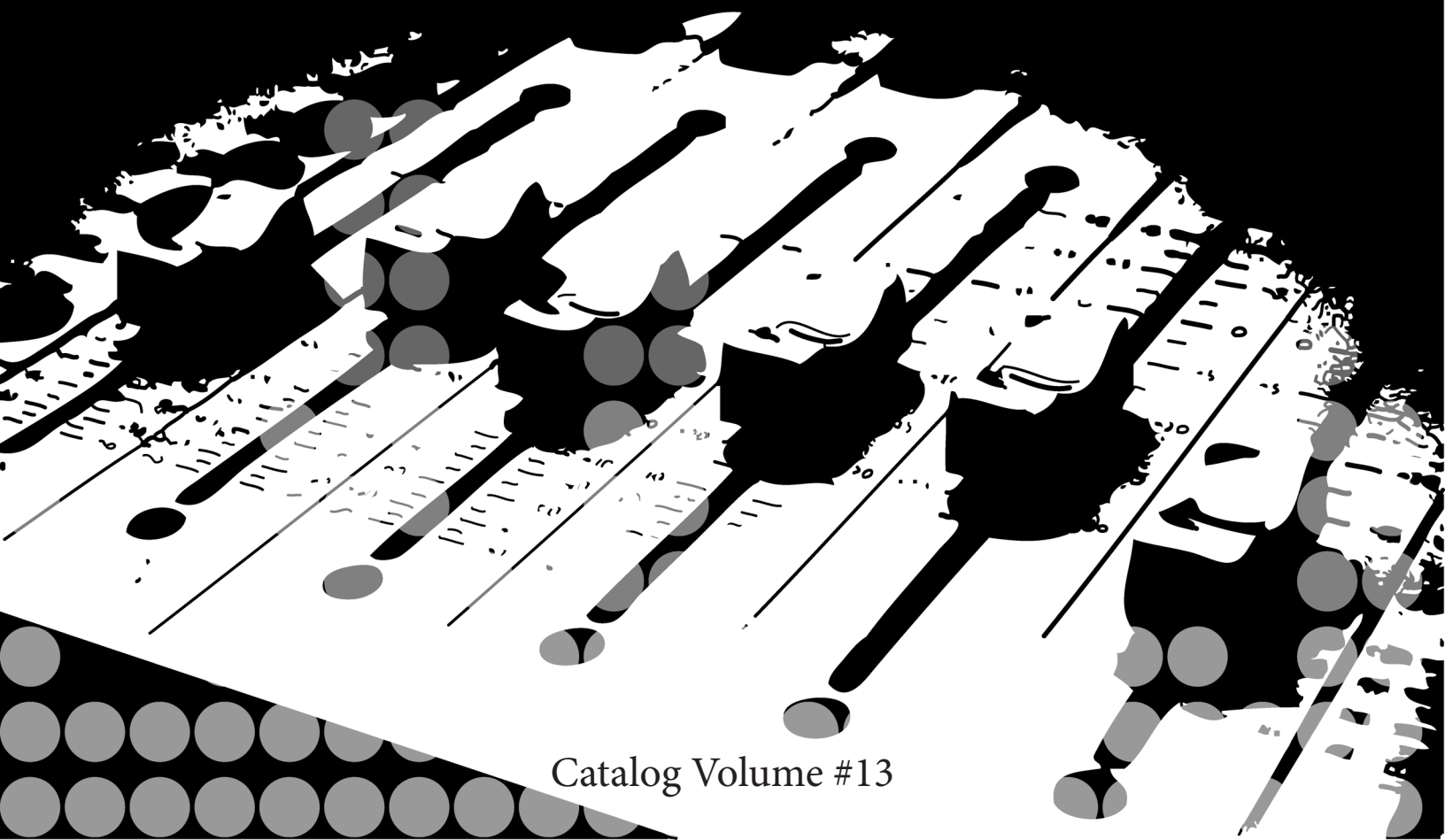




TROA

THE RECORDING CONSERVATORY OF AUSTIN

2018 - 2019 Catalog



Catalog Volume #13

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The Recording Conservatory of Austin
4615 City Park Road
Austin, Texas 78730
P: 512.231.0344
F: 512.275.6488

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The Recording Conservatory of Austin (TRCoA) is founded on the theory that a solid base of knowledge coupled with real world experience is the best way to craft talented individuals into professional audio engineers.

Founded in 2004, TRCoA provides mentorship training combined with exposure and access to a professional recording facility. Students are provided with a real world training experience, which by the end of the curriculum creates an experienced, fully trained audio engineer or music producer.

Students work in a fully functional, world-class recording studio, Stinson Recording Studios. The difference between TRCoA and most everyone else is that our students have daily interaction with professional producers, composers, writers, and musicians. Our program gives students one-on-one interaction and real world application.

Mission Statement

Our mission is to hand craft each student into a working audio engineer, music producer, studio owner, record label, or music business entrepreneur in any recording environment, both in large studios and home mixing suites. At TRCoA, not only will students create professional, radio-ready music productions, but we'll set you on a career path to owning your own business with a strong entrepreneurial approach. Aside from learning to be a Digidesign, Pro Tools recording, editing, mixing, and mastering experts, our students will learn how to initiate and maintain the business relationships necessary to be successful. Our proven curriculum is taught exclusively by real working industry professionals in real working studios. TRCoA is, in the truest sense of the phrase, a trade school.

Because of our mentor-ship approach, The Recording Conservatory is where truly passionate students are coming to jump start a vibrant career in the music industry.

We take special care to create close relationships with each student. We listen to your goals and strive to help you reach them with the following educational objectives:

- To provide a one-on-one mentorship learning environment with real industry professionals
-
- To provide a hands-on learning environment using industry standard technology and techniques
-
- To bridge the gap between real, working professional situations and our classroom walls
-
- To provide services for placement and counseling for current students and alumni
-
- To create a space for our students to grow into working professionals

Learning Sites

Main Location
4615 City Park Rd
Austin, TX 78730

Screen Share option available for some course subjects. Screen sharing is a form of teleconferencing in real time using both an audio and a data connection. The computer screen is shared by more than one site, and used as an electronic blackboard, overhead projector or still video projector. Some systems allow for sharing software also.

TRCoA is a Limited Liability Company. John L. Stinson is the sole owner and director of TRCoA.

Faculty

John L. Stinson:
Professional Audio Engineer
BA of Music – The University of Texas and Austin;
MBD-201, BPT -101, APT-201, BPE-101, APE-201

Greg Gonzalez:
Grammy-Winning Musician
AMC-201

Bradley Calhoun:
Professional Audio Engineer
Recording Arts Program –TRCoA
BRT-101

Matthew Snow:
Professional Audio Engineer & Music Producer
Recording Arts Program – TRCoA
BPT-101, Laboratory Instructor

Greg Jones:
Professional Musician
BA Applied Arts & Sciences - University of North
Texas
BMT-101

Matt Meli:
Professional Audio Engineer
BPT-101, APT-201, BRT-101

Travis Kennedy:
Professional Audio Engineer
Conservatory of Recording Arts & Sciences
APT-201

Katie Apple
Bachelor of Music - Syracuse University
MBD - 201

Key Staff

John Stinson:
Owner & Director
BA of Music – The University of Texas and Austin

Nigel Clark
Student & Alumni Service
BA of Psychology -Drury University.
Configuration Management II Certification - Arizona State

Ryan Henderson:
Representative, Designee
BS of Biology - St. Michael's College

Dominick Trice
Student & Alumni Services, Student Liason,
Attendance, Laboratory Tech
BA of Business Administration – Texas A&M

Advisory Board

Matt Noveskey: Song Writer & Producer

John Pointer: Musician & Producer

Josh Woodhouse: Audio Engineer

Stephen Carlos Kirk: GC Pro Account Manager

Eric Clinger: A&R Rep, Music Manager

Program Advisory Committee

Chris “Frenchie” Smith: Audio Engineer & Music
Producer

Matt Noveskey: Song Writer & Producer

Stephen Carlos Kirk: GC Pro Account Manager

Forrest Culotta: Audio Engineer & Music Producer

Eric Clinger: A&R Rep, Music Manager, Distance
Education Specialist

Control Room A

Control Room A houses our largest Pro Tools System. With Digidesign's Flagship product (Pro Tools HD5 Accel), Control Room A has 24 channels of I/O featuring Lavry and Digidesign I/O, and up to 128 playable tracks of 24 bit audio. To accompany the power of HD5, the studio utilizes a variety of the best mics, outboard preamps and compressors, and the majority of the existing plug-ins created for Pro Tools.

