

SAINT ANDREW'S
CONSERVATORY OF MUSIC

Student Handbook

5525 Wayside Drive | Sanford, FL 32771
407-328-0528 | mconservatory@sachapel.com

FACULTY

Ryan Blakemore , M.M.	Piano
Maya Clausen , B.S.	Voice
Sarah Hornbeck , M.M.	Flute
Elise Jimenez , M.M.	Cello
Cynthia Jimenez , B.A.	Piano
Anne Jueng , M.M.	Piano
Olga Kolpakova , M.M.	Violin, Piano
Gordon Mason , D.M.A.	Brass, Conducting
Randall Van Meggelen , M.C.M.	Piano
Angelyn Traylor , M.M.	Piano
Laura Yount , M.M.	Voice, Opera
Terry Yount , D.M.A.	Organ, Harpsichord, Piano

ACADEMIC CALENDAR

Fall 2017

15 weeks of instruction

Semester Begins	August 14
Registration Deadline	August 25
Labor Day (no class)	September 4
Fall Break	October 2-6
Last day of College Classes	November 20
Thanksgiving Break	November 21-24
College Juries 9:00 am-11:00 am	November 30
Collegiate Concert 7:00 pm	December 1
College Exam Week	December 4-7
Semester Ends	December 7
Fall Recitals 10:00 am, 11:30 am, 1:00 pm	December 9
Make-Up Week	December 11-15

Spring 2018

15 weeks of instruction

Semester Begins	January 8
Registration Deadline	January 19
Faculty Showcase Recital 7:00 PM	January 26
Spring Break	February 19-23
Ligonier Conference	March 8-10
Easter Break	March 28-Apr
Last day of College Classes	April 20
College Juries 9:00 am-12:00 pm	April 26
Collegiate Concert 7:00 pm	April 27
College Exam Week	April 30-May 3
Commencement	May 4
Spring Recitals 10:00 am, 11:30 am, 1:00 pm	May 5
Make-Up Week	May 7-11

Summer 2018

8 weeks of instruction

Summer A	May 28-June 22
Summer A Make-up Week	June 25-29
Summer Music Academy	June 25-29
Summer B	July 2-27
Summer B Make-up Week	July 30-August 3

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MISSION

To train the next
generation of
musicians for
the **church**, the
community, and the
world, for the
glory of **God**

Bachelor of Arts in Theology | Major: Sacred Music

The Sacred Music Major is a 120-credit-hour undergraduate academic degree program at Reformation Bible College designed for future musicians whether in the church or in the wider community. Graduates of this program will be prepared for a vocation in music while holding a Reformed world and life view.

The Sacred Music Major has a comprehensive curriculum in a mentoring format offered in connection with the Saint Andrew's Conservatory of Music. Located on the campus of Saint Andrew's Chapel, the conservatory provides coursework, a gifted music faculty, outstanding facilities, and administrative support to RBC students in the Sacred Music program.

ACADEMIC AND SKILL REQUIREMENTS FOR ADMISSION

ACADEMIC REQUIREMENTS FOR ADMISSION: A high school degree, a GED, or the equivalent, with a GPA of at least 2.5 on a four-point scale is required. Submission of either ACT or SAT scores is also required. A select number of applicants who do not meet these academic requirements may be granted provisional admission with an academic review upon completion of a minimum of twelve credit hours to determine if the applicant should be granted full admission to continue in the program.

SKILL REQUIREMENTS FOR ADMISSION: Applicants for the sacred music specialization must demonstrate a mastery of their instrument and basic musicianship skills. Mastery and skills are evaluated by the sacred music faculty.

ACADEMIC REQUIREMENTS FOR COMPLETION

Completion of a total of 120 credit hours is required. The biblical studies, theology, and church history curriculum offered through RBC consists of twenty three-hour courses (60 credit hours); the specialization curriculum offered through the conservatory consists of forty-eight credit hours in courses that include private study, music theory, music and worship, ensemble experience, and spiritual formation. In addition to these 108 credit hours, a student will take twelve elective credits to complete their 120 credit hour requirement. To graduate, a student must earn a cumulative GPA of at least 2.0 on a four-point scale and complete a final project and recital.

Sacred Music Minor

RBC, in coordination with Saint Andrew's Conservatory of Music, also offers a **Sacred Music Minor** to students in the BA in Christian Thought. Completion of 15 credit hours is required in courses that include private study, music theory, aural skills, music and worship, and ensemble experience. These courses satisfy 15 of the 18 required elective hours for completion of the BA in Christian Thought degree. For more information, contact RBC registrar Rebekah Pierce by emailing rpierce@reformationbiblecollege.org.

Certificate in Church Music

Saint Andrew's Conservatory of Music offers the Certificate in Church Music for students or returning adults who do not desire a 4-year degree, want professional certification, or who have a job and want to refresh skills and add new ones. The curriculum is designed to be completed within 2 years (4 semesters) and includes components of private study, skill development, practical management of church music ensembles and programs, and ensemble participation. Courses run concurrently with the Bachelor of Arts in Sacred Music degree through Reformation Bible College.

