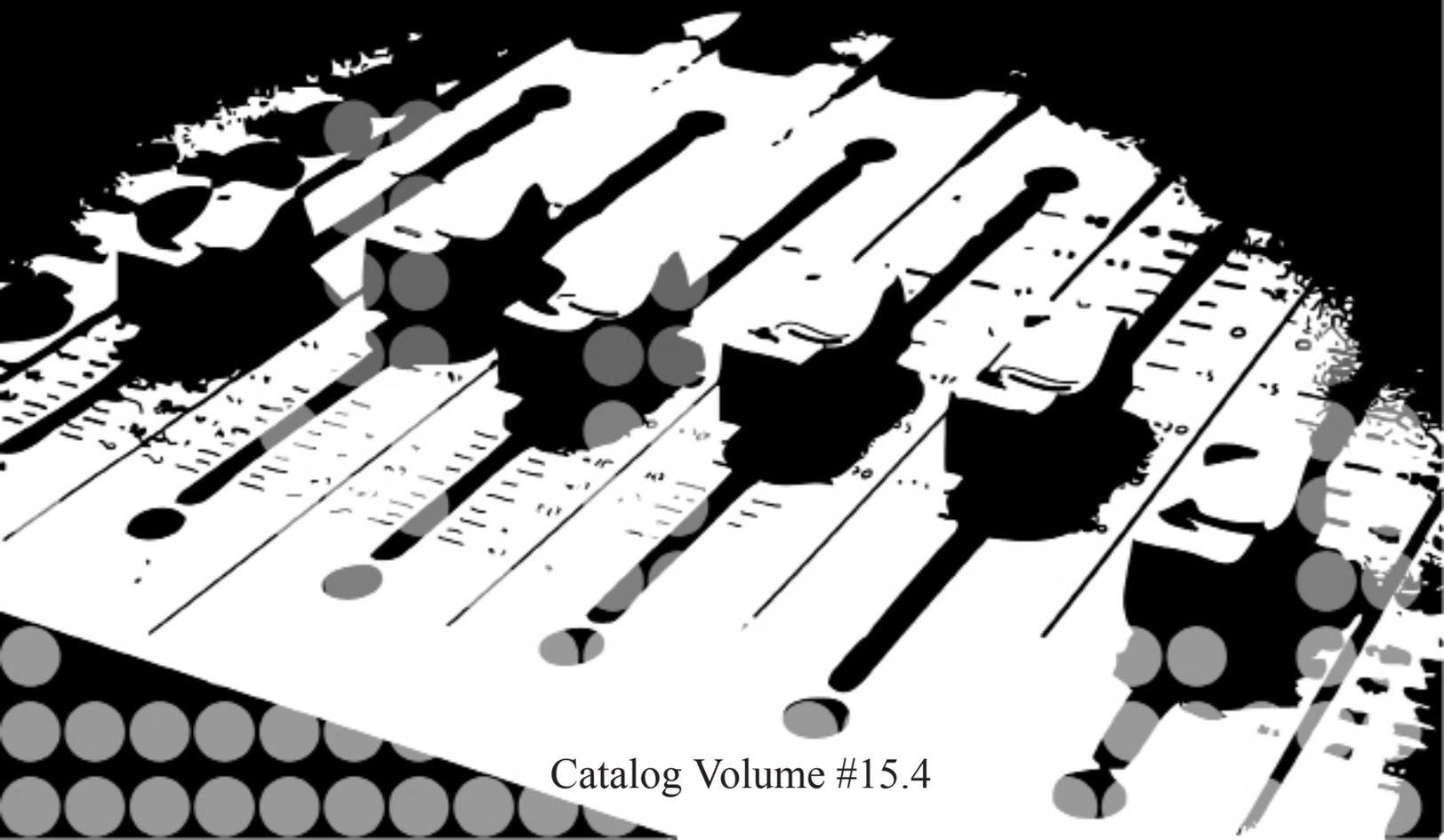




TROA

THE RECORDING CONSERVATORY OF AUSTIN

2020 - 2021 Catalog



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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 advising 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

Dominick Trice
Professional Audio Engineer & Music Producer
Recording Arts Program – TRCoA
BPT-101

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

Brenton Wilde
Web Developer
IMD-201

Kfir Gov:
Professional Audio Engineer & Producer
APT-201 TEST

Jason Prushko
Music Business Instructor
MBD - 201

Key Staff

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

Nigel Clark
Financial Aid Director, 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

Patrick Bray
Student Liaison, Attendance, Laboratory Tech
Recording Arts Program, TRCOA

Advisory Board

Matt Noveskey: Song Writer & Producer

John Pointer: Musician & Producer

Stephen Carlos Kirk: GC Pro Account

Eric Clinger: A&R Rep, Music Manager

Program Advisory Committee

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 (Residential and Distance) is a comprehensive program design to put students on a career path as an independent engineer/producer or studio owner. The program is broken into two academic years. The first Academic Year (AY1) 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 Academic Year (AY2) 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 academic years earn a Recording Arts Certificate of Completion. Graduates of the Recording Arts Academic Associate Degree Program earn an associate degree.

Graduates of TRCOA's Recording Arts Programs 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 PROGRAMS

Recording Arts Residential (RAR) Certificate Program Overview

The Recording Arts Residential (RAR) Program consists of four terms and two academic years. The first Academic Year (AY1) 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, micro-phones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the Recording Arts Residential 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 AY1 courses must be taken first before the following AY2 course subjects.