Dimensions:

18' x 24'

Console:

Digidesign Control24 Worksurface

Hard Disc Recording:

Digidesign Pro Tools HD-5 System

LavryBlue A/D D/A Interface

Digidesign 192 I/O interface

Digidesign 96 I/O interface

Alesis Masterlink ML-9600

Monitors:

Mackie HR824 MKII

Mackie HRS120 Subwoofer

Aiwa SX-909

Outboard Gear:

(3) AMEK System 9098 Dual Preamp

(1) Avalon Design Vt 747 sp Compressor/EQ

(1) dbx 166A Compressor/Limiter

(1) Drawmer 1960 Dual Preamp/Compressor

(1) Manley Vari-Mu Compressor/Limiter

(1) Manley VOXBOX

(1) Summit TPA-200 Dual Preamp

(1) TubeTech Dual Preamp

(1) Universal Audio 2-610 Preamp

(1) Vintech 473 Preamp

(2) Wunder Audio PEQ1R Preamp/EQ

Control Room B

Control B houses a Digidesign Pro Tools 003 Rack system with Apogee Rosetta 800 AD/DA front end. Control Room B is used to edit, mix and master most projects. This room is also used to track singer/songwriter projects and overdubs. In addition to the Neve preamps and Manley compressors, Control Room B has access to all the outboard preamps and compressors located in Control Room A.

Dimensions:
12' x 14'

Monitors:
JBL 5.1 Surround System

Hard Disc Recording:
Digidesign Pro Tools 003
Apogee Rosetta 800 I/O Interface

Outboard Gear
(2) AMEK System 9098 Dual Preamp
(1) Manley Electro-Optical Leveling Amplifier

Live Room /Drum Room/ ISO Booths

The Live Room is an expansive area designed to track anything from an intimate classical guitar to a small orchestra. The natural sounding reverb is due to the combination of high ceilings and hardwood floors. The spacious area of the Live Room is ideal for tracking a live session.

The Drum Room is used when a tighter, more focused sound is required. The rich, warm tones make this an excellent room to track drums, percussion, vocals or guitar in.

Isolation Booth A/B are perfect for tracking very focused vocals and voice-overs, guitar and bass.


Dimensions:
Live Room: 25' x 35' with 24' ceilings
Drum Room: 17' x 10'

ISO A: 6' x 7'
ISO B: 6' x 7'

Microphones:
(2) AKG C480
(2) AKG C1000
(1) AKG D-112
(5) AudioTechnica ATM-250
(1) Neumann U87
(1) Neumann K84
(1) Neumann K184
(1) Neumann TLM-103
(1) Royer SF-24
(6) Shure SM-57
(1) Shure Beta 52
(1) Shure Beta 57
(1) Wunder Audio CM7

C and D Room Editing areas

The C and D Room each house a Digidesign Pro Tools MBox Pro system. This system's main focus is to provide TRCoA students a room to work on assignments and project editing needs.



The Recording Arts Program is a comprehensive program designed to put students on a career path as an independent engineer/producer or studio owner. The program is broken into two terms. The first term is designed to teach students the basics of recording, editing, mixing and mastering techniques. Practical application of these techniques are reinforced through recording projects students own from start to finish. The second term teaches the student how to develop a working demo reel, obtain employers and advanced production techniques. Practical application of these techniques are taught via starting a student business and recording projects. Students completing both terms earn a Recording Arts Certificate of Completion.

Graduates of the Recording Arts Program may find employment as an independent audio engineer/producer, studio owner, or assistant engineer with recording studios, radio stations, TV stations, or post-production facility.

RECORDING ARTS PROGRAM

Term 1

The first term provides students with fundamental skills as an audio engineer or music producer. They will learn to record, edit, mix and master sound recordings using Digidesign's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing a minimum of 3 projects. They will learn the fundamentals in the operation of mixing consoles, microphones, signal processors, digital audio workstations, sequencing software and speaker systems.

Course #	Course	Class Hours	Lab Hours	Total Clock Hours	Percent Grade Term 1
BRT-101	Beginning Recording Techniques	46	0	46	30%
BMT-101	Beginning Music Theory	18	0	18	10%
BPT-101	Beginning Pro Tools	22	0	22	10%
BPE-101	Beginning Projects & Events	46	388	434	50%
	Total Hours	132	388	520	100%

Term 2

The second term of the Recording Arts Program prepares students for a career as a Freelance Audio Engineer, Commercial Radio Engineer, Television Audio Engineer or Recording Studio Owner/Operator. Students will master Digital Audio Engineering Techniques, Analog Audio Engineering Techniques and Pro Tools software to create the desired qualities for sound recordings. All first term subjects must be taken first before the following second term course subjects.

Course #	Course	Class Hours	Lab Hours	Total Clock Hours	Percent Grade Term 2
AMC-201	Advanced Music Composition	16	0	16	10%
AMB-201	Advanced Music Business	18	0	18	15%
APT-201	Advanced Pro Tools	22	0	22	10%
APE-201	Advanced Projects & Events	46	400	446	50%
IMD-201	Internet Marketing and Design	18	0	18	15%
	Total Hours	120	400	520	100%

The Recording Arts Program is 252 class hours, 788 lab hours, with 1,040 clock hours total. It's a fifty two (52) week program comprised of two twenty six (26) week terms. The maximum time allowed for completion of each term is thirty-nine (39) weeks. Students satisfactorily completing the Recording Arts Program will be awarded a Certificate of Completion.

Fees, Tuition, and Special Charges

Term 1:		Term 2:	
Tuition	\$ 11,880.00	Tuition	\$ 11,880.00
Registration\$	0.00	Registration\$	0.00
Books	\$ 50.00	Books	\$ 30.00
Hard Drive (2)	\$ 200.00	Web Hosting	\$ 100.00
Supplies	\$ 100.00	LLC Registration	\$ 350.00
Total Charges	\$ 12,230.00	Supplies	\$ 100.00
		Total Charges	\$ 12,460.00

* Tuition when signing up for both terms of Recording Arts Program at time of original enrollment offers a discounted rate of \$22,680.00, plus \$930 for books and supplies for a total cost of \$23,610.00.

** In the event an enrollee wishes to pay any or all of his or her tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

Loans are available for those who apply for it.

Scholarships are not available.

Admissions Policy

All applicants must provide a high school diploma or equivalent and all official post-secondary transcripts, as well as proof of a tour of the institution and enrollment agreement. The Recording Conservatory of Austin will give equal opportunity to all applicants regardless of race, sex, or natural origin.

In-House Payment Options

Method of Payment and Payment Schedule

Three options are available for tuition payment; 1. Full payment, 2. School Financed Loan, 3. Stipend Payment Option
Payment options include cash, check, money order and credit card-(3% fee)

1. FULL PAYMENT - executed upon enrollment

2. SCHOOL FINANCED LOAN

- Pre-approved loan prior to admission acceptance
- Loan application can be found on www.trcoa.com/admissions.html and must be completed prior to enrollment
- Any student can apply
- Interest rate is: 10 percent (%) compounded annually
- Payment is due on the 15th of each month, made via electronic funds transfer

Beginning Term Only-

- \$1,188.00 Down (Due at Orientation/Enrollment)
- \$459.09 Monthly Payments (26 months starting 1 month after classes begin)

Transferring into Recording Arts Program from Beginning Audio Engineering Term -

- \$1,188 Down (Due when Recording Arts class begins)
- Beginning Loan will be rolled in
- Approximately \$470 monthly payments (for approximately 48 months starting 1 month after classes begin)

Entire Recording Arts Program -

- \$2,268 Down (Due at Orientation/Enrollment)
- \$470.98 monthly payments (for approximately 54 months starting 1 month after classes begin)

Loan provided by:

The Recording Conservatory of Austin
4615 City Park Road
Austin, TX 78730

3. STIPEND PAYMENT OPTION

- Payments after initial payment will be made via electronic funds transfer
- 6 equal payments of \$1,980 (\$11,880/5) per term
- 12 equal payments of \$1,890 (\$22,680/12) for both Recording Arts Program terms.
- Payments are due the 15th of the month
- No interest is charged

* If paying by credit card a 3% uplift will be added to the each payment.

