• Online
• On Campus
• On Target!

“This spring’s line-up truly has something for everyone. Whether you prefer learning online or live and in person, we have you covered with a wide variety of topics and formats, all designed with YOUR NEEDS in mind. It’s never been a better time to refresh your skills and continue your education at VanderCook.”

- Rick Palese,
  Director of Professional and Continuing Education

SPRING 2014 MECA
CONTINUING EDUCATION
REGISTRATION AND ENSURING EDUCATION
At VanderCook, continuing education courses are about more than just earning graduate credit. You’ll take away new strategies and concepts, and return to your students with renewed passion. Don’t miss your opportunity to meet and connect with other music teachers and learn from respected colleagues from around the world.

The Music Education Center of America (MECA) Continuing Education program offers graduate courses for teachers seeking practical knowledge and skills that can be used in their classrooms. Up to 12 credits earned in MECA classes can be applied towards a master of music education degree at VanderCook.

Take a moment to browse the following offerings to see if there’s a course that’s right for you. You can also join our mailing list at www.vandercook.edu to receive updates on courses, concerts and events as soon as they’re announced. For more information about the MECA program, accommodations, instructors or other VanderCook offerings and events, call 312.225.6288, visit www.vandercook.edu, or e-mail us at meca@vandercook.edu.

Accreditation: VanderCook College of Music is an independent, nonprofit, 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. Our teacher certification programs are approved by the Illinois State Board of Education.

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ONLINE COURSES

Registration for all online courses closes at 12:00 noon Central Time on January 31, 2014. All online courses will begin on February 3 and conclude on May 2, 2014.

521 / 7514 TEACHING THEORY AT THE SECONDARY LEVEL (ONLINE) ★

3 graduate credits: $900 tuition, due in full with registration
2 graduate credits: $1,028 tuition, due in full with registration

MECA students (3-credit option): register for 7514
MMEd students (2-credit option): register for 521

INSTRUCTOR: MARY ANN KRUPA

This course will explore various topics related to teaching theory at the middle and high school levels, and will include topics related to the AP Theory test. Material on both the fundamental and advanced levels will be addressed. Concepts concerning written theory and aural skills, available materials, and the creation of lesson plans will be covered.

All students must attend the Aural Skills Weekend scheduled for March 8-9, 2014, at VanderCook. Tuition for this course includes the cost of the Aural Skills Weekend; additional registration is not required. One hour audio-video chat sessions will be held on Feb. 12 and 26, March 19, and April 2 and 23 from 4:30 to 5:30 p.m. Central Time. ENROLLMENT LIMITED TO 10


552 ADVANCED WOODWIND METHODS (ONLINE)

2 graduate credits
Tuition: $1,028, due in full with registration

INSTRUCTOR: RUTH A. RHODES

This course is designed to prepare candidates with appropriate techniques, procedures and materials for use in teaching flute, oboe, clarinet, saxophone and bassoon. Methodologies for teaching hand position, fingering, posture, embouchure, articulation and intonation for all instruments are covered.

ENROLLMENT LIMITED TO 10

7534A / B EXCEL WITH EXCEL: MANAGING YOUR MUSIC PROGRAM NEEDS (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: DANNY ROCKS

Mac users register for 7534A
Windows users register for 7534B

Music teachers work with numbers every day, whether scheduling lessons and concerts or creating budgets and purchase orders. Learning how to get the most out of Microsoft Excel will help you to turn your raw data into actionable information. This course is designed to teach you the best tips, tricks and techniques for this versatile program. You’ll also learn how to apply Excel’s best practices while working with the scenarios that most school music teachers face. ENROLLMENT LIMITED TO 25
7544 TEACHING MUSIC IN THE CLOUD (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: TOM RUDOLPH

Times are changing in the world of educational software, and music software is at the cutting edge. Cloud-based tools are the future of software delivery, allowing students and teachers to use state-of-the-art music software on any machine in any browser at any time.

