

# Drama

## Undergraduate Student Handbook

### 2021-2022



This handbook is designed to help you navigate the School of Creative and Performing Arts and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary. We look forward to working with all of you.



# Welcome to the School of Creative and Performing Arts

The faculty and staff of the **School of Creative and Performing Arts** (SCPA) would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the **SCPA website** and review the key information for your program. We also encourage you to attend as many concerts, plays, and dance presentations as you can throughout the year in order to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

**[scpa.ucalgary.ca](https://scpa.ucalgary.ca)**

The SCPA website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources.

## The School of Creative and Performing Arts and COVID-19

We are excited to see everyone in-person again this fall! The university continues to work very closely with Alberta Health Services to ensure our return to campus strategy aligns with the latest health guidelines. As it has been since the start of the pandemic, your safety is our top priority. For more information about return to campus, check out the **[Fall 2021 FAQ](#)** web page.

We hope that together, we can create a strong community of caring by making sure that we all stay safe and healthy, and by looking out for one another.

- Stay updated! Monitor your UCalgary email frequently and regularly check the **UCalgary's COVID-19 response website** and the **SCPA COVID-19 Guidelines** on the SCPA website.
- Stay home if you are sick and make sure to contact your instructor.

With care and attention, let's make this year safe and successful.

# SCPA administrative office

The SCPA administrative office is located in Craigie Hall D100.

Please note that most of your student advising inquiries can and should be answered by the Arts Students' Centre

## Key administrative contacts

Christine Brubaker  
Division Lead, Drama

[christine.brubaker@ucalgary.ca](mailto:christine.brubaker@ucalgary.ca)

Andrew North  
SCPA Production Manager

[andrew.north@ucalgary.ca](mailto:andrew.north@ucalgary.ca)

Bruce Barton, PhD  
Director, SCPA

[bruce.barton@ucalgary.ca](mailto:bruce.barton@ucalgary.ca)

Division of Drama  
[scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)

Room Bookings  
[scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)

## Announcements and Events

Important information is regularly posted on the Online Bulletin Board, located on the [SCPA website](#). Here you will find details about upcoming events, auditions, important forms, deadlines and announcements.

## Student Centre Contact Information

The University of Calgary, which includes professors, instructors and staff, communicates with students primarily through electronic communications. This includes email and Student Centre notifications. University of Calgary students are provided with a UCalgary email address. Official notifications and communications from the University of Calgary will only be sent to your UCalgary email address. You **must** register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. **Your [ucalgary.ca](#) account is your primary account, so check it often.**

# Academic advising

## Arts Students' Centre (ASC)

The Arts Students' Centre (ASC) is your "one stop shop" for all Arts program advising and questions. You can speak with their knowledgeable advisors about course planning, course selection, registration, program progression, degree requirements and more.

To accommodate the wide variety of student schedules there are several ways you can reach the ASC team:

Remember to include your student ID and use your [@ucalgary.ca](mailto:ascarts@ucalgary.ca) email.

### General questions?

[ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca)

The virtual reception desk is available Monday, Tuesday, Wednesday, and Friday.

[Visit website](#)

### Program advising and registration questions?

[artsads@ucalgary.ca](mailto:artsads@ucalgary.ca)

### Telephone

**403.220.3580**

For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**

[esdocs@ucalgary.ca](mailto:esdocs@ucalgary.ca)

[Visit website](#)

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Taylor Family Digital Library (TFDL), 3rd Floor

[success@ucalgary.ca](mailto:success@ucalgary.ca)

[Visit website](#)

For information on all student wellness services on campus: counselling, health care, health promotion and peer support, please connect the **Wellness Centre**.

[Visit website](#)

# Academic Requirements and Calendar

Academic Requirements (AR) is a tool for academic program planning, accessed through your Student Centre quick links. However, SCPA programs are different than most programs in the Faculty of Arts and sometimes AR will not give you complete information. We suggest that you use both AR and the Arts Students' Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression.

Students are also encouraged to review the program information that is available in the **University Calendar** (scroll down for program specific requirements).

## Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, **connect** with the **Arts Students' Centre** for advice, answers, and referrals.

**Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).**

**Audit forms:** These forms are available **online**. Students are responsible for collecting all instructor signatures and submitting the form to the Arts Students' Centre for the Faculty permission.

**Requesting pre-requisite waivers, overloads, or course substitution:** Please contact **Arts Students' Centre** directly to explain your situation. Remember to include your UCID.

**Course-specific questions:** Please contact the instructor directly. Current and archived course outlines are available **online**.

**Course auditions:** Please be aware that there are course auditions for some classes, including advanced-acting classes, dance technique classes, and music ensembles. Make sure to check the **online bulletin board** for announcements.

**Can't find a course in your class search?** When you search for classes, make sure that you **UNCHECK** the box that says, 'show open classes only' (on the first screen where you select the term, subject) so that you can see all the courses that are being offered during a term regardless of whether they are at full capacity or not.

## Transfer Students and Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines are required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the [Arts Students' Centre](#) for more info.

## Minor

Students declare a Minor by requesting a [Change of Program](#) through the Student Centre. Students may declare up to two Minors. The completion of a Minor is recorded on the transcript. To earn a Minor, students must complete at least 30 units and no more than 36 units from the minor Field of Study, including the requirements specified for the particular Minor under [program details](#). Apply by Feb. 1 for fall admission.

## Graduating

Applications for graduating are available online. Before you apply to graduate, schedule an appointment with an advisor in the Arts Students' Centre to complete an official grad check. Visit the [registrar website](#) for more details and a graduation checklist.

## Directed studies

Senior-level students may undertake a directed studies course (DRAM 571) to delve more deeply into a topic not covered by other courses, with the approval of the Division Lead. You must have a faculty member who will supervise you. You will also be required to complete a [directed study form](#), including a course outline. Once you and the instructor have signed and submitted the application, the Division Lead reviews the proposal and makes the decision whether to approve the directed studies course. Completed forms must be submitted to [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)

## Practicum

Another way of getting course credit for your work is through a practicum (DRAM 391/393/491/493). Practicum credits are awarded for work attached to a production in the academic year and must involve academic exploration of the production. The course requires an appropriate supervisor and the completion of a reflection paper. For course prerequisites, see the [University Calendar](#). Completed [forms](#) must be submitted to the Drama Division Lead.

# Facilities

## University Theatre Services

University Theatre Services (UTS) is a support service unit within the SCPA whose primary function is to support the academic programs of the divisions within the School. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Reeve Theatre, and the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, and the Mezzanine Gallery, for both on-campus and off-campus customers. UTS offices are located in Craigie Hall D Block.

## Taylor Family Digital Library (TFDL)

The University of Calgary **Libraries and Cultural Resources** supports the Drama programs with extensive collections and services, including research advice and accessing materials (audio/visual, books, periodicals, online databases). These collections and services are a valuable resource for students and faculty so please make good use of them. If you have specific questions, connect with the music librarian **Marc Stoeckle**.

## Integrated Arts Media Labs

The Integrated Arts Media Labs (IAML) are a dedicated digital arts education and production environment located on the 6th floor of the Art Building (Parkade), created specifically for students in Art, Dance, Drama, and Music. The IAML consists of the Main Lab (AB 659, 22 stations) and the Small Lab (AB 605, 10 stations). Each station is equipped with a Mac computer, MIDI keyboard, and a colour-calibrated display(s). It offers a full range of creative software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. Equipment for short-term loan (e.g., audio recorder, DSLR) and printing services are also available for Art and SCPA students. Visit the **IAML website** for more information.

Art, Dance, Drama, and Music Majors can gain access to the Main Lab seven days a week from 7 a.m. until 11 p.m. by simply tapping their UNICARD on the proximity pad outside the door. (Note that the Art Building is locked at 10 p.m. daily.) If your card does not open the front door or if you are pursuing a minor in Art, Dance, Drama, or Music, contact the Head Technician during staff hours to obtain access.

**Please note:** Some restrictions on card access may be put in place in the 2021-22 academic year due to COVID-19, so you may not have access as shown. For more details, visit the **website**. Staff hours are Monday-Friday 9 a.m. to 4 p.m. excluding lunch. (Staff may be working remotely at times but will be accessible via **email**.)

