

Eastman School of Music

2011/2012 Student Handbook

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

SCHOOL INFORMATION

IMPORTANT TELEPHONE NUMBERS

EMERGENCY DIAL 13 FROM CAMPUS PHONE

DIAL 275-3333 FROM CELLULAR PHONE

(All phone numbers are in area code 585)

ESM Information Desk	274-1000
Security	275-3333
Eastman Commons Front Desk	274-1251
Eastman Commons Head Resident	274-1252
RA Emergency Phone (After 6 p.m.)	764-5707
University Counseling Center	275-3113
University Health Service (UHS)	
To schedule an appointment at any UHS office	275-2662
To speak with the nurse at the UHS ESM Office	274-1230
For general health information	275-2160
UHS Insurance Advisor	275-2637
Life Line (Suicide Prevention)	275-5151
Sexual Assault Hotline	275-7273

ADDRESSES

Eastman School of Music

26 Gibbs Street
Rochester, NY 14604-2505

Eastman Commons - Student Living Center

100 Gibbs Street
Rochester, NY 14605-2910

EASTMAN'S WEB SITE

<http://www.esm.rochester.edu/>

BUILDING HOURS

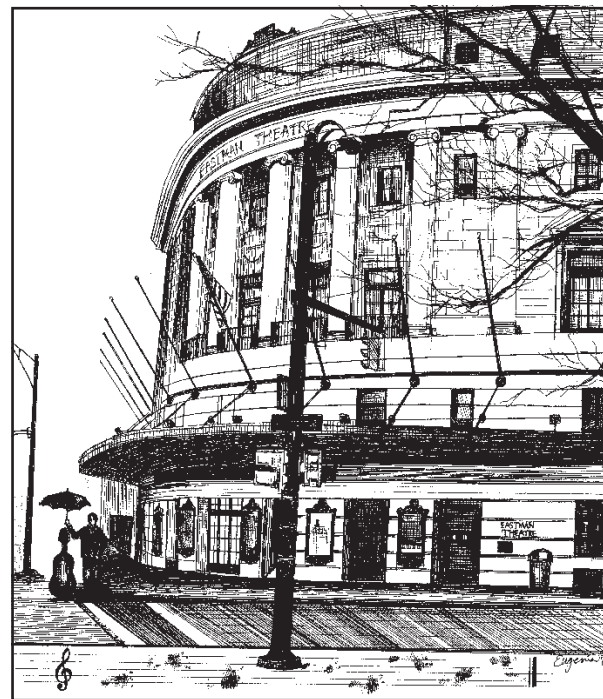
Day	Main Building & Annex	Silbey Music Library	Messinger Hall	Eastman East Wing
Monday-Thursday	7:30 am- 11:00 pm	8:00 am- 11:00 pm	7:30 am- 8:00 pm	7:30 am- 11:00 pm
Friday	7:30 am- 11:00 pm	8:00 am- 8:00 pm	7:30 am- 8:00 pm	7:30 am- 11:00 pm
Saturday	7:30 am- 11:00 pm	10:00 am- 8:00 pm	7:30 am- 4:00 pm	7:30 am- 11:00 pm
Sunday	8:00 am- 11:00 pm	1:00 pm- 11:00 pm	CLOSED	8:00 am- 11:00 pm

* Schedule is subject to change. Please visit <http://www.esm.rochester.edu/studentlife/> for current information.

MISSION STATEMENT

The Eastman School of Music strives

- to give the student an intensive professional education in his/her musical discipline;
- to prepare each student with a solid foundation in music and an expansive education in the liberal arts;
- to develop an informed and inquiring mind that enables each graduate to engage the fundamental issues of his or her art and to become an effective cultural leader in society;
- and, through its community and continuing education programs, to offer the highest quality music instruction and performance opportunities for students of all ages.



DIVERSITY AT EASTMAN

The Eastman School of Music seeks to create an experience that is musically, socially, and intellectually diverse, and to foster a community of musicians of diverse backgrounds and origins. Creating and encouraging an inclusive community enriches the musical and academic life of our students, our faculty, our immediate community and the world of music at large. Our commitment to cultivating a culture that embraces and values diversity, from our highest leadership to our newest students, is one of our core values. Please visit the Diversity at Eastman website at <http://www.esm.rochester.edu/experience/diversity.php> to learn about Eastman's diversity initiatives and its connection to the community in which we live, work and learn.

EASTMAN SCHOOL HISTORY

GEORGE EASTMAN AND THE EASTMAN SCHOOL OF MUSIC

Although he established a school of music that rose to international prominence, George Eastman (1854-1932) claimed no musical expertise. Yet he declared “. . . I love to listen to music and in listening I’ve come to think of it as a necessary part of life.”

There was little time for such pleasant pursuits when Eastman was growing up. He left school at age 14 to help support his widowed mother and two older sisters. He first worked as a messenger for an insurance company, studying accounting in his spare time. At age 20, he became a junior clerk.

In 1877, the 23-year-old began experimenting with photography and three years later founded the Eastman Dry Plate Company. A series of landmark innovations revolutionized photography, putting picture taking into the hands of anyone who could push a button.

The Eastman Kodak Company’s success brought great wealth to its founder, who became as well known for his philanthropy as for his business accomplishments. Mr. Eastman helped fund hospitals and dental clinics, universities and technical institutes. In 1918 he purchased the corporate and property rights to a local music school.

After presenting the school to the University of Rochester in 1919, Mr. Eastman laid plans for a new music school building and an adjoining theater. The new Eastman School of Music opened in 1921, and the Eastman Theatre in 1922. After extensive renovation, Eastman Theatre reopened as Kodak Hall at Eastman Theatre in October 2009.

Kodak Hall at Eastman Theatre is Rochester’s preeminent performance hall and the primary venue for the School’s larger orchestras and ensembles. It also is the principal hall for the Rochester Philharmonic Orchestra and other community-sponsored events. Designed by Lawrence White, architect of Penn Station in New York City, the Theatre opened September 4, 1922. Its opulence and decor reflect the taste and elegance of the 1920s, with murals and paintings by Barry Faulkner and Ezra Winters. The walls in the lobby have eight block prints depicting the myth of Cupid and Psyche, created by the French artist LaFitte for Napoleon’s use in decorating a ballroom in the palace at Versailles. Over the staircase near the Ladies’ Lounge on the balcony level is a 17th-century Giordani mural. The chandelier is made of 20,000 individual pieces of crystal from Italy and Czechoslovakia.

George Eastman wanted to make Rochester a world-renowned center of art and music, and hoped to cultivate public participation in music. He instituted collegiate and community divisions at the School so that people of all ages and musical abilities could experience first-rate musical instruction. The Eastman Theatre also figured in his plans to infuse the community with music. Six days a week, silent movies with live accompaniment were presented; the remaining day was reserved for concerts. The Rochester Philharmonic Orchestra was created by augmenting the Eastman Theatre Orchestra with additional players.

Eastman was 68 years old when the Eastman School was formally dedicated in 1922. Until his death 10 years later, he remained a guiding force in the School and theater that bear his name.



ADMINISTRATIVE OFFICES AND SERVICES

(For more information, consult the Eastman Web site at <http://www.esm.rochester.edu/offices/>)

OFFICE OF THE DEAN

Location: Miller Center, Suite 206

Phone: 274-1010

Douglas Lowry, Dean

The Dean of the Eastman School of Music oversees the academic and administrative leadership of the School, while also actively articulating its musical principles as an artist. In consultation with faculty, the Dean develops a strategic Eastman vision, then communicates this vision to the many Eastman constituencies. The Dean works to build strong relationships with alumni, and strives to create an Eastman presence in cultural centers locally, nationally and internationally. With Advancement leadership and staff, the Dean is responsible for building a sound philanthropic base for the School in order to sustain Eastman’s areas of established excellence, as well as energizing new initiatives that reflect Eastman’s unique and distinguishing characteristics of innovation.

Jamal J. Rossi, Executive Associate Dean

The Executive Associate Dean is responsible for (1) faculty affairs (recruitment, retention, relations), (2) Eastman’s department chairs, (3) Academic and Student Affairs, (4) the Sibley Library, (5) Admissions and Financial Aid, (6) the Registrar, and (7) the Eastman Community Music School.

Michele M. Gibson, Senior Associate Dean for Administration and Finance

The Associate Dean for Administration and Finance serves as the chief operating and financial officer of the School. She has oversight responsibilities for budget, finance, facilities, safety and security, human resources, instrument management, technology, recording, concert operations, legal matters, space management (e.g., faculty studio/office and practice room assignments) and the Eastman Community Music School.

ADMISSIONS

Matthew Ardizzone, Associate Dean of Admissions

Location: Miller Center, 1st Floor

Phone: 274-1060

Email: admissions@esm.rochester.edu

Hours: Monday - Friday 9 a.m. - 4 p.m.

The Associate Dean of Admissions is responsible for the recruitment of applicants, the processing of applications, the audition process in Rochester and at regional centers, and the decision process for all applicants. The Admissions Office holds the records of all prospective and applying students. Current students completing a degree program who wish to begin a new degree program must apply through the Admissions Office.

ADVANCEMENT OFFICE

Lisa Ann Seischab, Executive Director of Advancement

Location: Miller Center, 2nd Floor

Phone: (585) 274-1040

The Eastman School of Music was established through the philanthropic spirit of George Eastman; the philanthropy of others will sustain our excellence into the future.

The Eastman Advancement Office is responsible for cultivating relationships with alumni, parents and friends who support the School’s mission and goals. We work closely with Dean Lowry in identifying and soliciting support for the School’s annual and long-range priorities. We often look to our students to assist us in a number of ways, such as: performing at Eastman and University events; assisting with acknowledging our donors and extending appreciation for their generosity and support of scholarships, academic programs and initiatives, and campus renovation.

The office also coordinates all of the School’s alumni relations activities, and outreach, including Eastman Weekend, and local and national programs, in collaboration with University of Rochester Advancement.

COMMUNICATIONS OFFICE

Helene Snihur, Assistant Director of Public Relations

David Raymond, Editorial Director

Karen Ver Steeg, Creative Arts Director

Olga Malavet, Secretary

Location: 10 Gibbs Street, 2nd floor

Phone: 274-1050

The Communications Office uses a variety of interpersonal and media communications to advance the mission of the Eastman School. The staff manages public relations, publications, media relations, advertising, and website design.

CONCERT OFFICE

Andrew Green, Director of Concert Operations

Serin Kim Hong, Assistant Director of Concert Operations

Liz Oleksyn, Scheduling Coordinator

Ron Stackman, Director of Stage Operations

Jules Corcimiglia, Assistant Director of Stage Operations, Kodak Hall at Eastman Theatre

Dan Mason, Assistant Director of Stage Operations, Kilbourn Hall

Michael Dziakonias, Assistant Director of Stage Operations, Hatch Recital Hall

Anna Maimine, House Manager

Location: ESM 101

Phone: 274-1110

Hours (Office): Monday - Friday 9 a.m. – 4:30 p.m.

Hours (Scheduling): Monday - Friday 10 a.m. – Noon and 2 p.m. - 4 p.m.

The Concert Office schedules and manages the school's primary performance spaces, and provides event support in the form of stage management and labor, ushers, programs, ticketing, and—in collaboration with the Communications Department – concert promotion. ESM students interested in scheduling degree recitals should consult the current edition of the *Student Recital Handbook*, which is available from Concert Office and online at <http://www.esm.rochester.edu/concerts/forms.php>. The Concert Office hires student ushers at the beginning of each academic year; interested students should submit an application as early as possible. An online listing of Eastman Concerts and Events can be found on the ESM home page: www.esm.rochester.edu/concerts. *Encore!*, ESM's biannual concert brochure, is mailed in August and December.

FACILITIES AND AUXILIARY OPERATIONS

Kevin Gibson, Director

Location: ESM 32

Phone: 274-1171

Email: kgibson@esm.rochester.edu

Howard Daggs, Assistant Director

Location: ESM 30

Phone: 274-1169

Email: hdaggs@esm.rochester.edu

Mary Santiago, Housekeeping Supervisor

Location: ESM 31

Phone: 274-1008

Email: msantiago@esm.rochester.edu

Kim Torres, Secretary

Location: ESM 29

Phone: 274-1172

Email: ktorres@esm.rochester.edu

Fax: 756-4963

Hours of Operation: Monday-Friday 7 a.m.- 4:30 p.m.

The Office of Facilities and Auxiliary Operations provides a full range of services to the Eastman community including housekeeping, furniture and property moves (including set-ups), grounds and mechanical maintenance and coordination of construction and renovation projects. To place a service request, please call the Facilities Customer Service Center at 273-4567. The department also acts as a liaison for University Security who can be reached directly in the event of an emergency by dialing 13 from campus phone, or 275-3333 from cellular phone.

OFFICE OF FINANCIAL AND HUMAN RESOURCE SERVICES

Shannon Ozkum, FP&A Manager, 274-1090

Jeananne Thomas, Operations Accounting and HR Manager, 274-1405

Bill Loftus, Sr. Financial Analyst, 274-1080

Janice Van Opdorp, Staff Accountant, 274-1039

Cheryl Zielinski, Accounting Bookkeeper 274-1085

Jeanne Kiely, Information Window, 274-1084

Location: 10 Gibbs St., Suite 250

This office provides accounting support to the School, including department budgets, payroll, purchasing, etc. In addition to staff and faculty payroll, this office is responsible for student payroll including stipends and the processing of I9's related to payroll. This office is also responsible for the Information and Cashier Windows.

INSTITUTE FOR MUSIC LEADERSHIP

Ramon Ricker, Senior Associate Dean for Professional Studies (rricker@esm.rochester.edu)

Linda Altpeter, Administrative Assistant to IML Director (laltpeter@esm.rochester.edu)

Kristijan Bogdanovski, Assistant Program Coordinator, IML (kbogdanovski@esm.rochester.edu)

Kathy Liperote, Careers Coordinator (kliperote@esm.rochester.edu)

Michael Reed, Information Analyst (mreed@esm.rochester.edu)

Leslie Scatterday, IML Operations Manager (lscatterday@esm.rochester.edu)

Location: Miller Center, 1st Floor

Phone: 274-1113 (IML main number)

Fax: 274-1047

Hours: Monday - Friday 9:00 a.m. - 4 p.m.

Web: <http://www.esm.rochester.edu/iml/>

The Eastman School of Music's vision is to provide life-long service to Eastman students and alumni. In short, once you are part of the Eastman community, your learning and support opportunities won't have to stop at graduation. This vision is fully realized with the offices of Careers & Professional Development, the Catherine Filene Shouse Arts Leadership Program, the Orchestra Musician Forum's website "Polyphonic.org", and the Center for Music Innovation and Engagement encouraging 'entrepreneurial thinking' and opportunities for musical leadership. For further information, please check out our website: www.esm.rochester.edu/iml/

ARTS LEADERSHIP PROGRAM

Leslie Scatterday Assistant Director, ALP

Phone: 274-1112

Email: General office inquiries: alp@esm.rochester.edu

Web: <http://www.esm.rochester.edu/iml/alp/>

The Catherine Filene Shouse Arts Leadership Program (ALP) is designed to prepare Eastman students for a rapidly changing musical culture and an increasingly competitive and diversified marketplace. The ALP recognizes that success as a professional musician requires more than superb technique and artistry. Success also requires entrepreneurial savvy, strong communication skills, fluency with emerging technologies, commitment to audience education, and public advocacy for music and the arts. ALP courses are open to all matriculated Eastman students above the freshman level and an ALP certificate option is open to upper level undergraduates and incoming masters and doctoral students. Check out our website.

OFFICE OF CAREERS & PROFESSIONAL DEVELOPMENT

Kathy Liperote Careers Coordinator (careers@esm.rochester.edu)

Phone: 274-1210

Email: General office inquiries: careers@esm.rochester.edu

Web: <http://www.esm.rochester.edu/iml/careers/>

The Office of Careers & Professional Development offers a wide range of resources and services to Eastman students and alumni to support their continued professional development. These include: career counseling; review of professional materials (résumés, cover letters, etc.); credential file services through Interfolio.com; links to employment opportunities; summer festivals; competitions and auditions; career-related handouts and guides; a local gig service; and a significant library of job-related materials. Visit the careers website for details.

GIG SERVICE

Phone (Gig Service): 274-1215

Email: esmgig@esm.rochester.edu

Web: <https://www.esm.rochester.edu/gig/>

The Gig Service, managed by the Office of Careers & Professional Development, posts local performance and private teaching opportunities available in the community. Interested students can register to access the Gig Service at no charge. Visit the careers website for details.

CENTER FOR MUSIC INNOVATION AND ENGAGEMENT

Phone: 274-1092

Email: mreed@esm.rochester.edu

Web: <http://www.esm.rochester.edu/iml/entrepreneurship/>

The Center for Music Innovation and Engagement seeks to encourage, facilitate and implement the transformation of ideas of the Eastman School of Music faculty, administration, staff, students and alumni into enterprises that create value and to foster and weave entrepreneurial thinking into the fabric of the School.

POLYPHONIC.ORG

Phone: 274-1092

Email: info@polyphonic.org

Web: <http://www.polyphonic.org/>

The orchestra musician's companion: the ideal information and networking source for orchestral musicians providing orchestra spotlights, blogs, daily news feeds serving the orchestra world.

GENERAL INFORMATION

ATM MACHINE

There is an ATM machine in Miller Center, right across the street from the School. It is not associated with a bank, and there is a \$1.50 transaction fee for cash withdrawals. The ATM is capable of processing transactions through all of the major and regional networks, including but not limited to: MASTERCARD, VISA, AMERICAN EXPRESS, DISCOVER, CIRRUS, PLUS, NYCE, MAC, STAR, PULSE, and HONOR.

BULLETIN BOARDS AND POSTING POLICY

The bulletin boards in the main corridor near the elevators are the place to check for official communications concerning school matters (e.g., class/lesson rescheduling, notices from the Dean or other administrative offices). The official schedule of all School events is posted in the "Calendar of Events" section of this bulletin board area.

Ensemble **personnel assignments** and rehearsal schedules are posted in the glass case to the right of the Main Hall central stairway. Large ensemble personnel assignments are also posted on the board outside the Ensemble Library, OSL 201 (permission to post required). The rehearsal/concert schedule may be viewed online at <http://www.esm.rochester.edu/ensembles/RCSched.html>.

Information concerning the following is posted on the open bulletin boards in the corridor beyond the mailboxes: Admissions and Financial Aid (permission to post required), International Students, Items for Sale, Student Activities (SA, GSA, Fraternity, Sorority, MENC, Class Activities, River Campus Activities). All other notices may be posted on the open boards in the Internet Café in the basement of the Main Building, on the kiosk on the Cominsky Promenade, and in the bridge to the Annex.

For more information, see the "Posting Policy" on page 186.

EMERGENCY FINANCIAL ASSISTANCE

For the convenience of students, two short- and long-term loans (the Emergency Loan and the Imogene Barstow Loan) are administered through the Financial Aid Office in Miller Center. These loan funds vary in purpose and range from \$25-\$500. The Imogene Barstow Loan is made available through the generosity of the Wednesday Morning Musicale, a civic music support organization.

INSURANCE

Students should provide their own insurance for their personal belongings, including instruments. This is usually available for a nominal fee as a rider on homeowners' insurance or separate policy. The University is not liable for damage or loss of a student's instruments or other personal property.

LOCKERS

The Office of Student Life are responsible for assigning lockers. Information about locker sign up sessions will be available to each student's email. All lockers have pre-assigned locks on them. Please note that all contents must be removed from lockers by the end of the spring semester, unless you have officially renewed your locker. If you fail to notify the Office of Student Life of your intent to renew your locker, or if you do not turn in the lock on your locker for a refund, the locker will be emptied and a charge of \$25 will be posted to your student account. **The school is not responsible for items left in lockers.**

LOST AND FOUND

Please refer to page 134 under the listing for the Information Window.

MAIL FOLDERS (AT EASTMAN MAIN BUILDING)

Open mail folders, located in the basement of the Main Building, are available for Eastman (Graduate & Undergraduate) student use. Communications for students are relayed via this open system. There is not space for bulky or personal items. Students should check their mail folder daily.

PARKING

Parking is available only a short walk from Eastman at the East End Garage. The garage is located at 475 East Main Street. Student rates are \$65 for the first month (\$40/monthly parking fee plus \$25/refundable deposit for a hands-free pass), and \$40 per month thereafter. Please bring proof of registration and your ID card to the garage office to obtain the student rate. For additional information, call the East End Garage at 325-7860.

PERFORMANCE HALLS

Kodak Hall at Eastman Theatre

The Eastman Theatre auditorium re-opened on October 1, 2009 as Kodak Hall at Eastman Theatre, to reflect the lead gift from the Eastman Kodak Company in support of the current renovation project. Built in 1922 and currently seating 2326, Kodak Hall is Rochester's principal concert venue. The Eastman School functions as owner and operator of the hall, and uses it for performances by large ensembles and student operas. ESM and the University of Rochester regularly use the Hall for university ceremonies. Kodak Hall is also home to the Rochester Philharmonic Orchestra, which performs its classical and pops subscription concerts there, as well as other events throughout the season. In addition, the hall is rented by other community organizations—chiefly for concerts and graduation ceremonies. Members of the ESM community are asked to respect renters' legitimate right to require tickets or otherwise restrict access to Kodak Hall during such events.



Kilbourn Hall

Kilbourn Hall is a three-tiered chamber hall, seating 455. The Venetian Renaissance style architecture and walnut interior make the hall especially suited to chamber music.

Hatch Recital Hall

The newly opened Hatch Recital Hall is a 222-seat venue for solo and chamber music. It is also wired with Internet2 capabilities and state-of-the-art audio and visual equipment.

Ciminelli Formal Lounge

Located in the Eastman Student Living Center building, this intimate, parlor-style room is a popular location for student recitals, master classes, and "self-service" recording.

Howard Hanson Hall

This multipurpose room, on the fourth floor of the Main Building, seats 65, and is used for recitals, lectures, and master classes. Features include a warm-up room and self-service recording equipment and lighting controls.

Schmitt Organ Recital Hall

Completed in 1979, the Schmitt Organ Recital Hall features a 2-manual, 46-rank tracker organ designed and built in the Netherlands by Jan van Daalen. The hall's architecture and the organ's oak casework are integrated into a well-designed performance space, which is scheduled by the ESM Organ Department. The organ was completely renovated by the Dobson Organ Company in 2000.

PRACTICE FACILITIES

Practice rooms are not assigned. They are available on a first-come/first-served basis. When a practice room is left vacant for more than 15 minutes, it becomes available to another student. Please do not leave purses, wallets, or other valuables (including your instrument) unattended in any unlocked room. The percussion, tuba, bass, harp, and organ practice rooms are locked. Keys are available from your teacher.

Requests for special needs should be directed to the Office of Student Life which will work with Facilities to provide appropriate accommodations. If a piano needs tuning or other service, please fill out a service card (available on the 3rd floor bridge to the Annex). Cards for the practice organs are found in the Organ Department and are to be left in the box provided.

Practice room regulations:

- Practice rooms are reserved for collegiate degree-candidates.
- Eating, drinking, and smoking are not permitted.
- The use of practice facilities for personal business is not permitted.
- Do not leave personal belongings of value unattended.

PUBLICATIONS

An online listing of Eastman Concerts and Events can be found on the ESM home page.

In House, produced by the Concert Office, is a weekly listing of all events taking place at the Eastman School. Copies are available in the information racks in the Main Hall of the School and on the Eastman website. For 24-hour concert information, call Music Line (274-1100).

Eastman Notes magazine is published twice a year and sent to Eastman alumni, faculty, students, parents, and friends of the School. It includes stories about the accomplishments of Eastman alumni, faculty, and students, as well as recent events and historical retrospectives.

Encore! is the guide to each semester's concerts and other musical events, published twice a year. **E-Encore!**, an e-newsletter published monthly by the Eastman Concert and Communication Offices and sent to patrons, highlights concerts for that month.

Upbeat, an email newsletter produced weekly by the Office of Student Life, provides information on student life events at Eastman and the University of Rochester.

SCHEDULING FACILITIES

Registrar's Office

Classroom Reservations:

Requests for Eastman classroom space should be made via the Eastman Registrar's website: http://www.esm.rochester.edu/registrar/room_request.php.

If space is available, students may schedule a room for up to two hours per day, no more than seven days in advance. This time limit does not apply to teaching assistants requesting space for instructional use, or to faculty and staff.

Persons requesting space are urged to plan ahead and make their request well in advance. Please note that room requests are only processed on business days. (Monday-Friday)

The following rooms may be reserved by faculty, staff, and registered Eastman students for rehearsals, recitals, meetings, etc. on a "first come, first served" basis:

- Annex 704, 707, 708, 709, 710, 902
- Director's Meeting Room in Eastman Commons
- Eastman Theatre Classrooms: ET 404, 410, 412, 603 (not available during construction)
- Main Building: ESM 209, 305, 320, 404, 514
- Miller Center: MC 1, MC 2, MC 220, MC 320 (for meetings only)
- Messinger Hall: MSH 1
- Old Sibley Library: OSL 101, 204
- Ouzer Room (M-9) (for meetings only)
- Ranlet Lounge (for meetings only)
- Sibley Library: NSL 308, 404

Requests for Kodak Hall, Kilbourn Hall, Howard Hanson Hall, Ciminelli Lounge, or ESM 120 should be made through the Concert Office.

The Registrar's Office does not provide set up of chairs or stands for rehearsals. Student ensembles should plan to provide their own folding stands.

Concert Office

The Concert Office schedules and manages the school's primary performance spaces, and provides event support in the form of stage management and labor, ushers, programs, ticketing, and—in collaboration with the Communications Department – concert promotion. Scheduling hours are Monday through Friday, 10 a.m. to Noon and 2 p.m. to 4 p.m. ESM students interested in scheduling degree recitals should consult the current edition of the *Student Recital Handbook*, which is available from Concert Office and online at <http://www.esm.rochester.edu/concerts/forms.php>.

