Dear Resident,

Please take a few minutes to read through this Housing Handbook. Because you will be living in an urban neighborhood while attending Berklee College of Music, the handbook’s safety and security guidelines deserve your attention.

In this booklet, you will find a calendar of important dates, such as the opening and closing of residence halls and vacations, as well as information about Berklee’s dining services. The Housing Handbook also outlines the important provisions of your housing contract: the rules and regulations of residence hall life.

All of the students and staff members working at the 150 Massachusetts Avenue front desk; in the Housing Office; and in security, maintenance, housekeeping, and food service, are here to help make the residence halls a good place to live. Please let them know if you have concerns or suggestions.

Living in the residence halls is a valuable experience in learning and growing. As with most things in life, what you get out of your time here will depend upon what you put into it. Get involved. Take the tours. Participate in the events. Meet the staff. Get to know your neighbors and profit from the diversity of their backgrounds. You will be glad you did.

We on the residence life and housing staff hope you will invest concern and energy into making your residence hall a good place to live and your time at Berklee an enjoyable experience. Welcome and good luck.

Sincerely,
The Residence Life and Housing Staff

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Residence Life Staff: RA s and RD s

Many people at Berklee are interested in helping you to profit from your time at the college. Among the first you will meet are the resident assistants (RAs).

RAs are veteran Berklee students who have been selected for the residence staff because of their interest and ability in working with fellow students. If you are a first semester student and are a little bit lost, they can help point you in the right direction. They have been through auditions, placement exams, ensemble and course selection, and all the other things you’ll be experiencing as you start your Berklee career.

If you and your roommate find it difficult to get along, your RA can provide advice and, sometimes, mediation. He or she can help you find resources and services, and can assist if you are having trouble getting something repaired in your room. RAs are good listeners. During their duty hours for routine matters and at just about anytime for something very serious, RAs are available and interested in helping. An RA is on duty each evening in the RA office in your building. Residence staff assistance is available during the day, Monday through Friday, at the Housing Office on the third floor at 150 Massachusetts Avenue (extension 2292).

The RAs also are responsible for monitoring the residence hall noise, conduct, fire safety, and security regulations. Your help in knowing and abiding by the rules is both expected and appreciated.

RAs are supervised and assisted by several resident directors (RDs) and the residence life coordinator (RLC): staff members who have had many years of experience in residence hall work. If an RA does not have the answer to a question or problem, her/his RD will be able to come up with it.

Residence Hall Calendar

<table>
<thead>
<tr>
<th>2012 Fall Term</th>
<th>2013 Spring Term</th>
<th>2013 Summer Session (Twelve-Week Summer Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday and Monday</td>
<td>Tuesday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Sept. 2–3</td>
<td>January 15</td>
<td>May 21</td>
</tr>
<tr>
<td>Monday</td>
<td>January 21</td>
<td>Memorial Day move-in</td>
</tr>
<tr>
<td>October 8</td>
<td>Martin Luther King, Jr. Day: no classes; offices closed; holiday meal schedule</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>February 18</td>
<td>Presidents’ Day: no classes; offices closed; holiday meal schedule</td>
</tr>
<tr>
<td>November 12</td>
<td>March 16</td>
<td>Spring break begins: Friday dinner is last meal served</td>
</tr>
<tr>
<td>Thursday–Sunday</td>
<td>March 24</td>
<td>Spring break ends: dinner is first meal served</td>
</tr>
<tr>
<td>November 22–25</td>
<td>April 15</td>
<td>Patriot’s Day: no classes; offices closed; holiday meal schedule</td>
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<tr>
<td>Friday</td>
<td>May 10</td>
<td>End of spring term: dinner is last meal served</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 12</td>
<td>Residence halls close at noon</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2012 Fall Term</th>
<th>2013 Spring Term</th>
<th>2013 Summer Session (Twelve-Week Summer Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>July 4</td>
<td>Independence Day celebrated: no classes; offices closed; holiday meal schedule</td>
</tr>
<tr>
<td>August 16</td>
<td>End of summer session; dinner is last meal served</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>August 17</td>
<td>Residence halls close at noon for Twelve-Week Summer Program residents</td>
</tr>
</tbody>
</table>
Important Housing Information

Your Housing Agreement
Pay close attention to the required contract period in your housing agreement. There are no contracts for just the fall term. Having signed an academic year housing contract, you are committed to live in the halls for both the fall and spring terms. Only students who withdraw or graduate from the college are released automatically from the spring portion of their contract.

