

## New Student Welcome Packet

July 2, 2009

Dear new Manhattan School of Music 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 introduce you to opportunities to enhance your musical talents while meeting musicians who will become lifelong mentors, friends, and collaborators. The 2009 Orientation has been planned to assist you with your transition to both Manhattan School of Music and New York City.

### **Check in schedule for residents and commuters**

**All new students will participate in a Welcome, Orientation, and Check-in Process starting Wednesday, August 19, 2009 at 8am.**

#### *Residents*

Students living in Andersen Hall, referred to as “residents” or “resident students,” check in on **Wednesday, August 19, 2009, from 8:00 a.m.–1:00 p.m. at Borden Auditorium.** Different offices such as Student and Residence Life, Bursar, Financial Aid, Admission, and the Registrar will be present in one location to take care of each student. Once you have visited with the offices in Borden Auditorium, you will proceed to check-in at the residence hall. The staff will be present to welcome you and officially check you in at this time. If you choose to arrive outside of the scheduled arrival time, you are encouraged to be extremely patient when you arrive, as staff will be helping with Orientation events. It is in your best interest to arrive as early as possible on the 19<sup>th</sup> and before the time listed on the following check-in schedule.

#### **Check-in Schedule for All New Residents Wednesday, August 19, 2009, 8:00 a.m. – 1:00 p.m.**

If your room is on the following floor:                      You are encouraged to arrive no later than:

10 <sup>th</sup> floor	8:00 a.m.
9 <sup>th</sup> floor	8:30 a.m.
8 <sup>th</sup> floor	9:00 a.m.
6 <sup>th</sup> floor	9:30 a.m.
7 <sup>th</sup> floor	9:45 a.m.
11 <sup>th</sup> floor	10:15 a.m.
12 <sup>th</sup> floor	10:45 a.m.
5 <sup>th</sup> floor	11:15 a.m.
13 <sup>th</sup> floor	11:30 a.m.
14 <sup>th</sup> floor	12:00 p.m.

Commuters are welcome to check in anytime between 8:00 a.m. and 1:00 p.m. on Wednesday, August 19, 2009.

### *Commuters*

Students living off campus are referred to as “commuters” or “commuter students.” New Undergraduate and Graduate students and MSM students admitted to a new program who are commuters will **check in from 8:00 a.m.-1:00 p.m., Wednesday, August 19, 2009, in Borden Auditorium.** It is very important that commuter students make arrangements to participate in orientation events, even if the event is taking place in Andersen Hall. There will be an opportunity for all commuter students to meet each other on the evening of August 19<sup>th</sup>.

### **Late Arrivals**

If you are arriving after August 19, 2009, you must receive approval from Elsa Jean Davidson, Dean of Students. She can be reached at ejdavidson@msmny.edu. Students arriving after August 29, 2009, will check in at the front entrance of the school building located on 122<sup>nd</sup> street near 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 2009 Orientation will take place from August 19–September 2, 2009, and will provide you with numerous opportunities to feel genuinely welcomed into the Manhattan School of Music community. We have tried to design sessions specifically for both the undergraduate and graduate student. It is our hope that by participating in the 2009 Orientation events, you will have many opportunities to become familiar with your peers, staff, faculty, the School, and the New York City area. The attached schedule shows that in addition to getting to know people from the Manhattan School of Music community, you will be participating in placement exams, auditions, and critical information sessions. You will also have numerous social opportunities such as dinner locally and downtown, trips to Broadway shows, and an excursion on the Circle Line Cruise. All of these events are set up to make you feel more at home here.

### **Friends and Family Weekend**

The 2009 Friends and Family Weekend is a great opportunity to invite your friends and family to see the School and to join you in the city for a pleasant and exciting weekend. The event takes place October 15–18, 2009. There will be opportunities for you, your families, and your friends to meet with faculty and staff, sit in on classes, and attend different events in the city.

### **Registration for Orientation and Friends and Family Weekend Events**

Everyone is asked to send in a registration form for Orientation and Friends and Family Weekend. **Please read the attached brochures, register for the events that interest you, return the Orientation sign-up form by August 3, 2009, and the Friends and Family Weekend sign-up form by September 25, 2009, to the Office of Student and Residence Life.** You can fax the forms to (212) 749-5471, but please call (917) 493-4525, to confirm that we have received them. Please make out all payments to

**Manhattan School of Music** and send the original brochures with the check or money order to:

The Office of Student and Residence Life  
120 Claremont Avenue, Manhattan School of Music  
New York, NY 10027-4698

The money and forms must be received to secure a spot at events that require tickets.

