## 2014-2015 Academic Calendar
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### Student Calendar

August 2014 – August 2015

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August 2014 - August 2015

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2014, 2015, 2016

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Dear Student,

Welcome to McNally Smith College of Music. The coming academic year promises to bring exciting new opportunities to us all, and we are very pleased to welcome you to our community.

The world of contemporary music is rapidly changing, and it is our mission to prepare our students to succeed in this demanding environment. Technology has made a dramatic impact on how music is created, performed, recorded, distributed, and heard. A truly contemporary school of music must keep abreast of these changes, and help students to understand and pursue new paths to careers in music.

At McNally Smith, we have assembled the finest faculty in the region to teach instrumental performance, music theory, music technology, music business, and writing skills. But the education of the whole student in subjects beyond music is essential to success in the twenty-first century, and we strive to prepare students to be creative, critical thinkers through excellent education in liberal arts as well.

It is not enough to develop one’s skills as an instrumentalist, songwriter, or technician. One must have something to say and be able to express depth of thought and understanding that is worthy of attention. In addition, to be heard, students must be entrepreneurs, skilled in promotion, communication, networking, and collaboration. All of these components are part of the educational foundation we provide for our students.

The musical skills we teach are transferable to life. In ear training, we teach students to listen carefully to chords, melodies, and rhythms. The skill of being a good listener prepares our students to succeed in many activities beyond music. In ensemble performance, students learn to take responsibility for their own part, while being sensitive to how it fits into the whole. Teamwork is essential to a successful ensemble performance, and is also the foundation of a congenial work environment or strong, supportive family life.

We are delighted that you made the choice to come to McNally Smith. We have accomplished a lot for a relatively young institution, and our future is extremely bright. We can make beautiful music together.

Sincerely,

Harry Chalmiers
President
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>26 Exchange, 1st Floor, Student Administrative Services Area</td>
<td>651.361.3441</td>
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<tr>
<td>Admissions</td>
<td>26 Exchange, Lower Level</td>
<td>651.361.3301</td>
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<tr>
<td>Alumni Services</td>
<td>19 Exchange, Suite 55, Ground Floor</td>
<td>651.361.3427</td>
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<tr>
<td>Bass Department Head</td>
<td>19 Exchange, 1st Floor Atrium</td>
<td>651.361.3580</td>
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<td>Bookstore</td>
<td>19 Exchange, Ground Floor</td>
<td>651.361.3400</td>
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<td>Brass &amp; Woodwinds Dept. Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
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<td>Bursar</td>
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<td>Print Center</td>
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<tr>
<td>Counseling Services</td>
<td>19 Exchange, Suite 55, Ground Floor</td>
<td>651.361.3425</td>
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<tr>
<td>Director of Assessment &amp; Academic Systems Coordinator</td>
<td>26 Exchange, 3rd Floor Student Administrative Services Area</td>
<td>651.361.3441</td>
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<td>Disability Support Services</td>
<td>19 Exchange, Suite 55, Ground Floor</td>
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<td>Ensemble Dept. Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3605</td>
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<td>Events Management</td>
<td>19 Exchange, Lower Level</td>
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<td>Faculty Office Desk</td>
<td>26 Exchange, 1st Floor Student Administrative Services Area</td>
<td>651.361.3500</td>
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<td>Financial Aid</td>
<td>26 Exchange, Lower Level</td>
<td>651.361.3322</td>
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<td>Front Desk (19 Exchange St.)</td>
<td>19 Exchange, Ground Floor</td>
<td>651.361.3520</td>
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<tr>
<td>Guitar Department Head</td>
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<tr>
<td>Hip Hop Department Head</td>
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<td>Human Resources</td>
<td>26 Exchange, 1st Floor</td>
<td>651.361.3376</td>
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<tr>
<td>Information Technology</td>
<td>19 Exchange, Suite 55, Ground Floor</td>
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<tr>
<td>Institutional Advancement Vice President</td>
<td>26 Exchange, 3rd Floor</td>
<td>651.361.3441</td>
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<tr>
<td>Internship &amp; Industry Coordinator</td>
<td>19 Exchange, Suite 55, Student Life</td>
<td>651.361.3411</td>
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<td>Keyboard Dept. Head</td>
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<td>General Education Dept. Head</td>
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<td>Library</td>
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<td>Marketing</td>
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<td>651.361.3381</td>
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<tr>
<td>Music Business Dept. Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3661</td>
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<tr>
<td>Music Production Dept. Head</td>
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<td>651.361.3740</td>
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<tr>
<td>Office of Student Life</td>
<td>19 Exchange, Suite 55, Ground Floor</td>
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## McNALLY SMITH
### DEPARTMENT DIRECTORY

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Percussion Dept. Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3560</td>
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<tr>
<td>President</td>
<td>26 Exchange, 1st Floor</td>
<td>651.361.3441</td>
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<tr>
<td>Production Manager</td>
<td>19 Exchange, Lower Level</td>
<td>612.361.3474</td>
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<tr>
<td>Record Lab</td>
<td>19 Exchange, Ground Floor</td>
<td>651.361.3340</td>
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<tr>
<td>Registrar Office</td>
<td>26 Exchange, 1st Floor, Student Administrative Services Area</td>
<td>651.361.3331</td>
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<tr>
<td>Residence Hall Staff</td>
<td>345 N. Wabasha St., 410</td>
<td>651.361.3423</td>
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<tr>
<td>Resource Center</td>
<td>19 Exchange, 2nd Floor</td>
<td>651.361.3350</td>
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<tr>
<td>Safety &amp; Security Director</td>
<td>26 Exchange, 3rd Floor</td>
<td>651.361.3320</td>
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<tr>
<td>Songwriting &amp; Composition Dept. Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3610</td>
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<tr>
<td>Sound Bite Café</td>
<td>19 Exchange, 3rd Floor</td>
<td>651.361.3470</td>
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<tr>
<td>Strings Department Head</td>
<td>19 Exchange, Suite 89, Ground Floor</td>
<td>651.361.3535</td>
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<td>Student Activities</td>
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<td>Student Organizations</td>
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<td>Student Life Office</td>
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<td>Support Services</td>
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<tr>
<td>Theory Department Head</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3630</td>
</tr>
<tr>
<td>Tutoring: Liberal Arts</td>
<td>19 Exchange, The Learning Center</td>
<td>651.361.3590</td>
</tr>
<tr>
<td>Tutoring: Theory, Keyboard, Ear Training</td>
<td>19 Exchange, Lower Level Faculty Offices</td>
<td>651.361.3590</td>
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<tr>
<td>Tutoring: Technology</td>
<td>19 Exchange, 1st Floor Record Lab</td>
<td>651.361.3340</td>
</tr>
<tr>
<td>Vice President, External Affairs</td>
<td>26 Exchange, 3rd Floor</td>
<td>651.361.3314</td>
</tr>
<tr>
<td>Voice Department Head</td>
<td>19 Exchange, Ground Floor</td>
<td>651.361.3552</td>
</tr>
<tr>
<td>Website (Marketing)</td>
<td>26 Exchange, 1st Floor</td>
<td>651.361.3386</td>
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BUILDING HOURS

Note: All McNally Smith hours are subject to change. Special hours will be posted. Summer hours are typically reduced and will be posted.

Main Building - 19 Exchange Street - Fall and Spring Semester Hours
Monday – Friday:
7:30 a.m. – 12:00 a.m.
Saturday & Sunday:
12:00 p.m. – 12:00 a.m.

Administration - 26 Exchange Street
Monday – Friday:
9:00 a.m. – 5:00 p.m.
Saturday & Sunday:
Closed
(Certain administrative departments are available by appointment outside of the hours listed.)

Sound Bite Café (Fall & Spring semester hours only. Summer hours to be determined.)
Monday – Thursday:
(Kitchen closes at 7:30 p.m.)
7:30 a.m. – 8:00 p.m.
Friday:
8:00 a.m. – 6:00 p.m.
Saturday/Sunday - Breakfast/Brunch:
11:00 a.m. – 4:00 p.m.

McKern Studio Complex (Record Lab Office & Recording Studios)
Monday – Sunday:
8:00 a.m. – 12:00 a.m.

Record Lab Office
Monday – Friday:
8:00 a.m. – 12:00 a.m.

Library (during Fall and Spring semesters. Summer hours may change.)
Monday – Thursday:
7:30 a.m. – 12:00 a.m.
Friday:
7:30 a.m. – 8:00 p.m.
Saturday & Sunday:
12:00 p.m. – 8:00 p.m.

Resource Center
Monday – Sunday:
8:00 a.m. – 12:00 a.m.

Bookstore Hours
Monday-Friday:
9:00 a.m. – 6:00 p.m.
Saturday & Sunday:
Closed

THE McNALLY SMITH CAMPUS

The main college facility is a five level building located at 19 Exchange Street East in downtown St. Paul. All classrooms, faculty offices, Student Life, Student Life, Library, Resource Center, Bookstore, student lounges, I.T., auditorium, The History Theatre, and Sound Bite Cafe are within this location.

The Executive Offices (President & Vice Presidents), Admissions, Financial Aid, Campus Security Director, Bursar, Registrars, Human Resources, Marketing, and the Print Center are located across from the main building at 26 Exchange Street East.

McNally Smith's Residence Housing is located at 345 Wabasha Street North --about 5 blocks directly south of our main campus. McNally Smith currently has housing available on the 4th, 5th, and 6th floors. This is a multipurpose building that includes both businesses and apartments.

LIBRARY AND LIBRARY CIRCULATION POLICIES

The Library & Learning Commons is located on the first floor of the main building (19 Exchange Street). It houses a diverse collection of traditional and non-traditional information resources, as well as two computer labs, and the student printer and photocopier.
Our librarians are here to serve the student body by providing reference and research help, computer database instruction, facilitating special requests, or simply helping students locate books on the shelves.

The student circulation policies ensure that all students in the McNally Smith community have equal access to library materials.

It is each student’s responsibility to review the policies carefully as they will be enforced. To view the policies visit the library’s website at http://library.mcnallysmith.edu. If students have any questions, please visit the library circulation desk or email them at library@mcnallysmith.edu. Students with fines totaling $10.00 or more will not be allowed to check out any library materials (including headphones and reserve items) until the fines are resolved.

BOOKSTORE

The McNally Smith bookstore is not a traditional bookstore. Books are purchased through our online bookstore and other services are provided in house. In addition to competitively priced resources for all of your classes, it offers:

* A full service music accessories department
* Pro audio equipment
* Branded merchandise
* Referrals to local vendors with preferred pricing and discounts for instrument purchases and special order capability for all your music college needs.
* Access to private music lessons.

Online Bookstore

Students purchase all of their books via our online bookstore, which can be accessed two ways. Students may order books by logging onto their student portals, under My Campus and select Bookstore to navigate to the online bookstore ordering system. It can also be found at mcnallysmithbookstore.com. To get more information on how to use the service go to the On-line Bookstore Guide at /wp-content/uploads/2011/11/Online-Bookstore-Guide-Form.pdf. If you received a bookstore voucher and have difficulty retrieving it via the online bookstore, please contact the McNally Smith bookstore, the Bursar, or Financial Aid for assistance. Please note that book orders may take up to 3-5 days to ship to the school or your home address, if selected.

