Undergraduate Student Handbook
2019-2020

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 the School of Creative and Performing Arts would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the SCPA website and review the key information for your program. We also encourage you to attend as many concerts, plays, and dance presentations as you can throughout the year in order to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

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.
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 Major declarations, recital packages 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.

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

- upcoming auditions
- important forms
- recital hour credit tallies
- SCPA events, important deadlines, and special announcements, and more!

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
- declaring a Major (BMus students)
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

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

SCPA 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: 403.220.5881
Web: ucalgary.ca/ssc

Academic Requirements and checklists

Academic Requirements (AR) is a tool for academic program planning, accessed through your MyUCalgary 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 arts.ucalgary.ca/schools/creative-performing-arts/music/current-students.

Students are also encouraged to review the program information that is available in the University Calendar (ucalgary.ca/pubs/calendar): 4.13 School of Creative and Performing Arts; 4.13.9 BA in Music; 4.13.10 BA Honours Music; 4.13.11 BMus in Composition; 4.13.12 BMus in Integrated Studies; 4.13.13 BMus in Performance; 4.13.14 Concurrent BMus (Music Education)/BEd; 4.13.15 Minor in Music; 4.13.16 Minor in Sonic Arts; 4.13.17 Concentration in Sonic Arts.
Independent studies

Senior-level students may undertake an independent studies course (MUSI 561) to delve more deeply into a topic not covered by other courses, with the approval of the Division Chair. Students wishing to do an independent study must first make an appointment with the Division Chair. You will also be required to complete an application for independent 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 independent study course. **Completed forms must be submitted to CHD 100.** Forms are available on the Music bulletin board and on arts.ucalgary.ca/schools/creative-performing-arts/music/current-students.

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 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 and 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).

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.
Program requirements

Concert attendance (MUSI 105.01, 105.02, 105.03 and 105.04)

Attending concerts is an absolutely essential part of your musical training. Hearing and watching live performances exposes you to great music, trains you to be a better listener, to understand music in its intended context, and to understand the concepts of stage presence and etiquette.

For this reason, all BMus students must take Music Listening (MUSI 105.01, 105.02, 105.03 and 105.04) each year of their program. So that students may attend the Recital Hour Series concerts, students should not enroll in courses that meet MWF from 12 to 1 p.m. BA Music students are encouraged to register in the Music Listening courses, but it is not a program requirement.

Students receive credit for MUSI 105.01, 105.02, 105.03 and 105.04 and not a formal grade. To receive credit for attending Recital Hour, students must swipe their UNICARD through the card reader prior to exiting the hall. Credit for attending other concerts or performances require the submission of the concert ticket(s) to the Undergraduate Program Administrator, whose office is located in CHD100. The Division of Music will notify students via email as to the deadline for submitting concert tickets. Students must include their full name and student UCID on each ticket submitted.

Students will not be allowed to register in more than one Music Listening course per academic year unless they have permission from the Division Chair of Music, which will only be granted in extraordinary cases.

Music Listening Requirements

- Attend at least **20 approved concerts in the Eckhardt-Gramatté Hall** during each academic year (Sep. to April), including:
  - At least **10** concerts from the Division’s **Recital Hour Series** (Monday, Wednesday, and Friday at noon);
  - **Approved events**, such as concerts from the Faculty & Friends Concert Series, Monday Night Jazz, Recital Hour, Ensemble Concerts and Junior and Senior Recitals.

  **Students may not receive music listening credit for recitals or concerts in which they have performed.**

Declaring a Major

All BMus students (with the exception of students in the concurrent BMus/BEd program) need to apply for a Major at the end of their first year, selected from the following list: Composition, Integrated Studies or Performance

The Major Field of Specialization Declaration Forms will be emailed to students in January (also available on the SCPA website) and are due by Feb. 1 along with all supporting documents.

Admission to a Major is conditional upon: the completion of MUSI 211, 213, 221, 223, 225 and 255 with an average of “B-“ (2.70 GPA) or better in those courses; completing the keyboard proficiency requirement; and is subject to the approval of the Division Chair on the advice of the faculty members. In addition, students wishing to Major in Composition or Performance must have grades of “B” (3.00 GPA) or better in courses in their area. Music Education students must maintain an overall minimum average of “B” (3.00 GPA).

Students whose progress is unsatisfactory will be required to select another area of study within the Division of Music. Continuing majors who wish to change their majors follow the same process regardless of which year the change is being declared.

A registration block will be placed on those students who do not complete the declaration of Major form by the deadline. Students will not be able to register for the following semester until a Major has been declared and approved.

Information on course requirements for each of the Majors is available in the 2019-2020 University Calendar, sections 4.13.11 to 4.13.15.
Ensembles

Most BMus Music students are required to participate in at least one ensemble a year (please refer to your program checklist). Auditions are required each year and it is the student’s responsibility to arrive promptly for the auditions they have signed up for. Sign-up sheets are posted the last week in August on the Music bulletin boards. Further information about the ensembles can be found on the SCPA website. Uniform dress may be required for the performances of some of the ensembles. Course credit will only be given for participation in ensembles that are timetabled by the registrar and have an MUPF course name.

