

# **Parent Handbook**

**2010–2011**

Berklee  
college *of*  
music

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# Parent Handbook

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## About Berklee College of Music

### A Message from the Vice President for Student Affairs

Dear Parents,

Welcome to Berklee College of Music. We are committed to making your sons' and daughters' years at Berklee valuable and enjoyable. We pledge to provide them with the best opportunities to grow musically, intellectually, socially, and culturally.

Your continued support and interest is vital. Furthermore, your willingness to let your sons and daughters make decisions for themselves will give them the independence they need to transition into adulthood. There is a wealth of opportunity here at Berklee, and sometimes that can overwhelm students as they are learning who they are and making that transition.

We want to wish you our best and let you know that we have many resources and support systems in place to assist your sons and daughters along the way. It may be a cliché, but it is still true: You'll get out of college what you put into it. Encourage your son or daughter to take full advantage of the courses and the services available. Help them to make this year valuable and fulfilling. Remember the Berklee motto: *esse quam videri*, "to be rather than to appear to be."

On behalf of the administration, faculty, and staff of the college, I wish you and your sons and daughters a wonderfully exciting, productive, and fulfilling year.

Sincerely,  
Lawrence E. Bethune  
Vice President for Student Affairs/Dean of Students

For more helpful tips and hints, see our Parents page on the Berklee website at [berklee.edu/parents](http://berklee.edu/parents).

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## History

Berklee College of Music was founded on the revolutionary principle that the best way to prepare students for careers in music is through the study and practice of contemporary music. For over half a century, the college has evolved to reflect the state-of-the-art of music and the music business. With more than a dozen performance and nonperformance majors, a diverse and talented student body representing more than 70 countries, and a music industry “who’s who” of alumni, Berklee is the world’s premier learning lab for the music of today—and tomorrow.

Berklee has proven its commitment to this approach by wholeheartedly embracing change. The musical landscape looks nothing like it did when Berklee was founded in 1945, but the college has remained current by supplementing its core curriculum with studies in emerging musical genres and indispensable new technology. Berklee also has responded to important developments in music education and music therapy, making good on its promise to improve society through music.

The college was founded by Lawrence Berk, an engineer trained at Massachusetts Institute of Technology and veteran arranger with the CBS and NBC radio orchestras, who wanted to teach contemporary music and provide practical career preparation for the working musician. His idea caught fire, and the small teaching studio grew into a sizable school, then college, in just over two decades. In 1966, he was joined in the administration by his son, Lee Eliot Berk, who was appointed president by the trustees in 1979.

Under president Lee Eliot Berk’s leadership, Berklee developed additional majors for the contemporary music professions, including majors in music production and engineering, music business/management, music synthesis, songwriting, and music therapy. Furthermore, the mission of the college was extended to include greater international outreach, with students from 70 countries around the world attracted to Berklee as a result. President Berk retired from the college in May 2004, after 25 years at the helm.

At Berklee, students acquire a strong foundation of contemporary music theory and technique, then build upon that foundation by learning the practical, professional skills needed to sustain a career in music. Majors such as music production and engineering, film scoring, music business/management, electronic production and design, songwriting, and music therapy, as well as the traditional mainstays of performance and composition, lead toward either a fully accredited four-year baccalaureate degree or a professional diploma. Perhaps more importantly, they prepare students for employment in the music industry.

Berklee attracts a diverse range of students who reflect the multiplicity of influences in today’s music, be it jazz, rock, hip-hop, country, gospel, electronica, Latin, or funk. The college is a magnet for aspiring musicians from every corner of the earth, which gives the school a uniquely international flavor. Of all United States colleges and universities, Berklee has one of the largest percentages of undergraduates from outside the United States—23 percent.

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Reflecting the interplay between music and culture, Berklee creates an environment where aspiring music professionals learn how to integrate new ideas and showcase their distinctive skills in an evolving community.

The college's alumni form an ever-widening network of industry professionals who use their openness, virtuosity, and versatility to take music in surprising new directions. Notable alumni include Gary Burton, Terri Lyne Carrington, Bruce Cockburn, Juan Luis Guerra, Roy Hargrove, Quincy Jones, Diana Krall, Aimee Mann, Arif Mardin, Branford Marsalis, Danilo Perez, John Scofield, Howard Shore, Alan Silvestri, Luciana Souza, Susan Tedeschi, and Gillian Welch.

#### **President Roger H. Brown and Linda Mason**

When Berklee College of Music president Roger H. Brown assumed his post in 2004, he brought a rich palette of professional and life experiences to the job. Skills accrued playing recording sessions as a drummer in New York, administering United Nations humanitarian operations in Southeast Asia and Africa, and cofounding a successful publicly traded corporation have contributed to his effective leadership at the world's largest college of contemporary music.

Music has been a recurring theme in Brown's diverse pursuits. He played drums with bands throughout high school, at Davidson College, and during his graduate studies at Yale, and still leads a band. Brown spent five years engaged in humanitarian work teaching math in Kenya and administering successful humanitarian undertakings in Southeast Asia and in Sudan. The Land Bridge operation Brown and his wife Linda Mason managed in the 1980s was the largest famine-relief program attempted to date, and averted starvation for countless Cambodians. The innovative work Brown and Mason undertook a few years later in Sudan for the Save the Children Federation saved an estimated 20,000 lives. In each location Brown sought opportunities to make music with local artists and engage them in the humanitarian efforts.

In 1986, Brown and Mason launched Bright Horizons, a corporation now valued at over \$1 billion and employing 16,000 people, to provide high-quality child care and early education to the children of working parents. Brown and Mason built and oversaw the operation of numerous facilities at universities, hospitals, and corporations around the United States and the United Kingdom. Brown utilized his musical talents at the company to write, produce, and perform on six albums of children's music that featured Ziggy Marley, Vinx, Raffi, and others. For their groundbreaking work at Bright Horizons, Brown and Mason received several awards, including the President's Ron Brown Award for Corporate Leadership and the Ernst and Young Entrepreneur of the Year Award.

In 2004, Brown became Berklee's third president. Under his direction the college has embarked on a \$50 million capital campaign and established Presidential Scholars and Africa Scholars programs to bring the world's best young musicians to Berklee. He has led in developing a more selective admissions policy that has raised the level of entering students. Under his auspices, Berklee created a model advising program to support new students.

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Brown has overseen the expansion of the City Music program to reach economically disadvantaged urban youth across the country. As well, Brown has facilitated the expansion of Berklee's campus facilities; instituted study-abroad programs; and partnered with the city of Valencia, Spain to open a Berklee satellite campus.

### **Mission**

The mission of Berklee College of Music is to educate, train, and develop students to excel in music as a career.

Developing the musicianship of all our students is the foundation of our curriculum. We believe that the lessons and qualities derived from that work—the self-discipline needed for excellence, the empathy required of music making and the openness and inquisitiveness essential to creativity—are critical to achievement in any pursuit, musical or otherwise; and that music is a powerful catalyst for personal growth, which is central to any collegiate experience.

Founded on jazz and popular music rooted in the African cultural diaspora, our comprehensive curriculum is distinctly contemporary in its content and approach, and embraces the principal musical movements of our time. Through a course of scholarly and practical learning experiences integrating performance and writing, our curriculum covers the variety of influential styles, relevant technologies, and career opportunities open to today's music professional.

### *Objectives*

- To define and refine the individual talents of our students by providing a broad range of major programs offered by a distinguished faculty, and to prepare them for careers in music that reflect the diversity of expression and opportunities that define music today.
- To enable our students to employ their musical education in a global society by providing a coherent liberal arts curriculum that informs their thinking about issues that have shaped our time.
- To encourage our students to appreciate and apply music's enormous force for the enrichment of society and intercultural understanding.
- To cultivate a supportive learning environment by actively promoting a climate of respect for personal and cultural differences, and by offering a range of services and activities to support the needs of the student musicians who come to us from around the world.
- To maintain the vitality of our college community by encouraging and supporting continuing professional development for all of its members.
- To provide an environment in which all know that they are full and valued members of the community.

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- To value ethical behavior in all aspects of personal and professional life by establishing a community that values integrity in all relationships.
- To retain our leadership position in music education and to ensure that our curriculum remains relevant by pledging to value academic freedom and innovation.

### **The Aim for Diversity**

We approach diversity as a philosophy and as an objective. Central to our purpose is our commitment to attracting the widest array of musical innovators in the college community and providing an environment that supports their creative process. We also seek to integrate these values into teaching and decision-making, which radiate to students through leadership as much as through curriculum.

### **Diversity Values Statement and Definition**

Cultural diversity is integral to the mission of Berklee College of Music simply because cultural diversity is integral to music itself. Innovators from diverse backgrounds and cultures have created the music studied here. An essential part of a Berklee education is gaining an appreciation of the rich variety and interdependence of the cultural traditions from which the music we study originates.

We must be a community in which every member's voice is valued and respected. A diverse, inclusive work and learning environment is essential to maintaining Berklee's role as a leader in contemporary music education. It is imperative that we take specific steps to attract and retain the widest array of talented musicians and provide an environment that supports and nurtures their creative process. The fulfillment of our mission—to educate, train, and develop students to excel in music as a career—will be demonstrated in students' influence both on the future of music and on the global culture.

We view diversity holistically, understanding that the definition is constantly evolving. Our definition of diversity includes race, color, gender identity, nationality, ethnicity, class, religion, ability, age, and sexual orientation. We also know that a diversity of ideas, approaches, disciplines, and learning and musical styles are essential to inclusion and equity. The integration of myriad cultural values and perspectives into what we do at all levels, from teaching to decision-making, is critical.

Many challenges lie ahead in all areas. We believe that increased diversity will support our strategic objective of attracting the highest-quality students, faculty, and staff to Berklee. To accomplish this, we must create a welcoming and supportive atmosphere for all members of our community. This focus is not the work of any one individual or office—it is the work of everyone. In this spirit,

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we encourage a campus-wide climate of respect, openness, and awareness that celebrates and values our diversity.

### **Ethics Guidelines**

The faculty and staff of Berklee College of Music recognize that the privileges accorded members of the college community are accompanied by certain responsibilities. In accordance with these principles, faculty and staff:

- Encourage, support, and protect the free pursuit of knowledge with intellectual integrity.
- Respect the rights and opinions of students and colleagues, and make every effort to provide objective and educational evaluations.
- Acknowledge their role as intellectual guides and counselors and observe policies prohibiting harassment and discrimination; avoid personal gain that is incompatible with benefits to students and colleagues.
- Adhere to established policies regarding the use of college services, facilities, and equipment, avoiding conflict of interest between external activities and institutional responsibilities.
- As members of the community at large, enjoy the rights and obligations of any citizen, measured in light of responsibilities to the students, institution, and profession; when speaking as private citizens, avoid giving the impression of representing the college.
- Respect the right to privacy of students and colleagues, and share confidential information only in accordance with institutional policies.

### **Location**

The college is located in Boston, Massachusetts, in the heart of the city's Fenway Cultural District. An international hub of intellectual and creative exploration, our neighborhood includes many of the world's other great colleges and universities, treasure-filled museums and galleries, and world-class performing arts centers such as Symphony Hall and our own Berklee Performance Center.

Students participate in intramural sports and fitness programs at Berklee and at other ProArts Consortium member institutions; enjoy professional sporting events like baseball with the Boston Red Sox at Fenway Park, hockey with the Boston Bruins, basketball with the Boston Celtics, and football with the New England Patriots; attend theater, club, and concert hall events year-round throughout the city; and walk and bike through the city's many parks and public gardens.

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### Seal and Motto

The Berklee seal has been a symbol of the college since its earliest years. The seal uses the traditional “shield” as its basic design. The upper-left quadrant is adorned by the classic “B” for Berklee. The lower-right quadrant is inscribed with the college’s motto. The surrounding ribbon is inscribed with the name of the college.



Berklee’s motto is *Esse quam videri*. The translation of this Latin phrase is “to be, rather than to seem” or “to be, rather than to appear to be.”

### Official Colors

The official colors of Berklee College of Music are red and gray.

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## **For Parents' Eyes Only: Planning, Choices, and Resources**

For most students, time at Berklee is precious. It's not unusual for years of planning, working, and saving to be invested just in getting here. And once students are here, all they have to do is figure out what to do with their lives, plan their music careers, choose their programs and majors, decide which classes to take and what is important to do outside of class, and learn everything they want to know! At least, that's how it often feels to students arriving at Berklee or even those who have been here a while. No wonder it can seem so overwhelming.

Fortunately, they don't have to do all this right away. In fact, for some of these projects, your son or daughter's time at Berklee will be only the beginning of a lifelong process. Also, he or she won't have to do it alone. The college offers many services and resources to help with education and career planning, decision-making, and problem-solving, and to encourage students to get the most out of their time at Berklee. These services and resources constitute a vital part of the college learning environment. If students don't use them, they are not taking full advantage of what Berklee has to offer and may be overlooking some important opportunities for personal and musical growth.

### **Academic and Career Advising**

At Berklee, academic advising and career advising are part of the same continuum. A variety of advisors are available to help students steer their way through the challenges involved in undertaking a Berklee education and establishing a career in music. You might think of faculty, staff, and peer advisors as educational consultants, available to help ensure that students consider all the options and devise the best possible strategies. Advisors can provide assistance with a wide range of issues and concerns, including:

- Assessing a student's individual skills, interests, and values related to education and career planning.
- Gathering information and advice on specific music careers and how they relate to what students learn at Berklee.
- Choosing or changing a major, program (degree/diploma), or principal instrument.
- Reviewing graduation requirements and progress toward meeting them.
- Finding out about music and learning opportunities beyond just taking what is required for graduation.
- Making the best use of elective credits.
- Planning classes for the next semester.
- Developing strategies for coping with unforeseen circumstances (for example, leave of absence, Incomplete grades, or withdrawal from one or more classes).

