

Contemporary Commercial Music Vocal Pedagogy Institute

Summer 2010

Welcome, _____

Thank you for registering for the 2010 Contemporary Music Vocal Pedagogy Institute. Your application has been received and accepted. We are pleased that you have decided to join us as we look forward to another exciting and productive session.

According to our records, you have registered for

	Fee	Received	Due July 1
Institute Level I	\$390	_____	_____
Institute Level II	\$390	_____	_____
Institute Level III	\$390	_____	_____
Gospel Styles	\$390	_____	_____
Voice Science Research	\$390	_____	_____
Jeanie Lovetri Seminar	\$100	_____	_____
Repeat of Level I	\$200	_____	_____
Repeat of Level II	\$200	_____	_____
Repeat of Level III	\$200	_____	_____
Special application fee	\$20	_____	_____

(If you ever registered for credited instruction at Shenandoah University in the past, you do not need to pay the application fee.)

Use the form included in the brochure to remit amounts due

Housing information is provided in the following pages. Use the housing form on the back cover to reserve on campus housing. Payment is expected at the time of reservation. Please complete the enclosed Special Student application form and return it with your housing application.

Please read the attached information carefully. It will be a pleasure to have you join us this summer.

Sincerely,

Kathryn Green, 2010 Institute Director

Contemporary Commercial Music Vocal Pedagogy Institute - Summer 2010

General Information

Getting to Shenandoah University

Shenandoah University is located in Winchester, Virginia, on the western side of the intersection of Interstate 81 and Route 50.

If you are arriving by air, Dulles International Airport is the ONLY airport you should use, as it is closest.

To get from Dulles to Shenandoah, consider the following options:

- Taxi.
- Two shuttle services are available. Call for costs and to make arrangements.
AES Limousine 540-667-8303
A Gem Limousine 540-722-2000; toll free 888-436-5466; www.gemlimousine.com
- Contact information for other participants will be made available upon request to organize ride sharing.

What to Bring for Instructional Purposes

- Two songs in contrasting styles – 16 bars of each for use in class demonstrations.
- A song to sing on the class recital (optional).

On Campus Housing and Meals

General Information

On campus graduate student housing and meals are offered. Housing is provided on a space available basis. All residential halls are air-conditioned (no linens provided). Meals are available in the Allen Dining Hall or in the University Snack Bar. Missed meals purchased as part of the housing/meal package are not refundable. Check out from rooms in the residential halls is by noon or as arranged with the conference assistant. Payment for on-campus housing is made to the Shenandoah University Business Office and due at the time of reservation.

On campus housing is \$50 per day, including three meals. There are a limited number of private rooms, which will be assigned on a 1st come 1st served basis.

A day of meals consists dinner in the evening on the night of the stay plus breakfast and lunch the next day.

Tentative Allen Dining Hall Hours (check signs posted on dining hall doors)

Breakfast	7:00 am to 8:30 am
Lunch	Noon to 1:30 PM
Dinner	5:00 PM to 6:30 PM

A housing reservation form is located in this booklet. A schedule located elsewhere in this booklet indicates the timing of events to assist participants in making housing requests. The form is returned directly to the Shenandoah University Business Office. Payment for housing is expected at the time of reservation.

Several groups are on campus during the Institute and a limited number of rooms are available. Requests will be filled as reservation forms indicating needs are received. It is expected that availability will be tight.

Questions regarding housing may be directed to 540-545-7339.

Check-In for University Residence Halls

Level One students should plan to check in on the day of arrival between 3:00 and 5:00 PM at the University Inn lobby. You will receive your room assignment, a key to your room and an ID card that gives access to the building and dining hall.

If your travel plans require that you arrive at another time, please call (540) 533-7749 to make specific arrangements with the conference assistant.

Check-Out for University Residence Halls

Return your key and ID card to the conference assistant in a labeled key envelope. The charge for a lost key is \$10.00 and for a lost ID is \$10.00. Failure to return your key and ID card will result in the assessment of these fees.