This course will give you an in-depth look at many of these free and low-cost solutions and how they can be integrated into the K-12 music curriculum. From Learning Management Systems to online notation and sequencing, this course will get you up to speed with this exciting development in music technology.

ENROLLMENT LIMITED TO 25

7554 INTEGRATING THE IPAD INTO THE MUSIC EDUCATION CURRICULUM (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: TOM RUDOLPH

If you’re looking to integrate iPads into your music teaching, either for your personal use or for your students, this course is for you! Applications covered include using the iPad as a tuner, metronome, decibel reader or DJ app; controlling external music devices with your iPad; creating sound recordings using the iPad GarageBand app; synthesizing music; displaying music notation and composing; using the iPad in live performance; using other music instructional apps; and controlling your laptop or desktop computer with your iPad.

ENROLLMENT LIMITED TO 25

7564 PYWARE 3D DRILL DESIGN (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: CRAIG HARMS

Drills never became easier! In this dynamic course, you’ll complete a thorough study of the concepts and procedures required to create, evaluate and present drill using Pyware 3D Drill Design Software Version 7. This course will accommodate those designing corps, traditional and show band styles of visual presentation, and comprehensive instruction incorporating Pygraphic’s new “Real View” visual features.

Each student will receive a one-year subscription to the eLearning tutorial program of www.bandfo.com. Beginning and advanced students are welcome to enroll. Students should contact Craig Harms at craig@bandfo.com prior to enrolling to discuss their level of proficiency.

ENROLLMENT LIMITED TO 10

7574 CONTEMPORARY STRINGS: IMPROVISATION, ECLECTIC STYLES & ELECTRIC STRINGS (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: CHRISTIAN HOWES

Today’s generation of string players want to create their own music. Whether through composition, improvisation, arranging or mashups, concrete, practical musical theory is needed in order to navigate harmonic terrain. This course will broaden your knowledge, skills and practical application of free improvisation; notated composition; easy tonal improvisation; the “A-Z” of electric strings, including amplification, electric instruments, pickups, effects, loop pedals and more; and the stylistic basics for strings in jazz, folk, blues, rock, etc.

Live chat Sessions for this course will take place on Saturday afternoons. Specific dates and times will be announced.

ENROLLMENT LIMITED TO 25

7584 NO BUDGET NEEDED: EFFECTIVE & INEXPENSIVE ADMINISTRATION OF YOUR PROGRAM USING GOOGLE DOCS (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: LISA HATFIELD

Google Docs is a free and easy-to-learn productivity package that includes word processing, spreadsheets, forms, presentations, sites and other add on packages that can make your work life easier, more organized and a lot more fun! This class teaches you how to use Google Docs to support the administration of your music program.

Basic computer skills are needed, however no additional software is necessary. No prior knowledge of Google Docs necessary!

ENROLLMENT LIMITED TO 15

7594 YOU MADE THIS! WEBSITE DESIGN & CREATION FOR MUSIC TEACHERS (ONLINE)

3 graduate credits
Tuition: $900, due in full with registration

INSTRUCTOR: KEITH OZSVATH

Design and create a powerful and professional classroom website loaded with engaging features that enhance communication and provide a centralized location for class information and resources. The course will be delivered via a variety of contemporary cloud software. Assignments will have due dates but most can be completed at your convenience. The final project is due by May 2, 2014.
Users must have access to either a PC or Mac. No additional software is necessary. Basic computer skills are required, including setting up accounts & usernames/passwords, word processing skills, uploading/download files, simple photo editing and internet use. **ENROLLMENT LIMITED TO 15**

### 7604 Garageband for the Music Educator (Online)

**3 Graduate Credits**

**Tuition:** $900, due in full with registration

**Instructor:** **Rick Palese**

The newest versions of GarageBand for Mac and iOS (released in October 2013) provide a multitude of music production, recording and learning tools that can be utilized in the classroom. This in-depth course will explore both versions through a variety of tutorials, projects and practical applications. Students will learn how to efficiently navigate the software and how to integrate it in their teaching. Step-by-step instruction will be provided for beginning users, while more advanced users will have opportunities to extend their learning beyond the standard material.

