School of Dance
Undergraduate Student Handbook

2013-2014

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Norman, OK 73019-3041
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http://www.ou.edu/finearts/dance
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MISSION STATEMENT

As the only University School of Dance in the State of Oklahoma, our Mission is to provide pre-professional and/or returning professional students of classical ballet and modern dance with a thorough experiential base of artistic and academic programs designed to prepare them for careers as performing artists, choreographers and teachers; to provide high quality dance performances locally, regionally and internationally stimulating interest in and appreciation for dance as a performing art; to be a positive force in the cultural climate in the State of Oklahoma and the region, interacting with and supporting all art forms.
GENERAL CAMPUS INFORMATION

Upon admission, students will receive a CD General Catalog from the Office of Admissions as well as an IT enclosure and a form for the Goddard Health Center.

Student Support Services:

Technology Help - (405) 325 4357

The University of Oklahoma offers an abundance of computing services and support to help students succeed in their academic endeavors. The University employs technology for a variety of purposes: to educate, communicate, manage and access information and services.

Computer Resources

Numerous computer labs are located around campus granting access to a large number of computing platforms.

Center for Student Life
Oklahoma Memorial Union 3rd Floor South, (405) 325 6873
Offers retention-driven programs and services for veterans, adults returning to school, and African-American, Asian-American, Hispanic-American, American Indian, international and disabled students.

Project Threshold
Wagner Hall, Room 215 - (405) 325 6261
Offers personal, academic, and financial aid counseling and tutorial assistance for students from educationally and economically disadvantaged backgrounds.

Student Resources: (Academic)

Admissions and Records
The Admissions Office is in Buchanan Hall Room 127 and Records is in Buchanan Hall Room 332. Both offices can be reached at (405) 325 2012.

Assessment and Learning Center (http://uc.ou.edu/alc)
Wagner Hall Room 270 - (405) 325 4336
Course placement assessments. Computer tutorials, English, math, and study skills. Discover and other career planning programs. Student Success Series - free seminars on mathematics, writing, study skills, and career decision-making. Free tutoring through UC Action program, http://uc.ou.edu/action, with a satellite Learning Center in the residence halls (Housing Learning Center, Adams Center, Muldrow Tower 105, (405) 325-2452.

Honors College
Honors House - (405) 325 5291
0ffers curricular program for academically talented and highly motivated undergraduate students.

Intersession
CCE Admin Building, Room 209 - (405) 325 2899
Offers the opportunity for students to earn college credit between the regular semesters.

**Writing Consultants**
The Writing Center is located in Wagner Hall, Room 280 - (405) 325 2936

**Other University Services:**

**Employment Services**
Nuclear Engineering Lab Building, Room 205, (405) 325 1826

**Escort Service**
(405) 325-WALK
Available for students with evening classes.

**Financial Aid**
Buchanan Hall Room 216, (405) 325 4521

**Goddard Health Center**
Outpatient Care, GHC - (405) 325 4441
Personal Counseling, GHC, Room 201, (405) 325 2700

**Physical Therapy**
Mark E. Brown, Goddard Health Center
Email: mark.brownpt@ou.edu
If a student needs to be seen by one of the doctors at Goddard, call (405) 325-4441. To make a physical therapy appointment, call (405) 325 4611, extension 4 1143. A charge may be applied to the student’s Bursar bill. Students will need a physician’s referral.

**Health - Dietician**
Dr. Patti Landers, Goddard Health Center - (405) 325 4611, extension 4 1154
Email: Patti-Landers@ouhsc.edu
She is available on Thursday and Friday by appointment. To make an appointment, call 325-4441. There is a charge of $5 per 15 minutes that is applied to the Bursar bill. Students do not need a physician referral.

**Housing and Food Services**
Walker Center Room 126, (405) 325 2511
WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS

The Schools of Dance, Art, Music, Drama and Musical Theatre are all housed within the Weitzenhoffer Family College of Fine Arts. The Weitzenhoffer Family College of Fine Arts offices are located next to the School of Art in the Fred Jones Jr. Museum of Art building on Parrington Oval. Please familiarize yourself with the location of all the Schools within the Weitzenhoffer Family College of Fine Arts.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS ACADEMIC COUNSELORS

The Academic Counselors for the Weitzenhoffer Family College of Fine Arts are available for student consultations by appointment only. You will find their schedule available in the Weitzenhoffer Family College of Fine Arts office. The Academic Counselors, among other duties, will be able to help determine if graduation requirements have been met. All dance majors will make an appointment with an Academic Counselor in their junior year of study to determine if the dancer is meeting all criteria necessary for graduation.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS LIBRARY:  (405) 325 4243

Dance research materials are housed in the Fine Arts Library in the Catlett Music Center (basement level) on the southwest corner of Boyd and Elm Street. Please take a few minutes to become familiar with the library and its resources, including the listening lab (containing over 200 dance videos and periodicals) in order to become well informed about events in the dance world and for purposes of research.

