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INTRODUCTION

The information contained in the Student Handbook for the Chicago College of Performing Arts ("CCPA Student Handbook") contains information, policies, and procedures specific to students enrolled in the Chicago College of Performing Arts ("CCPA"), in addition to information, policies, and procedures specific to CCPA’s Music Conservatory and Theatre Conservatory.

All students are expected to read, understand, and comply with the policies and procedures set forth herein. The CCPA Student Handbook is subject to revision at any time. General University information, policies, and procedures can be found in the University Academic Catalog (available at https://catalog.roosevelt.edu/) and the University Student Handbook (available at https://mobile.roosevelt.edu/freshmen_sophomores_juniors_and_seniors/studenthandbook/ /student_handbook_menu). To the extent that there is a conflict between the CCPA Student Handbook and the University’s Academic Catalog and/or the University’s Student Handbook, the University’s Academic Catalog and Student Handbook will govern. If you have any questions or concerns, please do not hesitate to contact the Dean of Students.

NON-DISCRIMINATION STATEMENT

It is the policy of Roosevelt University to comply with federal and state laws that prohibit discrimination in the University’s educational programs and activities. For additional information, please refer to the University’s Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation (RU Policy No. 2.1) and the Anti-Discrimination Policy and Procedure in the University Student Handbook.

ANTI-HARASSMENT POLICY

Policies and procedures dealing with sexual harassment, discrimination, equal opportunity, and sexual assault can be found on the University’s Policies page (RU Policy No. 2.1) and in the Roosevelt University Student Handbook.

Physical Contact between Teacher and Student

Acting, dancing, singing, and playing an instrument are physical activities. During applied lessons and other instruction, best practice pedagogy often call for physical contact between the teacher and the student. If the pedagogical need for physical contact occurs, the teacher must ask permission to touch the student. The teacher must explain beforehand exactly what will be done and why, so that the student can understand the actions taken. Such physical contact may include placing a hand on the student’s abdomen or back to confirm proper breathing, placing a hand on the face or jaw to assess facial tensions, or placing hands on the shoulders to establish appropriate posture. Under no circumstances may a teacher make physical contact to a student’s genitalia, touch the student in a sexual manner, or touch the student in any way without the student’s consent. A teacher who violates this policy may be subject to disciplinary action, up to and including termination.

Although instructors who use physical contact to illustrate a point believe that it makes their teaching more effective and efficient, we understand that students may feel apprehensive about such contact. Each person’s comfort level regarding physical contact is different and it is our wish to respect these personal preferences at all times. Therefore, if a student has questions or concerns, it is important to let the teacher know as soon as possible. If the student does not feel comfortable speaking to the teacher or is dissatisfied with the outcome of such communication, the student is encouraged to contact the Associate Dean/Director of their conservatory, the Dean of CCPA, the Dean of Students, the Title IX Coordinator, or the Vice
President for Human Resources. No student who objects to physical contact or raises questions about this policy will be subject to retaliation of any kind.

**CCPA Conduct Standards**

To remain enrolled and successfully graduate from the Chicago College of Performing Arts, a student must adhere to all of the University’s policies and procedures, including its various standards (e.g., conduct, grade, and other academic standards). Those policies, procedures, and standards are generally located in five places: (1) the University’s Academic Catalog, (2) the University’s Student Handbook, (3) the University’s Policies page, (4) this CCPA Student Handbook, and (5) CCPA course syllabi. Below is a summary of those standards and the potential consequences for violating them.

**Academic Integrity Standards**

All CCPA students are expected to adhere to the standards set forth in the University’s Academic Integrity Policy is available on the [University’s Policies page](#). That Policy addresses the University’s expectations with respect to academic dishonesty (e.g., cheating, recycling, plagiarism, fabrication, and unauthorized collaboration).

**Alcohol and Illicit Drug Policies**

All CCPA students are expected to follow Roosevelt University’s Code of Student Conduct policy on alcohol and illicit substance use. This policy can be found in the [Roosevelt University Student Handbook](#).

**Appropriate Decorum, Attire, and Grooming**

A considerable amount of learning in a conservatory occurs as you listen and watch the work of your student colleagues and faculty when you are not performing yourself. As audience members at CCPA events, CCPA students are expected to follow the decorum standards set forth below. In addition, please see the attire standards applicable to your conservatory, as set forth below.

**Decorum while Attending Performances**

1. **The experience of an event in the performing arts demands your participation as an active audience member.** During events you are never to be text-messaging, reading, listening to an ipod, etc.

2. **For all performances, students are expected to dress appropriately and neatly.** The same attire that would be expected for an audition is expected when attending a performance.

**Appropriate Attire and Grooming for Music Students**

There are two concert dress standards for Music Conservatory ensemble performances:

- **Formal Attire**
  - Black dress (at least ¾ length), black skirt (at least ¾ length), black dress slacks and black blouse (with modest neckline), black pantyhose and closed-toe black dress shoes
  - Black tuxedo, white tuxedo shirt, black bowtie, black socks, and black dress shoes
  - No fragrances
  - Modest jewelry (except that no limitations apply when considered part of religious or cultural dress)
**Theatre Black Attire**
- Black dress slack, long-sleeved black blouse or dress shirt, black pantyhose or dress socks, closed-toe black dress shoes
- Modest fragrance or jewelry (except that no limitations apply when considered part of religious or cultural dress)

Students in choral ensembles follow the “Formal” standards above. The attire standard employed for any other performances will be communicated by the ensemble director in the syllabus at the beginning of the semester.

**Appropriate Attire and Grooming for Theatre Students**
For theatre artists, the following attire standards are to be followed during auditions:
- Business casual attire (skirt, dress, or slacks; an appropriate blouse or dress shirt; and tan or black shoes)
- No tattoos or piercings (other than ear piercings) may be visible, unless such tattoos or piercings are part of religious or cultural dress

**Attendance and Absence**
Regular and punctual attendance at classes, lessons, and rehearsals is the academic equivalent of a recognized standard of professional conduct vital to maintaining a career in music and theatre. It is imperative that you display a professional sense of responsibility toward all school-related commitments and obligations.

Many classes and ensembles have an attendance requirement, which will appear in the syllabus. You should be aware, however, that attendance is always expected, even if it does not constitute a portion of the grade. You should explain absences to your instructors when appropriate (e.g. illness), and make up missed assignments promptly.

A completed Syllabus Exception Form (SEF) is required for any rehearsal from which you wish to be excused. In general, ensemble absences will not be excused for lessons, gigging opportunities, or non-emergency personal reasons.

**A note for Music Conservatory Students:** In the case of absence from applied music lessons, you must provide your instructor with a minimum 24-hour notice when possible. In the case of illness, you are expected to notify your instructor no later than 9:00 AM on the day of a lesson beginning after 11:00 AM, or no later than 9:00 PM on the evening preceding a morning lesson beginning earlier than 11:00 AM. Failure to notify the applied instructor in a timely fashion, as outlined above, removes any obligation on the part of the instructor to make up the lesson. Missing three lessons in any applied music course without proper notification will result in an immediate failing grade in that course for the semester.