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- Identifying academic difficulties and strategies for improving academic standing.
- Providing referrals to other sources of information and assistance at Berklee that students might not locate on their own.

Because advising is a two-way interaction in which the advisor and the advisee work together toward a common goal, both parties have responsibilities to fulfill in order for the process to work. It's important for you to know what your son or daughter can expect of advisors and also what advisors expect of students.

In general, you can expect advisors to:

- Be available at Advising Express Hours or appointment times.
- Provide information about options and opportunities available to students at Berklee.
- Help students to assess their interests and abilities and to make realistic educational and career choices based on this assessment.
- Help students plan a program at Berklee consistent with the college's requirements, and help them monitor and evaluate their progress.
- Listen to and assist students in making decisions and solving problems.
- Refer students to other resources within the college and sometimes in the community to help meet their individual needs and aspirations.

Depending on your son's or daughter's particular interests and needs, he or she will probably consult several different advisors during his or her time at Berklee, including generalist advisors at the Counseling and Advising Center, faculty advisors in his or her major department and other instructional departments, and career advisors at the Career Development Center. Of course, students also receive advising from a number of different teachers while they're here on matters ranging from problems with a specific course to plans for after graduation. In addition to this informal advising, each instructional department has designated a faculty member or chair to serve as departmental advisor. Office hours for departmental advisors as well as other faculty are posted on their office doors. A list of these departmental advisors is at the Counseling and Advising Center. Advising at the Counseling and Advising Center and the Career Development Center is available by appointment.

#### **Calculating the Grade Point Average**

Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. A semester Grade Point Average (GPA) is obtained by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The Cumulative

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Grade Point Average (CumGPA) is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

For students who repeat courses, with the exception of ensembles and labs (and private lessons taken before the 1992 fall semester), the lower grade/credit will not be calculated into the cumulative grade point average. However, all courses and grades remain a part of the student's permanent record and will continue to appear on transcripts.

### **Review of Academic Records**

At the end of each term the Office of the Registrar conducts a review of student records to determine each student's academic standing, including graduation honors, dean's list, satisfactory progress, academic probation, academic suspension, and academic dismissal. The following policies governing academic standing are applicable as stated to all students.

#### *Dean's List*

Students averaging honor grades for any given semester are placed on the dean's list. Specific criteria for inclusion on the list are as follows:

#### I. Credit-load requirements:

- A. Students must earn at least 12 credits in the semester in question and achieve a grade point average of 3.40 or above; or
- B. Students granted permission for part-time study must earn 8–11 credits and achieve a grade point average of 3.60; or
- C. Students with documented special needs must achieve a grade point average of 3.40 and earn 8 or more credits.

#### II. No grade in the semester in question may be lower than "C."

III. The dean's list is calculated based on a deadline of all grades received by the end of the second week of classes in the following semester. Students should be aware that any work intended to satisfy a grade change for the purposes of making the dean's list must be submitted to their instructors for review well in advance of the deadline for the dean's list.

#### *Academic Success and Progress*

The definition of satisfactory academic success and progress includes minimum standards for cumulative grade point average (CumGPA) and a calculation of completion rate (credit hours completed divided by credit hours attempted). Students who have a CumGPA below 2.00 at the completion of a semester or who fall below the minimum credits to be earned according to the chart below will be placed on academic probation for the following semester.

In order to be removed from probation, a minimum CumGPA of 2.00 must be earned by the end of the following semester of enrollment, and the required number of credits need to be attained as outlined in the chart below. Students on probation are expected to meet with an academic advisor in the Counseling and Advising center to discuss their academic status and strategies for

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improvement. Students receiving financial aid and/or scholarship may lose their eligibility if placed on probation.

Students who fail to progress satisfactorily after being placed on probation may be suspended for one semester (not including the summer semester). Following academic suspension, the student will remain on probation until the requisite CumGPA of 2.00 has been earned.

Failure to satisfy the terms of probation after readmission following academic suspension may result in permanent dismissal from the college.

If students are placed on academic probation for a given semester and then subsequent grade changes that improve students' CumGPAs and/or CCumGPAs are received by the Office of the Registrar by the end of the second week of the following semester, those students will be removed from probation status. Grade changes submitted after the second week of classes in the subsequent semester do not change students' probation status.

The chart below shows the minimum number of credits to be earned for the number of semesters attended. (Students who have approved part-time status due to accommodation for a documented disability will still be required to make satisfactory academic progress, but the required number of credits to be earned by the end of each semester will be set by the college at the time of the approval for part-time status.) Falling below these minimums, regardless of CumGPA, constitutes unsatisfactory progress.

#### Minimum Credits to Be Earned

	Four-Year Program								Five-Year Dual Major						
Semester Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Diploma	6	12	20	28	36	44	52	60	68	76	86	96	106	116	126
Degree	6	13	21	30	40	51	62	73	84	96	108	120	130	140	150
Music Education	6	13	21	30	40	51	62	73	85	97	110	123	133	143	153

#### Grading System

Letter Grade	Equivalent Percentage	Numerical Value
A (excellent)	93–100	4.00
A-	90–92	3.70
B+	87–89	3.30
B (good)	83–86	3.00
B-	80–82	2.70
C+	77–79	2.30
C (satisfactory)	73–76	2.00
C-	70–72	1.70
D (poor)	60–69	1.00
F (failing)	0–59	0.00
W	Withdrew	0.00

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NA	Not averaged	0.00
P	Passed	0.00
I or Inc	Course requirements not complete	0.00
NG	No grade submitted as of indicated date	0.00
IF	Incomplete/failure	0.00

Note: The college does not rank its students.

### *Major Field Academic Review*

Students are required to maintain a CumGPA of at least 2.70 in the concentrate courses within their chosen major field. If the concentrate CumGPA (CCumGPA) falls below 2.70, the student will be placed on academic probation for the major and must meet with a departmental advisor to discuss their academic status and strategies for improvement. Two consecutive semesters of earning a CCumGPA below 2.70 will result in students being removed from their majors and concentrate courses.

The CCumGPA is derived from the grades earned in the concentrate requirements and approved concentrate electives of a declared major field. If more approved specified electives than the prescribed number are taken, the CCumGPA uses the approved specified electives with the highest earned grades. Those approved specified electives that are in excess of the prescribed number are instead counted as general electives and therefore are not calculated in the CCumGPA.

### **Financial Aid and Satisfactory Academic Progress**

Students must maintain satisfactory academic progress in their chosen program of study in order to be awarded and continue to receive scholarships, grants, and loans, and to maintain their employment through Berklee College of Music. For federal funds and Berklee grant funds, a student's CumGPA must be at least 2.00 on a 4.00 scale; for Berklee scholarships, the CumGPA must be at least 2.50.

If a student fails to make satisfactory academic progress, he or she is notified of that fact by the Office of Financial Aid and/or the Office of Scholarships and Student Employment after grades have been posted at the end of the semester. The first notice is considered a warning notice. If the student fails to improve his or her standing as required by the end of the next academic term, the student's awards are canceled. In the case of unusual circumstances, the student may appeal the denial of aid to the Office of the Vice President for Student Affairs.

### **Tips and Hints for Supporting Your Son or Daughter:**

- New students should establish study habits (the same time and same place daily). Routine habits or well-planned schedules help students to succeed academically and musically. Encourage your son or daughter to schedule realistic study hours that help maintain concentration and focus. It is not useful to study

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while exhausted, nor is it helpful to become stressed when falling behind in studies. Encourage your son or daughter to reschedule what could not be finished for the next day or to go back to it at some other time of the day.

- Ask your son or daughter about specific goals for each course. Having a specific goal is a strong motivator.
- Remind your student that development and growth are important. Suggest that maintaining a balance of exercise and relaxation is critical to wellness and academic as well as musical development: take a walk, play some basketball, or get involved with a student club or activity. There is life outside of music; we recognize it and promote it.
- If your son or daughter mentions being overwhelmed with opportunities and things to do, suggest making a to-do list in priority order. He or she can put it in a visible place and keep it updated.
- Remind your son or daughter to eat well and get enough rest. If he or she is not healthy, everything else falls apart. Mind and body are connected; both should be kept functioning well.

Here is some helpful information provided by Peter Spellman, director of the Career Development Center. This article is from his book *Indie Marketing Power: The Guide for Maximizing Your Music Marketing*.

#### **Five Essentials of Music Career Success**

Music is too big a world for a one-size-fits-all model of music career success. Musicians' career paths are as unique as their individual fingerprints. Nevertheless, there are a few guidelines that I believe apply to anyone trying to make a career out of their love of music. Here are five:

**1. Hone your talent and realize there is a place for you.** Not everyone is a Quincy Jones, a Beatle, or a Bruce Springsteen, but if an artist like Tom Waits is a vocalist, then there is definitely room for you, too. Do the work necessary to excel in your niche, whether it's writing a chart, engineering a session, providing backup vocals, or teaching kids the basics of music.

Your goal, to use marketing lingo, is to "position" yourself in your "market" as the go-to person for that particular skill or talent. Don't worry too much about industry rejection. Every record label in Britain initially passed on the Beatles and the Rolling Stones. The key is believing in yourself and persevering beyond others' opinions (even those of "the industry").

**2. Connect with as many people as you can, because relationships drive music careers more than anything else, even talent.** Music is a "who-you-know/who-knows-you" kind of business. The quality and quantity of your relationships will be the primary engines of your progress. Try developing creative projects with fellow musicians. Perhaps you can combine your live show with two other acts and present the package to a local promoter.

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There is strength in numbers. Finding the right combination takes experimentation.

If you're interested in working in the business side of music, then interning at a music company is the best way to both learn how the biz works and connect with those who can help move your career along.

**3. Accept the new powers in your corner and take responsibility for creating your own success.** The last 20 years has given you the means to both produce and distribute your own music on a global scale. New models of business are emerging in the world of music. A record deal is not necessarily the goal any longer. The internet has clearly become your "open mic" to the world, and desktop technologies provide you with ways to have the look, reach, and efficiency of larger companies. Dare to be different.

Remember, new power also means new responsibilities. Global reach means a potentially far-flung audience. You need to be ready for the incoming messages and questions from this new market. Have you created the best business structures to hold and express your work? Are you setting up effective systems to communicate with your audience? It's up to you to create your own success and not merely rely on a record company or agent to do the work of making you visible in the marketplace.

**4. Understand that every business is becoming a "music business" and so musical opportunities are multiplying.** It took a coffee company and a computer manufacturer to teach the music industry how to sell music in the digital age! Non-music businesses everywhere are seeking creative ways to add music-related services to their mix. This means that you needn't be dependent on the traditional "music-industrial complex" for music career success.

Think of companies you already resonate with and try brainstorming ways you can link up. Start on a local scale. It might be a gift shop, bookstore, or arts organization. It may even evolve into a full-fledged sponsorship for a tour or recording project. Finds ways to add value to what these businesses are doing with what you have to offer. Forging creative alliances is key to building a multi-dimensional music career.

**5. Prepare to be versatile and to wear several hats initially, until your "brand" is established.** Most musicians I know have had to cobble together several revenue streams in the early stages of their careers in order to make enough money to support themselves. Many have also had to take on a non-music "lifeline careers" just to make ends meet, pay down debt, or supplement what they earn from music.

I tell musicians to not so much look for "a job," but to seek out the work that needs to be done. It might be arranging a song, playing a wedding gig, helping organize a concert series, doing a jingle session, offering private music instruction, or writing a review of your favorite band's new CD. Eventually, all

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the different experiences merge together into the roaring river that will be your music career. At that point you'll be visible, in demand, and able to name your price. And that's career success.

### **A Process for Success**

Consider this: it is your son's or daughter's fourth week of college. He or she calls you and sounds weepy, shaky, homesick, a little defeated. Your red-flag parenting instincts—immediate and overwhelming concern—take over. Your student does not feel like going to class because the professor might ask him or her something in front of the class, and he or she might give the wrong answer. Now more classes have gone by, and your son or daughter is scared to go at all, sinking deeper and deeper with each day that passes. Everyone else at Berklee, according to your son or daughter, is a really great player, and he or she does not sound as good. How do you respond to that? Tell your son or daughter:

- To remember that it is normal to feel uneasy about college because it is a new experience. Remind him or her that other students are also at Berklee to learn. If they already knew everything or were great players to begin with, they wouldn't need to be there.
- To write out a plan and post it somewhere visible. Have your student list small, attainable steps within a realistic timeline. He or she can get help by talking to an advisor in the Counseling and Advising Center.
- To take responsibility for his or her decisions and actions, and to stop blaming others—friends, school, family—for problems. Your student needs to take charge and make things happen.
- To become a sponge and soak up information.
- To schedule appointments at the Counseling and Advising Center and with his or her instructors and departmental faculty advisor. Your son or daughter should touch base regularly with these people and keep the lines of communication open.
- To be honest when seeking advice.
- To find out what options are out there and what he or she needs to do to get back in gear.
- To commit to his or her decisions and begin working toward goals. Taking it day by day is the key, not getting impatient.
- To keep an open mind to new suggestions and criticism: It is a great way to learn.
- To make it a priority to go to the Learning Center and become familiar with the resources, tutoring, and support the center offers.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## **Parent Office**

The parents and families of our students are very important members of the Berklee community. To address the needs of parents of Berklee students, we have the Parent Office, which works closely with the Berklee Parents' Association to provide resources and programming for the parents of all students.

