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SINCE THE EARLY NINETEEN-NINETIES, Cornell University has been working to address the work/life and work/family challenges of its faculty and staff. The university thinks of family in a broad sense, extending beyond its traditional definition. It has not only established financial-support programs, such as childcare grants and adoption assistance, but also other support programs, which include workshops on parenting, coming out in the workplace, requesting accommodation for disability and religious practices, and accessing the university’s flexible work-arrangement policy.
Financial Support

Child Care Grant Subsidy Program
Cornell University recognizes the importance of quality child-care to faculty and staff. As a result, the university has committed to helping faculty and staff members obtain this care for their children by subsidizing the cost of childcare through the Cornell University Child Care Grant Subsidy Program. The grant covers childcare for workdays, school holidays, summer camp programs, and teacher workdays. For more information, see www.ohr.cornell.edu/benefits/childcareGrant/index.html.

Adoption Assistance
Cornell University is one of a limited number of universities that offer benefits-eligible employees, including post-doctoral associates, adoption assistance that reimburses up to $5,000 per adoption, with a maximum of three adoptions per family. The maximum allowable benefit is based on “qualified adoption expenses,” as defined by the Internal Revenue Service. For more information, see www.ohr.cornell.edu/workLife/balancing/adoptionAssist/InfoandGuidelines.pdf.

Cornell Children’s Tuition Scholarship Program (CCTS)
To help faculty and staff members plan for the future education of their children, Cornell Children’s Tuition Scholarship awards are available for children of eligible employees for study toward a degree at Cornell or toward an undergraduate degree at other institutions accredited by the American Council on Education. For more information, see www.ohr.cornell.edu/benefits/educational/ccts.html.

Dependent Care Flexible Spending Account (Select Benefits)
Cornell University’s Select Benefits Dependent Care Account allows faculty and staff members to pay certain eligible dependent-care expenses with before-tax dollars. Eligible expenses for a child (under age 13), disabled spouse, or other disabled dependent include the cost of daycare centers, private baby-sitters, and for care delivered before and after school hours. For more information, see www.ohr.cornell.edu/benefits/programs/select.html.
Childcare Programs

Day Care and Child Development Council of Tompkins County
The Day Care and Child Development Council of Tompkins County can help faculty and staff members identify options for childcare and provides a “warm line”—a free and confidential resource for parents and providers who have questions about children’s behavior and development. It is an opportunity to ask about tantrums, sleeping problems, biting, school and childcare adjustment, or any issues of “survival” as a care provider. For more information about childcare options or for the “warm line,” see www.daycarecouncil.org.

Summer Camp Programs
To assist faculty and staff members with childcare options during the summer, Cornell University offers a variety of summer camp programs for children ages 4 through 18, ranging from athletic camps to educational enrichment programs. Both day camps and overnight programs are available. For more information, see www.ohr.cornell.edu/workLife/balancing/camp/index.html.

Early Childhood Center (ECC)
Cornell University currently has a single onsite childcare center, but will be adding another soon. The Early Childhood Center at Cornell (ECC) is a nationally accredited preschool program housed in Martha Van Rensselaer Hall. Since its inception in the 1920s, the ECC has served as a research facility for faculty members and graduate students and has given undergraduate students opportunities to enrich their knowledge of child development through observation and participation. For more information, see www.human.cornell.edu/che/HD/ECCC/index.cfm.

Leaves and Time Away from Work

Cornell’s policies reflect the university’s commitment to supporting the evolving needs of today’s family.

Parental and Family Leaves

For Academic Staff and Faculty
When duties as primary or co-equal care-giving parent call them away from their work, tenure-track faculty members who are parents of a newborn or an adopted or foster child during their first year in the household will receive an automatic extension of the tenure clock for two semesters, and an additional semester of partial relief from teaching. The respective dean’s office must file a record of such tenure clock extensions with the Office of Human Resources’ Academic Personnel Policy office.

Those participating in the tenure review process are directed not to allow the professor’s use of Cornell academic parental leave or family-related tenure-clock extensions to be a negative element or to have a negative influence in the
For Nonacademic Staff
Cornell University gives benefits-eligible staff members time off to care for their newborn, newly adopted, or foster-care children and for seriously ill family members. Newborn and adoptive parental leaves include half-pay provisions to help support the needs of expanding families as they adjust to their new situation. Same-sex partners are also considered parents under this Cornell policy and many others. Family health leave provides up to twelve weeks in a year of unpaid leave for the care of a seriously ill family member. Accrued vacation, personal, and/or healthcare leave may supplement any leave taken. For more information, see www.policy.cornell.edu/vol6_9.cfm.