Private Lessons

The bookstore offers a private lesson program designed for undergraduate students seeking to expand their musical talents. Our graduate level students provide the instruction on campus, 3 lessons per month, at a competitive rate. Lessons are conducted on the college campus. The bookstore is the contact point to help with starting up, scheduling, payment, cancellations, or answering any questions. Email questions to takelessons@mcnallysmith.edu.

PSEO Student Book Contract

The cost of required books and equipment for PSEO students is covered by the program. PSEO students must read and sign a PSEO Student Book Contract and return it to the bookstore before checking out their books. To access the PSEO contract go to /wp-content/uploads/2011/11/PSEO_Student_Book_Contract.pdf.

CAMPUS RESOURCES

Campus Resources oversees both the Resource Center and the McKern Studio Complex. The Resource Center is located on the 2nd floor of the main building. It is where students can access practice rooms and check out instruments. The McKern Studio Complex is located on the ground floor.
of the main building, across from the front desk. An active security badge is needed to gain entrance to the studio area and to check out rooms or instruments from the Resource Center. Please see the Resource Center or the Record Lab office to get the detailed Campus Resource Policies.

General Campus Resource Policies

• Normal campus hours of operation are 8:00 a.m. - 12:00 a.m. Monday - Friday and 12:00 p.m. - 12:00 a.m. Saturday & Sunday. Open hours may vary during breaks, holidays, summer hours, or special events. Changes in hours of operation will be posted.

• All equipment checkout requires an active Student ID.

• You are responsible for the condition of the rooms and equipment you use.

• You are responsible for the actions of your guests.

• All guests must sign in at the main reception desk and visibly wear a visitor badge. All guests must wait in the lobby area and be escorted at all times by their hosts while on campus.

• Students may have one guest in the computer labs and may not exceed the maximum number allowed by fire code in all other rooms.

• Data backup is your responsibility.

• Billing clients for work done at McNally Smith College of Music is not permitted.

• Ineligibility is the loss of facility use/privileges for a student or alumnus who has violated the McNally Smith Campus Resource Policies.

• Students who have unresolved tuition payments, missing library books, or any other conditions that have resulted in a transcript hold will not be permitted to use the campus resources until the hold has been removed.

• No student may reserve or use more than one room on campus (simultaneously) at any given time.

Practice Rooms / Resource Center

• The Resource Center is located on the second floor and provides students with access to ensemble rooms, practice rooms, and equipment.

• Any eligible student may pick up open time for the same day.

• Eligible students may book open rooms up to seven calendar days in advance.

• You must check in and out at the Resource Center when using a room.

• The individual who reserves a block must be present at its start time.

• 24 hour notice must be given to cancel a booking.

• All rules are subject to change.

McKern Studio Complex - Record Lab Office

• The McKern Studio Complex is located on the ground floor and provides eligible students with access to technology labs, multimedia labs, studios, and equipment. Students must be enrolled in a course within the McKern Studio complex to access the rooms. See the complete Campus Resources Policies for more information about studio eligibility. See the Record Lab office for more information about equipment availability and booking session time.

• Food and beverages are not allowed in the McKern Studio Complex under any circumstances.

• To become eligible to book studio time, students must pass competency tests in their technology courses.

• Each student enrolled in a course within the McKern Studio Complex will be issued an eligibility badge.

• Eligible individual students may pick up open studio time on a day-of or next-day basis.

• All members of a booked party must be present at session start time.
• Students must end their session on time.
• 24 hour notice must be given to cancel a session.
• During midterm and finals weeks, no student may use open studio time the morning or afternoon before any scheduled exam.
• Eligible students can check out equipment at the Record Lab Office.

Multimedia
• Multimedia equipment is available for eligible students to check out at the Record Lab Office. Eligibility for multimedia equipment checkout is based on course enrollment.
• The borrower is responsible for the condition of all checked out equipment.
• Equipment may be checked out at any time during normal operating hours.
• All multimedia equipment is due by noon the third day after checkout. Past-due equipment return will result in fines, ineligibility, and possibly the cost of the equipment billed to the student’s account.
• Advance or extended equipment reservation requires prior approval by the Studio Manager.

Academic Honesty Policy
Honesty and trust among students and between students and faculty are essential for a strong, functioning community. Students are expected to do their own work on all assignments, tests, projects, and papers. Academic dishonesty, which includes but is not limited to cheating, fabrication, plagiarism, and facilitating dishonesty of others, will automatically result in failure of that assignment and in the possible failure of the course. All instances of academic dishonesty will be referred to the Academic Appeals Board.

Attendance Policy
Perfect attendance is expected of all students, but it is also understood that absences of a serious nature sometimes occur (e.g. illness, death in the family, accidents, or other similar emergencies). Individual Departments or Instructors may have their own parameters for enforcement of the Attendance Policy. Regardless, missing class for any reason may be considered an absence. The Attendance Policy is enforced school-wide and requires students to attend a minimum of 85% of the class hours for a given course, unless consideration of “excused” absences is granted. In addition, tardiness and early departure from class are unacceptable. Students arriving 15 minutes late or leaving 15 minutes early are considered tardy. Three tardy designations will result in one absence designation being issued. Students who exceed the maximum percentage of absences may be withdrawn at the discretion of the instructor, in which case a grade of ‘W’ will be reflected in a student’s transcript, or the student may receive a failing grade for the class.
Whenever a student is absent, it is the student’s responsibility to meet with each instructor to discuss making up the

Minnesota Statutes 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
work missed. The provision of makeup work is at the discretion of the instructor who will decide if such makeup work is necessary and set the guidelines for completing the work.

The maximum number of absences shall be calculated upon the following schedule:

- Four absences in a course that meets twice per week (two weeks)
- Two absences in a course that meets once per week (two weeks)
- Two “excused” absences in a course that meets twice per week (one week)
- One “excused” absence in a course that meets once per week (one week)

**Leave of Absence**

Students who need to be absent from school for military, medical, personal, or professional reasons of a short duration (five consecutive school days or longer) may petition the school for a leave of absence. Such petitions are submitted to the Academic Appeals Board for review. Upon approval, it is the student’s responsibility to review and complete any material covered during the absence.

A Leave of Absence will not be granted for a single-day absence, or an absence of less than five consecutive school days. In the event of a denial of Leave of Absence status, students may appeal to the Academic Appeals Board for review and consideration. The decision of the Academic Appeals Board shall be considered final in all circumstances.

- Any Professional or Personal Leave of Absence must be submitted and approved before any classes, private lessons, or other instructional events are missed.
- Any student requesting a Leave of Absence or who wishes to have their absence considered as an “Excused Absence” because of sickness or clearly unforeseen circumstances must make the request within one week of returning to school.

In extenuating cases (such as a family crisis or long-term medical situation), a leave of absence may be granted through the end of the semester and ‘Active’ student status continues until the following semester. The student is expected to retake the same or similar coursework during the make-up term. Long-term leaves have a limit of 180 days and may be granted only once.

Students may be inactive for one semester per year (i.e. Summer term). Students inactive for a longer period of time will be considered withdrawn. Any student interrupting all classes in the middle of a term will be considered withdrawn or terminated. Withdrawn students must re-apply with the admissions office and receive departmental approval before reinstatement into the College. Terminated students must re-apply with the admissions office, submit a letter of appeal to the Academic Coordinator, and receive departmental approval before reinstatement into the College.

**Statement Related to Influenza**

McNally Smith is committed to a healthy campus community. To help limit the spread of seasonal influenza, the Centers for Disease Control has provided college campuses the following recommendation: students, faculty, or staff with influenza like illnesses (temperature of 100.0 or greater, plus a cough or sore throat) are directed to self-isolate (or stay home) for at least 24 hours after their fever is gone without the use of fever-reducing medicine. In the event that students are unable to attend classes due to this self-isolation recommendation, they should contact the Office of Student Life at 651.361.3425 or email studentaffairs@mcnallysmith.edu. Students should also email their instructors as to the nature of why they are absent. Reasonable accommodations will be made to provide the opportunity for these students to participate in alternative educational delivery options due to this illness.

**Diversity Statement**
The faculty and staff of McNally Smith College of Music strive to provide an educational experience free from discrimination based upon culture, ethnicity, gender, sexual orientation, or religious affiliation. McNally Smith will provide reasonable accommodations for students, faculty, and staff to help develop, maintain, practice, and celebrate individuality.

Disability Statement

McNally Smith is an Americans with Disabilities Act-compliant institution. The college offers reasonable accommodations to students with disabilities. Students seeking accommodations need to self-identify with the Student Services Coordinator with the Office of Student Life. The goal is to provide appropriate accommodations that will help students achieve their academic goals. (For more detail, see Disability Services under Student Resources section of handbook.)

Academic Assistance

McNally Smith College of Music strives to provide quality-learning experiences in and out of the classroom environment. The Learning Center (TLC), located in the Library, provides tutoring and academic assistance for all students in many subjects including music theory, college math, writing, and more. Students seeking help with technology subjects, such as recording theory, should speak with their class instructors for one on one personalized help. (Instructors have scheduled office hours for helping their students.)

The TLC offers regular drop-in hours six days a week throughout the semester and is staffed by faculty and trained student tutors. Ongoing academic support, as well as temporary tutoring assistance for a specific subject, is available to students. Check for specific hours and tutoring locations by checking with the Library personnel and via student communications and bulletin boards.

For information and potential access to private tutoring for music theory, ear training, and keyboard, please check at the Faculty Office reception desk. For other private tutoring needs, check with the Disability Services Coordinator in Student Life.

Exam Make Up

Tests are to be taken at the day and time they are scheduled. Make-up exams and re-tests will not be given without approval of the instructor teaching the course. Students who miss exams without receiving approval to reschedule will earn a grade of F.

Incomplete (I) Grades

Students must complete all course requirements on time. Students may be penalized for failing to meet course requirements as outlined in each course syllabus. Student obligations, including, but not limited to, papers, homework assignments, and exams not completed by the due date will likely result in a diminished grade, the grade of zero, or the grade of F for the specific assignment and/or the course.

Under extraordinary circumstances, such as a medical emergency, an instructor may submit a temporary grade of I for a student who is unable to complete all of the required coursework on time. When submitting a grade of I, an instructor must also submit the reasons for an extension and an expected course completion date that shall be no later than the end of the subsequent semester or summer session. If no grade is submitted by the agreed upon due date, the grade of I will automatically revert to an F.

Class Cancellations Due To Weather

If the college must close due to weather conditions, classes that are missed will be rescheduled. Students who have registered to receive emergency text messages will be notified of the school closing via text. Students can also check the McNally Smith website (www.mcnallysmith.edu) or call the school’s main number 651.361.3302 for
updates. School closings will be announced via local television stations and WCCO Radio (8:30 AM).

