



EASTMAN SCHOOL OF MUSIC

Welcome Guide

International Visitors

UNIVERSITY OF ROCHESTER

Eastman School of Music

Welcome to the Eastman School of Music!

This guide contains information about preparing for your trip and life in Rochester.
Do not hesitate to contact the Office of Academic Affairs with any questions.

Eastman School of Music
Academic Affairs
26 Gibbs St
Rochester, NY 14604
Phone (585) 274-1020 / Fax (585) 276-2150

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Welcome Guide

At Eastman, our passion is music. We believe that music enriches the heart, nourishes the mind, and heals the soul. We believe in the power of music to transform lives. – Jamal J. Rossi, Joan and Martin Messinger Dean

Welcome to Rochester! We hope your stay at the Eastman School of Music, part of the University of Rochester, is intellectually invigorating, musically stimulating, and socially engaging. Your opportunities are nearly limitless – explore, endeavor, enjoy!

Immigration



International Services Office

The International Services Office (ISO) provides services to international students, scholars, employees, and other visitors to the University of Rochester, as well as the departments that host and support them. We are responsible for issuing visa documents, advising on relevant immigration matters, and meeting US reporting requirements.

Students wishing to contact the ISO can email questions@iso.rochester.edu or call (585) 275-2866. Visiting scholars can email scholars@iso.rochester.edu or call (585) 276-3254. You can also visit <https://www.iso.rochester.edu/contact.html>.

I-20, Visa, & Passport

Students and scholars who receive an I-20 / DS-2019 must pay the SEVIS fee at least 3 days prior to the Visa interview. The fee must be paid online and you will then be able to print a receipt to show proof of payment during the visa interview – many consulates require that the SEVIS fee be paid before you are able to schedule an appointment for the visa. Be sure to complete the Visa and Passport process well in advance to avoid travel delay. More information can be found at:

<https://www.iso.rochester.edu/immigration/sevis.html>

Accommodation (Housing)

Student Living Center

Visiting and Conservatory Exchange students have the option of living in the residence hall. Any questions regarding this policy should be directed to Residential Life by emailing reslife@esm.rochester.edu or calling 585-274-1106.

Off-Campus Housing for Students and Scholars

While Visiting and Conservatory Exchange students are welcome to reside in the Student Living Center, a variety of off-campus housing is available within walking distance to Eastman. A database of off-campus housing can be found here: <http://www.rochester.edu/reslife/offcampus/#>.

The Office for Off Campus Living helps international students understand the process of renting an apartment in the United States. They hope to help you locate neighborhoods that are suitable for your lifestyle and budget. They offer off campus housing advising, rental application and lease reviewing services, and occasional tours of Rochester neighborhoods. Our office also can provide you with maps of Rochester, renter's insurance information, safety checklists, and other information.

Students may meet in person with the Coordinator for Off Campus Living by appointment. Please call (585) 275-3166 to schedule an appointment.

You may also find more information about common downtown housing options here: <https://www.esm.rochester.edu/admissions/2015/03/apartment-search/>

Arrival

Once your visa has been approved, you will need to coordinate your trip to the US. When booking your travel, make sure to know the date that your department is expecting you to arrive. This date is usually influenced by required orientation programs, restrictions on housing access, or other University activities. You may also be limited by travel permissions tied to your specific status (see sponsored Visa Categories for more information). For F-1 and J-1 visa holders, you are expected to arrive no later than the start date listed on your initial I-20 or DS-2019. If your travel will be delayed for any reason, you may need a new document to enter the country.



Plane

When purchasing tickets for air travel, it is usually recommended that your itinerary include the flight directly to Rochester, New York. Most international flights will arrive at a different Port of Entry, but you should be able to schedule the domestic flight to Rochester for the same day. A common misperception is that Rochester must be very close to New York City, since they are in the same state. Actually, Rochester is over 300 miles away, which results in a 50-minute flight, more than six hours of driving, or a seven-hour train ride (and longer by bus).



