



*2017-2018
Student Calendar
& Handbook*

*New England
Conservatory of Music*

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.



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ACADEMIC CALENDAR

FALL 2017

Saturday, August 26	Residence Hall opens for all new students
Sunday, August 27	Orientation begins for all new students
Tuesday, August 29-	Master's Music Theory Competency Examination
Wednesday, August 30	
Friday, September 1	Registration for new students
Saturday, September 2	Residence Hall opens for returning students
Monday, September 4	Labor Day (holiday)
Tuesday, September 5	<i>First day of instruction at Tufts University</i>
	Special Student applications
Wednesday, September 6	Convocation
	First day of fall term instruction at NEC
Wednesday, September 6 -	Time period to add or drop courses
Friday, September 15	
Monday, September 18	First day to withdraw from courses
Monday, October 2 -	Academic Advising & Registration for Spring 2018
Tuesday, November 21	
Monday, October 9	Columbus Day (holiday)
Tuesday, November 21	Intent to graduate deadline for December 2017 graduates
	Last day to withdraw from courses
Wednesday, November 22 -	Thanksgiving Holiday
Sunday, November 26	
Monday, December 11	<i>Last day of instruction at Tufts University</i>
Friday, December 15	Last day of instruction at NEC
Monday, December 18 -	Examination Period
Wednesday, December 20	
Thursday, December 21	Residence Hall closes (12:00 Noon)



SPRING 2018

Saturday, January 13
Monday, January 15
Tuesday, January 16

Residence Hall opens (12:00 Noon)
Martin Luther King Day (holiday)
First day of spring term instruction at NEC
Orientation for new students
Special student application
Master's Music Theory Competency Examination
Time period to add or drop courses

Tuesday, January 16 -
Friday, January 26

First day of instruction at Tufts University
First day to withdraw from courses
President's Day Recess
(no classes held Friday -Tuesday)
Intent to graduate deadline for May 2018 graduates
NEC and Tufts Spring Vacation

Thursday, January 18
Monday, January 29
Friday, February 16-
Tuesday, February 20
Friday, February 23
Saturday, March 17 -
Sunday, March 25

Academic Advising and Registration for Fall 2018

Monday, March 26 -
Wednesday, May 2

Last day to withdraw from courses
Last day of instruction at Tufts University
Last day of instruction at NEC
Final Examination period

Friday, April 20
Monday, April 30
Thursday, May 3
Monday, May 7 -
Wednesday, May 9

Pre-promotional period

Thursday, May 10 -
Sunday, May 13
Monday, May 14 -
Friday, May 18

Promotional evaluations

Saturday, May 19
Sunday, May 20
Monday, May 21
Monday, May 28

Commencement concert
NEC and Tufts Commencement
Residence Hall Closes (12:00 Noon)
Memorial Day (holiday)



SAFETY AND SECURITY

Safety: Please be cautious when traveling through the city of Boston. Travel as much as possible in groups, rather than alone; travel during the day, rather than at night. If you have to travel at night, keep to well-lit, busy streets; carry as little money as possible.

Security: The Conservatory has public safety officers stationed 7 days per week, 24 hours per day, at entrances to Jordan Hall and the Residence Hall, as well as during opening hours in the St. Botolph building. These officers are required to grant access only to authorized people, including faculty, staff, students, and their guests. They are also required to ask for proper, up-to-date NEC identification. We expect your polite cooperation. Students who need safety and security assistance, whether to report a theft, to alert an officer to the presence of a suspicious person, or to seek emergency assistance, should find the main officer at the entrance of the Student Life and Performance Center or contact the public safety supervisor at 617-599-9965.

Please note that public safety officers ask students for proper ID to provide protection for the NEC community. Students who fail to cooperate with ID requests from public safety officers face disciplinary sanctions.

All visitors will be required to sign-in and leave a form of identification (driver's license, student ID, etc.) at the public safety desk. NEC students must be present when these visitors sign in to confirm that he/she is part of the ensemble.

FIRE PROTECTION:

All persons including students, faculty, and administration must exit the premises immediately in the event of a fire alarm or any other order that the premises be vacated. This policy is based on the compelling need to ensure the safety and wellbeing of all people in the event of an actual emergency. Therefore, it is the Conservatory's policy to treat all alarms as if there is an actual emergency. Any employee who fails to exit the premises immediately will be subject to disciplinary action up to and including termination of employment. Any student who fails to vacate the premises immediately may be subject to disciplinary action up to and including expulsion and be fined.

The following policies and procedures are designed to promote fire safety awareness and protection:

1. Fire drills will be held periodically (in accordance with State regulations). Students failing to participate in a fire drill will face disciplinary action.
2. Any student found tampering with fire equipment or blocking fire doors will face disciplinary action and may be fined.
3. Fire equipment should be used only during fire emergencies.

EMERGENCY PROTOCOLS

Communications: Emergency information is transmitted via the NEC's Notification System (ENS) in multiple places: the NEC website, NEC email, NEC's Facebook and Twitter pages, and via text message. Please be sure to keep your contact information current at all times, and to check any or all of the sources listed above during an emergency.

Evacuation Procedures: If you are in an NEC building and an alarm goes off, please proceed to the nearest emergency exit and evacuate to the following areas:

Residence Hall: Matthews Arena parking lot

Jordan Hall: Matthews Arena parking lot

St. Botolph: Matthews Arena parking lot

SLPC: Matthews Arena parking lot

295 Huntington Ave.: Matthews Arena parking lot

Lockdown Procedures: In the event of a power outage or catastrophic event, you are required to remain in place and await further instructions. This directive applies to all NEC facilities, including the Residence Hall, cafeteria, administrative offices, libraries, classrooms, large rehearsal spaces, practice rooms and studios. Such action ensures your safety and the safety of others.

Medical and Psychiatric Emergencies: Report all medical and psychiatric emergencies occurring **ON-CAMPUS** to the closest public safety access station. (You may dial the last 4-digits if calling from an NEC phone).

Student Life and Performance Center: 617-585-1255

Jordan Hall: 617-585-1290

St. Botolph: 617-585-1241

33 Gainsborough St.: 617-585-1333

Report all medical and psychiatric emergencies occurring OFF-CAMPUS to Local Emergency Services by dialing 911.

NEC ADMINISTRATION AND STUDENT SERVICES

ADMISSIONS OFFICE – 617-585-1101

Assistant Dean for Admission: Alex Powell

Assistant Director of Admissions: Nick Gleason

Admissions Counselor: Maya Jacobs

Admissions Counselor: Zach Schwartz

The Admissions Office is responsible for recruiting and enrolling all NEC degree and diploma students and managing their application and audition processes.

AUDIO/VISUAL – 617-585-1275

Director: Lisa Nigris

The Audio/Visual Services department records and/or provides sound reinforcement for most NEC events. These recordings are stored for archival purposes in Firestone Library. AVS is also responsible for audio and video equipment used in classrooms and concert halls. Students may contract the AVS department to record recitals or studio sessions (audio only); provide sound reinforcement for recitals, or, under limited circumstances, to duplicate NEC concerts in our archives.

BUILDING OPERATIONS AND PUBLIC SAFETY – 617-585-1180

Executive Director of Building Operations/Public Safety: Michael Ryan

Assistant Director of Building Operations/Public Safety: Karen Kidd

Michael Ryan is responsible for the Campus Safety and Security, Campus Emergency Response Preparedness (as a member of the Campus Emergency Response Team, CERT), Dining Services, Copy & Mailroom Services, Property Management, Construction and the upkeep, maintenance and management of NEC's buildings and grounds and other outsourced services. Work orders and other requests for these groups can be made directly through the NEC website at necmusic.edu/work-orders. Building Operations is also where students obtain **Studio Keys and IDs (Penguin Passes)** - Located at 295 Huntington Avenue, Second Floor - Room 207. As of January 1st, 2018 the office will be located at 33 Gainsborough St.

BUSINESS OFFICE – 617-585-1221

Controller: Amanda Gates

College Receivable Accountant: Maria Montiel

The Business Office supervises payment activities, including payment of refund checks. Students should direct all billing questions to this office.

CHAMBER MUSIC OFFICE – 617-585-1343

Chair: Merry Peckham

Program Administrator: Elizabeth Van Voorhis

The Chamber Music Office responds to issues, questions or inquiries about Chamber Music, supervises policy, and coordinates chamber music auditions, performance classes, master classes and recitals.

CHORUS OFFICE – 617-585-1340

Administrator: Sally Millar

The Chorus Office responds to issues, questions, or inquiries about all NEC choral ensembles; supervises attendance; maintains the Chorus Library; and coordinates chorus and soloist auditions.

COMMUNITY PERFORMANCES AND PARTNERSHIPS – 617-585-1243

Director: Tanya Maggi

The Community Performances and Partnerships Program at New England Conservatory offers students the opportunity to perform and teach at over 125 partnering organizations throughout the greater Boston community, including schools, community centers, senior facilities, hospitals, museums, historic landmarks, and other cultural institutions. The program is designed to provide undergraduate and graduate students with community engagement skills that are integral to a career in music in the 21st century, and training is provided through workshops, master classes with guest educators, and on-going feedback and evaluation of all programs. The program is open to individual students and ensembles in all disciplines, and performances and teaching visits take place throughout the school year. Students can volunteer to participate at any time, and those who are interested in a more intensive experience may apply for a variety of paid Community Performances and Partnerships Program Fellowships. To learn more, contact us or visit www.necmusic.edu/cppp.

COMPUTER LAB – 617-585-1360

Computer Lab Supervisor: Emily Morrissette

The Student Computer Lab at NEC is managed by the Information Technology Services department and employs friendly and helpful student workers to assist with everyday troubleshooting and technical support. The Lab is open the full academic year and offers general services such as internet access, printing, scanning, and audio and video editing. The Lab's PC and Apple computers offer many the most frequently used software titles; i.e. the Microsoft Office suite, Finale, Sibelius, etc. and are available on a first come, first served basis. Room hours are posted in the hallway outside the Lab. Students are responsible for saving all files to external media/storage devices as unclaimed files are deleted during regularly scheduled maintenance.

CONCERT HALLS – 617-585-1268

Director of Performance Services: Brian Yankee

Scheduling Manager: Corinne King

Concert Halls oversees scheduling and use of all NEC hall space for rehearsals, recitals, concerts, and special events. The Scheduling Manager sets dates and assigns halls for student recitals and concerts. Please visit the Concert Halls office to set up recital dates. Fall semester recitals required for graduation may be scheduled starting in the spring of the previous academic year and continue through mid-semester. Spring semester required recitals will be booked during the Fall semester. Recital scheduling date and procedure announcements will be sent out via NEC email. Students must have a copy of their registration in hand to book a required recital.

COLLEGIATE PRESS & MAILROOM CENTER – 617-585-1195

Karl Schwendenman: Manager

The Copy & Mailroom Center is responsible for providing copy/print services, office supplies, and mailroom services to the NEC Community. The Center can also be used to obtain copyright clearances, on-campus student mailboxes, and copy access codes. Located at 295 Huntington Avenue – Room 207; Location change to be announced.

COUNSELING CENTER – 617-585-1398

Director: Jan Lerbinger, Ph.D.

The Center offers counseling support and assistance to students on a walk-in, continuing, or emergency basis. The Counseling Center provides confidential advice and discussion for students who wish to address compelling personal issues in their lives. (See Health Services for more information.)

DINING HALL: THE GREEN ROOM CAFÉ – 617-585-1289

Located on the first floor of the SLPC building, The Green Room Café offers Starbucks Freshly Brewed Coffee, a selection of hot entrees, soups, and sandwiches, a full salad bar, delicious pastries and plenty of snacks to fulfill your cravings throughout the day. The dining hall also houses a Convenience Area where students can purchase bottled soda, chips, ice cream, toiletries, and household items. All residents participate in the NEC meal plan. Each resident receives a pre-determined amount of dining points for each semester. To purchase items from dining hall, residents present their student ID which contains a barcode that is linked to their declining balance. Each time a purchase is made, the total is deducted from the balance. Meal plan balances carry over from the fall semester, into the spring semester, however, at the end of the academic year all remaining dining dollars are void. Commuter students, faculty and staff may also dine at The Green Room Café and pay with cash, credit, or Cold Cash, which works just like the resident meal plans and may be purchased separately. The Green Room Café has an extensive catering program for student meetings, recitals and other functions. To learn more or to purchase Cold Cash please visit the NEC website.

DIVISION OF PREPARATORY AND CONTINUING EDUCATION – 617-585-1130

Director of the Preparatory School: Rebecca Bogers

Director of the School of Continuing Education: Dan Schmunk

Director of Administration: Jos van der Linde

The Preparatory School and School of Continuing Education provide training and performance opportunities for children, pre-college students, and adults, through activities offered during the academic year as well as the summer months. During the academic year, NEC Prep classes, ensembles, and studio instruction occur primarily on Saturdays with additional activity on weekday afternoons and evenings. The School of Continuing Education offers professional certificate programs for musicians who are seeking additional specialized training, or amateurs who wish to explore their interests. The Division of Preparatory and Continuing Education offers a wide range of work-study opportunities that can serve as career training for NEC College students.