**SCHOOL POLICIES**

**Orientation**

Both new and transfer McNally Smith students are required to attend a scheduled orientation session prior to starting classes. Students will be issued their security access photo ID card, receive important information about school policies and procedures, meet other students, faculty, and staff, and develop the foundation for a successful start to college at McNally Smith!

**Code of Student Conduct**

McNally Smith is committed to providing an educational environment that is grounded in respect, tolerance, integrity, and creativity. It is a privilege to study and work within this rich environment of music and academia. Each student is responsible to adhere to the Code of Student Conduct. The effectiveness of this code depends on each student’s acceptance of personal responsibility for his/her own conduct and a cooperation to uphold the values and mission of McNally Smith College of Music.

Students are expected to abide by these policies, as well as all local, state and federal laws, both on campus and at college-sponsored functions off campus. To uphold these principles, action must be taken if students do not accept this responsibility. The Code of Student Conduct is designed to be an educational process that holds students accountable to themselves and the community. It is accomplished through a process that stresses appropriate consequences designed to enhance self-learning, to gain insight into how their behavior affects the community, and to foster better choices in the future.

**Jurisdiction of the Code of Student Conduct**

The Code of Student Conduct applies to the conduct that occurs within any of the McNally Smith premises, at college-sponsored activities, and off-campus conduct that adversely affect the McNally Smith community. Each student shall be responsible for his/her conduct from the time of application through graduation or withdrawal. A Student Conduct Board will decide whether the Code of Student Conduct will be applied to conduct occurring off campus, particularly if the behavior has a potential to impact the college negatively. This determination shall be made on a case-by-case basis, at the discretion of the Sr. Director of Student Life.

As a rule, a student who willfully destroys school property, attends school under the influence of drugs or alcohol, or is insubordinate or disruptive - in the classroom or out- may be withdrawn from McNally Smith at any time during the school year. No guns or weapons are allowed on any of the school premises. (See No Gun Policy for details.) For the health and safety of all, the college adheres to a policy of no tobacco use on campus. (See School Policy on Smoking and Tobacco Use.) Students under the influence of drugs or alcohol or in possession of drugs or alcohol may be withdrawn from McNally Smith. Students seeking help or guidance for breaking addictions may be referred to appropriate drug counseling programs. (See McNally Smith Alcohol Policy.)

**Prohibited conduct includes (but is not limited to):**

- Plagiarism by intentionally or unintentionally using someone else’s words, music, or concepts as one’s own by failing to give proper credit.
- Cheating by attempting to present, as one’s own, work that one has not performed, or using improper means to pass an examination or test.
- All forms of dishonesty, including, but
not limited to, furnishing false information, forgery, and altering or misusing documents.

- Intentional disruptions or obstruction of teaching, performance, administration, disciplinary proceedings, or other college activities.
- Abuse, or harassment, physical or otherwise, of any person on the college premises or at college-sponsored or supervised functions.
- Behavior or activity that may endanger the safety of one’s self or others, including, but not limited to, the possession and/or use of firearms, fireworks, weapons or hazardous chemicals.
- Vandalism or damage, destruction or defacement of property.
- Theft of college property or the property of any person.
- Possession, sale, abuse or use of controlled substances without medical authorization.
- Unauthorized presence in or forcible entry into a college facility or college-related premises, including classrooms, studios, and offices.
- Unauthorized use of college property, equipment, or keys.
- Unauthorized use or distribution of alcoholic beverages.
- Failure to follow directions given by a college official.
- Violations of local, state, or federal laws.
- Violation of stated college policies and regulation, written or unwritten.

Any member of the college community may bring a complaint against a student, or student group, for violation of the Code of Student Conduct. Complaints should be made in writing and director to the Senior Director of Student Life. Verbal complaints should be followed up with a written statement. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Life Office.

The Senior Director of Student Life will do an initial assessment of the complaint to determine appropriate procedure to follow. The first step would include meeting with the student to discuss the complaint. Complaints regarding incidents that occur in the residence hall should be directed to the hall coordinators or the Housing Manager.

If the offense is a first time, non-academic infraction and can be resolved easily, the student will be given a warning to change or cease a specific behavior. If an offense has been repeated or if the offense is of an academic nature, then the student will be given a written warning and the student’s department head will be notified.

All cases will be documented in writing. If the offense is of a serious non-academic nature, then the Safety Director may be notified in addition to the Department Head. All cases will be documented in writing.

In extraordinary circumstances, a student may be immediately removed from campus before a charge is made.

In serious breaches of the Code of Student Conduct, the Student Conduct Board will review and thoroughly investigate the complaint. Generally, this investigation will include, but is not limited to, meeting with the accused and the complainant separately and, if applicable, the Senior Director of Student Life will consult with faculty, staff, and administrators to gather information. The Student Conduct Board consists of the Senior Director of Student Life, the Senior Director of

**Charges and Procedures**
Administrative Services/Safety Director, the student’s department head, and others who may be connected with the specific situation.

Sanctions may include one or more of the following:

- **No Action:** A determination that a student not be disciplined or sanctioned.

- **Disciplinary Notice:** A written notice that a student’s conduct has violated the Code and subsequent violations, similar or different from the instant violation, may result in more serious action.

- **Restitution:** An option imposed that requires the student to pay for damage caused to property or to perform a specified public service.

- **Failure in a course:** With approval of the appropriate instructor and department head, a grade of F or a grade lower than originally awarded may be assigned if a student is found guilty of cheating or plagiarism.

- **Disciplinary Probation:** A period of review and observation of the student’s conduct, which may be accompanied by temporary or permanent restrictions upon the student’s participation in college events, on-campus jobs, and/or imposition of certain conditions with which the student must comply in order to avoid more severe discipline as a result of a Code violation.

- **Suspension:** A period of time when the student will not be permitted on college property or allowed to participate in college-sponsored or supervised activities including classes, ensembles, labs, or private lessons.

- **Expulsion:** A student is dismissed or required to withdraw from the college on a permanent basis.

Sanctions will be given to the student in writing and delivered to the student through U.S. mail or in person. Copies of the complaint and letter of sanction or agreement will be placed in the student’s file.

**Appeals**

A student may appeal the outcome of the Student Conduct Board’s decision by contacting the President’s Office within 10 days. The President’s findings will then be final and cannot be appealed further within the college.

**Final Appeal of a Complaint:** If a student feels that the complaint is not being addressed within the college the student may contact:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651.642.0533
1.800.657.3866

**Student Complaint Procedure**

Students have the right to question, raise concern, and complain about college rules, polices and procedures, instructors, other students, student groups, administrators, and staff. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Life Office

Non-Academic Student Complaints: A student who has a complaint of a non-academic nature should contact the Senior Director of Student Life. Verbal complaints should be followed up with a written statement.

**Complaint towards another student:** Follow the procedure under Code of Student Conduct - Charges and Procedures.

**Complaint towards a faculty member (non-academic in nature), administrator, or staff member:** The Senior Director of Human Resources will oversee any complaints pertaining to employees of the College.

**Complaint regarding a college policy or procedure:** The Senior Director of Student Life will investigate and respond in a timely manner to the student. If the student is unsatisfied with the response, the student may address
the concern in writing directly to other administrative persons aligned with the specific policy or procedure. If student is still unsatisfied with the results, the student may submit concern in writing to the college president.

**Academic and Curriculum Issues - Informal Student Complaint:** Individual classroom policies, including lesson plans and grading procedures, are the responsibility of the classroom instructor. If a student has a complaint or disagreement concerning the implementation of instructor policies it is recommended that the student request an informal meeting with the instructor. Normally, day-to-day classroom issues are resolved in this manner.

**Academic and Curriculum Issues - Formal Student Complaint:** If an academic issue is not resolved during an informal instructor meeting, a student should meet with their department head to report the concern or complaint. (The student may be asked by the department head to submit the concern/complaint in writing.) The department head will investigate the claim. Efforts will be attempted to resolve the issue in a timely manner. If a resolution is reached, the department head will report the results to the instructor and the student and will maintain a record of the meetings.

If an academic issue is not resolved by the department head, the student should complete a formal written complaint form (found in Student Life) and it should be submitted to the Academic Appeals Board.

The Academic Appeals Board will gather information from all parties involved in the complain and may call a hearing to include the student, the student’s instructor (if appropriate), the Senior Director of Student Life (as an advocate for the student), and any other pertinent parties. A decision will be determined and communicated within three days of the hearing.

**Appeals**
A student who is not satisfied with the results of the Academic Appeals Board can submit the concern to the college president within ten days of receiving the outcome. The president’s findings will be final and cannot be appealed further within the college.

**Final Appeal of a Complaint:**
If a student feels that the complaint or concern is not being addressed within the college, the student may contact:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651.642.0533 or 800.657.3866

**Family Education Rights and Privacy Act (FERPA)**
The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. An education record is defined as any records or documents directly related to a student that are maintained by the institution, in any media.

FERPA does allow schools to disclose, without student’s consent, to the following parties or under these conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
FERPA gives parents certain rights with respect to their children’s education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. McNally Smith College will not release a student’s records to parents without the student’s written consent.

Students decide who they grant access to their records and what information each designated person can have. (For example: a student may designate that his mother can access all records but his father can only access financial records.) A student’s FERPA authorizations are made within the student’s portal and can be changed at any time by the student. Parents who call the college seeking any information with regard to the student or their records will be denied access unless the student has given pre-authorization to that person.

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.

In a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18 the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student ten has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

A postsecondary institution may disclose to a parent, without the student’s consent, information regarding a student’s violation of the use or possession of alcohol or a controlled substance if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures.

McNally Smith FERPA Directory Information Opt-Out

McNally Smith College of Music, in compliance with FERPA, has deemed the following items as Directory Information:

- Student photos or videos taken on campus or at McNally Smith off-campus events
- Student’s name, instrument, and major
- Student’s participation in officially-recognized activities
- Student’s degrees & awards received

Students may opt out of the release of the above Directory Information by completing the Opt-Out Form at the Registrar’s Office.

Through annual publication in the catalog McNally Smith students will be notified of their rights to review their education records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA.

For additional information or technical assistance, you may call 202.260.3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1.800.877.8339.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington D.C. 20202-4605

Discrimination / Sexual Harassment / Sexual Assault Policies

Non-Discriminatory Statement
It is the policy of McNally Smith to provide equal opportunity to all of our applicants, students, staff, and faculty regardless of race, creed, color, religion, national origin, sex, gender, disability, age, marital status, sexual orientation, veteran status, or status with regard to public assistance. McNally Smith is an Equal Opportunity/Affirmative Action Institution.

Discriminatory treatment of an individual or group may be based on their actual or perceived membership in a certain group or social category, "in a way that is worse than the way people are usually treated". Discrimination can occur in different ways. It can happen by inclusion--when a member or members of a group are singled out and treated differently than another group or discrimination can happen by exclusion. (A member or members of a group may be excluded from opportunities, networks, or privileges that are available to another group, leading to discrimination by exclusion.)

