PIANO/KEYBOARD WORKSHOP
A World of MUSIC
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Welcome!

Welcome to the 2015 Piano/Keyboard Workshop! This booklet features arrival and departure information and includes a sample schedule, payment policies, and other information to make preparation as easy as possible.

If you have any questions, please contact the Office of Summer Programs at summer@berklee.edu or 617 747-2245.

We look forward to meeting you at Berklee this summer.
What’s Next?

**Complete Your Registration**
Log in to your account at apply.berklee.edu. If you have not completed your registration, the progress bar on the right side of your account page will reflect any incomplete forms or applications. Your registration is not complete until all required items listed here are completed.

**Make Travel and Housing Arrangements**
If you submitted an online housing application on apply.berklee.edu, you will receive a building assignment via email before the start of the program. Room assignments will be distributed at check-in. Upon receiving a housing assignment, follow the instructions disseminated via email to retain your place.

For more information on housing, contact Berklee’s Housing Office at housing@berklee.edu or 617 747-2292.

**Submit Payments**
Your current balance and payment information can be reviewed under “My Payments” on your apply.berklee.edu account.

Payments are due in full by July 31, 2015.

For more information on payments, visit berklee.edu/summer/tuition or contact the Office of the Bursar at 617 747-2165 or bursar@berklee.edu.

**International Students: Submit Immunization Records**
If you are an international student, the Commonwealth of Massachusetts requires that you submit complete immunization records in order to finalize your registration. Students with missing or incomplete forms cannot participate in the program until completed forms are received.

Visit berklee.edu/summer/international to download the immunization form or contact summerinternational@berklee.edu for more information.
Program Information

Check-In: Monday, August 17
All students must arrive during check-in. An optional campus tour will take place at 10:00 a.m.

Date: Monday, August 17
Time: 9:00 a.m.–10:00 a.m.
Location:
David Friend Recital Hall
921 Boylston Street
Boston, Massachusetts 02115

Classes begin at 11:00 a.m.

Placement Assessment
After checking in, you will complete a brief placement assessment to determine your appropriate class level, which is based on individual abilities.
Students should prepare a short piece of music in the style they wish to study—no more than two minutes long. This performance will help the audition team measure students’ ability. Students with knowledge of music theory will be asked to demonstrate skills in this area. Students will receive schedules on the first day of the program.

What to Bring
All necessary musical equipment will be provided throughout the program.
Though not required, you are permitted to bring laptops, computers, tablets, etc. Wireless Internet and electrical outlet plugs are provided throughout the campus.
Please keep in mind that it is your responsibility to keep your items safe. Berklee is not responsible for the loss of these items.
Final Concert

Date: Thursday, August 20
Time: 4:30 p.m.–6:00 p.m.

The performance venue will be announced during the program. Family and friends are welcome to attend.

Departure: Friday, August 21

The program will conclude on Thursday, August 20. Students must move out of the residence hall by noon on Friday, August 21.
Sample Schedule

Please note, the following schedule and course descriptions are only a sample and are subject to change. You will receive personalized schedules on the first day of the program.

Morning Classes
Students will choose to attend elective and improvisation classes in the morning on topics such as synthesizer performance, Hammond Organ, jazz master class, and new age improvisation.

Afternoon Classes
Students will work in performance workshops and ensembles.

Monday
9:00 a.m.–11:00 a.m    Check-In / Placement Auditions
11:00 a.m.–12:00 p.m    Classes
12:00 p.m.–1:00 p.m    Lunch Break
1:00 p.m.–4:00 p.m    Classes
7:00 p.m.–8:30 p.m    Faculty Concert

Tuesday–Wednesday
9:00 a.m.–12:00 p.m    Classes
12:00 p.m.–1:00 p.m    Lunch Break
1:00 p.m.–4:00 p.m    Classes
7:00 p.m.–9:00 p.m    Jam Sessions

Thursday
9:00 a.m.–12:00 p.m    Classes
12:00 p.m.–1:00 p.m    Lunch Break
1:00 p.m.–4:00 p.m    Classes
4:30 p.m.–6:00 p.m    Final Concert
Program Director

David Limina  Assistant Professor,  
Piano Department

I like to stress practical skills like playing the right thing for the right situation, and I also teach different styles because being able to cover a wide range of styles will make you marketable as a player. I stress playing with good time, good phrasing, and not overplaying. One of the biggest lessons I give students from my own real-life experience is that a gig usually isn’t about highlighting yourself; it’s more about functioning in an ensemble and playing your part. They have to learn how to play in a band, and Berklee’s a great place to do that.

Some students think that if they just go to all their classes and do what they’re supposed to do for them, that’s going to get them to the next level. And I try to tell them that it takes way, way, way more than that. Some of them think that if they put in two or three hours a week, then they should be improving, but they don’t know that that’s not going to get them there. Sometimes they wonder why they’re not getting to the next level, and I ask them what their practicing situation is like, and that’s usually where the problem is. I try to tell them that you have to live and breathe this stuff.

