VanderCook Continuing Education
At VanderCook, continuing education is about more than just earning graduate credit. Our graduate-level courses are designed to present practical knowledge and skills that teachers can use in their classrooms immediately. Don’t miss the opportunity to meet and connect with other music teachers and respected colleagues from around the world. You’ll take away new strategies and concepts, and return to your students with renewed passion.

Spring 2017 Registration
Registration for all spring courses opens November 21, 2016.

Online Course Registration
Registration for all online courses closes on February 3, 2017 at 12:00 p.m. CST.
All online courses begin February 6 and conclude on May 7, 2017.

On-Campus Course Registration
Registration for all on-campus courses closes at 12:00 p.m. CST on the Friday before the course start date.

Off-Campus Course Registration
Registration deadlines vary depending on the date of the offering.

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.

Graduate Credit
Up to 12 continuing education credits can be applied directly to your master of music education degree as elective credits. VanderCook's graduate degree program allows you to earn your master's without cutting into your teaching schedule. To learn more, contact our Admissions Office at 312.225.6288, or visit www.vandercook.edu/programs/master-of-music-education.

Questions?
For more information about the continuing education program, instructors or accommodations, please call 312.788.1139 or email pbenson@vandercook.edu.

For information about VanderCook’s degree programs, concerts and events, please call 312.225.6288 or email us at info@vandercook.edu.

Upcoming Dates
Mark your calendars and get the jump on summer!

- Summer 2017 registration opens March 6
- Summer 2017 online courses begin June 12
- Summer 2017 courses conclude August 4

(Dates are subject to change. Please check our website for further updates.)
## ORCHESTRA/STRINGS/GUITAR

- **Guitar for the Music Educator: Level 1** ONLINE
- **Strategies for the Middle School Orchestra Director** April 8-9
- **String Repair & Maintenance Basics** April 1-2

## BAND

- **Advanced Woodwind Methods** ONLINE
- **Band Arranging** ONLINE
- **Band Instrument Repair** January 21, February 25, March 25, April 1 & 8
- **A Hands-On Approach to Teaching Low Brass** April 8-9
- **Jazz Arranging From Combo to Big Band** ONLINE
- **Level Up! Ideas, Resources & Solutions for the Middle School Band Director** April 8-9
- **Marching Band Methods for a Successful Season** February 25-26
- **Percussion Care & Repair** TBD (please check the VanderCook website)

## GENERAL MUSIC

- **Introduction to Orff Schulwerk** March 4-5
- **Orff Instrument Repair** February 11-12
- **TECHing the Elementary Music Classroom** ONLINE

## TECHNOLOGY

- **Finale Notation Software** ONLINE
- **GarageBand 101** ONLINE
- **Integrating Chromebooks into the Music Curriculum** April 22-23
- **No Experience Necessary: Web Design for Music Educators** ONLINE

## INTERDISCIPLINARY

- **Experiencing Jazz** ONLINE
- **Increasing Student Engagement & Retention** ONLINE
- **Integrating the iPad Into the Music Curriculum: Level 1** ONLINE
- **Musicianship Through World Music** ONLINE
- **Relational Pedagogy: Community, Culture & Leadership in Your Music Program** ONLINE
- **Successfully Including Students on the Autism Spectrum in Music Classes, Rehearsals & Ensembles** ONLINE
- **Theory Review** ONLINE
- **World Percussion Methods & Techniques** ONLINE

## WORKSHOPS & RETROSPECTIVES

- **American Choral Directors Association (ACDA) 2017 National Conference**
- **American String Teachers Association (ASTA) 2017 National Conference**
- **Illinois Music Education Conference 2017**
- **Judges Academy**
GRADUATE IMMERSION WEEKEND
February 17-18
with Dr. Robert L. Sinclair  February 17-18  1 graduate credit  $50  #6707
Join VanderCook faculty for a weekend exploring our graduate program. Learn about the structure, outcomes and timelines for our general music, orchestra, choral and band tracks. You'll assess your personal and professional goals, which will assist in the design of your program of study. Roundtable discussions will center on our foundations component, which includes principles of research and academic writing as well as the development of your exit project, how it relates to your teaching, and how it informs your study at the college. In addition, we'll introduce you to VanderCook's teaching methodologies and principles in the areas of percussion, brass, woodwinds, strings, jazz and conducting, among others. You'll meet the people who'll guide you in this next step in your education and help you know what to expect in this very focused program.

