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BOSTON
CONSERVATORY
at Berklee


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at Berklee

All Together Now

Boston Conservatory at Berklee Students



Berklee

Synopsis: The fall production of *All Together Now* is an interactive introduction to the resources that Boston Conservatory at Berklee has to offer. This resource guide builds upon the Berklee 101 course that you completed online prior to orientation. The guide is designed to connect you with resources that will be helpful in navigating your Boston Conservatory experience. Welcome to the Conservatory. We hope you enjoy the show!

Meet the Cast:

Leadership:



Dr. Erica Muhl, *President*



Cathy Young, *Senior Vice President and Executive Director, Boston Conservatory at Berklee*



Andy Vores, *Vice President of Academic Affairs and Chief Academic Officer, Boston Conservatory at Berklee*



Dr. Betsy Newman, *Senior Vice President for Student Enrollment and Engagement*



Dr. Larry Simpson, *Senior Vice President for Academic Affairs and Provost*



Dr. Christopher Kandus-Fisher, *Vice President for Student Affairs*

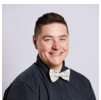


Dr. Loretta Johnson-Flash, *Vice President, Diversity and Inclusion*



Chris Reade, *Assistant Vice President and Dean of Campus Life*

New Student and Family Programs:



Rosemary Dowling, *Director of Campus Life*



Loren Glaser, *Associate Director of New Student and Family Programs*



Harlie Pietrangelo, *Assistant Director of New Student and Family Programs*

In order of appearance:



David Dziardziel, *Associate Registrar, Boston Conservatory at Berklee*



Ginny Perelson, *Director of Accessibility Resources for Students*



Russell Romandini, *Director of Student Aid Operations, Student Financial Services*



David Ransom, *Senior Director of Public Safety/Chief of Police*



Nicholas Poche, *Director of International Student Services*



Sean Sturgis, *General Manager, Dining Services*



Tommy Neblet, *Dean of Dance*



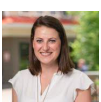
Michael Shinn, *Dean of Music*



Scott Edmiston, *Dean of Theater*



Jeff Klug, *Associate Dean of Health and Wellness*



Lee Cherry, *Director of Student Wellness Promotion and Services*



Courtney Baczko, *Director of Counseling Services*



Michelle Quinones, *Director of Community Standards and Conflict Resolution*



Bill D'Agostino, *Senior Director of Academic Performance Facilities and Services*



Stefanie Henning, *Associate Vice President, Career and Digital Strategy*



Sean P. Hagon, *Associate Dean of Career and Education Services*



Kelly Downes, *Chief Equity Officer and Title IX Coordinator*



Dr. Jasmine Parker, *Director of Diversity and Inclusion*

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Act I: Getting Started

Registrar: Clearing Restrictions, Check-in, and Self-Service

In order to begin your semester at Boston Conservatory at Berklee, you must make sure you clear any holds on your record. These are called check-in restrictions, and each check-in restriction indicates a step you must take in order to clear it. These restrictions include paying your tuition bill in full, providing contact and emergency information, submitting state-required proof of immunizations, and clearing any restrictions you may have. Information on fall check-in can be found in this [comprehensive fall registration guide](#). Once you have checked in, you should activate your [Self-Service account](#), which allows you to access your academic and billing records, as well as update personal information. [Self-Service](#) is also the platform you use to view class offerings, account information, class schedules, grades, and access your unofficial transcript. It is also important to know your rights as a student when it comes to your educational records. Your privacy is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), which will restrict Berklee from providing information to another person unless you grant them permission by submitting a [FERPA release form](#).

Scene II: Empowering Students, Ensuring Access, and Engendering Communities: Accessibility Resources

Accessibility Resources aims to empower students in seeking support to set them up for success at Berklee. This includes students seeking [housing and dietary accommodations](#), [academic accommodations](#), and [academic coaching](#), which focuses on identifying areas of growth and providing strategies that may increase success in the classroom. If you are approved for [testing accommodations](#), they also offer a testing center where you can take an exam in a dedicated and proctored testing space. You can [schedule an appointment](#) to talk one-on-one with a member of the Accessibility Resources team about any of these accommodations and get your questions answered.

