



GIA Fall Institute: A Retrospective SHARE YOUR PASSION.
Graduate Credit Information

If you are taking the GIA Fall Institute: A Retrospective (course numbers 7487A) for credit, you should be aware of the following policies of VanderCook College of Music.

Credit: *The GIA Fall Institute: A Retrospective* may be taken for one (1) graduate credit. To earn graduate credit for the *The GIA Fall Institute: A Retrospective*, a participant must attend 12.5 hours (sixty minute clock hours) of sessions at the 2017 GIA Fall Institute for each semester hour of credit taken. Sessions may include clinics, lectures, rehearsal labs and performances.

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. All written material must be typed. 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. Sample notebooks will be available for perusal at the VanderCook booth, located in the exhibit hall, during the week of the Midwest Clinic.

Guidelines for Notebook

Materials Needed

- Three-ring notebook
- Tabbed dividers - quantity that is appropriate for materials

Parameters

- Please include a title page stating course number and title, your name, address, phone, email, and the term (Fall 2017).
- Table of Contents
- Page numbers
- All information must be typed and neatly formatted in a manner befitting graduate credit. No hand written work will be accepted. All written material must be typed.
- Full sentences, and correct grammar and spelling are required.
- Notes may be included, however narrative is expected for summaries and reflections.
- All handouts and supporting materials must be included.

Notebook Due Date: Please submit notebooks to Patrick Benson no later than November 13th, 2017, one month after the GIA Fall Institute has ended. Notebooks must be postmarked by this date. Notebooks will be returned to students after evaluation and grading.

Dates and Location: The GIA Fall Institute takes place October 12 -14, 2017, in Chicago, IL.

VanderCook College of Music, 3140 S. Federal St., Chicago, IL 60616
312.788.1133
meca@vandercook.edu

Follow MECA online!

On Twitter: *VanderCook MECA*

On Facebook: *<http://vandercook.edu/FacebookMECA>*



GIA Fall Institute: A Retrospective SHARE YOUR PASSION.
Graduate Credit Information

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

Clinic Registration: Registration for graduate credit through VanderCook is separate from the registration fee required to attend the GIA Fall Institute.

Transcripts: VanderCook College of Music issues only 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) writing their name, social security number, where transcript is to be sent, dates of attendance, and sign and date the letter. There is a \$5 fee for each transcript requested. Please allow two weeks for delivery. Questions regarding transcripts should be directed to the Registrar's Office at 312.788.1151.

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 60616-3731; 312.788.1139; 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. Our teacher certification programs are approved by the Illinois State Board of Education. Weekend, off-campus, and online courses are part of VanderCook's Music Education Center of America (MECA) Continuing Education program, designed to enhance the skills of making music educators currently in the field.

VanderCook College of Music, 3140 S. Federal St., Chicago, IL 60616
312.788.1133
meca@vandercook.edu

Follow MECA online!

On Twitter: *VanderCook MECA*

On Facebook: *<http://vandercook.edu/FacebookMECA>*