MPulse 2018

Student & Parent Handbook
Dear 2018 MPulse Participants:

Congratulations on your acceptance! We look forward to you becoming a member of our MPulse family.

Enclosed in this handbook you will find several pieces of information that will help guide you as you prepare for your time in Ann Arbor, including a list of required and suggested materials to bring with you and a sample daily schedule. You will also be receiving a link to a number of required online permission and medical forms. These forms must be completed and signed by both the student and the legal parent/guardian prior to your arrival on campus. Please read the entire handbook carefully before completing the forms.

Please give special notice to a few very important details. Every summer we have students tell us that they were not prepared for the extreme heat of the dorm rooms. It is important to bring a fan if at all possible. Also, you must provide your own linens, including a pillow, sheets (Twin X-Long), blanket, and towels. There will be time to do laundry.

Although MPulse is fully supportive of responsible use of technology, we have found that personal electronic devices (PED’s) provide distractions to the interpersonal and academic focuses of this unique program. MPulse is, therefore, a cellphone and PED-free program during the day. Students will, however, have access to their cell phone in the overnight hours. If you use your cell phone a camera, metronome, etc…please be aware that you will not have access to your cell phone for these purposes from approximately 7AM-9PM. Recording devices and music players that do not connect to the internet are allowed. Students will be granted access to University computer labs during certain timeframes for the purposes of programmatic research or emailing with parents. Students will be able to use the MPulse office phone to call parents during the day if required. Being without a cellphone will grant each student the freedom to personally experience and reflect on every aspect of MPulse as it happens, a luxury in today’s world of social media that continually diverts us from our complete engagement within our immediate environment. We have received overwhelmingly positive feedback from both students and parents regarding our cell phone policy. Here are the words from a former participant:

"After being home for almost a month now and resuming with my use of electronics, I wanted to say that I now realize MPulse was so special because I was constantly ‘in the moment’ with my peers and not reciting the moment to my friends at home. I could fully concentrate on what I was there to do; to learn and grow as an artist. I also think that because I didn’t have my iPhone ‘glued’ to my hand at all hours of the day, I made better, lasting friendships than I would have if I had been constantly checking my phone. Going into the school year, I am planning to check my phone and laptop less because I know that I can live without them. I did it at MPulse!"

We are eager to welcome you to campus, and trust that your MPulse experience will provide you with an abundance of artistic opportunities, memories, and lasting friendships.

Sincerely,
MPulse Team

Sarah J. Rau, Program Director
Robin Myrick, Program Coordinator
Brittany Nicol, Administrative Assistant
**MPULSE 2018 HANDBOOK**  
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2018 MPulse Institutes

We look forward to greeting you on campus as you explore the U-M SMTD college experience through intensive study in music performance, musical theatre, theatre, or dance. Institutes include private lessons, masterclasses, and performances.

High School students from around the world study with distinguished University of Michigan faculty, alumni, and special guests while experiencing campus life in Ann Arbor. MPulse is an all-inclusive residential program. Students through age 17 (and some HS seniors age 18) live in University residence halls and study and perform in state-of-the-art School of Music, Theatre & Dance facilities.

Sample Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30-11:40 AM</td>
<td>Individual lessons, individual practice, classes</td>
</tr>
<tr>
<td>11:45 AM-12:30 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:40-1:55 PM</td>
<td>Masterclasses</td>
</tr>
<tr>
<td>2:05-3:30 PM</td>
<td>Theory classes, lessons</td>
</tr>
<tr>
<td>4:00-5:00 PM</td>
<td>Chamber/Ensemble rehearsals</td>
</tr>
<tr>
<td>5:15 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>Evenings</td>
<td>Various activities: individual practice, campus tours, student recitals, classes, and seminars</td>
</tr>
</tbody>
</table>