**Student Conduct Standards**
The Roosevelt University Student Code of Conduct is available in the Roosevelt University Student Handbook. All students of Roosevelt University, including CCPA students, are held to these standards of student conduct, as well as to the Chicago College of Performing Arts’ standards of student conduct. A
student who is reasonably believed to have violated a conduct standard will be reported to the University’s Office of the Dean of Students and subjected to the University’s conduct process.

**Use of Recording Devices**
The use of cellphones or any recording devices are not to be used in any rehearsal, performance, or class without consent of the instructor. The recording of performances is prohibited without the express, written permission of the appropriate conservatory office.

**APPEALS PROCEDURES**
In the subsections below, we address various situations that may give rise to disciplinary action or dismissal from the Chicago College of Performing Arts, and the corresponding student appeal rights for those situations. If you have concerns not addressed below and are looking for guidance on how to resolve them, please contact the Dean of Students.

**Appeal Procedures for Student Conduct**
A student who wishes to appeal a determination that they have failed to meet a student conduct standard (including violations of the University’s Student Code of Conduct and the CCPA Conduct Standards) may follow the University’s Student Code of Conduct Appeals process, as outlined in the University’s Student Handbook. Students are advised to consult with the Dean of Students for guidance regarding the proper channel for appeals.

**Appeal Procedures for Grades**
A student who wishes to appeal a final grade decision (including a grade decision that was made as a result of a violation of the Technical Standards) should avail themselves of University’s Final Grade Policy and Appeals Procedure, located on the University’s Policies page. Students are advised to consult with the Dean of Students for guidance regarding the proper channel for appeals.

**Appeal Procedures for Integrity**
A student who wishes to appeal a determination that they have failed to meet a standard relating to integrity may follow the University’s Academic Integrity Policy and Appeals Procedure, located on the University’s Policies page for the appeal of final grades affected by an ethics or integrity issue, specifically. Students are advised to consult with the Dean of Students for guidance regarding the proper channel for appeals.

**INFORMATION AND RESOURCES FOR ALL CCPA STUDENTS**

**Academic Success Center**
The Academic Success Center provides academic support for Roosevelt University students. Information regarding services and hours is available in the office directory: https://www.roosevelt.edu/contact/office-directory.

**Reasonable Accommodation Process**
Roosevelt University will engage in an interactive process with qualified individuals with disabilities who request accommodations for such disabilities, in a manner consistent with applicable federal, state, and local law.

**Applicants/Students with Academic Accommodations**
Students who require academic accommodations must follow the procedure described in the University Student Handbook for requests for accommodations. Accommodations are provided for students on a term-
by-term basis. Students who have been granted accommodations will be provided a letter from the Academic Success Center that details their specific accommodations for that term (“Accommodation Letter”). The student is obligated to share their Accommodation Letter with the faculty member at the beginning of the term or as soon as the student receives the letter.

It is possible for a student to have been granted an accommodation by the Academic Success Center, but to decline to exercise that accommodation in a particular class or for a particular activity. Thus, students retain the right to determine when to exercise their accommodations, but it is also the student’s responsibility to communicate their intentions in a timely manner.

**In all cases, a student must allow 5 working days after the faculty is informed of their request for accommodations for that accommodation to be arranged. A student who fails to notify the faculty member of their desire to use an accommodation within this time period may not receive accommodations for that particular activity.**

**Concert, Performance and Recital Calendars**
The calendar of all concerts, theatre performances and recitals is accessible online at https://www.roosevelt.edu/news-events/events#view/all/categories/Performances.

**Copyright, Duplications, and Photocopying**
Copyright secures for authors of creative works the exclusive right to their “intellectual property,” and copyright law guarantees these authors protection from the free use of their works by others. The current copyright law states that one cannot copy a copyrighted work without the permission of the copyright holder. This applies to nonprofit institutions as well as to profit-making enterprises.

While limited “fair use” of intellectual property (printed music, scripts) is permitted for educational purposes (e.g. in-class score or scene study) or emergencies (e.g. making a copy of a lost part), CCPA prohibits the use of photocopied intellectual property that allows one to avoid the purchase of such property (e.g., copying a piece for recurring study in your lessons).

**Counseling Center**
The Counseling Center provides psychological and counseling services to Roosevelt University students. Information regarding services and hour is available here: https://www.roosevelt.edu/Counseling.aspx.

**English Language Program**
The English Language Program (ELP) is an intensive course of study that prepares non-native speakers for academic work in all fields. Please see the Academic Catalog for additional information about whether you are required to take ELP courses.

**Emergency Notification/Procedures**
Please refer to the University Student Handbook for Emergency Information including the following topics:

- Emergency Text Message Procedures
- Fire Procedures
- Emergency Evacuation Assistance
- Missing Student Notification Procedure
- Armed Violence/Active Shooter
- Lockdown/Shelter in Place
• Tornado

Campus safety telephones are located in various locations within the building and University parking lots and will connect directly to Campus Safety. Public telephones are also available in building hallways and can be used to dial 911 in the event of an emergency.

Students are encouraged to call Campus Safety for any concerns including assault, theft, loitering, suspicious behavior or packages, smoke, fire, or flooding. Additionally, students are encouraged to immediately report any non-emergencies that may affect security to the Campus Safety office. This includes lost keys, defective locks and broken windows.

In case of fire, pull the nearest fire alarm and then call the fire emergency number, give your name and location, and follow instructions. Whenever an alarm is sounded, follow the posted evacuation procedures; assist in evacuating any persons with disabilities in the vicinity, and close doors behind you. Do not telephone to ask if you should leave. Follow all instructions given by the University’s designated fire wardens or evacuation team leaders.

Roosevelt University publishes a security report annually to inform its community of the security policy, procedures and crime statistics in compliance with the “Student-Right-To-Know and Campus Security Act of 1990.” This report is accessible at the Roosevelt University website, http://www.roosevelt.edu/campuses/campus-safety.

End-of-Semester Instructor Evaluations

Toward the end of each semester, students are given the opportunity to evaluate the instruction they have received in courses, ensembles, performance projects, and applied lessons. These evaluations have different formats, depending upon the type of instruction. All evaluation forms include both numerical ratings for faculty and courses, as well as a place for written comments.

Student feedback is an important component in the continued improvement of instruction offered by CCPA. Students are urged to take sufficient time to complete and submit these forms, and to include specific comments. All evaluations are anonymous and confidential, and the results are not reported to the instructor until several weeks after semester grades have been submitted.

Health and Wellness

Practicing, rehearsing, and performing are tremendously taxing. It is important for students to safeguard their physical and psychological health, so that they have the stamina and strength required to participate in all curricular activities regularly and safely, and to sustain lifelong engagement in the art and craft of performing. We encourage you to care for yourself through regular medical checkups and healthy eating and sleeping habits. Consult your insurance company (or your parents, if you are included under their policy) about your coverage for routine and emergency care.

