

College-Conservatory of Music

preparatory department

2009-2010

FACULTY AND STAFF HANDBOOK

WELCOME . . .

. . . to the Preparatory Department at CCM! This handbook should serve as your source of information regarding the various privileges and responsibilities of your employment at Prep. Here at CCM we have our own unique rewards and challenges, and the office staff and your departmental chairperson will be happy to assist you at any time. Please refer to the descriptions below in order to find the appropriate person to ask about your specific needs.

A. ADMINISTRATIVE STRUCTURE:

The flowchart shows the administrative structure of the Department. The following is a summary of the structure of each area.

OFFICE:

Amy Dennison, Director [556-9466/](tel:556-9466) amy.dennison@uc.edu

The Director oversees all aspects of the Preparatory Department: music lessons and group classes, music ensembles, drama classes, certificate programs and performances, ballet classes and the company. The Director leads the program according to the mission of the Department, providing support to chairs, directors, staff and faculty as needed. She makes all programmatic and administrative decisions.

Elizabeth Boland, Assistant Director [556-9467/](tel:556-9467) elizabeth.boland@uc.edu

The Assistant Director handles financial accounting for the Department. In addition, she handles daily operations including scheduling, payroll, billing, and other activities necessary for smooth operations. All financial questions related to students should be directed to her.

Beth Sprague, Secretary [556-2595/](tel:556-2595) elizabeth.sprague@uc.edu

The Secretary is the primary liaison between the public and the Department. She answers all incoming calls, provides program information, handles copy projects, and assists with other tasks necessary for efficient office operations.

Peggy Grant, Music Registrar [556-2637/](tel:556-2637) peggy.grant@uc.edu

The Music Registrar handles private student placement and organizes and manages all activities related to the private music program. This includes working with faculty, students and families. The Music Registrar is responsible for communications with adult students. She also schedules studio space and organizes recital and program activities for the music program. Any questions on student placement should be directed to her.

THEATRE ARTS:

Dee Anne Bryll – Chairperson [321-0764/](tel:321-0764)[556-3214/](tel:556-3214) deeanne.bryll@uc.edu

Dee Anne Bryll, chairperson of the theatre arts program, oversees all activities that take place under these auspices. This includes music theater voice classes, music theater dance classes, tap classes, acting classes, summer drama camps, certificate and intensives in music theater and acting, performances featuring drama students, and other special programs in this area. She meets with the Director and communicates with drama faculty regularly to ensure that the program is running smoothly. It is her responsibility to represent the concerns and activities of their area. The chairperson assigns classes to faculty and recommends new faculty hires. Any concerns or suggestions, including student or parent issues, should first be brought to her attention. DeeAnne Bryll will finalize all theatre arts events including performances on and off campus, auditions, competitions and classes. In addition, her expanded responsibilities for the department include satellite, marketing and outreach activities, along with community and school engagements

BALLET:

Jonnie Lynn Jacobs-Percer – 556-3214/jacobsji@uc.edu

Jonnie Jacobs-Percer is responsible for all activities that take place under the auspices of ballet. This includes ballet class evaluation, placement, and faculty and accompanist assignments; and scheduling and planning for the ballet company. Jonnie is responsible for communication between students/faculty/staff and families.

MUSIC:

Music Cabinet:

Carol Aufmann, *Orchestral Instruments*. carolauf@earthlink.net

Katherine Cinelli, *Suzuki Strings* katharine.cinelli@uc.edu

Jill Dew, *Voice* jldew@fuse.net

Dr. Ellen Harrison, *Theory and Composition* Ellen.harrison@uc.edu (on leave)

Dr. Takako Hayase, *Suzuki piano* takhayase@gmail.com

Dorotea Vismara Hoffman, *Chamber Music* Dorotea.hoffman@uc.edu

Fangfang Li, *Starling Program* fangfangli@msn.com

Dr. Ann Porter, *Ensembles* porteram@uc.edu

Rodney Stucky, *Guitar* rodney.stucky@uc.edu

Lindsay Zierolf, *Piano* lazierolf@cinci.rr.com

The Music Cabinet advises, suggests, and assists with particular aspects of the music program. They meet regularly throughout the school year. Any faculty member who has concerns or suggestions is encouraged to discuss matters with the faculty member closest aligned to your area. All suggestions and ideas are considered for the advancement of the program. Members of the Music Cabinet are expected to communicate information to faculty in their area.