If you signed a spring term contract, you obligated yourself to live in the residence halls for the whole spring term. If you signed a summer contract, it is for the full length of your summer program, not just part of it.

A word of caution: at no time should you sign an off-campus housing lease on the assumption that you can get out of your residence hall housing contract. You could end up paying for two places.

Vacation Periods
The halls remain open on a limited basis during Thanksgiving break. Residents can remain in the halls, but no meals are provided and some practice facilities are closed.

During the winter vacation, the halls are closed and all residents must vacate. You do not have to move out your belongings, but you cannot remain in your room or have access to it during this vacation period.

The halls remain open on a limited basis during the March break. Check with the Housing Office for more information.

Leaving the Residence Halls
There are no refunds of housing fees, except if you withdraw from the college and check out of the residence halls during the first four weeks of the semester. In that case, you would receive a partial credit of housing charges as follows:

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Amount of Credit</th>
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<tbody>
<tr>
<td>first week of classes</td>
<td>80 percent</td>
</tr>
<tr>
<td>second week of classes</td>
<td>60 percent</td>
</tr>
<tr>
<td>third week of classes</td>
<td>40 percent</td>
</tr>
<tr>
<td>fourth week of classes</td>
<td>20 percent</td>
</tr>
</tbody>
</table>

If you leave the residence halls but are not withdrawing from the college, you receive no credit. As noted above, your contract is binding for the full period indicated on the front page of the contract. You cannot simply move out and expect to get your money back.

Residents who withdraw from the college must move out of the residence halls within 48 hours of the effective date and time of their withdrawal, unless granted an extension by the Housing Office.

When you are ready to check out at the end of your contracted residence period or at the time of your withdrawal from the college, you must move out all of your belongings and turn in your keys at the Housing Office or the 150 Massachusetts Avenue front desk. Failure to properly check out results in charges against your account with the college.

Keys
When you move in, you’ll receive a room key. It is very important for you and your roommates that you safeguard your key. If you lose your key, you will have to pay $25 for a replacement. If you fail to return your key when you move out, you will be charged $50.

The Housing Office reserves the right to charge you up to $100 to replace the lock cylinder in your door if it appears that your loss of the room key jeopardizes the safety or security of your roommates.

Damage Charges
Your housing fee covers the costs of lodging and meals. Part of that fee is intended to pay for normal repairs in your room and on your floor (such things as clogged sink drains or burned-out light bulbs).

Your housing fee does not, however, cover the costs of repairs that are the result of damage or vandalism. If there are damages in your room, you and your roommate(s) are billed for the cost of repairs or replacement. If something gets damaged in your room, make sure you talk with your resident director to settle who is responsible before you move out. Otherwise you and your roommates all will be charged equally.

Damages on your floor that go beyond normal wear and tear may be billed equally to all residents of the floor if the responsible people cannot be identified. Obviously, it is to your advantage to avoid damages and to encourage your friends to do the same.
Dining Services
Dining services at Berklee College of Music are provided by Aramark, a nationally recognized food service company under contract with the college. It has several on-site managers who are available to receive comments and suggestions from residents.

The dining hall is located on the lower level of the 150 Massachusetts Avenue building. Meal hours are:

**Weekdays:**
- Full Breakfast: 8:00 a.m. to 10:30 a.m.
- Continental Breakfast: 10:30 a.m. to 11:30 a.m.
- Lunch: 11:30 a.m. to 2:30 p.m.
- Continental Lunch: 2:30 p.m. to 4:30 p.m.
- Dinner: 4:30 p.m. to 7:30 p.m.

**Weekends and Holidays:**
- Brunch: 10:30 a.m. to 2:30 p.m.
- Continental Lunch: 2:30 p.m. to 4:30 p.m.
- Dinner: 4:30 p.m. to 7:00 p.m.

