



7308, 2018 Illinois Music Education Conference: SHARE YOUR PASSION. Graduate Credit Information

If you are taking 2018 Illinois Music Education Conference (IMEC): A Retrospective (course 7308) for credit, you need to be aware of the following policies of VanderCook College of Music.

Workshop Registration: Registration for graduate credit through VanderCook College is separate from the registration fee required to attend the Illinois Music Education Conference. Please visit <https://www.ilmea.org/imec/2018imec/> for additional information.

Credit: *7308 Illinois Music Education Conference (IMEC): A Retrospective* may be taken for one (1) graduate credit. To earn graduate credit for the *7308 Illinois Music Education Conference (IMEC): A Retrospective* a participant must attend 12.5 hours (60-minute clock hours) of sessions at the 2018 Illinois Music Education Conference.

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 Patrick Benson, Director of Continuing and Online Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL, 60616, for evaluation and grading. Your notebook will be returned after grading is complete.

Guidelines for Notebook

Materials Needed

- Three-ringed 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 (Spring 2018).
- 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 Patrick Benson, postmarked no later than February 27, 2018.

Dates and Location: The 2018 Illinois Music Education Conference will take place January 24 -27, 2018 at the Peoria Civic Center in Peoria, IL.

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

Transcripts: You must submit your request by completing the transcript request form or you may also fax your request with your signature and a credit card number. Transcripts cannot be processed until payment is received. We accept Visa, MasterCard and Discover. You may fax your transcript requests to: 312.225.5211.



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If you have any questions regarding your transcript request, please contact: Carolyn N. Berghoff, Registrar

Direct Line: 312.788.1151 email: cberghoff@vandercook.edu



TRANSCRIPT REQUEST FORM

Social Security# _____ Phone _____
 Name (Last) _____ (First) _____
 Home Address _____ E-mail _____
 City _____ State _____ Zip _____

Dates of Attendance _____ VCM Degrees _____
 Other names Used while in Attendance _____

SUBMIT REQUESTS TO:

Registrar
 VanderCook College of Music
 3140 S. Federal St.
 Chicago, IL 60616
 tel. (312) 225-6288 x236
 fax (312) 225-5211

Transcripts \$5 per copy – no transcript without payment.
 Make checks payable to VanderCook College of Music.

credit card # (Visa, MC, or Discover) _____ exp. date _____

PLEASE SEND MY TRANSCRIPT TO:

 City _____ State _____ Zip _____

Check one:

- Send my transcript immediately.
- Send my transcript when grades have been recorded for the following course: _____
- Send my transcript when grades have been recorded for the following semester: _____

Signature _____ Date _____

OFFICE USE ONLY

Date	
Cash Check	MC/V/D Amt. Init.

For further information: If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn: Patrick Benson, Director of Continuing and Online Education, 3140 S. Federal St., Chicago, IL, 60616; 312.788.1139 or pbenson@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.