as HEAA president or vice president, and participate in events such as quarterly meetings and social events, including sunset cruises, lectures at Boston-area museums, and the annual Alumni Banquet held the Tuesday before Commencement. Invitations are sent in advance of every event, so please keep your contact information current through www.post.harvard.edu (see HAA below). Also, check the HEAA website often for updates and news.

Harvard Extension School *Alumni Bulletin*

The *Alumni Bulletin* is mailed to all Harvard Extension School alumni every fall. The *Alumni Bulletin* reports on new developments within the Division of Continuing Education, highlights noteworthy alumni, and keeps alumni in touch with each other through the Alumni News section. Submit your personal and professional news to the *Bulletin* as well as the bimonthly e-newsletter, the *Extension Chord*. E-mail your news to alumni affairs assistant Caitlin Sullivan at caitlin_sullivan@harvard.edu or call the alumni affairs office at (617) 998-8514.

Graduate School Advising

Undergraduate academic advisors are available for individual appointments to discuss your graduate school plans and outline the graduate school admission process. Call the Undergraduate Degree Programs Office at (617) 495-9413 to schedule an appointment.

Career and Academic Resource Center (CARC)

www.extension.harvard.edu/carc

Alumni are welcome to use all the services offered through CARC, such as the more than 200 reference books on graduate schools and careers on reserve at the Grossman Library, and the various online academic and career resources. Each academic year CARC offers graduate school and career workshops (e.g., networking, interviewing, resume writing). Please refer to the website for specific workshop topics, dates, and times. Online registration is only available to registered students, so alumni should call CARC at (617) 496-8750 to register for these services.

Office of Career Services (OCS)

The Office of Career Services (OCS) offers individual career counseling and assistance to a limited number of undergraduate alumni by referral only. The referral form is available online on the forms page (www.extension.harvard.edu/forms). The request must be signed by the undergraduate degree programs director.

Dossier Service

Alumni can keep confidential letters of recommendation from instructors and employers on file with the Undergraduate Degree Programs Office. With a written or e-mail request from you, the office will mail official copies of the letters to prospective graduate schools or employers, leaving the original on file for future use. The required dossier form is available online on the forms page (www.extension.harvard.edu/forms).

Transcripts

Academic Services provides official transcripts free of charge. The required transcript request form is available online on the forms page (www.extension.harvard.edu/forms).

Commencement Photographs and Videotapes

Alumni who didn't have a chance to order individual or group photographs taken during the diploma awarding ceremonies or a video of the entire day's events can still do so years later by calling Commencement Photos, Inc. at (978) 851-5924 (<http://commencementphotos.com>) or Commencement Video at (617) 884-6000.

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University Alumni Benefits

Harvard Alumni Association

www.post.harvard.edu

As a Harvard graduate, you are entitled to all the rights and privileges offered by the University's umbrella organization, the Harvard Alumni Association (HAA). To take advantage of the HAA's resources, please register at its website. After you register, you will be able to set up a permanent Post.Harvard e-mail address; search alumni directories; use Harvard's career advising network, Crimson Compass; join online discussion groups; find your local Harvard Club and read about its upcoming events; update your contact information; and learn about Harvard services and facilities open to alumni. In addition, you will automatically receive HAA's monthly periodical, *Harvard Magazine*.

Library Privileges, Widener Library

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

HES alumni have unlimited, free "hall use" (library staff will retrieve books to review on site), and they are allowed six days of free stack privileges and may borrow six books per calendar year. For more extensive borrowing privileges, alumni may purchase a Harvard College Library special borrowing card for \$75 per quarter, \$125 for six months, and \$200 per year at the Widener Library Privileges Desk, first floor lobby, room 130. Requests must be made in person, but you can call the Privileges Desk at (617) 495-4166.

Harvard Faculty Club

www.hfc.harvard.edu

Alumni may apply for membership to the Harvard Faculty Club. The club offers fine dining, decorative private dining rooms, and comfortable overnight accommodations. You can download the membership form from the club website.

Athletic Facilities

<http://gocrimson.com/recreation>

Alumni may purchase (\$150 for the summer and \$225 for the academic year) an athletic membership to gain use of University athletic facilities. To purchase a membership, bring your photo ID to Murr Center, 65 N. Harvard Street, Boston, MA (9 am–5 pm; Monday–Friday).

Future Commencement Ceremonies

www.commencementoffice.harvard.edu

A limited number of tickets for the morning exercises of Harvard Commencement are available to alumni on a first-come, first-served basis. Also, alumni can receive up to four tickets to the Harvard Alumni Association event (including keynote speeches) held on the afternoon of Commencement. Call the Harvard Alumni Association at (617) 495-5731.

Support Your School

Twice each year, Harvard Extension alumni demonstrate their commitment to the school through their support of the Annual Fund. Even a small gift each year demonstrates alumni involvement—a mark of success. Your gift will inspire your fellow alumni and support and encourage the students who follow in your footsteps. To make a donation online, please visit www.post.harvard.edu and select "Giving to Harvard" from the left navigation bar. Please be sure to direct your gift to Harvard Extension School.