All first semester residents, and most other residents, are on a meal plan that allows them to enter the dining hall 16 times each week (with unused entries carrying over to the following weeks). You must present your resident ID card. If you lose your ID card, you must purchase a replacement. The Housing Office can issue you a temporary meal pass while you are having your ID replaced, but it is good for only that one day.

Because many people share the space in the dining hall, it is important that you be courteous and cooperative in the serving area lines and in the use of the tables. Please clear your dishes and tray when you are done eating so that others have a clean table available.

Your housing agreement is for both room and meals. With the exception of a limited number of continuing residents living at 270 Commonwealth Avenue and 98 Hemenway Street, all residents are required to be on the meal plan. We have that policy to keep the food plan cost as low as possible and to limit sanitation and fire safety problems in student rooms.

If, for medical reasons, you have trouble with some of the items in the dining hall, or if you need special items in your diet, check with the food service managers. They will try to work out a plan to help meet your needs.

Telephone System
Should you wish to have telephone service activated in your room, you must stop by the Housing Office to sign up. Please also note that you must provide your own touch-tone telephone.

To receive phone calls, make on-campus calls, and make local calls in the Boston area, plug a touch-tone telephone into the phone jack in your room. For on-campus calls, dial the extension you wish to call. To call the Berklee Public Safety Department in an emergency, dial 2333. For Boston-area calls, dial 7 plus the area code and the local phone number. To call the police or fire department, dial 911.

You can make long-distance phone calls from your phone using any long-distance carrier that can be accessed through a toll-free number (800, 877, and 888 area code numbers). Credit cards, calling cards, and prepaid phone cards can be used as long as the carrier provides a toll-free access number.

Mail Service
Mail is put in your mailbox in your residence hall by the mailroom staff. However, your building address is not your mailing address. Make sure that all mail sent to you has your box number and proper mailing address. Your mailing address is:

- Your Name
- Box Number
- Berklee College of Music
- 168 Massachusetts Avenue
- Boston, Massachusetts 02115-3010

Laundry Facilities
The washers and dryers in our buildings are operated by Mac-Gray, a company contracted by the college. Problems with the machines should be reported to the Housing Office. The laundry machines use either quarters or your Berklee Card, which can be refilled online (instructions are on the back of each card).

Vending Machines
The food and drink vending machines are operated by Aramark. Problems with the machines should be reported to the food service manager in the dining hall at 150 Massachusetts Avenue.
Using Your ID Card for Laundry and Vending Machines
Many of the washers, dryers, and vending machines in the residence halls can be operated using your ID card if you have a Berklee Card account. Check Berkleecard.com for information on card account options.

Lockouts
It is your responsibility to carry your keys with you. Should you lock yourself out and not be able to find your roommate, the RA on duty (during posted evening duty hours) or a Housing Office staff member (9:00 a.m. to 5:00 p.m., Monday through Friday) may be able to assist you as long as they are not busy with other matters.

After midnight and on weekends, you will have to contact Public Safety if you are locked out of your room and cannot find your roommate. The public safety supervisor will unlock your room if you present your resident student ID card. You will have to be patient and wait until the supervisor becomes available after completing his/her higher priority tasks. No Public Safety or Residence Life staff member will unlock a room for you unless you can prove that you live in that room.

Motor Vehicles
The college has no parking facilities for students. Parking in the local area is both expensive and difficult to find. For those reasons, and by request of the City of Boston, residents are prohibited from having automobiles in the vicinity of the college.

Cleaning and Repairs in Your Room
When you move into your room, you accept the responsibility for taking care of cleaning. You can get light bulbs and toilet paper and borrow a vacuum cleaner from the RA on duty in the evening. If you have a repair problem in your room, it should be reported to the Housing Office. It is best to report repair needs early in the day.

If the work is not done in a reasonable amount of time or if you are not satisfied with the repairs, talk to the people in the Housing Office. It is up to you to make sure that the furniture, carpet, windows, shades, screens, and other fixtures in your room are not damaged while you are living there.