Juries

Juries for students taking private lessons take place at the end of the fall and winter semesters (December and April), during the week following the last day of classes. Juries are typically 20 min in length and students must provide one copy of all music being performed for the jurors. A Jury Report Form listing all repertoires must be completed and presented to the jurors. This form is available on the Music bulletin boards and the SCPA website.

Keyboard proficiency

If you are entering the BMus or BMus/BEd program and are not a piano Major, you will be required to take either MUSI 127 (Class Piano) or a keyboard proficiency exam covering basic technical materials and sight-reading. If you have previously earned Grade VI Piano Conservatory Canada or Grade VI Royal Conservatory of Music within 3 years of entering the program, the requirement will be waived. Please provide a copy of the RCM certificate to the Undergraduate Program Administrator in CHD 100.

Private lessons

Do not be alarmed if you see an extra fee for private lessons on your tuition bill. To help cover the costs of one-on-one teaching, supplemental fees are attached to each of the private lesson courses. For the 2019-20 academic year this fee is $459 per course.

Grades for private lessons are submitted to the Division Chair at the end of each semester and determined according to the following schemes:

- MUSI 221 - if jury requested, 40% jury, 60% instructor; OR 100% instructor
- MUSI 223, 321, 323, 421, 423, 462A, 521, 523, 562A – 40% jury, 60% instructor
- MUSI 462 (Junior Recital), MUSI 562 (Senior Recital) – lesson grade 50% (35% at end of fall term, 15% before recital), recital grade 50%

Recital Hour

The sign up sheet can be found on the bulletin boards in the practice hallways or CHD100 hall. Please include the names of performers, piece(s) to be performed, and timings; the maximum time limit for each recital hour performance is 15 min. The form must be signed by the student’s applied lesson teacher, and submitted to the Undergraduate Program Administrator at least 3 days in advance.

Students are responsible for their own set-up and take down of any required instruments, stands, and chairs.
Recitals, Junior and Senior

There's more to it than playing your best!

All students registered in MUSI 462 and MUSI 562 must perform a recital, typically during the winter semester; junior recitals (MUSI 462) contain 40-45 minutes of repertoire, while senior recitals (MUSI 562) typically contain 60-65 minutes of repertoire.

Sign-up sheets for recital times are posted on the Music bulletin boards in late September. Recitals take place Monday through Friday at either 6:30 p.m. or 8:15 p.m. Students will receive by email a recital package consisting of four forms: the recital requirements, recital contract, the recital proposal form, and the technical requirements form. The recital contract must be read and signed by you and your instructor and submitted by the November deadline. The proposal and tech forms require approvals and submission at least FOUR weeks prior to the recital date (see chart below). Recital packages can also be downloaded from arts.ucalgary.ca/schools/creative-performing-arts/music/current-students or picked up from the Music bulletin boards.

In mid-January a recital rehearsal sign-up sheet will be posted on the Music bulletin boards. Each student must reserve a rehearsal time in the hall and must use that time only – switching of rehearsal times will not be allowed.

All junior and senior recitals are recorded – one copy goes to the Division of Music for archival purposes. If you would like a copy of your recital recording, please provide a USB stick (at least 8 GB) to the UTS technician on the evening of the performance.

Please contact Kathy Race, Concert Manager, for more information on recitals. She can be reached by email at klrace@ucalgary.ca, or by phone at 403.220.8493.

Please submit your recital application to Professor Edmond Agopian, Performance Chair, for approval. If you have questions or concerns about your application, Professor Agopian can be reached by email at agopian@ucalgary.ca.

Recitals are university examinations. Only the Dean, Registrar or Division Chair can cancel or reschedule a recital. If there is a death in the family or physical injury, the request for cancellation or rescheduling should be submitted to the Division Chair in the first instance. Students and staff are not to notify the Rozsa Centre of cancellations or rescheduling. If a recital is cancelled or rescheduled for any reason other than death in the family or physical injury, the recital may be relocated to another performance venue. Failure to abide by these conditions will result in a grade of “F” for the examination.

The following chart outlines the recital process and approvals needed:

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| Student obtains signed approval from instructor. | Student obtains approval from Performance Chair – Prof. Edmond Agopian.  
2.1 Drop off the forms in Prof. Agopian’s mailbox in SCPA administrative office (CHD100).  
2.2 Notify Prof. Agopian via email (agopian@ucalgary.ca) that you have dropped off your recital forms for him to approve.  
2.3 If there are any changes to the student’s program, Prof. Agopian will contact the student. | 3.1 Once Prof. Agopian has approved your recital program, he will forward it to the Concert Manager.  
3.2 The Concert Manager will forward the technical requirements to University Theatre Services (UTS) at least four weeks prior to the recital. |
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) (musicug@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 CHD 100.

Permission to 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. Make sure to 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 your course related rehearsal, 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.