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor hereunder.

Post 9-11 GI Bill®

We proudly accept the Post 9-11 GI Bill ® from eligible applicants.

To Apply:

If you have never used the G.I. Bill ® before, complete the 22-1990 form.

If you have used the G.I. Bill ® to pay for any schooling in the past, complete the 22-1995 form.

[Click Here](#) to access your benefits information and fill out the 22-1990 or the 22-1995 form.

You will need our school address:

The Recording Conservatory of Austin
4615 City Park Road
Austin, TX 78730
512.231.0344

It will take the VA at least 1 to 2 weeks to review your application and send you a benefits certification.

Once you have received your benefits certification, call us to schedule an orientation.

Remember to bring your high school diploma (or G.E.D.), all official post secondary transcripts, military transcripts and your benefits certification sheet to orientation - 512.231.0344.

Subject Description:

Beginning Recording Techniques provides students with the foundation to the fundamentals of recording procedures, techniques and equipment used to create, capture and manipulate sounds.

Subject Hours:

46 clock hours (46 class hours, 0 lab hours)

Students will learn how to:

- Define basic audio terms and concepts
- Define how we hear
- Describe microphone types and techniques
- Describe the sections of a console
- Detail session signal flow
- Describe patch bay types and configurations
- Describe audio signal routing in both the analog and digital domain
- Describe, detail and use the different types of filters and EQ's
- Describe the key controls of and use various types of signal processors such as compressors, limiters, gates, delays and reverb processors
- Describe how audio works in the analog domain versus the digital domain
- Describe the different types of synchronization
- Describe and use the types of automation within Pro Tools
- Describe and use MIDI within a recording session
- Detail the basic issues to be aware of in studio design
- Describe the process of creating an end product

Co-requisites:

None

Required Resources:

Modern Recording Techniques, 7th Edition by Huber & Runstein, © 2010

Instructional Method:

Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Introduction
Week 2	Sound & Hearing
Week 3	Cables, Patchbay & Metering
Week 4	Signal Flow
Week 5	Microphone Design
Week 6	Amplifiers
Week 7	Session Flow & Signal Flow
Week 8	Equalization
Week 9	Dynamics
Week 10	Dynamics
Week 11	Time Based Effects I
Week 12	Time Based Effects II
Week 13	Test 1
Week 14	Test 1 Review
Week 15	Microphone Techniques
Week 16	Synchronization, Automation
Week 17	Digital Technology
Week 18	Test 2
Week 19	Test 2 Review
Week 20	Midi, Studio Design
Week 21	Analog Tape & Noise Reduction
Week 22	Final Test
Week 23	Final Test Review I

*Actual weekly lessons may occur out of sequence with class meetings, but all topics will be covered.

Basis of Grades:

Test 1:	33.33%
Test 2:	33.33%
Test 3:	33.33%

Subject Description:

Basic Music Theory introduces the student to the fundamentals of music theory.

Subject Hours:

18 clock hours (18 class hours, 0 lab hours)

Students will learn how to:

- Chart Major and Minor key scales
- Demonstrate the ability to construct and name Intervals
- Demonstrate basic rhythm duration symbols
- Explain time signatures
- Detail common time signatures
- Demonstrate setting up a click track in Pro Tools
- Demonstrate the ability to construct and name Triads and Seventh chords.
- Recognize chord inversions for Triads and Seventh Chords and identify the chord in root-position
- Translate Lead Sheet symbols to common chords of Western Classical Music
- Demonstrate ability to recognize chords
- Detail common Western chord progressions
- Identify Diatonic Triads and Seventh Chords in Major and Minor keys

Co-requisites:

None

Required Resources:

The Complete Idiot's Guide to Music Theory, 2th Edition by Michael Miller, © 2005

Instructional Method:

Lecture, Demonstration
Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Introduction
Week 2	Major Scales
Week 3	Minor Scales
Week 4	Intervals
Week 5	Test 1 Review
Week 6	Rhythm & Song Form
Week 7	Triads
Week 8	Seventh Chords
Week 9	Inversions
Week 10	Test 2 Review
Week 11	Diatonic Chords I
Week 12	Diatonic Chords II
Week 13	Music & Key Analysis I
Week 14	Music & Key Analysis II
Week 15	Music & Key Analysis III
Week 16	Music & Key Analysis IV
Week 17	Final Test
Week 18	Final Test Review

Basis of Grades:

Test 1:	33.33%
Test 2:	33.33%
Test 3:	33.33%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Beginning Pro Tools sets the foundation for the student to effectively use Digidesign's Pro Tools Digital Audio Workstation software. This subject introduces the student to real world application of techniques and theories for editing, mixing, and mastering recorded audio sessions for delivery to the employer. Students will be bringing in their projects from the Beginning Projects class for the remainder of the Beginning Pro Tools class for review.

Subject Hours:

22 clock hours (22 class hours, 0 Lab hours)

Students will learn how to:

- Demonstrate effective navigation of Pro Tools software via keyboard shortcuts, with an emphasis on building speed to effectively manage a employer session
- Demonstrate proper editing and fade techniques
- Demonstrate effective Sound Replacer and pitch correction techniques
- Demonstrate proper routing configuration for a recording and mixing session
- Demonstrate and describe routing and mastering techniques
- Edit and mix their projects down to an industry standard product

Co-requisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Instructional Method:

Lecture, Demonstration
Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Introduction to ProTools
Week 2	Key Commands
Week 3	Mock Tracking Session
Week 4	Test 1
Week 5	Basic Mixing Techniques & Routing for Mixing
Week 6	Intro to 3D Mixing Concepts
Week 7	Intro to Melodyne
Week 8	Basic Automation 3rd Party Plug-ins
Week 9	Test II
Week 10	Basic Mastering Principles Routing For Mastering
Week 11	Project review
Week 12	Project review
Week 13	Project review
Week 14	Project review
Week 15	Project review
Week 16	Project review
Week 17	Project review
Week 18	Project review
Week 19	Project review
Week 20	Project review
Week 21	Final Test Review I
Week 22	Final Test Review II

Basis of Grades:

Test 1:	33%
Test 2:	33%
Final Test:	33%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Beginning Projects provides the student with real world application of techniques and theories studied in co-requisite classes. Using Digidesign's Pro Tools Digital Audio Workstations, the student is responsible for the projects from recording to mastering a final product. A minimum of three projects must be complete but students are encouraged to go beyond the minimum.

Subject Hours:

434 clock hours (46 classwork hours, 388 lab hours)

Students will learn how to:

- Proper techniques to interface with employers
- Recording session: demonstrate correct signal routing (analog and digital), overdub, effectively managing a session
- Demonstrate correct editing, mixing, mastering techniques
- Demonstrate proper signal processing (eq, dynamic, time-base) techniques
- Demonstrate automation techniques
- Create final product to CD/mp3
- Demonstrate efficient Pro Tools software interface and navigation menu techniques
- Create 3 quality mixes to be used for demo reel

Pre-requisites:

BMT-101, BPT-101, BPE-101

Required Resources:

2 External Firewire hard drive, 7200 rps, min. 250 GB

Instructional Method:

Lecture, Lab

Maximum Students:

Instructor Ratio 1:30

Basis of Grades:

Project 1: 33.33%
 Project 2: 33.33%
 Project 3: 33.33%

Content Outline*:

Week 1: Orientation
 Week 2: 2 Project Assists
 Project 1 booked
 Music Creation Class
 Week 3: 2 Project Assists
 Week 4: 2 Project Assists, Project 2 booked
 Week 5: 2 Project Assists
 Week 6: 1st project tracking complete
 Week 7: Project 1 Editing
 Tracking class
 Week 8: Project 1 vocal tuning
 Week 9: Project 1 Rough mix complete
 Week 10: Project 1 first mix complete
 Project 3 booked
 Week 11: Project 1 second mix complete
 Editing Class
 Week 12: Project 1 final mix complete
 Project 2 basic tracking complete
 Project 1 mastered
 Project 2 Overdubs complete
 Week 13: Project 2 Editing, vocal tuning
 Project 2 sound replacing
 Mixing Class
 Week 14: Project 2 rough mix
 Week 15: Project 2 first mix complete
 Project 3 basic tracking complete
 Week 16: Project 2 second mix complete
 Week 17: Project 2 third mix complete
 Project 3 Overdubs complete
 Week 18: Project 2 final mix complete
 Mastering Class
 Week 19: Project 2 mastered
 Project 3 editing and sound replacing
 Week 20: Project 3 editing and vocal tuning
 Week 21: Project 3 rough mix
 Week 22: Project 3 first mix complete
 Week 23: Project 3 second mix complete
 Employer Relations Class
 Week 24: Project 3 third mix complete
 Week 25: Project 3 final mix complete
 Project 3 mastered
 Week 26: Demo reel compiled. Final backups completed

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Advanced Music Composition introduces students to the process of writing and arranging music using Digidesign's Pro Tools Digital Audio Workstations and Reason Rewire. For the final project, the student is responsible for taking a song in its most basic form (harmony, melody & lyrics) and providing an arrangement for a larger ensemble.

Subject Hours:

16 clock hours (48 class hours, 0 lab hours)

Students will learn how to:

- Demonstrate command of Reason and its' interaction with Pro Tools via Rewire
- Define the basic musical notations for tempo, dynamics, and accents
- Demonstrate the ability to transcribe/compose melodies and display them on a score using MIDI in Pro Tools
- Detail the common song structures used in Popular Western music of the 20th and 21st centuries
- Demonstrate programming of a drum/percussion beat using a step sequencer.
- Demonstrate ability to provide an effective harmonic chord progression for a solo melody
- Describe the difference between a sampler and synthesizer, and how they generate sound
- Provide a homophonic harmonization of a melody using traditional four part writing
- Program an arrangement for a musical piece using Pro Tools and Reason Rewire

Prerequisites:

BMT-101

Co-requisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Instructional Method:

Lecture, Demonstration
Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Writing Charts - MIDI
Week 2	Writing Charts II
Week 3	Composition - Song Structure
Week 4	Composition II
Week 5	Arranging - Drums/Percussion
Week 6	Arranging II
Week 7	Synths & Samplers - Bass
Week 8	Keys
Week 9	Effects - Guitars
Week 10	Voice Leading - Strings
Week 11	Counterpoint - Winds
Week 12	Vocals
Week 13	Final Project Review
Week 14	Final Project Review
Week 15	Final Project Review
Week 16	Final Project Review

Basis of Grades:

Assignment 1: 10%
Assignment 2: 10%
Assignment 3 : 10%
Assignment 4: 10%
Assignment 5: 10%
Final Project: 50%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

The Music Business Development class is designed to help students develop an effective business model and web presence. Additionally, the course is designed to give students an understanding of music related contracts, publishing, copyright law, performing rights societies, and online distribution.

Subject Hours:

18 clock hours (18 classwork hours, 0 lab hours)

Students will learn how to:

- Register a DBA business
- Use basic branding for business cards and web locations
- Use Photoshop to create basic graphic design for web
- Promote a web site that deals with recording and production experience
- Build alternative web areas of promotion via Facebook, Twitter, Youtube, etc.
- Utilize basic accounting concepts using Quicken to create a financial book and professional looking invoices
- Demonstrate a professional demo reel
- Detail business models and the cost/income associated with each model
- Understand basic copyright laws pertaining to the music industry
- Understand publishing, performing rights societies, and royalties
- Understand music production contracts
- Demonstrate working knowledge of online distribution

Prerequisites:

None

Co-requisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Instructional Method:

Lecture
Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Introduction, Business Structure /Plan
Week 2	Business Modeling I
Week 3	Business Modeling II
Week 4	Business Practices I
Week 5	Business Practices II
Week 6	Accounting
Week 7	Contracts and Music Law
Week 8	Copyright and Publishing
Week 9	Digital and Physical Releases
Week 10	Digital and Physical Distribution
Week 11	Marketing and Media
Week 12	Marketing and Media II
Week 13	Marketing and Media III
Week 14	The Team and Industry Structure
Week 15	Review Business Plan
Week 16	Business Plan Finalized
Week 17	Final Test Review I
Week 18	Final Test Review II

Basis of Grades:

Business Plan:	25%
Digital Release:	25%
Final Test:	50%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Web Skills for Business class is designed for students to develop an effective web presence and marketing strategy. In this class students will develop a brand for themselves, a website, and a social media presence that promotes their business, primarily YouTube Channels, Twitter and Facebook Pages. Search Engine Optimization, User Funneling, Call to Action design and standards based web coding are also covered.

Subject Hours:

18 clock hours (18 classwork hours, 0 lab hours)

Students will learn how to:

- Use basic branding for business cards and web locations
- Use Photoshop to create basic graphic design for web
- Promote a web site that deals with recording and production experience
- Build alternative web areas of promotion via Facebook, Twitter, Youtube, Google+ ,etc.
- Web Marketing Strategies and the Return on Investment

Prerequisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Co-requisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Instructional Method:

Lecture
Lecture, Demonstration
Screen Share option available.

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	Introduction
Week 2	Logo Design
Week 3	Business Card I
Week 4	Business Card II
Week 5	WebStage I (Design & Basic HTML)
Week 6	Web Stage I (Design & Basic HTML)
Week 7	Web Stage I (Design & Basic HTML)
Week 8	Web Stage II (HTML Buildout, CSS, Java)
Week 9	Web Stage II (HTML Buildout, CSS, Java)
Week 10	Web Stage II (HTML Buildout, CSS, Java)
Week 11	Web Stage III (HTML Buildout, CSS, Java)
Week 12	Web Stage III (HTML Buildout, CSS, Java)
Week 13	Web Stage III (HTML Buildout, CSS, Java)
Week 14	Web Stage III (SEO content)
Week 15	Web Stage III (SEO content)
Week 16	Web Stage III (SEO content)
Week 17	Final Exam
Week 18	Review

Basis of Grades:

Subject Description:

Advanced Pro Tools course is designed to expose the students to advanced mixing and mastering techniques using Digidesigns Pro Tools DAW system. Current projects will be reviewed and the advanced techniques will be applied to each project as required. Students will be bringing in their projects from the Advanced Projects class for the remainder of the Advanced Pro Tools class for review.

Subject Hours:

22 clock hours (22 class hours, 0 lab hours)

Students will learn how to:

- Demonstrate effective use of Playlist on multi-take tracks
- Create steady tempo within sessions that have unsteady tempo
- Demonstrate effective navigation of Pro Tools software via keyboard shortcuts, with an emphasis speed
- Demonstrate using Elastic Audio to change time and tempo, and time compression and expansion
- Demonstrate efficient pitch correction techniques using Melodyne and AutoTune
- Understand and demonstrate the requirements of Post Production for Film
- Demonstrate ability to master final products based on the material and use appropriate mastering techniques
- Demonstrate ability to continually move projects forward in a timely manner
- Edit and mix their projects down to an industry standard product

Prerequisites:

BPT-101

Co-requisites:

None

Required Resources:

External Firewire hard drive, 7200 rps, minimum 250 GB

Instructional Method:

Lecture, Demonstration
Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Week 1	MIDI Recording and Editing
Week 2	Managing Session Data Media Files
Week 3	Advanced Recording for MIDI
Week 4	Test I
Week 5	Working with MIDI and Elastic Audio
Week 6	Working with Timebases and Virtual Instruments
Week 7	Audio for Video
Week 8	Audio Postproduction for Video
Week 9	Test II
Week 10	Advanced Automation
Week 11	Advanced Mastering
Week 12	Project Review
Week 13	Project Review
Week 14	Project Review
Week 15	Project Review
Week 16	Project Review
Week 17	Project Review
Week 18	Project Review
Week 19	Final Review I
Week 20	Final Review II
Week 21	Final Test Review I
Week 22	Final Test Review II

Basis of Grades:

Test 1:	33%
Test 2:	33%
Final Test:	33%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

The Advanced Projects course is designed focus the student on building a working employer list and creating a professional demo reel.

