

**BARD COLLEGE CONSERVATORY OF MUSIC**

**ADVANCED PERFORMANCE STUDIES**

**PROGRAM**

**2025-26 PROGRAM HANDBOOK**

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## **ABOUT BARD**

### **About Bard College**

Bard College, founded in 1860, is an independent, co-educational, four-year, liberal arts and sciences college located on a 540 acre campus in Annandale-on-Hudson, New York. In addition to the Graduate Vocal Arts Program, the college offers several innovative graduate programs including: the Graduate Conducting Program, The Milton Avery Graduate School of the Arts, the Graduate Center in Decorative Arts and Culture, the Center for Environmental Policy, the Bard Master's of Arts in Teaching Program, and the Center for Curatorial Studies. Bard College is also home to the Levy Economics Institute and the Conductor's Institute.

### **About Bard College Conservatory of Music**

Building on its distinguished history in the arts and education, Bard College launched The Bard College Conservatory of Music, which welcomed its first undergraduate class in August 2005. The innovative five-year program of study is guided by the principle that musicians should be broadly educated in the liberal arts and sciences to achieve their greatest potential. All undergraduate students complete two degrees, a bachelor of music and a bachelor of arts in a field other than music. The Conservatory also includes the Preparatory Division for young people up to the age of 18.

### **Conservatory Administration**

Leon Botstein, President of Bard College / Music Director, Bard College Conservatory Orchestra

Tan Dun, Dean of Bard College Conservatory

Frank Corliss, Director of Bard College Conservatory

James Bagwell, Director of the Graduate Conducting Program

Stephanie Blythe, Artistic Director of the Graduate Vocal Arts Program

Kayo Iwama, Associate Director of the Graduate Vocal Arts Program

Erica Kiesewetter, Director of Orchestral Studies

Philip McNaughton, Lesson Scheduler

Sebastian Danila, Orchestra Librarian

Hsiao-Fang Lin, Orchestra Manager

Katie Rossiter, Director of Conservatory Admissions

Abbegael Greene, Conservatory Admissions Counselor

Kat Ottosen, Associate Director of Event Production and Communications

Mary-Elizabeth O'Neill, Associate Director of Curriculum and Programming

Marc Mancus, Associate Director of Production and Student Employment

Erika Switzer, Director of Postgraduate Collaborative Piano Fellowship

Lisa Krueger, Graduate Programs Coordinator

### **About the Advanced Performance Studies Program**

The Advanced Performance Studies Program is a non-degree-granting, four-semester program for exceptionally gifted performers who wish to continue their study of music through concentrated study with the world-class faculty of the Bard Conservatory. Applicants must have completed at least the bachelor of music or its equivalent and must demonstrate a high level of ability and potential through the admission process.

The curriculum for the Advanced Performance Studies program includes weekly private lessons and full participation in the Bard Conservatory chamber music program. Orchestral instrumentalists are required to participate in the orchestral program. Solo pianists are required to take the collaborative piano practicum course. And collaborative pianists, in addition to the piano practicum course, are required to take collaborative piano seminar. Pianists also play for various courses throughout the Conservatory, such as the Graduate Conducting Seminar and the Graduate Vocal Arts Program diction, opera workshop, and Core Seminar classes. All APS students are full-time students, and they all have the

opportunity to audit or enroll in most courses throughout the college. The class, English for Academic Purposes, is available as an elective for international students who wish to improve their skills in English.

### **ACCREDITATION, STATEMENTS AND ACKNOWLEDGEMENTS**

Bard College is accredited by the Middle States Commission on Higher Education, a regional accrediting agency approved by the United States Education Department. Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA, 19104; 267-284-5000.  
<https://www.msche.org/institution/0267/>

The New York State Education Department has registered the following courses of study leading to Bard College bachelor, masters, and doctoral degrees: the bachelor of arts, bachelor of music, bachelor of science, master of arts in curatorial studies, master of arts in teaching, master of fine arts, master of business administration in sustainability, master of music in vocal arts, master of music in conducting, master of music in curatorial, critical, and performance studies, master of science in environmental policy, master of science in climate science and policy, master of education in environmental education, master of science and master of arts in economic theory and policy, and the master of arts, master of philosophy, and doctor of philosophy degrees in decorative arts, design history, and material culture. New York State Education Department, Office of Higher Education, Office of College and University Evaluation, Room 960 EBA, 89 Washington Avenue, Albany, NY, 12234; 518-474-1551.  
<http://www.nysed.gov/heds/IRPSL1.html>

Bard is also a member of the American Council on Education, American Council of Learned Societies, Association of American Colleges and Universities, College Entrance Examination Board, Commission on Independent Colleges and Universities, Education Records Bureau, and Environmental Consortium of Hudson Valley Colleges and Universities.