Students are required to have access to both GarageBand for Mac (most current version) and GarageBand for iOS throughout the course. This course is open to all music educators. **ENROLLMENT LIMITED TO 15**

### 7624 Marching Percussion Arranging (Online)

**3 Graduate Credits**

**Tuition:** $900, due in full with registration

**Instructor:** **Bret Kuhn**

Learn to write for the full marching percussion sections, both battery and pit. You will learn how to orchestrate parts, write cadences, and create a full percussion score using various techniques. The final project in this course could well be used for your group’s next marching season! This class is open to both percussionists and non-percussionist directors.

Students are required to have access to Finale (full version, 2009 or higher) or Sibelius (full version, 4 or higher); alternately, you can opt to handwrite your notation and scan it for submission. Students using Finale or Sibelius should have basic to intermediate skills in using the software. **ENROLLMENT LIMITED TO 10**

### 7634 Teaching the Middle School Band (Online)

**3 Graduate Credits**

**Tuition:** $900, due in full with registration

**Instructor:** **Stacey Larson Dolan**

Proper planning, preparation and delivery is essential to the success of a middle level band. Students in this online course will be involved in experiences centered around age-appropriate repertoire, tone and pitch development, rehearsal strategies and techniques, recruitment and retention, advocacy, creative warm-ups, curriculum scope and sequence, and the development of listening skills. You will observe rehearsals as well as record your own band rehearsal. The ultimate goal of this course is improving performance and developing comprehensive musicianship in your students. **ENROLLMENT LIMITED TO 12**

**Current Middle School Band Directors Only**

### 7644 Creating & Editing Digital Recordings (Online)

**3 Graduate Credits**

**Tuition:** $900, due in full with registration

**Instructor:** **Bill Miller**

Learn how to create high-quality recordings of a wide variety of musical ensembles in this hands-on, project-based online course. You’ll learn appropriate microphone selection and placement, with consideration given to equipment and budget limitations. Live recording prep, editing, adding effects, mixing and mastering recordings for CD production and/or online distribution will be covered. Students will submit several audio projects as well as video journals demonstrating their understanding of course topics.

Students should be comfortably familiar with standard computer operation and functions, and have access to their own computer (either Mac or PC) with high-speed Internet access, microphones and other digital recording/interface equipment. Details will be discussed (including options for purchase or borrowing from a colleague if necessary) in the first week of the course. **ENROLLMENT LIMITED TO 15**
6724 NEW TEACHER WEEKEND
1 graduate credit
Attendance Fee: $50, due in full with enrollment
First Session: Friday, February 7, 6:30 p.m. – 9:00 p.m.
Second Session: Saturday, February 8, 8:00 a.m. – 12:00 p.m.,
1:00 p.m. – 5:00 p.m., 6:00 p.m. – 8:00 p.m.
Location: VCM
INSTRUCTORS: VANDERCOOK FACULTY
Are you currently in your first, second
or third year teaching music? If so, we
have a fantastic weekend of learning and
fellowship planned for you! Join us for a
variety of sessions and panel discussions
led by distinguished VanderCook faculty members. This
weekend will benefit new teachers working in band, choir,
orchestra and general music programs at all levels.
Tuition for this weekend course is waived thanks to the
generous support provided by Quinlan & Fabish Music
Company and NAMM. Meals will be provided on Saturday. Please
visit www.vandercook.edu for additional details and updates
regarding this exciting new course. 