You and your roommates have to pay the repair costs for any damages. To avoid damage charges, do not use any type of tape or nails on the walls, do not try to build shelves or other additions to the room, and be sure that you do not remove or rip the window screens or shades.

Staff Entry to Rooms
For maintenance and emergency purposes, we have to be able to go into student rooms from time to time. We check rooms periodically for safety hazards. If you request repair work, we may have to go into your room to take care of it at a time when you are not there. While we do not go into your personal property, if illegal appliances are seen, they will be removed.

Care of Common Areas
Just as you and your roommate(s) are responsible for taking care of your room, all the people on your floor are responsible for the condition of the corridors, practice rooms, and other common areas.

The common-area furniture must be kept in the common areas. Please do not take common-area chairs or couches into your room. We ask your cooperation in not making messes in the halls and lounges. While the custodial staff is responsible for cleaning in the common areas, they should not have to pick up piles of trash, food cartons, and other unnecessary messes.

It is also important that you and your friends do not allow other floor residents to run up your bill by doing damage in the public areas. Obviously, it is best if no damage is done. But if something is broken, the responsible parties should bear the cost rather than all the residents of the floor. You can help by making it clear that you won’t cover for irresponsible residents.
**Your Safety and Security**

Your safety and security are prime concerns for us, as they are for you. Please take careful note of the information in this section. These are things that you need to know to safeguard yourself and your friends.

**Adjusting to Urban Living**

Living in Boston may be quite different from what you are used to in your home area or country. The city offers a great deal to all of us. Learning about and taking advantage of what Boston has to offer will be a significant part of your college experience here.

It is important, however, to keep in mind that exploring Boston or any other city requires good common sense. Particularly at night, you need to be careful of how and where you travel. Do not go walking alone. Travel with friends. Thieves often target people who are walking by themselves. Stick to well-lighted streets.

Do not carry large amounts of money with you at any time. Be very cautious of people you meet on the street. Do not loan a stranger money or bring a stranger back to your residence hall. There are a lot of con artists around who specialize in befriending students.

Pay close attention to the personal safety and security information provided at hall meetings and in *Playing It Safe*, the college’s safety information booklet. Following the tips you get will help you to avoid problems while enjoying the city.

**Security in the Residence Halls**

You need to be security-conscious in your hall as well as on the city streets. We make every effort to see that unauthorized people do not enter the residence halls, but the security system is only as good as you make it. Be sure to show your ID card to the security officer every time you enter the residence hall. That is the only way we can control who enters the buildings.

Observe the guest policy and restrictions. Never sign in people you don’t know or people you don’t intend to have stay with you. It is very important that no unescorted guests or strangers are allowed to wander the halls. If you see someone in your corridor who does not belong there, let the security people know about it. We must all look out for each other. Each of us is responsible for security.

Safeguard your property by always closing and locking your room door when you are out. It takes only seconds for your instrument or wallet to disappear from an open room.

Because the college cannot accept liability for lost or stolen belongings, we suggest that you consult with your family’s insurance agent about coverage of your property while you are at school.

Keep your keys with you at all times. Lost keys cost you money and are an invitation to theft. Do not mark your keys or key ring in a way that indicates your room number, and be sure not to leave your keys on your desk or dresser when you are out of the room.

To call the Berklee Public Safety Department, dial 2333 (617 747-2333).

To call the Boston police or fire department, dial 911. If you call 911, also call Berklee Public Safety at 2333 (617 747-2333).
Fire Safety

Because a lot of people live in the residence halls, fire safety is a very important concern. Each of us must be conscious of fire prevention guidelines and know what to do in the event of a fire alarm.

Fire Safety Guidelines
1. In decorating your room, do not hang any cloth, paper, or other flammables from the ceiling and be sparing in the use of paper and cloth on the walls. Do not put cloth or paper on the outside of your door. Do not bring any furniture not issued by the college into your room. Boston fire regulations strictly limit the types of furniture allowed in residence halls.

2. Cooking in the rooms and the use of any appliances with heating coils are not allowed. Candles and other sources of open flame are also prohibited.