Complete this course and receive a $250 discount on your first summer of residency! (Valid up to three years after completing the course.)
GUITAR FOR THE MUSIC EDUCATOR: LEVEL 1
with Matt Hudson  ONLINE  3 graduate credits  $990  #7617
Learn to master the functional concepts and materials necessary to accompany vocalists, create a guitar unit in general music, and lead a successful guitar class at any level. Topics include choosing instruments, playing chords in open and barred positions, reading various guitar notation styles, performing 12-bar blues, and strumming common pop progressions. This course is designed for educators who are new to the guitar as well as for those with guitar experience who are now seeking a fresh approach.

STRING REPAIR & MAINTENANCE BASICS
with David Eccles  April 1-2  1 graduate credit  $330  #6007
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 offers 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.

STRATEGIES FOR THE MIDDLE SCHOOL ORCHESTRA DIRECTOR
with Clifford Hunt  April 8-9  1 graduate credit  $330  #6017
Join veteran junior high director Clifford Hunt through steps to improve the middle school orchestral program, and review techniques that other veterans might have forgotten. Topics include helpful tools for year-round recruitment, retention and analysis of why students stay in programs, techniques to help younger musicians feel they’re making progress while keeping older students interested, ideas for teaching improvisation, and a wide range of age-appropriate literature that will challenge middle school students.

WINTER TUNE-UP: CHORAL REHEARSAL TECHNIQUES, TIPS & TRICKS
with Gordon S. Krauspe  February 11-12  1 graduate credit  $330  #6507
Reanimate your choir from the dark of winter! Learn fresh ideas and techniques to bring renewed energy to your choral classroom. The main focus of this course is engaging the mind and body beginning with warm-ups, through rehearsals and into performance. New approaches, "planned spontaneity" with activities, and repertoire suggestions will provide you with tools you can use for years to come. Inspired music making is what we all strive for, and there are specific ways we can get there as teachers and students. This session will help you discover – or rediscover – some of them.
ADVANCED WOODWIND METHODS *
with Ruth A. Rhodes  ONLINE
Continuing Education Students:  3 graduate credits  $990  #7527
MMEd Candidates:  2 graduate credits  $1,035  #552

This graduate-level course provides appropriate techniques, procedures and materials for teaching flute, clarinet, saxophone, oboe and bassoon. Learn to differentiate instruction for correcting problems associated with embouchure formation, tone production, posture, holding and hand positions; analyze fingering differences among the woodwind instruments; compare and contrast intonation tendencies of woodwind instruments; analyze alternate fingerings; and assess general performance issues.

ENROLLMENT LIMITED TO 10

BAND ARRANGING *
with Ken Snoeck  ONLINE
Continuing Education Students:  3 graduate credits  $990  #7547
MMEd Candidates:  2 graduate credits  $1,035  #522

Hone the skills and techniques for arranging concert band and wind ensemble compositions, and learn the instrumentation, devices, techniques and types of scoring that can be used. Students will prepare one full arrangement as part of this course. All project submissions, grading and returns will be done electronically. This course fulfills the requirement for band-track candidates who are completing the MMEd degree program at VanderCook. Students must have a full version of Sibelius or Finale music notation software, as well as basic skills in using either program. Classes will meet on Wednesdays from 5:00 to 6:00 p.m. CST beginning February 8.

ENROLLMENT LIMITED TO 10

* Advanced Woodwind Methods and Band Arranging are each offered at two course levels. Students enrolled in the MMEd program at VanderCook are eligible to enroll at the 500 level. Students not enrolled in the MMEd program who wish to earn graduate credit as a continuing education student should register at the 7000 level. The difference in credits earned and tuition cost is attributed to the difference in tuition rates for the MMEd and continuing education programs. If you are unsure which section is best for you, please contact us directly at pbenson@vandercook.edu.

BAND INSTRUMENT REPAIR
with Gary Everett & Bill Rife  January 21, February 25, March 25, April 1 & 8
3 graduate credits  $1,035  #6207

Don’t miss one of VanderCook’s most popular courses! Watch your instrument repair bills disappear after learning the basics of woodwind and brass instrument repair. Bringing a flute, clarinet or French horn for basic repair assignments is encouraged. Old clothes are highly recommended and closed-toe shoes are required. This course is open to both beginning and advanced students.  ENROLLMENT LIMITED TO 24
A HANDS-ON APPROACH TO TEACHING LOW BRASS
with Matthew Gaunt & Tim Riordan  April 8-9  1 graduate credit  $330  #6247

Playing tuba, euphonium and trombone is a different ball game compared to other members of the brass family. This course covers the essential differences for teaching and playing these instruments, including various warm-up and technical exercises appropriate for students at all levels. Several tuba, euphonium and trombone method books and supplementary materials are resourced, including strategies for inclusion in chamber ensembles. Students should bring a tuba, euphonium or trombone for use in class.