Scheduling a recording session in Howard Hanson Hall, Ciminelli Lounge or ESM 120 is also available through the Concert Office website:

http://www.esm.rochester.edu/concerts/room_request.php.

TELEPHONES

For emergency phone information, see page 143.

House phones at the School and Eastman Commons may be used for free calls within the University system by dialing the last five digits of the University number. Pay phones are located in the basement, on the third floor, and off of the main floor corridor in the Eastman Main Building. Pay phones are located on the first floor and basement of Eastman Commons.

TICKETS

All tickets (except for Faculty Artist Series performances) for Eastman School of Music events are sold at the Eastman Theatre Box Office, which is located at 433 East Main Street. Remaining tickets for all events go on sale at the concert venue box office one hour before the start of the event. Tickets for Faculty Artist performances are free to students, upon presentation of ID, at the concert venue Box Office before each concert.

Students are admitted free into virtually all ESM events, but tickets are required for the following:

- Kilbourn Concert Series
- Eastman-Ranlet Series
- World Music Series
- Eastman Opera Theatre
- Designated special events

Student discounts are always available. Student rush tickets – at a cost of \$5 for any seat – are sold starting Monday the week of any ticketed event (subject to availability).

The Rochester Philharmonic Orchestra offers a limited number of student rush and discounted tickets to its performances; check with the Eastman Theatre Box Office at 433 East Main Street, 454-2100.

TRANSPORTATION

Rochester Genesee Regional Transportation Authority (RGRTA)

Web: <http://www.rgarta.org>

RGRTA buses service the city and greater Rochester area. RTS buses are boarded at posted stops. Adult fare is \$1.00. For information on routes, schedules and fares call RGRTA Customer Service Information Center at 654-0200 or visit the RGRTA web site. The Eastman Commons Front Desk maintains one copy of bus schedules for students' reference.

UR Shuttle Bus Service

Web: <http://www.rochester.edu/parking/options/busesandshuttles.html>

Shuttle buses run free of charge upon display of UR ID throughout the day between Eastman Commons and the River Campus. Rush Rhees Library at the River Campus is the pickup destination for travel to Strong Memorial Hospital. Bus schedules are available at the Eastman Commons Front Desk, at the Rush Rhees Library Lobby and on the web.

Zipcar

Web: <http://www.esm.rochester.edu/studentlife/zipcar/>

University of Rochester students, faculty and staff can join Zipcar for only \$35/year. Get 24/7 access to Zipcars parked right on campus! Simply reserve online, let yourself in with your Zipcard and drive. Our low hourly and daily rates include gas, insurance and reserved parking. You only need to be 18+ to join. Members age 18-20 can use the Zipcars that live on the Rochester campus. Members age 21+ also have access to thousands of Zipcars all around New York, Atlanta, Boston, Chicago, London, Philadelphia, Pittsburgh, Portland, San Francisco, Seattle, Toronto, Vancouver and Washington DC.

ACADEMIC OFFICES AND SERVICES

ACADEMIC AFFAIRS OFFICE

Donna Brink Fox, Associate Dean of Academic and Student Affairs

Abra K. Bush, Assistant Dean of Academic Affairs

Location: ESM 110

Phone: 274-1020

Email: academicaffairs@esm.rochester.edu

Information concerning any aspect of the School's instructional programs is available from this office. The Office of Academic Affairs administers all of the following directly: applied music teacher assignments; special requests for exceptions to curriculum requirements; changes of status (major, degree, inactive, withdrawal); academic review (warning, probation, dismissal); Study Abroad; Take Five for Eastman students.

CONCERT OFFICE

(See page 120 for more information)

ENGLISH AS A SECOND LANGUAGE OFFICE

Caterina Falli, Associate Professor

Location: ESM 506

Phone: 274-1254

Email: cfalli@esm.rochester.edu

The ESL office is located next to the Eastman Center in ESM 506. A representative from the International Student Office (ISO) is available in this location to answer questions regarding international student status. Students who are not native speakers of English must take a placement test at the beginning of the term and may be required to enroll in one or more of the ESL courses offered by the School.

GRADUATE STUDIES

Marie Rolf, Associate Dean

John Hain, Director of Graduate Advising and Services

Cindy McCamman, Administrator

Location: ESM 102 & 103

Phone: 274-1560

Email (M. Rolf): gdean@esm.rochester.edu

Email (C. McCamman): cmccamman@esm.rochester.edu

Email (J. Hain): jhain@esm.rochester.edu

Web: <http://www.esm.rochester.edu/grad/>

This office oversees and coordinates activities in the School having to do with graduate studies in the MM, MA, DMA, and PhD. programs. The Associate Dean serves as the School's liaison with the University Dean of Graduate Studies. The Graduate Studies Office convenes meetings of the Graduate Professional Committee and the Graduate Research Committee and deals with academic matters concerning graduate students. In addition, the Associate Dean oversees graduate advising and graduate awards. Detailed information about graduate study at Eastman may be accessed through the Eastman School of Music Web site.

INSTRUMENT OFFICE:

Mitch Moore, Manager of Instrument Services

Location: ESM 504

Phone: 274-1151

Email: mmoore@esm.rochester.edu

Marvin Rus, Chief Concert Technician

Location: ESM 509

Phone: 274-1038

Email: mrus@esm.rochester.edu

Mark Austin, Organ Technician

Location: ESM 504 A

Phone: 290-7326

Email: maustin@esm.rochester.edu

Susan Brown, Piano and Harpsichord Technician

Location: ESM 509

Phone: 274-1038

Email: sbrown@esm.rochester.edu

Kurt Baxter, Piano Technician

Location: ESM 509

Phone: 274-1038

Email: kbaxter@esm.rochester.edu

Cynthia Netsky, Secretary

Location: ESM 505

Phone: 274-1150

Email: cnetsky@esm.rochester.edu

Fax: 274-1185

Office Hours: Monday – Friday, 9:00am-3:00pm

Instrument Rental Services:

This office provides orchestral instruments for students to borrow. The maximum loan period is one semester. Loans may be renewed depending upon prevailing instrument needs.

Loan priorities are as follows:

- 1) Ensemble performances
- 2) Ensemble rehearsals
- 3) Methods courses
- 4) Instrument majors
- 5) Other Eastman uses
- 6) River Campus music programs, rental fee \$54 per semester.

The Instrument Office reserves the right to recall any instrument at any time for reassignment to a higher priority.

Fees:

Method courses require no fee. Loans for secondary use and loans for personal use (e.g., gigs, auditions, summer rental) will require a letter from a faculty member and will be subject to a fee.

Use of certain instruments in the School's ensembles (as specifically prescribed by the directors of those ensembles), or in the student's private lesson program (as specifically prescribed by his/her teacher) will be without charge.

Liability:

The Eastman School of Music requires a signed loan contract for all loans. *Regardless of fees paid, due, or waived*, the School will hold the borrower and co-borrower of any instruments and equipment **fully liable for loss or damage of such property**.

Overdue Loans:

A schedule of late-return charges is used by the School. Failure to return an instrument will be cause for the School to take other administrative action, as appropriate.

Piano, Organ, Harpsichord, and Fortepiano Services:

Piano Repair – report problems to Instrument Office, using Service Forms located in the Annex basement, 2nd and 6th floors, in the Main building on the 2nd, 3rd and 4th floor bridges. **You can also report problems online**. On the ESM website, under Inside Tracks, go to “**Report a Problem**”.

Organ Repair – For 4th floor practice rooms – report all problems on the sheets found on clipboards inside the practice room door. For Schmitt Hall & Christ Church – use repair books located at organ consoles. For all other organs – call or email Mark Austin, maustin@esm.rochester.edu, 585-290-7326.

Reserve Harpsichord, Positiv Organ and Fortepiano – pick up a request form from the Instrument Office (Rm. 505) or the Concert Office as soon as possible **to insure availability**.

INTERNATIONAL SERVICES OFFICE

(See pg. 159 for more information)

REGISTRAR'S OFFICE

Location: Miller Center, 1st Floor

Phone: 274-1220

Web: <http://www.esm.rochester.edu/registrar>

The Office of the Registrar is the official academic records office at the Eastman School of Music, and the only office authorized to issue transcripts, enrollment verifications, and degree certifications. The Registrar's Office schedules classes and examinations into appropriate facilities, oversees course registration, grades, degree audits, course evaluations, orientation and commencement.

DEPARTMENT OF TECHNOLOGY AND MEDIA PRODUCTION

Helen Smith, Director

Location: ESM 60

Phone: 274-1130

Web: <http://www.esm.rochester.edu/esmtmp>

The Department of Technology and Media Production supports all the educational, creative and operational technology needs of the Eastman community. This includes services, equipment, support and research for the computing, audio recording, video production and video-conferencing, web, classroom, audio-visual and computer lab facilities. Detailed information on services, equipment, training and forms is available on the department's website <http://www.esm.rochester.edu/esmtmp>.

Computing Services

Location: ESM 35

Phone: 274-1160

Web: <http://www.esm.rochester.edu/esmtmp/ecs>

Email: ecshelp@esm.rochester.edu

Associate Director:

Email: Jeremy Beyette jbeyette@esm.rochester.edu

Computer Systems Engineer:

Email: Craig Unterborn cunterborn@esm.rochester.edu

Computing Services assists faculty and staff in all aspects of computer use. In addition to installation, troubleshooting, and maintenance of Macintosh and Windows systems, the department provides training and assistance for most common applications. Computing Services assists students with password resets, UR Wireless, UR VPN, and computer security issues. Computing facilities maintained by the department are detailed in the “Student Computing Facilities” section of this handbook.

Recording and Video Services

Location: ESM 60

Phone: 274-1130

Multimedia Engineers:

Email: Lou Chitty lchitty@esm.rochester.edu

Mike Farrington mfarrington@esm.rochester.edu

John Truebger jtruebger@esm.rochester.edu

Rich Wattie rwattie@esm.rochester.edu

The Department of Technology and Media Production records all degree recitals, major ensemble concerts, faculty recitals, and selected guest artist performances, as well as providing recording services for audition/demonstration recordings and a limited number of Eastman-related commercial releases. Recording facilities include three control rooms with audio and video links to Eastman Theatre, Kilbourn Hall, Schmitt Recital Hall, Howard Hanson Hall, Room 120, and a number of additional rehearsal spaces in the Main Building and Annex. (Please note that recording services are not provided for performances in Ciminelli Lounge.) Additional services include sound reinforcement, audio editing, and compact disc duplication, video services and video-conferencing.

All recorded degree recitals, ensemble concerts, faculty recitals, and guest artist performances are archived within the Eastman Audio Archives, a collection of over 32,000 recordings dating from 1933. This collection constitutes the oldest continuous collection of recordings made at any music school in the United States. Copies of recordings from the current academic year are available for listening purposes at the Sibley Music Library; older archived recordings can be made available for listening purposes by contacting David Peter Coppen, Special Collections Archivist, in the Sibley Music Library. Compact disc copies of recitals and ensemble performances may be ordered; please contact the department for additional details or see the website.

Performers requiring sound reinforcement (including, but not limited to, amplification for instruments and/or voices, audio playback, or lecture microphones), multimedia support, video filming or any other additional technology services, must contact the department at least three weeks in advance of the performance date to guarantee services.

Students may also make use of two self-service recording facilities: Ciminelli Formal Lounge (in Eastman Commons) and Howard Hanson Hall both feature self-serve compact disc and DVD recorders. The Concert Office provides access to the Ciminelli Lounge and to Howard Hanson Hall. Recording media (CDs and DVDs) are provided by the student.

Classroom Audio-Video

Location: ESM 60

Phone: 274-1130

Email: a-v@esm.rochester.edu <ESM Audio-Visual Requests>

AV Technician:

Email: Dominick Fraczek dfraczek@esm.rochester.edu

Classroom and rehearsal spaces within the Eastman School of Music are equipped to play most audio and video media for faculty use. Teaching Assistants requiring access to the classroom a-v cabinets must visit their department secretary to receive a #1200 key for accessing the a-v cabinets. It is the responsibility of the teaching assistant to lock the a-v cabinet at the end of each class, in order to protect the equipment for other users. Requests for a-v equipment not already installed in the classroom, or for training in use of equipment, may be made to ESM Audio-Visual Requests using the email address listed above, or the form on the website. Please make your requests at least three weeks in advance to guarantee equipment and/or engineer availability. Detailed room configurations and request forms are available on the website.

Web Services

Location: ESM 35A

Phone: 274-1158

Email: webhelp@esm.rochester.edu

Associate Director:

Email: Noah Lapidus nlapidus@esm.rochester.edu

Web Services cover all technical aspects of Eastman's web presence including the website, administrative online services, calendars, audio and video streaming and Polyphonic.org.

Educational Technology (Computer Labs, Blackboard, iTunes U)

Location: SLC 103J

Phone: 274-1423

Email: bb@esm.rochester.edu

Instructional Technology Coordinator

Email: Nigel Waters nwaters@esm.rochester.edu

Educational Technology at Eastman focuses on 3 key areas for the Eastman community: Computer Labs, Online Course Management (Blackboard, iTunes U), & supporting New Media literacy for professional development.

Eastman Writing Center

Caterina Falli, Director

Location: ESM 506

Phone: 274-1254

Email: cfalli@esm.rochester.edu

The Eastman Writing Center in ESM 506 offers individual consultations to Eastman students who seek to improve their writing. Working with an experienced writing consultant, students are able to develop strategies for invention, revision and editing. The consultants at the Center are skilled at helping students approach a new assignment, formulate a thesis and organize ideas. Students can find help in learning how to properly acknowledge sources in research assignments. The Center offers guidance in developing a plan for revision. Consultants help students with all stages of the writing process. We welcome visits from all students and offer guidance for a wide variety of writing tasks, from first-year papers to DMA proposals.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

The tradition of excellence and professionalism at Eastman is reflected in the commitment to academic integrity shared by all members of the Eastman community. Specific procedures exist for dealing with possible violations of Eastman standards, whether by students or faculty members. The School's overall policy is outlined on the Eastman Web site; "Academic Integrity at Eastman: Standards and Procedures." All incoming students are informed about Academic Integrity at the orientation preceding the beginning of the fall term. Breaches of academic integrity include, but are not limited to, presenting the work of another student as your own, taking research materials or papers off the Internet without proper citation, and creating a disruptive atmosphere in class that impedes the learning of others. Consequences include failure of the assignment, failure of the course, suspension or dismissal from the Eastman School.

ADVISORS

Each student has a faculty advisor, according to instrument, who is available for program counseling, for discussion of career development, and for supplying general information. Students are assigned to an advisor by the Registrar. The Assistant Dean of Academic Affairs may also be consulted for specific advising questions or concerns.

APPLIED MUSIC TEACHER ASSIGNMENTS

Assignments of new students to their applied music teachers are made by the Associate Dean of Academic and Student Affairs during the summer preceding fall admission. Students may at any time request study with particular faculty members and every effort will be made to satisfy those requests. Due to the contractual limits on the amount of teaching each faculty member may undertake, once teacher assignments have been made for a given school year, it is unlikely that changes can be made during that year. Any request for a change in teacher assignment must be approved by the Associate Dean of Academic and Student Affairs.

AUDITING

All students may register to audit certain courses that are not required in their degree program. Courses that require the registrant's active participation (e.g., ensembles, opera theater, applied music instruction) are not appropriate for audit registration. Any class work that an auditor does will not be evaluated by the instructor. Permission to audit must be received from the instructor, and any change of registration from credit to audit (or vice versa) must be accomplished before the end of the fourth week of classes.

STUDY ABROAD

Students who wish to study abroad for a semester or year may apply to our Conservatory Exchange program in the fall of the year preceding the proposed travel. Students submit an application, personal statement, recording, transcript, and letters of recommendation, and must be in good standing in their current program of study. Initial approval is given by the Professional Development Committee, and the final decision is made by the host institution. Applications are available from the Office of Academic Affairs.

DUAL DEGREES

Students who wish to pursue a degree at the River Campus in addition to their degree at Eastman should pick up an "Intent to Enroll" form from the College Admissions Office. Students interested in the dual degree program should meet with the Assistant Dean of Academic Affairs. Dual degree students generally plan on a five-year program.

DOUBLE MAJORS

Students who wish to complete an undergraduate degree in more than one major field (e.g., applied music and theory) must meet all the requirements for each major or both degrees and should expect to augment significantly the minimum number of courses for the single major or degree program. Approval of a student's double major program is given by the Associate Dean of Academic and Student Affairs only on the recommendation of the chairs of the major departments. Students may not pursue a double major in two performance majors (e.g. violin and viola).

GRADUATION

To be eligible for graduation, students must: complete the prescribed degree program with a minimum grade point average of 2.0, satisfy the major department requirements and applied music jury, be recommended by the faculty for the degree, and maintain full-time status for eight semesters. All "I" grades must be converted to evaluative grades before graduation. Graduating students are expected to attend commencement ceremonies. Questions concerning graduation requirements should be directed to the Registrar's Office at 274-1220.

INACTIVE STATUS

A student may find it necessary to leave the School for a semester or a year and then return for normal studies. Students interested in doing so should consult with the Assistant Dean of Academic Affairs. During inactive status, a student may not matriculate (enroll as a degree candidate) at another institution. Students who wish to matriculate elsewhere must withdraw from Eastman and, should they wish to return to the School to complete their degree, must apply for readmission. Students are permitted no more than four semesters of inactive status during their matriculation at the School.

The School reserves the right to require an audition before allowing any student to return from inactive status, and permission to return may be dependent on the availability of appropriate applied music instruction.

JURIES

Jury requirements vary by degree, class year, and department. Questions regarding jury requirements for a specific year or department should be directed to the department chair. Jury week is annually scheduled by the Registrar's Office. The various departments post the jury schedules on the bulletin board across the hall from the Office of Academic Affairs.

MINORS

Eastman undergraduates may establish a minor in a non-music field at the University of Rochester College of Arts and Sciences. The "Approval Form for Concentrations and Minors" is available in the College Center for Academic Support at the River Campus.

PERFORMER'S CERTIFICATE

Students nominated by their departmental jury for special recognition for outstanding performance will perform a special Performer's Certificate recital. Following successful completion of the recital, students will receive a Performer's Certificate. A complete list of winners is posted in the main hall each spring.

TAKE FIVE

Students may extend their undergraduate work beyond the normal four-year period and include additional courses in the liberal arts by applying to the Take Five Program. If accepted, they receive the fifth year of study tuition free. Students may apply as early as the end of their sophomore year, but no later than the fall of their senior year. Students wishing to follow such a program should consult their faculty advisor, the Assistant Dean of Academic Affairs, and appropriate River Campus faculty teaching in their area of interest. Degree requirements will not be completed until the fifth year. Applications are available in the Office of Academic Affairs. Major composition or applied music study is not available during the fifth year.

WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from the School for any reason should consult the Assistant Dean of Academic Affairs and file the request in writing, preferably on the form provided. This will be the only manner of withdrawal considered official. A withdrawal after the fourth full week of classes will be noted on the grade report for each course and the academic record as either a "W" or a "DE." A "DE" indicates failing at the time of withdrawal.

STUDENT SERVICES - OFFICES

OFFICE OF CAREERS AND PROFESSIONAL DEVELOPMENT

(See listing under Institute for Music Leadership on p.121)

CASHIER WINDOW

Location: ESM 1st floor, next to the Information Window.

Phone: 274-1085

Hours: Monday - Friday 9 a.m. - Noon
12:30 p.m. - 3 p.m.

Payment of the following, among others, can be made at the window: student accounts, Dean's loans, purchases from the Department of Technology and Media Production and the Ensemble Library, and student recital/concert programs.

CONCERT OFFICE

(See p. 120 for more information)

COPY CENTER

Location: Annex Mezzanine

Phone: 274-1091

Offset printing and photocopying services are available for faculty and staff. A binder, collator, folder, cutter, and related equipment are also available. Work is generally on a first-in/first-out basis although faculty and staff doing Eastman work have priority over personal users. Rush jobs require a 4-hour notice, and all other jobs require a 24-hour notice. Details regarding Copy Center charges and policies are posted in the Center. If Eastman customers would like to **electronically submit** design print jobs or regular print jobs, they can submit them to xbs4urmedcenter@rochester.xerox.com.

EASTMAN BOOKSTORE

Tammy Spence, Manager

Location: Miller Center, 1st floor

Phone: 585-274-1399

Fax: 585-276-2002

Email: bksrochestereastman@bncollege.com

Web: <http://eastman.bkstore.com>

Facebook: <http://facebook.com/Eastmanbookstore>

Academic Year Hours:

Monday - Thursday	10 a.m. -	5:30 p.m.
Friday	10 a.m. -	5 p.m.
Saturday	11 a.m. -	3 p.m.

Open extended hours for first week of classes.

Summer Hours: Monday - Friday 10 a.m. - 4 p.m.

Saturday Closed

The Eastman Bookstore's services include:

- Sale of required and recommended course textbooks (rental, purchased, or e-book)
- School and office supplies (notebooks, staff paper, cassette tapes, computer disks, etc.)

- ESM logo merchandise, coffee mugs, car decals, etc.
- Selection of general reference books, greeting cards, and recordings by ESM artists.
- Large selection of music-oriented general and specific interest books.
- Special orders for books, scores, and musical supplies.
- “Buyback”, which is the purchase of used books from students.
- Caps and gowns for commencement activities.

See the Eastman Bookstore’s management for any special orders. Need something unique? They are there to help!

FINANCIAL AID OFFICE

Mary Ellen Nugent, Director of Financial Aid

Tina Berds, Assistant Director

Gladys Torres, Sr. Financial Aid Counselor

Irina Yurovsky, Secretary

Location: Miller Center, 1st Floor

Phone: 274-1070

Email: financialaid@esm.rochester.edu

Web: <http://www.esm.rochester.edu/financialaid/>

The office provides counseling and information regarding Eastman Scholarships, State and Federal grants, loans, and Federal work-study programs. All applications for financial assistance are obtained from and processed by this office. Federal Subsidized, Unsubsidized, Graduate PLUS loan, and Parent (PLUS) loans are all offered through the Direct Loan program. You may apply for any of these loans directly through the Financial Aid Office. Students in need of a short-term emergency loan should contact the secretary for further details. The office staff is available to counsel students attending Eastman regarding all aspects of their financial aid.

INFORMATION WINDOW

Location: ESM 1st Floor

Phone: 274-1000

Hours: Monday - Friday 9 a.m. - 4 p.m.

The Information Window is the mailroom for the Eastman School of Music. All mail addressed to ESM, 26 Gibbs Street, Rochester, NY, 14604 is delivered to this office.

ESM faculty and staff mailboxes are maintained here. Student mail should not be addressed to 26 Gibbs Street, since this office does not maintain student mailboxes.

ESM and UR interoffice mail may be deposited in the mail drop located adjacent to the faculty mailboxes. Please deposit U.S. mail (with proper postage) in the brass mailbox located on the wall opposite the faculty mailboxes. The post office empties this brass mailbox once daily (Monday-Friday) no earlier than 4 P.M.

The Information Window is the location of the main phone for ESM. This office does not take phone messages for faculty and staff. Phone and walk-up visitors are referred to the appropriate department. Student assignments (examinations, term papers and homework) should be delivered directly to the professor. These items cannot be accepted at the Information Window.

Paychecks for students, faculty and staff may be picked up at the Information Window. Everyone is encouraged to sign-up for direct deposit. To sign-up, or to print direct deposit pay stubs, go to PeopleSoft (UR homepage, Working at the University, Enter HRMS system), or phone 275-URHR

Lost and Found

Phone: 274-1000

Hours of Operation: Monday - Friday 9 a.m. - 4 p.m.

Lost and Found is maintained at the Information Window. The owner of any item bearing identification will be notified. If an item is lost at ESM, please feel free to add your name, contact information and item description into our Lost and Found binder. This binder is checked when items without identification are brought to the Lost and Found.

Items remaining in Lost and Found for one month are donated to local charities.

OFFICE OF RESIDENTIAL LIFE

Linda Muise, Assistant Dean for Residential Life

Kathy Goodman, Administrative Assistant

Location: Eastman Commons, Room 102-A

Phone: 274-1251

(See also Index: Eastman Commons)

The Office of Residential Life staff organizes activities and services dedicated to raising the quality of life among students. The Office of Residential Life makes all housing assignments in Eastman Commons, oversees the maintenance of Eastman Commons, and ensures adherence to Eastman Commons regulations.

Off-Campus Housing Information

Web: <http://www.esm.rochester.edu/offcampus>

A list of private residences available for rent and listings of students interested in sharing off-campus housing can be found in the Office of Residential Life, as well as on the Eastman website. Information regarding graduate housing may be obtained from this office as well.

OFFICE OF STUDENT LIFE

Melissia Schmidt, Assistant Dean for Student Life; Disability Resources Coordinator

Amanda Muskin, Assistant Director for Student Activity Programs

Location: Eastman Commons, Suite 103

Phone: 274-1106

Fax: 274-1175

Web: <http://www.esm.rochester.edu/studentlife>

Hours: Monday – Friday, 9 a.m. - 4 p.m.

The Office of Student Life provides programs and services that enhance student learning, provide leadership opportunities, promote community development, and support the educational goals of the undergraduate and graduate populations of the Eastman School. Through collaborative initiatives with academic affairs, residential life, and the exceptional faculty and staff at Eastman, the Office of Student Life is dedicated to promoting a strong musical community that is rich with cultural, social, and intellectual diversity. Our goal is to encourage the intellectual, emotional, and ethical development of undergraduate and graduate students, and develop an informed and inquiring mind that enables each student to engage the fundamental issues of his or her art and to become an effective cultural leader in society.

Additionally, the Office of Student Life works to connect the Eastman student community to the student community in the University of Rochester’s College of Arts, Sciences, and Engineering. The Office of Student Life oversees the following efforts: Student Activities, Orientation and the Eastman Orientation Committee, the Wellness Initiative for Students at Eastman, Student Conduct, Support for Students in Distress, Disability Resources, and Family Weekend. Any student or group with program ideas, or a desire to get involved, should come to the Office of Student Life.