Fire Safety Equipment
The residence halls have fire sprinkler systems, as well as fire alarm systems equipped with manual pull stations and smoke detectors. Each hall has fire extinguishers and fire/smoke doors. Obviously, an empty fire extinguisher is of no use. A fire door that is wedged open cannot do its job.

All of us need to work together to protect the equipment and systems that are here to protect us. Do not stand for anyone tampering with the fire alarm systems or fire protection equipment. They are risking your life and the lives of your fellow residents.

In a Fire, Seconds Count
Many people fail to understand that smoke, rather than the fire itself, is the killer. Smoke from even a small fire can fill a building. That is why you need to get out without wasting any time.

Plan at least two escape routes from your room. Know them so well that you can find them in the dark.

If you live at Massachusetts Avenue, your alternate exits are the back stairway near Room 27 on all floors, and on the third and fourth floors, the emergency exit door near Room 07. If you live at Commonwealth Avenue or Hemenway Street, your alternate exits are the fire escapes and fire balconies. Check now to be sure you know all the exits on your floor and in your building.

If the Fire Alarm Sounds
1. When the fire alarm sounds, check your door before you open it. If it is hot to your touch, the corridor is too hot for safety. Stay in your room. If you open the door and find heavy smoke in the corridor, stay in your room. If you get stuck in your room, yell out the window, call the fire department (911), or otherwise attempt to let people know where you are.

2. If you can leave your room safely, knock loudly on the doors around yours. With each resident helping to alert her/his neighbors, we can be sure that everyone will be aware that there is a fire alarm.

3. Leave the building quickly. If your primary exit is blocked, you should be prepared to use another way out. Make sure you know the locations of all the stairways and fire escapes. Have a secondary exit in mind, just in case.

4. If you encounter smoke, stay low. There is breathable air at floor level even when the smoke at waist level is unbearable.

5. Never use an elevator to exit during a fire alarm. Elevator shafts are just like chimneys up which smoke and heat travel. You could get stuck in the chimney with deadly results.

6. Once you are out of the building, clear away from all the door areas so that the fire department will have room to operate. Group with other people from your corridor and take note of anyone who might be missing. Pass that information on to a staff member.

You Must Leave During a Fire Alarm
If you fail to leave promptly, you are endangering not only your life, but also the lives of firefighters and staff who would have to search for you in a fire situation. Failure to evacuate during a fire alarm is a serious violation of residence hall regulations.
Residence Hall Regulations

Please read the following paragraphs carefully in order to understand your rights and responsibilities in this community. The regulations in our residence hall system are designed to protect the safety and well-being of all the residents.

While we are not interested in limiting your enjoyment of your room and hall, courteous and responsible conduct is expected of all residents at all times. If your actions infringe on the rights and sensibilities of others, you will have to make changes in your style.

It is your responsibility to be aware of the regulations in this handbook. Your failure to know the rules will not be accepted as an excuse for a violation.

If you have any questions or concerns about the regulations, talk with a residence staff member on your floor or in the Housing Office.

1. Safety and Security: Every resident has a right to personal safety and the security of her/his property. Any action infringing on those rights is a violation of housing regulations. You must observe all safety and security regulations and cooperate with the residence staff and security staff in keeping the residence hall safe and secure.

2. Harassment: Residents are expected to treat all members of the Berklee community with respect and consideration at all times. Abuse of other members of the community, whether oral or written, exceeds the bounds of appropriate discourse and civil conduct. An individual who harasses another because of his or her race, gender, sexual orientation, ethnic background, religion, or physical condition, or for any other reason, is subject to disciplinary action.

3. Noise: With so many people living closely in the residence halls, it is essential that everyone be considerate of their neighbors’ right to peace and quiet. Playing amplified music loud enough to be heard outside your room, playing an instrument in your room, shouting out windows, or in any way creating noise that is disruptive of residents’ ability to sleep or study or is annoying to your neighbors is a violation.