Like athletes, performers need to warm up and to utilize proper form. Regular breaks during practice and rehearsal are required to prevent undue physical stress and performance-related injuries. Do not attempt to rehearse or perform “through pain.” Set reasonable limits on the amount of daily practice, and avoid sudden increases in practice time. If you find yourself experiencing excessive physical stress or are in pain after rehearsing or practicing, speak to your teacher and your program head right away. They will want to assess what you are doing and how you are doing it. These issues are individualized; the factors or behaviors that stress one person physically may not be the same ones that stress others.
Jobs and Work-Study
CCPA students who are eligible to work on campus may apply for available employment opportunities. These include positions as student ambassadors or assistants in the Enrollment and Student Services offices, administrative assistants in the various offices, concert, production, or setup assistants in the Performance Activities Office or Theatre Conservatory, or vocal/instrumental accompanists (by audition only – see the Head of Piano). Available positions are posted on the University’s Office of Career Development website. Students must successfully complete onboarding and all necessary paperwork with the Office of Human Resources, and if applicable, the Office of International Programs, before starting to work. Relatedly, for information about federal work study, please contact the Financial Aid Office.

Late Passes
Subject to any limitations imposed by University Policy and/or Campus Safety, a student may request a late pass to enter or remain in the building at times when it is closed, in specific approved locations. Late passes may be granted for isolated events (such as an extra rehearsal), or on a semester basis if your work schedule or other professional commitments prevent you from practicing during regular building hours. Applications for late passes are available from the Scheduling and Facilities Coordinator, and require documentation of the circumstances. Late passes must be requested at least 48 hours in advance. Late access to the Auditorium Building is not permitted on university holidays, or between the hours of midnight and 6:00 AM.

Lockers
Lockers for students’ convenience are available on nearly all floors of the Auditorium Building and can be rented for a semester or an academic year. Large lockers that can accommodate large instruments such as cellos and guitars are available on the ninth floor. Please see the Administrative Clerk in AUD 204 to reserve large lockers on a yearly basis.

Modes of Communication: Email and Blackboard
It is the student’s responsibility to regularly and frequently check email and Blackboard.

- The primary mode of communication within the Chicago College of Performing Arts is through the Roosevelt University email system. Students will receive access to an RU email account prior to matriculation; the account remains active following graduation. Faculty and staff are not obligated to communicate with students via personal email addresses or text messages. Students should check their RU email at least once daily, including the “Junk” folder. Students who are forwarding RU email to a personal email account must still log into their RU email accounts at least once a week, as the mail forwarding feature can malfunction. Students are responsible for all information that has been sent via RU email; this will include important topics such as advising appointments, all deadlines regarding courses and University processes, lesson and rehearsal scheduling, and scholarship information.

- The primary mode of communication regarding course-specific information is through Blackboard (https://blackboard.roosevelt.edu). Blackboard is an online learning management system for hosting course websites and communicating with member of the RU Community. Many courses within CCPA and throughout the University use Blackboard for posting and submitting course materials (including syllabi and assignments), conducting online course activities (such as discussions), and communicating with students. Materials specific to CCPA students, such as room reservation instructions, ensemble attendance records, diagnostic exam preparation materials, and GCR information, are posted on Blackboard.
Office Hours and Appointments
All full-time faculty hold regular office hours for students. These hours will be posted outside the faculty member’s office or studio door, and, in the case of classroom teachers, listed on course syllabi. No appointment is necessary during office hours. Some part-time faculty hold office hours as well; these will appear on their syllabi.

If a full-time faculty member’s office hours are not compatible with a student’s schedule, or if a part-time faculty member does not have published office hours, it is usually possible to make an appointment to meet with the faculty member. Faculty contact information should be listed on the respective course syllabus. Students may also refer to the Faculty/Staff Directory on the Roosevelt University website (https://roosevelt.edu/contact/directory). Please notify the appropriate Conservatory office if you have difficulty contacting any faculty member.

While University offices are open 9:00AM-5:00PM daily, deans, faculty, or staff may not always be available to see students. Observing posted walk-in office hours or emailing in advance to make an appointment are the best ways to address students’ questions and concerns as quickly as possible.

Performing Arts Library
The Performing Arts Library (https://www.roosevelt.edu/library/performing-arts-library) is located on the 11th floor, on the northeast side of the Auditorium Building. It houses an impressive collection of more than 50,000 scores, books, and periodicals, as well as over 15,000 recordings, and access to performance-related databases. In addition, it is equipped with audio listening equipment and video equipment. Through ILLINET, the PAL provides access to over 80 Illinois libraries and more than 1,000 libraries nationwide. The library staff is happy to provide you with any assistance you need in using the library. The Performing Arts Library hours during the school year are Monday through Thursday, 9:00AM-8:00PM; Friday, 9:00AM-5:00PM; Saturday and Sunday, 11:00AM-4:00PM.

Progress Reports
At two points during the semester, at the four-week mark and the midterm mark, faculty are asked to report any student whose grade is currently below a C, or who has excessive absences or other academic problems. The adviser and/or the Associate Dean/Director will then reach out on an individual basis to discuss the situation and possible remedies.

If you are concerned about your progress in any course, please speak to your instructor, program head, adviser, and/or Associate Dean/Director. You are encouraged to seek help at any point during the semester, but keep in mind that early consultation can be especially beneficial. In general, the earlier a situation is addressed, the more options you have to correct or improve it.

Room Reservations (ASIMUT)
ASIMUT (http://ccpa.asimut.net) is an online scheduling and room reservation system in which you may reserve practice rooms or shared studios/classrooms for individual practice or rehearsal, and view your schedule for music courses, rehearsals, final exams, and juries. For assistance using ASIMUT, please contact the Scheduling and Facilities Coordinator.

Students occasionally practice in empty rooms throughout the Auditorium Building, especially on the sixth through ninth floors. Please be aware that while a classroom may be temporarily empty, it may be scheduled for later use. Moreover, it is rarely isolated; other classes, faculty, or staff may be working in the vicinity,
and may find practicing disruptive. Please be considerate of other members of the University community, and, if requested to do so, find a more suitable practice location.

In addition to reserving music practice rooms, theatre conservatory students may also reserve theatre space by contacting the Production Office.

**RU Access**

RU Access ([https://ruaccess.roosevelt.edu](https://ruaccess.roosevelt.edu)) is an online platform through which students can check on matters pertaining to financial aid, academic transcripts, final grades, current class schedule, holds, and outstanding charges to their accounts. Students also use RU Access to update personal information and make tuition payment arrangements.

