

# Student Handbook

2006–2007

Berklee  
college *of*  
music

**Berklee College  
of Music**

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Berklee  
college of  
music

Dear Student,

Welcome to Berklee College of Music for the 2006–2007 school year. We are committed to making your years at Berklee valuable and enjoyable, and to providing you with the best opportunities to grow musically, intellectually, socially, and culturally.

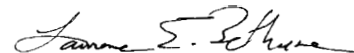
Berklee is a lively and exciting place. We're loaded with courses, services, facilities, and opportunities, and talented, creative faculty and students. Such an active college can be inspiring, yet confusing. I hope this Student Handbook lessens your confusion and helps you to get the most out of Berklee.

The handbook is a collection of important and helpful information about many different aspects of student life at Berklee. Read it. Become familiar with its contents. Keep it handy. Use it to locate facilities, identify people who are here to help you, and find activities that can be academically enriching, socially and culturally stimulating, or just plain fun.

It may be a cliché, but it is still true—you'll get out of the college what you put into it. Please take full advantage of all of your courses and the services available. Make this year a valuable and fulfilling period in your life. 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 a wonderfully exciting, productive, and fulfilling year.

Sincerely,



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

P.S. If you have any questions or comments, please call my office at 617 747-2231 or e-mail [vpsa@berklee.edu](mailto:vpsa@berklee.edu).

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## Diversity Statement

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The mission of Berklee College of Music is to provide excellence in academic and professional career preparation for the challenges facing today's musician. The college is dedicated to the study and practice of contemporary music, an expression of the creative human spirit reflecting diverse cultural environments. The goal is to be a community that acknowledges and respects differences of race, color, religion, gender, national or ethnic origin, age, disability, status as a disabled or Vietnam-era veteran, and sexual orientation. The creation of such a community is crucial to the college's ability to learn, succeed, and develop resources that will lead to rich professional and personal lives. Accordingly, Berklee is committed to:

- Creating an institutional culture that is open and receptive, honest and safe, disciplined and caring, that fosters creative freedom and intellectual openness.
- Undertaking a supportive program of workshops, activities, and forums that will enable the college to have a more informed, open, and respectful attitude toward the variety of personal and cultural viewpoints that comprise the Berklee community and come together so eloquently in music.

Each student, faculty member, and staff member deserves the full respect and courteous treatment of other members of the college community. Accordingly, the college's established procedures will ensure that the Berklee community provides a hospitable work and educational environment based on mutual respect and appropriate review and redress of individual concerns.

## Ethics Guidelines

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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. Share confidential information only in accordance with institutional policies.

## Planning, Choices, and Resources

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For most students, time at Berklee is precious. It is not unusual for years of planning, working, and saving to be invested in just getting here, and now that you are here, all you have to do is figure out what to do with your life, plan your music career, choose the “right” program and major, decide which classes to take and what is important to do outside of class, and learn everything you want to know. At least, that is how it often feels to students arriving at Berklee or even to those who have been here a while. No wonder it can seem so overwhelming.

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

### Academic and Career Advising

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

- Assessing your individual skills, interests, and values related to educational and career planning.
- Gathering information and advice on specific music careers and how they relate to what you have learned at Berklee.
- Choosing or changing your major, program (degree/diploma), or principal instrument.
- Reviewing graduation requirements and your progress toward meeting them.

- Finding out about music and learning opportunities beyond just taking what is required for graduation.
- Making the best use of your elective credits.
- Planning your classes for next semester.
- Developing strategies for coping with unforeseen circumstances (for example, leave of absence, Incomplete grades, or withdrawal from one or more classes).
- Identifying academic difficulties and strategies for improving academic standing.
- Referring you to other sources of information and assistance at Berklee that you might not have located on your 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 is important for you to know what you can expect of your advisors and also what your advisors will expect of you. In general, you can expect advisors to:

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

In order to get the most out of your contact with your advisor, you should expect to:

- Keep any appointments you have made or call ahead to reschedule. Plan ahead to see your advisor(s); do not wait until the last minute, when offices are busy.
- Be prepared to follow up with referrals in order to meet all of your advising needs.
- Be familiar with the requirements for programs and majors that interest you and keep track of your progress toward graduation.
- Bring along a tentative list of classes you are considering for next semester as well as a list (mental or on paper) of questions and concerns.
- Consider relevant information about yourself (such as interests, background, abilities, and disabilities) that you would want to share with an advisor, so that together you can explore the alternatives best for you.
- Listen to your advisors, even if they do not always agree with one another, and consider their advice and recommendations before making your own decisions.

Depending on your particular interests and needs, you will probably consult several different advisors during your time at Berklee, including counselors and advisors at the Counseling and Advising Center, faculty advisors in your major department and other instructional departments, and career advisors at the Career Development Center. Of course, you will also receive advising from a number of different teachers while you are 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 department 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 departmental advisors is available at the Counseling and Advising Center. Advising at the Counseling and Advising Center and the Career Development Center is by appointment or on a walk-in basis during certain scheduled hours.

## Tips for Studying

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- It is much easier to attend classes than to learn the text by yourself. Your professor teaches you not only what is important but also material on which you may be tested.
- Study at the same time and same place daily. Routine habits or well-planned schedules help you to manage your time as well as succeed academically and musically.
- Schedule realistic study hours that help you maintain your concentration and focus. It is not useful to study while exhausted. Go back to it some other time the same day or reschedule what you could not finish for the next day.
- Set specific goals for each course you are taking. Having a specific goal is a strong motivator, and you are more likely to accomplish something that way.
- Friends' invitations to go out are very tempting, but see if you can follow your schedule and force yourself to study before you go out. If you succeed in doing so, you will have a more confident feeling when you go out, a sense of accomplishment. You might want to consider going out after completing your studies as a reward for doing so. This will reinforce good study habits.
- Start your homework as soon as it is assigned. It is better to work on homework little by little than to do it the night before the due date. Divide your work into small amounts so it is more manageable and you are not overwhelmed by its appearance.
- Try to do what you can today and do not procrastinate—it can be habit-forming and a setup for failure. Use your free time wisely and try to get as much work done as possible while you have the time.
- It is helpful to make a to-do list and tackle items in order of their priority whenever you have free time.
- Eat well, get enough rest, and take care of yourself. If you are not healthy, everything else falls apart. Your mind and body are connected; keep both functioning well. Maintain a balance of study and practice with exercise and relaxation. These are critical to wellness and academic and musical development.
- Make it a priority to get to know all the resources the Learning Center offers, such as specialized instructional materials, tutoring, and computer applications.

## A Process for Success

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This is your fourth week of college, and you feel as if you are behind already. You do not feel like going to class anymore because you are afraid the professor will ask you something and you might say the wrong answer. Now more classes have gone by, and you are scared to go at all. Want to turn it around?

- Sit down and figure out what you want. Do you want to stay in college? Write out a plan and post it somewhere you can see it. Write down small, attainable steps with a realistic timeline and hold yourself to it. If you think you need help with this, talk with an advisor or a counselor. It is okay to ask for help.
- Assume responsibility for your decisions and actions. Stop blaming friends, school, or family. Know why you did things, face it, and move on. You are in charge of yourself, so take charge.
- Become a sponge. Make it your goal to get all the information you can about your present situation.
- Schedule appointments with someone in the Counseling and Advising Center as well as with each of your instructors and your departmental faculty advisor. Be honest with them and tell them about your situation. Ask them what your options are and find out what you need to do to get back in gear.
- Go back with your information and decide what you are going to do. Consult an old family friend or mentor for his or her opinion on what you have done and what your decision is.
- Get to it. Commit to your decision. You have your information and your plan, so begin working toward your goals. Take it day by day and do not get impatient with yourself. Touch base regularly with a counselor or an advisor, and your instructors. Keep your lines of communication open. Communicate what you have accomplished to them regularly and show them your progress.
- Continue to get feedback from your instructors, your departmental advisor, and one of the counselors from the Counseling and Advising Center. Keep your mind open to new suggestions and critique—it is a great way to learn. After all, your advisors have already been in your spot, and this is your first time around. Give it a chance, and do not be afraid to let people know you need help. Nothing will happen unless you initiate it.

## Do I Know You?

### 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 do not give deals to artists; people do. Clubs do not hire bands to perform; people do. Music career success depends 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. The very term 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 you to opportunities for greater growth and achievement.

#### Barriers to Networking

Networking will present more of a challenge to some 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. 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 is why it is important to set realistic networking goals. Try to meet and interact with just two new people a week. This can mean anything from talking to a booking agent on the phone to visiting a recording studio for a tour or 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, your contacts will multiply dramatically.

#### Ways and Places to Network

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

- Use the Berklee Career Network (BCN). A service of both the Alumni Office and the Career Development Center, the BCN 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 is one of the most valued resources we have, so come check it out.
- 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 yourself in a particular musical community, you will meet and become known to others.
- Read publications related to your scene. Keep up with current music events, people, and issues. Read the music section of your local paper. You will pick up what clubs, labels, and bands are hot in your area of interest. Your favorite record store should have a selection of magazines and papers.
- 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 yours. Get to know them.
- Ask questions. People love to talk about themselves and their work. Expressing a common interest will create a bond.
- Attend conventions (CMJ Music Marathon, South by Southwest, etc.) because they offer a wealth of opportunities to meet and mingle with people working in all areas of the industry. Hit the booths and exhibit hall; you will have a captive audience! Most conventions have volunteer programs that allow you to trade work for registration. Many people working in the industry will be volunteering right alongside you, giving you an extra networking advantage.

- Join clubs and associations that assist and address people with your interests. You would be surprised at the variety of existing organized groups. Organizations ranging from the Academy of Country Music to the World Studio Group await your participation. Do not overlook local songwriting workshops, which can be valuable networking forums as well.
  - Take advantage of electronic networking. If you are plugged in, you can use the Internet to explore and make new contacts all over the world. The web gives you a chance to present multimedia expressions of you and your work, while music newsgroups and mailing lists provide opportunities for discussion and exchange of information in online communities. Some A&R reps are even using the Internet to scout for new talent.
  - Last but not least, consider classmates and other Berklee acquaintances as potential members of your network. Developing connections with as many Berklee students as possible can be the start of mutually enriching resources as you grow in your career.

These are just a few of the ways you can network and increase your 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. This is when contacts result in contracts, so cast your net wide.

## Computer Requirements for Berklee Students

### Entering Students

Berklee College of Music requires all entering students to own an Apple Macintosh laptop computer that meets the college's minimum specifications. To facilitate this requirement, the college has made exclusive arrangements to purchase large numbers of computers from Apple Computer and software from various software companies. This bulk purchase of computer hardware and software provides a comprehensive system at an exclusive discount price that is well below the best market price for this package and allows Berklee to include laptop insurance in the package at a greatly reduced cost.

*See Berklee Laptop Purchase Program (BLPP) for more information.*

### Continuing and Returning Students

Continuing and returning students entering one of the six technology-heavy majors who did not purchase a BLPP laptop or receive a laptop waiver will be required to purchase a BLPP laptop before beginning their major. Continuing and returning students entering other majors will not be required to purchase a BLPP laptop.

### Transfer Students

Transfer students are considered entering students by the college and will also be required to purchase the BLPP laptop.

### Summer Session Students

Students who attend only the 12-week Summer Session will not be required to purchase a BLPP laptop. However, summer session students should be aware that some classes require a computer and that enrollment in those classes may be denied without an Apple laptop that meets the college's minimum requirements.

### Non-Matriculating Students

Non-matriculating students are students from ProArts schools or other institutions who are enrolled in Berklee courses, but are not enrolled in a degree or diploma program at Berklee. Non-matriculating students are not required to purchase the BLPP laptop, but may have the opportunity to purchase during optional enrollment periods that the college offers periodically. The student must be enrolled for and participating in a Berklee course at the time of the purchase.