Scene III: Finding an Affordable Path: Office of Student Financial Services

The Office of Student Financial Services has put together a variety of [resources](#) that are designed to help increase financial understanding and navigate the challenges involved with paying for college. Through Student Financial Services you can learn about earning [scholarships](#), applying for [federal aid](#), [veteran benefit qualifications](#), and [other sources of funding](#). They also offer financial counseling for students and are available via email at financialaid@berklee.edu and phone at 617-747-2274.

Scene IV: Staying Safe on Campus: Public Safety

The Public Safety Department, which includes the Berklee Police Department, is responsible for campus safety, security, law enforcement, and emergency response on campus. The department seeks to provide a safe environment to live, study, and work. Learn more about the [staff structure](#)





of the department. Public Safety has also put together a list of [safety tips](#) that can help maintain a safe environment on campus, because although the Berklee campus is safe, crime can happen anywhere and the cooperation and involvement in your own safety and security is a crucial part of maintaining a safe campus environment. Once you are on campus, you'll be able to participate in a variety of [training and access services](#) that the Public Safety Department offers. One training we'd like to highlight is the Armed Shooter Response Training, which provides valuable information to aid you in preparing and responding to any type of armed intruder incident in your home, classroom, etc. Another tool that Berklee Public Safety has to help keep you safe and informed is the [Berklee Emergency Notification System](#), which is designed to send an email and a text message to U.S. cell phone numbers when there is an incident. The [Rave Guardian app](#) is another system that allows you to keep in contact with Public Safety officers in real time during both emergency and nonemergency situations.

Scene V: International Student Services: Arrival, Adjustment, and Additional Assistance

[International Student Services](#) is the first place to go for accurate information on policies and procedures for international students. While it may be tempting to ask your new friends and roommates for support, they don't have the most updated information about your particular situation. You can go to International Student Services for assistance, support, and resources for adjusting to cultural differences in the U.S., travel, your I-20, F-1 visa stamp, enrollment, maintaining your academic standing, internships, work permissions, and a variety of other areas. You can visit International Student Services in the Center for Student Advising and Success at 921 Boylston Street (third floor) or contact them at iss@berklee.edu or 617-747-6600.

Scene VI: OneCard: Your Key to Campus

The [Berklee Card](#) is your official identification card for Boston Conservatory at Berklee. It is required to access essential campus services including dining, the Library, practice rooms, buildings and door access, and your [Berklee Card Account](#), which allows you to make cashless purchases at locations on campus and at [popular restaurants and service providers](#) in the area.

Intermission

Food and beverages are available at a variety of our [dining locations](#) on campus through cash payments or a [meal plan](#). The main dining hall, known as the Caf, is located at 160 Massachusetts Avenue on the second and third floors. In the evening, the Caf is converted into a performance space for student bands and other artists. Another dining hall on campus that is a great option for Conservatory students is Cafe 24. This dining hall is located under 24 Fenway, and allows you to grab food between classes where it may be more convenient for you.

Act II: How Can I Be an Engaged Community Member?

Scene VII: Academic Offices

The Academic Offices at Boston Conservatory at Berklee provide support to students and alumni regarding advising, course scheduling and registration, and policy setting. For more information, visit the [Dance Division](#), [Music Division](#), and [Theater Division](#) websites.

Scene VIII: Tutoring

As a Boston Conservatory at Berklee student, you have access to a wide variety of tutoring and training resources. Your division may offer advanced tutoring in your specific area of study; however, Berklee offers resources for acoustics, math, and science; core music; English as a second language; English writing; and music technology. These resources are here to help you succeed academically at Berklee.

Scene IX: Health and Wellness

Taking charge of your health and wellness is very important. Learn about the student health insurance plan (SHIP), where and how to submit your required immunizations (be sure to check out the COVID-19 vaccine requirement as well), and where to receive medical care. Visit the Keeping our Community Healthy website for COVID-19 protocol information. The Health and Wellness Department also offers case management services and survivor advocacy services.

You can contact Health and Wellness by emailing healthandwellness@berklee.edu, calling 617-747-6575, or visiting their offices on the fourth floor of 161 Massachusetts Avenue during business hours. Health and Wellness is open Monday through Friday, from 9:00 a.m. to 5:00 p.m. (excluding some holidays).

Be sure to follow Health and Wellness on social media (Instagram and Facebook) for resources, programming information, giveaways, and fun wellness activities.

