

Spring 2017 Orientation Checklist

Preparing for the Transition to McNally Smith and College Life

This may look like a lengthy list of things to do, but take a look through it and familiarize yourself with information that may be most helpful to you!

- Look Ahead.** Check out the **2016-17 Academic Calendar** to plan for breaks, exams, and more at: <http://www.mcnallysmith.edu/events>

- Disability Resources & Access:** If you had an Individualized Education Plan (IEP) or a 504 Plan in high school or if you have utilized accommodations in the past, you should check in with the Disability Resources/Access Consultant (aka the Senior Director of Student Affairs). If you deal with disabilities including Autism, Dyslexia, ADD, ADHD, Depression, or Anxiety, we can discuss what kind of support/accommodations you may need in place to be successful at McNally Smith College of Music. You may or may not end up using accommodations here, but it is important to discuss the subject with us. The college cannot ask a student if they need accommodations or if they have any disability or learning challenges, so it is up to students to disclose this information to us.

Students who need accommodations have the responsibility of contacting Student Affairs for an intake interview to assess their needs prior to their first semester of enrollment at McNally Smith. Please do not assume that the college knows any information about your needs or disability because it was included with your application for admission. Contact Susan Brezny, Senior Director of Student Affairs and Disability Resources & Access Consultant at 651.361.3420 or email susan.brezny@mcnallysmith.edu.

- Sexual Assault Awareness Training** All McNally Smith College students are required to take an online sexual assault awareness course before attending classes. This course takes about 30-45 minutes to complete (you can start, take a break, and resume where you left off, if needed). A link to take the course, along with login credentials, will be coming in a separate email from McNally Smith College with the subject 'Course Registration for (name)'.

 Thinking of purchasing an Apple computer for school? Students can receive discounts through the McNally Smith Apple Store. Visit: store.apple.com/us_edu_284337.

- MyPortal:** Please make sure that you can access your student portal at: <https://myportal.mcnallysmith.edu/> It's important that you can gain access to your portal, so if you have trouble, please contact our IT department at: help@mcnallysmith.edu
**Giving others access: Your portal is where you designate who you will allow to have access to your records and what records those people can see. (In college the right of who controls your records transfers to the student--not the parents or anyone outside of the college.)*

- Equipment:** Make sure you have the equipment required for your program. You can find out what you will need by checking out the accompanying **Equipment** sheet (the fast way) or by looking at Page 17 of the 2016/2017 course catalog (the long way), which can be found at: <http://www.mcnallysmith.edu/courses>

- Financial Aid:** Review your financial aid information. If you have questions contact Brandon Kongsjord at 651.361.3324 (email: brandon.kongsjord@mcnallysmith.edu), or visit the Financial Aid office in the 26 Exchange Building, First Floor or visit: <http://www.mcnallysmith.edu/financial-aid-office>

- Dietary Restrictions:** Inform us of any dietary restrictions that you may have prior to orientation. Contact: studentaffairs@mcnallysmith.edu

- Gather Contact Information:** Bring the following information with you to orientation:
1) Emergency contact information and 2) Your new address while at college.

**Thinking about getting a job?: If you plan to apply for an on-campus job at any point, you will need to have your original Social Security Card + a formal ID, such as a drivers license, state ID, or passport.*

- International Students:** Please check-in with Kathy Hawks at 651.361.3450 as soon as you have relocated and for any questions that may arise along the way.

- 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>

If you have any questions regarding living in the residence hall, please contact our Residence Hall Coordinators at 651.361.3429 or 3421 or email reslife@mcnallysmith.edu. We believe that living in the residence hall during your freshman year is a real plus for developing a sense of community and helping to adjust to college life. The Residence Hall Coordinators and the student Community Advisors (C.A.s) provide students with activities and support. Residence hall rooms can go fast, so make sure you've completed your housing application and have sent in your fee if you want to live in the residence hall.

- Banking:** Many students choose to continue banking in their hometown and then rely on ATM machines and the Internet to manage their accounts. For students who prefer to set up accounts in St. Paul, the two major banking institutions downtown are Wells Fargo and U.S. Bank. Please note that there is an on-campus ATM on the 3rd floor, just outside of the Sound Bite Café.