Other Support for Nonacademic Staff
Cornell University has other additional leave policies. More information can be found at www.policy.cornell.edu/vol6_9.cfm. Bargaining-unit staff members should also consult their bargaining-unit contracts, which can be found at www.ohr.cornell.edu/policies/laborContracts/agreement.html.

Holidays
The university observes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and a Winter Holiday (usually six days, including December 25 through January 1).

Sick Leave
Sick leave accrual begins immediately upon employment for regular exempt and nonexempt staff. For nonexempt staff, accruals are based on the number of hours paid in a pay period. Exempt staff members accrue one day of sick leave per month. For regular full-time staff, sick leave is accumulated at the rate of approximately twelve days per year. Regular part-time staff members accrue sick leave on a prorated basis.

Health Care Leave
Up to three days of accumulated sick leave may be used each fiscal year to care for a member of the immediate family, a dependent, or a member of the immediate household.

Personal Leave
Up to three days of accumulated sick leave may be used each fiscal year to attend to personal business.

Vacation
Vacation accruals begin on a regular staff member's first day of work, and may normally be taken beginning after six months of employment. Regular full-time exempt and nonexempt staff members may accrue up to three weeks of vacation (fifteen working days) after one year of service. After ten years of service, additional time is accrued each year until, at fifteen years of service, a total of twenty working days is accrued each year. For nonexempt staff, vacation accrual is based on the total number of hours paid each biweekly pay period (to a maximum of seventy-eight hours during a biweekly period). For exempt staff, accruals are based on the standard hours of appointment. Vacation accruals are prorated accordingly for part-time staff.

Professorial Sabbaticals and Other Leaves for Academics
For full descriptions of the many kinds of leaves available to faculty and academic staff, see www.policy.cornell.edu/vol6_2_1.cfm.

Additional Support for Nonacademic Staff
In addition to leaves, the university has two programs in place to assist employees who experience an unexpected event in their life.

Catastrophic Leave
Cornell colleges/units may establish and administer voluntary leave-donation programs that provide a means to assist employees who experience a catastrophic event and have exhausted their paid leave benefits.

Emergency Grant Fund
An employee emergency grant fund is available to support and assist employees who are experiencing financial hardship due to non-medical catastrophic events beyond their control.
Recruiting first-rate faculty and staff is a priority at Cornell. With increasing frequency, top candidates have a spouse or partner who may be seeking employment as well. To assist faculty couples who face the dual-career challenge, the Cornell University Dual Career Program, located within the Recruitment and Employment Center of the Office of Human Resources, offers the following assistance to a dual-career spouse or partner:

- current information about the local hiring market
- information about job openings at Cornell and in the surrounding area
- introductory letter to those hiring for Cornell positions
- job-search assistance for up to one year
- networking assistance
- referral for informational interviewing both at Cornell and in the community
- support and advice on résumés, cover letters, and interviewing techniques
- other information of interest such as real estate and school information

For more information, see [www.ohr.cornell.edu/contactHR/rec/dualCareer.html](http://www.ohr.cornell.edu/contactHR/rec/dualCareer.html).
The State of New York and Tompkins County, where the university is located, have legislation that prohibits discrimination based on sexual orientation. In addition, Tompkins County approved in February 2004 the inclusion of gender identity and expression as a protected group in the local antidiscrimination act. Cornell University’s equal education and employment opportunity statement (www.ohr.cornell.edu/commitment/cultureinclusive/eeostatement.html) includes sexual orientation as a basis of discrimination and has done so since 1991. In May 2005, the board of trustees approved the inclusion of gender identity and expression in the statement.

To further support the lesbian/gay/bisexual/transgender/questioning (LGBTQ) community, the Cornell University Gay–Straight Alliance (CUGSA), supported by the university’s Office of the Dean of Students, and in cooperation with the LGBT Resource Center, has initiated the Safe Place Project. This program, which has been endorsed by the University Diversity Council, helps members of the LGBTQ community feel more accepted and appreciated at Cornell. Individuals, departments, and units participating in the Safe Place Project display a card or wear a pin that shows support of the LGBTQ community. Displaying the Safe Place Card affirms support for an inclusive campus that values all of its students and faculty and staff members. For more information on the Safe Place project, see www.lgbtrc.cornell.edu/safeplace/noflash.html.