B. 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 reach 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.

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

Nondiscrimination Policy

The University of Cincinnati actively supports University Rule 3361:10-13. Discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era shall not be practiced in any of its programs or activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled Vietnam era veterans or disabled veterans, the university will take affirmative action in carrying out its policy of nondiscrimination and equal opportunity for all. Questions concerning this policy should be addressed to the Director, Office of Equal Opportunity, Suite 250, University Hall, University of Cincinnati, PO Box 210214, Cincinnati, OH 45221-0214, (513) 556-5503.

Professional Conduct

The CCM Prep Department follows the State of Ohio Code of Professional Conduct for licensed educators in the State of Ohio. It states that practicing educators hold the fundamental beliefs defined in the following eight principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess, or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all of the terms and obligations in their employment contract.

C. INFORMATION FOR ALL FACULTY

Faculty Categories

Lecturers

Instructors who teach for the Prep department and are not currently enrolled as students are considered lecturers.

Student Lecturers

Instructors who are also students in a program at the University are considered student lecturers. Students who are not taking classes but are working on their dissertation fall into the student lecturer category.

Accompanists

Accompanists may or may not be students and will receive the same benefits as lecturers or student lecturers. (All accompanists must use the Kronos Clock-in procedures.)

CCM Faculty

CCM Faculty who are employed by the Preparatory Department. CCM faculty teaching for Prep must hold a lecturer title (have an additional assignment) in the UC Flex system.

Hiring Process

- **Accompanists or group class teachers who are hired by anyone other than the Director will be paid only after the hiring and paperwork processing are complete. This may result in delayed payment.**
- Any CCM student, staff or faculty member who teaches for the Prep Department must be hired by the Prep department through the on-line hiring system. A job will be created and instructions emailed to the person.
- If you are already hired by the university, please notify the Assistant Director at the time of hiring to confirm the manner in which you will need to be hired.
- When the need arises to hire new employees, a request must be made to the Director of the Department. If it is an additional employee, supportive evidence needs to be included along with a budget outlining how the additional expense will be covered. The process should begin as early as possible.
- The Director makes the final decisions regarding new hires for any Preparatory Department activity. This affects departmental chair people, ensemble directors and other program area staff who need to hire additional staff.
- Compensation for the employee will be determined by the Director, in collaboration with the supervisor responsible for the new employee, as well as compensation guidelines required by the University.
- The Director will determine whether a formal interview or additional information is necessary.
- After the Director approves the hiring request, the prospective new employee must complete the application process online and fill out all the necessary forms obtained from the Assistant Director. She will discuss the process with each new employee. An updated resume and completed forms must be handed in to the Preparatory Office.
- The forms are submitted to the Assistant Director. All new employees are required to complete a background check at the UC Police Department, at the Edwards Four building on Corry Blvd. The cost will be covered by the department but it must be done prior to teaching any students. A form is required as well as a driver's license. The Assistant Director will provide the form necessary and keep a copy for the employment file.
- When all the paperwork is approved, the Prep Office receives the official approval. This process can take up to six weeks.
- Once the office receives the approval we will contact the appropriate program area and the individual is allowed to begin work AFTER they come into the office and sign a contract.
- **NO PROSPECTIVE EMPLOYEE IS ALLOWED TO WORK BEFORE THIS PROCESS IS COMPLETED.**

Keys

- Faculty may check out keys to the room(s) they use. This will depend upon each individual's responsibilities. Key requests should be made to the Assistant Director. The Assistant Director will then approve the requests with the scheduling office and the appropriate keys will be assigned.

- Faculty may request a key to the Prep lobby, where the mail folders are located. If you are assigned a mailbox in the Prep Office, you will be assigned a key for it in addition to the lobby key.
- It is your responsibility to return keys to our office or the scheduling office upon completion of duties with our department.

