

General Houskeeping Information – Fall 2023

Hours for Office and Student Lounge

Main Office Hours

The Music Department Main Office hours are Monday through Friday, 9am to 5pm, with the exception of certain holidays. The Main Office is located on the third floor of the music building, room 3304.

Student Lounge

The Student Lounge is located on the second floor and is open weekdays between 9am and 5pm, with the exception of certain holidays. Students can request access to this lounge outside of normal hours – a Google Form will be sent out to all students at the start of the semester.

Mailbox Information

Mailboxes – for Faculty and Staff

Each faculty and staff member has a mailbox, which is located in the Main Office on the third floor. **IMPORTANT:** If you come to the office to submit something for a staff member, and they are unavailable, please do NOT leave the item with anyone else. Instead, leave the item in the staff member's mailbox to ensure they will receive the item.

Mailboxes – for Graduate Students

Each Graduate student has a mailbox, which is located in the Student Lounge on the second floor.

Parking

Parking Permits for TAs

Students with TAs are allowed to request a Faculty/Staff parking permit. Go to Parking Services website (https://www.stonybrook.edu/commcms/mobility-and-parking/parking/Parking_Permits_Faculty_Staff.php) for more information.

Other Parking

Any general parking questions should be addressed to Parking Services. Their website provides information on parking and maps of Stony Brook University's parking areas:

<https://www.stonybrook.edu/mobility-and-parking/>

Printing

All **personal printing**, including seminar readings, papers, scores, and recital flyers, must be done at the campus **SINC** (Students In Need of Computers) sites. **Melville Library** has a number of printing options and is best equipped to handle all student printing needs. **Staller SINC Site access:** The administrators of the SINC site on the Staller Main Floor (directly opposite the main entrance to the building) have generously agreed to provide 24/7 access to Music students on a **per request basis**. A form will be provided to students shortly.

Room Information (for events other than recitals)

Public Practice Rooms

There are two public practice rooms (1313 and 1314) located on the first floor. Students may reserve these rooms 1 hour per visit by using the sign-up sheet posted on the door. These are available Monday through Friday from 9:15 am to 5pm.

Room Reservations

Ensemble Rooms 3317 and 3319 – these are rehearsal rooms for groups of three or more, and are not intended for the use of private lessons, unless it is lessons you are giving to undergraduates enrolled for undergraduate lessons as part of your TA duties. Sign-up sheets are posted on the doors each Monday for the following week.

Often students will need to reserve classrooms or one of the Ensemble Rooms further in advance (such as for Colloquiums, etc.).

Please contact the following people according to the room you need:

Martha Zadok (Martha.Zadok@stonybrook.edu) – to reserve classrooms or the rehearsal rooms that are located in the basement

Susan Kaiserman (Susan.Kaiserman@stonybrook.edu) – to reserve rooms 3317 or 3319 if the sign-up sheets are not yet posted

Student Lockers

Lockers

A limited number of lockers are available for student use, and these are located in the basement. These are not large enough to secure large instruments with their cases, but may be of use for students if they wish to have a secure location for smaller items. Students interested in this should see Susan Kaiserman in the main office. Note: Once a student has access to a locker, that combination should NOT be shared with other students.