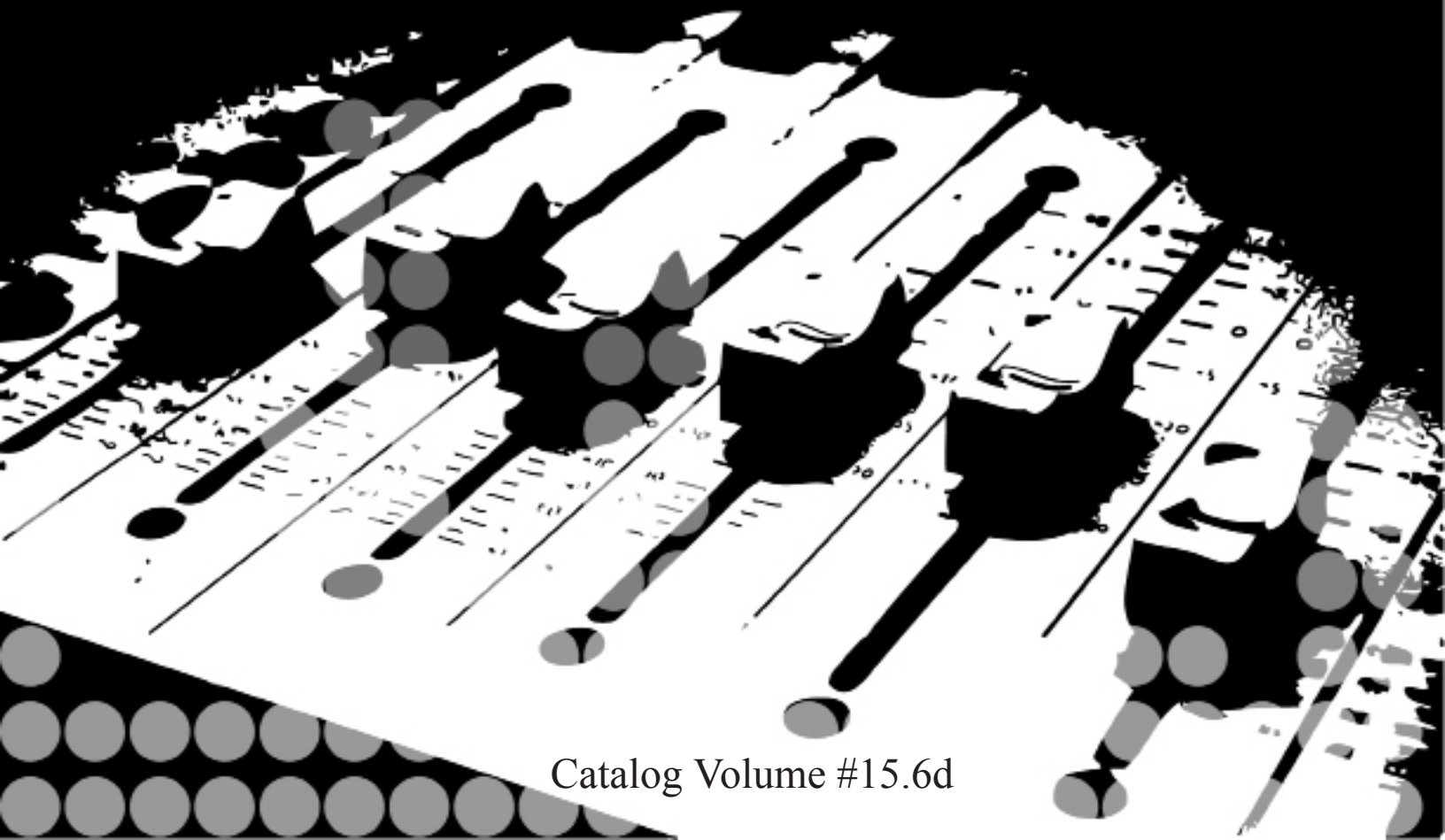




# TRCA

THE RECORDING CONSERVATORY OF AUSTIN

## 2023 - 2026 Catalog



Catalog Volume #15.6d

Catalog Volume #15.7d  
Published June 2023  
Effective June 2023 - June 2026

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

## Table of Contents

School History & Accreditation	1
Mission Statement & Objectives	1
Learning Sites	1
Ownership	2
Key Staff and Faculty	2
Advisory Board	2
Audio Facilities and Equipment	3-5
Recording Arts Residential Cert Program (RAR) Overview	6
Fees, Tuition and Special Charges	6
Recording Arts Distance Cert Program (RAD) Overview	7
Recording Arts Associate Programs (RAAR/RAAD) Overview	8
Admissions & Payment Options	9
Veterans Benefits	8-11,26
Required Materials, Supplies, Substitutions & Student Resources	12
Course Subject Description	12
Normal Hours of Operation	13-26
School Calendar	28
Enrollment Policy	28
Attendance Policy	28
Conduct Policy	29
Admissions Policy	30
Transfer & Policy for Granting Credit	29, 31
Cancellation and Refund Policy	31
Refund Policy For Students Called to Active Service	31
Satisfactory Academic Progress (SAP) Policies	32
Grading System	33
Changing Programs	33
Student Services	34
Grading Scale	34
Extension Policy	34
Incomplete, Withdrawal, Repeat Subjects, and Remedial Work	35
Graduation Policy	35
Alumni Services & Placement Assistance Policy	37
Financial Aid Policies	37
Student Grievance Policy	37-43
True and Correct Statement	44
Addendum A - Tech/Distance Education Supply Package	44
	45-47

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 Avid 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 and programs. 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 Jones: Professional Musician BA Applied Arts & Sciences - University of North Texas BMT-101 & 102	Hope Cate: MA & BA Psychology, Capella University. PSYC-2301
Jaime Ospina: Professional Audio Engineer & Producer AMC-201 & 202	George Nance Web Developer IMD-201 & 202	Edna Joseph-Williams: MA Mathematics, University of the Virgin Islands MATH-2301
Bradley Calhoun & Ben Kliever: Professional Audio Engineer Recording Arts Program –TRCOA BRT-101 & 102	Kfir Gov: Professional Audio Engineer & Producer APT-201 & 202	Wade Arnold: MA English & Creative Writing, Southern New Hampshire University. BA Political Science, Florida State University HIST-2301
Dominick Trice Professional Audio Engineer & Music Producer Recording Arts Program – TRCOA BPT-101 & 102	Jason Prushko Music Business Instructor MBD - 201 & 202	Angeline Davis: MA & BA English, Coastal Carolina University ENGL-2301, COMM-2301
