



# CLEVELAND INSTITUTE OF MUSIC

## Preparatory and Continuing Education Division Student Handbook

### Preparatory and Continuing Education Administrative Staff

Jerrod Price, Executive Director, (216) 216-791-5000 Ext.247, E: Jerrod.Price@cim.edu  
Nina Takacs, Admission Manager (216) 707-4517, E: Nina.Takacs@cim.edu

### Faculty

#### Division of Brass and Winds

Meghan Guegold, French Horn, Chair  
Whitney Clair, Trombone  
Franklin Cohen, Clarinet ^ \*\* YAP Only †  
Mark DeMio, Bassoon  
Mary Kay Fink, Flute ^ \*\* YAP Only †  
Jack Harel, Oboe  
Kyra Kester, Flute  
Heidi Kushious, Flute  
Loren Toplitz, Trumpet  
Amitai Vardi, Clarinet

#### Division of Piano

Sean Schulze, Chair  
Kathryn Brown \*\* YAP †  
Ann Castellano  
Andrew Focks  
Andre Kelberg  
Rozetta Kim  
Terry Moran  
Derek Nishimura, Coordinator, Shaker East  
Antonio Pompa-Baldi \*\* YAP †  
Anita Pontremoli \*\* †  
Julia Russ, Coordinator, Chagrin Falls  
Daniel Shapiro \*\* YAP †  
Sandra Shapiro  
Gerardo Teissonnière  
Shuai Wang

#### Percussion Department

Luke Rinderknecht

#### Division of Strings

Martha Baldwin, Cello ^ Chair  
Jiah Chung Chapdelaine, Violin ^

Vladimir Deninzon, Violin ^  
Wei-Fang Gu, Violin ^  
Abbey Hansen, Cello  
Jeffrey Irvine, Viola \*\* YAP †  
Mark Jackobs, Viola ^\*\* †  
Pamela Kelly, Cello  
Minju Kim, Violin  
Stanley Konopka, Viola ^\*\* †  
Melissa Kraut, Cello \*\*  
Joan Kwuon, Violin \*\* YAP †  
Jaime Laredo, Violin \*\* YAP †  
Daniel Pereira, Cello  
Eugenia Poustyreva, Violin  
Erin Reidhead, Violin  
Sharon Robinson, Cello \*\* YAP †  
Stephen Rose, Violin ^ \*\* YAP †  
Tracy Rowell, Bass  
Carol Ruzicka, Violin  
Laura Shuster, Viola/Violin  
Jan Sloman, Violin \*\* YAP †  
Robert Vernon, Viola ^\*\* †  
Lembi Veskimets, Viola ^  
Richard Weiss, Cello ^ \*\* YAP †

#### Sato Center for Suzuki Studies

Kimberly Meier-Sims, Violin, Director, Sato Center \*\*  
Jenny Conner, Chair, Suzuki Theory  
Laura Shuster, Viola, Coordinator of Sato  
Projects/String Workshop  
Gabriele Fuldauer, Theory  
Ellie Glorioso, Cello  
Abbey Hansen, Cello  
Tanya Groys, Piano  
Liesl Hook-Langmack, Violin

Erin Reidhead, Violin Coordinator, Shaker West  
Tracy Rowell, Bass  
Stephen Sims, Violin  
Alissa Shuster Roosa, Theory

### **Harp Department**

Yolanda Kondonassis, Chair\*\* YAP Only †  
Jody Guinn

### **Guitar Department**

Erik Mann, Chair

### **Voice Department**

Jennifer Call, Chair  
Noriko Fujii Paukert  
Mary Schiller \*\* YAP Only †  
Emily Stauch

### **Ensembles / Chamber Music Faculty**

Carolyn Warner, co-director ^ \*\*  
Martha Baldwin ^  
Minju Kim  
Si-Yan Darren Li\*\*  
Daniel Pereira  
Gerardo Teissonnière

### **Theory Division**

Jenny Conner, Composition/Theory  
Gabriele Fuldauer  
Adeline Huss, Composition/Theory/JYAP Theory  
Alissa Shuster Roosa, Composition/Theory

### **CIM Children's Choir**

Jennifer Call, Conductor

### **String Sinfonia Orchestra**

Donna Jelen, Conductor

### **Preparatory Orchestra**

Donna Jelen, Conductor

### **Cleveland Youth Wind Symphony**

Daniel Crain, Conductor  
Melissa Lichtler, Conductor  
Darren Allen, Conductor

### **Eurhythmics**

Sonia Hu  
Anthony Slusser

### **Summer Sonata**

Sean Schulze, Director

### **Young Composers' Program**

Keith Fitch, Director \*\*

\*\* Conservatory Faculty  
^ Cleveland Orchestra Member  
YAP Young Artists Program Faculty  
† Video Audition Required

## Applications

Applications for instruction are available online at <https://www.cim.edu/preparatory/apply>. Our open enrollment policy allows us to admit new students when an opening occurs that matches an applicant's request up until the sixth week of our 16-week term. Lessons are offered from late afternoon to evening hours Monday through Friday and varied times on Saturday and Sunday. Days and times vary by branch location and instructor.