Acts of discrimination or intolerance will not be condoned. Any acts violating this policy should be reported to college officials. Reported cases of discrimination will be fully investigated and those individuals found to be in violation may be sanctioned to the full extent of the school's policies.

We at McNally Smith College of Music publicly declare our intentions:

• To continue the development of learning communities that will not tolerate acts of discrimination and intolerance;
• To establish, communicate, and enforce standards of behavior for student, staff, and faculty that uphold our academic values and legal obligations; and,
• To promote the acceptance and respect for individuals in an atmosphere of caring for others.

If you feel you have been discriminated against by anyone at the college, please report it immediately to the Sr. Director of Student Life. The college will not tolerate discrimination of any kind and will investigate all allegations. Everyone in this college community deserves the right to feel free of any acts of discrimination and all complaints or concerns will be addressed.

Sexual Violence

Sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence can happen to anyone regardless of age, income, appearance, or lifestyle. No matter what the circumstances, sexual violence is never the victim’s fault. A number of acts fall into the category of sexual violence:

• Rape or marital rape
• Domestic or dating violence
• Sexual assault
• Sexual battery or abuse
• Sexual coercion or contact
• Stalking
• Sexual harassment or textual harassment
• Non-contact offenses (obscene phone calls, exposing, sexting)
• Incest
• Pornography
• Prostitution
• Human trafficking
• Sexual exploitation (may be internet-related)

McNally Smith prohibits and will not tolerate sexual violence of any member of this college community. Students, faculty, and staff must be assured that the college will take action to prevent such misconduct and that anyone who engages in such behavior will be subject to disciplinary procedures.

McNally Smith College of Music must investigate and take appropriate disciplinary action on all instances of sexual violence of which it has knowledge. The Sr. Director of Student Life and the Safety Director are charged with the responsibility for such investigations concerning students. The Director of
Human Resources will lead any investigations that include faculty and staff members.

**Sexual Harassment Defined**

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and by Title IX of the Education Amendments of 1972.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical behaviors related to a person's gender, sexual identity, or sexuality when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Items (1) and (2) above describe what is known as quid pro quo (“this for that”) harassment. This type of harassment involves promise of reward or threat of punishment, explicitly or implicitly, for sexual cooperation. In quid pro quo one incident is enough to constitute sexual harassment. Item (3) above describes what is known as “hostile environment” harassment. Though this type of harassment is not always recognized, and often goes unreported and unpunished, it is nevertheless an offense under federal and College guidelines. Generally, a pattern of behavior is required to create a hostile environment, though such behavior may be so egregious that a single incident is enough to create such an environment.

**Sexual harassment contains these two elements:**

1. Sexual harassment is behavior that is unwanted and unwelcome.
2. Sexual harassment is behavior related to the gender, sexual identity, or sexuality of the person.

Sexual harassment is behavior that is unwanted and unwelcome by the recipient. Because sexual conduct only becomes unlawful when it is unwelcome, it is important to note that most courts have not considered the intent of the alleged harasser relevant in determining whether sexual harassment has occurred.

Acquiescence is not evidence of consent. Acquiescence, especially to a person with authority to give or withdraw such things as employment or grades, or when the two individuals have unequal power, should not be considered evidence that the behavior is welcome. Sexual harassment often occurs in situations where one person is in a position of power or authority over another, but it can occur where there is no evident power differential. Both women and men can be harassed, and harassment can be same-sex harassment.

Gender harassment is sex-based behavior that is non-sexual in nature. Gender harassment does not involve sexual compliance but its effect is to dominate or degrade an individual or group of people. The Equal Employment Opportunity Commission guidelines recommend that the “totality of the circumstances” be considered in determining whether sexual harassment has occurred. Thus, the appropriateness or legitimacy of behavior or objects is largely determined by the context and purpose of their presence in a particular situation.

Harassment may be verbal, visual, or physical. Verbal harassment may include comments on one’s appearance or body; questions about one’s intimate relationships; graphic, obscene, degrading comments or jokes. Suggestive sounds, ridicule, written or oral invitations and advances that are
inappropriate and unwelcome may be harassment. Visual conduct that can be harassing includes such actions as leering, staring at certain body parts, and displaying sexual objects, offensive posters or pictures. Physical harassment includes any unwelcome hugging or touching, and certainly pinching, fondling, or kissing. **Forced sexual contact, the most extreme of which is rape, is clearly physical harassment.**

**Informal Complaint Procedure for Student Sexual Harrassment Issues**

Students who feel they are being subjected to offensive behavior or sexual harassment by another member of the McNally Smith community should report the behavior to the Sr. Director of Student Life. The Sr. Director of Student Life will investigate the complaint and determine whether grounds for maintaining an informal complaint exist. If such grounds exist, the complainant and the Sr. Director of Student Life will agree to adopt one of the following courses of action:

1. The Sr. Director of Student Life will attempt an informal resolution of the complaint directly and privately with the person complained against, maintaining the anonymity of the complainant if he or she so wishes.

2. The Sr. Director of Student Life and the complainant will seek an informal resolution of the complaint by meeting together with the person against whom the complaint is brought.

3. The Sr. Director of Student Life will appoint someone from the college community who will resolve the complaint informally. That person will meet with both parties, separately (maintaining anonymity of the complainant if he or she so wishes) or together.

4. The Sr. Director of Student Life will investigate the complaint. The investigation will include notifying the person against whom the complaint is brought about the complaint and offering said person the opportunity to respond to the complaint. If an informal resolution cannot be reached, The Sr. Director of Student Life will encourage the student to file a formal complaint.

An advocate, or his or her choice, from the college community, may assist each party to the complaint in all stages of the informal procedure.

**Formal Complaint Procedure for Sexual Harrassment**

Students who feel they are being subjected to offensive behavior or sexual harassment by another member of the McNally Smith community should report the behavior it to the Sr. Director of Student Life and file a formal complaint. The complaint must be made in writing. Complaint forms are available in the Student Life Office.

The formal complaint form must include a written statement signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint. The complaint must be addressed to the Sr. Director of Student Life.

If the formal complaint of sexual harrassment is brought against a McNally Smith employee (faculty, staff, or administrator) the Sr. Director of Human Resources will inform the Sr. Director of Human Resources who will begin an investigation. The Sr. Director of Student Life will be available to assist the student at every step of the investigation.

If the formal complaint of sexual harrassment is brought against another student the Sr. Director of Student Life will formally investigate the complaint and present the findings and recommendations to Student Conduct Board.

The Student Conduct Board will investigate a formal complaint in the following manner:

- The Sr. Director of Student Life, after initial discussion with the complainant and with that person’s written consent, will deliver the
complaint to the Student Conduct Board specifying the individuals involved. The Student Conduct Board will decide whether the circumstances reported in the complaint warrant an investigation.

• If the circumstances warrant an investigation, the Student Conduct Board will inform the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The Student Conduct Board will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it appears necessary for the Student Conduct Board members to speak to any people other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

• The Student Conduct Board’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

• The chair of the Student Conduct Board will be in communication with the complainant until the complaint is resolved.

• The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

• The Student Conduct Board will resolve complaints expeditiously. To the extent possible, the Student Conduct Board will complete its investigation and make its recommendations within 60 days from the time the formal investigation is initiated.

• If a person making a formal complaint asks not to be identified until a later date (for example, until the end of the course), the Student Conduct Board will decide whether or not to hold the complaint without further action until the date requested.

• If a formal complaint has been receded by an informal investigation the Student Conduct Board will decide whether there are sufficient grounds to warrant a formal investigation.

After an investigation of the complaint the Student Conduct Board will:

• Resolve the complaint to the satisfaction of the complainant and the person complained against and have a written report of the findings on record.

• Report to the complainant and the person complained against its findings that there is insufficient evidence to support the complaint. A written report of the findings will be on record.

The Student Conduct Board will determine appropriate recommendations and may take such further action, as they deem necessary, including the initiation of disciplinary proceedings.

If the Student Conduct Board determines that there has been sexual harassment and corrective action is recommended, the report will specify the circumstances and the action recommended.

If a faculty member has engaged in a romantic or sexual relationship with a student, it will not be a defense to allege that the relationship was consensual should a charge of sexual harassment be made. In short, any faculty member enters at peril into a romantic or sexual relationship with a student. The Director of Human Resources will oversee the investigation and report findings to the President.

Sexual Assault Defined
Sexual assault is any type of sexual activity that you do not agree to, including
inappropriate touching, vaginal, anal, or oral penetration, sexual intercourse that you say no to, rape, attempted rape, and child molestation. It is forced sexual activity without the expressed consent of both parties. Sexual assault is illegal. It is not an expression of sexual intimacy.

It is important to understand that even if both parties give consent to participate in sexual activity, if one or both of them is impaired (such as from alcohol or drugs) the law does not recognize the consent. A person who is impaired (or is not mentally or physically capable of giving informed consent) can pursue charges of sexual assault after the incident has occurred even when both individuals initially consented to having sex.

Rape is a common form of sexual assault. It is committed in many situations — on a date, by a friend or an acquaintance, or when you think you are alone. Educate yourself on “date rape” drugs. They can be slipped into a drink when a victim is not looking. Never leave your drink unattended — no matter where you are. Attackers use date rape drugs to make a person unable to resist assault. These drugs can also cause memory loss so the victim doesn’t know what happened.

Rape and sexual assault are never the victim’s fault — no matter where or how it happens.

College students are more susceptible to sexual assaults when alcohol and drugs are present. There may be persons unknown to you at parties where you are acquainted with a few of the people, which may lead you to experience a false sense of security. (A “friend of a friend” must be okay.) It is wise to attend parties with friends who will look out for each other’s best interests. Students who are concerned about an impaired friend who is in a potentially vulnerable state should seek help for that person. You could be saving the victim from harm and helping the potential assailant avoid a life-changing mistake. It is better to err on the side of caution than to be concerned with interfering.

If you believe you were sexually assaulted but cannot remember what happened due to being impaired or if you are not sure if what occurred was a sexual assault please seek help, even if it is a day or weeks later. You can begin by calling a 24-hour confidential crisis line, such as the Sexual Offense Services (SOS) of Ramsey County 651-643-3006 or Regions Hospital 651-254-1000. Trained counselors will help you. You can also speak to a trusted person at McNally Smith, such as the counselors in Student Life.

If you are sexually assaulted and feel you are in more danger:

- Get away from the attacker to a safe place as fast as you can. Then call 911 or the police.
- Call someone you trust or a crisis center such as the National Sexual Assault hotline at 800-656-HOPE (4673) or SOS at 651-643-3006.
- Do not wash, comb, or clean any part of your body. Do not change clothes if possible, so the hospital staff can collect evidence. Do not touch or change anything at the scene of the assault.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) or pregnancy, if you are female.

While at the hospital:

- If you decide you want to file a police report, you or the hospital staff can call the police from the emergency room.
- Ask the hospital staff to connect you with the local rape crisis center. The center staff can help you make choices about reporting the attack and getting help through counseling and support groups.