**Bassoon**
July 1 – 7, 2018
U-M Faculty Director: Jeffrey Lyman

**Center Stage Strings**
June 17 – July 14, 2018
U-M Faculty Director: Danielle Belen

**Clarinet**
July 1 – 7, 2018
U-M Faculty Director: Daniel Gilbert
Guest Faculty: Ellen Breakfield-Glick

**Dance**
July 15 – 28, 2018
U-M Faculty Co-Directors: Robin Wilson, Jillian Hopper

**Flute**
July 1 – 7, 2018
U-M Faculty Director: Amy Porter

**Harp**
July 15 – 28, 2018
U-M Faculty Director: Joan Holland

**Horn**
July 1 – 7, 2018
U-M Faculty Director: Adam Unsworth

**Jazz**
July 8 – 14, 2018
U-M Faculty Director: Dennis Wilson

**Musical Theatre**
July 15 – August 4, 2018
U-M Faculty Director: Brent Wagner

**Saxophone**
July 1 – 7, 2018
U-M Faculty Director: Timothy McAllister

**Theatre & Drama**
July 1 – 14, 2018
U-M Faculty Director: Janet Maylie

**Vocal Arts**
July 15 – July 21, 2018
U-M Faculty Director: Eugene Rogers

**Vocal Arts Workshop for Solo Voice**
July 16 – July 28, 2018
U-M Faculty Director: Stanford Olsen
ARRIVALS, DEPARTURES, SHUTTLES AND PARKING

The following are basic check-in and check-out procedures, parking information, maps, and general information regarding our shuttle coordination service.

Arrivals
Residence Hall Check-in: 12:00 PM on the first Sunday of the Institute (for all Institutes except Dance)
**Dance Institute check-in - 3:00 PM on Sunday, July 15.

Departures
Residence Hall Checkout: 9:00 AM on the final Saturday of the Institute, followed by final performance/class. Students leave campus following final performance/class at approximately 12:30 PM.

Air Travel and Shuttle Service for students
If students plan to arrive and/or depart by air (Detroit Metro Airport-DTW) and wish to use our shuttle service, parents should complete the Airport Shuttle Service Reservation Form located in the electronic registration forms packet. This service is available for a fee of $90 round trip or $50 one-way. MPulse cannot offer unaccompanied minor travel services. MPulse staff meets students at baggage claim upon arrival. MPulse Shuttle Transport will depart airport, transport students to campus for check-in, and drop off curb side at airport upon departure. **Shuttle fees must be submitted no later than May 29th.**

Residence Hall Parking A (All sessions except Dance Institute)
Bursley Hall, 1931 Duffield Street / E.V. Moore Building, 1100 Baits Drive
You may temporarily (15 minutes) stop in the Bursley Hall front circle to load/unload luggage. As soon as you have loaded/unloaded luggage, park in the E.V. Moore building parking lot. This parking lot is within walking distance to Bursley Hall and Britton Recital Hall in the E.V. Moore Building. To avoid a ticket, do not park in fire lanes or in spaces reserved for handicapped access without a permit. Also avoid Gold Permit spaces or others requiring permits 24/7. Note: Parking is free in the Moore lot on Sat./ Sun.

Residence Hall Parking B (Dance Institute only)
Mosher/Jordan Hall, 200 Observatory St., Ann Arbor, MI 48109
You may temporarily (15 minutes) stop at Mosher/Jordan to load/unload luggage. Once you have loaded/unloaded luggage, you may park in the Palmer Street Structure on Palmer Dr., W. of Washtenaw Ave. To avoid a ticket, do not park in fire lanes or in spaces reserved for handicapped access without a permit. Also avoid Gold Permit spaces or others requiring permits 24/7. On-street metered parking is also available by Mosher/Jordan. This parking is within short walking distance of Mosher/Jordan and the Dance Building.

Early Dismissal from MPulse Institute due to Emergency
If, due to an unforeseen emergency, a student must leave an MPulse Institute before the official ending date, a parent/guardian must contact the MPulse office and provide written permission to the Program Staff before the student can be released. There will be no refund of tuition/fees paid. Students who have been checked out of MPulse early may not return to the program.