STUDENT ACCOUNTS OFFICE

Erik Jorgensen, Student Account Representative

Location: Miller Center, 1st Floor

Phone: 274-1238

Hours: Tuesday and Thursday 9 a.m. - 4 p.m.

This office serves as a satellite office for the Bursar’s Office located on the River Campus (see *River Campus Offices for a detailed listing*). It is staffed by a Bursar Representative who can answer specific questions regarding your student term bill, accept payments, and authorize refunds of financial aid proceeds.

Payments toward your student term bill can also be made at the Cashier’s Window in the Main Hall of the School (see also *Cashier Window*, page 133).

STUDENT SERVICES - INFORMATION

COMPUTING FACILITIES

EASTMAN MEDIA LAB

Location: 1st Floor, Eastman Commons

Approximately 30 seats (a mix of Mac, PC, and dedicated laptop stations) are available to Eastman students. These "workstations" are intended for academic research, and career related projects. Available software types include: office, desktop publishing, music notation, audio/video editing and web production. The lab is open 24/7 most days during the Fall and Spring semesters. However, it is subject to closings to facilitate classes, special presentations and training sessions occurring throughout the year.

INTERNET CAFÉ

Location: Basement, ESM

This facility houses ten Apple computers for Internet applications only. Access is provided on a first-come, first-served basis only (no reservations are accepted).

SIBLEY MUSIC LIBRARY

Locations: Reference Area & Listening Room, Sibley Library

Phone: 274-1320

Macintosh and Windows are available throughout the library for research, email, Web browsing, and related activities. Additional computers for multimedia use, including dedicated video workstations, are available in the Listening Room.

EMAIL ACCOUNTS

All Eastman students are issued an @u.rochester.edu email address. Account information is provided to new students before or during orientation; students not obtaining account information during this time should contact Computing Services at 274-1160. Students are asked to check email at least daily; unneeded messages should be deleted on a regular basis.

RESNET AT EASTMAN

Phone: 273-5154

Email: info@resnet.rochester.edu

ResNet is a Residential Life program to provide Internet connectivity to students staying in university housing. ResNet provides high-speed connections to all residence halls, as well as providing access in various public areas throughout the University. In order to access the network, students must have an Ethernet card available on their computer. For additional information, visit the UR ResNet Web site at <http://www.resnet.rochester.edu>.

RIVER CAMPUS

IT CENTER STUDENT LAB

Location: Rush Rhees Library, Ground Floor

Phone: 275-8470

Hours: Sunday - 10 a.m. - Friday 9 p.m. (open 24 hours)
Saturday - Noon - 9 p.m.

Located in the back of Rush Rhees Library, IT is the largest computing lab on the River Campus. IT features Windows and Macintosh computers and high-speed printers. The IT consulting desk has student consultants on duty to answer computing questions and assist patrons in the lab or over the phone during all hours of operation. Extended hours during reading and finals are posted in the lab. Classes have priority use in the two computer classrooms, which are available for general use at other times.

DINING AND UROS ACCOUNTS

DINING FACILITIES -DINING CENTER

Phone: 274-1340

Hours*: Monday - Friday: 11:30 a.m. - 1:30 p.m. (Lunch)
5:00 p.m. - 7:00 p.m. (Dinner)
Saturday & Sunday: 8:00 a.m. - 10:00 a.m. (Continental Breakfast)
10:30 a.m. - 1:30 p.m. (Brunch)

Web: <http://www.campusdish.com/enUS/CSE/Rochester/Locations/EastmanSchoolofMusic/>

The Eastman Dining Center is an all-you-care-to-eat restaurant, serving hearty, nutritious meals.

Offerings include an ever-changing menu, daily staples, fountain drinks, pasta of the day, pizza, a deli bar, a salad and soup island with scores of fresh ingredients and freshly baked breads, hot entrees and specials of the day.

ORCHESTRA PIT

Phone: 274-1341

Hours*: Monday - Friday: 7:00 a.m. - Midnight
Saturday & Sunday: 5:00 p.m. - Midnight

BACKSTAGE COFFEE HOUSE

Hours*: Monday - Friday: 9:00 a.m. - 2:00 p.m.
Weekends Closed

* Hours subject to change.

EASTMAN DINING PLANS

One Card Program

Your University of Rochester ID card is all you need for access to many services. You have two separate accounts associated with your ID: Your Dining Plan Membership and UROS Account.

Customer Service Center

Location: Susan B. Anthony Hall, 1st Floor, River Campus

Phone: 275-3975

Academic Hours: Monday - Friday 10 a.m. - 7 p.m.
Saturday 10 a.m. - 2 p.m.

Break/Summer Hours: Monday - Friday 10 a.m. - 4 p.m.

Services include ID cards, dining plan enrollment and modifications; Declining and UROS account deposits, One Card inquiries, and laundry and vending refunds.

Stolen, Lost, Damaged Cards

If your card is lost or stolen, report it immediately to the Customer Service Center (x5-3975) or online at my.rochester.edu, to avoid unauthorized use of your card. You should also call Security at (x5-3333). Replacement cards can be obtained at the Customer Service Center, Susan B. Anthony Hall. There is a fee for replacement cards.

2011-2012 DINING PLAN OPTIONS

The University offers six Declining Balance Plans that provide tax-free purchases at various dining hall and retail locations on both the Eastman and River Campuses. Your declining plan and your UROS account are accessed using the University student Identification card.

On Campus Dining Requirements:

RESIDENT STUDENTS:

- **Freshmen** must select the Diamond Declining Balance Plan.
- **Sophomores and Juniors** may select the Diamond or the Platinum Declining Balance Plan.
- **Seniors & Graduate students** have a minimum requirement of the Silver Declining Balance Plan, but may select from all plan options.

Off Campus Requirements:

All Undergraduate students given permission to live at home or off campus may select any meal plan option with a minimum requirement of the Commuter Declining Plan. **If you do not return a dining contract, you will be assigned the Commuter Declining Plan without a UROS deposit billed to your tuition bill.**

DECLINING BALANCE PLANS

Diamond Declining Balance Plan (\$2385/semester)

Participants receive \$2385 Declining Balance dollars each semester, averaging \$140 per week.

Platinum Declining Balance Plan (\$1825/Semester)

Participants receive \$1825 Declining Balance dollars each semester, averaging \$107 per week.

Gold Declining Balance Plan (\$1524/semester)

Participants receive \$1524 Declining Balance dollars each semester, averaging \$90 per week.

Silver Declining Balance Plan (\$884/semester)

Participants receive \$884 Declining Balance dollars each semester, averaging \$52 per week.

Bronze Declining Balance Plan (\$608/semester)

Participants receive \$608 Declining dollars each semester, averaging \$36 per week.

Commuter Declining Balance Plan (\$500/semester)

Participants receive \$500 Declining dollars each semester, averaging \$29 per week.

UROS ACCOUNT

UROS is a flexible spending account which is available to all students. Students activate their account by indicating a per-semester deposit at the time they sign up for their dining plan or by making an initial deposit on line at my.rochester.edu at any time or via cash, check, Visa, MasterCard or Discover at the Customer Service Center in Susan B. Anthony Halls. Cash deposits may also be made using a Value Transfer Station (VTS) located in at the Sibley Music Library and Eastman Commons. The UROS Account is accepted at all campus dining locations but is intended for use at the Corner Store, bookstores, the Common Market, Computer Sales and Services, International Theatre, the Cinema, and for vending, copy, laundry machines, printing services, the Post Office and several off-campus venues such as Center Stage Café.

CONTRACT TERMS AND CONDITIONS

1. The period of the contract corresponds to the opening and closing of the residence halls each semester. The participant will have access to his or her Meal Plan during that time.
2. Fall semester contracts are automatically renewed for the spring semester unless changed during the Dining Plan Change Period.
3. A participant whose contract is valid for the fall and spring semesters will be billed through the University's Bursar's Office prior to the start of the second semester.
4. It is the responsibility of the participant to specify to the cashier, prior to each meal purchase, which account to access for the transaction. "Declining" means the cost of the meal would be deducted from your Declining Balance dollars. Stating "UROS" indicates the meal would be deducted from your UROS Account.
5. The participant is the only person who has the authority to request or receive account audits or balance information.

6. Purchases made with Declining Balance funds are not subject to New York State sales tax; therefore, transfers cannot be made between a Declining Balance Account and a UROS Account.
7. To help participants monitor their declining balance dollars, members will have the opportunity to check the status and balance of their plan throughout the semester. This will provide you with helpful hints on how to best utilize the remaining meals and/or Declining Balance Dollars.
8. Additional Declining and UROS dollars can be added to an existing account at any time during the term of the contract on line at my.rochester.edu or via cash, check, Visa, MasterCard or Discover at the Customer Service Center in Susan B. Anthony Halls. Credit card deposits are also accepted on line at my.rochester.edu. Deposits by phone are accepted at (585) 275-3975 or (800) 661-1118. Additional funds can be billed to the participant's Bursar account for the fall and/or spring semester during the dining plan change period.
9. Withdrawals/transfers are not permitted from either Declining Balance accounts or UROS accounts.
10. Auxiliary Operations/Dining Services reserves the right to make necessary program or policy changes at any time.

REFUND POLICY

Unused fall semester Declining Balance dollars carry forward to the spring semester. Remaining Declining Balance dollars at the close of the spring semester are nonrefundable. Refunds of unused Declining Balance and UROS funds will be issued for any participant who withdraws from the University or whose status changes to inactive during a semester, as certified by Academic Support, the Registrar's Office, or the appropriate dean. Refunds will be credited through the University's Bursar statement. Club Meal Plan costs are also credited through the University's Bursar statement and are subject to prorating based upon the official date of cancellation.

UROS ACCOUNTS

UROS Account balances will carry over from year to year, or until your permanent departure from the Eastman School of Music. Should you withdraw or resign from the Eastman School at the close of a semester or upon graduation, any unused balance of \$20 or more will be refunded to you.

DINING PLAN CHANGES

Fall and spring dining plan changes are permitted only during the designated change periods.

A \$25 late fee is charged for any plan-level decrease or cancellation that is requested except during the November open change period for the spring semester.

*Parents or legal guardians cannot make dining plan changes/cancellations for the participant. Changes or cancellations must be submitted via the Dining Plan Change/Cancellation Request form. Phone or oral requests are not accepted. Eastman School of Music students can obtain a form from a dining manager at Eastman Dining Center. The manager will fax the completed form to the Dining Services Customer Service Center for you. The change period for the fall semester begins 09/06/11 and ends 09/16/11. The **Open** change period for the spring semester is in November (11/07/11 – 11/11/11). The final dining plan change period for the **spring semester** is 01/23/12–01/27/12).*

DINING PLAN EXEMPTIONS

Participants requesting exemption from dining plan policies must request and submit a Dining Plan Exemption Request to the Customer Service Center in Susan B. Anthony Halls. The request will then be forwarded to the University Dining Advisory Committee. Requests for exemption will be reviewed with appropriate University authorities, which will make recommendations to the committee.

Exemptions for medical reasons must be submitted in letter format from the participant's medical doctor on the physician's letterhead. This request should be mailed to: University of Rochester, Auxiliary Operations & Dining Services, C/O Director, PO Box 270315, Rochester, NY 14627-0315 For all such requests we ask that the student provide a description of the special diet which needs to be followed due to his/her medical condition. The request will be reviewed and recommendations will be made to the University Dining Advisory Committee. Decisions of the University Dining Advisory Committee are final. One exemption per participant will be considered each semester.

EASTMAN COMMONS - STUDENT LIVING CENTER

Phone: 274-1251

Hours: 8:30 a.m. - 11:30 p.m., daily

The Eastman Commons - Student Living Center was built in January of 1991 and provides housing for 340 students of the Eastman School of Music. The building consists of the sixteen-story Cominsky Tower and a four-story quadrangle surrounding a landscaped inner courtyard. Nearly all of the school's undergraduate students, and a smaller number of graduate students, reside in Eastman Commons. As a result of the building's irregular design, the Eastman Commons has very few square rooms. The building emphasizes natural light, understated colors, wood, quarry tiles and bricks, with the aim of bringing the out-of-doors inside.

The residential floors consist of hallways with rooms on each side, a furnished living room/lounge area and male and female bathroom facilities. The residential areas are accessible only to residents and their guests by I.D. cards or key (s). Each student room has a suite of furniture, window/shade and carpeting or tiled floors. Each room has television cable capabilities, and each lounge has a phone that can make University calls only. Each room also has access to the ResNet system which provides each student with a connection to the University web network. Each room also contains a smoke detector. The Eastman Commons is a non-smoking facility.

The first floor of the building contains public common areas including the Dining Center, Orchestra Pit, Ciminelli Lounge (recital, master class and workshop space), the University Health Services Office, University Counseling Center Office, Office of Residential Life, Office of Student Life, Computer Lab, Head Resident's Apartment, Mailroom which contains individual student mailboxes, and the Front Desk which is the information center of this complex.

The basement holds a number of semi-public areas: game room, television lounge, kitchen, laundry facilities, Physical Therapy Office, reed room and our student storage area.

The Student Living Center also has an extremely well-trained group of very dedicated Resident Advisors (12), who are stationed throughout the student floors to attend to any issues that may occur with our residents. They are dedicated to making this facility a safe, healthy and enriching environment for those students in residence here.

BUILDING POLICIES AND SERVICES

BICYCLES

Bicycles may not be brought up onto the floors of the Student Living Center; this is against the University fire regulations. There is a room in the basement for bicycle storage and space is extremely limited on a first come first served basis. Registration forms and key may be obtained at the Front Desk of the Student Living Center. Additionally, there is a bicycle cage in the East End Garage, conveniently located near the School. Keys are available to community members at the ESM Information Window in the Main Hall.

DRUG AND ALCOHOL POLICY

See larger section; "The University of Rochester Disciplinary System."

FAX MACHINE

Faxing is available for students living in Eastman Commons. The hours of operation are Monday - Friday, 10 a.m. - Noon and 2 p.m. - 4 p.m. Faxing costs are posted at the front desk.

FRONT DESK

The Front Desk is responsible for supplying the Eastman Community with a wide variety of information. For example: RGRTA and University bus schedules, University of Rochester maps, city maps and directions to near-by popular attractions, lists of restaurants, churches, shopping malls, hotels and popular entertainment information, phone numbers for airlines, taxi, bus and train information. This desk is responsible for the check-out of various items that may be needed: athletic equipment, DVD Player, heating pads/cold packs, iron, board games, vacuum cleaners, party permits, Wii console and games, telephone directories, housekeeping and facility log books. If there is information you need, or an issue that you have questions about, the desk worker will make every effort to assist you.

FURNISHINGS AND CONDITIONS

Eastman Commons provides window shades/blinds, and necessary furniture; this includes a platform bed, desk with lighted bookshelf, chair, chest of drawers, and wardrobe with three drawers. The furniture is loft-able. You accept responsibility for their loss or damage, whether from carelessness, vandalism, or by accident.

Damages: A comprehensive Room Condition Form is completed before your arrival. Upon your arrival, you will review and sign/date the form that the assessment of the condition of your room is accurate. You accept responsibility for loss or damage, whether from carelessness, vandalism or by accident. You (and your roommate, if applicable) are individually responsible for leaving your space in the same condition in which it was found upon moving in, as stated in your Comprehensive Room Condition Form which you signed upon arrival and upon taking possession of your room. Please use thumbtacks to affix all decorations to walls. Tape, jacks, jiffy hooks, and glue cause maintenance problems and may not be used on painted walls, doors, furniture, etc. Decals may not be affixed to Eastman Commons property. Charges will be assessed for repainting and refinishing, repair or replacement of damaged or missing furnishings and equipment, special cleaning necessary due to misuse of facilities, removal of any extra furniture, abandoned property, or large quantities of trash, or other unusual conditions requiring correction. You are responsible for advising Linda Muise, Assistant Dean for Residential Life, immediately upon discovering any deteriorated or altered room condition. You are responsible for the cleanliness of your living area. If the Eastman School of Music, for health and safety reasons, must clean your area, you will be charged.

Halogen and "spider" floor and table lamps (6-8 bulbs with plastic shades) are **PROHIBITED** and will be confiscated.

You are not permitted to modify your residential living space, room doors (on either side), furnishings, or any other part of the building; nor may you order or authorize anyone to do any modifications. Removal of room furniture from assigned spaces is a fineable offense.

Written permission must be obtained in advance from the Assistant Dean for Residential Life, for any alterations.

You are not permitted to move furniture from public areas into your room. Under no circumstances may furniture be removed from your room. There will be a \$25 fine for violation of this policy.

Residents are responsible for the care of University property, both in their rooms and in public areas. Charges will be assessed for damages/vandalism to public areas in Eastman Commons. If responsible individuals cannot be identified, charges will be shared among all students sharing corporate responsibility for that public/common area (corridors, floors, lounges, elevators, and kitchens including shared equipment such as microwaves, etc.). This is handled through the Office of Residential Life.

GUEST POLICY

Residents may have overnight guests for a maximum of four nights per month. Every guest must be registered at the Front Desk through the Office of Residential Life before the guest arrives. Meals for your overnight guests may be purchased by contacting the manager or supervisor on duty in Dining Services. Longer visits must be cleared by the Assistant Dean for Residential Life. Guests must comply with all Residence Hall and University policies. The host/hostess assumes full responsibility for the guest's actions.

INSURANCE

The University does not assume responsibility for your personal property in the Residence Halls. You are strongly advised to have your parents extend the coverage of their household insurance, or to carry a separate policy to protect your property (including instruments) at Eastman.

KEYS

Residents of Houses A - F are issued two keys. One key unlocks the room door and the other unlocks the house door. Entrance to the building can be made only through the main entrance by use of one's UR ID card. Those living in Cominsky Tower may gain entrance to the Tower and its elevator with a UR ID card. These residents are also issued a room key. **FOR YOUR SAFETY, ROOM DOORS SHOULD BE KEPT LOCKED AT ALL TIMES.**

If your room key is lost, **IT MUST BE REPLACED.** Locks are changed as a security precaution, both for your own protection, and that of future residents of the room. Charges for lost keys are as follows:

Lost Room Key: \$25

Lost House Key: \$75

These fees cover the cost of replacing the locks and providing new keys. These charges will be added to your term bill. Any unreported loss of keys will be detected by the final checkout procedure. It is best to report lost keys as soon as possible to ensure your safety.

Under no circumstances will room keys be reissued for an existing lock. Unauthorized possession of any key that admits entrance to an area other than a student's assigned room or public entrance is a serious offense subject to disciplinary penalties, which include warning, probation or suspension.

LAUNDRY

The laundry facility is located in the basement of Eastman Commons. There are eight coin-operated washing machines, which cost \$2.50 per load of laundry. There are 10 dryers available for use at no cost. This area is restricted to residents only.

LOCKOUTS

We strongly advise you to lock your room whenever you leave it, even if you will be absent for only a short time. Please guard your key(s) at all times. If you are locked out of your room, please adhere to the following procedures:

- Between 6 p.m. and 8 a.m., Monday - Friday, and anytime on weekends, contact the RA on call (see "Resident Advisors"). On weekends, there is an RA on call 24 hours a day. The weekend is considered to fall from Friday at 6 p.m. until Monday at 8 a.m. There is a \$5 charge for a room lockout during these hours.
- Between 9 a.m. and 5 p.m., weekdays, first contact the Assistant Dean for Residential Life or the Head Resident. Under no circumstances will we allow friends, relatives, or fellow students into your locked room in your absence.

MAIL

Mailboxes are located on the first floor of the Commons. Mail is usually distributed by 4:30 p.m. daily. If you receive a package, special delivery letter, or other items too large to fit into your mailbox, a notice will be placed in your mailbox. Such items will then be held in the package room. **It is required that you keep your mailbox closed and locked at all times.**

Your mailing address is as follows:

100 Gibbs Street

Box Number _____

Rochester, New York 14605

It is very important that you use your box number, so that your mail delivery will not be delayed.

OFF LIMITS

All roof, ledges, attic, and mechanical areas are off limits for safety and security reasons. There is an automatic fine of \$100 if you are found in any of these areas.

PETS

No pets are allowed in Eastman Commons. It is the policy of the University of Rochester that pets (including cats, dogs, lizards, birds, frogs, spiders and snakes), other than those assisting the disabled, are not permitted in University buildings. This will be strictly enforced.

QUIET HALLS AND HOURS

B and C Houses, and parts of D House, are 24-HOUR QUIET HALLS and their residents must honor this agreement.

Residents of all other houses must honor the following quiet hours:

11 p.m. - 8 a.m. Sunday - Thursday

1 a.m. - 8 a.m. Friday and Saturday

RESIDENT ADVISORS

There are 10 Resident Advisors (RAs) who are carefully chosen undergraduate and graduate students. They work under the supervision of the Head Resident, Assistant Head Resident, and Assistant Dean for Residential Life. The Resident Advisors generally are available for assistance and emergencies and are responsible for enforcing Residence Hall policies. They are especially helpful in orienting new students and developing a sense of community within the Residence Halls.

Each evening and on weekends, one of the RAs is "on call"; that person's name is posted at the Front Desk. If you need to contact the RA on call (you are locked out, you injured yourself, you need information, etc.), call the RA from the white in-house phones by dialing 9-764-5707. Speak slowly and clearly, giving your name and location. The RA will respond to your location. If the phone has been turned off to be recharged, dial the RA at his/her room phone number.

ROOM ENTRY AND INSPECTION

You are responsible for all of the furniture in your room, as well as the condition of your room. Before you arrived, your room was inspected. If you agree with the inspection, you should sign the room condition form and return it to the Front Desk. Mailbox lock combinations will be held until this form is received.

At the time of checkout, your room will be inspected and its condition noted on the Room Condition Inventory Form, which you are required to sign. The Facilities staff will determine charges for any damage when you have vacated your room. You will be required to turn in your keys, according to instructions that will be posted.

It is the University's intention to assure all reasonable privacy in student rooms. However, the University reserves the right to enter a room for verification of occupancy and other Eastman Commons administrative functions; for performance of protective, housekeeping, or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with state, federal, and University regulations.

SECURITY

Only residents and visitors accompanied by residents are allowed access to the building. All residents are required to show University ID when entering the building. All visitors entering the building must sign in at the front desk.

Security is a personal issue with each student; we suggest these measures to enhance your safety:

- Lock your door at all times, whether or not you are in the room.
- Safeguard your keys. A lost ID or house key is a security hazard for everyone. Immediately report loss of key or ID to the Front Desk or Security.
- Do not let strangers into the building. If you do not recognize the person as a resident or fellow Eastman student, or if the stranger has no UR ID, do not let the stranger in! Direct the person to the telephone, located just outside the door, to call whomever s/he wants to visit.
- If you have any questions about something you have seen, heard, or even suspect, call Security immediately!

SMOKE-FREE POLICY

All Eastman buildings, including the Eastman Commons-Student Living Center, and the Eastman Commons Alumni Courtyard, are smoke-free. We ask that students refrain from smoking within 50 feet of all entrances to Eastman School facilities

STORAGE

Storage is a locked area located in the basement of Eastman Commons. There will be very limited storage available in the summer. Students are advised to plan to take personal items home or to call storage companies. We will not store rugs! We will not be responsible for lost or stolen articles; you use this facility at your own risk.

TELEPHONES

There are two pay phones located on the first floor of Eastman Commons outside of the Orchestra Pit, and one pay phone located in the basement outside of the laundry facility.

House phones at the Eastman Commons may be used for free calls within the University system by dialing the last five digits of the University number. There is one house phone located on the first floor of the Commons outside of the Orchestra Pit. There is also one house phone located on the outside of the building at the Main Entrance. A house phone is also available in every lounge within the Student Living Center. Telephones are not provided in student rooms unless requested and paid for by student.

UR STUDENT ID CARDS

At the beginning of the school year, all new students will be photographed at Eastman and given ID cards. This card allows students, faculty, administration, and staff access to the Eastman Commons Student Living Center, to the Eastman School of Music from the Gibbs Street entrance, and to the Sibley Music Library. Cominsky Tower has limited access. You will be required to show UR ID for the following things:

- When entering Eastman Commons
- Checking out recordings or music at Sibley Library.
- Checking out items from the Front Desk at Eastman Commons.

- Checking out a key from the Information Window in the School.

UR ID cards also can be used for purchases at the Bookstore (URos or School Account only), the Orchestra Pit, and at the Dining Halls and in copiers and laundry and vending machines. Your UR ID card is your pass into University sports events, many Eastman School concerts, and other University of Rochester events and facilities.

If you lose your ID card, contact the Front Desk immediately, so that the card can be de-activated. This is very important for maintaining the security of Eastman Commons, and securing the monies on your account. There is a replacement fee of \$10.00 for an ID card.

FINANCIAL AID INFORMATION

PRIOR TO FALL SEMESTER

July

- Week 1 • Financial Aid Award Letters for returning students should be received by June 15th.
- Week 4 • Sign and return a copy of your most recent financial aid award letter.
 - If you are a first time Direct Loan Borrower, you must complete both an Entrance Counseling session and sign a Direct Loan Master Promissory Note online at <http://studentloans.gov>.

FALL SEMESTER

August

- Week 4 • If you are a first time Perkins Loan Borrower, you must complete both an Entrance Interview and a Perkins Loan Master Promissory Note at <http://www.esm.rochester.edu/financialaid/forms-and-links/> (Under Useful Links/Financial Aid.) All Perkins borrowers are also required to complete a Truth in Lending Statement on an annual basis. This form will be available in the office.

September

- Week 1 • Complete an I-9 form if you are applying for on-campus employment for the first time.
 - If planning to withdraw or take a leave of absence, speak with a financial aid counselor before leaving.

December

- Week 3 • Reminder e-mails will go out to students about applying for Financial Aid for next academic year.