ENTREPRENEURIAL MUSICIANSHIP DEPARTMENT – 617-585-1108

Director, Entrepreneurial Musicianship: Rachel Roberts

Assistant Director, Entrepreneurial Musicianship: Annie Phillips

Program Manager, Entrepreneurial Musicianship: Andrew “Drew” Worden

The Entrepreneurial Musicianship Department teaches valuable skills needed to build a life in music, and provides opportunities to use these skills. EM sponsors a variety of extra-learning opportunities throughout the school year via workshops and performance-based activities; facilitates the Entrepreneurial Grants and Entrepreneurial Advising initiatives; matches students with organizations for a variety of internship and fellowship experiences; assists with applications for scholarships, grants, competitions, teaching, and job listings; and schedules on-campus auditions for summer festivals. The Department offers a library of continually growing information (both in print and online), and provides on-on-one advising with EM staff and connections to our network of 150+ Entrepreneurial Advisors.

EM MUSIC REFERRAL SERVICE – 617-585-1170

Program Manager, Entrepreneurial Musicianship: Andrew “Drew” Worden

The EM Music Referral Service provides NEC students with access to opportunities in music, both for professional development and financial assistance. The MRS has also integrated its performance opportunity listings with Bridge, the online database of over 3200+ opportunities in music (available 24/7 at necmusic.edu/Bridge). The MRS receives over 1000 requests for musicians each year, offering a great way to make money and gain valuable experience as an active gigging musician. All current NEC students are eligible to use this service; to accept paid opportunities referred through the MRS, conservatory students must register at the MRS Office, which is open from 9am to 5pm, in Room 226, St. Botolph. Managed by the EM Program Manager, the MRS office also has year-round work study employment opportunities for current students. The MRS takes no commission for referrals.

FINANCE OFFICE – 617-585-1209**Chief Financial Officer: Ed Lesser****FINANCIAL AID OFFICE – 617-585-1110****Director: Lauren Urbanek****Associate Director: Lauren Flaherty****Counselor: Maria Currie**

The Financial Aid Office coordinates scholarship and loan awards; it also oversees operation of the College Work-Study Program, including referral and placement of students to specific NEC work opportunities.

HEALTH AND COUNSELING CENTER – 617-585-1284**FAX: 617-585-1208****Medical Director: Eileen Reale, MD****Administrative Director Health Center/Nurse Practitioner: Leah McKinnon-Howe, DNP, ANP-BC****Psychiatrist: Fernando Rodriguez-Villa, MD****Nurse Practitioner: Lisa H. Howe, MS, ANP-BC****Nurse Practitioner: Rozanne Puleo, MS, FNP-BC****Office Coordinator: Monica Powtak, BA**

NEC Health and Counseling Services is staffed by physicians and advanced practice nurse practitioners who provide primary care and urgent medical services on the NEC campus. All full-time students are required to enroll and pay the associated fee. The Center is located at 241 St. Botolph Street, Room 112.

INFORMATION TECHNOLOGY SERVICES – 617-585-1235**Director: Charles Membrino****Manager: Jenna Spears****Email: itshelp@necmusic.edu**

The Information Technology Services department provides leadership, management, and delivery of technology services in support of the Conservatory's academic and administrative goals. The department works to keep NEC's technology current, secure and reliable while seeking ways to improve efficiency. The department manages the Conservatory's internal telephone and data infrastructure; Internet service; the campus web portal; data center; databases; wired and wireless (WIFI) services; user access and provides Help Desk support services to all academic and administrative departments.

INSTITUTIONAL ADVANCEMENT – 617-585-1155**Vice President of Institutional Advancement: Kathleen Kelly****Director of Engagement: Maggie McNally****Director of Individual Giving: Allison Boehret**

Institutional Advancement is responsible for all fundraising for New England Conservatory, including the College, the Preparatory School, and the School of Continuing Education. All fundraising activity for NEC initiatives must go through Institutional Advancement. These initiatives include the Annual Fund campaign, academic program-related fundraising, endowed scholarships, and special projects. Engagement focuses on involving all alumni, parents, and friends of NEC in the life of the Conservatory in order to build mutually beneficial relationships between these constituencies and NEC and to drive institutional sustainability.

INSTRUMENT LIBRARY – 617-585-1265**Instrument Librarian: Benjamin Honeycutt**

The Instrument Library signs out school instruments to performing organizations and music education majors taking minor instrument classes. It is also responsible for the school's percussion equipment. If your instrument is being repaired and you need an instrument to practice on, contact this office.

LIBRARY – 617-585-1250

Director: Alan Karass

For detailed information about both libraries, consult the library webpage at <http://www.necmusic.edu/libraries>

The NEC Library contains 100,000 volumes of music and books and subscribes to over 300 journals, newsletters and newspapers, many available online in full-text. Electronic database subscriptions include New Grove Dictionary of Music, Music Index, RILM and the Boston Globe full-text since 1980.

The Library's AV collection contains 80,000 recordings on CD, LP, DVD, DAT and VHS, and several thousand digitized audio files; playback equipment is available for all of these formats. The Library also subscribes to Naxos and DRAM streaming collections. Due to copyright law restrictions, duplicating of audio/visual materials is not permitted.

Performance Library – 617-585-1258

Performance Librarian: Ashton Bush

Instrumental parts for large ensembles are distributed through the Performance Library.

OFFICE OF THE PROVOST AND DEAN OF THE COLLEGE– 617-585-1305

Provost and Dean of the College: Tom Novak

College Administrative Manager: Ching Yeo

Assistant Dean for Administration and Academic Affairs: Alison Garner

College Artistic Manager: Hank Mou

OFFICE OF STUDENT SERVICES

Dean's Office – 617-585-1310

Dean of Students: Suzanne Hegland

Associate Dean of Students: Rebecca Teeters

Academic and International Advisor: Stephanie Barnes

Academic and International Advisor: Davey Harrison

Academic Advisor and Chair of DMA Program: Tom Handel

Office Coordinator: Harris "Teddy" Malasky

The Dean's Office oversees students' academic programs, administers student services, and coordinates academic counseling, extra-curricular, and disciplinary matters. The Dean of Students oversees Health and Counseling Services, chairs the Disciplinary and Academic Review committees, serves as Program Director for the Fulbright program, and faculty editor for The Penguin student newspaper. The Associate Dean supervises the Coordinator of Student Activities and administers Student Health Services. Both the Dean and the Associate Dean meet with students for advice on academic issues and to solve conflicts between teachers and fellow students. The Coordinator of International Student Services oversees international student advising and programming. Academic Advisors provide academic counseling, plan programs of study, and maintain student registration and immigration records; they also work with students on registration, course changes, evaluation of transfer credit and maintaining visa status.

Registrar's Office – 617-585-1282

Registrar: Robert Winkley

Assistant Registrar: Alexander Wolniak

The Registrar's Office is responsible for student academic and personal information and for keeping and sending out (on request) transcripts for students and alumni. Any verification of student status can be signed and sealed by this office.

ORCHESTRA OFFICE – 617-585-1338

Director Large Ensemble Administration: Margie Apfelbaum

The Orchestra Office responds to issues, questions, or inquiries about NEC Orchestras; administers attendance policy, including time-off requests; keeps records for instrumental ensembles; and coordinates ensemble auditions.

PRESIDENT'S OFFICE – 617-585-1200

NEC is conducting a search for a new President. Our Interim President is Tom Novak, Provost and Dean of the College.

PUBLIC SAFETY DEPARTMENT – 617-599-9965 (24-HOURS EMERGENCY) 617-585-1187 (NON-EMERGENCY)

NEC's Public Safety Department maintains a daily crime log records, by the date the incident was reported to us, all crimes and other serious incidents that occur on campus, on or in a no campus building or property, on public property, or within the patrol jurisdiction of the NEC Public Safety Department. The daily crime log is open for public inspection at the NEC's Public Safety Office located at 295 Huntington Avenue, room 207.

Our process for maintain and making the Daily Crime log available complies with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. We reserve the right to exclude crime report information from the log if posting the information jeopardizes an on-going investigation, cause suspect to flee or evade detention or could result in the destruction of evidence relating to the crime.

If you wish to view Daily Crime Logs you may do so by appointment Monday – Friday (9:00 a.m. – 3:00 p.m.) by contacting Michael Ryan, NEC Public Safety Department (michael.ryan@necmusic.edu) at extension 1187.

RESIDENCE LIFE – 617-585-1294

Resident Director: Perry Doherty

Assistant Dean of Campus Life: OPEN POSITION

The **Residence Life staff** is responsible for responding to the needs of the students living in the Residence Hall and facilitating Residence Life events. The **Residence Hall Office (RHO)** is located on the first floor of the SLPC.

The NEC Residence Hall houses approximately 257 students in traditional double rooms, with a limited number of singles, and suites. Cafeteria meal service is located on the ground floor in the Green Room Café. Please see the Residence Life section for further information.

STUDENT ACTIVITIES – 617-585-1320

Located within the Office of Student Services suite on the 2nd floor of the St. Botolph Building, the **Student Activities Center (SAC)** is responsible for operating student clubs and organizations, student events and benefits, and NEC's student newspaper, The Penguin. The SAC also responds to general non-academic student interests and governs the usage of the Howard Student Lounge.

THE WRITING CENTER – 617-585-1322

SLPC Room 303 Email: writing@necmusic.edu

Director and Tutor: Suzanne Hegland 617-585-1313 suzanne.hegland@necmusic.edu

Tutor: Patrick Keppel 617-585-1322 patrick.keppel@necmusic.edu

Tutor: Tracy Strauss 617-585-1300 tracy.strauss@necmusic.edu

The Writing Center offers free individual consultations to all members of the NEC community. In one-on-one sessions, students, faculty, or staff may discuss and work on any writing task, whether course- or career-related, at any stage of the writing process. The Writing Center is located in the Library of the SLPC in Room 310 and is staffed by professional writers and teachers of writing at NEC who are skilled in working with the needs of international students, as well as those with documented disability issues. Evening hours are staffed by trained graduate students. Appointments may be scheduled by dropping by the Center during posted hours, emailing the Center at writing@necmusic.edu or by contacting one of the tutors directly.

RULES AND REGULATIONS

NEC Identification Cards: You MUST carry a validated ID card at all times. You must present your ID card to the guard at the front security station upon entering any NEC building. Under no circumstances may you lend your card to another; misuse of ID cards will result in Disciplinary Action. Students who refuse to show a valid ID card upon request by any member of the Conservatory staff or faculty, especially security and student guards, are subject to Disciplinary Action.

Visitor's Passes: Visitor's Passes are required of non-Conservatory persons. You may obtain a pass for any guest from the Security Desk in each building.

COMMUNICATION

Student Addresses and Telephone Numbers: The Conservatory does not give out student addresses or telephone numbers, except as published in its Student Directory and in accordance with the Conservatory's FERPA policy. However, we are required by state, federal and local authorities to maintain an accurate listing of students' addresses, so it is important that you keep the Office of Student Services informed and up-to-date regarding your current local (academic year), permanent (family) and summer addresses (with corresponding telephone numbers). Students with text-enabled cell phones are also required to update their cell phone numbers, so that important information from our Emergency Notification System can be transmitted via both NEC email and text messages.

The school can maintain up to five different addresses for you: local, permanent, billing, parent, and temporary/summer. During the academic year, we send all written correspondence to your local address; during the summer, to your permanent address. We will always send your tuition and fees bills to the billing address you have given us.

Faculty Messages and Mail: If you need to contact a teacher, you may do so either by emailing the them or by placing a note in their faculty mailbox located on the first floor of Jordan Hall near the entrance. Should you need the home address or telephone number of a teacher, you may ask for it at the Provost and Dean of the College's Office. Please remember: teachers sometimes ask that we not release their telephone numbers; we respect teacher privacy and will not release information about faculty without their permission.

Snow Days: Be prepared for inclement weather, especially in the winter months. In the past the Conservatory has been forced to cancel school. Closings or delays are posted on the NEC website; in addition, emails will be sent to students at their NEC email addresses and text messages sent via the cell phone of record in the ENS.

Information: In addition to email, NEC communicates with the community through the below means:

1. **Bulletin Boards:** Each department and ensemble has a bulletin board where teachers post information on meetings, auditions, or concerts. Each approved student organization also has an assigned bulletin board. Make it a point to find bulletin boards that pertain to your interests. The Office of Student Services Bulletin Board, located along the second floor corridor of the St. Botolph Building, will display information on advising and registration, exam schedules, student activities, health services and so on. If you wish to advertise a non-recital event, please visit the Student Activities Center to get your poster approved. See Bulletin Board and Advertising Policies below.
2. **Mailboxes:** As a student, you have your own mailbox. Resident students have their Conservatory and U.S. mail delivered to their boxes in the Residence Hall lobby; non-residents have boxes in the basement of the Main Building, where they receive their in-house mail. U.S. Mail will not deliver to Main Building boxes, so you cannot use the Conservatory as your mailing address unless you live in the Residence Hall. All mail must be addressed in English to insure proper delivery. **Students are expected to check their mailboxes regularly, and they are responsible for reading and understanding all notices delivered to their mailboxes.**

NEC POSTER POLICY

At NEC we recognize that posters are an important way to share events and recitals within our community. Our poster policy is designed to satisfy the needs of our students, allowing our campus to reflect the character of our students, and our commitment to providing a community that is free of discrimination, harassment, and bullying. This includes, but is not limited to, discrimination or harassment based on sex, race, color, gender, age, sexual orientation, gender identity, religion, ethnic or national origin, physical or mental disability, veterans' status, and membership in uniformed services. Posters that may be construed as creating a hostile environment for any member of our community - including college, continuing education and preparatory students, as well as members of the public who may attend our concerts - will be immediately removed. Repeated violations of the poster policy will lead to disciplinary action.