Leaving Campus during MPulse Session
In keeping with a commitment to building a safe community, all students (including those from the Ann Arbor area) are residential, cannot be signed out to leave campus during their session, and cannot make arrangements to visit on or off campus with family or friends. Students will not be permitted to leave campus to attend religious services, non-MPulse classes, sporting events/practice, non-MPulse performances, etc.
Life in the Residence Halls

Dance Institute participants will have housing and meals on Central Campus and in the Hill Dining Hall (near the Dance Building). All other MPulse participants will have housing and meals in Bursley Hall on North Campus. Students will be housed in a pre-assigned double room (occasionally a triple or single). Participants of the same gender share rooms and bathrooms. Males and females are housed on separate wings/floors at an approximate ratio of one counselor per 10-15 students.

Residence Life Staff
Trained counselors (U-M SMTD students) will live in the residence halls and supervise students in the residence hall, dining hall, and during all evening and weekend activities. They provide guidance and supervision to all program participants and are available to address questions or concerns. The MPulse Camp Director along with the MPulse Hall Director, who also lives in Bursely Hall, supervises MPulse Counselors. All Residence Life Staff have completed background checks. MPulse Program Staff oversee the entire Residence Life Staff to ensure compliance with all U-M Children on Campus policies and procedures.

Meals
Meals are served in the residence halls. Breakfast, lunch, and dinner are served Monday-Saturday. On occasion, based on activity schedule, it may be necessary for students to purchase a dinner downtown on Saturday evening. The dining halls are equipped and prepared to handle a wide variety of food allergies and special dietary requirements. **Students are required to attend all meals.**

Linens
Students must bring their own pillow, towels, bed linen (for twin XL bed), blanket and/or sleeping bag.

Laundry
Coin-operated laundry facilities are located in the residence hall and will be available during the week for students to use. It costs approximately $1.00 per wash and $1.00 per dry. You will need to provide your own laundry soap. Quarters and laundry soap may be obtained in the residence hall.

Medications
Students will be responsible for their own over-the-counter medications. All prescription medications must be in original containers and turned in to MPulse staff upon check-in. MPulse staff cannot dispense medications to students without prior, written parental consent. Please see the **Medical Authorization to Treat** electronic form for details.

Free Time
Outside of structured MPulse events (lessons, masterclasses, performances and other group activities, etc.), students are allowed free time within the residence hall. There will also be scheduled social activities such as an off-campus trip to nearby Fuller Park Pool, a tour of Central Campus, time at the award-winning Ann Arbor Street Art Fair, and other activities planned by Residence Life Staff.

Spending Money
Because the University has limited meal service on weekends, students will have the opportunity to experience Ann Arbor’s off-campus eateries. Students should bring approximately $20-30 for weekend meals per each week of your session. In addition, students may wish to bring spending money for incidental expenses such as snacks, laundry, and souvenirs (approximately $25 - $75 per each week of a
session depending on personal circumstances). Counselors and administrative personnel cannot be responsible for students’ money.

**M-Cards**
The M-Card, provided at the start of the program, combines building access and meal plans on one card. Students who lose their M-Cards should report the loss to a staff member. Lost M-Cards are replaced at a $20.00 fee, which is the personal responsibility of the student.

**Other Essential Items**
The following is a list of items that students may need or find helpful. Some of these items are optional, but should be taken into consideration by all participants.

- Fan *(BURSLEY HALL IS NOT AIR CONDITIONED – ROOMS GET HOT!)*
- Alarm clock and watch – very important
- Metronome *
- Tuner *
- Recording device *
- Envelopes, stamps
- Water bottle
- Sunscreen & swimsuit (for trip to nearby Fuller Park Pool)
- Toiletries
- Hand sanitizer
- Shower caddy
- Shower shoes/cap
- Robe/slippers/pajamas
- Laundry soap and bag
- Insect repellant
- Clothes hangers
- Extra blanket
- Personal reading materials
- Comfortable shoes for walking
- Personal over-the-counter medications (pain and/or allergy)
- Athletic gear
- Camera (cell phones will not be usable as cameras – refer to cellphone policy)
- Umbrella/raincoat
- Concert/performance attire (session-specific information will be sent later)

* MPulse is a cell phone free program, so please do not plan to use an app-based metronome and/or tuner/recording device. Students who do not have a metronome and/or tuner may borrow one from the MPulse office. Students should plan to bring their own recording device if required.*
STAYING IN TOUCH – PHONES AND MAIL

The faculty and staff of MPulse are committed to building a community where students are immersed within a creative learning environment with other talented artists from around the world. To that end, MPulse is a cellphone free environment. **Cell phones are not permitted at MPulse during the class day.** Students will have their cell phones in the evening/overnight hours for use in the dorm.