Course Titles	Instructional Clock Hours			Outside Work			Equivalent Credits			Total Credit Hours	
	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Outside Work Clock Hours (25% limit)	Total Outside Work Clock Hours for Academic Credit (include hrs in Column H)	Total Clock Hours & Outside Work Hours (25% Limit)	Didactic	Supervised Lab		Externship
BRT-101 Beginning Recording Techniques I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-101 Beginning Music Theory I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-101 Beginning Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-101 Beginning Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BRT-102 Beginning Recording Techniques II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-102 Beginning Music Theory II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-102 Beginning Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-102 Beginning Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-201 Advanced Music Composition I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-201 Advanced Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-201 Advanced Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-201 Music Business Development & Internet Marketing I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-202 Advanced Music Composition II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-202 Advanced Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-202 Advanced Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-202 Music Business Development & Internet Marketing II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
SUBTOTAL	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTALS:	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.0

The Recording Arts Residential Program is 360 class hours, 864 lab hours, with 1,224 clock hours and 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Residential Program will be awarded a Certificate of Completion.

Fees, Tuition, and Special Charges

AY 1:	AY 2:	Distance Education Supply Package (Optional)
Tuition \$ 11,880.00	Tuition \$ 11,880.00	Laptop
Registration \$ 100.00	Registration \$ 100.00	Pro Tools Subscription with iLok
Books \$ 50.00	Books \$ 30.00	Ableton Live
Hard Drive (2) \$ 200.00	Web Hosting \$ 100.00	Steven slate Complete
Supplies \$ 100.00	LLC Registration \$ 350.00	Melodyne
Total Charges \$ 12,330.00	Supplies \$ 100.00	Presonus Audio Box
	Total Charges \$ 12,460.00	Sennheiser HD 280 Headphones
		SM 57 Microphone
		Total Charges \$2,000
		Tall & Short Mic
		Stands
		Instrument Cables
		Audio Technica
		AT2035
		Large Diaphragm
		Mic
		Alesis v25
		Keyboard

* Tuition when signing up for both Academic Years of the Recording Arts Program at time of original enrollment offers a discounted rate of \$22,680.00, plus \$930 for books and supplies and a \$100 registration fee for a total cost of \$23,710.00.

** 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.

Recording Arts Distance (RAD) Certificate Program Overview

The Recording Arts Distance (RAD) Program consists of four terms and two academic years via 100% distance education. The first Academic Year (AY1) 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, micro-phones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the RAD 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 AY1 courses must be taken first before the following AY2 course subjects and require our Distance Ed Supply package.

Course Titles	Instructional Clock Hours			Outside Work			Equivalent Credits			Total Credit Hours	
	Didactic	Supervised Lab	Externsip	Outside Work Clock Hours (25% limit)	Total Outside Work Clock Hours for Academic Credit (include hrs in Column H)	Total Clock Hours & Outside Work Hours (25% Limit)	Didactic	Supervised Lab	Externsip		
BRT-101 Beginning Recording Techniques I	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
BMT-101 Beginning Music Theory I	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
BPT-101 Beginning Pro Tools I	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
BPE-101 Beginning Projects & Events I	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
BRT-102 Beginning Recording Techniques II	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
BMT-102 Beginning Music Theory II	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
BPT-102 Beginning Pro Tools II	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
BPE-102 Beginning Projects & Events II	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
AMC-201 Advanced Music Composition I	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
APT-201 Advanced Pro Tools I	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
APE-201 Advanced Projects & Events I	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
MBD-201 Music Business Development & Internet Marketing I	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
AMC-202 Advanced Music Composition II	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
APT-202 Advanced Pro Tools II	15	64		79.00	19.75	98.75	0.67	2.13	0.00	3.00	
APE-202 Advanced Projects & Events II	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
MBD-202 Music Business Development & Internet Marketing II	30	44		74.00	18.50	92.50	1.33	1.47	0.00	3.00	
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS:	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00

The Recording Arts Distance Program is 360 class hours, 864 lab hours, with 1,224 clock hours and 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Residential Program will be awarded a Certificate of Completion.

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Required)	AY 1:	AY 2:
Laptop	Tuition \$ 11,880.00	Tuition \$ 11,880.00
Pro Tools Subscription with iLok	Registration \$ 100.00	Registration \$ 0.00
Ableton Live	Books \$ 50.00	Books \$ 30.00
Steven slate Complete	Hard Drive (2) \$ 200.00	Web Hosting \$ 100.00
Melodyne	Supplies \$ 100.00	LLC Registration \$ 350.00
Presonus Audio Box	Tech Package \$ 2,000	Supplies \$ 100.00
Sennheiser HD 280 Headphones	Total Charges \$ 14,330.00	Total Charges \$ 12,460.00
SM 57 Microphone		
Total Charges \$2,000		
(Students who already own supply materials may pay reduced fees)		

* Tuition when signing up for both Academic Years of the Recording Arts Program at time of original enrollment offers a discounted rate of \$22,680.00, plus \$2,000 tech package, \$930 for books and supplies and a \$100 registration fee for a total cost of \$25,710.00.