	Adrian Croom BRT -101 & 101	
	Willy De Angelis BMT 101 & 102	

## 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

Teague Reed:  
Student & Alumni Placement Services  
AS Gen Ed, Tidewater Community College

Ryan Henderson:  
Executive On-Site Administrator  
BS of Biology - St. Michael's College

Rachel Mocarow  
Student Liason, Attendance, Laboratory Tech  
Recording Arts Program, TRCOA

Lakeshia Love:  
Associate Degree in Accounting, Southern NH U  
Financial Aid Administrator

## 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

Sydney Simpson: Voice Teacher Training Certification, Moodle Teaching

Matt Parmenter: Ice Cream Factory Studios  
Owner, Audio Engineer & Music Producer

## 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

### 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

### Monitors:

Mackie HR824 MKII

Mackie HRS120 Subwoofer Aiwa

SX-909



## 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

6

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 Avid's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing our project requirements. They will learn the fundamentals in the operation of mixing consoles, microphones, 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			
	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	Total Credit Hours
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
<b>SUBTOTAL</b>	<b>360.00</b>	<b>864.00</b>	<b>0.00</b>	<b>1224.00</b>	<b>306.00</b>	<b>0.00</b>	<b>1530.00</b>	<b>16.00</b>	<b>28.80</b>	<b>0.00</b>	<b>48.00</b>
				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
<b>TOTALS:</b>	<b>360.00</b>	<b>864.00</b>	<b>0.00</b>	<b>1224.00</b>	<b>306.00</b>	<b>0.00</b>	<b>1530.00</b>	<b>16.00</b>	<b>28.80</b>	<b>0.00</b>	<b>48.0</b>

The Recording Arts Residential Program is 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:		
Tuition	\$	14,880.00	Tuition	\$	14,880.00
Registration	\$	100.00	Registration	\$	100.00
Books	\$	50.00	Books	\$	30.00
Hard Drive (2)	\$	200.00	Web Hosting	\$	100.00
Supplies	\$	100.00	LLC Registration	\$	350.00
Total Charges	\$	15,330.00	Supplies	\$	100.00
			Total Charges	\$	15,460.00

\* Tuition when signing up for both Academic Years of the Recording Arts Program at time of original enrollment is of \$29,760.00, plus \$930 for books and supplies and a \$100 registration fee for a total cost of \$30,790.00.