Meetings

- Faculty are required to attend the opening faculty meeting unless they have an excused absence. Generally there will only be one faculty meeting at the beginning of the school year. Additional meetings in your area may be scheduled during the year if necessary.
- There will be a mandatory new faculty orientation meeting held in early fall. All new faculty are expected to attend.

Communication

- It is extremely important to inform the office of any address/email or phone changes. We try to do much of our correspondence via email, so please remember to check your email often.
- All faculty have a file folder in the Prep lobby. Please check your folder often for information.
- Teachers' phone numbers will not be given out to non-registered students. However, we believe for greater efficiency, all registered students should have access to their teacher's phone number. Therefore, we will give out the instructors' phone numbers to their registered students UNLESS you specifically ask us not to.
- A weekly update is sent to all staff each Friday. Feel free to provide any information for this. Email the Director.
- A newsletter for all staff, students and parents is available frequently on our website.
- ***Any email or letters sent to students with information pertinent to their studies should be copied to the Director.***
- Any letters sent to students or the general public MUST be approved in advance by the Director. Communication should be sent on CCM Prep letterhead.
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Copying

- There is a copier in the Prep Office for minor copy jobs. Please ask the office staff for assistance. **Do not assume that we can assist you with a job or that the copier is available without prior notification. Please call us first.** Large copy jobs must be done in the mail room and require several days' notice. All copy jobs must be pre-authorized.
- Faculty are reminded of the strict United States Copyright laws, and are not to photocopy any copywritten material unless appropriate clearance and/or fees have been received and paid. A written waiver signed by the Director must accompany music copy jobs. For further information visit http://www.mpa.org/copyright_resource_center/faq.

Payroll

- All student-lecturers are paid through the bi-weekly process, pay dates are always Tuesdays (unless it falls on a UC holiday) but checks are only issued **once a month** and are paid on the **LAST** payroll of the month. Non student-lecturers are paid through the monthly process and checks are issued on the last day of the month. All payroll questions should be directed to the Assistant Director.
Payroll dates for 2009-2010 are as follows:
Monthly Lecturer Pay Dates:

September 30	October 31	November 28	December 31
January 30	February 27	March 31	April 30
May 29	June 30		

Bi-weekly (Last) Pay Dates

September 30	October 28	November 25	December 23
January 20	February 17	March 31	April 28
May 26	June 23		

- Any additional pay for faculty or guest teachers must be approved by the Director and appropriate paperwork must be completed before payment is issued.
- ***Faculty are highly advised to sign up for direct deposit. No paychecks are delivered to the office. Pay information is available on your FLEX account <https://www.ucflex.uc.edu/irj/portal>.***

PRIVATE LESSONS:

- The office will keep track of your students and their payments. Once you have confirmed your student enrollment we will provide periodic updates as to your student's accounts. Your paycheck will be equally distributed, to the extent that we can, among the 15 weeks. You can receive a spreadsheet indicating how your pay was figured. The Assistant Director will be happy to explain your particular payroll situation and the most appropriate way to be compensated. Please contact her directly. *No lessons will be paid unless the students have paid. Students payments made AFTER the 4th of each month will be reflected in the FOLLOWING MONTH'S CHECK.*

GROUP CLASSES

- Those teachers who lead group classes must submit a group class payroll report. This report is due by the 4th of the month to be paid for that month. Detailed information and group sheets are available in the prep office and from your chairperson.

DANCE/THEATRE ARTS CLASSES

- Dance and drama teachers are contracted by class. Their pay will be divided among three months for their classes. Any additional teaching or hours, or other changes must be handed in to the chairperson of your area. The last check of each semester will reflect these changes. Substitutions must be cleared through the department chairperson.
- Dance accompanists must fill out the weekly dance payroll sheet. They must be submitted for signature approval by the Dance Coordinator before being handed into the office. This sheet is verified against your clock-in time for accuracy. You will not be paid for time not approved by the Dance coordinator.

CHAIRPERSONS/MUSIC CABINET MEMBERS

- Chairpersons will receive a monthly or semester stipend according to their contract.

