

# College-Conservatory of Music

## preparatory department

### *STUDENT HANDBOOK*

#### *PREPARATORY GENERAL INFORMATION:*

*Phone Number:* 513/556-2595

*Fax:* 513/556-9988

*Email:* ccmprep@uc.edu

*Web:* www.ccm.uc.edu/prep

*Office hours:* 9:00 am – 5:00 pm Monday through Friday

8:00 am – 4:00 pm Saturday (when classes are in session)

*Room:* 3860 Corbett Center

#### *Program and Faculty Concerns:*

*Director:* Amy Dennison, amy.dennison@uc.edu

#### *Financial Matters:*

*Assistant Director:* Elizabeth Boland, elizabeth.boland@uc.edu

*Secretary:* Elizabeth Sprague, elizabeth.sprague@uc.edu

#### *Private Music Students*

*Music Registrar:* Dr. Peggy Grant, peggy.grant@uc.edu, 556-2637

#### **MISSION STATEMENT**

The Mission of the Preparatory Department of the College-Conservatory of Music is to provide educational instruction and performance opportunities in Music, Theater and Dance to students of all ages and abilities. This mission is pursued by providing private instruction, classes, ensembles, internship experiences and various performance opportunities in accordance with the highest levels of excellence of the College-Conservatory of Music. The goals and objectives of the Preparatory Department are:

- To stimulate, encourage, inspire and nurture the study and appreciation of the arts as intrinsic to an individual's fullest participation in life and to respect and challenge students to their maximum potential.
- To offer leadership, pedagogical opportunities and resources in the field of performing arts education to the collegiate, local, regional, national and international community.



The CCM Preparatory Department is a member of the National Guild of Community Schools of the Arts, National Association of Schools of Music, and the Suzuki Association of the Americas.

*CCM Preparatory Department does not discriminate on the basis of race, color, national or ethnic origin in the administration of the educational and admissions policies.*

## **REGISTRATION INFORMATION**

### ***Registration Process***

At the beginning of each school year all new and returning students must fill out the CCM Annual Preparatory Registration Form located in the program booklet and on the web site. The waiver must be signed for students 18 and under. *Some classes accept new students only in the fall. Information regarding limited acceptance can be found in the class description.* New students are admitted based on class and teacher availability, or audition if applicable.

Tuition and registration fees are payable in advance (each semester) through the priority registration process. Payment can be made by check, cash, money order or Visa/Mastercard/Discover. Checks should be made payable to the "University of Cincinnati." There is a \$20 registration fee per student paid annually.

Enrolled Fall Semester Preparatory students will receive an invoice to continue classes, approximately one month prior to the Spring semester. **If a student does not wish to continue studying at CCM Prep, they should inform the office before the beginning of the Spring Semester.**

Once they have completed the registration process, a file is created for each student,. The file contains the registration form, copies of invoices, concert and recital programs, evaluations, and any other pertinent information regarding the student.

### ***Communication***

Please check the CCM Prep website ([www.ccm.uc.edu/prep](http://www.ccm.uc.edu/prep)) for upcoming recitals, events and important changes in the programming. The Preparatory Department publishes frequent newsletters available online or in the office. Feel free to submit information about your child's artistic achievements. The Department also sends out periodic department-wide emails, particularly for reminders about deadlines, or emergency cancellations.

It is very important to have an active email address for contact purposes. We are also developing a teen email list. All teens should provide their email for this list.

An annual evaluation of the program and specific classes and faculty is conducted each spring. It is available on-line. The Director welcomes comments and concerns regarding the program at any time of the year. Feedback is critical to the success and improvement of our programs!

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## **PREPARATORY DEPARTMENT POLICES**

### ***Payment Plan:***

Tuition can be split into two payments for each semester. Payments are due the first week and week eight of each semester. Bills will be sent out with a \$10 payment plan fee included.

A \$10 late fee is applied to the student's account one month after a payment is due. Per UC policy, any unpaid bill over 120 days must be turned over to the university collections agency. Any other payment plan should be discussed in advance with the Assistant Director.

***Failure to pay tuition may result in a student being withheld from public performances.***

### ***Refund Policy***

All requests for refunds must be made in writing. If a student withdraws from a class within the first two weeks of the semester, they may receive a 50% tuition refund. In the case of illness or injury documented by a written statement from a physician, a full refund may be given. **The registration fee is non-refundable.** *All refund requests must be made in writing and must be approved by the Director.*

### ***Discounts***

Every student pays an annual registration fee of \$20.00. Any UC employee or student and their family receives a 10% discount on tuition fees. Additional family members registered at CCM Prep receive a 10% discount on their classes. **The family discount is applied to the bill that is of equal or lesser value.** Only one discount per student. Note: *Some special fees are excluded i.e., Cincinnati Children's Choir, drama production fee, summer camps and piano concerto competition fee. Please check with the office regarding any discount you may be entitled to. Your individual department may also have discount policies specific to their programs*

### ***Weather Policy***

The Preparatory Department follows the University's policy for inclement weather closure. If the University closes, the Preparatory Department will not have classes. That information will be announced on WLW and Channel 12. **If a class or lesson is cancelled because of the University closing, due to inclement weather, it will not be made up.** *There is no refund for missed group classes. If a teacher must cancel a class, that class will be made up.*

### ***Safety Policy:***

For the safety of our students, children should be escorted to and from their lesson/class. Please do not allow children to wander unsupervised through the building. It is not the responsibility of the faculty or the staff to supervise children outside of the lesson/class time.