For more information on same-sex partner benefits, see www.ohr.cornell.edu/benefits/lifeEvents/marriage.html; for more information on support services, see www.lgbtrc.cornell.edu; and for transgender resources, see www.ohr.cornell.edu/workLife/balancing/transgender/index.html.
In 2005, Cornell University was named one of the best employers for workers over the age of 50, according to the American Association of Retired Persons (AARP). The issues AARP considered—recruitment strategies, flexible work options, workplace accommodations, training and development opportunities, a wellness program offered to retirees at a reduced rate, and a wealth of health, medical, and retirement benefits—are noted elsewhere in this brochure.

Long-term Care Insurance
Cornell’s benefits-eligible faculty and staff members, their spouses/same-sex partners, parents/parents-in-law, grandparents/ grandparent- in-law, and retirees and their spouses/same-sex partners may purchase long-term care insurance at group rates to cover the costs associated with extended long-term care due to a chronic disease or long-lasting disability. Services can be provided in a nursing home, in adult day care centers, in assisted living facilities, or at home. For more information, see www.ohr.cornell.edu/benefits/programs/ longTermCareinfo.html.
Faculty and staff members can enjoy generous benefits programs and choices for themselves, their same-sex partners, and/or family members such as:

- health insurance
- retirement accounts
- life insurance
- services and policies for faculty and staff members who are dealing with a disability
- educational benefits, such as tuition assistance for employees and children
- select benefits, such as flexible spending accounts for medical and dependent care
- long-term care insurance
- personal accident insurance
- auto and home insurance

Part-time employees who work twenty hours or more each week may be eligible for health insurance, life insurance, disability programs, tuition aid (after three years of part-time employment), extramural study, enrollment in a tax-deferred annuity, long-term care insurance, select benefits, personal-accident insurance, and auto/home insurance.

To learn more about these and other benefits, visit [www.ohr.cornell.edu/benefits/index.html](http://www.ohr.cornell.edu/benefits/index.html); and for information on benefits for same-sex partners, visit [www.ohr.cornell.edu/benefits/lifeEvents.marriage.html](http://www.ohr.cornell.edu/benefits/lifeEvents.marriage.html).
The Office of Workforce Diversity, Equity and Life Quality provides information to faculty and staff members and students to help them reach a balance among work, study, and personal responsibilities. Services include childcare resources and referrals, parent education, eldercare and caregiving information and referral, consultation about flexible work arrangements, and social programming opportunities.

Life Cycles Workshops
The Life Cycles Workshop Series includes topics such as:

- Effective Relationships (developing relationships in a new community, supporting friends and family members who are coming out, partnering with your school district)
- Life Transitions (funding eldercare, caregiving, guiding your college student, dealing with transgender issues)
- Parenting Skills (single parenting and dealing with toddlers, teens, and children with special needs)
- Work-Life Integration (negotiating flexible work arrangements, managing stress, coming out in the workplace, learning about the religious and disability accommodation processes)

Bring a Child to Work Day
Since 1996 Cornell has offered a structured day of career-related activities and interest sessions for children ages 8–16. Faculty and staff members can bring their own children or, with the parent or guardian’s permission, the child of a friend, relative, or colleague to experience a day on the Cornell campus, discuss work/life topics, and enjoy hands-on workshops and sessions facilitated by the faculty and staff. The event is held annually on the fourth Thursday in April, the same day as the National Bring Our Daughters and Sons to Work event.
Communications Regarding Life Quality
The Life Quality News, published twice each semester, provides information on the university’s progress in addressing the work/life/family challenges of the Cornell community. The employee newspaper, PawPrint, a publication created by and designed to serve the Cornell community, is published biweekly August through May and monthly in June and July. It is inserted into the Cornell Chronicle and highlights the interests, activities and achievements of staff members. The Office of Human Resources publishes announcements of workshops and programs weekly in the “Jobs at Cornell” section of the Cornell Chronicle and on its web site, www.ohr.cornell.edu, which also contains links to work/life and work/family programs and services.

