



Parent Handbook 2014

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Useful Phone Numbers

The main Juilliard phone number is (212) 799-5000

Office Name	Extension	Direct Line
Academic Support Services	213	
Academic Affairs	351	
Admissions	223	
Alumni Affairs	344	
Career Services	313	
Chamber Music	7592	
Communications	207	
Computer Center/Helpdesk	357 or 7121	
Concert Office	514	
Counseling Services Appointment Line		(212) 769-3918
Dance Division	255 or 256	
Dance Division FAX		(646) 505-4112
Dean's Office	204	
Dean of Student Affairs	7447	
Drama Division	251	
Drama Division FAX		(212) 875-8437
Faculty Assistant	352	
FAX for the School		(212) 724-0263
Finance and Administration	231	
Financial Aid	211	
Health and Counseling Services	282	
International Advisement	358	
Jazz Studies	7380	
Juilliard Opera	261	
The Juilliard Store	237	
Legal Affairs	365	
Liberal Arts	346	
Library	265	
Lost and Found (Facilities)	311	
Mailroom	263	
Operator	644 or 0	
(John Williams) Orchestra Library	315	
Production Department	215	
Publications	7340	
Recording	284	
Registrar	220	
Residence Life	7400	(212) 769-7400
Security Desk	246	
Student Affairs	200	
Vocal Arts	261	

Academic Calendar 2014-2015

Aug 11 (Mon)	First semester tuition, room and board fees due
Aug 11 (Mon)	D.M.A. matriculation fee due
Aug 22 -24 (Friday)	New international student move-in and orientation
Aug 24 (Sun)	Residence hall move-in (new students)
Aug 24 – Sept 3 (Sun-Wed)	Orientation
Aug 25 – 27 (Mon-Wed)	Placement Exams
Aug 27 – 29 (Wed-Fri)	Registration (new students)
Aug 31 (Sun)	Residence hall move-in (returning students)
Sept 1 (Mon)	Labor Day
Sept 2 – 3 (Tues-Wed)	Registration (returning students)
Sept 3 (Wed)	Welcome Day (Convocation, 4:00 pm & Opening Day Picnic, 5:00 pm)
Sept 4 (Thurs)	Fall semester classes begin
Sept 5 – 17 (Fri-Wed)	Add-Drop period
Nov 14 (Fri)	Class withdrawal deadline
Nov 17 (Mon)	Online Pre-registration for Spring 2015 term (May 2015 graduates only)
Nov 26 – 30 (Wed-Sun)	Thanksgiving recess
Dec 1 – 17 (Mon-Tue)	Online Pre-registration for Spring 2015 term (for all other students)
Dec 1 (Mon)	Second semester tuition, room and board fees due
Dec 12 (Fri)	Graduation intent forms due
Dec 15 – 19 (Mon-Fri)	Fall term exams
Dec 19 (Fri)	Fall semester ends; Residence hall closes at 8pm
Dec 20 – Jan 11 (Sat-Sun)	Winter Recess
Jan 5 (Mon)	Fall grades due
Jan 11 (Sun)	Residence hall re-opens at noon
Jan 12 (Mon)	Spring semester classes begin
Jan 13 – 23 (Tues-Fri)	Add-Drop period
Mar 2 (Mon)	Financial aid applications for 2015-2016 academic year due (new students and current students applying to new programs)
Feb 27 –Mar 6 (Fri-Fri)	Entrance auditions (all departments)
Feb 28 – Mar 15 (Sat-Sun)	Midterm recess
Apr 3 (Fri)	Class withdrawal deadline
Apr 20 – May 1 (Mon-Fri)	Online Pre-registration for Fall 2015 term
May 1 (Fri)	Financial aid applications for 2015-2016 academic year due (current students continuing in same program)
May 4 – 8 (Mon-Fri)	Jury week (Music)
May 11 – 15 (Mon-Fri)	Final exams
May 15 (Fri)	Spring semester ends
May 16 (Sat)	Residence hall closes at noon for non-graduating students
May 18 (Mon)	Spring grades due
May 22 (Fri)	Commencement
May 23 (Sat)	Residence hall closes at noon for graduating students

Office of Financial Aid

All awards and documents received from the Office of Financial Aid are viewable through our online information system, WebAdvisor (<http://wa.juilliard.edu>). Students are able to provide access to parents or other individuals by following the instructions provided on the home screen.

All communication regarding financial aid is sent to the student's Juilliard email account. This includes application reminders and financial aid award notifications. Please remind your student to check his or her Juilliard email daily! Forms and additional resources are available online at www.juilliard.edu/financialaid.

Continuing students must re-apply for financial aid and Juilliard scholarship assistance each year by **May 1**. U.S. Citizens and Permanent Residents should complete the FAFSA at www.fafsa.gov. International students must complete the International Student Supplement, available on the Juilliard website. Additional items may be needed after these forms are received; we will email students with instructions as appropriate.

Students should expect a similar financial aid package each year as long as they re-apply on time and maintain [Satisfactory Academic Progress \(SAP\)](#). Students who experience a drastic change in financial circumstances, such as parental unemployment or illness, should contact the Office of Financial Aid for assistance.

We encourage students to seek on-campus employment through our Work-Study program. In addition to earning extra money and learning new skills, it is also a great way to get to know other students and administrators. We will be holding a job fair during orientation week for students to learn more about the various departments at the School. If your student does not find a job right away, please remind him or her not to get discouraged! New positions become available throughout the year.

We will be holding various financial literacy workshops throughout the year to educate students about credit cards, student loans and budgeting. Dates will be announced in early fall; please encourage your student to attend whenever possible.

If you have any questions or concerns during the year, please do not hesitate to contact our office. We look forward to working with you.

