

# Residence Life Handbook 2011 2012



Manhattan School of Music

**Manhattan School of Music  
Office of Student and Residence Life  
Residence Life Handbook 2011-2012**

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# **I. WELCOME AND MISSION**

Welcome to residence life at Manhattan School of Music! We hope that living in the residence hall community will be among many great experiences here. This is an opportunity to make connections with people from around the world. Some of those people will become roommates, study buddies, practice partners, and lifelong friends.

It is our goal to provide you with an environment which is safe and secure, fosters artistic and intellectual achievement, supports personal growth and development, and encourages community living and appreciation of diversity.

Residence life is a complement to the educational and musical aspect of the School. It is the responsibility of each student to contribute to the learning environment through adherence to policies and respect for fellow students. These guidelines are based on respect for all residents, the mission and goals of Manhattan School of Music, the Student and Residence Life Office, and the fundamental rights and responsibilities of individuals residing in a community.

All communities have established policies and guidelines. A successful community is one in which the policies and guidelines are observed and enforced for the safety and comfort of all. The quality of your residence life experience will be the direct result of your willingness to respect and understand fellow students. Please take the time to read this handbook carefully; you are responsible for the policies and procedures contained herein. All members of the community should be mindful that living in a residence hall community is a privilege which could be seriously jeopardized by violations of Manhattan School of Music policy.

We look forward to working and living with you this year! We hope that you will have an enjoyable and successful experience here.

The entire Student and Residence Life Team

## **II. THE RESIDENCE HALL**

### **Description of the Residence Hall**

The residence hall offers a distinctive living environment designed to meet the basic living needs of residents and provide opportunities for them to become a part of the MSM community. All residents are provided with a bed, mattress, dresser, desk, chair, and closet space. The residence hall is a coed, nineteen-story building which accommodates approximately 400 Manhattan School of Music resident students on designated floors.

Other groups are also using the building. For example, the Embassy CES program is on the 15th, 16th, and 17th floors & the NYIT program is on the 10<sup>th</sup> floor. Residents and tenants from other programs in the Manhattan School of Music residence hall should not be on Manhattan School of Music floors unless they are the guests of Manhattan School of Music resident students.

There are rooms for single and double occupancy. Rooms open onto an adjoining hallway. Each floor has eight toilets and showers for approximately 25–50 residents. The Manhattan School of Music resident students share a lounge and pantry area on the sixth floor. An exercise room, vending machines, and laundry room are also available in the residence hall for Manhattan School of Music resident students. The laundry room and exercise room will be shared with students from the Embassy CES program.

### **Suggested Things to Bring**

Because extra space in each room is somewhat limited, residents should bring only those items that are necessary. Some important items to bring include a power strip (with power surge protection), extra-long twin sheets for a 36" x 80" mattress, blankets, pillow, bedspread, mattress pad, towels, soap, laundry detergent, hangers, laundry bag, alarm clock, computer, desk lamp, stacking bins, backpack, push pins, desk supplies, and telephone.

Residents are encouraged to speak with their roommate(s) to avoid having duplicate items in each room. Hot/Cold units can be rented from Collegiate Storage & Rental (718-267-6484). Collegiate Storage & Rental also sell area rugs which are fire retardant/resistant. Representatives from Cecil will be at Andersen Hall during the move-in period.

### **III. THE RESIDENCE LIFE STAFF**

#### **Dean of Students**

The Dean of Students oversees the areas of Admission, Financial Aid, and Student and Residence Life and is a valuable resource for all students. The Dean has an open door policy and encourages all students to visit.

#### **Director of Student Life**

The Director of Student Life directs the day-to-day operations and events of the Office of Student and Residence Life, including opening of the School, Orientation, Family and Friends Weekend, 100 Days to Graduation, Commencement, RA and OL selection, training and development, housing selection and placement and community service events. Specific areas of focus include housing placement for new students, assisting students with health insurance concerns, training and management of all student workers, and the management of departmental data and technological needs.

#### **Director of Residence Life**

The Director of Residence Life works with the entire Student and Residence Life staff team to provide opportunities for students to get to know one another and form a caring community. The Director also works closely with the entire Student and Residence Life staff to assist students in their adjustment to life at Manhattan School of Music. The Director of Student and Residence Life directs or assists with the day-to-day operations and events of the Office of Residence Life including opening of the School, Orientation, Friends and Family Weekend, 100 days to graduation, graduation, RA and OL selection and supervision, training and development of RAs and other student leaders, housing assignments, service events, and Andersen Hall programs. The Director of Residence Life acts as an advisor, responds to emergency situations, administers judicial process, mediates conflicts, and assists in additional duties as needed

#### **Senior RA**

The senior Resident Assistant is an experienced Resident Assistant hired to assist the Director of Residence Life and entire Student and Residence Life team. The Senior RA provides office coverage in the residence hall and helps with the day to day operation of the residence hall and the student and residence life program.

#### **Student and Residence Life Administrative Assistants**

Administrative assistants assist in all areas of responsibility in the day-to-day operations and events of the Office of Student and Residence Life. They also play an important role with the Access Card/ID card system and the mail system.

#### **Resident Assistants (RAs)**

The RAs are students who report to the Director of Residence Life and work closely with the Director of Student Life. The RAs work closely with the residents of the building and help them thrive as students. They also facilitate opportunities for students to come

together, get to know one another, and form a caring community. They help with all events of the Office of Student and Residence Life.

The RAs are selected through a competitive process early in the spring semester. The staff returns early each semester for an extensive training program covering topics such as conflict resolution, emergency procedures, and programming. Each RA is assigned to a floor/area and has direct responsibility for working with residents on the floor or in that area. An RA is able to explain Manhattan School of Music services and offices, react to emergency situations, listen and offer advice, sponsor programs, and act as a general source of support.

Your RA is your first contact for campus concerns; do not hesitate to contact him/her when you need assistance of any kind. If your RA does not have an answer, he/she will refer you to an appropriate resource. Your RA will hold a floor meeting during the first week of the semester and regular meetings thereafter. They will also support the resident community council for the floor and hall. Additional information about the resident community council is found under the heading “Leadership Opportunities.”

### **Orientation Coordinators**

The Orientation coordinators work all summer to plan Orientation, Friends and Family weekend, and the dissemination of the summer mailing. They work closely with the Associate Director of Student and Residence Life and the Director of Student and Residence Life.

### **Orientation Leaders**

Orientation Leaders work with the Student and Residence Life staff team to welcome students and help them transition to MSM and the city. They also welcome and assist friends and family during Friends and Family Weekend.

### **Summer Housing and Conference Coordinator**

#### **Assistant Summer Housing and Conference Coordinator**

#### **Summer Conference Coordinator**

#### **Summer Housing and Conference Assistants**

The Summer Housing and Conference Staff is responsible for managing the summer housing program. They work closely with the Directors of Student and Residence Life.

### **Office Locations**

The Andersen Hall Residence Life Office is located on the 6th floor of the residence hall off of the 6th-floor lounge.

**RA cell phones: 917 858 9892 or 917 858 9915**

**Senior RA Office: 917 493-4035**

**Andersen Residence Hall Security Desk: 917 493-4700**

The central Student and Residence Life Office is located in room 112 in the School building.

**Central Office, room 112 in School: 917 493-4525**

## Staff Duty Coverage

There are two RAs on duty each evening (7:00 pm–7:00 am) and on duty during the day (7:00 am–7:00 pm) on weekends. During evenings, the RAs-on-duty hold office hours from 7:00 pm–11:00 pm in the RA office. Outside of 7:00 pm–11:00 pm, the RA-on-duty can be contacted in his or her room or through security at the front desk. Security can be contacted from within the building at ext. 4700 or from outside the building at 917-493-4700. They will call the RA-on-duty. In addition, there will be an administrator on call who serves as a resource person to the RAs-on-duty.

## Staff Availability and Offices

Staff	Office	Dates & Times	Ext
Office Assistants & SR RA	600B	M-F 10am-4pm	x4035
Security at Andersen Hall	Front Desk	24/7	x4700
RA Office for RA on call	600D	7pm-10-pm	917.858.9892 917.858.9915

If you can not reach them, call security at x4700 to contact them

RA on Call or Security at Andersen Hall	Front Desk	11pm-9am	x4700
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**Please call (917) 858-9892 or (917) 858-9915 to contact the RA on call weekends and weekday evenings from 7pm to 7am. During the workday, please call the staff in Andersen Hall at (917) 493-4035 or room 112-113 of the school building (917) 493-4525.**

NAME	TITLE	LOCATION
<u>Staff Member</u>	<u>Position</u>	<u>Location</u>
Elsa Jean Davidson	Dean of Students	113
Melanie Dorsey	Director of Student Life.	112
Wadner Auguste	Director of Residence Life	600C
Brooke Quiggins	Administrative Assistant	112
Chanell Crichlow	Administrative Assistant	600
Josh Bavaro	Senior Resident Assistant	1425
Shay Skilling	Resident Assistant	513
Amanda Workman	Resident Assistant	610
Bryn Holdsworth	Resident Assistant	710
Julie Castor	Resident Assistant	718
Nicholas Smith	Resident Assistant	810
Audean Farmer	Resident Assistant	818
Alaysha Fox	Resident Assistant	910
Kathleen Ellingson	Resident Assistant	918
Leah Claiborne	Resident Assistant	1110
Gina Perregrino	Resident Assistant	1118
Kevin McDonald	Resident Assistant	1209
Genevieve Jeuck	Resident Assistant	1225
Briana Hunter	Resident Assistant	1318
Jason Cox	Resident Assistant	1417

## IV. LEADERSHIP OPPORTUNITIES

### **Resident Community Council (RCC)**

The resident community council is a student leadership organization for Manhattan School of Music resident students. There will be a minimum of one representative from each floor of Manhattan School of Music residents. The resident community council meets weekly and provides leadership development opportunities for Manhattan School of Music resident students. It serves the purpose of working with the Andersen Hall Student and Residence Life Office to provide educational and social events that meet the individual developmental needs of the Manhattan School of Music residents. In addition, the resident community council will work with the Andersen Hall Office of Student and Residence Life to help build a cohesive community in the residence hall. They will also work as a governing body representing resident students. In this capacity, they will advise the Andersen Hall Office of Student and Residence Life to enhance the quality of life in the residence hall. RCC works closely with the Student and Residence Life staff to define and address issues and concerns within the building. The resident community council will also have a representative at Manhattan School of Music student council meetings and events. Watch for resident community council meeting announcements and get involved! If you are interested, see your RA or the Assistant Director of Student and Residence Life.

### **Resident Assistant (RA)**

The resident assistant is described under the Residential Life Staff section and is a great leadership position for resident students. If you are interested, see the Assistant Director of Student and Residence Life, the Associate Director or the Director of Student and Residence Life.

### **Orientation Positions (OC and OL)**

The Orientation staff welcomes students helps make their transition to MSM go smoothly. Students interested should attend information meetings in December and January.

### **Summer Housing Staff**

Students interested in working in the residence hall during the summer should attend information meetings in December and January.

### **Office workers**

Students interested in working in the Offices of Student and Residence Life as office workers during the academic year should see Financial Aid and The Associate and Assistant Director of Student and Residence Life.

## **V. LIVING AS A COMMUNITY MEMBER IN MANHATTAN SCHOOL OF MUSIC HOUSING**

Being a resident student during your time at Manhattan School of Music should be a positive experience. Getting to know people on many levels enhances that experience.

Take advantage of this special time in your life and get to know the people you are living with. Being a part of this exciting community where you live together and learn together is an amazing opportunity.

Some of you have double rooms; therefore, it is important that you make the most of your relationship with your roommate. For many of you, this is the first time that you are sharing a room. The key to living with someone is to remember that everyone has the right to live in a safe, clean, and healthy situation, which allows him or her to pursue school-related goals successfully. Everyone also has the right to be respected and an obligation to be respectful of others.

### **A successful roommate relationship**

Here are some basic tips on how to begin a successful roommate relationship:

- Have an open mind about the situation. Get to know your roommate before you pass judgment.
- Share all of the basic information: hometown, major, family information, interests, etc.
- Discuss how you want the room set up, and then do it together.
- Discuss how you want to “live”—guests, study times, what is “sharable” and what isn’t (clothes, food, supplies, etc.)—and then follow the guidelines you establish.
- When a problem arises, talk to each other about it! Talking to everyone else will probably only cause more problems. If you need assistance planning what you need to say, talk with your RA.
- If it turns out that you and your roommates aren’t the best of friends, that’s okay. It is important, however, that you are able to live together in a respectful and civil manner. That can happen if everyone works at it!

Once you get to know your roommate, take the opportunity to meet other students in the building. A good way to do this is through the events coordinated by the RAs. Many of the programs will be designed to be fun: social activities, trips around New York City, sporting events, dinner parties, theater and museum trips, etc. Your RA will be asking for suggestions, so think about things that you would like to do!

