This handbook is designed to help you navigate the School of Creative and Performing Arts and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary. We look forward to working with all of you.

scpa.ucalgary.ca
Welcome to the University of Calgary’s School of Creative and Performing Arts. At the SCPA we’re exploring the distinctiveness of Dance, Drama and Music as well as the many opportunities for inter-arts and interdisciplinary collaboration and exchange that are now available to us. Our school vision neatly captures our ambitious aspirations.

_The School of Creative and Performing Arts is reimagining artistry for the twenty-first century through a careful balance of tradition and innovation, coupled with a deep engagement with our contemporary world._

We’re excited that you’ve decided to join us on that journey.

- Bruce Barton, Director, School of Creative and Performing Arts

The faculty and staff of Drama in the School of Creative and Performing Arts welcome you to a year of exploration, innovation, creativity and camaraderie. We encourage you to attend all drama productions and scene studies, as well as concerts and dance presentations throughout the year. Engaging in inter-arts collaborations is one of the unique opportunities offered to you in the SCPA.

**scpa.ucalgary.ca**

The SCPA website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources.
Key administrative contacts

Division of Drama
dramaug@ucalgary.ca

April Viczko
Division Chair, Drama - CHD 107 (Winter 2020)
403.220.6026
aviczko@ucalgary.ca

Clem Martini
Acting Division Chair, Drama - CHD 107 (Fall 2019)
403.220.6026
martini@ucalgary.ca

Andrew North
Manager, Academic Production - RT 109
403.220.7342
andrew.north@ucalgary.ca

Dr. Pil Hansen
Graduate Program Director, Drama - CHD 227
403.220.5088
pil.hansen@ucalgary.ca

Dr. Bruce Barton
Director, SCPA - CHD 104
403.210.6265
bruce.barton@ucalgary.ca

Front Desk and Room Bookings
403.220.5313

Krystle Monahan
Undergraduate Program Administrator (UPA) - CHD109
403.220.3970
krystle.monahan@ucalgary.ca

Alison Schmal
Graduate Program Administrator (GPA) - CHD 110
403.220.5422
aschmal@ucalgary.ca

SCPA administrative office

The School of Creative and Performing Arts (SCPA) administrative office for Dance, Drama, and Music is located in Craigie Hall Block D Room 100, and offers students a central location to:

- pick up forms for performance practicum applications and more
- submit assignments to be placed in instructor mailboxes
- pick-up/drop-off keys for your rooms booked via the online tool
- receive program-specific advising

Please note:

- The administrative office is open Monday to Friday from 8:30 a.m. to 4:30 p.m. (closed between 12-1 p.m.). The office is closed on statutory holidays.
- The administrative office does not provide paper, pens, envelopes, change, etc.
- The administrative office is unable to take messages for students, unless there is an emergency.
- Students are not allowed to use the SCPA fax or photocopy machines.

Division of Drama bulletin boards

Important information is regularly posted on the Division of Drama bulletin boards (outside the SCPA administrative office CHD 100). Here you will find details about:

- upcoming auditions
- notes, production schedules, and updates from your peers
- SCPA events, important deadlines, and special announcements, and more!

Student Centre contact information

Because important correspondence will be forwarded to students throughout the academic year it is important that you register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. Your ucalgary.ca account is your primary account, so check it often.
Academic advising

**SCPA**
The Division Chair and the Undergraduate Program Administrator in the SCPA assist undergraduate students with program-specific inquiries. For example, they provide advice for students on:

- SCPA program-related questions
- SCPA course-related questions
- details about the Major field
- theatre internship courses
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

Location: Craigie Hall, block D room 100
Email: dramaug@ucalgary.ca
Phone: 403.220.3970
Web: scpa.ucalgary.ca

SCPAn office hours: Mon-Fri, 8:30 a.m.-12 p.m. & 1-4:30 p.m.

For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**.