Parents are encouraged to contact this office with their questions and concerns. The Berklee Parents' Association, dedicated to improving communication between parents and the college, is open to all parents. To view our Berklee Parents Learning Community calendar, visit the parent website at [berklee.edu/parents](http://berklee.edu/parents). For the latest information regarding college news and events, visit [berklee.edu](http://berklee.edu) or sign up for the News and Events Newsletter at [berklee.edu/newsletters/news/default.html](http://berklee.edu/newsletters/news/default.html)

Hours of operation for the Parent Office are 9:00 a.m. to 5:00 p.m. The office can be reached by phone at 617 747-8571 or 617 747-2231, by email through the Parents section on Berklee's website at [berklee.edu/parents](http://berklee.edu/parents), or by fax at 617 747-2009.

## **Networking for Music Career Success**

It has long been said that success lies not so much in *what* you know as in *whom* you know. One thing musicians discover fairly early when building a music career is that they are part of the most relationship-driven industry on the planet. Record companies don't give deals to artists; people do. Clubs don't hire bands to perform; people do. Music career success is dependent on the "who you know/who knows you" dynamic. People and their interactions with one another make the music industry go 'round. Therefore, networking with others is a key building block for music career success.

Networking is one of those terms fraught with a truckload of mental and emotional baggage. It offends some, and others are simply wary of its manipulative connotations. Networking is essentially the process of building a connecting system of people working in the industry who know your talents, skills, and goals. These connections will alert and lead your student to opportunities for greater growth and achievement.

### **Barriers to Networking**

Networking will present more of a challenge to some students than to others. Those endowed with a "gift of gab" network with ease. Others with a more introspective nature, however, may need to work at developing the social and interactive skills so useful to networking. Fortunately, courses and workshops are offered to help with this. Students can check out continuing and noncredit education courses at local schools. These courses can be great confidence boosters.

Time constraints are another barrier to networking. Networking is a high-time, low-money marketing strategy. That's why it is important to set realistic networking goals. Students should try to meet and interact with two new

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

people a week. This can mean anything from talking to a booking agent on the phone to visiting a recording studio for a tour to writing a promotional letter to a music publisher.

The music industry is huge, and there is no lack of contact opportunities. Two contacts a week is a manageable goal for most students and will result in over 100 solid contacts a year. If two or three band members each do this, their contacts will multiply dramatically.

### **Ways and Places to Network**

Just being here at Berklee offers priceless opportunities for networking with faculty, staff, and the many visiting artists passing through its halls. Students should tap this resource every week of every year they are here. Here are some other simple ways they can begin networking and increasing their music industry contacts:

- The Berklee Career Network (BCN), a service of both the Alumni Office and the Career Development Center, is an ever-growing directory of alumni who are engaged in music (or music-related) careers of relevance to Berklee's major fields of study. Participating alumni volunteer to speak with students and other alumni about the work they do, their geographic locale, their own career development, and specific job search strategies. The BCN is housed in the Career Development Center. It's one of the most valued resources we have, so come check it out when you are here for Family Weekend.

- Students should become involved in a scene. Whether it is a musical style (jazz, alternative, folk, etc.) or a political movement (Rock the Vote, National Association Against Censorship, etc.), by immersing themselves in a particular musical community, they will meet and become known to others.

- Students should read and keep up with current music events, people, and issues. If they read the music section of the local papers, they will pick up what clubs, labels, and bands are hot in their area of interest. Their favorite record store should have a selection of magazines and papers.

- Students should go to clubs and musical events. A show is a magnet for different people working in a style/community. Other people at the show may have interests and goals similar to your student.

- Clubs and associations are great sources of contacts. You would be surprised at the variety of existing organized groups at Berklee. Organizations ranging from the Academy of Country Music to the World Studio Group await student participation. Local songwriting workshops can be valuable networking forums as well.

- The events calendar on Berklee's website at [berklee.edu/events](http://berklee.edu/events) has an updated listing of all campus concerts and visiting artist clinics. This is a great resource for students as well as parents who may want to visit.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

- Students can use the vast network of the internet to explore and make new contacts all over the world. The web gives students a chance to present multimedia expressions of themselves and their work, and music newsgroups and mailing lists provide opportunities for the discussion and exchange of information in online communities. Some A&R representatives use the internet to scout for new talent.

These are just a few of the ways Berklee students can network and increase their music industry contacts. Networking takes commitment, but it is time and energy well spent. It is like cultivating a garden: There is no harvest until you have planted, watered, weeded and nurtured the seeds through the growing season; but when the harvest comes, it will be a bountiful one. Contacts result in contracts, so students should cast their nets wide.

### **Computer Requirements for Berklee Students**

Berklee College of Music requires all entering students to own an Apple Macintosh laptop computer that meets certain standards established by the academic and technology leadership of the college. To facilitate this requirement, the college makes exclusive arrangements to purchase computers from Apple Computer and software from leading industry manufacturers. This volume purchasing provides a comprehensive system at a price that is well below educational pricing for these components when purchased individually.

Every academic year, Berklee strives to provide students a known, tested, and supported laptop platform for the curriculum. At times, this package may not include the absolute latest model released by Apple. Nevertheless, Berklee must provide a proven, stable technology environment for students to learn and faculty to teach.

For over a half a century, Berklee has been committed to preparing our students for the musical, technological, and business necessities of the world they will be entering. We firmly believe this computer purchase program provides them with a unique resource that will maximize the potent music education available only at Berklee and help prepare students for successful entry into the music industry.

Detailed information on the Berklee Laptop Purchase Program (“BLPP”) can be viewed at [berklee.edu/computers](http://berklee.edu/computers).

### **Technology Services**

Berklee provides a host of services aimed at enhancing our students’ educational experience. To this end, the college gives all students access to the web, email, an online library catalog system, and voicemail services. Berklee’s Acceptable Use Policy specifies our expectations of Berklee community members who use college technology services and equipment. The policy can be found in the college Bulletin, which is provided to every student. The policy is also available and posted in the Stan Getz Media Center and Library.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Disregarding the Acceptable Use Policy may lead to disciplinary action on the part of the college. Furthermore, the policy complies with state and federal laws and regulations regulating use of technology, and certain violations may lead to prosecution from individuals and/or local, state, and federal law enforcement agencies. Students must read and understand this policy before using the college's technology services.

If students have any questions about Berklee's Acceptable Use Policy, it is their responsibility to contact the Student Computer Support Center for clarification.

### **Internet Access**

#### *On Campus*

Access to the internet from any computer in a Berklee facility is free and unlimited. Students can access the internet via Berklee's wireless network. All residence hall rooms are equipped with one internet port per bed. Internet access using this port is included in the housing fee.

#### *Off Campus*

To access the internet from off-campus, students must make arrangements with an internet service provider (ISP) at their own expense.

#### *Maintenance*

To ensure the reliability of Berklee's technologies, IT reserves a period of time for maintenance every week from 6:00 p.m. Thursday through 6:00 a.m. Friday. Additional maintenance may occur on other nights. During maintenance periods, some technology services may be unavailable to the Berklee community. All planned maintenance outages will be announced in advance at 8999.berklee.net.

### **Email (yourname@berklee.net)**

The naming convention for student email accounts uses the first initial of the first name followed by the last name. For example, Eleanor O. Hirsch's email address would be ehirsch@berklee.net. In the event that a username has already been assigned to another member of the Berklee community, the student's middle initial or a digit may be used. Using the previous example, Elmer D. Hirsch's email address would be edhirsch@berklee.net or ehirsch1@berklee.net.

### **My.berklee.net**

All students registered at Berklee have access to the college's portal at my.berklee.net. This collection of services includes email, a calendar, communication tools, and web space. Students can also search for courses and view their grades online through the college's portal.

My.berklee.net includes access to both a personal calendar and the Berklee academic calendar. The calendar can be used to track appointments, schedule meetings with other my.berklee.net users, and view important dates of the Berklee year.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Students may build webpages using the my.berklee.net template-driven webpage editor. The URL is assigned using the student's username. For example, Eleanor Hirsch's URL would be <http://prod.campuscruiser.com/berklee/webpages/ehirsch>.

Additional services are planned for the future and will be announced on my.berklee.net.

### **Student Computer Support Center**

The Student Computer Support Center (SCSC) at Berklee provides support to students for their BLPP laptops, all supported software packages, Berklee internet services, and all Berklee-provided technology resources. The SCSC is part of Berklee's Office of Academic Technology. Hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday. The center is closed on weekends and college holidays.

Students can contact the SCSC by:

- Visiting in person at 186 Massachusetts Avenue, lower level
- Sending an email to [8800@berklee.edu](mailto:8800@berklee.edu)
- Calling extension 8800 (617 747-8800)
- Using the Technology Services tab at my.berklee.net

### **Virtual Apple Store @ Berklee**

The Virtual Apple Store @ Berklee provides pre-sales information for Apple Computers available to members of the Berklee community at educational discount pricing. More information is available by logging in to my.berklee.net and going to the Vendors Offer section of the Technology Services tab.

### **Resident Technical Support Assistants**

Students who reside in a Berklee residence hall can call their resident technical support assistant (RTSA) for any network-related problem within the residence hall. If the RTSA cannot solve the issue alone, the problem will be escalated to the appropriate IT personnel. RTSAs are only available when school is in session and when the dormitories are open. To contact an RTSA, call extension 8800 (617 747-8800).

### **Student Computer Training**

For more information on training at Berklee, visit [learningcenter.berklee.edu](http://learningcenter.berklee.edu).

### **Learning Center Resources**

#### **Music Software Tutoring Program in the Learning Center**

The Learning Center offers students individualized peer tutoring for the music software programs available on the workstations in the Learning Center. Our peer tutors are work-study students who are knowledgeable in these software applications, and specifically trained to tutor their fellow students. To schedule a tutoring session, simply stop by the supervisor's office in the Learning Center at the 150 Massachusetts Avenue building.

### **Training Sessions at the Learning Center**

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Throughout the academic year, the Learning Center offers training sessions designed to further train and educate students on the music software available in the Learning Center facilities. These classes are designed to help students with varying degrees of computer knowledge. From the basic Macintosh computer skills offered to entering students to advanced sessions using some of our more complex music software, the Learning Center's open classes are often an integral part of the Berklee student's educational experience. Training sessions are held in the Learning Center classrooms in the 150 Massachusetts Avenue building. A schedule of classes will be posted in the Learning Center's website at [learningcenter.berklee.edu](http://learningcenter.berklee.edu).

### **Software Clubs**

The Learning Center, in conjunction with the Student Activities Office, supports the software clubs in existence at Berklee. These clubs include the Finale Club, the Logic Club, the Digital Performer Club, and a Mac Users Group. The software clubs often meet in the Learning Center classroom in the 150 Massachusetts Avenue building. To inquire about joining a software club, please see a staff member in the Learning Center or the Student Activities Office.

### **General Access Labs**

All labs are open to all registered Berklee students, Berklee alumni, and ProArts Consortium students.

### **Learning Center Lab**

Address: 150 Massachusetts Avenue, second floor

Hours of Operation:

Monday–Thursday, 9:00 a.m.–11:45 p.m.

Friday, 9:00 a.m.–9:45 p.m.

Saturday, 10:00 a.m.–9:45 p.m.

Sunday, 1:00 p.m.–11:45 p.m.

### **Media Lab**

Address: 150 Massachusetts Avenue, first floor

Hours of Operation:

Monday–Thursday, 9:00 a.m.–11:45 p.m.

Friday, 9:00 a.m.–9:45 p.m.

Saturday, 10:00 a.m.–9:45 p.m.

Sunday, 1:00 p.m.–11:45 p.m.

### **Fordham Road Lab**

Address: 25 Fordham Road, Allston

Hours of Operation:

Sunday–Friday, 4:30 p.m.–11:30 p.m.

Closed Saturday

### **Telephone Service**

All college-owned residence hall rooms have local telephone service. This service is set up for students before the beginning of each term. When calling from on campus, use only the four-digit extension number.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## **Voicemail**

### *On Campus*

Voicemail is integrated into the telephone service for Berklee students who live in residence halls. Students can access their voicemail by dialing extension 6000 from any telephone on campus.

### *Off Campus*

Off-campus students may request a voicemail account to receive messages. Students can access their voicemail by dialing 617 747-6000 from any off-campus touch-tone phone, or extension 6000 from any on-campus phone.

## **The Berklee Card**

The student identification card, or Berklee Card, is a multipurpose card that provides access to facilities and services. The front of the card contains a student's digital picture, name, student number, personal identification number, and library barcode. The back of the card has a magnetic stripe that is encoded with a student's identification number and is used for access to campus facilities. The card stripe also allows access to the student's online flexible spending account for use in campus vending machines and at local merchants, including the campus dining hall and college bookstore. For more information, on the flexible spending account, visit [berkleecard.com](http://berkleecard.com).

The Berklee Card allows access to many areas around the campus including the residence halls (residence hall students only), dining hall, Stan Getz Library, Learning Center, and practice rooms. The card should only be used for access to areas and facilities by the person to whom it was issued. It must be presented for inspection upon request of any faculty or staff member of the college. In the event of loss or withholding of the card, no school facilities requiring a card will be available for use.

The Berklee Card is issued when students register for their first semester. Students are responsible for keeping the card as long as they remain at the college. The replacement fee for lost cards is \$15 in cash payable at the Office of the Bursar. There, a receipt will be provided for the student to bring to the Office of the Registrar, where a new card will be issued. If the magnetic stripe is damaged, the card will be replaced at no charge.