**Please keep in mind that we have a limited number of tickets and will honor requests for ticketed events in the order payment is received. We strongly encourage you to send your registration forms and payments immediately to secure ticketed events for Orientation and Friends and Family Weekend.**

*Please note that all students are encouraged to arrive 15 minutes prior to scheduled departure times for all orientation events. Refunds will not be offered to those who fail to arrive at least 5 minutes prior to the scheduled departure time. Those on the waiting list are encouraged to be present as they may be able to purchase tickets and attend events of anyone who fails to claim their tickets.*

## **Guests**

We encourage all parents and guardians to return home after the first dinner on the first day of orientation. This is so all the students have the opportunity to get to know one another. Please note that guests are **not** allowed to stay overnight in Andersen Hall until classes start September 2, 2009. 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**

Please see the list of things to bring as you set up life at or near Manhattan School of Music. There are three important changes to this list that you should pay special attention to. First, we encourage all students to ***bring cell phones*** since the land lines in the room will be unavailable. There will be opportunities to acquire a cell phone in the city if you do not have one prior to arriving. Second, ***we do not allow you to bring any furniture or mattresses into the residence hall.*** Third, ***we also encourage commuters and resident students to make sure they are using bedding and linen that is new or recently cleaned and dried in hot water.***

## **Bursar and Business Office**

You are encouraged to take care of all Bursar and Business Office issues before your arrival to campus so that your first day goes smoothly. The Bursar can be reached at [Bursar@msmny.edu](mailto:Bursar@msmny.edu) and at (917) 493-4464 or (917) 493-4467. The deadline for tuition and related payments is August 5<sup>th</sup>. The Bursar and Business Office will be available on Wednesday, August 19, 2009, in the Borden Auditorium check-in area, to take care of outstanding questions and billing issues.

## **Dining Hall Hours and Meal Plan**

The dining hall will be open on Wednesday, August 19, 2009 for students, families, and friends to purchase beverages and light food items. Students will be able to use their ID cards to purchase items from the dining hall by Thursday, August 20, 2009. 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 Meriweather Clark-Connors, Director of Dining Services at (917) 493-4442.

## **Photo ID card**

Your School ID 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 19, 2009, you will receive a MSM school ID card. Please make sure you email your digital photo with your name and birth date to the Office of Information Technology at [studentphoto@msmny.edu](mailto:studentphoto@msmny.edu) before July 31, 2009. It is imperative that you send the photo in by this date so that your id card will be available upon your arrival.

## **Auditions**

Auditions for opera and jazz will take place prior to the start of classes. Jazz auditions start on a date to be determined, orchestra auditions take place from September 1-4, and opera auditions take place from August 25-29. Please note that the schedule could change so be alert to any changes in the schedule as you check in. Please contact the appropriate staff if you have additional questions.

## **Auditions (continued)**

Orchestral Placement Auditions	Orchestra Manager (917) 493-4503
Opera Auditions	Gordon Ostrowski, Assistant Dean, Opera Production <a href="mailto:gostrowski@msmny.edu">gostrowski@msmny.edu</a>
Jazz Auditions	Stephanie Crease, Jazz Arts Program Coordinator (917) 493-4517 <a href="mailto:screase@msmny.edu">screase@msmny.edu</a>
Choral Placement	James Noble <a href="mailto:jnoble@msmny.edu">jnoble@msmny.edu</a>

## **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 attend all of the events listed on the orientation schedule, including the International Orientation. If you have questions, please contact the Director of International Student Services, Michael Lockhart, through email at [mlockhart@msmny.edu](mailto:mlockhart@msmny.edu).

## **Important Dates**

Please see the 2009–2010 calendar for additional important dates.

## **Student Life Contact Information**

If you have any questions, feel free to call our office and speak to the Student and Residence Life team. I have listed their phone numbers below:

Tiffany Bizzup, and Brooke Quiggins  
Administrative Assistants  
(917) 493-4525

Melanie Dorsey  
Associate Director of Student and Residence Life  
(917) 493-4588 [mdorsey@msmny.edu](mailto:mdorsey@msmny.edu)

Wadner Auguste  
Assistant Director of Student and Residence Life  
(917) 493-4161 [wauguste@msmny.edu](mailto:wauguste@msmny.edu)

Hannah Mills, Orientation Coordinator and Rachel Perez, Assistant Orientation  
Coordinator  
(917) 493-4525 [orientation@msmny.edu](mailto:orientation@msmny.edu)

Cathy Raynis Meeker, PhD  
Director of Student and Residence Life  
(917) 493-4457 [craynis@msmny.edu](mailto:craynis@msmny.edu)

Elsa Jean Davidson  
Dean of Students  
(917) 493-4036 [ejdavidson@msmny.edu](mailto:ejdavidson@msmny.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 opening as we will be getting ready for your arrival! Please call or e-mail us prior to August for best results.

Manhattan School of Music enhances students' opportunities for success and friendships. I hope that Orientation 2009 helps you to feel welcome here.

Sincerely,

Cathy Raynis Meeker, PhD  
Director of Student and Residence Life