



MSM ONLINE SCHEDULING 2009-2010

The Scheduling Department
Manhattan School of Music
120 Claremont Avenue
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917.493.4479

Students- You can now schedule a practice space online!

Here's how:

- Go to the MSM Online Scheduling website at: <http://scheduling.msmnyc.edu>
Available 24 hours a day.
- Under “My Account” log in with your **MSM** email address and password. No other email address will allow you to log in to the site.
- Under “Reservations” click “Reserve a Practice Room.”
- Fill in all required fields in the “When and Where” box and click “Find Space”
- Click on the green plus sign next to your desired room.
- Click “Details” tab and fill in all required fields.
- For “Event Name” type your last name, then first name.
- If you’ve requested a room in Andersen Hall, you must include the names of all guest involved in your practice who are Non MSM Residents.
- Click “Submit Reservation” and your practice information will be emailed you.
- You **must** print out your “Reservation Summary” by clicking “View Reservation Summary” or from your email.

*Printers are available in the MSM library:

Monday – Thursday:	9am-9pm
Friday:	9am-5pm
Saturday:	9am-5pm
Sunday:	2pm-8pm

Want to Edit or Cancel your booking online?

- Go to the MSM Online Scheduling website at: <http://scheduling.msmnyc.edu>
- Under “My Account” log in with your **MSM** email address and password.
- Under “Reservations” tab click “View My Request”
- Select booking you wish to Edit or Cancel
- Click on “Edit Reservation” or “Cancel Bookings”
- Make changes and click “Save”

*All editing or cancelling can be done online 24 hours a day.



Rules and Policies for Scheduling Online

<http://scheduling.msmnyc.edu>

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- Online scheduling is available 24hours a day to MSM registered students in good standing.
- Only MSM emails and passwords will allow you to log in to the MSM Scheduling Site.
- Practice space can only be booked for current and/or next day.
- Reservable hours for practice room and classroom use during the week are:
 - Monday through Friday:
 - * Practice rooms in Main Building - 9am to 10pm
 - * Classrooms - 9am-11:30pm
 - * Andersen Hall 2nd Floor practice rooms - 9am-10pm
- Practice rooms in Main Building or Andersen Hall cannot be scheduled for the weekend.
- Practice rooms in the Main Building are available to non-resident students on a first-come, first-served basis on Saturdays after 6pm and all day on Sundays.
- Practice rooms on Andersen Hall's 2nd floor are available to resident students only on a first-come, first-served basis on weekends.
- 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 11:30pm on Sundays.
- 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/three hours of practice for the following day, he or she can return the following 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.
- The Scheduling Office monitors all online bookings and will administer penalties to any student who books over their allowed times.
- **Penalties for overbooking online:**
 - 1st violation - Loss of online-scheduling privileges for one week.
 - 2nd violation - Loss of online-scheduling privileges for two weeks.
 - 3rd violation - Loss of online-scheduling privileges for the rest of the semester and will be referred to the Judicial Committee.

*During any violation period, scheduling a space can only be done in person at the Scheduling Window, next to Room 110A, Monday-Friday 9am-12pm.