Location: MacKimmie Tower (MT 116)
Phone: 403.210.ROCK (7625)
Web: ucalgary.ca/currentstudents/contact

For information on all student wellness services on campus: counselling, health care, health promotion and peer support, please connect the Wellness Centre.
Web: ucalgary.ca/wellnesscentre

**Arts Students’ Centre (ASC)**
The Faculty of Arts program advisors in the Arts Students’ Centre (ASC) assist undergraduate students in planning their overall degree programs. For example, they provide advice to students on:

- course audit forms
- changes of program and registration
- graduation checks and guarantee
- academic requirements
- after-degree program
- international exchanges
- contextual questions about Major and Minor programs in the Faculty of Arts
- ASHA and Co-op programs
- MHST, INDG, SAST and WMST courses
- academic probation and misconduct

Location: Social Sciences Building, Room 102
Email: ascarts@ucalgary.ca or artsads@ucalgary.ca
Phone: 403.220.3580
Web: arts.ucalgary.ca/advising

Program advising hours:
M/T/W: by appointment, 9 a.m.-12 p.m., 1-4 p.m.
TH: by appointment, 1-4 p.m.
F: drop-in, 9 a.m.-12 p.m., 1-4 p.m.

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Location: Taylor Family Digital Library (TFDL), 3rd Floor
Email: success@ucalgary.ca
Phone: 403.220.1381
Web: ucalgary.ca/ssc
Academic Requirements and checklists

Academic Requirements (AR) is a tool for academic program planning, accessed through your MyUofC quick links. However, SCPA programs are different than most programs in the Faculty of Arts so **AR won't always give you complete information.** We suggest that you use both the SCPA degree checklists and the Arts Students’ Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression. The SCPA program checklists are available on [https://arts.ucalgary.ca/schools/creative-performing-arts/drama/current-students](https://arts.ucalgary.ca/schools/creative-performing-arts/drama/current-students).

Students are also encouraged to review the program information that is available in the **University Calendar** ([ucalgary.ca/pubs/calendar](https://ucalgary.ca/pubs/calendar)): 4.13 School of Creative and Performing Arts; 4.13.5 BFA in Drama; 4.13.6 Concurrent BFA (Drama Education)/BEd; 4.13.7 Minor in Drama; 4.13.8 Professional Theatre Internship.

Directed studies

Senior-level students may undertake a directed studies course (DRAM 571) to delve more deeply into a topic not covered by other courses, with the approval of the Division Chair. You must have a faculty member who will supervise you. You will also be required to complete an application for directed study form, including a course outline. Once the student and instructor have signed and submitted the application, the Division Chair reviews the proposal and makes the decision whether or not to approve the directed studies course. **Completed forms must be submitted to CHD 100.** Forms are available on the SCPA website.

Graduate studies

Students intending to pursue graduate studies in Drama should review graduate program admission requirements early in their academic career. Most Canadian universities require a reading knowledge of at least one modern language other than English; keep this in mind when selecting open option courses.

The Drama graduate program will hold an information session in the Fall term for 3rd and 4th year undergraduate students interested in finding out more about the Master of Fine Arts degrees. Students who attend will learn more about graduate research, costs and available funding, and will have an opportunity to hear from past and current graduate students. Stay tuned to the Bulletin Boards outside of CHD100, and the SCPA Drama page for more information.

Graduating

Applications for graduating in the June ceremony open in September and close in March. Before you apply to graduate, schedule an appointment with the advisors in the Arts Students’ Centre to complete an official grad check. Visit [ucalgary.ca/registrar/graduation](https://ucalgary.ca/registrar/graduation) for more details and a graduation checklist.

Minor

To complete a Minor, you need to complete a minimum of 30 units; visit [arts.ucalgary.ca/changingprogram](https://arts.ucalgary.ca/changingprogram) and [ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major](https://ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major) for more info. Apply by February 1 through your Student Centre for fall admission.

Registration exemption requests

**Students may submit a request for the following exemptions from the registration regulations:**

1. Requests for a late withdraw (W) from a course(s), provided a student has not attempted the final examination/assessment. Requests must normally be submitted within 30 calendar days of the last day of the term in which the course was taken or in exceptional circumstances up to one year from the start date of the course.

2. Requests for a late add/drop/swap for a course. These requests will be granted only in exceptional circumstances. A student must outline the exceptional circumstances for the request and provide supporting documentation. In the case of a late add/swap, a student must also provide written support from the Dean, or designate, of the Faculty offering the course.

