

## ALUMNI VISIT FORM

**Welcome, MSM Alumni. We are excited you are here to visit. Please complete this Alumni Visit Form and provide a valid form of picture ID in order to receive a visitor pass.** Thank you for your understanding as we attempt to facilitate your visits at MSM while assisting security in maintaining a safe environment for all. This information also helps us update our records and keep in contact with you!

Date	Purpose of Visit/Destination
First Name	Last Name
Degree/Class Year	Major
Address	
Email	Cell Phone

### MSM ALUMNI VISITOR POLICY:

- **Alumni are welcome to visit the Peter Jay Sharp Library Monday – Friday and Sunday.**  
To check library hours, visit the MSM website.
- **Alumni wishing to visit faculty members or administrators** may be signed in by the person they are visiting through the Expected Guest List process.
- **Visit Lauren Frankovich, *Alumni Engagement Officer*, in Room A-505 in Andersen Hall.**  
Have questions or need assistance? Interested in being involved with the MSM Alumni Association? Stop by anytime to say hi. Appointments are much appreciated but not required.
- **To expedite the sign-in process**, download the Alumni Visit Form from the MSM website link and bring a printed copy with you to the front desk.
- **Use of practice, rehearsal, and performance spaces is limited to faculty and students.**  
MSM does not have the capacity for alumni to use MSM's facilities unless alumni are working with MSM students and/or faculty.
- **By filling out this form you agree to adhere to the policies listed above and to follow any and all procedures and requests of the School's security guards.**
- **Have questions or need assistance?**  
Visit the Alumni Engagement Office in Room A-505 in Andersen Hall. *Appointments are much appreciated.*

**Lauren Frankovich, *Alumni Engagement Officer***  
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Room A-505 in Andersen Hall