### **Notice of Nondiscrimination**

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

### **Educational Rights and Privacy Act**

Bard College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act assures students attending a postsecondary institution that they will have the right to inspect and review certain of their educational records and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. College policy relating to the maintenance of student records is available, on request, from the Office of the Registrar.

### **Land Acknowledgement**

In the spirit of truth and equity, it is with gratitude and humility that we acknowledge that we are gathered on the sacred homelands of the Munsee and Muhheaconneok people, who are the original stewards of the land. Today, due to forced removal, the community resides in Northeast Wisconsin and is known as the Stockbridge-Munsee Community. We honor and pay respect to their ancestors past and present, as well as to future generations, and we recognize their continuing presence in their homelands. We understand that our acknowledgment requires those of us who are settlers to recognize our own place in and responsibilities toward addressing inequity, and that this ongoing and challenging work requires that we commit to real engagement with the Munsee and Mohican communities to build an inclusive and equitable space for all.

This land acknowledgment, adopted in 2020, required establishing and maintaining long-term, and evolving, relationships with the Stockbridge-Munsee Band of Mohican Indians. The Mellon Foundation's 2022 Humanities for All Times grant for "Rethinking Place: Bard-on-Mahicantuck" offers three years of support for developing a land acknowledgment-based curriculum, public-facing Native American and Indigenous Studies (NAIS) programming, and efforts to support the work of emerging NAIS scholars and tribally enrolled artists at Bard.

### **Accessibility On Campus**

Bard College is committed to equal access, which includes the civil rights of people with disabilities. We strive to prevent and remove barriers to access through maintenance and respond to reported problems. Reports about barriers and other campus accessibility concerns may be made using the form below. If you encounter a physical, electronic, or programmatic barrier at Bard (e.g. an inoperable elevator or automatic door opener, an inaccessible website, a blocked access ramp, or any other access barrier), please help us by identifying the problem. The barrier will be prioritized as quickly as possible in order to maintain access for everyone. For more Information regarding Bard's policies and procedures on accessibility please visit: <https://www.bard.edu/accessibility/>

### **Title IX Procedures and Information**

The Office for Gender Equity is dedicated to preventing, responding to, and remedying occurrences of gender-based misconduct throughout Bard College and its affiliated programs. To increase awareness of gender-based misconduct and cultivate a safe and proactive community, the Office for Gender Equity provides educational and preventative programming for employees and students. The Office for Gender Equity provides information and connection to services and support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct. The Office for Gender Equity is a resource for all members of the Bard community. For more information, including Title IX policies, forms, and contact information, please visit: <https://www.bard.edu/genderequity/>

## **NAVIGATING BARD CONSERVATORY**

### **Communication**

All Instrumental Arts Program Students are required to obtain and use their **Bard email address**, which will be administered upon your enrollment at Bard. Not only will the Program staff use these email addresses on a regular basis to contact all of you about important program details (e.g. scheduling changes), but offices, teachers and administrators from all over the Bard campus will be contacting you via these email addresses. It is extremely important that you not only have a Bard email address, but that you use it regularly. At no time will a non-Bard email address be used, except in the case of students who do not have access to google in their home countries before and between semesters. (Those students should alert the Bard Administration to this as soon as possible.)

In addition you will need to be logged into your Bard gmail account in order to access Bard's zoom account, as well as google-docs, forms, calendars, and so on that are generated through Bard's "G-suite" of applications.

Email forwarding, or the use of a third-party mail client (e.g., Mozilla Thunderbird, Microsoft Outlook or Apple Mail) is simple to set up and allows you to easily manage multiple email accounts. If you need assistance setting up email forwarding or a third-party mail client on your computer, smart phone, or other device, please contact the Bard Computer Help-Desk at 845-758-7500 (x7500 on campus).