In addition to the social programs, the RAs will also be coordinating many programs that will highlight issues faced by Manhattan School of Music students, such as developing independence, making good social and academic choices, and determining your future goals. Programs offered by Student and Residence Life will provide you with information to make good decisions and introduce you to Manhattan School of Music services and staff.

We hope that this year is a great experience for you! Living on campus provides

you the opportunity to learn about living with others, but, more important, you will learn a lot about yourself.

## **VI. SAFETY PRECAUTIONS**

### **Safety and Security**

Living in a residence hall is similar to living in any community. Although one of the most important goals of the Residence Life Office is to provide a safe and secure environment, the bulk of the responsibility rests with each resident. Many problems regarding thefts and vandalism result from residents' carelessness. Prevention of these problems requires a high degree of awareness and common sense.

The security at the front desk operates 24 hours a day, seven days a week. Do not hesitate to contact them at any time. Security may be reached from within the building at ext. 4700 or at 917-493-4700.

While every effort is made to safeguard residents and the contents of their rooms, it is of utmost importance that students cooperate with the School's efforts to maintain a safe and secure environment. By taking the following precautions, students can greatly reduce their chances of becoming crime victims:

1. Keep rooms locked whenever you leave, even if only for a few minutes. This is the single most effective thing you can do to avoid theft.
2. Keep doors locked when going to sleep.
3. Never leave a door propped open when you are not in the room. If you see a door propped open, close it.
4. If you notice strangers or suspicious-looking people in the residence hall, notify a residence life or security staff member immediately.
5. Never leave valuables and large sums of money in your room.
6. Do not give your keys to anyone; report any loss or theft to a staff member immediately.
7. Keep a record of the valuables that you bring to campus. Mark them with some personal identification number. This will increase the chance of recovering them in the event of a theft.

It is important that you keep in mind that Manhattan School of Music is in a major city and that you are aware of and cautious about the sorts of crimes against property and person that are a reality of urban living. Safety and security are everyone's responsibility at the School, and these are some steps that you can take to help insure the safety of yourself and others both inside and outside of your building.

## **Outside of the Building**

- **STAY ALERT.** Keep your mind on your surroundings, what and who is in front of you, etc. Appear confident and calm. Plan your route before you go.
- Plan the safest route to your destination. Choose heavily traveled and well-lit streets. Take the longer route if it is the safest.
- It is advisable to walk (or run, rollerblade, etc.) with another person at all times, but especially after dark.
- If you need to walk after dark, be sure to stay on main streets with good lighting and those that are more apt to have other pedestrian traffic.
- Do not flaunt expensive items. Do not overburden yourself with packages that make it hard to react.
- Carry “emergency” money—for cab fare, bus, train, subway, a phone call, etc. Carry your personal belongings close to you. Wallets should be carried in front pockets, and handbags should be closed and protected. Do not carry unnecessary items (large amounts of cash, excess credit cards, etc.).
- Carry your student ID at all times and cooperate with officials requesting that you adequately identify yourself.
- Report all suspicious-looking persons on or near School property to security.
- When entering or exiting any secured area (e.g. residence hall, the School facility, etc.) after hours, be sure to secure the door behind you.
- Report all incidents of theft, intrusion, physical harm, etc., immediately to a residence life staff member and security.
- Do not invite individuals from off the street or with whom you are unfamiliar into Manhattan School of Music facilities.
- Report all incidents of doors and windows that are broken, do not close, or lock, to a residence life staff member and to security immediately.

## **Inside of the Building**

- Make sure a roommate or friend knows where you are going when you go out.
- Keep your valuables in a safe and hidden place, away from the door.

- Report any harassing phone calls immediately to the residence life staff and security. Both INSIDE and OUTSIDE, do not be afraid to shout for and/or seek assistance!

## **VII. EMERGENCY PROCEDURES**

### **Evacuation Procedure**

If you are asked to evacuate the building, stay calm and follow the instructions of security, the Assistant Director of Student and Residence Life, residence assistants, facilities manager, authorized staff, or emergency officials. Evacuation procedures are posted on the back of each room door.

### **To Report a Fire**

In the event of fire, stay calm. Notify the fire department and follow the directions of fire department personnel. If you must take immediate action, use your judgment as to the safest courses of action, guided by the following information. Andersen Hall is a noncombustible (fireproof) building.

**In the event of a fire, follow the instructions below:**

#### **If the fire is in your room**

- Close the door to the room where the fire is, and leave the room.
- Make sure everyone leaves the room with you.
- Take your keys.
- Close, but do not lock, the room door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building. Stairwell E is the best exit route. Stay to the right so that firefighters can come up the stairs. The available stairways are listed below:
  - Enclosed interior stair E located at the center core leads to the street via the lobby
  - Enclosed interior stair F located at the center core leads to the cellar then to the street via C stair
  - Enclosed interior stair C located on the west side of the building leads from the fifth floor to street level
- You can transmit an alarm from the nearest fire alarm box if it is in a safe location. The alarms are located by each stairwell in the hallway.
- **DO NOT USE THE ELEVATOR.**

- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene. An alternative to calling 911 is either to call the Manhattan fire department dispatcher at 212-999-2222 or to transmit an alarm from the nearest fire alarm box if it is in a safe location.
- Move to a location outside the building determined by the fire evacuation procedures or by direction of the fire department. Notify the firefighters if anyone from your room or hallway is unaccounted for.

**If the fire is not in your room and you are not able to exit:**

- Stay inside your room and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your room, first feel the room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, room number, and the number of people in your room. An alternative to calling 911 is either to call the Manhattan fire department dispatcher at 212-999-2222 or to transmit an alarm from the nearest fire alarm box.
- Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the room appear life-threatening, open a window, and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, move away from the source of the smoke, heat, or fire.

**If the fire is not in your room or right outside of your door and you can safely exit:**

- If you can safely exit your room, proceed to the nearest stairwell to exit the building. If you hear the intercom, follow instructions. Intercoms are located between the stairwells on each floor.
- Alert people on your floor by knocking on their doors on your way to the exit.
- At the intercom, press the red “call” button, and say which floor you are on.
- Security and the fire department will communicate further instructions through the intercom.

- Do NOT wait in the stairwell or go to another floor.

### **General Fire Safety**

- Exit signs are posted in the building. You should consult with your RA if you are unsure as to which exit you should use in an emergency. Familiarize yourself with the fire evacuation procedures that are posted on the back of each room door.
- Once the evacuation alarms sound, all students should move quickly and quietly to the exit indicated for their area unless staff, police, or fire safety professionals advise you differently. Proceed through the exit in an orderly fashion and move away from the building. It is important that you follow this procedure. We may need to make announcements regarding the emergency, so everyone needs to be in the same location.
- It is possible that an evacuation of the building will be necessary during which the fire alarm would not be used. In this rare instance, please follow the directions of the staff, security, fire department, police, or designated emergency official.
- More detailed information will be presented verbally at the first floor meeting each semester.
- Students who are away from their rooms when the alarm sounds should proceed to the nearest exit without returning to their room.
- Students who fail to follow evacuation procedures will be subject to disciplinary action.
- It is important to treat each fire alarm as an emergency.
- We are required to hold one unannounced drill each semester.
- Smoke detectors and all fire safety equipment may be used only in emergencies. Students should report any damaged or missing smoke detectors or fire safety equipment to security and the Residence Life Office immediately. Smoke detectors and their batteries should not be tampered with or modified. Students are responsible to contact a staff member if the smoke detector is malfunctioning or generating noises.
- There is no smoking in the building.
- Any devices that generate heat may not be used while unattended.
- Cooking surfaces in the lounge must be kept clean and free of items that can catch fire.

- Electrical outlets may never be overloaded. Instead of extension cords or overloaded outlets, which are not allowed, it is advised that you use power strips with circuit breakers. Electrical cords that are cracked or frayed may not be used in the residence hall.
- All doorways, windows, hallways, stairwells, fire escapes, and other means of exit must be free of obstructions. Residents should report any obstructions to security immediately.
- With members of each floor community, RAs prepare an escape route to use in the case of emergency. RAs will choose a meeting place a safe distance from the building where you should all meet. If people get separated and are unaccounted for, the floor community should let the fire department staff know.
- Care should be taken in the use and placement of plants and flowers. If possible, keep them planted or in water. Do not place them in public hallways or where they might block the exit from your living area if they catch on fire. Keep them away from any flame. Do not keep flowers for an extended period of time; as they dry, they become easily combustible.
- Only UL-approved lighting and UL-approved holiday lighting may be used.
- Real Christmas trees, wreaths, or decorative greens are not allowed in the residence hall.
- Holiday decoration should not block any exit from any living area. Limitations to decorations may be imposed as professional fire safety advice warrants.

### **Bomb Threat**

In the event of a bomb threat, the local authority in charge will decide how the situation should be handled. The situation may require that the building be cleared immediately. All residents would then be expected to leave the building or comply with the information provided from emergency personnel.

If a suspected explosive is discovered, the building will be evacuated immediately if the authorized emergency official dictates it is safe to do so. Follow emergency evacuation procedures unless otherwise instructed by a School or authorized emergency official.

Any resident electing to remain in the building when told to leave remains at his/her own risk and could face judicial action.

### **To Report a Medical Emergency**

In the event of a medical emergency, contact a residence life staff person immediately. To call an RA, please call 917-858-9915 or 917-858-9892. If a staff member is unavailable, immediately call security from within the building at ext. 4700 or at 917-

493-4700. Emergency services can be contacted for major emergencies at 911. Please follow up with the Office of Student and Residence Life or the Residence Life Office after all emergencies.

If you find that you need to go to the emergency room, here are some helpful tips:

- Report your illness or injury to a residence life staff member or security.
- If you are able, find a friend to go with you.
- When you report to the emergency room triage desk, identify yourself as a Manhattan School of Music resident student.
- Carry your Manhattan School of Music ID, health coverage card, and any medical information that may be helpful.
- Follow up with the Assistant Director of Student and Residence Life upon your return to your building.
- Advise your family of your medical situation. There are certain situations that dictate family notification by a Manhattan School of Music official.

### **To Report a Medical or Psychological Emergency**

In the event of a medical or psychological emergency, contact a residence life staff person immediately. If a staff member is unavailable, immediately call security from within the building at ext. 4700 or at 917-493-4700. Emergency services can be contacted at 911 for major emergencies. See the Office of Student and Residence Life for more information.

### **Health and Psychological Assistance**

Students in need of medical or psychological assistance should follow the guidelines outlined in their health insurance policy and seek assistance in the local area accordingly. Students covered by the Student Accident and Sickness Insurance policy provided by Manhattan School of Music should call St. Luke's-Roosevelt Hospital Center at 877-420-4209 to set up an appointment. Hours of availability and phone numbers for claim and benefit questions can be found on the last page of the coverage information. Students should be ready to show proper School and insurance identification and pay the designated co-payment. Students in need of assistance with health or counseling concerns are encouraged to seek guidance or referral with the Student and Residence Life staff. For a list of counselors interested in working with Manhattan School of Music students, see the list outside the Office of Student and Residence Life.

Diane Nichols is available on campus for MSM students for short term counseling once a week. Ms. Nichols can be reached at 212 765-6860.

Riverside Counseling Center is a community health center that has assisted Manhattan School of Music students for years at economical costs. The center can be reached at 212 870-6000.

### **To Report a Facilities Emergency**

In the event of a facilities emergency (i.e., leaking ceiling, overflowing toilet, power outage, lock problems, elevator issues, or dangerous conditions), contact a residence life staff person immediately. If you cannot quickly locate a residence life staff member, contact security from within the building at ext. 4700 or at 917-493-4700. They will contact the appropriate facilities staff member.

### **To Report a Safety and/or Security Emergency**

In the event of a safety and/or security emergency, contact a residence life staff person on duty or security from within the building at ext. 4700 or at 917-493-4700.

## **VIII. RESIDENCE HALL POLICIES, PROCEDURES, AND GENERAL INFORMATION**

An important part of living in a residence hall involves following procedures and policies that help foster a clean, safe, comfortable, and respectful community. All residents are required to know and abide by the rules and regulations set forth in the housing contract and all School publications.

Living in the residence halls is a privilege. Failure to comply with procedures and policies may result in dismissal from residence life and/or from Manhattan School of Music. Actions committed on or off School property may also be subject to disciplinary action, provided that the offense is related to the safety or well-being of the School community or any individual, the integrity of the educational process, or the reputation of Manhattan School of Music.

### **Absences**

If you intend to be away from the building for an extended period of time, notify your RA or the Residence Life Office. People will miss you and worry about you if you don't return. Also, family emergencies often require us to know the whereabouts of students. We can only contact you if you provide the necessary information. If there are circumstances that prevent you from attending regularly scheduled classes, you should contact the Dean of Students and Dean of Faculty, as well as discussing this with your individual professors.