## Minimum Computer Specifications

The minimum computer specifications required for entering students for the 2006–2007 academic year are:

Apple Macintosh G4 PowerBook computer with:

- 15.2" TFT display
- 1GHz PowerPC G4 processor
- 1MB L3 cache
- 512MB RAM
- 60GB Hard Drive
- DVD/DVD-R/ CDR/ CD-RW SuperDrive
- ATI Mobility Radeon 9000 video card
- 64MB DDR video memory
- Gigabit Ethernet
- Firewire 400
- USB ports
- AirPort card built-in
- DVI & S-Video out

### Laptop Waivers

If you own an Apple laptop that meets or exceeds the college's minimum computer specifications you may apply for a waiver from the Berklee Laptop Purchase Program after you arrive on campus. Waivers are granted at the college's discretion on a case-by-case basis. Students should bring their computer to the Student Computer Support Center for review and will be given a waiver form to fill out at that time. If your laptop is denied a waiver the decision of the Associate Director of the Student Computer Support Center is final.

Please note: The Apple MacBook computer is *not eligible* for a waiver. The MacBook's memory architecture shares its video memory with the computer's main memory (minimum graphics memory usage is 80MB). This design can severely constrain the computer's performance when running the intensive software applications used at Berklee. The Apple MacBook Pro is eligible for a waiver.

### Why is a computer required, and why an Apple Macintosh?

For over half a century, Berklee College of Music has been committed to preparing our students for the musical, technological, and business necessities of the world they will enter after leaving the college. It has become increasingly clear that to continue this commitment, Berklee students must be well versed in computer technology—specifically music technology.

Berklee uses Apple Macintosh computers throughout our curriculum because much of the software that supports our curriculum runs exclusively on the Macintosh platform. In addition, we have found that students who have experience working on the acintosh platform at Berklee are better prepared when they enter the music profession, where the Macintosh platform and music software are prevalent.

Our experience with the Berklee Laptop Purchase Program combined with research on the experiences of other universities indicates that Berklee students enjoy numerous benefits as a result of the laptop requirement. Students are better organized, have better communication with faculty, and gain comfort and a strong base of technology knowledge that will aid them in their professional life.

## Berklee Laptop Purchase Program (BLPP)

### Overview

The BLPP includes an Apple Macintosh laptop computer and a musical-key external keyboard controller. All software included in the package is pre-installed and configured for the Berklee environment. These laptops can connect to Berklee's extensive campus wireless network, allowing users easy access to technology resources throughout the college.

The computer comes with a three-year warranty from Apple that includes worldwide service and support from Apple Computer. In addition, support is available from Berklee's Information Technology department via the Student Computer Support Center and for on-campus students via Residential Technical Support Assistants. Berklee also buys one year of damage and theft insurance on behalf of the purchaser.

### Must additional software be purchased?

The BLPP laptop includes all necessary software to cover the needs of the typical first-year curriculum at Berklee. When students declare a major they may be required to purchase a Major Bundle containing additional hardware and software used in the major curriculum. Some specialized classes also require the purchase of additional software.

Upgrades to included applications are provided free of charge during the student's enrollment at Berklee. These upgrades will likely be distributed to students via the college's computer network. Information on eligibility, obtaining and installing upgrades will be posted on my.berklee.net.

It is extremely important that students login regularly to the college's online resources—the wireless network and my.berklee.net—in order to view the latest information.

The purchase of additional software not needed for Berkeley courses is at the discretion of the student.

### Major Bundle

The purchase of a Major Bundle is required for all students who declare one of the following technology-heavy majors. The Major Bundle includes specific hardware and software components to meet the curricular, musical, and professional goals of the major.

- Contemporary Writing and Production
- Film Scoring
- Music Education
- Music Production & Engineering
- Music Synthesis
- Songwriting

Once students have been accepted into a major, the college orders a Major Bundle for each student entering the first semester in the major. Students receive the Major Bundle at the start of the first semester in the major. For more information about a department's Major Bundle, please contact the department chair.

### Financial Aid Information

Financing student computer hardware and software purchases is the responsibility of the student, however the decision to attend Berkeley should not be based on the ability to purchase a laptop computer. If any student or parent is concerned about being able to afford the laptop purchase, they should share their concern with an admissions or financial aid counselor.

Continuing and returning students who wish to finance a laptop purchase or other computer-related expenses should contact their financial aid counselor before initiating a supplemental loan application to request an adjustment to their financial aid Cost of Attendance.

For more information, go to [www.berkeley.edu/computers](http://www.berkeley.edu/computers). The Office of Financial Aid can be reached at 617 747-2274.

### Payment Process for Entering and Transfer Students

To simplify the purchasing process, Berkeley will include a "Laptop Computer Purchase" charge for entering students (including first-semester transfer students) on the first semester tuition bill.

The Berkeley Laptop Computer Purchase charge is nonrefundable once the purchaser completes any required paperwork and swipes his or her Berkeley ID through the activating ID scanner and takes possession of the laptop.

## Technology Services

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

Disregarding the Acceptable Use Policy may lead to disciplinary action on the part of the college. Further, 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 Berkeley's Acceptable Use Policies 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 Berkeley facility is free and unlimited. Students can access the Internet via Berkeley'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 assure the reliability of Berkeley'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 Berkeley community. All planned maintenance outages will be announced in advance at [8999.berkeley.net](http://8999.berkeley.net).

**E-mail (yourname@berklee.net)**

The naming convention for student e-mail accounts uses the first initial of the first name followed by the last name. For example, Eleanor O. Hirsch's e-mail 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 e-mail 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 e-mail, 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 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 on the Berklee calendar.

Students may build web pages using the my.berklee.net template-driven web page 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 BLPP laptops, all supported software packages, Berklee Internet services, and all Berklee provided technology resources. The SCSC is part of Berklee's Information Technology Training and Support department.

During the fall semester, the SCSC will be moving to a new location in the basement of 186 Massachusetts Avenue. The new location will be more spacious than the current location in the basement of 168 Massachusetts Avenue and will allow the SCSC to better serve the student population.

Hours of Operation: Monday–Friday, 9:00 a.m.–5:00 p.m.

Closed on weekends, college holidays, and other times when the college is officially closed.

Students can contact the SCSC by:

- Visiting the SCSC in person.
- Sending e-mail to 8800@berklee.edu.
- Calling the SCSC at 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, please call extension 8800 (617 747-8800).

**Student Computer Training**

For more information on training at Berklee please go to [learningcenter.berklee.edu](http://learningcenter.berklee.edu).

**Learning Center Resources***Tutoring**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 Mass. Ave. building.

**Training Sessions at the Learning Center**

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 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 Mass Ave. 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 User's Group. The software clubs often meet in the Learning Center classroom in the 150 Mass. Ave. 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 Pro Arts Consortium students.

**Learning Center Lab**

Address: 150 Mass. Ave., 2nd 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 Mass. Ave., 1st 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.

Saturday closed

**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.

**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 touchtone phone, or extension 6000 from any on-campus phone.

**Stan Getz Media Center and Library**

The library's online catalog, <http://library.berklee.edu>, may be accessed from any computer to search for books, scores, CDs, videos, and DVDs found within the library, the media center, and the Career Development Center. The library also subscribes to several online resources, including periodical indexes (some which contain full text articles), encyclopedias, and streaming audio resources, and provides online access to materials for specific courses. These resources are accessible from any computer on campus, and most are available off-campus with a valid student ID. Tours and instructional seminars are offered during check-in week and the first week of classes; check signs posted in the facilities for dates and times.

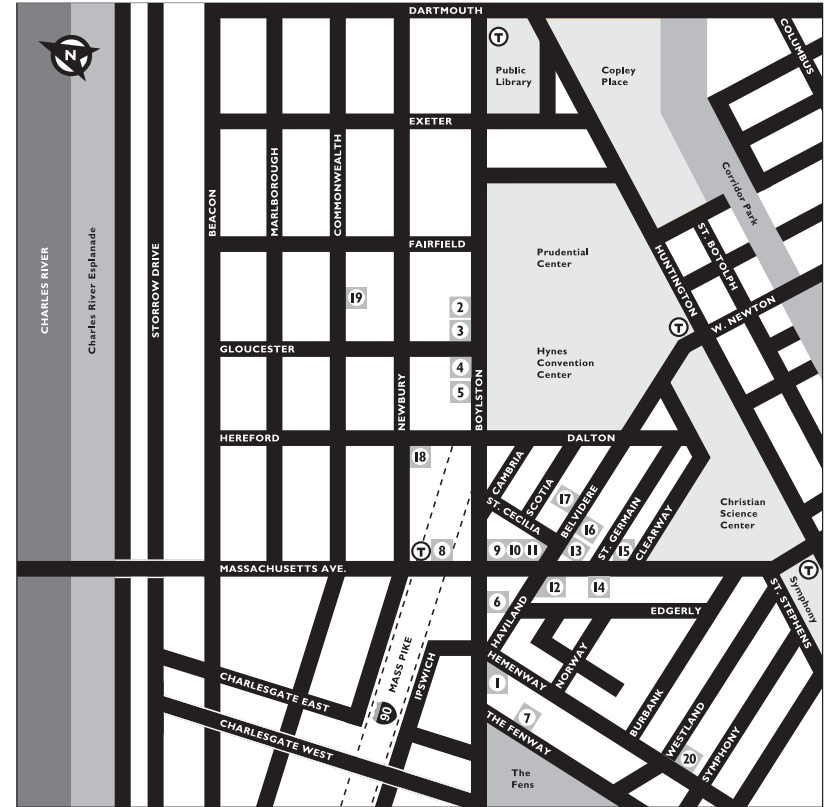
**The Berklee Card**

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, 16 digit ISO number, a 3-digit security code, and library bar code. The back of the card has a magnetic stripe that is encoded with a student's ISO 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, college bookstore, and any merchant that welcomes the Berklee Card. All accepting locations are listed at [berkleecard.com](http://berkleecard.com). [berkleecard.com](http://berkleecard.com) allows students and parents to activate and add funds to the student ID. Please refer to [berkleecard.com](http://berkleecard.com) or the customer service line at 866 865-2375 for more information on the Berklee Card Account.

The Berklee Card allows access to many areas around the campus, including the residence halls (residence hall students only), dining hall, Stan Getz Media Center and 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 the student registers for his/her first semester. The student is responsible for keeping the card as long as the student remains at the college. The replacement fee for lost cards is \$10 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 \$10 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.



- 1 1140 BOYLSTON STREET
- 2 855 BOYLSTON STREET
- 3 867 BOYLSTON STREET
- 4 899 BOYLSTON STREET
- 5 921 BOYLSTON STREET
- 6 1080 BOYLSTON STREET
- 7 22 THE FENWAY
- 8 100 MASSACHUSETTS AVENUE
- 9 130 MASSACHUSETTS AVENUE
- 10 136 MASSACHUSETTS AVENUE
- 11 150 MASSACHUSETTS AVENUE
- 12 155 MASSACHUSETTS AVENUE
- 13 168 MASSACHUSETTS AVENUE
- 14 171 MASSACHUSETTS AVENUE
- 15 180-186 MASSACHUSETTS AVENUE
- 16 9 BELVIDERE STREET
- 17 20 BELVIDERE STREET
- 18 320 NEWBURY STREET
- 19 264-270 COMMONWEALTH AVENUE
- 20 98 HEMENWAY STREET

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

## College Facilities

College Facilities Directory\*

### *1140 Boylston Street (1140)*

This main college administrative building, which houses offices, classrooms, and two recital halls, is generally open at 8:00 a.m., Monday through Saturday. Closing time is 10:00 p.m., Monday through Friday, and 3:30 p.m. on Saturday.

### *855 Boylston Street (855)*

The offices of Berklee Media, Human Resources, and Payroll are located on the fourth floor of this building. A Berklee ID is requested of visitors to the facility.

### *867 Boylston Street (867)*

Classrooms are located on the fourth floor and are open during normal business hours.

### *899 Boylston Street (899)*

The offices for Ear Training are located on the second floor, and a variety of administrative offices are located on the third floor, including the Office of Experiential Learning. The building is generally open during normal business hours.

### *921 Boylston Street*

#### *Genko Uchida Building (921)*

This facility is home to all Student Affairs offices, including Admissions and the Career Development Center. Guitar, percussion, and piano labs, a recital hall, a computer lab, and classrooms are also located here. 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.

### *1080 Boylston Street (1080)*

This building houses the Berklee bookstore. The store is open from 9:30 a.m. to 7:00 p.m., Monday through Friday, and 11:00 a.m. to 7:00 p.m. on Saturday.