Students will be asked to turn in their device at check-in. It will then be stored for the day and returned that evening, and each evening thereafter.

Parents may call the MPulse office, 866.936.2660, during the day with any questions 8AM – 5PM. The Residence Life Director’s cell phone number (provided prior to check-in) should be used for nighttime emergencies only.

Family members and friends are welcome to send letters and small packages. The mailing address for all participants is:

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Room 3213 E.V. Moore Building
Student’s Name and MPulse Session Name
c/o MPulse
1100 Baits Drive
Ann Arbor, MI  48109-2085
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**Important Phone Numbers**
MPulse Office
Toll free: 866.936.2660

**Emergencies-Only Contact (see note below):**
MPulse Hall Director
This phone number will be emailed to parents prior to check-in. You may also refer to your **Family Reference Card**, which parents will receive and at check-in.

IMPORTANT: The Program Director, Program Coordinators, and Residence Life Staff work as a team. We interact constantly during daytime hours and we attend all evening and weekend MPulse activities. To ensure the most efficient and timely assistance for your questions or needs, please email (mpulse@umich.edu) or phone (866-936-2660) the MPulse office. If we are unable to answer the phone, please leave a voicemail message.

**Please do not call the MPulse Hall Director unless in the case of emergency.** The Hall Director’s cell phone is provided ONLY for nighttime emergencies, such as a family emergency or serious illness and as a last resort on check-in/check-out days if there is no answer in the MPulse office.

Our goal is for the residence life staff to focus their time and energy with the students. The MPulse office is happy to serve families and friends.
Residence Hall Rules & Regulations

Conduct
Acts of discrimination or discriminatory harassment based upon an individual’s race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, or sexual orientation are a serious violation of University policy and will be dealt with promptly. Sexual harassment is illegal under both state and federal law, and it may be susceptible to prosecution under the criminal sexual conduct law.

Alcoholic beverages, illegal drugs, laser pens, fireworks, explosives, and all weapons are absolutely prohibited in the hall. It is against the law to tamper or misuse building fire alarm or fire-fighting equipment. Tampering with or misuse of elevator alarms, emergency call buttons or calling 911 from a room or elevator telephone, except in an emergency, is against the law. Penalties will be enforced. Each room will be inspected before departure and any damages to the room or to University property will be assessed and charged equally to all persons who occupied the room. The room must be left in the same condition as it was received during move in. Do not fasten anything to the walls or tamper with window screens. Excessive litter will result in a housekeeping charge to each camper assigned to the room.

Appropriate behavior is expected at all times. Excessive noise or rowdiness will not be tolerated. Radios must be turned off at lights-out time and kept low in the morning hours. The use of candles or other open flames, explosives of any type including smoke bombs, “snaps”, or fireworks are dangerous and their use or presence in the residence halls is prohibited. Media and games which include explicit or profane content are prohibited on campus during MPulse.

THE UNIVERSITY OF MICHIGAN IS A SMOKE-FREE CAMPUS. SMOKING IN THE BUILDING IS PROHIBITED.

Sign-in and Sign-out
MPulse students must be signed in by a parent/guardian at check-in on the first Sunday and must be signed out by a parent/guardian at checkout on the final Saturday. Students who are arriving and/or departing by air will sign themselves in and/or out.