Each summer, the resident student identification code "R" on the Berklee Card will change color. Continuing resident students will receive a new card at no cost at the beginning of each fall semester. The old card must be turned in when the new one is issued. Failure to turn in the old card will result in a \$15 lost-card replacement fee. Continuing students who were residents the prior year but no longer are this year will use the same card. Resident students released early from their housing contract will receive a new card at no charge.

## **Insurance**

### **Health Insurance**

Massachusetts law requires students enrolled in colleges located in the state to participate in a qualifying student health insurance program. Further, the law

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

requires that colleges may enroll only students who either participate in the college's qualifying health insurance program or verify (through a waiver process) that they are in a health insurance program that meets the law's minimum QSHIP benefit requirements. The college has arranged for a qualifying student health insurance program. Students who have comparable health insurance to the QSHIP minimums may elect to waive the requirement to participate in the health insurance.

The Massachusetts Division of Health Care Finance and Policy requires that the college may not waive participation in the institution's qualifying student health plan for 1) students who have been determined Low Income Patients for Services Eligible for Payment from the Uncompensated Care Pool or 2) students with coverage from insurance carriers outside the United States, by foreign National Health Service programs, and by embassy-sponsored programs. Health plans such as those in the preceding statement are deemed not to be comparable to coverage under a qualifying student health insurance program. Therefore, waivers are not accepted. International students are expected to participate in the college's qualifying health plan. Students participating in a Berklee-sponsored study abroad program may waive the health insurance if their foreign insurance plan provides coverage in the study-abroad area.

Information brochures are available on [berklee.edu/forms](http://berklee.edu/forms) and in the Office of the Registrar. Health insurance fees are listed under Financial Information in the student Bulletin.

#### **Property Insurance**

The college insures only its own property against loss. It does not insure against nor reimburse against the loss, from any cause, of student property. It is strongly suggested that students who possess property of value insure against loss through their own insurance company.

#### **Instrument Insurance**

Students are responsible for insuring their own instruments. One way for students to insure an instrument is by attaching a floater to their parents' homeowner's or renter's insurance policy. Members of the American Federation of Musicians may purchase insurance through the federation. Students who are not union members should research their local insurance companies and agents to compare available coverage. Students should know that there are differences in coverage and premiums for professional and non-professional musicians. For more information, contact an insurance carrier.

International students are likely to experience some difficulty in establishing a policy in the United States. They are encouraged to secure instrument coverage in their home country.

#### **Change of Address**

Students are required to keep the college informed of any change of address. The Office of the Registrar must be notified of such changes in writing. Appropriate forms are available there.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## **Student Mail**

All enrolled students are assigned an individual mailbox with a combination lock. These mailboxes are provided for internal communication only and may not be used for commercial purposes. Students are responsible for checking their mailbox on a regular basis and remembering its combination. Official notices from the college are sent to the students' mailboxes.

To prevent unauthorized access to the mailbox, turn the combination dial one full revolution after closing.

The mailroom is open Monday through Friday, 8:00 a.m. to 7:00 p.m., and Saturday, 9:00 a.m. to 3:00 p.m. The student mail services window on the first level is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. to 1:00 p.m. The mailroom and the student mail services window are closed during Thanksgiving and Christmas breaks, and on Sundays and holidays.

Clearly address intracampus mail items for students with a name and box number. The sender should include his/her own name and box number as a return address.

Only on-campus residents may have mail and packages addressed to them at Berklee. Residents must leave a forwarding address with the student mailroom upon leaving the college's housing facilities. The appropriate address for on-campus residents' mail is:

Name  
Mailbox SB#  
168 Massachusetts Avenue  
Boston, Massachusetts 02115-3010

Commuting students should have mail and packages addressed to them at their local address; however, the college will provide incoming mail service to students living off-campus for important or valuable mail or packages.

It is suggested that students verify their mailbox number with the mailroom at the beginning of each semester. Students will lose their assigned mailbox at the end of the current semester if they are not registered for a following semester. If a student registers late, he/she may not be reassigned to the same mailbox.

The college reserves the right not to distribute certain third-class mail.

Mailroom personnel will provide information and assistance in shipping packages to and from Berklee.

Berklee assumes no responsibility whatsoever for the prompt or reliable delivery of student mail. However, mailroom personnel will do their best to see that all mail received by the student mailroom is distributed properly.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Additional information is posted at the student mailroom. Students should familiarize themselves with it. Questions about student mail and mailboxes should be directed to the mailroom staff.

### **Faculty/Staff Mail**

Mail for faculty or staff can be left at the following locations: student mail services window, first level, 168 Massachusetts Avenue; internal mail drop, lower level, 168 Massachusetts Avenue; internal mail drop, lower lobby, 150 Massachusetts Avenue. Faculty mail will be delivered to faculty mailboxes in the 168 Massachusetts Avenue faculty mailroom. All other staff and department mail will be delivered via the campus mailstops located throughout campus.

To address mail to faculty, include the faculty name and faculty box (FB) number. For example:

Faculty member name  
Faculty box ### (or FB ###)

To address mail to a department or staff member, include the staff member name and department name. If possible, also include the mailbox number, which is the same as the building address. For example, the Admissions Office is located at 921 Boylston Street. To completely address a piece of mail for Admissions, or to a staff member in Admissions, include the following:

Staff member name  
Admissions Department  
MS-921

Any questions concerning faculty or staff mail should be directed to the mail processing staff at the student mail services window on the first floor of the 168 Massachusetts Avenue building.

### **College Facilities**

#### *1140 Boylston Street (1140)*

This is the main college administrative building, housing the Office of the President, Academic Affairs, Institutional Advancement, the Performance Division, classrooms, practice facilities, and two recital halls. Hours of operation are generally from 8:00 a.m. to 10:00 p.m., Monday through Friday, and to 4:00 p.m. on Saturday and Sunday. This is a card-access building.

#### *855 Boylston Street (855)*

The offices of City Music Network, Communications, Human Resources, Payroll, and Public Information are located on the fourth floor of this building; Administration, Auxiliary Services, Berklee Media, Berklee Valencia, and Campus Planning are located on the seventh floor. Photo identification is required of all visitors. Berklee offices are open 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

*899 Boylston Street (899)*

The Ear Training department is located on the second floor, and the offices of Community Affairs and Campus Engagement, City Music Boston, and Real Estate are located on the third floor. The building is open 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

*921 Boylston Street, Genko Uchida Building (921)*

This facility is home to the Finance and Budgeting, Enrollment, and Student Affairs departments, including the offices of Admissions, Bursar, Career Development Center, Scholarships, and Student Employment. Guitar, percussion, and piano labs; a recital hall; ensemble rooms; and classrooms are also located here. Access to the second floor of 939 Boylston Street is through the third floor. The building is open from 8:00 a.m. to 10:00 p.m., Monday through Friday; 8:00 a.m. to 3:30 p.m. on Saturday; and 10:00 a.m. to 3:30 p.m. on Sunday. This is a card-access building.

*939 Boylston Street (939)*

The first floor of this building houses Cafe 939 at Berklee, a public coffee shop and performance space for Berklee and outside acts. The second floor contains the Counseling and Advising Center, Berklee Internet Radio Network, and the Student Activities Office, which is accessed via the third floor of 921 Boylston Street. Business hours for the Counseling and Advising Center are 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. Business hours for Student Activities are 9:00 a.m. to 8:00 p.m., Monday through Thursday, and 9:00 a.m. to 6:00 p.m. on Saturday. Business hours for the cafe are 7:30 a.m. to 9:00 p.m., Monday and Tuesday; 7:30 a.m. to 11:00 p.m., Wednesday through Friday; 10:30 a.m. to 11:00 p.m. on Saturday; and 10:30 a.m. to 9:00 p.m. on Sunday.

*1090 Boylston Street (1090)*

This building houses the Berklee bookstore. The store is open from 10:00 a.m. to 7:00 p.m., Monday through Friday, and 11:00 a.m. to 5:00 p.m. on Saturday.

*7 Haviland Street (7)*

This building houses the Liberal Arts, Music Business and Management, and Music Therapy departments, in addition to classrooms, student resource rooms, Africana Studies, the Center for Writing and English as a Second Language, Heavy Rotation Records, and Professional Education Division Publications. The building is open 7:30 a.m. to 11:30 p.m., Monday through Friday. This is a card-access building.

*22 The Fenway (22)*

The Professional Education Division, Professional Education Technology Lab, Music Education Resource Center, Electronic Production and Design recital hall, and several classrooms are located here. The building is generally open Monday through Friday from 8:00 a.m. to 9:00 p.m., and closed on Saturday and Sunday. This is a card-access building.

*130 Massachusetts Avenue (130)*

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

This building houses Ensemble Department offices on the first floor. Practice facilities are located in the basement levels and classrooms are located on the second floor. Access to upper- and lower-level floors is through the 142 and 150 Massachusetts Avenue entrances. This is a card-access building.

*136 Massachusetts Avenue (136)*

The Berklee Performance Center (BPC) contains 1,220 seats, state-of-the-art sound and lighting systems, and a full range of multimedia capabilities. The box office is open Monday through Saturday from 10:00 a.m. to 6:00 p.m. Classrooms are located above the Berklee Performance Center, and technology facilities occupy the basement level. Access to upper- and lower-level floors is through the 142 or 150 Massachusetts Avenue entrances.

*150 Massachusetts Avenue (150)*

This building is open 24 hours a day, seven days a week when the college is in session. The Professional Writing Division, Music Technology Division, Learning Resources, the Stan Getz Media Center, the cafeteria, and practice facilities are based in this building. Classrooms, technology facilities, a residence hall, and Public Safety Department offices are also located here. Various departments have their own hours. Access to the upper- and lower-level floors of 130 and 136 Massachusetts Avenue is through this building.

*155 Massachusetts Avenue (155)*

This facility houses the offices of International Programs, Special Programs, Faculty Development, and Institutional Research and Assessment, as well as classroom and technology space. The building is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

*161 Massachusetts Avenue (161)*

This building houses the Musical Instrument Repair Center, Physical Plant administrative offices, and commercial tenants of Berklee College of Music. A Berklee ID is requested of visitors to the facility. The building is open 8:00 a.m. to 5:00 p.m., Monday through Friday. This is a card-access building.

*168 Massachusetts Avenue (168)*

This facility houses student and faculty mailrooms, a copy center that is open to both the college and the public, Performance Division support staff, and administrative offices for Public Safety. Building hours are generally 8:00 a.m. to 6:00 p.m., Monday through Friday and 9:00 a.m. to 1:00 p.m. on Saturday.

*171 Massachusetts Avenue (171)*

This building houses individual practice rooms for piano and percussion principals. The practice room hours for this building are from 9:00 a.m. to 12:00 a.m., Monday through Friday, and 12:00 p.m. to 12:00 a.m., Saturday and Sunday. This is a card-access building.

*186 Massachusetts Avenue (186)*

This building is home to Technology Resources. The Student Computer Support Center, the Center for Technology in Music Instruction, and training

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facilities are on the lower level. Administrative offices for Enterprise Systems, Network and Telecommunications, and Training and Support Services are located on the upper level. Hours are 9:00 a.m. to 5:00 p.m. unless posted. This is a card-access building.

*9 Bekvidere Street (9BEL)*

*100 Massachusetts Avenue—The Boston Architectural Center (100)*

These classroom buildings are generally open 8:00 a.m. to 6:00 p.m., Monday through Friday when the college is in session.

*101 Bekvidere Street (101)*

Music Technology Division studio space is located in this facility. Access is limited to students enrolled in specific courses.

*270 Commonwealth Avenue (270)*

*98 Hemenway Street (98)*

These residence halls are generally open 24 hours a day, except during college breaks. These are card-access buildings.

*25 Fordham Road (25)*

This practice facility is located in the Allston/Brighton neighborhood of Boston via the Green Line B trolley. Individual rooms, ensemble rooms, and a large orchestral room are available. Hours of operation are 4:30 p.m. to 11:30 p.m., Monday through Friday, and 12:00 p.m. to 11:30 p.m., Saturday and Sunday. This is a card-access building.

### **Emergency Closing**

When bad weather conditions (e.g., snowstorms, hurricanes) or other circumstances make it necessary to cancel classes, all students, faculty, and staff are encouraged to check the homepage of the college's website, [berklee.edu](http://berklee.edu), for the latest official information on the status of the college. Students may also call the college's main number, 617 266-1400, for status. Though classes may be canceled, only in extreme emergencies will the buildings be closed. Notification of class cancellation will always be posted and/or distributed as early as possible. In some situations, students may be contacted through the Berklee Emergency Notification System (BENS), which uses mobile phone, local home telephone, and email to contact members of the Berklee community and provide status on cancellation of classes and other emergency situations. Students are encouraged to sign up for BENS at the beginning of each semester.

### **Methods of Communication**

The college uses several methods of communicating information to students about events, activities, announcements, and daily updates, including Berklee email, the [my.berklee.net](http://my.berklee.net) website, and bulletin board postings.

The primary methods of communication are Berklee email and [my.berklee.net](http://my.berklee.net). Students are responsible for checking their Berklee email account and [my.berklee.net](http://my.berklee.net) on a daily basis for information.

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## **Student Services**

Berklee offers a number of services designed to strengthen the overall educational experience of students by facilitating professional, academic, and personal growth.

### **Office of the Vice President for Student Affairs/Dean of Students (921)**

The Office of the Vice President for Student Affairs/Dean of Students coordinates many of the college offices and services relating to the educational and daily college life of all students.

### **Office of the Registrar (921)**

The Office of the Registrar offers a wide variety of services to the Berklee community. Many services can now be accessed online through [my.berklee.net](http://my.berklee.net). Web services include student course registration and access to online course schedules, semester grades, and (unofficial) academic transcripts. The Office of the Registrar homepage offers downloadable academic requirements for all major fields of study, an online version of the current registration manual, and other helpful student academic information.