6804 ORFF & CLASSROOM INSTRUMENT REPAIR
1 graduate credit
Tuition: $300, due in full with registration
Dates: February 8-9
Location: VCM Repair Lab
INSTRUCTOR: GARY EVERETT
This hands-on workshop will assist with
repair and maintenance of your Orff and classroom instru-
ments. Any and all general classroom instruments are welcome! Repair of resonator boxes, including pins and suspension cords,
drums, autoharps and hand-held instruments, as well as fabrica-
tion of small instruments and mallet fabrication and repair may
be covered. Standard concert percussion instruments may also
be addressed.
Please let us know which instrument(s) you plan to bring for
repair to ensure that all necessary materials are on site. Feel free
to contact Gary Everett via e-mail with specific questions regarding
this workshop or additional topics of interest at orffrepair-
class@hotmail.com. 

6504 HEALTHY MUSICAL SINGING TECHNIQUES
1 graduate credit
Tuition: $300, due in full with registration
Dates: February 22-23
Location: VCM Room 100
INSTRUCTOR: DR. KAREN WICKLUND
Vocal music teachers who direct or coach
their high school musical must be able
to choose, model and teach a healthy, belting singing technique
to their students. This weekend course will address the anatomy
and functions of the singing systems in belt, classical and
mixed singing styles. Through group and mini-lesson formats,
class attendees will sing and model age-appropriate exercises to
courage healthy belting techniques in their students. In addition,
a master class will be offered where participants are encour-
aged to bring two or three students to the class to perform. Live
and recorded demonstrations will be provided. 

6974 INTRODUCTION TO ORFF SCHULWERK
1 graduate credit
Tuition: $300, due in full with registration
Dates: March 1-2
Location: VCM Room 130
INSTRUCTOR: JEAN HERSEY
Explore the Orff approach at a basic
level in this highly popular course! Learn
how to read Orff scores, understand Orff terminology,
and develop lessons in the Orff style. Lessons will focus on
melody, rhythm and harmony as well as timbre as they pertain to
elementary general music. Plan on lots of activity, including sing-
ing, playing Orff instruments, recorder and movement. Please
dress comfortably and bring a soprano recorder.

6704 AN AURAL SKILLS WEEKEND
1 graduate credit
Tuition: $300, due in full with registration
Dates: March 8-9
Location: VCM Room 219
INSTRUCTOR: MARY ANN KRUPA
Explore the various ear-training tech-
niques used to develop the “seeing ear”
and the “hearing eye.” This course will
help you navigate through the maze of methods for teach-
ing aural skills, and recent developments in ear-training
based on recent cognitive research. 

OPEN ENROLLMENT
6224 REHEARSAL RIGOR, PERFORMANCE READY!
1 graduate credit
Tuition: $300, due in full with registration
Dates: March 8-9
Location: VCM Room 130
INSTRUCTOR: DR. CHARLES T. MENGHINI

Preparing your ensemble for performance or contest requires developing a comprehensive plan and making committed effort in each and every rehearsal. This course will be devoted to introducing warm-up and rehearsal strategies to help build individual and ensemble skills, techniques and overall musicianship.

Laboratory ensembles (bands) will be invited to receive free rehearsal clinics as a part of this course. If you are interested in a free clinic and master class for your ensemble as a part of this course, please contact Dr. Menghini at cmenghini@vandercook.edu.

OPEN ENROLLMENT

6714 DANIELSON FRAMEWORK FOR MUSIC EDUCATORS: USING COMPREHENSIVE MUSICIANSHIP THROUGH PERFORMANCE (CMP) AS YOUR GUIDE
1 graduate credit
Tuition: $300, due in full with registration
Dates: March 29-30
Location: VCM Room 100
INSTRUCTOR: CHRIS GLEASON

The Danielson Framework for Teaching is a research-based set of components for instruction, aligned to the Interstate Teacher Assessment and Support Consortium (InTASC) standards, and grounded in a constructivist view of learning and teaching. It is currently being used across the country as the foundation of a school or district’s mentoring, coaching, professional development and teacher evaluation processes, thus linking all those activities together and helping teachers become more thoughtful practitioners. Comprehensive Musicianship through Performance (CMP) is a planning process that helps teachers explore the elements of meaningful music performance, skills, knowledge and affect, and integrates those elements into student-centered teaching plans. This thorough and comprehensive course will teach you how the CMP process can help guide you through the Danielson Framework and enhance your own teaching style. OPEN ENROLLMENT

