

## **Alumni ID Privileges and Application Information 2008-09**

### **Alumni Building Access includes:**

- All floors of the building including the Library
- Performance hall rentals: Check the rental portion of the website for current policies and prices

### **Non-accessible areas:**

- Practice rooms and classrooms.
- Faculty studios, except for lessons/coachings. Faculty studio access is available upon the permission of your teacher and clearance from the Facilities department.
- Alumni are not allowed to teach privately in the building.
- Computer Lab

### **Alumni Library Access:**

- Hours:** Mon.-Thurs. 8:30 am -9 pm; Fri. 8:30 am -5 pm; Sat. 9 am-3 pm; Sun. 12 - 7 pm
- Books and scores may be checked out for two weeks and are not renewable.
  - Alumni may check out a total of three titles at any given time.
  - Media (CDs, DVDs. Etc.)-library use only
  - Use of the listening stations.
  - Alumni with fines due will not be allowed to check out materials.
  - The annual fee may not be used to pay fines.
  - Interlibrary Loan services are not available

### **Ticketed Performances at the Conservatory:**

Alumni with a valid ID badge may receive one ticket to a Conservatory performance at 50 Oak Street by showing their ID badge at the box office. This benefit is subject to availability.

**Cost:** \$50 annual fee

### **Application Process:**

Approval of an alumni ID application takes 10 business days. Payment will not be processed until an application has been approved. Once approved, you will be contacted to schedule an appointment to have your picture taken for your ID badge. You must present a valid driver's license at the time you have your picture taken. You may send an electronic picture that meets the following specifications.

**Format: JPEG                      Size: 150x200 pixels to 600x800 pixels                      Orientation: Portrait**  
**Filename: Last Name, First Name.jpg**

It must be a high-quality passport or headshot style photo. This can be either taken with a digital camera, or a scanned image of a printed photograph. If emailing a picture you must fax a copy of a valid driver's license.

Alumni ID badges will have a current semester sticker and must be worn and visible at all times when you are on Conservatory property. All alumni ID badges are subject to revocation at any time by the Office of the Dean. Alumni IDs are active from the semester (Fall or Spring) the ID is issued thru the end of same semester the following year. Example: Alumni IDs issued in October 2008 will expire on December 31, 2009. Active IDs must have a current semester sticker. You will receive a reminder notice to renew your ID 30 days before the expiration date. Alumni IDs that have not been renewed will be deactivated.



<b>ALUMNI ID APPLICATION</b>
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**Alumni Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Year(s) Attended \_\_\_\_\_ Graduated \_\_\_\_\_ Degree / Major Instrument \_\_\_\_\_

If you are studying with a current faculty member and plan to have your lessons or coachings at the Conservatory, please provide the name of the faculty member or coach:

\_\_\_\_\_

**Payment Information: *No personal checks please***

Credit Card Type:    MasterCard    Visa    American Express    Discover

Name (as it appears on the credit card) \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

***I \_\_\_\_\_ (print your name):***

*-agree to have my credit card charged \$50\* for an Alumni ID Card should my application be approved.*

*-have read and understand the **Alumni ID Privileges and Application Information** and will abide by these policies.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_*Please contact me about volunteer opportunities at the Conservatory. (optional)*