Subject Hours:

446 hours (46 classroom hours, 400 lab hours)

Students will learn how to:

- Create 5 quality mixes to be used on web site and demo reel
- Develop working employer list
- Develop technique for approaching each project as a producer
- Display knowledge of running a recording session efficiently

Prerequisites:

BRT-101, BPT-101, BMT-101, BPE-101, APT-201, AMC-201

Co-requisites:

None

Required Resources:

2 External Firewire hard drive, 7200 rps, min 250 GB

Instructional Method:

Lab

Maximum Students:

Instructor Ratio 1:50

Content Outline*:

- Week 1: Book projects 1-5
Project 1 recorded
- Week 2: Project 1 edit, vocal tuning, sound replacing
- Week 3: Project 1 mixed
- Week 4: Project 1 Final Mix
- Week 5: Project 1 Mastered
- Week 6: Project 2 recorded
- Week 7: Project 1 edit, vocal tuning editing, sound replacing
- Week 8: Project 2 mixed
- Week 9: Project 2 Final Mix
- Week 10: Project 2 Mastered
- Week 11: Project 3 recorded
- Week 12: Project 1 edit, vocal tuning, sound replacing
- Week 13: Project 3 mixed
- Week 14: Project 3 Final Mix
- Week 15: Project 3 Mastered
- Week 16: Project 4 recorded
- Week 17: Project 1 edit, vocal tuning, sound replacing
- Week 18: Project 4 mixed
- Week 19: Project 4 Final Mix
- Week 20: Project 4 Mastered
- Week 21: Project 5 recorded
- Week 22: Project 1 edit, vocal tuning
- Week 23: Project 1 editing, sound replacing
- Week 24: Project 5 mixed
- Week 25: Project 5 Final Mix
- Week 26: Project 5 Mastered

Basis of Grades:

- Project 1: 20%
- Project 2: 20%
- Project 3: 20%
- Project 4: 20%
- Project 5: 20%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.



SCHOOL POLICIES

Normal Hours of Operation

Administrative Hours: 10:00am - 5:00pm Monday - Friday

Studio open 24 hours, 7 days a week with the following restriction:

- No tracking of loud instruments between 10:00pm-8:00am (i.e. drums, electric guitar/bass)

Class Schedules:

At the time of orientation, a weekly schedule is established between the student and instructors. Terms and courses will be extended on a day-to-day basis to make up for holidays. In the event of inclement weather, students must call the school or check the trcoaonline.com website for possible closing and/or rescheduling information.

No breaks or mealtimes are allotted.

Students will schedule a minimum of eight hours per week of studio time for projects.

BRT101: 2-hour block

BMT101, AMC201, AMB201, IMD201: 1-hour block

BPT101, APT201: 45 minute block

BPS101, APS201: 30 minute block with at least 10-15 project hours weekly.

School Calendar

Holidays observed:

New Years Day, Martin Luther King Day, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve, Christmas Day. We allow one week off per holiday, although students may schedule lessons and lab time during holiday if arrangements are made with the instructor.

Beginning Dates of Terms:

Fall Session September 15

Mid-Fall Session November 15

Winter Session January 15

Spring Session March 15

Mid-Spring Session May 15

Summer Session July 15

If the starting and/or ending date falls on a Saturday or Sunday, the date will roll to the following Monday.

Enrollment Periods:

For each term, the enrollment period ends at the start date of that term.

Program Completion Schedule (Calculating End Dates) :

The schedule completion time for the entire program is fifty two (52) academic weeks comprised of two twenty six (26) week terms. The maximum time allowed for completion of each term is thirty-nine (39) weeks. To complete the entire Recording Arts Program in the time of 52 weeks following the schedule is strongly recommended.

Scheduled Vacation Periods:

The Recording Conservatory of Austin has no scheduled vacation periods.

Attendance Policy

Attendance and participation in classes are extremely important and students are expected to attend all class sessions. For all course subjects, attendance will be recorded at the beginning of each class. At the end of each term the attendance record will be added to the student's individual file. Students must attend at least 80% of scheduled clock hours.

ABSENCES POLICY

Students who can not make a class must arrange with the instructor at least one day prior (24 hours) to the scheduled class time to re-schedule the class within a 5-day period of the original class.

An absence is defined as:

- Not rescheduling 24hrs before a scheduled lesson.
- Starting a project late will be considered one absence.

CONDITIONS OF ACADEMIC SUSPENSION AND TERMINATION:

The second consecutive absence in any one course subject will result in academic suspension. All classes and studio time will be removed from the calendar. The student will have up to four weeks to contact administration to have their classes and projects rescheduled. If the student does not contact administration in 4 weeks, they will be considered for termination. Only two suspensions are allowed per term. After which, they will be considered for termination.

PROBATION POLICY

If a student falls below 80% of overall scheduled clock hours, then the student is placed on probation and has four weeks to get above 80%. After which, they will be considered for termination. Additionally, 7 cumulative absences in any course subject will result in probation. Students will then have to keep the number of cumulative absences under 7 within 4 weeks or they will be immediately terminated.

GRACE PERIOD:

New students have until Week 5 of their start date to maintain an overall attendance percentage above 80% before being at risk of getting put on academic probation.

TARDY POLICY:

There is no tardy policy. If a student is late to class by 10 minutes or more, the student is considered absent.

MAKE-UP WORK POLICY

If you can prove with a doctors note or other that you were too sick or indisposed to reschedule or cancel 24hrs before a scheduled lesson then that absence will be excused. You can also make up absences by doubling up lessons or project hours in one week. Instructors reserve the right to deny make-up requests.

LEAVE OF ABSENCE POLICY:

An "L" status will be marked in a student's progress chart when a student is granted a leave of absence. Students must submit a request for leave of absence in writing to the School Director. A student may have two leaves of absence for the Beginning Audio Engineering Term and two leaves of absence for the Advanced Music Production term. The sum may not exceed 120 calendar days in length per program, or 180 days per year.. The School Director will approve or deny all leave of absence requests.

CONDITIONS FOR READMITTANCE

Students re-entering after being terminated for violation of attendance policy must complete a personal interview with the School Director at the time of their application for readmission. This provision does not circumvent the approved refund policy. Re-admitted students will be placed on Academic Probation status.

Conduct Policy

General Conduct Policy:

All students of The Recording Conservatory of Austin are expected to maintain a professional attitude. No physical contact or threatening behavior is permitted. Students will treat employees of The Recording Conservatory, employers of Stinson Studios, and visitors with appropriate respect. The dress code is casual. Students are held responsible for damage to equipment beyond normal wear and tear.

For project sessions, food and drink is not permitted near consoles and any gear. Food and drinks are permitted in the control rooms in the seating area. Drinks are permitted in the tracking rooms.

Students are given an entry key code at time of orientation. This code is not to be shared with anyone at any time.

Conditions of Termination:

Failure to keep entry key code private is cause for immediate expulsion.

Failure to make restitution for damaged equipment is cause for immediate expulsion.

Students will be immediately terminated for incidents including, but not limited to: theft, intoxicated or drugged behavior, possession of weapons or drugs, use of or possession of pornographic material on campus, threatening speech or physical movements or contact with another individual on school property.

If a student is found to be in violation of student conduct policies, he/she will first receive a verbal warning and a letter from the School Director in their file. Upon a second violation within an academic year, the student will be placed on Disciplinary Probation and receive a written warning detailing specific actions to be taken to remove his/her probation status. A third offense will be cause for termination.

Conditions of Re-admittance:

Students terminated for violation of the conduct and classroom policy may not re-enter before the start of the next grading period of the term they were enrolled in at the time of their termination. Students re-entering after being terminated for violation of conduct and classroom policy must complete a personal interview with the School Director at the time of their application for readmission. This provision does not circumvent the approved refund policy. Re-admitted students will be placed on Academic Probation status.

