



Passport to Adventure New Student Orientation 2018

Orientation To Do List #1

June 4, 2018

Dear new Juilliard student,

Welcome to Juilliard! The faculty, administration, and returning students are so excited for your arrival, and we are already looking forward to a terrific fall semester.

As you plan for your arrival on campus, we're sure that some questions will arise. We're here to help in any way that we can! To give you a head start, this email contains important information about what you can expect over the summer and during Juilliard's New Student Orientation in August. Please take some time to read through each section and complete all the "To Do" items below.

Setting Up Your Online Accounts

The Juilliard School uses an identity management system called Okta that will allow you to log into many different school-related applications and systems (such as email, calendaring, and other productivity tools) using the same Juilliard credentials. Below you will find instructions regarding setting up your school email account and accessing your educational records on our WebAdvisor platform. We have also attached these instructions to this email as a PDF. Please save the attached document for your reference.

□ [Log into Your Juilliard Email Account](#)

The Information Technology (IT) department has created and activated your Juilliard account. Your Juilliard username is also your email address. It is critical that you set up your Juilliard email account immediately. **After this email going forward, you will only receive email to your Juilliard email address.**

Your Juilliard username: [username]
Your temporary password: [password]

We recommend you change your password to something only you know right away. You can log into the system to change your temporary password to one of your choosing by following these instructions:

1. Go to <https://juilliard.okta.com>
2. Enter your Juilliard email address and temporary password and click **Sign In**.
3. Set up your security questions, your phone number for SMS verification, and a security image.

You're all set! This username and password will be used for everything you do at Juilliard, so commit it to memory and keep it safe! Please note the username itself is generated by a system and cannot be changed. To access your email on your smartphone, IT recommends downloading and using the Microsoft Outlook app for mobile devices.

For a more detailed guide to setting up your account, please visit <https://my.juilliard.edu/information-technology/document/okta-setup-guide>.

□ Log into WebAdvisor

WebAdvisor is an online platform that allows students to access their educational records, including class schedules, grades, account statements and financial aid awards, all in one place. Please access WebAdvisor immediately by visiting <https://wa.juilliard.edu> and logging in through Okta with your Juilliard credentials.

Please read the access level descriptions on WebAdvisor and the Family Educational Rights and Privacy Act (FERPA) that outlines your rights to privacy of education records. We recommend that you have a conversation with your parents/guardians regarding access to your financial, academic, or other records as soon as possible. You can learn more about FERPA here: <https://www.juilliard.edu/campus-life/registrars-office>.

Visit the IT help page on MyJuilliard, <https://my.juilliard.edu/information-technology/it-college-students/webadvisor-college-division-parents>, to view detailed instructions and a video tutorial on how to grant access to your family members. Regardless of the access you provide to your parents/guardians, **please ensure that your parent/guardian contact information is up to date on WebAdvisor by June 9, 2018.**

If you have any difficulties activating your email or using any of the school's technical services, please email servicedesk@juilliard.edu or call (212) 799-5000 extension 7121 for assistance. The Service Desk's summer hours are Monday-Thursday 9am-5pm.

All offices at the School will send important notices, communications and critical information through email or our WebAdvisor system, rather than by paper. It is critically important that you check your Juilliard email regularly. We encourage you to make it your primary email address for all Juilliard-related electronic communications and calendaring.

New Student Orientation: To Do Lists, Information, and Schedules

You will be receiving monthly New Student Orientation (NSO) emails from the Office of Student Affairs

(osa@juilliard.edu) via your Juilliard email account. It is very important that you read and follow the instructions detailed in these To Do Lists to stay on track with your summer requirements. Additionally, please make sure you save osa@juilliard.edu to your contacts list to ensure that important communications are not blocked or sent to junk or spam.

□ **Bookmark the New Student Information Web Page**

All students received an email upon payment of enrollment deposit instructing them to view and bookmark the New Student Information web page at <https://www.juilliard.edu/campus-life/new-student-information>. Please check this page frequently for updates and for information about deadlines for form submissions, arrival information, and orientation schedules.

From this page, you can connect to the New Student Orientation web page at www.juilliard.edu/orientation and the Parents and Family Orientation page at <https://www.juilliard.edu/campus-life/new-student-information/parents-and-family-orientation>.



□ **Share Orientation Information with Your Parents/Guardians**

If you provided us with your parent's or guardian's email address, we will send them an email too! Please check to see that they have received it. If you have not given us your parent's or guardian's email address and would like them to receive information, please update their email in WebAdvisor (see above).

Resources for parents can be found on the [Parents and Family Orientation web page](#). The Parents and Family Orientation schedule and RSVP Form will be posted on this page in mid-June. We will continue to update the site with information throughout the summer.

□ **Submit Your Immigration Documents**

International students should submit their [I-20 Request Form](#) by June 15.

□ **Send Your Final Transcripts by July 1**

If you have not done so yet, please submit your final transcripts in one of two forms:

1. An electronic record of your academic progress, including grades earned, sent directly to admissions@juilliard.edu by a secure service (such as Naviance, eSCRIP-SAFE, or other system). Scanned, emailed, or uploaded copies are not considered official.
2. A paper record of your academic progress, including grades earned, sent in a sealed envelope directly to the Juilliard Office of Admissions from the issuing institution(s).

□ Complete Your Health & Immunization Record Information

The [Health Record Form](#) is due to Health Services by August 1. You will need a medical provider to complete part of the form. Any additional questions can be directed to the Health Office at (212) 799-5000 extension 282.

Meredith Willson Residence Hall

If you submitted a housing application to live on campus, you will receive an email no later than Monday, June 15, 2018, with your housing assignment. **This will be sent to your Juilliard email.** Questions regarding the residence hall should be directed to reslife@juilliard.edu or by calling (212) 799-5000, extension 7400.



Off Campus Housing

Students who will be living off campus and are looking for an apartment or a roommate may join our [Juilliard Off-Campus Housing Forum](#) on Facebook. This is a closed Facebook group for new students, returning students, and alumni to share information about apartments or to look for a roommate. Students can also utilize the resources on our [Off Campus Housing Resources](#) page.

JONSO on CANVAS

On July 11, 2018, you will receive an email from Canvas (the Juilliard Learning Management System [LMS]) stating that you have been enrolled in a class and inviting you to participate in the Juilliard Online New Student Orientation (JONSO). Completion of JONSO prior to your arrival to the School is required for class registration and will provide you with critical information concerning your transition process to New York and The Juilliard School, including information about placement assessments, what to bring to the residence hall, and student services.

The 2018 New Student Orientation theme selected by our student leaders is “**Passport to Adventure.**” We view New Student Orientation as a pathway to new friends, experiences, and life milestones. Our students and alumni often say that Orientation was one of the most meaningful and memorable experiences of their time at Juilliard! We hope you will use this time to connect with the Juilliard community, explore all of the resources available to you, and embrace all of the activities and opportunities that are offered during this exciting time.

Please keep an eye out for an email from osa@juilliard.edu on July 11, 2018. Enjoy your summer! We look forward to meeting you in August!

Sincerely,



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