McNally Smith is committed to doing whatever is possible to offer safety, privacy and support to a member of its college community who is the victim of
sexual assault. Helping the victim look at options for reporting the assault and taking care of themselves is the immediate concern of the college. The college will assist the victim in contacting the authorities or an appropriate agency for support and counseling.

Notification Procedure for an On-Campus Sexual Assault

If a sexual assault occurs while on campus the victim should seek safety and call 911 directly or report the crime to Student Life, the Safety Director, or any college personnel. The victim will be kept safe and encouraged to seek medical attention to receive immediate care. At the request of the victim, McNally Smith will notify law enforcement officials that an alleged assault has taken place within the school facility. If the alleged assailant is believed to still be on campus the police may be called to the scene.

Follow the same steps as outlined above for sexual assault.

During a police investigation if the alleged assailant is a student or an employee, the college will protect the victim from unwanted contact through transfers or rearrangement of classes. During the course of a police investigation, the college may suggest a temporary leave of absence to the victim and/or the alleged assailant. The college will make all attempts to create a safe campus environment and will take measures to make that happen, such as preventing the alleged assailant from being on campus until a legal ruling is made.

If the alleged assailant is a visitor or a guest, the college will take the necessary steps to bar that individual from entering the building unless accompanied by a college official. The college reserves the right to refuse entrance to any visitor or guest.

The college will assist law enforcement officials during an investigation by obtaining, securing, and maintaining evidence in connection with the sexual assault incident. The college abides by local, state, and federal laws and court rulings. If an alleged assailant is a member of the McNally Smith College community as an employee or as a student and is found guilty of the sexual assault, that person will be terminated from their job position and/or their student status.

If the alleged assailant is found innocent then the college may offer a leave of absence to the person for the class time missed. If a victim is unable to return to school after a sexual assault, they may request a medical or personal leave of absence. No retaliatory actions may be taken against the victim, the alleged assailant, any witness, or others involved in the investigation. McNally Smith reserves the right to take appropriate disciplinary action against persons who file false reports of sexual assault.

Persons who have witnessed an incident or who have been approached to assist a possible victim may want to contact Student Life to seek help and guidance.

A designated college official will communicate with the victim and alleged assailant regarding any internal proceedings and investigation. Meeting minutes and other materials will be preserved for the victim and the alleged assailant.

Resources for victims of sexual violence can be found in the Community Resources pages at the back of this handbook and within the Office of Student Life.

McNally Smith College of Music Alcohol and Drug Free Policy

McNally Smith’s policy is to maintain a learning environment that is free from substance abuse, and to comply with all federal, state, and local laws. It is the College’s policy to maintain an alcohol-free, drug-free, and smoke-free environment. McNally Smith College has developed this policy out of concern for our community’s physical and mental health, safety and productivity, and the College’s status and reputation. This policy is intended to provide clear and
consistent procedures for handling incidents of student use of alcohol, drugs, or other controlled substances while on any of the college premises. It is the policy of the College that students shall not possess, consume or be under the influence of alcohol or drugs while on campus. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere within the McNally Smith campus or while participating in on-campus school-related activities. As condition of enrollment, students must abide by the terms of the policy or one or more of the following actions will be taken within 30 days:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student, up to and including expulsion.
- Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by federal, state, local health, law enforcement, or other appropriate agency.

**Exception to the Rule**

Notwithstanding this, there may be certain College functions, removed from the usual educational setting, at which it is permissible to consume alcohol in moderation, with the college’s approval. These are limited to private functions with no official McNally Smith College sponsorship, faculty and staff functions with no student involvement, or functions open to the public. Students may attend a public function as a member of the general public. There are no exceptions for student events. This policy does not extend to McNally Smith events held off-campus at alternate venues. The policy on alcohol for off-campus events is left to the discretion of the off-campus venue.

**Under the Influence**

Except for the situation outlined above, students who use or are under the influence of illegal drugs and/or alcohol while on campus will be subjected to disciplinary action up to and including expulsion. Students who are suspected of being under the influence of alcohol or drugs will be escorted to the Office of Student Life immediately. The Sr. Director of Student Life will review the facts of the incident and decide on appropriate disciplinary action in accordance with the Code of Student Conduct. For the purpose of this policy, being under the influence means that drugs or alcohol or the combination of drugs and alcohol affect the student in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.

**Reasonable Suspicion**

For all purposes under this policy, reasonable suspicion shall be defined as a belief based on observed, specific, objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. Students under the influence of drugs or alcohol, in possession of drugs or alcohol, or engaged in the unauthorized use or distribution of drugs or alcoholic beverages may be withdrawn from McNally Smith College. Any terminations of a student’s enrollment will fall under the ‘unbecoming of a McNally Smith College student’ clause.

**Drug and Alcohol Abuse Education Programs**

In compliance with the Drug Free School and Communities Act, McNally Smith College of Music makes a good faith effort to maintain a drug and alcohol free college and work place through implementation of the preceding policy and establishes and maintains a drug and alcohol free awareness program. This awareness program is already detailed in the student handbook and has been given to each faculty and student.
staff member. Students seeking help or guidance for breaking additions may be referred to appropriate drug counseling programs.

There are danger signs that could indicate when someone is in trouble with drugs or alcohol:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or school
- Cannot get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the Sr. Director of Student Life.

Resources for Alcohol and Drug Abuse and Treatment can be found in the Community Resources Pages at the back of this handbook.

Library Circulation Policies can be found under the Facilities section of this handbook.

Campus Resource and McKern Studio Complex Policies can be found under the Facilities section of this handbook.

Copyright Policy and Guidelines

The Copyright Act of 1976 provides protection to “original works of authorship.” All students of McNally Smith College of Music are expected to respect the copyright associated with intellectual property which, except under specified circumstances, prohibits the duplication, public display, or performance of such property without permission of the owner of that copyright. Intellectual property includes visual images, software, and other creative expressions, whether fixed electronically or in “hard copy.” Protection is extended to the holders of copyright for literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works. This protection applies equally to published and unpublished works. The holders of copyright possess the exclusive right to authorize reproduction of, distribution of copies or phonorecords of, public performance of, public display of, and preparation of derivative works based on copyrighted works. It is illegal to violate the rights of copyright holders or to direct others to do so. The penalties for violation can be severe. It is best to assume that anything published after 1920 is protected by copyright.

Questions regarding copyright law compliance should be directed to the appropriate Department Head.

Computer and Internet Policy

Any activity that compromises the performance of the college’s computers and/or network such that others are negatively affected is not acceptable. Acceptable computer use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. Proper use demonstrates respect for an individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Examples of activities that should be avoided during regular college hours may include but are not limited to:

- Attempting to download a large video or audio file onto the network;
- Sending graphic files as mail attachments to large groups of people; and,
- Playing an interactive networked game.

Examples of inappropriate use at any time include but are not limited to:

- Attempting to circumvent or subvert system or network security measures at the college or another organization;
• Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or releasing viruses, disrupting services, or damaging files;
• Uploading, emailing, or posting files that contain software or other material protected by intellectual property laws, rights of privacy or publicity, copyright, trademark, patent, trade secret or any other applicable law unless the user owns or controls the rights thereto or has received all necessary consents;
• Deliberately disseminating a virus, worm, Trojan horse or trap-door program code;
• Accessing any kind of sexually-explicit image or document;
• Use of the network to threaten, harass, stalk, abuse or otherwise violate the legal rights (including rights of privacy and publicity) of others; and,
• Excessive use of printing resources.

Consequences: In the event that this Policy is questioned, the Sr. Director of Information Technology and Auxiliary Services is authorized to provide interpretation of this policy. Users violating this Policy will be required to discontinue their inappropriate use immediately. Any further violation may lead to the loss of network privileges as approved by the appropriate Dean or Sr. Director of Information Technology and Auxiliary Services. Offenders are also subject to college disciplinary procedures as well as criminal or civil prosecution.

Any appeals should follow appropriate college grievance procedures.

 Locker Policy
McNally Smith College of Music offers students the benefit of on-campus lockers, which will be issued on the first day of class at the beginning of each semester. The Reception Manager (19 Exchange main desk) is responsible for overseeing and executing all locker policies outlined in this document.

Beginning the 1st day of classes, lockers will be available on the following priority schedule:

1. First week of school, locker registration is open to Juniors and Seniors. After the first week of classes, locker registration will open up to everyone.

2. Students will be assigned lockers in the area that most corresponds with their major.

Two weeks prior to end of semester students with lockers will be notified that they need to clean out their lockers or renew them. The week after the end of each semester all contents of lockers not reserved for next semester will be searched and cleaned. All items left in unregistered lockers beyond the end of a semester become the property of McNally Smith College and will be donated or recycled at the discretion of the Reception Manager.

Locker Guidelines:
1. Lockers must be cleaned out at the end of each semester, unless re-registered for the following semester. Anything left in a locker after the last day of the semester will become property of McNally Smith College of Music.

2. Students are prohibited from switching or sharing lockers.

3. Students are prohibited from using locks other than what has been assigned by McNally Smith staff.

4. Students are prohibited from adhering stickers or marking the lockers in any way—inside and outside.

Please see the Front Desk if...
1. you forget your locker combination.
2. you want to keep your locker for the next semester (lockers must be reserved within 14 days of the end of
the current semester for use in the following semester).

3. you have any other questions or concerns regarding your locker.

**School Policy on Smoking and Tobacco Use**

For the purposes of this policy, tobacco use includes:

* Smoking: including—but not limited to—cigarettes, cigars, pipes, and all non-prescription vaporizing devices (e.g., e-cigarettes)

* Chewing: including—but not limited to—smokeless tobacco, snuff, or snus

McNally Smith College has designated a specific outdoor area on the east side of the 19 Exchange Street building (main building) for tobacco users. This area is specifically the patio outside at the Cedar Street entrance. For the 26 Exchange building where many administrative offices are located, the designated tobacco use area is in the alley behind the building. Please keep the doorways clear. Please DO NOT use tobacco at any of the other entrances to these buildings. The college further reserves the right to modify these locations at any time without notice. Tobacco users should utilize the ash receptacles and trash cans (for smokeless tobacco) and not litter on school grounds. Help keep our campus beautiful.

McNally Smith College does not permit tobacco use in its facilities, in or around main entrances or exits of its facilities, or in the college vehicles. The college complies with the City of St. Paul Non-Smoking Ordinance which states that smoking is prohibited in public buildings. Under the non-smoking ordinance, a person commits an offense if that person knowingly smokes in a public building. The Residence Hall is also a non-smoking building.

McNally Smith College encourages its students not to smoke for all obvious health reasons. If a student is interested in getting information on how to quit smoking, please see Student Life for resources.

**Personal Property Search Policy**

**Overview**

The College has instituted the following regulations to govern drug or weapon searches of lockers, backpacks, book bags, briefcases, instrument cases, containers, jackets and winter coats. Except in extreme emergency situations, the personal property of students shall not be searched unless written or verbal authorization for each search has been obtained from the Safety Director (or persons designated by the Safety Director).

