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Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
A Message from the Vice President for Student Affairs

Dear Parents,

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

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

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

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

Sincerely,

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

For more helpful tips and hints, see our Parents page on the Berklee website at berklee.edu/parents.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
About Berklee College of Music

History

Berklee College of Music was founded on the revolutionary principle that the best way to prepare students for careers in music is through the study and practice of contemporary music. For more than half a century, the college has evolved to reflect the state of the art of music and the music business. With more than a dozen performance and nonperformance majors, 15 minors, and six pending graduate programs, not to mention a diverse and talented student body representing more than 80 countries, and a music industry “who’s who” of alumni, and alumni and faculty who have won 221 Grammy Awards, Berklee is the world’s premier learning lab for the music of today—and tomorrow.

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

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

Under president Lee Eliot Berk’s leadership, Berklee developed additional majors for the contemporary music professions, including majors in music production and engineering, music business/management, electronic production and design, songwriting, and music therapy. Further, the mission of the college was extended to include greater international outreach. President Berk retired from the college in May 2004, after 25 years as president. Roger H. Brown became Berklee’s third president in 2004.

At Berklee, students acquire a strong foundation of contemporary music theory and technique, then build upon that foundation by learning the practical, professional skills needed to sustain a career in music. A range of majors leads toward either a fully accredited four-year baccalaureate degree or a professional diploma.

Berklee attracts a diverse range of students who reflect the multiplicity of influences in today’s music, be it jazz, rock, hip-hop, country, gospel, electronica, bluegrass, Latin, or funk. The college is a magnet for aspiring musicians from every corner of the earth, which gives the school a uniquely international flavor. Of all U.S. colleges and universities, Berklee has one of the largest percentages of undergraduates from outside the United States—more than 25 percent.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Reflecting the interplay between music and culture, Berklee creates an environment where aspiring music professionals learn how to integrate new ideas and showcase their distinctive skills in a vibrant and engaged community.

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

President Roger H. Brown and Linda Mason

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

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

In 1986, Brown and Mason launched Bright Horizons, a corporation employing 20,000 people, to provide quality childcare and early education to the children of working parents. Brown and Mason built and oversaw the operation of numerous facilities at universities, hospitals, and corporations around the U.S. and the U.K. Brown utilized his musical talents at the company to write, produce, and perform on six CDs of children’s music that featured Ziggy Marley, Vinx, Raffi, and others. For their groundbreaking work at Bright Horizons, Brown and Mason received several awards, including the President’s Ron Brown Award for Corporate Leadership and the Ernst & Young Entrepreneur of the Year Award.

In 2004, Brown became Berklee’s third president. In 2007, Brown launched the college’s first capital campaign raising $54.5 million. He initiated Berklee’s Presidential and Africa Scholars programs to provide full-ride scholarships for top musicians around the globe. He oversaw the City Music Network program’s expansion from Boston to a national network providing educational opportunities for economically disadvantaged youth across America. He installed the Berklee Global Jazz Institute, a center for musical creativity where students explore the social power of music for the betterment of society, directed by Danilo Pérez. Additionally, he has led Berklee to adopt a more selective admissions policy that requires an interview and audition for all applicants to the college.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Brown has also helped the college enhance the student experience by expanding the Boston campus. Berklee in Valencia, Spain, the college’s first international campus, offers a variety of graduate programs and a unique curriculum. Berklee Online is Berklee’s award-winning online continuing education division with 130 courses and certificate programs. A new 16-story modern tower is being constructed in Boston adding new dorm rooms, recording studios, and performance spaces.

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

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

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

Objectives
• To define and refine the individual talents of our students by providing a broad range of major programs offered by a distinguished faculty, and to prepare them for careers in music that reflect the diversity of expression and opportunities that define music today.

• To enable our students to employ their music education in a global society by providing a coherent liberal arts curriculum that informs their thinking about issues that have shaped our time.

• To encourage our students to appreciate and apply music’s enormous force for the enrichment of society and intercultural understanding.

• To cultivate a supportive learning environment by actively promoting a climate of respect for personal and cultural differences, and by offering a range of services and activities to support the needs of the student musicians who come to us from around the world.

• To maintain the vitality of our college community by encouraging and supporting continuing professional development for all of its members.

• To provide an environment in which all know that they are full and valued members of the community.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
• To value ethical behavior in all aspects of personal and professional life by establishing a community that values integrity in all relationships.

• To retain our leadership position in music education and to ensure that our curriculum remains relevant by pledging to value academic freedom and innovation.

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

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

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

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

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

• Encourage, support, and protect the free pursuit of knowledge with intellectual integrity.

• Respect the rights and opinions of students and colleagues, and make every effort to provide objective and educational evaluations.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
• 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.

Location

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

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

As of summer 2011, Berklee College of Music has launched an international campus offering Master’s of Music and Art in Valencia, Spain, in the heart of the City of Arts and Sciences complex in the Palau de les Arts. Valencia boasts the highest number of musicians per capita, and thousands of Valencians of all ages are involved musical activities. Featuring more than 500 symphonic bands throughout the region and representing countless music styles, including classical, rock, pop, and jazz, the Berklee campus in Valencia aims to be a main hub for the study, evolution, and global proliferation of many musical genres, including flamenco, in European, Latin American, Middle Eastern countries, and all over the world. For more detailed information about the Valencia campus and respective program offerings, visit berkleevalencia.org.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Seal and Motto

The Berklee seal has been a symbol of the college since its earliest years. The seal uses the traditional “shield” as its basic design. The upper-left quadrant is adorned by the classic “B” for Berklee. The lower-right quadrant is inscribed with the college’s motto. The surrounding ribbon is inscribed with the name of the college. Berklee’s motto is Esse quam videri. The translation of this Latin phrase is “to be, rather than to seem” or “to be, rather than to appear to be.”

Official Colors

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

Official College Mascot

Mingus the “Cool” Cat became the official mascot of Berklee College of Music on September 9, 2004. Sue Mingus, wife of the late jazz legend Charles Mingus, approved the naming of our mascot after her husband at Berklee’s 2004 Entering Student Convocation. The always-silent, but never-quiet mascot is approximately 6’2” and 175 pounds. Mingus attends Berklee Ice Cats hockey games, Convocation, Commencement, the Welcome (Back) BBQ, BeanTown Jazz Festival, High School Jazz Festival, and Family Weekend. Mingus’s other activities include making appearances in the dining hall and other campus locations for Berklee events and promotions and just bringing school spirit to campus.
For Parents’ Eyes Only

The Parent Office

Parents and families of Berklee students are important members of the college community. The Parent Office addresses the needs of Berklee parents, and offers educational programming and resources to partner with you as you guide your student through opportunities and transitions during the college years.

Berklee's Parent Office recognizes that the next few years will often have you stepping into new parenting situations and experiencing a range of transitions as your son or daughter more fully emerges into adulthood. We know that students often first seek advice from their parents/guardians, and that when you feel informed and confident in the information that you have, you can help your student make the most of his or her college experience. Hence the Parent Office credo: Partnering with Parents for Student Success.

The Parent Office works closely with the Berklee Parents’ Association, publishes the Parent Handbook, provides programming and orientation for parents, plans the annual Family Weekend, and addresses concerns and questions for all parents of Berklee students.

The Berklee Parents’ Association, dedicated to improving communication between parents and the college, is open to all parents.

Hours of operation for the Parent Office are 9:00 a.m. to 5:00 p.m. The office can be reached by phone at 617 747-8571 or 617 747-2231, by email at parents@berklee.edu, by fax at 617 747-2009, or by visiting the Office of the Vice President for Student Affairs, located at 921 Boylston Street, in Suite 500 of the Uchida building. We encourage you to explore the Parents section on Berklee’s website at berklee.edu/parents for detailed information and resources.

Planning, Choices, and Resources

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Academic and Career Advising

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

• Assessing a student’s individual skills, interests, and values related to education and career planning.

• Gathering information and advice on specific music careers and how they relate to what students learn at Berklee.

• Choosing or changing a major, program (degree/diploma), or principal instrument.

• Reviewing graduation requirements and progress toward meeting them.

• Finding out about music and learning opportunities beyond just taking what is required for graduation.

• Making the best use of elective credits.

• Planning classes for the next semester.

• Developing strategies for coping with unforeseen circumstances (for example, leave of absence, Incomplete grades, or withdrawal from one or more classes).

• Identifying academic difficulties and strategies for improving academic standing.

• Providing referrals to other sources of information and assistance at Berklee that students might not locate on their own.

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

In general, you can expect advisors to:

• Be available at Advising Express hours or appointment times.

• Provide information about options and opportunities available to students at Berklee.

• Help students to assess their interests and abilities and to make realistic educational and career choices based on this assessment.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
• Help students plan a program at Berklee consistent with the college’s requirements, and help them monitor and evaluate their progress.

• Listen to and assist students in making decisions and solving problems.

• Refer students to other resources within the college and sometimes in the community to help meet their individual needs and aspirations.

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

Tips and Hints for Supporting Your Son or Daughter:

• New students should establish study habits (the same time and same place daily). Routine habits or well-planned schedules help students to succeed academically and musically. Encourage your son or daughter to schedule realistic study hours that help maintain concentration and focus. It is not useful to study while exhausted, nor is it helpful to become stressed when falling behind in studies. Encourage your son or daughter to reschedule what could not be finished for the next day or to go back to it at some other time of the day.

• Ask your son or daughter about specific goals for each course. Having a specific goal is a strong motivator.

• Remind your student that development and growth are important. Suggest that maintaining a balance of exercise and relaxation is critical to wellness and academic as well as musical development: take a walk, play some basketball, or get involved with a student club or activity. There is life outside of music; we recognize it and promote it.

• If your son or daughter mentions being overwhelmed with opportunities and things to do, suggest making a to-do list in priority order. He or she can put it in a visible place and keep it updated.

• Remind your son or daughter to eat well and get enough rest. If he or she is not healthy, everything else falls apart. Mind and body are connected; both should be kept functioning well. Students should become familiar with LiveWell at Berklee, local options for health care, and use these services and resources at the earliest opportunity when needed.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
A Process for Success

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

• To remember that it is normal to feel uneasy about college because it is a new experience. Remind him or her that other students are also at Berklee to learn. If they already knew everything or were great players to begin with, they wouldn’t need to be there.

• To write out a plan and post it somewhere visible. Have your student list small, attainable steps within a realistic timeline. He or she can get help by talking to an advisor in the Counseling and Advising Center.

• To take responsibility for his or her decisions and actions, and to stop blaming others—friends, school, family—for problems. Your student needs to take charge and make things happen.

• To become a sponge and soak up information.

• To schedule appointments at the Counseling and Advising Center and with his or her instructors and departmental faculty advisor. Your son or daughter should touch base regularly with these people and keep the lines of communication open.

• To be honest when seeking advice.

• To find out what options are out there and what he or she needs to do to get back in gear.

• To commit to his or her decisions and begin working toward goals. Taking it day by day is the key, not getting impatient.

• To keep an open mind to new suggestions and criticism: It is a great way to learn.

• To make it a priority to go to the Learning Center and become familiar with the resources, tutoring, and support the center offers.
Academic Policies

Academic program, major, minor, policy, and curriculum information can be found at berklee.edu, and in the Policy Handbook for Students, available for download under Student Life.