### **Conservatory Internal Website**

The Conservatory has an internal website that contains useful information, including:

- rules and regulations for all Conservatory students
- space reservation policies and procedures (including those for **practice rooms**)
- chamber music assignments
- Concert Office policies and procedures, including how to prepare a printed program

Please make a habit of checking this website frequently, which can be found at the following link:  
<https://blogs.bard.edu/conservatory-wiki/>

### **Schedule**

The Conservatory lesson scheduler coordinates the schedule for your lessons and chamber music coachings. All scheduling information can be found on [ASIMUT](#), the Conservatory's scheduling, room booking, and event management platform. It is important to check this schedule a few times a day to stay up to date with changes. The ASIMUT user guide is located on the Conservatory wiki:  
<https://blogs.bard.edu/conservatory-wiki/files/2024/11/ASIMUT-User-Guide.pdf>

### **Practice Room Reservations**

Practice rooms are available in Blum, Robbins House, and the Practice Room Building. Studios in the Bito building that are not being used for teaching are available for practice. Reservations are required for all practice spaces. Please refer to the Conservatory website for specific information on how to reserve a room using [ASIMUT](#).  
<https://blogs.bard.edu/conservatory-wiki/practice-rooms/practice-rooms-faqs/>

### **ASIMUT**

All scheduling information can be found on [ASIMUT](#), the Conservatory's scheduling, room booking, and event management platform. It is important to check this schedule a few times a day to stay up to date with changes. The ASIMUT user guide is located on the Conservatory wiki:  
<https://blogs.bard.edu/conservatory-wiki/files/2024/11/ASIMUT-User-Guide.pdf>

## **ACADEMIC POLICIES AND PROCEDURES**

### **Grievance Procedures, Appeals, and Refund Requests**

It is the hope of all the Conservatory faculty and staff that every student who attends the Conservatory enjoys a meaningful and productive educational experience. Students who encounter a problem related to their studies, course experience, or the Conservatory community should consult with the Director of your program. Problems related to academic performance or classroom issues should first be brought to the attention of the relevant faculty member. Problems related to rehearsals, performances, or audition classes should first be brought to the attention of the instructor who supervised the event in which the issue arose. In the case of a full orchestra rehearsal, the problem should be brought to the Orchestra Manager. If an issue cannot be resolved by the faculty member or the Orchestra Manager, the student should consult the Director of their program, who may bring the issue to the relevant faculty.

### **Grievance Procedures/Grade Appeals**

As stated above, a student who has a grievance should first appeal to the faculty or staff member it concerns. For example, a student should first appeal a grade to the faculty member who gave the mark. If the student is not satisfied by the response of the faculty or staff member, or if they regard it as inappropriate to bring their appeal directly to the faculty or staff member it concerns, they should consult with the Director of their program.

### **Refund Policy**

No refunds of any fees are made in the event that a student withdraws from the program after registration, except as specified below. In no event is the deposit or housing payment refundable. In all cases, the student must submit to the Graduate Committee an official notice of intention to withdraw. The date of receipt of such a notice determines the amount of the refund. Students who officially withdraw before the first day of classes (start of Workshops) for the term in question are given a full refund, minus the non-refundable enrollment deposit. If official withdrawal from the program occurs in the first week of classes (i.e. during workshops), 75 percent of tuition is refunded; within the second week, 60 percent; within the third or fourth week, 30 percent. After four weeks, no refunds are given. Fees for registration, student health insurance, and facilities are non refundable.

If a student who is receiving financial aid withdraws from the program, their award or loan is prorated. Institutional fellowships are reduced by the same percentage as indicated in the tuition refund schedule above. Federal Stafford Loans are calculated according to the federal refund policy on the amount of the loan to be returned to the lender. A student who is considering withdrawal may wish to confer with the Student Accounts Office and the Financial Aid Office concerning any anticipated refund and the amount of the federal Stafford Loan that the College must return to the lender. This amount has a direct bearing on the amount of refund, if any, that the College will provide the student.

No refund is made in cases of suspension or expulsion.

### **Conservatory Probation**

Conservatory Probation is distinct from Academic Probation and other probation policies of the college.

Conservatory students are expected to act respectfully and responsibly toward each other and toward faculty and staff of the conservatory. **This includes on-time attendance at all lessons, coachings, and rehearsals, professional standards of preparedness for rehearsals and performances, observance of practice room policies, and adherence to high standards of collegiality.** A pattern of violations of these expectations will result in the student being placed on Conservatory Probation.