SPRING SEMESTER

January

- Week 4 • Complete FAFSA for next academic year online at <http://www.fafsa.ed.gov>

April

- Week 1 • Graduating Students who have borrowed funding through a Federal Loan program are required to sign up for an Exit Counseling Session. Group Sessions are offered in early April.
- Week 2 • Returning Undergraduate students: Submit all required Financial Aid documents for the upcoming academic year (FAFSA, Federal Tax returns (student and parents), Verification worksheet, W-2s). The deadline for submitting Financial Aid materials is April 15th.
 - Graduate Students: Submit all required Financial Aid documents for the upcoming academic year (FAFSA, Graduate Aid Application, Federal Tax returns (student and spouse), Verification worksheet, W-2s). The deadline for submitting Financial Aid materials is April 15th.
 - If planning to withdraw or take a leave of absence, speak with a financial aid counselor before leaving by April 30th.
- Week 3 • Graduate students planning on using financial aid to fund their Summer Session Courses need to make sure FAFSA is completed for the current year. Students are also required to complete a Summer Aid Request Form and include a copy of your summer registration to inform the Financial Aid Office of their need for summer funding.
 - Check to be sure you have submitted all financial aid documents for next year.

REFUND OF CHARGES

Students withdrawing or declaring inactive status will receive a refund of tuition charges and mandatory fees according to the schedules below. Students declaring withdrawal or inactive status for medical reasons or other extraordinary circumstances may be granted prorated charges throughout the term with the approval of their college's dean.

EASTMAN SCHOOL OF MUSIC – REFUND POLICY FOR ACADEMIC YEAR 2011/2012

SUMMER 2011 JUNE 27 – AUGUST 5, 2011

Refunds Summer 2011
100% refund prior to the first class session or lesson
90% refund from June 27 to June 30
50% refund from July 01 to July 06
25% refund from July 07 to July 16
No refunds after July 16

FALL 2011 – CLASSES START 8/29/2011

Refunds and Late Registration Fees	Fall 2011
Last day for 100% Refund	Sunday, September 4, 2011
Last day for 90% Refund	Sunday, September 11, 2011
Last day for students to register without \$250 late fee	Sunday, September 11, 2011
Last day for 50% Refund	Sunday, September 25, 2011
Last day for 25% Refund	Friday, October 14, 2011
Withdrawals & Drops	
Last day to change from credit to audit	Sunday, September 25, 2011
Last day to withdraw without notation on record	Sunday, September 25, 2011
Last day to withdraw from classes	Friday, November 18, 2011

SPRING 2012 – CLASSES START 1/17/2012

Refunds and Late Registration Fees	Spring 2012
Last day for 100% Refund	Sunday, January 22, 2012
Last day for 90% Refund	Sunday, January 29, 2012
Last day for students to register without \$250 late fee	Sunday, January 29, 2012
Last day for 50% Refund	Sunday, February 12, 2012
Last day for 25% Refund	Friday, March 2, 2012
Withdrawals & Drops	
Last day to change from credit to audit	Sunday, February 12, 2012
Last day to withdraw without notation on record	Sunday, February 12, 2012
Last day to withdraw from classes	Friday, April 13, 2012

ADJUSTMENTS TO FINANCIAL AID

The Financial Aid Office determines your Financial Aid based on Federal regulations. If you are a recipient of Federal Title IV financial aid and go on inactive status or withdraw from ESM, refunds to those programs are required by federal law to be the first priority and must be returned in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Perkins Loan, Federal Graduate PLUS Loan, Federal PLUS Loan, Federal Pell Grant and Federal SEOG. Additional financial aid adjustments may be made to state aid, private aid and institutional aid based on a student's withdrawal date.

You are not eligible for a refund until all Federal Title IV programs and other aid dollars are reimbursed as required, and all outstanding balances with the Eastman School of Music have been cleared.

The Bursar's and Financial Aid Offices work together after receiving your official Change of Status notice from the Office of Academic Affairs to determine these adjustments. We will complete the refund calculation within 30 days of your change of status. If you are considering withdrawing or taking a leave of absence, you must consult the Financial Aid Office.

Requests for Additional Financial Assistance: Circumstances may arise requiring a currently enrolled student to apply for additional need-based financial assistance after beginning his or her studies. The Financial Aid Appeal application must be submitted to the Financial Aid Office. Financial assistance awarded to continuing students is based primarily on evidence of financial need. ***Financial Aid Appeal Forms can be found on the Eastman Financial Aid Website:***
<http://www.esm.rochester.edu/financialaid/forms-and-links/>

FIRE SAFETY

UNIVERSITY FIRE MARSHAL'S OFFICE

Phone: 275-3241

Web: <http://www.safety.rochester.edu>

SMOKE-FREE POLICY

On August 1, 1987, Monroe County No Smoking legislation went into effect, which restricts smoking in public places. Smoking is not permitted in any of the Eastman buildings or in the Eastman Commons Alumni Courtyard. Smoking is only permitted outside. Members of the Eastman community are expected to observe these regulations and to refrain from smoking within 50 feet of all entrances to Eastman School facilities.

TO REPORT SMOKE OR FIRE:

1. Activate the building fire alarm system. Manual pull stations are located near exit stairwells on all floors or at ground floor exit doors. This alarm signal will automatically be relayed to the Security Communications Center. Communications Center personnel will then notify the fire department. The fire department will respond to all fire alarms.
2. Call Security (13) from a safe location. Tell the Security Dispatcher your name and the specific place and nature of the emergency. This information will then be relayed to the fire department dispatcher who will update fire fighters responding to the building.

FOLLOW RACE

Rescue anyone in immediate danger if you can do so safely and without endangering yourself.

Activate building fire alarm to alert others and report the incident to others in the building.

Confine the fire by closing all doors.

Evacuate the building using the closest exit and move a safe distance away from the building.

1. Do not use elevators! They may not take you to safety.
2. Do not return to the building until instructed by the fire department or a university representative.
3. Should you be trapped in your room, close and seal the doors. Eastman Commons is a fire resistant building fully equipped with sprinklers. The building will not contribute fuel, but its contents will. Call Security (13) and tell them your location.

WHEN BUILDING FIRE ALARM ACTIVATES

When the building fire alarm activates in any Eastman School Building you are required to evacuate the building immediately.

FIRE ALARMS AND EXTINGUISHERS

Smoke and/or heat detectors and sprinklers have been installed in all rooms to provide early detection and suppression of fire and also to provide early warning of fire to occupants. **Accordingly, there is no cooking or candles allowed in student rooms at any time.** To avoid false alarms, residents should not leave food to cook unattended in the basement kitchen or allow exceptional concentrations of shower steam to escape into the area of a detector. The disconnection of or tampering with room smoke detectors will result in an automatic \$100 fine, which will be added to the term bill. This includes covering of local room detectors.

Fire alarms and extinguishers are situated in all buildings; refer to the directional maps on each floor. Students should be aware of the locations of the alarm pull stations and extinguishers in their areas. Students are encouraged not to use fire extinguishers in a fire situation unless they have been properly trained in the use of fire extinguishers and the building fire alarm has been activated. Fire Marshal's Office personnel periodically check fire extinguishers to ensure they are in good operating condition, as well as check the building for fire hazards.

Persons not responding to a building fire alarm, fire drill or found tampering with fire alarms or fire extinguishers will be charged \$100 and could face judicial action.

The New York State Education Law requires that three fire drills be held in each academic building on campus during the academic year. Four fire drills per year are mandated in residence halls and at the Eastman Theatre. At least one drill must be held during the hours after sunset and before sunrise in a building which students are provided with sleeping accommodations.

The Fire Marshal's Office and The New York State Office of Fire Prevention Control makes a fire prevention and safety inspection of all Eastman School buildings during the academic year. Resident Advisors may be asked to accompany inspectors if necessary to enter student rooms. If you come across a fire hazard or have a fire safety concern, contact Linda Muise, Assistant Dean for Residential Life, your Resident Advisor, or the Fire Marshal's Office at 275-3241.

COMMON FIRE HAZARDS FOUND IN RESIDENCE HALLS

- Areas overloaded with combustible materials (trash, cardboard, draperies, wood on walls, etc.).
- Blankets or rugs covering power strip cords or plugs.
- Exits blocked with furniture (bicycles, refrigerators, luggage, etc.).
- Fire doors propped open.
- **Use of electrical heating devices (hot plates, woks, hot pots, toaster ovens, microwaves, George Foreman grills, immersion heaters, etc.), and halogen and "spider" floor/table lamps (6-8 bulbs with plastic shades) are prohibited and they will be confiscated. Hair dryers, popcorn poppers, and coffee makers are also considered to be fire hazards and should be unplugged when not in use.**
- Careless smoking (See Smoke-Free Policy). **Reminder: Eastman Commons is a non-smoking facility as are the rest of the Eastman School buildings.**
- Overloaded electrical circuits or frayed electrical cords.
- The use of extension cords in place of permanent wiring is prohibited. Multi-plug adaptors are not permitted. Listed power strips with over current protection are permitted for use in dorm rooms. Use only one power strip per electrical outlet. Do not plug power strips into power strips. Be sure that the ampacity of equipment plugged into power strips is not more than the ampacity of the power strip.
- For holiday decorations and additional fire safety information refer to our web page at <http://www.safety.rochester.edu>. Click on Fire Marshal's Office, click on Eastman Campus Safety.

Temporary lighting, such as Christmas tree lights, cannot be attached to the building structure.

Wall hangings can only cover 10 percent of the available wall space and must have a Class A Flame Spread rating. Documentation must be provided to the Fire Marshal's Office for approval prior to hanging of materials.

ADDITIONAL FIRE SAFETY INFORMATION

- The use of candles and/or incense is absolutely prohibited and is subject to an automatic fine of \$50, unless previously approved by the Fire Marshal.
- Do not hang anything from or obstruct the sprinkler heads, smoke detectors in your room, in common areas or in any ESM building. Obstructing the sprinklers or smoke detector could delay their activation in the event of a fire. The sprinkler head could break and result in a flood of the room and activate the building fire alarm system.
- Do not tamper with any fire protection equipment. Report all vandalized equipment or suspicious people in your area to Security, the Assistant Dean for Residential Life, or your Resident Advisor.
- The use of space heaters is prohibited in student rooms at the University of Rochester.
- Storage in student lounges is limited to the authorized furnishings for the lounge. No items can be stored in stairwells or corridors.

HEALTH SERVICES

UNIVERSITY HEALTH SERVICE (UHS)

Web: <http://www.rochester.edu/uhs>

Eastman School of Music Office:

Location: Eastman Student Living Center, Room 106

Phone: 274-1230

Hours: Open weekdays during academic year.

River Campus Office:

Location: UHS Building (adjacent to Susan B. Anthony Residence Hall)

Phone: 275-2662

Hours: Open 7 days/week during academic year; open weekdays during summer and school vacations. (See the UHS web site for hours.)

Medical Center Office:

Location: Room 1-5077 in the UR Medical Center.

Phone: 275-2662

Hours: Open weekdays throughout the year.

The University Health Service (UHS) provides a full-range of confidential, high quality primary health care services for students on a prepaid basis through the Student Health Plan. Primary care and health promotion services are provided by the University Health Service, and mental health services are provided by the University Counseling Center (UCC).

The UHS primary care staff includes registered nurses, nurse practitioners, and physicians. All full-time students are assigned a primary care provider (PCP) at UHS. Students are encouraged to schedule appointments with their PCP whenever possible. UHS provides a full range of primary care services, including the treatment of illnesses and injuries, women's health care, the management of on-going medical problems, and advice and treatment for any health concern. In addition, UHS provides allergy injections, immunizations, physical therapy, laboratory tests, referrals to specialists, and health education. UHS has a health advice line (275-1160) to assist patients with questions.

The University Health Service office at the Eastman School of Music is open weekdays during the academic year. This office is located in Eastman Student Living Center, Room 106. The main offices of the University Health Service (UHS) and the University Counseling Center (UCC) are located in the UHS Building on the River Campus. During the academic year, the UHS River Campus Office is open seven days a week. During the summer and school breaks, the office is open weekdays. The hours are posted on the UHS web site. The UHS office in the Medical Center is in Room 1-5077. The office in the Medical Center is primarily for students and other patients based in the Medical Center. The office is open weekdays throughout the year.

Students can be seen at any one of the UHS locations, though it is more likely Eastman students will be seen at the offices at the Eastman School of Music and on the River Campus. Students coming to the office at the Eastman School of Music can walk in without an appointment to see the registered nurse.

Appointments with a UHS physician and a nurse practitioner are available on a limited basis at the UHS Eastman School Office. Visits to the UHS offices on the River Campus and in the Medical Center are by appointment. Students are asked to call 275-2662 to schedule an appointment

After Hours Care: Whenever UHS offices are closed, a physician is on-call and available by phone for urgent concerns that cannot wait until the offices re-open. The physician on call can be reached by calling 275-2662. Students are encouraged to contact UHS before going elsewhere for care.

Paying for Health Care: All full-time students pay the mandatory health fee. This fee covers unlimited visits with physicians, nurse practitioners, and registered nurses at the University Health Service; time-limited therapy with mental health professionals at the University Counseling Center; the availability of a physician and a mental health professional on-call 24 hours/day; health promotion programs and services; and public health surveillance. In addition to the mandatory health fee, all full-time students must have health insurance. UHS offers a health insurance plan through Aetna Student Health for individual students. A student's spouse/domestic partner can enroll in the plan if the student is enrolled. Beginning September 1, 2011, students who are enrolled in the Aetna Student Health plan can enroll their dependent children in the plan. Students with their own (or their parent's or spouse's) insurance coverage can waive the University-sponsored Aetna Student Health insurance and remain on their own insurance. Every year every full-time student must complete the online Health Insurance Enrollment/Waiver Process to let UHS know their health insurance coverage for the year. The link to the online insurance process is located in the pink box on the UHS home page (www.rochester.edu/uhs).

Physical Therapy: On-site physical therapy services are offered through the University Health Service. The office is located in the basement of the Eastman Student Living Center in B06. Students can receive treatment for performance-related injuries such as tendonitis, traumatic injuries such as sprains, postural corrections, practice/recovery guidelines, as well as other orthopedic or neurological conditions. For physical therapy services, students, faculty, and staff must have a prescription from a NYS physician. The most convenient access is through the UHS physicians and nurse practitioners. Students are advised to check with their insurance plans about coverage of service *before* receiving physical therapy services. To schedule an appointment, students should call UHS at 275-2662.

In addition to the physical therapy service, massage, Alexander, Feldenkrais, and Mensendieck therapies are provided at a reduced cost to students.

UNIVERSITY COUNSELING CENTER

Web: <http://www.rochester.edu/ucc/>

Eastman School of Music Satellite Office

Phone: 275-3113

Location: Eastman Commons, Room 106

Hours: Part-time hours posted on office door (varies by semester)

University Health Service Building, River Campus

Location: 3rd Floor

Phone: 275-3113

Hours: Monday – Thursday 8:30 am – 6 pm , Friday 8:30 a.m. - 5 p.m.

The University Counseling Center (UCC) offers time-limited individual, couples, and group psychotherapy to all full-time University students on a pre-paid basis through the mandatory student health fee. Therapists at UCC have experience in assisting students with a variety of concerns such as: anxiety, apprehension about major life decisions, depression, relationship difficulties, family problems, eating concerns, sexual functioning, sexual identity, roommate hassles, and general discomfort about what is happening in a student's life. UCC also offers a variety of therapy groups on topics such as: adult children of alcoholics, survivors of sexual abuse, eating disorders, bereavement, and general concerns.

Eastman students may be seen at any of the offices listed above. Many Eastman students prefer to be seen at the UCC Eastman Satellite Office, open part-time during the academic year.

The UCC website provides information about the University psychological services and links the reader to other online health care sites. In addition, a section entitled "Helpful Information" provides educational information about topics such as depression, stress, anxiety, substance abuse and relaxation techniques. Mental health questions can be addressed to the UCC online resource "Dear Dr. Analyze." Designed as a forum for discourse on mental health concerns, this site is to be used strictly as an educational tool and in no way attempts to replace formal therapy.

Confidentiality: All contacts with a University Counseling Center therapist are confidential. The fact that a student is using UCC will not be disclosed to any University official or faculty member, or to family, friends, or roommates without permission of the student, except in very specific circumstances. Those circumstances are limited to instances when a student's life or that of another person is in danger. UCC will not release any clinical information about a student's visit, even with a student's written request, except to another therapist for purposes of further treatment. Because of the sensitive nature of visits, UCC records are separate from University Health Service medical charts and from Strong Memorial Hospital records.

After Hours Care: A professional-on-call is available 24 hours a day throughout the year to deal with urgent situations and can be reached at 275-3113.

LIBRARIES

ENSEMBLE LIBRARY

Katharine Zager, Ensemble Librarian and Operations Manager

Donna Iannapolo, Library Assistant

Ashley Certis, Library Assistant

Location: OSL 201

Phone: 274-1620/274-1447

Hours: Monday – Friday, 9:30 a.m. – 5:30 p.m.

The Ensemble Library provides performance parts for all the major ensembles in the Eastman School of Music. Assigned parts are available for students to pick up prior to each concert cycle. Bowed string parts are available at department website per concert cycle. Apart from Eastman ensemble use, scores and parts in the collection are available for students, faculty and staff to check out for their personal use. Fines will be imposed for any lost or damaged parts.

The Ensemble rehearsal and concert calendar and the weekly rehearsal schedule may be viewed at our website www.rochester.edu/eastman/ensembles/RCSched.html

SIBLEY MUSIC LIBRARY

Daniel Zager, Associate Dean and Head Librarian

James Farrington, Head of Public Services

David Peter Coppen, Special Collections Librarian and Archivist

Location: Miller Center, 2nd - 4th floors

Phone (Library Office): 274-1350

Phone (Reference): 274-1320

Phone (Circulation Desk): 274-1300

Phone (Special Collections): 274-1335

Email (Daniel Zager): dzager@esm.rochester.edu

Email (J. Farrington): jfarrington@esm.rochester.edu

Email (D. P. Coppen): dcoppen@esm.rochester.edu

Web: <http://www.esm.rochester.edu/sibley/>

Hours During School Terms: Monday -Thursday 8 a.m. - 11 p.m.

Friday 8 a.m. - 8 p.m.

Saturday 10 a.m. - 8 p.m.

Sunday 1 p.m. - 11 p.m.

HISTORY

The Sibley Music Library is the largest, most comprehensive academic music library in North America. Resources to the students include: over 370,000 books and scores, with the addition of some 5,000 new per year; current subscriptions to over 650 music periodicals, and an auditory feast of more than 95,000 compact discs, LP recordings, and tapes.

Since its founding in 1904 by Hiram W. Sibley, the Library has been housed in various sites - originally, in the University of Rochester Library; in Room 120 of the Main Building in 1922; in the building adjacent to the annex in 1938; and in the Miller Center location since 1989.

The Sibley Library contains: three floors of open stacks; reading areas with periodicals and microform machines; 72 individual study carrels, and PC and Macintosh computers for patron usage, including a wireless network and laptops that can be checked out. The listening room has 26 carrels, providing streamed audio and a variety of audio playback equipment. Eight audiovisual carrels with VCRs, laser disk players, DVD players, and monitors are available.

Should the Library ever expand to capacity, true to tradition, the building at Miller Center has the potential to add a fifth floor.

Visit the Sibley Music Library website at <http://www.esm.rochester.edu/sibley/>.

Services

Borrowing and Returning Library Materials

All books and scores must be checked out at the Circulation or Reserve Desks before leaving the Library. The Library is equipped with an automated circulation system. All patrons must have a valid UR ID card to borrow. You are responsible for all items charged to your card -- do not allow anyone else to use it. Items should be returned to the Circulation Desk. The Library has a security system. However, unlike many libraries, materials are not "desensitized" at checkout. Therefore, you must present all Library materials to the Circulation Desk attendant each time you leave the Library.

Loan periods vary with each category of borrower, and type of material. Most materials (open shelf books and scores) may be borrowed for four weeks. "Restricted Circulation" items and recordings cannot leave the Library.

Recalled items are fined at a rate of \$1 per day. With the exception of reserve materials, a one-week grace period is applied before the full fine is charged upon the eighth day. If an item is lost, damaged beyond repair, or simply not returned to the Library, a bill for the replacement of the item will be issued. Such a charge includes the current replacement cost, a \$10 processing fee for cataloging and binding, and any overdue fines that apply. Borrowing privileges will be suspended for anyone who owes the Library \$15 or more, or for anyone who withholds a recalled work.

Computing Facilities

See "Student Services - Information, Computing Facilities" on page ?.

Copiers

Two photocopy machines are available on second floor near the Circulation Desk, one on second floor near the reference collection, and one photocopy machine is in the current periodicals reading room on third floor. Black and white copies cost 10 cents with a Flex Account Card, color copies cost 60 cents. A visitor's card can be purchased from the vending machine near the second floor copiers.



Locating Materials

Manual and electronic catalogs on the second floor provide access to all collections. Always check "Voyager" (the UR libraries' online catalog) first. It can be found at <http://sibley.lib.rochester.edu/>. Most scores (call numbers beginning with M) are found on the second floor, books (A-L, ML, N-Z), periodicals, and recordings on the third. Books and scores with MT call numbers, and scores with call numbers of M1-M4, (collected works, anthologies, monuments, etc.) are on the fourth floor. Materials not owned by Sibley or other UR libraries may be requested through Interlibrary Services. Materials owned by other UR libraries may be requested via intra-campus loan through Voyager. Requests for new acquisitions can be made in the Acquisitions Office. See the Reference Desk for help finding materials.

Listening/Recordings

Recordings are housed in a closed stack area on the third floor. Twenty-six audio and eight video stations with headphones fill a room opposite the head of the stairs on the third floor that is adjacent to the Reserves and Recordings. Find the call number of what you want in Voyager or the card catalog, and bring it to this desk. A library assistant will bring you the recording.

Reference/Information

In addition to a large number of electronic resources (e.g., Grove Music Online, Naxos Music Library), a large collection of reference works for in-depth research as well as quick information, and several tables for study are located in the Alec Wilder Reading Room adjacent to the reference stacks. Staff members welcome questions and encourage all students to ask for help of any kind related to finding and using Library resources. No question is ever considered too basic.

Reserves

For the convenience of students, faculty members place books, scores, and recordings to be used for assigned reading and listening on reserve. These items may be borrowed, usually for a period of three hours, for use in the Library. The Reserves and Recordings Desk is on the third floor. Find the call number in Voyager or your syllabus, and a library assistant at this Desk will bring you the item. Many items are also made available through electronic reserve and streamed audio, allowing access 24 hours/7 days a week.

Special Collections and Archives

The Ruth T. Watanabe Special Collections department offers outstanding resources to both performers and scholars. The department comprises the Sibley Library's rare books collection, the largest of its kind in any academic library in the United States, the Eastman School of Music Archives, the Eastman Audio Archives, and a wide variety of individual special collections ranging from composers' manuscripts and papers to rare sheet music and literary manuscripts. The department's reading room offers the user a comfortable and inviting environment in which to work. The department encourages the use of its collections by undergraduates and performers, and special appointments for live music reading are available on request. The department homepage can be found at <http://www.esm.rochester.edu/sibley/special/>.

Other Services

The Library maintains a Conservation Lab, which, upon request, also advises students and faculty about the care and repair of their own collections.

RUSH RHEES LIBRARY (RIVER CAMPUS)

Circulation Hours: Monday -Thursday 8 a.m. - 3 a.m.
Friday 8 a.m. - 10 p.m.
Saturday 10 a.m. - 10 p.m.
Sunday 10 a.m. - 3 a.m.

Located at the head of the quad, the Rush Rhees Library is the most beautiful and ornate building on campus. Named for the third president of the University, who served from 1900 - 1935 and supervised the creation of the Medical Center, the Eastman School of Music and the River Campus, it serves as a renowned research facility. There is a Computer Study Facility (ITS) located inside Rush Rhees (see Index: ITS). Entrance is located off of Library Road. Library hours including breaks and holidays are available at <http://www.library.rochester.edu/rhees/home>.

UNIVERSITY SECURITY SERVICES

WE ARE IN THIS TOGETHER

Working together promotes awareness of the needs of one's neighbors and fosters a sense of common purpose. The University is part of a larger, urban community in which crime is a constant reality. Maintaining a safe and secure community must be a cooperative undertaking. Security staff alone cannot resolve every breach of good security practice.

A partnership is required. Here is what you can do:

- Attend at least one of the many personal safety seminars offered throughout the year and incorporate the ideas suggested into daily habits
- Report hazards, keeping in mind the various means available to summon aid in an emergency
- Pay attention to signs of possible risk and plan how to respond to these unexpected and unwanted situations.
- Remember, you are responsible for the actions of those you invite to campus while they are here. You can help by informing them of the University's policies, rules, regulations, and expectations for proper behavior.

The University of Rochester's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the University's campuses. The report also includes institutional policies regarding campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report, titled *Think Safe*, by contacting University Security Services at 585-275-3340, or view the contents by accessing the following web site: <http://www.security.rochester.edu>.

Information on sexual harassment policies and procedures is published in the brochure *Policy Against Discrimination and Harassment*, which is available by calling the Intercessor's Office at 585-275-9125. You may view the contents by accessing the following web site: <http://www.rochester.edu/intercessor/harassment>.

HOW TO CONTACT SECURITY

The University maintains an extensive network of over 500 interior and exterior public access telephones. You can call the Security Communications Center for assistance any time of the day or night from any of these phones. Included are over 175 direct-dial Blue Light Emergency Phones.

- In an EMERGENCY, dial **x13** from any University phone, including service phones located at building entrances, or dial **#413** from AT&T or Verizon cell phones. Dial **585-275-3333** from any other phone. Or pick up a **Blue Light Emergency Phone** located along pedestrian pathways and parking areas, and you will be connected to one of our emergency dispatchers automatically. An officer will be sent to your location right away. Local police, fire or ambulance agencies will be notified as needed. [Currently, if you call 911 from within the University phone system, your exact location will not be displayed to the 911 system operator.]
- For non-emergencies, dial 585-275-3333. You may also use a Blue Light Emergency Phone.
- The Dispatcher will determine first that you are safe. Once that is known, you will be asked for your name and location, as well as descriptive information about the incident or event with which you are involved. This information will assist the responding security officer(s), and the police or other emergency responders.
- You may contact an on duty supervisor, 24 hours a day, by calling 585-275-3333.
- For crime prevention services, call 585-275-2220. For investigative services, call 585-275-3436. For victim's assistance call 585-275-3108.

