

Spring 2012 Orientation Checklist

Before Orientation

- ❑ **Spring 2012 Semester Calendar:** Check out the Spring 2012 Academic Calendar to plan for breaks, exams, and more at: www.mcnallysmith.edu/thecollege/calendars.aspx
- ❑ **Disability Services:** Students with disabilities have the responsibility of contacting Student Affairs for an intake interview to assess their needs prior to their first semester of enrollment at McNally Smith. You should not assume that the college knows any information about your disability because it was included in your application for admission. Late requests may not be able to be reasonably accommodated in time for the beginning of the semester. Contact Susan Brezny, Sr. Director of Student Affairs at 651.361.3420 or email susan.brezny@mcnallysmith.edu.
- ❑ **Equipment:** Make sure you have the equipment required for your program. Visit: <http://catalog.mcnallysmith.edu/index.php/about/books-equipment> to find out what you may need.
- ❑ **Housing:** Still looking for housing for the spring? Visit this link for information on the residence hall and downtown housing at <http://www.mcnallysmith.edu/admissions/housing.aspx>
- ❑ **Financial Aid:** Review your financial aid information. If you have questions call Shannon Sexe at 651.361.3323 (email: shannon.sexe@mcnallysmith.edu) or Jacquelynn Mol at 651.361.3324 (email: jacquelynn.mol@mcnallysmith.edu).
- ❑ **Dietary Restrictions:** Inform us of any dietary restrictions that you may have prior to orientation. Contact tom.loftus@mcnallysmith.edu
- ❑ **Gather Contact Information:** Bring the following information with you to orientation: Emergency contact information and your new address.
- ❑ **International Students:** Please check-in with Kathy Hawks at 651.361.3450 as soon as you have relocated to the Twin Cities area.
- ❑ **Admissions Representative's Info:** Be sure to bring your Admissions Representative's name and contact info with you in case you have any questions en route to campus. They can often times connect you quickly with who/what/where you need to be.

During Orientation

- ❑ **Placement Testing in Music Theory & Ear Training:** Students who feel confident in the areas of music theory and ear training will have the opportunity to take placement tests in those classes. Read the enclosed flyer for more info.
- ❑ **Get Your McNally Smith Photo ID Badge:** All MSCM students, faculty and staff are required to display their MSCM Photo ID Badge on at all times. This badge provides students with admission to the building, the ability to checkout materials from the library and gives them access to practice rooms, equipment, and studio space. To get your MSCM Photo ID Badge, go to the Office of Student Affairs in Suite 55 of the 19 Exchange Building. The Office of Student Affairs is open Monday – Friday from 9:00a.m. – 5:00p.m.
- ❑ **Pay Tuition:** If you'd like to make a tuition payment in person you can visit the Bursar's office in the 26 Exchange Building, Lower Level, Monday – Friday from 9:00a.m. – 5:00p.m. To make a payment online visit: www.mcnallysmith.edu/financial/default.aspx
- ❑ **Financial Aid:** If you still have questions about your financial aid package, visit the Financial Aid office in the 26 Exchange Building, Lower Level or visit: www.mcnallysmith.edu/financial/grantsloans.aspx
- ❑ **Class Schedules:** During orientation you will be receiving information on how to access your class schedule. If you have questions about your schedule you can speak with the Registrar's office after the end of Day 2.

After Orientation

- ❑ **Get Involved:** Join a student organization, visit the Career Services office, get to know faculty, and attend on-campus events. For more information visit the Office of Student Affairs in-person or email StudentAffairs@mcnallysmith.edu.
- ❑ **Seek Help:** If you need help with academic or personal issues there are ample resources on campus to help. For more information visit the Office of Student Affairs in-person or email StudentAffairs@mcnallysmith.edu.