Upon being placed on Conservatory Probation, the student will receive written notice, with an explanation of the reasons for Probation, the steps that the student must take to end the Probation, and the date by which, if Probation is not ended, the student may be dismissed from the Conservatory. A student who has been dismissed may petition for reinstatement to the Conservatory after one year.

### **Attendance Policy**

The integrated curriculum and the interdependent and collegial nature of the Conservatory program makes attendance at, and promptness to, all lessons, coachings, classes, rehearsals and required performances mandatory.

Students are expected to be in residence, living on or near campus while school is in session (including weekends), and any absence from a curricular activity (for non-emergency reasons) requires submission of an [Absence Request Form](#) in advance in order to be considered an *excused absence*.

Please find the dates when school is in session on [Bard's academic calendar](#).

- During the Fall Semester:
  - Absence requests do not need to be submitted for Fall Break (Monday & Tuesday). Absence requests do need to be submitted for the Saturday & Sunday before Fall Break. As per [Bard's academic calendar](#), Fall Break only includes the Monday & Tuesday (and not the Saturday & Sunday before).
  - Absence requests do not need to be submitted for Thanksgiving Break. As per [Bard's academic calendar](#), Thanksgiving break begins at 5pm the day before Thanksgiving and goes through the Sunday following Thanksgiving.
- During the Spring Semester:
  - Absence requests do not need to be submitted for the Spring Recess. As per [Bard's academic calendar](#), the Spring Recess includes the two weekends on either side of the 5 day period (Monday-Friday) when classes are not in session.

Early departures for, or late returns from, vacations – whether for reasons of reduced travel cost or for another reason – are not considered valid excuses for missing lessons, classes, rehearsals, or performances.

Medical appointments should be scheduled outside of class or rehearsal time *if at all possible*. If such an appointment must interfere with a class or rehearsal, an [Absence Request Form](#) must be submitted in advance.

In the case of illness or family emergency, please do your best to notify your assigned conservatory advisor *and* the appropriate instructor immediately by phone or e-mail.

Unexcused absences or excessive tardiness may result in grade penalties, loss of scholarship, probation or, in extreme cases, dismissal from the Conservatory

### **Absences for Professional Activities**

Any absence for outside professional activities (even very brief periods of time, e.g, auditions, performances, etc.) will only be deemed an excused absence upon approval by the Conservatory director, following submission of the completed Absence Request Form as stated above. The director will do his very best to respond to requests as quickly as possible. *Students should not accept outside professional engagements that occur during the school year without first receiving permission from the director of the Conservatory.*

### **General Absence Request Procedure**

To request an absence from Conservatory Orchestra, lessons, or chamber obligations, complete the [Absence Request Form](#), located on the wiki.

### **Short Term Professional Leave**

Leaves for a period of time not to exceed two weeks (accumulated) of missed classes or curricular activities per academic year will be considered for students in excellent academic standing. Before requesting leaves, students should consider carefully how their absence might affect their educational progress and the educational progress of their colleagues. In general, absences that could adversely affect the overall curriculum or group performances will most likely not be granted.

### **Long Term Professional Leave**

Students in excellent academic standing may request a long-term leave of one or two semesters. Students receiving permission to take a long-term leave may re-enter the program without re-auditioning. Students who do not return to school at the agreed upon date after their leave must re-apply and re-audition in order to return to the program.

Requests for Long Term Professional Leave should be submitted well in advance to the director of the Conservatory. If the leave is approved, the student has up to five years from his/her date of matriculation to complete the Master's degree. In addition, the student is responsible for an annual maintenance of status fee of \$500 or \$250 per semester. Students who fail to maintain their status may be required to reapply to the program in order to complete course work for graduation. Students on an approved leave of absence maintain a Bard email account and access to campus facilities, including access to the library's electronic subscriptions.

### **Lesson Cancellation and Rescheduling Policies**

Lesson and coaching times, and changes in lesson/coaching times, must be arranged through the Conservatory office, not privately with the teacher, since any changes may affect other students' schedules.

Canceled lessons and chamber coachings will be made up only at the discretion of the teacher. Generally the office will not cover transportation costs for lessons that are rescheduled at the instigation of the student.

