

Hello Entering Berklee Student

Congratulations on your acceptance to Berklee College of Music! The Berklee staff and faculty are looking forward to your arrival, and we welcome you to the community. Your transition to Berklee will be both exciting and challenging, and we are here to support you every step of the way.

In the second week of May you will receive a Check in Card at your berklee.net email address. Please bring a printout of this card with you to orientation, as it will contain critical information that will help you and us throughout orientation week.

Please read on for important information about check-in and orientation. If you still have questions, visit the [Orientation FAQ page](#).

See you soon!
- The Orientation Team

What do I need to do prior to my arrival?

Before you arrive on campus, complete all necessary "business," meaning all administrative requirements including submission of your tuition payment, immunization records, high school transcripts, and all health waivers.

To check the status of your business:

- Log onto <http://my.berklee.net> using your login name and password (as mailed to you by Admissions.)
- Click on the Student Services tab (top).
- Click on the Check-In and Orientation tab (top).
- Click on My Documents (left).

How and where do I check in?

- You may check in on Tuesday, May 17 between 9:00 a.m. and 12:00 p.m.
- If you are living on campus, your first stop will be move-in. Residence hall move-in begins at 9:00 a.m. on Tuesday, May 17. Please report directly to your assigned Residence Hall when you arrive to campus. After you've completed move-in, head over to the Student Activities Center before 12:00 p.m. to check in. We are located at 921 Boylston Street, Third Floor. If you have questions about the move-in process, contact the Housing Office at housing@berklee.edu.
- If you are living off campus, your first stop will be the Student Activities Center to check in. We are located at 921 Boylston Street, third floor.
- If you are an international student, check in at 921 Boylston Street, Third Floor, Room 317. You must bring Form I-20, passport, and I-94 card (stapled inside your passport).
- The check in process will take 15 - 30 minutes depending on the number of students waiting to check in and the status of your business (see above).

What materials will I receive during check in and orientation?

If you are successfully checked in, meaning all of your business has been completed (see above), you will receive an Orientation Schedule, a student ID, and additional resources at check in. You will also be cleared to receive a laptop computer* on May 17 and your course schedule on Friday, May 20, at your Peer Advisor meeting. If you are NOT successfully checked in, you will NOT be cleared to receive a laptop computer or a course schedule until you have successfully completed your business.

* *Note: 12-Week Only students are NOT required to purchase a laptop.*

Summer 2011 Student Orientation Schedule

Tuesday, May 17

9:00 a.m. - Residence Hall Move-In

9:00 a.m. - 12:00 p.m. - Domestic/International Check-In

International students must bring Form I-20, passport, and I-94 card

10:30 p.m.-12:00 p.m. - Resources Fair

11:30 a.m.-3:00 p.m. - [Parent/Family Orientation Programs](#) (schedule mailed separately)

12:30 p.m.-2:00 p.m. - First Peer Advisor Group Meeting

2:00 p.m.-4:30 p.m. - Orientation to Academics at Berkeley

5:30 p.m.-7:00 p.m. - Evening Social Entering Students and their Families/Guests invites

Wednesday, May 18

9:00 a.m. - Optional [Entering Student Proficiency Assessment](#) *

11:30 a.m. & 2:00 p.m. - [Placement Audition](#) *

4:00 p.m. - [English Proficiency Exam](#) (non-native English speakers only) **

9:00 p.m.-10:15 p.m. - Housing Meeting for Residential Students

Thursday, May 19

3:00 p.m.-4:30 p.m. - Reception for Entering Women Students

5:00 p.m.-5:45 p.m. - Public Safety Presentation

6:00 p.m.-7:00 p.m. - Second Peer Advisor Group Meeting

7:00 p.m.-10:00 p.m. - Evening Social Activities

Friday, May 20

Optional Exams (schedule available on-site)

10:00 a.m.-4:00 p.m. - Orientation Sessions

1:00 p.m.-2:00 p.m. - Course Schedule Distribution

4:00 p.m.-6:00 p.m. - International Student Orientation Meeting

7:00 p.m.-10:00 p.m. - Multicultural Welcome Celebration (concert and reception)

Saturday, May 21

12:00 p.m.-5:00 p.m. - Afternoon Social Activities

Other events and activities will also take place throughout orientation week. A more detailed complete schedule will be available on-site. Check berkeley.edu/orientation for updates. Also visit my.berkeley.net to complete your business for a successful check-in. Email orientation@berkeley.edu or call Student Activities at (617) 747-2560 with questions.

* See email for assigned time.

** If you have a TOEFL score (a score from the Test of English as a Foreign Language), you should bring that with you. The results of your TOEFL exam may be used to place you into appropriate English classes and may result in your being excused from the English Proficiency Exam.