**Procedure**

Persons explicitly authorized by the Safety Director may conduct personal property searches when there is reasonable suspicion to think a college policy is being violated. Reasons for the search, and the objects or information sought, shall be clearly stated, and at least two individuals shall be present during the search. If the owner of the property is not present during a search, authorized persons will be accompanied by another individual who is not an employee of the College. Any items found in violation of college policy will be removed.

Whenever a personal property search is conducted, a written report shall be submitted to the President (or person designated by the President) indicating the search, the reasons for it, results of the search, and a list of items removed (if any).

**Rationale**

The College may, in its sole discretion, carry out or authorize searches/inspections. The following is a partial listing of examples of when the College will exercise its discretion without notice:

1. Locker abandonment.
2. Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive or inappropriate.
3. At the request of, or generally in
cooperation with, law enforcement authorities.

4. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.

5. Risk to the general good of the College.

6. Risk to the general good of the student or student population.

7. Unregistered locker.

8. Physical damage to, or defacing of, the locker.

9. Odors (i.e. spoiled/rancid food, garbage or smelly contents).

10. Locker maintenance.

The College works with the local law enforcement authorities and maintains the right in the College's sole discretion to allow law enforcement to carry out specific searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to the locker's occupant being present. Such police activity may include, but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, briefcases, instrument cases, containers, jackets, and winter coats.

Personal Equipment

McNally Smith offers a variety of equipment for student use within the college. Students may choose to bring their own equipment into the college. If a student chooses to bring in personal equipment the student must do so at his/her own risk. McNally Smith is not responsible for any outside equipment that may become damaged, lost, or stolen.

Gun & Weapons Ban

McNally Smith College of Music bans guns and weapons within or around any of the campus buildings.

Bicycle Policy

In support of bicycle use as a means of transportation, the College provides racks for securing bicycles and maintaining grounds safety. All bikes must be registered with the front administration desk and display a current bike registration. To register your bike, please see the front administration desk. You will need the following information: bike manufacturer's name, model, serial number, color, and approximate value. It is highly recommended you keep this information in addition to a photograph of the bicycle for your personal records.

All bikes must be parked properly in the designated bicycle racks. Bicycles are not allowed to be ridden or stored inside the campus buildings. Bicycles may not be attached to trees, light poles, fences, benches, or any location that would impede the access to or egress from a building or the operation of equipment. Bicycles that lack proper registration, are parked for more than three (3) consecutive days, or are parked improperly are subject to removal by maintenance. If any circumstance requires more than three (3) days time, please notify the front administration desk.

Lack of space is not a valid excuse for violation of any bicycle parking regulation. To report a stolen or removed bicycle, please contact the front administration desk immediately. Purchase and use a good quality bicycle lock; an expensive bicycle lock is cheaper than replacing the entire bicycle. Please read the manufacturer’s manual of any locking mechanism you use to ensure proper usage. Using multiple locks or two different locks increases the security of your bike. To further protect your investment, it is suggested that you register your bike with services such as the National Bike Registry (nationalbikeregistry.com).

Announcements

Most information regarding the college will come to you in the form of an email. Read the Student Newsletters that are...
emailed to you! If you are not receiving the Student Newsletters, please make sure your email address is current in your Student Portal. In addition to email, urgent messages will also be texted to your cell phone.

Phone Messages
In emergency cases only, messages can be communicated to students in classes through the Sr. Director of Student Life.

Cell Phones
Turn volume off on cell phones. Students should not be placing or accepting phone calls or texting while in class.

Bulletin Boards
College bulletin boards are provided for purposes of advertising shows, recitals, classifieds, and events. Submissions should be dropped off at the 19 Exchange front desk. Please keep posters clean and respectful. The college will post most anything, as long as it adheres to the following rules:

1. Events must have all relevant information included (date, time, location).
2. No nudity or excessive use of profanity.
3. Do not advertise for or imply “free alcohol” of any kind.
4. Do not advertise for any illegal activity.
5. No political or religious posters unless it is advertising for a specific event.

Date posters (for gigs or events) will be put up a maximum of 30 days prior to the event, or immediately, if space is available. They will be removed once the event is over. Non dated posters (general advertisements or classifieds) will be date stamped and left up for 30 days. The Support Manager will have final approval on posters.

Volume Limits
Classrooms and practice studios are at low-acoustic volume levels. Please keep volume levels low unless performing on stage.

CAMPUS CRIME POLICIES AND PROCEDURES

The Safety Office prepares the McNally Smith College of Music Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by McNally Smith College of Music; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security. The report also includes institutional policies concerning campus security. The full text of this report is located on our web site at: mcnallysmith.edu/about-mcnally-smith/faqs under Annual Security Report.

Timely Warnings
In the event that a situation arises either on or off campus that, in the judgment of the Safety Director, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college student information system to students, faculty, and staff. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, the Safety Office may also send a bulk text message to all students,
faculty, and staff, providing the college community with more immediate notification. The warning will also be distributed through the college’s social networking outlets. Anyone with information warranting a timely warning should report the circumstances, in person or by telephone, to the main building front administration desk, 651.291.0177 or the Safety Office, 651.361.3320.

To Report a Crime
For emergencies, dial 911. For non-emergencies, contact the main building front administration desk, 651.291.0177, or the Safety Office, 651.361.3320 or complete a crime/incident report available at the front administration desk in the main building. Community members, students, faculty, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Safety Office in a timely manner. If assistance is required from the Saint Paul Police or Fire Departments, McNally Smith College staff will contact the appropriate unit. Because police reports are public records under state law, the Saint Paul Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Safety Office as identified below. Crimes should be reported to the Safety Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community. If a sexual assault or rape should occur, staff on the scene will refer the victim to the Student Life Office for information on a wide variety of services. In addition, any of the members of the Safety and Security Committee (excluding the student representatives) may be contacted to report a crime or for immediate help:

   Safety Director  
   651.361.3320

   Senior Director Student Life  
   651.361.3420

19 Exchange Reception Manager  
651.361.3302

Residence Hall Coordinators  
651.361.3423

After Hours On-Duty RA Staff  
651.324.1609

Access Policy
During campus hours, McNally Smith College of Music will be open to students, parents, employees, alumni, contractors, guests, and invitees. All parents, guests, alumni, and other invitees must sign-in at the front administration desk. During non-campus hours, access to all college facilities is by key and keycard. In the case of periods of extended closing, the college will admit only those with prior approval to the facilities. Special circumstances may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement Policy
McNally Smith College of Music employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Individuals without lawful business at the college may be asked to leave. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety Office at the college maintains a highly professional working relationship with the Saint Paul Police Department.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Safety Office and the appropriate police agency. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics.

Security Awareness Programs
During orientation, students are informed of services offered by the college. Students are provided information and referrals available in the Student Life Department, including the areas of maintaining personal safety, crime prevention, sexual assault prevention, and alcohol and substance abuse information is relayed
at orientation about campus crime and in around the campus.

Students are informed about the surrounding area and are encouraged to be responsible for their own security (i.e., locking car, leaving with others, etc.). A Safety and Security Committee has been established to monitor crime within the building and to raise sensitivity about safety in and around the school. During orientation students learn about the Drug Free Schools and Communities Act and the school’s policy on Sexual Harassment and Sexual Assault. Each of those policies has specific procedures to deal with individuals who do not abide by the policies.

**General Security Tips – Living in the Twin Cities**

By any measure, the Twin Cities is one of the top twenty metropolitan areas in the United States. It offers many advantages: a vibrant art and music scene, a solid economy, good public transportation, lots of young people, world-class retail and services, and a thriving immigrant population. All major U.S. cities have attendant challenges. Crime and homelessness are a fact of metropolitan life in America. Enjoy all the Twin Cities have to offer but do not neglect your personal safety. Do not overestimate your street smarts or compromise your self-respect.

**Be aware. Be safe.**

**Some reminders:**

- If walking city streets at night, pay attention to what’s going on around you. Walk confidently. Make eye contact. Know where you are going. Avoid being alone.
- If you can legally buy alcohol, be moderate. Drunken college students are easy targets for crime.
- Do not engage with or give money to panhandlers.
- People selling illegal street drugs often behave pleasantly. They also tend to rob or injure people. Avoid them.

**On Campus:**

- Never offer admittance into the college to any unauthorized person!
- Common sense should be used to ensure that instruments, equipment, books, and materials are safe and secure.
- Make sure your books, instruments, and equipment have some form of identification on them.
- Store belongings in your locker rather than just leaving them set out.
- Report any suspicious activity or behavior to the college’s front desk.

**At Home:** No matter where you live certain precautions should be taken concerning your security, and that of your property. You should:

- Record the serial numbers of your radios, stereos, computer, printer and similar valuables, and place identification on your property;
- Keep money and valuables in a secure place; and,
- Be aware that there are people who may attempt to gain entrance into a secured apartment building or apartment that a student is entering. Under no circumstance should a student allow another person unknown to them access to his/her apartment or the secured apartment building complex.

**Theft and Damage Insurance:** McNally Smith assumes no responsibility for theft, damage, or loss of personal belongings. If you are not covered by your family’s insurance policy, we encourage you to carry some form of personal property insurance.

**Off-Campus Activities:** McNally Smith College of Music does not currently have off-campus locations of student organizations or off-campus housing facilities operated by the college. The college is not responsible or accountable for the actions of its students or employees outside of the “campus” unless it is part of a college-sanctioned activity (e.g., field trips, showcase night). Local
law enforcement officials would not have any documentation linking McNally Smith with criminal activities engaged in by students off campus unless it had to do with a college-sanctioned activity.

Campus Crime Statistics - 2012 Report

The Campus Crime Statistics Report for 2013 can be found in detail within the Annual Security Report at mcnallysmith.edu/about-mcnally-smith/faqs.

SECURITY IDENTIFICATION CARD POLICY

All students and employees will be issued a security identification card that they must be able to produce upon request. This photo ID functions as the security access key for the campus and identifies you as being a member in good standing of our campus community. The security identification card is required to access the campus resources and equipment. If you lose your security ID or have a non-functioning security ID or were not issued a security ID, please inquire at the main 19 Exchange Street reception desk. New or replacement security IDs may be issued within 1-2 business days. Replacement of a lost security ID costs $10.00.

All students and employees are encouraged to visibly display their security ID cards on their person at all times while on campus grounds. Proper display of an ID is the front side of the body anywhere from the shoulder region to the kneecap. The ID card can be attached to an article of clothing via any apparatus supported by McNally Smith College of Music. These include, but are not limited to: lanyards, plastic security badge clips, and retractable belt clips.

Persons on campus who are unable to produce their security ID card or visitor pass when requested may be asked to leave. It is the responsibility of each student, faculty member, and staff member of the college to ensure each person (whether a visitor or not) is wearing appropriate identification during their time on campus. Individuals without proper identification or functioning security ID card should be directed to the main reception desk via the 19 Exchange Street entrance. Never admit individuals without proper ID through secured campus entrances.