### **APS Orchestra Policy**

APS students are required as part of the curriculum to play all regular Conservatory Orchestra concerts. Examples of "regular Conservatory Orchestra Concerts" are: regular Fisher Center concerts, Prison concerts, Benefit concerts, Graduate Conducting Program (GCP) concerts, Conservatory Orchestra run-out/tour concerts etc.

In addition to the regular Conservatory Orchestra curricular concerts, APS students are asked, as part of their music curriculum, to participate in up to eight GCP readings each semester.

Please note that some players may be asked to participate in The Orchestra Now (TON) rehearsals and concerts for an honorarium. If you are asked please understand that your first commitment is to the conservatory, and you should not accept anything that would cause you to miss any type of rehearsal, lesson, class, or seminar. You should check with Philip McNaughton, and possibly Erica Kiesewetter and Hsiao-Fang Lin before accepting, and give Philip your schedule once approved.

### **Studio Change Request Policy**

Studio change requests are handled carefully and thoughtfully—balancing and respecting the desires of the student, with the needs and expert advice of the studio instructors. There are many factors involved; these include the desires of the student, the recommendations of the studio instructors, the educational

needs of the student as assessed by the faculty. But they also include larger institutional factors such as teaching loads of individual instructors, and the balancing of studio sizes. Studio changes should be rare and a measure of last resort, with the emphasis first being on improving the educational relationship with the currently assigned studio instructor. Whether there is a change of studio instructor or not, the focus is always on the best long-term educational and musical development of the student.

Students interested in requesting a change of studio instructor should submit the [Studio Change Request Form](#). After submission of the form, there will be a meeting between the director of the conservatory and the student, followed by consultations by the director with the involved studio instructors, and meetings with the student and involved faculty. All studio change decisions are made by the director of the Conservatory, in close consultation with the faculty members involved.

## **CURRICULUM**

### **Graduate Orchestra**

This class will focus on training and performance of orchestral literature (standard and also unusual and contemporary). Bi-annual auditions help familiarize students with this process, and sectionals are held by members of the American Symphony orchestra, Metropolitan Opera Orchestra and other faculty. Four programs a year including opera, and sometimes extra performances in major US cities and abroad. Maestro Leon Botstein is the music director.

### **Private Lessons**

APS students will receive weekly private lessons with a member of the Conservatory faculty. Students are welcome to seek additional help from other teachers. However, this must be done with the consultation and approval of the primary teacher or coach. Also note that the Conservatory cannot pay for extra lessons or coachings.

### **Chamber Music**

All APS students are expected to participate in the Chamber Music Seminar every semester they are at Bard. Chamber music coachings and rehearsals are scheduled with the Conservatory office.

### **Collaborative Piano Practicum**

This course is required of all APS pianists. Pianists can only be dismissed from this course with approval from the director of the Conservatory.

### **Collaborative Piano Seminar**

This course is required for all APS students majoring in Collaborative Piano

### **Solo Recitals**

All students in the APS program are encouraged to perform solo recitals during their studies at Bard. Typically, APS students present one recital in the course of their study. However, this is at the discretion of the student and studio teacher.

### **Program Requirements**

1. 36 hours of course credits (required and elective courses)
2. Four semesters of residence
3. Chamber music each semester
4. Orchestra, collaborative piano practicum and/or collaborative piano seminar each semester (as applicable depending on the focus of study.)
5. Additional courses offered throughout the college may be audited or taken for credit, but are not required.

## **CAMPUS FACILITIES AND RESOURCES**

*Taken from the Dean of Student Affairs Office (DOSO) Bard Student Handbook.*

*For the full DOSO Handbook, please visit <http://inside.bard.edu/dosa/handbook>*

### **Bookstore**

Location: Bertelsmann Campus Center

Phone: 845-758-7005 (x7463)

Website: [www.bard.bncollege.com](http://www.bard.bncollege.com)

Hours: Monday - Thursday: 10:00 am - 4:00 pm

Friday: 9:00 am - 3:00 pm

Saturday/Sunday: Closed

The bookstore stocks books and supplies required for course work and a wide selection of general books, college supplies, and imprinted merchandise. It will also special order any book that is not in stock but is in print. Textbooks are ordered from requisitions submitted by the faculty. They are arranged by course number. Textbook information is available on our website for all courses that we have received textbook orders on from faculty.