Faculty Benefits

Most CCM Preparatory Instructors are hired as Lecturers. Anyone registered for classes is hired as a Student Lecturer. It is critical to keep the office apprised of your situation as there are tax ramifications depending on your student status. As a part-time employee of UC, there are several benefits you might wish to take advantage of:

- *Retirement:* Employees pay into the STRS (State Teachers Retirement System). If you leave UC, you may request a refund or roll-over of your accumulated contributions. For more information, please contact the Assistant Director.
- *Tuition Remission:* You may take up to 3 credit hours of classes at no cost (except for books and material fees) per quarter if you have lecturer status. There is a tuition remission form available in our office that you must complete. *Please note that this applies only to Lecturers.*
- *Sick Leave:* Some part-time employees accrue sick leave. If you are eligible, it is noted on your pay stub. If you have accrued sick time and need to call in sick when you normally teach or accompany, you can claim these hours as sick pay. The request must go through the Assistant Director.
- *Tax-deferred opportunities:* Employees are eligible to participate in a 403(b) plan. Please check with the Assistant Director for further information.
- *Direct Deposit:* Employees are eligible to have their paycheck directly deposited into their bank account. Forms are available from the Assistant Director.
- *Credit Union:* Employees are eligible to join CINCO.
- *Employee ID Badge Discount:* If you are a lecturer, your ID entitles you to a 15% discount at the University Bookstore. You also are eligible to use library facilities and join the rec center at the staff discount.
- *“Advantage” Discount Program:* Employees are eligible for discounts at a wide variety of establishments in the area. Go to www.hr.uc.edu/discounts/discounts.htm for further information.

Parking.

Everyone pays for parking at CCM. CCM Prep has instituted a faculty parking policy.

- If you purchase a quarterly parking pass and turn in the receipt, you will be reimbursed \$20 per month as long as you are actively teaching in our department.
- **If you teach at least one hour a week**, you may have your ticket validated ONE TIME A MONTH for parking in the CCM Garage. Please come to the Prep office for ticket validation.
- CCM Prep Faculty *are not* eligible to purchase value pass parking passes.

Faculty Expectations

To maintain the highest standards of teaching as set forth by the department and CCM guidelines, and to adhere to the mission statement that guides activities of the Prep Department, All CCM Prep faculty are expected to:

- be fully conversant about the departmental programs, including ensembles, theory, certificate and honors requirements, auditions and information specific to your area. The current program booklet and website contains all up-to-date information.
- sign a contract for the academic year for appointment and understand and fulfill expected teaching assignments.
- teach the full semester of assigned classes or lessons unless a student has a late registration or other arrangements have been made.
- NOT teach students who have not paid or have not made arrangements with the office. **IF A STUDENT HAS NOT PAID, PLEASE DO NOT TEACH THEM UNTIL THEY HAVE WORKED OUT THE SITUATION WITH THE OFFICE.**
- attend the yearly faculty meeting unless excused.
- attend department area meetings as scheduled by the department chairperson.

- observe professional behavior in manner, dress and interaction with students, parents, staff and visitors.
- keep your chairperson/registrar/office apprised of major changes that will affect your work schedule.
- complete a self-evaluation form at the end of the year.

PLEASE NOTE:

It is prohibited to use any CCM studio or any other University facility for the purpose of teaching any student not enrolled in the Prep Department. Similarly, any student not enrolled in the Prep program may not participate in departmental or class recitals, or productions unless prior approval is given. Please let the office know immediately if you see someone who does not appear to be a CCM Prep faculty member teaching in a CCM space.

Terminating Employment

The proper procedure when terminating employment with the Preparatory Department is as follows:

1. Inform the Director in writing of your intention of leaving. If the employee has a private studio, it is critical to assist the chairperson and the Director in the smooth transfer of students from one studio to the next.
2. Hand in all studio, classrooms, office, or mailbox keys to the office. You must also hand in your ID card and your parking decal/card if you have purchased one.
3. Provide a forwarding address to the office so we can properly notify UC payroll of your change of address.

As a reminder, it is against your contract to take students with you when you leave. Faculty must cooperate in the transfer process by working with the school to properly reassign their students to other faculty members. Every faculty member is on a year-to-year contract. Contracts may not be renewed at the Director’s discretion based on previous year’s performance.