### *22 The Fenway (FENS)*

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

### *130 Massachusetts Avenue (130M)*

The Student Activities Center and some Ensemble Department offices are located on the first floor. Student lounges, student club offices, a meeting room, and a vending area are among the services offered in the Student Activities Center.

### *136 Massachusetts Avenue (BPC)*

The Berklee Performance Center 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.

### *150 Massachusetts Avenue (150M)*

This building is open 24 hours a day, seven days a week when the college is in session. Various departments have their own hours. The Campus Security Center is here.

### *155 Massachusetts Avenue (155M)*

This facility houses Berklee.edu, the Office of Communications, the Office of International and Special Programs, and a number of faculty and staff offices.

### *168 Massachusetts Avenue (168M)*

This facility houses student and faculty mailrooms, a copy center that is open to both the college and the public, and a number of administrative offices. Building hours are generally 8:00 a.m. to 7:00 p.m., Monday through Friday, and 9:00 a.m. to 3:00 p.m. on Saturday.

### *171 Massachusetts Avenue (171M)*

Hours of this practice facility are available at the 150M front desk. Individual practice rooms are available primarily for piano and percussion principals.

### *180–186 Massachusetts Avenue (180M)*

The Information Technology Center houses the Student Computer Support Center, the Center for Technology in Music Instruction, and Technology and Support classrooms. Network and Telecommunications Services, Administrative Systems, Training and Support, and the Office of Information Technology are located on the upper level.

### *9 Belvidere Street (150NX)*

#### *St. Cecilia's at 20 Belvidere Street (SC)*

#### *Boston Architectural Center at 320 Newbury Street (BAC) and 100 Massachusetts Avenue (BAC)*

These classroom buildings are generally open 8:00 a.m. to 6:00 p.m., Monday through Friday.

*264–270 Commonwealth Avenue (270)*

98 Hemenway Street (98)

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

*25–39 Fordham Road (FORD)*

Hours of this off-campus practice facility, located in the Allston-Brighton section of Boston on the Green Line B train, are available at the 150M front desk. Individual rooms, ensemble rooms, and a 12-station computer lab are available.

\*For the purpose of simplification, the following abbreviations will be used to designate Berklee College of Music buildings: 9 Belvidere Street (150 NX), Berklee Performance Center (BPC), the Boston Architectural Center at 320 Newbury Street and 100 Massachusetts Avenue (BAC), 855 Boylston Street (855), 867 Boylston Street (867), 899 Boylston Street (899), 921 Boylston Street (921), 1080 Boylston Street (1080), 1140 Boylston Street (1140), 270 Commonwealth Avenue (270), 22 The Fenway (FENS), 98 Hemenway Street (98), 130 Massachusetts Avenue (130M), 150 Massachusetts Avenue (150M), 155 Massachusetts Avenue (155M), 168 Massachusetts Avenue (168M), 171 Massachusetts Avenue (171M), 180–186 Massachusetts Avenue (180M), St. Cecilia's at 20 Belvidere Street (SC), and 25–39 Fordham Road (FORD).

*Stan Getz Media Center & Library (150M)*

The media center and library are open every day of the academic year, generally from 9:00 a.m. to 11:45 p.m., Monday through Thursday; 9:00 a.m. to 9:45 p.m., Friday; 10:00 a.m. to 9:45 p.m., Saturday; and 1:00 p.m. to 11:45 p.m., Sunday. Holiday hours differ, and are posted in the library and on the library web site.

*Emergency Closing*

When bad weather conditions (snowstorms, hurricanes) or other circumstances make it necessary to close the college, an announcement is given to WBZ radio (1030 AM), WBUR radio (90.9 FM), WBZ-TV (channel 4), WCVB-TV (channel 5), and WHDH-TV (channel 7). Students are encouraged to listen to the radio to determine whether the college will be closed. Though classes may be canceled, only in extreme emergencies will the buildings be closed. Normally, the radio stations begin cancellation announcements around 6:00 a.m. Students may also call the college's main number, 617 266-1400, or check the college's web site, [www.berklee.edu](http://www.berklee.edu), where a recorded message will give information.

*Bulletin Boards*

There are many bulletin boards throughout the college. Some are for special use by departments and others are for general use by students, staff, and faculty. Specific rules for use of each bulletin board should be found on the board itself and stated in the Policy on Posting Notices. The college reserves the right to remove any material not conforming to the rules or which it determines is offensive, disruptive, or an infringement upon the rights of others in the college community.

Departmental bulletin boards can be found next to the departmental offices that they serve.

The bulletin board located opposite the elevator in the lobby of the 1140 Boylston Street building and labeled "Student Notices" is the principal source of communication between officials of the college and the students. Students are responsible for reading information posted on this board and should check it daily.

## Student Services

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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 over the web through 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 home page offers downloadable academic requirements for all major fields of study, an online version of the current registration manual, and other helpful student academic information.

Students may stop by the office for in-person services. Frontline coordinators answer questions, provide enrollment verification services, and process transcript requests. Office staff provide graduation counseling and services, transfer credit evaluation (for both new and enrolled students), and a one-stop service center 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 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 distributes grades, conducts academic probation, and produces the dean's list for the Office of the Dean of Students. Feedback and suggestions on services are always welcome.

### Counseling and Advising Center (921)

The Counseling and Advising Center provides a variety of services facilitating professional, educational, and personal growth and is staffed by professional counselors and advisors. As a student support program, the center provides assistance and information in academic advising, personal counseling, international student advising, and services to students with disabilities.

#### *Information*

The Counseling and Advising Center serves as a primary student information source at the college. Information advisors assist students with specific questions about the services of the Counseling and Advising Center and the college in general. Aided by a computerized information system, the advisors can help in clarifying concerns, understanding college policies and procedures, and referral for additional assistance to appropriate college personnel.

#### *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. Advisors are available to work with students in all phases of academic and educational planning, decision making, and problem solving, and can be seen by appointment or during daily walk-in hours.

#### *Personal Counseling*

The Counseling and Advising Center offers opportunities for confidential discussion of personal issues. 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 professionals is available to assist students with a variety of mental health concerns. Short-term individual counseling is available or, if necessary or upon a student's request, referrals may be made to outside professionals or community agencies. Counselors are available from 9:00 a.m. to 5:00 p.m., Monday through Friday. The center is also open some Wednesday evenings from 5:30 p.m. to 7:30 p.m., October through May.

Students who have experienced any type of harassment, discrimination, or sexual assault are encouraged to discuss the incident with a counselor in the Counseling and Advising Center. In a confidential setting, the student will receive support in identifying and clarifying issues and feelings, information regarding college policies and procedures, and assistance in choosing the most appropriate course of action. Students may directly contact the Office of the Dean of Students if they prefer.

**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 on a walk-in and appointment basis.

**Services for Students with Disabilities**

Based on individual need, students with documented psychiatric, physical, and/or learning disabilities are offered assistance in obtaining necessary accommodations to support a successful experience at Berklee. Students requesting special service accommodations in teaching and/or testing situations must maintain ongoing contact with appropriate advisors in the Counseling and Advising Center and allow a minimum two-week notice for accommodation request forms to be sent to faculty. Counselors can assist with academic planning, scheduling adjustments, and counseling, as well as referral to outside agencies and support groups.

**Career Development Center (921)**

Berklee's Career Development Center offers students a wealth of information concerning the diversity and growing number of careers available in contemporary music. Students are encouraged to think of it as their "career work center."

The center has five primary functions. First, the job board maintained at the Career Development Center lists a wide array of job and performance opportunities available to students. Listings are updated daily in 14 different job file categories. Over 3,500 job opportunities are posted annually.

Second, the Career Development Center acts as a career counseling service. The Career Development Center staff is available by appointment to help students with career exploration, goal-setting, and job search strategies.

Third, the center houses a career library containing information on careers and personal development as well as international materials for student use. Materials include a growing collection of books, periodicals, directories, and free handouts covering different aspects of the music business.

As a career library, the Career Development Center also has Macintosh computers, a copy machine, and office reference books for student use. Basic word processing and résumé layout help are available from the Career Development Center staff.

Of special interest is the collection of videotapes and audio tapes from Berklee's Career Workshop Series and Visiting Artist Series, which features successful professionals from many areas of the music industry sharing their career insights with Berklee students. Students can ask to do a topic search and obtain a detailed listing of resources pertaining to their interests.

Fourth, the Career Development Center offers the Berklee Career Network, which consists of alumni located in many geographic areas who are engaged in music-related careers and have volunteered to speak with students and other alumni about the work they do, their geographic locales, career development, and job search strategies. These working alumni provide students with real-world knowledge as well as the personal contacts necessary in the relationship-driven music business.

Lastly, throughout the academic year, the Career Development Center presents career development workshops such as Preparing a Resume and Press Kit, Band/Artist Promotion, Guerilla Music Marketing, and Getting the Best Record Deal. Industry representatives attend and participate as panelists, exhibitors, and workshop leaders.

**Office of Experiential Learning (899)**

The Office of Experiential Learning provides opportunities for qualified students to gain professional experience in the music industry while building career contacts in their field of study. Over 1,000 companies participate in the program, including Electronic Arts (EA), Newbury Comics, Q Division Studios, Rumblestrip Audio, Sony Music, Universal Music, WBCN, and Zildjian. Internships are evaluated by the sponsoring company, the Office of Experiential Learning, and the student's academic department.

The objective of the Office of Experiential Learning internship program is to assist students in gaining professional work experience. Internships allow students to explore career options, learn while doing, and receive on-the-job training with mentorship. They are designed to broaden students' knowledge of musically related work environments, providing a more comprehensive understanding of their career objectives. Successful internships are the result of an interrelated partnership between the student, employer, and the Office of Experiential Learning, all sharing a commitment to the intern's learning, growth, and development.

Internships approved by the Office of Experiential Learning generate academic credit and involve a substantial workload commitment, comparable to full-time study. There is an academic component to the internship as well, with assignments given by the Office of Experiential Learning in collaboration with the student's academic department. Internships may or may not include financial compensation. It is the responsibility of international students to contact an international student advisor to apply for internship authorization. Authorization must appear on page 3 of the I-20 prior to beginning the internship. Practica offered through the Music Therapy and Music Education departments are not within the purview of the Office of Experiential Learning.

The Office of Experiential Learning maintains a central database of internship opportunities and works with department chairs to develop and maintain relationships with potential internship sites while monitoring current internships. Some internships take students to New York, Nashville, or Los Angeles, but many are local, allowing them to fit into a Berklee course schedule.

The Office of Experiential Learning offers Major Specific (XX-495) level internships, Introductory Internships (IN-295), and the Los Angeles Internship Program (IN-497). Requirements vary. Students are responsible for their own check-in and must be currently enrolled in the college during the time the internship is taking place.

**Learning Center (150M)**

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. Go to [www.learningcenter.berklee.edu](http://www.learningcenter.berklee.edu) for more information.

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

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.

**Office of Student Activities/Student Activities Center (130M)**

The Student Activities Center (SAC) provides opportunities to broaden, enrich, and support students' educational experiences. The center is the home of the student government, college newspaper, Café Show program, Orientation Committee, student Wellness Committee, multicultural programs, and over 50 student clubs. With student interest, many clubs and organizations have developed, and many others are possible. Students who are interested in joining one of the clubs, have an idea for a club or organization, or would like further information may contact the staff of the Office of Student Activities. A list of current clubs is found on [my.berklee.net](http://my.berklee.net).

## Student Resources and Information

The following is a sample of active clubs and organizations:

Acoustical Society at Berklee  
 Berklee Community Action Response Education Service (CARES)  
 Berklee Union of Gays, Lesbians, and Everyone Else (BUGLE)  
 Black Student Union  
 Bluegrass Society  
 Boston Jazz Society Student Chapter  
 Chess Club  
 Christian Fellowship at Berklee  
 Darts and Billiards Club  
 GARAGE Guitar Club  
 The Groove (student newspaper)  
 Hillel  
 Internet Radio Club @ Berklee  
 Japan Club  
 Korean Christian Fellowship  
 Korean Student Association (KSA)  
 Latinos Association  
 Martial Arts Club–Hapchidado  
 Media Technology Club  
 Music Business Association (MBA)  
 Music Education Club (MENC)  
 Music Production and Engineering Student Society (MPRESS)  
 Music Theater Club  
 Music Therapy Club  
 Orchestral Club at Berklee  
 Public Service through Music Club  
 Society of Composers  
 Songwriters' Forum  
 Student Government Association  
 Turntablist Club  
 Women Musicians Network (WMN)  
 Yoga Club

Clubs and organizations listed above are accurate as of the date of publication. The right is reserved to make changes based on student interest.