**Syllabi**

The syllabus is a document that communicates the course content, activities, and outcomes, as well as the requirements to earn a passing grade. Faculty will provide a syllabus for every course, including applied lessons. The syllabus may be distributed in hard copy, on Blackboard, or via email. If a syllabus is not distributed, please inquire with the instructor to obtain one. Students are responsible for reviewing the syllabus and for keeping track of all course requirements and deadlines, and for obtaining all materials in a timely fashion. Students should retain all syllabi for reference throughout the entire duration of their programs.

**MUSIC CONSERVATORY INFORMATION**

**Accompanists**

The Music Conservatory provides accompanists for classical voice studio lessons on a weekly basis. In addition, the Conservatory provides five hours per student, per semester, of accompanying to vocal jazz, string, wind, and brass students for recitals, master classes, performance classes, lessons, and juries. Only accompanists who have been approved and hired by the Music Conservatory may be compensated by the Music Conservatory.

Orchestral instrument students and faculty receive information on the approved accompanists available to their programs at the beginning of each academic year.

Music Conservatory students are eligible to audition for the Head of Piano for part-time employment as a vocal or instrumental accompanist. Auditions are held at the beginning of each semester.

**Advising and Registration**

Each student is assigned a full-time faculty academic adviser at the time of matriculation to The Music Conservatory. The academic adviser keeps records for each advisee, including a personal curricular plan. In addition to your Dean and Associate Dean, there are faculty members who have advising duties within the Music Conservatory. Please see the Dean or Associate Dean for additional information.

In the semester of matriculation, you will be registered for the first semester of courses by the Academic Operations Coordinator, based on your respective degree plan, test scores, transfer credit, and placement exam results. Any electives will be discussed on an individual basis prior to the start of the semester. In subsequent semesters, advising and registration take place in the prior semester: typically, November for the spring semester, and March/April for fall semester of the following academic year.
Each major has a curriculum map which is outlined in the Roosevelt University Academic Catalog (https://catalog.roosevelt.edu) as a semester-by-semester plan for the completion of degree requirements in the correct sequence. This is commonly known as the four- or five-year plan (for undergraduates) or the two-year plan (for graduates). Students and advisers share a joint responsibility to reference the appropriate plan every semester to make sure that graduation requirements are met.

During registration periods, students meet with their advisers to plan coursework for the upcoming semester and discuss progress in current classes. Instructions regarding the advising and registration processes are sent to students by the Academic Operations Coordinator prior to the opening of registration. All holds should be resolved before meeting with the adviser. Common reasons for holds include unpaid bills, library fines or unreturned materials, or missing final transcripts or immunization records.

Students are responsible for promptly responding to all adviser communications and signing up for an advising time slot each semester within the time frame specified by the adviser. We encourage regular contact with the adviser throughout the year. Advisers can clarify degree requirements, policies, and procedures; direct you to appropriate resources; assist with educated decision-making and career preparation; and provide counsel for academic difficulties.

**Books**
The Music Conservatory publishes two Books each year: an Instrumental Programs Book and a Voice Program Book.

The Books contain the complete schedules of all services (rehearsals and performances) required by every ensemble for the entire year, program information and location of concert venues both on and off campus, and performance class meetings. These schedules are provided so that you will be aware, from the beginning of the academic year, of the dates, times, and places for all events at which your attendance will be required. You are expected to consult the books regularly and to use them for planning; the schedules published in the Books are considered final and no services will be added.

The Instrumental Programs Book contains the schedules for all orchestra and wind ensemble rotations, as well as for string, wind, and brass chamber music. The Voice Program Book contains the schedules for all choir rotations, Freshman/Sophomore Showcase, Junior/Senior Opera, and Graduation Opera.

Syllabi for all performance classes and ensembles are also included in the Books. An updated copy of the relevant Book will be issued to each student at the beginning of the academic year; electronic copies of the Books are published on Blackboard.

**Change of Applied Music Instructor**
Students may request a change of applied music instructor by filing a completed Change of Applied Teacher form with the Music Conservatory Office. It is recommended, as a matter of professional courtesy, to first discuss the matter informally with the current teacher, if possible.

The first step in the formal process is to discuss the matter with the program head. The program head then confers with the current teacher, possibly other program faculty, and the Associate Dean/Director. If the program head approves the request, you should generally discuss the change first with the current teacher, and then with the requested teacher, both of whom must also sign the form. If you are uncomfortable
discussing the matter with the current teacher, for some reason, please discuss the matter with your Associate Dean/Director. Final approval must be obtained from the Associate Dean/Director. Please be aware that the decision to reassign is made by the administration of the Music Conservatory, and that it is not always possible to grant students’ requests.

The deadline for receipt of the completed Change of Applied Teacher form in the Music Conservatory Office is the last day of classes before the requested semester of change (e.g. the last day of spring classes for an anticipated fall change). For exceptions to this deadline, a written petition and a personal meeting with the Associate Dean/Director are required.

Teacher change may also be initiated by the studio teacher in consultation with the program head and Associate Dean/Director.

**Change of Major**

A change of major may be requested by filing a Change of Major form with the Music Conservatory Office and a Change of Program form with the Office of the Registrar. All admission requirements for the requested program must be met; these normally include an audition (or its equivalent) and/or, for prospective music education or BMA majors, a personal interview with program faculty. All audition and interview arrangements will be made by the Associate Dean/Director in consultation with the Assistant Dean for Enrollment and Student Services.

For priority consideration, the deadlines for receipt of the completed Change of Major form in the Music Conservatory office are November 15 for an anticipated spring semester change and March 15 for an anticipated fall semester change. After these deadlines, some majors may not be available.

If accepted into the new program, you will meet with the Associate Dean/Director and new program head before the end of the current semester to determine the remaining degree requirements and establish a timeline for graduation.

**Closed Courses**

Students should sign up for an advising appointment as soon as possible to secure a space in the courses/sections of their choice. If necessary, students may petition the Associate Dean/Director to register for a required course that has reached maximum enrollment. If permission is given, the Associate Dean/Director will register the student for the requested course. Permission from the course instructor is necessary but not sufficient for entry into a closed course.

**Course Waiver and Substitution**

You may be exempted from some degree requirements based on demonstrated abilities. This most commonly occurs for undergraduate students through the University and Music Conservatory placement examination processes. For instance, you may be exempted from taking ENG 101 based on your English placement score on the RU Assessment Exam, or from portions of the undergraduate musicianship core based on musicianship validation exam results. Other exemptions are less common, but may from time to time be recommended to the Associate Dean/Director by the faculty.

You do not receive credit for non-music courses from which you are exempted (non-music electives must be substituted for the waived requirements). You may, however, receive credit for music courses, as determined by the CCPA Academic Operations Coordinator.
Transfer students may request that courses completed at another institution be applied to CCPA coursework requirements. If such transfer coursework is not initially accepted, an appeal may be filed by submitting supporting evidence (syllabi, catalog descriptions, assignments, etc.) to the Associate Dean/Director, who will make the final determination of course equivalency, in consultation with program faculty.

