

OFFICE FOR THE ARTS AT HARVARD
DANCE PROGRAM

66 Garden St | Cambridge | MA 02138 | 617 495 8683 | ofa.fas.harvard.edu/dance

NON-CREDIT COMMUNITY CLASS FAQ
SPRING 2024

Feedback

Your feedback is important to us! If you want to provide us with feedback on either in-person or virtual class experiences, please let us know at dance@fas.harvard.edu.

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GENERAL FAQ

Accessibility

All classes are taught specifically to be inclusive of people with a range of abilities. A virtual option is provided for home access for most of our class offerings. The Dance Center's main floor – housing Studio 1 and two all-gender restrooms – is wheelchair accessible. If you use a wheelchair and would like to participate in a class being held in Studio 2 (lower level), please contact us for accommodations. Additionally, if you anticipate needing any other type of access to participate, whether in person or virtually, please email dance@fas.harvard.edu. We welcome a conversation with you!

Arrival time

In consideration of your safety and class disruption, we ask that you arrive on time for all in-person or virtual classes. Please do not arrive more than 7 minutes late.

Holidays and Other Date/Location Exceptions

- **University Holidays:** The OFA Dance Program will observe University holidays Presidents' Day (Monday, February 19) and Harvard College Spring Recess (Monday-Saturday, March 11-16).
- **Monday classes:** Monday classes will run until April 8. .
- **Soca Fusion:** Soca Fusion has a delayed start, beginning on Tuesday, February 6. The last Thursday Soca Fusion class will be on April 18.
- **Wednesday classes:** West African Dance will not be held on March 6, due to visiting artist programming in Studio 1. The last class will be held on Wednesday, April 10.
- **Friday Gaga class:** Gaga will not be held on Friday, February 23 due to a teaching artist conflict. Therefore, the last Gaga class will be held on Friday, April 12.
- **Monday Hip Hop class:** Hip Hop will not be held on Monday, March 4 due to a teaching artist conflict. Therefore, the last Hip Hop Monday class will be held on Monday, April 15.
- **Embodiment Practices 5-week Series:** Healing through Expressive Flamenco will run from January 22-February 26; no class held on February 19 for President's Day.
- **Embodiment Practices 5-week Series:** Awareness Through Movement, The Feldenkrais Method™ will run from February 20-April 2; no class held on March 5 or March 12.
- **Class relocations:** All classes held in Studio 1 during Saturday, March 23 – Saturday, April 6 will be relocated to either Farkas Hall or Office for the Arts 74 Mt. Auburn Studio. We will confirm, notify, and send reminders to the class in advance.

Refunds

- Full refund available within the first week. For most classes that means withdrawal by Monday, January 29. For Soca Fusion, full refunds issued if withdrawn by Thursday, February 15.

- Half refund available within the second week. For most classes, that means withdrawal by Monday, February 5. For Soca Fusion, half refunds issued if withdrawn by Thursday, February 22.
- Drop-in registrations are non-refundable but may be switched to alternate dates if necessary.

TAP Eligible Employees

If you have registered as a TAP-employee, your registration is not complete until you submit a [TAP Form](#). Completed and signed TAP Forms must be emailed as a PDF to dance@fas.harvard.edu before your class begins or your registration will be cancelled with a full refund.

For full-time Harvard employees, you may take up to one or two classes at the TAP price of \$40. For long-term service employees (15 years or more), you may take one class that is free and one at the \$40 TAP price. We recommend that you contact the Benefits office to find out what you are eligible for: 617-496-4001 or benefits@harvard.edu.

IN-STUDIO PARTICIPATION FAQ

Emergency Measures & Ice for Injury

- In the event of an emergency, call Harvard University Police (HUPD): (617) 495-1212.
- Security personnel are present from 6pm-Midnight.
- Blue emergency buttons are installed throughout the Dance Center, in both studios, dressing rooms, and the Green Room. Hitting these buttons will result in a silent alarm to the Harvard University police, indicating the precise location of the incident.
- **In case of injury:** First Aid supplies and ice packs are available in the Dance Center Office and Conference Room fridge respectively. Additional ice is available in the minifridge located in the Green Room; bags for the ice and an additional First Aid Kit are located below the sink.

If you have any questions at all about safety or security, please do not hesitate to let any of the Dance staff know.

Face-coverings

- Face coverings are optional, according to University policy, though some teachers may require them. Please pay attention to specific class requirements.
- The Dance Center has disposable, medical-grade masks available if desired.