Specific Policies:

ADDITIONAL TEACHING

We understand that many of our faculty teach at other schools and in their own homes. However, CCM Preparatory Policy requires that *faculty may not solicit, transfer, or retain any student referred by the Preparatory Department to their private teaching practice during or within one year after terminating employment with CCM Prep.* Failure to adhere to this policy will lead to immediate dismissal.

SCHEDULING AND RESERVING SPACE

Prep faculty may reserve teaching spaces through the Prep Office. Private studio teachers request rooms through the Music Registrar prior to, or at the very beginning of each new semester. We work with the Scheduling Office on rooms in Mary Emery Hall and the Corbett Building. Therefore, requests for space need to come to us several days in advance. Saturday group class spaces are handled by the Director. We regret that we cannot guarantee the same studio spaces and times, although we will do our best to honor your needs. Since space is always an issue, the early birds get the worms.

As a matter of professional courtesy, please do not request spaces during times that you are not actually teaching, and please inform us when you no longer need a space that you had previously reserved.

REIMBURSEMENT AND CHARGES

ALL REIMBURSEMENTS MUST HAVE A RECEIPT AND BE APPROVED IN ADVANCE BY THE DIRECTOR.

MATERIALS: The Director must approve all purchases (books, music, etc). Once the approval is given, we prefer that the Assistant Director purchase the material through our purchase card (VISA). We have a tax-exempt number and will not need to pay taxes.

If you purchase several different items for a related purpose, please save your receipts until you have finished all purchases before turning them in to the Assistant Director. **WE WILL NO LONGER ACCEPT RANDOM RECEIPTS FOR A SPECIFIC PROJECT.** Amounts less than \$50 can be reimbursed with cash.

MEALS: If you are purchasing a meal for business related purposes (eg.: taking a judge out, buying coffee for a meeting), it must first be approved by the Director. The cost will be reimbursed to you through petty cash after you submit a receipt.

ADDITIONAL PAY

Each year, every instructor receives a contract clearly stating what the instructor will be paid for and the rate of compensation for the actual teaching that the instructor completes. The job description for chairpersons and advisory cabinet members reflect additional responsibilities they are required to do which is covered by a monthly stipend.

CCM Prep recognizes and appreciates the additional work that we all may do at various times throughout the year. In order to compensate instructors for time above and beyond what is expected, we will compensate individuals for non-teaching work at a rate of \$25/hour. Additional teaching will be compensated at the teaching rate of the individual.

What will not be compensated:

- Attending student recitals and performances
- Attending the annual faculty meeting
- Attending meetings that are called by chairpersons
- Discussions with parents regarding student issues
- Providing additional instruction to students that is not in the contract

What will be compensated:

- Participating as a judge and auditioning students (unless this is covered in a stipend which will be stated)
- Requests by the Director to host or facilitate a preparatory event outside CCM
- Board evaluations
- Additional teaching, lecturing or performing when requested by the Director
- Non-teaching work (sewing costumes for instance) that goes beyond normal preparation for responsibilities at the Prep department.

Any additional compensation must be approved by the Director before the activity/event.

The instructor then submits these additional hours to the office for payment on the next check. If ever in doubt, please check with the Director prior to completing the work.

MUSIC FACULTY

- Music faculty are required by NASM to fill out and return the following:
 - Semester student evaluations

- Copies of all recital or concert programs of outside programs in which your students participate; any achievements they may receive
- An annual self-evaluation form
- Music faculty are expected to have their students participate in and attend recitals, master classes and programs of the department and college.
- The music registrar has developed a system for student placement to streamline the process for faculty, prospective students, and the office. *In order to expedite placement and to keep us informed of a student's progress toward placement, please copy the music registrar on all correspondence with incoming students.*
 - Prospective students receive program information and registration forms from the office.
 - Student and teacher matched by needs and schedule availability.
 - Teacher contacts student in a timely and professional manner.
 - Follow up by music registrar to teacher and student.
 - **Faculty members who fail to follow-up with prospective students in a timely manner will not be assigned new students.**
- **In order to develop well-rounded students, all private music students are encouraged to study music theory.** Studio Faculty should make sure their students are aware of this opportunity and assist in enrolling their students in the appropriate theory class for them. Enrolled studio students receive a generous discount for theory. The musicianship keyboard class is also strongly encouraged for music students.