Locations of posters must also adhere to the guidelines prescribed to us by the Boston Fire Marshall. Posters and flyers advertising NEC events and concerts, including those by NEC recognized organizations and clubs, student recitals and on- and off-campus concerts may be posted on campus only in dedicated areas. Posters may not obscure other posters and must be appropriate for public viewing.

- Dedicated Posting Areas include: bulletin boards in the Jordan Hall, St. Botolph and SLPC buildings that are labeled for this purpose, Posters placed in non-designated areas will be taken down.
- Departmental Locked Bulletin boards are maintained by the Department Head. Postings for these boards must be contained behind the glass. Posters on the outside of the glass will be taken down.
- Postings within the Residence Hall are managed and approved by the Residence Hall Office. To post within the Residence Hall bring 8 copies of your poster to the RHO for approval and posting. All unapproved posters including those placed in the elevator will be taken down.
- Student Organizations can also post posters on the bulletin board outside the Student Activities Office.
- Any flyers that are removed will be kept at each guard desk for one week to be picked up by students, faculty and/or staff.
- Faculty, students, and staff may request that additional bulletin boards be mounted to accommodate additional posters by contacting Building Operations to place a work order.

Questions about poster locations may be directed to the Building Operations Office (buildingoperations@necmusic.edu). Questions about content should be directed to the Dean of Students

BICYCLE REGISTRATION

Until the earmark work is completed, bike racks will all be located in front of Jordan Hall only. When the earmark work is completed, there will be racks located on St. Botolph Street in front of the SLPC. There will be no racks located at 33 G.

NEC has been notified by the City of Boston that bicycles may not be locked to the wrought iron fencing along St. Botolph Street, Gainsborough Street, or Huntington Avenue. Any bicycle locked to these locations will be removed at the owners' expense. Registration is required of all students parking bicycles in the racks in front of both the SLPC and Jordan Hall. Registration stickers are free and are available in the Building Operations office at 295 Huntington Avenue. Please note that stickers are non-transferable; a new bicycle requires a new registration. NEC is not responsible for damaged or stolen bicycles.

Please note: Due to reports of fires and the potential for serious injury, hover boards are banned from campus.

DISCIPLINE PROCEDURES

Behavior: The Conservatory requires its students to behave responsibly, safely, and with full regard to the values of this community. It also requires them to follow the instructions of school officers. If you refuse a directive from a representative of campus security, Residence Hall staff, faculty, or administration, you violate regulations and may be subject to disciplinary action.

Destruction or Theft of Property: Students share in responsibility for the upkeep of buildings and equipment. Any student who damages or defaces school property or the property of others will be liable for damages and subject to disciplinary action. In the Residence Hall, common area damages are the responsibility of all residents of the floor on which the damage occurs, unless the responsible party can be identified. Residence Hall common area damages are billed collectively against the housing deposits for students on the floor in question.

Grievance Procedure: A student who feels unfairly treated by another member of the Conservatory community may seek recourse either formally or informally, through the following grievance processes. Students will not be reprimanded or discriminated against for initiating an inquiry or complaint in accordance with the processes.

Informal Grievance Process: The informal grievance process is an attempt to resolve a grievance by sitting down with the other party and discussing the differing points of view.

If the parties cannot resolve the problem, or if there is a complaint or suggestion you wish to make, it is important to know where to go and to whom you can speak. Here are some guidelines:

1. In administrative areas, such as Admissions, Registration, Advising, Financial Aid, Building Operations, etc., you should take your concerns to the Director of that area. In some cases, you may find it easier to talk to one of the staff members in these offices.
2. If in doubt about whom to approach, the Office of Student Services can refer you to the appropriate office or person. *If the problem involves perceived sexual harassment or misconduct, you should refer to NEC's TITLE IX POLICY ON SEXUAL MISCONDUCT AND SEXUAL- OR GENDER-BASED DISCRIMINATION AND HARASSMENT (see below).*

Department chairs play an important role as "third parties" when there is a problem with a faculty member or an instructor. While you are encouraged to approach the teacher first, some students find this difficult and prefer to ask the chair for assistance. If the problem is with the chairperson as a faculty member, you should address your concerns to the Provost and Dean of the College.

Formal Grievance Procedure: If the difficulty remains, the student should follow guidelines set forth in the Grievance Policy. (See Policy Statements)

DISCIPLINE

A. Jurisdiction

The Provost and Dean of Students of the Conservatory has jurisdiction over all matters of student discipline and disciplinary procedure.

B. Purpose

The purpose of these procedures is to provide a fair and orderly means to address violations of Conservatory rules and regulations, as defined in the [Academic Catalog](#), this [Handbook](#), the housing contract, and in notices posted or circulated by New England Conservatory.

C. Student Conduct

The Conservatory has regulations and traditions governing the behavior of its students. These are necessary to insure both the rights of individuals and the needs of the community. Students are responsible for understanding and following the Conservatory's rules and regulations.

New England Conservatory expects students to act with maturity, honesty, and responsibility. Any behavior that infringes upon the safety, property, rights, or privileges of others, or which impedes the educational process, is not acceptable. As part of a larger community, the Conservatory also expects students to comply with its regulations, as well as local, state and federal laws both on and off campus.

The Conservatory reserves the right to require students to seek hospitalization when their behavior suggests an immediate threat to themselves or the NEC community.

D. Disciplinary Code

The Conservatory urges students facing a disciplinary action to inform parents or guardians, as Federal law permits the Conservatory, under certain circumstances, to report the results of disciplinary proceedings to parents and the community as a whole. The following conduct may subject a student to disciplinary action:

1. Any violation of Conservatory rules and regulations.
2. Any conduct that violates expectations for behavior at the Conservatory by disrupting the community or endangering any of its members, including oneself.
3. Any act of academic dishonesty, including cheating, plagiarism, unauthorized collaboration, or knowingly furnishing false information (see *Academic Integrity*).
4. Any violation of Residence Hall rules and regulations (see *Residence Hall Policies*).
5. The theft or destruction of any property located on Conservatory premises, or belonging to any member of its community.
6. The threat, or act, of physical violence against any student, faculty, or staff member.
7. The use, possession, or distribution of alcoholic beverages or drugs in violation of local, state, or federal laws (see regulations, below).

8. Any act of discrimination against another student, teacher, administrator, or Conservatory employee on the basis of race or ethnicity, religion, gender, or sexual orientation.
9. Any conduct that constitutes a crime under law, whether occurring on or off campus.
10. Any act of sexual misconduct (see Sexual Misconduct Policy).
11. Lying to or bribing a Conservatory official, including faculty, staff, security guards, and student students at the Conservatory.
12. Misuse of any Conservatory equipment, including instruments from the Instrument Library, Residence Hall furnishings, computer terminals, library materials, audio/visual equipment, etc., in a manner that violates the law or the property rights of the Conservatory and/or others.
13. Failure to display an appropriate NEC ID to staff, faculty, staff, or security guards, or the falsification of one's identity for the purpose of gaining access to an NEC building or in an effort to avoid accurate identification by any member of the Conservatory community.
14. Behavior that repeatedly disturbs, interferes with, or otherwise interrupts the academic, musical, or cultural activities at NEC; examples include pager and cell phone interruptions in class, rehearsals, or lessons; excessive noise; or the use of other electronic or mechanical devices that are distracting in a classroom environment.
15. Any act of inappropriate access to employment, financial, academic, or other records regarding one's self or others at NEC, whether as a result of "hacking" or direct access, including efforts to alter one's own billing charges, library fines, or other obligations to the Conservatory.
16. Unauthorized use of the name, logo, or seal of New England Conservatory of Music by individuals or groups, or misrepresentation by individuals or groups as authorized spokespersons on behalf of New England Conservatory of Music or any of its offices, departments, or students.
17. Display on or within public areas of NEC property of any literature, films, pictures, images, advertisements, flyers, websites, or other materials that an average person applying contemporary community standards would find, taken as a whole, appeals to prurient interests, depicts or describes sexual conduct in a patently offensive way, and lack serious literary, artistic, political, or scientific value.

E. Public Law

The Conservatory does not protect students from the consequences of violating federal, state or local laws, and public authorities may act independently to investigate and prosecute such violations. Students charged with legal violations committed on or off campus will also be subject to NEC disciplinary proceedings. The accused student, however, may request a suspension of disciplinary proceedings until the conclusion of a court case. The Dean of Students will then decide if such a suspension is in the best interests of the Conservatory and the student. Nevertheless, if the Dean determines that the student is a potential threat to the safety or security of individuals, he may suspend the student without prejudice to his or her record until the conclusion of the court case.

F. Disciplinary Procedures

1. Filing a complaint:

Any member of the NEC community may report a violation of the student disciplinary code to the Dean of Students, or the Dean may initiate disciplinary action when he/she has reason to believe a student has violated that code.

After consulting with appropriate personnel, the Dean will either:

- a. attempt to resolve the reported violation without a formal hearing; or
- b. initiate formal proceedings.

In extreme cases in which the Dean determines that there is an imminent risk to the safety of community members or the ongoing functions of NEC and its community, the Dean may suspend or otherwise restrict NEC access for the accused student without prejudice to his or her record until the conclusion of the disciplinary proceeding.

2. Internal Investigations and Proceedings:

The Dean of Students may proceed with an informal inquiry into an alleged violation of the disciplinary code to try to determine if such a violation has occurred, or to attempt to resolve the matter. The inquiry may include any student, faculty, or staff deemed appropriate by the Dean. As part of this inquiry, the Dean may:

- a. determine that no further disciplinary hearing is required and so resolve the issue.
- b. drop the case if he determines that there is insufficient evidence of any alleged violation.
- c. accept an accused student's petition, admitting to a disciplinary code violation and agreeing to sanctions determined by the Dean.
- d. hold the case for a reasonable time (up to four weeks) while seeking more information.
- e. refer the case to the Student Disciplinary Committee for a formal hearing.

The student may appeal an informal sanction to the Discipline Committee.

3. Student Disciplinary Committee:

The Dean has the authority to convene the Student Discipline Committee, consisting of the Dean or Associate Dean of Students (chair), two faculty members, the Assistant Dean of Campus Life, a Resident Assistant or Graduate Assistant, and a representative of the Student Senate, as well as the chair of the student's department. In addition, a student may elect to invite his/her studio teacher to be present at the proceedings. An accused student may challenge any Committee member for cause, which might include such matters as personal involvement, prior bias, or conflict of interest. Challenges for cause must be in writing and will be decided by the Provost and Dean of the College. A simple majority constitutes a Committee quorum. Discipline Committee hearings are closed to the public; only the Committee members, the person(s) bringing the disciplinary charges, witnesses, accused students and their advisors (one per accused student), and appropriate administrative and faculty personnel (at the discretion of the Dean of Students) are permitted to attend. In conducting its sessions, the Student Discipline Committee will follow these provisions:

- a. *Notice*: an accused student will receive written notice of the hearing at least five working days before the date of that session, unless the Dean determines that circumstances warrant a hearing on shorter notice.
- b. *Advisors*: an accused student may ask for an advisor from within the NEC community to help in preparing a response to the charges or in appearing at any hearing. Attorneys are not permitted, unless related criminal charges are pending in the courts, in which case the student's attorney may be present but may not participate. In addition, any person bringing charges to the Committee may seek the assistance of any member of the Conservatory community.
- c. *Evidence, Testimony, Witnesses*: an accused student and anyone bringing charges has a right to present relevant evidence, testimony, and witnesses; to know the nature and source of any evidence or testimony; and to question any such testimony. The Conservatory expects all participants to respect the confidentiality of its proceedings.
- d. *Committee Procedures*: the Committee considers evidence, listens to witnesses, and interprets the disciplinary code. It reaches decisions by a majority vote.
- e. *Decision*: an accused student will receive the Committee's decision in writing within five working days of the completion of the hearing, unless specific circumstances preclude a decision within that time. This decision may include any sanction the Committee considers appropriate, including: warning, official reprimand, disciplinary probation, suspension, expulsion from the Residence Hall, or expulsion from the Conservatory. It may also make contingent requirements on a student, such as reasonable financial restitution, community service, or counseling that, if not adhered to, will lead to further disciplinary action.