## Locations

Private instruction is offered at five Cleveland area locations; however, some instruments are not offered at every branch. Suzuki Studies, harp, percussion and all large ensembles are offered only at CIM's University Circle location.

- University Circle Main: 11021 East Boulevard, Cleveland 44106
- Shaker Branch East: First Unitarian Church, 21600 Shaker Boulevard, Shaker Heights
- Chagrin Falls Branch: 516 East Washington Street, Chagrin Falls
- Westlake Branch: 28915 Clemens Road, Suite 111, Westlake

## Discrimination Policy

The Cleveland Institute of Music Preparatory and Continuing Education Division does not discriminate on the basis of race, color, nationality, sex, ethnic origin, or religious belief in its admission, student aid, scholarship, or other educational policies.

## Waiting Lists

Instruction in all instruments may not be available at certain branches or times; therefore, some applicants may be placed on a waiting list until an opening occurs. Waitlisted applicants will be accepted on an evergreen basis.

## Trial Lessons

Students may wish to take trial lessons prior to committing to a full semester. These arrangements should be made directly with the instructor.

## Tuition Payments

A student enrolled in lessons through the Preparatory Division shall pay all tuition **prior to beginning lessons or an ensemble**. Those students who have not paid will not be permitted to receive instruction. CIM has an online payment system.

- In order to pay by credit card, you can either pay in person by visiting the Business Office at our Main Campus in University Circle or use our online payment portal. CIM will no longer accept credit card payments via phone or US Mail. The web address for this portal is <https://preparatory.cim.edu>. On this site you will be able to see your current balance and pay your bills via credit card. In the future, we will be expanding the functionality of this site to include online registration.

If you wish to use the 4-payment plan option, you will need to complete the payment plan form. Payment plans will be available for bills totaling \$500 and above. There is a \$30.00 payment plan fee. This fee will be applied when the application for a payment plan has been submitted and approved. More information regarding this plan can be obtained through contacting the business office at (216) 791-5000 x223.

- Please note, the online payment system will not retain credit card information, therefore you must initiate your payment each month.
- A \$50.00 default payment plan fee will be charged to any account where a request for a payment plan has not been made and the bill is not paid in full.
- Any semester in which an account becomes overdue may result in subsequent semesters requiring all charges to be paid in full before the semester begins.
- Students may only attend lessons, rehearsals, or coachings if their current bill is paid in full. Past due accounts will be sent to collections.
- Payments directed to CIM may be made by Discover, MasterCard, Visa, American Express\*, check, cash, or money order. There is a charge of \$35.00 for all returned checks. \*Please note that American Express is not currently accepted on the payment portal but can be used when paying in person at our Main Campus.
- If one account in a family has a past due balance, all related accounts will be suspended until the account is made current or paid in full. The teacher(s) will be notified to suspend lessons until the account is cleared.
- Delinquent payments shall be turned over to an outside collection agency at CIM's discretion.

## **Scholarships**

Scholarships are available to students under 18 years of age after one year of full-time study at CIM and are determined by departmental exams/auditions, teacher recommendation, merit and need. Full-time status is achieved by a 16-week enrollment in private lessons for each semester. The process is outlined in the scholarship application. We do not accept or offer federal grant/loan assistance.

## **Registration Fees**

Each student will be assessed an annual non-refundable registration fee of \$60.00 for the full academic year (fall and spring semesters). A registration fee of \$15.00 will be assessed for summer instruction. Those families with four or more members studying at Cleveland Institute of Music Preparatory Division will only be charged the first three registration fees.

## Preparatory and Continuing Education Faculty Policies

- Any student recommended to faculty through the Preparatory office must be registered as a CIM Preparatory student and must be taught at a CIM branch or at our main campus. **Under no circumstances may lessons take place in a private home or home studio.**
- We also ask that faculty refrain from teaching or coaching students who have not paid or made payment arrangements with the business office. The business office will inform faculty when a student's account falls into arrears which requires teaching to be suspended.
- Faculty may not solicit, transfer, or retain any student referred by the CIM Preparatory Department to their private teaching practice or to another preparatory music program during their tenure here at CIM.

## Student Policies

A student enrolled in the Preparatory and Continuing Education Division agrees to the following conditions:

- To pay for all lessons, whether taken or missed. Instructors are not required to make up lessons missed for student absences. Student absences are not refundable.
- To honor the teacher's request to forfeit future lessons if the student has excessive absences. No reimbursement for tuition is granted after the first eight weeks of the semester.
- To be responsible for the yearly \$60 non-refundable registration fee.

