Student Checklist: Navigating COVID-19 and Preparing for Online Learning

Courses

Current Assignments
- Ask faculty members for an extension on midterms, papers, or projects, if needed.

Preparing for Online Classes
- Download and install Zoom on your computer and the Zoom mobile app on your phone, if applicable.
- Download and install the Canvas app on your mobile phone.
- If you do not have email or mobile notifications activated within Canvas, enable them to receive updates and announcements for each course.
- Practice using Zoom before classes begin after spring break (March 23).
- Consider forming virtual study groups with other students in your classes.
- If you do not have a computer available to you off campus, please contact the Office of Student Affairs to apply for a loaner computer.

Academic Accommodations
- Contact KellyAnn Robinson if you will need accommodations to participate in virtual class sessions.
- If you already have accommodations, confirm with KellyAnn Robinson that your accommodations will extend to the online learning environment.

Housing
- Decide if you will remain in your current room/apartment or vacate until further notice.
- Confirm or update your mailing address in my.harvard.
- If vacating:
  - In Harvard Housing: Inform Harvard Housing (leasing@harvard.edu) that you are vacating your lease and provide a final date of residence.
  - Outside of Harvard Housing: Inquire with your landlord about the required notification time for vacating and potential penalties for vacating early.
- If not vacating:
  - In Harvard Housing: Keep checking your email for guidance on whether you can remain in your current room/apartment. The University may request students move to different rooms/apartments to delay the spread of the virus.
  - Outside of Harvard Housing: No specific action needed, unless requested by your landlord.
- Ensure you have sufficient food, provisions (soap, shampoo, etc.), and medicines to last 1-2 weeks.

Student Health Insurance
- For those with Harvard University Health Insurance: The Student Health Insurance Plan provides coverage for hospitalizations, specialty care, mental health, and prescription medications throughout the United States and abroad. The plan provides coverage for mental health inpatient and outpatient services outside of Harvard University Health Services (HUHS). Students can find a participating in-network provider by searching the Blue Cross Blue Shield of MA (BCBSMA) Find-A-Doctor website or by calling the BCBSMA Behavioral Health Coordination Line at 877-566-2583.
- For those on other forms of insurance: Check with your insurance provider about medical doctors available to you in Cambridge and elsewhere if you decide to leave.
Financial Support

- Take stock of your current finances.
- Consider completing the [HGSE COVID-19 Emergency Fund application](#) if University guidance regarding COVID-19 has caused financial hardship.

Advising: Academic and Career Support

- As needed, email your faculty advisor (or his/her/their faculty assistant) to discuss academic progress and career preparation.
- Contact your Program Administrator to discuss any specific or outstanding issues related to your progress and supports.
- Schedule a virtual appointment with HGSE Career Services to discuss best practices for virtual career planning, including informational interviews and resume review.
- Consider forming small groups and/or identify a partner in each of your courses for touchpoints and assignments as a way to create community and academic networks.

Employment

- **Teaching Fellows:** Continue current positions in the Zoom environment, in consultation with the course teaching team.
- **Research Assistants:** confirm continued virtual work with your faculty leads.
- **Other temporary employment:** check in with your supervisor to understand if the planned work can continue virtually; if not, discuss other potential projects that could be completed from a distance.

Resources

- [HGSE Coronavirus Response website](#)
- [Office of Student Affairs](mailto:osa@gse.harvard.edu) (osa@gse.harvard.edu)
- [Harvard Counseling and Mental Health Services](#)
- General guidance on [health precautions](#)