Grading System and Academic Standing

Academic standing and eligibility for a degree or diploma are determined by the quality of course work. To determine academic standing, the college uses a point system, each qualitative grade having an equivalent numerical value.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Letter Grade</th>
<th>Equivalent Percentage</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (excellent)</td>
<td>93–100</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90–92</td>
<td>3.70</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.30</td>
<td></td>
</tr>
<tr>
<td>B (good)</td>
<td>83–86</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
<td>2.70</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>2.30</td>
<td></td>
</tr>
<tr>
<td>C (satisfactory)</td>
<td>73–76</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td>D (poor)</td>
<td>60–69</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>F (failing)</td>
<td>0–59</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Not averaged</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Course requirements not complete</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>No grade submitted as of indicated date</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete/Failure</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

The college does not rank its students.

Calculating the Grade Point Average

Quality points are computed by multiplying the course credit by the numerical value of a qualitative grade assigned. A grade point average for any semester is obtained by dividing the total number of quality points earned in that semester by the total number of credits attempted and graded in that semester. The cumulative grade point average (GPA) is obtained by dividing the total number of quality points earned in all semesters by the total number of all credits attempted and graded.

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

Grade Reports

Students needing a printed copy of their grades can print an unofficial copy from their my.berklee.edu accounts or request official transcripts to be sent by the Office of the Registrar. Grades are withheld from students owing money to the college.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Grade Changes and Other Changes to a Student’s Transcript

The student transcript is the college’s official record of the courses that each student takes and the course grades received while at Berklee. To ensure accuracy, students and alumni have online access to view their transcripts.

All grades, except for the grades of “I” or “NA,” filed with the Office of the Registrar are regarded as final. See the policy for changing the grade of Incomplete (“I”) below. Students who disagree with a given grade should take the matter up immediately with the course instructor. Effective with the start of the Fall 2012 semester, the final grade of “W” cannot be changed. Students who disagree with a final grade must first discuss the grade with the instructor of the course.

Students have one calendar year from the date that the course, course section, and/or course grade appears on the transcript to dispute any discrepancy involving the course, section of a course, or course grade information on the transcript by submitting a written request to the Office of the Registrar. This includes any course, course section, and/or course grade information that may not have appeared on the transcript but that the student believes should have been included on the transcript. Students must provide supporting reasoning as to why the transcript may appear to be incorrect.

Courses, course sections, and/or grades become permanent and cannot be disputed or changed one year after the appearance on the transcript. Students are strongly advised to check their transcripts closely after each grading period to ensure the accuracy of the information on the transcript. The online transcript can be found at my.berklee.edu.

Grade of Incomplete (“I”)

Under limited circumstances, students may request a grade of Incomplete (“I”) from course instructors in the final two weeks of the semester. To be considered for an Incomplete, students must be passing the course at the time of the request in addition to having satisfactory attendance.

The decision to grant the request rests entirely with the instructor of the course. The instructor of the course reserves the right to require an agreement with the student who seeks the Incomplete for the particular course that specifies the work to be completed and the deadline for completion. The instructor of the course additionally retains the right to change the student’s final grade from “I” to the grade that the student had earned at the completion of the semester at any time after the completion of the semester, including during the period prior to the submission of the remaining work for the course by the student.

A grade of Incomplete is not available for ensemble courses.

Students who cannot complete an ensemble during the final weeks of the semester for a valid reason, such as health conditions, family or personal emergencies, or similar compelling situations, must notify the instructor of the ensemble to discuss and work out a solution. The decision regarding the solution rests entirely with the instructor of the course.

Berklee recognizes that students may be presented with certain opportunities, such as job interviews, auditions or other activities for professional positions or graduate school, and

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
performance events (including those sponsored by Berklee). These situations do not qualify a student to receive a grade of Incomplete.

It is strongly recommended that the necessary coursework be completed and submitted to the instructor as soon as possible after the completion of the semester, but it must be submitted by 5:00 p.m. of the last day of the sixth week of classes of the immediately following semester, whether or not the student is enrolled in that semester.

A grade of Incomplete that is not resolved by 5:00 p.m. of the last day of the sixth week of classes automatically changes to a grade of Incomplete Failure (“IF”). The “IF” is averaged into all grade point averages as an “F.” Effective with the start of the Fall 2012 semester, the grade of “IF” becomes permanent one calendar year after appearing in the student’s record and cannot be changed.

Grades of “I” are not calculated into the GPA. Students do not receive credit for courses with a grade of “I,” nor does any course with a grade of “I” count as a prerequisite for another course until the “I” is changed to a passing grade. Criteria for receiving dean’s list honors specify that a student cannot have a grade of Incomplete for the term in question. Dean’s list honorees are determined in the third week of classes of the following term. Any grade of Incomplete must be changed to a grade of “B” or better by the second week of classes to be eligible for dean’s list consideration.

**Repeat Course Policy**

Students may enroll in a course for a second or subsequent time. Only the highest grade will be computed into the cumulative grade point average (CumGPA) and the concentrate cumulative grade point average (CGPA). For more information, see Calculating the Grade Point Average on page 17. The repetition of a course will not eliminate the previous grade from the student’s record, nor may additional credit toward graduation be earned by repeating a course. Please note that ensembles and certain instrumental labs may be repeated for credit towards graduation up to the maximum allowed in each major. No required music production and engineering course, required electronic production and design course, and certain other music technology courses can be repeated without department approval. Contact the appropriate department chair for further information.

**Credit by Exam**

Students seeking to obtain Credit by Exam (CBX) for a course should apply to the course chair who is the final source of determination. The following limitations and stipulations apply:

1. CBX is not available for courses in which both proficiency and participation are the criteria for credit.
2. Courses passed by CBX are not counted as part of a semester’s course load.
3. A minimum grade of “B” must be earned in exam and/or project assignments for CBX to be awarded.
4. Courses for which a student received a grade of “F,” “I,” or “IF” are not eligible for CBX; in these cases, the policies governing Grade Change apply.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
5. All current schedule changes (including those involving CBX) must be completed by the published add/drop deadline.

6. In order to graduate, a combination of enrollment and participation in a minimum of 60 credits in the degree program or 48 credits in the diploma program are required.

Review of Academic Records

At the end of each term the Office of the Registrar conducts a review of student records to determine each student’s academic standing, including graduation honors, dean’s list, satisfactory progress, academic probation, academic suspension, and academic dismissal. The following policies governing academic standing apply to all students. Unless specifically indicated, the following policies apply to all semesters of enrollment.

Satisfactory Academic Progress Policy for Enrollment and Financial Aid Eligibility

The Satisfactory Academic Progress (SAP) policy is intended to provide early identification of students requiring additional academic support, and governs the eligibility of all students for enrollment and financial aid.

All students are required to consistently meet or exceed the following three SAP standards each semester:

- A cumulative grade point average (CumGPA) of 2.00
- A cumulative credit completion percentage (CumCCP) of 70 percent, calculated by cumulative credit hours completed divided by cumulative credit hours attempted
- Completion of graduation requirements within 150 percent of the published length of the degree or diploma program, e.g., complete the 120-credit degree program within 180 attempted credits.

Failure To Meet SAP Standards

Students who fail to meet or exceed any one of the SAP standards for the first time will be placed on suspension warning. Students in suspension warning status are given one additional semester of enrollment and financial aid eligibility to meet SAP standards.

Failure to achieve SAP standards for a second time at any time during the entire course of undergraduate enrollment will result in academic suspension from the college and a loss of financial aid eligibility.

Right to Appeal Academic Suspension/Financial Aid Eligibility

Students placed on academic suspension/financial aid ineligibility may appeal to the Office of Enrollment for enrollment and financial aid eligibility reinstatement. To be successfully considered, appeals should be based on extenuating circumstances with written verification included. The process to appeal begins with the Appeals form found on the Student Success homepage (berklee.edu/success).

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Academic/Financial Aid Suspension

Students placed on academic/financial aid suspension are ineligible to enroll or receive financial aid (at Berklee) for a period of no less than one fall or spring semester, excluding summer. For example, students suspended after a spring semester are not eligible for enrollment or financial aid until the following spring semester. Suspended students are prohibited from participating in any Berklee class, ensemble, program, or event, and are not eligible to use Berklee facilities while suspended.

Students may appeal for reinstatement after one semester of suspension, provided they have followed the action steps specified on their suspension notice.

SAP Probation

In cases where suspension appeals are granted, students are placed on academic / financial aid probation status and must sign and agree to the terms of an Academic Recovery Contract, developed in collaboration with a designated academic advisor. Students are given access to register/enroll for their next semester only after the academic recovery contract is signed.

Post Probation Review

The Office of Enrollment will review each student’s progress in completing the terms of their Academic Recovery Contract and make one of the following determinations:

• Students who now meet or exceed the three satisfactory academic progress standards and fulfilled all conditions of their Academic Recovery Contract will have their enrollment/financial aid eligibility conditionally restored.

• Students who did not make satisfactory academic progress, but fulfilled all other conditions of their Academic Recovery Contract, may appeal for one additional semester of academic/financial aid suspension probation.

• Students who did not make satisfactory academic progress and did not fulfill all conditions of their Academic Recovery Contract, will have their enrollment and financial aid eligibility permanently revoked, resulting in academic dismissal from Berklee College of Music.

Academic Dismissal

Students dismissed from Berklee College of Music are ineligible for future semesters of enrollment and financial aid eligibility at the college.

Satisfactory Academic Progress and Financial Aid

Beginning with the Summer 2013 semester, all students’ financial aid eligibility will be determined at the time of their initial application and after each semester of enrollment. To receive Federal/Title IV financial aid, a student must meet or exceed the three standards of the Satisfactory Academic Progress Policy for Enrollment and Financial Aid Eligibility at the end of each assessment period.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Financial Aid and Part-Time Enrollment

Financial aid is available on a prorated basis to students who are approved for part-time enrollment at Berklee through the Counseling and Advising Center. The amount of aid for which students are eligible is affected by the number of credits for which a student enrolls. Students are required to complete four full-time semesters at Berklee before they are eligible to receive institutional funds on a per-credit, prorated basis. All part-time students must continue to make satisfactory academic progress to be considered for financial aid funding. Not all students are eligible to enroll for fewer than 12 credits. Failure to seek the approval of the Counseling and Advising Center will result in students being billed for full-time enrollment no matter what the student’s credit load is. Most federal grants and loans require students to be enrolled in 6 or more credits in order to continue receiving prorated funding. Students enrolled in fewer than six credits are likely to enter their grace period and/or begin loan repayment. The guidelines for prorating Berklee grants and/or scholarships for qualified students (degree and diploma) are as follows: the semester’s grant/scholarship amount divided by 13 and multiplied by the number of part-time credits for the semester equals the grant/scholarship amount for the semester.

Example: John receives a $5,000 Berklee grant for the fall semester and plans to enroll in six (6) credits for the fall. ($5,000/13) x 6 = $2,307, rounded up to the nearest $100 equals $2,400. Based on six (6) credits, John receives a $2,400 Berklee grant for the semester.

Satisfactory Academic Progress and International Student F-1 Visa Status

All students must meet the published Satisfactory Academic Progress requirements. In addition, international students in F1 student visa status must enroll full-time two semesters each year to maintain F-1 nonimmigrant status. Students in F1 nonimmigrant status must register for and complete a minimum of 12 required credits for two semesters before being eligible for a vacation semester (except for spring entering students). Please see the Full-Time and Part-Time Attendance Policy for more information on part-time attendance.