**Damage and Theft**
Please report any damage to Music Conservatory equipment and facilities immediately to the Scheduling and Facilities Coordinator. Damage or malfunction involving pianos should be reported immediately to the Piano Tuner/Technician, using the form posted outside his office.

No food or drinks are permitted in the practice rooms.

Theft of Music Conservatory or personal property should be reported immediately to the Music Conservatory Office and to the Campus Safety Office. The University is not responsible for loss of or damage to personal property, including instruments.

**Emerging Artist Competition**
The Aeolian Classics Emerging Artist Award is offered by Aeolian Classics in partnership with the Chicago College of Performing Arts at Roosevelt University. Founded by Adam Neiman, Assistant Professor of Piano and CEO of Aeolian Classics, LLC, this prize is designed to positively transform the concert careers of outstanding young artists. Instrumentalists and ensembles enrolled at the CCPA compete for this honor annually. The winner is featured in a concert tour throughout the Chicago area, culminating in the production of an internationally-released debut CD album on Aeolian Classics.

The competition provides a merit-based context for selecting its winner. The competition is adjudicated by panel consisting of CCPA faculty and outside luminary musicians. Through Aeolian Classic’s combined efforts with the Center for Arts Leadership at the CCPA, the Emerging Artist Award also offers mentorship and career guidance in support of its winners.

**Ensemble Auditions and Rehearsals**
While ensemble participation is a requirement for all undergraduate and most graduate programs, enrollment in any specific ensemble is subject to placement and assignment. Ensemble auditions take place at the beginning of each academic year. Each summer, the Performance Activities Office communicates to students the ensemble audition schedule and requirements for the upcoming academic year. All students, new and returning, must audition for their ensemble placements.

Some ensemble assignments extend throughout an entire year, and others for only a semester. In large ensembles such as orchestra, wind ensemble, and the conservatory choir, part assignments may rotate with each concert preparation period, up to several times per semester. An ensemble assignment may also include participation in more than one group. When you receive your ensemble assignment at the beginning of the year, you will be informed in writing of its scope and length.

Large ensemble rehearsal schedules and part assignments are distributed by email and posted on the Large Ensemble Board in the hallway leading to AUD 925.

Students may be assigned to, or request to participate in, additional ensembles; such assignments are made at the discretion of the Associate Dean/Director and appropriate faculty. The stipulated rehearsal and
performance requirements for all ensembles must be fulfilled and a grade will be assigned, regardless of whether the student is enrolled for credit or no credit.

Membership in a performing ensemble involves a responsibility to the other students in the group as well as to the instructor. You are expected to attend all rehearsals and performances. Large ensemble attendance policies are included in their syllabi each semester.

**Equipment and Facilities**

When using any Music Conservatory room or facility, it is expected that students will display the appropriate consideration for other students and faculty by returning the room and any equipment to an orderly condition. In addition, any equipment that has been moved from another room (such as a music stand) should be returned to its original location. The rehearsal is not concluded until these matters have been resolved.

Please treat Music Conservatory pianos with proper care at all times. No metal objects may be used or placed on any part of the inside of a piano. No food or drink may be taken into any of the practice rooms. Piano damage or malfunction should be reported immediately to the Piano Tuner/Technician, using the form posted outside his office door.

**Excused Absences from Ensemble Activities**

When there is a legitimate reason to be absent from an ensemble rehearsal, the student must complete a Syllabus Exception Form (SEF) and submit it to the Performance Activities Office (AUD 932). If the request is approved, there will be no penalty for the absence.

Generally, excused absence requests will be considered for auditions, CCPA-sanctioned trips and performances, and performance opportunities at a high professional level. Such absences require a minimum four-week advance notification and written documentation from the host organization, confirming your participation. In some cases, you may be required to secure a substitute for the ensemble rehearsal. In general, absences are not excused for gigging opportunities and non-emergency personal reasons.

If you miss a rehearsal due to illness or other emergency, you must call the Performance Activities Office on the day of the absence and submit the SEF on the first day upon returning to school.

**Graduate Assistantships**

Graduate students may be eligible to apply for assistantships. These assistantships include a tuition scholarship, as well as a stipend. Graduate assistants work an average of 10 hours per week, performing support functions in the areas of arts leadership, musicianship, composition, music history, applied performance, ensemble, and collaborative piano. They are open to matriculating as well as continuing students. Students should contact the Assistant Dean for Enrollment and Student Services if interested in applying for an assistantship.

**Harpsichord Use Policy**

Students who wish to use the Music Conservatory’s harpsichord for a degree recital must obtain written approval and submit it with a written request to the Piano Technician/Tuner and the Scheduling and Facilities Coordinator at the time the recital date is secured. For additional information, please contact the Scheduling and Facilities Coordinator.
**Instrument Rental**
The Music Conservatory supplies instruments to students who are enrolled in the basic instrumental methods courses (brass, woodwinds, strings, and guitar). A $100 deposit fee is charged at the time of registration, to be refunded after all instruments in use have been returned in good condition. The course instructor will distribute the instruments at appropriate points throughout the semester.

Other instruments and equipment owned by the Music Conservatory are available for student use for CCPA ensemble rehearsals and performances during the school year. You may check out an instrument or piece of equipment after signing an agreement. The instrument/equipment must be returned by the specified due date, or a late fee of $1.00 per day will be assessed, up to the replacement cost of the instrument/equipment.

CCPA maintains instruments/equipment in working order; however, if any instrument/equipment is lost, stolen, or damaged through improper use or neglect, the cost of repair or replacement will be assessed to the responsible party. Please report any malfunction of the instrument/equipment to the Scheduling and Facilities Coordinator immediately. You are directly responsible for any instrument that you check out, and you may not pass it along to another student. CCPA instruments/equipment may not be checked out during intersession breaks.

**Juries**
Juries are final examinations in performance subjects (applied music), and are also scheduled during Week 15. In general, jury exemptions are only granted by certain departments, usually in the semester of a degree recital. Juries are scheduled by the Academic Operations Coordinator. You will be notified by email, approximately six weeks in advance, when your jury time is assigned. If there is a final exam conflict, it is up to you to request a time switch before the specified deadline. If a jury is required and you do not appear at the scheduled jury time, you will receive a failing grade for the jury. If you fail a jury, for any reason, you must repeat the associated applied course in a subsequent semester.

Please pay close attention to your finals week schedule, and do not make travel plans that conflict with the scheduled dates for final examinations and juries. Accommodations may not be possible for such conflicts.

**Mail Folders**
Each Music Conservatory student has a mail folder, located in the file cabinet in the hallway leading to AUD 925. Students should check the mail folder daily for returned assignments, music, course documents, and so forth.

**Recital Scheduling**
The Scheduling and Facilities Coordinator is responsible for scheduling all recitals. At the beginning of the fall semester, you will receive an email regarding scheduling procedures for the upcoming year. The Music Conservatory uses a priority system for reserving student recital dates. Graduate and Diploma students may first select their degree recital dates, followed by seniors, then juniors. All non-required recitals are scheduled after this process is completed.

