

Registration

To register for classes, please visit our website www.nctheatreconservatory.com and follow the link to register. A family account must be created before one can register for classes. The primary account holder must be the parent/guardian or the adult student. More information about our class schedule can be found on our website.

The registration process will occur twice a year, with the exception of Company, workshops, and year long classes. All classes are semester long classes unless otherwise specified.

A non-refundable convenience fee of \$2 per class will be charged at the time of registration.

Discounts are available for those students (families) enrolled in multiple classes based on the following percentage:

- 2 classes: 10% off each class
- 3 classes: 15% off each class
- 4+ classes 20% off each class
- (dance card counts as 1 class)

Teacher Assistants and Theatre4Change (T4C) students will receive a \$200 credit for each class they TA. Maximum of \$400.

This cannot be combined with any other discount.

Advanced Conservatory and workshop students cannot use a TAT4C credit, multiple class discount, or scholarship.

We reserve the right to cancel any class due to insufficient enrollment. If combining classes is an option we will do this before canceling. In the event that we cancel a class, you will receive a full refund.

SCHOLARSHIPS: A limited number of need based scholarships are available. Please visit our website to download the application.

PAYMENTS: All payments are made online on the NC Theatre Conservatory registration website. Payment is due in full at the time of registration. For more information about financial aid and payment plans, please call (919)855-0015

WITHDRAWAL/CANCELLATION: A refund of class tuition will be given only on two occasions. First, if the class is cancelled, and secondly, if the student drops the class before the drop date.

Please see important dates. No adds, drops, changes, or refunds will be given after that date with the exception of a Dance Card, which can be purchased at any point during the semester.

ATTIRE: For safety reasons, *NO flip flops, sock, sandals, Uggs, Crocs, nor bare feet are allowed in any Conservatory class.***

Jazz classes, Musical Theatre Dance and Hip-Hop:

black jazz pants or black sweat pants with a leotard (any color), or camisole top. Students are also welcome to wear a leotard and tights. Dance sneakers or jazz shoes are required. NO T-shirts. NO skirts. NO street clothes.

Ballet classes: Leotard (any color), tights, and ballet shoes. NO T-shirts. NO skirts. NO street clothes.

Hair must be pulled back and up.

Tap classes: Black jazz pants or black sweat pants with a leotard (any color), or camisole top. Students are also welcome to wear a leotard and tights. Tap shoes are required. NO street clothes. NO sneakers.

Acting and Live On Stage: Loose comfortable clothing or dance clothing. NO heeled shoes or un-tied loose shoes.

***Students may be asked to leave class if they do not have appropriate attire.*

PERFORMANCES: For any and all performances, there is no recital or costuming fee. At most, a T-shirt cost may be incurred as a result of participation in a showcase. The director of each performance will dictate costuming. Best efforts will be made to take advantage of student/parent existing wardrobe. The last week of classes offers parents a chance to view in-class observation in the acting and dance classes (no Live on Stage, Dance Company, nor Acting Company).

The Acting & Dance Company Semester Showcase: SEE SEMESTER CALENDAR. Held at the Conservatory Theatre, this showcase will feature selections from the Acting & Dance Companies throughout the semester. Not all acting and dance students will be featured in this showcase due to time constraints. There will be a mandatory rehearsal for all students chosen to perform. Tickets can be purchased online through E-Tix.

The Live on Stage Showcase : SEE SEMESTER CALENDAR. The Live on Stage Showcase will be held at alternate location TBA. This showcase features ALL Live on Stage classes ages 5 to Adult. ALL REHEARSALS ARE MANDATORY. Tickets can be purchased online through E-Tix.



Orientation Brochure **2016-2017**

North Carolina Theatre Conservatory

3043 Barrow Drive
Raleigh, NC 27616
(919) 855-0015 -Phone
(919) 855-0065 -Fax

Website: www.nctheatreconservatory.com



www.facebook.com/nctconservatory



@nctconservatory

Business Hours*

Monday-Thursday:	12:30pm-8:30pm
Friday:	CLOSED
Saturday:	9:00am-2:30pm
Sunday:	CLOSED

**Summer hours vary, please call before visiting.*

***A word of welcome from
NC Theatre Conservatory Artistic Director
Ray Walker***

Welcome to the North Carolina Theatre Conservatory, the flagship training program of the North Carolina Theatre!

Since 2004, the Conservatory has offered the finest pre-professional and beginner theatrical training for students of all ages. Whether you are just starting your theatrical journey, or are a seasoned stage veteran, you will find a course of study taught by the area's finest instructors.

North Carolina Theatre's mission is to strengthen the cultural vitality of the region and cultivate musical theatre appreciation by producing professional Broadway musicals and developing the next generation of artists and audiences through youth training, performance and community outreach.

I hope you will join us "after class" at one of our mainstage performances and become part of the NCT family. Whether you are a returning student or new to the Conservatory, thank you for helping us to entertain, educate and inspire!