** 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.

*** See Addendum A for Distance Ed Supply Package Details

RAR and RAD Certificate Program Admissions & Payment Options

Admissions Policy

All RAR and RAD Certificate Program 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 (RAR and RAD Programs)

- 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

RAR and RAD Academic Year 1 Only-

- 10% Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- Monthly Payments (for approximately 26 months starting 1 month after classes begin)

Transferring into RAR/RAD Program Academic Year 2 from Academic Year 1 -

- 10% Down (Due when Recording Arts class begins)
- AY1 loan will be rolled in
- Monthly payments (for approximately 48 months starting 1 month after classes begin)

Entire RAR/RAD Program -

- 10% Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- 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 FOR RAR/RAD PROGRAM

- Payments after initial payment will be made via electronic funds transfer
- 6 equal payments per Academic Year + \$100 Registration Fee
- 12 equal payments for both Recording Arts Program Academic Years.
- Payments are due the 15th of the month
- No interest is charged

4. 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.

Recording Arts Academic Associate Degree (RAA) Program Overview

The Recording Arts Associate Degree (RAA) Program consists of four terms and two academic years. The first Academic Year (AY1) 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, micro-phones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the RAA 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 AY1 (101 & 102 level) courses must be taken first before the following AY2 (201 & 202 level) course subjects. The Gen Ed courses (ENGL-1301, MATH-1332, PSCH-1318, PSYCH-2301, HIST-1302) may be taken in any order, with one gen ed class per term and two during term four.

Course Code	Course Titles	CLOCK HOURS				CREDIT HOURS				
		Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours
<i>Example:</i> BIO 120	<i>Anatomy and Physiology</i>	45.00	30.00		75.00	60.00	2.00	1.00	0.00	3.50
Technical Courses										
BRT-101	Beginning Recording Techniques I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BMT-101	Beginning Music Theory I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPT-101	Beginning Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPE-101	Beginning Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BRT-102	Beginning Recording Techniques II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BMT-102	Beginning Music Theory II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPT-102	Beginning Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPE-102	Beginning Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AMC-201	Advanced Music Composition I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APT-201	Advanced Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APE-201	Advanced Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AMC-202	Advanced Music Composition II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APT-202	Advanced Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APE-202	Advanced Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-201	Music Business Development & Internet Marketing I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-202	Music Business Development & Internet Marketing II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
					0.00	0.00	0.00	0.00	0.00	0.00
Category Subtotal Hours		360.00	864.00	0.00	1224.00	306.00	Category Credits			48.00
Gen Ed Courses										
ENGL-1301	English Composition	45.00			45.00	90.00	2.00	0.00	0.00	3.00
MATH-1332	Contemporary Mathematics	45.00			45.00	90.00	2.00	0.00	0.00	3.00
SPCH-1318	Interpersonal Communication	45.00			45.00	90.00	2.00	0.00	0.00	3.00
PSYC-2301	Introduction to Psychology	45.00			45.00	90.00	2.00	0.00	0.00	3.00
HIST1302	United States History	45.00			45.00	90.00	2.00	0.00	0.00	3.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00	0.00	0.00
Category Subtotal Hours		225.00	0.00	0.00	225.00	450.00	Category Credits			15.00
TOTAL PROGRAM HOURS					1449.00	TOTAL PROGRAM CREDITS				63.00

The RAA Program is 585 class hours, 864 lab hours, with 1,449 clock hours and 63 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Residential Program will be awarded a Recording Arts Academic Associate Degree upon completion.

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Optional)	AY 1:	AY 2:
Laptop	Tuition	Tuition
Pro Tools Subscription with iLok	\$ 16,065.00	\$ 16,065.00
Tall & Short Mic Stands	Registration\$	Books
Instrument Cables Audio	\$ 100.00	\$ 100.00
Ableton Live	Books	Web Hosting
Technica AT2035 Large	\$ 175.00	\$ 155.00
Steven slate Complete	Hard Drive	LLC Registration\$
Diaphragm Mic Alesis	\$ 200.00	350.00
Melodyne	(2) Supplies	Supplies
v25 Keyboard	\$ 100.00	\$100
Presonus Audio Box	Total Charges	Total charges
Sennheiser HD 280 Headphones	\$ 16,640.00	\$ 16,770.00
SM 57 Microphone		
Total Charges \$2,000		
(Students who already own supply materials may pay reduced fees)		

* Tuition when signing up for both Academic Years of the RAA Program at time of original enrollment is \$32,130.00, plus \$1,280 for required books and supplies and a \$100 registration fee for a total cost of \$33,410.00.

** 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.

*** See Addendum A for Distance Ed Supply Package Details

Recording Arts Academic Associate Degree Admissions Policy

All RAA Program 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.

Wonderlic Exam Requirement

In addition to requiring a High School Diploma or Equivalent and all Post-secondary transcripts, our degree program applicants are required to take the Wonderlic exam. A score of 250 or higher in each subsection on the Wonderlic WBST Exam is required for enrollment in all TRCoA associate degree programs.

Applicants will be allowed to take the entrance exam a maximum of three times within a year. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will not be eligible to apply for admission into any TRCoA degree program at any TRCoA campus for one year. The Wonderlic exam is not required for students entering a program who can show proof of earning 12 semester credits from an accredited college.