For more information, contact:

Office of Financial Aid, Room 233
(212) 799-5000, extension 211
financialaid@juilliard.edu

Student Accounts

The Office of Student Accounts is responsible for billing tuition and fees to a student and collecting the required subsequent payments. This includes resolving outstanding balances, receipt of outside grant or scholarship funding, receipt of outside loans, and a host of additional payments that pass through the office on behalf of our students. Furthermore, the office oversees the refunding of any appropriate credit balances on a student account. The Office of Student Accounts also oversees the Student Health Insurance Waiver process as well as the annual IRS Form 1098-t mailing in January of each year. Please note that International students may not waive the Juilliard Student Health Insurance (details on page 23).

FAQ's

What forms of payment do you accept?

We can accept cash, check, or money order in US dollars. Payments should be made payable to "The Juilliard School." Payments may be made online using a US checking or savings account through the www.afford.com website. *We do not accept credit cards.*

Is there a way I can pay installments instead of paying the entire balance?

Yes! We offer a monthly payment plan administered by *Tuition Management Systems* (TMS) that allows your finances to be broken into 4 equal payments. You may choose to enroll in this interest-free monthly payment option for \$30 per semester, each semester you use it. You may also choose to have payments auto-debited from your account or pay with US savings or checking accounts. The fall plan has payments due on the 1st of August, September, October, and November; the spring plan has payments due on the 1st of December, January, February, and March.

Can I view my son/daughter's statement online?

Yes! BUT your son/daughter must grant you access before you can view his/her statement. Once your son/daughter has granted you access, you can view the statement through our online portal called [WebAdvisor](#) and offers a glimpse of the same statement viewable by our students as well as some additional important information.

Why didn't I receive a billing statement?

Billing statements are now available online through the [WebAdvisor](#) student portal. Students are emailed in July with a message containing important information about tuition payment instructions for the subsequent fall semester statement.

How do credit balance refunds work?

Our office tries our hardest each year to make all available refunds ready for pick-up within the first two weeks of each semester.

For more information, contact:

Student Accounts Office, Room 225
(212) 799-5000, extension 231
studentaccounts@juilliard.edu

Academic Affairs

The Office of Academic Affairs works closely with the Provost & Dean and President, and serves the Juilliard community by: supporting faculty in the development of curriculum; assisting students with the requirements of their programs of study; coordinating the development and publication of academic policy; and maintaining Juilliard's compliance with state, federal, and regional accrediting agencies. In addition, Academic Affairs serves as the Fulbright program advisor for students, and coordinator of teaching fellowships and faculty assistantships.

For more information, contact:

José García-León, Associate Dean for Academic Affairs

(212) 799-5000, extension 351

lgarcia-leon@juilliard.edu

Registrar's Office

The Registrar's Office is responsible for maintaining all student records and statistics, coordinates and provides academic advisement, online and in-person registration, degree audit, transcript and enrollment verification requests, and oversees the academic standing of all students. The Registrar's Office also schedules all classroom courses and jury exams.

FAQ's

When is Winter break/Spring break?

Final exams for the fall term are December 15 – 19. Winter recess for 2014-15 begins December 20, 2014 and ends January 11, 2015. Spring break is February 28 – March 15, 2015.

Not all classes require a final exam so students should check each individual class syllabus. ***Please note:*** *Early departures or late returns from breaks, whether for reasons of reduced travel cost or for another reason, are not considered valid excuses for missing class or rehearsal work.*

Can I view my son/daughter's grades?

According to the Family Education Rights and Privacy Act (FERPA), we cannot release grades to parents without the consent of the student. Students may grant parents/guardians consent to view grade through the Web Advisor portal (<http://wa.juilliard.edu>). Once your student has granted you access, parents/guardians can set an account for online access to your student's academic grades or financial information.

How do I request a letter verifying enrollment or a transcript for my child?

For enrollment verification forms, students can log onto Web Advisor and click the link for *Enrollment Verification*. It is an easy tool to print a certificate stating a student's enrollment history and current status. Please note: International students that do not have a social security number on file with the Registrar's Office may not have access to this online service and should contact the Registrar's Office directly for verification requests.

Only students can request a transcript which may be ordered in paper or electronic format through the National Student Clearinghouse. To order an official transcript(s), students login to the Clearinghouse secured site at www.studentclearinghouse.org. Students will be charged the \$5.00 per copy plus a \$2.50 processing fee.

For more information, contact:

Katherine Gertson, Registrar
(212) 799-5000, extension 220
registrar@juilliard.edu

Academic Support Services/Disability Services

Parents are encouraged to talk with their student about the requirements so that the student's education at Juilliard is a successful and positive experience.

What Is A Disability?

A "disability" as defined by the Americans with Disabilities Act is a "physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment."

At Juilliard, disabilities are generally categorized into five major divisions: (1) Learning, (2) Attention Deficit/Hyper-Activity Disorder, (3) Psychiatric, (4) Physical/Mobility/Chronic Health, and (5) Neurological.

Confidentiality

Self-identification forms and medical documentation will be filed in the OASS office. Specific information about a student's disability will be shared only with those who have a legitimate need to know and have the student's written permission. Students with disabilities do not have to disclose any information about their disability with faculty members. Disclosure is always a student's choice. Records pertaining to a student's disability are maintained separately from academic records; both are confidential.

The Law

Section 504 of the Rehabilitation Act of 1973

Section 504 provides that no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 (A.D.A.)

While modeled on the Rehabilitation Act of 1973, the A.D.A. further extends its coverage by prohibiting discrimination against qualified individuals with a disability by both public and private institutions under the public services and public accommodations sections of the act. Additional information on the A.D.A. is available in the Office of Academic Support Services.

Academic and Technical Standards

All students must be able to successfully complete the essential academic and technical educational requirements of the specific program of study in which the student is enrolled, with or without the assistance of reasonable accommodations. For additional information on the standards for your child's program of study please check the Juilliard School Web site at: <http://campus.juilliard.edu/departments/academic-affairs/technical-standards.php>.

What Steps Need To Be Taken In Order To Qualify For Reasonable Accommodations?

STEP ONE: Students request status as a student with a disability by identifying themselves to the OASS.

STEP TWO: Students then must supply current and/or relevant documentation or other

supporting information of a disabling condition from a qualified professional that specifically identifies the type of disability, describes the current level of functioning in an academic setting, and lists the recommended accommodations.