3. Requests to exceed the number of units permitted as an Open Studies students. Requests must be submitted at least 30 calendar days prior to the start of the term in which a student wishes to take additional courses.
Requests and supporting documentation must be submitted to the Office of the Registrar for decision at rgappeal@ucalgary.ca within the timelines noted above, if any. Requests will be reviewed in the order they are received and decisions will be provided within 30 calendar days. Decisions will be sent by email to the students' UCalgary email account. Should a student wish to appeal a decision of the Office of the Registrar, they may do so within 15 calendar days of date of the communication providing the decision. Appeals will only be considered on procedural grounds or based on new information that was not available at the time of the original request. Appeals must be submitted to the Vice-Provost (Student Experience) for decision at vpse@ucalgary.ca. The decision of the Vice-Provost (Student Experience) is final. ucalgary.ca/pubs/calendar/current/b-20.html

Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).

Practicums

Another way of getting course credit for your work is through a practicum (DRAM 391/393/491/493). Practicum credits are awarded specifically for work attached to a production in the academic year, and must involve academic exploration of the production. The course requires an appropriate supervisor and the completion of a reflection paper. Completed forms must be submitted to CHD 100. Forms are available on the Drama bulletin board outside CHD100 and on the SCPA website.

Transfer students and transfer credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines are required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the Arts Students’ Centre and visit arts.ucalgary.ca/node/2096 for more info.

Registration tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, connect with the SCPA Undergraduate Program Administrator (UPA) (dramaug@ucalgary.ca) for advice, answers, and referrals. If you wish to book an appointment with the UPA you may do so by email or in person at the SCPA front desk in CHD100.

Full-year courses: for full-year courses, remember to register in part A (fall term) and part B (winter term).

Audit forms: These forms are available on ucalgary.ca/registrar/student-forms. Students are responsible for collecting all the instructor signatures, and submitting the form to the Arts Students’ Centre (SS 102) for the Faculty Advisors signature; these forms should not be submitted to the SCPA office in CHD100.

Requesting pre-requisite waivers: Please contact the instructor directly to explain your situation. If they agree, ask the instructor to send the UPA an email stating their consent, your student information (full name, UCID), and the course information. The UPA will add the enrollment permissions and send you an email to let you know that you can register for the course.

Requesting a course substitution: Please email the UPA with details about which courses you want to substitute and why. The UPA will review the request with the Division Chair, and we will contact you with the result of the review.

Course-specific questions: Please contact the instructor directly. Current and archived course outlines will be available on scpa.ucalgary.ca

Course auditions: Please be aware that there are course auditions for some classes, including advanced-acting classes, dance technique classes, and music ensembles. Please check the Division bulletin boards outside of the SCPA main office (CHD 100).

Can’t find a course in your class search? When you search for classes, make sure that you UNCHECK the box that says ‘show open classes only’ (on the first screen where you select the term, subject) so that you can see all of the courses that are being offered during a term regardless of whether they are at full capacity or not.
SCPA Facilities and Resources

Booking rooms

If you wish to book an unoccupied classroom for rehearsals and class projects, you can submit your request online on arts.ucalgary.ca/schools/creative-performing-arts/home/facilities. The Front Desk in CHD 100 can assist you if you have troubles with the system.

The booking request will go to the booking manager for approval and you will receive an email notification with approval or non-approval. **Booking priority is in effect for all bookable rooms and studios so you may be removed in favour of higher priority bookings and the booking manager will work to accommodate you.**

Please note that students may book rooms for a maximum of three hours per day, until 11 p.m. Only Main Stage production stage managers and ND Theatre are able to block book rooms. Please note that the Reeve and Matthews Theatre have restrictions on when they can be booked.

Room keys are available from the front desk in CHD 100. The key must be returned as soon as you finish with the room; if the key is checked-out overnight or over the weekend, the key should be returned to the CHD 100 drop box in an envelope with your name on it. You will require your UNICARD when checking out the key. The SCPA will follow up on keys not returned on time. Room booking privileges may be withheld if room keys are not returned in a timely manner.

Individuals who book spaces must strictly adhere to the regulations guiding bookings.

Those who wish to rehearse at the University of Calgary can only do so if they have officially booked the rooms and been provided a key for a particular time and a particular room. The rooms should be secured when not in use. The keys should be returned when the individual booking has been completed.

**If you have not booked a room, and have not been provided a key, you should not be using a space in the School of Creative and Performing Arts.**

**Those who have booked a room and been provided a key are not authorized to loan their key to anyone else, nor are they authorized to permit others to ‘borrow’ the space for rehearsal once the room has been opened.**

Use of Technical Equipment in the Matthews Theatre

A number of preset lighting cues have been programmed into the panel on the wall next to the doors leading to the Dressing Rooms.