Career Highlights

- Alumnus, Berklee College of Music
- Private piano instructor, Hammond organ instructor
- Experienced session keyboardist and composer/arranger
- Performances with Ronnie Earl & The Broadcasters, Eric Krasno, RB Funkestra, Brooke Benton, Courage Brothers, Steve Forbert, Duke Levine, Mighty Sam McClain, Carl Perkins, Martha Reeves, Duke Robillard, Todd Thibaud, Barrence Whitfield, Michelle Willson, Bob Moses and the national touring company of the musical Rent, Gloria Estefan and, Catie Curtis
- Recipient of Boston Music Award nominations for work with Courage Brothers, Mighty Sam McClain, and 2001 winner Michelle Willson
Housing

Please note that registering for a summer program does not guarantee housing accommodations.

If you have requested on-campus housing, the housing application is available in your account at apply.berklee.edu. Room assignments will be communicated to housing applicants via email until residence halls reach capacity. To be eligible to stay in a residence hall, you must be 15 years of age by the start of the program. There is limited housing for students 21 and older.

For questions concerning on-campus housing, call the Housing Office at 617 747-2292.

Move-In

Students staying on campus may move into housing the day before the program begins, if necessary, starting at 3:00 p.m. on Sunday, August 16. Students are encouraged to move into the residence hall before checking into the program.

Move-Out

Students must move out of housing on Friday, August 21 before 12:00 p.m.
Suggested Packing List

All dorms are furnished with a desk, chair, dresser, and bed.

**Bedding**
- Sheets (extra-long twin)
- Blanket
- Pillow
- Towels

**Toiletries**
- Soap
- Shampoo
- Toothbrush/toothpaste
- Etc.

**Other**
- Laundry supplies
- Backpack

*Do Not Bring*
- Cooking appliances
- Coffee pot
- Halogen lamp
- Candles
- Weapons

Residence Hall Staff and Policies

Both full-time professional staff (resident directors) and student staff (resident assistants) live in the residence hall to ensure a safe and comfortable living environment.

Every resident must check in with the Residence Life staff in their residence hall nightly between 10:00 p.m. and 11:30 p.m. Residents are prohibited from leaving the residence hall once checked in.

Meals

**On-Campus Students**

Meal plans are included in the housing cost, but students may find they need money for additional snacks as needed. Breakfast, lunch, and dinner are provided daily in the meal plan.

**Off-Campus Students**

Students living off campus may purchase a meal plan or pay cash in the Berklee Dining Hall at 160 Massachusetts Avenue when they arrive. Visit campusdish.com/en-US/CSNE/Berklee for full details.

For more information, contact Berklee Dining Services at 617 747-2712. All special dietary needs should be directed to Jessica MacKool at jmackool@berklee.edu or 617 747-2510.
Community Standards

Berklee Summer Programs adheres to the Berklee Summer Programs Community Standards, which reflect our expectations regarding acceptable behavior during your time here this summer. These behavioral standards are designed and enforced to ensure the safety and well being of all students participating in Berklee’s summer programs and living within the residence halls on campus.

If we hear or see something that is contrary to these standards, we have a duty to investigate the matter in order to protect you and our other students. Failure to abide by these standards will be investigated swiftly and may lead to immediate removal from Berklee housing and/or the program without reimbursement of fees.

For a full list of standards and information on what you can expect at Berklee and what Berklee expects of you during your time on campus, we encourage you and your family to visit berklee.edu/summer/registered-students/community-standards.

Tuition Payment

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<tbody>
<tr>
<td>Tuition</td>
<td>$887</td>
</tr>
<tr>
<td>Housing (if applicable)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,397</strong></td>
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Telephone: **866-456-4952**

Additional Payment Options

**Mailing Checks and Bill Pay**

Payments received through “bill pay” will be in the form of a check. Depending on the location and bank, payments take approximately one to two weeks to be received by the college. Please include the student ID number with check payments.

**Pay to:** Berklee College of Music

**Address:**

Berklee College of Music

1140 Boylston Street

MS-921 BUR

Boston, MA 02215
Domestic Wire Transfer
For domestic wire transfers, the student’s name and Berklee student ID number is required.

Pay to: Berklee College of Music
Account number: 169789320
ABA number: 021000021
Bank address:
J.P. Morgan Chase Bank
270 Park Avenue
New York, NY 10017

International Wire Transfer
Do not send international wire transfers directly to Berklee’s account. Berklee uses peerTransfer for all international wires: Berklee.peertransfer.com.

Private Scholarships
Students accepting scholarships from outside organizations should provide the organization with the information above to resolve payments. Be sure the organization includes the student’s name and ID number with the payment.

If the payment cannot be provided before the due date, the organization should mail an official scholarship award letter to Berklee College of Music at 1140 Boylston Street, MS-921 BUR, Boston, MA 02215. The scholarship payment or award letter must arrive before the payment due date.

Questions?
For additional information, contact the Office of the Bursar at bursar@berklee.edu or 617 747-2165.
Travel

Directions to Campus

Berklee’s campus is located around the intersection of Boylston Street and Massachusetts Avenue. Students are responsible for arriving to the program and to their place of residence.