Core Music Progress

Research strongly indicates that academic success at Berklee begins with passing all CORE music courses (arranging, ear training, harmony) that are part of each student’s entering semester. Therefore, in addition to maintaining satisfactory academic progress, all students are required to successfully complete their first semester core curriculum.

Students who do not pass a CORE music course in their entering term (indicated by grades of “W,” “I,” or “F”) have an enrollment hold placed on their student account are required to meet with the Office of Student Success, register for designated sections of core music classes and participate in a specialized tutoring program known as the Second Semester Success Program as a condition of check-in and their continued enrollment at the college. These students are also expected to complete all requirements of the Second Semester Success Program (such as weekly attendance at tutoring sessions) to maintain enrollment eligibility.

Students identified as needing this program may appeal the decision to the Office of Enrollment. To be successfully considered, appeals should be based on extenuating

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
circumstances with written verification included. The Office of Enrollment adjudicates all appeals on this matter.

Students are required to participate in the Second Semester Success Program until successfully completing all first-semester core music placements (e.g., an entering student placed into Ear Training 1 and Music Application and Theory must remain in the Second Semester Success Program until they successfully complete both Ear Training 1 and Music Application and Theory).

Major and Minor Fields Academic Review

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

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

Dean’s List

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

I. Credit-load requirements:
   A. Students must earn at least 12 credits in the semester in question and achieve a grade point average of 3.50 or above; or

   B. Students granted permission for part-time study must earn 8–11 credits and achieve a grade point average of 3.50; or

   C. Students with documented special needs must achieve a grade point average of 3.50 and earn 8 or more credits.

II. No grade in the semester in question may be lower than “B,” and no grades of Incomplete (“I”) or Withdrawal (“W”) are permitted.

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Graduation Requirements

Ordinarily, at least four semesters of full-time study must be spent at Berklee to qualify for the diploma or degree. Furthermore, all candidates seeking to graduate in a specific major field must attain at least a 2.70 CGPA in that major and must complete a required project in the chosen area of concentration, as described and approved by the department chair. In addition, an overall GPA of 2.00 must be attained to graduate.

In addition to successful completion of all required courses, proficiencies, projects, recitals, etc., students must complete a minimum number of credits to qualify for graduation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>96</td>
</tr>
<tr>
<td>Degree</td>
<td>120</td>
</tr>
<tr>
<td>Music Education</td>
<td>128*</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>122</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual Majors</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>126</td>
</tr>
<tr>
<td>Degree</td>
<td>150</td>
</tr>
<tr>
<td>Dual degree including</td>
<td></td>
</tr>
<tr>
<td>Music Education</td>
<td>158*</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>152</td>
</tr>
</tbody>
</table>

*with new requirement for state certification

Graduation requirement grids for each major are available online at berklee.edu. Assistance in educational planning is available at the Counseling and Advising Center and from departmental advisors.

Applying to Graduate

To start the graduation process, a student must first apply to graduate. Students who are nearing the completion of their degree or diploma requirements (semester level 6 or above/level 8 or above for dual majors) must submit an Application for Graduation form to the Office of the Registrar indicating the term in which they intend to graduate. Policies and information on the application process are outlined in detail in the Policy Handbook for Students, and at berklee.edu/registrar/requirements-graduation.

Berklee holds one commencement ceremony per year, which occurs in May on the Saturday after the last week of classes. Students planning to complete their degree requirements by the August or December before the May ceremony, or the August or December after the May ceremony, may participate in one ceremony of their choice, subject to specified conditions (see the Policy Handbook for Students p. 21, and berklee.edu/registrar/requirements-graduation).

Residency Requirements

All students, including candidates transferring from another school, are normally required to complete four semesters of full-time attendance and a minimum of 60 credits for the degree and
48 credits for the diploma at Berklee in order to graduate from the college. Credit by exam, advanced placement credit, CLEP credit, and transfer credit do not count toward the residency requirement, even if earned while attending Berklee.

**Honor Graduates**

Students who at the time of graduation have attained the following GPAs at the time of graduation earn honor status and will have their diplomas and records inscribed with the appropriate honors.

<table>
<thead>
<tr>
<th>Honor</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.85–4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70–3.84</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50–3.69</td>
</tr>
</tbody>
</table>

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Technology Services

Computer Requirements and Berklee Laptop Purchase Program

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

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

For more than 50 years, Berklee College of Music has been committed to preparing our students to meet the world’s musical, technological, and business necessities. We firmly believe this computer requirement and purchase program provides them with a unique resource that will maximize the potent music education available only at Berklee and will help prepare students for successful entry into the music industry.

The Berklee Laptop Purchase Program (BLPP) includes an Apple laptop computer, peripherals, and licensing to essential software applications in use at Berklee. Detailed information on the Berklee Laptop Purchase Program (“BLPP”) can be viewed at berklee.edu/sts.

Student Technology Services

Berklee provides a host of services aimed at enhancing our students’ educational experience. To this end, the college provides all students with a college email account, access via the wireless Berklee network to the web, an online library catalog system, and a variety of online resources and services.

Student Technology Services manages several of Berklee’s technology initiatives, including the BLPP and Major Bundle programs and provides technical support to enrolled Berklee students. Student Technology Services supports Berklee students via the student helpdesk, called the Student Computer Support Center (SCSC), and via telephone and email.

Student Computer Support Center

The Student Computer Support Center (SCSC) at Berklee is where currently enrolled Berklee students can go for assistance with most anything involving technology as it relates to their education at Berklee. This includes support for BLPP laptops, all supported software packages, Berklee internet services, and all Berklee-provided technology resources. Hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday. The center is closed on weekends and college holidays.

Students may contact the SCSC by:

- Visiting in person at 180 Massachusetts Avenue, lower level
- Sending an email to 8800@berklee.edu

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
• Calling extension 8800 (617 747-8800)
• Clicking the “Getting Help” link at http://www.berklee.edu/sts/getting-help

Detailed information on the SCSC Technical Support Policy can be found at Berklee.edu/sts.

Acceptable Use Policy

Berklee’s Acceptable Use Policy applies to all members of the college community: students, faculty, and staff. It specifies our expectations of Berklee community members who use college technology services and equipment. The policy can be found in the Policy Handbook for Students, which is provided online to every student. The policy is available and posted in the Stan Getz Media Center and Library, and can be viewed at berklee.edu/student-conduct-policies/acceptable-use-policy.

Ignorance of the acceptable use policy is not considered an excuse for violation of the policy. Violation of the acceptable use policy will lead to disciplinary action up to and including separation from the college. Furthermore, the policy complies with state and federal laws and regulations regulating use of technology, and certain violations may lead to prosecution from individuals and/or local, state, and federal law enforcement agencies. Students must read and understand this policy before using the college’s technology services.

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

Internet Access

On Campus
Access to the internet from any computer in a Berklee facility is free and unlimited. Students can access the internet via Berklee’s wireless network. All residence hall rooms are equipped with one ethernet 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
In order to keep the Berklee infrastructure stable and up-to-date, it is necessary to perform regular technology maintenance. The college has previously approved and designated a weekly maintenance window between 6:00 p.m. Thursday and 6:00 a.m. Friday for all maintenance that will impact users. During that time, some or all technology services will be unavailable to the Berklee community. All maintenance information and announcements can be found on the service status line on berklee.edu, and at 617 747-8999.

Email (username@berklee.edu)
Email addresses typically use a first initial followed by the last name. Faculty, staff, administration, and students are addressed using username@berklee.edu. Addresses may contain a middle initial or a number—i.e., username1@berklee.edu, username2@berklee.edu—with

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
ascending numbers according to how many users (past and present) have the same combination of first initial and last name.

Berklee Alumni also receive Berklee-branded email addresses. This email address contains the same username as the student address but has the domain alumni.berklee.edu. This means that username1@berklee.edu becomes username1@alumni.berklee.edu upon graduation from the college or attending full time for one or more semesters (summer semester not included).

**My.berklee.edu**

All students registered at Berklee have access to the college’s portal at my.berklee.edu (MyBerklee). This is where students take care of their business with the college and access student services such as check in, class registration, finances and bill payment. Students can also search for courses and view their grades online through the college’s portal.

**Berklee Music Network**

Through the Berklee Music Network, students can build an online portfolio, a public profile, and join an online music community of the world's most talented, Berklee-trained musicians, songwriters, music producers and music industry professionals who are actively moving the business of music forward, both creatively and entrepreneurially. The Berklee Music Network offers extensive deals on music products and services; provides members with exclusive music industry jobs, gigs, and music career opportunities; and is a one-of-a-kind music collaboration engine that fosters creativity between members of the network.

**Berklee Computer Store**

Berklee operates a "virtual" Apple computer store, an online store that offers discounted prices to current students, faculty, and staff. Access to the virtual store is through my.berklee.edu, and is limited to members of the Berklee community. For more information, students may contact the Student Computer Support Center (SCSC) at 617 747-8800.

**Student Computer Training**

For more information on training at Berklee, visit learningcenter.berklee.edu.

**Learning Center Resources**

The Learning Center is a networked, computer-based training facility dedicated to providing resources and opportunities that support the daily educational needs of Berklee students. The facility offers small-to-large group instruction rooms with Apple computer workstations. Each station is outfitted with software ranging from music sequencing, notation, and multimedia production to word processing and web browsing. Continually offering training sessions on software located both in the facility and on the students’ laptops, the trainers and peer tutors take a hands-on approach to teaching students in a classroom or one-on-one setting. As a complement to the training sessions, the software is further discussed in ongoing forums that cover popular software and hardware topics and are led by faculty, Learning Center staff, upper-semester students, and software company representatives.
The Learning Center also offers a core music-tutoring program where students receive help in their core music classes from academically qualified upper-semester students. For more information, visit learningcenter.berklee.edu.

**General Access Labs**
General access labs are open to all enrolled Berklee students, Berklee alumni, and ProArts Consortium students. For hours of operation and other information, visit learningcenter.berklee.edu/about.

**Learning Center Main Lab**
The Main Lab is located on the second floor of the 150 Mass. Ave. building behind the library. The lab has 30 computer digital audio workstations in 3 classrooms, where we conduct small-group training classes. The lab is equipped with headphones, keyboard controllers, and multiple music and multimedia software applications. Each station has a hybrid setup where students can use our iMac computers, or their own laptop computers.

**Media Lab**
The Media Lab is located on the first floor of the 150 Mass. Ave. building, adjacent to the Media Center. This facility is designed for standard computer applications such as internet browsing, word processing, graphic editing and web page design. Along with regular work stations, the Media Lab also has four scanning stations and laptop stations. This facility is also used to host events.

**Berklee Online**
Berklee Online is the award-winning online continuing education division of Berklee College of Music. Bringing access to Berklee’s acclaimed curriculum to students anywhere in the world, Berklee Online is taking a leadership role in educating the next generation of producers, performers, and entrepreneurs on the evolving music industry landscape. Berklee’s renowned faculty provide a strong portfolio of more than 130 online courses and multi-course certificate programs in music production, guitar, theory, harmony and ear training, music business, songwriting, and more.

Most Berklee Online courses are transferable to Berklee College of Music for credit. Students wishing to transfer Berklee Online courses must first apply and be accepted to Berklee College of Music through the Admissions Office. Credits apply to a matriculated student’s general elective requirement except where otherwise noted and can be used in Berklee degree and diploma programs. Only 12-week Berklee Online courses taken for credit are eligible for transfer consideration. The transfer equivalent will be two credits per course. A grade of “C” or better in each course is required for transfer approval. The Berklee Online courses must have been taken for credit or as part of a certificate program. Visit online.berklee.edu for more information.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Life at Berklee: Student Services and Resources

Life Outside the Classroom

Berklee provides students with many opportunities for spending their time outside the classroom. Whether living in an apartment or a residence hall, students can experience fully the benefits of being part of a diverse urban educational setting. Students are encouraged to become involved with their studies and cocurricular activities.