Visitors
In keeping with a commitment to building a safe community, all students (including those from the Ann Arbor area) are residential, cannot be signed out to leave campus during their session, and cannot make arrangements to visit on or off campus with family or friends. Students will not be permitted to leave campus to attend religious services, non-MPulse classes, sporting events/practice, non-MPulse performances, etc. Only enrolled MPulse students and MPulse Program Staff are allowed in the Residence Halls (with the exception of move-in). To ensure non-admittance for unauthorized people, students are not permitted to order take-out to the residence hall.

Hours
The Bursley Hall Front Desk scheduled hours are Mon-Fri 8:00 AM to 10:00 PM, Sat 10:00 AM to 7:00 PM and Sun 10:00 AM to 10:00 PM. The Front Desk hours are subject to change. All exterior doors are locked 24-hours per day for security. Corridor doors are locked at 10:00 PM and campers must have a counselor with them to enter the rooming wings after that time. Program Staff may plan special activities in the evening. Security and/or residence hall staff may request additional identification if there are questions about the whereabouts or identity of a participant.
Keycard, Lanyard, and Holder
A room keycard, M-Card, cardholder, and a lanyard will be issued at the check-in for purposes of identifying residential campers. **Lanyards must be worn at all times.** If a keycard is lost, a temporary card will be issued at the front desk. There will be a charge of $5.00 for a lost keycard. The room keycard, lanyard and cardholder should not be loaned to anyone and are not transferable. If the M-Card is lost, the participant will be responsible for obtaining a new one from the M-Card Center for a fee of $20. M-Cards must be returned at the end of the session.

Personal Property
The University assumes no responsibility for personal property. **Please leave valuable items such as TVS, Computers, MP3 Players, and video games at home.** Bring only a small amount of personal expense money with you since the halls do not have any secured storage facilities. Travelers’ checks in small denominations are recommended as the safest way to carry money. If students’ parents’ personal property insurance policy does not cover personal possessions away from home, the purchase of a short-term rider is suggested. For security, doors are locked at all times.

Damages
Staff will conduct room check to determine room damages. Any damages caused in the rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property. **If no single party can be identified, the occupants of the room or the entire assigned hall will be charged accordingly.**

Mail
**Do not mail or drop off any packages at the dormitory.** All Mail and packages should be sent to the MPulse Office: Room 3219, E.V. Moore Building. Refer to “Staying In Touch” (p. 8) for more information.

Toiletries & Linens
Participants are responsible for bringing their own toiletries. Students must bring their own pillow, towels, bed linen (for extra-long twin bed), blanket and/or sleeping bag. A comprehensive list of other recommended items to bring can be found on Page 7.

Shipping Items to and from MPulse
Participants may ship linens and other items to MPulse to arrive no earlier than 1-week prior their their start date. Ship directly to the address below. For return shipping, please provide paid shipping label.

Room 3213 E.V. Moore Building
Student’s Name and MPulse Session Name
c/o MPulse
1100 Baits Drive
Ann Arbor, MI 48109-2085

Penalties
**VIOLATION OF ANY OF THESE RULES AND REGULATIONS MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING, IMMEDIATE DISMISSAL FROM THE PROGRAM.** At times, a verbal warning may be given to the student to correct improper behavior. Participants who endanger themselves or others, or who continue to commit violations after having been warned, will be sent home. The parent/guardian will be notified.
PROGRAM POLICIES, STANDARDS & EXPECTATIONS

The Standards and Policies outlined below are in place to build a safe, rich MPulse community where students can immerse themselves in a unique learning and living environment.

General Program Policies
Students are required to remain on campus, or with planned MPulse off-campus activities, and to participate fully in the MPulse program throughout the entire session until the completion of the final presentation. In keeping with our commitment to building a safe community, all students (including those from the Ann Arbor area) are residential, cannot be signed out to leave campus during their session, and cannot make arrangements to visit on- or off-campus with family or friends. Family and friends are welcome to attend student recitals, and mid-session and final presentations. Exception: Due to space limitations, the final Saturday events for the Musical Theatre Workshop and Dance Institute are only open to your parents/guardians and siblings who are on campus for check-out. We cannot accommodate friends or extended family.