The digital recital date request form requires the signatures of both the applied teacher and the program head, to ensure that faculty will be able to attend your performance. Other important information to be indicated on the form includes requests for dress rehearsal times, harpsichord use, and other services.
You must submit your complete recital program information to the Performing Activities Office no later than 10 business days before your scheduled recital date. This information must be emailed to studentrecitalprograms@roosevelt.edu, using the program template sent by email at the beginning of the recital semester. If you cancel the recital, a $100 cancellation fee will be charged. The cancellation fee must be paid before the recital can be rescheduled.

Program notes and/or text translations, if required, must be submitted to the appropriate person in final form no later than 10 business days before the scheduled recital date.

Because the recital program is an academic document for University archives and your college file, you may not produce your own program. Personal statements (such as thanks to teachers and parents) may not appear on the program, but may be included in the program notes.

If complete program information is not submitted by the deadline, or the information submitted for a degree recital does not fulfill curricular requirements, the recital will be cancelled.

**Solo Competition**
All registered, degree- or diploma-seeking CCPA students are eligible to compete in the Music Conservatory’s annual competition to perform a solo with the conservatory orchestra. One or more winners may be selected for performance during the following academic year. A former winner is ineligible unless s/he has completed a degree or diploma program and entered a new program since the previous win.

The Solo Competition takes place during the spring semester. Details concerning dates and other requirements of the competition will be distributed to all students and faculty around the second week of the spring semester.

Instrumentalists will present a complete concerto or other solo piece with orchestra. Singers will present a solo piece with orchestra; opera arias are not allowed. Your selection must be approved by both your applied professor and your program area head.

The competition will be judged by the conservatory orchestra conductor in conjunction with musicians from outside the CCPA community. Judges will base all decisions solely on the quality of the performance.

**Student Organizations**
The following student organizations are active in the Music Conservatory:

- **National Association for Music Education (NAfME), Student Chapter:** A professional organization open to music education majors only.

- **Orchestra Committee:** Open to students in orchestral instruments, the Orchestra Committee’s mission is to serve as a liaison between students and administrators, providing a platform for communicating student needs and opinions.

- **Sigma Alpha Iota (SAI):** A professional music fraternity for women, founded in 1903 at the University School of Music in Ann Arbor, MI, on the basis of music and sisterhood. The goal of SAI is to support and encourage its members, further music throughout America and the world, and better its members as both musicians and strong, talented, intelligent women.
Sharing Notes: A nonprofit organization that brings interactive live music performances to hospital patients in Chicago. Founded in 2012 by cellist Allegra Montanari, Sharing Notes organizes more than 60 performances per year. Through partnerships with CCPA, the Chicago Symphony Orchestra's Negaunee Institute, and local freelancing musicians, Sharing Notes engages compassionate volunteers who offer their talents to bring the healing power of music to hospital audiences. Sharing Notes has been featured on WFMT and ABC7 Chicago and received the 2013 Friends of La Rabida Award for Community Partnership.

THEATRE CONSERVATORY INFORMATION

Advising and Registration
All questions regarding academic advising will need to be addressed to the Associate Dean/Director of the Theatre Conservatory. Any program or curricular issues first need to be addressed to your Program Head.

Every semester, students are reminded several times to check their registration on RU ACCESS. Despite these reminders, every semester at the end of the term there are students who discover they have not been registered for the classes they thought they were taking. Please remember that your proper registration is ultimately your responsibility. If you do not take the time to check your registration, it could result in failing a class you never attended, or not graduating in a timely way because you were not actually registered for a required course.

IMPORTANT NOTE: If you wish to add/drop/withdraw from a course you must see the Associate Dean/Director of the Theatre Conservatory. You may not register for or withdraw from any class on your own, nor can this be handled by the university Advising Center. All Theatre Conservatory registration (including Add/Drop/Withdrawals) can only be processed by the Associate Dean/Director of the Theatre Conservatory.

Grading Scale
A student’s academic progress is indicated by the letter grades A, B, C, D, and F in completed courses. CCPA will not accept for Theatre Conservatory students a grade below a C-; such grades are considered failing grades in CCPA.

Thus, CCPA’s Theatre Conservatory will only accept grades of C- and above for coursework in the Acting, Musical Theatre Voice, and Musical Theatre Dance programs, in all classes required for graduation. This includes the credit hours of general elective classes taken outside of the Conservatory. Receiving an unsatisfactory grade will be grounds for disciplinary actions including, but not limited to: warning, probation, loss of financial awards, or possible dismissal. Receiving an unsatisfactory grade in a major-area class being taken for the second time will be grounds for all of the disciplinary actions listed above, but will usually result in immediate dismissal from the Theatre Conservatory.

- A grade of C: Indicates that a student is doing the minimal work needed to continue to the next level of classes. This grade might be awarded due to absence/lateness; attitude; minimal degree of participation; or minimal qualitative progress. In the latter case, this would be articulated in the rubric used to complement the grade in terms of assessment of success in a particular class and/or overall development as a performing artist. (Acceptable/Adequate) (Other common designation: Average)

- A grade of B: Indicates that a student is doing work that exceeds the minimal level as outlined above, for the requirements of a particular class and/or in terms of the rubric assessment of overall development. (Meritorious/Good) (Other common designation: Above Average.)
A grade of **A**: Indicates that a student is doing work that demonstrates mastery of the work in a particular class, and also represents the highest level of achievement in terms of the rubric assessment. (Excellent/Exceptional) (Other common designation: Superior.)

**Auditions**

1. **All students in the Theatre Conservatory who in good standing are required to audition for all productions that correspond with their major and to complete assigned crew work every semester. Both the casting assignment and the crew assignment are critical components of a receiving a passing grade in the Rehearsal and Performance (“R&P”) course. A student who has not fulfilled required crew obligations in the previous semester or who has not maintained a 3.0 major-area and 2.75 cumulative grade point average will not be permitted to audition.**

2. **A student who wishes to be “out of the casting pool” for any given semester or production must submit a request form and receive permission from the Director of the Theatre Conservatory, who will consider the reason for the request on a case-by-case basis. If the student’s request is granted, the student will not participate in auditions occurring at the beginning of the semester (or, in the case of productions, will be excused from accepting a part in that production); however, the student will still be registered for R&P and will be expected to complete all crew assignments, whether or not they are in the casting pool. The rules surrounding requesting and receiving permission to be out of the casting pool are as follows:**
   a. **Except for under exceptional circumstances, freshmen and sophomores, generally, are not eligible to request to be out of the casting pool.**
   b. **Juniors and Seniors may request to be out of the casting pool in only two (2) of their final four semesters.**
   c. **Permission to be out of the casting pool is a very individual consideration and will take into account many variables including the work of the student thus far in classes and the nature of the opportunity being presented. The final decision will be made with the student’s best interest as the foremost consideration. A student who wishes to accept work that will conflict with casting and/or crew assignments may wish to consider a leave of absence from school.**

