

## **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!**