July 1, 2016

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 will be filled with experiences that enhance your musical talents while allowing you to meet musicians who will become lifelong mentors, friends, and collaborators. The 2016 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>
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<tr>
<th>Check-in Schedule for all NEW students</th>
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All new MSM students check in on **Wednesday, August 24, 2016, from 8:00 a.m. – 1:00 p.m. at Ades Performance Space**. Staff from offices such as Student Engagement, Student Accounts, Financial Aid, Admissions, International Student Advising 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 Andersen Hall residents will proceed to check-in at the residence hall. The Andersen Hall Residence Life staff will be present to welcome you and officially check you in. It is very important that commuter students (students living off campus) make arrangements to check in on August 24th and participate in orientation events. Commuter students should consult the orientation calendar for where to go after completing the check-in process in Ades.

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 listed in the calendar.

<table>
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<tr>
<th>Check-in Schedule for All New Students</th>
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<td><strong>Wednesday, August 24, 2016, 8:00 a.m. – 1:00 p.m.</strong></td>
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<tr>
<th>Andersen Hall Floor #:</th>
<th>Arrival Time:</th>
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<tbody>
<tr>
<td>5th, 6th &amp; 7th floors</td>
<td>8:00 a.m.</td>
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<tr>
<td>8th floor</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>9th floor &amp; 17th floors</td>
<td>10:00 a.m.</td>
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<tr>
<td>12th floor</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>All other floors</td>
<td>12:00 p.m.</td>
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<tr>
<td>Commuting students</td>
<td>Anytime between 8am-12pm</td>
</tr>
</tbody>
</table>

**Late Arrivals**

If you are arriving after August 24th, you must notify the Director of Student Engagement as soon as possible. She can be reached at mdorsey@msmnyc.edu. Students arriving after August 24th will check in at the main 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 also 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 facilitating Orientation events.
Orientation

Orientation will take place from August 24–September 6, 2016 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 our Orientation events you will have many opportunities to become familiar with your peers, staff, faculty, and the School, as well as the New York City area. As the Orientation schedule shows, you will spend time getting to know people from the MSM 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 built to help you feel more at home here! We encourage students to participate in as many events as possible.

Guests

We encourage all parents and guardians to return home after Convocation on move-in day. This is so all new students can begin getting to know one another and start developing friendships. We have many “Students Only” events taking place after Convocation to help students get acclimated and begin meeting new friends! Please note that guests are NOT permitted to stay overnight in Andersen Hall until classes start on September 7, 2016. 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. Please see the “Information on Traveling to MSM” section on the orientation webpage for specifics on area hotels, including price discounts for MSM Orientation families.

Things to Bring to Andersen Hall

For those of you living in Andersen Hall, please read the list of what to bring and what not to bring on the Orientation webpage. 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 required state/federal fire code regulations.

Student Accounts

You are encouraged to take care of all Student Accounts issues before your arrival to campus so that your first day goes smoothly. The Student Accounts Office can be reached at (917) 493-4464, (917) 493-4467 or via email at bursar@msmny.edu. The deadline for tuition and related payments is July 21, 2016. The Student Accounts and Business Office will be present on Wednesday, August 24th, 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 24th, 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 Student Engagement at (917) 493-4525. Special dietary restrictions or catering needs can be discussed with the Director of Dining Services, Mr. Joel Bren, 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. Please make sure you upload your photo via the Admissions Portal before August 7th. It is imperative that you send the photo in by this date so that your ID card can be printed and activated in advance of your arrival. When you check in on Wednesday, August 24th, you will receive your card. Any student who does not send a photo by the August 7th deadline will have their photo taken during the check-in process.

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 24, 2016 from 1-3pm in Miller Hall. If you have questions, please contact the Office of International Student Services at the contact information listed below:

Michael Lockhart – Director of International Student Services – mlockhart@msmnyc.edu – 917.499.4460
Soon Park – Assistant to the Director Of International Student Services – spark@msmnyc.edu – 917.493.4323

Student Engagement & 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 Engagement Main #: (917) 493-4525
Residence Life Main #: (917) 493-4035

Monica Christensen
Dean of Students
(917) 493-4036
mchristensen@msmnyc.edu

Melanie Dorsey
Director of Student Engagement
(917) 493-4588
mdorsey@msmnyc.edu

Jim Love
Director of Residence Life
(917) 493-4161
jlove@msmnyc.edu

Joshua Phillips & Devon Kelly
Orientation Intern and Orientation Assistant
(212) 749-2802 x7673
orientation@msmnyc.edu

Justino Gordon
Coordinator of Residence Life
(917) 493-4035
igordon@msmnyc.edu

Please keep in mind that we will be heavily involved in Resident Assistant and Orientation Leader training in August and will frequently be away from our desks. We will be responding to emails; however, our response times may be a little slower than usual.

Orientation at MSM enhances students’ opportunities for success and friendships. I hope that Orientation 2016 helps you to feel welcome here! We are all looking forward to meeting you all!

Sincerely,

Melanie Dorsey