

## Hal Leonard's Joy of Singing Milwaukee Graduate Credit Information

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*If you are taking Hal Leonard's Joy of Singing Milwaukee (course 7615) for credit, you need to be aware of the following policies of VanderCook College of Music.*

**Credit:** *Hal Leonard's Joy of Singing Milwaukee* may be taken for one (1) graduate credit. To earn graduate credit for *Hal Leonard's Joy of Singing Milwaukee*, a participant must attend all required sessions at the Joy of Singing workshop as outlined on the registration form.

**Course Exit Requirement: PLEASE READ THIS SECTION CAREFULLY!** In addition to full class participation, each student who has registered for one (1) graduate credit hour must complete the assigned assessment activity. The assignment must arrive for evaluation and grading no later than two weeks after the workshop. Please send to: Rick Palese, Director of Professional and Continuing Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616. Please include a self-addressed, postage paid mailing envelope with your submission for guaranteed return of your materials.

**Professional Development Journal:** All students are encouraged to keep a journal of their participation in the workshop, however the journal is not a requirement for earning credit, and will not be collected by VanderCook College of Music for assessment.

**Grade Sheets:** Each registered participant will automatically be sent a grade sheet to her/his home address upon successful completion of the course. Please retain this grade sheet for your records.

**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) put in writing 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. For additional transcript information visit <http://www.vandercook.edu/alumni/request-a-transcript/>

**For further information:** If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn. MECA Continuing Education, 3140 S. Federal St., Chicago, IL 60616-3731; 312.788.1133; [meca@vandercook.edu](mailto:meca@vandercook.edu)

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**ABOUT VANDERCOOK:** Established in 1909, 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. Courses offered through the MECA Continuing Education program are designed to enhance the skills of music educators currently in the field.

VanderCook College of Music, 3140 S. Federal St., Chicago, IL 60616  
312.788.1133  
[meca@vandercook.edu](mailto:meca@vandercook.edu)

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