## Student Leadership

The development of leadership skills of Berklee students is a primary focus of the Office of Student Activities. The Student Leadership Ladder enables a student to be challenged with leadership opportunities through his/her entire Berklee student career. Workshops focusing on the development of human relationships, communication, negotiation, time management, and problem-solving skills are samples of the Leadership Ladder offerings.

Anyone is eligible to start a journey up the Leadership Ladder by attending a workshop or taking on a leadership role in a student organization. With over 50 clubs on campus and numerous community service activities, there are multiple opportunities. As students enter the first level of the Leadership Ladder—the Emerging Leaders Fellowship (ELF)—they may be invited to attend special seminars to develop skills. The second and third levels are the Dean's Club and President's Club where members have the opportunity to interact with senior Berklee leadership including the President's Council and the board of trustees.

## Student Orientation Leaders and Connectors

These two groups, dedicated to making entering students feel at home at Berklee, are sponsored by the Orientation Committee. Students may volunteer for these groups through the Student Activities Center.

## Recreational and Wellness Opportunities

Many student clubs focus on sports and fitness (e.g., soccer, skating, yoga). In addition, special arrangements have been made with area fitness clubs to provide services at a reduced student rate. Wellness events such as the Wellness Fair and meditation hours are offered. Complementing these wellness activities, the Wellness Committee also sponsors events and activities that promote a healthy lifestyle. A complete listing is available in the Office of Student Activities.

## Athletics

Berklee College of Music students are eligible to compete in the athletic programs at Emerson College. If you are interested in learning more about these opportunities, please contact Stan Nance, assistant athletic director and recruiting coordinator, at stanford\_nance@emerson.edu or by phone at 617 824-8930. Many of the teams are looking for interested and enthusiastic students. Emerson offers men's and women's soccer, men's and women's cross country, women's tennis and women's volleyball in the fall, men's and women's basketball in the winter, and men's and women's lacrosse, softball, baseball, and men's tennis in the spring. More information can be found at [www.emerson.edu/athletics](http://www.emerson.edu/athletics).

**Department of Safety and Security (150M)**

The Department of Safety and Security strives to maintain a safe and pleasant atmosphere on campus. The Safety and Security staff are here for students' protection and assistance 24 hours a day. Cooperation with security staff in performance of their responsibilities will help make Berklee a more secure environment. Safety and security is the responsibility of everyone. To help maintain a safe environment, report to the department any thefts, accidents, threats to persons or property, and suspicious persons or vehicles.

The department is run by a professional security firm. It is the policy of the college to implement the firm's professional recommendations when it appears likely to the college that such recommendations will result in improved security consistent with reasonable efforts expended and costs incurred by the college.

Students are expected to observe all reasonable precautions to assure the safety of themselves and their possessions. The director of the Department of Safety and Security should be contacted whenever there is a concern about the operation of the college's security procedures.

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 Department of Safety and Security offers an escort service, which is available to students 24 hours a day on campus. Service may be requested by calling the security department at extension 2333.

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 *Playing It Safe*, a brochure on security practices. To obtain *Playing It Safe*, contact the director of Safety and Security. Significant security issues and incidences are communicated through postings and public notices.

The main office of the department is located adjacent to the main entrance at 150 Massachusetts Avenue. Security can be reached by phone at the main college number, 617 266-1400, extension 2333, in an emergency, and extension 2587 for regular business, or directly at 617 747-2333 in an emergency, and at 617 747-2682 for regular business.

**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, please contact Koster Insurance Agency by phone: 800 457-5599; e-mail: Berklee Student@Kosterins.com; or web: www.kosterweb.com. For information on a specific claim, or to check the status of a claim, please contact Klais & Company, Inc., by phone: 800 331-1096; e-mail: klaisclaims@klais.com; or web: www.klais.com.

**Office of Financial Aid (921)**

The Office of Financial Aid is responsible for administering need-based aid such as state grants and scholarships and the 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 as well as other supplemental/credit-based programs like the TERI, MEFA, Signature, CitiAssist, and Bank of America loan programs.

**Veterans' Counseling**

A student who is a veteran, disabled veteran, or son or daughter of a disabled veteran, should seek appropriate advice concerning V.A. benefits from the veterans' counselor who is available to discuss questions relating to V.A. benefits. The veterans' counselor is 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 eligible to apply for both scholarship and student employment 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 payroll checks. Further information about bursar payment policies is contained in the Office of the Bursar's brochure.

**Office of Public Information (1140)**

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 distribution of 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 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 media relations skills.

**Office of Concerts and Recitals (1140)**

The college has five facilities that are available for the presentation of student concerts and recitals. Concerts may be presented 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 Concerts and Recitals, which supervises the use of these facilities.

**Concert Pavilion and Recital Halls**

Both the pavilion and recital halls are available for concerts by organized student groups. For further information, please visit the Office of Concerts and Recitals.

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 (136M)**

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 or pavilion. Information and applications may be obtained from the Office of Concerts and Recitals. 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 a faculty committee. Initial inquiries should be made at least six months in advance of a proposed concert date.

**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 students and others 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 participate in these workshops can inquire at the Professional Writing Center.

**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 for establishing meaningful relations within the college.

**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.

**Parent Services Office (921)**

The parents and families of Berklee students are very important members of the college community. The Parent Services Office addresses the needs of parents of Berklee students. The director of the Parent Services Office works closely with the Berklee Parents' Association, publishes the Parent Handbook, provides programming for parents, plans the annual Family Weekend, and addresses concerns and questions for all parents of Berklee students.

Parents are encouraged to contact this office for information regarding dates and times for the annual Family Weekend held every fall and for Parents' Association meetings. The Berklee Parents' Association, dedicated to improving communication between parents and the college, is open to all parents.

Parent Services Office hours are 9:00 a.m. to 5:00 p.m. Parents may reach the office by phone at 617 747-8571, by e-mail through the "For Parents" section of Berklee's web site at [www.berklee.edu](http://www.berklee.edu), by fax at 617 747-2009, or by visiting the Office of the Vice President for Student Affairs, which is located in suite 500 of the Uchida building.

**Dining Hall (150M)**

The dining hall is open for meals every day of the academic year. Commuters may join residents for breakfast, lunch, or dinner on an "unlimited seconds" basis at a fixed price. For information regarding a commuter meal plan and other dining services, contact the food service manager in the dining hall or call 617 747-2510.

**Student Lounges (1140, 130M)**

The student lounges are open during school hours and are available to all students. Students are requested to utilize these rooms and not to loiter in the lobby or at the reception desk. Because the lounges are for relaxing or studying in a quiet atmosphere, no instruments may be played there.

**ArcherCopy@Berklee (168M)**

The college has contracted with Océ Business Services to manage and operate the copy services program at Berklee. Berklee's campus copy center, ArcherCopy@Berklee, is also a commercial copy center open to the general public. Students can present their student ID card to receive special discounted pricing. ArcherCopy@Berklee is located at 168 Massachusetts Avenue and is open 8:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 3:00 p.m., Saturdays. It is closed on Sundays and major holidays. The center can be reached by phone at 617 747-2353 or by e-mail at [mailcentermanager@berklee.edu](mailto:mailcentermanager@berklee.edu).

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

As a participant in the Apple Campus Direct Program, the college is able to provide presales information (with demo units of current models) about Apple Computer products to full-time students, faculty, and staff at special educational pricing. Purchases are ordered directly from Apple and are delivered free of ground-shipping charges anywhere in the United States.

**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 almost all faculty have office hours and are available to hear and discuss students' viewpoints. Further, most departments have provisions for students to attend departmental education committee meetings. Guidelines for student participation in educational decisions of each department are governed by the department.

**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 on 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.

**Student Government Association**

The purpose of the Student Government Association shall be:

- To provide adequate channels for expression of student viewpoints in all areas of college life at Berklee.
- To promote the general welfare of the students.
- To promote the interests and opinions of the students on matters that affect them.
- To promote student activities.
- To provide opportunities to practice leadership skills.

The constitution of the Student Government Association is available in the Office of the Vice President for Student Affairs/Dean of Students and in the Office of Student Activities.

### **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 requires that colleges may enroll only students who either participate in the college's qualifying health insurance program or verify that they have determined that they are in a health insurance program that meets the law's minimum benefit. The college has arranged for qualifying student accident and health insurance. All students must participate in the basic accident insurance program. Students who have comparable health insurance may elect to waive the requirement to participate in the health insurance.

International students are advised that the United States does not have national health care, and they are advised to purchase the health insurance offered through the college as many countries' plans are not honored in the United States. Coverage by insurance carriers outside the United States and coverage by foreign national health service programs are deemed not to be comparable to coverage under the qualifying student health insurance program. Students with foreign health coverage, other than students who are enrolled in a program requiring health insurance and students whose coverage is embassy-sponsored and provides comparable coverage, must participate in the qualifying health insurance program.

Information brochures are available in the Office of the Registrar. Health insurance fees are listed under Financial Information in this 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 coverages and premiums for professional and nonprofessional musicians. For more information, please 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.

In addition, Berklee's Department of Safety and Security will enable students to engrave their instrument with a security code free of charge.

#### **Off-Campus and Commuter Services**

The majority of Berklee students rent apartments in the Greater Boston area. Apartments can be found as close as a minute away from Berklee or as far as 45 minutes away on the subway. It is all a matter of students' personal preferences. The appeal of living independently is enhanced by Off-Campus Student Services in the Office of Student Activities. This office provides resources to help inform students on how to find housing and roommates in Boston. The assistant director of off-campus student services works closely with students seeking off-campus housing and adjusting to living away from home in an off-campus environment. This office also programs events to help those students living off campus feel they are part of the Berklee community. More information, including an online housing bulletin board for posting and viewing roommate and apartment ads, is available at [lasso.berklee.edu/housing2/housing.lasso](http://lasso.berklee.edu/housing2/housing.lasso). This is a free site accessible to all students, realtors, and landlords. Other helpful free web sites include [www.bostonapartments.com](http://www.bostonapartments.com) and [www.boston.craigslist.org](http://www.boston.craigslist.org). However, while they are helpful resources, none of the listings on these web sites is endorsed by Berklee College of Music.

For additional information, contact Off-Campus Housing and Commuter Services at [offcampushousing@berklee.edu](mailto:offcampushousing@berklee.edu) or 617 747-2540.

**Off-Campus Disturbances**

As an urban college, Berklee is part of the community and business life of its neighborhood. The maintenance of friendly and considerate relations among the college and area residents and businesses is in keeping with the college's broader responsibility to contribute to the general good of society.

Therefore, Berklee expects its students to demonstrate responsible citizenship. Excessive or unreasonable noise, rude and abusive language or behavior, or conduct that is disruptive to the neighborhood is not in keeping with the role of the college in its urban setting, and such actions will be subject to disciplinary review by the Office of the Vice President for Student Affairs/Dean of Students. If found guilty, you may be disciplined up to and including suspension or dismissal from the college.

**Student Grievance Procedure***General Procedure*

Situations sometimes arise where students think that they have been dealt with unfairly, that particular circumstances surrounding a policy decision require special consideration, or that they have a complaint about the behavior or performance of a faculty or staff member. (This procedure does not cover complaints regarding discrimination or harassment as defined by a separate policy and set of procedures. Information on these types of complaints may be found below in this section.) As a general rule, students should address their concerns about a policy decision directly with the office responsible for administering the policy. Similarly, students should attempt to resolve their complaints directly with the persons involved. In the event that a satisfactory resolution is not reached, students may bring their concerns to the next immediate level of authority.

An unresolved complaint about the behavior or performance of a faculty member may be brought to the chair of the department in which the faculty member teaches. An unresolved complaint about the behavior/performance of a staff member may be brought to the attention of the person's immediate supervisor.

