



The Music Conservatory

Performance Attendance Policies and Procedures 2013 – 2014

All undergraduate music students must attend **EIGHT (8) DIFFERENT** approved music performances or theatre productions each semester. All first-year graduate music students must attend **SIX (6) DIFFERENT** approved music performances or theatre productions each semester.

Students must register for Performance Attendance (PERF 099) each semester and must pass either six semesters (undergraduates) or two semesters (graduates) to graduate. Transfer students will be credited for performance attendance in accordance with the amount of time spent at a previous school. Students must register for PERF 099 until the requirement has been fulfilled. Once students have fulfilled their Performance Attendance requirement, they no longer need to register for the course. The requirement is intended for completion in the first three years (undergraduate level) or first year (graduate level) of study. Performance Attendance is a zero (0) credit, Pass/Fail class. Although the grade will not affect the grade point average, a failure may warrant probationary action, will influence scholarship renewal or consideration, and may delay a student's graduation.

You must attend the entire performance in order to receive attendance credit. Arriving at any performance after it has begun or leaving before it has concluded will not count towards fulfillment of the attendance requirement. Performances in which you participate do not count towards fulfillment of the attendance requirement, with the exception of two cases. The first is student composition recitals, which may be used by the performers to fulfill performance attendance credit. The second is for both OperaFest and JazzFest: performers may receive one performance attendance credit for attending the entirety of the concert, from beginning until end for JazzFest and as indicated for OperaFest.

Please note that not all performances taking place this semester count towards fulfillment of performance attendance. Review the list carefully. You may check your record of performance attendance using Blackboard. Questions about any discrepancies you find between your own records and the record recorded online in Blackboard should be directed to Mariama (Madi) Torruella in the Music Conservatory Office, room 926 mtorruella@roosevelt.edu.

Procedures for recording attendance at music and theatre events are as follows:

- Music performances: Pick up a music performance attendance slip from the Music Conservatory faculty monitor at the event before the performance begins. Complete the form and return it to the faculty monitor after the event is over. Allow adequate time to find the faculty proctor at off-site performances.
- Theatre performances: Reserve a ticket in the reservation book in Room 751 (Theatre Conservatory Box Office). At the performance, pick up a music performance attendance slip from the Music Conservatory faculty proctor at the event before the performance begins. Complete the form and return it to the faculty proctor after the event is over. Note that not all theatre shows are on the approved list – you will not receive credit if no Music Conservatory faculty proctor is present with forms.

Do not wait until the end of the semester to begin attending performances. This is especially true for the theatre performances; make your reservations well in advance. Please note that performance dates, times and locations are subject to change. Check the online calendar and the Upcoming Performances board for the latest information. Plan ahead so you may fulfill the performance attendance requirement before you are busy with final exams, performances, and juries.

If you have concerns about your ability to complete the performance attendance requirement satisfactorily, please see Dean Berna no later than September 30, 2013.

PERFORMANCE ATTENDANCE DECORUM

The role of the audience is a vital one in the performing arts, and we expect students to embrace that role as well as the role of performer. Simply attending is not enough. Students must go to events with open hearts and minds, in the spirit of supporting their fellow students' work, and respecting the right of all to enjoy an undisturbed listening experience.

It is expected that students will attend all performance events neatly and properly clothed and groomed for that performance.

It is expected that students will arrive well before the start time of the performance to get tickets when applicable, read programs, and so on.

It is expected that students will remain in the theatre or concert hall for the duration of the performance, leaving only at intermissions and at the conclusion of the performance. Credit towards the performance attendance requirement can only be obtained for performances attended in their entirety.

It is expected that students will behave respectfully during the performance. Feet are not to be up on seats. There may be no discussions during a performance. If you must speak to someone, your comment should be brief and whispered. NO cell phones, MP3 players, game systems, notebook or tablet computers or similar devices are to be used at any time. Digital devices should be turned off for the duration of the performance, not set to vibrate or silent. Students observed sleeping, texting or using a digital device will not receive credit for attending the performance.

If a faculty member asks a student for his or her name, or his or her performance attendance form, students are required to comply. Any student whose behavior at a performance is judged by a faculty member or staff member to be inappropriate or in violation of this decorum or the Code of Student Conduct published in the Roosevelt University Student Handbook will be asked to leave, and that performance will not be counted towards the performance attendance requirement. Appropriate disciplinary measures will be taken.