Students who lose or forget their security ID card may be allowed on campus by checking in with the reception staff. This courtesy will be allowed up to five times per semester. After the fifth “strike” a security ID replacement may be requested on the student’s behalf and the student will be made ineligible to access the campus resources until the $10 replacement fee is paid.

Any security ID thought to be in use by an individual other than its assigned owner will be deactivated and students permitting such use of their security ID will be subject to review by the Student Conduct board.

Guest Policy

When you are in McNally Smith’s facilities, you are responsible for the actions of you and your guests. Students wishing to host guests on campus must meet their guests at the 19 Exchange Street reception desk. The McNally Smith staff will not search for a guest’s requested host beyond calling the extension of a requested MSCM employee and the staff will not reveal the location of any person on campus without prior approval from that individual. Guests may be allowed to wait for their hosts in the reception area for up to 30 minutes, but may be asked to leave at any time by the staff member on duty. All approved guests must check in at the reception desk and visibly display a guest badge while on campus. The front desk staff will log the time in and time out for every guest. The host must accompany their guests while they visit campus. No guests will be permitted to roam the school unattended. Anyone who fails to follow McNally Smith policies may be asked to leave.
Alumni Policy
McNally Smith graduates are welcome to utilize the college facilities and reserve the practice rooms and recording studios upon prior authorization. Graduates who want to be pre-authorized to use the college facilities should complete the Alumni Registration form found on the McNally Smith website. The form will be reviewed by the Alumni Services Coordinator and the graduate will be registered within 48 hours with Campus Resources. Approved alumni should request an alumni photo ID card at the front desk and it should always be worn while on campus. Approved alumni will be able to call the college to reserve a practice room or studio. Priority reservations will go to current students.

As with anyone entering the building alumni will need to provide identification and will need to check in and out with the front reception desk (19 Exchange St.). Alumni who do not have an alumni photo ID card will need to register as a visitor. Alumni must adhere to the Code of Student Conduct while on campus.

STUDENT RESOURCES

Student Administrative Services - 26 Exchange Building - 1st floor.

Reception & Administrative Assistance:
* Enrollment verification & transcript requests.
* Leave of Absence processing. (Note: Leave of Absence forms can be found in Student Life or in Student Administrative Services.)
* Change of program & class withdrawal requests.
* Email, phone, & support contact for Registrar Office & Financial Aid Office.

Registrar Office:
* Academic appeals.
* PSEO student registration & communication
* Transcript monitoring, including test out & advance placement
* Transfer of credit evaluation
* Master scheduling & class section changes.
* Support for academic advising.
* Graduation requirements & processing.

Academic Advising:
* Advise students on academic plan & program requirements.
* Assist students with registration.
* Manage degree audit & graduation requirements.
* Costs, tuition, & fees questions as it relates to student schedules.
* Counsel students regarding schedule as it relates to financial aid.
* Monitor student credit loads.
* Registration holds management.

Financial Aid Office:
* Counsel students regarding financial aid and financial literacy.
* Assist students with financial aid application process.
* Monitor financial aid monies and follow up missing disbursements.
* Student contact point for Veterans Administration and PSEO Funding programs.
* Award and monitor Childcare grant, MN GI Bill, and MN Indian Scholarship funding.
* Process student loan originations and disbursements.

Administrative Services:
* Safety Office for all campus safety & security concerns.
* Support for Financial Aid Office and financial appeal situations.
* Monitor Veterans Administration and PSEO Funding programs.
* Student Conduct issues (non-academic).
* Additional student concerns related to Administration.

The Admissions Office & Bursar Office are located below Student Administra-
tive Services on the ground floor of the 26 building.

**Disability Services**

McNally Smith College of Music is an Americans with Disabilities Act-compliant institution. If you'd like to set up accommodations please contact the Student Services Coordinator in the Office of Student Life to receive and submit an Accommodation Request Form. On this form it will ask you to describe and attach available supporting documentation (e.g. IEP, 504 plan, individual assessments, or other documentation from a qualified professional.) In some cases we may need you to fill out a Verification form. If formal documentation isn’t available please contact our office. Students will work with the Student Services Coordinator one on one to determine eligibility. Contact: Joel Cooper, Student Services Coordinator at joel.cooper@mcnallysmith.edu or 651-361-3428

**Support Services**

The Office of Student Life enhances all aspects of student life, including the provision of resources for students who have questions or need academic, professional, emotional, or mental support (see Counseling). The Office of Student Life offers assistance by directing students to resources available through the college and the community. External resources include physicians, dentists, mental health services, support groups, and health insurance resources. Students can seek advice for how to handle challenging situations and they can register their concerns and complaints within the Office of Student Life. Student Life personnel can act as advocates for students.

**Counseling**

Licensed Professional Counselors provide individual and small group counseling, as well as crisis response and community referrals. You may contact the Administrative Assistant for the Office of Student Life at 651.361.3425 or email studentaffairs@mcnallysmith.edu for more information and to schedule an appointment. Counseling services are confidential in nature and free of charge for enrolled McNally Smith students.

**Events and Activities**

Throughout the year, the college offers fun opportunities for students to get to know one another. McNally Smith students enjoy movie nights, open mic nights, video game tournaments, and larger, all-school social events, including trips to professional sporting events, barbeques, and concerts.

**Student Organizations**

The Office of Student Life oversees recognition and development of officially recognized student organizations. Recognized student organizations may be eligible to receive funding, access to college facilities, and other benefits. Check with the Student Services Coordinator for information on existing student organizations, the process for seeking funding and other resources, and the procedure for seeking recognition of any new organizations.

**Housing**

McNally Smith College of Music offers a residence housing option for our student body. A limited number of units are available, with floor plans accommodating between 2 - 4 roommates per unit. Due to the limited space in the residence hall, we encourage interested students to apply early. Students are accepted based upon application date.

The campus residence hall is currently located in the historic Lowry Hotel building at 345 Wabasha St. N. It is within two blocks of multiple bus routes and the light rail and it is five blocks from the main campus.

Students interested in learning more about the MSCM residence housing
should contact the Housing Manager at 651.361.3423 or by emailing reslife@mcnallysmith.edu.

There are numerous apartments located within the downtown St. Paul area. The current McNally Smith Housing Guide illustrates amenities and rental rates. (Please note that MSCM is not responsible for any changes that may occur with the pricing or amenities of the apartments. It is important to check with the individual apartments directly for the most up-to-date information.)

There is an off-campus roommate list that students may use to find other students looking for roommates. Please contact the Housing Manager at 651.361.3423 for more information.

**Student Life**

Student Life helps students navigate through the process of making decisions about their careers. Student Life uses job search tools, provides resume help and on-line profiles. In addition, Student Life helps students target the right markets, research companies and salaries, and hold mock interviews. The Student Life team is eager to meet with students and encourages appointments. Students can call 651.361.3425 to schedule an appointment with a Career Advisor.

**Internships**

It is proven that new college graduates who have taken part in internships are much better off in the job market than their counterparts who did not gain that experience, according to a report published by the National Association of Colleges and Employers (NACE 2009 Survey). Students are encouraged to complete an internship before graduating. We offer internships in numerous areas of the creative industries all across the country. Our Industry and Internship Coordinator is here to guide you through the internship process, ensuring that you are aware of all opportunities available to you and to help you choose the one that best suits your needs as well as the mentor’s.

Internships bring an intentional learning agenda to the experience.

The sponsoring organization develops and administers internships according to its needs and goals. Therefore, internships will vary in their structure and policies. Internships may last anywhere from a few weeks to a full year, may be full-time or part-time, and may be paid or unpaid positions. Students can call to schedule an appointment with the Industry and Internship Coordinator by calling 651.361.3425.

**Volunteerism**

Volunteering is a great way to gain experience and build your resume in your first few semesters as you wait to become eligible to participate in our internship program. You have the opportunity to become more involved in the local music scene, network, and gain great connections. Check out the Job/Internship/Volunteer Board on the wall outside of the Office of Student Life or call 651.361.3425 to schedule an appointment with the Internship & Industry Coordinator.

** McNally Smith Student Workers**

There are a number of part-time jobs available on and off campus. Check the McNally Smith website: (www.mcnallysmith.edu) and look under Financial Aid for Federal Work Study Jobs. Check campus bulletin boards for on and off campus opportunities. A designated board outside of the Office of Student Life lists current jobs, internships, and volunteer opportunities.

**First Aid/Emergency Kits**

First-aid kits are located at the Main Building Front Desk, Auditorium, Book Store, Soundbite Café, Loading Dock Area, Record Lab Office, Resource
Center, Student Life Office, 26 Exchange Building Mail/Lunch Room. There is an Automated External Defibrillator (AED) unit. For medical emergencies dial 911. For assistance with non-emergency medical assistance, check with the Office of Student Life.

**COMMUNITY RESOURCES**

**Emergency (Police, Fire, Ambulance)**
911

**St. Paul Police Department**
Non-Emergency
651.291.1111

**CRISIS RESOURCES**

MusiCares (toll free crisis help line)
877.626.2748
Total Confidentiality, Emergency Financial Assistance, Health Care Referrals, Addiction Recovery, Immediate Crisis Intervention, 24 Hours a Day. Please visit www.GRAMMY.com

Crisis Connection (24 Hour)
612.379.6363
866.379.6363

Ramsey County Crisis Center, St. Paul
651.523.7900 ext. 1

Suicide Prevention
612.347.2222

Crisis Intervention
800.784.2433 or 800.273.8255
Call anytime for help

Mental Health Association of MN
www.mentalhealth.org
612.331.6840 or 800.483.2007

Mental Health Consumer/Survivor Network of MN
www.mhcsn.net
651.637.2800 or 800.483.2007

Suicide Awareness Voices of Education (SAVE)
www.save.org
888.511.7283

**DRUG/ALCOHOL ABUSE AND TREATMENT**

United Way's First Call for Help
211

MusiCares (toll free crisis help line)
877.626.2748

MusiCares
Total Confidentiality, Emergency Financial Assistance, Health Care Referrals, Addiction Recovery, Immediate Crisis Intervention, 24 Hours a Day. Please visit www.GRAMMY.com

Ramsey County Mental Health & Crisis Center
612.379.6363

Ramsey County Crisis Center
651.523.7900

Musicians Assistance Program, Local Office
952.401.8842

Musicians Assistance Program, National Office
800.627.6271

St. Mary’s Chemical Dependency Services (Fairview Recovery Services)
952.892.2510

AA St. Paul (Alcoholics Anonymous St. Paul Intergroup)
651.227.5502
Visit aastpaul.org and click "I need a meeting right now!" to find a meeting near you.

Alcohol & Drug Programs Intervention & Referral
612.879.3501

Chemical Health Assessment
651.266.4008

**EMPLOYMENT OPPORTUNITIES ON-CAMPUS**

Check the bulletin boards and the McNally Smith website www.mcnallysmith.edu for student job openings.

Applications should be dropped off at Human Resources in the 26th Exchange Building.