The Dean or Student Disciplinary Committee may decide that a student's disciplinary code violation is related to an emotional, behavioral or psychological problem. If that is the case, the Dean may propose counseling or psychological treatment and may suggest such assistance as an alternative to sanction(s). The student will be free to accept or reject such an alternative; if the student accepts it, the sanctions may then be suspended during the course of such treatment. If the student ceases such participation, though, the Dean may then re-implement the sanction(s).

- f. *Appeals*: a student has the right to appeal any sanction imposed by the Dean or Disciplinary Committee. To do so, he or she must file a letter of appeal within one week of notice of the sanction(s). This appeal must be based on either procedural error or new evidence (that is, evidence not available at the time of the initial hearing) and must be addressed to the Provost and Dean of the College, who will consider and decide all appeals. An appeal does not presuppose a right to a new hearing, although the Provost and Dean of the College may conduct such a hearing if he wishes, or he may appoint a new committee, provided that it is conducted in accord with regular procedures.

The Provost and Dean of the College may affirm the Committee's original decision, revise its sanctions, or direct that the case be reheard. The decision will be communicated to the student in writing no more than two weeks after the appeal is filed; such a decision is final.

POLICY STATEMENTS

(For the most up to date information about these policies, please consult the NEC website at www.necmusic.edu/college-student-policies)

ANTI-BULLYING POLICY

The state of Massachusetts defines bullying as "the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school." New England Conservatory will not tolerate bullying in any form. Students who believe they have been or are being bullied should report the incident to the Dean of Students or Associate Dean of Students.

GRIEVANCE POLICY

Any student who believes that he or she has been aggrieved by the application of Conservatory policy or other educational decision should first raise the issue with the faculty member or administrator who made the decision in question. Alternatively, the student may first raise the issue with the Chair of the appropriate Department. Any grievance should be raised within thirty days of the action or decision that forms the basis of the grievance. The faculty member, administrator or chair will respond within ten academic days of receipt of the grievance. If the student is not satisfied with the response by the faculty member, administrator or Chair, he or she may seek further review from the Dean of Students. Such further review should be sought within two weeks of the initial response by the faculty member or administrator or Chair. The Dean is located at 241 St. Botolph St., Room 224 and the telephone number is (617) 585-1310. The Dean will respond within ten (10) academic days of the receipt of the grievance. If the student is not satisfied with the response by the Dean, he or she may, within ten (10) days of the Dean's response, seek a final review from the Provost and Dean of the College, whose office is located at 290 Huntington Avenue, Room 121 and the telephone number is (617) 585-1305. The Provost and Dean of the College will listen to the grievance and conduct an inquiry as he sees appropriate and make a determination within thirty (30) days. The Provost and Dean of the College's decision shall be final and binding. The time limits in this policy may be extended by the Conservatory for good reason.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION

It is the policy of the Conservatory to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, gender, gender identity, age, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, veterans' status, membership in uniformed services, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

The Conservatory will investigate complaints of violation of this policy. Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, and/or expulsion.

NEW ENGLAND CONSERVATORY'S TITLE IX POLICY ON SEXUAL MISCONDUCT AND SEXUAL- OR GENDER-BASED DISCRIMINATION AND HARASSMENT

New England Conservatory is committed to providing a safe environment where all students can reach their artistic, academic and personal potential. We comply with all state and federal guidelines relating to sexual misconduct and sexual- or gender-based discrimination or harassment, including Title IX of the Higher Education Amendment Act (1972) and the Campus Sexual Violence Elimination Act (2013). **NEC's policies are resources are located on our website at www.necmusic.edu/title-ix**

PERFORMANCE AND RECORDING RELEASE POLICY:

All concerts presented by NEC performing groups/organizations as part of NEC's academic concert calendar may be audiotaped, filmed, or videotaped. In addition, NEC may engage in commercial audio recording, film and video projects featuring its performing groups/organizations. NEC reserves all rights to these audio recordings, films or videotapes (known collectively hereafter as "Recordings"), including the right to broadcast, license, assign, and distribute the Recordings and derivatives thereof in all media, for any purpose and without limitation. All NEC students assign to NEC all copyright and other rights in such performances and Recordings, including any proceeds earned from commercial distribution or other use of the Recordings. In addition, a student's name and likeness in the published materials associated with these Recordings may be used by NEC and its agents. NEC is released from any claims arising out of broadcast, commercial distribution and promotion of these recordings.

JORDAN HALL VIDEO AND AUDIO RECORDING POLICY:

NEC students and student ensembles may have opportunities to perform in NEC's Jordan Hall. Jordan Hall concerts are audio recorded by NEC and archived in the Firestone Library. Recordings of solo student recitals or NEC student ensembles can be acquired for a fee through the NEC Audio/Visual department. Students who would like to hire a videographer for these concerts must first seek approval from NEC's College Artistic Manager, Hank Mou, at least 30 days in advance of the concert date. Requests for approval of video recording can be emailed at Hank.Mou@necmusic.edu. Any requests approved for video recording of Jordan Hall concerts will be done so under the following conditions:

- You, or your appointed videographer, will video tape only that portion of the concert in which you are the featured soloist. No other portion of the concert may be recorded.
- The video recording is for your own personal evaluation and archival use. NEC authorizes you to duplicate and submit the recording for audition purposes, if you so desire.
- You will not post the video online on YouTube, your personal website or on any other website. Any desire to post the video in any public domain must be approved by NEC's Marketing & PR department.
- You will not distribute the recording via DVD or as an electronic file for any commercial or non-commercial purpose.

Placement of video cameras will be at the discretion of the House and Stage Managers and will not be allowed to obstruct any aisle, doorway or other means of egress.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

New England Conservatory complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. NEC is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records in person. NEC may charge a fee for copies.
- Parents or eligible students have the right to request that NEC correct records which they believe to be inaccurate or misleading. If NEC decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if NEC still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- New England Conservatory must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To the parent or parents of a student who claim the student as a dependent for income tax purposes. NEC may require a copy of that portion of a parent's income tax return that shows the student to be a dependent.
 8. To comply with a judicial order or lawfully issued subpoena;
 9. Appropriate officials in cases of health and safety emergencies; and
 10. State and local authorities, within a juvenile justice system, pursuant to specific State law.

DIRECTORY INFORMATION:

NEC designates the following items as Directory Information. NEC may disclose any of these items without the student's prior written consent, unless notified in writing to the contrary by October 1st of each year. (Students may notify NEC after September 15th, but in this case, NEC will not guarantee that the Directory Information will be excluded from the Student Directory.)

List of Directory Information

name

local address

local telephone number

date of birth

major(s)

minor(s)

program

class year

participation in officially recognized activities including concerts, TOS, etc.

awards, prizes and honors earned in connection with officially recognized activities

dates of attendance

full or part time status

degrees earned

graduation honors

degrees received and degree dates

anticipated degrees and anticipated degree dates

studio instructor's name

student's current schedule of classes

awards, honors, and prizes received outside NEC that are related to a student's musical career

information provided by the student to the Office of Public Relations

most recent previous school attended

A complete copy of the FERPA Policy is available in the Registrar's Office.

AT RISK STUDENTS

An “at risk student” may be defined as a student who is a direct threat to themselves or to others. Examples include, but are not limited to students with homicidal or suicidal thoughts or behaviors.

The New England Conservatory Health and Counseling Service follows federal and state guidelines to maintain the confidentiality of medical information. Under some circumstances it may become necessary for the NEC Administration and the Health and Counseling Service professional staff to share certain information on a “need to know basis only” when a student is found to be “at risk.”

Procedure:

1. If a student is found to be “at risk” by a member of the NEC Health and Counseling Service professional staff, the Dean of Students, Associate Dean of Students or the Assistant Dean of Campus Life, the student will be informed regarding the concerns around their safety.
2. These concerns will be communicated to the appropriate members of the administrative team (NEC Health and Counseling Service professional staff, the Dean of Students, Associate Dean of Students or the Assistant Dean of Campus Life) so that an appropriate course of action can be determined.
When determining the plan of action, the team will take into account the circumstances and needs of the student and the severity of the problem.
3. A meeting will be scheduled between the student and the Dean or Associate Dean of Students to review the proposed course of action and to provide an opportunity to discuss concerns. If immediate action is required, such as hospitalization, the meeting between the student and the Dean or Associate Dean of Students may be postponed until the situation is stabilized.
4. In the event that a medical leave of absence is necessary, the student will follow the guidelines listed in the NEC Leave of Absence Policy.

SMOKING: The Massachusetts clean indoor air act of 1988 requires that smoking be prohibited at private colleges within the commonwealth except in designated areas. Committed to providing a safe and healthy environment for all members of its community, New England Conservatory fully complies with the act. NEC prohibits smoking in all indoor spaces, including entrance foyers and within 25 feet of all buildings. Smoking is permitted outside of conservatory buildings in designated areas only. This provision also applies to e-cigarettes.

Any violation may be grounds for disciplinary action and possible dismissal. Responsibility for policy enforcement lies with the President, Division Heads, administrative and academic department heads, and other supervisors. Each is responsible for ensuring that all faculty, staff, and students comply with this policy.

FREE SPEECH: New England Conservatory considers freedom of inquiry and discussion essential to education. Thus, NEC recognizes the rights of all students to engage in discussion, to exchange thoughts and opinions, and to speak, write, or publish freely on all subjects as guaranteed in our state and national constitutions.

In discharging these rights, students must also recognize their responsibilities; consequently, the Conservatory expects orderly and dignified expression.

POLITICAL DEMONSTRATIONS: Demonstrations that do not interfere with the operation of the Conservatory, people’s freedom of movement, individual civil rights, or Conservatory property are permitted. The Conservatory cannot tolerate demonstration or activities that exceed any of these parameters; students involved may be liable to disciplinary action.

DESTRUCTION OR THEFT OF PROPERTY: Students share in responsibility for the upkeep of buildings and equipment. Any student who damages or defaces school property or the property of others will be liable for damages and subject to disciplinary action.

WEAPONS: Possession or use of any knives, firearms, fireworks, explosive agents of any kind or any other weapon is not permitted in any Conservatory building.

FIRE AND FIRE ALARM REGULATIONS: All persons including students, faculty, and administration must exit the premises immediately in the event of a fire alarm or any other order that the premises be vacated. This policy is based on the compelling need to ensure the safety and wellbeing of all people in the event of an actual emergency. Therefore, it is the Conservatory's policy to treat all alarms as if there is an actual emergency. Any employee who fails to exit the premises immediately will be subject to disciplinary action up to and including termination of employment. Any student who fails to vacate the premises immediately may be subject to disciplinary action up to and including expulsion. When a fire alarm within any conservatory building sounds, students, faculty, and staff must leave the building immediately (see specific instructions for the residence hall under "safety and security" elsewhere in this handbook).

Tampering with fire extinguishers, emergency signs, fire protection equipment, or fire exits is a violation of both state and Conservatory regulations. Students who inflict malicious damage on equipment (including pull-boxes, hoses, smoke alarms, heat sensors, signs, or fire extinguishers) will be liable to fines and disciplinary action.

GAMBLING: Wagering, lotteries, betting pools, card playing for money or property, and other forms of gambling are prohibited under Massachusetts law, except as provided through state-licensed facilities. Any student engaging in any form of illegal gambling on the NEC campus will be subject to disciplinary action.

STUDENT TECHNOLOGY INFORMATION:

General Student Technology Information:

- Students are not required to purchase computers for their NEC work.
- NEC does not sell computers or software.
- All College student receive an NEC account and email address automatically (details are below).
- NEC Wifi is available throughout NEC's new Student Life and Performance Center building. Students seeking Comcast Xfinity services (streaming tv and email) must do so through NEC's Wifi services. Students are responsible for their own Comcast accounts.
- Students are authorized to use public area and Computer Lab (SBG11) computers and NEC WiFi only.
- General use computers are available within the Computer Lab, room SBG11.

NEC Account and Password Information:

- All College students are issued an NEC account and password automatically. Details are available in the Office of Student Services (SB 224).
- Never share your account or password information with anyone.
- Students are *strongly* encouraged to change their initial passwords. Account passwords can be changed at any time by logging into web mail (see link below) clicking on "options" and choosing "change password".
- Students are responsible for all use of their accounts and information contained within.

NEC email information:

- All College students are provided with an NEC email account using the firstname.lastname@necmusic.edu format.
- **To access your NEC email remotely, go to <https://mail.necmusic.edu>**

Campus portal

- Additional departmental specific information, web forms, and links to other resources are available on the campus portal available at <https://my.necmusic.edu/>

NEC's Emergency Notification System:

- Student Cell phone information is collected during orientation and registration events.
- All student's NEC email addresses and cell phone numbers are automatically enrolled within the Campus Emergency Notification System.
- All students are required to update the Office of Student Services with any cell phone telephone number changes and/or updates during the academic year.