STEP THREE: Students arrange for the details of the accommodation with the Office of Academic Support Services, ideally in a timely fashion (4 weeks prior to the start of the academic school year is preferable). Special housing accommodations will be made based upon available space.

Students Have the Responsibility To:

- Self-identify to OASS as a student with a disability and provide OASS with appropriate documentation of the disability.
- Initiate requests for specific accommodations in a timely manner, and follow procedures in order to obtain the appropriate accommodations.
- Notify faculty/OASS immediately when an accommodation is not being provided completely or correctly.
- Provide for their own personal independent living needs or other personal disability-related needs.

How Parents Can Help

Parents should be sure that they and their son/daughter understand the process for qualifying as a student with a disability. Unlike elementary and secondary schools, colleges are not qualified to identify a student as having a disability, or to assess students' needs. Some students may require a new evaluation in order for the School to best assess the student's accommodation needs. Parents can facilitate the support process by helping their son/daughter meet deadlines for documentation submission BEFORE the commencement of his/her studies at Juilliard.

For more information, contact:

Office of Academic Support Services, Room 233
212-799-5000, extension 213
oass@juilliard.edu

Writing and Communication Center

The Writing and Communication Center provides academic support to all divisions of the Juilliard community and is affiliated with the Department of Interdivisional Liberal Arts. The center invites students to collaborate with peer tutors to develop skills in academic reading, writing, and public speaking. Services and activities include one-on-one tutoring sessions; videotaping and analysis of oral presentations; language proficiency services for non-native English speakers; and regularly scheduled workshops on topics of relevance, such as how to participate in a seminar-style class and how to structure an academic essay. Working with the Office of Career Services, the center also provides assistance with professional materials, such as job documents and grant applications. Tutoring is available seven days a week, with limited hours on the weekends. Tutoring is scheduled by appointment only. Students can schedule an appointment by coming to the Writing Center, which is located on the fifth floor, and speaking with an administrative assistant.

For more information, e mail:

writing.center@juilliard.edu

Provost & Dean

The Provost & Dean is always happy to see students and speak to them about a variety of issues. Students should feel free to stop by with any questions, to schedule an appointment, or simply to say hello!

Below are the most common scenarios in which a student is required to check in with the Office of the Provost & Dean:

Leave of Absence or Withdrawal Request

The student should stop by or call the Dean's Office to make an appointment with Dean Guzelimian to discuss a possible leave or withdrawal.

If the student decides to take a leave or to withdraw from school, the Dean's Office will provide the necessary paperwork to initiate the process.

Short-term Professional Leave of Absence Request

Students that need to miss six or more consecutive class days due to a professional engagement must complete the professional leave form (available in the Dean's Office) and submit that request for review by the Professional Leave Panel.

Students are required to inform the Dean's Office of their professional engagement at least six weeks in advance of the proposed leave date to ensure that the request is reviewed by the panel well before the student's planned departure.

If the professional leave requires an absence of *less* than six consecutive class days, the student must make arrangements with all classroom and major teachers. International students on visas must also inform the Office of International Advisement of their upcoming absences.

Late Arrival Request

Students are required write to the Dean's Office to request a late arrival if they are unable to arrive in time for the first day of classes or, for new students, if they will miss part or all of orientation. Late arrivals may be approved for the fall or spring semesters and students can request to arrive late for medical, professional or personal reasons. A written request, along with any supporting documentation, must be submitted to the Dean's Office as early as possible to ensure that proper arrangements for a late arrival are in place. International students on visas must also inform the Office of International Advisement of their upcoming absences.

FOR MUSIC STUDENTS ONLY

Studio Assignment Changes

The student should stop by or call the Dean's Office to make an appointment with Dean Guzelimian to discuss a possible change in studio assignment.

All changes in studio assignments must be documented and approved by the student, the current studio teacher(s) and the new studio teacher(s). The Dean's Office will provide the student with the necessary paperwork to initiate the process.

Instrument Loan Request

For piano loans, students should stop by the Dean's Office to have their names placed on the waitlist. Students will be contacted when pianos become available. Please note that all piano loans require a \$300 deposit (refundable if the instrument is returned in good condition) and students must also pay for the cartage fees.

For string instrument loans, the student should stop by room 315A to pick up a string instrument request form from Eric Grossman, Curator of the String Instrument Collection at Juilliard. The completed form should be turned into Mr. Grossman or Adam Meyer, Associate Dean & Director, Music Division, for approval. Students traveling internationally with a borrowed Juilliard instrument must receive approval from the Dean's office, and will require a letter from Dean Guzelimian authorizing the student to travel with the instrument internationally.

Annual/Graduation Jury or Recital Postponements

Students must write to the Dean's Office to request a jury or recital postponement. Students can request to postpone these requirements for medical, professional or personal reasons and will usually make up the missed recital or jury by the end of the add/drop period of the following fall semester. A written request, along with any supporting documentation, must be submitted to the Dean's Office as early as possible to ensure that proper arrangements for a make-up jury or recital are in place.

For more information, contact:

Ara Guzelimian, Provost & Dean
(212) 799-5000, extension 204

Adam Meyer, Associate Dean, Director, Music Division
(212) 799-5000, extension 593

Yassmeen Abdulhamid, Manager, Office of the Provost and Dean
(212) 799-5000, extension 204

Office of Career Services

The mission of the Office of Career Services is to provide resources, programming, and advisement that will prepare students for a smooth professional transition, allowing them to navigate a successful career in the performing arts. Building a career in today's employment environment requires exceptional performance and professional skills. The Office of Career Services provides a variety of tools to develop these skills and help students and graduates achieve their unique career objectives. The following information provides a brief overview of these services:

Individual Career Consultations

Students and alumni are encouraged to work one-on-one with the Career Services staff. The staff is available to listen to career and project ideas, make suggestions, offer assistance, help research opportunities, teach new skills, build strategic plans, write letters, review materials, and facilitate connections. Students may schedule individual appointments during normal business hours: 9 a.m. to 5 p.m. Monday through Friday, in Room 488, or by calling extension 7313.