JAZZ ARRANGING FROM COMBO TO BIG BAND
with Vincent Leonard  ONLINE  3 graduate credits  $990  #7657

This course is designed for music educators who want to explore arranging for jazz combo and/or ensemble, no arranging experience required. This course is structured in a step-by-step approach and covers jazz theory and harmony, principles of jazz voice leading, voicing techniques, chord symbol nomenclature, jazz notation and articulation. The functions of each instrument will be addressed, including range, register, dynamic capabilities and idiomatic characteristics.

LEVEL UP! IDEAS, RESOURCES & SOLUTIONS FOR THE MIDDLE SCHOOL BAND DIRECTOR
with Keith Ozsvath & Greg Scapillato  April 8-9  1 graduate credit  $330  #6217

Location: Quinlan & Fabish, Burr Ridge, IL

Join your fellow colleagues for an immersive weekend of learning and collaboration focused on the middle school band. This course is geared toward those new to the profession or seasoned veterans looking for a fresh approach. Topics include repertoire; rehearsal planning and execution; technology integration; communication tools; assessment and rubric design; incorporating student choice and collaboration; and much more! Participants should bring a laptop computer or tablet.

MARCHING BAND METHODS FOR A SUCCESSFUL SEASON
with Steven Pyter  February 25-26  1 graduate credit  $330  #6227

This course provides a wealth of resources from leading educators and designers in the fields of music education and pageantry arts. Topics include pre-season planning, show design, music and visual pedagogy, techniques for rehearsal effectiveness, student leadership, booster organizations and program administration.

PERCUSSION CARE & REPAIR
with James Yakas & Kevin Lepper  TBD (please check the website)

1 graduate credit  $330  #6237

Location: Quinlan & Fabish, Mishawaka, IN

Get yourself some new skin this spring by learning the basics for all standard percussion instruments, including snares, bass drums, concert toms, timpani and more. Tricks of the trade for changing heads, replacing keyboard strings and repairing timpani pedals are thoroughly covered, as well as proper assembly, cartage and storage of instruments. Bringing as many instruments for repair as possible is highly recommended. Remo will have new drumheads available to participants at a discounted price.
INTRODUCTION TO ORFF SCHULWERK
with Jean Hersey   March 4-5   1 graduate credit   $330   #6797
This course provides an opportunity to experience the Orff approach, a hands-on, creative method for teaching general music. Students will sing, play barred instruments and other percussion as well as recorder, dance, and most of all, create! Discussions focus on how this approach can impact curriculum and assessment as well as how it aligns with the Danielson Framework and Common Core Standards.
Required materials: Please wear comfortable clothes and bring a soprano recorder.

ORFF INSTRUMENT REPAIR
with Gary Everett   February 11-12   1 graduate credit   $330   #6807
Master the repair and maintenance of your Orff and classroom instruments in this hands-on workshop. Repair of resonator boxes, including pins and suspension cords, drums, autoharps and hand-held instruments, as well as fabrication of small instruments and mallet fabrication and repair may be covered. Any and all general classroom instruments are welcome! 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 email with specific questions regarding this workshop or additional topics of interest at repairlab@vandercook.edu.

TECHING THE ELEMENTARY MUSIC CLASSROOM
with Manju Durairaj   ONLINE   3 graduate credits   $990   #7647
Technology is a powerful tool that can optimize knowledge and skill acquisition and synthesis in music education. From 21st century instructional strategies to independent centers, from activities to assessments, this course details effective methods to integrate technology purposefully and organically while maintaining the integrity of an existing, active music-making curriculum. Appropriate for all teachers regardless of expertise with technological devices such as whiteboards and tablets, or presentation apps like PowerPoint, SMART Notebook, ActivInspire and others.
FINALE NOTATION SOFTWARE
with Vincent Leonard  ONLINE  3 graduate credits  $990  #7577
This course is designed for the K-12 educator who would like to explore and create notation projects using Finale 2014 software. Activities include creating custom worksheets for music theory, composition, performance, flash cards and more. Special attention will be given to creating warm-ups and arrangements for any ensemble including band, jazz, orchestra and chorus as well as custom SmartMusic accompaniments. Lesson projects will include participant-designed materials for immediate application in the curriculum. No Finale experience necessary!
ENROLLMENT LIMITED TO 15