4. Alcohol Usage: Alcohol may not be consumed or served in any public areas, such as corridors, lobbies, and elevators. Students of legal drinking age (21) may drink in their rooms as long as they do so in moderation and do not become involved in destructive or disruptive behavior. Students of legal drinking age must not provide alcohol to minors. In order to discourage excess drinking, kegs and beer balls are prohibited in the residence halls.
residence hall regulations

5. Drug Usage: Berklee College of Music supports all city, state, and federal laws pertaining to drug and alcohol use and sale. The unlawful use, possession, or sale of drugs in the residence halls or anywhere else at the college is strictly prohibited and is considered a very serious violation that will be referred to the vice president for student affairs for college disciplinary action. The college’s Counseling and Advising Center is prepared to assist students who have questions or concerns involving alcohol and other drugs.

6. Fire Safety Equipment: As mentioned in the fire safety section of this handbook, any misuse of or tampering with fire alarms or fire safety equipment is considered an extremely serious violation in that it is every bit as dangerous as a physical attack on another resident. Misuse of this equipment endangers all residents.

7. Flammable Materials: As noted in the fire safety section of this handbook, all sources of open flame, such as candles and incense, are prohibited. Flammable items, such as paper and cloth, must not be hung on ceilings or on the outside of room doors.

8. Appliances: For safety and sanitation reasons, hot plates, toaster ovens, toasters, electric frying pans, and other appliances with heating coils are prohibited. Small refrigerators (four cubic feet or less) are allowed as long as they are cleaned out and shut down during vacation periods.

9. Smoking: For reasons of health, safety, and building maintenance, smoking is prohibited in all areas of the residence halls, including student rooms and the area immediately outside the residence hall entrance doors.

10. Respecting College Property: The college’s property must be properly used. Damage or abuse to college property is a violation.

11. Falling Objects, Window Screens, Fire Escapes: Common sense indicates that any item thrown or falling from a window could cause serious injury or damage. In the courtyards, it can also cause trash problems. Throwing anything from the buildings or allowing any item to fall from a window or other opening is a very serious violation. Removing or damaging window screens will result in a significant charge and possible disciplinary action. For reasons of safety and security, residents are prohibited from going onto fire escapes, balconies, and roofs.

12. Guests: No guests at or under the age of 16 are allowed in the residence halls. Guests are permitted in the residence halls between 9:00 a.m. and midnight. You may have overnight guests only on those nights that do not precede class days*. In order to have an overnight guest, you must have the permission of your roommate(s), and you must register your guest at the Front Desk before 11:30 p.m. Guest privileges are limited during Thanksgiving and March breaks. All guests (day and overnight) must be properly signed in and must carry their guest pass with them. You must accompany your guest at all times. Guests are subject to the same conduct regulations as residents. Because you are responsible for the behavior of your guest(s), you should be very careful about who you sign into the residence halls.

- Extended guest stays (within reason) and Special Guest Passes (for nights preceding class days) may be granted by your Residence Director for very special, out of the ordinary occasions; however, you must speak with your RD prior to making any plans regarding your guest, and you must have the permission of your roommate(s).

13. Responsibility for Conduct in Your Room: You are responsible for the conduct of all guests in your room. If you allow another resident to use your room while you are not there, you are responsible for anything he or she does in your room.

14. Student ID Cards: It is your responsibility to carry your ID card with you at all times. You must show it when entering the residence halls and when entering the dining room. You must also show your ID to any college staff member who asks to see it. You have the right to expect any staff member asking to see your ID card to identify himself or herself by name or by security badge number.

15. Cooperation with Residence Staff: Resident assistants and resident directors are the college staff people called upon to address disruptions and conflicts in the residence halls. Because of the importance and difficulty of their duties, you are expected to fully and respectfully cooperate with the residence hall staff at all times.

16. Prohibited Articles: Firearms and all other types of weapons are strictly prohibited for obvious legal and safety reasons. Water guns and water balloons also are prohibited. Pets are not allowed for sanitation reasons and because the residence hall is not a good safety hazard; contact Public Safety to sign up for access to the secure bicycle pavilion located behind 130 Mass Avenue. Electric fans are allowed, but window air conditioners are prohibited due to the strain on the building electrical systems.
Handling of Violations
If you are involved in a violation of residence hall rules, one of the resident directors will get in touch with you in person or by note, asking you to make an appointment to discuss the situation. You must respond to the notification within 24 hours. If you do not respond, we will assume you are accepting responsibility for the violation, and a sanction will be decided upon without your input.