REGISTRATION POLICIES FOR STUDENTS

- All students taking classes or lessons must be registered through the Prep Office. New and returning students must fill out the Annual Registration Form at the beginning of the Fall semester. In the Spring, returning students are billed automatically based on their previous semester's activities. (registration forms are not required in the spring for returning students)
- All students pay an annual \$25 registration fee at the beginning of the school year or when they begin studying.
- Ensemble students pay the full tuition and \$25 registration fee at the beginning of Fall Semester.
- Always keep the office updated on your students, particularly when you have a new student, when a student drops, or a student changes the length of their lesson. Too often we find out this information late, and difficult situations can arise. **IF A STUDENT IS NOT REGISTERED PROPERLY THROUGH THE OFFICE, we cannot pay you for the lessons.**
- All students have a file in the Prep office. Each student must have a current registration form with the **signed waiver on file.**
- Be aware that there are various discounts available to students. If you are unsure of how they are calculated, please have the student contact the office rather than giving inaccurate information.

CLASS POLICIES

CANCELLING CLASSES

A class must have at least four people in order to continue. If, after the second full week of classes there are not four people enrolled in a class, it will be cancelled.

BAD WEATHER/CANCELLING CLASSES

If classes are cancelled due to university classes, those classes and lessons will not be made up and you will be paid for them. However, if you cancel a lesson because of inclement weather even though the University is open, you are obligated to make up that lesson unless negotiated with the student.

PAYMENT OF FEES:

All students must pay before the first class or lesson. You will be given a list of your students and who has paid. If there is anyone in the class that is not on the list, please send them to the office or have them contact us so we can bill them accordingly.

PRIVATE TEACHERS:

- Please do not teach any students who have not paid. If there is a financial problem, we can set up a payment plan. We cannot pay you until your students have paid or have made arrangements with the Assistant Director.
- Students are not allowed to change private instructors without approval by the Director. If you have a student who wishes to change teachers, please contact the Registrar who will have it approved by the Director. We will then evaluate the situation and determine the appropriate course of action.
- Faculty are obligated to teach 15 lessons a semester unless the student, with your permission, has signed up for fewer lessons at the beginning of the semester. Lessons may not be carried over from one semester to the next. This wrecks havoc on our bookkeeping system.
- In order to keep our finances as accurate as possible, payment for students and classes will be distributed during the semester that they are taught.
- Students are allowed to cancel one lesson if they provide the required 24-hour notice. Faculty can make up that lesson during the make-up week at the end of the semester. If a student cancels a lesson less than 24 hours before, or does not show up for a lesson, that lesson does not have to be made-up and the student forfeits the lesson.
- The new 4-lesson trial pack includes 4 half hour lessons and the registration fee. Faculty are encouraged to employ this option in cases where a student's ability, commitment, or other problems seem to raise questions about their longevity. Students must register and pay for the trial package up front, as with the regular semester tuition. Once the trial lessons are completed, faculty should determine with the student and parent whether lessons will continue, and inform the office of the decision. If lessons will continue, we will convert the trial lesson payment into a regular semester payment and bill the student for the remainder of the semester.

REFUNDS

All refunds must be approved by the Director. Refunds may be given for 50% of the tuition provided they withdraw within the first two weeks of the semester. Other refunds are given only for medical reasons or extenuating circumstances. All refund requests must be submitted in writing to the Director. Any credits for missed lessons must be used within 12 months of the missed lessons. The Assistant Director must be advised immediately of these situations.

SAFETY CONCERNS:

- **THERE IS NO PARKING IN THE CIRCULAR AREA** in front of Corbett/MEH. If parents want to drop off their children they can park in the garage and walk their children to class. The garage offers a 10 minute grace period. Otherwise they can purchase a value pass ticket from the office to park at a reduced rate.

- If the event of a building malfunction, contact the Prep Office. If we are closed, call UC WORK CONTROL at 556-6404 and describe the problem.
- UC Police Phone Number is 556-1111. Do not hesitate to call if you feel there is any reason for their assistance. If you are teaching at a late hour, lock your studio door. Encourage parents to always bring their children directly to the studio and pick them up at the studio, rather than have students wait or walk to other parts of the campus. This is a city campus and there is consistent traffic through our building by the public and people from other colleges.
- If it is an emergency call 911 from the nearest phone.