GARAGEBAND 101
with Patrick Benson  ONLINE  3 graduate credits  $990  #7517
GarageBand is a complete music studio right at your fingertips. Not only is it easy to record, arrange and mix your own music projects, it also makes sharing them online a snap. This beginner-level course takes you through GB basics step-by-step, covering the basics of recording, mixing and creating using a Digital Audio Workstation. Through detailed tutorials, topic-specific projects, peer-to-peer project reviews and relevant discussion topics, you’ll walk away with a practical understanding of GB’s possibilities, and immediately employ them in your classroom.

INTEGRATING CHROMEBOOKS INTO THE MUSIC CURRICULUM
with Stefani Langol  April 22-23  1 graduate credit  $330  #6937
Chromebooks provide schools with an inexpensive, simple-to-use solution for accessing online tools and resources that can be easily integrated into the K-12 music curriculum. This course will look at myriad free and low-cost cloud-based tools that can enhance music teaching and learning, and explore and evaluate a variety of lesson strategies for immediate use in your classroom. Topics include tools for teacher presentations, including Google Docs and Prezi; streaming music with Spotify and SoundCloud; classroom integration strategies for streaming video services such as TeacherTube and YouTube; and an overview of Learning Management Systems, including MusicFirst. ENROLLMENT LIMITED TO 20

NO EXPERIENCE NECESSARY: WEB DESIGN FOR MUSIC EDUCATORS
with Keith Ozsvath  ONLINE  3 graduate credits  $990  #7607
Have you ever wanted a great-looking and functional website for your music program? Learn the step-by-step design and creation processes that will allow you to create a custom website tailored to your program’s needs. Participants will learn about current trends in web design and how to apply them; text, font and color choices; basic photo editing; embedding media files; and integrating documents, forms, presentations, calendars and more. No web design experience is necessary but students must have their own computer with webcam. ENROLLMENT LIMITED TO 15
EXPERIENCING JAZZ
with Rick Lawn  ONLINE  3 graduate credits  $990  #7597
A study of jazz from its African and European roots through its emergence at the turn of the 20th century as a unique and distinctive American art form. This course immerses students in a journey through time, placing the music within larger cultural and historic contexts as various styles of jazz are studied along with the primary innovators. Sixty streaming audio tracks and other materials are used to provide students with a better understanding of how jazz developed. Special topics include women in jazz and contemporary trends.

INCREASING STUDENT ENGAGEMENT & RETENTION
with Glen Schneider  ONLINE  3 graduate credits  $990  #7567
Successful music programs display excellent student engagement and long-term student retention. This course equips you to effectively strengthen program philosophy, advocacy, classroom engagement, and communication between teachers and students. Learn new and exciting ways to engage with students, parents and the community through the review of peer-reviewed articles, professional resources and sharing/discussion within each class.

INTEGRATING THE iPAD INTO THE MUSIC CURRICULUM: LEVEL 1
with Dr. Tom Rudolph  ONLINE  3 graduate credits  $990  #7587
Looking for ways to integrate the iPad for your own use and/or with your students? This course provides a comprehensive exploration of the many tools and apps that are available. Topics include using the iPad as an interactive whiteboard for class and rehearsal presentations; annotating music and displaying notation; connecting MIDI keyboards, microphones and other music gear to your iPad; composing and notating music with apps such as Loopy and GarageBand; developing course materials using iBooks Author; and recording audio and creating video screencasts.  ENROLLMENT LIMITED TO 20

MUSICIANSHP THROUGH WORLD MUSIC
with Julie Lyonn Lieberman  ONLINE  3 graduate credits  $990  #7627
Satisfy all of the National Standards for Music Education through one class! Delve into the musical imagination of the world with countless approaches to rhythmic groove, phrasing, structural elements, instrumentation and creativity. This course explores auditory learning procedures, diverse learning processes, odd meter, alternating meter, and unique approaches to ornamentation, inflection, structure and more.  Classes will meet every week from 4:00 to 5:00 p.m. CST beginning Tuesday, February 7.

