

## VanderCook College of Music

### General Information June 21 - July 30, 2010 Summer Session

**Commencement is Saturday, July 31, 2010 from 2:00 to 4:00 at Symphony Center**

**Registration:** I strongly encourage early registration by mail, no later than June 1. Please complete the Graduate Registration Form and mail it to me. Note that there is a \$50.00 tuition rebate to those who send tuition and fees in full, postmarked no later than May 1. You may also FAX these forms to me as long as a credit card number is included and is legible (Visa, Mastercard, Discover). Our FAX number is 312-225-5211. You must submit at least a \$100 deposit with your registration.

**Tuition: All tuition money is due no later than Friday, June 11, 2010.** There will be no exceptions. If you plan to use financial aid, you must make those arrangements with our Financial Aid Director (ext. 233) by Friday, May 21, 2010.

After I receive your registration, I will review the courses you have selected and the tuition/fees form. The registrar will send you a class schedule, and the business manager will send you a statement. I will contact you if I notice a major problem or discrepancy, or I will simply make the adjustment for you if the problem appears minor. I will automatically review your entire program (if you are planning to graduate this July) to be sure that you have completed all graduation requirements by the end of the summer.

Please register in advance. **THERE WILL BE NO SUNDAY CHECK-IN.** The building will be open so you can claim a locker for personal items and instruments. Instrument storage lockers are located in the basement. You must supply your own locks.

**Questions:** Please review all information carefully. If you have questions, however, feel free to contact me by email at [rrhodes@vandercook.edu](mailto:rrhodes@vandercook.edu). The following individuals are best qualified to answer questions in the following areas:

Registration and Advising	Ruth Rhodes
Class Schedules and Transcripts	Carolyn Berghoff
Lecture Recital & Demonstration Scheduling	Kevin Lepper
Tuition Payments	Victoria Grybas
Financial Aid/Loans	D Denny
Admissions Information	Amy Lenting
Master's Projects & Portfolios	Roseanne Rosenthal
Written Comprehensive Exam	Ruth Rhodes

**Housing:** Dormitories are available on our campus through Illinois Institute of Technology. You can make housing arrangements via the IIT website link posted on the VCM website. **Please do not** call the housing office to make reservations. All students should make arrangements to stay in the IIT dormitories via the Internet.

Housing is also available in the Illinois College of Optometry dormitory. Please check the ICO housing information on the VanderCook website.

**Bookstore:** Course packs, instrumental method books, and reeds are available from the Front Office on the main floor of the VanderCook building. All other textbooks and miscellaneous supplies may be purchased from the IIT Bookstore in the McCormick Tribune Campus Center.

**Library and Electronic Music Center:** The Library and the Electronic Music Center will be open daily beginning Monday, June 21, 2010. VanderCook's Electronic Music Center is equipped with Macintosh computers only. All software used in Instructional Design is designed for use on

Macintosh computers. All software used in Introduction to MIDI can be used with either Macintosh or MSDOS machines.

**Lockers:** Large instrument lockers are available in the basement; small lockers for books and small instruments are located on the 2<sup>nd</sup> floor. You must supply your own locks.

**Directions to Our Building:** From I 90-94 take the 31st Street exit and go east. Federal St. is at the first driveway on the right just east of the railroad viaduct (there is a Federal St. sign on the south side of 31st). Our building is the second building on the West side. It is the first building North of Hermann Hall. **For the latest traffic updates, check radio traffic reports on AM 780.**

**Student ID Card:** All students are required to pay the student activity fee and receive an IIT/VanderCook Affiliate Student ID card. You must have a Student ID card for access to the VanderCook building. ID cards are available from the IIT HawkCard office located on the mezzanine level of Hermann Hall. If you already possess an IIT ID card, it is valid for this summer as well. Please see the IT Director in room 106 of the VanderCook building to have it programmed for VanderCook building access.

You are also able to check books out of the IIT library and will have unlimited access to most other services available on the campus, including the IIT shuttle to downtown, the pool and athletic facilities.

**VanderCook Email Address:** All graduate students will be issued a VanderCook email address, which will be used exclusively for all VanderCook email correspondence. The IT Director will create the address and provide access information to you. Please refrain from using your personal or work email address when contacting VanderCook faculty and staff members.

**Applied Music:** All students enrolled in Applied Music should receive six half-hour lessons (or the equivalent) throughout the summer. Lessons that are scheduled to meet on July 4th should be made up at a time mutually convenient to both student and instructor. Each applied instructor will coordinate teaching days and times with the students in his/her studio.

**Mandatory Ensembles:** All wind and percussion majors are required to enroll in Symphonic Band and Concert Choir for two summers. All string majors are required to enroll in Philharmonic Strings and Concert Choir for two summers. All choral majors are required to enroll in both Concert Choir and Chamber Singers for two summers. All ensembles are worth .5 semester hour of credit. The director of each ensemble will arrange seating after the first rehearsal.

### **Items to bring (suggested by former students):**

#### **School**

- Computer (not required – students have access to VCM computers)
- Flash storage device
- 3-ring binders
- Notebook dividers
- “Office supplies”, manuscript paper, CDs, DVDs, etc.
- Headphones
- Locks for your lockers
- Sticks, mallets, etc., for percussion classes
- If you are taking a band or string techniques class, you can bring your own instruments and reeds (save the instrument rental fee).
- Literature for use in applied lessons

#### **Dormitory**

- Fan (it is air conditioned, but this helps)
- Cell phone
- Computer, Ethernet cable and/or wireless card

- Alarm clock
- “A small stereo, Walkman, or “box” and a tape recorder for lectures
- ATM card (There are Cash Stations available on campus.)
- Linens: twin extra long sheets, blanket, pillow, towels
- Iron (ironing board provided by IIT)
- Laundry supplies
- Hangers
- Shower caddy & supplies
- Flip-flops
- Hair dryer
- Radio
- Television
- Cords for telephone and cable TV
- Surge protectors
- Umbrella
- The weather is usually warm during the day (shorts), cool at night (light jacket).
- Personal items to make your dorm room more inviting and cozy.

### **Concert Attire**

- White shirt/blouse and black trousers/skirt, black shoes, black socks. We will be having several concerts, so please be prepared.
- You may be asked to wear a black VanderCook T-shirt or polo shirt for concerts – Information will be forthcoming.
- Dress for commencement: suits/jackets and nicer dresses for those graduating; regular concert attire for all others.

**Parking & Transportation:** Two EL stations are located near our campus and offer quick transportation to the Loop. The Red Line is located at 35<sup>th</sup> St. and the Dan Ryan, and the Green Line is located at 35<sup>th</sup> and State. CTA buses to and from the Loop stop at 31st and State streets.

Parking on the IIT campus will require a parking permit issued from the IIT HawkCard Office located in Hermann Hall. Students may not park in front of the VanderCook building. This area is reserved for VanderCook faculty and staff only.

**The IIT Public Safety officers will ticket or tow cars that do not have parking permits displayed.** Wherever you park, be “street smart!” *Do not leave instruments, computers, stereos, etceteras exposed in your car.* Lock your car at all times!

**Graduation:** Graduation will be held at 2:00 p.m. on Saturday, July 31, 2010, in Orchestra Hall at Symphony Center 220 S. Michigan Ave. The Concert Choir, Chamber Singers, Philharmonic Strings and Symphonic Band will perform, so please adjust travel arrangements accordingly.

**There is a concert performance before the commencement ceremony, so all students must attend and participate on graduation day.**