Drug Free Environment Policy:

The Recording Conservatory of Austin prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and/or at any school activity. Any violation of this policy will result in termination. Violations of the law will also be referred to the appropriate law enforcement authorities.

Nondiscrimination Policy:

The Recording Conservatory of Austin admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Reasonable Accommodations Policy — Individuals with Disabilities:

The Recording Conservatory of Austin does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden, or fundamentally alter the nature of a relevant program, benefit, or service provided by The Recording Conservatory of Austin.

Admissions Policy

Enrollment is open to any high school graduate or GED certificate holder, age 18 or older, seriously interested in the field of recording arts. No previous recording experience is required for admission. Each candidate will complete and Enrollment Application and conduct a personal interview with the School Director.

The Recording Conservatory of Austin admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Policy for Granting Credit

All post-secondary education credit must be submitted to the School Director for evaluation at the time of enrollment. The School Directory will review all submitted materials and will, at their discretion award or deny credit for previous work.

To be accepted for enrollment directly into Term 2, the applicant must receive a minimum score of 85 on each final exam for Beginning Recording Techniques, Beginning Pro Tools and Beginning Music Theory. Additionally, the applicant must provide a demo reel containing a minimum of 3 different projects they have recorded, edited, mixed and mastered.

Cancellation and Refund Policy

CANCELLATION POLICY

If a student wishes to terminate enrollment, the student should notify the Campus Director in writing. Notice may be hand delivered or mailed.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days.

REFUND POLICY

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials

are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements.
8. A student enrolled in the Recording Arts program has the right to drop after completing the first portion (Beginning Audio Engineering) before beginning the second portion (Advanced Music Production) without any penalties. The student must inform Administration of their intentions to drop and will have to pay the remainder of the Beginning Audio Engineering tuition (if applicable).

Refund Policy For VA Students

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds will be totally consummated within the forty (40) days after termination.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 40 days after the effective date of termination.

Satisfactory Academic Progress (SAP) Policy

TRCoA students must be in good academic standing and meet the SAP requirements outlined below. The SAP policy is reviewed on an annual basis and updated as necessary. Satisfactory Academic Progress measurements are used continued enrollment eligibility verification. Academic progress reports are released and Satisfactory Academic Progress is evaluated every 8 academic weeks, which is our Evaluation Period. Our unit of credit is a clock hour. Students must maintain 80% of 20 clock hours per academic week as our Progress Standard. Failure to meet Progress standards at any evaluation period will result in the student being placed on Academic Probation. Satisfactory attendance progress is continually evaluated, and reported at a minimum, at midterm and at the end of 1st and 2nd terms.

- At the end of each SAP Reporting Period a review will be made to ensure compliance with the program place requirement, maximum time limit, and minimum hour requirements of the policy.

CONDITIONS OF ACADEMIC SUSPENSION AND TERMINATION:

The second consecutive absence in any one course subject will result in academic suspension. All classes and studio time will be removed from the calendar. The student will have up to four weeks to contact administration to have their classes and projects rescheduled. If the student does not contact administration in 4 weeks, they will be considered for termination. Only two suspensions are allowed per term. After which, they will be considered for termination. Additionally, 7 cumulative absences in any course subject will result in immediate termination.

PROBATION POLICY

If a student falls below 80% of overall scheduled clock hours of attendance, then the student is placed on probation and has four weeks to attend above 80% of scheduled hours. After which, termination will be reviewed.

Students will receive warning emails when their overall attendance percentage has reached:

- Below 90% = 1st Warning
- Below 85% = 2nd Warning
- Below 80% = Probation

Re-Establishing SAP

Meetings: Required

Students are requested to meet with the Director for a probation advising appointment. During this meeting students will explore academic issues, determine the grades needed to reach "Good Standing" and to plan strategies, assess needs and arrange tutoring if needed. Students must meet with instructors early in the program to establish lines of communication. Students will create a document delineating the time line and benchmarks to return them to Satisfactory Progress.

APPEAL PROCESS FOR ACADEMIC SUSPENSION

Students who appeal an academic suspension must complete the following steps:

1. Submit a formal letter of appeal to the Campus Director or designated representative.
2. Develop a re-entry plan.
3. Arrange a conference to review the re-entry plan with the designated campus contact.

If re-instated, a student will be given instructions for completing the registration process. The appeals process must be completed before the start of the next regular term. After the term has begun, no appeals of academic dismissal will be heard; and an academically dismissed student will not be permitted to register for classes again until the next available term.

BASIS FOR GRADES - TRCoA is Pass/Fail
UNIT OF CREDIT - is Clock Hours
Outside Work/ Homework Throughout the Program
Projects Throughout the Program
Practical Skills Exams as Required
Exams as Required
Final Exam as Required

TRANSFER OF CREDITS

Transfers of credits are accepted on a pass/fail basis as according to our grading policy.

P-Passing = Student does not have to take class and is rewarded with a Pass credit

F-Failure = Student must retake class to receive credit

I-Incomplete=Student withdraws for an appropriate reason as determined by Director.

W-Withdrawal= Student is withdrawn from school or from a course before the final day of the course. A student who receives a grade of "W" must repeat the entire term to graduate from the program.

R-Repeat= If a student wants to repeat a course, they will be charged. A prefix "R" will be recorded on the transcript before grade.

T-Terminated=Student is terminated by school for unsatisfactory academic performance.

This will be checked by Director John Stinson

MINIMUM CUMULATIVE GRADES

Your overall grade is made up from tests and projects. You must maintain an overall grade of 80% at each evaluation period and in order to graduate from a program. The Recording Conservatory requires 85% of the questions must be answered correctly to receive a passing grade. For a failing grade, the students will schedule time the following week for another attempt.

Recording projects are evaluated on overall tonal quality and placement of sounds within the mix. Completed projects are evaluated against current major label releases within the genre of the project. Passing a test or completing a project earns you a grade of 100%. A student must attempt all projects and tests.

PROGRESS EVALUATION AND REPORTING

Grade reports will include analysis of the student's progress toward completion of the program. Progress reports are available to students at all times and student progress is evaluated weekly, and are formally evaluated every 8 academic weeks.

Students are expected to maintain a minimum cumulative (Program) grade average of 80% at the end of each grading period evaluation. Only classes with passing final grades count as successful completions. Grades marked as Incomplete "I", Leave of Absence "L", or other grades that fail to result in a passing grade of 80%, will not count as a completion, but will count as clock hours attempted.

PROGRESS MEASUREMENT

Students must proceed through the Program at a pace that will lead to completion within 1.5 times the normal program length of 52 weeks for RAP.

CHANGING PROGRAMS

Beginning Audio Engineering Program Students demonstrating satisfactory academic progress may transfer credits attempted and grades earned toward the Recording Arts Program.

CONDITIONS FOR TERMINATION

If a student placed on Academic Probation fails to achieve satisfactory academic progress during the probationary progress evaluation period, the student's enrollment will be terminated.

CONDITIONS FOR RE-ADMITTANCE

In accordance with Title 40, Texas Administrative Code, Section 807.243, The Recording Conservatory of Austin may allow a student whose enrollment was terminated for unsatisfactory progress to start at the next progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

EXTENSION POLICY

Students in good standing who desire more time to finish a program or class after their projected date of completion including additional weeks may request to do so in writing to the School Director, who must approve any requests.

Student Services

TRCoA offers student career counseling and career services but does not guarantee employment.

Grading Scale

TRCoA is Pass/Fail. For a grade of P (Pass), students must earn 85% or higher on all tests, quizzes and meet industry standards for projects as determined by the instructor. Otherwise, a grade of F (Fail) will be assigned. A grade of I (Incomplete) will be assigned for students who withdraw from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.). A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A grade of "T" (Terminated) will be assigned when a student is terminated due to unsatisfactory academic progress.

Incomplete, Withdrawals, Repeat Subjects, and Remedial Work Policies

INCOMPLETE GRADE

Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Therefore, if a student withdraws from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.), the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete, and upon return to classes, the student may re-enroll in these classes at no additional cost of tuition.

WITHDRAWALS

A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A student who receives a grade of "W" must repeat the entire term to graduate from the program. Full tuition will be charged for any term that is repeated.