\*\* 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 may be available through [financialaid@trcoa.edu](mailto:financialaid@trcoa.edu).

\*\*\* Distance learning is not available for VA funded students

# Recording Arts Distance (RAD) Certificate Program Overview

7

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 Avid's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing our minimum project requirements. 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				
	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	Total Credit Hours
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 Maketing 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 Maketing 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 Distance Cert Program is 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 Distance Program will be awarded a Recording Arts Distance Education Certificate of Completion.

## Fees, Tuition, and Special Charges\*\*\*

Distance Education Supply Package (Required)		AY 1:	AY 2:
Laptop	Tall & Short Mic Stands	Tuition \$ 14,880.00	Tuition \$ 14,880.00
Pro Tools Subscription with iLok	Instrument Cables	Registration\$ \$100.00	Registration\$ 0.00
Ableton Live	Audio Technica AT2035	Books \$ 50.00	Books \$ 30.00
Steven slate Complete	Large Diaphragm Mic	Hard Drive (2) \$ 200.00	Web Hosting \$ 100.00
Melodyne	Alesis v25 Keyboard	Supplies \$ 100.00	LLC Registration \$ 350.00
Presonus Audio Box		Tech Package \$ 2,000	Supplies \$ 100.00
Sennheiser HD 280 Headphones		Total Charges \$ 17,330.00	Total Charges \$ 15,460.00
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 is of \$29,760.00, plus \$2,000 tech package, \$930 for books and supplies and a \$100 registration fee for a total cost of \$32,790

\* Loans are available for those who apply for it. | Scholarships may be available through [financialaid@trcoa.edu](mailto:financialaid@trcoa.edu).

\* \*\* 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.

\*\*\* 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 be beyond the age of compulsory school attendance in Texas, provide a high school diploma or equivalent (ie- GED, evidence of passing a state certified high school equivalency test, an academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree, documentation showing student excelled academically in high school and has met the formalized written admissions policies of the college for associate degree), 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](http://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 (RAAR/RAAD) Programs Overview

The Recording Arts Associate Degree Residential (RAAR) and Distance (RAAD) Programs consist 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 our project requirements. 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 Programs prepare 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.

CLOCK HOURS						CREDIT HOURS				
Course Code	Course Titles	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours
Example: BIO 120	Anatomy and Physiology	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 RAAR/RAAD Programs are 585 class hours, 864 lab hours, with 1,449 clock hours and 63 credit hours total. Each is 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 Associate Degree Residential Program will be awarded a Recording Arts Academic Associate Degree upon completion. Students satisfactorily completing the Recording Arts Associate Degree Distance Education program will be awarded a Recording Arts Academic Associate Degree upon completion.

## Fees, Tuition, and Special Charges\*\*\*

Distance Education Supply Package (Required for RAAD)		AY 1:		AY 2:	
Laptop		Tuition	\$ 18,430.00	Tuition	\$ 18,430.00
Pro Tools Subscription with iLok	Tall & Short Mic Stands	Registration\$	\$ 100.00	Books	\$ 30.00
Ableton Live	Instrument Cables Audio	Books	\$ 50.00	Web Hosting	\$ 100.00
Steven slate Complete	Technica AT2035 Large	Hard Drive	\$ 200.00	LLC Registration\$	350.00
Melodyne	Diaphragm Mic Alesis	Supplies	\$ 100.00	Supplies	\$100
Presonus Audio Box	v25 Keyboard	Total Charges	\$ 18,880.00	Total charges	\$ 19,010.00
Sennheiser HD 280 Headphones					
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 \$36,860.00, plus \$930 for required books and supplies and a \$100 registration fee for a total cost of \$37,890.00 for RAAR and \$39,890 for RAAD. \*\* 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 may be available through [financialaid@trcoa.edu](mailto:financialaid@trcoa.edu).

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



## Recording Arts Academic Associate Degree Admissions Policy

All RAA Program applicants must be beyond the age of compulsory school attendance in Texas, provide a high school diploma or equivalent (ie- GED, evidence of passing a state certified high school equivalency test, an academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree, documentation showing student excelled academically in high school and has met the formalized written admissions policies of the college for associate degree) 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.