Career Seminars and Workshops

Career Services offers numerous career seminars and workshops throughout the academic year through the Lunch and Learn series. These seminars and workshops are scheduled during lunchtimes to accommodate the typical Juilliard student schedule. Workshop topics have included launching entrepreneurial projects, networking, producing and marketing a CD, starting an independent theater company, résumé writing, organizing a press kit, grant writing, creating an online presence, branding, and video editing. Guest speakers include some of the performing arts industry's top leaders and innovators.

Entrepreneurship

Career Services provides support for student entrepreneurial initiatives in the form of educational programs, online and print resources, individual consultations, and grant information. The Juilliard Entrepreneurship Challenge provides financial support and specialized mentorship to select students and groups embarking on unique and innovative entrepreneurial ventures. The application, interview, and selection processes for the grant take place in the spring semester.

Speaking from the Stage

This service is open to all Juilliard students who wish to improve their public speaking skills. The ability to speak effectively to an audience has become the norm rather than the exception for the performing artist. Our approach is designed to help speakers conquer anxieties, and become confident, persuasive, and effective. Students may visit the office to learn more or to schedule an appointment.

Résumé Preparation

The office also provides students and alumni with résumé templates that are specifically designed for the performing artist. Performance résumés are formatted differently from what may be used for teaching, administration, or other career types. The Career Services staff and members of the Music, Dance, and Drama Divisions co-created résumé templates that are universally recognized and accepted by choreographers, conductors, directors, and other professional agents. Résumé consultations are available by appointment with the office staff.

Hire Juilliard Performers

Hire Juilliard Performers connects Juilliard students with clients looking to hire performers for engagements such as weddings, anniversaries, corporate parties, and other special events. The income generated from these events can help students pay for professional photos, record demo CDs, and create professional press kits. The Juilliard School recognizes that the students who perform at these events are representing the institution. In order to be placed on the roster, students must fulfill certain requirements and be in good academic standing. For a list of these requirements and a complete application, students should visit the Office of Career Services.

Performing Arts Residencies

Performance and teaching residencies throughout the United States and abroad provide emerging professionals with the hands-on experience to hone their craft. Career Services facilitates a number of these performance and educational residencies in music, dance, and drama each year for time periods ranging from one day to two weeks. Past residencies have included visits to Costa Rica, Cayman Islands, Utah, Florida, and on transatlantic voyages.

Credential File Services

The Credential File Service is open to students and alumni who wish to have their professional letters of recommendation managed by the Office of Career Services. After opening a Credential File, students and alumni may request teachers, employers, and professional colleagues to write general letters of recommendation which are then placed in their files. When a potential employer requests a letter of recommendation, the office will mail copies of those letters directly to the employer. The cost is \$5 per mailing. There is no charge to open a credential file.

The Private Teacher Directory

The Private Teacher Directory is a national listing of Juilliard students, faculty, staff, and alumni who teach privately. The directory is available on the Juilliard Web site under the "Career Services" category. Applications for a personal listing on the directory are available in the office or by calling (212) 799-5000, extension 7315. The registration fee is \$45 per year and the fee is waived for the first year after graduation.

The Juilliard Jobs Bank

The Juilliard Jobs Bank is a listing of job opportunities in the performing arts posted by Career Services staff members. We do our best to verify data submitted to us by third parties, but we cannot accept liability for any inaccuracies which these postings may contain in spite of our best efforts. These listings are made available to alumni, faculty, and current students and are for their use only. Specific login information is required to access this databank, which can be obtained in the office or by calling (212) 799-5000, extension 313.

Competition Information

The Office of Career Services receives and posts notices for a variety of current competitions. Copies of information and applications may be obtained in the office and on bulletin boards outside of Room 488.

Subscription Services

Access to online information for some of the most highly regarded performing arts service organizations is available in the Office of Career Services. Current memberships include College Music Society, The Foundation Center, Backstage Online, Ross Reports, Chamber Music America, and the League of American Orchestras. Students can obtain passwords and log in to these accounts on one of the computer terminals in the Office of Career Services. Musical America Online is on Juilcat Plus with your student's enrollment.

HD Video Cameras and Editing

HD video cameras are available to borrow from the Office of Career Services. Three business days' notice must be provided to ensure availability and avoid scheduling conflicts. Trained work-study students are also available to assist in editing video footage needed for competition or promotional purposes.

For more information, contact:

The Office of Career Services, Room 488
212-799-5000, extension 7313
careerservices@juilliard.edu

Office of Educational Outreach

The Office of Educational Outreach provides instructional opportunities to Juilliard students in Dance, Drama, and Music, embodying the institution's commitment to sharing the arts with the community. Educational Outreach programs benefit audiences throughout the five boroughs of New York City, bringing the joy of the performing arts to the wider community. Juilliard students involved in these programs gain critical classroom teaching/interactive performances skills necessary for future careers as artists, leaders and citizens.

Teaching Fellowships

Morse Teaching Artist Fellowship

(Receives generous funding from Mr. and Mrs. Lester S. Morse Jr.)

The Morse Teaching Artist Fellowship is a traditional, year-long teaching artist residency in a New York City partner school. Morse Teaching Artist Fellows provide aesthetic education and skills-based (applied music) instruction to students in grades 2-12, and include an interactive performance component.

Young People's Concert Series

Five times a year, approximately 200 fourth grade students from NYC partner schools travel to Juilliard to attend a 45-minute interactive concert presented by a chamber group or small ensemble of Juilliard students. These concerts, known as Juilliard's Young People's Concert (YPC) series, develop children's listening skills and offer Juilliard student performers an opportunity to build their interactive performance skills while sharing their art with the community. The schoolchildren are prepared for these concerts by Juilliard Concert Fellows who visit their classrooms before and after each performance.