If the complaint remains unresolved, the student may continue to appeal to each higher level of authority, within the appropriate area, up to the vice president of the area.

**Hazing**

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 governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that 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.

#### **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. Further, 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. To this end, the college maintains a Drug and Alcohol Abuse Prevention Program for students (DAAPP) with three components: education, support, and discipline.

#### **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, the Wellness Committee 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 who have received specialized training relating to drug and alcohol prevention and abuse. 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 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 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 and advising and/or the director of housing, when appropriate, 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 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 and advising, 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.

### **Smoking**

#### *Policy Statement*

The smoking of cigarettes, cigars, and pipes is prohibited inside all Berklee College of Music facilities, including the residence halls. In recognizing the health risks of people who smoke and the hazards of involuntary smoking to nonsmokers, and in accordance with the college's overall responsibility to provide a safe and healthful work environment, Berklee College of Music is adopting a policy restricting smoking.

### **Education**

Because the college cares about the health of smokers and nonsmokers and because it is difficult to quit or to curtail smoking, the college will provide on-campus, smoker cessation programs. The goal is to provide ongoing support to those wishing to quit. Such programs will be offered through the Human Resources Office for employees, the Office of the Vice President for Student Affairs/Dean of Students, and the Wellness Committee.

### **Enforcement**

This policy is intended to be self-enforcing. However, short of total compliance, those in authority are responsible for enforcing this policy within their respective areas of authority.

### **Conflict Resolution**

In the event that a conflict cannot be resolved informally, it should be handled in accordance with the already established procedures for discipline and grievances for faculty, staff, and students.

### **Clothing**

Students should dress appropriately while in or using all Berklee facilities. For safety reasons, proper footwear should be worn at all times.

The Office of the Vice President for Student Affairs/ Dean of Students will assist students who have complaints or grievances and need help in determining the procedures to be followed. Students may also discuss concerns confidentially with a counselor at the Counseling and Advising Center before deciding on further action.

In cases where a student is uncomfortable about discussing the problem with the party directly concerned or is uncertain whether to initiate a grievance, the student may seek, in confidence, the advice of the vice president for student affairs/dean of students or his designee, who, with the student's permission, will seek to resolve the problem through discussion with the involved parties.

### **Policy and Procedure for Grievances Involving Discrimination or Harassment**

It is the policy of Berklee College of Music to maintain a working and learning environment that is safe, respectful, productive, and free from sexual harassment and any other unlawful discrimination. Any form of unlawful discrimination or harassment, based on race, color, religion, gender, national origin, age, disability, military or veteran status, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law, is strictly prohibited.

The college, as well as state and federal laws, prohibits retaliation against any person who, in good faith, reports, assists in reporting, or participates in an investigation of possible discrimination or harassment. Any person who retaliates against such an individual will be subject to the college disciplinary procedures up to and including expulsion or termination of employment by the college.

The following sections describe the process by which staff, faculty, and students can report prohibited conduct and how complaints will be addressed by the college.

### Definitions

#### *Sexual Harassment*

Sexual harassment is a form of sex discrimination that violates federal and state laws as well as college policy. Berklee College of Music, its faculty, staff, customers and suppliers, and students shall be held responsible for their acts of discrimination and sexual harassment, and are subject to appropriate disciplinary action and may be held personally liable.

Sexual harassment, whether between people of different sexes or of the same sex, is defined to include, but is not limited to, unwanted sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term and condition of an individual's academic status or employment; or
2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting him or her; or
3. Such conduct, whether verbal or physical, has the purpose or effect of unreasonably interfering with the individual's academic or work performance, or of creating an intimidating, hostile, or offensive environment in which to work or to learn.

Sexual harassment can involve:

- Teacher and student
- Supervisor and employee
- Teacher and teacher

- Student and student
- Staff member and student
- Other relationships among colleagues, peers, and coworkers
- Service providers and vendors of the college

### **The following behavior may constitute sexual harassment**

As stated by the Massachusetts Commission Against Discrimination (MCAD): "While it is not possible to list all those additional circumstances that outline sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness":

- Lewd remarks, whistles, or personal reference to one's anatomy
- Unwanted physical contact such as patting, pinching, or constant brushing against a person's body
- Subtle or overt pressure for sexual favors
- Persistent and offensive sexual jokes and comments
- Persistent and unwanted requests for dates
- E-mail messages of an offensive sexual nature

### **Other Unlawful Harassment and Discrimination**

The law also prohibits a hostile educational or work environment based on any legally protected class, which includes race, color, national or ethnic origin, ancestry, sex or gender, religion, age, physical or mental disability, sexual orientation, genetic information, military or veteran's status, and any other characteristic protected by state or federal law. In its effort to prevent unlawful harassment or discrimination the college prohibits negative or stereotyping jokes and demeaning or derogatory comments about any of these protected groups in any manner that may affect the work and educational environment.

**Procedures**

There are two different processes for resolving harassment and discrimination complaints. They are the informal resolution and formal resolution processes.

**Informal Resolution**

Any member of the Berklee community who believes that he/she has been harassed may first attempt to resolve the problem through discussion with the other party. When discussing the problem with that person would present particular stress or difficulties, the complainant has the right to consult with a college workplace discrimination and sexual harassment resource person listed in this statement for consultation and assistance with resolution of the problem on a timely basis. Conclusion of an informal proceeding ordinarily should be sought within three weeks of the beginning of informal proceedings. However, the complainant has the right to institute formal proceedings at any time during this process.

**Formal Resolution**

If the problem has not been resolved to the satisfaction of the complainant through the informal process, she or he has the right to file a formal complaint in accordance with the following procedure.

A complainant has the right to institute formal proceedings without first availing himself or herself of the informal procedure.

**Where to file a complaint**

If the person alleged to be responsible for the harassment or discrimination is:

1. A student: file with the assistant vice president for student affairs/student development.
2. A staff member or an administrator: file with the assistant vice president for human resources.
3. A faculty member: file with the associate vice president for academic affairs.

**What to include in a formal complaint**

The complaint should be reduced to writing by the complainant and should set forth the facts upon which the harassment complained of is based, the person alleged to be responsible, the names of the witnesses, and the resolution sought.

**When to file a complaint**

**Students:** The complaint should normally be filed within 14 calendar days of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

**Staff:** The complaint should normally be filed within 14 calendar days of the incident(s) giving rise to the complaint. The college may extend this period if it finds that there are extenuating circumstances.

**Faculty:** Faculty should file complaints in accordance with the union contract.

**How a complaint will be processed***Students:*

1. If the charged party is a student, the written complaint should be filed with the assistant vice president of student affairs for student development (AVPSA/SD).
2. The AVPSA/SD, upon receiving the complaint, will immediately notify and provide a copy of the written complaint to the charged party and request that he/she submit a written response to the charges within ten (10) working days. Response to a complaint is required and will be pursued to see that it is obtained in a timely fashion. Also, the AVPSA/SD will immediately notify in writing the Title IX coordinator that a complaint has been filed.
3. Upon receiving the written response from the charged party, the AVPSA/SD will attempt to resolve the situation through discussion, investigation, or other steps that he or she feels is necessary. The complainant and the charged party will be informed in writing by the AVPSA/SD (or his or her designee) of the results of the investigation and any action to be taken.
4. The AVPSA/SD will send a summary report to the Title IX coordinator, as described in the Centralized Reporting and Coordination section below.

*Staff:*

1. If the charged party is a staff member or administrator, the written complaint should be filed with the associate vice president for human resources (AVPHR).

2. The AVPHR, upon receiving the complaint, will immediately notify and provide a copy of the written complaint to the charged party and request that he or she submit a written response to the charges within ten (10) working days. Response to a complaint is required and will be pursued to see that it is obtained in a timely fashion. Also, the AVPHR will immediately notify in writing the Title IX Coordinator that a complaint has been filed.
3. Upon receiving the written response from the charged party, the AVPHR will attempt to resolve the situation through discussion, investigation, or other steps that he or she feels is necessary. The complainant and the charged party will be informed in writing by the AVPHR (or his or her designee) of the results of the investigation and any action to be taken.
4. The AVPHR will send a summary report to the Title IX coordinator, as described in the Centralized Reporting and Coordination section below.

*Faculty:*

If the charged party is a faculty member, the complaint will be handled in accordance with the union contract.

Within the constraints of the academic schedule, the AVPs listed in this document will strive to conclude the investigation within thirty (30) working days from the date the original formal complaint was filed or as soon as practical depending upon schedules and availability. The academic affairs designee will follow the time limits as outlined in the union contract.

*\*Note: The time limits mentioned in this policy are intended as reasonable amounts of time for specific activities to occur. The appropriate college officials may adjust the time lines at their option, while attempting to ensure a fair and equitable process for all parties.*

**Confidentiality**

The college recognizes that all individuals involved in processing the complaint may want their identity to remain confidential. However, issues of confidentiality must be balanced against the college's need to process the complaint and to resolve the problem.

**Central reporting and coordination**

Title IX regulations of the Education Amendments of 1972 require all college personnel to report any case of sexual harassment whether resolved informally or formally through the complaint procedure to the college's Title IX coordinator. (The role and responsibilities of the Title IX coordinator are assigned to the vice president for student affairs, as noted under the Where to Find Help section below.)

Such reports should not include the names or identities of the persons involved. They should include, however, a description of the complaint and the divisions or administrative units with which the participants are affiliated. Reports from decentralized areas will allow the Title IX coordinator to identify patterns of frequency in a particular area or location within the college and report these findings to the president, as necessary.

Berklee College of Music encourages anyone who believes he or she has been subjected to harassment or discrimination to use the procedures described above. In addition or instead, they may also file a formal complaint with the appropriate government agencies.

**For the Student Community**

Complaints of discrimination or sexual harassment may be filed directly with the U.S. Department of Education:

U.S. Department of Education  
Office for Civil Rights  
Post Office Square  
Boston, MA 02109  
617 223-9662

(Statute of Limitations: 180 days)

<http://www.ed.gov/offices/OCR/sexharassresources.html>

**For College Employees**

Complaints of sexual discrimination or sexual harassment may be directed to:

Equal Employment Opportunity Commission  
JFK Building  
Room 475  
15 New Sudbury Street  
Boston, MA 02203  
617 565-3200

(Statute of Limitations: 300 days)

Massachusetts Commission Against Discrimination  
 One Ashburton Place  
 Boston, MA 02108  
 617 727-3990  
 (Statute of Limitations: 300 days)

#### **Where to find help**

The following is a list of the workplace discrimination and sexual harassment resource persons available to the college community:

Title IX Coordinator  
 Lawrence E. Bethune, Vice President for Student Affairs  
 617 747-2231, lbethune@berklee.edu

Human Resources Office  
 Nancy L. Eagen, Associate Vice President for Human Resources  
 617 747-2326, neagen@berklee.edu

Dean of Students Office  
 Stefanie Sullivan, Assistant Vice President for Student Affairs  
 617 747-2268, ssullivan@berklee.edu

Housing Office  
 Randall Bird, Residence Life Coordinator  
 617 747-2253, rbird@berklee.edu

#### **Counseling Center**

Sara Regan, Director of Counseling and Advising Center  
 617 747-2311, sregan@berklee.edu

Students seeking confidential support, guidance, and counsel may contact any of the counselors in the Counseling and Advising Center. These people are very knowledgeable about harassment procedures, although they are not serving as Berklee College of Music workplace discrimination and sexual harassment resource persons.

#### **Sexual Assault**

Berklee is committed to preventing the occurrence of sexual assaults and is prepared to respond responsibly to any report of a sexual assault that is brought to its attention. Sexual assault is an act of violence and is considered a felony in the Commonwealth of Massachusetts. The following policy relates only to incidents in which the person accused of a sexual assault is a currently enrolled Berklee student. For information on procedures for incidents involving Berklee faculty or staff members, please contact the Office of the Vice President for Student Affairs/Dean of Students.

#### **Prevention and Education**

Through its educational programming and security measures, the college attempts to help students reduce their risk of being sexual assault victims. The Safety and Security Department publishes the brochure *Playing It Safe*, issues security alerts when incidents in the surrounding community occur, and offers security workshops for students and employees. Student Affairs staff offer a number of related educational programs as part of the Berklee Orientation Program, as well as Residence Life and Counseling and Advising Center programming, and encourage victims of sexual assault (or students with concerns or questions) to contact them for support, counseling, and referral information. Students may also have a confidential meeting with a professional counselor in the Counseling and Advising Center to discuss any related topic.