RELATIONAL PEDAGOGY: COMMUNITY, CULTURE & LEADERSHIP IN YOUR MUSIC PROGRAM
with Mark Reid  ONLINE  3 graduate credits  $990  #7557
Music teachers and student-musicians connect in multiple ways through various interaction at school. As such, music programs are often a place where students feel they "belong" or connected to others. This course honors these connections, addressing pedagogy and practice that balances established boundaries with modeling of healthy, reciprocal, responsible and respectful relationships.  Classes will meet every week from 6:00 to 7:00 p.m. CST beginning Monday, February 6.
SUCCESSFULLY INCLUDING STUDENTS ON THE AUTISM SPECTRUM IN MUSIC CLASSES, REHEARSALS & ENSEMBLES
with Dr. Elizabeth Chappell  **ONLINE**  3 graduate credits  $990  #7667
Immerse yourself in a foundation of knowledge related to successfully teaching children with autism spectrum disorder in music classrooms. Specific topics include strategies that facilitate participation, music skill development, and enjoyment for children on the autism spectrum. In addition, issues related specifically to sensory, behavioral and social challenges that can impede positive inclusion experiences are explored.

THEORY REVIEW *
with Mary Ann Krupa  **ONLINE**
Continuing Education Students:  3 graduate credits  $990  #7537
MMEd Candidates:  2 graduate credits  $1,035  #520
A refresher course of basic and chromatic theory. MMEd candidates at VanderCook who need to brush up on their knowledge of theory before registering for a course in arranging should consider this elective. **ENROLLMENT LIMITED TO 15**

* Theory Review is offered at two course levels. Students enrolled in the MMEd program at VanderCook are eligible to enroll at the 500 level. Students not enrolled in the MMEd program who wish to earn graduate credit as a continuing education student should register at the 7000 level. The difference in credits earned and tuition cost is attributed to the difference in tuition rates for the MMEd and continuing education programs. If you are unsure which section is best for you, please contact us directly at pbenson@vandercook.edu.

WORLD PERCUSSION METHODS & TECHNIQUES
with Zachary Himelhoch  **ONLINE**  3 graduate credits  $990  #7637
World percussion is quickly becoming an integral part of any well-rounded music education program. Whether you’re utilizing authentic instruments, Remo tubano drums or buckets, this course arms you with a practical toolkit for incorporating world rhythms into your classroom. Essential rhythms from West Africa, Cuba, Brazil and the Caribbean will be introduced alongside drum circle facilitation methods and proper hand-drumming techniques. This course is perfect for anyone from the beginner just delving into world percussion to the advanced instructor looking to expand their technical and rhythmic palette. **ENROLLMENT LIMITED TO 10**
WORKSHOPS & RETROSPECTIVES

About Workshop & Retrospective Offerings:
Students may earn up to two semester hours of graduate credit by attending concert performances, educational clinics and exhibits at the conferences listed below. 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 in order to receive credit.

Students may need to register for each conference individually; please check each event’s website for details. VanderCook continuing education tuition does not include any registration fees assessed by the hosting organization.

AMERICAN CHORAL DIRECTORS ASSOCIATION (ACDA)
2016 NATIONAL CONFERENCE: A RETROSPECTIVE
Coordinated by Dr. Robert L. Sinclair  March 8-11 (Minneapolis, MN)
$330 for 1 graduate credit, less ACDA 50% scholarship = $165 (#7227A)
$660 for 2 graduate credits, less ACDA 50% scholarship = $330 (#7227B)
The notebook and supporting materials required to receive credit must be submitted to VanderCook no later than April 10, 2017. Students seeking credit must also register with ACDA for the workshop. Please visit www.acda.org for details.

AMERICAN STRING TEACHERS ASSOCIATION (ASTA)
2016 NATIONAL CONFERENCE: A RETROSPECTIVE
Coordinated by David Eccles  March 1-4 (Pittsburgh, PA)
$330 for 1 graduate credit (#7237A) / $660 for 2 graduate credits (#7237B)
The notebook and supporting materials required to receive credit must be submitted to VanderCook no later than April 3, 2017. Students seeking credit must also register with ASTA for the workshop. Please visit www.asttta.com for details.