# Other useful resources

## Drama Undergraduate Society (DUS)

The Drama Undergraduate Society (DUS) is a student-run club that creates student-experience events, including workshops, holiday parties, and the Division's own year-end award show. For more information on events and membership, and how you can campaign to become the First-Year Representative, check out the 'UCalgary DUS' group on **Facebook** or connect by **email**.

## Lockers

Locker rentals are handled by the Students' Union. Visit the **website** for more information or connect by **email**.

## Finding your way around

Visit **[ucalgary.ca/map](http://ucalgary.ca/map)** for a campus map or to use the interactive room finder. Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement. For example: the main office for the SCPA is CHD 100. It's located on the main floor of Craigie Hall, Block D.

## Studios

Rehearsal studios for Dance, Drama, and Music are located in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

## Classrooms

The majority of classes in the SCPA are taught in Craigie Hall in blocks D, E and F with a few lecture classes booked in campus lecture halls and large dance classes hosted in Kinesiology.

## Performance spaces

The SCPA has a number of performance spaces that support our work. These spaces are all close or connected to Craigie Hall and can be found in the creative block, which includes the Rozsa Centre, The F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.



# Student Health Supports

## Student Union Wellness Centre

With a student-centered approach, the **UCalgary Student Wellness Services** offer comprehensive, holistic and accessible programs and services to foster all dimensions of wellness. Services include medical services, mental health services, and chiropractic, massage and walk-in clinic.

### How to book?

Call 403.210.9355 to book an appointment. The SU Wellness Centre is located in Room 370 of the MacEwan Student Centre and is open from 9 a.m. to 4:30 p.m. from Monday to Friday.

## Counselling Services

Counselling and mental health support services are offered through Student Wellness Services. Single Session Counselling appointments are available on a bookable basis. Book an appointment by **email**.

For access to mental health support, email **sar@ucalgary.ca**. If you are a student in immediate distress, please contact the after-hours partners:

### The Distress Centre:

- Call 403-266-4357, available 24/7.
- Visit the **Distress Centre website** to access online chat from 3–10 p.m. on weekdays and 12–10 p.m. on weekends.

For additional crisis support from **Wood's Homes Community Support Team**:

- Call 403-299-9699 or 1-800-563-6106, available 24/7.
- Text 587-315-5000 between 9 a.m. and 10 p.m.
- Visit **Wood's Homes website** for live chat between 9 a.m. - 10 p.m

## Health Coverage

### Students' Union Health and Dental Plan

The Students' Union offers competitively priced health and dental plans for all full-time students. Visit the **Students' Union** website for detailed information.

# Opportunities

## Professional opportunities

Students in Dance, Drama and Music have a number of opportunities for paid, part-time work to complement and support their studies.

### Wagonstage

Wagonstage Children's Theatre presents theatre for family audiences throughout the summer. The plays are written, directed, designed and performed by graduate and undergraduate students. Wagonstage is an enduring and respected example of community programming partnered with a post-secondary educational experience. Auditions are held in late April for the four positions (3 actors and 1 actor/stage manager). Contact the Division Lead of Drama for more information.

## Creative opportunities

As part of the rich ecology of creation in Dance, Drama and Music, students have opportunities to work on various creative projects.

### Mainstage Productions

Students are encouraged to check the [SCPA online bulletin board](#) for audition postings. Auditions are held in early September and are open to all University of Calgary students.

# Arts Co-Curricular Enhancement (ACE) Credit

The UCalgary ACE Experience encourages (and rewards) students to pursue five different arts experiences as part of their undergraduate education. Collect all five cards listed below to receive your ACE Credit on your Co-Curricular Record:

- Ace of Hearts: Attend a performance as an audience member
- Ace of Spades: Participate in arts creation as an artist
- Ace of Diamonds: Attend or participate in an event with cultural/historical significance
- Ace of Clubs: Join and participate in an arts-based club
- Joker (Wild Card): Another experience that relates to any of the above

If you are interested in participating, visit the [website](#) for more information.