#### **Reporting**

A victim of sexual assault may contact local police to file a report and/or seek legal action. Whether or not the assault occurred on campus, the college's Safety and Security Department can be of assistance in reporting the assault.

If a Berklee student is the alleged assailant, students also have the option to simultaneously or exclusively file a complaint through the Office of the Vice President for Student Affairs/Dean of Students.

Students seeking emotional support, counseling, and information about options in a confidential manner are encouraged to meet with a counselor in the college's Counseling and Advising Center.

#### **Procedures**

Students choosing to report an incident of sexual assault should contact the Office of the Vice President for Student Affairs/Dean of Students to discuss options and procedures.

If the student files a complaint with the Office of the Vice President for Student Affairs/Dean of Students, this office will:

1. notify the accused,
2. conduct an investigation, and
3. make a finding on the complaint and determine the appropriate sanction.

If appropriate, both the accused and the accuser are entitled to:

1. appear in person,
2. identify witnesses and character references to be interviewed in their defense or as part of the fact-finding process.

The entire process will be conducted in a reasonable amount of time, usually not to exceed 15 working days. The finding and outcome will be communicated in writing to both the accused and the accuser.

#### **Sanctions**

If the finding of the Office of the Vice President for Student Affairs/Dean of Students is one of probable violation of college rules, a sanction appropriate to the severity of the offense will be imposed. Sanctions may range from a warning to suspension or dismissal from school.

#### **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.

#### **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.

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, please 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.

**Check Cashing**

Since Berklee does not have the capacity to render banking services such as the cashing of checks and money orders, you are advised to establish a personal checking account at a local bank. Since there is an initial waiting period for personal checks to clear in establishing such an account, it is advisable that the initial deposit be in the form of traveler's checks against which the bank will permit an immediate withdrawal. If you do not have a local account, the banks will cash only your traveler's checks. (For example, Bank of America will allow immediate withdrawals of funds from newly established accounts only if the funds are in the form of traveler's checks issued from American Express or Citicorp. Furthermore, withdrawals from accounts established with these types of funds are not allowed to exceed \$300. International and other kinds of traveler's checks will not be honored in this fashion, but will be subject to the same policy that applies to personal checks.)

In an emergency requiring cash from home, funds should be transferred directly from your home bank to an affiliated Boston bank where they may be picked up.

**Telephone Calls and Messages**

Telephone messages for students or faculty may be left via voice mail at 617 747-6000. In an emergency, the college's main switchboard at 617 266-1400, extension 0, will accept a caller's name and telephone number and will make every effort to immediately locate the person being called. However, a message should still be left in the appropriate voice mailbox.

All students, faculty, and staff of Berklee are provided with electronic mail (e-mail) accounts. Student e-mail accounts and passwords are assigned as part of the check-in process, and are immediately available through my.Berklee.net.

Berklee will only send e-mail to students at their Berklee-provided e-mail account.

The college will not normally release information regarding your address, telephone number, or class schedule. If the college receives a request for such information, it will release the campus mailbox number where you may be contacted.

**Lost and Found**

A "lost and found" section is maintained at the 150 Massachusetts Avenue front desk and the Security Office. Use these locations for any items lost or found within the college. The college assumes no responsibility for loss of your property in any college building through fire, theft, or other causes (see Property Insurance in the college bulletin).

## Deans and Department Chairs by Divisions

### MUSIC TECHNOLOGY DIVISION

Stephen Croes, Dean  
150 222 x2058 MS-150 MTD scroes@berklee.edu

#### *Music Production & Engineering (MP&E)*

Rob Jaczko, Chair  
150 A17 x8253 MS-150 MPE rjaczko@berklee.edu

Dan Thompson, Assistant Chair  
150 A17 x8145 MS-150 MPE dthompson@berklee.edu

#### *Music Synthesis*

Kurt Biederwolf, Chair  
150 A77 x2486 MS-150 MSYN kbiederwolf@berklee.edu

### PROFESSIONAL EDUCATION DIVISION

Larry McClellan, Dean  
FEN 47 x2664 MS-22 PED lmcclellan@berklee.edu

#### *Liberal Arts*

Peter Gardner, Interim Department Administrator  
FEN 32 x8186 MS-22 GNED pgardner@berklee.edu

#### *Music Education*

Cecil Adderley, Chair  
FEN 37 x2426 MS-22 MUED cadderley@berklee.edu

#### *Professional Music*

Kenn Brass, Chair  
FEN 50 x2417 MS-22 PROM kbrass@berklee.edu

#### *Music Business/Management*

Don Gorder, Chair  
FEN 45 x2517 MS-22 MBUS dgorder@berklee.edu

John Kellogg, Assistant Chair  
FEN 45 x3179 MS-22 MBUS jkellogg@berklee.edu

#### *Music Therapy*

Suzanne Hanser, Chair  
FEN 24 x2639 MS-22 MTHE shanser@berklee.edu

### PROFESSIONAL PERFORMANCE DIVISION

Matt Marvuglio, Dean  
1140 5G x2025 MS-1140 PFDV mmarvuglio@berklee.edu

#### *Bass*

Rich Appleman, Chair  
1140 1H x2281 MS1140 BASS rappleman@berklee.edu

John Repucci, Assistant Chair  
1140 1K x2301 MS1140 BASS jrepucci@berklee.edu

#### *Brass*

Tom Plsek, Chair  
1140 3H x2291 MS-1140 BRASS tplssek@berklee.edu

#### *Ear Training*

Steve Prosser, Chair  
1080A 103 x2248 MS-1080A EAR sprosser@berklee.edu

Roberta Radley, Assistant Chair  
1080A 109 x8326 MS-1080A EAR rradley@berklee.edu

#### *Ensemble*

Ron Savage, Chair  
130 108 x2255 MS-150 ENS rsavage@berklee.edu

Bruce Nifong, Assistant Chair  
150 A01 x2255 MS-150 ENS bnifong@berklee.edu

#### *Guitar*

Larry Baione, Chair  
921 400 x2294 MS-921 GUIT lbaione@berklee.edu

Rick Peckham, Assistant Chair  
921 400 x2511 MS-921 GUIT rpeckham@berklee.edu

#### *Percussion*

Dean Anderson, Chair  
1140 Z x2293 MS-1140 PERC danderson@berklee.edu

Yoron Israel, Assistant Chair  
1140 Y2 x2703 MS-1140 PERC yisrael@berklee.edu

#### *Piano*

Stephany Tiernan, Chair  
1140 4V x2108 MS-1140 PIANO stiernan@berklee.edu

Tony Germain, Assistant Chair  
1140 4U x2929 MS-1140 PIANO tgermain@berklee.edu

#### *String*

Matt Glaser, Chair  
1140 5B2 x2296 MS-1140 STRG mglaser@berklee.edu

*Voice*

Jan Shapiro, Chair  
1140 3N x2103 MS-1140 VOICEjshapiro@berklee.edu

Bob Stoloff, Assistant Chair  
1140 3M x8367 MS-1140 VOICEbstoloff@berklee.edu

*Woodwind*

William Pierce, Chair  
1140 2M x2437 MS-1140 WWND bpierce@berklee.edu

**PROFESSIONAL WRITING DIVISION**

Kari Juusela, Dean  
150 219 x2968 MS-150 PWD kjuusela@berklee.edu

*Contemporary Writing and Production*

Matthew Nicholl, Chair  
150 202 x8456 MS-150 CWP mnicholl@berklee.edu

George Hargan, Assistant Chair  
150 218 x2327 MS-150 CWP ghargan@berklee.edu

*Composition*

Greg Fritze, Chair  
150 205 x2452 MS-150 COMP gfritze@berklee.edu

James R. Smith, Assistant Chair  
150 211 x8356 MS-150 COMP rsmith3@berklee.edu

*Film Scoring*

Eric Reasoner, Interim Department Administrator  
150 265 x8467 MS-150 FILM ereasoner@berklee.edu

*Harmony*

Joe Mulholland, Chair  
150 231 x8468 MS-150 HARM jmulholland@berklee.edu

*Jazz Composition*

Ken Pullig, Chair  
150 213 x2384 MS-150 JCMP kpullig@berklee.edu

*Songwriting*

Jack Perricone, Chair  
150 216 x2385 MS-150 SONG jperricone@berklee.edu

**Music Resources****The Stan Getz Media Center and Library (150M)**

The library and media center's collections have been developed with the purpose of supporting academic programs as well as the personal and professional development of students, faculty, and staff. The library collects extensively in the areas of music scores, instrumental music and method books, music literature, music history and criticism with an emphasis on popular music and jazz, and audio and video recordings of all musical forms including jazz, pop, rock, gospel, and more. The library also collects traditional European music and literature, as well as world music resources to support current programs and faculty research. In the event that the library does not have a particular book, score, or article in its collection, students may request to borrow them from another institution via the Interlibrary Loan service.

The library's online catalog, <http://library.berklee.edu>, may be accessed from any computer to search for books, scores, CDs, videos, and DVDs found within the library, the media center, and the Career Development Center. The library also subscribes to several online resources, including periodical indexes (some which contain full text articles), encyclopedias, and streaming audio resources, and provides online materials for specific courses. These resources are accessible from any computer on campus, and most are available off-campus with a valid student ID.

The media center has over 28,000 CDs, 2,000 DVDs, 200 laser discs, and 2,000 VHS tapes. Playback equipment for all these formats is maintained for the listening and viewing of these materials.

The library has over a 20,000 scores (popular and classical combined), 24,000 books, over 600 learning videos and DVDs, and 212 active magazine and journal subscriptions. Reference librarians are available to provide instruction and assistance with research.

Students who are currently enrolled for the semester may check out up to ten circulating items for two weeks. These may be renewed for an additional ten weeks when brought to the Library for renewal. Students may also place a hold on an item currently checked out and will be notified via e-mail when the item has been returned and is ready to be checked out. Materials not within the library's collection may be requested through Interlibrary Loan.

There is a 25-cent per day fine for materials circulating beyond the due date. Materials designated as reserve materials for courses may only be checked out for two hours, and the fine for overdue reserve materials is \$5.00. There is an additional \$5.00 fine for every day the reserve item is not returned. All audio/visual recordings from the media center may only be used in the media center and only on the media center equipment (i.e., not on laptops). Students who remove these materials from the media center or are found using them on laptops will be blocked from using any media center materials for a period of sixteen weeks. Items removed from the media center will result in fines of \$5.00 for audio materials and their supplements plus a \$5.00 fine for each day the item is not returned, and fines of \$10.00 for video materials and their supplements plus a \$10.00 fine for each day the item is not returned. Students must have their student ID in order to check out any materials.

Through the ProArts Consortium, Berklee students have access to the libraries of the Boston Conservatory, Emerson College, Massachusetts College of Art, the School of the Museum of Fine Arts, and the Boston Architectural Center. For information regarding the level of access offered by each of the participating libraries, please visit [www.proarts.org/libraries](http://www.proarts.org/libraries) or stop by our reference desk, located in the library. Berklee is also a member of the Massachusetts Board of Library Commissioners, which offers our students state-wide access to resources via Interlibrary Loan and Document Delivery. For more information, please visit [www.mlin.lib.ma.us](http://www.mlin.lib.ma.us) or stop by our reference desk, located in the library.

#### **Ensemble Library (150M)**

The Berklee Ensemble Library contains works in all musical styles by noted professional composer/arrangers, faculty members, and outstanding students. The libraries of Louis Bellson, Carla Bley, Chick Corea, Woody Herman, Janet Jackson, Thad Jones, Mel Lewis, Buddy Rich, John Scofield, Luther Vandross, and Stevie Wonder, among others, offer you the chance to perform a wide variety of musical styles. This exposure helps provide a successful transition from the college studio and stage to a professional career.