ILLINOIS MUSIC EDUCATION CONFERENCE (IMEC) 2017
Coordinated by Patrick Benson  January 25-28 (Peoria, IL)
$330 for 1 graduate credit  #7307
The notebook and supporting materials required to receive credit must be submitted to VanderCook no later than February 27, 2017. Students seeking credit must also register with IMEC for the conference. Please visit http://www.ilmea.org for details.

JUDGES ACADEMY with Ken Snoeck  ONLINE  3 graduate credits
Level I (#7226)  Level II: Music (#7236)  Level II: Visual (#7246)
$900 each, less Judges Academy 50% scholarship = $450 per level
The Marching Roundtable Judges Academy is an innovative new series of online courses offering judges training and assessment education for everyone interested in the marching arts. Level One, for aspiring and experienced judges, is “The Foundation of Pageantry Arts Assessment.” Level Two, ”Advanced Techniques of Adjudication for Pageantry Arts,” is an in-depth study of judging sheets and terminology. Students must have fully completed all requisite course assignments in order to receive credit. Please visit www.judgesacademy.com for more details.
CONTINUING EDUCATION COURSE FORMATS

Weekend Courses
Saturday classes are generally held from 8:00 a.m. to 5:00 p.m., with two 15-minute breaks and one 60-minute lunch break scheduled. Sunday classes are generally held from 8:00 a.m. to 1:00 p.m., with one 15-minute break scheduled. Individual schedules and break times may vary per individual instructor.

Online Courses
VanderCook Online is powered by Schoology (www.schoology.com), a learning management system that enables you to interact directly with your instructor, fellow classmates and members of the greater VanderCook Online community. You'll be able to work at your own pace each week while completing assignments and posting responses to discussion questions.

Online spring courses officially begin Monday, February 6. Once your registration is processed and your account is created, you'll receive an email with login instructions one week before online courses begin. On the morning of February 6, log in at www.online.vandercook.edu, at which point you'll have access to your classroom and course material.

Instructors will establish specific online chat meeting times once the course has convened. Chat sessions are a required component of all online courses. If you are unable to meet at a scheduled time, please make alternate arrangements with your instructor.

Online MMEd/Continuing Education Courses & Credit Hours
Students enrolled in the MMEd program at VanderCook are eligible to enroll at the 500 level. Students not enrolled in the MMEd program who wish to earn graduate credit as a continuing education student should register at the 7000 level. The difference in credits earned and tuition cost is attributed to the difference in tuition rates for the MMEd and continuing education programs.

Semester credit hours for VanderCook's graduate degree programs are calculated using the 50-minute academic hour or Carnegie Unit (750 minutes per credit). Semester credit hours for the continuing education program are calculated using the 60-minute clock hour (750 minutes per credit).

Hybrid Online/Weekend Courses
In the week(s) prior to the on-campus meeting, you'll be added to a special course section in our online learning management system, Schoology (www.schoology.com). Instructors will post materials for you to review, and you'll be able to connect with your classmates before and after the scheduled on-campus portion(s) at VanderCook. On-campus portions are generally held at VanderCook from 8:00 a.m. to 5:00 p.m. on the scheduled day, unless specified otherwise.

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 courses will be refunded their tuition less $75. Students canceling enrollment in Band Instrument Repair will be refunded their tuition less a $150 cancellation fee. VanderCook reserves the right to cancel any course due to insufficient enrollment, in which case all tuition will be refunded.

Auditing
Any course may be audited for no credit. Full tuition costs apply.

Photography
By enrolling in a continuing education course, you agree that photographs and/or video taken of you during your participation may be used by VanderCook for promotional purposes. For any questions or concerns, please contact Patrick Benson, Director of Continuing and Online Education, at 312.788.1139 or pbenson@vandercook.edu.
**SPRING 2017 Continuing Education**
**REGISTRATION FORM**

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**FIRST NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR NAME TAG**

- 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 indicate degrees earned:  □ BMEd  □ MMEd  □ Doctoral Degree

**DEGREE OF MAJOR(S)**
**NAME(S) OF GRADUATING COLLEGE(S)**

A degree in music or music education is required to take a continuing education course. Any exceptions must be approved by VanderCook's Director of Continuing and Online Education.

**ENROLLMENT**

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**PAYMENT**

- □ Check or money order payable to VanderCook College of Music
  (please indicate "continuing education registration" in the memo field)  
  CHECK #
- □ Visa   □ Discover   □ MasterCard

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**SIGNATURE**
**DATE**

Easy online registration at www.vandercook.edu/programs/meca