

School of Theatre & Music



Important Events Calendar: Fall 2015

<u>Date</u>	<u>Event</u>	<u>For</u>
August 24 (M)	Fall 15 Classes Begin	All
Aug 24-29	Ensemble Auditions: Jazz/Winds/Brass/Strings/Choral	Music
August 26 (W)	All STM Majors Meeting 3-4:30 pm	All
September 7 (M)	Labor Day: NO CLASSES	All
September 8 (T)	First <i>Tuesdays At One</i> : Dan Murphy Trio	Music
Oct 19: Check your time ticket!	Spring 16 Advising: Make an appointment!	All
November 26-27(Th-F)	Thanksgiving Holiday: NO CLASSES	All
December 4 (F)	Last Day of Fall 15 Classes	All
	Last day to complete recitals for F15	Music
December 7-11 (M-F)	Final Exams	All
December 11 (F)	Juries must be complete by 12:00 pm	Music

School of Theatre and Music Contacts

Academic Advisor, CADA	Karen Rosenthal	kkalal1@uic.edu	312-413-2438	Jefferson Hall, Room 208
Head of Music	Michael J Anderson	mja@uic.edu	312-996-8744	L216
Head of Theatre	Yasen Peyankov	yasenp@uic.edu	312-413-2114	L022
Administrative Assistant	Melissa Reeves	mreeves@uic.edu	312-996-2977	L017
Music Programs Manager	Ashlee Hardgrave	ashleeh@uic.edu	312-355-1735	L017
Business Manager	Tomoko Kawanaka	tomokok@uic.edu	312-413-1058	L017
Music Programs Manager	Helen Vasey	hvasey@uic.edu	312-996-6068	L017
Theatre Programs Manager	Neal McCollam	nealmac@uic.edu	312-996-3991	L284
Director, STM	Christine Mary Dunford	cdunfo1@uic.edu	312-413-7642	L010

There will be times when you have questions or concerns about academics, financial concerns, or possibly even health issues. Your first step for most questions should be the student handbook. In general, it's best to next contact your instructor or student advisor. Karen Rosenthal, our advisor in Student Affairs, is also an excellent resource for answers. **It is most important that you seek out someone early and get the assistance you need. You should always feel that you may ask questions and get support.**

Where do I go?

Billing/Payments: Financial Service and Cashier Operations, Student Services Building: 1200 W Harrison, Rm 1900, 312-996-3126, usfscohelp@uillinois.edu, or Student Accounts Receivable's customer service line: 312-996-8574.

Building Access: STM's building is open from 7:00 a.m. to 8:00 p.m. during the week, and closed on the weekend. STM majors should be able to gain access to the building after hours by swiping their ID at the door.

Counseling: Your first stop should typically be Karen Rosenthal in Student Affairs. Services are also available to students through the Counseling Center. Find them in the Student Services Building: 1200 W Harrison, Suite 2010, or 312-996-3490. On evenings and weekends, you may call the InTouch hotline at 312-966-5535.

Doctor/Medical: Students are usually covered through Campus Care insurance (if you plan to use other coverage, be sure to opt-out by September). For on-campus medical care, make an appointment online at <http://uic.edu/hsc/campuscare> (click on "make an appointment") or call 312-996-4915. Emergency? U of I Hospital Emergency, 1740 W Taylor.

ID: Pick up your I-Card at the main ID center in the Student Services Building: 1200 W Harrison, Suite 1790.

Jobs/Work Study: You can view open positions online at <http://theatreandmusic.uic.edu/job-opportunities>. If you aren't sure that you qualify for federal work study, you can check with the Office of Financial Aid in the Student Services Building: 1200 W Harrison, Rm 1800. If you are eligible, you may apply with the instructions online. **Theatre and Music are often looking for work study awarded students.** Further questions can go to **Tomoko Kawanaka**.

Lockers: For music students, **Nicholas Carlson:** carlsonn@uic.edu, 312-996-5307, L026. For theatre students, **Neal McCollam:** nealmac@uic.edu, 312-996-3991, L282.

Music Practice Rooms: There are rooms available for individual student practice. You'll receive a key for a specific room, which you will share with other students (so be respectful and keep it tidy). You can request a key in the **Main Office**. Room keys are provided at no cost, but there is a \$15 fee to replace lost keys.

Recital Scheduling: If you are due to perform a recital this semester, you first book a space with **Melissa Reeves**, then follow up with **Ashlee Hardgrave** to arrange for your programs and logistics.

Registration for classes: You can do most class registration online through my.UIC.edu, but you must meet with your advisor first. If there are classes you need permission to access, contact **Melissa Reeves**.

Room reservations: Reserve space for rehearsal, study, or other function. Music: **Melissa Reeves**. Theatre: **Box Office (L284)** or **Neal McCollam**.

Tutoring/Class Help: Academic Center for Excellence, Student Services Building: 1200 W Harrison, Suite 2900, or 312-413-0031, or <http://www.uic.edu/depts/ace>. There are other tutoring and learning services available at <http://www.uic.edu/uic/studentlife/learning>.

Other questions/unsure where to go?: For anything not listed above, you may always ask the STM Main Office, L017.