Normally, full time students must be enrolled for no fewer than 16 lessons in a semester; however, if a student wishes to enroll for special training with an artist faculty member for less than 16 lessons, the Preparatory Department may make an exception on a case-by-case basis. Please note that students enrolled for less than 15 lessons are not allowed to participate in school functions, such as departmental and studio recitals, honors recitals, concerto competitions, scholarship exams, departmental exams, achievement days, etc.

Late registrants who do not fulfill the 15-week requirement will not be considered for any of the above defined school functions.

CIM and its faculty members agree to the following:

- We will issue a refund at the end of the semester whenever rescheduling for teacher's missed lesson(s) is not possible. Refunds must be requested before the close of the semester. No refunds will be given for Summer Session.
- All refunds/credits will be considered on a case-by-case basis; faculty will be consulted.
- All lesson credits must be verified by instructor.
- CIM will not issue refunds for student absences or tardiness.

## Withdrawals

- A student may withdraw from lessons up to the end of the first half of each semester. Specific dates for each semester are listed in the Prep Calendar. Any withdrawals occurring after the designated withdrawal date will **not** be honored and the student will be responsible for the remaining lessons and fees.

- A student who withdraws before the designated deadline to withdraw date may receive a refund of prepaid tuition for lessons that will not be taken, provided there are no other outstanding charges for which the billing parties are responsible.
- There is a special circumstance for students who have taken fewer than 3 lessons and request to withdraw from lessons after the start of the semester and before the official withdrawal date: These students will be charged for 3 lessons and any applicable registration fees.

### **Withdrawal from Groups**

- String Orchestras, Choir, CYWS, Chamber Ensembles, and Eurhythmics are non-prorated programs and withdrawal at the half semester does not apply. Students wishing to withdraw from these groups must submit a written request to withdraw to the Program Administrator.
- If a student withdraws after the program has started, they may not receive a refund even if the tuition has been prepaid.

### **Transfers**

A student who wishes to transfer from one faculty member to another must consult with the Director of the Preparatory Division, Department Chair, and all faculty affected by the transfer. These consultations must take place prior to the transfer. A completed transfer form must be submitted to the Preparatory Office for approval. Transfers must be completed between semesters and will not be honored during the 16-week term.

### **Behavior**

Students are asked to refrain from running in the hallways and engaging in other loud or disruptive behavior. Please remember that business is being conducted in offices, classrooms are in session, and students are rehearsing throughout the building. At the Main Campus, there is a student lounge where students and parents may meet and socialize.

### **Practice**

Students must have their own instrument and practice space. The practice rooms at the Cleveland Institute of Music are designated only for Conservatory student use and are not available to students of the Preparatory and Continuing Education Division.

### **Child Safety**

To ensure your child's safety, please pick him or her up promptly after lesson time. CIM faculty and staff do not supervise children waiting in campus hallways before and/or after lessons. Children are under supervision during their instruction time only. Neither instructors nor administrators are responsible for supervising children outside of teaching time.

### **Dismissal**

CIM reserves the right to dismiss any student due to frequent absences, disciplinary problems, overdue tuition payments and/or noncompliance with Cleveland Institute of Music policies.

## **Library Usage**

The Robinson Music Library is a private library. Library services and collections are restricted to qualified borrowers. Registered Preparatory Studies are permitted to check out circulating books and scores for the preparatory semester. CD's, LP's, DVD's, and video are permitted to be viewed in the library only and cannot be checked out. Overdue items are charged \$.10 a day and overdue recalled items are charged \$1.00 a day.

## **Recitals**

Only students who are studying for at least 15 weeks per semester may perform on recitals.

- Students must be present 15 minutes before the recital begins and are to report to the teacher in charge. Students who will be performing may be asked to sit in a special area for the performance. If this is the case, we ask parents and friends to not sit in these areas.
- Parents with crying or disruptive children should remove them from the hall during the recital.
- If possible, students and parents should stay for the entire recital out of courtesy to the other performers. The student's teacher should be present at the recital as well.

## **Recording**

Effective February 1, 2017, concert goers are permitted to record Preparatory and Continuing Education performances with the following exceptions:

- Concerts listed in the Concert Guide
- Competitions

## **Appropriate Concert Attire**

- Girls may wear a skirt and blouse, dress pants and blouse or dress with proper shoes. Boys should wear dress pants and a jacket, or pants with a shirt and tie. The shirt should be tucked into the slacks. Jeans or sneakers are not permitted.
- Students should acknowledge the audience by bowing and should also acknowledge their accompanist.

## **Bicycle Policy**

Bicycles are an environmentally friendly and popular means of transportation in the University Circle area. The Cleveland Institute of Music (CIM) provides two bike racks, one located near the Hazel Drive side of the North entrance of CIM, and one located near the East Blvd entrance of CIM, as a place for those students, faculty, staff and visitors who bicycle to CIM to secure their bicycles. CIM policy requires all bicycles to be secured using the provided bike racks and for bicycles to not be brought into the building, as CIM's interior space is not designed to accommodate bicycle storage.