Regular Semester Hours:

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>11:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. – 9:00 p.m.</td>
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Hours of operation for the Fine Arts Library are also located at http://libraries.ou.edu/info/hours.asp?uid=18.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS MATH POLICY

The Weitzenhoffer Family College of Fine Arts requires that all declared Fine Arts students complete their college level math course within the first four semesters of enrollment at OU. Transfer students or newly declared Fine Arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division Fine Arts courses until such time as their college level math has been successfully completed, except by permission of the Director and the Dean. Individual Schools may have additional restrictions that apply.

GRADUATION REQUIREMENTS

In order to graduate with a BFA in Dance (with the major options of Ballet Performance or Pedagogy or Modern Dance). Students must complete a minimum of 124 credit hours, forty of which are general education requirements.

Admission/Retention Policy:
The freshman year at the University of Oklahoma is spent in University College, which is not a degree granting college. Transfer to the Weitzenhoffer Family College of Fine Arts from University College is automatic upon completion of 24 hours with a minimum 2.50 GPA. As of Fall 2003, all remedial classes in the areas of English, Math and the Sciences must be completed before students will be eligible for transfer to the Weitzenhoffer Family College of Fine Arts. Students should refer to the university catalogue for University-wide minimum standards.

Students who do not meet the minimum GPA (OU retention and combined retention) required by the various schools within the Weitzenhoffer Family College of Fine Arts may be admitted under an Academic Performance/Probation Contract. Students who do not fulfill the requirements of their Academic Performance/Probation Contract within the allotted time, will be dismissed from the Weitzenhoffer Family College of Fine Arts. Students who have been dismissed from the Weitzenhoffer Family College of Fine Arts are not allowed to enroll in Fine Arts classes designed and/or designated for majors only. All transfer students shall meet the same requirements for admission as students entering the Weitzenhoffer Family College of Fine Arts from other divisions of the University of Oklahoma.
SCHOOL OF DANCE

ADVISING DAY

Each semester previous to enrolling for the following semester, students will be advised during the School of Dance Advising Day. Notices will be posted to notify students will be notified of the advising schedule in advance. All courses that require special permission from the School of Dance will be entered online by your advisor following the student advisement appointment. Students are expected to arrive for the advising appointment with a pen and paper, their academic folder from the School of Dance office, two proposed class schedules, and a degree check-sheet. The advisor will coordinate the student’s schedule with him/her.

*** Review Weitzenhoffer Family College of Fine Arts Math Policy on Page 7***

STUDENTS’ RESPONSIBILITY FOR COURSE ENROLLMENT WITH REGARD TO ADVISING

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements in their chosen major. It is ultimately each student’s responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation.

ADVISOR(S)

Individual advisors are important to students during their years in the School of Dance. Freshman students are advised through University College. After the freshman year, a School of Dance faculty/advisor will help plan a course of study to fulfill the requirements for graduation. It is each student’s responsibility to communicate with his/her advisor and to keep informed about School of Dance and college requirements as well as class performance requirements.

Faculty will post their office hours near their office doors so that students may arrange mutually convenient times for meetings. Feel free to make appointments with advisors and teachers to discuss work in any area. If students find that they are not functioning at their best because of unanswered questions or negative feelings, communications with the concerned faculty, advisor, mentor etc. can be effective in resolving difficulties. Students are encouraged to challenge themselves to deal with questions/problems in an energetic, creative and proactive way.

ALUMNI

Please update contact information with the School of Dance office so that we can continue to keep in touch with you after you graduate.

AUDITIONS

Auditions for admission to the School of Dance will be held on designated dates during the fall and spring semesters. For specific audition information, please contact the School of Dance Staff Assistant at (405) 325 4484. Majors: Dance technique classes will usually not be held on audition days. Auditions for School of Dance performing companies are held each semester and summer during the first week of classes. Only undergraduate students at the sophomore level and above may audition to perform with both companies.
(OFB and CDO) in a single semester. Casting will be coordinated by the company directors and faculty involved in order to avoid over-loading the student’s schedule.

DANCE BULLETIN BOARDS

All dance majors are required to check the dance and drama bulletin boards daily for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards must secure permission from the Dance Office. The bulletin board opposite the Rupel Jones Theater loading door is available for general posting of information by students.