While we do not encourage parents to drop off unaccompanied children at the Corbett Center, older students or students with a chaperone may be dropped off at the Corbett Center cul-de-sac in front of the CCM Campus Village. **NOTE: The cul-de-sac is a fire lane and parking is prohibited. If you park there and wait for your child, you may be ticketed by the University Police.**

### ***Parking:***

You may park in the CCM parking garage. There is a ten-minute grace period in which you may drop off your child. Value Passes (valid for 25 hours) are available from Parking Services. Go to [www.ccm.uc.edu/prep](http://www.ccm.uc.edu/prep) to access the link to Parking Services where you can purchase passes online. Additional information can be obtained from Parking Services at 556-2283.

### ***SCHOLARSHIPS AND FINANCIAL AID***

The Prep Department offers students the opportunity to participate in competitions and festivals, both department sponsored and community-based. CCM Prep students have participated in

programs such as the Overture Awards, JME piano program, CSYO concerto competition and the Blue Ash Symphony Competition. Information is available in the office and from your teacher.

Prep sponsored opportunities include the Prep Piano Festival, the CYWE Concerto Competition and the Merit Honors Festival. The Merit Honors Festival encourages music students to perform and be evaluated by prep faculty. All students who participate will be eligible to apply for tuition scholarships during the academic year.

The ***Gino James DiMario Memorial Scholarship*** is an endowed scholarship created in memory of Gino DiMario, a former CCM Prep piano student. Funds are given to students and activities that promote the joy of studying music.

Each year the ***Cincinnati Symphony Club*** provides scholarship funds for outstanding students in the CCM Prep program. These students are selected by the Director.

The ***Ted Hitchens Scholarship Fund*** assists new students by funding summer camp activities.

### ***Financial Aid***

There are a limited number of financial scholarships available for talented students who are unable to afford the full cost of tuition. These scholarships are distributed each semester and are based on instructor recommendation, ability and financial need. The student must apply each semester and obtain a recommendation from the instructor. Most scholarships are for partial tuition.

High school students are expected to participate in a work-study program if they apply for financial aid. The application is available in the office and on our website ([click here](#)). You may download it and send it to us.

***Note: Students who do not fulfill their requirements for financial assistance may be dropped from the program.***

### ***Student Work-Study Program***

In exchange for financial aid, the Student Work Study program requires high school students to assist in CCM Prep activities. Some of the tasks include student assistants for group classes, assisting with department fund raisers and other activities, cleaning and organizing prep areas, assisting with performances and camp counseling. The Financial Aid Form has a questionnaire for you to complete.

### ***Student Internship Program***

College students and select high school students may participate in the CCM Prep Student Internship Program. The purpose is to gain valuable skills in their area of interest that go beyond the role of student. Preference is given to chosen enrolled students at CCM Prep, CCM music education students, and UC Cincinnati Scholars. Students may wish to apply for an internship as a way to fulfill a community service requirement for school, to learn more about an area of interest to them, or to gain additional skills as a means to prepare for the future. Please call the office to receive an application or [click here](#).

### ***Study for High School Credit:***

High School students enrolled in Prep classes may apply for high school credit. Discuss with your principal or school guidance counselor, the option of fulfilling a fine arts credit based on outside studies. Please contact the Director for further information.

Be aware of the Early Enrollment Option (PSEO) offered to high school students for entrance to the University of Cincinnati. Please check with your guidance counselor for further information.

## **MUSIC PROGRAM POLICIES**

### ***Private Lessons***

***Students taking private lessons are allowed one make-up lesson per semester. In order to qualify for the makeup lesson, a student should give their teacher a minimum of 24 hours' notice to cancel. There is a week at the end of each semester devoted to make-up lessons.***

Lessons that are cancelled by the teacher will be made up at a time agreed upon by both parties. Teachers are under no obligation to make up lessons cancelled by students, and such cancellations will not result in any type of adjustment of tuition. Notification by the student of the inability to attend a private lesson does not excuse payment for the lesson, which must be paid for, whether taken or missed.

All students are expected to enroll for 15 lessons each semester, unless they begin in the middle of the semester. The exception is summer, when the number of lessons is determined by the teacher and student. Any reduction of lessons must be approved by the Director. ***Please note that teachers do not get paid until the student has paid for the lesson. The teacher will not teach the student if they are delinquent in their payments.***

Please read over the information for new students ([click here](#)) for more information for new students.

### ***Changing Teachers***

We recognize that at times a change in teachers may be beneficial for the learning process. In those cases, the parent must first discuss the situation with the teacher. If it is determined that a change should be made, the Music Registrar should be notified. At that time, if possible, a change in teachers will be made.