Music students can book no more than two hours per day, up to a maximum of six hours per week.

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.

Instrument Rentals
Music students wishing to rent an instrument must provide a $150 deposit (refundable upon return of the instrument) and complete the instrument rental form. In the event that the instrument is damaged while under your care, you must forfeit the deposit or pay for the cost to repair the instrument. Students wishing to rent an instrument can find the paperwork and forms on the Music bulletin boards. Please email scpa@ucalgary.ca for further information.

Music Undergraduate Society (MUS)
The Music Undergraduate Society (MUS) is a student-run club that creates student-experience events, offers lesson/clinic/gig referral service for members, and acts as a liaison between the student body and the faculty. For more information on events and membership, visit the executive team in the MUS office (CHF019), connect by email (undmusic@ucalgary.ca) or join the ‘Music Undergraduate Society’ 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 (CHD100). See the Opportunities section 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 Music programs 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 the music librarian Marc Stoeckle (mstoeckle@ucalgary.ca)

Canadian Music Centre (CMC), CHG 205

Contemporary Canadian music research and performance is further augmented by the presence of the Canadian Music Centre (CMC) Prairie Regional Office with a library of music by Canadian composers. Visit musiccentre.ca/regions/prairie for more information.

Centre for Arts and Culture, 5th floor, TFDL

Special Collections accessible from the Centre for Arts and Culture service point include the:

- Richard Johnston Canadian Music Archives
- Historical Sheet Music by Canadians, Published in Canada, or Sold by Canadian Music Stores

Music Book and Journal Collection (print), 5th floor, TFDL

Music Reference Materials (3rd Floor TFDL)

Frequently used CDs are available at the front of the reference area for your use (near the gaming computers). Scores and music parts are available as well on the reference shelving. Video materials will be found on the north end of the 1st floor in the reference section. Please note that less frequently circulated material has been recently moved to the high density storage off site, this should be considered when working on your research.

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.

**Practice Rooms**

There are a number of practice rooms available for BMus and BA Music students in the Craigie Hall F-block. Access is arranged by the SCPA front desk at the beginning of the term; students can access the practice room suite by swiping their UNICARD on the proximity pad outside of the doors. Keys are required for piano Majors who need access to the grand piano suites; the key can be collected from CHD 100 at the start of the academic year.

**Practice Room Policies**

- The practice room windows are not to be covered at any time for safety and fire codes.
- **Under no circumstances should instruments (or electronics) be left unattended in the practice rooms.** There have been instances of left in the past, so even once you are familiar with those who legitimately belong around the practice rooms, you must take extra care with your instruments and electronics.
- Please do not reserve or “hold” a practice room by leaving a personal item (coat, music, instrument), while you go to class or somewhere else. Rooms unoccupied for more than fifteen (15) minutes may be claimed by another student.
- When exiting a practice room always turn off the light and make sure that the door shuts properly. **You are responsible for the condition of the room if you were the last one in it.**
- Student UNICARDs and practice room privileges are not transferable. Please do not loan UNICARDs or provide practice room access to any other person, student or non-student.
- Several practice rooms have restricted usage and are only available to students in specific classes or degree programs.
- **No food or drink is permitted in the practice rooms.** Only water is permitted.
- Please do not study or have personal meetings in the practice rooms. Practice rooms are for individual practice, occasional sectional or chamber music rehearsals, and private lessons during non-peak hours.
- **Please do not alter, abuse, or otherwise mark any piano.** Grand pianos should not be moved, and covers should be left in the closed position when you leave.
- If you notice any problems with any of the practice rooms or with the pianos, please report it to the School of Creative and Performing Arts (Craigie Hall D100) or send an email to scpa@ucalgary.ca. Practice rooms are monitored on a regular basis.
- **Failure to comply with the rules will result in loss of practice room privileges.**

**Com/Media**

Students can book sound equipment through the University for use in rehearsals/presentations for courses. To arrange either phone 403.220.3711 or visit ucalgary.ca/it

**Lockers**

Locker rentals are handled by Bound and Copied in Mac Hall. Visit su.ucalgary.ca/programs-services/student-programs/lockers for more information.
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 Doolitttle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.
Opportunities

Masterclasses / Workshops
There are many masterclasses and workshops with visiting artists throughout the school year. Look for posters in the building announcing them or view the upcoming events on the SCPA website. In addition, a masterclass / workshop schedule will be posted on the Music bulletin boards. These events are free for UCalgary music students, so go to as many as you can! It doesn’t matter if the class is not for your instrument or voice. You will be surprised at the tips and musical insights you can use.

Concerto Competition
The Division sponsors a Concerto Competition, where students compete for a chance to perform with the Calgary Philharmonic Orchestra (CPO) in the Eckhardt-Gramatté Hall – this year’s competition will take place during the fall semester; performances with the CPO will take in March 2020. All music Majors and Minors are eligible to take part in this competition. For more information contact Professor Edmond Agopian in CHE 111 or by email (agopian@ucalgary.ca).

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.

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.