### **Appliances/Illegal Items**

Many items are not approved for possession or use in the Manhattan School of Music residence hall in order to protect residents' health and safety. Halogen lamps, sun and heat lamps, heating blankets, open-coil heating devices, extension cords, clip-on lamps, air conditioners, oil lamps, space heaters, toasters, toaster ovens, oil popcorn poppers, hot plates, electric frying pans, grills (charcoal, gas, or electric), incense, candles, and waterbeds are not allowed anywhere in Manhattan School of Music housing. Heating devices without automatic turn-off devices and overloaded electrical outlets are also not allowed in the residence halls. Illegal appliances will be confiscated if found. If you have any questions about items, please contact the Assistant Director of Student and Residence Life.

The following equipment is permitted in student rooms: TVs, radios, clocks, stereos, computers, printers, fans, electric razors, hair dryers, refrigerators (not larger than 5 cubic feet), and power strips with surge protector. The following appliances with automatic turn-offs are also allowed: blenders, coffee makers, hot water dispensers, and rice cookers. This is not an all-inclusive listing of appropriate and inappropriate items for the residence hall. Any item should be used with care and should be turned off when no one is in the room.

All residents of Andersen Hall may not possess microwaves but may use the School-approved Hot/Cold units (commonly known as microfridges). Hot/Cold units can be rented from Collegiate Distributors (718) 267-6484.

### **Bathrooms**

Common areas and bathrooms are cleaned once every weekday. Residents are responsible for using the bathroom facilities in a responsible manner. If residents or guests create a mess in the bathroom or in any area in the residence hall, it is the residents' responsibility to take care of the situation and leave it clean for others (this applies to ALL spills, food in sinks, etc.). Only one person may be in a shower at a time. The bathrooms are not coed.

### **Bicycles**

Bicycles may be stored in the specially designated area. The fire code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles may not be stored or parked in resident rooms, hallways, stairwells, or other public areas of the residence hall. Bicycles in violation of the code will be removed from the area at the owner's expense. If you have a bicycle, please find out from a residence life staff member about areas designated for bicycles. All bicycles must be removed at the end of the academic year.

### **Building Use**

There are many areas in the building that are available for use by all Manhattan School of Music resident students. The exercise room, recreation room, practice rooms on floors 5, and 7-14, laundry room, and 6th-floor lounge are for use by Manhattan School of Music resident students and other official Manhattan School of Music events approved by the president, the Assistant Director of Student and Residence Life, or other School officials. All furnishings, including computers, printers, furniture, music stands, and pianos are the property of Manhattan School of Music and may not be removed from assigned spaces.

There are other tenants in the building. The exercise room and laundry room are for use by all residents of the building and residence life staff. The Embassy CES students reside on the 15th, 16th, and 17th floors.

Building use is a privilege that carries with it the obligation to act in a proper and responsible fashion. Any person who is found to have caused damage or mistreated

Manhattan School of Music property will lose his/her privileges and face severe disciplinary action. In addition, any misconduct which then results in damages to equipment may result in a loss of privileges as well as restrictions or fines for individuals or the community.

To reserve a room for an approved purpose, you need to complete the room reservation form through the Residence Life Office. This form must be completed at least 72 hours in advance of the requested date. You will be notified as soon as your request has been reviewed. When necessary, priority will be given to Residence Life activities and students. Practice rooms do not require use of this form and are available on a first-come basis. The Andersen Hall Residence Life Office may set specific practice rooms aside for special needs and situations (see page 24).

### **Community Living**

In order to provide a safe and secure environment conducive to academic and artistic pursuits, a number of community living policies need to be observed in Manhattan School of Music housing. Each member of the community is encouraged to hold others accountable to the community living policies.

### **Cleanliness, Garbage Disposal, and Recycling**

Residents are responsible on a regular basis for removing trash from the room to the trash compactor area. Separate trash into proper recycling containers. Rooms should be kept clean. Please follow directions posted for proper use of the trash compactor. The trash compactor and recycling areas are located on each floor. All persons must clean up their messes immediately.

### **Dart Boards**

Dart boards and darts are not permitted in Manhattan School of Music housing.

### **Dining Services and Meal Plan**

The Mitzi Newhouse Pavilion provides meals for students, faculty, staff, and guests. It is also used for School-sponsored receptions and social activities. It is the perfect hangout and study area for students. It provides a space for students to unwind, eat, and connect with friends. Manhattan School of Music Dining Services by Chartwells offers traditional menu options such as Fresh Grille and Sandwich Central, healthy menu choices, vegetarian options, Au Bon Pain soups, Seattle's Best Coffee, and Starbucks. All students participate in the declining meal plan appropriate to their status as a resident or commuter student. See the Meal Program Brochure for more information. Hot meals are served for breakfast, lunch, and dinner. Hours of operation are as follows:

Monday–Saturday Breakfast 8:00 am–11:00 am

Monday–Saturday Lunch 11:30 am–3:00 pm

Monday–Friday Dinner 4:30 pm–7:30 pm

Saturday Dinner 4:30 pm– 6:00 pm

Sunday Brunch 10:00 am–2:00 pm

Students may reserve the cafeteria for recital receptions by contacting the scheduling and

dining hall offices.

## **Elevators**

Manhattan School of Music students can use the elevators designated for Manhattan School of Music use for the purpose for which they were designed. Misuse of or tampering with elevator equipment is against residence life policy and subject to judicial actions.

## **Exercise Room**

The exercise room is located in the basement, and is open 24 hours a day, 7 days a week for all residents. Currently, there are 2 treadmills, 1 recumbent bike, 1 stair climb, 1 upright bike, 1 elliptical, several mats, and a lots of free weights. Two TVs with cable are available in the room. Additionally you may bring headsets into the area to enhance your exercise experience. Equipment use should be limited to 30 minutes if there are others waiting to use the equipment. Proper exercise gear must be worn while using the exercise room (e.g., sneakers, socks, workout clothes). All residents are expected to be respectful of others and keep the area clean. Please bring a towel to wipe off all equipment after use. Please see the rules, regulations, release form, and hours posted. Please report any issues to the Assistant Director of Student and Residence Life.

## **Floor/Building Meetings**

Residents are required to attend all residence life/student life orientation sessions and all meetings called by the RA, Assistant Director of Student and Residence Life, or Director of Student and Residence Life.

## **Food Deliveries**

Residents expecting deliveries from food vendors should meet vendors in the lobby because delivery persons cannot enter the residence beyond the security desk. The delivery person can use the lobby phone to inform residents of their arrival. Security officers are not responsible for notifying residents of food deliveries.

## **Furniture**

The resident is responsible for maintaining the furniture of his/her room. The furniture is not to be removed from the room. The resident is responsible for any damages or loss of furniture. Furniture in all common areas is not to be removed, taken apart, moved to another room, damaged, or used inappropriately. This includes all pianos, music stands, and furniture as well as other items in practice rooms. Residents will be billed and fined for improper removal or movement of furniture from its appropriate location.

## **Guests**

The residents must meet their guests at the front desk where they will leave photo identification and be issued a guest pass. Photo identification may include a driver license, military ID, state-issued ID, passport, or a valid college or university ID. Credit cards and homemade identification cards are not acceptable or permitted. There are no guests allowed during the winter or summer intercessions. The resident must escort the guest throughout the building at all times. At the end of the visit, the resident must escort the guest to the security desk. All guests must surrender their guest pass every time they

exit the building. Security will then return the guest's photo identification. Residents are allowed to sign in up to three non-overnight guests. MSM defined an overnight guest as any guest who is in the building after 11pm. Under no circumstances should guests be using residence hall access identification cards or guest passes to enter the building unless approved by the Assistant Director of Student and Residence Life, Director of Student and Residence Life, Associate Director of Student and residence Life, or the Dean of Students.

Each resident is allowed only one overnight guest 3 nights per each calendar week (Monday through Sunday). Extended overnight guests must be approved 48 hours in advance by the Assistant Director of Student and Residence Life or summer housing coordinator. Guests of any type may not infringe on a resident's ability to sleep or pursue study in the room. Long-term visitors are encouraged to make reservations in a hotel before they arrive.

All guests must be respectful of others and all policies, procedures, and laws. The roommates must be courteous and respectful of each other. It is expected that if residents choose to be intimate in a sexual way, they do so privately and safely. Nonresident students and non-students may not move into a room as a resident's guest.

Please see the practice room policy for additional information.

### **Housing Requirement**

Manhattan School of Music requires all first-year and second-year undergraduates (freshmen and sophomores) and first year transfer students to live in residence as space allows. Students must submit housing deposit and required paperwork each year by the deadline to officially request a room. Students must submit a written request to the Director of Student and Residence Life to be considered for an exemption to the housing requirement. The Office of Student and residence Life can not guarantee an assignment to any student who does not submit deposit and forms in by the deadline.

### **Identification Card /Access Card**

All resident students must carry their Manhattan School of Music identification/access card at all times. They must show it to enter any Manhattan School of Music facility. All residents must show the ID/access card when asked by a Manhattan School of Music official or designee. All residents must display their MSM ID/access card with appropriate resident sticker to prove their building residency every time they enter the residence hall. Any resident leaving housing must return MSM ID card/access card/ resident sticker at checkout.

### **Kitchen Facility**

Access to the kitchen facility on the sixth floor is available for Manhattan School of Music residents and residence life staff. The lounge kitchen is equipped with a microwave and a sink. There is no stove in the kitchen. Residents are responsible for making sure that the kitchen is left clean and safe. Dirty dishes must be washed immediately after use and cannot be left in the sink or in the kitchen area. Residents are also responsible for making sure the kitchen smells clean after use. All residents will be

held responsible for the condition of the kitchen if the residents who failed to act responsibly are not located. Hours of availability may be limited as needed.

### **Laundry Facilities**

There are card-operated washers and dryers located in the basement. In consideration of other students, laundry should be taken out of the machines as soon as the cycle is complete. Washing machines may not be used for dyeing. The lint collector of the dryer should be cleaned out prior to and immediately following use. Please refer to the policy sheets posted. There is cable TV provided in the laundry room.

### **Lost and Found**

All lost items should be reported and all found items turned in to the residence life office. Contact residence life from within the building at ext. 4035 or at 917-493-4035 or visit the facilities office in the School for recovered property.

### **Lounges, Hallways, Common Areas**

All residents are responsible for cleaning up after themselves in all areas of the building. Spills on carpeting must be reported immediately. No resident or guest should be found sleeping in the lounge. Furniture in common areas must not be relocated to bedrooms, practice rooms, or other common areas.

### **Mail**

Mail is delivered to 134 Claremont Avenue Monday through Saturday. The mail is sorted each day by the Andersen Hall Student and Residence Life Office staff. The residence life staff assigns the mailboxes, reports broken or damaged mailboxes, and is responsible for routing mail that arrives at the hall. Mail should be addressed as follows:

YOUR NAME

134 Claremont Avenue, Room # \_\_\_\_\_

New York, NY 10027-4698

Please include your room number when giving out your address.

When moving out of the residence hall, it is the resident's responsibility to promptly change his/her address with those from whom s/he expects to receive mail (e.g., families, friends, banks, credit card companies, magazine subscriptions). The United States Postal Service does not provide mail forwarding service for Andersen Hall. If you leave your forwarding address with a residence life staff upon your departure, the Residence Life Office will forward your mail for 90 days. After that, all mail will be returned to sender. Only first-class mail can be forwarded. Please make sure all your subscriptions are informed of your address change well in advance of your departure from Andersen Hall.

Crime committed through mail or Internet is a serious offense of School policy and local state or federal laws. Anyone using the mail to violate any School policy or any local, state, or federal law may face serious judicial and legal processes.

### **Maintenance**

All routine maintenance requests should be reported to your RA. Each RA has a maintenance report sheet. You can report maintenance problems by writing them on this sheet. Please be as specific as possible about the nature of the problem you are reporting. Examples of “routine” requests are: light bulb replacement, minor AC/heater problems, clogged toilets, lock or key problems, blown fuse, etc. Emergency maintenance requests should be called into the Residence Life Office or the RA-on-duty. If you cannot reach the residence life staff, contact security. Emergency maintenance issues would include floods, broken glass, extreme heating/cooling problems, and any situation that endangers the safety of the individual or the community. These matters must be addressed in advance of your departure from Andersen Hall.

Maintenance will not adjust or move furniture. In addition, Maintenance does not clean bedrooms during the entire academic year. It is the responsibility of the resident to make sure their living space is clean.

### **Neighbors**

We have all types of neighbors around us as part of the larger Morningside Heights community. All students are encouraged to join our efforts to be good neighbors and treat the residents of neighboring apartment buildings with respect at all times. In an effort to be thoughtful and polite to those in our neighborhood, students must close their windows when practicing, close the blinds when appropriate, smoke only south of the entrance to Andersen Hall on the designated bench, and be aware of noises that may impact the lives of those around us. Congregating outside any neighboring building is prohibited. As a courtesy to the neighbors, students may congregate only by the benches south of the Andersen Hall entrance at appropriate times.