Details related to University Residence Halls

- Persons staying in student residence halls must bring their own linens. All beds are *long twin* size. Students should bring their own mattress pad, sheets, pillow, and blanket. (Residence Halls are sometimes cool. Plan sleep-wear and blanket weight accordingly.)
- All residence halls are nonsmoking facilities.
- Students are encouraged to bring cell phones as there are no phones in the rooms.
- Cable television is available without charge to students in the residence halls who **bring their own television sets**.
- Students are encouraged to bring a desk lamp (or two).
- Trash must be placed in the dumpster behind Bob Evans Restaurant. Do not leave trash in hallways nor in room upon checkout.
- Room damage and room cleaning charges may be assessed if necessary after departure.

Policy for Guests of Residents in the Residence Halls

Residents may host invited overnight guests of the same sex. Guests may not reside on campus for more than three nights per term unless special permission is granted through the Resident Director/Living and Learning Coordinator. Parking permits for guests can be obtained from the Student Affairs Office. Guests are expected to adhere to Shenandoah regulations while visiting campus. Residents are responsible for the conduct of their guests, whether they stay overnight or not. A resident in a shared room must have permission from his/her roommate to have an overnight guest.

Any guests under the age of 16 must be accompanied by a parent or guardian at all times. Children under 10 years of age are not permitted to be overnight guests and must be accompanied by an adult while visiting or be under the direct supervision of an employee of the University in a Shenandoah sponsored program.

During the summer term, residents of the University Inn are permitted to have adult family members of either sex as visitors. Visitors are not permitted to stay as guests for more than three nights during the summer term.

Policy for Pets in the Residence Halls

Pets are not allowed in the Shenandoah University residence halls. (**Note:** Some of the area motels allow pets.)

Off Campus Housing and Meals

Students qualify for a Shenandoah University rate in several area motels. Meals are purchased separately for motel occupants (as they are considered commuters). Check in/check out times for motels is determined by each motel. **All motel reservations and payments must be made directly with the motel.**

Area Motels and Summer RatesThe Hampton Inn and Wingate Inn have both offered special rates to our CCM participants if reservations are made before the deadlines. These rooms are limited in number, so be sure to make your reservations as soon as possible.

Hampton Inn (across the street from SU)

- Special 'CCM Institute' Rate: \$70 per night (including breakfast)
- Non smoking king and double rooms
- Deadline for Special Rate: June 15th
- (800) 426-7866 / (540) 667-8011

Wingate Inn (10 minute walk from SU)

- Special 'CCM Institute' Rate: \$70 per night (including breakfast)
- Non smoking king and double rooms
- Deadline for Special Rate: June 25th
- (877) 946-3585 / (540) 678-1926

Other Hotel Accommodations:

Best Western-Lee Jackson (800) 528-1234
Comfort Inn (540) 667-8121
Red Roof Inn (540) 667-5000
Travelodge (800) 578-7878 H
Holiday Inn (540) 667-3300

Linen service, telephones, and television service are provided by the motel.
Check-in and departure times are as specified by the motel.

Students in off-campus housing may purchase meals in Allen Dining Hall at the following rates:

Breakfast	\$4.00
Lunch	\$5.00
Dinner	\$8.00

Tentative Allen Dining Hall Hours (check signs posted on dining hall doors)

Breakfast	7:00 am to 8:30 am
Lunch	Noon to 1:30 PM
Dinner	5:00 PM to 6:30 PM

Camping & Recreational Vehicles

The nearest park is **Candy Hill Camp Ground** in Winchester (540) 662-8010. Long term rates are negotiable.

Residential mobile home parks may have short-term sites available. The nearest are:

- **Arcadia Mobile Park** 1426 Baker Lane, Winchester (540) 662-0723
- **Shenandoah Mobile Court** Front Royal Road, Winchester (540) 662-3343

General Academic Information

Contact Information

Kathryn Green	kgreen@su.edu	540-665-4556	(Institute Director)
Linda Leonard	lleonard@su.edu	540-542-6201	(Conservatory Office)

Schedule

Friday, July 16	Resident Level 1 and Vocal Jazz Styles students check in late P.M.
Saturday, July 17	Level I and vocal jazz registration 8:30A.M.; Instruction begins 9A.M.
Sunday, July 18	Level I continues
Monday, July 19	Level I continues; Evening masterclass
Tuesday, July 20	Level II and Gospel Singing Styles registration 8:30A.M.; Instruction begins 9A.M.
Wednesday, July 21	Level II and Gospel Singing Styles continues
Thursday, July 22	Level II and Gospel Singing Styles continues; Evening student recital
Friday, July 23	Level III and Voice Science Research Course registration 8:30 A.M.; Instruction begins 9A.M.
Saturday, July 24	Level III and Voice Science Research Course continue
Sunday, July 25	Level III and Voice Science Research Course continue

Identification Cards

Temporary identification cards will be issued to students in university residence halls upon check in. Identification cards provide access to the residence halls and cafeteria.