### Policy for Verifying High School Diploma Validity

A student's high school diploma validity must be verified by ensuring that the school it originated from is a legitimate secondary institution. If the school has reason to believe that the diploma is not valid or was not obtained from a secondary institution, the student cannot be accepted. The school may use online searches or contact the Texas Workforce Commission Career Schools & Colleges to verify legitimacy in this way. Self-certification is not sufficient documentation and there is no appeal process if TRCOA cannot validate the high school diploma. All questionable high school diplomas and transcripts will be verified in this way.

Home schooled students can be those who are considered as possessing the equivalent of a high school diploma, however, the rules for how a student successfully completes homeschooling vary from one school to another.

At minimum, an applicant who has completed a home school program must submit either of the following:

- A transcript or its equivalent that lists the courses completed by the applicant and that documents completion of high school. Such a transcript or the equivalent must be signed by the applicant's parent or guardian.
- A high school completion credential for homeschool provided for under state law.

## 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](http://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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## 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.trcoa.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.trcoa.edu](http://my.trcoa.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 & 44 supervised lab hours - BRT-101 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - BRT-102 (3 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:

BMT introduces the student to the fundamentals of music theory and beat production.

## Subject Hours:

- 15 instructional & 64 supervised lab hours - BMT-101 (3 credit hours earned upon course completion)
- 15 instructional & 64 supervised lab hours - BMT-102 (3 credit hours earned upon course completion)

## Students will learn how to:

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

**Subject Hours:**

- 15 instructional & 64 supervised lab hours - BPT-101 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - BPT-102 (3 credit hour earned upon course completion)

**Students will learn how to:**

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

Co-requisites: None

**Required Resources:**

External solid state hard drive

**Instructional Method:**

Lecture, Demonstration

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:5

**Content Outline\*:**

Introduction to ProTools

Key Commands

Mock Tracking Session

Test 1

Basic Mixing Techniques & Routing for Mixing

Intro to 3D Mixing Concepts

Intro to Melodyne

Basic Automation

3rd Party Plug-ins

Test II

Basic Mastering Principles

Routing For Mastering

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

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:**

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 amount of projects must be completed but students are encouraged to go beyond the minimum.

**Subject Hours:**

- 30 instructional & 44 supervised lab hours - BPE-101 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - BPE-102 (3 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 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:**

External solid state hard drive

**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 first 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 first 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 first 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:

AMC introduces students to the process of writing and arranging music using Digidesign's Pro Tools Digital Audio Workstations and Ableton. 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 & 64 supervised lab hours - AMC-101 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - AMC-102 (3 credit hour earned upon course completion)

## Students will learn how to:

- Demonstrate command of Ableton and its' interaction with Pro Tools
- 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 Ableton

## Prerequisites:

BMT-101 & 102

## Co-requisites:

None

## Required Resources:

External solid state hard drive

## 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:

- 30 instructional & 44 supervised lab hours - MBD-101 (3 credit hour earned upon course completion)
- 30 instructional & 44 supervised lab hours - MBD-102 (3 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:

Visual Studio Code

## 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.

## Additional 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:

- Part of Music Business Development

## 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

## Co-requisites:

None

## Required Resources:

Visual Studio Code

## 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)

Week 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 & 64 supervised lab hours - APT-201 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - APT-202 (3 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 solid state hard drive

## 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  
Project Review  
Project Review  
Project Review  
Project Review  
Project Review  
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 & 44 supervised lab hours - APE-101 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - APE-102 (3 credit hours earned upon course completion)

## Students will learn how to:

- Create 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:

External solid state hard drive

## Instructional Method:

Lecture, 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.

# ENGL1301 - English Composition I

## Subject Description:

The purpose of this course is to further develop students' English language, reading, and writing skills as a foundation for their academic studies. The course will address a range of texts and genres designed to improve students' knowledge and understanding of academic discourse. Each unit also focuses on the progressive development of reading, grammar, writing, and test-taking skills.

## Subject Hours:

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

## Course Focus:

This course teaches students writing skills, with a primary focus on grammar and composition. Among the many other writing-centered activities we engage in, this class requires students to practice brainstorming, free-writing, sentence construction (in the context of short writing assignments), paragraph construction, the organization of ideas, and the several types of, purposes of, and audiences for general essays. Students will build on these basic skills by planning, writing, and revising essays, and experiencing writing and reading as a multi-step process.