6814 PRE-K–5 SMART BOARD FUN, PART 2
1 graduate credit
Tuition: $300, due in full with registration
Dates: March 29-30
Location: VCM Room 130
INSTRUCTOR: MANJU DURAIRAJ

This course builds on the skills acquired in the introductory course. Learn how to build clear, organized lessons with animated PowerPoint and SMART Board/interactive whiteboard instruction. Add style to your lessons and assessments for enhanced clarity by integrating rich media such as sound, animation and the Internet. Lessons, assessments and activities will be explored using iPads alone and in conjunction with interactive whiteboards. Effective ideas and activities integrating curricular objectives using dance, song, story, poetry, speech, instruments, children’s literature, active listening, improvisation and notated composition will be covered. The iPad section will focus on using apps and tools that facilitate collaborative work, critical reasoning, and real-time music making. OPEN ENROLLMENT

6954 RECRUIT, RETAIN & PROMOTE WITH SOCIAL MEDIA
1 graduate credit
Tuition: $300, due in full with registration
Dates: April 5-6
Location: VCM MIDI Lab
INSTRUCTORS: SOPHIA MADANA, RICK PALESE & GUESTS

Social networking and other Internet platforms are being implemented in the education world more than ever before. Stay ahead of the game by learning about the “viral” Internet culture and how to use it to your advantage. Learn how to engage colleagues, parents and the community through the most popular networking platforms. This course will show you the tools within Facebook, Twitter, Google, Instagram, Pinterest and other web-based administrative tools that you can leverage to build more enthusiasm for music education.

ENROLLMENT LIMITED TO 20

6014 GUITAR CURRICULUM & COMMON CORE STANDARDS
1 graduate credit
Tuition: $300, due in full with registration
Dates: April 5-6
Location: VCM Room 100
INSTRUCTOR: MICHAEL MILES

Songs tell the stories of literally every country on Earth. Common Core standards that address reading comprehension as well as concepts rooted in social
studies can be found in the hearts of these songs. This class will expand your guitar skills as a player and instructor, and show you innovative ways to include Common Core standards that will enhance the musical experience for you and your students. Throughout the course, participants will split into beginner and intermediate level groups to address appropriate guitar instruction.

ENROLLMENT LIMITED TO 20

6214 FLUTE REPAIR FOCUS
1 graduate credit
Tuition: $300, due in full with registration
Dates: April 12-13
Location: VCM Repair Lab
INSTRUCTOR: GARY EVERETT

This hands-on repair class will focus on flute repair, care and maintenance. Participants should bring flutes to work on; multiple instruments are recommended. Topics will include general repair techniques and tools, replacing pads, key adjustment, regulation, replacing head corks, key corks, dent removal, etc.

Please contact Gary Everett at instrumentrepair@hotmail.com if you plan to work on Harmony Flutes, have special repair situations or have general class questions. Old clothes and close-toed shoes are highly recommended. This class is open to participants of all levels of repair experience. OPEN ENROLLMENT

6734 THE MUSICIAN'S BODY: TECHNIQUES TO ENGAGE THE WHOLE BODY IN PERFORMANCE
1 graduate credit
Tuition: $300, due in full with registration
Dates: April 12-13
Location: VCM Room 100
INSTRUCTOR: RUTH HENNESSEY

Whether as instrumentalists, vocalists or conductors, many musicians are holding their bodies in unconscious habits of misplaced tension. Even when the mental understanding of technique is clear, the body is categorically unable to respond because debilitating habits have become automatic responses. These issues often manifest in the discomfort of tight necks, shoulders, arms, hands, and backs; poor breath management; repetitive stress injuries; and fatigue.