### **Central Services**

Location: Carriage House

Phone: 845-758-7463 (x7463)

E-mail: [printjob@bard.edu](mailto:printjob@bard.edu)

Hours: Monday – Friday 9:00 am - 5:00 pm

Central Services offers large copy jobs, color copying, binding, heat transfers (shirts/totes), and posters up to 12"x18". Price list is available at Central Services. Payment is made either with cash or check. Copy jobs can be sent as a PDF to [printjob@bard.edu](mailto:printjob@bard.edu) or dropped off in person as a hard copy.

### **Health Services**

Location: Robbins Annex

Phone: 845-758-7433 (x7433)

E-mail: [healthservice@bard.edu](mailto:healthservice@bard.edu)

Website: <http://inside.bard.edu/healthservices>

Hours: Monday–Friday 9:00 am– 5:00 pm by appointment

Staffed by four nurse practitioners, a part-time physician, a registered nurse, an administrative assistant, and a receptionist, the Health Service provides outpatient care to all registered students, including the piano fellows, and promotes optimum physical, emotional, intellectual, and social well-being through primary health care. **In case of a medical emergency**, call the Bard Emergency Medical Service (Bard EMS) at 7777 or Safety and Security at 7460 for transportation to Northern Dutchess Hospital.

### **Office of International Student and Scholar Services (OISSS)**

Location: Kappa House

Carmen Nicole Smith, Director of Visa and Immigration Services, [cnsmith@bard.edu](mailto:cnsmith@bard.edu)

Manishka Kalapuhana, Senior International Student Adviser P/DSO, ARO, [kalupaha@bard.edu](mailto:kalupaha@bard.edu)

The International Student Services Office provides technical assistance and advice to international students. Its prime responsibilities are to keep the College and its faculty, staff, undergraduate and graduate students in compliance with the applicable immigration regulations and to help participants gain and maintain their F-1 and J-1 status, as well as to assist with administrative issues relating to employment, taxation, and the like. In conjunction with these formal obligations, the office provides informal advice on matters of cultural, social, and personal concern, and supports the activities of the International Student Organizations.

**Physical Plant/Buildings and Grounds (B&G)**

Location: Physical Plant Office

Phone: 845-758-7465 (x7465)

Website: <http://inside.bard.edu/bandg>

Reports of damage or maintenance needs (including heating, lighting, and plumbing) for residence halls, campus buildings, grounds, or equipment should be made online through the Buildings & Grounds Service Request Form at <http://inside.bard.edu/bandg/>. A Service Request Form must be filed for each individual trade (plumbing, electric, etc.). Multiple requests may not be combined on one work order.

Requests for non-residence hall keys should be made directly to the Physical Plant, with proper authorization forms available on the B&G website: (<http://inside.bard.edu/bandg/forms/>). No letters will be accepted. You must show your Bard College photo ID when purchasing replacement dorm keys.

**New Student Bard ID Card**

Submit a photo to be printed on your ID card. Navigate and login with your Bard Account credentials to our online photo submission tool (<https://studentid.bard.edu>). Follow the guidelines to submit a photo. If you have any issues using this tool, please contact your program administrator.

Wait to be notified. Bard's Security office is responsible for accepting or denying all photo IDs that have been submitted via the above linked tool. You will receive notification of acceptance or denial to your Bard Gmail account. If denied, please submit a new photo following the guidelines listed and wait for approval.

Pick up your new ID card. The Buildings and Grounds (B&G) Department processes all campus ID cards. Once you have received email notification of approval, you may pick up your new card at the ID Card window at B&G between 11:00 am – 12:00, and 12:30 pm – 3:00 pm Monday through Friday.

For graduate students arriving after your program orientation or as a new student arriving for the Spring semester, you may fast track your new ID by going directly to the ID Card window at B&G, between 11:00 am - 12:00 pm, and 12:30 pm – 3:00 pm Monday through Friday, to have your photo taken and receive your ID on the same day. This accelerated ID process requires you to bring with you either an email from your program administrator confirming your enrollment status and Bard ID, or Student Accounts new student paperwork for proof of identity.

Replacing a non-functioning ID card in your possession. Please visit the ID card window at B&G between 11:00 am – 12:00 pm, and 12:30 pm – 3:00 pm Monday through Friday. Present your current card and request a replacement. A new card will be printed while you wait.