**GLBT ORGANIZATIONS**

McNally Smith GSA (Gay-Straight
Alliance) Student Organization
Stop by The Office of Student Life
for information.

University of Minnesota Queer Student
Cultural Center
www.tc.umn.edu/~qsc
612.626.2344

Coffman Memorial Union
300 Washington Ave. S.E.
Rm 205 Minneapolis, MN

Minnesota GLBTA Campus Alliance
www.mncampusalliance.com
District 202, 1601 Nicollet Ave.
Minneapolis, MN
www.dist202.org

Outfront MN
www.outfront.org
612.822.0127

All God’s Children – Metropolitan
Community Church
3100 Park Ave., Minneapolis, MN
612.824.2673

HEALTH CARE

St. Paul Hospitals
United Hospital
www.allina.com/ahs/united.nsf/
333 North Smith Ave.
St. Paul, MN 55102
651.241.8000

Regions Hospital
www.regionshospital.com
640 Jackson St. # 3, St Paul, 55101
651.254.0855

St. Joseph’s Hospital
www.stjosephs-stpaul.org/
69 West Exchange St.
St. Paul, MN 55101
651.232.3000

Community Clinics - St. Paul
(Payments based on income & family size)

Eastside Family Clinic
895 E. 7th St.
St. Paul, MN 55102
651.772.9757
651.772.9959 (fax)

La Clinica
West Side Community Health Center
153 Cesar Chavez St.
St. Paul, MN 55107
651.222.1816
651.241.1099 (fax)

Open Cities Health Center
409 Dunlap St.
St. Paul, MN 55104
651.290.9200
651.290-9201 (fax)

United Family Medicine
1026 W. 7th St.
St. Paul, MN 55102
651.241.1000
651.241.1099 (fax)

St. Mary’s Health Clinics
Free Health Care to those people who
do not have health insurance, medical assistance,
Medicare, Minnesota Care(Emergency trauma, critical care, prenatal, mental health, & dental services are NOT provided.)

For eligibility information or to schedule an appointment call:
651.287.7777
Mon.-Thurs. 8:30 am - 3:30 pm
Fri. 8:30 am to 12:00 pm

Ramsey Cty. Public Health-Clinic 555
(sliding fee scale)
(right across from MSCM on the corner of Cedar & 10th)

Sexual Health Services, Birth Control, STD testing & treatment, TB testing & treatment, Immunizations, Birth Certificates
651.266.1343

ST. PAUL CLINICS

Minute Clinics
www.minuteclinic.com
866.389.2727

Minute Clinics provide diagnosis and treatment for common family illnesses, skin conditions, and vaccines, and are available throughout the Twin Cities. Minute Clinics accept most insurance plans. Most services $59 or an insurance co-pay. You can find Minute Clinics inside many CVS Pharmacies.
For more details on locations go to the website.

**Target Medical Clinics are available at:**

**Midway Super Target**
1300 University Ave. W.,
St. Paul, MN  55104
651.642.1146

**West St. Paul Super Target**
1750 Robert St. S.
West St. Paul, MN  55118
651.455.6671

Hours:
- M-F:  9:00am-7:30pm
- Sa: 9:00am-4:00pm
- Su:  9:00am-4:00pm.

* Clinics are closed daily from 1:30 - 2:00pm.

**HealthEast Downtown St. Paul Clinic**
651.232 .4200

**Gallery Professional Building**
17 West Exchange Street #835
St. Paul, MN 55102
Customer Service: 651.232 .1120

The HealthEast Downtown St. Paul Clinic specializes in internal medicine and offers complete primary care services for adults, from diagnosis through treatment.

Clinic hours extend from 8:30am to 5:00pm, Monday through Friday.

**HealthPartners St. Paul Clinic & Urgent Care**
www.healthpartners.com/locator/ HPClinics/specialty/location/detail.do?locationId=303
205 South Wabasha St.
St. Paul, MN 55107

General Information:
651.293.8100

Medical Appointments:
952.967.5584

Clinic Hours:
- Mon. – Fri. 8:00am to 5:00pm
- Urgent Care Hours:
  - Mon – Fri. 5:00pm
  - Sat. & Sun. 9am – 8:00pm

Located one mile south of downtown St. Paul across the Wabasha St. bridge.

**Allina Medical Clinic**
www.allina.com/ahs/AMC.nsf/page/
AMC_West_St_Paul
150 E Emerson Ave.
West St. Paul, MN  55118
651.241.1800

Clinic Hours:
- Mon-Thurs. 7:30am to 8:00 pm, Friday
- 7:30am to 5:00pm

After Hours Care:
- Sat. 9am to 4:00pm
- 651.241.1818

(Holiday hours may vary)

Located about 3 miles south of downtown St. Paul

No need to make an appointment - walk-ins welcome. The clinic offers x-ray, laboratory and pharmacy services. For Urgent Care directions, wait times and hours call: 952.853.8800.

The urgent care clinic welcomes patients covered by most major insurance plans as well as self-payment. Some common conditions treated include: cuts requiring stitches, broken toes or fingers, minor burns, minor animal bites, foreign objects in the eye, ear or nose, sore throats, earaches and other minor ailments for adults and children.

**Now Care**
1955 W. County Rd. B2,
Roseville, MN
651.635.0054

Open 9:00am - 9:00pm

Need Insurance or Temporary Insurance

**HEALTH RELATED REFERENCES**

**Fairview Healthwise Center**
612.823.4663

**HealthEast One Call - Physician Referral and Health Info.**
651.232.1515

**Medformation**
651.697.3333

**Hennepin County General Health Info.**
612.347.4747

**HOUSING**

For residence housing and off-campus housing questions please see McNally Smith's Housing Manager. Pick up a
Housing brochure at the Admissions Office or in The Office of Student Life. The Housing Brochure lists apartment information within the downtown St. Paul area. The Admissions Office maintains a roommate list for students seeking roommates.

INFORMATION HOTLINES
Panic Hotline
800.64.PANIC
Anxiety Hotline
888.ANXIETY
United Way’s First Call for Help
211
National Suicide Prevention Line
800.273.8255
Library (Public)
St. Paul Public Library
90 West 4th Street, St. Paul, MN 55101
651.266.7000

MENTAL HEALTH CARE
You may also see a counselor in the Office of Student Life for a specific referral to practitioners for off-campus counseling, support groups, medication management, and psychological assessment.

Hamm Clinic
408 St. Peter St., Suite 429
St. Paul, MN  55102
www.hammclinic.org
email: hamm@hammclinic.org
Appointment desk:
651.224.0614

A non-profit mental health resource, downtown St. Paul. Payment: Hamm Clinic makes its services accessible to clients regardless of financial circumstances. Clients use a variety of methods to pay for service, including health plans and insurance, Medical Assistance, and a sliding fee scale based upon family income and number of dependents.

Allina Behavioral Health Services
- St. Paul Clinic
651.241.5959
Fort Road Medical Building, Suite 100
360 Sherman St.
The following services all have advocates available 24 hours a day to assist victims of sexual assault. The advocates are on-call and are trained to help victims with legal and medical procedures involved in a sexual assault. Long-term counseling services are available as well. McNally Smith will assist and encourage victims in using the resources listed below.

**United Way's First Call For Help**
211

**S.O.S. (Sexual Offense Services)**
(24 hours)
651.643.3006

**Regions Hospital (St. Paul)**
651.221.8922

**Regions Hospital Emergency Room Crisis Program**
651.221.2121

**United Hospital (St. Paul)**
Emergency Room
651.220.8755

**Rape and Sexual Assault Center, Minneapolis**
612.374.9077

**Crisis Intervention Center**
612.347.3161

**Hennepin County Sexual Assault Resource Services**
612.347.5832

**Hennepin County Sexual Abuse/Assault Center (24 hours)**
952.448.5452

**Sexual Violence Center - Crisis Line, Minneapolis**
612.871.5111

**Crisis Connection (24 Hour)**
612.379.6363

**Chrysalis (for women & families), Minneapolis**
612.871.0118

**Harriet Tubman Shelter, Minneapolis**
612.825.0000

**Cornerstone**
952.884.0330

**Methodist Hospital Advocare**
952.993.6670
Sojourner Project
952.933.7422

RESTAURANTS IN OR CLOSE TO DOWNTOWN ST. PAUL

Babani’s Kurdish Restaurant
544 St. Peter St.
651.602.9964

Barrio Tequila Bar & Restaurant
Lowertown
235 E 6th St.
651.222.3250

Bean Counter Coffee Company,
World Trade Center
651.227.8283

Black Dog Coffee & Wine Bar
308 Prince St #100
651.228.9274

Black Sheep Coal Fired Pizza
512 N Robert St.
651.227.4337

Blue Neon Espresso
340 N Wabasha
651.225.8890

Boca Chica Restaurant
11 Cesar Chavez Ave.
651.222.8499
(across Wabasha bridge about 1 mile from downtown)

Boca Chica Taco House
Corner of Cesar Chavez & Wabasha Streets – a mile south of downtown

Bruegger’s Bagels
1 W 7th St.
651.225.4363

The Bulldog Lowertown
237 6th St. E
651.221.0750

Burger Moes
242 W 7th St.
651.222.3100

Chipotle
29 W 5th St.
www.chipotle.com
651.291.5411

D. Brian’s Sandwich Co.
445 Minnesota St.
651.223.7979

Domino’s
77 Saint Peter St.
www.dominos.com
(order online)
651.227.3030

Downtowner Woodfire Grill
253 W 7th St.
651.228.9500

Great Waters Brewing Co.
426 St. Peter St.
651.224.2739

Jimmy John’s
523 Jackson St.
651.665.9000

Joseph’s Grill
140 Wabasha St.
(across Wabasha bridge at Plato)
651-222.2435

Keys Café & Bakery
500 Robert St. N
651.222.4083

Mickey’s Diner
36 7th St. W
651.222.5633

Tanpopo Noodle Shop
308 Prince St. #140 (4th & Broadway)
651.228.9967

Wild Tymes Bar & Grill
33 W 7th Place
651.224.8181

SELF HELP ORGANIZATIONS

Recovery, Inc.
(nervous symptoms & fears)
612-890.7623

Dual Recovery Anonymous
651.637.2800

Emotions Anonymous
651.647.9712

SNOW EMERGENCY
ST. PAUL/MINNEAPOLIS
651.266.7569

TRANSPORTATION

The college is located on or near bus
lines operated by Metro Transit Commission (MTC). To determine what bus to ride, students can call MTC with their location, the destination, and time they want to travel. Discounted bus passes are available for purchase in the Bookstore.

MTC
www.metrotransit.org
612.373.3333

Anytime Fitness

226 Spring Street, Saint Paul, MN 55101
651.292.1707
StPaulMN2@anytimefitness.com
Students, faculty, and staff are eligible to enjoy $30 monthly membership.

Skyway YMCA
194 East Sixth Street
St. Paul MN 55101
651.292.4143
Offers student membership rates at $150 per quarter (3 months).