E-mail Lists
The Office of Workplace Diversity, Equity, and Life Quality also manages several e-mail lists that employees may join. They include:

• First Fridays (hosts social events that include networking, music, and dancing on the first Friday of each month. Staff members of color are encouraged to attend [all are welcome]. See page 13.)

• Multicultural Reading Circle (sends information on books of the month and reading/author events)

• Parents of Children with Special Needs (provides subscribers with information on upcoming programs at Cornell or in the community)

• Sandbox Events (provides special events and group tickets primarily for staff members of color to help them connect to the fabric of Cornell and the Ithaca community [all are welcome])

• School Closings (sends an e-mail message to subscribers when schools close early due to inclement weather)

To find out more about work/life programs and services or to join an e-mail list, call 607 255-3976. Additional information about work/life programs, including the latest edition of the Life Quality News, can be found at www.ohr.cornell.edu/workLife/index.html. For Life Cycles Series information, visit cornell.veplan.net/Education/catalog.aspx.

Employee Assistance Program
Cornell University’s Employee Assistance Program (EAP) is a professional, confidential resource that can be used to address personal and workplace concerns and difficulties, and to solve problems. The EAP program is available for faculty and staff members, retirees, and their families. Individuals contact the EAP for many reasons including:

• child- or eldercare concerns
• concerns about their own or someone else’s mental health
• financial worries
• marital or relationship concerns
• parenting issues
• substance abuse
• workplace concerns such as job performance or conflicted relationships with other staff members.

For more information, see www.ohr.cornell.edu/benefits/eap/index.html.

Cornell University Wellness Program
The Cornell University Wellness Program, which is open to faculty and staff members, retirees, and their spouses/same-sex partners, provides diverse opportunities that foster joy, balance, and well-being. Members have access to the two swimming pools on campus, multiple onsite fitness centers, group fitness programs, fitness and nutritional consultations, specialized classes, and many more educational and physical opportunities that promote a positive lifestyle.

Free outreach programming includes lectures, diagnostic testing, nutrition classes, special events, and fitness programs. For more information, see bigred2 athletics.cornell.edu/wellness/.

Cornell Outdoor Education (COE)
COE is a university-based outdoor program that offers many courses, including rock and ice climbing, hiking, backpacking, canoeing, caving, kayaking, skiing, wilderness first-aid, and outdoor leadership, and rents such items as camping and hiking gear, canoes, kayaks, and skis. The Lindseth Climbing Wall is open for lessons or recreation. COE co-sponsors noontime adventure classes in such skills as rock climbing, snowshoeing, and mountain biking with the Wellness Program. Team-building and personal growth programs are available to individuals and workplace teams. COE is open to staff and faculty members and their families. For more information, call 255-6183 or see www.coe.cornell.edu/.
Cornell’s Adult University (CAU)

Cornell’s Adult University offers summer (noncredit) courses and learning vacations—on and off campus—for anyone of any age who enjoys exploring new ideas and new places. For more information, see www.sce.cornell.edu/cau.

Faculty Teaching Support

Sponsored by the Center for Learning and Teaching, this web site provides links to sites that support teaching and research. For more information, see www.cit.cornell.edu/campus/teach/faculty/faculty.html.

Library

The Cornell University Library (CUL) is one of the largest academic research libraries in the United States. Its twenty member libraries house more than seven million printed volumes, subscribe to more than 60,000 journals, and provide access to more than 150,000 electronic publications and databases. Faculty and staff members, retirees, and spouses/same-sex partners with a Cornell ID may access all library services. For more information, see www.library.cornell.edu/.

Technology Services and Resources

Web sites sponsored by Cornell Information Technologies provide links to sites related to getting connected electronically at Cornell. For more information for faculty members, see www.cit.cornell.edu/computer/faculty/; and for more information for staff members, see www.cit.cornell.edu/computer/staff/.

Educational Opportunities for Staff

Educational Programs

Cornell University staff members can participate in educational programs in such areas as communication, leadership, career development, supervision, health, wellness, work and family, financial administration, and information technology. Many programs are offered at no cost to the employee. A listing of the workshops, seminars, and online courses available through Cornell departments can be found at www.ohr.cornell.edu/careerDev/workshops/index.html.
**Employee Degree Program**
All regular, full-time nonacademic staff members may be considered for acceptance into the Employee Degree Program after one year of regular full-time employment. Admission requires acceptance by the university, approval of the supervisor, department head, dean, or executive officer, and the Office of Human Resources.