NEC Wireless Service (WIFI):

- The Campus Wireless is available for College students with an active account.
- Campus WIFI is available throughout campus including the Student Life and Performance Center, the Student Lounge in Jordan Hall, the SB 3rd floor classrooms and the 2nd and 3rd floor of the Jordan Hall building. For information on wireless access, please go to the Office of Student Services (SB 224).
- Wireless Internet access is a shared resource, so use only your fair share of computing resources. Inhibiting or interfering with the use of the network and services by others is prohibited.
- Students are allowed to use their personal mobile devices to connect to the campus wireless access service, only. Regrettably, voice controlled personal assistants, such as Amazon's Echo/Dot, do not work directly with the NEC wifi system and must be connected to a mobile phone or tablet via a personal internet hotspot or sharing connection.
- Non-NEC students must use the NECWIFIGUEST service, only. Any unauthorized use of the wireless service is strictly prohibited.
- To connect to NEC WIFI:
 - SSID= NECSTUDENTS
 - Username = firstname.lastname
 - Password = your NEC account password

RESPONSIBLE AND ETHICAL TECHNOLOGY USE POLICY:

RECEPTION OF THIS HANDBOOK IMPLIES ACCEPTANCE AND ADHERENCE TO THIS POLICY

Many users share the computing facilities at New England Conservatory. These facilities are shared and must be used responsibly by everyone. All students are therefore required to exercise responsible, ethical and legal behavior when using the Conservatory's computing facilities and services. The following list, though not exhaustive, provides some guidelines for responsible and ethical behavior:

- Abide by all applicable laws. Do not violate any Federal, State, local law or ordinance.
- Use only computers, computer accounts, and computer files for which you have been authorized. Unauthorized technology resource access is strictly prohibited.
- Use technology resources for Conservatory related work, only.
- Do not engage in unlawful, malicious or disruptive activities.
- Do not view or distribute obscene, pornographic, profane, or sexually oriented material.
- Do not violate laws, rules and regulations prohibiting sexual harassment.
- Do not encourage the use of controlled substances for criminal or illegal purposes.
- Do not create or distribute messages containing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- Do not deliberately obtain, create or distribute incendiary statements to incite violence or promote the use of weapons in the execution of a crime.
- Do not send or post information that is defamatory to the Conservatory, its products/services, colleagues, employees, students and/or customers.
- Do not obtain, share or exchange confidential, proprietary information, trade secrets, or any other privileged, confidential, sensitive or proprietary information.
- Protect NEC's data and the systems you use. Treat computing resources and data as a valuable Conservatory resource. Do not make unauthorized copies of NEC data.
- Abide by all applicable copyright laws and licenses. Do not download, copy or pirate software and/or electronic files that are copyrighted or without authorization. NEC policies and the law expressly forbid the copying of software that has not been placed in the public domain or distributed as "freeware" or "shareware." Reproduction of copyrighted material is subject to the Copyright laws of the United States (Title 17, U.S.C.). Infringement of copyright may subject persons to fines and penalties.
- The use of any NEC accounts, systems or networks for illegal file sharing, torrenting, etc. is strictly prohibited.

- Take due precaution against the spread of computer viruses. Do not maliciously attempt to propagate viruses; attempt to gain unauthorized access to systems or accounts, applications or other data; intentionally cause congestion, disruption, disablement, alteration, impairment or intentionally jeopardize NEC's networks or systems.
- Do not modify or tamper with network wiring hardware and jacks. Network services and wiring may not be extended beyond the port provided. All IP addresses are the property of NEC. The retransmission or propagation of network services is prohibited without explicit permission. This includes the installation of hubs, switches, wireless equipment and/or any/all personal computer equipment. The NEC network may not be used to provide computer services or Internet access to anyone outside of NEC for any purposes.
- Respect the privacy and personal rights of others. Do not access, attempt to access or copy another user's electronic mail, data, programs, or other files without permission.
- The following activities are specifically prohibited: disclosing your password to others; using somebody else's account to gain access to NEC systems; use of illegal software on any NEC system or network; copying, altering or deleting someone else's files without that person's permission; forging messages; attempting to access accounts, passwords and systems; sending harassing or threatening messages; The sending of unauthorized anonymous messages; the sending of bulk unsolicited messages; reading someone else's files without permission; system attacks; denial of services; and other malicious uses of the network and systems.
- Report any violations. All are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to the Dean of Students and the Information Technology Services department.

Monitoring Disclosure

Use of any NEC-owned technology service (i.e. account, email, wireless service, Internet, etc.) is a privilege granted by the Conservatory if such use does not violate this policy. Accordingly, NEC data and data traffic is not private and NEC reserves the right to monitor and/or access it with or without notice.

All technology services, components and data created or modified remain the property of NEC and are subject to monitoring, inspection and/or evaluation in order to assure technology service integrity; business operations and continuity and compliance with NEC policies and state and federal laws. **Therefore, all users should not have any expectation of privacy when using technology services. Any unauthorized or inappropriate use discovered during such monitoring activities will constitute a violation of this Policy.**

VIOLATIONS OF GUIDELINES

Failure to comply with the above Conservatory policy constitutes a violation and may lead to disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated. In accordance with the established Conservatory practices, policies, and procedures, confirmation of inappropriate use of NEC technology resources may result in termination of access, expulsion from the Conservatory, termination of employment, legal action, or other disciplinary action.

ACADEMIC INTEGRITY

Academic Dishonesty: Academic dishonesty is claiming the work of others as your own. Examples include copying from another student, using facts, ideas, words or phrases from an un-cited source, or relying on hidden notes during an examination. Please note that while at times it may be acceptable to re-use your own work from a prior course to build upon your research, you may only do so with permission of the instructor.

Plagiarism: All NEC students are required to conform to strict ethical standards. The following list of instances of plagiarism is taken from the MLA Handbook:

- you took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own.
- while browsing the Web, you copied text and pasted it into your paper without quotation marks or without citing the source.
- you presented facts without saying where you found them.
- you repeated or paraphrased someone's wording without acknowledgement.
- you took someone's unique or particularly apt phrase without acknowledgement.
- you paraphrased someone's argument or presented someone's line of thought without acknowledgement.
- you bought or otherwise acquired a research paper and handed in part or all of it as your own.

The MLA handbook advises the following practices to avoid plagiarism:

- making a list of the writers and viewpoints you discovered in your research and using this list to double-check the presentation of material in your paper.
- keeping the following three categories distinct in your notes: your ideas, your summaries of others' material, and exact wording you copy.
- identifying the sources of all material you borrow—exact wording, paraphrases, ideas, arguments, and facts.
- checking with your instructor when you are uncertain about your use of sources.

A confirmed case of plagiarism may lead to both academic and disciplinary consequences. The professor will decide the academic consequence: the Conservatory recommends a failing grade on the paper and in the class.

Every suspected case of plagiarism is reported to the Dean or Associate Dean of Students. The Dean or Associate Dean will make a decision about disciplinary consequences. In addition, the Dean or Associate Dean may choose to convene a meeting of the Disciplinary Committee (see page 15) to review the evidence and determine appropriate consequences, ranging from exoneration to expulsion.

ALCOHOL AND DRUG POLICY

Use of alcohol: In Massachusetts, the legal drinking age is 21. Underage drinking, or providing alcohol to a minor, is illegal. The Conservatory requires its students to follow all state laws and regulations on alcohol, including those governing sale, purchase, or serving of alcoholic beverages. Those who violate state law or school policy will face disciplinary action, including the possibility of suspension or expulsion. In addition, we expect students of legal age to recognize the responsibilities of choosing to drink; disruptive, noisy, or belligerent behavior violates the school's expectations. NEC reserves the right to confiscate alcoholic beverages and containers whenever NEC's alcohol policy is violated.

Drugs and Drug Policy: Under the 1988 Anti-Drug Abuse law, the Conservatory is required to provide a drug-free environment; NEC does not condone possession, use, sale, or distribution of illegal drugs. Students who participate in such activities face disciplinary action. The Conservatory also prohibits drug paraphernalia (including bongos, clips, pipes and other items) from its premises. These items are subject to confiscation; students using them are liable to disciplinary action, including the possibility of suspension or expulsion.

Students should also recognize that, in addition to Conservatory sanctions, students face potential loss of financial aid for any violation of the 1988 Act. The Department of Education has announced that all Title IV student aid (including Pell Grant) recipients are required to certify that their benefits have not been suspended or terminated due to a drug conviction. Institutions finding out that students are convicted of drug offenses during periods of enrollment covered by Pell Grants must report the miscertification and withhold further Title IV payments.

In addition, under Federal Law, notice may be provided to the parents of students under age 21 who violate the Conservatory's Drug and Alcohol Policies

HAZING POLICY:

The Commonwealth of Massachusetts passed anti-hazing legislature in December 1987, making it a crime punishable by state law:

Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or other, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understand and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report."

New England Conservatory will not tolerate hazing of any kind; its Discipline Committee will review any such activity – or any failure to report such activity – according to procedures outlined under the Disciplinary Code above.



PRACTICE ROOMS

Practice Room Use: Conservatory practice rooms are available on a “first-come-first-serve” basis. However, there are a few guidelines that we expect everyone to follow:

- All students practicing in the Jordan Hall building and the 3rd floor of the St. Botolph building are required to place their NEC ID’s in a card holder, which are located inside the window of each practice room door.
 - Students may use the rooms for as long as they wish, but they must be present in the rooms to retain their use.
 - Students who leave rooms for more than fifteen (15) minutes lose the use of rooms. Rooms cannot be saved through meals, classes, or other prolonged periods of time.
 - Students are responsible for the condition of the rooms, and, if there is any damage attributable to them, they are responsible for these expenses.
 - Students have rights and responsibilities about use of these rooms; they should, though, always be as polite as possible in exercising either.
 - **Under no circumstances may students teach in practice rooms or studios.**
- I. **Hours:** The Jordan Hall building is open for practicing seven days a week, Sunday through Saturday, from 7:00 a.m. until 12:00 midnight. (Pianists with priority room validation may enter the building at 6:00 a.m.) The St. Botolph building is open for practice Monday through Friday, from 7:00 a.m. until 12:00 noon, then again, on a limited basis, from 6:00 p.m. until 12:00 midnight; there are Continuing Education classes on weekday evenings in the St. Botolph building, which limits the number of rooms available for evening practicing. Both the Jordan Hall and St. Botolph buildings are used almost exclusively by the Preparatory and Continuing Education division until 6:00 p.m. on Saturday. St. Botolph is open for practicing on Sunday from 7:00 a.m. to 10:30 p.m. Occasionally, the St. Botolph building is closed on Holiday weekends. NEC also offers 4 practice rooms on the first floor of the 295 Huntington Avenue building. These rooms are available between 7am and 10pm Monday-Friday.
- II. **Preparatory and Continuing Education:** The Conservatory’s Preparatory and Continuing Education division uses the Jordan Hall and St. Botolph buildings for programming on Saturdays, from 8:00 a.m. until 6:00 p.m. During that time, the Conservatory’s College students may use only rooms reserved through the Concert Halls Office and these may only be used for rehearsals, not for individual practicing.
- III. **Types of Practice Rooms:** There are four different kinds of practice rooms
- Open rooms: these rooms are available to anyone, first-come-first-serve.
 - Locked studios: these are reserved for use by the studio instructor and his/her students. The administration requires each instructor to authorize keys or Penguin Pass codes for each of his/her students.
 - Priority rooms: There are a limited number of Piano Priority and Percussion Priority Rooms; these rooms are designated as priority rooms. Priority for these rooms must go to pianists or percussionists, since they pay annual fees for their use. This means that a pianist has priority over a singer or another instrumentalist, even if that singer or instrumentalist has nowhere else to go. Please see “Piano Priority Practice Room Policy for further details.
 - Jazz Ensemble Rooms: There are a limited number of rooms that have a piano, drum set and amplifiers available. These rooms are designated priority rooms for Jazz and CI students or those needing access to a drum set and/or amplifiers for rehearsals only.
- IV. **Reserved Practice Rooms:** Currently, only students needing the following equipment are able to reserve practice rooms: harpsichord, percussion, playback, drum set or amplifiers. These students are allowed to reserve no more than two hours per day for their rehearsal and no more than two sessions per week (Monday-Sunday). Reservations can be booked no further than a week ahead of time. Composition students are also allowed to book rooms for readings or rehearsals in preparation for composition department concerts or recitals. Composition students are allowed to reserve no more than two sessions per week (Monday-Sunday) for two hours per day.

All other students will have to find practice rooms on their own on a “first-come-first-serve” basis. Reservations can be booked no further than a week ahead of time. The rules of good manners and collegiality (as always) apply. Violation of any of the rules will mean loss of reservation privileges for the semester.

PIANO PRIORITY ROOM POLICY

The policies below will be enforced by NEC staff. Students who do not abide by these policies may be asked to leave these rooms.