Berklee College of Music offers a holistic approach to the development of students through programs and services that focus on academic, social, cultural, leadership, and career development, as well as on the general well-being of students. These experiences promote maturity in aptitudes and attitudes crucial to the development of a successful musician.

Housing

Student housing is as much a part of the college learning process as the classroom experience. It is an exciting time of self-discovery and discovery of the world in general. Berklee students are exposed to a wide variety of backgrounds, cultures, and musical styles. For many students, this is their first experience with the responsibility of independence and the art of compromise that comes with living with other people.

The majority of Berklee students live in apartments in Boston and the surrounding area. Beginning in Spring 2014, all entering students will have the advantage of living in on-campus housing. Berklee’s first custom-built 16-story residence hall at 160 Massachusetts Avenue is scheduled to open, boasting a state-of-the-art Music Technology Center and a student cafeteria that converts to a 400-seat performance venue in the evening. The Housing Office assists students with on-campus living. Off-campus living resources, provided by the Student Activities Center, include resources and support to those living off-campus. Information about both on- and off-campus living is located at berklee.edu/housing. Questions about on-campus living should be directed to the Housing Office.

On-Campus Housing

berklee.edu/housing

Berklee’s residence halls are located in Boston’s Back Bay-Fenway neighborhood, easily accessible by public transportation. It is a central urban location that is near other major universities; Symphony Hall; the Museum of Fine Arts, Boston; Fenway Park; and many other cultural, educational, and entertainment centers. Many of the city’s best music stores, concert halls, and clubs are in the neighborhood.

College residence halls provide a secure home base in the middle of Boston and a place to make friends and share music with people from across the country and around the world. The convenience of being close to all of Berklee’s facilities is a major advantage of residence hall living. For students living on campus, the Office of Residence Life provides student services. Resident assistants organize a variety of social and educational events for students.

Due to Berklee’s urban location, safety and security are important considerations. The college’s Public Safety Department provides 24-hour access control at each residence hall, and security

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
officers are always available to assist residents. Each residence hall has double and triple rooms (some with private bathrooms), television lounges, and coin-operated laundry facilities. Residents have around-the-clock access to practice rooms in each building.

**Housing Applications**

Detailed housing information and an application for residence are sent to accepted and deposited students by the Housing Office, subject to availability of residence hall space. Mailings for the fall term begin in February, for the spring term in October, and for the summer term in March. Residence space is limited and fills up quite quickly prior to each term. Room reservations are made on a first-come, first served basis, and for that reason it is in the best interest of students interested in living on campus to complete the admissions application as early as possible.

**Dining Services**

150 Massachusetts Avenue, Dining Hall | berklee.edu/housing/aramark-dining-services

The Berklee dining hall, located at 150 Massachusetts Avenue, is open seven days a week. Dining services offers an “all-you-care-to-eat” menu with seven different stations, including made-to-order deli sandwiches, pastas, salads, omelets, and more. A wide variety of items is offered at lunch and dinner, including a choice of at least three entrees and specialty bars. An extensive salad bar and two choices of soup supplement these meals. All resident students participate in the on-campus meal plan.

Students who live outside the residence halls also are welcome at all meals. They can pay a per-meal cash price, charge their Berklee card accounts, or arrange for several different meal plan options through the college’s food service provider. For nonresident meal plan information, contact the food service manager in the dining hall, call 617 747-8964 or visit berklee.campusdish.com.

**Off-Campus Student Services (via the Student Activities Center)**

939 Boylston St., SAC | berklee.edu/housing/campus-student-services

Boston and its neighborhoods house over 75 percent of Berklee’s student population. Off-Campus Living Resources seeks to provide resources and materials to Berklee’s nonresidential students, from apartment search basics to list of student-suggested realtors based on an annual survey.

Living off campus can be both exciting and daunting. Students can find support in friends, peer advisors, and in the resources available through the Student Activities Center and the City of Boston Rental Housing Resource Center. Students living off campus can still be active members of the Berklee community, and Berklee encourages all students to get involved in student activities. Also, keep in mind that off-campus students represent part of the Berklee community and are expected to conduct themselves as good citizens. For more information, visit berklee.edu/housing.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Student Services and Resources
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 Boylston Street, 5th Floor | berklee.edu/student-affairs
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, including the Office of Housing, the Office of Student Activities, the Counseling and Advising Center, the Career Development Center and the Parent Office. Student Affairs staff members are always available to provide students and their families with whatever assistance is required to ensure student success at Berklee. The office is located in the Uchida Building, 921 Boylston Street and can be reached via email at vpsa@berklee.edu, or by calling 617 266-1400, ext. 2231.

Enrollment Division
921 Boylston Street, 1st, 5th and 6th Floors
The Enrollment Division of the college is composed of the offices of the Registrar, Admissions, Financial Aid, Scholarships, Student Employment, and Retention and Student Success and is overseen by the vice president for enrollment. The division provides information, service, and support to students before and after enrollment at the college. Each of the six offices is located in the Uchida Building, 921 Boylston Street.

Office of the Registrar
921 Boylston Street, 1st Floor | Berkleedu/Registrar
The Office of the Registrar provides a wide variety of services to students, parents, faculty, staff, and external agencies. The office is located on the first floor of the Uchida building at 921 Boylston Street and is open Monday through Friday 9-5, and in the summer Monday through Thursday 8-6 and Friday 8-5. Students, faculty, alumni, parents, and others are welcome to stop by our front desk to request a service or receive advisement from one of our front line service specialists. The Office of the Registrar can be reached at 617 747-2240 or registrar@berklee.edu.

Registration, Scheduling, and other Online Services
Most services, including registration, are available to students online through the student portal at my.berklee.edu. Registration for summer/fall classes is held in April and spring registration is held in November/December. The Office of the Registrar is responsible for curriculum management and schedules all entering students, including 5-week summer program students, into their courses based on the level of musicianship and preferred style of music. Students may also check course schedules and semester grades, perform degree audits, download academic requirements (grids) for all major fields of study, and access (unofficial) academic transcripts all through the student portal. In addition, the Office of the Registrar posts extensive information online including: graduation requirements, commencement information, the Registration Manual downloadable at berklee.edu/services/registrar.html, which is downloadable at

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
http://berklee.edu/services/registrar.html, the Transfer Credit Guide, and other helpful student academic information.

Transcript, Enrollment Verification, and Student Record-Keeping Services
The Office of the Registrar is the keeper of all academic records for past as well as presently enrolled students. The Office of the Registrar coordinates the process for collecting, storing and posting grades for each term. After each grading period, the department determines student eligibility for the Dean’s List as well as which students are placed on academic probation for the subsequent term. Transcripts and enrollment verifications are processed free of charge by the Office of the Registrar. Transcript requests cannot be taken over the phone; however, a request received through an authenticated berklee.edu email account will be accepted. Otherwise, a signed request is required. Transcripts will not be issued for students owing money to the college.

Commencement Services
The Office of the Registrar manages a number of college wide events, most importantly, the annual commencement ceremony in May. The office maintains a commencement website, berklee.edu/commencement, that provides students and their families the information necessary to begin planning for the annual commencement ceremony. Commencement concert and ceremony ticket distribution takes place at the front counter of the Registrar’s Office. Students are also welcome to seek advisement on their graduation status from the graduation and curriculum coordinator. After graduation, diplomas are printed and mailed to the forwarding address provided by students.

Transfer Credit Evaluation Services
Transfer credit evaluation is done in the Office of the Registrar for both newly admitted and enrolled students. (Students about to enter the college should speak directly to their Admissions Applicant Advisor). Read the full set of transfer credit policies and procedures at berklee.edu/admissions/transfercredit.

Returning Student Services
Students that have left the college and wish to return are provided a one-stop shop in the Office of the Registrar. For information to begin the process of returning to Berklee, please visit berklee.edu/counseling/returning.html.

College Reporting Services
The Office of the Registrar provides a variety of regularly scheduled and miscellaneous enrollment reports and statistics. The office publishes a comprehensive Fall Enrollment Report annually. In addition, three statistical (IPEDS) reports are submitted to the federal government on degree or diploma completion in the previous year, fall term enrollment statistics and demographics, and a reporting of six-year graduation rates (nces.ed.gov/collegenavigator). The Office of the Registrar reports enrollment and graduation information regularly to the National Student Clearinghouse. Also, the office produces term rosters and enrollment master lists for academic and administrative departments.

Student Health Insurance Coordination Services
The Office of the Registrar is responsible for coordinating student health insurance. For full

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
health insurance information, please visit berklee.edu/student-health-insurance. For specific questions regarding use of insurance, students should refer to the Gallagher Koster Insurance website at gallagherkoster.com/berklee or contact Gallagher Koster directly at (800) 457-5599.

Counseling and Advising Center
939 Boylston Street | berklee.edu/counseling-and-advising-center
access via 921 Boylston Street, 3rd Floor

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

Personal Counseling
The Counseling and Advising Center offers free short-term confidential mental health counseling to enrolled students. The choices, conflicts, and pressures of life at college are viewed as developmental processes that at times require additional support. A team of licensed mental health clinicians is available to assist students with a variety of mental health concerns, such as depression, anxiety, relationship and family issues, sexual identity concerns, substance abuse, and acculturation issues. If necessary, or upon a student’s request, referrals may be made to outside professionals or community agencies for specialized or longer-term care.

Personal counselors are available from 9:00 a.m. to 5:00 p.m., Monday through Friday. Students, faculty, or parents may contact the on-call counselor for same-day consultation regarding more urgent concerns. For after-hours assistance, students may call Berklee’s Public Safety Office at 617 747-2333. Their information will then be given to the after-hours on-call therapist. All students can also call 911 or go to their local hospital emergency room if immediate care is required.

Academic Advising
The Counseling and Advising Center offers a variety of academic advising services to assist students in realizing a successful educational experience at Berklee. Although advisors are available to work with students in all phases of academic and educational planning, decision-making, and problem-solving, they work primarily with early-semester students prior to their declaring a major. Academic advisors are available in the Counseling and Advising Center during daily advising express hours and on an appointment basis. Advising express hours vary from week to week. Students can visit berklee.edu/counseling-and-advising-center for a current schedule.

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. Immigration regulations require all colleges in

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
the United States to electronically report information on all international students’ F-1 status and academic progress. Students are strongly encouraged to meet with an international student advisor at the Counseling and Advising Center with any questions related to maintaining F-1 status.

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

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

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

Services for Students with Disabilities
Students with documented physical, learning, and/or psychological disabilities that qualify under the Americans with Disabilities Act are offered assistance in obtaining necessary accommodations to support a successful experience at Berklee. Students requesting accommodations must initiate and maintain ongoing contact with a Disability Services staff member in the Counseling and Advising Center. Disability Services staff can assist with academic planning, scheduling adjustments, and support, as well as referral to outside agencies, testing sites, and support groups. All accommodation requests must be made with a two-week minimum notice to faculty. Disability Services staff are available in the Counseling and Advising Center by appointment.