Arts Enrichment Program

(Receives generous funding from Beth and Christopher Kojima)

The Arts Enrichment Program's mission is to expose economically disadvantaged children to the joy of the performing arts. Working in partnership with the New York City public schools and community organizations, fellows facilitate outreach activities specific to the needs of the partnering organization. Past fellowship activities have included teaching instrumental lessons, assisting in dance technique classes, teaching a class on instrument construction, facilitating a series of Shakespeare workshops, and leading a senior citizens' choir. Students who are interested in collaborating with a community based partner organization are strongly encouraged to apply.

Music Advancement Program (MAP) Fellowship

(Generously supported through an endowed gift in memory of Carl K. Heyman)

The MAP Fellowship offers Juilliard students a glimpse into the world of teaching for a conservatory-like music program for students, ages eight to fourteen, who reside in the tri-state area (NY, NJ, and CT). As faculty members for MAP, a Saturday instrument instruction program, MAP Fellows teach weekly private instrument lessons, other classes such as technique, music theory, and ear training, and lead small and large ensembles. Fellows also serve as mentors and provide private lessons to MAP students, collaborate with MAP faculty and staff on program development, and complete other tasks as required. MAP

focuses on students from backgrounds under-represented in American performing arts and students with prior teaching experience who wish to strengthen their studio skills are strongly encouraged to apply.

Combining Literacy Instruction with Musical Beginnings (CLIMB)

CLIMB is a literacy and arts program for the siblings, ages 4-10, of students in the MAP. Working in small teaching groups, CLIMB leaders lead a two-hour session each Saturday with hands-on activities that stress phonics and reading comprehension while providing a fun introduction to classical music and performing arts. Juilliard students that wish to gain more teaching experience or work with younger children are strongly encouraged to apply.

Interactive Performance Fellowships

Gluck Community Service Fellowship (GCSF)

The GCSF Program presents more than 450 interactive Dance, Drama, Classical Music and Jazz performances at more than 45 New York City health care facilities each academic year. Groups of GCSF Fellows present a minimum of 12 performances each year, free of charge, to metropolitan hospitals, nursing homes and alternative care facilities. The Juilliard students' experiences in the GCSF Program inform their performing careers and support the development of a personal commitment to community service.

McCabe Guitar Fellowship

The Norma Galblay McCabe Guitar Fellowship enables Juilliard students to introduce classical guitar to young audiences as artists and educators. McCabe Fellows organize a performance or master class at a partner school in New York City; present a Young People's Concert at Juilliard and perform interactive concerts for the children in the CLIMB program.

Performing Educational Programs for Schools (PEPS): Dance

PEPS: Dance presents interactive dance performances to students at New York City schools. Juilliard dance students enjoy the opportunity to collaborate with schools interested in bringing dance to their students. This program is offered annually in late May and early June.

For more information, contact:

Teresa McKinney, Director
(212) 799-5000, extension 298
(646) 505-4131 (fax)
outreach@juilliard.edu

Health & Counseling Services

Juilliard Health and Counseling Services provides free primary health care and counseling services to all enrolled undergraduate and graduate students at the School. Health and Counseling Services is located on the 22nd floor of the Meredith Willson Residence Hall. Additional information can be found on our website at <http://www.juilliard.edu/campus-life/health-counseling-services>.

Juilliard Health Services

The Health Services clinic provides on-site urgent care, sick visits, well-patient visits, physical exams, orthopedic visits, sexual health visits and women's health exams (including gynecological services and tests) and specimens are sent to an outside lab. Health Services offers free flu shots in the fall, immunizations, tuberculosis testing, H.I.V. and S.T.I. (Sexually Transmitted Infections) testing, free condoms and free educational brochures on a broad range of health topics. Students should note that laboratory services provided by outside labs are not free, and that invoices for such services will be sent to students and/or their insurance companies for payment. Students are referred to off-site specialists when deemed necessary. We have established a network of excellent practitioners representing many medical specialties. Students using the Juilliard Student Insurance policy are required to get a referral from Health Services each academic year before seeing an off-site medical provider.

The Health Services clinic is equipped with two private exam rooms, a laboratory, a state-of-the-art physical therapy facility, and a large waiting room and reception area. The Health Services clinic is staffed by physician assistants, a certified medical assistant, an orthopedic surgeon (who specializes in performing arts medicine), three physical therapists (each of whom has extensive experience and training in the special problems presented by dancers), an occupational therapist and three nutritionists. Our medical director is an internist who sees patients at the clinic and is available for consultation 24 hours a day.

Students may schedule appointments by calling 212-799-5000 ext. 282. There is a medical walk-in hour from 1:30-2:30 p.m. Monday-Friday and 1-2:30 p.m. on Wednesdays when students are seen on a first-come-first served basis.

Physical and Occupational Therapy

The physical and occupational therapists have extensive experience and training in the treatment of performing artists. Students in all disciplines are encouraged to seek guidance and take preventative measures by scheduling an appointment before their injury becomes debilitating. The therapist evaluates the student's injury and technique to develop an individualized treatment program. The suite is equipped with modalities such as ultrasound, electro-stimulation and paraffin, a sprung dance floor, Pilate's machine, and an array of exercise equipment. The therapists may refer some students (depending on their injury) for consultation with the on-site orthopedic surgeon.

Nutrition

Every Juilliard artist can take advantage of meeting with a Performance Nutritionist on site at the School. One-on-one sessions are available Wednesday nights and Saturdays and are designed to meet the personal needs of each performer. Some students come for health related reasons, others for performance enhancement, and some for a dietary and life style evaluation.

Juilliard Counseling Services

Juilliard Counseling Services has a clinical director, eight psychotherapists, and a psychiatrist for students who require medication. All are available to students on-site at various hours Monday through Saturday during the academic year. Counseling services are conducted in soundproof counseling rooms on the 22nd floor of the Rose Building and there is a counseling waiting area that is separate from the health clinic side. Students may call to schedule an appointment to speak with a therapist by leaving a message on the confidential answering machine at (212) 769-3918. Students who want to try out a therapy session are encouraged to come in during our walk-in hours.