Students may not possess or use tobacco, alcoholic beverages, unauthorized drugs, lighters, matches, candles, or incense. MPulse reserves the right to send students home who fail to conform to the regulations, or exhibit behavior which is improper, disruptive, or counterproductive to the educational and recreational purposes of the MPulse experience. In this event, fees will NOT be refunded. Parents will be held responsible for any charges incurred by the student with regard to lost keys; damage to room, furnishings, and common areas; and rooms left unclean.

The University of Michigan cannot accept responsibility for lost, stolen, or damaged personal property. Parents may wish to insure such items (e.g. instruments) on an individual basis. Clearly label all items with the student’s name.

Standards & Expectations
Class Standards:
- Attendance at all classes and activities is required. Attendance is taken at every class, meal and event.
- Approach all classes with an open attitude and a willingness to learn new things.
- Appropriate dress, as requested by MPulse Staff and Faculty, is required (see Dress Code).
- In a group learning experience, feedback for one student is feedback for all members of the class. Listen to all feedback and take it in, as if for yourself.
- Do not bring food or drinks (except water bottles) to rehearsals and do not place any liquids or objects on the pianos.
- Clean up after yourselves in classroom buildings and in the residence halls.
- Keep your valuables with you. The University of Michigan assumes no responsibility for stolen or damaged personal property.
- Instruments are to be stored in lockers provided to students. DO NOT leave instruments or music in classrooms, or in the residence hall.
- Dance Institute students must have their hair pulled back securely from their faces.

Conduct in Residence Halls:
- Comply with all of the Residence Hall Standards (Pages 9-10).
- Remain within designated areas of the residence hall as specified by Residence Life Staff.
- You are not allowed on opposite gender residence hall wings and/or hallways.
- If there is anyone you don’t know in the hallway, report him or her to a counselor immediately.
- Always close and lock your door when leaving your room, even if for a minute.
● All meals will be eaten together. Attendance is required and is taken at every meal.
● You should be in your residence hall room by 10:00 PM, with lights out no later than 10:30 PM, unless extended curfew hours are announced.

**Conduct on Campus:**
● Listen to all authority figures within the residence hall facilities and at classes/rehearsals and all events or activities (all counselors, faculty, staff, directors, managers, Campus Police, etc…)
● You may not possess, distribute, or consume alcoholic beverages, illegal drugs, or tobacco products at any time.
● There should be no excessive noise or rowdiness, or any sexual activity in the residence halls or elsewhere.
● You must participate fully in all MPulse activities and you may not leave campus (except for planned MPulse off-campus events).
● When in the dormitory, out at an activity, or walking to/from classes and meals, follow the directions of the counseling staff.
● Respect other people’s space, possessions, and person.
● Refrain from all use of cell phones during the day. Hand in electronic devices on the first day.
● Computers and laptops should be left at home. The MPulse daily schedules are very full. You will not be permitted to work on high school and/or online courses while at MPulse.

**Illness and/or Injury**
If you are injured or ill and cannot attend class, your parents will be notified. If ill or injured, you will be taken to the University Health Service or the U-M Hospital Emergency Room by an MPulse staff member and the U-M Department of Public Safety. If you are injured, you should, if possible, observe classes until your strength/health is regained. If your illness or injury prevents you from attending classes for more than 1 day, you may be asked to leave the program.

**Dress Code**
Please dress appropriately for the weather and the facilities. Rehearsal and classroom spaces are air-conditioned; residence halls are not.

MPulse does not have a uniform. Suggested clothing items to bring include jeans, shorts, shirts, slacks, underwear, socks, pajamas, raincoat and/or umbrella, warm jacket, sweater(s), bathing suit and towel, comfortable walking shoes, sandals, dress shoes and tennis shoes.

**DO NOT BRING OR WEAR:**
● Strapless or backless halter tops
● Clothing with Inappropriate logos (alcohol, tobacco, drugs, inappropriate language, etc…)
● Hats or sunglasses (indoors)
● Bandanas
● excessively revealing clothes
● Sagging pants
● Inappropriate headgear

Participants may be asked to change and/or adjust their attire if deemed inappropriate at any time.

