June 30, 2014

Dear new MSM student:

Congratulations and welcome to Manhattan School of Music! You are joining some of the most talented young musicians and finest faculty in the world! Your time here should be filled with experiences that enhance your musical talents, while meeting musicians who will become lifelong mentors, friends, and collaborators. The 2014 Orientation has been planned to assist you with your transition to both Manhattan School of Music and New York City.

Please read the entirety of this letter, as it contains important information regarding move-in day and beginning your studies at MSM.

<table>
<thead>
<tr>
<th>Check-in Schedule for Residents and Commuters</th>
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<tbody>
<tr>
<td>All new students will participate in a Welcome, Orientation, and Check-in Process</td>
</tr>
<tr>
<td>starting on Wednesday, August 27, 2014 at 8:00 a.m.</td>
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</tbody>
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**RESIDENTS**

Students living in Andersen Hall, referred to as “residents” or “resident students,” check in on **Wednesday, August 27, 2014, from 8:00 a.m.–1:00 p.m. at Ades Performance Space.** Staff from offices such as Student Life, Residence Life, Student Accounts, Financial Aid, Admissions, and the Registrar will be there to ensure you have completed all documentation required of each new student. Once you have met with the offices in Ades Performance Space, you will proceed to check-in at the residence hall. The Andersen Hall staff will be present to welcome you and officially check you in. It is in your best interest to arrive as early as possible on the 27th. Arriving earlier than the time listed below for your assigned floor is okay, however arriving later than 12:00 p.m. is strongly discouraged. If you choose to arrive at any time after 1:00 p.m., you will have to be extremely patient, as staff will be helping with Orientation events.

<table>
<thead>
<tr>
<th>Check-in Schedule for All New Residents</th>
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<tbody>
<tr>
<td>Wednesday, August 27, 2014, 8:00 a.m. – 1:00 p.m.</td>
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<table>
<thead>
<tr>
<th>Floor #:</th>
<th>Arrival Time:</th>
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<tbody>
<tr>
<td>9th floor</td>
<td>8:00 a.m.</td>
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<tr>
<td>8th floor</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td>6th floor</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>7th floor</td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td>11th floor</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>12th floor</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>5th floor</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>13th floor</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>14th floor</td>
<td>12:00 p.m.</td>
</tr>
</tbody>
</table>

**COMMUTERS**

Students living off campus are referred to as “commuters” or “commuter students.” New Undergraduate and Graduate students who are commuters will also **check in from 8:00 a.m.-1:00 p.m., Wednesday, August 27, 2014, in Ades Performance Space.** It is very important that commuter students make arrangements to participate in orientation events, even if the event is taking place in Andersen Hall. Commuters will complete the check-in process in Ades to receive an MSM ID and ensure that all paperwork is complete. There will be an opportunity for all commuter students to meet each other on the evening of August 27th.
Late Arrivals

If you are arriving after August 27, 2014, you must receive approval from Elsa Jean Davidson, Dean of Students. She can be reached at ejdavidson@msmnyc.edu. Students arriving after August 27th will check in at the front entrance of the school building located at 122nd street on the corner of Broadway. In addition to checking in at the school, late residents will check in to the residence hall with the RA on duty. Students arriving late are asked to be very patient with the check in process as staff will be participating in Orientation events.

Orientation

The 2014 Orientation will take place from August 27–September 9, 2014, and will provide you with numerous opportunities to feel welcomed into the Manhattan School of Music community. We have designed events and meetings specifically for both the undergraduate and graduate student. It is our hope that by participating in the 2014 Orientation events, you will have many opportunities to become familiar with your peers, staff, faculty, the School, and the New York City area. As the Orientation schedule shows, you will spend time getting to know people from the Manhattan School of Music community, as well as participating in placement exams, auditions, and critical information sessions. You will also have numerous social activities such as dinners around town, trips to Broadway shows, and a boat cruise around the island of Manhattan. All of these events are set up to make you feel more at home here.

Guests

We encourage all parents and guardians to return home after dinner on the first day of orientation. This is so all new students can begin getting to know one another and start developing friendships. Please note that guests are not allowed to stay overnight in Andersen Hall until classes start on September 10, 2014. Parents, guardians, and friends looking to stay in the New York City area during Orientation are encouraged to seek arrangements in hotels and youth hostels, as appropriate.

Things to Bring to Andersen Hall

Please read the list of what to bring and what not to bring on the Orientation site. There are two important items on this list to which you should pay special attention. First, we encourage all students to bring cell phones since rooms in the residence hall do not have land lines. Second, we do not allow you to bring any furniture or mattresses into the residence hall. The furniture and mattresses used in Andersen Hall are specifically made for residence halls and pass fire codes, as required by state/federal regulations.

Student Accounts & Business Office

You are encouraged to take care of all Student Accounts and Business Office issues before your arrival to campus so that your first day goes smoothly. The Student Accounts office can be reached at (917) 493-4464 or (917) 493-4467. The deadline for tuition and related payments is July 24, 2014. The Student Accounts and Business Office will be available on Wednesday, August 27, 2014, in the Ades Performance Space check-in area, to take care of questions and outstanding billing issues.

Dining Hall Hours and Meal Plan

The dining hall will be open on Wednesday, August 27, 2014 for students, families, and friends to purchase beverages and light food items. Students will be able to begin using their ID cards to purchase items from the dining hall on this day. Questions about the meal plan can be directed to Elsa Jean Davidson, Dean of Students, at (917) 493-4036. Special dietary restrictions or catering needs can be discussed with the Director of Dining Services, who can be reached at (917) 493-4442.
MSM Photo ID Card

Your school ID card will act as your meal card, library card, and School ID for entrance access. You should carry it at all times. When you check in on Wednesday, August 27, 2014, you will receive a MSM school ID card. Please make sure you upload your photo via the Admissions Portal before August 23, 2014. It is imperative that you send the photo in by this date so that your ID card will be available upon your arrival.

International Students

If you are an international student, please sign up for as many orientation events as you can so you will be able to meet new friends and get comfortable with both MSM and the city. Please be sure to attend the International Student Orientation meeting on August 27, 2014 from 4:30-6:30pm. If you have questions, please contact the Director of International Student Services, Michael Lockhart, by email at mlockhart@msmnyc.edu.

Student & Residence Life Contact Information

If you have any questions, feel free to call our office and speak to the Student and Residence Life teams. Their phone numbers are below:

Student Life Main #: (917) 493-4525  
Rianna Mision & Tyler Schwirian  
Orientation Coordinator and Asst. Coordinator  
(212) 749-2802 x7673  
orientation@msmnyc.edu  
Melanie Dorsey  
Director of Student Life  
(917) 493-4588  
mdorsey@msmnyc.edu

Residence Life Main #: (917) 493-4035  
Elsa Jean Davidson  
Dean of Students  
(917) 493-4036  
ejdavidson@msmnyc.edu  
Wadner Augustine  
Director of Residence Life  
(917) 493-4161  
wauguste@msmnyc.edu

Please keep in mind that we will be heavily involved in Resident Assistant and Orientation Leader training in August and will be frequently away from our desks. We may not be able to answer emails or phone calls the week prior to move-in day as we will be getting ready for your arrival! Please call or e-mail us prior to August for best results.

Orientation at MSM enhances students’ opportunities for success and friendships. I hope that Orientation 2014 helps you to feel welcome here. We are all looking forward to meeting you!

Sincerely,

Melanie Dorsey