KEYS, PRACTICE ROOMS & LOCKERS
Information for Undergraduate and Graduate Students

About Keys
All new students (undergraduates & graduates) will need keys to access practice rooms (& certain other spaces) for the duration of your degree programs. These long-term key assignments are critically important for new students; and we have procedures in place to help ensure all students get their keys as quickly as possible.

- **Undergraduate Students:**
  In order to get keys, all undergraduates MUST ATTEND the following mandatory meeting:

  **Undergraduate Students Meeting w/ Department Chair**
  Monday of Welcome Week (9/23/19), 3:30 – 5:00pm, Claire Trevor Theatre (CTT)

  Undergraduate students must check-in at the entrance to the Claire Trevor Theatre (CTT) as they arrive for the meeting.

- **Graduate Students:**
  In order to get keys, all graduates MUST ATTEND the following mandatory meeting:

  **Graduate Students Meeting w/ Graduate Advisor**
  Monday of Welcome Week (9/23/19), 4:00 – 5:45pm, AITR 190

About Practice Rooms
- Located in the Arts Instruction & Technology Resource Center (AITR) building
- Restricted to Music students ONLY
- Keys/key card required for access
- **Practice Room Sign-Ups:**
  Students have the option of reserving a practice room for the duration of the quarter. Restrictions apply, see instructions posted outside the Music Office during Week 1.

  **When & How to Sign-Up for a Practice Room:**
  Sign-up sheets for each practice room will be posted on the bulletin board outside the Music Office ONLY during Week 1 of Fall, Winter & Spring Quarters. This is a limited opportunity; no exceptions will be made. If you miss the sign-up window, you miss the opportunity and must wait until the next quarter.

About Lockers & Instrument Storage
We have a limited number of lockers available (sizes vary). We also have shared storage rooms for large Brass and Strings instruments. Restricted to Music students ONLY. Other restrictions may apply.

- Students will be asked about locker/storage needs when addressing keys at the aforementioned mandatory Welcome Week meetings.

We look forward to seeing you at Welcome Week!