- Piano Majors who have paid the “Piano Priority fee” are eligible to use these rooms – a sticker indicating access to these rooms should be on the student ID.
- A student ID must be placed, picture side out, in the ID holder on the door window during use of the room.
- Students may leave the room for a maximum of 10 minutes – if a student is gone for longer than 10 minutes, he/she will have to give up the room to another student who is waiting for a practice room.
- Students are not permitted to teach private lessons in these rooms, nor in any room at NEC.
- Students are not permitted to bring drinks and/or food in the room and cannot eat in these rooms – no exceptions.
- Both College and Preparatory School faculty reserve some of these rooms for studio lessons/coachings at various times in the week – these reservations will be indicated on a printed schedule (updated weekly) outside the room.
- The Schools of Preparatory and Continuing Education have priority with these rooms during the day on Saturdays.
- Students whose studio teacher has a locked studio are eligible to receive a copy of the key to the studio for practicing when the studio is not being used – keys can be obtained from the Building Operations department on specific days/times.
- Please do not leave any unattended valuables in the room, even though it is locked – NEC is not responsible for any missing or stolen items.
- Be courteous and respectful to other piano students waiting for rooms.
- For any emergency, please call the main Security number at ext. 1290.

Piano Priority Rooms

- 208, 302, 303, 310, 312, 314, 316, 318, 320, 322, 365 – these rooms may occasionally be reserved for faculty instruction and coaching as well as Piano audition days in February/March
- 305, 308, 324, 349, 359, 364 – these rooms are reserved for faculty teaching and coaching, but are otherwise available for practicing
- 265 is reserved for Jazz and CI Piano Majors only
- Piano faculty who do not have a locked studio may reserve rooms from either list for their studio teaching.

HEALTH AND COUNSELING CENTER

NEC’s Health and Counseling Center, located on campus at 241 St. Botolph Street, Rm 112, provides timely, comprehensive, and high quality care to both graduate and undergraduate students. We are here to help you optimize your physical and emotional health. We hope that you take advantage of the services that we offer when you are ill, injured, stressed or distressed. All full-time students are required to enroll, and pay the Health Center fee, but there are no “out of pocket” fees for Health Center visits. Services are billed to the student’s health insurance. (See Health Services for more information.)

Counseling Center

The Counseling Center is staffed by psychologists, a psychiatrist, and counseling interns. Psychological services are offered to students at no charge. The staff addresses a wide range of concerns including anxiety, self-esteem issues, relationship dynamics, depression, and substance abuse. All care is strictly confidential. Call 617-585-1398 with any questions or to schedule an appointment.

Health Center

The Health Center staff is comprised of a board certified physician/medical director, and board certified advanced practice nurse practitioners, who provide a broad range of confidential primary and urgent care services on-site, including:

- Well care (routine physical examination, screening tests, immunizations)
- Evaluation and treatment of acute injuries and illnesses
- Evaluation and treatment of chronic illness
- Performance injury screening
- Student advocacy, including expedited referral and coordination of care with specialists and health care institutions

The Health & Counseling Staff are collectively familiar with the special needs of students and musicians and have complementary areas of expertise in internal medicine, college health, mind/body medicine and the stress response, musculoskeletal overuse injuries, vocal problems and performing arts medicine. Please call 617-585-1284 with any questions or to schedule an appointment.

Afterhours (evenings and weekends) care for non-life threatening health problems is available at a number of different urgent care centers in the area, which are posted on the health center website.

Emergency care is available at several major academic teaching hospitals within a 1-3 mile radius of NEC including Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Children's Hospital Boston, Boston Medical Center, Tufts Medical Center, and Massachusetts General Hospital.

Medical and Psychiatric Emergencies

Report all medical and psychiatric emergencies that occurring on-campus to the closest Security Station. (You may dial the last 4-digits if calling from an NEC phone)

Jordan Hall: 617-585-1290

St. Botolph: 617-585-1241

Residence Hall: 617-585-1333

Report all medical and psychiatric emergencies that occurring off-campus to Local Emergency Services by dialing 911.

Health Report

Prior to registration, all incoming domestic and international resident students must:

- Complete and submit a Student Health Report which includes documentation of previous immunization history and/or proof of immunity against certain infectious diseases, as required by Massachusetts state law (*to be reviewed and signed by a healthcare provider*)
- Comply with college and state-mandated vaccinations
- Provide proof of health insurance

Students under the age of 18 upon arrival to NEC must have a parent or legal guardian complete and sign the Consent for Treatment Section found on the first page of the Student Health Report.

In addition to completing the paper version of the Student Health Report, students will be required to:

- register as a user on the NEC Student Health Portal with their NEC issued Student ID number
- enter their immunization data into the on-line portal
- upload the completed paper version of the form

A fee will be charged for late or incomplete Student Health Report submissions. Please contact the Health Center at 617-585-1284 for more information.

Health Insurance

The Commonwealth of Massachusetts requires all students to have insurance that covers hospitalization and specialists' care. All full time students will automatically be enrolled in NEC's Student Health Insurance Plan annually. NEC's plan, administered by Gallagher Insurance Agency, provides benefits for a 12-month period that meets or exceeds all requirements. Any student who demonstrates comparable insurance coverage may waive NEC's plan. For information about NEC's student health insurance plan, the on-line waiver process, and questions about insurance requirements, goes to www.gallagherstudent.com/NEC. NEC mails a full description of coverage to all students and will enroll all students who have not waived the school plan by August 15, 2017. For further information, students may contact the Business Office at 617-585-1221. Students who have paid the insurance premium and who take a leave of absence from NEC will be covered through the remainder of the coverage period (see Leave of Absence Policy).

RESIDENCE HALL AND RESIDENTIAL LIFE

IMPORTANT PHONE NUMBERS

Boston Police.....	911
Fire.....	911
Ambulance.....	911
Residence Hall Security.....	617-585-1333
RA on Duty Cell Phone (daily, 7pm-9am).....	617-504-4395
Main Building Security.....	617-585-1290
St. Botolph Security.....	617-585-1241
Health Center.....	617-585-1284
Counseling Center.....	617-585-1398
Residence Hall Office.....	617-585-1294
The Green Room Café Office:.....	617-585-1289

RESIDENCE HALL STAFF

The Residence Hall staff includes the Resident Director, two Graduate Assistants and seven Resident Assistants. Other staff members who work within the Residence Hall include security guards, cleaners, maintenance, and dining hall personnel.

Each residential floor is staffed with a **Resident Assistant (RA)**. RAs are full-time, live-in undergraduate or graduate students who have been selected for their leadership skills and willingness to help other students. The RAs are available as a resource for general questions including personal and academic concerns. They focus on community building within the hall through regular event planning. RAs are also responsible for ensuring NEC and Residence Hall policies are followed. They are an excellent source of immediate support and referral. An RA is on duty daily from 7pm to 9am. A Graduate Assistant and the Resident Director also participate in an on-call system for additional support. During duty hours, the RA on Duty can be reached on the RA cell phone at (617) 504-4395.

The **Graduate Assistant for Student Activities** is a full-time graduate or upper-class student who is hired for their extensive background in student activities and event development. The GA for Student Activities *lives in residence* and is active in their commitment to the Residence Hall community, but primarily works toward creating events and activities for the larger NEC community.

The **Graduate Assistant for Wellness Programs** is a full-time graduate or upper-class student hired for their extensive background in wellness and program development. The GA for Wellness *lives in residence*, is active in their commitment to wellness within the Residence Hall community, but is hired to create events for the larger NEC community in collaboration with the Residence Hall, Student Activities, Health Center, and Dining Services staff.

The **Resident Director** is a full-time, live-in professional who oversees the daily endeavors of the Residence Hall, including management of crisis and resident meditations, as well as direct supervision of the Residence Life staff.

The **Assistant Dean of Campus Life** is a full-time, *off-campus* professional who oversees all aspects of Residential Life and Student Activities.

Professional security is provided 24 hours a day, 7 days a week, posted at the front entry of the Residence Hall providing safety to residents through emergency response and regulation of entry. All residents must present their New England Conservatory ID card (validated with a Residence Hall sticker) to enter. Guests must be checked in properly by residents at the security station to enter (see Guests below).

RESIDENCE HALL FIRE EVACUATION PROCEDURE

In the event of a fire evacuation, you will hear the alarm: an announcement followed by a pulsating alert tone. When you hear the alarm, please listen for instructions about how to evacuate the building. Exit the building using the nearest stairwell. **Do not use the elevators. Evacuate to the Matthews Arena Parking Lot**, remaining with members from your floor you are affiliated with and congregate in a group as far away from the building as possible. Roll call will be taken by the floor RA or another Residence Life staff member. Remain outside until a Residence Life or security staff member provides further instructions. All stairwells are to be used in the event of an emergency evacuation along with the alarmed Emergency doors located at the bottom of each stairwell.

RESIDENCE HALL DISCIPLINE PROCEDURES

PURPOSE: The rules, regulations, and procedures of the Residence Hall are designed to create a living environment based on mutual respect for fellow students and for the aims and goals of New England Conservatory. The Conservatory is above all an educational institution. Students who live in the Residence Hall are expected to respect the rights and needs of their peers in their academic pursuits.

PROCEDURES: Residence Hall staff and the Resident Director are responsible for enforcing Conservatory policies within the Residence Hall. Support of and compliance with policies is the responsibility of each member of the NEC community. Violation of Residence Hall rules and regulations can lead to disciplinary action. Notwithstanding the provisions of the NEC Disciplinary Code, the staff will follow the process outlined below whenever possible:

1. **INITIAL WARNING** will be issued in verbal form to an individual who has violated a regulation or policy.
2. **WRITTEN WARNING** will serve as a warning from the Resident Director or Assistant Dean of Campus Life. Barring further infractions of policy, the student's official record will remain clear, but all written warnings are copied to the Assistant Dean of Campus Life or Dean of Students.
3. **PROBATION** status will be imposed on a student in extreme circumstances. The terms of the probation may or may not include a loss of privileges in the Residence Hall. The student will be warned that future violations may be referred to the Disciplinary Committee.

The Resident Director reserves the right to take action and/or refer a situation immediately and without warning to the Assistant Dean of Campus Life or Dean of Students, depending upon the severity or intent of the infraction.

RESIDENCE HALL RULES AND REGULATIONS

For a full list of the Residence Hall rules and regulations, please reference the resident Housing Contract. All residents are required to submit a signed copy before their time of move-in and have an additional copy for reference in their email via their housing assignment email. Any non-resident may request a copy of the Housing Contract at any time from the Residence Hall Office.

ALCOHOL & ALCOHOL PARAPHENELIA: The Conservatory's Alcohol and Drug Policy is explained under its own heading in this Handbook. Below is a supplemental alcohol use regulations applicable specifically to the Residence Hall environment.

Alcohol is only permitted in the rooms of residents who have been confirmed as 21+, who do not live with an underage roommate (official sticker on door to confirm status), and when persons under the age of 21 are not present. Compliance with the following regulations is required:

1. In accordance with the law, residents under the age of 21 are prohibited from having alcoholic beverages or containers (including empty containers or paraphernalia) in their rooms, and are also prohibited from being in a room where opened alcoholic beverages are present.
2. Residents over the age of 21 and who do not live with a resident who is under the age of 21 may who choose to host private gatherings in their room. When alcohol is present, the resident will be held responsible for identifying and removing any person who is not of drinking age. Anytime alcohol is open and exposed, the door to the room must remain closed.
3. The consumption of alcoholic beverages in common areas (hallway, lounge, bathroom, etc.) is prohibited, regardless of age.
4. Residents over the age of 21 who are designated to drink in their private rooms must have the alcohol concealed in a bag upon entering the building, go directly to their room, and leave it in their room. Alcohol may not be kept outside of the room or in the communal fridge.
5. Students, regardless of age, are prohibited from being disorderly or destructive due to alcohol consumption while in the Residence Hall. Students found to be disorderly will face disciplinary action.
6. Beer kegs, beer bongs, or other manufactured and/or handmade alcohol receptacles whose purpose is to aid in the rapid ingestion of alcohol are forbidden in the Residence Hall. This applies to all residents, regardless of age. These items will be confiscated and disciplinary action may apply.
7. Participation in games or activities intended to increase the rate of consumption of alcoholic beverages is prohibited.
8. Alcohol that is present or being consumed in the Residence Hall in violation of the law or Residence Hall rules and regulations will be confiscated and disposed of. Students involved will face disciplinary action.
9. The consumption of alcoholic beverages on the streets of Boston or other public areas is prohibited by law.

CO-HABITATION: The resident may not have a guest or multiple guests residing in their assigned space for an extended period of time as deemed by the Conservatory. A resident with ten [10] or more checked in overnight guest(s) per month will be considered to be co-habiting and guest privileges may be suspended or revoked for the remainder of a semester and/or academic year. Guests who have been checked in overnight by any number of residents for ten [10] or more nights within a month will also be considered to be co-habiting in the Residence Hall and will be restricted access until the following month or may be banned from the building for an extended period of time. Please refer to the Guest policies below for further details.

DRUGS & DRUG PARAPHENELIA: Possession, use, and/or sale of any drugs (legal or illegal by state and/or federal standards) in campus housing may result in immediate suspension and/or expulsion from campus housing and/or New England Conservatory. Possession, use, and/or sale of any amount of marijuana will result in immediate disciplinary action and may also result in suspension and/or expulsion from campus housing and/or New England Conservatory. Medical marijuana cards are not valid on NEC residence housing property. NEC adheres to all state and federal standards and this contract reflects any and all updated laws throughout the academic year. Any form of drug paraphernalia is not permitted within the Residence Hall and, upon suspicion and/or sight, may result in an immediate room search and may be subject to NEC Security or Boston Police turnover. Drug paraphernalia is defined as equipment, products and/or materials that are used, intended for use, designed for use, or have come in contact with any type of drug (legal or illegal by state and/or federal standards). Disciplinary action may apply.