Recording Arts Academic Associate Degree (RAA) Admissions & Payment Options

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

- Both Academic Years, \$32,130.00 tuition + \$100 registration fee +\$1,280 for required books and supplies = total cost of \$33,410.00.
- Academic Year 1, \$16,065 tuition + \$100 registration fee + \$575 books and supplies = \$16,640
- Academic Year 2, \$16,065 tuition + \$705 books and supplies = \$16,770

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

RAA Academic Year 1 Only-

- \$1,606.50 Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- \$477.97 Monthly Payments (35 months starting 1 month after classes begin)

Transferring into RAA Program Academic Year 2 from Academic Year 1 -

- \$1,606.50 Down (Due when Recording Arts class begins)
- AY1 loan will be rolled in

Entire RAA Program -

- \$3,213 Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- \$571.39 monthly payments (for approximately 66 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 FOR RAR/RAD PROGRAM

- Payments after initial payment will be made via electronic funds transfer
- 6 equal payments of \$2,677.50 (\$16,065/6) per Academic Year + \$100 Registration Fee + books and supplies due when classes begin
- Full Program, 12 equal payments of \$2,677.50 (\$31,130/12)
- 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.

Required Materials, Supplies, Substitutions & Student Resources

Below is a recommended list of equipment and gear needed on behalf of the student included in our Tech and Supply Package or equivalent. There are, of course, many products on the market that will fulfill each of these categories, so the exact items below are not required, but suggested as a baseline to meet our academic instructional plans. In many cases, the student will have their own equipment and not need to purchase new or additional items. In these cases, the student will present a detailed list to TRCoA representing the items they already own. TRCoA instructors will evaluate the list and make a determination as to whether or not the items meet the standards of professional audio recording, mixing, and mastering and are qualitative equivalents to our recommendations.

Computer:

- i7 processor (i5 will work, but i7 recommended)
 - 16 GB ram
 - 250 GB hard drive space
 - Audio Interface: PreSonus AudioBox USB 96
 - Headphones: AKG K52
 - Microphone: Audio-Technica AT2035 Large-Diaphragm Condenser
 - Midi controller: Novation Launchkey Mini mk3 Keyboard Controller
 - Digital Audio Workstation: Avid Pro Tools subscription
 - Avid Complete Plugin Bundle
 - Avid Virtual Instruments
 - Optional Plugins List: Slate Everything Bundle, Slate Trigger, Celemony Melodyne,
 - Antares Auto-Tune Pro, Fabfilter Pro-Q 3, Soundtoys Bundle
 - iLok (obtainable through Avid Pro Tools subscription)
 - Digital Audio Workstation: Ableton Live Intro
 - Digital Storage Medium: Samsung External SSD T5 1 TB
- Instructional Aides for meeting with faculty, conducting screen shares, and digital checking-in procedure for class:
- join.me
 - RingCentral Meetings
 - my.troca.edu mobile apps

Specific requirements for the Internet Marketing and Design (IMD) course:

Vector Graphics: Inkscape or Illustrator

Graphics: GIMP or Photoshop

- Sublime Text
 - FileZilla
- Required textbooks for RAR, RAD and RAA

Program:

- Music Theory, 3E (Idiot's Guides), Published 2016, ISBN: 978-1465451675
- Modern Recording Techniques 9th Edition, Published 2017, ISBN: 978-1138954373
- The Complete Idiot's Guide to Music Theory, 2th Edition by Michael Miller, © 2005

Additional Required textbooks for RAA Program:

- Custom Thinking Mathematically 6th Edition, Published 2014, ISBN: 978-0321867322
- Business and Technical Writing, 6th Edition, Published 2016, ISBN: 978-1465289285
- Introduction to Psychology, Published 2013, ISBN: 978-1133956587
- Communication: Making Connections 9th Edition, Published 2013, ISBN: 978-0205930616

In addition to the equipment and resources above, students will be given access to the TRCoA Moodle based site located at my.troca.edu.

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:

- 30 instructional hours for BRT-101 (2 credit hours earned upon course completion)
- 30 instructional hours BRT-102 (2 credit hours earned upon course completion)

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 1:30

Content Outline*:

Introduction
Sound & Hearing
Cables, Patchbay & Metering
Signal Flow
Microphone Design
Amplifiers
Session Flow & Signal Flow
Equalization
Dynamics
Dynamics
Time Based Effects I
Time Based Effects II
Test 1
Test 1 Review
Microphone Techniques
Synchronization, Automation
Digital Technology
Test 2
Test 2 Review
Midi, Studio Design
Analog Tape & Noise Reduction
Final Test
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:

- 15 instructional hours for BMT-101 (1 credit hour earned upon course completion)
- 15 instructional hours for BMT-102 (1 credit hour earned upon course completion)

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
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Introduction
Major Scales
Minor Scales
Intervals
Test 1 Review
Rhythm & Song Form
Triads
Seventh Chords
Inversions
Test 2 Review
Diatonic Chords I
Diatonic Chords II Music
& Key Analysis I Music
& Key Analysis II Music
& Key Analysis III
Music & Key Analysis
IV Final Test
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 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:

- 30 instructional hours and 180 lab hours for BPE-101 (8 credit hours earned upon course completion)
- 30 instructional hours and 180 lab hours for BPE-102 (8 credit hours earned upon course completion)

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

Co-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 1:50

Basis of Grades:

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

Content Outline*:

Orientation
 2 Project Assists
 Project 1 booked
 Music Creation Class
 2 Project Assists
 2 Project Assists, Project 2 booked
 2 Project Assists
 1st project tracking complete
 Project 1 Editing
 Tracking class
 Project 1 vocal tuning
 Project 1 Rough mix complete
 Project 1 final mix complete
 Project 3 booked
 Project 1 second mix complete
 Editing Class
 Project 1 final mix complete
 Project 2 basic tracking complete
 Project 1 mastered
 Project 2 Overdubs complete
 Project 2 Editing, vocal tuning
 Project 2 sound replacing
 Mixing Class
 Project 2 rough mix
 Project 2 final mix complete
 Project 3 basic tracking complete
 Project 2 second mix complete
 Project 2 third mix complete
 Project 3 Overdubs complete
 Project 2 final mix complete
 Mastering Class
 Project 2 mastered
 Project 3 editing and sound replacing
 Project 3 editing and vocal tuning
 Project 3 rough mix
 Project 3 final mix complete
 Project 3 second mix complete
 Employer Relations Class
 Project 3 third mix complete
 Project 3 final mix complete
 Project 3 mastered
 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:

- 15 instructional hours for AMC-101 (1 credit hour earned upon course completion)
- 15 instructional hours for AMC-102 (1 credit hour earned upon course completion)

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*:

Writing Charts - MIDI
Writing Charts II
Composition - Song Structure
Composition II
Arranging - Drums/Percussion
Arranging II
Synths & Samplers - Bass
Keys
Effects - Guitars
Voice Leading - Strings
Counterpoint - Winds
Vocals
Final Project Review
Final Project Review
Final Project Review
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:

- 15 instructional hours for MBD-101 (1 credit hour earned upon course completion)
- 15 instructional hours for MBD-102 (1 credit hour earned upon course completion)

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*:

Introduction, Business Structure /Plan
Business Modeling I
Business Modeling II
Business Practices I
Business Practices II
Accounting
Contracts and Music Law Copyright and Publishing
Digital and Physical Releases Digital and Physical Distribution Marketing and Media
Marketing and Media II
Marketing and Media III
The Team and Industry Structure
Review Business Plan
Business Plan Finalized
Final Test Review I
Final Test Review II

Basis of
Grades: 25%
Business Plan: 25%
Digital Release: 50%
Final Test:

*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:

- 15 instructional hours for IMD-101 (1 credit hour earned upon course completion)
- 15 instructional hours for IMD-102 (1 credit hour earned upon course completion)

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*:

Introduction
Logo Design
Business Card I
Business Card II
WebStage I (Design & Basic HTML)
Web Stage I (Design & Basic HTML)
Web Stage I (Design & Basic HTML)
Web Stage II (HTML Buildout, CSS, Java)
Web Stage II (HTML Buildout, CSS, Java)
Web Stage II (HTML Buildout, CSS, Java)
Web Stage III (HTML Buildout, CSS, Java)
Weel 12 Web Stage III (HTML Buildout, CSS, Java)
Web Stage III (HTML Buildout, CSS, Java)
Web Stage III (SEO content)
Web Stage III (SEO content)
Web Stage III (SEO content)
Final Exam
Review

Basis of Grades:

Completion of website 80%
Period quizzes 20%

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:

- 15 instructional hours for APT-101 (1 credit hour earned upon course completion)
- 15 instructional hours for APT-102 (1 credit hour earned upon course completion)

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*:

MIDI Recording and Editing
Managing Session Data
Media Files
Advanced Recording for MIDI
Test I
Working with MIDI and Elastic Audio
Working with Timebases and Virtual Instruments
Audio for Video
Audio Postproduction for Video Test II
Advanced Automation
Advanced Mastering
Project Review
Final Review I
Final Review II
Final Test Review I
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:

- 30 instructional hours, 90 lab hours, and 150 supervised lab hours for APE-101 (8 credit hours earned upon course completion)
- 30 instructional hours, 90 lab hours, and 150 supervised lab hours for APE-102 (8 credit hours earned upon course completion)

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

Co-requisites:

APT-201, AMC-201

Required Resources:

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

Instructional Method:

Lab

Maximum Students:

Instructor Ratio 1:50

Content Outline*:

Book projects 1-5
 Project 1 recorded
 Project 1 edit, vocal tuning, sound replacing
 Project 1 mixed
 Project 1 Final Mix
 Project 1 Mastered
 Project 2 recorded
 Project 1 edit, vocal tuning editing,
 sound replacing
 Project 2 mixed
 Project 2 Final Mix
 Project 2 Mastered
 Project 3 recorded
 Project 1 edit, vocal tuning, sound replacing
 Project 3 mixed
 Project 3 Final Mix
 Project 3 Mastered
 Project 4 recorded
 Project 1 edit, vocal tuning, sound replacing
 Project 4 mixed
 Project 4 Final Mix
 Project 4 Mastered
 Project 5 recorded
 Project 1 edit, vocal tuning Project 1 editing, sound replacing Project 5 mixed
 Project 5 Final Mix
 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.

MATH-1332: Contemporary Mathematics

Subject Description:

Topics include, but are not limited to, sets, logic, number theory, geometric concepts, and an introduction to probability and statistics.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus/Objectives:

- 1) Increase/improve your quantitative literacy.
- 2) Provide the student with an opportunity to experience mathematics as an intellectual exercise and a way of thinking.
- 3) Provide the student with an opportunity to appreciate the visual and intellectual beauty of mathematics.