Replacing a lost ID card. Please visit the Student Accounts window at B&G between 11:00 am – 12:00 pm, and 12:30 pm – 3:00 pm Monday through Friday and fill out the replacement paperwork. A fee of \$20 is required for your new ID card. After payment is received, your replacement will be printed at the ID card window down the hall.

**Bard Mailroom**

Location: Bertelsmann Campus Center

Phone: 845-758-7537 (x7537)

Bard Mailroom Hours: Monday-Friday 8:30 AM - 5:00 PM (Closed for lunch 12:00 - 12:30)

CLOSED on Saturday & Sunday

For Graduate Students, any mail received at the Mail Room will be delivered to your graduate program for distribution. Large packages are shipped and received at the Physical Plant. All packages sent through UPS must be prepaid. Shipping and Receiving is located at the rear of the Physical Plant. UPS deliveries are left at the Physical Plant, where they are checked in and then forwarded to the post office. Very large packages are kept at the Physical Plant. Notification is sent by campus mail. To claim a package, you must present the notification slip. Any packages that are delivered to you must be picked up immediately, as there is a lack of storage space. The Physical Plant Shipping and Receiving Department is open Monday through Friday, 8:30 am– 4:30 pm, 845-758-7653 (x7653). *Please have your mail forwarded when you are away from campus for more than 4 weeks.*

**United States Postal Service (USPS) mail should be addressed to you at:**

First & Last Name

Bard College Conservatory

PO Box 5000

Annandale-on-Hudson, NY 12504-5000

**The address for packages shipped via the USPS, UPS, Federal Express or other carriers is:**

First & Last Name

Bard College Conservatory

30 Campus Road

Annandale-on-Hudson, NY 12504-5000

**Department of Safety and Security**

Location: Old Gym

Phone: 845-758-7460 (x7460); **Emergency Phone: 845-758-7777 (x7777)**

E-mail: [security@bard.edu](mailto:security@bard.edu)

Website: <http://inside.bard.edu/security>

The Office of Safety and Security is available 24 hours a day to assist all members of the College community. Students should telephone 845-758-7460 (x7460) to report any incident that appears suspicious or to report any crimes. In the event of a life-threatening or emergency situation, students should immediately call 845-758-7777 (x7777).

**All motor vehicle regulations and permits are issued by the Office of Safety and Security.** All vehicles utilizing campus parking facilities on a continual basis must be registered with Security. All students with a motor vehicle on campus must pay a vehicle registration fee of \$200 for the academic year at the Office of Safety and Security. Vehicles not registered with Security may be towed off campus at the owner's expense Visit the following website for more information on how to register your vehicle: <https://www.bard.edu/security/vehicles/>

### **Bard Printing and Copying**

BardPrint is a declining balance program that puts a non-cash value subsidy of \$37.50 on your Bard ID for printing and copying. The goal of BardPrint is to make convenient quality printing and copying available in a way that is sustainable and affordable for most, if not necessarily all, printing costs in all semesters.

The simplest printing method is to email your document as an attachment to [mobileprint@bard.edu](mailto:mobileprint@bard.edu) from your Bard email account. Go to a campus printer such as the one across from the Concert Office (Bito 103) or the one down the hall from the Admissions / Graduate Coordinator's office (Blum N130) and swipe your Bard ID card. For details go to: <https://www.bard.edu/it/bard-print/>

### **GETTING AROUND BARD**

#### **Campus Shuttle**

Bard has a campus shuttle that runs from Bard's campus to the neighboring towns of Red Hook and Tivoli. All Piano Fellows are welcome to use the shuttle, and information about the campus shuttle schedule and all local transportation can be found at <http://blogs.bard.edu/transportation/>.

#### **Cars**

If you have a car you will need to register the license plate with the Department of Safety and Security and obtain a parking sticker. They can also provide information as to which parking lots may be used.

There is ample parking in and around the Bard campus, but parking is limited on the main campus. Students are encouraged to park their vehicles at one of the large student lots and walk or shuttle to classes or other activities on campus. ***All students (including piano fellows) must park in the Avery / Bito overflow lot. The parking lot behind Avery / Bito is reserved for Staff and Faculty and students' cars parked there will be ticketed or possibly towed at the students' expense.***