### **Parking**

Parking is not available on campus. Street parking is available. Follow all New York City ordinances, policies, and schedules related to parking.

### **Personal Property**

The School assumes no responsibility for loss or damage to personal property of students or their guests. This includes, but is not limited to, loss by fire, theft, water, or malfunction of electrical or mechanical systems. Residents are strongly advised to obtain insurance to cover their personal property. It is advisable that you check with your family to see if coverage is provided by their homeowner's insurance. Students are strongly urged to keep their rooms locked at all times. Insurance pamphlets are available in the Office of Student and Residence Life.

If a theft occurs, it should be reported to a residence life staff member and security immediately. Please fill out an incident report for residence life and security.

### **Practice Room Use**

The Scheduling Department (ext. 4479) ([scheduling@msmny.edu](mailto:scheduling@msmny.edu))

Manhattan School of Music provides practice space to registered students in good standing. This policy has been developed to provide the most equitable use of practice rooms within the constraints of the School's facilities. School officials reserve the right to enter any practice room at any time to monitor appropriate use of space and student compliance with the policies outlined below. Any student violating these policies is subject to disciplinary action. Manhattan School of Music ID cards must be available for presentation to school officials at any time while in the building.

### ***Scheduling Office Location and Hours***

- The Scheduling Office is located on the first floor of the main building in Room 110A. Practice rooms are signed out online and at the window to the right of Room 110A.
- The Scheduling Office is open from 8:30am to 5pm, Monday through Friday. The office closes on Fridays from 1:30pm to 2pm for a weekly departmental meeting.
- **The scheduling of practice rooms at the office takes place between 8:30am and 3:30pm, Monday through Friday.**

### ***General Practice Policies***

- Reservable hours for practice room and classroom use during the week are:
  - Monday through Friday, 9am to 10pm.
  - For all other hours (6am to 9am and 10pm to 11:30pm), practice rooms and classrooms are not scheduled. Practice rooms are open on a first-come, first-served basis at these times.
- Students can come to the Scheduling Office between 8:30am and 3:30pm to reserve a room for the current day and/or next day only, as well as reserve rooms online for the next day at the earliest midnight the night before.
- Piano majors are allowed three hours of scheduled practice per day while all other majors (instrumentalists, vocalists and composers) are allowed two hours per day.\*

*\*If a student books his or her allotted two or three hours of practice for the next day, he or she can return the next day and add their allotted practice hours for the current day if they are available. This means that a total of 4-6 hours per day of practice is possible, depending on the student's major.*

- All students may sign up for Main Building or Andersen Hall's second floor practice rooms for practice during the hours of 9:00am and 10:00pm, Monday through Friday. Non-resident students are not allowed to practice in Andersen Hall at any other time unless signed in officially as a guest and accompanied by the resident who signed them in. Resident students may not practice in the main

building before 9:00am or after 10:00 pm Monday through Friday, or on weekends (exceptions listed below).

- Faculty and Staff are not permitted to sign up for practice rooms in Andersen Hall.
- All students (resident and non-resident) of double bass, harp, harpsichord, percussion, organ and tuba may practice in the main building at any time due to the difficulty of transporting these instruments.
- Non-resident students are only allowed on the second floor of Andersen Hall if they have officially been assigned a practice room on the 2<sup>nd</sup> floor of Andersen Hall during that time period and officially signed in with the Security guard at the entrance to Andersen Hall, or have officially signed in as a guest of a resident and are accompanied by that resident. Violation of this policy could lead to revocation of practice privileges.
- Any student non-resident, who has signed up for a practice room on the second floor in Andersen Hall, must check in with the security guard at the entrance of Andersen Hall, show their Practice Authorization Sheet, sign in, and leave their ID card with the security guard. It is advisable that non-residents arrive prior to their scheduled practice time to sign into Andersen Hall. At the end of their scheduled practice time, the non-resident will stop at the Andersen Hall Security desk, sign out, and pick up their id. Non-residents must retrieve their id and leave Andersen Hall within 15 minutes of the end of their scheduled practice time. **Non-resident students must exit through the Claremont exit.**
- All students, residents and non-residents, must allow a little extra time to check in with the Security guard on the second floor of Andersen Hall from 9:00am through 10:00pm, Monday through Friday. The Practice Authorization sheet must be presented to and stamped by a second security guard on duty on the second floor. Students must place the sheet in the window of the practice room door while the room is in use. The students must remove their Practice Authorization Sheet from the window and leave the practice room immediately at the end of their assigned time. Resident students are expected to also display their id in the room window.
- Resident students can use practice rooms in Andersen Hall that do not appear in use at any time. They must display their id in the window of the practice room. During the Monday through Friday period of 9am to 10:00pm, they must check in with the 2<sup>nd</sup> floor security guard and patiently wait for the Security guard to check in all students with Practice Authorization sheets. If a resident with out a Practice Authorization Sheet starts practicing and a person with a Practice Authorization Sheet arrives indicating they are scheduled to practice in that room at that time, the resident student without the Practice Authorization Sheet would need to vacate the room.

- The Security staff and any witness may document any person who fails to abide by the practice room procedures. Incident Reports are available at the Security Desks or any of the Student and Residence Life offices.
- Practice rooms in Andersen Hall are not available to students during the winter and summer breaks.
- Resident students may practice in practice rooms of floors 5, 7-14 in Andersen Hall from 10:00am to 10:30pm, on an as-available basis. Non-resident students are not allowed to use these practice rooms unless they are signed in as the guest of a resident and they are practicing in the practice room with the resident who signed them into Andersen Hall.
- Chamber music ensembles may reserve a practice room or a classroom for a two-hour rehearsal per group each week. Students may reserve a single occurrence rehearsal time one week in advance or may choose to schedule a recurring rehearsal time for the entire semester once the scheduling department has received the approved chamber music ensemble list from the Chamber Music Office after the start of each semester.
- Groups reserving practice rooms in Andersen Hall must submit names of all members at the time of scheduling and all members must be current MSM students. Any members not listed, will not be allowed to enter Andersen Hall and the practice room.
- Practice space availability is subject to change during holidays, intercessions, audition periods, jury week and at other times as posted.
- The Piano Technical Staff needs periodic, weekday access to practice rooms and classrooms for tuning and maintenance of instruments. As such, some rooms will be unavailable at various times each day.
- Problems with pianos should be reported in the piano tech log book at each security desks.
- During non-reservable hours (6am to 9am and 10pm to 11:30pm) the Piano Staff has priority to all practice rooms.
- Practice room usage is regularly monitored to ensure compliance with the above policies.
- Students are expected to be respectful of other students and staff. Students are also expected to abide by all policies and report issues of concern to the Scheduling Office immediately.

## **Section 1.01 Practice Room Sign-Out Procedures**

- All student scheduling of practice space must be done in person at the Scheduling Office Monday through Friday between 8:30am and 3:30pm or online at midnight the night before.
- Presentation of a valid, MSM ID card is required. Students with an “R” (Resident) sticker on their ID are not permitted to practice in the Main Building before 9:00am or after 10:00pm, Monday through Friday, or on weekends. Non-resident students (Students without an “R” sticker on their ID) are not allowed to sign up to practice in Andersen Hall 2<sup>nd</sup> floor before 9:00am or after 10:00pm, Monday through Friday, or on weekends.
- Students can come to the Scheduling Office between **8:30am and 3:30pm, Monday through Friday**, to reserve a room for the current day and/or next day, or online at the EMS site.
- Students practicing in the Main Building or Andersen Hall second floor will be issued a printed Practice Authorization Sheet, which must be placed in the plastic sleeve of the assigned practice room or classroom of the main building while the room is in use.

## ***Classroom Sign-Out Procedures***

Classrooms are different than practice rooms in that they are primarily used to conduct classes. When they are not in use for a class, they may be used for practice. Classrooms are cleaned and reset for the next day’s classes on a nightly basis. **Cleaning crews in the Main Building have priority access to classrooms after 10PM. If you are asked after 10PM to vacate a classroom by the cleaning crew, you must comply.**

- Classrooms may be reserved for use between 9am and 10pm when they are available. These rooms may be reserved by non-resident and resident students following the same procedures as the practice room sign-out procedures above.
- A key will be issued to the student, which must be returned immediately after use, on the day of use, via the key drop box at the main entrance to the school. Students who fail to return a key on time will be fined \$50, be referred to the Dean of Students and lose practice room privileges until the key is returned.
- The student will be issued a printed Practice Authorization Sheet, which must be placed in the plastic sleeve of the assigned practice room or classroom while the room is in use.

- Following the use of the classroom, the door must be locked and the lights must be turned off.

### *Weekend Room Use*

- MSM students are not allowed to use MSM practice facilities when the Precollege Division is in session on Saturdays. Non-resident students have access to the building on Saturdays when Precollege ends at 6pm.
- Practice rooms are not scheduled on the weekend. Practice rooms in the School are open and available to non-resident students on a first-come, first-served basis on Saturdays after 6pm and all day on Sundays. Practice rooms in Andersen Hall 2<sup>nd</sup> floor are open and available to resident students on a first-come, first-served basis on weekends and Monday through Friday from 10pm through 9am.
- Weekend use of classrooms is only scheduled for non-residents on the Friday before that weekend. Classrooms may be reserved after 6pm on Saturdays (on days when Precollege is in session) and between 9am and 10pm on Sundays.
- Allotted hourly limitations still apply for weekend use (three hours per day for piano majors and two hours per day for all other majors).

### *General Room Rules*

- Any room left unoccupied for 15 minutes or longer becomes available to another student for practice. **Leaving one's instrument and/or belongings in the room will not hold the room or be considered "occupying."**
- Practice rooms are for practicing only. **Students are not allowed to teach in the practice studios or classrooms.** These facilities are reserved for current student practice only. Students found using rooms for purposes other than practice or study will be documented and sanctioned. Sanctions could range from warnings and fines to suspension of practice room privileges. Egregious and or repetitive violations of policy or procedure could jeopardize one's status as a Manhattan School of Music student.
- Practice facilities and instruments must be treated with care. Pianos are not to be moved. Only music may be placed on the pianos.
- Food and beverages are strictly prohibited, except bottled water.
- Any chairs or stands "borrowed" from other rooms must be returned to their original location.

- No instruments or cases may be left in practice rooms. There is a storage closet on the second floor of Andersen Hall available for resident percussion students to store drum sets and other equipment. Students should see the scheduling office for more information about this room. Students must remove all equipment from the rooms after the practice session.
- When vacating a room, lights must be turned off and windows must be closed.
- Windows must be kept closed before 8:00AM and after 10:00 PM to comply with neighborhood noise abatement policy. **Windows and doors in all practice rooms in Andersen Hall must be kept shut at all times.**
- No practicing is allowed in the hallways, stairways, bathrooms, or other common areas, unless officially approved by the Dean of Students or designee.
- Unauthorized use of locked faculty studios by students will result in the loss of practice privileges.
- Occasionally, students may be required to relinquish an unreserved practice room to Piano Technicians for instrument maintenance or to faculty for lessons.
- It is imperative to notify the Scheduling Office at least three hours in advance of any practice space cancellation. Students may do so by voice mail at (917) 493-4479 or by email at [scheduling@msmny.edu](mailto:scheduling@msmny.edu). Practice room usage is carefully monitored. Students who fail to notify the Scheduling Office of practice space cancellation will lose practice room privileges for the following day.
- Violators of the above stated policies will be referred to the Dean of Students, a Dean of Faculty, or judicial administrator for appropriate sanctions.

### **PRACTICE ROOM HOURS (Summary for resident students)**

#### *SECOND FLOOR ANDERSEN HALL:*

Monday through Friday, 9:00am-10:00pm Appointments made through Scheduling Office

Monday through Friday, 10:00pm-9:00am, residents only, not scheduled through Scheduling Office

Saturday and Sunday, 24/7, residents only, not scheduled through Scheduling Office

*OTHER FLOORS IN ANDERSEN HALL:* residents only, every day, 10:00 am–10:30 pm

**PRACTICE ROOMS IN THE SCHOOL:** Residents may reserve practice rooms in the School building for use Monday through Friday between 9:00am and 10:00pm.

Resident students may practice in their rooms or in the practice rooms of floors 5, 7-14, from 10am to 10:30pm, every day of the week. Students may practice in their rooms

between 10 am and 10:30 pm unless it is determined to be disruptive to others in the community.

All cellists and double bassists must use an end pin or a rubber stopper or a piece of carpet when practicing in a residential room.