Prerequisites:

A score of 250 or higher in each subsection on the Wonderlic WBST Exam

Co-requisites:

None

Required Resources:

Excursions in Modern Mathematics 7th edition
(ISBN 13: 978-0-321-56803-8)

Instructional Method:

Class lectures, discussions, real-time working equations

Maximum Students:

Instructor Ratio 1:20

Content Outline*:

Applied Algebra
 Geometry
 Critical thinking and Statistical Methods
 Modeling
 Election Analysis
 TEST 1
 Solve for Unknown Variables
 Analyze Cost of a Loan or Annuity
 Dimensional Analysis
 Presenting & Evaluating Mathematical Information
 Graphing
 TEST 2
 Applied Statistics
 Venn Diagrams
 Interpreting Mathematical Models
 Optimal Solutions with Algorithms
 Causation and Correlation
 Mathematics as an Evolving Discipline
 TEST 3
 Math in Social Science and Management
 Math in Art
 Math in Architecture,
 Math in Music
 Math in Nature.
 Understanding Math and Risk Analysis
 TEST 4

Basis of Grades:

Test 1: 25%
 Test 2: 25%
 Test 3: 25%
 Test 4: 25%

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

PSYC-2301: Introduction to Psychology

Subject Description:

Course purpose promotes key concepts in psychology. The course is designed to be an introduction to the science and profession of psychology. The course will assist the student in the development of a foundation of basic knowledge in order to pursue further studies in specific areas of psychology.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

The course will survey introductory topics such as learning, memory, sensation and perception, personality, lifespan development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods. The topics of states of consciousness and psychotherapy will also be covered. Relevant case examples and stimulating learning activities will be employed to make the study of psychology come alive to help students better understand themselves and the people around them.

Prerequisites:

A score of 250 or higher in each subsection on the Wonderlic WBST Exam

Co-requisites:

None

Required Resources:

Introduction to Psychology ISBN: 978-1133956587

Instructional Method:

Class lectures, discussions, and film clips

Maximum Students:

Instructor Ratio 1:20

Content Outline*:

Course Intro, syllabus review
 Psychology as a profession and a science
 Neuroscience and behavior 1
 Neuroscience and behavior 2
 Prenatal Development
 Developing Through the Life Span: Childhood
 Developing Through the Life Span:
 Adolescent/Adulthood
 TEST 1
 Sensation and perception
 States of Consciousness 1
 States of Consciousness 2
 Learning 1
 Learning 2
 TEST 2
 Memory 1
 Memory 2
 Intelligence 1
 Intelligence 2
 Motivation
 Emotions, stress and health 1
 Emotions, stress and health 2
 TEST 3
 Personality 1
 Personality 2
 Psychological disorders, DSM-5
 Therapy 1
 Therapy 2
 Social Psychology
 TEST 4

Basis of Grades:

Test 1: 25%
 Test 2: 25%
 Test 3: 25%
 Test 4: 25%

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

ENGL2311 - Technical and Business Writing

Subject Description:

Principles, techniques, and skills needed to conduct scientific, technical, or business writing. Instruction in the writing of reports, letters, in the preparation and presentation of oral reports, and other exercises applicable to a wide range of disciplines and careers. Emphasis on clarity, conciseness, and accuracy of expression. Research techniques, information design, effective use of graphics, and preparation and presentation of oral reports will be covered.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

Course covers the basics of analyzing and writing for audiences; writing technical reports, instructions, business letters, resumes, proposals; preparing for and presenting oral reports; using headings, lists, and notices; creating tables, charts, graphs, illustrations; finding and documenting information; technical-writing-specific mechanics and style; and a review of grammar, usage, and punctuation.

Prerequisites:

A score of 250 or higher in each subsection on the Wonderlic WBST Exam

Co-requisites:

None

Required Resources:

Business and Technical Writing, 6th Ed (ISBN: 978-1465289285)

Instructional Method:

Class lectures and discussions

Maximum Students:

Instructor Ratio 1:20

Content Outline*:

Course Intro, syllabus review
 Written Comm
 Oral Comm
 Visual Comm
 Technology skills
 Critical thinking
 TEST 1
 Personal responsibility
 Interpersonal skills
 Knowing Your Audience
 Writing Style
 TEST 2
 Headings
 Vertical Lists
 Notices
 Tables and Graphics
 Analyzing an Audience
 TEST 3
 Writing Instructions
 Writing a Proposal
 Writing a Complaint Letter
 Presenting an Oral Report
 Successful Team Writing
 Developing a Portfolio
 TEST 4

Basis of Grades:

Test 1: 25%
 Test 2: 25%
 Test 3: 25%
 Test 4: 25%

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

Subject Description:

Interpersonal Communication applies communication theory to interpersonal relationship development, maintenance, and termination in friendships, romantic partnerships, families, and workplace relationships. The course explores theories and practice in verbal and nonverbal communication with a focus on interpersonal relationships.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

- Recognize the characteristics of competent communication in dyadic interactions.
- Demonstrate the ability to assess the appropriateness and effectiveness of interpersonal strategies used in various interpersonal situations.
- Demonstrate skill in selecting and using a variety of communication strategies and responses based on situational contexts, goals, and human needs.
- Differentiate between theories that explain interpersonal interaction.
- Recognize the ethical dimensions of interpersonal communication.
- Recall how perception affects communication and the importance of perception-checking.
- Demonstrate the ability to analyze and critique verbal and nonverbal messages in interpersonal interactions.
- Evaluate listening habits and demonstrate effective listening skills.
- Demonstrate effective interpersonal conflict management principles.
- Recognize communication differences between individuals in cultures that affect interpersonal interactions and recall strategies for adapting to cultural differences.
- Recall the nature and role of emotions in interpersonal interaction, and competent strategies for expressing emotions.
- Identify distinguishing characteristics of interpersonal relationships including family, friendship, romantic, and work.