WHERE TO FIND SECURITY

Our administrative offices are located at the University Security Center, 612 Wilson Boulevard. Office hours are 8:30 a.m. to 5:00 p.m. weekdays. Call 585-275-3340 or 585-275-3437, fax 585-275-0344, or send email to 4_info@security.rochester.edu for more information. Our web site is at www.security.rochester.edu.

Also on the River Campus, we're in the garden level of the Community Learning Center. Office hours are 8:30 a.m. to 5:00 p.m. weekdays. Call 585-273-5200 or fax 585-273-1128.

We are located in the Medical Center in Room G-6009 (near the bookstore and bank). Office hours are 8:30 a.m. to 5:00 p.m. weekdays. Call 585-275-2221 or fax 585-271-4513.

We are available to meet with students at the Eastman School of Music. We have space in the ESM main hall and in the main lobby of the Student Living Center. Call 585-273-5200.

PERSONAL SAFETY ESCORTS

University Security will arrange for an escort to and from University locations. We will choose the most efficient way to provide you with an escort, based on our activity levels at the time. We acknowledge emergencies and other high priority non-emergency calls for services first, so there may be some delay in our response to your request. Please be patient. Your own safety is not worth sacrificing for a few extra minutes. We don't provide escorts to off-campus locations. To request an escort, call **585-275-3333** or pick up a **Blue Light Emergency Phone**.

SAFETY TIPS

Heads up

- Be aware of your surroundings
- Display a sense of confidence when walking
- Avoid hats or other items that obstruct your vision and earphones that impair your hearing

Buddy up

- Walk with someone whenever possible, there is safety in numbers
- Take the bus or request an escort when traveling alone at night

Lighten up

- Carry only the cash and credit cards you expect to need
- Don't burden yourself with bulky or heavy items that would be easy to snatch or make you unsteady when walking

Give it up

- If your wallet or purse or bookbag is forcibly taken-- don't fight back -- turn it over rather than risk personal injury - report the incident to Security immediately

Lock it up

- Close and lock the door when leaving your office or residence
- Lock all doors when driving and after parking your car
- Secure your bicycle in a bike rack with a quality U-style lock
- Do not hold the door open and admit strangers to secure buildings
- Never prop doors open, especially fire doors
- Do not attach your I.D. to your keys or mark your keys with your name or address (this could lead a criminal back to your room--or to you)

Cover it up

- If you need to store valuables in your car, place them out of sight or lock them in the trunk
- Secure your purse, wallet or other valuables in a locked drawer or cabinet in your office or residence

Call us up

- Immediately call Security at x13 in an emergency (dial **#413** from AT&T or Verizon cell phones) or **x5-3333** for a non-emergency to report any crime, suspicious activity or to discuss any other safety concern

Security Telephone Numbers to Remember

- **EMERGENCY** (from any University phone) **x13**
- **EMERGENCY** (from any other phone) **585-275-3333**
- **EMERGENCY** (from AT&T or Verizon cell phones) **#413**
- Non-emergencies 585-275-3333
- River Campus & Eastman Office 585-273-5200
- Medical Center Office 585-275-2221
- Administrative and Patrol Operations Staff 585-275-3340
- General Information (e-mail) 4_info@security.rochester.edu
- Special Events 585-275-1087
- Lost/Found Property 585-275-2552
- Victim Assistance Coordinator 585-275-3108

For more information please visit our web site at <http://www.security.rochester.edu>

STUDENT ORGANIZATIONS AT EASTMAN

Contact the Office of Student Life at 274-1106 for specific information for each organization.

EASTMAN STUDENTS' ASSOCIATION

Web: <http://www.esm.rochester.edu/sa>

The Eastman Students' Association (SA) is the undergraduate legislative council composed of elected class officers, student organization representatives, and an elected executive committee. Its function is to link the student body with the faculty and administration of the School, sponsor many social activities throughout the year and oversee the undergraduate student organizations. The Students' Association meets regularly in Eastman Commons. Although only elected members of the council may vote, all students are encouraged to attend and participate. Student Organizations for the 2011-2012 academic year include: Freshman Class Council, Sophomore Class Council, Junior Class Council, Senior Class Council, Catholic Newman Community, InterVarsity Christian Fellowship, Hillel, Soccer Club, Paintball Club, Sigma Alpha Iota, Mu Phi Epsilon, MENC, and Eastmanites Anonymous.

EASTMAN GRADUATE STUDENTS' ASSOCIATION

Web: <http://www.esm.rochester.edu/gsa>

The Eastman Graduate Students' Association (EGSA) is an association dedicated to improving graduate life at Eastman. It sponsors special activities, social events, seminars and proposals. All graduate students are members, and an executive board is selected each year. The EGSA works out of the Graduate Students' Lounge in Room 321 of the School.

APPENDIX A: RIVER CAMPUS OFFICES AND SERVICES OF THE COLLEGE OF ARTS, SCIENCES, AND ENGINEERING

ATHLETICS AND RECREATION

Web: <http://www.rochester.edu/athletics>

Eastman students are encouraged to use all facilities on the River Campus, including four large gyms for basketball and volleyball; a fitness center; weight facilities; squash courts; racquetball/handball courts; indoor track and field-house; tennis courts (indoor and outdoor); an aquatic center; a lighted, all-weather stadium surrounded by a 400 meter track, and several grass recreational fields. Adjacent to the River Campus are several jogging tracks and the Genesee Valley Park, which includes an indoor skating rink, outdoor pool, playing fields, and two golf courses. Additional information on times and facility availability is available by calling 275-7643, or visiting the website. Presentation of a current, valid UR ID is required.

The Goergen Athletic Center has gym lockers and locks that may be rented at the Athletics and Recreation Information Desk. Guest passes are also available at the Information Desk and are valid for one day. There is a \$3 fee for each guest accompanied by an Eastman student.

The Club Sports Program includes: alpine ski, archery, badminton, bowling, cricket, cheerleading, men's crew, cycling, dodgeball, equestrian, fencing, handball, hatha yoga, men's ice hockey, women's ice hockey, kendo, outing, paintball, Quidditch, roller hockey, men's rugby, women's rugby, running, sailing, men's soccer, women's soccer, shotokan, ski and snowboard, women's squash, tae kwon do, tennis, Tai Chi, women's squash, men's ultimate frisbee, women's ultimate frisbee, men's volleyball, women's volleyball, wadu ryu karate, water polo.

Additional information is available by calling the Club Sport Council Advisor, at 275-4302 or accessing the Campus Club Connection at: <https://sa.rochester.edu/clubs/>

The Intramural Sports Program includes league play in the following: basketball, dodgeball, floor hockey, ultimate frisbee, flag football, futsal, field hockey, soccer, and volleyball and free Group Fitness Classes. . Additional information is available by calling the Intramural Office, 275-4303 or IM@sports.rochester.edu.

The Intercollegiate Sports Program include 23 varsity teams: men's intercollegiate - baseball, basketball, cross country, football, golf, soccer,, squash, swimming, tennis, and track (indoor and outdoor); women's intercollegiate - basketball, rowing, cross country, field hockey, lacrosse, soccer, softball, swimming, tennis, track (indoor and outdoor) and volleyball. All students are encouraged to participate either as team members or spectators.

Facility Schedules are available at the Information Desk in the Goergen Athletic Center, 275-7643 or by accessing the Athletics and Recreation Website: www.rochester.edu/athletics

BURSAR'S OFFICE

Location: 330 Meliora Hall

Phone: 275-3931

Hours: Mon./Tues./Thurs./ Fri. 8:30 a.m. - 5 p.m.
Weds. 9:30 a.m. - 5 p.m.

The Bursar's Office is responsible for issuing student billing statements for tuition, room, board, health, and activity fees. Your Student Account must be paid before you can register for the next semester, request transcripts or receive your diploma.

OFFICE OF THE DEAN OF STUDENTS

Dean of Students Matthew Burns

Associate Dean of Students: Anne-Marie Algier

Assistant Dean of Students Morgan Levy

Location: 500 & 510 Wilson Commons

Phone: 275-4085

Hours: 9 a.m. – 5 p.m.

Web: <http://www.rochester.edu/college/dos/>

The Office of the Dean of Students contributes to the mission of the College of Arts, Sciences and Engineering by providing programs and services that augment and contribute to student learning and community development. The College's Communal Principles of Inclusion, Freedom, Responsibility, Respect, Fairness, and Honesty are prevalent in all that we do.

Units under the Office of the Dean of Students include the Center for Student Conflict Management, Fraternity and Sorority Affairs, the M.K. Gandhi Institute for Nonviolence, Parent Relations, The Rochester Center for Community Leadership, and Wilson Commons Student Activities. Each of these units helps to address issues, plan programs, and make referrals with and for our students with a special emphasis on promoting understanding among diverse students, faculty, staff and community members.

INTERFAITH CHAPEL AND THE CHAPLAINS' OFFICES AT THE RIVER CAMPUS

Cary Jensen, Interim Director of Religious and Spiritual Life

Phone: (585) 275-4321 Email: cjensen@rochester.edu

Eileen Bruton, Administrator Email: ebruton@admin.rochester.edu

Phone: 275-8421

Elizabeth Fronczak, Reservation's Coordinator

Phone: 275-4321 Email: elizabethfronczak@rochester.edu

Roman Catholic Community and Services

Reverend Brian C. Cool, Director, Catholic Newman Community

Phone: (585) 275-8523 Email: bcool@admin.rochester.edu

Mass: Sunday 10:30 a.m. and 7 p.m. River Level

Tuesday Newman Night Pasta Dinner River Level

Wednesday 10:00 p.m. SBA Friel Lounge

Holy Days/additional information: <http://www.urnewman.org>

Jewish Community and Services

Judy Abelman, Executive Director of Hillel Area Colleges

Phone: (585) 275-5981 Email: jabelman@admin.rochester.edu

Web: <http://www.rochesterhillel.org/>

Conservative: Friday 6:00 p.m. River Level

Reform: Friday 6:00 p.m. Brennan Room, 200

Shabbat Dinner following service River Level

Chabbad: Rabbi Asher Yaras 271-0330 Email: ayaras@admin.rochester.edu

Protestant Community and Services

Reverend Dr. Laurie Tiberi, Protestant Chapel Community

Phone: (585) 275-8522 Email: ltiberi@admin.rochester.edu

Protestant Chapel Community (PCC)

Sunday 5:00 p.m. Sanctuary

Wednesday 5:30 p.m. Dinner/Dialogue Brennan Room, 200

Brian White, Pastoral Associate, University of Rochester Christian Fellowship

Phone: (585) 275-8517 Email: bwhite8@admin.rochester.edu

University of Rochester Christian Fellowship (URCF)

Sunday 3:00 p.m. Sanctuary

Thursday 8:00 p.m. Bible Study Brennan Room, 200

Muslim Community and Prayers

Rashid Muhammad, Muslim Chaplain

E-mail: rmuhammad@admin.rochester.edu

Jumma Friday, 1:15 p.m. Brennan Room, 200

Islamic Center of Rochester:

Phone: (585) 442-7164

Email: <http://www.rochesterislamiccenter.org>

Additional Religious Programs and Contact Information:

Bahai, 244-2220 or 244-9397

Buddhist, Rochester Zen Center, 473-9180

Hindu Temple of Rochester, 427-8091

Orthodox (Orthodox Christian Fellowship), 387-0986

Sikh, 377-2771

Many other faith group activities can be found on the U of R Website, <http://www.rochester.edu/chapel/faithcommunities> or www.rochester.edu/cc

M. K. Gandhi Institute for Non Violence

Kit Miller, Director

Phone: 273-1686 Email: kmiller@admin.rochester.edu

Located opposite Rush Rhees Library on the Eastman Quadrangle, the Interfaith Chapel is the focal point for the diverse religious traditions within the University community. Its three levels offer areas for worship, concerts, weddings, student programs, meetings, and quiet study. During the academic year, the Chapel is open from 9 a.m. to 10 p.m.

While the University does not have any religious affiliation, it does have an active religious community centered in the Interfaith Chapel. The Chaplains' Offices offer students a variety of opportunities for religious worship, study, community service, personal counseling, and cultural and social events. Eastman students are welcome to participate in any of the Interfaith Chapel's programs and services at the River Campus.

INTERNATIONAL SERVICES OFFICE

Cary Jensen, Director

Sylvia H. Kless, Associate Director & Senior Student Advisor

Stephanie Beetle, Student Advisor, Admissions Coordinator

Yelena Ovcharov, Student Advisor, Orientation Director

Jon Ramsey, Student Advisor, System Administrator

Locations: Eastman Campus, Room 506-B Phone: 274-1142

Open Tues. and Wed. 1:30 p.m. - 4:30 p.m.

(During academic year)

River Campus, 213 Morey Hall Phone: 275-2866

Open Mon. - Fri. 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

Fax: (585) 244-4503

Email: questions@iso.rochester.edu

Web: <http://www.iso.rochester.edu>

The International Services Office (ISO) provides a full range of programs and services for approximately 1,600 international students and 600 scholars from 90 countries. The staff administers the F-1 student and J-1 student and scholar visa programs through the Student Exchange Visitor Information System (SEVIS), issues visa documents, and provides advising on immigration regulations affecting internationals. The ISO is also the University's official liaison with the Department of Homeland Security, the Department of State, and foreign and American consulates and embassies. The ISO staff works closely with members of the University community to advocate for and address the various needs of international students and scholars.

The ISO also serves as a resource to help internationals adjust to the U.S., the University, and the community of Rochester. Services and programs include an annual orientation program; an email newsletter sent to UR email accounts; travel, employment, and tax workshops; a comprehensive web site (www.iso.rochester.edu); and individual counseling to assist internationals in coping effectively with personal and cultural adjustment issues.

MINORITY STUDENT AFFAIRS OFFICE/

THE ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM

Norman Burnett, College Assistant Dean/Director

Location: 310 Morey Hall

Phone: 275-0651

Fax: 473-6494

Email: OMSA@mail.rochester.edu

Web: <http://www.rochester.edu/college/OMSA>

The Office of Minority Student Affairs provides counseling, disseminates information, initiates programs, and serves as a liaison with other departments to enhance the environment of support for students of

color. OMSA is committed to providing these services on behalf of students to ensure their academic success here at the University. To meet these goals, the Office is pro-active in advancing the dialogue on campus of issues related to the overall success of students of color with particular concerns for academic achievement.

The Arthur O. Eve Higher Education Opportunity Program provides opportunities to attend the UR for eligible applicants. The program is designed to assist those students who, because of their economic and educational background, might not have attended the UR. HEOP staff coordinates a variety of academic, counseling, and financial aid services to participating program students. To be eligible for HEOP, students must be New York State residents and must meet specific academic and economic criteria.

REGISTRAR'S OFFICE

Nancy Speck, University Registrar

Location: 127 Lattimore Hall
Phone: 275-8131
Transcripts: 275-5131
Verifications: 275-5131
Fax: 275-2190
E-Mail: registrar@rochester.edu
Web: <http://www.rochester.edu/registrar/>
Office Hours: Monday - Friday, 9 a.m.-noon; 1 - 5 p.m.

ROCHESTER INTERNATIONAL COUNCIL

Director: Judy Weinstein
Location: 4-219 Dewey Hall
Phone: 275-8779
Fax: 756-8086
E-Mail: jw@rifc.org
Web site: <http://www.rifc.org>
Hours: Monday-Wednesday, Friday 9:30 a.m. - 4:30 p.m.

The Rochester International Council (RIC) is a volunteer group of local citizens known as Friendship Volunteers who offer international students and scholars friendship and hospitality. These services may include meeting a student at the airport, dinner invitations, and ongoing opportunities to participate in the community and American life. During the year, RIC sponsors activities such as a welcome reception, hikes, museum tours and dances. RIC also offers a social program for spouses of international students. International students interested in any of these programs should contact RIC.

TESTING SERVICES

Location: 312 Lattimore Hall
Phone: 275-2354

The Testing Services Office at the River Campus provides information to students and faculty about the different graduate school admissions tests, such as the Subject Graduate Record Examination. The office is responsible for the Subject GRE, LSAT, the Miller Analogy Test, the PCAT (Pharmacy College Admissions Test), and the PSY 101 Placement Test. Graduate bulletins for some of these tests are also available.

WILSON COMMONS STUDENT ACTIVITIES

Location: 201 Wilson Commons
Phone: 275-9390
Web site: www.sa.rochester.edu/sao
Email: sao@rochester.edu
Building Hours: Monday - Friday 7:30am-1am
Saturday 10am-1am

Sunday 10am-1am

Directors: Anne-Marie Algier, Associate Dean of Students, Director of Student Activities
Laura Ballou, Assistant Dean of Sophomores, Director of Wilson Commons

Wilson Commons is the college union and one of the central gathering places for the UR community. Designed in 1976 by the architectural firm of I.M. Pei, three of its walls and ceiling have over 18,000 square feet of glass. Wilson Commons offers many services including the Common Connection Information Center, The Commons Food Court, Common Market, Ticket Sales and Transportation Services, Event Support and Reservation Services, Graphic Arts Service, Mane Attraction Hair and Tanning Salon, The Hive Arcade, HSBC ATM, Hartnett Art Gallery, Starbucks, computer kiosks, lounge spaces, meeting rooms, and Students' Association and Student Organization offices. Wilson Commons houses The Office of The Dean of Students, which encompasses Wilson Commons Student Activities, The Rochester Center for Community Leadership, Fraternity and Sorority Affairs, Parent Relations, and The Center for Student Conflict Management.

Wilson Commons Student Activities, a unit of the Office of the Dean of Students, enhances the college experience and creates a diverse campus community by supporting over 200 student organizations. The office focuses on helping students achieve their goals by encouraging them to explore and develop their interests and passions through experiential learning outside the classroom. Working in partnership with other University departments, Wilson Commons Student Activities enhances the overall educational experience of students. The office advises student organizations, assists in the formation of new organizations, serves as a resource for all members of the campus community regarding event planning and programming, and oversees the facilities and operations of the student union, Wilson Commons.

APPENDIX B: STUDENT CODE OF CONDUCT THE UNIVERSITY OF ROCHESTER DISCIPLINARY SYSTEM

I. STATEMENT OF COMMUNAL PRINCIPLES

Purpose

The University of Rochester is an institution dedicated to the discovery of knowledge through research and education. The University, in particular, is a community of engaged people who come together in a residential learning community to learn, to teach, or to work in service to these endeavors. To encourage the participation and involvement of all members of the University, we have set forward several fundamental interrelated principles. The principles of freedom, responsibility, respect, honesty and fairness are the necessary conditions to learning. It is these principles that we will use to develop systems and processes that safeguard the special nature of the University community and to ensure the involvement and inclusion of all its members.

Community

Our community welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution's missions. Members of the University's community come from different geographical areas, represent differences in ethnicities, religious beliefs, values, and points of view; they may be physically different, have different intellectual interests, or have different abilities. We not only welcome such differences in members of our community, but we also actively seek to include them in all aspects of the institution's operations.

Freedom

The freedom of all people in a community of learning to ask questions and to seek answers is essential and actively encouraged. Each person has the right to learn, teach, and work – to express themselves through their ideas and activities – without threat to his or her education or career progress or to that of others. Freedom of expression of ideas and action is not to be limited by acts of intimidation, political or ideological oppression, abuse of authority, or threat of physical harm and well being.

Responsibility

Freedom and responsibility are two sides of the same coin. To uphold this kind of freedom of expression and action in the public arena, each person has the responsibility to own his or her ideas and actions as well as express them in ways that do not limit or threaten others' freedom to learn, teach and work. This means that ideas and actions are neither anonymous nor isolated. To act or

express one's ideas openly and in a responsible manner enhances the learning and growth of all. On the other hand, to act or express one's ideas in an irresponsible manner impinges on other's rights and freedom to learn and grow.

Respect

Respect for the basic dignity of self and others is essential to this community. Every person has the right to be treated with respect, regardless of the many differences that distinguish individuals and groups. Respect involves showing regard for other's well-being and safety as well as for their personal property, personal space, and for their living, learning, and working activities. In addition, members of this community also have a responsibility to respect the properties, and functions of the institution.

Honesty

Honesty and personal integrity are fundamental to all assumptions of participation in a community dedicated to the advancement of knowledge. Honesty advances our efforts as well as strengthens the interrelationships on which community is built. On the other hand, dishonesty undermines the search for truth and undermines the bonds between the persons who live, study, and work here. It further damages community by wasting the energy and educational opportunities of all involved.

Fairness

The principles of fairness and openness are fundamental to the operations of this community- its processes for decision-making, problem solving, and doing the work of the institution. Every person has the right to, and should expect, fair treatment according to openly-stated and clearly-articulated expectations, policies, and procedures and in accordance with the fundamental rights and privileges of a free society. Every person is encouraged in parallel ways to use fair and open methods of communication and action, including wherever possible, those provided by existing institutional channels, in voicing concerns and seeking solutions to problems.

II. BASIC RIGHTS AND EXPECTATIONS

Students who choose to attend the University of Rochester should understand that they have certain fundamental rights and that they have committed themselves to adhering to academic and social standards which are essential to the well-being of the community. Any student charged with misconduct will be treated in accordance with the basic standards of fundamental fairness which include timely notification of charges, fair and impartial hearings, and the right of appeal. **Students are expected to respond in a timely fashion to any and all written or verbal communication, including but not limited to voice mail, electronic mail, letters, and other forms of correspondence. Failure to check for these forms of communication does not relieve students of their responsibility to reply.**

A significant goal of campus judiciary proceedings is to promote the welfare of the student, making the student aware of community standards, and discouraging the student from engaging in unacceptable behavior. Another significant goal is to protect the University community's collective interests and deter potential offenders.

There are important technical differences between campus and criminal judicial proceedings. Universities, in contrast to the state, do not have fully trained police or investigative units, do not have legal counsel in preparing or presenting cases, and have limited capabilities in comparison with the state to subpoena witnesses or punish them for perjury. It would not be in either the University's or the student's best interest to attempt to incorporate these features in the campus judicial system. Indeed, a formal and adversarial procedure might have the effect of suppressing information that, in the interest of a student's long-term development, is best to bring out.

The University of Rochester views discipline as only one means to address student behavior and concerns. Many faculty and staff members work to address these concerns through a variety of mechanisms.

Eastman Student Support Network (The S.A.R. Group)

The Eastman Student Support Network consists of the Associate Dean of Academic and Student Affairs, the Assistant Dean of Academic Affairs, the Assistant Dean for Residential Life, and the Assistant Dean for Student Life. These administrators connect with a comprehensive array of campus offices and departments. The purpose of the Eastman Student Support Network is to identify students and issues that may need attention, support, or other intervention. The Eastman Student Support Network meets formally on a regular basis. Its members hold themselves to the very highest ethical standards, sharing information confidentially among Eastman staff and faculty on a "need-to-know" basis only.

The Eastman Student Support Network provides an opportunity for Eastman staff to communicate effectively toward developing strategies in accordance with the policies of the Eastman School.

In addition to faculty, the Eastman Student Support Network regularly communicates with the following offices: University Counseling Center, University Health Service, International Services Office, University Intercessor, Coordinator of Disability Resources, University Security Services, Learning Assistance Services, the Registrar, the Bursar, and Financial Aid.

A variety of intervention strategies and mechanisms are available to this group, including (but not limited to) case conferences, mandated assessments, behavioral contracts, various leave of absence options, and disciplinary action. Any faculty or staff member can share information with any member of the Eastman Student Support Network, and that member will bring the information to the group for discussion and possible intervention.

III. THE UNIVERSITY AND THE PUBLIC LAW

- A. The University is not a sanctuary from public law and does not promote or condone unlawful behavior. The University cooperates with law enforcement authorities in a manner consistent with its legal duties and the interests of the University community.
- B. Students under prosecution for violation of public law may also be subject to University judicial proceedings, which are independent of those under public law. The University may take prompt action under its own procedures regardless of whether the public officials have disposed of the case or what disposition they make.
- C. Students may be subject to University discipline for allegations of unlawful conduct that occur on University property or that occur off-campus if such off-campus conduct is associated with a University activity or raises considerable concerns that the individual or group poses a threat to the safety or welfare of the University community.

IV. DIVISION OF JURISDICTION AND RESPONSIBILITY

- A. Authority to discipline students (which the University considers to be any person or group who is or was in attendance during an academic period in which misconduct occurred or between academic periods for continuing students) is vested in the President of the University by the University's bylaws. This authority has been delegated through the Dean of the Eastman School of Music and Associate Dean of Academic and Student Affairs to the Judicial Officer in the Office of Student Life for all nonacademic discipline involving both undergraduate and graduate students with a further delegation to disciplinary hearing teams/officers. These disciplinary hearing teams/officers determine, on the basis of the standards of the University community, whether a given alleged act can be said to have occurred by the preponderance of the evidence and if so, the response which is most likely to uphold community standards and educate the individual who committed the act. As the University official responsible for discipline, the Judicial Officer receives the recommendation of these hearing teams/officers on behalf of the University, accepts or modifies the recommendation, and formally implements University disciplinary action.
- B. Jurisdiction over cases of academic misconduct involving students has been delegated to the Eastman Academic Integrity Committee who makes findings and submits recommendations to the Dean of the Eastman School of Music.
- C. There is not always a clear distinction between academic and nonacademic misconduct. The fundamental criterion for deciding whether a matter is academic or nonacademic is whether the student was acting in a scholarly or professional capacity. When the incident involves a student acting in his or her role as a student, teaching assistant, or expert in his or her discipline, then the matter is an academic matter. When the incident involves a student acting as an individual independent of these roles, then the matter is nonacademic. The available hearing procedures are not intended to be mutually exclusive: it is possible that a student could be subject to both academic and nonacademic discipline for the same misconduct.
- D. Discretionary responsibility for handling extreme cases, where such action is essential for maintaining the orderly processes of the University, is retained by the President or a delegate.
- E. Other officers and agents of the University may promulgate rules and regulations applicable to students in particular situations independent of these procedures and guidelines. These officers and agencies shall report serious violations of such rules and regulations to the Judicial Officer.