## Pre-requisites:

None

## Co-requisites:

None

## Required Resources:

English 101: First Year Composition, 3rd Edition (ISBN: 978-0757555718)

## Instructional Method:

Class lectures and discussions

## Maximum Students:

Instructor Ratio 1:20

## Content Outline\*:

Research and the Writing Process  
 Researching: How, What, When, Where, Why  
 Reviewing and Analyzing Your Sources  
 Test 1  
 Putting Your Source Material to Work  
 Writing Your Research Paper and Acknowledging Your Sources  
 Notes and Sentences  
 Pre-Writing and Paragraphs  
 Test 2  
 Thesis and APA Citations  
 Paragraph Essay and the Virtual Library  
 Reading Critically  
 Test 3  
 Putting it All Together  
 Dubliners and Finishing Strong  
 Polishing Your Research Paper  
 Course Review and Final Test

## 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](http://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 scheduled vacation periods during Holiday Breaks.

## 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 credit 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.

### ACADEMIC PROBATION POLICY

If a student falls below 80% of overall scheduled credit hours, then the student is placed on academic probation and has four weeks to get above 80%. After which, they will be considered for termination. Additionally, 2 cumulative absences in any course subject will result in academic probation. Students will then have to keep the number of cumulative absences under 2 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 (LOA). Students in need of an LOA must submit a request in writing to the school director which states the reason for the leave. The request must be dated and signed by the student and submitted prior to the first day of leave. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. In a 12-month calendar period a student may have no more than two LOAs, the sum of which may not exceed 180 calendar days in length. The school director will approve or deny all LOA requests. If enrollment is temporarily interrupted for an LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during an LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA 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 an LOA on the scheduled date will be dropped from the program. The school's refund policy will then be applied.

### LEAVE OF ABSENCE POLICY FOR STUDENTS RECEIVING FINANCIAL AID:

TRCOA does not allow students receiving federal financial aid a Leave of Absence of more than 180 days per calendar year.

### 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 disciplinary warning detailing specific actions to be taken to remove his/her disciplinary 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 seriously interested in the field of recording arts. No previous recording experience is required for admission. Each candidate must complete an Enrollment Application and conduct a personal interview with the School Director before enrollment. All students that apply for our distance education programs must also complete our distance education aptitude test and our distance education learning style test before enrollment to determine if the student has the technical skills, competencies, access to technology, and if the student's learning style is conducive to TRCOA's distance education teaching style.

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 official transcripts from previous institution(s) must be received prior to enrollment so TRCOA can determine transferable credits. TRCOA's director and corresponding gen ed faculty will determine the transferability of course(s). Credit may be granted if; 1. the previous institution is accredited, 2. the course description is comparable to our catalog description, and 3. the course is at the same grade level or higher than our catalog descriptions. TRCOA only accepts course credit grades equivalent to C and above. A student must complete all five general education courses prescribed by TRCOA in addition to all Recording Arts requirements in order to graduate with our associate degree. We do not accept credit for music courses from other institutions.

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 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.

**DROP PERIOD** 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 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. Refunds will be made within 40 days of termination.

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 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 scheduled hours 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, 2 cumulative absences in any course subject will result in immediate termination.

### ACADEMIC PROBATION POLICY

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

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

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

## Re-Establishing SAP

### ACADEMIC SUCCESS PLAN FOR STUDENTS ON ACADEMIC PROBATION

#### Meetings: Required

Students are requested to meet with the Director for an academic 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.

## Grading System and Academic Standards

34

BASIS FOR GRADES - TRCOA is Pass/Fail for Recording Arts course subjects and Letter Grade for gen ed courses.  
LETTER GRADE SYSTEM - A= 90-100%, B=80-89%, C=70-79%, D=60-69%, F=<59%

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 Recording Arts credits are accepted on a pass/fail basis as according to our grading policy. Gen Ed courses are based on letter grades with "C" and above (70%) as passing.

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 FOR RECORDING ARTS COURSES

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 FOR RECORDING ARTS COURSES

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 credit hours attempted.

