

Housing Information Letter for new MSM students 2009-2010

Dear New Manhattan School of Music Student:

Congratulations, and welcome to Manhattan School of Music! **This packet of information is extremely important**, as it outlines the housing process for new Manhattan School of Music students. Housing is available for graduate and undergraduate students.

Please read all the information carefully.

Manhattan School of Music's Andersen Residence Hall opened in the fall of 2001 and is a magnificent place for living and learning. The residence hall allows students who love music to exchange ideas, practice together, support each other, and learn from one another. In Andersen Hall, there are rooms designed for one or two persons. Most new students will live in double rooms (two students per room). Each room has a bed, desk, dresser, and an armoire for each student. In addition, there is basic cable and access to Ethernet ports in each room. There are practice rooms throughout the building. The resident students relax with one another in the sixth-floor lounge, exercise room, kitchenette, and laundry room.

Living in Andersen Residence Hall allows Manhattan School of Music students the opportunity to meet other students and forge friendships that may last a lifetime. The wonderful opportunity to practice where you live and the convenience of the proximity to the School make the Andersen Residence Hall a perfect place for Manhattan School of Music students to live.

Manhattan School of Music requires that all first- and second-year undergraduate students reside in the residence hall. First-year students will live with one roommate. Other students may apply for either double or single rooms, but **there are limited numbers of single rooms available.** The placement of new students into rooms will be based on several things, including roommate availability and compatibility, room availability, availability of desired type of housing, the date your housing deposit and housing forms are received, and stipulations stated in the housing process. **As the deadline nears, if space for new first year students is limited, new first years students who pay the housing deposit and submit the housing forms on time, may be placed in rooms before graduate students who apply at a similar time.**

If you are required to live on campus but have serious extenuating circumstances that make living in the residence hall impossible, you must put your exemption request in writing to me by June 1, 2009 at 12noon. Exemption

requests should be written signed by the student. It should provide clear reasons for the request and contact information such as name, phone number, address, and e-mail. Supporting documentation should be attached to the letter. Keep in mind that **exemption requests are not encouraged and are often denied.** Please prepare to live in Andersen Hall, and do not make alternative housing arrangements. The request for the exemption from the housing require should be sent to:

**Office of Student and Residence Life, Room 112
Manhattan School of Music
RE: REQUEST FOR HOUSING EXEMPTION
120 Claremont Avenue
New York, New York 10027**

The “*Housing process for new students*” document can be found on a link in this section. I believe it will be extremely informative as you request on campus housing at Manhattan School of Music. Please read it before filling out the forms related to housing.

To request housing in Andersen Hall, please download the following information and forms from the link the Admission Office provided you.

**Residence hall agreement
Resident information card
Emergency contact form
Waiver for health insurance if you have insurance**

New students are encouraged to send their forms and nonrefundable housing deposit immediately, as there are a limited number of beds. We will start placing students into rooms as early as **May 18, 2009. Please note that new students whose housing deposit and housing forms are received in the Office of Student and Residence Life by **May 18, 2009** will be placed in rooms, with optimal results. Those submitting paper work and deposits after that time and before **June 15, 2009** will be assigned rooms as space allows. All students submitting housing paperwork and deposits by this time will be informed of their placement in a July 2009 e-mail.**

All new Manhattan School of Music students whose forms and/or deposits are received after June 15, 2009 will be placed on a waiting list and will be placed in rooms as space becomes available. Students submitting the paperwork and/or the deposit late will be notified in August 2009 through phone call or email of their room placement if we are able to assign them a bed. Those submitting forms and deposits after the deadline are encouraged to call the Office of Student and Residence Life to confirm both receipt of materials and room assignment, as there may be inadequate time for correspondence to confirm the information prior to the start of orientation.

Andersen Hall is usually closed during the winter break. If you are interested in residing in Andersen Hall during the entire **winter intersession**, or part of the winter break, please mark that on your housing forms now. For the best winter break rates,

the \$600 payment, payable to Manhattan School of Music, needs to be paid by **August 5, 2009**.

Please print out all the Student and Residence Life forms and mail them with the \$500 housing deposit to the following address:

**Office of Student and Residence Life, Room 112
Manhattan School of Music
120 Claremont Avenue
New York, New York 10027**

All new students will move into Andersen Residence Hall on Wednesday, August 19, 2009, at an assigned time between 8:00 AM and 1:00 PM, and orientation meetings will start between 2:00 PM and 3:00 PM. Please plan now to move into Andersen Hall on the scheduled move-in date. Orientation starts at this time, and it is imperative that you be here. In addition, early arrivals will not be allowed.

We look forward to meeting you! If you have any questions, please feel free to contact Melanie Dorsey, Associate Director of Student and Residence Life at (917) 493-4588, mdorsey@msmny.edu, Wadner Auguste, Assistant Director of Student and Residence Life, at (917) 493-4161, wauguste@msmny.edu, or me at (917) 493-4457 or craynis@msmny.edu. We can also be reached at (917) 493-4525.

Thank you,

Cathy Raynis Meeker, PhD
Director of Student and Residence Life