The School of Dance bulletin boards are located:

Outside the east entrance to FAC 110 and on the inside of FAC 305
Next to studio entrances on the second and third floors of RPAC
For YCS information, on the second floor of RPAC
For audition information, outside FAC 209
For crew information, on the University Theatre Callboard by the Rupel Jones upstage right entrance

Each student will need a daily planner in which to record rehearsals, meetings and other commitments. If a student neglects to check the bulletin board or record information in a personal calendar and, as a result misses a rehearsal, he/she is not assuming professional level behavior. Please take this responsibility seriously.

**Check the bulletin boards a minimum of TWICE daily**

CONTACT INFORMATION

It is the responsibility of each student to be sure the School of Dance and the Weitzenhoffer Family College of Fine Arts has current LOCAL contact information including full name, address, local telephone number, cell phone number and e-mail address.

MID-TERM CONFERENCES

Students majoring in dance will meet with faculty members of the major area on an individual basis at mid-term to discuss the faculty’s evaluation of the student’s work to that point. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions. All students enrolled in dance classes will have the opportunity to schedule a mid-term conference for each dance course in which they are enrolled and they are strongly encouraged to do so.

TECHNIQUE AND PERFORMANCE CREDIT HOURS

Students who change their dance major area from ballet to modern dance or vice versa may substitute a maximum of four semesters of technique and performance credit in either area. Student requests to change dance majors will only be considered if the request is made no later than the end of the sophomore year and at the discretion of the faculty.

APPLICATION FOR SUMMER INTENSIVE CREDIT

Students wishing to receive credit for a summer intensive must talk with their adviser during the previous spring semester about the intensive, whether it is associated with an accredited university and the amount of credit they hope to
receive. In addition to the intensive, students may also be required to enroll in Special Studies or Professional Semester through the School of Dance.

FACILITIES AND EQUIPMENT

Dressing Rooms
Students are expected to enter the studios in their practice clothes. Street clothes are to be left in the dressing room lockers located in the basement of the Fine Arts Center and/or on the third floor of RPAC. Lockers are available and can be secured by simply choosing an unoccupied locker and placing a lock on it. Please notify the School of Dance Staff Assistant as to which locker you have chosen in RPAC. No locker fee is involved. Each student is allowed one locker. All locks remaining on lockers one week after the conclusion of the summer session will be removed.

Studios
No food or drinks may be brought into the studios. Smoking in the studios is strictly forbidden as is chewing gum and the use of baby powder or rosin on the dance floors. The studios are locked when not in use. Students wishing to use a studio must sign up on the master schedule sheets in the School of Dance and should check with faculty members to be sure the FAC studios will be unlocked at the correct time. Swipe cards may be used for entry to RPAC studios. All studios must be left with doors locked and lights turned off. Only rehearsals pertaining to School of Dance classes and productions may be scheduled in the dance studios unless permission is given by the Director of the School of Dance.

Items Left in Warm Up Area
Items left overnight in the warm up areas outside of the studios in the Reynolds Center will be taken to the Dance Office. There will be a charge to retrieve items confiscated from those areas.

Ice Packs
Students wanting ice packs must provide their own. Please also be certain to put your name on your ice pack.

Equipment
Video recorders/audio tape/compact disc machines are reserved exclusively for faculty and guest choreographers. Students should have a cassette player for their own use for composition work and rehearsals.

Media Center
Dance research materials are housed in the Fine Arts Library in the Reynolds Performing Arts Center Room 2030.

Hours of Operation:
Monday - Thursday 4:30 p.m. – 8:00 p.m.
Friday 12:00 p.m. – 6:00 p.m.
Saturday Closed
Sunday 2:00 p.m. – 7:00 p.m.

Students wishing to have copies of performances must contact the Staff Assistant in the School of Dance office.

HANDBOOK
Communicating effectively will be the most important tool in each student’s experience in the School of Dance. If uncertain about any issue, please consult, in the following order:
HEALTH and INJURY STATEMENT

Students wishing to use Goddard Health Center services are required to provide proof of up-to-date immunizations.

"Students should be aware that dance is a physically demanding art requiring physical exertion comparable to athletics. Injuries can occur during intense periods of dance exercise and students should make every effort to follow the instructor's directions completely. The instructor reserves the right to limit further class participation if the student appears injured or fails to seek appropriate medical attention for an injury.