### **Residence Hall Agreement**

Each student who lives in the residence hall must sign a residence hall agreement. This agreement is in effect for the entire academic year and may not be terminated unless one of the conditions below is met: December graduation, official School study abroad program, serious illness, and /or lawfully registered domestic partnership, civil union, or marriage.

### **Roof and Terrace Access**

Access to the roof and terraces on the second and 6th floors is prohibited

### **Room Assignments**

All first-and second-year students and first-year transfer students are required to live in Manhattan School of Music housing as space allows. Specific room assignments for new students will be made only after the deposit for the room and the appropriate housing forms are received in the Office of Student and Residence Life. Every effort will be made to honor preferences; however, Manhattan School of Music reserves the right to assign rooms to students on a space-available basis.

Returning students may participate in the room selection process each spring. After paying a nonrefundable room reservation deposit, students may select rooms on a space-available basis. Specific room selection information and procedures will be available at the Office of Student and Residence Life. The housing information will be distributed prior to the room selection process. Residents must abide by the requirements of the housing process and meet all deadlines outlined to be eligible for housing. To ensure ample space for new students, a certain number of beds may be set aside for new students. Those who deposit after the allocated number of beds have been filled will be placed on a waiting list. As spaces open, those on the waiting list will be assigned a room. Students are not guaranteed a preferred housing request.

In order to receive and maintain a housing reservation, students must have their accounts with Manhattan School of Music in good standing. Any student who does not make appropriate arrangements for registration and financial obligations may jeopardize status as a resident student.

### **Room Changes**

Students who are having difficulties with their living situation should seek assistance from an RA. The RA will update the Assistant Director of Student and Residence Life. If necessary, the Assistant Director of Student and Residence Life will become involved to help resolve the problem and/or facilitate a room change. It is an expectation that all Manhattan School of Music residents will talk directly with each other when there are

issues that need to be resolved. Room changes during the semester will be made for well-founded reasons only and must be approved by the Assistant Director, Associate Director, or Director of Student and Residence Life.

Students are expected to reside in the room to which they have been assigned unless prior approval for change has been granted and the appropriate room change form is approved. Under no circumstances may a student move to another room without the permission of the Assistant Director of Student and Residence Life. Unauthorized room changes are not permitted, and students will not be allowed to stay in rooms acquired through unapproved moves. The Assistant Director of Student and Residence Life, the Associate Director of Student and Residence Life, and the Director of Student and Residence Life, or their designees, reserve the right to change the room assignment of any student if deemed necessary.

### **Room Condition**

Room condition forms will be filled out by the RA and student upon moving in and out of any residential space on campus. When checking in, students must make sure that any and all damages or concerns are recorded on the inventory form before they sign it. Students must make an appointment with their RA to inspect the room, sign the inventory form, and note changes in the condition of the room upon leaving. Each resident must maintain all of the furniture in their room and is responsible for its proper setup in the room at the end of the semester. Please note that facilities and the residence life staff will complete a walk-through of every room at the end of the semester to determine maintenance needs and damages.

Routine health and safety inspections will occur to ensure that all rooms are being properly maintained. This is also a means to monitor any damage caused during the academic year. All health and safety inspections are announced, and signs are posted at least 24 hours in advance. All rooms are inspected during vacation periods without posted notification.

When moving out of School housing, a resident must notify a staff member and return the key and access card. Living areas must be “broom clean,” and all trash must be removed. Residents are responsible for obtaining cleaning supplies for their individual living areas. A cleaning fee and improper checkout fee may be assessed if specified procedures are not followed.

### **Security**

Security officers are stationed at the front desks of both the residence hall at 134 Claremont Avenue, and at the main School building, located at 120 Claremont Avenue. They are present 24 hours a day, 7 days a week. The phone number for security in the residence hall is ext. 4700 from within the building or at 917-493-4700. The phone number for security in the School is 212-749-2802 or 212-660-6100. For emergencies, call security or dial 911.

Entrance into the building is regulated by Security and an access card system. The MSM ID/access card with resident sticker will act as the identification card for Andersen Hall. The access card must be presented to security or other officials upon entry to Andersen Hall and must be carried at all times. Students must show their MSM ID/access card at any time upon request to Security, MSM staff, or their designees. Please show the card even if security is familiar with you.

All residents must show their identification card to bring a guest into the building. Guests must leave their identification at the front desk each time they leave the building. All guests must be signed in by the resident they are visiting before they may pass the security desk.

The security staff is here to protect the Manhattan School of Music community. They are here to detect, deter, and apprehend any individual or group whose conduct is inappropriate and/or in violation of any laws or Manhattan School of Music policies or procedures (please see Guests under Residence Life Policies.) The security staff or Manhattan School of Music officials have the right to detain any person whose identification cannot be verified. Security has the right to refuse entry to any person who poses a threat to the community. Residents must not be standing behind the security desk at any time.

There are other tenants in the building. The students from the Embassy CES/FSL program reside on the 15th, 16th, and 17th floors and should not enter the Manhattan School of Music floors unless they are signed in as the guest of a Manhattan School of Music resident student. Embassy CES students are allowed to use the laundry and exercise facilities in the basement.

The security staff and the police are here for your safety and assistance. Your respect for them as individuals and your cooperation with them in the performance of their responsibilities will help make the Manhattan School of Music residence hall a more secure environment for all of us. The security staff wants to work with you on all safety matters. Please feel free to stop by and say hello!

### **Sixth-Floor Lounge**

There is a lounge on the sixth floor. This area can be used for studying, relaxing, meeting with friends, and educational and social events planned by Manhattan School of Music residents and/or Manhattan School of Music residence life and student life staff. There is also WiFi availability in this lounge. Students regularly relax watching movies on the DVD player and flat screen located in the lounge.

### **Smoking**

The New York State Clean Air Act prohibits smoking in ALL common areas, including student rooms. Smoking is prohibited in all areas of all halls. Those who choose to smoke may do so 6 feet from any building. Students and their guests may not smoke at or within six (6) feet of the front entrance of the building. Students should be respectful of neighbors by making sure their smoke does not enter the windows of nearby apartments. Students and guests are not to smoke to the left of the front entrance of Andersen Hall in

front of neighboring buildings. Smoking is allowed to the right (or south) of the front entrance of Andersen Hall, 6 feet from the front door, where benches and a cigarette disposal are available. All are required to dispose of their cigarette butts in the proper receptacle and not leave them on the ground or ledges.

### **Storage**

There is no storage space available. Students must keep all furniture and personal belongings in their rooms. Students must remove all their possessions from the hall prior to checking out of the hall. Students are not to leave any belongings with other resident students during summer breaks.

### **Telephones**

There are two public telephones located on every residential floor (5-14). These phones are free and can be used to dial locally by dialing 9, 1 and then the area code and phone number. You can dial 4 digit extensions within the school directly. Students are free to use these phones to dial outside New York or internationally by obtaining a phone card at any convenient store in the area.

The Student Life Office and the Andersen Hall Residence Life Office will give out student phone numbers according to FERPA guidelines. Directory including phone number, e-mail address, and room number will be given to Manhattan School of Music faculty, staff, and students. Manhattan School of Music will not be responsible for a student's conflict with payments of calling card services.

### **Unauthorized Entry or Use of Equipment**

Unauthorized entry into any space is not allowed. The use of any furniture, equipment, supplies, phones, phone cards, computers, etc. without proper permission is not allowed. Unauthorized entry into mechanical or maintenance rooms is prohibited. Tampering with anything in these rooms is also prohibited. The illegal, unauthorized, or inappropriate use of any communication device (computers, phones, etc.) is also prohibited.

### **Building Opening and Closing**

All Manhattan School of Music housing officially opens for students on September 7th, 2010, at 8:00 am.

All non-graduating residents will need to clean their living space, officially check out with an RA, and leave the building no later than 24 hours after their last jury or 7:00 pm on the final day of the exam period if they have a final or jury on the last day of exams. All graduating students may remain on campus until 10:00 am the day after commencement. Non-graduating students who are participating in commencement may remain in housing until 10:00 am the day after commencement by special permission from the Director of Residence Life or the Director of Student Life. All students who fail to check out properly with an RA by closing time will be fined a \$100 late check-out fee.

### **Vacation Periods**

All Manhattan School of Music housing officially closes during the winter and summer breaks. All students should plan to leave the building during those periods. If housing

becomes available during winter or summer recess, there will be a separate housing agreement and an additional cost during these periods. Only students approved by the Office of Student and Residence Life will be allowed to enter the residence hall during these times. Any resident violating any policy during these periods may be asked to leave housing immediately. Food service may not be available during School holidays and other closings. Residence life, maintenance, and cleaning staffs will maintain reduced staffing during these holidays and closings.

### **Withdrawal or Leave of Absence**

Any student who is planning to withdraw or take a leave of absence from Manhattan School of Music needs to contact the registrar's office for information and assistance necessary for his/her proper withdrawal or leave of absence. In addition, it is important that you notify the Residence Life Office that you are leaving housing. When you are ready to leave the housing, you will need to fill out a housing withdrawal form, clean your room, empty your trash, check out of your room, and return your key(s). Resident students are responsible for housing charges through the end of the semester in which they leave. If there is damage to a room or common area, residents are urged to fill out an incident report clearly identifying the damage, who should be responsible, addresses and phone numbers for all involved, supporting evidence or documentation, and any other information that will assist the residence life staff in billing the appropriate people for damages.

### **Windows**

Residents are responsible for any noise or objects coming from their windows. Playing music out of windows and dropping or throwing objects out of windows is prohibited. Climbing out of windows, sitting on window ledges, and climbing onto roofs are also expressly forbidden. Disabling of any window-opening limiting device is prohibited and will result in a fine.

## **IX. RESIDENCE LIFE POLICIES**

As a member of this community, you must respect the rights of others in the community as well as School and private property. These policies have been developed to support an environment of mutual respect. Students are expected to live within the standards of the community and encourage others to do the same. In addition, all students are responsible for violations occurring in their rooms or by their guests.

All students are held responsible for the policies in the Residence Life at Manhattan School of Music: Residence Life Handbook 2008–2009, in the Manhattan School of Music student handbook, and in other official School publications and postings. Students are subject to judicial action if these regulations are not upheld.

### **Alcohol and Illegal Drugs**

#### **Alcohol**

Manhattan School of Music requires the observance of all New York State and Federal laws and regulations pertaining to alcoholic beverages.

- Alcohol is not permitted in any School housing where residents are under 21 years of age. No person under 21 may possess, consume, manufacture, or distribute alcoholic beverages within School housing.
- Persons under the legal drinking age suspected of carrying alcohol into a building will not be allowed into the building with the suspected package. Persons under 21 years of age or property in which alcohol is suspected will be subject to search.
- Intoxication is prohibited, regardless of age. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.
- Empty alcohol containers are prohibited in Manhattan School of Music housing for all persons under 21. Students of legal drinking age should dispose of containers in recycling areas in a timely fashion.
- Decorative alcohol containers are prohibited in Manhattan School of Music housing for students under 21.
- Any individual who is present in a place where an alcohol policy violation is being documented will be included in the documentation and will be charged with the policy violation. Those under 21 may not be present in rooms where alcohol is present.
- A guest who is under 21 years of age and is suspected of carrying alcohol or is suspected of being intoxicated may not be allowed in the building.
- Residents who are suspected of being intoxicated and/or under the influence of drugs and/or a danger to themselves or the community may be placed in protective custody.
- No one of any age may manufacture or distribute alcoholic beverages for sale within School housing.
- No one may distribute alcohol to any one under the age of 21.
- No one of any age may consume alcohol in the common areas of the building.

### **Illegal Drugs, Paraphernalia, and Non-prescribed Controlled Substances**

All Manhattan School of Music housing is free of illegal drugs and drug paraphernalia. In addition, Manhattan School of Music requires the observance of all New York State laws and regulations pertaining to controlled substances.

- Possession or use of illegal drugs within School housing is prohibited. The minimum evidence for finding someone in violation of marijuana use is two people identifying odor originating from a given room.
- Manufacture, distribution, or sale of illegal drugs within School housing is prohibited.
- Possession, use, manufacture, distribution or sale of drug paraphernalia (e.g., pipes, bong, blow tubes, etc.) is prohibited.
- Being under the influence of any illegal drug is prohibited. Behavioral symptoms frequently associated with being under the influence of drugs will be considered. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others.
- Any individual who is present in a place where a drug policy violation occurs will be included in the documentation and will be charged with the policy violation.

### **Commercial Enterprise**

Rooms in the residence hall shall be used for study and living purposes only and not as sales rooms, offices, service areas, or for storage of merchandise. Soliciting, peddling, or the operation of a commercial enterprise out of the residence hall is expressly prohibited.

All flyers and postings in the residence hall must be approved by the Andersen Hall Residence Life Office and bear a stamp of approval. Residents who wish to post information for the resident community should bring their posting material to the Residence Life Office. All postings without approval will be removed.