Restrooms & Dressing Rooms

There are two private, all-gender, wheelchair accessible restrooms on the first floor of the Dance Center. Dressing rooms that include lockers and bathroom stalls are on the second floor.

Water Bottles & Food

We encourage you to bring your own water bottle(s). There are two water fountains, including a bottle-filler, at the Dance Center. Food and drink other than water are not allowed in the studios or dressing rooms.

VIRTUAL PARTICIPATION FAQ

Zoom for Virtual and Combination In-Person/Virtual Participation

We will be using [ZOOM](#) for all hybrid classes. Zoom links are provided in “My Enrollments” page in the new [OFA Registration System](#). Please note classes are not recorded.

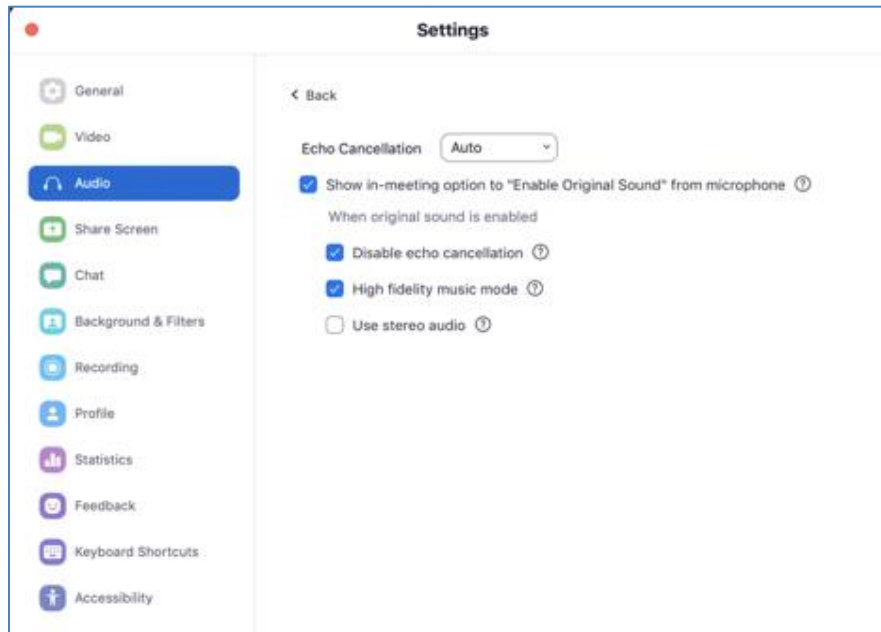
Dance Space

Please go at your own pace and be mindful of your physical surroundings. Classes are designed to be adapted for safe movement in small spaces, our teachers can provide you with additional ways to modify the movement to safely accommodate your specific environment - just ask!

Audio Protocols

All participants will have audio turned off upon entry into the class, though you may turn on your sound if you need to speak or ask a question. For the best audio quality, click on Advanced at the bottom of your Audio tab in Zoom Settings:

- Select “Show in-meeting option” to “Enable Original Sound”.
- Select “Disable echo cancellation”.
- Select “High fidelity music mode”.
- Uncheck “Use stereo audio”.



Connectivity - Best Practices

We recommend always using the most up-to-date version of Zoom for the best experience. Fully charge the battery on your device or ensure it is plugged into a power source during class. Where possible, directly connect your computer to your modem/router with a cable. This affords a more reliable internet source than Wi-Fi connectivity. Close and quit additional programs or apps to improve bandwidth of your device.

Technical Assistance

Each class is accompanied by a Harvard Dance Center Non-Credit Class Host. If you are experiencing technical issues at the start of or at any point during the class, you may send a message through the Zoom chat function to the Class Host.

Interacting with the Teacher

If you choose to turn your video on, the teacher will see you and track your participation. Please note that the teacher is not able to access the chat during class. If you need to ask a question, you may turn on your sound to ask it.

Zoom Contingencies

If Zoom crashes during a meeting, best practice is simply to restart/re-enter the session. While it has never happened before with Dance Program classes, our plan for mitigating any disruptive visitors is to remove the single video and continue with class. If an incident occurs with more than one offending

video, we stop and close the meeting immediately. Please do not attempt to engage this person's behavior/comments - there is strength in continuing our focus and not feeding them with attention.

More Questions? Reach us at dance@fas.harvard.edu anytime.