Dance is a physically demanding activity. Students have an obligation—to the School and their classmates as well as to themselves—to be aware of injuries or other physical limitations relevant to the student’s ability to dance. Students injured during the summer should notify the School as soon as possible before the fall semester begins. The School will do its best, based on its professional judgment to work with injured students through academic advising and appropriate accommodations. However, the School does not provide medical advice or care and students should understand that they bear the risk of injury or aggravation of existing injuries through participation in the program. The School reserves the right to require a physician’s release for further enrollment in studio classes following any serious injury."

Injury and Illness (general)

Students, who, through mild injury or illness may be unable to participate in a class or rehearsal, are expected to observe it. Major illness or injury that prevents a student from active participation in classes or rehearsals should be reported to the instructor before class begins and an injury sustained during a class or rehearsal should be brought to the instructor’s immediate attention.

General Health

A well-balanced and healthy diet is essential for every dancer. Dancers should be aware that they make extraordinary demands on their bodies, and should treat them accordingly with sound health and nutrition habits. Medical care is available at Goddard Health Center and faculty are able to recommend physicians for specialties upon request. Handbooks with nutritional information and exercise recommendations for dancers are available in the School of Dance office.

CLASS ATTENDANCE

Tardiness

Classes will begin five minutes after the time designated in the class schedule book in order to allow students time to change into practice clothes. Students will not be allowed to join the class after the first exercise has been completed and this will be considered as an absence. The instructor will determine whether to excuse this type of absence if the student observes the class.

Absences

Only absences resulting from illness or from death in the student’s immediate family are to be excused according to school policy. A doctor’s excuse is required in the event of illness. Students are typically allowed as many absences per semester as credit hours per course; therefore, a student enrolled in a class for two credit hours will be allowed two unexcused absences for the semester. Students are advised to ask instructors about individual absence policies beyond this guide. Excessive absence reports will be made during the semester as necessary. Students anticipating missing a
class or rehearsal due to illness or another legitimate reason are expected to notify the instructor in charge before the class/rehearsal begins.

MID-TERM REPORTS
Students will receive written notification at midterm if they are not working at a satisfactory level and/or if attendance is in question in a given course. Conferences to address this situation will be scheduled as needed. It is the student’s responsibility to become aware of absence policies and to keep track of his/her absences.

SCHOLARSHIPS
Students must apply or reapply for School of Dance scholarships annually. Applications are due March 1st of each academic year, and they are available in the School of Dance office.

SCHOOL OF DANCE PROFESSIONAL PROTOCOL
It is in the best interest of every dance major to promote the development and welfare of his/her chosen area as well as the entire School of Dance and to generate a spirit of good will, professionalism, and respect for faculty and fellow students. It is expected that each major will take his/her responsibility seriously and with a strong sense of commitment to the exploration and development of his/her full creative potential. Students are encouraged to discuss concerns they may have with a faculty member/advisor so that a satisfactory solution may be found.

- Be on time for all classes
- Attend all classes
- No gum chewing, eating or drinking (anything but water) in any class
- Do not place anything on the piano
- Please be aware of the musician; do not block his/her view of the class or teacher
- No drinks in the studios at any time/except water in plastic containers (no glass containers)
- No street shoes in the studios at any time
- Please, no talking in rehearsal/class while the teacher/director is working
- Students must be excused first by the instructor before leaving class or rehearsal
- See instructor during office hours when/as needed
- Please be sure to pick up any trash or other items from the studios and warm up areas
- Items left in the warm-up areas will be collected and eventually discarded if unclaimed

STUDENT ACTIVITIES

Student Project Rehearsals
Rehearsals for student projects in dance are to be scheduled around the student’s existing class schedule and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

Outside Activities
All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities, which may interfere with their responsibilities as dance majors and company members. Forms for this purpose may be secured for the School of Dance office. The purpose of this policy is to be able to better coordinate student involvement in all events and to avoid unnecessary schedule conflicts.
TECHNIQUE CLASSES (ATTIRE / DRESS REQUIREMENTS)

**Ballet**

Proper attire for ballet classes includes pink or black tights, solid colored leotards and soft ballet shoes for women, t-shirts, tights and soft ballet shoes for men. Pointe shoes are also required in level III and IV as well as for pointe class and should be brought to every class meeting and appropriate rehearsal. Individual instructors may stipulate additional requirements relating to dress. These will be listed in the course syllabus.

**Modern**

Proper attire for modern dance classes includes tights without feet and leotards (or unitards) for women and tights without feet and t-shirts (or unitards) for men. Similar attire with soft jazz shoes is required for jazz class through the Department of Musical Theatre. Individual instructors may stipulate additional requirements relating to dress. These will be listed in the course syllabus.