In this workshop, you’ll learn to identify your own patterns of body mechanics and simple exercises to increase body awareness and introduce more efficient habits. Participants who wish to be assessed should bring their instruments. Learn more about this work at http://HennessyWholeBodyVoice.com and http://VoiceAtTheCenter.com. OPEN ENROLLMENT

6004 STRING REPAIR & MAINTENANCE BASICS FOR MUSIC EDUCATORS
1 graduate credit
Tuition: $300, due in full with registration
Dates: April 12-13
Location: Quinlan & Fabish Music Company, Burr Ridge, IL
INSTRUCTOR: DAVID ECCLES

There are many aspects of repairing and maintaining string instruments and bows that music educators can accomplish in the school setting with simple tools available at any hardware store. This course will offer hands-on practice on a wide array of skills ranging from changing strings and bridge shaping to replacing a tail gut. Attendees are encouraged to bring an instrument on which to practice. OPEN ENROLLMENT

6204 BAND INSTRUMENT REPAIR
3 graduate credits
Tuition: $950. A $125 deposit is required at time of registration. Tuition balance is due in full on the first day of class.
Dates: February 15, March 8, March 22, March 29 and April 5 from 8:00 a.m. to 5:00 p.m.
Location: VCM Repair Lab/Room 225
INSTRUCTORS: GARY EVERETT & BILL RIFE

Don’t miss one of VanderCook’s most popular classes! Watch your instrument repair bills shrink after learning the basics of woodwind and brass instrument repair. Bringing a flute, clarinet or French horn for basic repair assignments is recommended; additional instruments to evaluate and repair may be brought as all types of band instruments may be worked on. Old clothes and closed-toe shoes are highly recommended! This class is open to both beginning and advanced students. ENROLLMENT LIMITED TO 24
7263 CHICAGO AREA KODÁLY EDUCATORS (CAKE) 2013-2014 WORKSHOP SERIES

1 graduate credit for 4 sessions

Tuition: $300, due in full with registration
Location: Quinlan & Fabish Music Company, Mount Prospect, IL

COORDINATOR: RICK PALESE

- Developing the Child’s Singing Voice in the Kodály-Inspired Classroom
  Presented by Julie Shaw
  Saturday, February 1, 2014, 9:30 a.m. to 1:30 p.m.

- CAKE Member Share
  Presented by The CAKE Board
  Saturday, March 1, 2014, 9:30 a.m. to 1:30 p.m.

- Tip Toe to Do-Si-Do: A Movement Sequence for Greater Success in Your Classroom
  Presented by Jo Kirk
  Saturday, April 5, 2014, 9:30 a.m. to 1:30 p.m.

- CAKE Make & Take
  Presented by The CAKE Board
  Saturday, June 7, 2014, 11:00 a.m. to 1:00 p.m.

AMERICAN CHORAL DIRECTORS ASSOCIATION (ACDA) REGIONAL CONFERENCES: A RETROSPECTIVE

1 graduate credit: register for Section A
Tuition: $300, due in full with registration

2 graduate credits: register for Section B
Tuition: $575, due in full with registration

COORDINATOR: DR. ROBERT L. SINCLAIR

Earn graduate credit from VanderCook by attending performances, educational clinics and exhibits at ACDA Regional Conferences. Students must attend 12.5 clock hours of clinic sessions and concerts for one graduate credit, or 25 hours for two credits. A notebook summarizing and critiquing all sessions, concerts and exhibits, including copies of all handouts, concert programs and other supporting materials, must be submitted to VanderCook no later than one month after the conference. For notebook guidelines, please contact Dr. Robert Sinclair at 312.788.1144, or by e-mail at rsinclair@vandercook.edu. OPEN ENROLLMENT

7034A & 7034B Central Division Conference,
February 26-March 1, 2014, in Cincinnati, OH

7014A & 7014B Southern Division Conference,
March 5-8, 2014, in Jacksonville, FL

7044A & 7044B Northwestern Division Conference,
March 13-16, 2014, in Seattle, WA