Quick Reference and Contact Information

Health Services

Phone: 212-799-5000, ext. 282

Fax: 212-769-6427

Clinic Hours (during the school year)

Mon, Tues, Thurs, and Fri 9am-5pm

Wed 9am-8pm, and Sat 9am-2pm

Walk-in Hours

Monday-Friday 1:30-2:30pm

Wednesday 1-2:30pm

Counseling Services

Phone: 212-769- 3918

(Confidential answer machine)

Fax: 646-505-4190

Appointments

Monday-Saturday

Walk-in Hours

Wednesday 1-2pm, Friday 1-2pm

Saturday 12:30-1:30pm

Orthopedist Appointments

Thursdays

Physical Therapy Appointments

Monday-Friday and some Saturdays

Occupational Therapy Appointments

Tuesdays

Nutrition Appointments

Wednesday nights and Saturday mornings

For more information, contact:

Beth Techow, Health and Counseling Services Administrator

Health Services: 212-799-5000, extension 282

Dr. William Buse, Director of Counseling Services

Counseling Services: 212-769-3918 (confidential answering machine)

Student Health Insurance

The Juilliard School offers an excellent student health insurance plan that provides benefits for off-campus medical services and prescription drugs. Juilliard enrolls all full-time students and professional interns in a limited, **Basic** student health insurance program.

- A. Basic Accident and Sickness Medical Expense Benefit - provides up to \$2,500 of medical expense benefits for all covered injuries or sicknesses (coverage ends June 1, 2015).
- B. Outpatient Prescription Drug Benefit (up to the plan maximum) - this benefit is administered by Express Scripts, a nationwide pharmacy network. In order to use the benefit, you must go to a participating pharmacy, present your insurance ID card and pay the copayment amount.

In addition to the Basic plan, unless coverage is waived in writing, all full-time students are automatically enrolled in a **Supplemental Insurance Program** that provides additional medical coverage at an additional cost. International students are required to purchase the Supplemental Insurance Program and cannot waive this insurance plan. With the addition of the Supplemental Accident and Sickness Medical Expense Benefit, the combined Basic and Supplemental plan provides unlimited medical expense benefits for all covered injuries or sicknesses per coverage year (until Sept. 1, 2015).

The Juilliard Supplemental Student Health Insurance Plan is in compliance with New York insurance regulations and meets or exceeds the minimum insurance standards for student health insurance plans as established by the Affordable Care Act.

Students should refer to the insurance brochure for details regarding what is and is not covered and what percentages of expenses are covered. Most conditions require students to pay a portion of all expenses.

General questions about health insurance and prescription drug coverage may be directed to the administrator of Health and Counseling Services at ext. 282 or directly to the insurance claims company at (888) 293-9229.

IMPORTANT: Health Insurance and Referrals to Outside Practitioners

Students who rely on the health insurance plan offered by the School should be aware that in order to be eligible for benefits, you must first be seen and referred by a clinician at Health Services. A new referral is needed every academic year. The only exceptions to this rule are if emergency medical services or medical services are provided while the student is not at School or in the greater New York City area, or when Health and Counseling Services are closed.

Additional information including the insurance brochure can be found at <http://www.juilliard.edu/campus-life/health-counseling-services/student-health-insurance>.

Emergencies

The following protocols are provided for students in case of emergency. Please become familiar with these procedures to aid your students in any way possible.

Health Services is not equipped to handle serious medical emergencies. The hospital emergency room closest to the School is at St. Luke's Roosevelt Hospital, 10th Avenue at 59th Street.

If there is a **medical emergency** at any time, students should call 911 immediately and then call Security at 212-799-5000 ext. 246 in the school building, or 212-769-7442 in the residence hall. When 911 is called, a dispatcher will ask for:

- The company name and address to which the ambulance should respond
 - 155 W.65th Street for the school or 165 W. 65th Street for the residence hall
- The patient's exact location (floor number and specific area),
- The general nature of the medical emergency,
- The caller's name and the callback telephone number.

It is important for the 911 dispatcher to be told the general nature of the patient's illness or whether the patient has been injured (from a fall, in an assault, etc.), so that the paramedics can immediately bring the appropriate equipment and medical supplies from the ambulance to the patient as soon as they arrive on the scene.

If the emergency takes place during business hours (Mon-Fri, 9 a.m.-5 p.m.) and the injured/ill person is a Juilliard student, Health Services should be notified at 212-799-5000 ext. 282. If the emergency takes place outside of normal business hours, Security will notify the appropriate staff members. Residence hall students should also notify Residence Life at 212-769-7400, or residential hall security at 212-769-7442 after hours. After returning from the hospital, students (resident and commuter) should go to Health Services during business hours as soon as possible for medical follow-up and insurance claim assistance.

For **emergencies** that are **psychological** in nature, students should contact 911 per the instructions above. Students are also advised to consider seeking emergency care at the Payne Whitney Clinic, part of the N.Y.-Presbyterian Hospital, 525 E. 68th Street. The Payne Whitney Clinic has worked closely with The Juilliard School in providing excellent mental health care to students requiring hospitalization. When possible or practical, students should leave a message that they are going to the hospital at Counseling Services, 212-769-3918. Students who live in the residence hall should also notify Residence Life at 212-769-7400, or residence hall Security at 212-769-7442 after hours. When returning from the hospital, students should leave a message for Counseling Services at 212-769-3918.

Assessment and Care Team

The Juilliard Assessment and Care Team (ACT) is a team of administrators and faculty who assess the need for early supportive intervention for distressed students. ACT serves as a central collection point for all faculty, students and administrators to identify and report disruptive or threatening behavior. The team is committed to help students who indicate they may do harm to themselves or others.

The ACT gathers information across all departments (performance, academic, and administrative), and provides a quick response to high risk concerns, including designating one or more team members to follow-up with the student. As the team raises community awareness, review of each case includes a commitment to improve procedures and communications.

The team takes an Identify, Approach, Report tactic in helping students at Juilliard.