**Attire In General**

Sweat pants and other bulky garments may be worn in class or rehearsal only with the permission of the instructor. Practice clothes are to be clean and neat and they should permit the instructor’s clear observation of the line of the body. All dancers are to secure their hair off the face and neck and present themselves professionally. Excessive jewelry is not to be worn in class or rehearsal.

No company t-shirts/clothing or anything printed with the School of Dance name can be printed or ordered without the approval by the Director of the School of Dance. All t shirts/clothing must be prepaid before ordering.

TECHNIQUE CLASSES/ REHEARSALS

**Technique / Placement Classes**

Placement audition classes are given for all incoming freshman, however, throughout the four years as an undergraduate, students are encouraged to develop technically in the areas of ballet and modern dance. Advancement into higher levels of technique will be determined through the advice of the teacher/advisor or through a placement class. Students may, however, request a change of level. Consideration will be given to all requests.

*** An injury may necessitate a temporary level change to facilitate recovery.

**OKLAHOMA FESTIVAL BALLET / CONTEMPORARY DANCE OKLAHOMA AUDITIONS**

Dance majors enrolled in dance courses at the upper levels must audition for Oklahoma Festival Ballet or Contemporary Dance Oklahoma according to degree requirements. These auditions are required for majors in level II and above. Students majoring in ballet pedagogy must audition every semester until all performance requirements are met. Audition dates will be posted at the beginning of each semester and all dancers must re-audition for company each semester. Dance majors may also audition for School of Drama and/or Department of Musical Theatre productions that do not conflict with the School of Dance performance or touring schedules. Dancers must check with their faculty advisor before auditioning for any productions outside the School of Dance or in another major area.

**Rehearsal Schedules**

The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warm-up, and be prepared to begin at the designated time.

**NOTE:** Please be aware that rehearsals sometimes conflict with university scheduled holidays. It is the responsibility of the student to be aware of this, consult with the faculty, and to schedule travel plans accordingly.
YCS Rehearsals and Performances

Choreographers and cast members are required to attend all rehearsals (studio, technical and dress) and performances unless, by agreement with the choreographer and faculty coordinators, a cast member is released to attend an audition. Dancers and choreographers must make their intentions known regarding possible auditions one week after casting goes up so that alternates can be chosen and appropriate arrangements made. YCS coordinators, mentors, and faculty must be made aware of these arrangements at the end of that week after casting is posted. If this procedure is not observed, the dancer may not be released to attend the audition.

GENERAL PROCEDURES FOR VHS/DVD REPRODUCTION

The School of Dance office will copy individual student performances at a cost of $10.00 for up to six (6) excerpts and $2.00 for each additional excerpt not to exceed two and only of performances where there is not a copyright restriction. To copy an excerpt, the student must obtain a blue VHS/DVD Reproduction Request form from the School of Dance office. The form must be completely filled out, including the date of the performance, title of the piece, and the start and end times of the excerpts to be copied. Start and end times are to be acquired by the student personally viewing the video in the media center and recording the appropriate times on the form. When the form is ready return to the Dance office with the appropriate fee.

Due to copyright and privacy laws, excerpts of School of Dance performances cannot be posted on the internet.

Video Copying

After the form is completed, the School of Dance office must approve it. When notified of approval, the student must deliver the form to the Media Center and make an appointment to attend the editing session. Please be advised that a minimum two-week advance notice is required for video copying. Students are responsible for supplying a blank VHS tape or DVD for copying.

Video Editing

Appointments may last two to three hours or longer, so please plan accordingly. The School of Dance will produce one copy of an edited VHS/DVD. If a student wishes to make more than one copy, the student must provide the additional VHS or DVD and the student him/herself is responsible for making the copies in the Media Center.

PLEASE REQUEST THE DANCES IN WHICH YOU PERFORM TO BE COPIED ANNUALLY. DO NOT WAIT UNTIL YOUR SENIOR YEAR!

Audio Copying

There is no charge for school required audio recordings and requests may be taken directly to the Media Center. The student should bring a blank audiotape or CD with a request form that clearly states the music to be copied. Please allow five days for your request to be processed.

WRITTEN RECOMMENDATIONS FROM FACULTY/ADVISORS

At times students may need letters of recommendation from a faculty member (for scholarships, jobs, etc.). The following information must be provided:

- Give him/her the form he/she must complete
- the address of the person requesting the recommendation
- information about the purpose of the letter
- a copy of your resume
- your return address
- your phone number and email address
- the date the letter is due
Give the faculty member at least two weeks to complete the recommendation.

OU School of Dance Address:
University of Oklahoma
School of Dance
560 Parrington Oval, Room 1000
Norman, Oklahoma 73019-3041
Telephone: (405) 325-4051
FAX: (405) 325-7024