

Fall 2008 New Graduate Students For Your Information...

STUDENT ID CARD

The Penn State ID Card Office is located in 103 HUB-Robeson Center, on the same floor as the information desk, to the right when entering from the front entrance to the HUB-Robeson Center (Pollock Road). Their phone number is 865-7590. The Penn State ID Card web address is <http://www.idcard.psu.edu/>.

E-MAIL ACCOUNT

To establish your Penn State e-mail account, take your Penn State photo ID card to a Penn State Access Account signature station and follow the instructions to activate your Penn State Email Access Account. Your account should be fully active within one or two business days. **Signature stations are available at the following locations:** 103 Boucke Building, W113 Pattee Library, and 2 Willard Building, among others. The Penn State Access Account web address is <http://aset.its.psu.edu/accounts/access.html>.

PARKING

The Parking Office is located in 1 Eisenhower Parking Deck. Their phone number is 865-1436. This is the office that is responsible for issuing parking permits for students, faculty and staff and enforcing the parking regulations. Their Fall/Spring Semester Hours are Monday through Friday, 7:30 AM – 6:00 PM. The Parking Office web address is <http://www.transportation.psu.edu/parking/>.

ELION

eLion is a Penn State web site for students, advisers, faculty and visitors. Students may get information such as course availability, grades, student aid information, transcripts, address information/update, bursar student accounting, late course drop, official withdrawal, etc. The eLion web address is <https://elion.oas.psu.edu/>.

MUSIC LESSONS

Private music lessons (in your major) have been assigned by your applied instructor and should already appear on your fall 2008 schedule. Students who want music lessons in a *secondary* instrument or voice **MUST** fill out a **private music lesson application**, a green form found on the bulletin board across from 233 Music Building I (main music office). After completing this form, bring it to the music office by the first day of the semester. If you are selected to take lessons in a second area, your name will be posted on the private music lesson bulletin board or instructor's office door by the end of the first week of classes; otherwise, you will be contacted. Registration for music lessons will be processed automatically by Deb, staff assistant, in 233 Music Building I. (Please note: there is an audition required for Voice 100J/500J and for Keyboard 110J/510J.)

MUSIC LESSON FEES

Fees for private lessons are \$175 **per semester for each** 1-credit (half-hour lesson) course, and \$250 **per semester for each** 2-, 3-, or 4-credit (one-hour lesson) course. These fees will be posted to your student account after classes begin and may be paid to the Bursar's Office. **Music lesson fees are not charged to the student accounts of graduate assistantship or University Graduate Fellowship (UGF) students.** Watch the bulletin boards outside the music office regarding the deadline for lesson fee payment. If you have a question about a music lesson fee posted to your student account, see Kathy, administrative assistant, in 232 Music Building I (Office of the Director).

ENSEMBLES

After you arrive on campus, come to the Esber Recital Hall lobby (Music Building I) for information about auditioning for ensembles. Selection lists will be posted after auditions are done. If you are selected for an ensemble, **you should register for the course no later than September 3.** (After this date, there is a fee to add a class.) You may register directly on eLion (eLion.psu.edu). If you have a registration problem, see Lisa Stamm, graduate staff assistant, in 233 Music Building I.

GRADUATE TEACHING ASSISTANT OFFICES

Graduate Teaching Assistant (TA) office assignments for the upcoming school year have now been assigned. After you arrive on campus, see Kathy, administrative assistant, in 232 Music Building I (Office of the Director) or Lisa Stamm, graduate staff assistant, in 233 Music Building I, for your TA office location. Also, see Deb, staff assistant, in 233 Music Building I to obtain a key to your TA office.

LOCKERS

There are a LIMITED number of instrument lockers available to students who are taking lessons and/or playing in ensembles for credit. Most instrumental majors will have lockers assigned to them. See Irene, undergraduate admissions staff assistant, in 234 Music Building I, about a locker. (*There are not enough lockers for all piano, voice, and composition majors to store books. Check after a few weeks if you really need one.*) Percussion majors should see Professor Armstrong for storage needs. Also, there are not enough lockers for secondary instruments, especially the larger ones. We can NOT store guitars, amplifiers, etc.

SCHOOL OF MUSIC PRACTICE ROOMS

Practice room sign-ups will be held the week of September 8. Check bulletin boards for notices regarding the dates and procedures. Students will sign up for a room at the beginning of each semester according to class standing; the amount of time allowed is based on the number of music lesson credits. Questions about practice rooms should be directed to Irene, undergraduate admissions staff assistant, in 234 Music Building I. **Please bring your schedule with you when signing up for practice room time!**

STUDENT HEALTH INSURANCE

Student Health Insurance is located in 302 Student Health Center. Their phone number is 865-7467. The Student Health Insurance web site is <http://www.sa.psu.edu/uhs/basics/insurance.cfm>.

BURSAR

The Bursar's Office is located in 103 Shields Building. Their phone number is 865-6528. This is the office that generates tuition bills and receives payment for tuition and fees. The Bursar web address is <https://www.bursar.psu.edu/>.

REGISTRAR

The Registrar's Office is located in 112 Shields Building. Their phone number is 865-6357. This office is responsible for registration and scheduling procedures such as registration/add/drop, late registration, late add, late drop. The Registrar web address is <http://www.registrar.psu.edu/>.

GRADUATE ENROLLMENT SERVICES

Graduate Enrollment Services Office is located in 114 Kern Graduate Building. Their phone number is 865-1795. Graduate Enrollment Services is part of the Penn State Graduate School. They maintain graduate student admission records and process petitions and various forms relating to graduate programs. The Graduate School web address is <http://www.gradsch.psu.edu/>.

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