### PROGRESS MEASUREMENT FOR RECORDING ARTS COURSES

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>

Projects are one of the core elements for successfully completing our Recording Arts Programs. Each project will be with a different artist. We use the following rubric for project grading standards:

Project Grading Rubric				
Standards	Professional Level (3)	Intermediate Level (2)	Beginner Level (1)	Grade Each 1-3
Editing:	Student's work meets or exceeds skills representative of professional rhythmic editing, such that individual instruments are working synergistically and the overall beat of the song is not dragging or rushed. Student's work represents excellent and seamless modification of pitchy instruments to ensure they fit within the key of the song. Student's editing skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional rhythmic editing, such that individual instruments are, at times, working synergistically and the overall beat of the song is not dragging or rushed. In some instances, the student's work represents proper modification of pitchy instruments to ensure they fit within the key of the song. Student's editing skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional rhythmic editing, such that individual instruments are generally not working synergistically and the overall beat of the song is dragging or rushed. In most instances, the student's work does not represent proper modification of pitchy instruments in attempts to ensure they fit within the key of the song. Student's editing skills are not worthy of job placement.	<input type="text"/> Rhythmic
				<input type="text"/> Melodic
Mixing:	Student's work meets or exceeds skills needed for professional mixing, such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are properly balanced to make an appropriate arrangement of the song. Student's mixing skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional mixing such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are, at times, properly balanced to make an appropriate arrangement of the song. Student's mixing skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional mixing, such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are mostly improperly balanced to make an appropriate arrangement of the song. Student's mixing skills are not worthy of job placement.	<input type="text"/> Dynamics
				<input type="text"/> Tonal Shape
				<input type="text"/> Volume
				<input type="text"/> Stereo Imagery
Mastering:	Student's work meets or exceeds skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is properly balanced in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is somewhat balanced properly in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is, for the most part, not properly balanced in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are not worthy of job placement.	<input type="text"/> Dynamics
				<input type="text"/> Tonal Shape
				<input type="text"/> Volume
				<input type="text"/> Stereo Imagery
Total Grade Notes				<input type="text"/> <b>Total Grade</b>
- The project must be scored 1-3 in each category above, the sum of which constitutes the Total Grade.				
- The Total Grade must be 26 or above to be accepted as a passing score (85%).				
Comments: <input type="text"/>				
<input type="text"/>				
Instructor Signature <input type="text"/> Date: <input type="text"/>				



## 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. TRCOA does not provide housing, transportation, or child care, we can provide a list of agencies upon request.

## Grading Scale

TRCOA Recording Arts courses are 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. Gen Ed courses are letter graded with "C" and above for passing.

## 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 85% on the tests for Studio Equipment and Techniques, Music Theory and Pro Tools
2. Complete minimum required projects: recording, editing, mixing and mastering each project
3. Complete minimum required session 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 85% on the tests for Studio Equipment and Techniques, Music Theory and Pro Tools
3. Complete minimum required separate employer recruitments
4. Complete minimum required 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.

## Financial Aid Policies

### STUDENT ELIGIBILITY:

Basic eligibility requirements for prospective students\*:

- Demonstrate financial need for need-based federal student aid programs
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Maintain satisfactory academic progress (SAP)
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating the student is not in default on a federal student loan, no money is owed on a federal student grant, and an attestation that federal student aid will only be used for educational purposes

\*Note: In order to gain acceptance into TRCOA, a student must also:

- Hold a minimum of a high school diploma or GED
- For degree-seeking students, they must additionally pass a Wonderlic Exam with a grade of at least 250 or have accumulated a minimum of 12 college credits

## 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 Progress Policy for Financial Aid (Title IV SAP)

The Satisfactory Academic Progress Policy for Financial Aid (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 need-based financial assistance, and continued enrollment eligibility verification.

## ACADEMIC YEAR

The Recording Arts (RA) Programs consists of two academic years. Both academic years in the RA Certificate Program are measured at 30 weeks/24 credits, resulting in an overall 60 week program length with a total of 48 credits being earned if successfully completed. Both academic years in the RA Associate Program are measured at 30 weeks/30 credits, resulting in an overall 60 week program length with a total of 60 credits being earned if successfully completed. Academic years are also referred to as "Award Years" for Title IV purposes.