Books and Instructional Materials

The text for Level 1, 2 and 3 will be handed out in class on the first day. A variety of books and supplies are available in the university bookstore. Students may use credit cards, checks or cash to pay for bookstore purchases.

Computers, E-mail, Internet

Computers, including PC and Mac formats, are available to students in several laboratory settings, including our MAC laboratory in Ruebush 111, across from the conservatory office.

Internet stations are available in all computer laboratories, on the second floor of Ruebush Hall, in the student center, and in the library. E-mail access is available in several locations throughout the campus.

Refund Policy

The application fee of 20.00 is nonrefundable.

Tuition refunds are possible if requested in writing at least two weeks prior to starting the program. There will be no refunds after July 14.

Refunds for students receiving federal financial aid will be processed in accordance with federal policy. Unused room and meal charges are refunded on a prorated daily basis.

Drop/Withdrawal from Class

Students terminating class instruction must visit the Registrar's Office to officially drop the class during the first two days of instruction, or to withdraw from the class on the third day or later, regardless of eligibility for refund.

Banking Services

An ATM machine is available in the Wilkins Student Center which honors Cirrus, MOST, VISA, and MasterCard. The University Bookstore will cash checks (no second party checks) up to the amount of \$25.

Copy Facilities

Coin or debit card operated copy machines are available in the library. Quick copying facilities are also located in close proximity to the campus.

CONTEMPORARY COMMERCIAL MUSIC VOCAL PEDAGOGY INSTITUTE 2010 at Shenandoah University

ON CAMPUS HOUSING RESERVATION AND PAYMENT

Name _____

ID# _____

Select according to arrival/departure needs.

Important Information

Reserve early to assure space availability. PLEASE KEEP A COPY FOR YOUR RECORDS.

Arrangements for off campus housing are made individually by participants directly with the facility. See list in *CCM Participant Handbook*.

On campus housing includes the evening meal on the night of the stay plus breakfast and lunch the next day. The cost per participant for housing and meals will be \$50.00 per day. Due to the popularity of this course, rooms may be double occupancy. If you require a single room, contact Katie Aimone at (540) 665 4933 or kaimone@su.edu.

Date	Cost	Enter charges
Friday, July 16	\$50 _____	Level I students and vocal jazz arrive late afternoon for check-in.
Saturday, July 17	\$50 _____	Level I and vocal jazz registration at 8:30 A.M. Level I and vocal jazz instruction begins at 9 A.M.
Sunday, July 18	\$50 _____	Level I and vocal jazz continues
Monday, July 19	\$50 _____	Level I continues Evening masterclass for all
Tuesday, July 20	\$50 _____	Level II registration at 8:30 A.M. Level II instruction begins at 9 A.M.
Wednesday, July 21	\$50 _____	Level II continues
Thursday, July 22	\$50 _____	Level II continues Evening student recital
Friday, July 23	\$50 _____	Level III & Vocal Science Research Course
Saturday, July 24	\$50 _____	Level III & Vocal Science Research Course
Sunday, July 25	\$50 _____	Level III & Vocal Science Research Course

Housing Total \$ _____ (ARST)

Payment for housing is due in full at time of reservation.

I understand that I will not be officially housed with Shenandoah University until my balance for housing has been paid in full.

CCM PAYMENT SECTION-HOUSING

Participant name (print) _____

ID# _____

If address is different from the participant, please complete card holder information below:

Make checks payable to Shenandoah University.

Method of Payment:

- Money Order Check American Express
 Discover MasterCard VISA

Card holder address

City State/Province Zip

Amount to be charged \$ _____ (ARST)

Country

Name as it appears on credit card (print)

Home phone

Work Phone

SS#/SU I.D.

E-mail

Card number

Expiration

**Mail this page with payment to Shenandoah University
Business Office, 1460 University Drive, Winchester, VA 22601
Deadline for Housing Reservation/Payments: July 1, 2010**

X _____

Card holder signature required