**Tuition Assistance Program**
After one year of regular full-time or three years of part-time employment and prior approval, staff members may receive reimbursement for job-related courses offered by other institutions. The courses need not be college level, but must be successfully completed to qualify for reimbursement.

**Extramural Program (Cornell Academic Courses)**
Staff members may enroll in up to 4 credit hours per semester in Cornell academic courses to help improve their job performance and assist in their career development. There is no charge. Staff members are eligible upon employment with approval of their supervisor and department head.

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**Convenience and Concierge Services**

**Computer Sales and Service (The Technology Connection)**
The Technology Connection provides consulting services and sells a full line of computer hardware, peripherals, supplies, and software at educational discounts to members of the Cornell community. Equipment from Apple, Compaq, IBM, Hewlett Packard, Lexmark, Dell, Toshiba, and Gateway is available. Computer rentals are available, and computer hardware, software and peripherals can be ordered online on the web. The Technology Connection is located in The Cornell Store, and is open 8:30 a.m.–5:30 p.m., Monday–Friday. It is also open many Saturdays. For more information, call 255-4941 or see [www.store.cornell.edu/](http://www.store.cornell.edu/).

**Concierge Services**
The following on-campus services help faculty and staff members juggle work, life, family, and other responsibilities:

- banking services in Willard Straight Hall and inside the Cornell Store
- a convenience store within the Cornell Store
- onsite mental health programs (screenings and workshops through the Employee Assistance Program)
- onsite preventive care (e.g., screenings, flu shots, blood pressure clinics, ergonomic assessments, and health information) through the Wellness Program and Gannett Health Services
- pet care at the Companion Animal Hospital of the College of Veterinary Medicine
- photo developing within the Cornell Store
- prescription drug deliveries
- therapeutic massage and five fitness centers through the Wellness Program
- travel arrangements through the Cornell Travel Office
- a U.S. Post Office within ILR Conference Center
The Campus Club is a women’s social and service organization that promotes social and educational interests. Open to all female employees, wives of employees, female graduate students, and wives of graduate students, it hosts activity groups, lecture series, holiday teas, a spring luncheon, and international hospitality. Call 255-4843 for more information.

**Cornell Recreation Connection (CRC)**

The Cornell Recreation Connection (CRC) provides social, cultural, and recreational activities that support its mission to promote camaraderie in the Cornell community. All staff and faculty members, graduate students, and retirees are automatically members of the CRC. Throughout the year, CRC offers trips and events in Ithaca and elsewhere. CRC also has its own park with a pavilion that includes a kitchen and up-to-date bathroom facilities. Some CRC functions are held at the park, which can be rented by Cornell departments for workshops, retreats, picnics, or other celebrations. Look for announcements of activities in the biweekly PawPrint, or, for more information, call 255-7565 or, see www.crc.cornell.edu.

The CU Web Forum is a group of Cornell University web professionals that acts as a resource for people at all levels of web expertise, from full-time web workers to dabblers. Meetings are held the second Wednesday of each month, from 10:30 a.m.–noon. Locations and topics vary. The CU Web Forum is a mechanism to disseminate information that affects Cornell’s web sites and enables members to network with fellow web workers. People on the CU-Web-L list are automatically members of the CU Web Forum. For more information, see forum.web.cornell.edu.

On the first Friday of each month, Cornell University co-sponsors a social opportunity for faculty and staff members of color. First Fridays brings together individuals of color from throughout the local community to network with others with similar backgrounds and interests. Information about First Fridays can be found at the Office of Workforce Diversity, Equity and Life Quality at 255-3976.
International Students and Scholars Office

The ISSO sponsors the International Coffee Hour, with refreshments, for faculty and staff members and students, from 3:30–5:30 p.m. on Thursdays in the Big Red Barn. Call 255-5243 for more information.