REPEATED SUBJECTS

If a student wants to repeat a course, they will be charged. A prefix "R" will be recorded on the transcript before grade.

REMEDIAL WORK

The Recording Conservatory of Austin does not offer remedial education for any program.

MAKE-UP POLICY

Students who receive or are approaching a failing grade in a course (85% or less) may, at the discretion of the instructor, be allowed to retake the graded portion (lab, test, etc.) of the class that caused the failing grade. When a student receives 85% or higher, they may continue in the course subject. The student must obtain written permission from the instructor and attend a supervised Make-up Day session. Students who miss lab work, tests, quizzes, or other assignments due to absences are permitted to make-up the work they missed at a Make-up Day session within the current enrollment period. Make-up Days will be scheduled at the discretion of the instructor.

In order to successfully complete the educational programs offered by The Recording Conservatory of Austin students must satisfy the following requirements:

Beginning Audio Engineering Term

1. Must achieve at least 80% on the tests for Studio Equipment and Techniques, Music Theory and Pro Tools
2. Complete three (3) projects: recording, editing, mixing and mastering each project
3. Complete eight (8) session assists
4. Satisfy all financial obligations to The Recording Conservatory of Austin,
5. Be recommended by his or her instructor,
6. Be approved by the Director for award of a Certificate of Completion
7. Complete his or her training within the maximum of 39 weeks allowed for the term

Recording Arts Program

1. Must complete all requirements.
2. Must achieve at least 80% on the tests for Studio Equipment and Techniques, Music Theory and Pro Tools
3. Complete a minimum of five (5) separate employer recruitments
4. Complete minimum of five (5) projects: recording, editing, mixing and mastering each project
5. Satisfy all financial obligations to The Recording Conservatory of Austin,
6. Be recommended by his or her instructor,
7. Be approved by the Director for award of a Certificate of Completion
8. Complete his or her training within the maximum of 39 weeks allowed for the term

Transcripts are available to students upon request and without charge for the first copy.

Alumni Services & Placement Assistance Policy

The Recording Conservatory of Austin DOES NOT GUARANTEE EMPLOYMENT, but prepares students and alumni for placement through our Alumni Services Program, which include the following:

1. Helping current students and graduates update resumes and to match with employers
2. Creating an individual student profile at graduation based on employment interests and matching that student with available opportunities.
3. Allowing alumni to use our facilities for life, including free studio time with intent to create an employer.

HOW TO APPLY FOR FINANCIAL AID

The Financial Aid Department of TRCoA works to assist students and families in obtaining the financial assistance needed to pursue their education and career goals. Financial Aid Advisors are here to help students and their parents understand the financial aid programs, assist in completing federal aid applications, and assess educational expenses. Once the federal application process is complete, a Financial Aid Advisor will evaluate eligibility and review the information with students and their families. Financial Aid packages are unique for each student. Each package depends on their specific needs, eligibility, and the decisions made during the process. Federal financial aid may not cover the entire cost of the programs. Contact the Financial Services Department for more information and to discuss possible payment plans and private loan options.

Federal Pell Grant

- Considered “gifts” and do not have to be repaid.
- Eligibility is determined through the standard U.S.

Department of Education Formula and is awarded based on financial need.

Direct Subsidized Stafford Loans

- Low-interest loan.
- The lender is the Department of Education.
- For students with financial need as determined by federal regulations.
- No interest is charged while student is in school at least half time.

Direct Unsubsidized Stafford Loans

- Low-interest loan.
 - The lender is the Department of Education.
 - Not need-based.
- Interest is charged during all periods.

Direct Parent-PLUS Loans

- Low-interest loan.
- Available to parents of dependent students.
- Parent applicants are subject to a credit review by a national credit bureau.
- Interest is charged during all periods.

Other options may be available. Please see your Financial Aid Advisor to determine eligibility.

Students receiving federal financial aid must maintain satisfactory academic progress to remain eligible for continuing financial assistance. Please see the Satisfactory Academic Progress Policies section for more information.

Satisfactory Academic Policy for Title IV (Title IV SAP)

The Satisfactory Academic Progress Policy for Title IV (Title IV SAP) is applied to all students enrolled at the school who are receiving Title IV funds. The policy complies with the guidelines established by ACICS (the Accrediting Council of Independent Career Schools and Colleges) and is at least as strict as the federal regulations for SAP established by the United States Department of Education. Federal and state financial aid regulations require recipients of federal and state aid to maintain Satisfactory Academic Progress toward the completion of a certificate.

TRCoA student aid recipients, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and meet the Title IV SAP requirements outlined in the school's Title IV SAP policy. The Title IV SAP policy is reviewed on an annual basis and updated as necessary. Satisfactory Academic Progress measurements are used for continued enrollment eligibility verification. Title IV SAP measurements are used for all Title IV federal funds eligibility, other needs-based financial assistance and continued enrollment eligibility verification.

Academic Year

The Recording Arts Program consists of two academic years. The first academic year is 900 clock hours and 45 weeks. The second academic year is 140 clock hours and 7 weeks. These are also the award years for Title IV purposes.

Award Periods

Students receiving Title IV funds in the Recording Arts Program have four consecutively occurring award periods. The first is at 450 clock hours and 22 weeks, the second at 450 hours and 22 weeks, the third at 70 clock hours and 3.5 weeks, and the fourth at 70 clock hours and 3.5 weeks.

Evaluation Period

TRCoA reviews Title IV SAP at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. Title IV aid eligibility is tied to evaluations based on the following timeframes for the Recording Arts Program; the first is at 450 clock hours and 22 weeks, the second at 450 hours and 22 weeks, the third at 70 clock hours and 3.5 weeks, and the fourth at 70 clock hours and 3.5 weeks.

TRCoA may not affect a student's aid eligibility until the official evaluation periods are reached.

PACE (Rate of Completion Requirement)

A student must have earned all the required clock hours to graduate. The maximum timeframe students have to complete all program requirements is 1.5 times attempted credits. Students who do not meet these standards will not be on PACE to graduate and will lose their Title IV funding. Students are required to attend a minimum of 80% of the total program clock hours. A student will be terminated if they accumulate hours of absence in excess of 20% of the total program clock hours before a point where a refund would not be due.

Maximum Time Frame

A student may not attempt more than 150% of the clock hours in his/her program, or more than 1560 clock hours of the 1040 clock hours in the Recording Arts Program.

Basis for Grades

TRCoA is Pass/Fail. For a grade of P (Pass), students must earn 85% or higher on all tests, quizzes and meet industry standards for projects as determined by the instructor. Otherwise, a grade of F (Fail) will be assigned. A grade of I (Incomplete) will be assigned for students who withdraw from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.). A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A grade of "T" (Terminated) will be assigned when a student is terminated due to unsatisfactory academic progress.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on Title IV Suspension or dismissed from the school.

Title IV Suspension Policy:

A student is placed on Title IV Suspension when they fail to meet SAP standards at the end of the Title IV evaluation period. During Financial Aid Suspension, a student is not eligible for financial aid. A student on Title IV Suspension may have opportunity to regain eligibility or appeal the suspension.

APPEAL PROCESS FOR TITLE IV SUSPENSION

A student may appeal Title IV Suspension if they have suffered extenuating circumstances. To appeal, a student must submit to the Director a written explanation including:

1. The extenuating circumstances which prevented him from achieving SAP. For the student to meet the academic requirements for graduation, the student will be dismissed.

2. How the student's situation has changed to allow the student to achieve SAP at the next evaluation.
3. An academic plan on how the student will regain eligibility within a reasonable time period.

All appeals must be submitted to the Director by the deadline indicated in the suspension letter he received. The Director will then determine the student's academic status and financial aid eligibility. If the student is granted financial aid eligibility, they must meet the conditions outlined by the Academic Appeals Committee for the eligibility to continue.

The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion. If in the extreme case a student does not complete all program requirements within 150% or 78 weeks of the total 52-week program period, they will be advised of their status with a written notification terminating them from the program unless an extension can be granted due to extenuating circumstances.