Car / Taxi / Ride Share

The Rochester International Airport is located southwest of the downtown area. Incoming visitors often take a taxi to the Eastman School located at 26 Gibbs Street. (Anticipate a fare of approximately \$20.) Uber and Lyft are also available!

Driving Directions from the Airport

- Take Interstate 90 to Exit 47, then Interstate 490 East to Rochester.
- As you approach downtown, follow the Inner Loop ramp to the left.
- Exit at Scio Street, and turn right.
- Proceed to the second light and turn right on Main Street.
- The School is one block down on your left. However, cross over Main Street to park in the East End Garage, and then walk one block to Gibbs Street. The Eastman Theatre entrance is on the corner. The main entrance to the School is at 26 Gibbs Street. Sibley Music Library is on the opposite side, at 27 Gibbs Street. The Student Living Center is at 100 Gibbs Street, just across Main Street.

Public Transit / Bus / Train

All public bus lines in the Rochester area converge at the RTS Transit Center, located four blocks from the Eastman School of Music.

The Rochester bus terminal (Greyhound and Trailways) and Amtrak station are both located two blocks from the School and three blocks from the Student Living Center. It is a short walk or cab ride (fare is approximately \$10).

Parking

Parking is available in the East End Garage (accessible from East Main St. in either direction and, via East Ave., Scio and Swan Streets), at a number of nearby lots, and on the street.



Hotels

There are many options for accommodations in the greater Rochester area. Be sure to mention The Eastman School of Music when booking a room at the hotels below for discounts and special arrangements!

More information about these listings and others can be found on here: <https://www.esm.rochester.edu/admissions/visiting/#hotels>

Orientation

Students

For Visiting and Conservatory Exchange students beginning in the Fall semester, orientation is mandatory and occurs a week and a half before school begins with specific sessions for international students. Exact schedules will be posted on the Student Activities website around mid-summer:

<https://www.esm.rochester.edu/studentactivities/orientation/orientationschedule/>

Spring arrivals and short-term visitors should be in contact with Academic Affairs, individual departments of study, and the ISO for any requirements.

Faculty

Visiting Scholars should be in contact with the ISO and the Office for Global Engagement (<http://www.rochester.edu/global/aboutus/>) for any help navigating your time at Eastman.

Academics

Registration

Students will register for courses online during the week of orientation. There will be specific sessions to cover your requirements and answer any questions about your academic plans. Questions can be directed to the Office of Academic Affairs: academicaffairs@esm.rochester.edu or +1.585.274.1020.

Department Contact Lists

Office of Academic Affairs:

Monday – Friday
9:00 AM – 5:00 PM

Email: academicaffairs@esm.rochester.edu
Phone: +1.585.274.1020
Fax: +1.585.276.2150

Office of Academic Affairs
26 Gibbs Street
Room 110
Rochester, NY 14604

Office of Graduate Studies:

Monday - Friday
9:00 AM – 4:00 PM

Email: gdean@esm.rochester.edu
Phone: +1.585.274.1560
Fax: +1.585.274.1088

Accompanying:

Program Director: Dr. Jean Barr

Telephone: +1.585.274.1522

Email: jbarr@esm.rochester.edu

Department Administrative Assistant: Rita Coulter

Telephone: +1.585.274.1570

Email: rcoulter@esm.rochester.edu

Chamber Music:

Department Chair: Elinor Freer

Assistant Professor of Chamber Music, part time

Email: efreer@esm.rochester.edu

Department Administrative Assistant: Rita Coulter

Phone: +1.585.274.1570

Email: rcoulter@esm.rochester.edu

Composition:

Telephone: +1.585.274.1108

Composition Department Secretary: Dallas Oestara

Email: doestara@esm.rochester.edu

Conducting & Ensembles:

Department Chair: Mark Davis Scatterday

Phone: +1.585.274.1156

Email: mscatterday@esm.rochester.edu

Department Secretary: Sheryle Charles

Phone: +1.585.274.1440

E-mail: scharles@esm.rochester.edu

Ensemble Coordinator: Katharine Zager

Phone: +1.585-274-1447

E-mail: kzager@esm.rochester.edu

Humanities:

Office phone: +1.585.274.1610

Department Chair: Glenn Mackin

Phone: +1.585.274.1554

Email: gmackin@esm.rochester.edu

Jazz Studies & Contemporary Media:

Department Chair: Jeff Campbell

Phone: +1.585.274.1433

Email: jcampbell@esm.rochester.edu

Department Secretary: Sheryle Charles

Phone: +1.585.274.1440

Email: scharles@esm.rochester.edu

Music Teaching and Learning:

Administrative Assistant: Celia Palmer

Phone: +1.585.274.1540

Email: cpalmer@esm.rochester.edu

Musicology:

Department Chair: Holly Watkins

Phone: +1.585.274.1457

Email: hwatkins@esm.rochester.edu

Department Secretary: Alice Meyer

Phone: +1.585.274.1450

Email: ameyer@esm.rochester.edu

Administrative Assistant: Kathy Buechel

Phone: +1.585.274.1450

Email: kbuechel@esm.rochester.edu

Organ, Sacred Music, and Historical Keyboards:

Department Chair: David Higgs

Email: david.higgs@usa.net

Department Secretary: Alice Meyer

Phone: +1.585.274.1450

Email: ameyer@esm.rochester.edu

Administrative Assistant: Kathy Buechel

Phone: 585.274.1450

Email: kbuechel@esm.rochester.edu

Piano:

Department Chair: Douglas Humpherys

Phone: +1.585.274.1521

Email: dhumpherys@esm.rochester.edu

Administrative Assistant: Kathy Buechel

Phone: +1.585.274.1550

Email: kbuechel@esm.rochester.edu

Strings, Harp, and Guitar:

Department Co-Chair: Nicholas Goluses

Phone: +1.585.274.1596

Email: ngoluses@esm.rochester.edu

Department Co-Chair: Phillip Ying

Email: pying@esm.rochester.edu

Department Administrative Assistant: Rita Coulter

Phone: +1.585.274.1570

Email: rcoulter@esm.rochester.edu

Music Theory:

Department Chair: Elizabeth Marvin

Email: chair@theory.esm.rochester.edu

Department Secretary: Alice Meyer

Phone: +1.585.274.1450

Email: ameyer@esm.rochester.edu

Administrative Assistant: Kathy Buechel

Phone: +1.585.274.1450

Email: kbuechel@esm.rochester.edu

Voice and Opera:

Department Chair: Steven Daigle

Phone: +1.585.274.1473

Email: sdaigle@esm.rochester.edu

Office Coordinator: Fran Turk

Phone: +1.585.274.1490

E-mail: fturk@esm.rochester.edu

Winds, Brass, & Percussion:

Department Chair: Michael Burritt

Phone: +1.585.274.1482

Email: mburritt@esm.rochester.edu

Department Secretary: Alice Meyer

Phone: +1.585.274.1450

Email: ameyer@esm.rochester.edu

Administrative Assistant: Kathy Buechel

Phone: +1.585.274.1450

Email: kbuechel@esm.rochester.edu

Academic Calendar

The Academic calendar can be found on the Registrar's website at <https://www.esm.rochester.edu/registrar/policy/01-00/>.

Academic Policy Handbook

The Academic Policy Handbook can be located at <https://www.esm.rochester.edu/registrar/policy/>

The Academic Policy Handbook contains all rules regarding registration and enrollment, financial aid, diploma and certificate programs, and much more. We encourage you to familiarize yourself with these policies.

Services and Organizations

Sibley Music Library

The Sibley Music Library of the Eastman School of Music is the largest music library affiliated with any college or university in the United States. With holdings of nearly three-quarters of a million items, the Library offers vast resources for performance and research.

Sibley Music Library
27 Gibbs St.
Rochester, NY 14604
Phone: +1.585.274.1300

University Library

All Eastman students and faculty have access to the River Campus libraries. With combined holdings of more than 3.5 million volumes and extensive collections of online databases, electronic journals, rare books, and musical scores, Rochester's libraries rank among the top academic research libraries in the United States and Canada.