- **IDENTIFY** – Know the common signs of psychological distress.
- **APPROACH** – Team members, who have an established relationship with the student, approach the student in a supportive manner focusing on observed behavior. Show concern. It is important to maintain appropriate boundaries, remaining mindful not to step into the role of a counselor. At times it is necessary to offer a referral to Juilliard School resources.
- **REPORT** – Call (212) 799-5000, extension 7300. Students, faculty and parents are encouraged to call after a disruptive, intimidating or threatening incident. An ACT member will speak with you and begin the process of addressing the incident.

Members of the core team include:

Amy Liss,* *Assistant General Counsel*

Dr. Jennifer Awe,* *Dean for Student Affairs*

Ms. Joan Warren, *VP for Enrollment Management and Student Development*

Dr. Jose Garcia-Leon, *Associate Dean for Academic Affairs*

Dr. Adam Meyer, *Associate Dean & Director of the Music Division*

Dr. William Buse, *Director of Counseling Services*

Ms. Sabrina Tanbara, *Assistant Dean for Student Affairs*

Mr. Todd Porter, *Director of Residence Life*

Ms. Rebecca Driesen, *Residence Hall Director for Community Development*

Ms. Beth Techow, *Health and Counseling Services Administrator*

Ad hoc members are added to the Team as needed.

*co-chairs

For more information, contact:

Dr. Jennifer Awe, Dean of Student Affairs

Phone: 212-799-5000, ext. 7447

Email: jawe@juilliard.edu

Urgent Matters

In urgent matters related to the topics below, you are likely to hear from the following staff members:

Medical or Psychological

- Dr. Jennifer Awe, Dean of Student Affairs
- Ms. Sabrina Tanbara, Assistant Dean for Student Affairs
- Mr. Todd Porter, Director of Residence Life
- Dr. William Buse, Director of Counseling Services
- Ms. Beth Techow, Administrator of Health & Counseling Services

Academic

- Mr. Ara Guzelimian, Provost & Dean
- Dr. José García-León, Associate Dean of Academic Affairs
- Dr. Adam Meyer, Associate Dean & Director of the Music Division

Disciplinary

- Dr. Jennifer Awe, Dean of Student Affairs
- Ms. Sabrina Tanbara, Assistant Dean for Student Affairs
- Mr. Todd Porter, Director of Residence Life

Office of Student Affairs

The Office of Student Affairs (OSA) is the place for students to go for personal or school-related problems, questions about school policies, or suggestions regarding student or residence hall life. In a welcoming and comfortable atmosphere, students can freely express concerns with the knowledge that their privacy will be respected. The Office of Student Affairs oversees residence life, orientation, student activities, student organizations, leadership development and provides general advisement and guidance for all students.

The OSA works collaboratively with several departments to provide support for students, address emergency situations, develop policy, and maintain a quality of student life that enriches the college experience for our students. Our office works with and for students to create vibrant programs in a friendly environment. With over 800 students from across the nation and the world, we aim to create social programs and educational activities that encourage learning, growth, and understanding.

Located on the first floor by the Morse Student Lounge, the OSA is a convenient resource for the Juilliard community. The office offers discounted movie passes and disseminates information regarding student rush tickets and discounts to events and performances throughout New York City. The OSA also provides listings of local businesses that offer discounts, nearby hotels, restaurants in the Juilliard neighborhood, information regarding New York City mass transportation and much more.

The OSA also oversees the overall activities of student affairs and residence life, working on all aspects of student life with the administration and student leaders. We also organize social, cultural and educational events for current students including Orientation and the Juilliard Leadership Program.

For more information, contact:

Dr. Jennifer M. Awe, Dean of Student Affairs
212-799-5000, ext. 7447
jawe@juilliard.edu

Ms. Sabrina Tanbara, Assistant Dean
212- 799-5000, ext. 200
osa@juilliard.edu

Office of Residence Life

A subdivision of the Office of Student Affairs, the Office of Residence Life supports students living in the residence hall by addressing quality of life issues, providing social and educational programs, and creating an environment that is a comfortable home away from home. Student staff members live in the suites with our residents in order to provide immediate and ongoing assistance as needed. Located in the Meredith Willson Residence Hall, the Office of Residence Life is responsible for staffing, programming, building maintenance, housekeeping services, and disciplinary matters for students living in the residence hall. The staff strives to maintain a positive community atmosphere and is available to assist each student with their living and learning experiences at Juilliard.

The Office of Residence Life serves as the primary communications and support center for resident students. The Residence Life staff is supervised by the Director of Residence Life, the Residence Hall Director for Community Development, and 16 student staff members who are all trained and equipped to address residents' needs. Professional and student staff members are on call every night to assist residents and handle emergencies. The professional staff works closely with the Dean of Student Affairs, the Assistant Dean for Student Affairs, and Health and Counseling Services to provide a network of support and assistance to all resident students.

Students in the residence hall are provided with a fully furnished living space and an environment that nurtures personal growth, learning, and creativity. Each floor in the hall is arranged in suites of five bedrooms that are shared by up to eight students. The residents of each suite share three (3) bathrooms and a large living room offering great views of the city. The residence hall also features 20 practice rooms, a social lounge, laundry room, health and fitness facilities, computer lounge, dining hall, and 24-hour security.

Residence Life hosts more than 100 programs each year, allowing students the opportunity to break free from their rigorous daily routine. Some programs are entirely social in nature, while others have an educational spin designed to give students the tools to succeed both in and out of the artistic realm.

For more information, contact:

Todd Porter, Director
(212) 769-7403
reslife@juilliard.edu

Office of International Advisement

The Office of International Advisement (OIA) assists international students with visa applications, work authorization, travel instructions, and cultural adjustment. Throughout the academic year, The Office of International Advisement provides trainings and workshops to help students better understand the visa regulations. The OIA also hosts fun cultural activities and events to help build an inclusive environment on campus.

Parents or guardians who would like to come to the U.S. to visit their student (e.g. orientation or graduation), may need to obtain a tourist visa. Tourists can come to the U.S. either on a Visa Waiver or on a B visa. The Visa Waiver Program is available for citizens of certain countries who wish to visit the U.S. for 90 days or less. The Visa Waiver Program uses an online system called ESTA to process requests without a visa interview.