Career Development Center
921 Boylston Street, 1st Floor | berklee.edu/cdc

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
The CDC also presents practical workshops on topics such as negotiating contracts, self-promotion, media publicity, digital marketing, personal managers and agents, leadership, financial planning, and career options related to the various majors at Berklee.

Students may browse through the more than 700 books, videos, and podcasts addressing a wide range of music career and personal topics as well as pick up one of the more than 180 free handouts the CDC has acquired from various trade magazines related to music industry subjects, résumé writing, performance strategies, copyright issues, and more.

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

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

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

**Office of Experiential Learning**  
1140 Boylston Street, 2nd Floor | berklee.edu/oel

The mission of the Office of Experiential Learning (OEL) is to provide practical academic internship and service-learning opportunities to students. All OEL programs allow students to earn either academic credit or an internship certificate, deliberately connecting the Berklee curriculum with practical development. Students must be in good standing with the college to participate in OEL programs.

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
The Office of Experiential Learning will assist any qualified student in obtaining an internship or service-learning experience. The OEL provides academic supervision throughout the semester in which the student is enrolled in an internship or service-learning course. Acting as a channel of communication between the student and organization, the OEL staff will provide internship guidance, counseling and search information, and develop and monitor student application and evaluation procedures. For more information, visit berklee.edu/oel.

Office of Housing and Auxiliary Student Services
150 Massachusetts Avenue, 3rd Floor | berklee.edu/housing

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.

Student Activities Center
939 Boylston Street, berklee.edu/student-activities
access via 921 Boylston Street, 3rd Floor

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

The Student Activities Center includes a fully equipped lounge space, which serves as an on-campus home base where students can study or unwind, and a reception desk, where students can learn about all aspects of Student Activities. The lounge features ping-pong and pool tables as well as a variety of board games and video games, which can be checked out through the reception desk. Discounts for local events, attractions, and resources are also offered there. The Student Activities Center can be reached at 617 747-2560, studentactivities@berklee.edu, Berklee Student Activities on Facebook, or @BerkleeSAC on Twitter.

Student Life
Caf Shows
Berklee’s cafeteria is made for more than just eating. Wednesday through Saturday nights beginning at 10:00 p.m., Berklee students showcase their talents here. Admission is always free. This coveted performance opportunity is a great way to reach the Berklee community. Students can apply by submitting an application and a demo to the Caf Show Office. All inquiries regarding caf shows should be directed to cafshows@berklee.edu or the Caf Show Office located in the Student Activities Center.

Student Government Association (SGA)
The mission of the Student Government Association is to be the intermediary between the students and both the academic and administrative components at Berklee College of Music. As

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
the elected representation of, by, and for the students of Berklee College of Music, the Student Government Association is the leading force that reflects the collective voice of the student body while promoting diversity of expression both musically and culturally. The Student Government Association holds elections each academic year. All inquiries regarding SGA should be directed to sga@berklee.edu or the SGA Office located in the Student Activities Center.

The Groove
The mission of the online Groove student newspaper is to provide a forum for the voice of the entire Berklee populace in an informed and entertaining manner. An online resource, this student-run publication features local music reviews, interviews with major recordings artists, and content from contributing students and faculty. Visit Berkleegroove.com for more information. All inquiries regarding writing for or managing the Groove should be directed tothegroove@berklee.edu or to their office located in the Student Activities Center.

Peer Advising and First-Year Student Advising Program
All entering students are linked with an upper-semester peer advisor to assist in the transition to Berklee. Peer advisors assist students throughout their first semester on campus, help with academic questions, such as course planning and registration, and share firsthand experience about life at Berklee. Students also have the benefit of getting to know approximately 15 other students in their group. Drawing on Berklee’s diversity, their group is likely to be made up of students from all over the world with broad musical and career interests. This is often the way that students find band mates, study partners, and lasting friendships at Berklee. First-year students meet with their peer advisor one-on-one and with their group at orientation and at key points throughout the semester. Each entering student also has an assigned faculty advisor or a staff member who provides guidance throughout the first semester through Berklee’s Artistry, Creativity, and Inquiry seminar. For more information, visit us in person at the Student Activities Center, contact the peer advising office at 617 747-3114 or peeradvising@berklee.edu, or check out the website at berklee.edu/student-activities/peer-advising-program.

Athletics
For many students, the intercollegiate athletic experience is a valuable part of the college choice. Partnered with Emerson College, Berklee wants to give students every opportunity to continue to pursue music and sports. Students interested in pursuing intercollegiate athletics can try out for any Emerson College NCAA Division III Varsity sport. For more information about Emerson Athletics, visit emerson.edu/student-life/athletics-fitness or contact Stanford Nance, Emerson College recruiting coordinator, at stanford_nance@emerson.edu. All other inquiries about Berklee’s athletics partnership should be directed to livewell@berklee.edu.

Additionally Berklee is home to the Ice Cats ice hockey team. The Ice Cats are a member of the American Collegiate Hockey Association (ACHA) League. For more information on the Ice Cats, contact the Student Activities Center at studentactivities@berklee.edu.

Intramurals and Recreation
The following intramural and recreation opportunities are available to Berklee students through the Student Activities Center and in collaboration with various student clubs, local vendors, and local colleges and universities: the Ice Cats, the Berklee hockey team; Sunday sports (basketball, soccer, volleyball) at Simmons College; Boston Ski & Sports Club intramural sports membership.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
and Emerson College intramural tournaments. All inquiries regarding intramurals and recreation opportunities at Berklee should be directed to livewell@berklee.edu or the Student Activities Center.

**Office of Student Wellness and Health Promotion**  
939 Boylston Street, | berklee.edu/livewell  
access via 921 Boylston Street, 3rd Floor

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

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

Membership in student-initiated clubs that promote health and wellness is also available to enrolled students, who can email studentactivities@berklee.edu for a complete list.

*Fitness Programs*  
Berklee has partnered with nearby fitness facilities to offer students discounted memberships. Students may access the YMCA, the Tennis and Racquet Club, HealthWorks for Women, the Boston Kung Fu Tai Chi Institute, and the college fitness center at Simmons College. For more information about fitness programs, contact livewell@berklee.edu.

**Public Safety Department**  
155 Massachusetts Avenue, Basement | berklee.edu/public-safety

The Public Safety Department is responsible for maintaining a safe and secure learning environment at Berklee. The department maintains a constant presence 24 hours a day, 365 days a year, with its activities coordinated via a control center located within 155 Massachusetts Avenue. Its main responsibility is protection and assistance to the Berklee community. Public Safety services include door unlocks, ID production, lost and found, escorts, crime reports, key duplication, access control measures, and consulting.

The administration office is located in the basement of 155 Massachusetts Avenue. The department can be reached by phone at 617 747-2682 for regular business, and 617 747-2333 in an emergency.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
The department’s structure is a hybrid model: a proprietary Berklee command staff and personnel supplemented by a contracted security service. The command staff oversees a contingent of uniformed officers, who patrol the campus by foot and staff fixed posts. Officers are on duty 24/7. All Berklee PSD officers receive basic training related to campus security and law enforcement. All shift commanders and both the director and associate director have Massachusetts State Police special powers that include arrest powers on Berklee-owned, -leased, or -controlled property. They also have Suffolk County Sheriff powers that allow jurisdiction for any Berklee-related matters within Suffolk County. Shift commanders are trained and licensed to carry OC spray, baton, and handcuffs. Further information can be found at berklee.edu/public-safety.

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

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

Berklee complies with the federal Crime Awareness and Campus Security Act of 1990, which requires the publishing of information with respect to campus crime statistics and campus security policies. This information is published in a brochure titled Playing It Safe, which also contains tips on safety and security practices. To obtain a copy, visit berklee.edu/public-safety or contact the director of Public Safety.

Office of Financial Aid
921 Boylston Street, 2nd Floor | berklee.edu/financial-aid

The Office of Financial Aid helps Berklee students and families manage the cost of a quality education through a wide variety of sources, including federal, state, and institutional aid programs, payment plan and educational loan opportunities. Counselors in the Office of Financial Aid work with students to help find solutions to financing their education. Funds from any one program are limited, so it is best that students and families apply well in advance for all possible sources of assistance: need-based, merit-based (generally scholarships), and non-need-based loans.

The Office of Financial Aid is responsible for administering need-based funds through a review of a student’s Free Application for Federal Student Aid (FAFSA). The FAFSA is available for U.S. citizens and permanent residents. The FAFSA calculates a family’s financial need and allows the student and family to be considered for state grants and scholarships and the following federal programs: the Pell Grant, the Supplemental Educational Opportunity Grant (SEOG), the Perkins Loan, and the Direct Stafford Loan. Information on additional financing options can be found in the Loan Guide, available at berklee.edu/forms.

Veterans Counseling

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
A student who is a veteran, disabled veteran, or son or daughter of a disabled veteran can seek advice concerning these benefits from the veterans counselor located in the Office of Financial Aid. The counselor who coordinates veterans’ benefits can assist with the certification of veterans benefits and provide guidance regarding the Yellow Ribbon Program as well as obtaining a Certificate of Eligibility.

For more information, visit berklee.edu/financial-aid, email financialaid@berklee.edu, or call 800 BERKLEE (800 237-5533).

**Office of Scholarships**
921 Boylston Street, 6th Floor | berklee.edu/scholarships

Berklee’s Office of Scholarships provides extensive opportunities for both domestic and international students to apply for merit-based scholarships via their live audition and interview for admission (entering students) or submission of an achievement portfolio (continuing and returning students). The college awards more than $28 million in scholarship funds annually.

For information on application guidelines and a list of scholarship opportunities, visit berklee.edu/scholarships.

**Office of Student Employment**
921 Boylston Street, 1st Floor | berklee.edu/student-employment

The Office of Student Employment provides opportunities for part-time positions both on and off-campus. The program aims to assist students with earning money towards their living expenses. Students work in areas such as the recording studios, the media center, the Berklee Performance Center, and many other departments throughout the college. Since many students live off campus, having a student job can really help the student feel more connected and engaged in the Berklee community. Students work approximately 10–15 hours per week and are paid a minimum of $8 per hour. Payments are issued to students every two weeks via direct deposit.

**Eligibility for Student Employment**
Berklee Student Employment is open to all students, international and domestic. Eligibility is based on a student’s enrollment status, grade point average, and suitability to a particular position.

**To Apply for Student Employment**
In order to apply, a student would first need to complete an online application, which will provide our office with details of your work experience and skill set. International students are required to obtain a social security number prior to beginning their job, and the Office of Student Employment will assist them with the process of applying to the Social Security Administration.

For further details, email the Office of Student Employment at studentemployment@berklee.edu, call 617 747-2687, or visit the office located at 921 Boylston Street.
Office of Retention and Student Success
921 Boylston Street, 5th Floor | berklee.edu/student-success

The Office of Student Success is dedicated to ensuring all students have the necessary supports—inside and outside of the classroom—to fully realize their musical, academic, and personal potential at Berklee College of Music. By supporting students as they face obstacles associated with college life, the Office of Student Success assists students in making connections with campus resources and providing coaching on strategies for having a positive experience at Berklee.

The foundational belief is that all admitted Berklee students are fully capable of realizing their musical, academic, and professional goals. At times, students experience difficulties (academic, emotional, health-related, as well as family emergencies and other unexpected challenges) and there are many resources on campus that can help. The Office of Student Success is committed to helping students make the most of their college experience.