GAMBLING: All forms of gambling including the sale of lottery tickets by individuals is forbidden in the Residence Hall. See also GAMBLING under NEC Rules and Regulations.

GUESTS: Residents must escort and sign in and out all guests. Guests must show and leave a state issued photo ID or a legitimate student identification card with front desk security. The resident must accompany guests at all times in the building. Guests must observe all rules and regulations applicable to full-time residents. The resident is responsible for relaying all policies to the guest and will be responsible for the conduct and behavior of their guests. Residents will be liable for any damage done by their guest(s).

Guests may not be checked into the Residence Hall more than ten [10] nights in a month or three [3] consecutive nights in a row. For extenuating circumstances, please contact the Assistant Dean of Campus Life via email two [2] weeks prior to planned stay. Approvals of such requests are subject to the Resident Director and not guaranteed for approval. Guests found to be violating these policies or any other policies will be escorted out of the Residence Hall and may be banned from the NEC Residence Hall and/or further disciplinary action may apply. Maximum occupancy of a room is eight [8] persons per double/deluxe single/suite and four [4] persons per single room.

HALL SPORTS: Due to the high probability of injury to a bystander or participant and the possibility of damage to the Residence Hall, unsupervised athletic contests, contests of physical skill or strength, and other sports-related activities, either of a traditional or improvised nature, are not permitted in the Residence Hall.

LAUNDRY: Residence Hall laundry facilities are for the use of NEC residents only. Any non-resident found using the laundry facilities will be escorted out of the Residence Hall immediately. Clothing and other laundry items that are abandoned will be disposed of.

LOUNGES: Floor lounges are to be kept clear of personal belongings at all times. Any objects left in the floor lounges will be confiscated and disposed of immediately. Conservatory-owned furniture in floor lounges may not be moved onto other floors or into students' rooms. Floor lounges may not be used for sleeping, jam sessions, practicing/instrument playing, or any other activity deemed disruptive to the Residence Hall community.

PETS: Pets of any kind, including fish, are not permitted within the Residence Hall. Only service animals are temporarily permitted in residence areas and must receive approval by the Resident Director and/or Assistant Dean of Campus Life before entry.

QUIET, COURTESY & PRACTICING HOURS: The guest will abide by the designated hours and their counterparts. Repeated violations of Quiet, Courtesy and/or Practicing Hour regulations may result in being banned from the NEC Residence Hall and/or further disciplinary action may apply.

Standard Quiet Hours:

Weekday Hours (Sunday evenings - Friday mornings): 10:00pm - 10:00am

Weekend Hours (Friday evenings - Sunday mornings): 11:00pm - 11:00am (official NEC Holidays extend weekend hours)

Practicing Hours: 9:00pm - the end of Quiet Hours as stated above

Practicing is never permitted in the lobby, hallways, lounges, bathrooms, or any other common spaces.

Courtesy Hours: During Non-Quiet Hours, guests are expected to respect residents' reasonable requests for quieter conditions. This includes but is not limited to practicing and rehearsals.

ROOFS, LEDGES, FIRE ESCAPES & WINDOWS: Students are prohibited on rooftops or ledges. Throwing objects from or into windows can be extremely dangerous, both to passersby and property below, and is prohibited in any college building. Disciplinary action may apply.

SMOKING: Smoking, including the use of unregulated nicotine products such as "e-cigarettes", is strictly prohibited for use within any portion of the Residence Hall. Students may not smoke within 25 feet of an NEC building (including e-cigarettes). Smoking areas are located at the corners of Gainsborough St. & St. Botolph St. and Gainsborough St. & Huntington Ave. Use of e-cigarettes for smoking marijuana or any other type of drug will be considered paraphernalia, confiscated and the aforementioned action will apply.

WEAPONS: Possession or use of any knives (not for the purpose of cooking or reed-making), firearms, explosive agents (including fireworks), or any other items which are used, intended for use, or designed for use as a weapon, are not permitted in the Residence Hall or any Conservatory Building. Suspicion of weapons will result in an immediate room search. Possession of weapons may result in immediate suspension or expulsion from campus housing or New England Conservatory.

DINING HALL POLICY

In keeping with Commonwealth health codes:

1. Footwear must be worn at all times.
2. Appropriate clothing is required. No bedclothes allowed.
3. No smoking is permitted in any area.

STUDENT ACTIVITIES

STUDENT ACTIVITIES CENTER (SAC)

The Student Activities Center is located within the Office of Student Services suite on the 2nd floor of the St. Botolph Building – room 226. The SAC is responsible for operating student clubs and organizations, student events and benefits, and NEC's student newspaper, The Penguin. The SAC also responds to general non-academic student interests and governs the usage of the Howard Student Lounge.

MISSION STATEMENT

The Student Activities Center fosters an active and welcoming campus culture through a variety of student benefits and programming aimed at developing personal and interpersonal growth. We believe that our students are most successful as both musicians and members of contemporary society when they are immersed in an environment that allows them to explore and develop their unique personalities with the support of their peers, staff, and faculty members. Our programming and services contribute to students' well-rounded, positive personal identity so as to build and sustain a diverse and supportive NEC community.

STUDENT BENEFITS

The Student Activities Center also facilitates the following student benefits:

1. *MBTA Semester T-Pass:* Students may purchase their monthly semester T-pass through the Business Office for a savings of 11%. This service must be prepaid at the NEC Business Office by August 1st and January 1st.
2. *Boston Symphony Orchestra College Card:* All NEC students may receive a BSO College Card free of charge. The College Card allows students the opportunity to attend many BSO concerts for free. College Cards can be picked up in the Student Activities Center at the beginning of fall semester. Only one card will be issued to each student; there is a \$20 replacement fee for lost cards. For more information about the BSO College Card, visit bso.org/collegecard.
3. *Northeastern University Gym Membership:* NEC students may use the NU gym facilities by paying a one-time fee for the entire academic year. Sign-up is available at the beginning of each semester through a link on the SAC page on the NEC website.
4. *FREE Wellness Classes:* Such as yoga & meditation. Sponsored by Student Activities and offered throughout the academic year.

5. *Museum of Fine Arts and the Isabella Stewart Gardner Museum*: Students may present their valid student ID to both museums to gain FREE entrance. With a valid NEC student ID and **Spaulding Library's admission pass**, \$6 tickets for special MFA exhibitions are available Monday through Friday, from noon to close. These tickets are same day only and are subject to availability. Go to the Spaulding Library to check out an *admission pass*. All *admission passes* may be borrowed for 24 hours; they may not be reserved in advance.
6. *Howard Student Lounge*: The student lounge, located next to Student Activities and Brown Hall is available to all students. The lounge has sofas, computers, and Wi-Fi access. The SAC also approves student lounge reservations for events such as recital receptions.
7. *ZipCar*: Open to everyone within our NEC community who is over the age of 21. No application fee with an annual fee of \$25. You will need to register with your NEC e-mail address. *For more information visit www.zipcar.com/nec.*

For more information about Student Benefits visit our webpage on the NEC website!

CAMPUS PROGRAMS AND EVENTS

The Student Activities Center sponsors a variety of programs and events throughout the academic year. Both on- and off-campus programs allow students the opportunity to participate in social and wellness activities that enhance their experience at NEC and contribute to the active campus culture.

STUDENT CLUBS AND ORGANIZATIONS

NEC Clubs and Organizations celebrate and promote the diversity of our student body. Their goals should be to promote friendship, dialogue, and understanding within our community. Recognized student groups benefit from the resources available in the Student Activities Center including the use of office equipment and supplies, use of campus facilities, advertising support, funding, and recognition on campus. Please contact the Student Activities Center for more information on how to become a recognized student group and/or to find out what groups are already on campus and get involved!

STUDENT SENATE

Student Senate members serve on one of four committees: Undergraduate Curriculum Committee, Graduate Curriculum Committee, Student Affairs Committee and Disciplinary Committee

Student Senate Representative responsibilities include serving on his/her respective Committee, and participating in approving Penguin Projects and Student Organizations.

Off-campus Housing

The Student Activities Center provides resources for students living off-campus. These resources include apartment searching tips, information on Boston housing code, tenant's rights and responsibilities, and neighborhood safety. In conjunction with the Admissions Office, the SAC oversees the NEC Off-Campus Housing Facebook Group where NEC students can connect with other students to find roommates or apartments.

BOSTON INFORMATION

Banking: During Orientation, the Conservatory invites bank representatives to introduce their services to new and returning students. But there are a number of banks in the area, and you should consider opening an account with one that, in your opinion, provides convenient and inexpensive services. Please remember that we do not cash students' checks, so you almost certainly need a local account. (Please: use checks and credit cards; do not carry large amounts of cash.)

Bikes: Bicycles are practical, relatively inexpensive, and easy to park. Boston has excellent bike paths along the river; the city has a large biking population. But be careful: Boston drivers are notoriously dangerous; bike paths are densely populated; and the law requires that you obey traffic laws, whatever your vehicle of choice. (Please: wear a helmet.)

There is a bicycle rack in the courtyard of the Residence Hall, but be careful to lock your bike at all times. Bicycles may not be chained or locked to the fence in front of Jordan Hall, on Gainsborough Street. Please do not leave it in a stairwell, hallway, or other passage or emergency exit; that's against the law.

Books and Music:

Books and scores for all NEC courses may be obtained at Music Espresso

Music Espresso (The Music Store at NEC)

295 Huntington Ave., Room 211, Boston

Boston Music Co.

Cars and Parking: The Conservatory does not offer parking for students. We advise you not to bring a car. The closest available parking is in the Symphony Garage, located behind the main building on St. Botolph Street. There are fees associated with parking in this garage.

Concerts: One of the advantages of living in Boston is the number of performances in the area. Major artists perform here at the Conservatory or in Symphony Hall (just down Huntington Avenue). Generous donors often provide a limited number of Boston Symphony Orchestra tickets for the use of Conservatory students. See the Office of Institutional Advancement for more information.

The **Massachusetts Motor Vehicle Law** requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in which their school is located.

“It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General laws. Failure to file such a statement is punishable by a fine not to exceed \$200.”

New England Conservatory, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by completing an acknowledgement (available in the Office of Student Services) each year they are enrolled at the Conservatory.

Instructions for complying with the law

- All out-of-state students, including those who do not bring cars to Massachusetts, are required to read and sign the acknowledgment form.
- In addition, **students bringing vehicles** into the Commonwealth of Massachusetts are required to download and complete the **Nonresident Driver Statement** from the Massachusetts Registry of Motor Vehicles.
- Deliver form (by mail or in person) to the Registrar in the Office of Student Services.
- The Registrar will mail completed forms to the Boston Police Department and will then provide a state-approved decal to the student. This decal must be prominently displayed in the uppermost center portion of the windshield of the student's vehicle.

INFORMATION FOR INTERNATIONAL STUDENTS

Student Visa Regulations

You should direct all visa questions to your Academic and International Student Advisor.

You MUST report to your Academic and International Student Advisor at the beginning of each and every semester with a copy of the following documentation:

- **Valid F-1 visa stamp**
- **Biographical page of your passport**
- **I-94 Record (obtained at www.cbp.gov/I94)**
- **Local (US) address**
- **Home (foreign) address**

In addition, you are responsible for updating your advisor when any of the above information changes, or when you make changes to your academic program within 10 days of the change. Failure to do so could have serious consequences for your eligibility to remain in the United States.

The following summary of visa regulations applies to all international students who are in the United States on F-1 visas.

I. DOCUMENTS

- 1) **Passports:** Your passport, issued by your government, allows you to leave and re-enter your country. Your passport should always be valid at least six months into the future; if necessary you should have it renewed by your country's consulate six months before it expires. You may be able to do this within the United States by mailing your passport to your embassy for processing.

- 2) *F-1 (student) visa stamp*: This visa stamp allows you to travel to the United States. The date stamped on your visa indicates the last day you can enter the United States. If the visa stamp expires while you are studying in the United States, you do not have to get a new visa stamp until you leave; however you must have it renewed before you may re-enter the US. You may obtain a visa only outside the United States at an American Embassy or Consulate. To qualify for the F-1 visa stamp you must have an updated I-20 Form from NEC. Canadian students do not have a physical F1 visa stamp.
- 3) *The I-94 with the "D/S" stamp*: The I-94 Arrival/Departure document is the evidence of registration that you have entered the U.S. as a non-immigrant. You are required by the Immigration and Nationality Act (INA) to carry with you evidence of documentation. Your I-94 should read "F1/DS," which stands for Duration of Status and indicates that you may remain in the U.S. for the duration of your status as an F1 student. You must supply your International Advisor with a copy of this registration. Formerly a white card stapled in your passport, the I-94 is now recorded on an electronic database and frequently stamped in your passport. To verify that you have received an I-94 record and have entered the U.S. in the correct F1 status, please check your passport for the I-94 stamp or obtain a print-out at www.cbp.gov/I94 each and every time you travel internationally.