For visitors who are not from a Visa Waiver approved country, they are welcome to visit to the U.S. on a B visa. There are two types of B visas: B-1 for Business and B-2 for Tourism. Often it is helpful to take a letter of support for a B visa interview. If you would like to visit your student, a letter request can be conveniently submitted at the following link:
<http://www.juilliard.edu/page/39160#overlay-context=page/39160>.

For more information, contact:

Cory Owen, Director
212-799-5000, ext. 358
oia@juilliard.edu

Lila Acheson Wallace Library

The Lila Acheson Wallace Library is a comprehensive resource for the School's performance and research needs. The collection includes more than 77,000 music performance and study scores, including scholarly editions of composers' collected works and other historical editions; 24,000 books on music, dance, drama, and general academic subjects; 26,000 sound recordings (LPs, compact discs, reel-to-reel, cassette, and DAT tapes), and 2,600 videos. Complementing the physical resources on the library shelves is an extensive collection of subscription databases, for access to streaming audio and video, as well as online reference tools and full text journals.

Juilliard's library is the proud home of the [Juilliard Manuscript Collection](#)—one of the world's greatest collections of autograph manuscripts, composer sketches, engraver proofs, and first editions. Complementing this extraordinary resource is the [Peter Jay Sharp Special Collections](#), which includes numerous rare printed editions, manuscripts, manuscript facsimiles, and archival collections.

Every seating space within the library is equipped with a power supply and a data port, so students with laptop computers may connect directly to the Internet; wireless connections are also available. The library has three laptops available for student use within the reading room.

The Lila Acheson Wallace Library is located on the fifth floor, to the left and around the corner from the elevators.

Hours :

Monday-Thursday, 8:30 a.m.-9 p.m.

Friday, 8:30 a.m.-7 p.m.

Saturday, 9 a.m.-5 p.m.

Sunday, 2-7 p.m.

For more information, contact:

Jane Gottlieb, Vice President for Library and Information Resources
(212) 799-5000, etc. 265

Box Office

The Juilliard Box Office is located at 155 W. 65th street, just inside the main entrance of the School, and is open Monday-Friday, 11 am-6 pm. Although Juilliard is moving toward an admission charge for more concerts than in the past, tickets to many Juilliard performances are available to students free of charge, and are usually available two weeks prior to the performance date. Tickets for paid Juilliard performances are half price for students, and complimentary tickets may be offered a few days before an event if availability permits.

Students performing in a concert can pick-up two complementary tickets at the Box Office beginning two weeks before the performance. Tickets do run out – so the earlier they are picked up the better. There is a great deal of demand for tickets and the Box Office cannot guarantee that everyone will be accommodated. For free events, standby admission is possible for people without tickets.

A calendar of events is available in the box office lobby and is also available online at the Juilliard website. It lists all dates for events within the subsequent two weeks that tickets are available. Tickets are distributed on a first come, first served basis so students should plan ahead.

The Box Office sometimes gets free tickets to various concerts and events in New York City, for example, the New York City Ballet, New York Philharmonic, special events, etc. Students are encouraged to check with the box office for available tickets.

For more information, contact:

Juilliard Box Office
212-769-7406

Sample Class Schedules

DANCE

Monday	
9:00-10:15am	Liberal Arts
10:15-10:40am	
10:40am-12:05pm	Ballet
12:05-12:15pm	
12:15-1:40pm	Modern
1:40-2:45pm	
2:30-3:45pm	Dance Division Courses
4:00-7:00pm	Rehearsals
* Students schedule rehearsals for their own projects for workshops anytime during the day or evening when there is a free studio.	

DRAMA

Monday				
Group 46				
	A	B	C	D
8:00-8:30am				
8:30-9:00am				
9:00-9:30am	Liberal Arts		Vibrant Traditions in Theater	
9:30-10:00am				
10:00-10:30am				
10:30-11:00am	Movement			
11:00-11:30am				
11:30am-12:00pm	Voice			
12:00-12:30pm				
12:30-1:00pm			Dramatic Vocal Technique 1	
1:00-1:30pm				
1:30-2:00pm	Point of View			
2:00-2:30pm				
2:30-3:00pm				
3:00-3:30pm				
3:30-4:00pm	Improv/Scene Study		Graduate Play	
4:00-4:30pm				
4:30-5:00pm				
5:00-5:30pm	Play		Graduate Improv/Scene Study	
5:30-6:00pm				
6:00-6:30pm				
6:30-7:00pm				
7:00-7:30pm				
7:30-8:00pm	Discovery Project			
8:00-8:30pm				
8:30-9:00pm				
9:00-9:30pm				
9:30-10:00pm				
10:00-10:30pm				
10:30-11:00pm				

MUSIC

Monday				
	Orchestral	Jazz	Non-Orchestral	
8:00-8:30am				
8:30-9:00 am				
9:00-9:30 am				
9:30-10:00 am	Orchestra	Principles of Harmony	Liberal Arts	
10:00-10:30 am			Ear Training 1	
10:30-11:00 am			Piano	
11:00-11:30 am				
11:30-12:00 pm				
12:00-12:30 pm	Ear Training 1	Ear Training 1		
12:30-1:00 pm				
1:00-1:30 pm			Italian Diction	
1:30-2:00 pm				
2:00-2:30 pm				
2:30-3:00 pm	Liberal Arts			
3:00-3:30 pm				
3:30-4:00 pm	String Quartet Survey	Jazz Orchestra	Vocal Arts	
4:00-4:30 pm				
4:30-5:00 pm				
5:00-5:30 pm				
5:30-6:00 pm				
6:00-6:30 pm				
6:30-7:00 pm				
7:00-7:30 pm				
7:30-8:00 pm				
8:00-8:30 pm				
8:30-9:00 pm				
9:00-9:30 pm				
9:30-10:00pm				
10:00-10:30 pm				
10:30-11:00 pm				
* This schedule does not include personal rehearsal time, lessons and coachings, external performances, Chamber Music rehearsals, or other small ensemble performances.				