ACCIDENTS

In case of accident or injury to student, teacher or visitor to CCM, the following procedures **must** be followed:

1. UC Police must immediately be notified. Call 6-1111 or come immediately to the Prep Office. Call 911 right away if it is serious.
2. Notify the office so that we can offer whatever support is needed. We have a First Aid kit available in our office. If you are teaching a class, stay with the child and send another child to our office immediately.
3. We will immediately notify the parents, if the accident occurs when they are not present and we are available.
4. Immediately fill out an accident form. It is critical that this be done while the information is fresh in your mind. An **Accident Form** must be filed, for everyone's safety and for all insurance and legal purposes.

PERFORMANCES

- Opportunities to perform are an important component of our students' education. Faculty may reserve a space to offer a studio recital **that occurs at the end of each semester**. There are several general student recitals scheduled, and ALL students are welcome to perform on them. There is also a high school student recital and an adult recital planned. Several times are reserved at the end of each semester for recitals in Watson Hall and the Master Classroom. The Music Registrar will email all instructors when the open time to reserve a recital space begins. The recital times are first come, first served so reserve your space as soon as you receive the information. The instructor is responsible for creating the program. The office will copy the program, with a minimum of 24 hours advance notice.
- All music students are encouraged to participate in the Gino DiMario memorial recital in November. Students pay a small fee which goes to the Gino DiMario Scholarship Fund. There is an application form for this recital.
- Piano students may also audition for the Cincinnati Piano Concerto Festival. There is a fee for this. Information is available in the Fall.
- Theatre arts and ballet productions are offered during the year. There are additional costs involved in these programs.
- ***CCM Prep has reserved the master classroom most Saturdays for 12:15pm recitals.*** Please check with the office about scheduling one of these times for your recital.
- **If you are having a studio recital and wish to include non-prep students, there will be a \$10 charge per student to participate.**
- ***MERIT MUSIC FESTIVAL***
The Achievement Festival is held every Spring. All music students are encouraged to participate. Each student will receive evaluations from Prep faculty who are present.

This is a special day with additional educational opportunities and a chance for faculty to hear other students in the department. For drama and ballet students, the chairs designate students for merit scholarships.

SCHOLARSHIPS/FINANCIAL ASSISTANCE

While the Preparatory Department is committed to encouraging talented youth we have limited financial funds for scholarships. However, our policy is to offer instruction to all students, regardless of ability to pay. The Director makes all decisions on financial assistance.

ADDITIONAL SCHOLARSHIP OPPORTUNITIES

Students applying for the Gino DiMario or Symphony Women's League Scholarships must have participated in the Achievement Festival the previous spring.

- The Gino DiMario Scholarship fund is an endowed scholarship fund. Tuition scholarships are awarded each semester to deserving music students. Information on this scholarship fund is available through the office. Students must have participated in the Spring Achievement Festival to be eligible for scholarships through this fund.
- The Cincinnati Symphony Women's League sponsors deserving Prep students each year. The Director selects the student(s). Students must have participated in the Spring Achievement Festival to be eligible for scholarships through this fund.

FINANCIAL AID

The Preparatory Department attempts to provide financial assistance to those students who clearly show a financial need *and* are unusually talented. The Director determines financial aid recipients, based on faculty recommendation and financial criteria. These awards are not automatically renewed; students must reapply each semester. Continued assistance is based on projected income, number of applicants and teacher recommendation. All students 15 years old and above will be expected to participate in a work-study assignment as part of their financial aid award. Applications for financial aid are available in the office as well as on the website.

HOUSEKEEPING

- Eating and drinking are prohibited in classrooms and private studios.
- Smoking is only allowed in outside designated.
- **Please return rooms to the classroom teaching format upon conclusion of any classes.** Our goal is to leave rooms cleaner than they are when you arrive. If a room is in disarray when you arrive, please let us know so we can notify the Performance Management office.
- If you notice a maintenance problem with a space, please notify the office so we can contact the appropriate university staff.