Scene X: Student Wellness Promotion and Services

Student Wellness Promotion and Services (SWPS) falls under the Health and Wellness Department at Berklee. They offer programming, education, services, and resources to set students up for success both during and after their time at Berklee. With the support of staff, wellness providers, and peer wellness educators, the goal of these resources is to promote the development of skills in performance, physical, and spiritual and emotional wellness. You can book free appointments for services such as yoga, reiki, and physical therapy, as well as individualized wellness coaching sessions. SWPS also provides free health materials, such as safer sex items, sleep masks, musician's ear plugs, menstrual hygiene products, and more in their office at 161 Massachusetts Avenue, on the fourth floor.

For additional resources, check out the SWPS Life Aid podcast, relaxation recording library, and Wellness Wednesday video library about different well-being topics.

Scene XI: Counseling Services

Counseling Services is another area that falls under Health and Wellness at Berklee. The Counseling Services team offers free, confidential services to all Berklee students to address depression and anxiety, stress management, relationship and family concerns, sexual assault or harassment, substance abuse, wellness, crisis intervention, and other concerns that affect mental health. Learn how to make an appointment and the process for accessing services. Staff are available for appointments Monday through Friday, from 9:00 a.m. to 5:00 p.m. ET. To speak with a counselor outside of those hours, Berklee has partnered with My Student Support Program (My SSP), a service that provides 24/7, real-time, brief, and solution-focused counseling with a dedicated clinician over the phone, chat/text, or video, or in person.





Scene XII: Community Standards and Conflict Resolution

Community Standards and Conflict Resolution seeks to promote a campus culture that supports a student's academic and artistic goals while ensuring that Berklee is a safe community in which to live, learn, and thrive. They uphold the Student Code of Community Standards, which all students are expected to read, understand, and abide by. In addition to the Student Code of Community Standards, all community members who are not fully vaccinated must also abide by the Berklee Social Compact, which aims to keep the community safe in our shared environment. Please note that COVID-19 expectations are subject to change throughout the semester based on any relevant updates to health and safety guidelines. These will be communicated to the campus community should they occur. Part of upholding the Student Code of Community Standards and the Social Compact involves policy enforcement, which entails appropriate disciplinary action for any conduct that violates them. All students will be treated fairly in the conduct process. The office also provides conflict resolution services to help you mediate and resolve interpersonal conflicts and provide you with the necessary skills to successfully navigate conflicts throughout your life.

Scene XIII: Library Resources

The Library provides a wide variety of resources to use during your time at Berklee, including instruction services on how to use the Library effectively, technology training, equipment booking, research help, archival resources, and a library takeout service. They've also created instructional videos that go in depth on how to use the many resources the Library provides. There are two libraries on campus, the Stan Getz Library and Creative Technology facilities in 150 Massachusetts Avenue and the Albert Alphin Library in 8 Fenway. The Library features an augmented search feature that you can access to search the collections. In addition to these resources, the Library also offers virtual reality and learning labs through the Creative Technology Center, which allows you to get creative with the work that you're doing at Berklee. The Library is a great resource during your time at Berklee, and we encourage you to check it out.

Scene XIV: Practice Rooms

To access practice rooms and classroom spaces at Boston Conservatory at Berklee, you need to reserve them through 25 Live. In order to access this system, you'll need to attend a training session. This will be communicated to you through *your institution and through the Cadence Orientation App*.

Scene XVII: Career Services

The Career Center provides specialized advising, internships for credit, innovative resources, and professional development opportunities for College and Conservatory students during their time at Berklee and beyond. Each staff member specializes in one or more of the seven different career communities. The Berklee Career Manager is an online career tool providing access to jobs/gigs, internships, advising, events, and other resources. The Berklee Hub is the official communications platform for students, alumni, faculty, and staff, and it allows you to set up a weekly/daily email digest of information, events, and opportunities you care most about. The Hub connects to the Career Manager and allows you to receive notifications about internships, gigs, and job opportunities from the Career Manager. Berklee Connect is a directory that lets you find students and alumni from Berklee College of Music, Boston Conservatory at Berklee, and Berklee Online. The Career Center hosts a wide variety of programming throughout the year, including three signature events: Career Jam, the Internship and Job Expo, and the Student Employment Fair.

Scene XVIII: Student Employment

Berklee Student Employment, a part of the Berklee Career Center, offers résumé-building work and leadership experiences, helping students develop professional skills while offsetting some of their living expenses. Student employment positions represent a variety of career industries, including performance, technology and media, frontline customer service, production and live entertainment, tutoring and education, and more.

