Spring 2015 Orientation Checklist

Before Orientation

- **Spring 2015 Semester Calendar**: Check out the Spring 2015 Academic Calendar to plan for breaks, exams, and more at: [http://www.mcnallysmith.edu/events](http://www.mcnallysmith.edu/events)
- **Disability Services**: Students who need accommodations have the responsibility of contacting the Office of Student Life to jointly assess their needs prior to their first semester of enrollment at McNally Smith. You should not assume that the college knows any information about your needs because it was included with your application for admission. Contact Corbett Laubignat, Disability Resources & Access Consultant at 651.361.3420 or email corbett.laubignat@mcnallysmith.edu
- **MyPortal**: Please make sure that you can access your student portal at: [https://myportal.mcnallysmith.edu](https://myportal.mcnallysmith.edu) if you cannot, please contact our IT department at: help@mcnallysmith.edu
- **Equipment**: Make sure you have the equipment required for your program. You can find what is required for your program on Page 15 of the course catalog: [http://www.mcnallysmith.edu/courses](http://www.mcnallysmith.edu/courses)
- **Housing**: Still looking for housing for the spring? Visit this link for information on the residence hall and downtown housing at [http://www.mcnallysmith.edu/admissions/housing-dining](http://www.mcnallysmith.edu/admissions/housing-dining)
- **Financial Aid**: Review your financial aid information. If you have questions call Neil Leibundguth at 651.361.3324 (email: neil.leibundguth@mcnallysmith.edu).
- **Dietary Restrictions**: Inform us of any dietary restrictions that you may have prior to orientation. Contact joel.cooper@mcnallysmith.edu
- **Gather Contact Information**: Bring the following information with you to orientation: Emergency contact information and your new address.
- **International Students**: Please check-in with Kathy Hawks at 651.361.3450 as soon as you have relocated.
- **Admissions Representative’s Info**: Be sure to bring your Admissions Representative’s name and contact info with you in case you have any questions en route to campus. They can often times connect you quickly with who/what/where you need to be.

During Orientation

- **Placement Testing in Music Theory & Ear Training**: Students who feel confident in the areas of music theory and ear training will have the opportunity to take placement tests in those classes. Additional info is included with this letter.
- **Get Your McNally Smith ID/Security Badge Photo Taken**: All MSCM students, faculty and staff are required to display their MSCM Security/Photo ID Badge on at all times during the semester. This badge provides students with admission to the building, the ability to checkout materials from the library and gives them access to practice rooms, equipment, and studio space. To get your photo taken, go to the Front Reception Desk of the 19 Exchange Building during your downtime.
- **Pay Tuition**: If you’d like to make a tuition payment in person you can visit the Bursar’s office in the 26 Exchange Building, Lower Level, Monday – Friday from 9:00a.m. – 5:00p.m. For information on how to make a payment online visit: [http://www.mcnallysmith.edu/financial-aid-office](http://www.mcnallysmith.edu/financial-aid-office)
- **Financial Aid**: If you still have questions about your financial aid package, visit the Financial Aid office in the 26 Exchange Building, Lower Level or visit: [http://www.mcnallysmith.edu/financial-aid-office](http://www.mcnallysmith.edu/financial-aid-office)
- **Class Schedules**: During orientation you will be receiving information on how to access your class schedule. Please bring your MyPortal account login information; you should be able to see your class schedule after you have registered. If you have questions about your schedule you can speak with the Registrar’s office after the end of Orientation.

After Orientation

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

McNally Smith College of Music
19 Exchange Street East
St. Paul, MN 55101 USA
(p) 800.594.9500
(f) 651.291.0366