River Campus Libraries
755 Library Road
P.O. Box 270055
Rochester, NY 14627

Phone: +1. 585.275.5804
Text (SMS): +1.585.678.5839

Email

University email addresses are provided to Visiting and Exchange Students. Visiting scholars are not provided university email addresses.

You can find an email address for an individual who is part of the University of Rochester by using the [Directory](#).

More information about the email system can be found here:

<http://tech.rochester.edu/services/gmail/>.

Those who are residing in China should email Britt Semenow at bsemenow@esm.rochester.edu for a one-time use token that will provide you VPN access to set up your email account.

Audio and Video Equipment

Audio and Video equipment is available for students to borrow, depending on availability – reservations are recommended ahead of time (as far as 2 weeks ahead of time), please email Nana Stotz at nstotz@esm.rochester.edu.

Visiting Scholars are entitled to the same equipment borrowing privileges as Eastman faculty. Please contact the office of Technology and Media Production for more information.

Recording Services

Technology and Media Production (T&MP) also offers recording sessions for students, working with one of our engineers in Ray Wright Room (previously ESM 120) and EEW415 in the East Wing. This is based on engineer/room availability, and the length of time according to your project.

Students receive one free audio file of degree recitals. For all other projects, T&MP offers a price sheet located here: <https://www.esm.rochester.edu/esmtmp/rec/prices/>. If you are interested in a recording session, please email Nana Stotz at nstotz@esm.rochester.edu.

Dining

Visiting and Conservatory Exchange students residing in the SLC are required to purchase a dining plan. Students who live off campus are not required to have a dining plan but can purchase one. Prices and policies can be found here: <http://www.rochester.edu/dining/terms-and-conditions/structure-and-plans/>.

The University of Rochester Dining Services provides two dining options at the Eastman Campus. The Eastman Dining Center, located in the Student Living Center, offers an artisan deli with freshly sliced meats, premium breads and specialty salads, a Mediterranean pizza station, grilled favorites and a full salad bar. Students can also enjoy quick grab and go items or stock their rooms with an expanded snack and convenience section. The Cave, located in the basement of the Eastman School of Music main building, offers local pastries, grab and go items, and fresh brewed coffee.

All Eastman students are able to use the dining plan at any of the River Campus's dining options as well.

Visiting Scholars are welcome to use all on-campus dining facilities and pay for meals on an a la carte basis.

URos

The University of Rochester also features an account program called URos. These funds are included as a separate account on a student's ID card and in addition to being accepted at all dining locations, URos can also be used for non-food items on campus (laundry, printing and copying, etc) where Declining Balance (the dining plan) can only be used for food items on campus. URos are also accepted at various restaurants in the surrounding area.

More information about the URos program can be found here: <http://www.rochester.edu/dining/terms-and-conditions/db-uros-add-on/>

ID Card

The University of Rochester OneCard identifies you as a University of Rochester student or faculty member and offers flexible and effortless access to online accounts at a variety of different locations on campus including libraries, dining centers, bookstores, laundries, copiers, and vending machines.

The card itself is simply your official University of Rochester identification card. OneCard system card readers read the information located on your card to access your accounts and debit funds (the card is your access to your Dining and URos accounts).

Incoming faculty, freshmen and transfer students are photographed for the ID card during the orientation programs. If you missed getting your card or to set up your URos Account visit the University of Rochester ID office located in the Customer Service Center in Susan B. Anthony Halls.

For those who begin their stay at Eastman outside of the Fall orientation, the office of Academic Affairs will help you get your ID.

<https://www.rochester.edu/college/onecard.html>

Printing Services

Eastman Computing provides support for self-service printing, scanning, and duplicating in many locations across campus. A UR departmental copy card or URos account is required for access, unless otherwise noted.

Locations and pricing can be located here:

<https://www.esm.rochester.edu/esmtmp/ecs/print-copy/>

Practice Rooms

Eastman School of Music offers more than 100 practice rooms located in the Annex (a 10-story building, located east of Swan Street, that is connected to the Main Building by

enclosed walkways on its second, third, and fourth floors). You can access the Annex using your university ID.