### **Community Safety**

For the safety of individuals and all members of the community, a number of safety policies need to be observed in School housing. Each member of the community is encouraged to hold others accountable for the community safety policies.

The following actions are prohibited in School housing:

- Throwing or dropping objects from windows or down stairwells or placing objects on ledges.
- Throwing or tossing objects in hallways or playing “hall sports.”
- In-line skating, skateboard, or bike/scooter riding in the building, including the lobby.
- Physical, psychological or verbal harassment, intimidation or harming of students, guests, staff, tenants, or any person.

- Possession of firearms or dangerous weapons/items including, but not limited to, nunchakus or karate sticks, switchblades, knives, pistols, mace, pepper spray, guns, ammunition, firecrackers, fireworks, or tear gas.
- Possession of realistic replicas of dangerous weapons.
- Tampering with any elevator equipment.
- Unauthorized possession of Manhattan School of Music lounge or practice room furniture.
- Unauthorized possession or use of Manhattan School of Music property or property of any person while on School premises.
- Propping open any stairwell door, suite door, or security door.
- Locking or leaving bicycles/scooters anywhere near entrances or exits or in the building.
- Disabling of any window-opening limiting device.
- Entrance to any mechanical space and tampering with building equipment.
- Sexual assault, attempted sexual assault, and/or rape.
- Sexual harassment.
- Stalking of anyone.
- Disregarding hygiene. For the health and comfort of all residents, students are expected to maintain acceptable standards of personal hygiene and cleanliness of their belongings, body, and environment. While every attempt will be made to respect personal differences, failure to maintain hygiene standards may result in dismissal from the residence hall.
- Climbing out of or into windows, onto ledges, balconies, fire escapes, or onto walls of buildings.
- Changing or adding locks to doors, windows, or furniture.
- Behaving obscenely or inappropriately. Any behavior that is, in the judgment of the Assistant Director of Student and Residence Life or Director of Student and Residence Life, inappropriate, disrespectful, or detrimental to the resident community environment is a violation of residence life policy.

- Failing to complete or comply with a judicial sanction. The failure to complete a sanction or to carry out behavior according to a sanction is a violation of residence life policy.

The residence halls are provided by the School to facilitate academic endeavors. Students who engage in general disorderliness, malicious mischief, and/or behavior which is deemed detrimental to the community or interferes with the rights of others in their community are subject to disciplinary actions, reassignment, or possible termination of the residence hall agreement.

## **Damage**

Students are encouraged to carefully review the room condition report form upon moving into the room. Upon checkout, students are expected to leave their rooms in the same condition as when they checked in. Charges may be levied for trash removal, cleaning, repositioning of furniture, damage repair or replacement of School property and/or improper checkout. Damages to rooms are the responsibility of the occupants of the room. Students will be charged for damage, repair, or replacement of School property. Any damage to the student's room and/or common area will be deducted from the security deposit.

In an effort to regularly monitor damages, routine health and safety inspections will be conducted. The inspections will be announced at least 24 hours in advance except during vacation periods when all rooms may be checked without notice. Inspections of all common areas (lounges, hallways, etc.) will be conducted more frequently. Damage charges for commons areas will be posted as they become available.

It is our expectation that all resident students will work to maintain the condition of the residence areas. We have very nice, well-maintained facilities, and we all need to pitch in to keep them that way. If you accidentally cause damage, please notify a residence life staff immediately so that we may repair the damage. If you notice damage or witness someone causing damage, please notify a residence life or security staff immediately. When we are unable to identify who has caused damage, the entire community is held financially responsible. In a room, the same is true—all residents of the particular area are held responsible for damages to that room if the person who caused the damage is not identified.

Excessive individual damages (including sanitary condition of room) may result in the loss of Manhattan School of Music housing or reassignment. Manhattan School of Music reserves the right to deny continued housing to any resident who leaves a room or furnishing in a condition unacceptable to Manhattan School of Music.

- Students are required to maintain rooms in a sanitary, safe, and healthy condition at all times. Cleaners will maintain the restrooms, but the residents are to contribute to the cleanliness of bathrooms by cleaning up after themselves.
- Each resident student is responsible for the care of all Manhattan School of Music property in individual rooms.

- Students are responsible for the actions of their guests and therefore responsible for any damage caused by them.
- All residents are responsible for common area damage of indeterminate cause that occurs in the residence hall and in Manhattan School of Music.

## **Decorations, Displays, and Hazardous Substances**

It is suggested that decorations are secured with funtack.

The following actions are prohibited in School housing:

- The possession or use of items capable of producing an open flame (e.g. all candles, torches, incense, Sterno, etc.) unless approved for a specific purpose by the Assistant Director of Student and Residence Life, the Associate Director of Student and Residence Life, or the Director of Student and Residence Life. This includes decorative candles, incense holders, etc. NOTE: The responsible possession of matches and/or cigarette lighters is allowed.
- The obstruction of any entrance, exit, corridor, or stairwell by placing any furnishings or property in these areas. This includes student rooms, suites, hallways, and common areas.
- The storage and use of highly combustible items (e.g., gasoline, charcoal lighter, propane gas, etc.).
- The hanging of tapestries or other large flammable items that cover ceilings, fire detector, sprinklers, doors, or windows (or near other measures of egress).
- Excessive covering of walls or doors with combustible materials, including paper.
- The alteration of any part of permanent lighting with, but not limited to, black lights, cloth, tapestry, and/or paper.
- The building of lofts/platforms in student rooms.
- Any decorations, such as streamers or light strings, unless written approval is granted by the Assistant Director of Student and Residence Life. All light strings must be UL listed.
- Natural trees or boughs.
- The use or possession of unauthorized appliances (electric heaters, any unauthorized cooking appliance): heating elements or lighting elements including, but not limited to, sunlamps, halogen lamps, and heating coils.

## **Disruptive or Life-Threatening Behavior**

Manhattan School of Music recognizes that certain life-threatening behaviors (e.g. serious threats, suicide attempts, severe eating disorders, substance abuse, threats to others, etc.) by students are a means of attracting attention or asking for help. While the School is committed to helping students alleviate whatever stress factors are precipitating life-threatening behaviors, such behavior is considered disruptive to and unacceptable in the academic and social/living environments of the Manhattan School of Music community. At the discretion of the Director of Student and Residence Life or his/her designee, a parent, guardian, or family member may be notified of such behavior.

Any resident student or guest who demonstrates life-threatening behavior while enrolled at Manhattan School of Music may be required to immediately undergo a psychological evaluation. The results of a psychological examination will be considered in determining if, or under what circumstances, the student may continue in School housing and at Manhattan School of Music. The School may insist that the student actively engage in counseling while enrolled at Manhattan School of Music and/or possibly withdraw from School housing and/or Manhattan School of Music. Students who refuse such an evaluation are subject to automatic suspension from the School and/or Manhattan School of Music housing pending an administrative hearing.

## **Entry Into Rooms**

Manhattan School of Music reserves the right of its designees to enter and inspect a resident room, practice room, lounge, or common area room in the interest of health and safety, proper conduct of the residents, or the orderly and efficient administration and operation of the residential system, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident. Entry may also be made if there are reasonable grounds to believe that any substance, material, or item is being kept or used on the premises in any manner prohibited by law or by the policies, rules, and regulations of the School. Any such item may be confiscated by Manhattan School of Music's representatives without prior notice. Entry may also be made for the purpose of conducting non-emergency inspections and repairs. Regular health and safety inspections will be conducted.

A Student and Residence life staff, or School official may invite security, facilities, emergency personnel, or police into a student room to deal with a health/safety situation and/or a policy violation.

- Students may not enter another student's room when the occupant is not present.
- Students may not use any mechanism other than a room key to unlock/enter a room.
- Students may not deny access to the School personnel attempting to exercise the School's rights or to perform the School's obligations.

## **Failure to Comply**

Students must comply with the request of any School or authorized official (i.e., residence life staff, security, fire safety personnel, police, etc.) in performance of his/her duties.

## **Failure to Report**

Students who witness or hear about emergencies, crimes, dangerous situations, cheating, violations of policies, procedures, or laws, or any situation that could jeopardize the safety and security of others have a responsibility to report information immediately to School officials or their designees.

## **False Information**

Students may not knowingly furnish false information to any Manhattan School of Music official or other authorized personnel (i.e., residence life staff, security, fire safety personnel, etc.) in performance of his/her duties.

## **Fire Safety**

Each member of the residence life community is encouraged to make an effort to protect the interest and well-being of himself/herself and others by discouraging violations of fire safety policy on the part of fellow residents or visitors anywhere in School housing.

Fire safety equipment is installed on each floor for the protection of the residents. The equipment is for emergency use only, and the misuse of such equipment may result in the lack of protection in the event of an actual emergency as well as being subject to disciplinary action.

## **Fire Safety Equipment Policies**

The following actions are prohibited in School housing:

- The act of falsely pulling a fire alarm.
- Intentionally, recklessly, or negligently causing the sounding of the fire alarm without evidence of fire.
- Failure to evacuate the building during the sounding of a fire alarm unless directed otherwise by the fire department or their designee.
- The act of causing the fire alarm to sound by intentionally or recklessly misusing or damaging fire or other safety equipment.
- Tampering with any fire safety equipment including, but not limited to, smoke detectors, fire extinguishers, fire safety signs or postings, telephone boxes, exit lights, emergency lighting, sprinklers, fire alarms, and fire doors.
- The act of discharging a fire extinguisher without evidence of fire.
- Tampering with electrical circuit panels.

## **Furniture**

Manhattan School of Music supplies basic furnishings in each room. The following actions are not permitted in School housing:

- Removing Manhattan School of Music furniture from the room to which it is assigned. You will be fined \$25 per each violation
- Dismantling of Manhattan School of Music housing furniture.
- Intentionally or recklessly damaging, destroying, or defacing the property of Manhattan School of Music or any person's property while on School premises.
- Painting, defacing, or destroying any School housing structure or furnishing. The destruction of all sides of doors of room, practice room, and lounges is included.
- Making any renovation/addition or attachment (i.e., building shelves, making holes in the wall, the use of nails, etc.) that may cause damage to any part of the room or furniture. NOTE: Students are reminded that cellophane tapes and other strong adhesives will cause damage to walls and/or doors by removing paint. The Andersen Hall Residence Life Office staff, security, and fire safety personnel recommend use of items less likely to damage walls and/or doors.
- Placing room furnishings in such a way that they are supported by Manhattan School of Music furniture or Manhattan School of Music housing structure. All furnishings must be free-standing and self-supporting. No lofting is permitted (except for bunk beds).
- Placing room furnishings in such a way that they obstruct the door from being opened at least 36 inches.
- Residents must not leave their beds bunked upon their checkout and must also lower them to an acceptable height upon their checkout.
- Taking Manhattan School of Music practice stands, seats, pianos, etc. into individual students rooms is not acceptable behavior.
- Additional room furniture can not be brought into the resident hall unless it is deemed necessary for medical reasons, approved by the Office of Student and Residence Life, and meets appropriate fire safety standards. Furniture needed to pursue the mission of the institution such as music stands, chairs, mirrors, and instrument stands will be allowed.

## **Gambling**

Gambling is prohibited on all Manhattan School of Music premises.

## **Guests**

All resident students are granted the privilege of entertaining guests in Manhattan School of Music housing. A guest is defined as a visitor who is staying in Manhattan School of Music housing at the invitation of a resident (host).

- The guest must follow all Manhattan School of Music policies. The host is responsible for seeing that the guest follows all Manhattan School of Music policies.
- The host may be held responsible for violations incurred by the guests. Residents are responsible for incidents that occur in their rooms.
- The guest must be a personal acquaintance of the host.
- The host must escort the guest at all times except into opposite-sex bathrooms.
- Manhattan School of Music security supervises the sign-in process. Guests should call the resident they intend to visit. The resident must come down, sign them in as a guest, and escort them in the building at all times.
- A person may only sign in as a guest for 3 nights in a calendar week (Mon-Sun). Guests may not sign in with different residents in order to stay more than that time.
- All guests entering School housing must contact their host using the house phone and enter the building through the main entrance.
- All hosts must meet their guests at the front desk.
- The host must present his/her Manhattan School of Music ID when signing in guests. The guest must surrender a picture ID to security when signing in. Photo identification may include drivers license, military ID, state-issued ID, passport, or valid College or University ID. Credit cards and homemade identification cards are not acceptable or permitted. The ID will be returned when the guest is properly signed out.
- Each resident may not have more than three (3) guests at any given time. Each resident may have only one (1) overnight guest. The guests must be signed in appropriately at the front desk and the overnight guest who stays more than 3 nights or more must also be signed in with an overnight guest pass in the Residence Life Office.
- Guests who are not properly signed in will be considered trespassers and are subject to arrest.
- The host must escort the guest to the front desk to be signed out of the building.