7054A & 7054B Southwestern Division Conference,
March 19-22, 2014, in Little Rock, AR

7064A & 7064B North Central Division Conference,
March 20-22, 2014, in Des Moines, IA

7074 AMERICAN STRING TEACHERS ASSOCIATION (ASTA) NATIONAL CONFERENCE 2014: A RETROSPECTIVE

Tuition for 1 credit (7074A): $300, due in full with registration
Tuition for 2 credits (7074B): $575, due in full with registration

Dates: March 5-8
Location: Kentucky International Conference Center, Louisville, KY

COORDINATOR: DAVID ECCLES

One or two semester hours of graduate credit may be earned by attending concert performances, educational clinics and exhibits. Students must attend clinic sessions and concerts for 12.5 hours for one graduate credit, or 25 hours for two graduate credits. A notebook describing and critiquing all sessions, concerts or exhibits, including copies of all handouts, concert programs and other supporting materials, must be submitted no later than April 8, 2014.

The American String Teachers Association (ASTA) enriches people’s lives by supporting string and orchestra teaching and playing. ASTA develops leadership in the profession, enhances the visibility of string teaching, promotes the inclusion of string programs in schools, creates a community that embraces diversity and enhances the quality of string teaching and performing.

OPEN ENROLLMENT
**VanderCook Spring 2014 MECA Course Registration Form**

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Have you earned credit through VanderCook before?  □ Yes  □ No

If **Yes**, are you currently enrolled in the VanderCook MMEd program?  □ Yes  □ No

If **No**, please complete the following:
- Degrees earned:  □ BMEd  □ MMEd  □ Doctoral Degree

**Degree of Major(s)**

A degree in music or music education is required. Any exceptions must be approved by Rick Palese, director of professional and continuing education.

**Enrollment**

I wish to enroll in the following course(s). I am enclosing the appropriate payment for each course.

<table>
<thead>
<tr>
<th>Course Number</th>
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**Method of Payment**

□ Check or Money Order payable to VanderCook College of Music

□ Visa, Discover or MasterCard (circle one)

Select one: □ Charge only the $______ deposit  □ Charge the entire course tuition to my credit card

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**Tuition:** The tuition for each course is listed with the course description in this brochure. VanderCook accepts Visa, Discover and MasterCard.

**Registration:** Completed course registration forms must be accompanied by a non-refundable deposit, unless full tuition is due at registration (see course description). Registration with credit card payments accepted online, by fax (312.225.5211) or phone (312.225.6288).

**Fees:** All resource fees are included in course tuition.

**Auditing:** Any course may be audited for no credit. There is no tuition discount for auditing.

**Photography:** By signing above, you agree that photographs and/or video taken of you during your participation in the MECA program may be used by VanderCook for promotional purposes.

**Cancellations:** Refunds of tuition, less the non-refundable deposit, may be requested up to 12:00 p.m. CST on the Friday prior to the beginning of the course. Students canceling enrollment in a weekend or retrospective course will be refunded their tuition less $25. Students canceling enrollment in online MICA or Band Instrument Repair courses will receive a refund less $125. VanderCook reserves the right to cancel any course due to insufficient enrollment, in which case all deposits will be refunded.

**Transit:** Parking is available in the nearby IIT Visitors Pay Lot A4, located on State Street just south of 31st Street, or Lot B5 just south of the VanderCook building. Free parking is available on Sundays in IIT Permit Lot B4 in front of VanderCook’s 3140 building. The CTA Green and Red Lines both stop at 35th Street. Each station is just a short walk from VanderCook.

**Registration**

Online: www.vandercook.edu
Fax: 312.225.5211
Phone: 312.225.6288

Visa, Discover or MasterCard payment is required for online, fax or phone registration. Completed registration forms may also be mailed to:

VanderCook College of Music
Spring 2014 MECA Registration
3140 S. Federal Street
Chicago, IL 60616-3731