Student employment is open to all domestic and international undergraduate and graduate students at the College and Conservatory. Eligibility to work in a student employment position is unique to each student every semester and is based on several criteria, including a student's enrollment status, possessing a valid U.S. Social Security Number, academic standing, and more. Students can view current eligibility criteria and learn more about the program by reviewing the Student Employee Toolkit or reaching out to the Student Employment team.

Scene XIX: Equity and Title IX

Berklee's Equity and Interim Title IX Policies protect all community members from identity-based harassment, discrimination, and sexual misconduct, whether it occurs in person or online, or on or off campus. All students, faculty, and staff are expected to be familiar with these policies.

Prevention and Education

- All incoming students will receive an invitation to complete online courses about sexual assault prevention and/or alcohol use (undergraduates must complete the AlcoholEdu course). You will receive this invitation two to three weeks into your first semester at Berklee. **Learn more.**

Sexual Misconduct

- Sexual misconduct prohibited by the Equity and Interim Title IX Policies includes sexual harassment, sexual assault, stalking, and relationship or domestic violence.
- It is important that all students understand and are familiar with the concept of consent as it relates to sexual encounters.

Identity-Based Discrimination/Harassment

- Identity-based discrimination and harassment prohibited by the Equity Policy refers to misconduct that occurs on the basis of an individual's protected characteristics.

Help a Friend

- Be an active bystander. We are all responsible for creating and maintaining a respectful and inclusive environment at Berklee. An active bystander not only witnesses harmful behavior, but safely takes action to stop it.
- If someone you know has experienced harmful behavior, be a supportive friend by listening, being kind, sharing resources, and encouraging them to focus on their overall well-being.

How to Make a Report

- If you or someone you know has experienced harassment, discrimination, or sexual misconduct, you can contact Berklee's Equity team to begin accessing support and learn about reporting options.
- The Equity team is in the Center for Diversity, Equity, and Inclusion, located at 921 Boylston Street, suite 120. If you are ready to report your experiences to the Equity team, you can report by coming to the center, by contacting the Equity team at equity@berklee.edu, or by calling 617-747-3156. We can meet in person or remotely—whatever works best for you.

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- If you want to report your experience anonymously, you can fill out [this online form](#).
 - If English is not your first language, interpreters are available.
 - Reporting does not obligate you to participate in any kind of formal process or investigation. We encourage you to come to us if you are simply looking for help and support.

Law Enforcement/Public Safety

- If you want to report your experiences to law enforcement or if you have a medical emergency, you can contact Berklee Public Safety at 617-747-8888 or call 911. They are available 24/7.

Support and Resources: On and Off Campus

- If you do not wish to report your experience to Berklee, there are many other options for you to find support, including [confidential resources](#). See a comprehensive list of on- and off-campus [resources](#).
- The Equity team can provide you with options for supportive measures, including housing or academic accommodations, no-contact orders, protective orders, etc.

Scene XX: Diversity and Inclusion

The Diversity and Inclusion team fosters a more diverse, inclusive, and equitable community for all students. It's important to be mindful that Berklee is a global community, and its members hold a wide variety of experiences. We will all work together to set expectations, both in our larger community and in smaller communities such as your classes, student groups, residence halls, etc. Before you get here, there are many resources you can check out, such as the [Berklee Land Acknowledgement](#), the [Diversity and Inclusion website](#), [Berkleecdei.com](#), and the [Berklee Black Lives Matter Capsule](#). Apart from specific resources, there are also ways for you to get involved with your classmates and form a community, such as joining [student clubs](#) and organizations, but don't take our word for it—[hear directly from your classmates](#) on how they got involved.

Scene XXI: Center for Campus Life: Get Involved

The [Center for Campus Life](#) is the hub of student engagement at Berklee. At the center, you can play ping-pong, watch TV, and hang out with friends. We hold a variety of [events and programs](#) throughout the year where you can get involved, get to know people, or just have fun. There are a variety of [clubs](#) and [organizations](#) that you can join, or you can apply to one of our paid [leadership programs](#). The Center for Campus Life is a great place to start when it comes to getting involved and making connections at Berklee.

End Credits: Additional Resources to Check Out

[Housing and Residential Education](#)

[Off-Campus Housing](#)

[Discounts and Services](#)

[Transportation and Commuting](#)

[Student and Commuter Lounges](#)

[Commuter Locker Rentals](#)

[Technology Resources](#)

[Student Services and Support](#)