By Air

Boston is served by Logan International Airport. For $5 the Logan Express bus (massport.com/logan-airport/to-and-from-logan/logan-express) brings passengers from the airport (outside of the “Arrivals” area) to Hynes Convention Center on Boylston Street, which is directly across the street from Berklee’s Genko Uchida Building at 921 Boylston Street and is in close proximity to all Berklee buildings. From the airport, students can easily take a cab for approximately $25-$35. There are many local driving services where arrangements can be booked in advance. Students can also take the subway (available from 5:50 a.m. to 12:30 a.m.) to the Hynes Convention Center stop. An airport shuttle bus also runs to the subway station.

By Train/Bus

Boston is served by Amtrak, major and local bus lines, and commuter rail service. Most buses arrive at South Station. The closest Amtrak stop is Back Bay.

By Public Transportation

The Massachusetts Bay Transportation Authority (MBTA)—otherwise known as “the T”—services Boston. Take the Green Line (B, C, or D) subway to the Hynes Convention Center stop. Take the Massachusetts Avenue exit out of the station. When you reach street level, turn left and you will soon see Berklee buildings.

By Car

From points west: Take the Massachusetts Turnpike (Interstate 90) east to Exit 22 (Prudential Center), which begins in the Prudential tunnel. When you reach this exit, follow the Prudential Center signs to street level and onto Huntington Avenue. Stay in the right lane until reaching the street’s third traffic light. Turn right onto Massachusetts Avenue.

From points south: Take Route 93 North (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit (left lane exit). Turn right onto Massachusetts Avenue at the traffic light.

From points north: Take Route 93 South or Route 1 South. These roads converge at Boston’s central artery. Follow the signs for Storrow Drive West and stay in the center lane. Take the Fenway exit and then quickly move into the left lane in order to take a hard left onto Boylston Street.
Parking
Parking is available at several nearby parking garages. Parking garage fees can cost more than $20 per day. Metered street parking is free on Sundays.

Instrument Transportation
Students are strongly encouraged to consult their airline regarding instrument transportation policies. Keep in mind that instrument cases may be searched thoroughly by airport personnel, with or without the student present. We encourage you to label the case with your name and phone number and Berklee’s address in case you become separated from it. You may wish to include “fragile” stickers on the outside of the case and a note inside the case indicating that airport security should take special care when handling the instrument for luggage inspection.

For more information on traveling to Berklee, visit berklee.edu/summer/registered-students/travel.
Health and Safety

Public Safety
Berklee’s Public Safety Department is responsible for campus safety, security, law enforcement, and emergency response on campus. It is the department’s mission to provide a comprehensive program of services to help ensure the campus remains a safe environment in which to live, study, and work. Officers are on duty 24 hours a day, seven days a week. To read more about Berklee Public Safety, please visit berklee.edu/public-safety.

Health Insurance
Though students are not required to obtain health insurance in order to attend the program, it is strongly suggested that they obtain insurance that will cover the cost of health concerns during the length of their stay in Boston. Students should be sure that their health insurance policy covers them while they are attending the program, especially if they are coming from out of state or from a country other than the United States.

Property Insurance
The college insures only its own property against loss. It does not insure 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. If your instrument is valuable, please make sure it is insured.

2015 Liability Waiver and Student Privacy
You accepted the terms of the 2015 liability waiver during registration. For a copy of the 2015 Summer Programs waiver, visit berklee.edu/summer/registered-students. For information regarding student privacy laws, visit berklee.edu/summer/registered-students/resources.
Services for Students with Disabilities

Accommodations are available for students with physical limitations or documented learning disabilities. Services available may include academic accommodations and referrals to on-campus support, including adaptive technology and tutoring. Students should submit documentation of a disability and the need for accommodation well before the program start-date. Accommodations in classroom teaching methods and testing cannot be offered unless appropriate documentation is on file with the college. For more information on services for students with disabilities, contact the Counseling and Advising Center at 617 747-2310 or counselingcenter@berklee.edu.

Questions?

For more information on health and safety, visit our Parent and Student Resources page at berklee.edu/summer/resources or contact the Office of Summer Programs at 617747-2245 or summer@berklee.edu.

Contacts

**Office of Summer Programs**
berklee.edu/summer
summer@berklee.edu
Telephone: 617 747-2245
Fax: 617 262-5419
155 Massachusetts Avenue,
4th floor

**Office of the Bursar**
berklee.edu/bursar
bursar@berklee.edu
617 747-2165
921 Boylston Street,
Room 242

**Housing Office**
berklee.edu/housing
housing@berklee.edu
617 747-2292
150 Massachusetts Avenue,
Room 351

**Office of Public Safety**
berklee.edu/public-safety
publicsafety@berklee.edu
Emergency: 617 747-2333
Non-emergency: 617 747-2682
155 Massachusetts Avenue,
Basement

**Office of Admissions**
berklee.edu/admissions
admissions@berklee.edu
617 747-2221
921 Boylston Street,
Room 600

**Berklee College of Music**
berklee.edu
1140 Boylston Street
Boston, Massachusetts 02215-3693
USA