Institute for Music Leadership

The goals of the IML reflect the expansion of Eastman's role as an innovator and a standard bearer in professional development.

The IML consists of 5 distinct areas:

Careers and Professional Development
Catherine Filene Shouse Arts Leadership Program (ALP)
Center for Music Innovation and Engagement (CMIE)
The Orchestra Musician Forum (OMF)
Paul R. Judy Center for Applied Research

Students interested in any of the programs offered by the Institute for Music Leadership should contact the appropriate area:

Office of Careers and Professional Development
Phone: +1.585.274.1215 (Gig Service)
Phone: +1.585.274.1210 (Careers Questions)
Fax: +1.585.274.1047
Email: careers@esm.rochester.edu

Arts Leadership Program
Phone: +1.585.274.1112
Fax: +1.585.274.1047
Email: alp@esm.rochester.edu

Center for Music Innovation and Engagement
Phone: +1.585.274.1113

Student Organizations

The Office of Student Activities provides meaningful co-curricular opportunities, programs, activities, and support services for students that enhance student learning, encourage and foster student involvement and spirit, provide leadership opportunities, create a strong sense of community, and engage students, while supporting and complementing the educational goals of the institution. By collaborating with community partners, departments, students, faculty, and staff our students are engaged in creative programming, campus traditions, and co-curricular learning opportunities that create a vibrant campus community.

For more information, please contact the Assistant Director for Student Activities & Engagement.

Phone: +1.585.274.1106
Email: studentactivities@esm.rochester.edu

Health

Insurance

All Visiting and Conservatory Exchange students must maintain adequate health insurance during their studies. You can enroll in the University's plan through Aetna Student Health or request a waiver by showing proof of comparable coverage.

International-based plans often do not meet University Insurance Criteria for waiver. For this reason, we recommend checking the University Insurance Criteria carefully before deciding to purchase insurance from an international-based company. Your plan must meet all of the University Insurance Criteria to qualify for waiver of the University-sponsored insurance.

More information can be found here:

<https://www.rochester.edu/uhs/studentinsurance/>

Immigration rules require that all J-1 and J-2 Exchange Visitors maintain adequate US health insurance. Coverage must meet or exceed minimum requirements set by the government for the duration of your program. Willful failure to obtain insurance that meets these standards may result in a termination of the principle J-1 Exchange Visitor record. Other visa categories do not carry the same requirement under US regulations, but University requirements may also be in place. More importantly, US health insurance is an important protection that all individuals are encouraged to have.

The International Services Office can answer any questions regarding the insurance requirements for your visa type. <http://www.iso.rochester.edu/contact.html>

Health Care

The University of Rochester has extensive health resources in place, including access to trained healthcare providers and state-of-the-art facilities through the Strong Memorial Hospital system.

The University Health Service provides a full-range of confidential, high quality primary health care services for all full-time students and for members of the University community who choose a healthcare provider at UHS.

For more information on entering student health requirements or UHS please visit <http://www.rochester.edu/uhs/>

Employees and other members of the University community are also welcome to choose a UHS physician as their primary care physician. More information can be found here: <http://www.rochester.edu/uhs/employeeservices/PersonalCare.html>

Mental Health

The University Counseling Center provides a broad range of services to full-time students who pay the mandatory student health fee. Therapy is available for a wide variety of problems that can include anxiety, depression, relationship difficulties, family problems, grief, school related problems, and general discomfort about what's happening in a person's life, among many other sorts of difficulties. Please visit <http://www.rochester.edu/ucc/> for more information.

Hospitals

The University of Rochester is associated with 6 hospitals, the closest of which are Strong Memorial Hospital and Highland Hospital. UR Medicine gives patients a wide network of hospitals and centers. As a result, you can get the advanced care you need all across Western New York.

To learn more about any of our hospitals or centers, please visit:

<https://www.urmc.rochester.edu/patients-families/our-hospitals.aspx>

Other hospitals in the area include Rochester General Hospital, Monroe Community Hospital, Rochester Regional Health, and Unity Hospital.