#### **Practice Rooms (150M, 171M, FORD)**

The practice rooms at 150M and 171M are available from 8:00 a.m. to midnight, Friday and Saturday, and 8:00 a.m. to 1:30 a.m., Sunday to Thursday. Summer hours are 8:00 a.m. to midnight each day. Fordham Road hours are 12:00 p.m. to 11:30 p.m. each day.

All practice rooms are reserved exclusively for use by Berklee students. It will be assumed that any person who cannot produce a valid Berklee ID card is a non-Berklee student with no right to use these facilities.

Piano Performance majors may reserve time in specific practice rooms on a semesterly basis. To sign up for a reserved time, report to the Piano Department during check-in week.

#### *Rules and Procedures for Practice Room Use*

1. All special piano and percussion practice rooms are available to piano, percussion, and voice principals only.
2. A valid Berklee ID card for the current semester must be given to the key clerk. No practice room will be assigned to a student without a valid ID card. Temporary IDs are not accepted for the use of these rooms.
3. Use of these rooms is limited to a maximum of two hours, and the key must be turned in at the end of two hours. If the key is lost, the student will be charged a fine. Renewals may be permitted if no one is waiting.
4. Personal equipment may not be left in the practice rooms.
5. Smoking will not be allowed in any of the practice rooms.
6. Food and beverages are not allowed in these rooms.
7. Students are not allowed to cover the windows of the practice room doors. The windows must remain clear in order to allow security to monitor room usage.
8. Students should respect others by not marring the walls with graffiti or offensive language.
9. Intentional damage to pianos or practice rooms may be cause for suspension or dismissal from the college.

#### **Rehearsal Rooms (150M)**

The ensemble rooms will be made available to Berklee students for group rehearsals under the following conditions:

1. A student may sign out an ensemble room for two hours. In order to make the rooms available to as many students as possible, a student may not sign out an ensemble room for more than one two-hour slot per day.
2. Available sign-up times for the weekdays are as follows:
  - a. 8:30 a.m. sign-up for 6:00 p.m. to 8:00 p.m.
  - b. 10:00 a.m. sign-up for 8:00 p.m. to 10:00 p.m.
  - c. Noon sign-up for 10:00 p.m. to midnight.

3. Available sign-up times for the weekends and college holidays are as follows:
  - a. 8:30 a.m. sign-up for 10:00 a.m. to noon, noon to 2:00 p.m., 2:00 p.m. to 4:00 p.m.
  - b. 10:00 a.m. sign-up for 4:00 p.m. to 6:00 p.m., 6:00 p.m. to 8:00 p.m.
  - c. Noon sign-up for 8:00 p.m. to 10:00 p.m., 10:00 p.m. to midnight
4. If a student is requesting a room, he/she must sign out and show his/her ID card at the reception desk.
5. Food and beverages are not allowed in these rooms. Rooms must be left in an orderly and clean condition. Windows and doors must be kept shut during activity.
6. Smoking will not be allowed in any practice or ensemble facility at any time.
7. Ensemble rooms may be used only for music rehearsals. Unauthorized use of the room for any other purpose is prohibited.

Failure to observe the aforementioned specific regulations governing practice facilities is considered a serious infraction and may result in immediate termination of a student's privileges as well as other disciplinary action.

#### **Studio, Lab, and Classroom Facilities**

To prepare for a career in music, you may work in studios, labs, and classrooms that emulate the conditions found in professional environments. You can learn the most fundamental and enduring qualities shared by all great music while exploring music technology applications in the most up-to-date educational facilities possible in contemporary music education. Through continual upgrading of equipment, the college ensures that you have access to the most effective tools to support your education.

#### *Recording Studios (150M)*

The Music Production and Engineering Department recording studio complex at Berklee consists of 10 facilities, which include 8-, 16-, and 24-track digital and analog recording capability; automated mixdown; digital editing; video postproduction; and comprehensive signal-processing equipment. Music Production and Engineering students acquire extensive hands-on experience with a wide array of professional studio equipment and systems, while writers, players, and singers gain specialized experience in performing and in contemporary music recording and production situations.

The recording studio complex consists of a variety of room configurations suited for teaching effectiveness and student production needs. Featuring professional-level equipment from Amek, DigiDesign, Lexicon, Otari, Solid State Logic, Sony, Studer, and other manufacturers, the facilities are organized into three primary categories: control rooms, studios, and teaching rooms. There are four 24-track control rooms, two 8-track mixdown control rooms, a digital audio/video postproduction editing suite, and two project studios, as well as two 8-track teaching rooms and one 24-track teaching room (all of which double as production rooms for student projects).

Three of the control rooms are tied to the Berklee Performance Center for live recording, and studios are connected with tie lines for the sharing of data and hardware equipment.

Included in these facilities are state-of-the-art music synthesis and computer hard-disk recording systems that allow the latest production techniques to be integrated into the recording studio environment.

The teaching rooms are set up with theater-style seating, video projection, and stereo listening facilities so that you may easily relate control adjustments to changes in sound characteristics.

#### *Music Synthesis Labs (150M)*

The college maintains a total of six facilities for Music Synthesis instruction and for rehearsal and performance of student projects in this area. The three principal synthesis laboratories contain over 250 of the latest MIDI-equipped synthesizers, drum machines, computers, and software, including Akai, DigiDesign, Korg, Kurzweil, Oberheim, Opcode, Roland, and Yamaha, all supported by Macintosh computers. You will receive hands-on instruction and supervised private practice time in the art of synthesizer programming, production, and performance. Two performance ensemble rooms and a lecture/recital hall complement the classroom and lab facilities. They contain synthesizers, digital audio workstations, computers, and related sound-reinforcement equipment that allow you to achieve practical, real-time performance outcomes.

#### *Synthesis Recital Hall (FENS)*

This is a multipurpose room used by Music Synthesis students for senior recitals as well by guest artists. Its complete synthesis workstation includes analog, digital, and hybrid equipment. A variety of technology-based classes are taught in this facility.

*Professional Writing Division MIDI Lab (150M)*

The Professional Writing Division MIDI Lab provides students majoring in Contemporary Writing and Production, Composition, Jazz Composition, and Songwriting with hands-on access to professional music technology equipment to advance their skill levels and complete course work in their major. Consisting of 12 fully configured student workstations, a teaching station, and a separate similarly equipped studio for live overdubbing, the lab mirrors the real-world, computer-based MIDI studio of the writing entrepreneur who must utilize rapidly developing technologies in a contemporary professional environment that has come to expect and demand these skills and capabilities. The Professional Writing Division MIDI Lab is the site of instruction and supervised project work for several courses offered by the Professional Writing Division. It is designed to help the writing student meet the challenges of future professional work. This lab embodies the advantages of increasingly sophisticated advances in equipment quality and computing power and the recently increased user-friendliness of this type of equipment. The Professional Writing Division MIDI Lab is a working example of what is possible today in effective yet economical production environments.

*Film Scoring Labs (150M)*

The Film Scoring Department offers a comprehensive program of study in the scoring of music for visual media and the application of synchronous technologies in today's motion picture and television industries. Six film scoring labs offer students the opportunity for individual hands-on study in the areas of film music composition, editing, sequencing, and computer applications including digital audio.

The technical resources available to students majoring in Film Scoring include the following: two labs equipped with 16mm six-plate flatbed Moviola editing machines; a complete 35mm editing lab containing two upright 35mm Moviolas and editing bench with rewinds, synchronizers, sound readers, and splicers; two PCs running Auricle film scoring software; three video screening rooms with keyboards and video playback, where students develop their film music compositions and where individual student-faculty project screenings and evaluations are held; a dedicated digital audio editing lab featuring DigiDesign's ProTools hardware and software; and a dedicated video/scoring/sequencing lab, which includes a Power Macintosh computer, a MIDI/SMPTE interface, and an array of contemporary music synthesizers, providing students with the opportunity to sequence music cues with video interlock and synthesizer playback into live sessions on the department's scoring stage.

The department has also added a larger, central classroom/lab facility that supports the music editing and computer applications courses. Classes are taught in this area, which contains six student workstations with Power Macintosh computers as well as video and synthesis gear, allowing hands-on experience during classes and regularly scheduled, individual lab sessions.

The Film Scoring Department has its own self-contained scoring stage and audio-video control room, so you can conduct ensembles in the performance and recording of your music as well as the postproduction synchronization of music to film or video. The scoring stage is equipped with synchronization hardware and a large video projection system for conducting to picture. The control room is fully equipped to meet the needs for the production of student projects, including video interlock systems for the conducting of music-to-picture.

Under departmental supervision, more than 200 Boston-area college films have been composed by Berklee Film Scoring students. Majors utilize the extensive postproduction facilities of the department and combine the resources of other college departments, including Performance, Music Production and Engineering, and Music Synthesis. Many of these films have won awards at major film festivals playing to national and international audiences.

*Professional Education Division Technology Lab (FENS)*

The Professional Education Division Technology Lab serves as a classroom and laboratory for students majoring in Music Education, Music Business/Management, Music Therapy, and Professional Music. The facility features 22 computer and music workstations that include personal computers of all popular platforms with CD-ROMs, MIDI synthesizers, and access to fax, modem, and local and wide-area network capabilities. A full complement of professional software enables the teaching and learning of music education, therapy, and business skills.

Music Education students learn the latest techniques in music instruction involving computers and multimedia tools. Music Business/Management majors learn the latest electronic business practices, including operation of fax machines, the accessing of international information services via modem, and collaborative efforts involving file sharing of word processing, database, and spreadsheet analysis documents. Students in the Professional Music Department learn to use the workstations to produce demos of their music, promotional materials, and techniques for managing their careers in the music industry. Music Therapy students learn the latest in music and adaptive medical technology. Every aspect of the lab design is geared toward preparing you to meet the challenges of the contemporary music industry and teaching environments.

*Electronic Piano Rooms (921)*

Berklee has four rooms with 40 MIDI-equipped electronic pianos. These rooms are used for keyboard labs, piano classes, special performance classes, ear training for pianists, and keyboard practice for students whose principal instrument is not piano.

*Performance Division MIDI Lab (1140)*

This five-station lab is designed to support the study of new electronic instrumental controller techniques. Featuring Macintosh computers, various synthesizer modules, and the latest in guitar, bass, keyboard, percussion, woodwind, and brass MIDI controllers, the lab enables you to learn to adapt traditional playing techniques to complex electronic set-up and control environments.

**Classrooms**

Berklee has over 60 classrooms specifically designed for audio and visual presentation of music instruction. These rooms are equipped with acoustic and/or electric pianos, audio systems, overhead transparency projectors, staved whiteboards, and movable classroom seating for 10 to 30 students. Six rooms have been classified as “prototype classrooms.” These rooms feature the latest technology, allowing use of computers as part of the instructional medium as well as the standard classroom features.

The college also maintains four lecture/recital halls designed for large classes. These halls are equipped with stereo audio, video, and computer systems as well as grand pianos, overhead transparency projectors, slide projectors, and stationary seating.

**Performance Facilities**

Berklee offers a wide range of facilities to help you realize your goal of becoming an effective music professional. These include facilities for performance, facilities to maintain reference materials, and technical studio/laboratory/class facilities. The college is actively involved in utilizing today’s music technology to assist in the teaching/learning process.

*Berklee Performance Center (136M)*

The Berklee Performance Center permits faculty and student groups to perform in a major concert hall in one of America’s most sophisticated cities. Housed in the renovated, historic Fenway Theater, the Berklee Performance Center seats 1,220. Over 130 student and faculty concerts are performed there each year. Its direct link with Berklee’s recording studios and videotaping facilities affords professional quality recording of events and concerts. In addition, there are approximately 75 outside professional shows as well as special seminars and clinics held throughout the year, featuring such guests as Tony Bennett, Mary Chapin Carpenter, Ornette Coleman, Chick Corea, Celine Dion, Emmylou Harris, the Isleys, Rickie Lee Jones, B.B. King, Patti LaBelle, John Scofield, Wayne Shorter, Spyro Gyra, Suzanne Vega, Weather Report, George Winston, and many more.

*Recital Halls (921, 1140, FENS)*

Berklee presents over 450 student concerts a year in its four recital halls. With seating for 80, 100, 125, and 180 people, these halls are equipped for both audio and video recording.

*Berklee Concert Pavilion (130M)*

This modern outdoor amphitheater, with a seating capacity of 130, offers a facility for a series of seasonal concerts, lectures, and other public events.