- Any guest signed in after 11:00pm will be issued an overnight guest pass regardless of their length of stay. Any guest still in the hall and/or signed in after 11pm will be considered an overnight guest. Residents may only have one overnight guest for 3 nights in a calendar week (Mon-Sun) week.
- Security issues overnight passes.
- Guests may not stay for more than three (3) nights in a calendar week (Mon-Sun). They must be registered for the entire duration of their stay.
- Please see the practice room policy.

Guests who are involved in any policy violation may be asked to immediately leave the building and/or may be restricted from entering the building for an extended period of time. Police action is utilized when necessary to remove an unruly guest.

All residents are requested to be aware of unescorted guests on the floor and to report their presence to a residence life staff person or to the security staff.

You, along with the staff, are responsible for maintaining a safe living environment. Please do not open the door to anyone who is not your guest. Call Security or the Andersen Hall Residence Life Office/RA On Duty if you notice a person acting suspiciously.

### **Keys, Access Cards, and Lockouts**

All students are issued a key and MSM ID/access card to the residence hall and room. Students are required to carry the key, MSM ID/access card with them at all times. Students are not to give/lend their keys, MSM ID/ access cards to others at any time.

- Residents may not duplicate their keys, access cards, or identification cards for any reason. Students found in violation will be subject to judicial action including possible loss of residency.
- Lost or misplaced keys or access cards must be reported to the Andersen Hall Student and Residence Life office. Students will be charged \$100.00 for a lock change, \$50.00 for replacement of an MSM ID/access card, and \$30.00 for a lost key. This charge will be made against your damage deposit.

If for any reason a student is locked out, he/she should attempt to find his/her roommate to gain entrance. If a roommate is not available, a resident assistant should be contacted. During regular office hours or on call duty hours, a residence life staff member may assist with lockouts. A student is assisted with entry only into his or her own room. Security can be contacted if residence life staff is unavailable. Security will page the residence life staff and then the facilities staff if needed. Security does not have access to student room keys and cannot assist directly with lockouts. Students are asked to carry their keys at all times and to be aware that the staff may be attending to other issues at the time they are locked out. They may need to be patient while a staff

member completes a meeting with a student, rounds, staff meetings, etc.

- A staff person will document each lockout. Each student gets one “free” lockout. The second lockout is \$10.00 and the third is \$25.00. All lockouts after the third will each result in a \$25.00 fine. After the third lockout, if the student cannot show proof of possession of appropriate key, a lock change will be ordered, and the student will be charged appropriately. Lockout fines will be deducted from your deposit.

### **Mail and Packages**

Mail and package notification forms are distributed from Monday through Saturday before 5 pm to mailboxes in the residence hall. Packages can be picked after receiving a package notification form only. Students are encouraged to consider in-hall processing time when scheduling delivery of packages. Problems with mailbox keys, mailboxes, or mail should be reported to the Assistant Director of Student and Residence Life. The mail system may be used for

legal purposes only. Upon departure or room changes, students are responsible for correspondence with magazine subscriptions, vendors, the Residence Life Office, family, and friends to change their address officially. Magazines and bulk mail will not be forwarded. First-class mail will be forwarded for 60 days. Packages or mail are not held for any nonresident.

### **Pets**

Pets, including, but not limited to cats, dogs, hamsters, snakes, iguanas, turtles, and fish, are not allowed in School housing. “Seeing-eye” and assisted-living dogs are permitted in School residence areas. The full-time professional live-in staff member is allowed a small pet with approval of the Director of Student and Residence Life. Any damages due to animals will be charged to occupants.

### **Posting Procedures for Residence Life**

Posters should be brought to Assistant Director of Student and Residence Life or RAs on duty to get it approved and stamped.

- The postings that tend to be approved are usually 8 by 11 inches, with appropriate languages, and that advertise programs, events, and recitals. The size may vary, and the Assistant Director of Student and Residence Life or RA has the discretion to approve or deny approval.
- Postings for sale notices, advertisements, rental/sublet notices, etc., will be approved or posting ONLY in the designated posting area in the laundry room.
- The person providing the posters is responsible for placing his/her approved posting on the appropriate bulletin boards in the residence hall. Appropriate boards are located to the right of the elevator bank.
- The person providing the poster must take the poster down at the appropriate time.

- There is no posting by students in the lobby of the residence hall. The offices of residence life and student life may post in this area as deemed.
- The offices of residence life and student life may post in designated areas as deemed necessary.

## **Quiet Hours**

Quiet hours begin at 10:30pm and end at 10am Sundays through Thursdays. Quiet hours begin at 1am on Fridays and Saturdays and end at 10am. Additional quiet hour guidelines for each floor will be discussed in floor meetings and at residence community council. The residents in these forums will advise the Andersen Hall Residence Life Office of the situations and concerns on their floors. Residence life may adjust quiet hours or the use of facilities at any time under the advisement of residents from the RCC or floor meetings. Courtesy hours are always in effect. All residents and guests should be courteous to one another at all times. Residents should be able to sleep and study in their rooms. Noise should not be heard outside any room or between rooms during quiet hours.

- Any noise or sound which can be clearly heard outside one's immediate room and is objectionable to community members (including tenants) is prohibited, however, complete silence is not an expectation.
- All students must show consideration for the other residents. Total silence is not to be expected in the community setting of Manhattan School of Music, but there should be an atmosphere where everyone is respectful of residents' needs to sleep and study. All students should honor any reasonable request by any resident or staff member when asked that stereos, musical instruments, etc., be discontinued or satisfactorily toned down. Reasonable complaints from other tenants and off-campus neighbors who go to local authorities can bring about a more serious censure for those involved. After 10:00 pm, a city ordinance requires that loud disturbances of any type be brought to a close.
- Instead of conversing in the hallway after quiet hours, students should use the 6th-floor lounge.

## **Smoking**

All areas in the residence hall are smoke-free. Smoking is prohibited.

- Smoking is prohibited in all common areas.
- Smoking is prohibited in all private rooms.
- Smoking is not permitted on terraces.
- The cigarette butt must be disposed of in appropriate canisters and not on the ledges or ground outside of the building.
- Smoking must take place six (6) feet away from the building.

- Smoking may not occur directly in front of or around the entrance to Andersen Hall.
- Smoking may not occur in front of 140 Claremont. Students must move toward 122nd Street to the benches south of the entrance to Andersen Hall to smoke.

## **X. RESIDENCE HALL JUDICIAL PROCESS**

### **Judicial process for alleged infractions that occur in the residence hall or involve Manhattan School of Music resident students**

Residents are held responsible for any behavior that interferes with or infringes on the rights, health, and safety of self, other individuals, or property. Depending on the situation, residents may be asked to leave School housing immediately after an alleged infraction of School policy, state law, or federal law pending their hearing for alleged violations that occur on- or off- campus. School officials may or may not reinstate housing privileges based on the outcome of School or legal hearings.

#### **Documenting an Incident or Making a Referral**

When a resident or guests violate a residence life or Manhattan School of Music regulation, a residence life staff member or anyone who observed the incident files an incident report with the Assistant Director of Student and Residence Life. Any behavior that draws concern may also be documented on an incident report. Documented incidents may proceed to a counseling session, a referral for outside assistance, mediation, or a prehearing and hearing with a residence life judicial administrator. Manhattan School of Music, at its sole discretion, may handle situations as it deems appropriate.

#### **Residence Life Judicial Administrators**

The student and residence life judicial administrators will review incident reports, set up appropriate meetings, and hear cases regarding alleged infractions that occur in the residence hall or involve Manhattan School of Music resident students. The student and residence life judicial administrators will be the Assistant Director of Student and Residence Life, the Director of Student and Residence Life, the Associate Director of Student and Residence Life, the Dean of Students, or a designee.

Situations in the residence hall involving academic matters will be referred to the Dean of Students and the Dean of Faculty.

#### **Judicial Hearing Panel**

The judicial hearing panel will be chaired by a judicial administrator. The hearing panel will be composed of three students and three faculty or administrators. The judicial administrator selects and trains all participants in the judicial system, serves as the nonvoting chairperson of the hearing panel, and keeps records of the judicial proceedings.

## **Residence Life Hearing Procedures**

In appropriate cases Administration may take action without invoking the Campus Judicial Process, or may follow the process provided in this or other policies. For example, any investigations or disciplinary matters in any of the listed categories which involve discrimination, sexual harassment, sexual misconduct, or other similar matters will be handled by administration under the provisions regarding complaints, investigations, and discipline in the antiharassment policy. Where administration deems it appropriate, instances of student violations of the Manhattan School of Music Standards of Personal and Group Conduct or Rules and Regulations not involving violations of law may be referred to the Campus Judicial Process. The Campus Judicial Process does not override the admission agreement, the ethics policy, any lease or contract, or any School policy.

Situations involving academic matters will be referred to the Dean of Students and Deans of Faculty, to be addressed in accordance with the School's academic policies. Academic matters are not within the scope of this Campus Judicial Policy unless the situation also involves non-academic matters.

The incident report is reviewed by the judicial administrator.

### **A. The Prehearing**

The judicial administrator collects all pertinent data concerning the incident. If there is information indicating an alleged infraction of policy has occurred, the resident will be notified that he/she has been cited for an infraction. The resident will be informed of the date, time, location, alleged incident, and alleged policies, procedures, or agreements violated. The judicial administrator meets with the resident(s) to discuss the report. If a student fails to attend his/her prehearing, it will be conducted in his/her absence.

In this preliminary meeting, called a "prehearing," the judicial process and alleged policy violations are explained if needed. The entire case is usually not discussed at this time. The student is given the opportunity in the prehearing to accept responsibility for any charges he or she agrees were violated. The student may sign off on the prehearing form to waive a formal hearing if he/she acknowledges violating all the policies and procedures he/she is charged with. At the end of the prehearing, the student may request three things:

1. If he/she has signed the hearing from claiming responsibility for all the charges, he/she may request to waive their right to an official judicial hearing;
2. The resident may request an official judicial hearing by a judicial administrator.
3. The resident may request an official judicial hearing by the hearing panel.

If the judicial administrator accepts the waive of a formal hearing, they may ask for more information as needed in order to decide on an appropriate sanction. If the resident student does not accept responsibility for all the charges, the judicial administrator will decide to take the case, assign it to an alternate hearing officer, or assign it to the judicial hearing panel.

If the student does not accept responsibility for the charges, the judicial administrator will accept the case him/herself, assign it to an alternate hearing officer, or assign it to the judicial hearing panel. The judicial administrator is not limited by the request of the student. The administrator may decide on an alternate course of action instead of a hearing that they deem appropriate for the situation.

### **B. The Hearing**

In the hearing, the resident will have the opportunity to meet with an assigned judicial administrator or the judicial hearing panel, to hear all relevant information regarding his/her infraction, and to offer an explanation. The hearing will ordinarily be heard within a reasonable time of the initial prehearing, but there may be administrative or other reasons why the ten-day period would need to be extended. The hearing will be held after students have been notified. If a student fails to attend the hearing, it will be heard in his or her absence. A decision will be reached regardless of whether all affected parties are present.

The resident will have the right to invite one adviser of his/her choice to all disciplinary meetings. The advisor may not interrupt the hearing process. The resident student speaks for himself or herself at the hearing. Only the School's legal counsel is permitted to attend hearings. The formal rules of evidence applicable in courts of law shall not govern residence life judicial hearing procedures.

Residence life hearings are closed to the public. The judicial administrator shall exercise control over the hearing to maintain order, to prevent harassment or intimidation, and to avoid needless consumption of time. Anyone who disrupts the hearing may be excluded from the hearing.

The resident will have the opportunity to call witnesses on his/her behalf that are directly related to the incident(s) in question. The judicial administrator will decide if the witnesses are relevant to the incident and will determine if information they provide should be presented and considered. Testimony by witnesses that is documented can be considered in the hearing. The judicial administrator can choose to call more witnesses and to determine what information is witnessed by those involved in the hearing.

The judicial administrator or judicial hearing panel will try to clarify any discrepancies in information provided. Documentary evidence may be accepted, in the discretion of the judicial administrator. They will listen to information provided and review all documentation relevant to the case to determine two things: First, they will determine the sanctions that have been violated. Second, they will determine what would be a fair and appropriate sanction. If the Manhattan School of Music standards of personal and group conduct, rules or regulations, housing agreement, or residence hall handbook policies or procedures are found to have been violated, the judicial administrator or hearing panel will make a recommendation to the Dean of Students or designee concerning a fair and appropriate sanction. The Dean of Students and designees will make the final decision concerning sanctions.

The resident will receive written notification of the hearing officer's decision within an appropriate time. There may be administrative or other reasons why the ten-day period would need to be extended. The extension does not impact the outcome of the case and the sanctions imposed.

The judicial administrator/judicial hearing officer will be responsible for supplying the outcome in writing to the student alleged to have violated policy in the residence hall. This outcome will include the policies they are found to be responsible for, the sanction assigned, and a summary statement of the incident.