Title IV Probation Policy

Title IV Probation may only be granted with a student's successful appeal. A student who is on Title IV Probation remains eligible for financial aid; however, a student may remain on Title IV Probation for only one evaluation period. If a student on Title IV Probation fails to achieve satisfactory academic progress at the next evaluation point, the student will be dismissed from the school. A student will be removed from Warning or Title IV Probation when the student meets the requirements for satisfactory academic progress. A student may be dismissed for academic reasons without previous academic action. In addition, at any given evaluation point, if it is determined to be mathematically impossible

ACADEMIC SUCCESS PLAN FOR STUDENTS ON TITLE IV PROBATION

Meetings: Required

Student who successfully appeal Title IV Suspension and are then placed on Title IV Probation are required to meet with the Director to create an academic plan. students will explore academic issues, determine the progress needed to reach "Good Standing" and to plan strategies, assess needs and arrange tutoring if needed. Students must meet with instructors early in the program to establish lines of communication. Students will create a document delineating the time-line and benchmarks to return them to Satisfactory Progress.

This plan is designed to cover more than one payment period. Students are still evaluated at the appropriate clock-hour benchmarks, and must be achieving the stipulations of the plan or are placed back on Title IV Suspension with no right to appeal. If the plan intends for the student to be making SAP at the next official Title IV Evaluation Period, there is no need for an academic plan.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Leave of Absence/Course Incompletes/Withdrawals

Students in need of a Leave of Absence must submit a request in writing to the Campus Director. In a 12-month calendar period a student may have no more than two leaves of absence, the sum of which may not exceed 180 calendar days in length. The Campus Director will approve or deny all leave of absence requests. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who fail to return from a leave of absence on the scheduled date will be dropped from the program. The school's refund policy will then be applied.

A student unable to complete a portion of a course due to special or mitigating circumstances not related to disciplinary action may receive an Incomplete "I" grade for the course. The portion of the class missed must be completed during the following term. On completion, the incomplete grade will be substituted with a final grade. If the student fails to complete the course, the grades for incomplete work will be entered, as zero and the final grade will be recalculated. Students are charged tuition and fees and receive grades for the credits attempted. Student enrollment status for purposes of academic achievement and financial aid determination is based upon course attendance. A pattern of course withdrawals could cause a student to exceed the maximum time frame allowed for program completion and therefore fall below the standard for satisfactory academic progress.

Additional charges may also result. On re-enrollment in school, or in the individual course, and completion of the course, the student's earned final grade will be used in the computation of the cumulative grade point average. All course attempts count in the total number of credits attempted.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved. If the appeal is denied, the student is responsible for any balance owed to the school. The written appeal must state the mitigating circumstances that contributed to the academic determination or dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. Mitigating circumstances are events that are outside the student's control and are unavoidable. Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, financial hardship such as foreclosure or eviction, and others. The student must submit a written appeal to the Campus Director describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Procedures for Reentry/Readmission after Academic Dismissal

A student who is denied an appeal is not eligible for reentry to the school for a period of one term. A student dismissed for violating satisfactory academic progress must appeal in writing for reentry. If applying for readmission, the student must meet with the Campus Director prior to the start of the term in which the student wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the standards for satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A reentry/readmission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on probation at the start of the next academic term or upon re-entry and may be required to meet certain additional academic conditions as specified by the Campus Director in their decision to grant the appeal. The standards for satisfactory academic progress will continue to be applied to assess the student's academic performance. A student is allowed one and only one re-entry/readmission appeal after being academically dismissed.

Return to Title IV Policy (R2T4)

When a student withdraws or his/her enrollment is otherwise terminated, TRCoA will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of financial aid that must be returned to the financial aid programs (if any). This process is referred to as “Return to Title IV” (R2T4). The calculation of Title IV financial aid funds earned/unearned by the student has no relationship to the student’s tuition and fees that may be owed to TRCoA. The R2T4 calculation will be performed using forms and/or software provided by the US Department of Education for that purpose.

Title IV funds are earned in a prorated manner based upon scheduled clock hours. R2T4 is required up to the 60% point in the payment period based upon the appropriate proration methodology. Title IV aid is viewed as 100% earned after that point in time. The Texas Workforce Commission refund calculations will be applied after the Return of Title IV calculation has been made.

Academic Year Definition

TRCoA’s Academic Year for the Recording Arts program is defined as 900 clock hours over 45 weeks for the first academic year and 140 clock hours over 7 weeks for the second academic year.

A Brief Summary of the Federal R2T4 Formula:

Step One: Determine the percentage of the payment period (or period of enrollment) the student attended before withdrawing.

Step Two: Determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.

Step Three: Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned (i.e., that was unearned) by subtracting the earned amount from the amount actually disbursed.

Step Four: Allocate the responsibility for returning unearned aid between the College and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Step Five: Distribute the unearned aid back to the Title IV programs through G5, reconcile with COD and internally.

TRCoA will return unearned funds required per the federal calculation within 45 days from the date TRCoA determines the student withdrew (date of determination). The date of determination for the R2T4 process is the same date as the “effective date of termination” from the Tuition and Fees Refund Policy. TRCoA will notify the student in writing of any amount of funds that must be returned by the student.

Post-Withdrawal Disbursement: TRCoA will use the FSA PWD worksheet for clock hour programs. In the case of additional financial aid funds that have not been disbursed but are eligible to be used for tuition and fees after the R2T4 calculation, TRCoA will advise the student and/or parent that they have 14 calendar days to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, TRCoA will not request any earned funds from Title IV programs.

PWD Disbursement of Grant Funds

No student confirmation required

Disbursed directly to student- as soon as possible, but no later than 45 calendar days after date of determination.

Disbursed as credit to account - within 180 days after date of determination.

PWD Disbursement of Loan Funds

Must receive confirmation from the student or parent borrower prior to disbursement

Must be made as soon as possible, but no later than 180 days after date of determination.

Withdrawal Date for Refund Calculations: The effective date used for R2T4 calculations shall be the student's last date of attendance (LDA). Date of determination of withdrawal cannot be more than 14 calendar days after withdrawal date.

Financial Aid Programs Refund Sequence: Unearned funds returned by TRCoA or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

- Unsubsidized Federal Direct Stafford Loan

- Subsidized Federal Direct Stafford Loan

- Federal Direct PLUS Loan received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment in the following order:

- Federal Pell Grant

- Other grant or loan assistance authorized by Title IV of the Higher Education Act

Overpayments: Any amount of unearned federal grant funds that a student must return directly is called an "overpayment". The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. Students in this circumstance must make one of three arrangements to return the unearned grant funds:

- The student pays TRCoA in full for forwarding to the Department

- The student agrees to pay TRCoA in installments for forwarding to the Department

- The student works out arrangements with the Department of Education.

The student then has 45 days to "take positive action", meaning to take the steps necessary to finalize one of these three options. If the student does not take positive action within 45 days, they will lose future Title IV eligibility at any Title IV eligible school until the overpayment is cleared by the student.

Leave of Absence Policy for Students Receiving Financial Aid - TRCoA does not allow students a Leave of Absence of more than 180 days per calendar year.

Grievant must present a grievance in writing to the owner, director, or designee. Grievance must be presented within 15 calendar days of the date of the act or occurrence or the date that the employee can be reasonably expected to have become aware of the act or occurrence. This timeframe may be extended if it is shown that circumstances are beyond the grievant's or staff's control (i.e. illnesses, absences, complex issues, workload, etc.).

All student grievances should be in writing and submitted to the director of The Recording Conservatory of Austin. The documentation should be delivered in person or sent to:

The Recording Conservatory of Austin
Attn: Director
4615 City Park Road
Austin, Texas 78730

All unresolved grievances should be directed to:

Our State License Holder

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001

The Accrediting Council of Career Schools and Colleges (ACCSC)

1. All complaints must be received by the Commission in writing.
2. In order for a complaint to be processed, it should contain:
 - A. The basis for any allegation of noncompliance with ACCSC standards or requirements;
 - B. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
 - C. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. <http://www.accsc.org/UploadedDocuments/2015%20February/ACCSCComplaintFormfill.pdf>
3. Complaints must be mailed to

Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION
CAREER SCHOOLS AND COLLEGES
AUSTIN, TEXAS

THE INFORMATION CONTAINED IN THE CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