IMPORTANT: Please check with your insurance provider to make sure the doctors and treatments are covered at the hospital you choose to utilize!

Emergency

ON-CAMPUS: The University maintains an extensive network of over 400 interior and exterior public access telephones. You can call the Public Safety Communications Center for assistance any time of the day or night from any of these phones. Included are over 125 direct-dial Blue Light Emergency Phones.

In an EMERGENCY, dial x13 from any University phone, including over 50 “service” phones located at building entrances. Pick up a Blue Light Emergency Phone located on or near walkways and parking lots. An officer will be sent to your location right away. Local police, fire or ambulance agencies will be notified as needed.

From your cellular telephone, dial 585-275-3333. From Cingular or Verizon phones, dial #413, at no charge.

For non-emergencies, dial x5-3333 from any University phone. You may also use a Blue Light Emergency Phone.

OFF-CAMPUS: If you experience an emergency while off campus, dial 911 from any phone.

Student Employment

On-Campus Employment

F-1 students are authorized to work on-campus while maintaining valid status. This benefit is available immediately and the position or type of employment does not need to be related to your field of study. Work for any University employer is permitted, including all UR campuses, divisions, and departments. <https://www.iso.rochester.edu/employment/students/f1campus.html>

J-1 students may be eligible to work on-campus while maintaining valid status, however specific permission and additional documents are required. Your program sponsor must update your SEVIS record to authorize the employment before you start working. <https://www.iso.rochester.edu/employment/students/j1campus.html>

Other Employment Opportunities

Occasionally, work performed off-campus can be viewed and authorized as on-campus employment for F-1 students. This option, also known as "On/Off" employment, is available when the employer is educationally affiliated with the University, and the work is integral to a student's academic program.

Due to the nature of Eastman academic programs, the Eastman School maintains numerous affiliations with area churches, schools, and other arts organizations. These employers are known as ESM Affiliates, and all affiliation agreements are managed by the Office of Academic Affairs. Eligible ESM students will receive a letter from the ISO documenting their work permission with affiliated employers under On-Campus Employment at an Off-Campus Location. However, it is your responsibility to maintain all documentation related to your employment. This includes: valid I-20 and F-1 status, job offer letter for each position, proof of the ESM affiliation, and work records that show your total weekly hours (which must not exceed the limit of 20 hours per week during the academic year, including all other on-campus employment through the University).

Transportation

University Bus Lines

The University of Rochester maintains a variety of bus lines to take you many places around Rochester, including the River Campus. All shuttles are free with a University ID so be ready to swipe your UR ID as you embark on your journey. Swiping helps ensure transportation services are meeting demand, and it supports a safe and secure environment for riders.

For bus routes, please visit <http://www.rochester.edu/parking/shuttles/>

Public Transportation

If you need to visit a location not serviced by the university bus routes, Rochester offers the RTS bus lines for about \$1 per ride or \$3 for a day pass. You can view available route times here: <http://www.myrts.com/Maps-Schedules/RTS-Monroe/Schedule-pdfs>

Life in Rochester

Food & Groceries

There are plenty of options for shopping in Rochester! Depending on your needs and location, you may prefer retailers that offer a variety of goods under one roof or specialty stores that have a more limited focus on particular services or products. If transportation is a concern, you should consider which stores are within walking distance or accessible using the University shuttle system.

The Eastman School of Music is within walking distance to Hart's Local Grocers, and within driving distance to many other stores. Rochester is also home to many specialty stores specializing in a particular area such as an ethnic cuisine, organic/local produce, or specific items like meats & seafood.

An extensive list can be found here:

<https://www.iso.rochester.edu/living/community/shopping.html>

Places of Worship

Rochester has many faiths represented in the area, with active congregations and centers for people to worship together. For other local places of worship, there is an unofficial list, sorted by denomination located here:

[https://rocwiki.org/Spiritual Organizations](https://rocwiki.org/Spiritual_Organizations)