Lesbian, Gay, Bisexual, Transgender Resource Center (LGBT RC)

The LGBT RC is a clearinghouse of information and a sponsor of organizations and events for faculty and staff members and students. The center gives staff members places to meet and discuss relevant issues and sponsors various events aimed at faculty and staff members. For more information, call 254-4987, send e-mail to lgbtrc@cornell.edu, or see www.lgbtrc.cornell.edu/.
Places to Visit

Cornell Dairy Store
The Dairy Store offers Cornell-produced dairy products, including milk, ice cream, cheese, yogurt, and pudding, as well as Cornell T-shirts and sweatshirts. Located in Stocking Hall, it is open from 7:30 a.m.–6 p.m., Monday–Friday, and 9 a.m.–5 p.m., Saturday. Call 255-3272 for more information.

Cornell Plantations
Cornell Plantations is free and open to the public year-round, sunrise to sunset. Throughout the seasons, there is always something to enjoy. Plantations’ managed areas are within easy lunchtime walking/driving distance. Take a stroll around Beebe Lake or along the gorge trails. Get an ice cream at the Dairy Bar and visit the botanical garden off Tower Road. Walk or bike to the F. R. Newman Arboretum off Caldwell Road. Ample free parking is available at the botanical garden with a permit from the gift shop. Parking in the arboretum is unrestricted during the spring, summer, and fall. The arboretum gates are closed in winter. For general information, call 255-2400 or see www.plantations.cornell.edu./

Fuertes Observatory
Located off Pleasant Grove Road, the Fuertes Observatory is free and open to the public on clear Friday nights from 9 p.m.– midnight. Call 255-3557 for more information.
Johnson Museum of Art
The Johnson Museum houses a permanent collection and hosts special exhibitions. It is free and open to the public from 10 a.m.–5 p.m., Tuesday–Sunday. Call 255-6464 for more information.

Laboratory of Ornithology
Located at 159 Sapsucker Woods Road, the Lab of Ornithology includes a bird and wildlife sanctuary, the Lyman K. Stuart Observatory, and the Woodleton Boardwalk. It is free and open to the public from 8 a.m.–5 p.m., Monday–Thursday; 8 a.m.–4 p.m., Friday; and 10 a.m.–4 p.m., Saturday. Trails are open all day every day. Call 254-2473 for more information.

McGraw Tower and the Cornell Chimes
The Cornell Chimesmasters perform a regular program of three concerts each day classes are in session during the fall and spring semesters; 7:45 a.m., 1:10 p.m., 6 p.m. Monday–Friday; 10:40 a.m., noon, and 6 p.m. Saturday and Sunday. Call 255-5350 for more information.
Event Listings
Cornell University provides a campus-wide events listing at www.cornell.edu/events/. Some of the more popular are noted below.

Bound for Glory
A free folk-concert series and WVBR radio broadcast every Sunday night at The Café at Anabel Taylor Hall. Call 844-4535 for more information.

Cornell Cinema
Cornell Cinema has been cited as one of the best campus film exhibition programs in the country, screening close to 400 different films/videos each year, seven nights a week in Willard Straight Theatre. For complete listings, call 255-3522 or see cinema.cornell.edu/info/info.html for more information.

Cornell Council for the Arts (CCA)
For information on the Fall and Spring Arts Festival, call 255-7161; for grant information, call 255-7274.

Employee Celebration Days
Held two days each year, usually one day in the fall and one day in the spring semester, the Employee Celebration Days feature sports, recreational, and other special activities, and dinner for faculty and staff members, retirees, and their families. For more information, see www.ohr.cornell.edu/commitment/staffEvents.html#empl.

Free Summer Events Series
The School of Continuing Education and Summer Sessions sponsors free cultural events on campus each summer, including Tuesday night events at the Schwartz Center for the Performing Arts, Wednesday night lectures in Statler Hall, and Friday night concerts on the Arts Quad. For more information, call 255-4987, send e-mail to cusce@cornell.edu, or see www.summer.cornell.edu/.

Music Department Concerts
Cornell’s Department of Music hosts a variety of programs that are open to all members of the Cornell community by audition. Contact the music department at 104 Lincoln Hall, or call 255-4097.

Theatre Listings
For information, call the Schwartz Center for the Performing Arts box office at 254-ARTS (254-2787) or see www.arts.cornell.edu/theatrearts/CTA/index.asp.

This brochure is designed to enhance understanding of the many benefits, services, and opportunities available to today’s family at Cornell. This resource is not intended to create a contract between Cornell University and its employees or any other persons. For more information, please refer to the offices and web sites noted.