During individual meetings, students are presented with options to help them decide how to proceed, emphasizing that sometimes a short-term change may be the long-term solution to success. Visit berklee.edu/success for a comprehensive listing of academic, financial and social supports available to all Berklee students. The Office of Student Success can also be reached via email at success@berklee.edu.

Office of the Bursar
921 Boylston Street, 2nd Floor | berklee.edu/bursar

The Office of the Bursar is responsible for all financial matters pertaining to students’ accounts, including the billing and collection of tuition and fees and refunds due to overpayments. For further information about bursar payment policies, visit the Office of the Bursar or berklee.edu/bursar/policies-and-procedures.

Office of Media Relations
1126 Boylston Street, 2nd Floor | berklee.edu/media-relations

The Office of Media Relations acts as the liaison between Berklee and outside journalists for campus news, initiatives, events, and expert sources. The Media Relations staff writes news releases for distribution to media outlets all over the globe and pitches stories reflecting Berklee’s international environment. Connecting campus contacts with reporters at print, electronic, and new media outlets results in news coverage of the music, teaching, administrative practices, community outreach, diversity, artistry, and innovation that defines Berklee as the world’s leading college for contemporary music education.

Office of Concert Operations
155 Massachusetts Avenue, 4th Floor | berklee.edu/concert-office

Concert Halls

The college has five concert halls that are available for the presentation of student concerts and recitals by organized eligible student performers. The Office of Concert Operations supervises the use of these facilities. Concerts are scheduled throughout the school year except during final
exam periods, vacations, and between semesters. Visit berklee.edu/events for a schedule of events by type or venue.

Berklee Performance Center | 136 Massachusetts Avenue
While primarily used for faculty-led student concerts, this facility is also available for approved student groups that have previously presented in the concert halls. Information and applications may be obtained from the Concert Office. Application deadlines will be announced on Campus Cruiser and on flyers posted around campus. Applications for use of this facility will be reviewed by the concert committee, a group composed of deans, chairs, and Concert Operations staff. Initial inquiries should be made at least six months in advance of a proposed concert date.

Berk Recital Hall (1A) | 1140 Boylston Street
The Berk Recital Hall is located on the ground floor at the 1140 Boylston Street building, Named in honor of Berklee's founder Lawrence Berk and his wife Alma, the hall can accommodate 118 audience members.

David Friend Recital Hall | 921 Boylston Street
The David Friend Recital Hall, located in the Genko Uchida building at 921 Boylston Street, is a semicircular performance space with a horseshoe-shaped balcony, designed by architect Shizuo Harada. The 160-person capacity venue uses a stage that can be moved to the center of the room, creating a performance-in-the-round environment.

Oliver Colvin Recital Hall (IW) | 1140 Boylston Street
Located in the 1140 Boylston Street building, the Oliver Colvin Recital Hall is an 86-seat venue at the heart of Berklee's performance action. The venue hosts hundreds of events each year, including faculty concerts, senior concerts, and visiting artist clinics and master classes. Most Berklee students lead their first concert in this hall and it is their introduction to performing at the college. Events are free and open to the public, giving the Boston community an opportunity to hear the rich and diverse talent that resides on campus.

Cafe 939 | 939 Boylston Street
Berklee’s Cafe 939 is a state-of-the-art, all-ages, student-run concert hall and coffee house. Located at 939 Boylston Street, adjacent to the Cactus Club, Cafe 939 showcases Berklee’s emerging student talent, local artists, and national acts seeking a more intimate, personal space in which to perform and connect with their fans. The cafe is open to the general public and aims to attract musicians and music fans from all walks of life. Students are encouraged to apply for shows during the concert halls’ “call for programming” application periods. These application periods will be announced on my.berklee.edu and flyers posted around campus.

Ensemble Rooms – 130, 136, and 150 Massachusetts Avenue buildings
The Ensemble Department has 23 rooms in the 130, 136, and 150 Mass. Ave. buildings specifically designed for ensemble playing. In the evenings and on weekends, these rooms are made available for student-organized rehearsals. Rehearsal rooms are typically available from 6:00 p.m. to 12:00 a.m. The Ensemble Department also has an Equipment Office located in the 130 Building, room A01, which has equipment such as microphones, cymbals, instrument cables, etc., that a student can sign out for their rehearsal. Any questions on ensemble room/rehearsal room policies can also be answered at berklee.edu/ensemble/room-equipment-information.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Fordham Road Facility (25 Fordham Road)
25 Fordham Road, Allston | berklee.edu/facilities/practice_rooms.html

The practice facility located at 25 Fordham Road has 14 rooms specifically designed for ensemble playing, plus 34 individual practice rooms. These rooms are made available for student-organized rehearsals in the evenings and on weekends. Rehearsal rooms are typically available from 4:30 p.m. to 11:15 p.m. only to enrolled students.

Summer Use of Resources

The college allows students who are registered for the upcoming fall semester to use “open” resources during the summer. These include the Stan Getz Media Center and Library, the Learning Support Services, Office of Experiential Learning, and the Career Development Center.

Facilities Only Option

Berklee provides a facilities-only option for student use of practice rooms, ensemble rooms, and lockers during the fall semester, spring semester, or summer term without being enrolled in classes during that particular term at the college. Students using the facilities-only option are charged a facilities fee. Eligibility requirements and information are detailed in the Policy Handbook for Students.

Composer-Arranger Workshops (Project Bands)

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

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.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Parent Office
921 Boylston Street, 5th Floor | berklee.edu/parents
See p. 10 for parent office information.

Student Lounges
The student lounges are open during school hours and are available to all students. These rooms are designed to be comfortable spaces for students to hang out, and to alleviate the need for students to congregate in lobbies or at reception desks. The Student Activities Center and Office of Meetings and Events reserve the right to give permission for music and instruments to be played in these spaces.

939 Student Activities Center Lounge
Students can watch TV, play board games or video games, meet with their club or peer advisor, or use the space for an evening or weekend event. Students interested in planning an evening or weekend event using the Student Activities Lounge should contact studentactivities@berklee.edu.

1140 Steve Heck Room
Students can study, meet up with friends, or grab a snack from Archie’s Café. This lounge is also reserved for special events and may not always be open to the public.

Berklee Mail and Document Services
1108 Boylston Street, B Level
Berklee’s campus copy center is open to members of the Berklee community. Students can present their student ID card to receive special discounted pricing. The copy center is located at 1108 Boylston Street and is open 8:00 a.m. to 6:00 p.m., Monday through Friday. It is closed on weekends and major holidays. More information about student mail can be found on p. 45, and in the Policy Handbook for Students.

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
**Student Policies**

**Berklee Card**

The student identification card, or Berklee Card, is a multipurpose card that provides access to facilities and services. The front of the card contains a student’s digital picture, name, student number, personal identification number, and library bar code. The back of the card has a magnetic stripe that is encoded with a student’s identification number and is used at campus facilities. The card stripe allows access to the student’s online flexible spending account for use in campus vending machines and at local merchants, including the campus dining hall and college bookstore. For more information on the flexible spending account, visit berklee.card.com. The Berklee Card is also an access control card that allows access to authorized card readers across the Berklee campus.

The Berklee Card allows access to many areas around the campus including the residence halls (residence hall students only), dining hall, Stan Getz Library, Learning Center, and practice rooms. Only the card owner is permitted to utilize his or her issued Berklee Card to gain access to appropriate facilities and other areas. It must be presented for inspection upon request of any Berklee community member. Public Safety will be immediately notified in the event of loss or withholding of the card, and no school facilities requiring a card will be available for immediate access and/or use until further notice.

The Berklee Card is issued when the student enrolls 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 $20 in cash payable at the Berklee Card Office located at 150 Massachusetts Avenue. If the ID is not working it will be replaced at no charge.

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

**Insurance**

**Health Insurance**

Massachusetts state 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 (through a waiver process) that they are in a health insurance program that meets the law’s minimum QSHIP benefit requirements. The college has arranged for a qualifying student health insurance program. Students who have comparable health insurance to the QSHIP minimums may elect to waive the requirement to participate in the health insurance. Students can submit a waiver online by logging in to my.berklee.edu, selecting the “Students” link, and then the “Waive My Health Insurance” link under the Financial Information submenu. Students may also submit a waiver form at the Bursar’s Office. Waiver forms can be downloaded online at berklee.edu/forms-and-other-downloads in the Health Related section of the page.

*Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.*
The Massachusetts Division of Health Care Finance and Policy requires that the college may not waive participation in the institution’s qualifying student health plan for 1) students who have been determined Low Income Patients for Services Eligible for Payment from the Uncompensated Care Pool or 2) students with coverage from insurance carriers outside the United States, by foreign National Health Service programs, and by embassy-sponsored programs. Health plans such as those in the preceding statement are deemed not to be comparable to coverage under a qualifying student health insurance program. Therefore, waivers are not accepted. International students are expected to participate in the college’s qualifying health plan. Students participating in a Berklee-sponsored study abroad program may waive the health insurance if their foreign insurance plan provides coverage in the study-abroad area.

For more information about Berklee's Student Health Insurance Plan, including what's covered, how to access benefits, enrollment concerns, waiving coverage, or replacement ID cards, visit berklee.edu/student-health-insurance.

**Property Insurance**

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

**Instrument Insurance**

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

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

**Change of Address**

Students are required to keep the college informed of any change of address. The Office of the Registrar must be notified of such changes in writing. Local contact information can be edited through my.berklee.edu by selecting the “Students” link, and then the “My Contact Information” link under the Check-in submenu.

**Methods of Communication**

The official method of communication regarding important college deadlines, events, administrative business required for student enrollment, activities, announcements, and other daily updates are the student’s Berklee email and the berklee.edu portal. The college uses several alternative methods of communicating information to students, including bulletin board postings, Facebook, Twitter, and Berklee-blogs. However, Berklee email and the berklee.edu
portal serve as the primary forms. Students are responsible for checking their Berklee email account and berklee.edu on a daily basis for important college-related information.

**Emergency Closing**

When bad weather conditions (e.g., snowstorms, hurricanes) or other circumstances make it necessary to cancel on campus classes, all students, faculty, and staff are encouraged to check the home page of the college’s website, berklee.edu, for the latest official information on the status of the college. Students may also call the college’s main number, 617 266-1400, for status. Though classes on campus may be canceled, only in extreme emergencies will the buildings be closed. In addition, many faculty will choose to engage with their students virtually using the campus online services during such periods. Notification of class cancellation will always be posted and/or distributed as early as possible. In the majority of situations, students will be contacted through the Berklee Emergency Notification System (BENS), which uses mobile phone, local home telephone, and email to contact members of the Berklee community and provide status on cancellation of classes and other emergency situations. Students are encouraged to sign up for BENS notification at the beginning of each semester.

**Student Mail**

As noted above, the official form of communication at Berklee is via the student’s berklee.edu email account. However, all on-campus resident 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 for residential students, and to the local address on file for students living off campus.

The mailboxes are located in each dormitory. The student mail and document services center is located on the B level of 1108 Boylston Street and 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. Packages requiring a signature, or that are too large for the mailbox, can be picked up here. The student mail and document services window is closed during Thanksgiving and Christmas breaks, and on Sundays and holidays.

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:

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
It is suggested that students verify their mailbox number with student mail and document services at the beginning of each semester. Students will lose their assigned mailbox at the end of the current semester. Students will lose their assigned mailbox at the end of the current semester if they are not registered for the 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.

Student mail and document services 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 mail and document services is distributed properly.

Additional information is posted at the student mail and document services center. Students should familiarize themselves with it. Questions about student mail and mailboxes should be directed to the student mail and document services staff, 617 266-1400, ext. 2891.