*Ensemble and Rehearsal Rooms*

Berklee maintains over 40 rooms for ensemble playing. In the evenings and on weekends, these rooms are made available for student-organized rehearsals.

*Synthesis Ensemble Rooms (150M)*

These two ensemble rooms are used by students whose group ensemble emphasis is synthesis based. Each room is equipped with a variety of synthesis modules as well as digital mixers and special effects devices.

**Private Instruction Studios**

Each instrumental department at the college maintains a number of studios where students receive private lessons on their instruments. There are approximately 75 studios at the college.

**Ensembles**

You will audition to join one or more of the over 350 ensembles in rehearsal throughout the year, including concert bands and choirs as well as all sizes of ensembles that play almost every imaginable style of music. Through ensembles, you will hone essential performance skills and techniques and gradually progress to more musically sophisticated groups.

During your first semester at Berklee, you will audition on your principal instrument. In accordance with the audition results, you will be placed in ensembles and labs. Instrumental and vocal labs develop specific skills, while ensembles help broaden your stylistic range, expand your network of musical friends and colleagues, and give you diverse group-playing experience.

#### Special Musical Events

Over 350 ensembles perform at Berklee each year. In addition, students have the opportunity to participate in the following special musical events:

BassDayze  
 Black History Month Concert Series  
 Celebration of Women in Music Week  
 Commencement Concert  
 Contemporary Writing and Production Majors Concert  
 Entering Student Convocation  
 Gospel Ensemble Concert Night  
 International Folk Music Festival  
 Latin Cultural Week  
 “Over the Edge” Synthesizer Concert  
 Percussion Week  
 Professional Writing Division Student Awards Concert Series  
 Singers Showcase  
 Songwriters Circle Competition  
 Student-produced cafe shows  
 Windsday

#### 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, 5th floor  
 Boston, MA 02116  
 617 437-6200  
 Hotline: 800 235-2331

*Fenway Community Health*  
 7 Haviland Street  
 Boston, MA  
 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*  
 7 Haviland Street  
 Boston, MA 02115  
 617 927-6202

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

*Newbury Dental (Gentle Dental)*  
 Associates of Boston  
 274 Newbury Street  
 Boston, MA 02116  
 617 262-0106

**Clinics-Eye**

*New England Eye Institute*  
1255 Boylston Street  
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  
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*  
7 Haviland 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  
617 726-2000

**Clinics-Sexually Transmitted Disease**

*Fenway Community Health Center*  
7 Haviland 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  
Twenty-four hour hotline "SAFELINK":  
877 785-2020  
www.JaneDoe.org

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

**Drug Abuse**

*Fenway Community Health Center*  
7 Haviland 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  
800 662-HELP (4357) English & Spanish  
www.newenglandna.org

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

*Fenway Community Health Center*  
7 Haviland Street  
Boston, MA 02115  
617 927-0900

**Gay, Lesbian, Bisexual, and Transgender Helpline**

*Information/Support*  
*Fenway Community Health Center*  
100 Massachusetts Avenue  
Boston, MA  
617 267-9001

*GLASS (Gay and Lesbian Adolescent Social Services)*  
 93 Massachusetts Avenue, 3rd floor  
 Boston, MA  
 617 266-3349

*GLBT Allies at Berklee*  
 www.berklee.edu/glbталlies  
 Berklee support organization

*Violence Recovery Program*  
 7 Haviland Street  
 Boston, MA 02115  
 617 927-6250  
 (800) 834-3242

**Legal Services**

*The 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  
 617 654-0400 or 866 627-7577  
 www.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*  
 29 Temple Place  
 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*  
 1415 Beacon Street  
 Brookline, MA 02446  
 617 566-2200  
 www.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)  
 800 223-5001 (Spanish, hotline)  
 617 492-2803 (Spanish, business)

*Rape Crisis Intervention Center at Beth Israel Deaconess Medical Center*  
 330 Brookline Avenue  
 Boston, MA  
 617 754-8900

**Reproductive and Women's Health Services**

*Women's Health Services*  
 822 Boylston Street  
 Chestnut Hill, MA  
 800 257-2354

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

**Telephone Counseling**

*Alcoholics Anonymous*  
 617 426-9444

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

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

**Important Telephone Numbers and E-mail Addresses:****Berklee Numbers**

	<b>Phone</b>	<b>E-mail</b>
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	careers@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	617 747-8571	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 Center	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

**Executive Officers**

*Roger H. Brown*  
President

*Carl Beatty*  
Chief of Staff

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

*David R. Hornfischer*  
Senior Vice President for Administration and Finance and Secretary/Treasurer

*Deb Bieri*  
Senior Vice President for Institutional Advancement

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

*Amelia Koch*  
Vice President for Finance/Comptroller

*David Kusek*  
Vice President for Berklee Media

*David Mash*  
Vice President for Information Technology

*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/Communications

*Nancy L. Eagen*  
Associate Vice President for Human Resources

*John Eldert*  
Associate Vice President for Administration

*Robert K. Myers*  
Associate Vice President for Institutional Assessment

*Rob Rose*  
Associate Vice President for Academic Affairs/Special Programs

*Deborah L. Cavalier*  
Dean of Continuing Education

*Stephen Croes*  
Dean of Music Technology Division

*Gary Haggerty*  
Dean of Learning Resources

*Kari Juusela*  
Dean of Professional Writing Division

*Myra Hindus*  
Assistant Vice President of Cultural Diversity

*Matt Marvuglio*  
Dean of Professional Performance Division

*Lawrence McClellan, Jr.*  
Dean of Professional  
Education Division

*Greg Badolato*  
Assistant Vice President for  
International Programs

*Rob Hayes*  
Assistant Vice President for  
Public Information

*S. Jay Kennedy*  
Assistant Vice President for  
Experiential Programs/  
Institutional Assessment

*Steven Lipman*  
Assistant Vice President for  
Student Affairs/Enrollment

*Marjorie O'Malley*  
Assistant Vice President for  
Institutional Advancement

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

*Stefanie Sullivan*  
Assistant Vice President for  
Student Affairs/  
Student Development

*J. Curtis Warner, Jr.*  
Assistant Vice President for  
Community and  
Governmental Affairs

## Academic Calendar

	2006	2007
<b>Fall Semester</b>		
*Labor Day	September 4	September 3
New Student Orientation		
Begins	September 4	September 3
Entering Student Check-In	September 5	September 4
Continuing and Returning		
Student Check-In	September 6–8	September 5–7
Instruction Begins	September 11	September 10
*Columbus Day	October 9	October 8
*Veterans Day	November 10	November 12
Registration	November 20– December 6	November 19– December 5
*Thanksgiving Recess	November 23–26	November 22–25
Examinations	December 15–21	December 17–21
*Winter Recess	December 22– January 16	December 22– January 15
<b>Spring Semester</b>	<b>2007</b>	<b>2008</b>
New Student Orientation		
Begins	January 16	January 15
Check-In (all students)	January 17–19	January 16–18
*Martin Luther King Day	January 15	January 21
Instruction Begins	January 22	January 22
*Presidents Day	February 19	February 18
*Spring Recess	March 17–25	March 15–23
Registration	April 2–13	April 7–18
*Patriots Day	April 16	April 21
Examinations	May 7–11	May 5–9
Graduation	May 12	May 10
<b>Summer Semester</b>	<b>2007</b>	<b>2008</b>
<b>(12 weeks)</b>		
New Student Orientation Begins	May 23	May 21
Check-In (all students)	May 24–25	May 22–23
*Memorial Day	May 28	May 26
Instruction Begins	May 29	May 27
*Independence Day	July 4	July 4
Examinations	August 13–17	August 11–15
<b>Summer Performance Program</b>	<b>2007</b>	<b>2008</b>
<b>(5 weeks)</b>		
Check-In (all students)	July 8	July 6
Testing–Placement and Auditions	July 9	July 7
Instruction Begins	July 10	July 8
Instruction Ends	August 11	August 8

\*College closed

### 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 due south:** Take Route 93 north (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit. As there may be construction for the Central Artery 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 due 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 \$20.

**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/ICA stop.

### Financial Information

#### Costs per Semester

Fall 2006 Semester		Degree Program	Diploma Program
Tuition and Fees:			
1	Application Fee (nonrefundable)	\$100	\$100
1	Tuition Deposit (nonrefundable)	\$400	\$400
	Tuition	\$11,725	\$11,395
	Registration Fee	\$50	\$50
2	Housing Prepayment	(\$300)	(\$300)
3	Residence Hall Fees	\$6,275	\$6,275
5	Accident Insurance	\$83	\$83
4, 5	Health Insurance	\$1,216	\$1,216
8	Comprehensive Fee	\$225	\$225
9	Berklee Laptop Purchase Program	\$2,750	\$2,750

Spring 2007 Semester		Degree Program	Diploma Program
Tuition and Fees:			
1	Application Fee (nonrefundable)	\$100	\$100
1	Tuition Deposit (nonrefundable)	\$400	\$400
	Tuition	\$11,725	\$11,395
	Registration Fee	\$50	\$50
2	Housing Prepayment	(\$300)	(\$300)
3	Residence Hall Fees	\$6,275	\$6,275
6	Accident Insurance	\$44	\$44
4, 6	Health Insurance	\$844	\$844
8	Comprehensive Fee	\$225	\$225
9	Berklee Laptop Purchase Program	\$2,750	\$2,750

Summer 2007 Semester		Degree Program	Diploma Program	Full-Credit Summer Program	Summer Performance Program
Tuition and Fees:					
1	Application Fee (nonrefundable)	\$100	\$100	\$50	\$50
1	Tuition Deposit (nonrefundable)	\$400	\$400		
	Tuition	\$10,845	\$10,450	\$10,450	\$3,895
2	Tuition Prepayment			(\$100)	(\$100)
	Registration Fee	\$50	\$50	\$50	\$35
2	Housing Prepayment	(\$300)	(\$300)	(\$300)	(150)
3	Residence Hall Fees	\$5,575	\$5,575	\$5,575	\$2,375
7	Accident Insurance	\$29	\$29	\$29	
4, 7	Health Insurance	\$398	\$398	\$398	
8	Comprehensive Fee	\$240	\$240	\$240	\$125
9	Berklee Laptop Purchase Program	\$2,950	\$2,950		

#### Miscellaneous Fees for Summer/Fall 2006 and Spring 2007 (generally not required of first-semester students)

Class Instruction (per credit hour)	\$725
Extra Ensemble (per credit hour)	\$725
Extra Private Instruction (per semester)	\$1,450
Facilities Fee (part-time study only)	\$450
Insufficient Fund Fee	\$50
Late Registration Fee	\$100
Make-up Examinations (each)	\$15–25

- 1 The application fee and tuition deposit are one-time fees. See pages 8 and 25 for more information on tuition deposit policies.  
 2 Prepayments are deducted from remaining fees.  
 3 Residence hall fees include 19 meals weekly.  
 4 Estimated fee, subject to change. Required of students not submitting an insurance waiver.  
 5 For students beginning in September; coverage until August 31, 2007.  
 6 For students beginning in January; coverage until August 31, 2007.  
 7 For summer students only.  
 8 Comprehensive fee for all full-time students.  
 9 One-time fee, usually for entering students upon beginning studies at Berklee.

Berklee College of Music is a nonprofit, coeducational institution of higher learning incorporated under the General Laws of the Commonwealth of Massachusetts. The college is accredited by the New England Association of Schools and Colleges, and authorized under federal law to enroll nonimmigrant alien students and to train veterans under the G.I. Bill of Rights. Information in this brochure is accurate as of date of issuance. The college reserves the right to change course content, fees, program requirements, plans of study, schedules, and the academic calendar, or to make other changes deemed necessary or desirable.

Berklee College of Music does not discriminate on the basis of race, color, creed, religion, gender, national or ethnic origin, age, handicap, status as a disabled or Vietnam-era veteran, or sexual orientation in employment or in admission to and participation in any of its programs and activities. Any inquiries or grievances may be directed to the Vice President for Student Affairs/Dean of Students, Berklee College of Music, 1140 Boylston Street, Boston, Massachusetts 02215-3693, 617 266-1400, or the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts.

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