**TUTORS ON CALL:**
617-651-1636
Daniel Frim (12/9-12/15)
Mike & Liza Silvestri (12/16-12/20)

Beginning at 5pm Monday and ending at 9am the following Monday resident tutor(s) will be on call to assist Pfoho residents with any emergencies that may arise. The name & phone number of the tutor(s) will be listed in the newsletter each week & will be posted outside House Offices and throughout Pfoho buildings.

### Coming up in Pfoho…

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**Notes from the Allston Burr Resident Dean, Monique Roy**
(pfozheimerhousedean@fas.harvard.edu):
You can also reach Heather at pforz@fas.harvard.edu

Hi Pfoho!
Exam period begins tomorrow and I have some important exam reminders for you! You’ve all heard some of these items before, but I urge you to read through this entire note anyway—it is easy to forget exam policies, and it just takes a couple of minutes to re-familiarize yourself so that you know what to do if you get sick this week and some common problems to avoid. You should also review the exam guidelines in the Student Handbook, here.

1) **Plan Ahead:** Do not miss the scheduled time of your exam. Double check your exam schedule here—make sure that you have the time, day of the week, and date correct! Pro tip – be sure you know the **LOCATION** of your exam too (it won’t necessarily be where your class was held).
   * Plan to get adequate sleep the night before. Don’t try to stay up all night.
   * Set a back-up alarm. Ask a friend to double check on you even if you think you will be awake.
   You may not be allowed to take an exam if you arrive late, and you will definitely not be allowed to take the exam if you arrive after the first student has left the room. **If, in spite of all precautions, you sleep through an exam, please notify me immediately:** pfozheimerhousedean@fas.harvard.edu (and...
copy Heather at pforz@fas.harvard.edu) and by coming to the office.

2) Medical Make-up Exams: If you are unwell and cannot take an exam, you should go to UHS Urgent Care BEFORE the exam begins — during the 24 hours before the exam. Urgent Care is on the 3rd floor of the Smith Campus Center. The 24/7 number to UHS Urgent Care is 617-495-5711. Don’t hesitate to call ahead.
When you get to Urgent Care, explain that you are unwell and scheduled to take an exam within the next 24 hours, and make sure to request a medical make-up form. Please be sure to bring the medical make-up form to me or Heather at our office and let us know that you will be missing your exam via email at pforzheimerhousedean@fas.harvard.edu and pforz@fas.harvard.edu. Once we have the form, we'll take care of the rest and get you set up to take a make-up exam early next term.
As always, if you're not sure what to do, please don't hesitate to get in touch with us at 617-495-8176 or the tutor-on-call: 617-651-1636.

IMPORTANT: Harvard College rules specify that if a course has a final exam then a student is required to take that exam in order to pass the course. So even if a final exam is not worth much of the grade, you still need to sit for it in order to pass the course (or arrange for a makeup exam as described above).

3) Extensions on papers and written work: Extensions up through the last day of exam period (December 19th) can be granted by professors at their discretion, but any work handed in after midnight on December 19th requires Ad Board approval. If you anticipate needing to petition for an extension beyond the end of exam period, please be in touch with me as soon as possible. While the College does not offer Incompletes, we may be able to get an extension for a reasonable period of time for extenuating circumstances.

Remember—you can always get in touch with me at pforzheimerhousedean@fas.harvard.edu or call the Tutor-On-Call phone: 617-651-1636. We're here to help!

Good luck with everything you are doing! Take care of yourselves - we're rooting for you!!!!

-Monique

APPOINTMENTS WITH ME:
Have something you’d like to discuss? It can be academic or otherwise! Please follow this link to sign up for 30min appointment slots. I have several days/slots available this week and will add more in coming weeks. If these times don't work for you, just email me and we will set something else up. Also - Heather is ordinarily in from 9am-5pm Mon-Fri, and she always knows how to reach me.

Inside-Pfoho Announcements

Have a secret? Submit your confession to PFOHO CONFESSIONS to be featured in the weekly print newsletter! https://tinyurl.com/y3z2juzb

PFOHO is the BEST House!!
Tell us why, (And how it can be better.)
The 2019-2020 House Life Survey is available now. This survey will take approximately 10 minutes to complete and is part of our ongoing effort to improve your residential experience. The feedback gained from the survey helps each House evaluate their sense of community, social support, overall satisfaction, house programming - and suggestions for additional programming. Add your feedback before December 13, 2019.

ADDED INCENTIVE for Pfoho ONLY – If we reach 60% participation on the survey, we will host a special Pancake Movie Night for the whole House in the DHall at the start of Spring Term. Jammies welcome!
The Survey is open only through Friday, Dec. 13th. Go, Pfoho, go! Click now.

Click here to access the survey: House Life Survey 2019-20
Or via the QR code:
MOVE IN/OUT HOUSING DEADLINES

Fall Move-Out Date – Friday, December 20th
* Upperclass students must vacate the Houses by 5:00 pm
* Students transferring Houses must leave their rooms by NOON.
Please bear this in mind as you make travel plans, and in order to leave enough time to pack up.

Spring Move-In Date – Friday, January 17th at 9:00am
Students returning from leaves of absence or study abroad are allowed to move into Pfoho for spring term starting on Friday, January 17th at 9:00 am. Spring classes will begin on Monday, Jan. 27th. Those of you with empty spaces left from a departing student, please keep in mind that a returning student may be moving into your suite for spring term. Questions, please contact Sue Watts (swatts@fas).

Winter Recess Quad Dining Schedule:
Pfoho and Currier will close after dinner on Thursday, Dec. 19th and will Reopen at breakfast time on Friday, Jan. 24th. Cabot will close after dinner on the 16th.
Currier will be open during the Winter Break (for those with prior clearance to be in residence), and will re-open on Friday, January 3rd at lunchtime for lunch and dinner only, through Jan 24th.

Words of Wisdom from Super Mario:
Before you leave for the holiday, don’t forget to:
1) Lock your door
2) Make sure you have your ID card and key with you
3) Shut your windows
4) Turn off your lights
5) Return any dining hall dishes to the dining hall
6) Get rid of any food, etc. that might be tasty to various critters

Outside-Pfoho Announcements

The Academic Resource Center (ARC) is up and running!
The ARC is committed to helping Harvard students reach their full academic potential. The ARC offers a variety of workshops, academic coaching, peer tutoring, and bookable spaces all in a newly renovated, accessible, innovative building located at 1414 Massachusetts Avenue, floor 3R. https://academicresourcecenter.harvard.edu/workshops

Office of Career Services (OCS)
Full list of events: http://ocs.fas.harvard.edu/college-advising

The Pfoho Newsletter will be suspended over the Winter Break.
It will resume on Monday, January 27th.
HAPPY HOLIDAYS, PFOHO!!