**Faculty/Staff Mail**

To address mail to faculty or staff from outside the college, include the faculty or staff member name and department. For example:

Staff member name  
Admissions Department  
1140 Boylston Street  
Boston, MA 02215

Questions concerning faculty or staff mail should be directed to the Mail and Document Center, 617 266-1400, ext. 8812.

**Telephone Calls and Messages**

To reach the college operator, dial the main number for Berklee at 617 266-1400. The operator can direct calls to College Departments or the voice mail system. Telephone messages for faculty or staff can be accessed directly by dialing 617 747-8000, then keying in the name or extension number.

The college will not release any personal information without prior approvals. Restrictions apply to providing personal information regarding students’ addresses, telephone numbers, or class schedules (see Annual Notification of Rights under FERPA, page 49). Any requests for such information, must be reviewed, approved, and authorized by Student Affairs and in compliance with all college policies and procedures.
Lost and Found

A “lost and found” program is maintained by the Public Safety Department at the 150 Massachusetts Avenue Public Safety Desk. Students are encouraged to use this location for any items lost or found within the college. The college assumes no responsibility for loss of students’ property in any college building through fire, theft, or other causes (see Property Insurance on page 44).

Check Cashing

Since Berklee does not have the capacity to render banking services such as the cashing of checks and money orders, students are advised to establish a personal checking account at a local bank. Because 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 a student does not have a local account, the banks will cash only 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 traveler’s checks 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 the student’s home bank to an affiliated Boston bank where they may be picked up.

Student Conduct and Community Standards

Student Conduct and Community Standards is responsible for administering the student conduct process as well as educating Berklee students on civility and respect within the community. Our goal is to promote a safe and positive climate, both inside and outside the classroom, through behavioral standards, policies and regulations, and intervention efforts.

Student Conduct

Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college’s function as an educational institution. As a result, reasonable policies, procedures, and regulations have been developed to guarantee each student’s freedom to learn and to protect the fundamental rights of others.

Each student’s attitude and deportment must conform to standards inherently necessary to advance the educational process. Failure to observe these standards may result in referral of a student’s behavior to the Office of the Vice President for Student Affairs/Dean of Students for appropriate determination. If a student does not respond to the request to meet with the vice president or designee, a hold is placed on the student’s record, thereby preventing access to transcripts, diploma or degree, grades, registration, course add and drop, and other college activities, including graduation. The hold is not removed until the student meets with the vice president or designee and an outcome appropriate to the nature of the unacceptable behavior is determined. Depending on the nature of the unacceptable behavior, the consequence could range from a disciplinary warning up to and including suspension or dismissal from the college. Students who fail to comply with the regulations of Berklee College of Music

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
may be dismissed from the college at any time with no reimbursement of fees. The college may withdraw scholarship funds from students who receive disciplinary sanctions.

Complete information on community standards and student conduct policy can be found in the Policy Handbook for Students, and at berklee.edu/community-standards/student-conduct-and-community-standards, including statements on:

Endangering Behavior/Involuntary Leaves of Absence
Off-Campus Disturbances
Sexual Assault
Discrimination or Harassment
Acceptable Use
Honesty in Academic Work and Scholarly and Professional Practice
Hazing
Smoking
Fire regulations
Posting Notices

Drug and Alcohol Policy 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 the serious challenges that jeopardize the safety and security of students and the college community. Berklee is committed to:

- providing education
- promoting alcohol-free social options
- developing alcohol policies and increasing the consistency of enforcement Policies
- reducing the marketing of alcohol
- conducting early interventions
- providing treatment and referrals

The college is committed to a clear, meaningful, and well-publicized set of limitations and consequences that hold students accountable for alcohol or drug-related behaviors (both on and off campus) and provide necessary educational, monitoring, and support elements. Students are expected to comply with local, state, and federal laws relating to the use of alcohol. The college will not tolerate conduct that disrupts the campus or the academic or residential environment, or jeopardizes the safety of another person. 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. The complete drug and alcohol policy for students can be found at Berklee.edu/student-conduct-policies.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the college receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record(s) are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education

   Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
FERPA permits the disclosure of PII from students’ education records without the consent of the student if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from education records without obtaining prior written consent of the student to the following:

- Other school officials, including teachers, within the college whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.
- Officials of another school where the student seeks enrollment or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the regulations.
- Authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority who is responsible for supervising the university’s state-supported education programs. Disclosures under this provision may be made, subject to the regulations, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the school in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements. The disclosure may only include the final results of the

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
disciplinary proceeding with respect to that alleged crime or offense regardless of the finding.

- To the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

- To the Department of Homeland Security (DHS), formerly Immigration and Naturalization Services (INS), upon a specific request to the college to verify F-1 status of international students.

The following directory information is considered by the college to be informational in nature and may be released without the student’s permission at the discretion of the college: name, enrollment status, graduation status, semester level, program, major, principal instrument, dates of attendance, college mailbox number, college email address, and hometown.

If a student does not wish the college to disclose directory information from his/her educational records without prior written consent, the student must notify the college in writing or via the student’s my.berklee.edu account. The student should indicate which data the student does not wish to be released and return the request to the Office of the Registrar. The student’s information will not be disclosed from the time the Office of the Registrar receives the student’s form until the request is rescinded.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which your education records and your private personally identifiable information (PII) contained in such records—including your social security number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“federal and state authorities”) may allow access to your records and PII without your consent to any third party designated by a federal or state Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and state Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources.
including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students are advised to make copies of any important documents before submitting them to Berklee. In accordance with college policy, the Office of the Registrar cannot return documents to students. These may include such documents as immunization records and high school diploma records.

Additional information on procedures or policies relating to the college compliance with the Family Educational Rights and Privacy Act can be obtained from the Office of the Registrar.
Music Career Success

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

Five Essentials of Music Career Success

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

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

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

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

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

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
4. Understand that every business is becoming a “music business” and so musical opportunities are multiplying. It took a coffee company and a computer manufacturer to teach the music industry how to sell music in the digital age! Non-music businesses everywhere are seeking creative ways to add music-related services to their mix. This means that you needn’t be dependent on the traditional “music-industrial complex” for music career success.

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

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

I tell musicians to not so much look for “a job,” but to seek out the work that needs to be done. It might be arranging a song, playing a wedding gig, helping organize a concert series, doing a jingle session, offering private music instruction, or writing a review of your favorite band’s new CD. Eventually, all the different experiences merge together into the roaring river that will be your music career. At that point you’ll be visible, in demand, and able to name your price. And that’s career success.

Networking for Music Career Success

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

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

Barriers to Networking

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Time constraints are another barrier to networking. Networking is a high-time, low-money marketing strategy. That’s why it is important to set realistic networking goals. Students should try to meet and interact with two new people a week. This can mean anything from talking to a booking agent on the phone to visiting a recording studio for a tour to writing a promotional letter to a music publisher.

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

**Ways and Places to Network**

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

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

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

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

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

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
• Students can use the vast network of the internet to explore and make new contacts all over the world. The web gives students a chance to present multimedia expressions of themselves and their work, and music newsgroups and mailing lists provide opportunities for the discussion and exchange of information in online communities. Some A&R representatives use the internet to scout for new talent.

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

1140 Boylston Street (1140)
Monday through Friday, 8:00 a.m. to 10:00 p.m.
Saturday and Sunday, 8:00 a.m. to 4:00 p.m.
This is the main college administrative building, housing the Office of the President, Academic Affairs, Experiential Learning, Institutional Advancement, Performance Division offices, classrooms, and two concert halls.

855 Boylston Street (855)
Monday through Friday, 9:00 a.m. to 5:00 p.m.
Card-access building
The offices of City Music National, Diversity and Inclusion, Education Outreach, Global Initiatives, Human Resources, International Programs, and Payroll are located on level four of this building. Administration, Auxiliary Services, and Berklee Media are located on level seven. Photo identification is required of all visitors.

899 Boylston Street (899)
Monday through Friday, 9:00 a.m. to 5:00 p.m.
Card-access building
The Ear Training Department is located on level two, and the offices of Community Affairs and Campus Engagement and City Music Boston are located on level three.

921 Boylston Street
Genko Uchida Building (921)
Monday through Friday, 8:00 a.m. to 10:00 p.m.
Saturday, 8:00 a.m. to 3:00 p.m.
Sunday, 10:00 a.m. to 3:00 p.m.
This facility is home to the Finance and Budgeting, Student Affairs, and Enrollment divisions, including the Admissions, Bursar, Career Development Center, Financial Aid, and Scholarships and Student Employment offices. Guitar, percussion, and piano labs; a concert hall; ensemble rooms; and classrooms are also located here. Access to level two of 939 Boylston Street is through level three of this building.

939 Boylston Street (939)
Counseling and Advising Center:
Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
Student Activities:
Monday through Friday, 9:00 a.m. to 8:00 p.m.
Cafe 939:
(cafe may close at 7:00 p.m. if there is no performance)
Monday and Tuesday, 7:30 a.m. to 9:00 p.m.
Wednesday through Friday, 7:30 a.m. to 11:00 p.m.
Saturday, 10:30 a.m. to 11:00 p.m.
Sunday, 10:30 a.m. to 9:00 p.m.
The ground floor of this building houses Cafe 939 at Berklee, a coffee shop for the Berklee community and the general public, as well as a performance space for Berklee and outside acts. The second level contains the Counseling and Advising Center, Berklee Internet Radio, and Student Activities; all are accessed via level three of 921 Boylston Street.

1090 Boylston Street (1090)
Monday through Friday, 10:00 a.m. to 7:00 p.m.
Saturday, 11:00 a.m. to 5:00 p.m.
This building houses the Berklee store.

1096 Boylston Street (1096)
Monday through Friday, 9:00 a.m. to 5:00 p.m.
Card-access building
The second floor is home to administrative offices.

1108 Boylston Street (1108)
Mail Services:
Monday through Friday, 8:00 a.m. to 6:00 p.m.
Saturday, 9:00 a.m. to 1:00 p.m.
Mail Center:
Monday through Friday, 8:00 a.m. to 6:00 p.m.
Administrative Offices:
Monday through Friday, 9:00 a.m. to 5:00 p.m.
Mail and Document Services are located on the lowest level of this building, in addition to several administrative offices.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
1126 Boylston Street (1126)
*Monday through Friday, 9:00 a.m. to 5:00 p.m.*
*Card-access building*
The second level of this building is home to Communications, Media Relations, and the Music Production and Engineering department office.

7 Haviland Street (7)
*Monday through Friday, 7:30 a.m. to 11:30 p.m.*
This building houses the Liberal Arts, Music Business/Management, and Music Therapy departments, in addition to classrooms, student resource rooms, Africana Studies, the Center for Writing and English as a Second Language, Heavy Rotation Records, and Professional Education Division Publications.

22 Fenway (22)
*Monday through Friday, 8:00 a.m. to 9:00 p.m.*
*Card-access building*
This building houses the Music Education and Professional Music Departments, the Professional Education Division Office, Jazz Revelation Records, the Professional Education Division Technology Lab, several classrooms and faculty offices, and the Electronic Production and Design Recital Hall.

**Introduction**

130 Massachusetts Avenue (130)
This building houses the Ensemble Department on the first floor. Practice facilities are located in the basement levels, and classrooms are located on the second level. Access to upper- and lower-levels is through the 142 or 150 Massachusetts Avenue entrances.