3. **A student who auditions for a Conservatory show and has not received permission to be out of the casting pool, as described above, is expected to accept any role in which they are cast, and to participate fully in all required rehearsals and performances. If the student has a personal conflict (e.g., wedding, work schedule, travel, etc.) that will interfere with the student’s attendance at rehearsal and/or performance, the student must request permission to be absent, in writing, from the Director of the Theatre Conservatory and director of the performance at the start of the semester; permission of both is required in order for the absence to be approved.**

4. **Audition dates/times and audition-requirements will be scheduled, and announced in advance. Students will receive specific scheduled audition times from The Theatre Conservatory office prior to the auditions, unless they have been excused from the casting pool for that semester.**

**Borrowing Costumes and Props**

The following procedures govern the borrowing of costumes and props for classes and productions. The costume shop staff and/or production management reserve the right to refuse the borrowing of any item.
For class projects
All requests to use costumes and props for classes must be made to the Costume Designer for Theatre (for costumes) and Production Manager of the Theatre Conservatory (for props) at least 48 hours in advance of the need. If you make a request less than 48 hours, you should not expect to acquire the item(s). All requests must be accompanied by an email authorization from a faculty member.

A student arriving to retrieve the item(s) requested must leave a cash deposit in the amount of $10.00 (when borrowing up to five items) or $25.00 (when borrowing six or more items). The student will receive a receipt for their deposit and the deposit will be returned to the student upon return of the borrowed item(s).

For Miller productions
All requests to use costumes and props for a Miller production must be made to the Stage Manager by the Wednesday before the production’s tech rehearsal. The request must be submitted by including the request in the rehearsal report.

Graduating Students’ Showcase
At the end of Spring semester each year, the Theatre Conservatory presents a showcase of the work of graduating students, for various professionals in the field from around the region. Participation by a student in the showcase means we are telling those attending professionals that the student is now ready to be considered for full-time professional work in the field. The work of that student is representative of an artist who has completed the training of the Theatre Conservatory. Being a part of this showcase is a privilege that is earned by students over the course of their careers in the Conservatory and is not an automatic entitlement. Participation in the showcase will be determined by the Director of the Theatre Conservatory in consultation with the Assistant Director and program area heads, as well as the showcase director.

Off-Campus Theatre Activity
The Theatre Conservatory believes strongly in the value of doing outside work while a student and we encourage our students to gain professional experiences during their academic training. One of the advantages of studying theatre in Chicago is the ability to see and participate in productions ranging from work with major Equity companies (such as Chicago Shakespeare, The Goodman Theatre, Steppenwolf, etc.) to smaller non-Equity fringe theatres.

Generally, students do not need permission to audition for, or to accept, winter-break or summer theatre employment, unless it overlaps with the end of the current semester/school year or the beginning of the next. The following conditions, along with those contained in the Permission to be Out of the Casting Pool information in this Handbook, apply to off-campus theatre activity:

- Freshmen are not allowed to audition or perform outside of the Conservatory.
- During the academic term, it is the responsibility of each student to schedule their audition in a time slot that will not require absence from classes. If a student chooses to attend an audition that conflicts with a scheduled class, this is an unexcused absence and will be counted as such. Any exception to this must be cleared first with the instructor, and then with the Director of the Theatre Conservatory, and permission from both individuals must be in writing.
A student who is on probation in the Theatre Conservatory is not eligible to audition for outside productions during the school year, or to do outside internships, unless prior written permission is granted by the Director of the Theatre Conservatory. Once a student is removed from probation, they can again follow Conservatory procedure regarding outside productions and internships.

**Requested Changes to Physical Appearance**

From time to time, a student may be asked to change their physical appearance (e.g., by applying makeup; by cutting, dyeing, styling their hair, etc.) for a performance. Although students are sometimes adamant about personal choices in terms of hair or facial hair, the art of acting is the art of transformation. While students will not be required to make extreme changes such as shaving the head (although they might be asked if they are willing to do so), they should expect to have hair lengths, styles and occasionally even colors change, depending on casting. While wigging is sometimes an option, it is often not viable. Therefore, students will be required to make those types of changes to their hair which would be considered a normal part of the actor’s profession.

Relatedly, having piercings is a personal decision. However, as a general matter, no student may have facial piercings (including tongue piercings) during classes, rehearsals, or performances, unless (i) required by a particular part in a production and indicated by the director, or (ii) unless such piercings are part of the student’s religious or cultural dress.

Similarly, tattoos are a personal consideration. However, as a general matter, a student may be asked to cover a tattoo during a performance, unless such tattoo is part of the student’s religion or culture. Any student who feels that the changes requested by a director, costume designer, etc. are not in line with the policy outlined above or are otherwise inappropriate, is encouraged to speak with the Director of the Conservatory about the issue.

**Shoes**

Street shoes are not permitted in the dance studios. Please bring clean shoes for use in these rooms. If you have forgotten your clean shoes you must wipe clean and dry your shoes before entering the studios.

**Studio Usage**

Students are able to sign out dance studios for rehearsal/practice time. Requests to do so are submitted to Asst. Production Manager of the Theatre Conservatory Room. If a student is granted permission to use a space, they are responsible for restoring the room’s contents to the default set up diagram posted on the wall in each studio.

**Theatre Conservatory Office Policies**

The Theatre Conservatory office is located in Room 762. Because important work must be done in this office by Conservatory staff, it must not be used as a social gathering place.

Except in cases of emergencies, office telephones are not to be used by students for personal reasons—so please do not ask. The only non-emergency exception: If your crew or work-study assignment necessitates the use of a phone, you should ask to use the one located at the front desk only.

The office is not a message center for students. Only in the case of an emergency will we take a message and attempt to relay it to a student. You should leave messages for one another on the student message board outside of Room 782. Messages for faculty can be left on voice-mail for each faculty member, or send by e-Mail. No official information or requests should be sent by text.
The photocopier is not for student use. Only faculty, administration and staff can use the machines. The only exceptions to this are for work-study students doing official Conservatory work assigned to them by office personnel.

Faculty member requests for students to copy something must first be cleared with Managing Director of the Theatre Conservatory. Do not ask other people, or make copies with having received permission.

