If you are taking 2015 Conn-Selmer Institute: A Retrospective (course 7025) for credit, you need to be aware of the following policies of VanderCook College of Music.

Credit: 2015 Conn-Selmer Institute: A Retrospective may be taken for one (1) or two (2) graduate credits. To earn graduate credit for the 2015 Conn-Selmer Institute: A Retrospective, a participant must attend 12.5 hours (60-minute clock hours) of sessions at the 2015 Conn-Selmer Institute per credit hour.

Course Exit Requirement: PLEASE READ THIS SECTION CAREFULLY! A notebook summarizing and critiquing all sessions attended must be compiled. The notebook should include copies of all handouts, programs, and any other supporting materials. The notebook should be mailed to Rick Palese, Director of Professional and Continuing Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL, 60616, for evaluation and grading.

Guidelines for Notebook
Materials Needed
• Three-ring notebook
• Tabbed dividers - quantity that is appropriate for materials

Parameters
• Include a title page stating course number and title, your name, address, phone, email, and the term (Summer 2015).
• Table of Contents
• Page numbers
• All information must be typed and neatly formatted in a manner befitting graduate credit. Handwritten work will not be accepted.
• Full sentences, and correct grammar and spelling are required.
• All handouts and supporting materials must be included.
• Please make sure all materials are securely placed in the binder before mailing.

Registration/Notebook Due Date: Please submit registrations and notebooks to Rick Palese, postmarked no later than June 26, 2015.

Dates and Location: The 2015 Conn-Selmer Institute will take place June 7-10, 2015 at Bethel College in Mishawaka, IN

Grade Sheets: Each registered participant will be sent a grade sheet to her/his home address upon successful completion of the course.

Workshop Registration: Registration for graduate credit through VanderCook College is separate from the registration fee required to attend the Conn-Selmer Institute. Please visit www.csinstitute.org for additional information.
Transcripts: VanderCook College of Music only issues official transcripts. To receive a transcript of coursework, **students must make the request in writing.** Students may either: 1) complete a transcript request form (available at the college); or 2) submit a written request including writing name, social security number, where transcript is to be sent, and dates of attendance. All requests must be signed and dated the. There is a $5 fee for each transcript requested. Please allow two weeks for delivery.

For further information: If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn: Rick Palese, Director of Professional and Continuing Education, 3140 S. Federal St., Chicago, IL , 60616; 312.788.1133 or rpalese@vandercook.edu

ABOUT VANDERCOOK: VanderCook College of Music is an independent, not-for-profit, degree-granting institution, fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the National Association of Schools of Music. VanderCook’s teacher certification programs are approved by the Illinois State Board of Education. Off-campus courses offered are part of VanderCook’s Music Education Centers of America (MECA) Continuing Education Program, designed to enhance the skills of music educators currently in the field.