V. SUMMARY ACTIONS/OTHER RESTRICTIONS

The University retains the right to summarily suspend, ban, or otherwise constrain or restrict students, groups and organizations if they pose a perceived or actual threat to themselves, to others, or to the orderly processes of the University community. The range of actions includes, but is not limited to, the following:

Summary Suspension-Individual: If a student's presence on campus poses a perceived or immediate threat to his or her own or another's physical or emotional safety and well-being, the preservation of University or others' property, or safety and order on University premises, the University may impose interim restrictions up to and including immediate suspension pending a disciplinary hearing, which occurs as quickly as possible following an incident, but ordinarily within fourteen (14) business days. It is understood that in extreme cases, summary action may be imposed for a longer period of time. Summary Suspension restrictions may also be employed during any appeal process or post-hearing reviews.

Summary Probation-Groups/Organizations: Groups and organizations allegedly violating the Standards of Conduct or judged to be a perceived or immediate threat to the physical or emotional safety and well-being of one or more individuals, the preservation of University or others' property, or safety and order on University premises, may be subject to interim sanctions pending judicial or other means for resolution. Actions include, but are not limited to, *Summary Social Probation* (cancellation of the privilege to hold functions/gatherings in which alcohol is present) and *Summary Disciplinary Probation* (cancellation of the privilege to hold any kind of function/gathering). Additional restrictions may be applied at the discretion of the University.

Active Avoidance Order: If a student's presence on campus poses a perceived or immediate threat to a University community member's physical or emotional safety and well-being and/or sense of personal safety and security, the University can issue an Active Avoidance Order. The goal of this action is to diffuse difficult situations by imposing restrictions that require one person to actively avoid another in all situations.

VI. STANDARDS OF CONDUCT

Students are expected to abide by the rules of the University and to conduct themselves in accordance with accepted standards of good citizenship, honesty, and propriety, and with proper regard for the rights of others. Students must also obey federal, state, and local laws as would any good citizen. Furthermore, their responsibilities as students, scholars, researchers, and in many cases teachers and emerging professionals, often make special demands for the highest ethical standards.

The maintenance of harmonious community standards requires that behavior which interferes with or threatens the welfare of others or the University community be prevented. Ignorance of these standards will not be considered a valid excuse or defense. Student participation in any unlawful or other potentially serious violations of University policy may lead to suspension or expulsion from the University.

While this list is not intended to be exhaustive, some examples of how students might violate University standards and regulations include:

1. Fraud, misrepresentation, forgery, falsifying documents, records or identification cards, fabricating research data, and plagiarism given to or received by a University official acting within the scope of his/her duties. This includes providing incomplete information regarding an investigation into alleged policy infractions.
2. Unlawful or improper use, manufacture, sale, distribution, or possession of alcohol as defined by University Alcohol and Other Drugs Policy.
3. Unlawful use, manufacture, sale, distribution, or possession of drugs, narcotics, controlled substances, and/or the paraphernalia associated with such as defined by University Alcohol and Other Drugs Policy.*
4. Unlawful or improper possession, distribution, or use of items presenting an imminent or potential threat to the safety and well-being of others, including but not limited to the following:
 - a. weapons of any type (firearms, bb or pellet guns, knives, bows and arrows, stun guns, paint ball guns, and the like)**
 - b. combustible materials such as gasoline or propane tanks,
 - c. candles, incense, or other open flame or burning substances,
 - d. operation of or tampering with fire safety apparatus for any purpose other than their intended and proper use.

5. Disorderly conduct including:
 - a. fighting, threats, assault, attempted assault, harassment, or other actual or attempted conduct which threatens the health or safety of yourself or another, or
 - b. noise violations or other actions which could reasonably be expected to compromise the unhindered pursuit of the University's educational mission.
 6. Obstruction, disruption, or noncooperation with a disciplinary hearing process, including perjury, and the failure to comply with an imposed sanction.
 7. Failure to comply with any reasonable request of a University official acting within the scope of his or her duties.
 8. Actual or attempted:
 - a. theft to the property of the University or others, and/or
 - b. damage to the property of the University or others.
 9. Unauthorized use or misuse of or entry into property or facilities;
 - a. obstruction of or dangerous interference with the free flow of traffic on campus;
 - b. leading or inciting the disruption of day-to-day activities of others on campus;
 - c. misuse of University computers and computer systems and copyright infringement violations (see Information Technology Policies).
 10. Hazing, which may include actions taken or situations created which have the potential to produce mental or physical harm, discomfort, embarrassment, harassment, or ridicule to a reasonable person.
 11. Sexual harassment, racial harassment, or any other form of illegal discrimination. (See University Policy on Harassment and Discrimination.)
 12. Sexual misconduct or assault, including any form of unwanted sexual contact. "Unwanted" means against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs.
 13. Failure to consider community expectations and to demonstrate proper regard for the academic and personal rights of others. This includes complicity.
 14. Any violation of the University's policies, rules, or regulations.
- * Hookahs are frequently associated with drug use and are not permitted on campus without approval from the Office of Student Life.
- ** If a weapon is discovered, Security staff will confiscate it and turn the item over to the appropriate law enforcement agency. In cases where the term "weapon" is subject to interpretation, students are expected to comply fully with Security staff directives. Possession could result in arrest, suspension, expulsion from school, and/or termination of employment.

VII. JUDICIAL PROCESS

The Complaint and Referral Process

Any member of the University of Rochester or surrounding community (students, staff, faculty, Security, local law enforcement, local citizens/groups, others, etc.) may generate a complaint about an alleged nonacademic violation of the Code of Conduct by a student. Individuals who wish to file a report should speak with representatives from the following areas/offices:

Office of the Dean of Students - River Campus

Office of Student Life and Residential Life - Eastman School of Music *

Office of Residential Life - River Campus (Director, Senior Associate Director, Associate Director, Assistant Directors, Area Coordinators, Resident Assistants, Graduate Head Residents)

University Intercessor

University Security

* *Complaints involving Eastman School of Music students are processed by the ESM Office of Student Life.*

All complaints involving alleged nonacademic misconduct by River Campus students should be forwarded to the Assistant Dean of Students in the Office of the Dean of Students, who serves as the University's Judicial Officer.

All complaints involving alleged nonacademic misconduct by Eastman students should be forwarded to the Assistant Dean for Student Life, who serves as Eastman's Judicial Officer.

The Judicial Officer will review the complaint and relevant documentation in order to determine whether or not there is sufficient cause to initiate disciplinary proceedings or pursue alternative means for resolution. The resolution options are as follows:

- a. Dismiss the complaint.
- b. Decide that the complaint can be processed through informal means of resolution, such as mediation. For more information about mediation please contact the Office of Student Life.
- c. Defer the case pending dismissal. Deferment periods are generally not expected to last more than one semester.
- d. Decide that the complaint contains grounds to believe reasonably that the University's policies, rules, or regulations have been violated and charge the student, on behalf of the University, accordingly. If this action is taken, several procedures are possible, as explained below.

Responsible Plea Option

A student charged with an alleged violation (a respondent) may have the opportunity to waive a hearing by entering a responsible plea to the charge(s) and authorizing the hearing officer or body to issue a sanction. Based on the nature and circumstances of the case, the Judicial Officer, in his/her sole discretion, can either serve as the hearing officer or refer the matter to another authorized hearing officer or body (as described below) for resolution. The respondent is required to notify the designated hearing officer of his/her plea within two (2) business days. Failure to do so will result in a referral to the appropriate hearing forum. In all matters, the Judicial Officer has full discretion to waive the Responsible Plea Option if the nature and circumstances of the case warrant a full judicial hearing.

The Disciplinary System Hearing Officers/Bodies

There are four different hearing bodies available for resolving alleged violations of the Conduct Standards. They are as follows:

Residential Life Area Coordinator/Assistant Director/Associate Director: The Residential Life Area Coordinators, Assistant Directors and Associate Director process most Responsible Plea Options. These professional staff members resolve, whenever possible, alleged violations of residents from their (the Area Coordinators and Assistant and Associate Directors) respective living areas or halls. They are authorized to issue the full range of sanctions up to, but not including, Suspension from the University and Expulsion.

Administrative Hearing Officer: An Administrative Hearing Officer—typically the Judicial Officer, the Director of Residential Life, an Associate Director of Residential Life, the Eastman Assistant Dean for Residential Life, or a designee appointed by the Judicial Officer—may conduct disciplinary hearings without a board or council. Administrative Hearing Officers are authorized to issue the full range of University sanctions.

All Campus Judicial Council: The ACJC is made up of student justices including a chief and associate chief. A faculty or staff member serves as an advisor and nonvoting member. This hearing body resolves disciplinary cases ranging from simple to very serious, and has authority to issue the full range of University sanctions.

Administrative Hearing Team: The Administrative Hearing Board is normally chaired by a designee of the Judicial Officer but may be chaired by the Judicial Officer him/herself, and consists of three faculty or staff members of the University community. This hearing board is authorized to recommend the full range of University sanctions. Hearing board members are selected by the Judicial Officer based on the needs for fairness, objectivity and balance in the resolution process. For alleged incidents of sexual assault, sexual harassment, racial harassment, and other illegal discrimination, hearing board members who have been specially trained to process such matters in a sensitive and appropriate manner are chosen. In such cases, upon agreement of both the respondent and alleged victim, two (2) members of the ACJC, one male and one female, shall become members of the Administrative Hearing Board.

Disciplinary Hearing Process and Purpose

The Judicial Officer normally schedules an information session with each person involved in the complaint or named in the report to discuss the alleged violations, incident documentation and hearing process. Otherwise, students will be strongly encouraged, in their formal charge notification letter, to arrange this pre-hearing conference. Students should also make sure that they obtain, from the Office of Student Life, a copy of the Student Handbook, which explains the University's judicial process and the student's rights.

The Judicial Officer may take any reasonable steps to ensure an orderly hearing process, including asking other members of the University community, not explicitly named or involved in the official report or complaint, to take part in the judicial process as the Judicial Officer deems appropriate for the proper and true adjudication of the matter. The Judicial Officer has full discretion to make appropriate changes, additions, or clarifications to the disciplinary procedure depending on the circumstances of each case.

The purpose of a disciplinary hearing is to seek the truth about a respondent's alleged misconduct. Through an objective and fair process, a hearing officer or body (a) determines, based on the information gathered from all involved parties, whether or not a violation occurred and (b) recommends a sanction if the respondent is found responsible.

VIII. FUNDAMENTAL FAIRNESS

A student will not be subject to official disciplinary action for non-academic misconduct unless:

- a. the student has had a disciplinary hearing; OR
- b. the student has waived the right to a hearing through the Responsible Plea Option; OR
- c. the Judicial Officer has taken summary disciplinary action (interim sanction pending a hearing); OR
- d. discretionary responsibility for resolving the matter has been retained by the President or a delegate.

Fundamental fairness for disciplinary hearings at the University consists of the following standards:

1. All charges must be in writing and presented to the student at the time of notification of the hearing. (Students are reminded that they are expected to read and respond to, when necessary, email correspondence.)
2. Charges shall be reasonably specific as to the nature, time, and place of the alleged infraction.
3. The student shall be informed of his or her rights at the time he or she is charged and in his or her preliminary meeting with the Judicial Officer.
4. The respondent shall be afforded two (2) days to indicate a preference for which kind of hearing (e.g., administrative or student) he or she wishes to have. This two day limit shall also be the term during which offers for a Responsible Plea Option—if offered—shall be valid. Final determination of hearing type shall be made by the Judicial Officer.
5. The respondent shall be afforded at least seven days' notice of the hearing in writing.
6. Hearings are normally scheduled within 14 business days after the hearing forum has been selected; however, the Judicial Officer may extend time lines to accommodate academic calendar or other extenuating circumstances.
7. The respondent may indicate a preference for an open or closed hearing. Open hearings can be attended by members of the University community, and information about the incident and hearing can be made available to members of the University community. In the absence of an indicated preference, hearings are closed. Final determination of an open versus closed hearing shall be made by the Judicial Officer.
8. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for him or her as an advocate. The advisor must be a member of the University community who is not an attorney. Names of recommended advisors who are well informed about disciplinary procedures are available from the Office of Student Life.
9. Hearings are recorded. A recording of the hearing will be available in the event of an appeal, but remains the property of the University.

10. The respondent shall have the opportunity to answer accusations and to submit the testimony of material witnesses on his or her own behalf. Witnessed statements, Security Reports, Residential Life Incident Reports, and depositions—scheduled with the Judicial Officer and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Judicial Officer prior to the time of the hearing.
11. All evidence and testimony, including the relevant security reports, the text of statements made by the respondent prior to his or her hearing and used at the hearing, and any physical evidence shall be presented in the presence of the respondent; however, legal rules of evidence shall not apply.
12. Relevant reports, documents and other evidence may be reviewed by the respondent in the Office of Student Life prior to the hearing. Copies of any such material may not, however, leave the office.
13. The respondent shall have the opportunity to indirectly question (through the hearing teams/officers) all witnesses present during the hearing. This does not necessarily include the right to confront witnesses in person.
14. The respondent and all other participants are expected to cooperate during the hearing and be truthful in their testimony and responses to questions. A respondent may choose to refrain from providing testimony or answering questions; however, he/she may not then provide a statement on his/her own behalf. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible by the hearing officer or body.
15. The hearing teams/officers shall determine by a majority vote whether it is more likely than not (i.e., by a preponderance of the evidence) that the respondent violated a University policy, rule, or regulation.
16. The findings and recommendations of any of the hearing teams/officers will be forwarded to the Judicial Officer. In the event the Judicial Officer does not accept the findings or recommendations of a hearing team/officer, he or she may request further consultation and review by the hearing team/officer or may make a different finding or recommendation if warranted by the evidence presented at the hearing. The Judicial Officer will notify the respondent in writing of the hearing team's/officer's findings/recommendations and of his or her decision and sanctions, if any.
17. The respondent has a right to appeal a final decision in a nonacademic case to the appropriate dean/director and in an academic case to the provost.
18. The Judicial Officer has discretion to modify, expand, or clarify these standards and any other aspect of the disciplinary process, depending on the circumstances.

Victim's Rights

In all cases, charges are brought by the University against a student accused of an offense; in many cases, the University is in fact the only identifiable "victim" of an alleged offense. However, there are cases in which there is an identifiable "victim" other than the University. When the Judicial Officer determines that a victim can be identified, the victim is entitled to the following:

1. He or she may be present to hear all testimony, indirectly question witnesses (through the hearing team/officer), and may be accompanied by an advisor who may confer with and assist the victim but may not speak for him or her as an advocate. The advisor may be any member of the University community who is not an attorney;
2. He or she will be given an opportunity to make a victim impact statement which will become part of the case record to be reviewed by the Judicial Officer in any decision/sanction and by any dean or director considering an appeal; and
3. He or she may request separate hearing rooms (connected electronically) in order to allow full participation of the parties while at the same time avoiding undue embarrassment or intimidation.
4. Victims should be aware of the fact that they may be required to refrain from speaking publicly about the outcome of judicial cases due to laws and University policies. In the event that such is necessary, the victim will be informed by the Judicial Officer.

IX. SANCTIONS

Maintenance of community standards is an important component of the judicial process. A major goal of the disciplinary process in particular and the University in general is to teach why something is wrong as well as to prevent its repetition. This goal is often difficult to carry out, but an effort is made to impose a penalty that will best educate the student or group involved.

The sanction ranges listed below are used as a guide to demonstrate the expected consequences from typical cases involving the specific charge alone and without mitigating circumstances. In all cases, Hearing Officers and Hearing Boards are expected to use discretion and good judgment, and are in no way bound by these recommendations.

Alcohol and Other Drug Offenses

Typical sanctions may include: a written warning, disciplinary probation, completion of an alcohol and/or drug education program, educational assignment, risk assessment conducted by a qualified substance abuse professional, suspension from University housing or the University, and/or expulsion from the University.

Assault

Typical sanction range: one academic year's disciplinary probation to suspension or expulsion from the University.

Computer Misuse

Typical sanction range: up to one academic year's disciplinary probation and/or loss of computer privileges for the same amount of time (reconnection fees may apply) and/or community restitution.

Disorderly Conduct

Typical sanction range: letter of apology to suspension from the University.

Failure to Cooperate/Comply

Typical sanction range: letter of apology to removal from residence.

Providing False, Misleading, or Incomplete Information

Typical sanction range: letter of apology to removal from residence.

Fire Safety

Typical sanction ranges vary widely depending on the nature of the violation, but generally include at least one academic year's disciplinary probation and can result in expulsion from the University.

Harassment

Typical sanction range: six weeks' disciplinary probation to suspension from the University.

Hazing

Typical sanction range: up to two years' disciplinary probation and educational assignment to expulsion from the University.

Vandalism and Damage

Typical sanction range: six weeks' disciplinary probation and restitution fines to removal from residence.

Sexual Harassment and Assault

Typical sanction range: Up to three years' disciplinary probation, active avoidance (restraining) order, prohibition from various areas and events, and educational assignment to expulsion from the University.

Theft or Attempted Theft

Typical sanction range: eight weeks' disciplinary probation and restitution fines to suspension from the University.

Trespassing/Misuse of University Property or Facilities

Typical sanction range: letter or apology to removal from residence.

Common Sanctions

Some of the more common forms of sanctioning are listed and explained below. This list is by no means inclusive of all options open to officers and boards in sanctioning for individual offenses.

1. Community Restitution, which may require individuals or groups to write a letter of apology, participate in a designated service project, or give an identified community (on or off campus) a number of service hours to be completed within a specified time period. When appropriate, the individual or group may be required to devise its own community restitution plan to be approved by the Judicial Officer or his/her designee.
2. Counseling Intervention, which may be recommended and in some cases required, when behavior indicates that the counseling may be beneficial to the student. Specific circumstances will determine an appropriate mental health service referral, which may include drug, alcohol, and other educational workshops. Such mandated interventions may be at the student's cost.
3. Financial Restitution, which may require individuals or groups to restore or replace within a specified time, property which has been damaged, defaced, lost, or stolen.
4. Revocation or Restriction of Privileges, for the use of designated University facilities or programs.
5. Disciplinary Warning, including an official letter of reprimand to the student stating that his or her behavior is in violation of University policy and may not recur.
6. Disciplinary Probation, which normally consists of an official notice that further violation of University policy will result in serious consideration being given that the individual or group not be permitted to continue as a student or group at the University of Rochester. This is a serious warning which serves as a check on the student's or group's future behavior. Once a student or group is on probation, any further disciplinary action will be more severe. Probation is given for a period of time and can limit the activities or privileges of a student or group. For example, students on probation are not able to join a fraternity or sorority nor are they permitted to study abroad. Groups that are placed on probation may be placed in one of two probationary categories:
 - a. Social Probation: A group on social probation is not permitted to hold functions/gatherings where alcohol is present.
 - b. Formal Disciplinary Probation: A group on formal disciplinary probation is not permitted to hold any functions or gatherings, including those gatherings that only involve its members.
7. Suspension from University Housing, which involves revocation of the privilege of living in University housing for a certain period of time. Students or groups who have their housing contracts or leases terminated for disciplinary reasons are not entitled to a reimbursement.
8. Suspension, which generally involves the revocation of the privilege of attending the University and using its facilities for a certain period of time. Conditions for re-entry may be specified.
9. Expulsion, which means that the student is permanently separated from the University. He or she may not apply for readmission to any program.

Other common sanctions may include alteration of housing selection privileges; research assignments; project, program, and presentation requirements; revocation of other University privileges (e.g., access to computer systems, dining venues, sports and recreation facilities); mandated follow-up meetings with University officials; mandated supervised study hours.

Once a sanction is issued, it is the sole responsibility of the student to ensure that the sanction is completed in a timely fashion. Failure to complete an assigned sanction will result in an additional charge, and will be handled administratively by the Judicial Officer or his/her designee. Students failing to complete judicial sanctions normally have their student accounts placed on hold (making them unable to register for classes or receive transcripts) until such sanction is completed.

X. APPEALS

Grounds for Appeal

An appeal is intended to provide an opportunity to consider any previously overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be a rehearing of the events presented at the original disciplinary hearing. The only grounds on which an appeal can be made are:

1. To review the sanction in order to determine whether it was appropriate;
2. To consider information sufficient to alter the decision that was not brought out at the disciplinary hearing; or
3. To determine whether errors substantive enough to affect the decision were made during the hearing.

Process of Appeal

An appeal must be made in writing to the appropriate dean/director within seven days of the date of the letter officially stating the original disciplinary decision. This letter will be the formal basis of appeal. The letter should state the grounds on which an appeal is made and what the appellant believes supports an appeal on those grounds. The dean/director may review some or all of the material from the original hearing before considering an appeal. The dean/director may consult with anyone he or she feels is pertinent to, or would be helpful in determining the appeal.

Effect of Appeal

The student appealing will receive a written decision from the dean/director. On appeals, the dean/director may uphold or modify the decision, or the case may be referred back to a board for a new hearing. At the discretion of the dean/director and upon the recommendation of the Judicial Officer, where appropriate, all or some of the sanctions may be suspended pending the final decision.

XI. ADMINISTRATIVE FEE

In an effort to help offset the costs associated with administering programs and services associated with the disciplinary system, all students responsible for violating the student code of conduct will be charged a \$25.00 fee. This fee can be paid in cash, check, or may be placed on the student's term bill.

XII. DISCIPLINARY RECORDS

Student records, including files from disciplinary cases maintained by the University, are treated with appropriate confidentiality, in accordance with the University policy on student records and relevant legal standards. Academic transcripts issued during periods of suspension or expulsion will be accompanied by a letter from the registrar indicating that the student is currently suspended or expelled from the University for disciplinary reasons. Officers of the University who have knowledge of disciplinary action may on occasion be asked to respond to inquiries regarding the student's involvement in disciplinary action. In accordance with the confidentiality of such records, the University officer may only reveal such information with the authorization of the student, except when required by law or when the University officer perceives a significant risk to the safety or well-being of that student or others. Disciplinary files are normally destroyed seven years after the student's last incident or separation from the University. However, certain University officials may retain indefinitely a record of offenses and final dispositions (without the names of the participants) to provide a precedent to assist the adjudication of future cases.

Release of Disciplinary Information

Recognizing that others play important roles in each student's life, each student will be offered the opportunity to sign a release of disciplinary information form in each event of formal judicial action. The student's preferences, as indicated on this form, will be honored by the University to the greatest extent possible. However, it is important to note that there are some legal procedures which warrant the release of this information to appropriate persons and authorities, and in all cases, The University reserves the right to share information with appropriate persons in the event that a student's health and/or safety are in danger.

OTHER STUDENT LIFE POLICIES, REGULATIONS, PROCEDURES

This list of policies is not all-inclusive. Additional rules and regulations are contained in the Official Bulletin of the University of Rochester, the UR Here Student Handbook, the Residential Community Standards material, the Residential Network Acceptable Use Policy, the Housing/Dining Contract Booklet, Residential Area Handbooks, and other notices from Residential Life and other offices.

I. ALCOHOL AND OTHER DRUG POLICY

Introduction

The University of Rochester Alcohol and Other Drug Policy has been adopted to help students comply with federal, state and local laws regulating the possession, consumption and service of alcoholic beverages and possession/use of illegal drugs. (See page 23 for the list of federal, state, and local laws regarding alcohol and other drugs.) All undergraduate students, student groups and organizations, and guests are required to abide by the local, state and federal laws and ordinances, as well as University regulations and conduct standards (including this policy) governing consumption of alcohol and control of illicit drugs. Those who choose to engage in the use of alcohol or other drugs in violation of the law or University policy will be held accountable for their actions and subject to the full range of institutional sanctions and other disciplinary measures, up to and including expulsion. Discipline for violations of this policy will be imposed pursuant to the University's Disciplinary System.

Campus chapters of international and national organizations may have regulations that go beyond the University's policy. The policies and procedures contained herein are the minimum requirements applicable to these organizations.

Alcohol and Other Drug Prohibitions

The following activities are prohibited among all members (and guests) of the University undergraduate community:

Alcohol:

Underage Purchase, Consumption, or Possession:

- The purchase, consumption, or possession with the intent to consume by any individual under the age of 21.

Procurement/Service of Alcohol:

- The purchase of alcohol for a person who is under the age of 21 and/or apparently intoxicated.
- Serving or giving alcohol to a person who is under the age of 21 and/or apparently intoxicated.
- The serving of alcohol to individuals who are known to become intoxicated habitually.

Possession/Use of False Identification:

- The possession or use of false, fraudulent, or altered identification or the use of another's identification for the purpose of obtaining alcohol.

Open Containers (i.e., any receptacle containing alcohol, which is open in such a way as to permit direct consumption of the contents):

- Possession of an open container of alcohol anywhere on campus, except (1) in a residence hall private living space, which includes common areas within suites, (2) in a fraternity or special interest house, and (3) in an area designated, through the event/function registration process, as a place where alcohol consumption is permitted.

Common Containers (i.e., a receptacle for dispensing multiple servings of an alcoholic beverage.):

- Possession or use of kegs, beer balls, or other common containers, except for registered events in which specific criteria have been met or for registered events managed by a licensed caterer/third party vendor.
- Specifically, "common containers" are in violation of the code of conduct when any individual container exceeds the maximum amounts below:
- 40 ounce container of beer
- 5 liter container of wine
- One (1) liter container of distilled spirits

Drinking Games or Contests:

- Drinking games or contests (e.g., "Quarters," "Beirut," etc.). Please note that the presence of alcohol where the game is played is sufficient to classify the incident as a drinking game violation. Where interpretation is necessary, student(s) will be charged with the violation, and a hearing board will interpret this policy.

Rapid Consumption:

- Items/substances used to dispense alcohol in a rapid manner, such as beer bong, funnels, Jell-o shots, etc.