Artistic Director of the NC Theatre Conservatory

CONSERVATORY MISSION STATEMENT: The North Carolina Theatre Conservatory for the Performing Arts offers students a solid foundation in the performance arts. The professional staff will strive to instill the value of imagination, collaboration, focus, discipline, trust, critical analysis, self-awareness and self-confidence. The Conservatory will provide a safe, supportive, challenging and innovative environment for each student to discover and develop his or her unique, creative voice. The instructors of the Conservatory will work together to ignite artistic passion and empower students to reach their creative potential.

DISCIPLINE: The North Carolina Theatre Conservatory is an intensive performing arts program where focus, self-discipline, concentration and working with others are required. Disruption and inappropriate behavior that inhibits the work of others or deters the focus of the class will be dealt with on an individual instructor basis. The first warning will be a verbal one to the student. Upon second warning, the parent may be notified and the Artistic Director may be involved. On the third warning, the student may be asked to leave the class permanently. A threat or an act of self-harm or harm to others will result in immediate suspension.

VISITORS: All classes are closed to parents and other family members during the semester. At the end of the semester, acting or dance instructors have an IN-CLASS SHOWCASE for parents to view. No "performance" class (Live on Stage, Dance, and Acting Companies) will be viewed by parents at any time. This provides optimum opportunity for your child and his/her classmates to perform without pressure. From time to time, the Conservatory faculty may have observers visit a classroom, but these visits will be monitored and kept to a minimum.

HARASSMENT POLICY: It is the policy of the Conservatory and the NC Theatre that no employee or student should be subjected to any form of harassment because of that person's race, color, age, religion, national origin, gender, sexual preference, handicap, or disability. If an individual student or instructor has witnessed or experiences harassment, the individual should report the incident immediately to the Artistic Director.

CHILD ABUSE AND NEGLECT: All staff will comply with the provisions of the Child Abuse Act by bringing suspected cases of abuse and neglect to the attention of the Artistic Director. The Director will report the suspected case to the County Department of Social Services under the guidelines of the act.

SNACKS, DRINKS, ETC.: A vending machine and water fountains exist on the premises. Students may bring a snack or drink, however items are limited to consumption in the Kitchen or Green Room. Students should clean up after themselves. No food/drink/gum/candy allowed in the studio classes. WATER ONLY! No food in carpeted areas.

NOISE AWARENESS: We encourage parents/students to wait in our Green Room or just outside the Green Room in the Lobby. Please refrain from waiting in the kitchen or near the doors of the studios.

INCLEMENT WEATHER: For cancellations and delays due to weather, please call or check our website, Facebook, and twitter for updates. You may also register to receive our text message updates.

EMERGENCIES: In case of fire, students and attendants will leave through the nearest exit and they will be gathered by an attendant. In case of tornado, students and attendants will meet in the back hallway of the studios and follow instructions. In case of power outage, students will be led to the main studio and will wait for further instructions.

COMPANY CLASSES: All Company classes are two semester classes which require two semester technique classes of the same discipline. They have additional policies which will be distributed at Company auditions and the first day of class. Company classes and 2 semester electives are paid for in full in the fall semester. Please check with the instructor for more information.

PERFORMANCE CLASS POLICY: If a student is between the ages of 8 and 18 and signed up for a Performance class (Live On Stage or Conservatory Singers) they **must also be registered for a technique class** (Acting or Dance).

ATTENDANCE AND PUNCTUALITY: Students are encouraged to attend all of their registered classes. If a student misses more than 3 classes in a semester, the instructor reserves the right to remove the student from a showcase. If a student misses **any** classes during the last 4 weeks of the semester, the instructor reserves the right to remove the student from a showcase. If for some reason the student has to miss a class due to illness or other obligation, **refunds/credits cannot be given**. If the class is cancelled for any reason due to the instructor's discretion, he/she will try to arrange a make-up class. *Students can only attend the classes they are registered for, except Dance Card holders.*

DANCE CARD: Students may purchase a Dance Card in which they can attend any age or gender appropriate dance technique class throughout the semester. Students may purchase 15 classes (\$350), 30 classes (\$630), or unlimited classes (\$765) per semester. If a student does not use all of the classes on their Dance Card in the Fall, the remaining classes may carry over into the Spring semester ONLY if another Dance Card is purchased in the Spring. No changes or upgrades can be made to a Dance Card after add/drop date.

LATE PICK UP: Students must be dropped off and picked up within 15 minutes of the time of their class. The Conservatory reserves the right to charge a \$25 fee for all students not picked up within 30 minutes. Students under eighteen must wait inside the building.

CONSERVATORY DISCLAIMER:

Participation in classes at the Conservatory does not mean the student will be cast in a NCT main stage production. Casting is done by directors who cast based on specific needs for each production. However, auditioning is a learning experience and students are welcome to audition for main stage productions when age or gender appropriate. Depending on the production, Conservatory students may be given priority at an audition with a youth call. Please see our website at www.nctheatre.com for any upcoming auditions.

PERSONAL BELONGINGS/ LOST AND FOUND: Students may keep belongings in the green room during the class time. No phones or electronic devices are allowed, unless it is being used for the sole purpose of the class. All personal belongings must be taken from the building at the end of class time. All personal belongings left in the building will be placed in Lost and Found located in a trunk at the back of the Green Room. *Please check the Lost and Found frequently!* Any personal belongings left in Lost and Found at the end of the month will be thrown out or taken to a local charity.