Content Outline*:

Intro to Interpersonal Communication
 Considering Self
 Perceiving Others
 Experiencing Emotions
 TEST 1
 Expressing Emotions
 Reflection Assignment 1
 Understanding Culture
 TEST 2
 Listening Actively
 Communicating Verbally
 Communicating Nonverbally
 Reflection Assignment 2
 TEST 3
 Relationships with Romantic Partners
 Relationships with Family Members
 Relationships with Friends
 Reflection Assignment 3
 Managing Conflict and Power
 TEST 4

Basis of Grades:

Test 1: 25%
 Test 2: 25%
 Test 3: 25%
 Test 4: 25%

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

Maximum Students:
 Instructor Ratio 1:20

Prerequisites:

A score of 250 or higher in each subsection on the Wonderlic WBST Exam

Co-requisites:

None

Required Resources:

Communication: Making Connections 9th ed. ISBN: 978-0205930616

Instructional Method:

Class lectures and discussions

Subject Description:

A study of the history of the United States from 1877 to present. You will learn about broad themes in the history of mid-to-modern America, including immigration, race and ethnicity, social and political reform, mobility and population growth, contested meanings of freedom, industrialization, cycles of prosperity and recession, popular culture, modernity, and rights movements. You will also develop ways of thinking historically through critical analysis of primary and secondary sources; setting events, documents and people in their historical contexts; and crafting interpretations and historical narratives from the “raw material” of the past. In this course, you should expect to do much more than memorize facts or dates – you will be busy actively doing history, not passively learning about history. Since it fulfills your “Constitutions” requirement, the course will also cover relevant aspects of the US and state constitutions.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

This course examines the industrial and emerging post-industrial eras in the United States, periods of some of the most rapid and transformative change in human history. We will explore how this change has affected patterns of work, leisure and entertainment, communication, childhood, the production and marketing of goods and services, race relations, gender roles and sexuality, urban and suburban development, warfare, the power and influence of the modern corporation, relationships between society and government, and other aspects of American life.

Content Outline*:

Reconstruction
 New South
 New West
 New Industrial Order
 The Urban Order
 At Home and Abroad
 TEST 1
 The Progressive Era
 US and WWI
 The New Era
 America, 1930-1945
 TEST 2
 Cold War America
 The Long Sixties
 TEST 3
 Post Cold War America
 History Now
 The End of America?
 TEST 4

Basis of Grades:

Test 1: 25%
 Test 2: 25%
 Test 3: 25%
 Test 4: 25%

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

Maximum Student-to-Instructor Ratio:

20:1

Pre-requisites:

None

Co-requisites:

None

Required Resources:

Give Me Liberty!: An American History (Seagull Fifth Edition, Volume Two) by Eric Foner, published 2017. ISBN-13: 978-0393614190

Instructional Method:

Class lectures and discussions



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 & 102: 1-hour block

BMT101 & 102, AMC201 & 202, MBD201 & 202, IMD201 & 202: 1-hour block

BPT101&102, APT201 & 202: 1-hour block

BPE101 & 102, APE201: 2 1-hour blocks 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, and these hours will count towards a student's scheduled class hours of attendance.

Beginning Dates of Terms:

Fall Session	September 15
Mid-Fall Session	
Winter Session	November 15
Spring Session Mid-	January 15
Spring Session	March 15 May
Summer Session	15 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 scheduled completion time for the entire program is sixty (60) academic weeks comprised of two thirty (30) week Award Years. The maximum time allowed for completion of each Award Year is forty five (45) weeks. To complete the entire Recording Arts Program within the time of 60 academic weeks by following the weekly curriculum 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 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.

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

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. At minimum, 25% of the credits required for non-degree and undergraduate degree programs must be completed at the school awarding the credential. The School Director will review all submitted materials and will, at their discretion award or deny credit for previous work.

To be accepted for enrollment directly into Academic Year 2, the applicant must receive a minimum score of 85 on each final exam for Academic Year 1 course subjects. 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. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

REFUND POLICY

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence and suspensions will not be counted as part of the scheduled class attendance. Any hours attended during school holidays will count as scheduled class hours.
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 (Academic Year 1) before beginning the second portion (Academic Year 2) without any penalties. The student must inform Administration of their intentions to drop and will have to pay the remainder of the Academic Year 1 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.

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 for continued enrollment eligibility verification. Academic progress reports are released and Satisfactory Academic Progress is evaluated every 8 academic weeks, which is our Evaluation Period. 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

ACADEMIC SUCCESS PLAN FOR STUDENTS ON PROBATION

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 - Academic Credit Hour*
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/credit 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 60 weeks for all programs

CHANGING PROGRAMS

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

*Note: TRCoA follows the guidance of our national accreditor, ACCSC, and utilizes the Carnegie Unit in calculating our clock to credit hour conversions. See details here: <http://www.accsc.org/UploadedDocuments/2017%20Subchange%20Forms/Calculation%20of%20Credit%20Hour%20-%20Guide%202017.pdf>

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 advising and career services via one-on-one conferences that include resume building and employer outreach with our Student Liaison & Alumni Services Specialists as needed, 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:

RAD and RAR Program AY1

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 45 weeks allowed for terms 1 & 2

RAD and RAR Program AY1 2

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 45 weeks allowed for terms 3 & 4.