The office is open daily for students and faculty to receive services directly from staff. Services include enrollment verification, transcript requests, graduation counseling, transfer credit evaluation (for both new and enrolled students), and services for formerly enrolled alumni who wish to return to Berklee.

The Office of the Registrar coordinates student health insurance on campus (for specific questions regarding use of insurance, students should contact Gallagher-Koster Insurance directly), publishes the registration manual twice annually, provides enrollment information to applicable parties both internal and external to Berklee, maintains the academic records of all alumni and enrolled students, and provides registration services to most special (nonmatriculated) programs offered by Berklee. The Office of the Registrar produces the academic probation and dean's lists each term. Feedback and suggestions on services are always welcome.

### **Counseling and Advising Center (939)**

The Counseling and Advising Center is a multipurpose department that offers a variety of support services, including academic advising, first-year advising, international student advising, personal counseling, and services for students with disabilities. Staff members are experts in their disciplines who are also cross-trained so that they can assist with complex situations that require consulting or collaborating with other team members. The center is accessed via the third floor of 921 Boylston Street. Appointments can be made by calling 617 747-2310 or by speaking with the receptionist at the greeting counter.

#### *Personal Counseling*

The Counseling and Advising Center offers free, short-term, confidential mental health counseling to enrolled students. The choices, conflicts, and pressures of life at college are viewed as developmental processes that at times require additional support. A team of licensed mental health clinicians is available to assist students with a variety of mental health concerns, such as

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depression, anxiety, relationship and family issues, sexual identity concerns, substance abuse, and acculturation issues. If necessary, or upon a student's request, referrals may be made to outside professionals or community agencies for specialized or longer-term care. Personal counselors are available from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students, faculty, or parents may contact the on-call counselor for same-day consultation regarding more urgent concerns. For after-hours assistance, students may call Berklee's Public Safety Office at 617 747-2333. Students living off-campus are encouraged to call 911 or go to their local hospital emergency room if immediate care is required.

#### *International Student Services*

Services for international students are provided through the Counseling and Advising Center. Students receive assistance and information regarding travel regulations related to their F-1 status, immigration matters (including preparation of various immigration forms), work permission, and cross-cultural adjustment issues. As of January 30, 2003, immigration regulations require all colleges in the United States to electronically report information on all international students' F-1 status and academic progress. Students are strongly encouraged to meet with an international student advisor at the Counseling and Advising Center with any questions related to maintaining F-1 status.

International students who are traveling outside of the United States with intent to return to their studies at Berklee in the next semester must have an accurate I-20 form to reenter the United States. Students need to have page 3 endorsed by the college before traveling. Students who do not have the I-20 form must request one before leaving. Appropriate financial documentation is required for issuance of new I-20s. Students must request their I-20 forms at least five business days before their intended date of departure. Students must register for the semester for which they plan to return to Berklee in order for the I-20 to be signed.

International students are responsible for their academic progress and maintenance of their immigration status. International student workshops are held throughout the year to provide important immigration information and the opportunity to discuss ideas and needs in a relaxed, informal setting.

International advisors are available in the Counseling and Advising Center during daily advising express hours and by appointment.

#### *Services for Students with Disabilities*

Students with documented physical, learning, and/or psychological impairments that impact life functioning are offered assistance in obtaining necessary accommodations to support a successful experience at Berklee. Students requesting special service accommodations must maintain ongoing contact with a special needs advisor in the Counseling and Advising Center and allow a minimum two-week notice for accommodation request forms to be sent to faculty. Special needs advisors can assist with academic planning, scheduling adjustments, and support, as well as referral to outside agencies, testing sites,

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and support groups. Special needs advisors are available in the Counseling and Advising Center by appointment.

### *Academic Advising*

The Counseling and Advising Center offers a variety of academic advising services to assist students in realizing a successful educational experience at Berklee. Although advisors are available to work with students in all phases of academic and educational planning, decision-making, and problem-solving, they work primarily with early-semester students who have not yet declared a major. Academic advisors are available in the Counseling and Advising Center during daily advising express hours and by appointment.

### *First-Year Student Advising*

All entering students are linked with an upper-semester peer advisor to assist in the transition to Berklee. Peer advisors assist students throughout their first semester on campus, help with academic questions and course planning, and share firsthand experience about life at Berklee. Students also have the benefit of getting to know approximately 15 other students in their group. Drawing on Berklee's diversity, their group is likely to be made up of students from all over the world with broad musical and career interests. This is often the way that students find a bandmate, a study partner, and lasting friendships at Berklee. Students meet with their group at key points during the semester and one-on-one with their peer advisor. Each entering student also has an assigned faculty advisor or a staff member who provides guidance throughout the first semester.

### **Career Development Center (921)**

Berklee's Career Development Center helps students to bring their career goals into focus. They can meet with a counselor to identify and assess their skills, locate information about specific music careers, expand and develop their career network, explore graduate school options, prepare a resumé and professional cover letter(s), discuss job search strategies, learn or refine interview and audition skills, and generally create a plan for mapping out their own unique career path.

Because companies around the world recognize Berklee as a rich source of musical, technological, and business talent, the CDC hosts numerous on-campus recruitment and audition events throughout the year for students. Recruiting companies have included Disney, Universal Music, ABC, Blue Man Productions, Digidesign, Cirque du Soleil, Hersheypark Entertainment, Yamaha Music Corporation, Holland America Cruise Lines, and many more.

The CDC also presents practical workshops on topics such as negotiating contracts, self-promotion, media publicity, digital marketing, personal managers and agents, leadership, financial planning, and career options related to the various majors at Berklee.

Browse through the more than 700 books, videos, and podcasts addressing a wide range of music career and personal topics. Pick up one of the more than 180 free handouts the CDC has acquired from various trade magazines related to music industry subjects, resumé writing, performance strategies, copyright

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issues, and more. Or check out the career and performance opportunities the CDC receives from businesses, bands, and individuals on a daily basis. In a typical semester, there are more than 1,300 listings. The CDC makes this information available to students and alumni through the online Jobs/Gigs Board, in partnership with Berkleemusic.com. Jobs are grouped into categories such as performance, writing, technology, business, education, etc.

The CDC also provides networked computer workstations for letter-writing, designing resumés and flyers, and updating personal databases; a copying machine; reference books and materials; and assistance with basic word processing and desktop publishing.

Career development resources surround the Berklee student. Faculty, alumni, fellow students, visiting artists, and staff all possess insights on how to build successful and fulfilling careers. The CDC's mission is to help students access and apply these career riches to their own individual career paths.

#### **Office of Experiential Learning (1140)**

The mission of the Office of Experiential Learning (OEL) is to provide practical internship and service-learning opportunities to students. All OEL programs are credit-bearing and allow students a deliberate opportunity to connect the Berklee curriculum with practical development.

An internship allows a student to explore career options, provides on-the-job training, and encourages mentorship. Attaining this goal requires sustained commitment, attention, and effort from the student, the college, and the employer. Internships should be a supervised experiential learning experience designed to broaden the student's knowledge of music and to provide the student with a more comprehensive understanding of his or her career objectives.

Service-learning is a pedagogy through which students enhance their academic experience, gain an understanding of civic engagement and important social issues, and work to meet a real community need. In a mix of classroom and service hours, the program aims to find creative outlets for students, no matter what their musical expertise, that will allow for exploration of how their talents can contribute to the larger community while augmenting their skills. In addition, the program seeks to engage students in critical discussion and reflection about their own identities as members of a community and all of the roles and responsibilities associated with active citizenship.

The responsibility of the Office of Experiential Learning is to assist any qualified student in obtaining and maintaining an internship or service-learning experience. Acting as a channel of communication between the student and organization, the OEL staff provide internship guidance and counseling, search information, and develop and monitor student application and evaluation procedures. The coordinator screens students, assists in student placement, markets the program to students, and develops and nurtures organizational relationships. For more information, visit [berklee.edu/oel](http://berklee.edu/oel).

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**Learning Center (150)**

The Learning Center is a networked, computer-based facility dedicated to training and supporting students using technology tools necessary for their educational development. The facility also provides peer tutoring in core music classes and music software. Visit [learningcenter.berklee.edu](http://learningcenter.berklee.edu) for more information.

**Office of Housing and Auxiliary Student Services (150)**

The Housing Office is responsible for the overall management of the residence halls and student auxiliary services. This includes room reservations; supervision of Housing Office personnel, residence hall programs and activities, housing security, and fire safety; lockers; laundry rooms; and the front desk at 150 Massachusetts Avenue.

**Off-Campus Student Services**

Boston and its neighborhoods house over 75 percent of Berklee's student population. Off-Campus Student Services seeks to provide resources and materials to Berklee's non-residential students, from apartment search basics to an off-campus housing bulletin board where students can post anything from "Room Wanted" to "Temporary Housing for Rent."

Living off-campus can be both exciting and a little daunting. Students can find support in friends and in the many resources available through Off-Campus Student Services and the City of Boston. Students living off-campus can still be active members of the Berklee community, and Berklee encourages all students to get involved in student activities. Keep in mind that off-campus students are a representative part of the Berklee community and are expected to conduct themselves as good citizens. For more information, visit [berklee.edu/housing/off\\_campus.html](http://berklee.edu/housing/off_campus.html)

**Student Resources****Office of Student Activities/Student Activities Center (939)**

The Office of Student Activities fosters and sustains activities, programs, and services that promote learning and leadership outside the classroom, emphasizing a well-rounded student experience. The office empowers students to take initiative, to understand and accept diverse perspectives and leadership styles, and to work collaboratively. During orientations and other special events, as well as by being a part of leadership and service opportunities, and focusing on individual health and wellness, the office helps students pursue the self-discipline needed for excellence, the empathy required of music making, and the openness and inquisitiveness essential to creativity.

*Caf Shows*

Berklee's cafeteria is made for more than just eating. Every night beginning at 10:00 p.m., Berklee students showcase their talents. Admission is always free. This coveted performance opportunity is a great way to reach the Berklee community. All inquiries regarding caf shows should be directed to [cafshows@berklee.edu](mailto:cafshows@berklee.edu) or the Caf Show Office located in the Student Activities

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Center. Students can apply by submitting an application and a demo to the Caf Show Office.

#### *Student Government Association (SGA)*

The mission of the Student Government Association is to be the intermediary between the students and both the academic and administrative components at Berklee College of Music. As the elected representation of, by, and for the students of Berklee, the SGA is the leading force that reflects the collective voice of the student body while promoting diversity of expression both musically and culturally. The SGA holds elections each academic year. All inquiries should be directed to [sga@berklee.edu](mailto:sga@berklee.edu) or the SGA Office located in the Student Activities Center.

The SGA also encourages students to participate in the democratic process at the local, state, and federal level. Forms and information about voter registration are available through the Office of Student Activities website.

#### *The Groove*

The mission of *The Groove* student newspaper is to provide a forum for the voice of the entire Berklee populace in an informed and entertaining manner. A print and online resource ([berkleegroove.com](http://berkleegroove.com)), this student-run publication features local music reviews, interviews with major recordings artists, and content from contributing students and faculty. All inquiries regarding writing for *The Groove* should be directed to [thegroove@berklee.edu](mailto:thegroove@berklee.edu) or their office located in the Student Activities Center.

#### *LiveWell: Wellness, Health, and Fitness Programs*

The mission of the LiveWell program is to enhance each student's well-being. This is accomplished by assisting students to develop and manage positive self-management skills through the attainment of knowledge and experiences in a safe and enjoyable manner. These skills are especially geared for long and rich careers in music.

#### *Wellness Workshops*

Wellness workshops are offered throughout the academic year and include ways to practice healthy exercise, nutrition, sleep, and stress-reduction habits. The Counseling and Advising Center, Office of Student Activities, Performance Division, Liberal Arts Department, Music Therapy Department, and others collaborate with LiveWell to promote positive lifestyle behaviors and choices, encourage a holistic philosophy, and combine a proactive and balanced approach to healthy living through classes, workshops, events, and services. All inquiries regarding Wellness Workshops should be directed to [livewell@berklee.edu](mailto:livewell@berklee.edu) or the LiveWell office located in the Student Activities Center.

Membership in student-initiated clubs that promote health and wellness is also available. For a complete list of student-initiated health and wellness clubs, email [studentactivities@berklee.edu](mailto:studentactivities@berklee.edu)

#### *Fitness Programs*

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Berklee has partnered with nearby fitness facilities to offer students discounted memberships. Students may access the YMCA, the Tennis and Racquet Club, HealthWorks for Women, the Boston Kung Fu Tai Chi Institute, and the college fitness centers at Emerson and Simmons colleges.

### *Athletics*

For many students, the intercollegiate athletic experience is a valuable part of the college choice. Partnered with Emerson College, Berklee wants to give students every opportunity to continue to pursue music and sports. Students interested in pursuing intercollegiate athletics can try out for any Emerson College NCAA Division III varsity sport. For more information about Emerson Athletics, visit [emerson.edu/athletics/Prospective-Students.cfm](http://emerson.edu/athletics/Prospective-Students.cfm) or contact Stanford Nance, Emerson College recruiting coordinator, at [stanford\\_nance@emerson.edu](mailto:stanford_nance@emerson.edu). All other inquiries about Berklee's athletics partnership should be directed to [studentactivities@berklee.edu](mailto:studentactivities@berklee.edu).