In your meeting with the RD, you will have a full opportunity to hear the staff’s concerns and to tell your side of the story. After meeting with you, the RD will decide what sanction, if any, should be imposed. If you feel that you did not get a fair hearing, you can seek an appeal with the assistant director or the director of housing. Sanctions for violations can include, but are not limited to, verbal or written warnings, community service assignments, restitution for damages, fines, and/or residence hall probation.

Serious violations can result in removal from the residence halls and, in some cases, dismissal from the college. Any student dismissed from the college and/or the residence halls is not eligible for a refund of tuition or housing fees paid.

You are able to live your life here in the way you choose as long as your actions do not infringe on the rights of other students or the college, and are not illegal or self-destructive. There is no desire to be either harsh or arbitrary in administration of the residence hall regulations. However, students who demonstrate an intentional or foolish disregard for the safety, rights, or sensibilities of others must quickly change their behavior or be prepared to leave our community.

Please note that serious violations such as making a physical attack, causing a false fire alarm, or throwing an object out a window, can result in removal from the residence halls regardless of your prior good behavior. Conversely, repeated minor violations, demonstrating an inability to learn reasonable behavior, can also result in removal from the halls.

These regulations governing your living situation are all common-sense policies developed through years of experience in working with students in residence halls. You should not find it difficult to have an active and interesting year while living well within the limits set out above.

If you are having problems with any of the regulations, talk with your RD or with someone in the Housing Office.

Health and Counseling Services
The college requires participation in a basic accident insurance plan. Massachusetts law requires all college students to have health insurance, and the college offers a health insurance plan. Information is available in the Counseling Center, third floor, 921 Boylston Street.

Refer to your insurance plan to determine which providers accept the insurance that you have. If you are in doubt about where to seek help or if you just want to talk with someone, get in touch with an RA on your floor, the Housing Office staff, the Residence Life Office staff, or a counselor in the Counseling Center.

Some medical and counseling resources are listed below. Note that the college does not endorse specific services or providers. For more information on health insurance and providers, consult the college website berklee.edu/insurance.

Hospital Emergency Services
Beth Israel Deaconess Medical Center
One Deaconess Road
617 667-7000

Brigham and Women’s Hospital
75 Francis Street, Boston
617 732-5500

Massachusetts General Hospital
55 Fruit Street, Boston
617 726-2000

Clinics: Dental
Boston University Graduate School of Dentistry
100 East Newton Street, Boston
617 638-4700

Harvard Dental Clinic
188 Longwood Avenue, Boston
617 432-1416

New England Medical Center (Tufts University)
1 Kneeland Street, Boston
617 956-5000
**Clinics: Eye**
Massachusetts Eye and Ear Infirmary  
243 Charles Street, Boston  
617 573-3202

**Alcohol Abuse Assistance**
Alcoholics Anonymous  
368 Congress Street, Boston  
617 426-9444

Addiction Services at Boston Medical Center  
723 Massachusetts Avenue, Boston  
617 534-4213

**Drug Abuse Assistance**
Narcotics Anonymous Help-line  
617 884-7709

National Drug Information and Treatment Hotline  
English: 800 662-HELP  
Spanish: 800 66-AYUDA

**Counseling Services**
Berklee College of Music Counseling Center  
921 Boylston Street, third floor  
617 747-2310 or extension 2310 on campus

Boston Area Rape Crisis Center  
99 Bishop Allen Drive, Cambridge  
617 492-7273

Samaritans (depression, loneliness, suicide help line)  
617 247-0220

Planned Parenthood  
1055 Commonwealth Avenue, Boston  
617 616-1616

Gay/Lesbian Help Line  
Fenway Community Health Center  
617 267-9001

**Legal Services**
Boston Bar Association (lawyer referral service)  
16 Beacon Street, Boston  
617 742-0625

Massachusetts Bar Association (referral service)  
20 West Street, Boston  
617 654-0400
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