Public Intoxication:

- Public intoxication, which is defined as alcohol-related conduct that is disorderly, inconvenient, or annoying to others or a potential risk to one's own or another's health and well-being.

Driving While Intoxicated (DWI) or Ability Impaired (DWA):

- Driving while intoxicated or under the influence of alcohol as defined by New York State law.

Sale/Advertising of Alcohol:

- The sale of alcohol to any person at all times, except by a licensed caterer/third party vendor at a registered event.
- Invitations, posters, and other forms of advertising for specific events (including publicity via email distribution lists) may include references to alcohol, but may not be the focus of such publicity. Specifically, such publicity must include the phrase, "alcohol is only available to individuals 21 years of age and older." Shots may not be mentioned, nor may any reference to or implication of excessive consumption of alcohol or alcohol "specials" (e.g., "two-for-one night," "dollar drafts").

Other Events/Functions:

- Possession or consumption of alcohol at all membership recruitment functions and new member/intake functions, such as those for Greek organizations, clubs, athletic teams, etc.
- Possession or consumption of alcohol in athletic facilities or at athletic events.

Freshman Areas (Gilbert, Hoeing, and Susan B Anthony):

- Possession and use of alcohol by all persons in all freshman rooms and Quad common areas, except for Residential Life staff, Residents Assistants, Freshman Fellows, and D'Lions of legal age.

Drugs:

Trafficking/Distributing:

- Trafficking, manufacturing, distributing, or possessing with the intent to distribute any illegal drug, narcotic, or controlled substance.

Use/Possession:

- The unlawful use or possession of any drug, narcotic, or controlled substance.

Paraphernalia:

- The possession of drug paraphernalia, such as bong, pipes, or any other item or device used in conjunction with illegal drug activity.

Sanctions for Policy Violations

Besides potential criminal penalties and civil liabilities, violators of this policy will be subject to the full range of institutional sanctions. The organizers of events/functions involving alcohol (including the sponsoring group, the social hosts, and other individual group members) will be held accountable if their event/function is not in compliance with this policy. Individuals or groups who violate the UR Alcohol and Other Drug Policy will be subject to the following University-specific consequences and sanctions, based on the severity and/or frequency of violation.

Individual Sanctions: **Sanctions may include one or more of the following, but are not limited to:**

- Written warning
- Disciplinary probation (e.g., for a semester, six months, one calendar year)
- Completion of an alcohol and/or drug education program
- Educational assignment
- Community restitution hours
- Risk assessment conducted by a qualified substance abuse professional
- Suspension from University housing or the University
- Expulsion from the University

Group Sanctions: **Additional group sanctions may include, but are not limited to:**

- Immediate termination of the event/function
- Submission of guest lists for all future formally registered events/functions
- Restriction of guests to only those of age or only those belonging to the specific organization
- Continuous on-site monitoring (at the organization's expense) of all events
- Mandatory Social Host training or other alcohol education program
- Community restitution hours
- Mandated third-party catering of future events involving alcohol
- Loss of University funding and/or recognition
- Suspension of event/function hosting privileges

Questions About the Policy

For questions about the policy, contact the Office of Student Life (274-1106).

Resources for Education, Counseling, and Treatment

Alcohol poisoning is a life-threatening situation and prompt medical care should be the first priority for anyone found to be severely intoxicated. All members of the University community are urged to provide the necessary assistance in such emergencies. The University of Rochester offers a variety of alcohol and other drug-related resources and support services for students, faculty and staff, including:

Office of Student Life: Policy administration, adjudication & resolution of violations, resources for alcohol and other drug related concerns

Eastman School of Music: 274-1106

University Health Service: Primary care visits with physicians, nurse practitioners, and registered nurses for any health concern

Medical Center Office: 275-2662

River Campus Office: 275-2161

Eastman School Office: 274-1230

Health Promotion Unit: 273-5775

(Educational workshops/info., and Social Host Training)

University Counseling Center 275-3113

Individual, couples, and group counseling

Security: Assistance with emergencies and non-emergencies

Emergency Response x13 from campus phone

Medical Emergency Response Team (MERT) x13 from campus phone

Non-emergencies 275-3333

FEDERAL, STATE, AND LOCAL LAWS REGARDING ALCOHOL AND OTHER DRUGS

The following federal, state, and local laws regarding alcohol and other drug use apply to all members of the University community:

LAW	DESCRIPTION	PENALTIES
<i>Minimum Drinking Age Law</i>	It is illegal for individuals under the age of 21 to purchase or possess alcoholic beverages with the intent to consume such beverages.	Fine not exceeding fifty dollars, completion of an alcohol awareness program, and up to thirty hours of community service.
<i>Procurement of Alcohol & Serving of Alcohol for Underage Persons</i>	Procuring alcohol for a person under 21 through misrepresenting his/her age is prohibited. The serving of alcohol to individuals actually or apparently under the age of 21, to intoxicated individuals, or to individuals who are known to habitually become intoxicated is prohibited.	A fine of not more than two hundred dollars and/or up to five days imprisonment. Penalties include suspension of liquor sales license and/or a \$1000 fine.
<i>False Identification Laws</i>	The purchase or attempt to purchase alcohol with the use of false or fraudulent documentation (such as a false identification card or a driver's license belonging to another) by persons under 21 years of age is prohibited.	Fines of not more than \$100, community service, and completion of an alcohol awareness program.
<i>Open Container/ Public Consumption Law</i>	The possession/consumption of an open container of alcohol--i.e., any carton, cup, glass or receptacle which is uncapped, uncorked, unscrewed, unsealed or otherwise open in such a way as to permit direct consumption of the contents--in a public space is prohibited.	\$250 fine for first-time violations.
<i>Driving While Intoxicated (DWI)</i>	A BAC (blood alcohol concentration) of .08 or higher, or other evidence of intoxication.	Fines of up to \$1000, driving license revoked for at least six months, and up to one year jail time.
<i>Driving While Ability Impaired (DWA)</i>	A BAC of more than .05 but less than .08 BAC, or other evidence of impairment.	Fine of \$500, revocation of license for 90 days, and up to 15 days of jail time.
<i>Zero Tolerance Law</i>	Drivers under age 21 who are found to be driving with any alcohol in their system (.02 to .07 BAC) may be charged.	Fine of \$225 and a six-month license suspension.
<i>Illegal Use, Possession, & Distribution of Drugs Law</i>	Federal and New York State laws provide legal sanctions and penalties for the unlawful possession or distribution of controlled substances. The severity of the penalty depends on the nature of the criminal act and the identity and amount of the illicit drug involved.	Possession of as little as 25g of marijuana can result in a maximum of three months in jail or a \$500 fine. Possession of as little as 1 mg of LSD can result in up to 15 years in prison.
<i>General Obligations Law</i>	A person who serves alcohol to or assists in procuring it for a person under 21, or who sells it to or assists in procuring it for an intoxicated person of any age, may face civil liability to someone injured by that person's intoxication. Likewise, anyone who sells a controlled substance to another or assists in procuring it for them may be liable for injuries to others caused by that person's resulting impairment.	

II. GROUP RESPONSIBILITY POLICY

A student organization may be disciplined for a violation of University policy committed by an individual, whether or not the individual is a member of the organized group, if the group, or a substantial segment of it, authorizes, directs, or encourages the violation, or with reckless indifference does not make reasonable use of the group's own influence and authority to prevent it. Violations occurring within a group's living space, during or because of a group function, or utilizing a group's resources are all indications of risk for that group. As with any responsible organization, groups are expected to actively prevent violations if there is sufficient reason to believe they are about to be committed, to intervene in violations when they become aware of them, and to react responsibly to violations when the group has become aware of the fact that they have occurred. Additionally, failure to provide truthful and complete information about misconduct—including both violations of law and policy—can result in charges against the group itself for such violations.

III. HAZING POLICY

Compliance is expected by all groups and individuals at the University of Rochester. The University of Rochester defines hazing as follows:

Any action taken or situation created, whether on or off University premises, which has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts/scavenger hunts (without the expressed and prior approval of the appropriate director or dean), road trips or any other such activities carried on outside or inside the confines of any living unit; wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the educational institution.

Violations are reviewed by the Judicial Officer, the Director of Fraternity and Sorority Affairs, the Director of Athletics, or other appropriate University official. In sanctioning groups found responsible for hazing, hearing boards are trained to begin sanction discussions with the possibility of revoking the recruitment privileges of such organizations.

IV. COMPUTER USE POLICIES

RESIDENTIAL COMPUTING NETWORK (RESNET) ACCEPTABLE USE POLICY

The Residential Computing Network (ResNet) at the University of Rochester provides in-room and public area connection services in River Campus and Eastman residences in support of the educational mission of the University. It is the responsibility of each resident to use these services appropriately and in compliance with all University, local, state and federal laws and regulations. Access is a privilege that can be revoked due to misuse. By accepting University housing and/or connecting to the ResNet system the user agrees to the terms and conditions of this Acceptable Use Policy, related University of Rochester computer use policies and the Student Conduct Code.

The University and the Residential Life programs have adopted the following regulations on the use of the residential computing network:

1. ResNet services, equipment, wiring or jacks may not be altered, nor extended beyond the location of their intended use.
2. The residential network may not be used to provide access to University or the Internet to anyone outside of the University community for any purposes other than those that are in direct support of the academic program of the University.
3. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and University policies.
4. Viewing, copying, altering or destroying anyone else's personal files, or connecting to a host on a network without explicit permission is a violation of this policy.
5. The residential network is a shared resource. Network use or applications which inhibit or interfere with the use of the network by others is not permitted.
6. The residential network may not be used for commercial or profit-making enterprise. Use of these resources for commercial gain is in opposition to the non-profit status of the University.

7. Users may not share University system passwords, use another person's account, even with permission, or allow use of an established connection by someone other than the registered user.
8. Users may not forge or otherwise misrepresent someone's identity through any form of communication.
9. Users may not attempt to circumvent protection schemes or exercise security loopholes relative to any ResNet hardware or software.
10. ResNet resources may not be used to libel, slander, harass, intimidate, or threaten any other person(s). University harassment policies cover all uses of ResNet, including e-mail correspondences and news groups.
11. All approved ResNet users (e.g. students, administrative staff, faculty, Faculty in Residence, spouses, and children) are expected to abide by all guidelines mentioned herein when using these resources.

Violations of this Acceptable Use Policy will be adjudicated, as appropriate, by the Student Life Office, Dean of Students Office, the University Computing Center and Residential Life. Sanctions as a result of violations of these regulations may result in the following:

- Loss of access privileges
- University judicial sanctions as prescribed by student, faculty or staff
- Behavioral codes
- Monetary reimbursement to the University or other appropriate sources
- Reassignment or removal from University housing and/or the University
- Prosecution under applicable civil or criminal laws

Further information on the ResNet Acceptable Use Policy or to report problems or violations, you can contact Residential Life, the Dean of Students Office, or the ITS Center as appropriate.

UNIVERSITY INFORMATION TECHNOLOGY POLICY

SECTION I – INTRODUCTION

I. GENERAL PRINCIPLES

Academic Freedom. Academic freedom is a fundamental University value. This Policy will be administered in a manner that supports the principle of academic freedom.

Supportive Academic Environment. The University of Rochester seeks to provide a supportive working, living, learning and clinical environment. To accomplish this, we actively look for ways to encourage exchange and discourse, to bring together faculty, students, and staff, and to build a community that encourages all of its members to succeed and grow.

Accountability for University Resources. All members of the University community have responsibility to protect University resources for which they have access or custodianship. Members of the University community are accountable for their access to and use of University resources.

Personal Use and Privacy. The University recognizes that students, faculty and staff have reasonable expectations of privacy in their uses of Information Technology Resources. However, rights to privacy are constrained in the University environment because (1) the University owns and supplies these Information Technology Resources to its faculty, staff and students fundamentally for the purpose of accomplishing its academic and patient care missions, (2) the Information Technology Resources contains many closely shared environments and resources and the rights of other users must be taken into account and (3) legal and ethical restrictions apply. Individuals may have access to unconstrained use through private or commercial systems located at their residence or elsewhere. Resources or systems owned and maintained by the University for the benefit of the academic community are primarily intended for use for the University, not personal or business communications.

Relationship to Division or Departmental IT Policies. Divisions and Departments within the University may adopt additional information technology policies that are specific to their operations, provided that such requirements are consistent with this Policy and the unit provides a copy of more specific unit policies to the University Chief Information Officer. In the event of inconsistency, the provisions of this Policy will prevail, unless the more specific policies are necessary to meet legal requirements governing certain types of information, in which case the more specific legal requirements and related policy will take precedence.

II. SCOPE

People to Whom Policy Applies. This Policy applies to everyone who accesses University Information Technology Resources, whether affiliated with the University or not, whether on campus or from remote locations, including but not limited to students, faculty, staff, contractors, consultants, temporary employees, guests, and volunteers. By accessing University Information Technology Resources, the user agrees to comply with this Policy.

Definition of Information Technology Resources. Information Technology Resources for purposes of this Policy include, but are not limited to, University owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers. Information Technology Resources include those owned by the University and those used by the University under license or contract, including but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems. Information Technology Resources also includes, but is not limited to, personal computers, servers, wireless networks and other devices not owned by the University but intentionally connected to the University-owned Information Technology Resources (other than temporary legitimate access via the world wide web access) while so connected.

SECTION II – PRIVACY

I. ACCESS RESTRICTIONS FOR PERSONAL COMMUNICATIONS

The University will not, without user permission, monitor, review or otherwise access Personal Communications (defined below) sent or received (e.g., email), created or stored on Information Technology Resources, except pursuant to the Access Procedures set forth in Section II, which permits access when determined reasonable by a senior administrative officer or for Information Technology Management. The reasons for which access to Personal Communications can be granted include, but not are limited to, the following circumstances:

- To investigate or prevent a violation of law or University Policy;
- To protect health or safety or to provide assurance to the University or to health or other regulators or law enforcement authorities that harm has not occurred to patients, students or others.;
- To minimize or stop computer activity that interferes with the University's network or other computer operations;
- To comply with a subpoena, warrant, court order or similar legal process, including a discovery request or a litigation stay order issued by or investigation undertaken by the Office of Counsel in connection with a potential claim in anticipation of litigation; OR
- When the user is unwilling, unable or unavailable to consent, to access Personal Communications needed by another University employee in order to fulfill a teaching, research, patient care or other legitimate University function.

The access restrictions and approval process of this Policy do not apply to electronic communications and records supporting University Communications when accessed by authorized individuals for the purpose of carrying out University Business. The approval process described below applies only if access is sought to Personal Communications.

“Personal Communications” are limited to faculty and student research, teaching, learning or personal (i.e. non-University related) emails, documents and correspondence. All other emails, documents, and correspondence prepared by a faculty member, student or employee in connection with his or her job responsibilities are defined as “University Communications” and may be accessed as needed for the purpose of carrying out University Business without seeking prior approval.

“University Business” refers to the University's activities and functions, including, but not limited to, administrative functions in the areas of teaching, student life, patient care and research, as well as supportive administrative services. It includes all information related to patient care, although this information is subject to HIPAA and other patient privacy restraints.

II. ACCESS PROCEDURES

A. University Communications

University Communications may be accessed for the purpose of carrying out University Business by individuals with authority to deal with communications related to their subject matter without prior permission from a University official. The purpose of the access is critical to the determination that prior permission from a University official is not necessary for access.

It is understood in the environment of Information Technology Resources that there may not always be a physical separation of electronic records between University Business and Personal Communications. If material is found during a legitimate search for University Communications that indicates a potential violation in Personal Communications of University policy, including this Policy, or illegal use, the individual(s) involved in the search should halt the search, secure the relevant Information Technology Resources and seek permission to access the Personal Communications under the procedure set forth under section B. Users are reminded of the General Principle in Section I that resources and systems owned and maintained by the University are intended for use for the University and not for personal or business communications. Individuals who want unconstrained use and privacy should use private or commercial systems located at their residence or elsewhere, not University IT Resources. Individuals using University IT Resources should recognize that complete privacy is not assured and should refrain from creating or keeping on University IT Resources communications that they wish to keep private.

B. Personal Communications

Anyone seeking access to Personal Communications (see definition in section I) without user consent must first present to a senior University official (President, Provost, Vice President of the University or Medical Center, Dean, CEO of Strong Memorial Hospital, Director of LLE or Director of MAG, and Vice Provost and Chief Information Officer, the “Official”) reasonable cause for gaining such access. (See section I for examples of reasonable cause.) If the initiator of the request is a senior University Official, the request must be approved by another senior University Official. If the initiator of the request is the University President, the request must be approved by the Vice President and General Counsel. An individual cannot initiate a request for access and also be part of the decision-making process.

Permission should generally be sought from the official in charge of the school or division relevant to the search if that official is available.

In requesting access to Personal Communications without user consent, the person seeking access should provide to the Official relevant information available to support the reasonable cause. The request regarding access should be in writing (email is preferable) to the Official with a copy sent to the Vice President and General Counsel. The decision of the Official must be in writing (email is preferable) directed to the person requesting access with a copy to the Vice President and General Counsel and, if access is granted, a copy to the Information Technology team member who will oversee access. The Office of Counsel will retain a record of access requests and decisions for three years. The Official may also consult with the General Counsel, as needed.

If access is granted, the Official should designate a Director-level member of the University Information Technology Service or relevant other Information Technology unit, as appropriate, to conduct the access and review or to directly supervise the review and access if carried out by a technician with the appropriate skills. To the greatest extent practicable, the ITS staff should access or review only communications or data necessary to meet the purpose underlying the request. If other information is gathered by necessity or accident, it should be returned to the user or securely discarded at the end of the investigation. The ITS reviewer should communicate his or her findings from the access or review to the individual whose request for access or granted or to such other person(s) as the Official designated. Generally, the user will be notified that access has been granted. In some circumstances, however, notice will not be given, such as in those cases when notice would compromise the reviewer's ability to achieve the underlying reason for the request, when a court or law enforcement agency directs the University not to give notice, when notice is impracticable under the circumstances or when the review is not directed at a particular user. The officer who grants access must decide in each case whether notice to the user is appropriate.

Some University employees, to perform their assigned duties, must have special privileges to access hardware and software, including specific files. Such employees are expected to abide strictly by this Policy, and are subject to discipline, including termination, for violating it.

In emergency situations in order to prevent destruction of equipment or data, it may be necessary for the University to seize or otherwise secure computers or other information technology pending initiation under this Policy concerning access to the information contained therein. The University reserves this right with respect to information technology governed by this Policy.

C. Information Technology Management

The University may use mechanisms to manage the information technology operations, including (but not limited to) spam and virus detection and elimination; limitation of network volume or blockage of access to specify file types or sites; or restriction of access to sites that present a security risk to the University's systems or experience high volumes of network traffic unrelated to the academic missions of the University. Use of such mechanisms must be approved by Director level University Information Technology Services (ITS) staff or any other person designated by the Chief Information Officer and must be consistent with legitimate University business needs.

SECTION III – USE

I. RESPONSIBILITIES OF USERS

A. Responsible, Efficient Use Related to University Purposes: Access to University resources is a privilege granted to members of the University community that carries with it the responsibility to use resources for University related activities, responsibly and efficiently. The responsibilities and limitations that are inherent in academic culture and ethics, or are required by law or University policy, apply in the context of technology just as they apply in other contexts in the University.

Any personal use of University Information Technology Resources, as opposed to use to further the University's business and academic, research, patient care missions, should be incidental, intermittent and minor; should not interfere with the mission of the University; and should be consistent with applicable law and University Policy. Legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not built into the operating system or network and whether or not they can be circumvented by technical means.

University Policies that govern personal conduct and use of University facilities apply to the use of all University resources, including information technology, in addition to the specific rules related to information technology contained in this Policy.

For students living in the dormitories with ResNet as their sole Internet Service Provider alternative, reasonable personal use is permitted subject to the rest of the provisions of this Policy.

B. Integrity of Information Technology Resources: Members of the University of Rochester community should respect the integrity of Information Technology Resources. The following restrictions apply to all users except as authorized for Information Technology Resources staff in order to allow them to provide operations support.

(1) **Unauthorized Modification and Destructive Programs:** Except for programs and files that users create, modify and maintain in the normal course of business, users may not attempt to modify without proper authorization University Information Technology Resources, documents or work products of others or attempt to crash or interfere with information technology operations. Users may not tamper with any software protections or restrictions placed on Information Technology Resources.

(2) **Authorized use:** Users may use only their own computer accounts and use them only in the manner and to the extent authorized. Users may not supply false or misleading data nor use another's password in order to gain access to Information Technology Resources. Users may not subvert or attempt to subvert the restrictions associated with any computer account.

(3) **Accountability:** Users are responsible for all use of their computer account(s) and equipment and can be held accountable for misuse even if by others if they have not used reasonable care. They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their Information Technology

Resources. Each user is responsible for maintaining individual password security (or other account security.)

(4) **Encroaching on Others' Access and Use:** Users may not encroach on others' use of Information Technology Resources. Such prohibited activities include, but are not limited to: tying up computer resources; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, and other types of broadcast messages, either locally or over the Internet; inappropriate or excessive use of ITS support staff time or inappropriate or excessive use of the system, including network, bandwidth or storage; introducing computer viruses, worms, Trojan Horses, or other rogue programs to University of Rochester hardware or software or failing to take appropriate steps to prevent the introduction of such; physically damaging systems; and running inefficient programs when efficient ones are available.

(5) **Deceptive Practices:** Users may not use or create links to the University Information Technology Resources that are not authorized or that cloak or hide the identity of the user or the fact that the system used belongs to the University.

(6) **Identity of Users:** All users, including, but not limited to, those standing behind local routers and wireless routers and firewalls, must be identified or identifiable when using the University systems and network.

C. Copyrights and Licenses: Users of University Information Technology Resources must comply with copyright and licensing restrictions and with applicable university policies. University Information Technology Resources may not be used to violate copyright or the terms of any license agreement. Unauthorized downloading and distributing copyrighted material is prohibited. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works. No one may use University Information Technology Resources to inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or other software without proper authorization.

D. Publication, Defamation and University Reputation: Users must remember that information distributed through the University's Information Technology Resources is a form of publishing, and publishing standards apply. Anything originating from the University network or website may be interpreted by others to represent UR and not just an individual. Even with disclaimers, the students, faculty and staff may appear to represent the University, requiring the use of appropriate language, behavior and style so as not to damage the reputation of the University or incur liability. Users must refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so.

E. Publicly Available Electronic Communication: Publicly available electronic communications created and maintained by individual faculty or administrative staff that are housed on or linked from the University servers or use the University domain, including, but not limited to, web pages, chat rooms, and web logs (also known as blogs), must follow all the usage rules as set forth in this Policy.

- **University, School or Departmental Electronic Communication Resources:** University, School or Departmental electronic communication resources, such as Official Faculty or Administrator Web Pages, should contain only material germane to University and/or academic matters.

- **Personal Electronic Communication Resources:** Faculty and administrative staff may establish personal web sites, chat rooms, web logs (also known as blogs) and other forms of publicly available electronic communications using University Information Technology Resources on separate pages that are linked to their page on official University, School or Departmental electronic communication provided that the personal electronic communication page must carry in a prominent place this statement: "The views, opinions and material expressed here are those of the author and have not been reviewed or approved by the University of Rochester." Personal electronic communication resources hosted on University Information Technology Resources must follow all the rules set forth in this Policy, except

that they may contain personal information not germane to University business. Faculty, students and administrative staff in their personal capacities may, of course, establish and use personal electronic communication resources not using University Information Technology Resources that do not comply with this Policy, but if such a personal electronic communication resource is linked to official electronic communication resources, the personal electronic communication must comply with all the rules of this Policy.

F. Prohibited Uses: Use of University Information Technology Resources (including but not limited to electronic or email, instant messaging and similar systems) for any of the following is prohibited:

- (1) **Partisan Political Activity** – University resources, including Information Technology Resources, are prohibited by law from being used for partisan political activities, including giving or receiving endorsements or funds in connection with a campaign for elective governmental office within the United States. Individuals may, of course, express their opinions on and be involved with partisan political activities but they should do so as a personal activity (see Personnel Policy 112 on Political Activities for a general policy statement on these issues.) The name of the University or any of its schools or departments, including its website (except for personal pages with appropriate disclaimer as described above), may not be used in connection with partisan political activity. If the University title of a faculty or staff member is used in connection with any partisan political activity, it must be accompanied by a statement that the person is speaking as an individual and not as a representative of the University.
- (2) **Illegal Activity:** Use of University Information Technology Resources, must comply with all applicable laws, University rules and policies, and all contracts and licenses. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies contracts, and licenses applicable to their particular uses.
- (3) **Commercial Activity or Personal Gain:** University resources, including Information Technology Resources, may not be used for or to transmit commercial or personal advertisements, solicitations, endorsements or promotions unrelated to the business of the University.
- (4) **Property or Identity of Others:** University resources, including Information Technology Resources, may not be used to seek, use, transfer, disseminate or steal the property of others, including personal identity information, student records or individually identifiable health information, except as permitted by law, which generally only allows use of personal identity information on a legitimate need to know basis to permit the proper conduct of University business. Users should respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.

G. Security Risks and/or Sensitive Data: Please consult the Information Technology Security Policy for more specific rules and suggestions concerning safe use of the system. More specific rules also govern the use of some kinds of particularly sensitive data (for example, patient, student personnel and donor records.)

II. WARNING ABOUT USING THE SYSTEM AND THE INTERNET

The University cannot guarantee protection against the existence or receipt of material that may be offensive or guarantee privacy or security. All users of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet are warned that the University cannot guarantee individuals' protection from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Users should therefore engage in "safe computing" practices by establishing or agreeing to installation of appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Section IV. - ENFORCEMENT

Violations of this Policy will be handled under normal University disciplinary procedures applicable to the relevant persons or departments. The University may suspend, block or restrict access to information and network resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University resources or to protect the University from liability. The University routinely monitors the use of Information Technology Resources to assure the integrity and security of University resources. The University may refer suspected violations of applicable law to appropriate law enforcement agencies.