### *Intramurals and Recreation*

The following intramural and recreation opportunities are available to Berklee students through the Student Activities Center and in collaboration with various student clubs, local vendors, and local colleges and universities: the IceCats, the Berklee hockey team; Sunday sports (basketball, soccer, volleyball) at Simmons College; Boston Ski & Sports Club intramural sports membership; and Emerson College intramural tournaments. All inquiries regarding intramurals and recreation opportunities at Berklee should be directed to [sports@berklee.net](mailto:sports@berklee.net) or the Student Activities Center.

### **Public Safety Department (150)**

The Public Safety Department is responsible for maintaining a safe and secure learning environment at Berklee. The department maintains a constant presence 24 hours a day, 365 days a year, with its activities coordinated via a control center. Its main responsibility is protection and assistance for students, faculty, and staff.

The main office is located adjacent to the main entrance at 150 Massachusetts Avenue. It can be reached by phone at the main college number (617 266-1400), extension 2682, or 617 747-2682 for regular business; and 617 747-2333 or extension 2333, in an emergency.

The department consists of a hybrid model: proprietary Berklee administration and a contracted security services staff. The college and the contract security firm work together with the goal of making Berklee a safe and secure community. Further information can be found at [berklee.net/sf](http://berklee.net/sf).

Since public safety is the responsibility of everyone, students' cooperation with the department will help make Berklee a more secure environment. With this in mind, always report any thefts, accidents, threats to persons or property, and suspicious persons or vehicles to the department. Students' willingness to do their part by being proactive and cooperating with all investigations will ensure the safest possible environment.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Students are expected to observe all reasonable precautions to ensure the safety of themselves and their possessions. All students are responsible for the protection of their property, whether it be in the college's residence halls, facilities, rented lockers, or activities. The director of public safety should be contacted whenever there is a concern about the college's public safety policies or procedures.

Berklee complies with the federal Crime Awareness and Campus Security Act of 1990, which requires the publishing of information with respect to campus crime statistics and campus security policies. The college also publishes a brochure on security practices, titled *Playing It Safe*. To obtain a copy, visit [berklee.net](http://berklee.net) or contact the director of Public Safety.

### *Weapons*

The use or possession on campus of firearms; explosive agents of any kind; or hazardous chemicals, such as mace and tear gas, is specifically forbidden. Violation of this policy is cause for disciplinary action up to and including termination of employment of faculty and staff. Student disciplinary action may result in dismissal from the college. Contractors found violating this policy will be immediately dismissed from the campus. In addition, it is worth noting that Massachusetts law states: "Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as herein defined, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means." Massachusetts general law also prohibits the possession of nunchaku or karate sticks, switchblades, knives, starter's pistols, ammunition, or other dangerous weapons or articles.

### **Student Health Insurance**

The following is useful general information on the Student Accident and Sickness Insurance Plan designed for Berklee students. For information on benefits, how to enroll, or service issues, contact Koster Insurance Agency by phone at 800 457-5599, email at [BerkleeStudent@Kosterins.com](mailto:BerkleeStudent@Kosterins.com) or online at [kosterweb.com](http://kosterweb.com). For information on a specific claim, or to check the status of a claim, please contact Klais & Company Inc., by phone at 800 331-1096, email at [klaisclaims@klais.com](mailto:klaisclaims@klais.com), or online at [klais.com](http://klais.com). For more information, visit [berklee.edu/insurance](http://berklee.edu/insurance).

### **Office of Financial Aid (921)**

The Office of Financial Aid is responsible for administering need-based aid such as state grants, scholarships, and federal aid programs: the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan program, the Direct Stafford, and Parent Loan for Undergraduate Student (PLUS) programs. In addition, this office provides information and materials

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regarding supplemental/credit-based loans. For further information see [berklee.edu/financing](http://berklee.edu/financing).

#### *Veterans' Counseling*

A student who is a veteran, disabled veteran, or son or daughter of a disabled veteran should seek appropriate advice concerning these benefits from the veterans counselor located in the Office of Financial Aid.

#### **Office of Scholarships and Student Employment (921)**

The Office of Scholarships and Student Employment is responsible for the administration of all merit-based scholarship and on-campus employment programs for students. All entering students are automatically evaluated for scholarships based on their audition and interview prior to their enrollment at the college. Enrolled students who are not currently receiving a renewable scholarship and have completed a minimum of two semesters may apply for a scholarship on the basis of their academic and musical achievements at the college. The student employment program has no minimum semester requirement and is available to both domestic and international students. On-campus employment provides a great deal of flexibility around class schedules. A wide range of employment opportunities exists for students with skills ranging from interpersonal to clerical to technical.

#### **Office of the Bursar (921)**

The Office of the Bursar is responsible for all financial matters pertaining to students' accounts including the billing and collection of tuition and fees, refunds due to overpayments, and distribution of work-study student employment pay cards. For further information about bursar payment policies, see the Office of the Bursar's brochure.

#### **Office of Public Information (855)**

Berklee offers its students and alumni a variety of promotional services through the Office of Public Information. News releases are often prepared for both on- and off-campus student music activities. News is released to parents for transmittal to students' hometown newspapers and sent directly to industry, national, and international print and electronic media, as appropriate. The Public Information staff also assists in the preparation of various college publications as well as reporting on student, alumni, and college activities and distributing these publications to alumni, parents, and other interested parties.

Student accomplishments such as merit-based scholarships, awards, and Dean's List appearances are automatically written and released to the press. However, for those events occurring outside Berklee, students must provide complete information to the Office of Public Information if they desire promotion assistance.

The Office of Public Information also publicizes high-profile national and international gigs and tours with major artists. Complete information should be submitted to Public Information at least six weeks prior to the event. For lower-profile performances, the office offers a press information packet including a sample press release and a complete listing of Boston-area newspapers and radio

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stations that list, announce, and/or cover performances. With this service, the Office of Public Information helps students to promote themselves.

In arranging high-profile publicity for the college's programs, faculty, and students, the office, on occasion, selects students to be interviewed by journalists for a radio or television show, or a magazine or newspaper article. In such instances, the Public Information staff often provides students with interview training to enhance their media relations skills.

#### **Office of Concert Operations (1140)**

The college has five performance venues that are available for the presentation of student concerts and recitals. Concerts are scheduled in these facilities throughout the school year except during final exam periods and vacations. The Office of Special Programs and Concert Operations oversees the Office of Concert Operations, which supervises the use of these facilities.

#### *Recital Halls*

Recital halls are available for concerts by organized student groups. For further information, visit the Office of Concert Operations.

Initial inquiries should be made at the beginning of the semester before any intended concert date. Application deadlines will be posted in the lobby of the 1140 Boylston Street building.

#### *Berklee Performance Center (136)*

While primarily used for faculty-led student concerts, this facility is also available for approved student groups that have previously presented concerts in the recital halls. Information and applications may be obtained from the Office of Concert Operations. Application deadlines will be posted in the lobby showcase of the 1140 Boylston Street building. All applications for use of this facility will be reviewed by the concert committee. Initial inquiries should be made at least six months in advance of a proposed concert date.

#### *Cafe 939 (939)*

Berklee's Cafe 939 is a state-of-the-art, all-ages, student-run music venue and coffeehouse. Located at 939 Boylston Street, adjacent to the Cactus Club, Cafe 939 showcases Berklee's emerging student talent, local artists, and national acts seeking a more intimate, personal space in which to perform and connect with their fans. The cafe is open to the general public and aims to attract musicians and music fans from all walks of life.

#### **Composer-Arranger Workshops (Project Bands)**

Beginning in the middle of the semester, these noncredit workshop ensembles meet weekly and offer student writers the opportunity to hear their music performed. Scholarship and non-scholarship students are led by writing faculty members in performing the arrangements and compositions. Students will receive information about the ensembles from their arranging and harmony teachers. Students wishing to play in the workshop ensembles should inquire at the Professional Writing Center.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

### **Visiting and Faculty Artist Series**

Through the Visiting and Faculty Artist Series, students are exposed both to Berklee's outstanding faculty of music professionals and to a wide variety of visiting professional musicians. More than 100 lectures, demonstrations, and informal discussions are presented annually, and are open to all students of the college. The resulting interaction provides a unique opportunity for heightening musical awareness, obtaining exposure to specialized knowledge (often with immediate practical implications), and establishing meaningful relations within the college.

### **Stan Getz Media Center and Library (150)**

Dedicated in 1998, the Stan Getz Library is committed to collecting and providing access to both electronic and print resources for music materials and to providing bibliographic, reference, and instructional support for Berklee's research, scholarly, and creative pursuits. The Stan Getz Library is open to all students, faculty, staff, and administrators, as well as alumni and ProArts Consortium members.

#### *Media Center*

The media center provides access to the expanding choices of learning resources available in multimedia. The foundation of the media center is the audio/video collection, which is representative of the Berklee curriculum. This collection includes audio materials in digital format, videocassettes, and DVDs. Along with a music collection that supports the broad spectrum of contemporary American music and other musical genres taught at Berklee, the media center maintains several special collections including compact disc and video recordings of Berklee Performance Center concerts, Berklee visiting artist clinics, and Berklee faculty artists. Also available via the library/media center webpage is an assortment of music and non-music-related magazine indexes (some full-text), an index of lead sheets held in the library, the Encyclopedia Britannica Online, the New Grove Dictionary of Music and Musicians Online, streamed audio databases including Naxos.com, and library-maintained online multimedia faculty reserve pages.

#### *Library*

The library provides access to printed materials relating to, and in support of, the curriculum at Berklee. The foundations of this print collection are music scores, music literature, music education materials, and music reference materials. The strengths of the library collections are the popular music collection, including "fake" books, film music, artist folios, and jazz compilations; the music education collection, including instrumental methods; and the music therapy, music technology, and music business collections. Additionally, there are book collections, in both print and electronic formats, that support the non-music academics taught at Berklee, and a collection of periodicals, many of which are fully indexed in online magazine indexes, specifically selected to support Berklee's curricular needs. The Stan Getz Library is a member of the ProArts Consortium and the Boston Regional Library System and fully participates in interlibrary loan and document delivery throughout these consortia and the nation.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

### *Online Catalog*

The online catalog is a sophisticated yet user-friendly web application that offers access to the Stan Getz Library collections through name, title, call number, and subject. Material placed on reserve for a class can be accessed with the name of the instructor or the course. This system supports the unique needs of contemporary music education by allowing searches in areas not usually available in more traditional bibliographical databases. Recordings may be searched not only by album title, artist, and publisher, but also by producer, song title, and supporting musicians. Through the online catalog, students are able to access an ever-increasing course-related collection of text, graphic, audio, and video materials. The online catalog is available at the Stan Getz Library and online at [library.berklee.edu](http://library.berklee.edu).

### **Faculty Offices**

Faculty offices are located throughout the college campus and are often organized by division and/or department. Private conference rooms are available for faculty/student conferences. Office hours will be posted on each faculty member's door or in the department office. Students wishing to see a faculty member should arrange to do so during office hours.

### **Dining Hall (150)**

The Berklee dining hall is located at 150 Massachusetts Avenue. It offers an "all-you-care-to-eat" menu with seven different stations, including made-to-order sandwiches, pastas, salads, omelets, and more. The dining hall is open seven days a week. Contact 617 747-2712 for information on meal plans, or visit [berklee.campusdish.com](http://berklee.campusdish.com).

### **Student Lounges (939, 1140)**

The student lounges are open during school hours and are available to all students. Students are expected to utilize these rooms as hangout space and therefore are discouraged from loitering in lobbies or at reception desks. The Student Activities Center and Office of Meetings and Events reserve the right to give permission for music and instruments to be played in these spaces, which is otherwise prohibited.

### *939 Student Activities Lounge*

Students can watch television, play board games or video games, meet with their club or organization, or use this space for an evening or weekend event. Students interested in planning an evening or weekend event using the Student Activities Lounge should contact [studentactivities@berklee.edu](mailto:studentactivities@berklee.edu).

### *Steve Heck Room*

Students can study, meet up with friends, or grab a snack from Archie's Café. This lounge is also reserved for special events and may not always be open to the public.

### **Berklee Mail and Document Services (168)**

Berklee's campus copy center is also a commercial copy center open to the general public. Students can present their student ID card to receive special

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

discounted pricing. The copy center is located at 168 Massachusetts Avenue and is open 8:00 a.m. to 6:00 p.m., Monday through Friday. It is closed on weekends and major holidays.

#### **Berklee Apple Computer Store (168)**

The Berklee Computer Store provides pre-sales information for Apple computers available to members of the Berklee community at educational discount pricing. The store is located on the lower level in the 186 Massachusetts Avenue building and is reachable by phone at 617 747-8800 or on the web through a link from [my.berklee.net](http://my.berklee.net).

#### **Student Participation in Educational Decisions**

Students are encouraged to give their input into the educational decisions made by the college. Students may address their recommendations to the appropriate departmental office or chair. All division deans and department chairs and most faculty members have office hours and are available to hear and discuss students' viewpoints.

#### **College Committees**

The college governance structure includes a number of college standing and ad hoc committees. Most of these committees are interested in and actively seek student participation. Through membership in these committees, students can have a significant impact on many of the decisions affecting their life at the college. Examples of committees for involvement are the Academic Policies Committee, the Student Affairs Policies Committee, the Berklee Orientation Committee, the Special Services Advisory Committee, and the Student Health Insurance Committee. For current information on opportunities to join college committees, contact the Office of the Vice President for Student Affairs/Dean of Students.

#### **Telephone Calls and Messages**

Telephone messages for students, faculty, and staff can be left via Berklee voicemail at 617 747-8000. Students and faculty can also be accessed via email. Email addresses are available through the switchboard operator, who can be reached at 617 266-1400, extension 0. The main operator has all student names, email addresses, and mailbox numbers. Email addresses are typically the first initial followed by the last name, with faculty at [berklee.edu](http://berklee.edu) and students at [berklee.net](http://berklee.net). (For example, John Doe is [jdoe@berklee.net](mailto:jdoe@berklee.net) if he is a student and [jdoe@berklee.edu](mailto:jdoe@berklee.edu) if he is a faculty member.)