According to the terms of their teaching contract, CCM prep faculty may not solicit, transfer, or retain any student referred by the Preparatory Department to their private teaching practice during or after their employment with CCM Prep. Failure to adhere to this policy will lead to immediate dismissal.

### ***Faculty Surcharge***

There are specified faculty (marked with \* on faculty roster) who are paid a higher rate to teach at CCM Prep. For those teachers, students are assessed a \$13 per hour surcharge. Any discounts are applied to the tuition before the surcharge is added.

### ***Applied Music Study for University Credit:***

Non CCM students enrolled at UC may elect applied music study to fulfill an elective requirement. The special application form is available at the Preparatory Department office. In order to receive this, approval from the student's college must be granted. Please see the application for further information. ***Although UC students receive a 10% discount, tuition for applied music study through CCM Prep is not included in full time UC tuition. UC students must register and pay for their lessons in the same manner as non-students.***

## **DRAMA PROGRAM POLICIES**

***Special discount: Students enrolled in both musical theater dance and ballet at CCM Prep receive a \$75 discount per semester.***

### ***Younger classes:***

- Students are expected to respect each student and the instructor. They are expected to follow directions of the instructor. No food, drink, or chewing gum is allowed during classes or rehearsals. If these expectations are not followed, a student will be given a behavior form
- Students who take classes at the Tangemann University Center must not bring any food or drink into the class. This is the same policy as for classes at CCM.
- No chairs may be used as props. All trash must be picked up and the room returned to order after classes.
- Students are expected to respect each student and the instructor. They are expected to follow directions of the instructor. No food, drink, or chewing gum is allowed during classes or rehearsals. If these expectations are not followed, a student will be given a behavior form that must be signed by a parent. If **three** behavior forms are issued to your child, it is an automatic dismissal from the class without a refund.
- Students must refrain from using offensive language and gestures in class. It is disrespectful to the instructor and the rest of the class. Consequences for use of unacceptable language can be dismissal from the program.
- To ensure that all students receive appropriate training, consistent attendance is very important. Please call the prep office or let your instructor know when you cannot be at a class.
- If a student consistently misses a class, they may be asked to leave so someone on the waiting list can take their space.
- Entrance into classes after the Fall semester is up to the discretion of the instructor.
- Students will not be permitted to participate in dance classes if they have missed warm-ups. Late students will be allowed to observe class, but not participate.
- If a parent wishes to observe a class at another time other than the scheduled observation day, they must contact the instructor prior to the observation.
- An instructor may determine that a student would be more appropriate in another class. The chairperson would contact you to discuss this situation.
- A student who misses the rehearsal for the Final Showcase will not be allowed to perform.

### ***High School Classes:***

In addition to the above policies, students in the advanced high school classes and programs are expected to adhere to the following policies:

- High school students are expected to be role models for the younger students in the program.
- High School students who are on a work-study program are expected to fulfill both their work requirements and class expectations. A problem within either area may result in dismissal from the program.
- A student's high school requirements and activities are a priority. Conflicts with important school activities and Prep activities should be discussed as early as possible

with the instructor and Drama Chairperson, so that any problems can be resolved as early as possible.

- Due to the high level of training, a student “leave of absence” form must be completed and approved by the instructor prior to a student’s absence. College testing and visits are approved absences if notified in advance. Approval for additional absences including vacations, performances, and other activities, are at the discretion of the instructor. **ALL ABSENCES MUST BE APPROVED AT LEAST A WEEK IN ADVANCE.** Forms are available in the office or [click here](#).

## **BALLET POLICIES**

In trying to attain high quality professional training, we ask that students adhere to the following policies:

- Student must wear the uniform described below. *Unprepared students are only allowed to observe class.*
- Girls should wear hair in a bun with bangs pulled back.
- Jewelry should not be worn in class.
- Plastic or nylon pants, boxer shorts or athletic sweat pants are not permitted.
- Student will not be permitted to participate in class if she has not arrived at the barre by the conclusion of plies. If the student arrives late, but before the end of the plie combination, she must ask the instructor's permission to enter the class. After plies, late students will be allowed to observe class, but not participate.
- Permission to leave early must be obtained from the instructor before the class begins.
- Chewing gum is not permitted in class.
- Student and parents are asked to keep hall noise to a minimum during and between classes.
- There will be one observation week per semester. Parents are welcome to observe, but photos and videos are not allowed.
- No food or drink is allowed in the studios.
- Street shoes should be removed before entering the studio.

### ***Required Dance Attire for Class***

Boys wear black tights, a solid white t-shirt, thin white socks, and white ballet slippers for all level classes. Girls wear footed pink tights and pink soft-sided ballet slippers with the following leotards

**Primary–Level IV Ballet:** Girls wear BLACK Capezio #9631

**Ballet Classes Levels V–VII:**

Girls wear BLACK Mirella style #207 leotards.

Company: BLACK Mirella style #211 leotards

### ***Places to purchase dance attire:***

Diana’s Dance: 792-0970

Fabulous Feet Dancewear: 661-2241

Schenz Theatrical Supplies: 542-6100