## AWARD PERIODS

Students receiving Title IV funds in the Recording Arts Programs have four consecutively occurring awarding/funding disbursement time-frames. The 1st being the initial disbursement at the beginning of the the 1st Award Year, the 2nd upon successful completion of 12 credits for the RA Certificate Program or 15 credits for RA Associate Program, the 3rd upon successful completion of a total of 24 credits for the RA Certificate Program or 30 credits for RA Associate Program, and finally, the 4th upon successful completion of a total of 36 credits for the RA Certificate Program or 45 credits for RA Associate Program. Note that students must also complete a minimum number of weeks to be eligible for Federal Student Aid (FSA) disbursements. See "Evaluation Period" immediately below.

## EVALUATION PERIOD

TRCOA reviews Title IV SAP at the point when the student's scheduled academic weeks 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 time-frames for both the RA Certificate Program and the RA Associate Program; the 1st occurring at 15 weeks, the 2nd at 30 weeks, and the 3rd at 45 weeks. TRCOA does not assess a student's aid eligibility until these official evaluation periods are reached.

## PACE (Rate of Completion Requirement)

A student must earn all the required credit hours to graduate. The maximum time-frame 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 67% of the total weekly program hours.

## MAXIMUM TIME FRAME

Students must finish programs within a 150% limit. Since our programs are credit hour programs, this time frame is evaluated by the number of credit hours attempted. Students who are unable to graduate within the 150% time frame lose eligibility for graduation (and financial aid opportunities) when the hours needed to graduate and the hours attempted exceed the 150% limit. For example, our Recording Arts Certificate Program requires successful completion of 48 credit hours, so a student must be able graduate with no more than 72 credit hours attempted.

## 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.

## FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and considered to be making satisfactory academic progress while during the financial aid 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 financial aid warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on Financial Aid Suspension or dismissed from the school.

## FINANCIAL AID SUSPENSION POLICY

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

## APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

A student may appeal Financial Aid 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 them from achieving SAP in order to meet academic requirements for graduation.

2. How the student's situation has changed to allow the student to achieve SAP at the next evaluation.
3. An academic plan developed jointly with the school officials 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 financial aid suspension letter they 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% of program length, 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.

### FINANCIAL AID (TITLE IV) PROBATION POLICY

Financial Aid Probation may only be granted with a student's successful appeal. A student who is on Financial Aid Probation remains eligible for financial aid; however, a student may remain on Financial Aid Probation for only one evaluation period. If a student on Financial Aid 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 Financial Aid Warning or Financial Aid Probation when the student meets the requirements for satisfactory academic progress. Additionally, a student may be dismissed at any given evaluation point, if it is determined to be mathematically impossible to reach standards and/or complete coursework in the 150% time-frame.

### ACADEMIC SUCCESS PLAN FOR STUDENTS ON FINANCIAL AID PROBATION

Students who successfully appeal Financial Aid Suspension and are then placed on Financial Aid 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 Academic Progress.

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

### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Financial 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 which states the reason for the leave. The request must be dated and signed by the student and submitted prior to the first day of leave. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. 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 scheduled end date 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.

### PROCEDURES FOR RE-ENTRY/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/her to fall below standards of 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 re-entry/re-admission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on Financial Aid 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/re-admission 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 number of days elapsed in the program's payment period. 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 RA Certificate Program is defined as 30 weeks (with attainment of 24 credits if completed successfully). The Academic Year for the RA Associate Program is also defined as 30 weeks (but with attainment of 30 credits if completed successfully). A brief summary of the Federal R2T4 formula is as follows:

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 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 TRCOA 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 DISBURSEMENTS (PWD):

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.

In the case of post-withdrawal disbursements of Grant Funds, no student permission is required to disburse funding to the student account to cover any outstanding institutional charges. These funds must be disbursed within 45 days of the date of determination.

In the case of post-withdrawal disbursements of Loan Funds, students (or parents in the case of a PLUS loan) must authorize disbursement to student account or directly to the student/parent. These funds must be offered to the student/parent within 30 days of the date of determination, allowing the student/parent at least 14 days to respond.

All post-withdrawal disbursements are applied to student account first, and any resulting credit balance is distributed to student/parent as noted in the following "CREDIT BALANCE" section immediately below.

### CREDIT BALANCE

Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4 (Note: This is 14 days after the R2T4 calculation is performed – NOT the date of determination).

### WITHDRAWAL DATE FOR REFUND CALCULATION:

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:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. 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:

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grant
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

### OVERPAYMENTS

Any amount of unearned federal grant funding 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. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting

[complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

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.