II. MAINTAINING F-1 VISA STATUS

To remain in legal F-1 status, an international student must:

1. Report to the International Advisor each and every semester.
2. Have a valid passport, valid I-94 record, and valid, unexpired I-20 Form;
3. Be a full-time student during both the fall and spring semesters
4. Make satisfactory academic progress
5. Keep I-20 valid in terms of extensions, changes to personal, financial and program information.
6. Report all changes in local and foreign address within 10 days of change
7. Complete SEVIS transfer procedures when changing schools
8. Abide by F-1 grace period rules
9. Abide by rules requiring disclosure of information and prohibition of criminal activity.
10. Abide by any special requirements, such as Special Registration
11. Not work, either on- or off-campus, unless specifically authorized under the regulations
12. Abide by the aggregate unemployment rules while on post-completion OPT.

III. IMMIGRATION ISSUES

- 1) *Full-time status*: Students must be registered for full-time status during their entire period of study. Exceptions can only be made for medical reasons (with a doctor's written explanation) or during a student's last semester if he/she does not need full-time status to complete degree requirements.
- 2) *Extensions*: All international students are expected to complete their program before the expiration date noted on their I-20. This period is four years for non-transferring undergraduates and two years for non-transferring graduate students. Any student who is unable to complete their program before the expiration of their I-20 must request an extension of stay before the completion date listed on the I-20. Students are eligible for an I-20 extension to complete academic requirements due to documented illness or changes in major or program. Extension requests must be documented by faculty and/or physicians. Requests for extensions may be processed by your International/Academic Advisor.
- 3) *Changing Education Levels*: If you have completed one program of study at NEC and are returning to NEC for a new program, you may change your education level during the grace period following the completion of the first program of study. You must submit updated financial documents and obtain a new I-20 form with the new program. You may remain in the U.S. during the semester break between programs and do not need to travel to renew your F-1 visa if it has expired.

- 4) *Transfer students*: You may remain in the U.S. on an F-1 visa from another school provided that you transfer your visa sponsorship to NEC. To do this, you must have your previous school sign a release and return it to the Office of Student Services within the grace period of your previous institution. After you have completed this process, you will receive a notation on your I-20 form indicating that you have transferred your visa sponsorship. This means that you do NOT have to leave the US to get a new visa.
- IV. *Travel outside the United States During your Program*: If you leave the U.S. during your program, make sure you have the following items in your possession to re-enter the U.S.:
1. Your passport valid for at least six months after your return to the U.S.
 2. A valid F-1 visa stamp
 3. An I-20 Form signed by a Designated School Official in the Office of Student Services
 4. Documentation of financial support.
- V. *Travel outside the United States while on Optional Practical Training (OPT)*: If you leave the U.S. during OPT; you should carry your Employment Authorization Document (EAD) card and employment offer letter in addition to the items listed above.
- VI. *Travel outside the U.S. with an expired F-1 visa*: If you are eligible to re-enter the U.S. as a student and your F-1 visa is expired you MUST get it renewed while abroad at a U.S. embassy.

Exception: Travel to Canada, Mexico, or the Caribbean for less than 30 days may qualify for automatic revalidation of your F-1 visa.

1. Please confirm with the country if citizens from your home country are required to obtain a tourist visa;
2. Have a valid passport;
3. Have a valid I-94 record printout from www.cbp.gov/i94;
4. Have your I-20 Form signed by a Designated School Official in Student Services;
5. Have maintained and intend to continue to maintain F1 visa status and reenter the U.S. prior to your program end date;
6. Do not require authorization of temporary admission to the U.S. under section 212(d)(3) of the Act; and
7. Have not applied for a visa while abroad.

If you leave the U.S. it is extremely important that you see your advisor (at least one week prior to departure) since it may take time to prepare your I-20 Form. Students unable to obtain the travel signature prior to leaving the US must have the I-20 Form sent to them in their home country and will be charged for any express mail services.

VII. ON-CAMPUS WORK AUTHORIZATION

International students are allowed to work in certain on-campus positions for a maximum of 20 hours per week during the school year and 40 hours per week during vacations. There is no special authorization necessary to work on-campus; however, international students should be aware that they will be responsible to pay state and federal taxes on any money that they earn. Students will be required to obtain a Social Security Number if hired on campus and should visit Student Services for more information.

VIII. OFF-CAMPUS WORK AUTHORIZATION

As an F-1 student, you are not permitted to engage in unauthorized off-campus employment. However, you will be eligible to pursue authorization for off-campus practical training experiences in the field of music. There are two types of Practical Training. Both require authorization by your International Advisor and USCIS PRIOR to the practical training. Practical Training is designed to give students the opportunity to gain meaningful, practical experience that will enrich their academic program. Further details for both Practical Training opportunities are in the Office of Student Services.

- 1) *Optional Practical Training (OPT)*: OPT allows international students to work in the United States to gain practical experience in their fields of study at the Conservatory. This training must be specifically related to a student's studies.

Most students will do a full 12 months of Post Completion (after their program ends) of OPT. However, students may apply for part-time Practical Training during the semester after they have been in status for at least 9 months. Students are eligible for full-time OPT 1) during annual vacation periods if the student is currently enrolled and eligible, and intends to register for the next semester; 2) after completion of all course requirements for the degree (excluding recital or thesis); or 3) after graduation. DHS authorizes Practical Training for a maximum period of 12 months for each advanced degree completed.

Students on post completion OPT may not be unemployed for more than 90 days. Please see the International Student Handbook for a complete explanation of the new Optional Practical Training rules.

- 2) Curricular Practical Training (CPT): CPT allows international students to work off campus as part of their studio work. Students offered performance or teaching opportunities must request CPT authorization through their International Advisor PRIOR to the employment. Forms are available in the Office of Student Services. Students must supply a job offer letter and signed permission from their studio instructor to pursue the work as a part of their studio instruction during the semester or summer breaks. Note that students requesting CPT must have been enrolled in their program for at least one academic year, and that the studio instructor and/or the International Advisors reserve the right to deny CPT authorization based on the nature of the work assignment.

Any work authorization not approved through Practical Training will be granted only as a result of "severe economic hardship". The student must demonstrate that his or her financial circumstances have drastically changed since enrolling at NEC. For information on applying for off-campus work authorization, please see your international student advisor.

IX. REINSTATEMENT OF STATUS

Students who fall out of status by failing to register full-time or failing to extend their I-20 before it expires must apply for reinstatement of status through DHS. Students who need extensions due to academic probation and/or suspension must also apply for reinstatement of status through DHS. Students who fail to maintain their status may be denied re-entry to the US.

Students are eligible for reinstatement if:

- 1) the student intends to pursue a full-time course of study
- 2) the student has not engaged in unauthorized employment
- 3) the student is not deportable
- 4) the circumstances for not completing a program were beyond their control
- 5) the failure to receive reinstatement would result in extreme hardship

To apply for reinstatement of status, submit Form I-539 (available in the Office of Student Services) and a new I-20 Form in person to the District DHS office in Boston.

NEC SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

International Student Office

241 St. Botolph Street, Office of Student Services, Rm 224

617.585.1310

Rebecca Teeters, Associate Dean of Students

Stephanie Barnes, Academic and International Student Advisor

Davey Harrison, Academic and International Student Advisor

Suzanne Hegland, Dean of Students

The International Student Office helps NEC's international students with immigration regulations, travel and employment, and sponsors special programs. Members of the International Student Office also organize NEC's International Orientation, and multicultural student activities throughout the year.

THE WRITING CENTER – 617-585-1322

writing@necmusic.edu

Liberal Arts Department, St. Botolph 210

Director and Tutor: Suzanne Hegland 617-585-1313 suzanne.hegland@necmusic.edu

Tutor: Patrick Keppel 617-585-1322 patrick.keppel@necmusic.edu

Tutor: Tracy Strauss 617-585-1300 tracy.strauss@necmusic.edu

The Writing Center offers free individual consultations to all members of the NEC community. In one-on-one sessions, students, faculty, or staff may discuss and work on any writing task, whether course- or career-related, at any stage of the writing process. The Writing Center is located in the Liberal Arts Department and is staffed by professional writers and teachers of writing at NEC who are skilled in working with the needs of international students, as well as those with documented disability issues. Appointments may be scheduled by dropping by the Center during posted hours, emailing the center at writing@necmusic.edu or by contacting one of the tutors directly.

MEDICAL INSURANCE AND HEALTH CARE:

Medical Insurance: In the United States, medical care is not publicly funded; patients must either have full medical insurance or pay the costs - often quite high - themselves. The U.S. government therefore requires all students to have comprehensive medical health insurance policies. **All International Students are required to enroll in the New England Conservatory Student Health Insurance plan through Gallagher Insurance.** International students must also purchase health insurance for spouses or children accompanying them to the US. Dependents are not automatically included in the individual health plan. There will be an additional charge for dependents' insurance. For more details about this plan please visit the Gallagher website at www.gallagherstudent.com.

THE NEC Health and Counseling Center provides licensed medical and psychological care to all NEC students. A doctor and nurse practitioner are on site to provide basic and preventative care. A staff of trained mental health professionals is available for drop in visits or by appointment. All counseling services are free of charge, private and confidential.

BANKING:

One of the first things you should do after your arrive in the United States is establish a bank account. It is not a good idea to carry large amounts of cash or keep it in your living quarters.

It is relatively simple to open a bank account in the U.S. However, you should remember that banks are private businesses. Each offers different services and each wants your business. You should check with several banks to determine which one best meets your needs. During Orientation Central there will be representatives from local banks available to open accounts.

PHONE:

All students are encouraged to purchase a US cell phone within the first few weeks of arriving in the US. Some cell phone carriers will require a social security number to activate the plan; however many do not. Check with At&T, Verizon Wireless, Sprint, TMobile or Virgin Mobile for options. You may also want to check with current student for recommendations on coverage, rates and benefits.

TAXES:

All international students are required to file Form 8843 Statement for Exempt Individuals. Those students who have earned money must also file both federal and state tax forms. Tax returns are due on April 15th. NEC Staff are not licensed to advice or assist students in preparing these forms. Since most international students do not earn a substantial amount of money, these forms are fairly easy to complete. Each year, International Students Services provides free access to online tax preparation services designed specifically for international students

LEGAL RIGHTS AND RESPONSIBILITIES FOR INTERNATIONAL STUDENTS IN THE USA:

The Associate Dean of Students and the academic advisors assist international students in understanding and fulfilling their legal obligations while they are in the U.S. NEC Staff members are not responsible for enforcing immigration law, but they are responsible for reporting information on student activities such as local address, academic program information and employment details. In case of any problem with immigration or other US laws, the first person a foreign student should contact is their advisor or the Assistant Dean for support and initial guidance in what may be a traumatic or frightening experience. If the situation warrants it, students may be referred to a private attorney for expert help and advice.

Some international students fear that if they are convicted - or even accused - of a violation of the law they will be deported automatically and immediately. This is not true. Students may be subject to deportation for serious crimes, violations of narcotics laws, or flagrant disregard of immigration regulations. But conviction of a single misdemeanor or minor offense will have no effect on a student's immigration status.

International students must maintain the student status under which a visa was granted. They must also observe immigration requirements and obey immigration laws and regulations. Recent changes in immigration laws make it imperative that each student stays in status by enrolling full-time and not working illegally. Breach of immigration status could result in revocation of your student visa and a ban on entering the United States for the foreseeable future.

Students who violate NEC's rules face suspension or dismissal. For international students, that would mean the loss of student status. Therefore, although an international student cannot be deported for disobeying Conservatory rules, the possible loss of student status might lead to deportation. Similarly, if a sponsored student violates the regulations of the sponsoring agency, the agency might withdraw visa sponsorship, thereby putting the student in jeopardy.

OTHER IMPORTANT INFORMATION:

Social Security Numbers. A social security number is a government issued identification number. You may only apply for this number after you have received an offer of employment, even if it is an on-campus job. Some students mistakenly believe that this number gives them permission to work. In fact, international employment is limited to on-campus, or off-campus with special prior permission. You may apply for this number after you have been offered employment, with on- or off-campus. To do so, visit International Student Services to obtain the Social Security Application packet.

Massachusetts Driver's Licenses. To drive a car in the United States you must have a valid license from a state within this country. You may obtain a Massachusetts driver's license by passing the written test and road examination given at the Registry of Motor Vehicles, Boston. Call (617) 351-4500 for information or visit www.massrmv.gov.

Public Transportation. The MBTA (Massachusetts Bay Transportation Authority)--a system of subways, commuter trains, and buses--operates between 5:30 am and 1:00 am. Stations link Boston and surrounding suburbs. Fares are \$2.65 for the subway (with additional charges for the commuter train) and vary for the bus. Passes, which offer substantial savings if you use public transportation daily, are available at the Orange Line Back Bay subway stop at Dartmouth Street in Copley Square. For information, call the MBTA at (617) 722-5218 or visit www.mbta.com.

MBTA maps are provided in orientation packets and also at MBTA stations.