The computers in the office are for the exclusive use by the staff in their respective work areas and for designated work-study students. The use of any office computer to do homework, etc. will not be allowed, so please do not ask. The Academic Computer Labs are open during normal building hours and are available to students, free of charge.
APPENDIX A: STAFF DIRECTORY

Office of the Dean

Dean
Rudy Marcozzi
Office: AUD 920 | Tel: (312) 341-3782 | Email: rmarcozzi@roosevelt.edu
Final administrative authority on all aspects of CCPA • Fundraising • Alumni and external relations

Executive Secretary to the Dean
Deanna Fearnbaugh
Office: AUD 920 | Tel: (312) 341-3783 | Email: dfearnbaugh@roosevelt.edu
Executive support for the Dean’s Office • Research and reporting • Faculty and donor support • Inventory management

Office of Enrollment and Student Services

Assistant Director of Admissions
Amanda Horvath
Office: AUD 918 | Tel: (312) 341-6982 | Email: ahorvath@roosevelt.edu
Prospective student information • Auditions • Recruitment and admission • CCPA facility tours • Student services • Website and database management

Assistant Director of Outreach and Engagement
Stephanie Salerno
Office: AUD 909 | Tel: (312) 341-3795 | Email: ssalerno@roosevelt.edu
Social media and website management • Recruitment and admission • Prospective student event planning • Summer program development and management • Student services

Admissions Counselor
Ee Ming Chua
Office: AUD 909 | Tel: (312) 341-3796 | Email: ahorvath@roosevelt.edu
Prospective student information • Auditions • Recruitment and admission • CCPA facility tours • Student services

Admissions Counselor
Becca Skrha
Office: AUD 918 | Tel: (312) 341-6735 | Email: rskrha@roosevelt.edu
Prospective student information • Auditions • Recruitment and admission • CCPA facility tours • Student services

Center for Arts Leadership

Director of the Center for Arts Leadership
Allegra Montanari
Office: AUD 924 | Tel: (312) 341-3787 | Email: amontanari@roosevelt.edu
Alumni relations • Community engagement, social justice, and professional development for theatre and music conservatory students
**The Music Conservatory Office**

**Associate Dean/Director of the Music Conservatory**
Linda Berna  
Office: AUD 928 | Tel: (312) 341-3785 | Email: lberna@roosevelt.edu  
All music academic matters • Policy development • Budget preparation and administration • Faculty and staff contracting, assignment, and evaluation • Guest artist and concert season administration • Facilities, curriculum, and graduation oversight

**Academic Operations Coordinator**
Ariella Mak-Neiman  
Office: AUD 926 | Tel: (312) 341-4337 | Email: amakneiman@roosevelt.edu  
Student academic and degree planning support • Advising and registration support • Transcript/credit evaluation • Jury scheduling • Applied, ensemble, and jury grade submission • Student file management • Accompanist supervision • Website and database management • Student orientation planning

**Administrative Clerk for Academics**
Sean Archer  
Office: AUD 926 | Tel: (312) 341-3792 | Email: sarcher@roosevelt.edu  
Faculty & guest contract preparation • Studio, adjunct and overload faculty and guest payrolls • Advising, enrollment, and registration support • Academic support • Registration support

**The Performance Activities Office**

**Director of Performance Activities**
Elizabeth Sustar Nye  
Office: AUD 932 | Tel: (312) 341-2238 | Email: esustar@roosevelt.edu  
Oversight and policy development in all areas of performance activity • Guest artist and external venue arrangements • Performance season scheduling and oversight • Marketing and promotion

**Concert Coordinator**
Laura Bumgardner  
Office: AUD 932 | Email: lbumgardner@roosevelt.edu  
Concert Assistant training and oversight • Concert sign production

**Performance Activities Assistant**
Brittany Nelson  
Office: AUD 932 | Email: bnelson11@roosevelt.edu  
Concert program production • Audio and program archiving

**Piano Technician/Tuner**
Wesley Owen  
Office: AUD 927E | Tel: (312) 341-3699 | Email: wowen@roosevelt.edu  
Repair, tuning, and maintenance of CCPA’s piano inventory

**Music Conservatory Program Heads**

**Head of Orchestra/Orchestral Studies**
Emanuele Andrizzi  
Office: AUD 952 | Tel: (312) 341-2182 | Email: eandrizz@roosevelt.edu
Head of Guitar
Denis Azabagic
Office: AUD 944 | Email: dazabagic@roosevelt.edu

Chair of the Music Faculty
Dana Brown
Office: AUD 945 | Tel: (312) 341-4154 | Email: dlbrown@roosevelt.edu

Head of Music Composition
Kyong Mee Choi (on leave, Fall 2019)
Office: AUD 947 | Tel: (312) 341-7137 | Email: kchoi@roosevelt.edu

Head of Piano
Winston Choi
Office: AUD 904 | Tel: (312) 341-2145 | Email: wchoi@roosevelt.edu

Head of Opera
Susan Payne O’Brien
Office: AUD 949 | Tel: (312) 341-2116 | Email: sobrien@roosevelt.edu

Head of Voice
Judith Haddon
Office: AUD 914 | Tel: (312) 341-2171 | Email: jhaddon@roosevelt.edu

Head of Percussion
Edward Harrison
Office: AUD 1092 | Tel: (312) 341-6472 | Email: eharrison@roosevelt.edu

Head of Music Education
Dan Healy
Office: AUD 905 | Tel: (312) 341-6785 | Email: dhealy01@roosevelt.edu

Head of String Chamber Music
Adam Neiman
Office: AUD 906 | Tel: (312) 341-3781 | Email: aneiman@roosevelt.edu

Head of Strings
Richard Hirschl
Email: rhirschl@roosevelt.edu

Head of Woodwinds
J. Michael Holmes
Email: mholmes04@roosevelt.edu

Head of Woodwind Chamber Music
Dennis Michel
Email: dmichel@roosevelt.edu

Head of Core Music Studies
William Hussey
Office: AUD 931 | Tel: (312) 341-6468 | Email: whussey@roosevelt.edu
**Head of Jazz and Contemporary Music Studies**  
Scott Mason  
Office: AUD 903 | Tel: (312) 341-6947 | Email: smason@roosevelt.edu

**Head of the Bachelor of Musical Arts Program**  
Thomas Kernan *(on leave, 2019-2020)*  
Office: AUD 954 | Tel: (312) 341-2040 | Email: tkernan@roosevelt.edu

**Theatre Conservatory Office**

**Associate Dean/Director of the Theatre Conservatory**  
Ray Frewen  
Office: AUD 764 | Tel: (312) 341-2160 | Email: rfrewen@roosevelt.edu

**Managing Director of the Theatre Conservatory**  
Kendall Kelley  
Office: AUD 762  
Tel: (312) 341-6355  
Email: kkelley@roosevelt.edu

**Production Manager of the Theatre Conservatory**  
Tim Stadler  
Office: AUD 752  
Tel: (312) 341-2163  
Email: tstadler@roosevelt.edu

**Asst. Production Manager of the Theatre Conservatory Room**  
Daniel Drake  
Office: AUD 752 or Room 315 (218 S. Wabash)  
Tel: (312) 341-6378

**Theatre Conservatory Program Heads**

**Head of Acting**  
Kestutis Nakas  
Office: AUD 744  
Tel: (312) 341-2048

**Head of Musical Theatre – Dance**  
Jane Lanier  
Office: AUD 758  
Tel: (312) 341-2119

**Head of Musical Theatre**  
Ray Frewen  
Office: AUD 764  
Tel: (312) 341-2160