Any use of the Matthews Theatre, outside of booked classes, requires that the room be booked in advance through the SCPA’s Booking Coordinator, Gillian Webster at gillian.webster@ucalgary.ca or the SCPA reception. The sound and lighting boards in the room can only be operated by personnel trained on this equipment.

If you would like a change to the lighting setup in the room please speak to Trevor McDonald well in advance of your event. Our theatrical equipment is very expensive and should only be used by trained personnel. If you would like training on the lighting and sound boards, or have any questions, concerns, or technical issues with the equipment in the Matthews, please reach out to Trevor McDonald at trevor.mcdonald@ucalgary.ca.

Costume and Properties Shops

Drama students have access to two shops run by three professional staff members. You have the ability to borrow costumes and props for class projects. Both shops are located in the Reeve Theatre complex. See shop doors for sign up times for pulling items.

Lisa Roberts, Wardrobe Manager, Costume Shop
Halina Supernat, Wardrobe Assistant, Costume Shop
Carolyn Choo, Properties Master
Drama Undergraduate Society (DUS)
The Drama Undergraduate Society (DUS) is a student-run club that creates student-experience events, including workshops, holiday parties, and the Division's own year-end award show. For more information on events and membership, and how you can campaign to become the 2019-2020 First-Year Representative, visit the executive team in the DUS headquarters (CHC 005), connect by email (uocdus@gmail.com) or join the 'U of C DUS' group on Facebook.

University Theatre Services
University Theatre Services (UTS) is a support service unit within the SCPA whose primary function is to support the academic programs of the divisions within the School. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Reeve Theatre, and the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, and the Mezzanine Gallery, for both on-campus and off-campus customers. UTS offices are located in Craigie Hall D Block (CHD 100). See the Opportunities section below for details on how to apply for a front-of-house/usher position with UTS.

Taylor Family Digital Library (TFDL) resources
The University of Calgary Libraries and Cultural Resources supports the Dance program with extensive collections and services, including research advice and accessing materials (audio/visual, books, periodicals, online databases). These collections and services are a valuable resource for students and faculty so please make good use of them. Visit library.ucalgary.ca for more information.
If you have specific questions, connect with Mark Stoeckle mstoeckle@ucalgary.ca; TFDL160: 403.220.6777

Integrated Arts Media Lab
The Integrated Arts Media Lab (IAML) offers a dedicated digital arts education and production environment located on the 6th floor of the Arts Parkade, created specifically for students in Art, Dance, Drama, and Music. The IAML consist of three facilities: The Integrated Arts Media Lab, the NBC Universal Multimedia Laboratory, and the Collaboration/ Presentation/Installation (CPI) Space. The main lab houses 20 workstations, each equipped with a Mac computer, MIDI keyboard and dual or colour-calibrated displays. It also offers a full range of creative production and educational software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. View ucalgary.ca/iaml for more information.
Outside of class times, Dance, Drama, and Music students can gain access to the main lab seven days a week from 7 a.m. until 11 p.m. by simply swiping their UNICARD on the proximity pad outside the door. If your card does not open the front door, you may need to have your UNICARD replaced or activated. For more details on this process, visit ucalgary.ca/iaml/help/cardaccess. Staff and student technicians are available for assistance (Mon-Fri 9 a.m. to 4 p.m.).

Sonic Arts Lab
The Sonic Arts Lab, located beside the Integrated Arts Media Lab, is a multi-channel digital audio studio designed for teaching, creation and research involving sound and technology. Students and faculty realize projects in electroacoustic music, soundscape composition, computer music, multi-channel sound spatialization, and interactive music involving instruments with computer, and sound design for video, film, and stage production.
Contact Dr. David Eagle (eagle@ucalgary.ca) for more information about the lab and how to access it.

Telemedia Arts Lab
Telearts experiments with real-time artistic and musical collaboration over high-speed research networks. The Telemedia Arts Lab is directly connected to Canada's research network backbone (CAnet) via Alberta's own cyber infrastructure provider, Cybera. The lab is home to Syneme, established under a Canada Research Chair in Telemedia Arts. It serves as a point of multidisciplinary collaboration at the University of Calgary, offering high definition cameras, projectors, low latency audio and expertise to facilitate creative projects.
Contact Dr. David Eagle (eagle@ucalgary.ca) for more information about the lab and how to access it.
Finding your way around

Visit ucalgary.ca/map for a campus map or to use the interactive room finder.

Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement.

*For example: the main office for the School of Creative and Performing Arts is CHD 100. It’s located on the main floor of Craigie Hall, block D.*

Studios

Rehearsal studios for Dance, Drama, and Music are located in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

Classrooms

The majority of classes in the SCPA are taught in Craigie Hall in blocks D, E and F with a few lecture classes booked in campus lecture halls and large dance classes hosted in Kinesiology.

Performance spaces

The SCPA has a number of performance spaces that support our work. These spaces are all close or connected to Craigie Hall and can be found in the creative block, which includes the Rozsa Centre, The F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.
Professional opportunities

Working with SCPA: Students in Dance, Drama and Music have a number of opportunities for paid, part-time work to complement and support their studies. Opportunities are by application and follow the procedures listed below.

Front-of-house (FOH) ushers with University Theatre Services (UTS)

Students who are interested in a fun and flexible evening/weekend work schedule are encouraged to send their resumes to the Front of House Manager (foh@theatreservices.ca) for the opportunity to work as an usher for UTS. Ushers will work mostly evenings and weekends, and must be available at least one weekend day/night. Hiring will take place in mid-August and in mid-December.

Paid Professional Theatre Internship

The Professional Theatre Internship Courses (non-credit) have been developed as a response to the needs of those undergraduates who are in training to develop careers as theatre professionals. They endeavour to bridge the gap between study and professional experience, which most graduates of formal training institutions usually face. Qualified students may be placed in internship positions with various local professional companies such as Alberta Theatre Projects, Quest Theatre and Vertigo Theatre. Interns have been accepted in the areas of Theatre Management, Acting, Directing, Dramaturgy, Stage Management, Production Management, Design and Playwriting. Interested students with fourth-year standing apply for admission to the course in February.

#uni

#uni is presented to 4000 incoming students annually as part of the Fall Orientation program. The production explores many aspects of campus life and aims to raise student awareness of campus resources that are available to help support campus safety, inclusivity, equality, resiliency, and mental- and physical-wellness. Auditions for this summer employment opportunity (August to September) are held in April for a number of positions including actors, a stage manager, a director, and a designer/technician.

Student assistants

A number of part-time student assistant positions are available in the Division of Drama. Positions will be posted in early-September. Students will support a number of areas, including technical, properties, wardrobe, make-up, and front-of-house. Please contact Andrew North, Manager of Academic Production, (andrew.north@ucalgary.ca) for more details.

Wagonstage

Wagonstage Children’s Theatre is a joint program with the Calgary Zoo, MiniU and the University of Calgary’s Division of Drama. The Wagonstage plays are written and directed by theatre professionals, and are designed and acted by graduate and undergraduate Drama students. Wagonstage is an enduring and respected example of community programming partnered with a post-secondary educational experience. Auditions are held in late April for the four positions (3 actors and 1 actor/stage manager). Contact the Division Chair of Drama for more information.
Creative opportunities

Creating with SCPA: As part of the rich ecology of creation in Dance, Drama and Music, students have opportunities to work on various creative projects. Watch the call boards outside CHD100 and CHD004 for announcements.

Mainstage Productions

Students are encouraged to check the Drama bulletin boards for audition postings for the Mainstage season. Auditions are held in early September and are open to all University of Calgary students.

ND Theatre

ND is a student-run theatre company that produces student work during the noon-hour in the Reeve Secondary and Matthews Theatre. It is a fantastic way to gain practical experience in a variety of roles (acting, directing, stage managing, designing, operating, front-of-house). Performances are $2.00 and are open to the public. You can connect with them via email at ndtheatre@gmail.com for more information.

Arts Co-Curricular Enhancement (ACE) Credit

The UCalgary ACE Experience encourages (and rewards) students to pursue five different arts experiences as part of their undergraduate education. Collect all five cards listed below to receive your ACE Credit on your Co-Curricular Record:

- Ace of Hearts: Attend a performance as an audience member
- Ace of Spades: Participate in arts creation as an artist
- Ace of Diamonds: Attend or participate in an event with cultural/historical significance
- Ace of Clubs: Join and participate in an arts-based club
- Joker (Wild Card): Another experience that relates to any of the above

If you are interested in participating, please email arts.experience@ucalgary.ca and visit werklund.ucalgary.ca/upe/ace for more information.