If a resident is found responsible for a policy violation, a sanction, or combination of sanctions, is imposed. Violations are cumulative. An accumulation of violations may result in additional and more severe sanctions, including suspension, dismissal, or expulsion from Manhattan School of Music housing.

A list of potential sanctions is described below. Any other relevant sanctions as deemed appropriate by the judicial administrator or judicial hearing panel may also be imposed.

1. ***Disciplinary Warning***. Verbal or written reprimand that the behavior was inappropriate and additional violations may result in more severe disciplinary action.
2. ***Disciplinary Probation***. Assigned through a specific period; future violations while on probation may result in dismissal from residential life. This is a period of time where the individual must prove able to live in the residence hall community without violating policy. Any violation of policy that occurs while one is on probation is a violation of the sanction.
3. ***Suspension of Privileges***. Specific privileges (i.e., guest privileges) are revoked for an assigned period of time, usually ranging from two weeks to the entire semester or academic year.
4. ***Educational or Community Service***. A defined learning experience that must be completed by a certain date. It is usually an opportunity to think about the situation, how it impacted self or others, and how the situation could have been handled differently.
5. ***Community Service/Work Hours***. Community service projects at Manhattan School of Music or in the neighboring community may be assigned as a sanction. This sanction provides students with an opportunity to learn through helping others. Projects assigned must be completed in a quality fashion by a specified date.
6. ***Restitution***. Payment to the School or to other individuals or groups for theft and/or damages incurred.

7. **Fines.** Fines will be imposed for various infractions (Marijuana, removal of furniture) and will be deducted from Housing Security/damage deposit.

	<b>1<sup>st</sup> Attempt</b>	<b>2<sup>nd</sup> Attempt</b>
<b>Underage Drinking</b>	Partial Loss of housing deposit - \$100	Full loss of Housing Deposit - \$500
<b>Drugs, ie. Marijuana</b>	Partial Loss of housing deposit - \$100	Full loss of Housing Deposit - \$500
<b>Falsely Pulling the Fire Alarm</b>	\$5,000	
<b>Cooking with illegal appliances</b>	Partial Loss of housing deposit - \$100	Full loss of Housing Deposit - \$500

8. **Relocation.** Requires the student move to a new location as designated by the office of residence life by a set date and time.
9. **No Contact.** Requires that the student have no contact with a certain person, room, hallway, or building for a set period of time.
10. **Suspension from the Residence Halls.** Requires that the resident temporarily remove himself/herself from all residence halls within 24 hours for an assigned period; alternate housing must be secured without the assistance of any School official. **NO PORTION OF A RESIDENT’S ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF THE STUDENT IS SUSPENDED FROM RESIDENTIAL LIFE.**
11. **Dismissal from the Residence Halls.** Requires that the resident remove himself/herself and all belongings from all residence halls within 24 hours; he/she may not reside in or visit any of the residence halls permanently, and may not attend any residence life functions. Housing accommodations outside of the Manhattan School of Music residence hall must be secured without the assistance of any School official. **NO PORTION OF A RESIDENT’S ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF THE STUDENT IS DISMISSED FROM RESIDENTIAL LIFE.**
12. **Full Suspension.** A formal separation of student from Manhattan School of Music including the residence hall during a specific period. **NO PORTION OF A RESIDENT’S ROOM AND BOARD FEES OR OTHER MANHATTAN SCHOOL OF MUSIC FEES, TUITION, OR DEPOSITS SECURITY DEPOSIT IS REFUNDABLE IF THE STUDENT IS SUSPENDED FROM RESIDENTIAL LIFE AND MANHATTAN SCHOOL OF MUSIC.**

13. **Expulsion.** Permanent separation of student from Manhattan School of Music including the residence hall. **NO PORTION OF A RESIDENT’S ROOM AND BOARD FEES OR SECURITY DEPOSIT OR OTHER MANHATTAN SCHOOL OF MUSIC FEES, TUITION, OR DEPOSITS REFUNDABLE IF THE STUDENT IS EXPELLED FROM RESIDENTIAL LIFE AND MANHATTAN SCHOOL OF MUSIC.**
14. **Other.** The School may mandate steps a student must comply with in order to maintain status as a student at Manhattan School of Music. Sometimes these steps are to help the student change his/her behavior or life skills because the student’s actions have been deemed inappropriate, unhealthy, or detrimental to the community, and the individual or are impeding the individual’s ability to pursue academic goals or life skill development.
15. **Sanction held in abeyance.** A student may receive a sanction that is held in abeyance as long as the student completes specified actions in a designated time frame. If the student completes the actions in their entirety on time, the sanction is decreased as outlined in the sanction letter. If the student fails to complete the requirements or fails to complete them by the set time, the sanction is implemented at the first instance of failure to meet a deadline or complete the action. This is occasionally used to give students a last chance to learn or grow from a situation before they are suspended, terminated, or expelled.

### **C. The Appeal Process**

A request for an appeal shall be filed with the judicial administrator within three working days of the date on which the written decision was sent. Grounds for appeal, as stated in the written request, shall be based on either of the following:

- a) A substantial irregularity or denial of basic rights that effectively precluded a fair hearing.
- b) New evidence which was not available at the time of the hearing, has emerged which, if true, would substantially alter the decision made by the hearing panel.

In the absence of extraordinary circumstances, which shall be judged by the judicial administrator, the severity of the sanction imposed initially shall not constitute grounds for an appeal. The Dean of Students or her designee will hear all appeals with the exception of those cases where academic dishonesty is alleged. The appeals of these cases will be heard by the Dean of Students and /or Dean of Faculty, or their designee.

### **D. General Notes**

Please keep in mind that any intent to sell or distribute illegal drugs or controlled substances illegally may warrant immediate suspension or dismissal from Manhattan School of Music as well as arrest by New York City police. Possession of large amounts

of illegal drugs or unauthorized controlled substances and drug paraphernalia may also warrant similar outcomes.

Alcohol and drug violations for nonresident Manhattan School of Music students may be treated with more severity. If found responsible for violating alcohol and drug policies, a nonresident student may lose visitation privileges. Guests of Andersen Hall who violate any policy including the alcohol and/or drug policies while visiting School housing, will lose visitation privileges and be placed on the banned list. Students may face School judicial proceedings in addition to being placed on the banned list. The Assistant Director of Student and Residence Life determines the length of time a student is placed on the banned list.

Manhattan School of Music may take extreme measures to protect the School and residence hall community. Depending on circumstances and the nature of the alleged incident, Manhattan School of Music resident students or students involved in alleged violations of state, city, or national law or Manhattan School of Music policy, procedures, or contracts, may be suspended immediately from the residence hall and/or School until a matter is fully resolved. The student is responsible for securing his or her own housing in this situation without the assistance of any School office. No portion of a resident's room and board fees or security deposit is refundable if a student is suspended, dismissed, or expelled from the School or residence hall.

## **XI. CLOSING**

Residence Life at Manhattan School of Music: Residence Life Handbook 2011-2012 is provided so that you may become familiar with the policies, procedures, and information relative to residence life at Manhattan School of Music. By accepting Manhattan School of Music housing, you agree to abide by the terms stated in the residence hall housing contract, the student handbook, all Manhattan School of Music policies and procedures, and the Residence Life at Manhattan School of Music: Residence Life Handbook 2011–2012. You also agree to abide by all state, city, and national laws. You also agree to abide by the terms stated in any addenda and additional publications. You are responsible for reading this handbook.

This guide presents student policies and procedures in effect at this time of publication. Manhattan School of Music reserves the right to withdraw or modify any of these policies or procedures at any time.

## **APPENDIX A: INTERNET CONFIGURATION GUIDE**

PLEASE NOTE: The configuration information in this guide is subject to change with the installation of the Internet Line. An updated guide will be provided when new information is available.

### **Macintosh OS (Mac OS 8.0 & newer)**

## **Requirements**

For Ethernet access in Anderson Hall, you will need a RJ45 category 5 Ethernet cable, and an Ethernet card for your computer. All major computer/electronic stores carry Ethernet cables. Do not purchase a “crossover” cable as it serves a different function. The Ethernet cable looks similar to a regular telephone cord, and serves a completely separate function. Do not attempt to use a telephone cord to connect the Ethernet card in your computer to the wall jack. The Ethernet jack is the black outlet right of the phone jack (white outlet). Your computer will likely come with an Ethernet card; if not, purchase one at one of the following stores listed at the end of this guide.

## **Macintosh OS (Mac OS 8.0 and 9.0)**

### **Ethernet Installation**

If your computer came with an Ethernet adapter you can proceed to Step 2. Otherwise, follow the step-by-step directions that came with your Ethernet adapter.

### **Software Configuration**

First, connect your Ethernet patch cable to your computer and to the Ethernet jack in the wall.

1. Select the Apple Menu. Pull down to Control Panels and then to AppleTalk.
2. Select Ethernet or Alternative Ethernet from the “Connect via pop-up” menu. AppleTalk is not routed on the Network so you will NOT see any zones.
3. Close the window and save the settings.
4. Select the Apple Menu. Pull down to Control Panels and then to TCP/IP.
5. Select the Edit menu and then User Mode.
6. Select Basic and click OK.
7. Select Ethernet from the “Connect via pop-up” menu.
8. Select “Using DHCP Server” from the “Configure pop-up” menu. You may see a field called “DHCP Client ID”, but this field is not used and should remain empty.
9. Close the window and save the settings.

O.S. 10

Your Macintosh will detect settings for the Ethernet. Just connect your Ethernet patch cable to your computer and to the Ethernet jack in the wall.

## **Windows 95/98/ME**

### **Hardware Installation**

If your Ethernet adapter is not already installed, follow the step-by-step directions that

came with your Ethernet adapter. If your computer came with an Ethernet adapter installed you can skip this step.

### **Software Configuration Part One**

These instructions will require your Windows 95/98/ME CD-ROM, installation disks or that the installation files maybe on your hard drive. One of these options should be available to you.

First, connect your Ethernet patch cable to your computer and to the Ethernet jack in the wall.

1. Select the Start menu, then Settings, and followed by Control Panel.
2. Open the Network Icon
3. Select the Configuration Tab. If you see your Ethernet card and the TCP/IP protocol bound to it, you may go to Software Configuration Part 2. (To see whether the TCP/IP protocol is bound, select the Ethernet card and then Properties. Select the Bindings tab. TCP/IP will appear on the list of protocols if bound.)
4. Select Add
5. Make the following selections:
  - a. Protocol.
  - b. Add.
  - c. Select Microsoft on the left side.
  - d. Select TCP/IP on the right side.
6. Select OK to add this protocol to your system. (You will be asked for you Windows install files, they will be on your hard drive or CD-ROM.)
7. Select OK to close the Network control panel and restart your computer.
8. Return to the Network control panel Configuration screen.

### **Software Configuration Part Two**

1. Select Configuration Tab
2. Select TCP/IP for your Ethernet card and click Properties.
3. In the IP Address tab, select “Obtain an IP address automatically”.
4. In the DNS Configuration tab, select Disable DNS.
5. In the Gateway panel, remove any entries that may be there.

6. In the Advanced tab, check the box that says "Set this protocol to be the default protocol" located at the bottom of the screen.
7. Close the TCP/IP and Network control panels. You will have to restart your computer.

### **Windows XP Configuration**

Most often WinXP will automatically detect your connection once you plug your Ethernet cord into the wall, and no extra configuration is usually required. However, if you still cannot connect to the internet, try the following steps.

1. Go to your Start Menu/Settings/Network Connections.
2. Under "LAN or High Speed Internet" you should have one or more connections listed. On each one, do the following:
  - a. Right click and select Properties from the menu.
  - b. Click on the Advanced tab.
  - c. Under the Internet Connection Firewall box, if "Protect my computer and network . . . etc." is checked, uncheck it.
  - d. Click on the General tab.
  - e. In the list, select the "Internet Protocol (TCP/IP)" and click Properties.
  - f. Make sure both IP addressing and DNS Server is being selected automatically.
3. If you do not have anything listed under "LAN of High Speed Internet," or if one of them has a red X through it, your Ethernet card is either not present or not properly configured. Contact either your Ethernet card manufacturer

## **APPENDIX B: RECOMMENDED COMPUTER SERVICES AND SALES LOCATIONS**

### **Computer Service and Sales Locations**

**CompUSA**—420 Fifth Avenue, 212-764-6224, and other locations

**TekServe** (Authorized Apple Dealer)—155 West 23rd Street, 4th fl., 212-929-3645

**Circuit City** —232-240 East 86th Street, 212-734-1694

—2232 Broadway (at 80th Street), 212-362-9850

**RCS Computer Experience**—575 Madison Avenue, 212-949-6935

**Best Buy**—60 West 23rd Street (btw. 5th and 6th Avenues), 212-366-1373