Applied Music Private study on woodwinds, brass, keyboards, and voice and strings with opportunities to perform each semester.

Musicianship Courses in music theory, conducting, and composition

Music and Worship courses cover historical church music, aesthetic development, and vocational philosophy.

Ensembles include Reformation Chorale, Instrumental Collegium, and handbells.

How long does the program take? Most students will easily fulfill the required courses over 4 semesters.

What does the program cost? Students will take a minimum of 6 credit hours per semester.

Cost per credit hour: \$375

Semester lab and supplies fee: \$150

Payment plans are available. Application may be completed online.

What practical experience will students have? Certificate in Church Music students participate in chapel services, and are invited to participate in services at Saint Andrew's, as well as being actively involved in local churches around the Conservatory.

A faculty mentor will be assigned to each Certificate student throughout the program.

For more information and to register for upcoming semester, contact us at
Saint Andrew's Conservatory of Music
5525 Wayside Drive
Sanford, Florida 32771
407-328-0528
www.saintandrewsconservatory.org

REGISTRATION

- Each potential student must complete a registration form (paper or electronic).
- There is a one-time non-refundable \$25 registration fee.
- Advanced students may be required to play a prepared piece, sight-read an unfamiliar piece of music, and meet with the individual faculty member to discuss goals before being admitted for study.
- Registrations will not be taken over the phone.
- Lessons will not be confirmed for unregistered students.

Returning Students

- In order to receive priority placement, returning students must notify the Conservatory office of their intention to renew prior to the end of the previous semester.
- Registration fees are waived for students who return within one year.

FINANCIAL INFORMATION

30-minute lesson	\$25
45-minute lesson	\$37.50
Hour lesson	\$50

Members of Saint Andrew's Chapel receive a 20% discount.

Tuition

Tuition will be due on or before the first day of lessons. The tuition for a 15-week semester will be assessed to all students registering, regardless of what date they begin. Students who pay in full on or before the first day of the semester receive a 10% discount.

A convenient payment plan is available for those who prefer to pay monthly, with an additional \$5 fee per month. Monthly payments are calculated by taking the 15 week tuition and dividing it equally into five monthly payments. (This comes out to three lessons per payment.) Monthly payments do not coincide with the number of lessons given each month.

Faculty members will be unable to accept students after the posted end of registration.

Summer lessons are taught in two four-week terms. Payment in full for the summer session is due on or before the first lesson. (There is no 10% prepayment discount for summer sessions.)

Fees for classes at Reformation Bible College will be announced prior to the start of each semester. Fees for group classes will vary depending on the number of weeks the class runs.

Payment

Payment by credit card, check, or cash must be made at or before the first lesson of the month. Payments received after the 10th of the month will incur a \$15.00 late fee. No lessons will be given to the student until payment has been made.

Students who withdraw after the registration deadline will incur a \$25 fee. Please see the Withdrawal Policy on page 6. This policy may be waived by the Dean for extenuating circumstances.

Scholarships

The Conservatory Board has appointed a Scholarship Committee to consider outstanding students recommended by their teacher. Email mconservatory@sachapel.com to request an application.

Guitar

Classical guitar students must own or have access to a classical, nylon-stringed guitar. 30, 45, or 60-minute lessons are available. No audition is required.

Flute

Students must own or have access to their instrument. 30, 45, or 60-minute lessons are available. No audition is required.

Brass

Students must own or have access to their instrument. 30, 45, or 60-minute lessons are available. No audition is required.

GROUP INSTRUCTION

Group classes in **music theory**, **violin/string ensemble**, **guitar**, **woodwinds**, **percussion**, or **voice** will be offered if demand is sufficient. Each class runs 8-16 weeks during a term and is open to beginners through advanced students. A minimum number of students must register to guarantee a class.

Music theory instruction is also available privately by special arrangement.

PRIVATE INSTRUCTION

The faculty is committed to upholding the highest standards of musical excellence, using effective teaching methods and the finest curricula available. Our teachers are members of professional organizations such as National Federation of Music Teachers, Music Teachers National Association, National Association for Music Education, American Guild of Organists, Royal School of Music, and National Association of Teachers of Singing.

30, 45, or 60-minute lessons are available to adults and children. Lessons are typically scheduled once a week during the academic year. There are two four-week sessions for private instruction during the summer.

Repertoire Classes are gatherings of students, faculty, and parents to allow each student practice performing music learned thoroughly and ready to present. They are not required, but are available for faculty to attend. Dates will be posted each semester with adequate time for students to prepare music for the class.

A parent or legal guardian must be present in the classroom during any private lesson given to a child under 18 years of age.