Section V. - APPROVAL AND REVIEW

To continue to support University technology resources, further Policy and procedural development is planned. Future Policy revision will likely include additional material concerning information security, data classification and network administration. The Policy will be reviewed and may be changed.

Approved by President Joel Seligman on December 12, 2006.

Section VI. - QUESTIONS – WHERE TO ASK

If you have questions, call or email: General Counsel Sue S. Stewart at sue.stewart@rochester.edu

Facebook.com and Other Internet Sites

The University does not monitor the internet for content. When we have knowledge of an allegation that the law or a University policy may be violated, our practice changes, and we carefully monitor in the most unobtrusive way possible in order to ensure that such violations either have not occurred or will not occur again. Students, therefore, are fully responsible for the consequences of their internet use. Facebook.com and other similar sites present unique circumstances for their users, but do not necessitate a deviation from the policies and practices that guide the University community's use of the internet. These sites are open to an international market. Students are advised to be aware that the information they post on these sites may be seen by their relatives, their faculty, their future employers, etc. Just as the University does not monitor students' facebook.com postings for content, it makes no effort (and, in fact, can make no effort) to control access to any student's information or postings on facebook.com.

For more information, please see the brochure, "Your Face on Facebook: Thinking Carefully; Posting Conscientiously."

Copyright Infringement ("File Sharing") Information

Sharing copyrighted works without the copyright owner's permission is illegal and a violation of University policy. Copyrighted works may include songs, films, television shows, video game and other software, and other original creative works. Copyright holders can find out exactly what files are shared from your computer through peer-to-peer file sharing programs like BitTorrent and Limewire, and many college students have paid thousands of dollars to settle civil suits brought by copyright holders. The Recording Industry Association of America (RIAA) brought lawsuits against over 1,500 individuals in 2006 alone. Students have the responsibility to know the law and University policy on downloading and distributing copyrighted files. Specific information is located at www.rochester.edu/its/security/copyright.html.

Copyright infringement can result in civil and criminal penalties:

- **Civil:** A copyright holder can sue to recover either (1) his actual damages (e.g., lost sales revenue) or (2) "statutory damages," which generally can range from \$750 to \$30,000 per work (e.g. song) infringed, and up to \$150,000 per work if the infringement is judged by a court to have been willful. The infringer can also be required to pay the copyright holder's attorney fees in addition to statutory damages.
- **Criminal:** a person who infringes copyright willfully either (1) for financial or commercial gain or (2) by reproducing or distributing works, during a 180-day period, with a total retail value of \$1,000 or more, can face fines up to \$100,000 and a prison term of up to one year.

Copyright infringement can result in University action separate from the legal ramifications above. University action may include, but not be limited to, any one or more of the following:

- Termination of user privileges
- Disciplinary Probation
- Community Restitution
- Reconnection Fees
- Suspension or Expulsion from the University of Rochester

V. POLICY AGAINST DISCRIMINATION AND HARASSMENT

The University's Policy Against Discrimination and Harassment, which includes sexual harassment and assault, can be found at <http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>.

If you are concerned that you may have been subjected to harassment or discrimination and would like information about your options for addressing the issue, please contact Kathy Sweetland, University Intercessor, at 585-275-9125 or ksweet@admin.rochester.edu. Ms. Sweetland can provide assistance in all matters related to discrimination, harassment and sexual assault, including information about support services.

If you or someone you know may have been sexually assaulted, you can access more information about sexual assault at <http://www.rochester.edu/uhs/sa/>.

VI. INVOLUNTARY LEAVES OF ABSENCE OR WITHDRAWAL

The University of Rochester provides a wide range of services to support and address the mental and physical health needs of students including assessment, short-term care as appropriate, and referrals. Our first concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully as members of Rochester's academic community. However, students with psychiatric, psychological, or other medical conditions who pose a threat to themselves or others, or who disrupt the educational activities of the University community, may be required to take a leave of absence from the University. Under these circumstances, students will be given the opportunity to take a voluntary leave. However, if a student declines to take a voluntary leave, the University may determine that the student's health and welfare, or the needs of the community, require a period of involuntary leave. The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for return from such a leave.

GUIDELINES

The University may place a student on an involuntary leave of absence or require conditions for continued attendance under the following circumstances when the student exhibits behavior associated with a psychological, psychiatric, or other medical condition that:

- harms or threatens to harm the health or safety of the student or others;
- causes or threatens to cause significant property damage; or
- significantly disrupts the educational and other activities of the University community.

PROCESS

When a student exhibits any of the behaviors described above, the matter may be brought to the attention of the Office of Student Life. The Assistant Dean for Student Life (or designee) may place a student on an involuntary leave of absence or impose conditions upon the student's continued attendance. The Assistant Dean for Student Life (or designee) will seek an immediate assessment of the student's psychological, psychiatric or other medical condition from The University Counseling Center (UCC), University Health Services (UHS), or from other appropriate professionals regarding the student's circumstances.

The student will be notified that the Assistant Dean for Student Life (or designee) is seeking to determine whether he/she should be required to take a leave of absence. When reasonably possible, the student will be given the opportunity to confer with the Assistant Dean for Student Life (or designee) and to provide additional information for consideration.

The Assistant Dean for Student Life (or designee) will conclude the review of available information with a decision that may include the following:

- the student remain enrolled with no conditions;
- the student remain enrolled subject to conditions (including a description of those conditions); or
- the student be placed on an involuntary leave of absence.

If the Assistant Dean for Student Life's (or designee's) decision is to require an involuntary leave of absence, the decision will also indicate the length of the leave and describe the conditions (if any) under which the student may seek to return from leave. The student will then be withdrawn and will need to apply for reinstatement in addition to obtaining the approval of the Assistant Dean for Student Life (or designee). Applications for reinstatement and more information about this process are available from the Academic Affairs Office at (585) 274-1020.

The student shall be informed in writing by the Assistant Dean for Student Life (or designee) of the leave decision, the effective date of the leave, and conditions for return (if applicable). If a student is permitted to remain enrolled subject to conditions, the student shall be informed in writing of the effective date and the duration of the modified attendance.

PROCESS FOR RETURN FROM LEAVE

A student seeking a return from leave must meet the conditions specified by the Assistant Dean for Student Life (or designee). The student must apply in writing to the Assistant Dean for Student Life. It is the responsibility of the Assistant Dean for Student Life to review the student's compliance with specified conditions for the return from leave and to advise other University offices accordingly. Appropriate administrative duties with respect to commencing this leave process and maintaining its records will be the responsibility of the Office of Student Life.

CONFIDENTIALITY

All records concerning involuntary leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies. The student's transcript will indicate only the notation of "leave of absence."

VII. ADDITIONAL REGULATIONS

Note: These regulations are not all-inclusive. Additional rules and regulations are contained in the Official Bulletin of the University of Rochester, the UR Here Student Handbook, the Residential Community Standards material, the Residential Network Acceptable Use Policy, the Housing/Dining Contract Booklet, and other notices from the Office of Residential Life.

When deemed necessary, the University of Rochester reserves the right to revise the community conduct standards.

DOG POLICY

For safety and health reasons, the presence of dogs on University of Rochester property is strictly prohibited. Specifically,

- Dogs will not be allowed on the River and Eastman campuses. This includes residence halls, fraternity houses or any campus-owned or controlled building.
- Exceptions will be allowed for the following reasons only: 1) the dog serves as a guide for visually impaired individuals or 2) special permission is obtained from the Office of Student Life (Eastman Campus) or Office of the Dean of Students (River Campus).

The above conditions apply to all members of the University community, guests and visitors. Failure to comply with these guidelines will result in immediate removal of the pet and possible disciplinary or other action against the pet owner.

Dual Degree Students

For students in a dual degree program at Eastman School of Music and the College of Arts, Sciences, and Engineering, the campus on which an alleged infraction occurs will handle the non-academic misconduct.

NON-MOTORIZED TRANSPORTATION POLICY

All non-motorized transportation including bicycle riding, skateboarding, roller skating, rollerblading, and scooter riding is prohibited in all University buildings. Non-motorized transportation is only permitted on walkways, roadways, and ramps when the operator does not create a hazard to him/herself or others. Skateboarders and roller skaters or must not skate two (2) or more abreast. Performing jumps or other stunts is strictly prohibited on the campus. Persons causing damage to persons or property while engaged in the use of these devices will be held financially responsible. Requests for exceptions to this policy for programmed events must be made in writing to the Office of Student Life.

Bicycle racks are located throughout the University. The University is not responsible for the theft of or damages to bicycles left on racks. Bicycles may not be parked next to sign posts, trees, light poles or handrails, and are not allowed to be brought into University buildings.

Students are advised that New York State has additional regulations regarding the use of non-motorized transportation. You can view these regulations online at <http://www.nysgts.state.ny.us/bike-vt.htm>.

Additional questions or comments should be directed to the Office of Student Life.

POSTING POLICY

Postings must be within the confines of bulletin boards. Please post items on bulletin boards only, and be sure that all four corners of the postings are secured to the board. Staples, thumb tacks and masking tape are approved methods of hanging advertisements. Do not use duct tape or packing tape. As a courtesy to the campus community, please do not overwhelm bulletin boards with similar postings. Old postings, and improperly posted items are subject to removal by staff members.

Promotional literature for recognized student organizations, approved student programs and campaign posters may be posted on residence hall bulletin boards unless the board is specifically designated for a particular use (e.g. for a Resident Advisor). When posting on bulletin boards, only one (1) advertisement per bulletin board is allowed. Groups must not cover up other ads when posting their own advertisement.

Postings are prohibited in the following locations:

1. On the doors to the school
2. On drywall / painted walls
3. On marble surfaces, particularly in the Main Hall and on Cominsky Promenade
4. On wood surfaces, particularly in Eastman Commons - Student Living Center
5. On the exterior doors of practice rooms (see below)
6. Over practice room windows (see below)
7. In the Student Living Center: On doors, walls, brick, windows, bathroom mirrors, floors or rugs, in elevators or in stairwells. Advertising may not be slid under student room doors.
8. Commercial advertising is not permitted in the Student Living Center. Such advertisements will be removed by the Residential Life and Student Life staff.

Postings in these areas are subject to immediate removal. Repeat offenses will be addressed through the student conduct system, especially when the postings cause damage. Please keep your postings to the bulletin boards.

Items posted on the exterior doors of practice rooms must be removed. The Fire Code of New York State requires that these doors be free of posted and flammable items.

Practice room sight windows cannot be obscured by any items. If blinds have been installed, they must be raised. Please remove all obstructing materials from the windows of practice rooms. The Fire Code of New York State requires that these windows be unobstructed.

RESIDENTIAL LIFE

Business Use of Student Rooms

Commercial use of your room or solicitation anywhere on the premises is strictly forbidden. This includes commercial use of ResNet connections. Specific exceptions for approved student concessions in residence halls and those participating in the Kauffman Entrepreneurial Year must be reviewed and authorized in writing by the Eastman Office of Residential Life.

Designated Room Assignment

Students are assigned to a specific room in the housing system. Any change in room assignment must have prior approval by the Eastman Office of Residential Life. If you change rooms without prior approval, you will be assessed an improper room change charge, the room change may be revoked, and you may be subject to disciplinary action.

Guests

Students are responsible for their guest's (overnight or not) conduct in their living area or building (whether they are present or not), and may be held accountable for any misconduct, loss, or damage caused by that guest. Overnight guests must be registered with the Eastman Office of Residential Life.

Prohibited Possessions

The following are not permitted anywhere in any University residential building: firearms and other weapons; explosives; fireworks; candles or open flames; gasoline or other flammable liquids; chemicals or hazardous materials; motorcycles or other fuel-powered vehicles; cooking equipment and appliances except where there are specifically designed facilities for them; space heaters; halogen lamps above 150W; appliances that are not UL listed; pets not allowed under the Residential Life pet policy; air

conditioners; controlled substances and related drug paraphernalia; alcoholic beverages except in accordance with state, local, and University regulations; and any other materials or items representing a danger to the University community. Information on approved items can be obtained from the Office of Residential Life.

Prohibited Behavior

Any of the following constitute a violation of the University regulations: vandalism; any form of threat to other persons or property; excessive noise or disruptive behavior; smoking in any residential area; misuse of the residential or University computer networks; tampering with facilities or equipment; being on roofs and ledges; removal of window screens; throwing objects from buildings; leaving or storing bicycles in stairways, stairwells, hallways, entryways, or other public areas; and any other behavior which constitutes a perceived or actual danger or threat to property or persons.

Fire Safety Regulations

Failure to comply with fire safety rules and regulations may result in removal from University housing (along with applicable criminal or civil charges), as may any of the following: activating or reporting a false fire alarm; damaging or disabling fire safety or fire alarm equipment; intentionally activating a heat or smoke detector; failure to evacuate or reentering buildings during a fire alarm or fire drill; interfering with safety officers performing their duties; setting a fire; or other safety violations. See Environmental Health & Safety policies at: <http://www.safety.rochester.edu/policies.html>.

Room Use

Your residence hall space is to be used only as your own living quarters and in accordance with the rules and regulations of the University, which are subject to change from time to time, without notice. Those rules and regulations are contained in the Official Bulletin of the University of Rochester; in the Student Handbook; in Student Discipline: Conduct Standards, Policies and Procedures; the Residential Network Acceptable Use Policy; Residence Hall Area Handbooks; and other notices from the Residential Life Office.

Unauthorized Occupancy

Occupancy of any room is limited to the student(s) assigned to that room. Rooms may not be subleased nor lent. All students involved in such situations are subject to financial penalty and disciplinary action.

Vacancies

If a vacancy occurs in a room or in a room within a suite, you must accept a new occupant as assigned by Residential Life to fill the existing vacancy. Behavior which discriminates against an interested student or assigned occupant will be considered sufficient grounds for discipline, including reassignment or removal from the residence halls, without refund, as determined by the Assistant Dean for Residential Life.

SMOKING POLICY

Smoking is not permitted in the interior of any area of any University building, including all residence halls. Smoking is prohibited within 30 feet of all University of Rochester Residence Halls.

STUDY ABROAD CODE OF CONDUCT

For students utilizing study abroad opportunities through the River Campus Study Abroad Office, students should be aware that there exists an expanded code of conduct for such programs. This expanded code of conduct is available in the Study Abroad Office, Lattimore Hall, Room 206.

For students utilizing study abroad opportunities through the Eastman School of Music, students should be aware that they are held to this code of conduct during their time abroad, in addition to any conduct codes by the host school. For more information, contact the Academic Affairs Office, 585-274-1020.

VIII. POLICY CHANGES AND UPDATES

The University reserves the right to modify the policies, procedures, and guidelines contained within this booklet without notice. For information about updates or changes, students can contact the Office of Student Life at 274-1106, or log on to the Office of Student Life website at <http://www.esm.rochester.edu/studentlife/>.

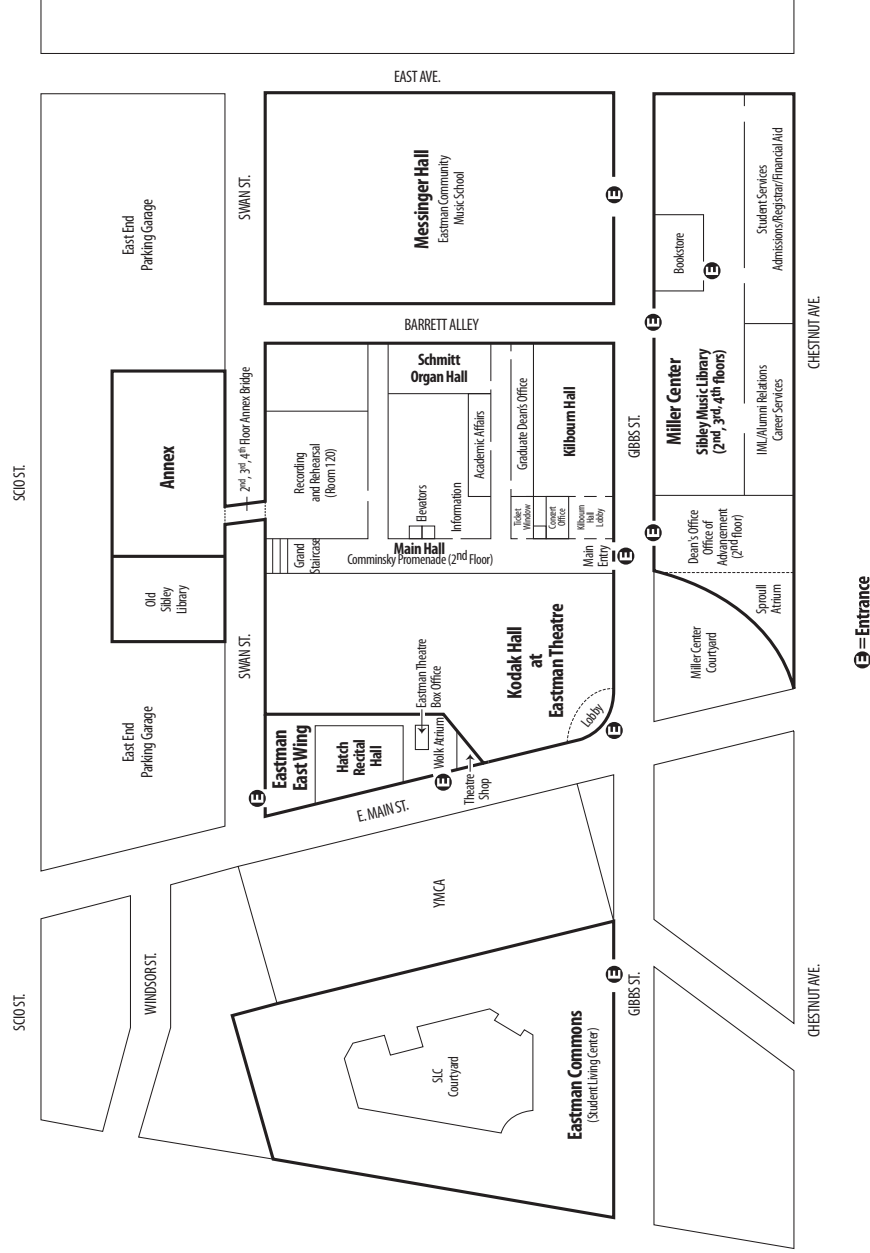
APPENDIX C: MAPS

UR SHUTTLE ROUTES

Schedule available at Eastman Commons Front Desk

An online schedule is available at <http://www.rochester.edu/parking/options/busesandshuttles.html>

EASTMAN SCHOOL OF MUSIC



Main Building

Basement
Electronic Music Studio
Technology and Media
Production offices

Main Hall

Associate Dean of Graduate Students (Room 103)
Concert Office (Room 101)
Associate Dean of Academic Affairs (Room 110)
Eastman Theatre
Kilbourn Hall
Recording/Rehearsal (Room 120)
Schmitt Organ Recital Hall (Room 108)

Mezzanine

(Access from Main Hall through door 100A)
Music Education

2nd Floor

Bridge to Annex
Cominsky Promenade
Faculty studios

3rd Floor

Bridge to Annex
Classrooms
Faculty studios

4th Floor

Bridge to Annex
Faculty studios
Howard Hanson Recital Hall
Practice and Teaching Organs

5th Floor

Faculty studios
Rehearsal Room 514

Annex

Basement

Practice rooms

2nd Floor

Faculty offices and studios
Practice rooms

3rd Floor

Practice rooms

4th Floor

Musicology offices
Practice rooms
Theory offices

5th Floor

Practice rooms

6th Floor

Classrooms
Faculty studios
Practice rooms

7th Floor

Classrooms

8th Floor

Opera office
Opera studio
Practice rooms
Rehearsal Room 902A

Eastman Commons

1st Floor

Ciminelli Formal Lounge
Dining Centers
Mailroom
Residential Life Office
Student Life Office
Student Computer Lab

2nd-16th Floors

Dormitories

Old Sibley Library

1st Floor
Lecture/Rehearsal Room
Faculty offices

2nd Floor

Eastman Library
Musicology office
Classrooms

Miller Center

1st Floor

Alumni Relations
Career Services

Eastman School Bookstore
Institute for Music Leadership
Retail shops

Student Services

- Admissions
- Financial Aid
- Registrar

2nd Floor

Dean's Office
Development Office

2nd-4th Floors

Sibley Music Library

Messinger Hall

1st Floor

Messinger One (rehearsal and performance space)

2nd Floor

Eastman Communications Office (Room 200)

Eastman Finance Office (Room 250)

Messinger Two (classroom)

3rd Floor

Eastman Community Music School administrative offices

4th Floor

Eastman Community Music School classrooms
Practice rooms

INDEX

A					P
Academic Affairs Office.....	127	Facilities & Auxiliary Operations.....	120	Parking.....	123
Academic Integrity.....	131	Fax Machine, Eastman Commons.....	140	Performance Halls.....	124
Addresses.....	116	Financial Aid.....	134, 144	Performer's Certificate.....	132
Administrative Offices and Services.....	119	Financial Assistance.....	146	Pet Policy, Eastman Commons.....	142
Admissions.....	119	Financial and Human Resource Services.....	121	Physical Therapy.....	149
Advancement Office.....	119	Fire Safety Information.....	146	Practice Facilities.....	124
Advisors.....	131	Football Club (Soccer).....	157	Publications.....	125
Alcohol Policy.....	140, 172	Front Desk, Eastman Commons.....	140	Q	
Applied Music Teacher Assignments.....	131	Furnishings & Conditions.....	140	Quiet Halls & Hours, Eastman Commons.....	142
Athletics and Recreation.....	156	G		R	
ATM Machine.....	123	General Information.....	123	Recording and Video Services.....	129
Auditing.....	131	Gig Referral Service.....	122	Refund of Charges.....	145
B		Graduate Student Association.....	155	Registrar's Office Eastman.....	129
Backstage Coffee House.....	137	Graduate Studies.....	127	River Campus.....	160
Bicycles.....	141	Graduation.....	132	Religious Services.....	158
Bookstores.....	133	Guest Policy, Eastman Commons.....	141	Residence Halls See Eastman Commons	
Building Hours.....	116	H		Resident Advisors.....	142
Bulletin Boards.....	123	Harassment and Discrimination.....	184	Residential Life Behavior Rules.....	186
Bursar's Office.....	157	Hazing Policy.....	176	Residential Life, Office of.....	135
See also Student Accounts Office		Health Services.....	148	ResNet at Eastman.....	136
Bus Service.....	126	Higher Ed. Opportunity Program.....	159	River Campus Student Activities.....	160
C		History.....	118	River Campus Offices and Services.....	157
Careers & Professional Development.....	122	Howard Hanson Hall.....	124	River Campus Facility & Fitness Center.....	156
Cashier Window.....	133	I		Rochester International Council.....	160
Chaplains River Campus.....	158	ID Cards.....	143	Room Entry and Inspection, Eastman Commons.....	143
Ciminelli Formal Lounge.....	124	In House.....	125	Rush Rhees Library.....	152
Classroom Audio-Video.....	130	IT Center Student Lab.....	136	S	
Code of Conduct.....	161	Inactive Status.....	132	Scheduling Facilities.....	125
Communications Office.....	120	Information Computing Facilities.....	136	Schmitt Organ Recital Hall.....	124
Computer Use Policy.....	176	Information Technology Policy.....	177	Security.....	143, 153
Computing Facilities.....	136	Information Window.....	134	Sexual Assault.....	183
Computing Services.....	129	Institute for Music Leadership.....	121	Shuttle Bus Service.....	126
Concert Office.....	120	Instrument Office.....	127	Sibley Music Library.....	136, 150
Conservatory Exchange.....	131	Insurance.....	123, 141	Smoke-Free Policy.....	143
Copy Center.....	133	Interfaith Chapel.....	158	Sports See Athletics and Recreation	
Counseling Academic.....	131	International Services Office.....	159	Storage, Eastman Commons.....	143
Career.....	122	Internet Café.....	136	Student Accounts Office.....	135
Chaplain's Offices.....	158	Involuntary Leaves of Absence or Withdrawal.....	184	Student Life, Office of.....	135
Financial Aid.....	134	J		Student Living Center See Eastman Commons	
Minority Students.....	159	Judicial Process.....	165	Student Organizations.....	155
Personal and Mental Health.....	148	Juries.....	132	Student Services-Information.....	136
D		K		Student Services-Offices.....	133
Dean of Students Office River Campus.....	157	Keys, Eastman Commons.....	141	Study Abroad.....	131
Dean's Office.....	119	Kilbourn Hall.....	124	T	
Dining Center.....	137	Kodak Hall at Eastman Theatre.....	124	Take Five.....	132
Dining Plans.....	137	L		Technology and Media Production.....	129
Disability Resources.....	135	Laundry.....	142	Telephone Numbers.....	116
Disciplinary System.....	161	Libraries.....	150	Telephones.....	143
Diversity at Eastman.....	117	Lockers.....	123	Testing Services.....	160
Dual Degrees & Double Majors.....	132	Lockouts.....	142	Tickets.....	126
Drug Policy.....	172	Lost and Found.....	123, 134	Transportation.....	126
E		M		U	
Eastman, George.....	118	Mailboxes, Eastman Commons.....	142	University Counseling Center.....	149
Eastman Commons.....	140	Mail folders.....	123	University Health Service.....	148
Eastman Notes.....	125	Maps.....	188	Upbeat.....	125
Eastman Orientation Committee.....	156	Media Production (Department of).....	129	W	
Eastman Student Support Network.....	163	Minority Student Affairs Office.....	159	Web Services.....	130
Eastman Theatre.....	124	Minors.....	132	Web Site.....	116
Email Accounts.....	137	Mission Statement.....	117	Wilson Commons Student Activities.....	160
Emergency Financial Assistance.....	123	N		Withdrawal from School.....	133
Encore!.....	125	No-Dog Policy.....	185	Writing and Study Skills Center.....	131
English as a Second Language.....	127	O		Z	
Ensemble Library.....	151	Off-Campus Housing.....	135	Zipcar.....	126
		Off Limits, Eastman Commons.....	142		
		Orchestra Pit.....	137		