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 “gift ” 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 ACCSC (the Accrediting Commission of 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 760 clock hours (24 credits) and 30 weeks. The second academic year is 650 clock hours (24 credits) and 30 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 being the initial disbursement, the second is at 380 clock hours and 15 weeks, the third at 760 hours and 30 weeks, the fourth at 1090 clock hours and 45 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 2115 clock hours of the 1410 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 760 clock hours over 30 weeks for the first academic year and 650 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 credit 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 John Stinson, TRCoA 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 John Stinson, Director of The Recording Conservatory of Austin. The documentation should be delivered in person or sent to:

The Recording Conservatory of Austin
Attn: John Stinson, 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 Commission of Career Schools and Colleges (ACCSC)

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

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.



ADDENDUM A - Supply & Tech Package

You will need a personal computer and internet connection for the first month of classes to get started with all distance learning. As soon as the Tech Supply Package is paid in full, the entire package will be mailed to the student. If you can prove you already have purchased and own components of the Tech Package, you may not be required to purchase specific package components through TRCOA.

Tuition, Books, Laptop, Supplies and Fees

Tuition, books, laptop, hardware, software, supplies, and fees are subject to change prior to class start at the discretion of the Administrator. Breakdown of all costs can be found in Addendum A, on the school's website, and from the Student Financial Services office. The revision date is noted on the Books and Supplies list.

Institutional Refund Policy for Supplies The Institutional Refund Policy is calculated for all students. This calculation is separate from any Return of Title IV Funds calculation. Students will be charged for all laptop, software and supplies (refer to Books and Supplies Refund Policy), registration fees and tuition charges.

Books and Supplies Refund Policy

Once you have purchased and received the Tech Supply Package, it is 100% yours.

Laptop Policy

Issuing each student attending TRCOA is issued a laptop recording package after paying for the Tech Supply Package. Each item included in the laptop package is an integral component of the educational demands at TRCOA. If any item is lost, stolen, or sold, it may affect a student's ability to meet the daily educational demands of class. In this situation, replacement of the item will be necessary. The student will be fully responsible for covering replacement costs. This includes but is not limited to all hardware items in the recording package and any pre-installed software on the laptop. Selling or distributing a piece of software to another computer is considered transfer ownership of the software license, at which point continuing to use that software on the original laptop will result in copyright and/or license violation.

Bringing Laptops to Class

Many classes at TRCOA require the use of the school issued laptop or equivalent during in-class time. Students are 100% responsible for bringing their laptop to class each day, fully charged and in full functioning condition. Students who fail to have their laptop ready for class may be dismissed from the class and will be considered absent.

Third-Party Software/Hardware

It is recommended that students do not attempt to install or use non-approved third-party software or hardware, as it may cause a conflict with the preset computer configuration. Using non-approved third-party software may void the warranty and/or protection plan. If added software causes computer malfunction, the laptop will be erased and reconfigured to the original

orientation software configuration. TRCOA will not be responsible for any resulting loss of personal data.

Unlicensed Software

In accordance with the DMCA (Digital Millennium Copyrights Act) of 1998, all Apple EULA's (End User License Agreements), and all third-party EULA's, TRCOA has a strict zero tolerance policy on any file sharing of unlicensed material. Sharing and/ or possession of such material is strictly prohibited. Unlicensed material is defined as any software that the client does not have legal permission to use. This includes, but is not limited to: applications, plug-ins, music and video downloads, system utilities, downloading/uploading unlicensed materials on P2P (Peer to Peer) networks or applications, sharing materials on TRCOA's local network, and/or possessing any illegal copyrighted material. TRCOA reserves the right to prohibit the use of any P2P websites or applications (legal or non-legal) on the school network unless approved by the IT Department. Any student found using TRCOA's network for P2P sharing may be subject to termination and/or criminal liabilities. Any student found downloading, distributing, or possessing any illegal/illegally obtained materials will be subject to termination and will be reported to legal authorities. TRCOA is obligated by law to inform authorities of all cases involving pirated software.

Internet Content

TRCOA strictly prohibits access or the attempt to access any Internet content that is illegal in nature. Any student who uses the Internet to download illegal content (see Unlicensed Software), access illicit pornographic websites, or access other objectionable materials (as deemed by the school Administration) will be subject to termination, and may be reported to legal authorities if applicable. Students are asked to report any such activities to a staff member. Students are also prohibited from the display of any objectionable materials on their laptop at all times while on the school premises. TRCOA is not liable or responsible for any software malfunction, viruses, or other damages arising due to student Internet activity.

Warranty Coverage

The laptop recording package equipment includes warranties on the following equipment: • External Hard Drives, Headphones, and Microphones have a 30 day warranty. Warranty coverage on these items will be handled directly between TRCOA and the equipment distributor. Any malfunction of this equipment must be reported to TRCOA. • Audio interfaces include a limited hardware warranty. Non-functional interfaces will be reviewed on a case by case basis. Warranty coverage is applicable only to manufacturer defects. The audio interface warranty does not cover accidental damage, cosmetic issues, loss or theft. Any malfunction and subsequent repair covered under warranty will be resolved by TRCOA.

Theft/Loss

TRCOA is not responsible for replacement due to theft or loss, but we strongly recommend students insure their Tech Supply Package through the American Federation of Musicians <https://www.afm.org/>.

IT Help Desk

A full time IT Technician is available to TRCOA students during normal business hours. All questions or issues with a student's laptop or items from the laptop recording package should be reported to TRCOA.