Piano

Students are required to own or have access to a well-tuned acoustic piano on which to practice during the week. 30, 45 or 60-minute lessons are available. No audition is required.

Organ

Students are required to have access to an organ on which to practice during the week, which may include scheduled time on one of the Conservatory's organs. 30, 45, or 60-minute lessons are available. Piano experience is necessary before beginning organ, and an audition with the instructor is required.

Harpsichord

Students are required to have access to a harpsichord on which to practice during the week, which may include scheduled time on the Conservatory's harpsichord. 30, 45, or 60-minute lessons are available. Piano experience is necessary before beginning harpsichord, and an audition with the instructor is required.

Voice

30, 45 or 60-minute lessons are available. Some instructors require an audition.

Violin/Cello

Students are required to own or have access to an appropriately-sized violin or cello. 30, 45, or 60-minute lessons are available. New students must schedule a meeting with instructor prior to beginning study.

POLICIES

Child Safety

Supervision

During lessons with minor children (students under 18), at least one adult (18+) in addition to the teacher must remain with the child throughout the time scheduled. There will be no exceptions to this policy, which applies to all Saint Andrew's Chapel events.

Siblings/Guests

During lessons where multiple-child families are present, children must be supervised by an adult at all times.

Attendance

Students who are late for a lesson will not be guaranteed their full lesson time.

Once you have registered for a class or private lesson, you are responsible for notifying the instructor if you will be absent.

Excused Absence

One excused absence is allowed each term. Notice must be given to the instructor at least 24 hours in advance.

The term schedule includes a week of make-up lessons at the end of each term. Additional absences may be excused, but it is up to the discretion of the instructor to schedule additional make-up lessons. Refunds will not be issued.

Unexcused Absence

Cancellation on day of lesson may be necessary in some cases. This unexcused absence will be made up at the discretion of the instructor. Instructors are not required to make up any unexcused absence.

Teacher Absence

If a teacher misses a lesson, the teacher has until the end of the semester to make up a teacher absence. (Monthly lesson payments will not be adjusted.) If by the end of the semester the teacher has not been able to make up their absence(s), the student will be refunded for the teacher's missed lesson(s).

Withdrawal

Withdrawal requests must be made in writing (includes email).

A \$25 fee will be collected for any withdrawal.

The Withdrawal Refund Policy for **non-collegiate** students is as follows:

Week 1 – 3	Refund 100% of tuition balance
Week 4 – 6	Refund 75% of tuition balance
Week 7 – 15	Refund 50% of tuition balance

The Withdrawal Refund Policy for **collegiate** students is as follows:

Week 1 – 2	Refund 100% of tuition balance
Week 3 – 4	Refund 75% of tuition balance
Week 5 – 6	Refund 50% of tuition balance
Week 6+	Refund 0% of tuition balance

Tuition balance is defined as tuition remaining for lessons not taken.

Recital Etiquette

- Students must be appropriately dressed for a formal recital. Their dress should reflect the high standards the Conservatory upholds. Casual clothing should be avoided.
- Students will sit together in the front rows. In cases of very young children, sitting with parents is allowed. Please make sure your child is close enough to the front to approach the stage quickly.
- Students should remain until the completion of the recital.
- Students must sit quietly throughout the recital and listen attentively to other students as they perform.
- Instructors will train their students in correct etiquette for approaching and leaving their instrument and receiving applause.
- Students are encouraged to perform their pieces by memory if possible.

Music Copying

Copying copyrighted music is illegal.

- While copyrights vary by publishing year, in general any music written or published after 1923 is likely still under copyright.
- Even when older music is in the public domain, the sheet music itself, if created by a publisher after 1923, is *not* unless specified by its publisher.
- Since 1989 the © symbol/information has been optional, so even if you do not see copyright information printed on the music it may still be under copyright.
- Music no longer in print is likely still under copyright, but express written permission by the publisher to copy out-of-print music may be obtained.

Faculty and students of Saint Andrew's Conservatory will **not be permitted to make or use copies of copyrighted music** unless express written permission of the publisher allows them to make a temporary copy until purchased music arrives (at which time the copy must be destroyed).

The facilities of Saint Andrew's Chapel **will not be made available for students wishing to copy music**. Faculty may copy proven non-copyrighted music with the assistance of staff.

Copies or excerpts with sources properly cited may be made in compliance with "fair use" laws (Title 17, Section 107, U.S. Code)—that is, short excerpts or exhibits in an academic paper, speech, article, classroom demonstration, or similar.

Facilities Maintenance

The facilities of Saint Andrew's Conservatory of Music are provided courtesy of Saint Andrew's Chapel. Supplies and facilities should remain as they were before use of the classrooms. Please

- Leave toilet facilities and play areas as you found them
- Do not use church supplies intended for Sunday use, including
 - Food
 - Drinks
 - Craft supplies
- Do not allow children to run in the sanctuary or play with worship items/supplies.