

Returning Student Welcome Packet

July 2, 2009

Dear returning Manhattan School of Music student:

I hope you are having a pleasant and rewarding summer! I look forward to seeing you later this August as we start another academic year together. **Returning students are welcome to return to campus on August 26, 2009, starting at 10:00 a.m.** We will have many offices involved in the check in process available in one location **until 2:00 p.m.** to expedite your transition back to campus. **You will be able to check in to the school and the residence hall at that time.**

Check in schedule for residents and commuters

All returning students check in at Manhattan School of Music to start the new academic year.

Returning Residents

Returning residents check in on **Wednesday, August 26, 2009, from 10:00 a.m.–2:00 p.m.** at Borden Auditorium and then Andersen Hall. The staff will be present to check you in at this time, but will not be available after 2:00 p.m. on August 26 due to Orientation events. If you choose to arrive outside of the scheduled arrival time for returning resident students, you are encouraged to be extremely patient when you arrive, as staff will be attending to the needs of new students and various Orientation events.

Check in schedule for all Returning Resident Students Wednesday, August 26, 2009, 10:00 a.m. – 2:00 p.m.

If your room is on the following floor:	Your are encouraged to check in before:
14 th floor	10:00 a.m.
13 th floor	10:30 a.m.
12 th floor	11:00 a.m.
11 th floor	11:30 a.m.
10 th floor	12:00 p.m.
9 th floor	12:30 p.m.
8 th floor	1:00 p.m.
7 th floor	1:30 p.m.
6 th floor	2:00 p.m.
5 th floor	2:00 p.m.

Returning Commuters

All students who live off campus (not in Andersen Hall) will check in at Borden Auditorium on Wednesday, August 26, 2009, from 10:00 a.m. – 2:00 p.m.

Late Arrivals

If you are arriving after August 26, 2009, you must receive approval from Elsa Jean Davidson, Dean of Students. She can be reached at ejdavidson@msmny.edu. If you

arrive after the initial check in day, you will check in at the front entrance of the School building. Residents will also check in at Andersen Hall with the Resident Assistant on duty. Students arriving late are asked to be very patient because staff will be participating in the Orientation process.

Early Arrivals

All returning students are expected to check in on August 26, 2009 at 10:00 a.m. ***Only students who are officially registered for a placement exam through the Registrars Office will be allowed to enter Andersen Hall prior to the returning check in date of August 26, 2009.*** Those who are officially registered for a placement exam, may check in the day before the exam. Please contact me after you have been approved to take an exam by David McDonagh, the Registrar, so we can prepare for your arrival. **No other early arrivals will be approved.**

Orientation events for returning students

If you are a student returning to Manhattan School of Music, but are starting a new academic program, you are considered a new student and should arrive on August 19th and participate in all events designated for new students. If you are returning to Manhattan School of Music to continue an academic program, you are considered a returning student. There are orientation events, tests, and auditions schedule for returning students.

All the events listed in the *Returning Student Orientation Calendar* are open for returning students to participate.

Please note that you need to sign up for many events ahead of time. There are limited spaces for some events, so the sooner you sign up the better. Please download and mail the *Returning Student Orientation Sign Up form* before August 3, 2009, and the *Family and Friends Weekend Sign up Form* before October 1, 2009.

Guests

We encourage all parents and guardians to return home after sharing dinner with your student on the move in day. 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

The Bursar and Business Office take care of billing issues. **You are encouraged to take care of all financial issues immediately but well before August 5, 2009.** This will help your year start off smoothly. The Bursar can be reached at Bursar@msmny.edu and at (917) 493-4464 or (917) 493-4467.

Auditions

Auditions for opera, orchestra and jazz take place prior to the start of classes. Orchestral Placement Auditions continue during the first week of classes. If you have additional questions, contact the following staff:

Orchestral Placement Auditions	Orchestra Manager (917) 493-4503
Opera Auditions	Gordon Ostrowski, Assistant Dean, Opera Production gostrowski@msmny.edu
Jazz Auditions	Stephanie Crease, Jazz Arts Program Coordinator (917) 493-4517 screase@msmny.edu
Choral	James Noble jnoble@msmny.edu

Friends and Family Weekend

Please invite your friends and family to attend Friends and Family Weekend, October 15–18, 2009. The registration form and information about this event is enclosed. Please feel free to invite your family and friends to sign up now so that they can make appropriate travel plans. The registration deadline for Friends and Family events is September 25, 2009.

Important Dates

Please view the list of important dates. It may help you plan for the 2009-2010 academic year at Manhattan School of Music.

Questions?

If you have any questions, feel free to call our office and speak to any of our staff at the following numbers:

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

Wadner Auguste, Assistant Director of Student and Residence Life
(917) 493-4161

Melanie Dorsey, Associate Director of Student and Residence Life
(917) 493-5587

Cathy Raynis Meeker, PhD, Director of Student and Residence Life
(917) 493-4457

Elsa Jean Davidson, Dean of Students
(917) 493-4036

Please keep in mind that between August 1, 2009 and September 2, 2009, we will be frequently away from our desks participating in Resident Assistant training, Orientation Leader training, and Orientation. Please contact us at 917 493-4525 before August 1, 2009 for timely responses.

I hope this new academic year is a great one for you. I look forward to seeing you in the fall!

Sincerely,

Cathy Raynis Meeker, PhD
Director of Student and Residence Life