136 Massachusetts Avenue (136)
*Box Office: Monday through Saturday, 10:00 a.m. to 6:00 p.m.*
The Berklee Performance Center (BPC) has 1,220 seats, state-of-the-art sound and lighting systems, and a full range of multimedia capabilities. Classrooms are located above the BPC, and technology and rehearsal facilities occupy the lower level. Access to upper- and lower-level floors is through the 142 or 150 Massachusetts Avenue entrances.

150 Massachusetts Avenue (150)
*24-hour access when the college is in session; individual department hours vary Monday through Friday, 9:00 a.m. to 5:00 p.m. during semester breaks*
The Professional Writing Division, Music Technology Division, Learning Resources, Stan Getz Media Center and Library, cafeteria, and practice facilities are based in this building. Classrooms, music technology facilities, and a residence hall are also located here. Access to the upper- and lower-level floors of 130 and 136 Massachusetts Avenue is through this building.

155 Massachusetts Avenue (155)
*Monday through Friday, 9:00 a.m. to 5:00 p.m.*
Public Safety and the Berklee Card offices are located on the lower level of this building. Levels two and three are home to classrooms, technology space, and faculty offices for the Professional Writing and Music Technology division. Graduate Studies, Institutional Research and Assessment, and Faculty Development are also located on level three. The fourth level is departments within the Special Programs division, including Concert Operations, Summer Programs, and Video Services.

160 Massachusetts Avenue (160)
This block, formerly home to classrooms and student service offices, is being redeveloped into a 16-story, mixed-used building with a new cafeteria and evening performance venue, a residence hall with approximately 370 beds, in addition to student life, rehearsal, and music technology facilities. It is scheduled to open in 2014.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
161 Massachusetts Avenue (161)
Monday through Friday, 8:00 a.m. to 5:00 p.m.
Card-access building
This building houses the Musical Instrument Repair Center on the ground level. Alumni Affairs and administrative offices for Institutional Advancement and Physical Plant are on level three. Level four is home to the Electronic Production and Design department office and faculty offices for the Professional Writing and Music Technology Division.

171 Massachusetts Avenue (171)
Monday through Friday, 9:00 a.m. to midnight Saturday and Sunday, noon to midnight
Card-access building
This building houses individual practice rooms reserved for piano and percussion principals.

186 Massachusetts Avenue (186)
Monday through Friday, 9:00 a.m. to 5:00 p.m.
This building is home to offices within Innovation, Strategy, and Technology. The Student Computer Support Center, the Center for Technology in Music Instruction, and training facilities are on the lower level. Administrative offices for Enterprise Systems, Network and Telecommunications, and Training and Support Services are located on the second level.

18 Belvidere Street: Saint Cecilia Parish (18)
100 Massachusetts Avenue: The Boston Architectural Center (100)
Monday through Friday, 8:30 a.m. to 6:00 p.m.
These buildings have several general-purpose classrooms.

101 Belvidere Street (101)
Card-access building
Music Technology facilities are located in this facility. Access is limited to students enrolled in specific courses.

270 Commonwealth Avenue (270)
98 Hemenway Street (98)
24-hour access to residents when the college is in session
Card-access buildings
These are residence halls, with lounges and practice facilities available for residents.

25 Fordham Road (25)
Monday through Friday, 4:30 p.m. to 11:30 p.m. Saturday and Sunday, noon to 11:30 p.m.
This off-campus practice facility is located in the Allston-Brighton section of Boston and is accessible via the Green Line B train. Individual rooms, ensemble rooms, and a large orchestral room are available.

Palau de les Arts Reina Sofia (VAL1)
Puente de Monto Olivet, sn, Valencia, Spain
This facility in Valencia, Spain is home to the Berklee Valencia campus.

Visit berklee.edu/facilities for a complete description of Berklee performance halls, practice and ensemble spaces, studios, labs, scoring, recording, and classroom facilities.

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Resources Off Campus

Health Services On and Off Campus

A partial listing of the many health care facilities and services in the area can be found at Berklee.edu/insurance/facilities.html. 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.

Legal Resources and Services Off Campus

Massachusetts Attorney General’s Office
617 727-2200

Lawyer Referral Services: 617 742-0615
Boston Bar Association: 617 742-0625
16 Beacon Street
Boston, MA 02108
Will refer you to an attorney in your area or the appropriate public service agency, or will help you to resolve the matter yourself.

Massachusetts Bar Association (referral service)
20 West Street
Boston, MA 02111-1204
617 654-0400 or 866 627-7577
massbar.org
Will refer you to an attorney in your area who will charge a nominal fee for your first visit.

Volunteer Lawyer Project of the Boston Bar Association
99 Chauncy Street, fourth floor
Boston, MA 02111
617 423-0648
Free service if appropriate.
# Important Telephone Numbers and Email Addresses

## Berklee Numbers

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<td>Admissions</td>
<td>617 747-2221</td>
<td><a href="mailto:admissions@berklee.edu">admissions@berklee.edu</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>617 747-2402</td>
<td><a href="mailto:berklee@bkstore.com">berklee@bkstore.com</a></td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>617 747-2610/2165</td>
<td><a href="mailto:bursar@berklee.edu">bursar@berklee.edu</a></td>
</tr>
<tr>
<td>Career Development Center</td>
<td>617 747-2246</td>
<td><a href="mailto:cdc@berklee.edu">cdc@berklee.edu</a></td>
</tr>
<tr>
<td>College Switchboard</td>
<td>617 266-1400</td>
<td></td>
</tr>
<tr>
<td>Counseling and Advising Center</td>
<td></td>
<td><a href="mailto:counselingcenter@berklee.edu">counselingcenter@berklee.edu</a></td>
</tr>
<tr>
<td>Dining Service</td>
<td>617 747-2510</td>
<td><a href="mailto:aramark@berklee.edu">aramark@berklee.edu</a></td>
</tr>
<tr>
<td>Experiential Learning</td>
<td>617 747-2180</td>
<td><a href="mailto:experientiallearning@berklee.edu">experientiallearning@berklee.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>617 747-2274</td>
<td><a href="mailto:financialaid@berklee.edu">financialaid@berklee.edu</a></td>
</tr>
<tr>
<td>Housing Office</td>
<td>617 747-2292</td>
<td><a href="mailto:housing@mail.berklee.edu">housing@mail.berklee.edu</a></td>
</tr>
<tr>
<td>Parent Office</td>
<td>617 747-8571</td>
<td><a href="mailto:parents@berklee.edu">parents@berklee.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>617 747-2240</td>
<td><a href="mailto:registrar@berklee.edu">registrar@berklee.edu</a></td>
</tr>
<tr>
<td>Safety and Security Office (Emergency)</td>
<td>617 747-2333</td>
<td><a href="mailto:safetysecurity@berklee.edu">safetysecurity@berklee.edu</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td>617 747-2579</td>
<td><a href="mailto:scholarship@berklee.edu">scholarship@berklee.edu</a></td>
</tr>
<tr>
<td>Student Employment</td>
<td>617 747-2687</td>
<td><a href="mailto:studentemployment@berklee.edu">studentemployment@berklee.edu</a></td>
</tr>
<tr>
<td>Student Activities</td>
<td>617 747-2560</td>
<td><a href="mailto:studentactivities@berklee.edu">studentactivities@berklee.edu</a></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>617 747-2231</td>
<td><a href="mailto:vpsa@berklee.edu">vpsa@berklee.edu</a></td>
</tr>
<tr>
<td>Student Wellness and Health Promotion (LiveWell)</td>
<td>617 747-2411</td>
<td><a href="mailto:livewell@berklee.edu">livewell@berklee.edu</a></td>
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## Medical Telephone Numbers

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<td>Ask-a-Nurse (Beth Israel Deaconess)</td>
<td>617 667-5356</td>
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<td></td>
</tr>
<tr>
<td>Medical Center (Emergency)</td>
<td>617 754-2400</td>
</tr>
<tr>
<td>Boston Medical Center (Emergency)</td>
<td>617 414-4075</td>
</tr>
<tr>
<td>Massachusetts General Hospital</td>
<td>617 726-2000</td>
</tr>
<tr>
<td>Acute Psychiatric</td>
<td>617 726-2994</td>
</tr>
<tr>
<td>Massachusetts Poison Control System</td>
<td>617 232-2120 or 800 682-9211</td>
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Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Executive Leadership

Roger H. Brown
President

Carl Beatty
Chief of Staff

Cindy Albert Link
Senior Vice President for Institutional Advancement

Richard M. Hisey
Chief Financial Officer/Senior Vice President for Finance and Administration

David Mash
Senior Vice President for Innovation, Strategy, and Technology

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

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

Mark Campbell
Vice President for Enrollment

Deborah L. Cavalier
Acting Vice President for Berklee Media

Guillermo Cisneros
Vice President for Global Initiatives

Jeanine Cowen
Vice President for Curriculum

Christine Connors
Vice President for Human Resources, Diversity, and Inclusion

John Eldert
Vice President for Administration

Jay Kennedy
Vice President for Academic Affairs/Associate Provost

Amelia Koch
Vice President for Finance

Thomas P. Riley
Vice President for External Affairs

Rob Rose
Vice President for Special Programs

William Whitney
Vice President for Real Estate

Scott V. Street
Associate Vice President for Information Technology

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

Krystal Banfield
Dean for City Music

Damien Bracken
Dean of Admissions

Camille Colatosti
Dean of Institutional Assessment and Graduate Studies

Gary Haggerty
Dean of Learning Resources

Darla S. Hanley
Dean of Professional Education Division

Kari Juusela
Dean of Professional Writing and Music Technology

Matt Marvuglio
Dean of Professional Performance Division

Carin Neurnberg
Dean of Continuing Education

Greg Badolato
Assistant Vice President for International Programs

Jay Barnes
Assistant Vice President of Online Learning

Rob Green
Assistant Vice President of Operations/ CFO Berklee Media

Rob Hayes
Assistant Vice President for External Affairs/Berklee Presents

Anthony Marvuglio
Assistant Vice President for Academic Technology

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Travel Directions: How to Get to Berklee College of Music

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

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

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

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

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

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

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
Financial Information

For all information related to student accounts such as tuition and fees, tuition payment plan (Tuition Management Systems) and other methods of payment, refund checks and overpayment of tuition fees, the college’s collection policy, and more, visit berklee.edu/bursar.

Academic Calendar

For important 2013-2014 academic dates and deadlines, visit berklee.edu/calendar.
Campus Map

1 1140 BOYLSTON STREET
2 855 BOYLSTON STREET
3 899 BOYLSTON STREET
4 921 BOYLSTON STREET
5 939 BOYLSTON STREET
6 1090 BOYLSTON STREET
7 1096 BOYLSTON STREET
8 1108 BOYLSTON STREET
9 7 HAVILAND STREET
10 22 FENWAY
11 100 MASSACHUSETTS AVENUE
12 130 MASSACHUSETTS AVENUE
13 136 MASSACHUSETTS AVENUE
14 150 MASSACHUSETTS AVENUE
15 155 MASSACHUSETTS AVENUE
16 161 MASSACHUSETTS AVENUE
17 171 MASSACHUSETTS AVENUE
18 186 MASSACHUSETTS AVENUE
19 18 BELVIDERE STREET
20 101 BELVIDERE STREET
21 270 COMMONWEALTH AVENUE
22 98 HEMENWAY STREET

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

Current as of Fall 2013. For the most up-to-date information, visit berklee.edu.
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