All MPulse students will be subject to the rules and regulations of the University of Michigan and MPulse. Any student found in possession of or under the influence of alcohol or illegal drugs will be immediately expelled from the program. Participants who endanger themselves or others, or who continue to commit violations after having been warned, will be sent home. Please see “Disciplinary Policy” for more information.
SEXUAL HARASSMENT, SECURITY & HEALTH CARE

Sexual Harassment
It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan. The University will handle sexual harassment complaints consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints.

Some examples of conduct that may constitute sexual harassment include, but are not limited to:

**Unwanted sexual statements** – sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.), and otherwise.

**Unwanted personal attention** – letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, pressure for dates where a sexual/romantic intent appears evident but remains unwanted, and stalking.

**Unwanted physical or sexual advances** – touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse, or other sexual activity.

Security
If necessary, students may call DPS at 734.763.1131 for non-emergency situations. In an emergency, dial 911. A building security officer is on duty in the residence hall each night between 9:00 PM and 7:00 AM.

Students should follow these precautions:
1. Do not keep large amounts of cash, whether on your person or in the residence hall room.
2. Keep room doors locked at all times.
3. Do not visit rooms on other floors not designated for your program.
4. Report all questionable strangers to a staff member or housing security immediately.
5. Always travel in pairs or groups.

Health Care
**All participants are required to have medical insurance.** Please be advised that, should a participant require medical attention, the parent(s) or guardian(s) are responsible for paying any costs not covered by insurance. MPulse staff and administrators are not certified to medically diagnose participants. If your student indicates that he or she is not feeling well, they may immediately be taken to the University of Michigan Hospital and the parent(s) or guardian(s) will be contacted. The U-M Hospital offers outpatient services to all MPulse participants on a fee-for-service basis. The U-M Hospital will bill the participant’s insurance first. MPulse and the School of Music, Theatre & Dance will not accept responsibility for payments of this manner.
DISCIPLINARY POLICY

DISCIPLINE PROCEDURES
In order to maintain and provide a rewarding experience for all participants, MPulse requires participants to adhere to high standards of academic and personal conduct. All participants must abide by the rules and regulations established by MPulse and University Housing. In the unlikely event that a student has violated one of these policies, the MPulse office will contact the parent/legal guardian(s) and take the appropriate disciplinary action as described below. All decisions made by the MPulse Staff are final. Depending on the extent of the misconduct, discipline may range from withdrawal of privileges and social opportunities to dismissal from the program. Since retention is a prime objective, caution against rule violations is consistently reinforced.

The following is the procedure for handling disciplinary problems:

Policy Violation:
If a student violates an MPulse or Housing policy, the student will receive a verbal warning explaining the violation and reminding her/him of policies. The incident will be reported to MPulse Administration. Depending on the severity of the violation, the participant may meet with MPulse Administration. Parent/legal guardian may be contacted to review the rule violation of the student and to assist in the disciplinary process.

Continuous Policy Violation:
Any student who repeatedly violates policies is subject to dismissal from the program. Parent/legal guardians will be contacted immediately to schedule a conference with the MPulse staff. The MPulse staff will determine the child’s future in the program.

DISMISSAL FROM PROGRAM
There are occasions where immediate dismissal may be deemed appropriate. These occasions occur when a participant and/or their family and friends act in a way that has significant detrimental impact on other participants and the program as a whole. Such actions include:

1. Fighting and other forms of violence, including but not limited to verbal or physical intimidation
2. Possession of alcohol, illegal drugs or drug-related paraphernalia
3. Possession of firearms, weapons, explosives or fireworks
4. Theft or vandalism
5. Sexual advances and/or harassment (see Sexual Harassment Policy)
6. Leaving campus without permission from MPulse staff
7. Tampering or misuse of fire alarm systems/equipment
8. Failure to comply with program rules and requests made by any MPulse Staff
9. Unexcused absence from any MPulse event or partaking in activities not authorized by the program
10. Serious illness or injury
11. Refusal to participate in scheduled Institute classes and/or rehearsals