The college will not normally release information regarding a student's address, telephone number, or class schedule. If the college receives a request for such information, it must approve and authorize the request before releasing the campus mailbox number where the student may be contacted.

Additional instructions on accessing Berklee voicemail can be found in the latest Berklee telephone directory or at [berklee.net/it](http://berklee.net/it).

#### **Lost and Found**

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

A “lost and found” program is maintained by the Public Safety Department at the 150 Massachusetts Avenue control center. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students’ property in any college building through fire, theft, or other causes.

#### **Drug and Alcohol Abuse Prevention Program for Students**

Berklee College of Music supports all city, state, and federal laws pertaining to drug and alcohol use and sale. Furthermore, the college is concerned for the well-being of all students who use drugs or alcohol and for the health and safety of all students.

Therefore, the unlawful use, possession, or sale of drugs or alcohol on college property or as part of college activities is strictly prohibited. Alcohol may not be sold in any area of the college at any time. The legal minimum drinking age in Massachusetts is 21 years old. Except in special circumstances approved by the vice president for student affairs/dean of students, students are not allowed to consume alcohol in any area of the college regardless of age.

The college realizes that drug or alcohol abuse can be harmful to the user’s health as well as his or her educational and professional career and that the user can become harmful to others. Therefore, the college attempts to educate all students as to the prevention and hazard of drug or alcohol use, to maintain support and referral services for drug and alcohol users, and to discipline those students who violate the rules of the college.

#### *Education*

The Office of the Vice President for Student Affairs/Dean of Students, Counseling and Advising Center, and Office of Housing help to educate the college community about the threat of drugs and alcohol to students’ physical and mental well-being and the learning process. The Counseling and Advising Center provides extensive educational materials, such as pamphlets, resource information, and self-assessment materials, which emphasize the prevention of drug and alcohol abuse. Supporting the goals of the prevention programs, Berklee’s LiveWell program for health, wellness, and fitness sponsors events and activities focusing on positive alternatives that contribute to a healthy lifestyle.

#### *Support*

The college offers confidential counseling and referral services to students who request assistance with drug and alcohol abuse issues and does not penalize students requesting such assistance. These counseling and referral services are offered by the Counseling and Advising Center and are provided by a professional staff of counselors. The nature of the counseling provided is supportive and complements other sources of intervention and treatment. It focuses primarily on the effects of drug and alcohol abuse on the student’s academic progress at the college. While short-term counseling services are available to all students during their enrollment at the college, the Counseling and Advising Center is not equipped to handle severe drug and alcohol abuse problems, and, when necessary, referral will be made to external professionals

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

and/or agencies. Additionally, the college encourages the formation of student support groups through its Student Organizations and Activities Program. In the case of disciplinary action, the vice president for student affairs/dean of students (or designee), along with the director of counseling services and/or the director of housing, when appropriate, will determine the assistance the college can offer.

### *Discipline*

Students who violate the college's rules on the use, possession, and sale of drugs and alcohol are disciplined according to the established disciplinary policies and procedures. Sanctions include but are not limited to probation, suspension, dismissal, and referral for prosecution.

In some cases, the college may also require a student to participate in a drug or alcohol abuse prevention and/or treatment program which could include but not be limited to meeting with a member of the Counseling and Advising Center staff to assess the need for regular meetings or referral to an external professional or agency.

When appropriate, the vice president for student affairs/dean of students, upon recommendation of the director of counseling services, may temper any sanction if the student agrees to participate in an on-campus or off-campus support program. Such temperance is at the discretion of the dean and may be revoked if, in the opinion of the dean, the student does not make a sincere effort to actively participate in the agreed program.

While the college desires to help students who may have a drug or alcohol problem, it will not be so tolerant of those who are found guilty of selling or distributing drugs or alcohol. In the case of suspicion of selling or distribution of drugs or alcohol, local authorities may be contacted.

Local, state, and federal sanctions against violations of the law may include fines, imprisonment, or both, and the loss of federal financial aid for the year for the first conviction.

Further, in accordance with the Federal Drug-Free Workplace Act of 1988, a student who is convicted of violations of any criminal drug statute which took place on college property or as part of a college activity must notify the Office of the Vice President for Student Affairs/Dean of Students no later than five days after such conviction.

Consistent with recent changes in the federal October 1998 Reauthorization of the Higher Education Act (Section 952) and its amendment to FERPA (Family Educational Rights and Privacy Act), and as a part of a disciplinary action if deemed appropriate, the vice president for student affairs/dean of students or his designee may contact the parents or guardian of a student under the age of 21 who has committed a disciplinary violation with respect to the use of or possession of alcohol or a controlled substance.

### **Hazing**

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Berklee College of Music supports all laws of the commonwealth governing “hazing” for all recognized student organization members.

The college supports the right of all recognized student organizations to recruit members but in no way condones any act of hazing. The following is Massachusetts General Law Chapter 269, sections 17, 18, and 19, which prohibit the practice of hazing:

“17. Hazing; organizing or participating; hazing defined: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment.

“The term ‘hazing’ as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

“Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

“18. Failure to report hazing:

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$500.

“19. Copy of sections 17, 18, and this section; issuance to members and applicants of school groups or organizations: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of said sections 17 and 18, and shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections 17 and 18.

“Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Higher Education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Higher Education shall promulgate regulations

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

The college will take disciplinary action against any individual(s) or organization(s) where sufficient evidence of hazing is found. Sanctions may include probation, suspension, or dismissal.

### **Off-Campus Health and Legal Services**

Students requiring medical, psychological, or legal assistance may contact one of the following services. This is not a complete list of available facilities in the area. More references are available in the Counseling and Advising Center and the Office of the Vice President for Student Affairs/Dean of Students. The college does not endorse any specific services.

#### **AIDS Information**

*AIDS Action Committee of Massachusetts*  
294 Washington Street, fifth floor  
Boston, MA 02116  
617 437-6200  
Hotline: 800 235-2331

*Fenway Community Health*  
1340 Boylston Street  
Boston, MA 02115  
617 267-0900 (main)  
Toll free: 888 242-0900

#### **Alcohol Abuse**

*Substance Abuse Prevention and Treatment*  
723 Massachusetts Avenue  
Boston, MA 02118  
617 534-4212

*Alcoholics Anonymous*  
368 Congress Street (lower level)  
Boston, MA 02210  
617 426-9444

*Fenway Community Health Center*  
1340 Boylston Street  
Boston, MA 02115  
617 927-6202

#### **Clinics: Dental**

*Harvard Dental Center*  
188 Longwood Avenue  
Boston, MA  
617 432-1434

*Newbury Dental (Gentle Dental)*

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Associates of Boston  
274 Newbury Street  
Boston, MA 02116  
617 262-0106

**Clinics: Eye**

*New England Eye Institute*  
940 Commonwealth Avenue, second floor  
Boston, MA 02215  
617 262-2020  
617 236-6304

*Massachusetts Eye and Ear Infirmary*  
243 Charles Street  
Boston, MA  
617 573-3202 (eye service line)  
617 523-7900 (general information line)

**Clinics: General Medicine**

*By appointment only*

*Beth Israel Deaconess Medical Center*  
330 Brookline Avenue (east campus)  
Boston, MA  
617 667-8000 or 617 667-7000

*MGH/Back Bay*  
388 Commonwealth Avenue  
Boston, MA 02215  
617 267-7171

*Brigham and Women's Hospital*  
75 Francis Street  
Boston, MA  
617 732-5500  
Toll free: 800 722-5520

*Fenway Community Health Center*  
1340 Boylston Street  
Boston, MA  
617 267-0900

*Harvard Vanguard Medical Associates*  
133 Brookline Avenue (Kenmore Square area)  
Boston, MA  
617 421-2929

*Massachusetts General Hospital*  
55 Fruit Street  
Boston, MA 02114

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

617 726-2000

**Clinics: Sexually Transmitted Disease**

*Fenway Community Health Center*  
1340 Boylston Street  
Boston, MA  
617 267-0900

*Massachusetts General Hospital Walk-in Clinic*  
55 Fruit Street  
Boston, MA  
617 726-3906

**Domestic Violence**

*Massachusetts Coalition Against Sexual Assaults and Domestic Violence/Jane Doe Inc.*  
14 Beacon Street, Suite 507  
Boston, MA  
617-248-0922  
JaneDoe.org

*SafeLink* (24-hour hotline)  
877 785-2020

*Violence Recovery Program*  
1340 Boylston Street  
Boston, MA 02115  
617 927-6250  
800 834-3242

**Drug Abuse**

*Fenway Community Health Center*  
1340 Boylston Street  
Boston, MA  
617 927-6202 (person-to-person)

*Narcotics Anonymous*  
Tri-area helpline: 866 624-3578  
National Drug and Alcohol Treatment and Referral Service  
866 NA-HELP-U or 866 624-3578 English and Spanish  
newenglandna.org

**Gay, Lesbian, Bisexual, and Transgender Issues Counseling**

*Fenway Community Health Center*  
1340 Boylston Street  
Boston, MA 02115  
617 927-0900

*Gay, Lesbian, Bisexual, and Transgender Helpline for Information/Support*  
*Fenway Community Health Center*  
100 Massachusetts Avenue

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

Boston, MA  
617 267-9001

*GLASS (Gay and Lesbian Adolescent Social Services)*  
93 Massachusetts Avenue, third floor  
Boston, MA  
617 266-3349

*GLBT Allies at Berklee*  
berklee.edu/glbtallies  
A Berklee support organization.

*Violence Recovery Program*  
1340 Boylston Street  
Boston, MA 02115  
617 927-6250  
800 834-3242

**Legal Services**

*Massachusetts Attorney General's Office*  
617 727-2200

*Lawyer Referral Services: 617 742-0615*

*Boston Bar Association: 617 742-0625*

16 Beacon Street  
Boston, MA 02108

Will refer you to an attorney in your area or the appropriate public service agency, or will help you to resolve the matter yourself.

*Massachusetts Bar Association (referral service)*

20 West Street  
Boston, MA 02111-1204  
617 654-0400 or 866 627-7577  
massbar.org

Will refer you to an attorney in your area who will charge a nominal fee for your first visit.

*Volunteer Lawyer Project of the Boston Bar Association*

99 Chauncy Street, fourth floor  
Boston, MA 02111  
617 423-0648

Free service if appropriate.

**Mental Health**

*Berklee College of Music Counseling and Advising Center*

617 747-2310

Open Monday through Friday, 9:00 a.m. to 5:00 p.m.

For in-house short-term counseling or referrals to community providers.

*Boston Institute for Psychotherapy*

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

1415 Beacon Street  
Brookline, MA 02446  
617 566-2200  
bostoninstitute.org  
Low-fee therapy; individual or group.

*Human Resource Institute*  
227 Babcock Street (on the MBTA Green Line)  
Brookline, MA  
617 731-3200

**Rape Counseling**

*The Boston Area Rape Crisis Center*  
99 Bishop Allen Drive  
Cambridge, MA  
617 492-7273 (English hotline)  
617 492-8306 (English business line)  
800 223-5001 (Spanish hotline)  
617 492-2803 (Spanish business line)

*Rape Crisis Intervention Center at Beth Israel Deaconess Medical Center*  
330 Brookline Avenue  
Boston, MA  
617 667-8141  
General help: 617 754 8080

**Reproductive and Women's Health Services**

*Women's Health Services*  
822 Boylston Street, Suite 109  
Chestnut Hill, MA 02467  
800 257-2354 or 617 277-0009

*Planned Parenthood*  
1055 Commonwealth Avenue  
Boston, MA  
617 616-1600 (clinic)  
pplm.org

**Telephone Counseling**

*Alcoholics Anonymous*  
368 Congress Street  
Boston, MA 02210  
617 426-9444

*Boston-Area Rape Crisis Center*  
617 492-7273 (RAPE)

*Gay, Lesbian, and Transgender Helpline*  
617 267-9001 (information and support)

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## Important Telephone Numbers and Email Addresses

### Berklee Numbers

	<i>Phone</i>	<i>Email</i>
Admissions	617 747-2221	admissions@berklee.edu
Bookstore	617 747-2402	berklee@bkstore.com
Bursar's Office	617 747-2610/2165	bursar@berklee.edu
Career Development Center	617 747-2246	cdc@berklee.edu
College Switchboard	617 266-1400	
Counseling and Advising Center	617 747-2310	counselingcenter@berklee.edu
Dining Service	617 747-2510	aramark@berklee.edu
Financial Aid	617 747-2274	financialaid@berklee.edu
Housing Office	617 747-2292	housing@mail.berklee.edu
Parent Office	617 747-2231	adavis@berklee.edu
Registrar	617 747-2240	registrar@berklee.edu
Safety and Security Office (Emergency)	617 747-2333	safetysecurity@berklee.edu
Scholarships and Student Employment	617 747-2579	s&se@berklee.edu
Student Activities	617 747-2560	studentactivities@berklee.edu
Student Affairs	617 747-2231	vpsa@berklee.edu

### Medical Telephone Numbers

Ask-a-Nurse (Beth Israel Deaconess)	617 667-5356
Beth Israel Deaconess Medical Center (Emergency)	617 754-2400
Boston Medical Center (Emergency)	617 414-4075
Massachusetts General Hospital	617 726-2000
Acute Psychiatric	617 726-2994
Massachusetts Poison Control System	617 232-2120 or 800 682-9211