☐ **Transportation Options:**

- **Public Transportation:** McNally Smith is located on or near bus & light rail lines operated by Metro Transit. To determine how to get to a destination, visit: metrotransit.org/tripplanner or call 612.373.3333.
- You can purchase Metro Transit student passes in the Merchandise Store within the Sound Bite Café on 3rd Floor.
- **Car:** Parking in downtown St. Paul can be a challenge. Check with your housing to see if they offer parking. If you are planning to drive to McNally Smith, visit: saintpaulparking.com for information on nearby parking ramps.
- **Bike:** McNally Smith has a number of bike racks located at the front of the main building. Students are required to register their bike at the front desk. It is highly recommended that students purchase a **heavy-duty U shaped** bike lock, as bike theft is common in urban areas.
- **Skateboards & skates:** Must be carried while in the building.
- **Motor scooters:** Are treated like bikes and can be parked in the bike racks. Bikes are not allowed within the school.
- Be aware that you cannot store any motorized vehicle (aka **hover boards, segues, etc.**) within the school. Unless they can be secured outside, please do not bring them to school.

- ☐ **Health Insurance:** International Students are automatically enrolled through the college in a mandatory international student health insurance program. Billing will be included with your tuition and will cost \$60 - \$100 per month, depending on your demographic criteria. Program information and insurance cards will be distributed by the International Office, following your registration meeting.

International Student Protection (ISP), Trail Blazer Basic Insurance Plan provides Premium, Short Term Blanket Accident and Sickness Insurance Plan for International Students and Scholars in the U.S.

The Harbour Group
P.O. Box 998, Springboro, OH 45066
(937)748-5200
www.hginsurance.com

- ☐ **Think Ahead About Doctors, Clinics, and Mental Health Resources in Town.** The Twin Cities has a plethora of medical professionals, clinics, and hospitals—there are 3 hospitals in downtown St. Paul, alone! If you are moving to the Twin Cities to attend McNally Smith and know that you will be needing to see a medical or mental health professional to maintain existing treatment you receive (or just to plan ahead for the day you come down with the flu), consider researching where you would want to go, based upon your insurance options.

Here are a few resources near McNally Smith:

- HealthEast Downtown St. Paul Clinic: healtheast.org/clinics/locations/downtown-st-paul.html
- Health Partners St. Paul Clinic & Urgent Care: hehealthpartners.com/portal/230.html
- Allina Medical Clinic: allina.com
- Family Tree Clinic: familytreeclinic.org
- Minute Clinics: cvs.com/minuteclinic/

For outside mental health resources, contact our counselor, Bryon McDonald 651.361.3426 for some recommendations.

During Orientation: Consider.....

- Optional Placement Testing in Music Theory, Ear Training, & Desktop Publishing:** Students who feel confident in the areas of music theory, ear training, &/or desktop publishing will have the opportunity to take placement tests in those classes. These are not mandatory tests that all students take. The placement tests are offered for those students who have prior training & experience. **Please notify Student Affairs if you believe you will want to take any (or all) of these optional placement tests so we can get them scheduled for you.**
- Get your McNally Smith Photo ID/Security Badge:** Your photo ID will be taken during orientation. If you miss getting it taken, go to the Front Desk and request one there. All students, staff, and faculty receive a photo security badge to access the secured areas of the main campus building. You are required to have your badge at all times while on campus. 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. The badge also allows access to the Sound Bite Café on the 3rd floor (via the elevator or stairwell).
- 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>
- Class Schedule:** Your first semester's schedule will be created by the Registrar's office, based upon your program. If you have any scheduling needs that you want the Registrar to be mindful of when creating your schedule, please contact Kyle DeLaHunt at kyle.delahunt@mcnallysmith.edu. You should be able to view your class schedule on your **MyPortal** account once you have been registered. However, if you are having difficulty viewing it, there will be an opportunity during orientation for a review of how to access your schedule. Please bring your **MyPortal** account login information with you.