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## **Executive Leadership**

*Roger H. Brown*  
President

*Carl Beatty*  
Chief of Staff

*Deborah Grozen Bieri*  
Senior Vice President for Institutional Advancement

*Lawrence J. Simpson*  
Senior Vice President for Academic Affairs/Provost

*Lawrence E. Bethune*  
Vice President for Student Affairs/Dean of Students

*John Eldert*  
Vice President for Administration

*Myra Hindus*  
Vice President for Cultural Diversity

*Amelia Koch*  
Vice President for Finance

*David Kusek*  
Vice President for Berklee Media

*David Mash*  
Vice President for Technology and Education Outreach

*David McKay*  
Vice President for Institutional Advancement

*Larry A. Monroe*  
Vice President for Academic Affairs/International Programs

*Thomas P. Riley*  
Vice President for External Affairs

*William Whitney*  
Vice President for Real Estate

*Mark Campbell*  
Vice President for Enrollment

*Christine Connors*  
Associate Vice President for Human Resources

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

*S. Jay Kennedy*  
Associate Vice President for Academic Affairs/Associate Provost

*Rob Rose*  
Associate Vice President for Special Programs

*Scott V. Street*  
Associate Vice President for Information Technology

*J. Curtis Warner Jr.*  
Associate Vice President for Education Outreach/  
Executive Director for Berklee City Music

*Damien Bracken*  
Dean of Admissions

*Deborah L. Cavalier*  
Dean of Continuing Education

*Stephen Croes*  
Dean of Music Technology Division

*Gary Haggerty*  
Dean of Learning Resources

*Darla S. Hanley*  
Dean of Professional Education Division

*Kari Juusela*  
Dean of Professional Writing Division

*Matt Marvuglio*  
Dean of Professional Performance Division

*Greg Badolato*  
Assistant Vice President for International Programs

*Jeanine Cowen*  
Assistant Vice President for Curriculum

*Rob Hayes*  
Assistant Vice President for Public Information

*Angela Davis*  
Assistant Dean of Students

*Anthony Marvuglio*  
Assistant Vice President for Academic Technology

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

*Marjorie O'Malley*

Assistant Vice President for Institutional Advancement

**Travel Directions: How to Get to Berklee College of Music**

*From points west:* Take the Massachusetts Turnpike (Interstate 90) east to exit 22 (Prudential Center), which begins in a tunnel. When you reach this exit, bear left to street level onto Huntington Avenue. Stay in the right lane and go to the third traffic light. Turn right onto Massachusetts Avenue. At the fourth traffic light, take a right onto Boylston Street. The Office of Student Affairs is located at 921 Boylston Street, directly across from the Hynes Convention Center.

*From points south:* Take Route 93 north (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit. As there may be construction in this area, please pay close attention to the exit signs when approaching Boston. Turn right onto Massachusetts Avenue and continue for two and one-half miles. Take a right onto Boylston Street. The Office of Student Affairs is located at 921 Boylston Street, directly across from the Hynes Convention Center.

*From points north:* Take Route 93 or Route 1 south. These roads converge at Boston's Central Artery. Follow the signs for Storrow Drive heading west and stay in the center lane. Take the Kenmore exit and get into the left lane. Take your second left onto Commonwealth Avenue. Take your second right onto Massachusetts Avenue, and then your second left onto Boylston Street. The Office of Student Affairs is located at 921 Boylston Street, directly across from the Hynes Convention Center.

*Parking:* Parking is available at nearby garages at the Prudential Center and the Back Bay Hilton.

*By Air:* Boston is served by Logan airport. Travel to and from Logan Airport is best accomplished by subway or taxi. Taxi fare should run under \$30.

*By Train/Bus:* Boston is served by Amtrak (800 872-7245), major bus lines, and local and commuter train service.

*By Public Transportation:* Take the green line on the subway to the Hynes Convention Center stop.

**For the most up-to-date information, visit [berklee.edu](http://berklee.edu).**

## Financial Information

### Table of Charges

#### Tuition Charges

##### Summer 2010

Degree Program	\$13,410
Diploma Program	\$11,555
12-Week Full-Credit Program	\$11,555
Tuition Prepayment for 12-Week Program*	\$100

##### Fall 2010

Degree Program	\$15,650
Diploma Program	\$13,495

##### Spring 2011

Degree Program	\$15,650
Diploma Program	\$13,495

#### Health Insurance Charges

(Charged once per academic year—may be waived)

Summer 2010	\$538
(Charged to students who did not attend Fall 2009 or Spring 2010)	

Fall 2010	\$1,723
Spring 2011	\$1,231
(Charged to students who did not attend Fall 2010)	

Tuition and fees are subject to change.

Please consult the Bulletin, the Registration Manual, my.berklee.net, and berklee.edu for additional information about the above charges and for information on how to pay your bill.

\* Prepayments are deducted from remaining charges.

\*\* A fee will be charged for late check-in with the Registrar. See the schedule below. (Cut-off time is 11:59 p.m.)  
 Summer 2010: Check-in after May 22, 2010  
 Fall 2010: Check-in after September 4, 2010  
 Spring 2011: Check-in after January 15, 2011

\*\*\* A fee will be charged for late payment of tuition and fees. See the schedule below.  
 Summer 2010: Payment received after May 15, 2010 (April 23, 2010 for entering students)  
 Fall 2010: Payment received after August 1, 2010  
 Spring 2011: Payment received after January 7, 2011 (December 15, 2010 for entering students)

#### Comprehensive Fee

Comprehensive Fee	\$610
(Charged per semester of attendance to all students for cost of noncurricular facilities, programs, and services)	

#### Residence Hall/Full Meal Plan

Housing Deposit	\$300
Summer 2010	\$6,725
Fall 2010	\$7,915
Spring 2011	\$7,915

#### Entering Student Fees

Application (nonrefundable)	\$150
Tuition Deposit	\$500
(May be refundable if the Office of Admissions is notified of nonattendance plans for the summer by April 1, for the fall by May 1, and for the spring by October 15. The tuition deposit is credited towards tuition charges in the first semester of attendance.)	

Mandatory Laptop Computer	\$2,985
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(Charged in first semester of attendance. A 6.25% Massachusetts sales tax will be applied.)

#### Miscellaneous Fees

Per-Credit Fee	\$1,110
(Charged for part-time study authorized by the Counseling and Advising Center and for registered credits beyond maximum limit of program: Degree, 16 credits; Diploma, 13 credits.)	

Extra Private Instruction	\$2,220
(See Registration Manual for limits to private instruction.)	

Late Check-In Fee (Per Semester)**	\$250
Late Payment Fee (Per Semester)***	\$250
Facilities-Only Fee Per Semester (Non-Enrolled)	\$550

#### 2010 Five-Week Summer Performance Program

Application Fee	\$50
Registration Fee	\$35
Tuition	\$4,250
Tuition Prepayment	\$200
Residence Halls Fee	\$3,050
Housing Prepayment	\$150
Comprehensive Fee	\$150

For the most up-to-date information, visit [berklee.edu](http://berklee.edu).

## Academic Calendar

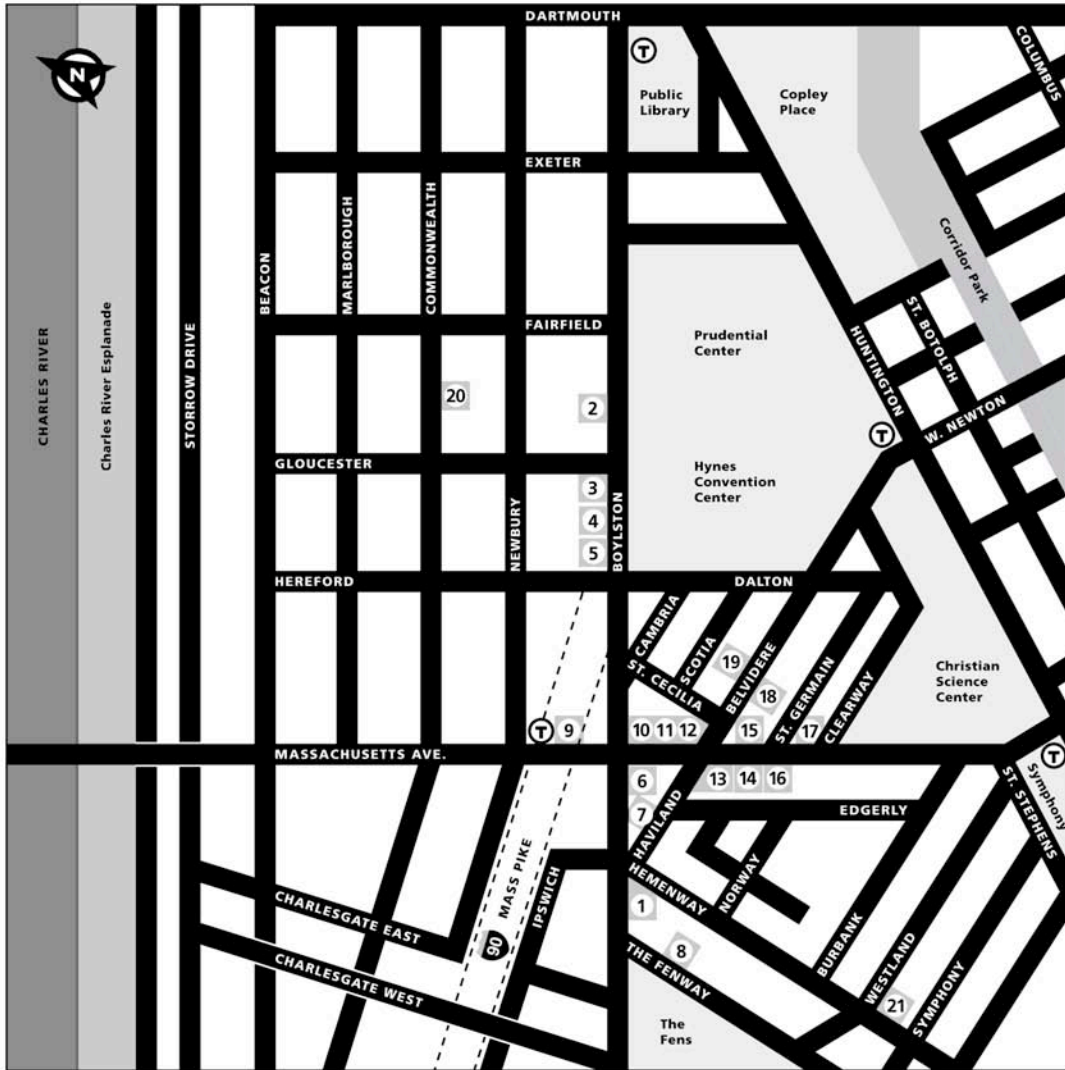
<b>Fall Semester</b>	<b>2010</b>	<b>2011**</b>
New Student Orientation Begins	August 29	September 5
Online Check-In	August 29–September 3	September 6–9
* Labor Day	September 6	September 5
Instruction Begins	September 7	September 12
* Columbus Day	October 11	October 10
* Veterans Day	November 11	November 11
Registration	November 15–December 3	November 21–December 7
* Thanksgiving Recess	November 25–26	November 24–25
Examinations	December 13–17	December 14–20
Student Recess	December 20–January 14	December 21–January 20
* Winter Break	December 24–January 2	December 26–January 2
<b>Spring Semester</b>	<b>2011</b>	<b>2012</b>
New Student Orientation Begins	January 11	January 17
Online Check-In	January 11–14	January 18–20
* Martin Luther King Day	January 17	January 16
Instruction Begins	January 18	January 23
* Presidents Day	February 21	February 20
Spring Recess	March 14–18	March 19–23
Registration	April 4–15	April 2–27
* Patriots Day	April 18	April 16
Examinations	May 2–6	May 7–11
Commencement	May 7	May 12
<b>Summer Semester (12 weeks)</b>	<b>2011</b>	<b>2012</b>
New Student Orientation Begins	May 17	May 23
Online Check-In	May 17–21	May 24–25
Instruction Begins	May 23	May 29
* Memorial Day	May 30	May 28
* Independence Day	July 4	July 4
Examinations	August 8–12	August 13–27
<b>Summer Performance Program (5 weeks)</b>	<b>2011</b>	<b>2012</b>
Registration	July 9	July 7
Testing—Placement and Auditions	July 10	July 8
Instruction Begins	July 11	July 9
Instruction Ends	August 12	August 17

\* College closed

\*\* Preliminary dates, subject to change

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# Campus Map



- 1 1140 BOYLSTON STREET
- 2 855 BOYLSTON STREET
- 3 899 BOYLSTON STREET
- 4 921 BOYLSTON STREET
- 5 939 BOYLSTON STREET
- 6 1090 BOYLSTON STREET
- 7 7 HAVILAND STREET
- 8 22 THE FENWAY
- 9 100 MASSACHUSETTS AVENUE
- 10 130 MASSACHUSETTS AVENUE
- 11 136 MASSACHUSETTS AVENUE
- 12 150 MASSACHUSETTS AVENUE

- 13 155 MASSACHUSETTS AVENUE
- 14 161 MASSACHUSETTS AVENUE
- 15 168 MASSACHUSETTS AVENUE
- 16 171 MASSACHUSETTS AVENUE
- 17 180-186 MASSACHUSETTS AVENUE
- 18 9 BELVIDERE STREET
- 19 20 BELVIDERE STREET
- 20 264-270 COMMONWEALTH AVENUE
- 21 98 HEMENWAY STREET

\* Back Bay campus only; the 25-39 Fordham Road facility in Allston not shown.

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