



UNIVERSITY OF CALGARY  
FACULTY OF ARTS  
School of Creative and Performing Arts

## DRAMA

### Undergraduate Student Handbook 2024-2025



This handbook is designed to help you navigate the School of Creative 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.

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

## 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 to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

[scpa.ucalgary.ca](http://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.

### Campus Health and COVID-19

The university continues to work very closely with Alberta Health Services to ensure our campus strategy aligns with the latest health guidelines. Your safety is our top priority. For more information check out the [COVIDSafe Campus web page](#).

Stay updated!

- Monitor your UCalgary email frequently and regularly check the [COVIDSafe Campus webpage](#).
- Stay home if you test positive and make sure to contact your instructor.
- If you are not COVID positive and feel well enough to attend please wear a mask and keep working, Drama is practice based study and missing class will set you back.

## SCPA Administrative Office

The SCPA administrative office is located in Craigie Hall D (CHD) 100. Please note that most of your student inquiries can and should be answered by the Arts Students' Centre. As some staff members may work remotely, the best way to get in contact with someone is through email.

### Key Administrative Contacts

Peter Balkwill  
Division Lead, Drama  
[dramaDivisionLead@ucalgary.ca](mailto:dramaDivisionLead@ucalgary.ca)

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

Andrew North  
SCPA Production Manager  
[andrew.north@ucalgary.ca](mailto:andrew.north@ucalgary.ca)

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

Bruce Barton, PhD  
Director, SCPA  
[scpaDirector@ucalgary.ca](mailto:scpaDirector@ucalgary.ca)

## 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.**

## 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.

# Have a question about your Drama program?

## **Student advising:**

For student advising, please contact the [Arts Students' Centre \(ASC\)](#).

[>> E-mail](#)

[>> Make an appointment](#)

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## **Prerequisite waiver:**

If you are interested in taking a course, but do not have the required prerequisite courses, you can obtain a request form through ASC.

[>> Request for a Prerequisite Waiver](#)

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## **Directed/Independent Studies course (Independent Study):**

All directed study courses require an official proposal form to be completed in consultation with your faculty supervisor. Complete and submit the [Directed/Independent Study Proposal Form](#) to [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca) for approval (see page 7 of this handbook for more information).

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## Overload request:

If you require a course to graduate that is currently filled, you can request permission to be overloaded into the class by completing the online overload request form.

[>> Request a Course Overload](#)

## Learning Support:

For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**, located in the Taylor Family Digital Library (TFDL), 3rd Floor.

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

[Visit website](#)

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## Student Wellness:

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

[Visit website](#)

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## Other inquiries:

For all other questions, please visit [ASC website](#). You can also contact [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca) and we will direct your inquiry.



## Academic Requirements and Calendar

Academic Requirements (AR) is a tool for academic program planning, accessed through your MyUofC quick links. Students should also check with Arts Students' Centre (ASC) advisors to make sure you are receiving the most accurate and complete information about your degree progression. Advising contact information can be found [online](#). Students wishing to pursue the concurrent BFA (Drama)/BEEd degree program should also consult with an advisor at the [Werklund School of Education](#).

We also strongly encourage all students to inform themselves on the specific degree and program requirements, which are available in the [University Calendar](#). Information on degrees offered by the School of Creative Performing Arts, including required courses, can be found [here](#).

## 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 \(ASC\)](#) for advice, answers, and referrals.

**Audit forms:** You may request to [audit](#) a course, which means that you participate in classroom activities, except for lab or tutorial components, and do not complete any exam or course assignments nor receive a grade for the course(s). 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.

**Course-specific questions:** Please contact the instructor directly. Current and archived course outlines will be available online (pending update).

**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.

**Rotating courses:** Certain courses are not offered every year but in alternating years. Please plan your degree progress accordingly.

## 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 to qualify for a degree. Copies of course outlines are required 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, weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the [Arts Students' Centre](#) for more info.

## To Declare a Major or 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](#). The application deadline is February 1 for the following Fall admission.

## Graduating

Applications for graduating are available online. Before you apply to graduate, and as early as year 3, schedule an appointment with the advisors in the Arts Students' Centre to complete an official grad check. Visit the [registrar website](#) for more details and a graduation checklist.

## Directed/Independent Studies

Senior-level students may undertake a directed/independent studies course (DRAM 571) to delve more deeply into a topic not covered by other courses, with the approval of the Drama Division Lead. You must have a faculty member who will supervise you. You will also be required to complete a [directed/independent study form](#), including a course outline. Once you and the instructor have signed and submitted the application, the Drama Division Lead reviews the proposal and makes the decision whether to approve the directed/independent 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 application that is completed online, an appropriate supervisor and the completion of a reflection paper. For course prerequisites, see the [University Calendar](#).

## Facilities and Resources

**University Theatre Services (UTS):** This is a support service unit within the SCPA whose primary function is to support the academic programs of the SCPA. [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, and the Boris Roubakine Recital Hall, 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 Drama librarian [Laura Reid](#).

**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 (AB), 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. For more information, [visit the IAML web site](#).

Art, Dance, Drama, and Music Majors can gain access to the Labs seven days a week from 7 a.m. to 11 p.m. by simply tapping their UNICARD on the proximity pad outside the door to the Lab (and, when the Art Building is locked, via the proximity pad outside any entrance to the building). If your card does not open the door or if you are pursuing a minor in Art, Dance, Drama, or Music, contact the Technical Lead in the Main Lab during staff hours (Monday to Friday, 9:00 a.m. to 4:00 p.m. excluding lunch break) to obtain access.



## OTHER IMPORTANT RESOURCES

### Booking Studio Space

The School of Creative and Performing Arts (SCPA) Administrative Assistant manages room bookings and key sign-outs/keypad codes for the SCPA and the Divisions of Dance, Drama, and Music.

Approval for all room bookings requests and in-person bookings, including all key sign-out must comply with the SCPA and Division room bookings and key policies and procedures.

- Room booking requests must be made, when possible, at least two working days in advance
- Room bookings are to be made using the Astra room booking system. Click [here](#) to book online. Bookings are confirmed during office hours Monday to Friday from 8:30 am – 12: 00pm and from 1 pm – 4:30 pm.
- If students can't book online, they can book rooms by emailing the Administrative Assistant at [scpa@ucalgary.ca](mailto:scpa@ucalgary.ca)
- To book a room, students must provide their: full name, UCID number, email address and course number
- If students are booking space for work that includes more than just themselves, they must include the first and last name of all students that are also in attendance
- Rooms can be booked by academic staff and students, and sessional instructors if it is for course work only, with no room booking fee
- Students can book rooms that are allocated to their division only
- No bookings can exceed the time limit provided by each division
- Do not use the rooms for any purpose other than practice and/or rehearsal. Do not study, congregate, meet, or otherwise socialize in the rooms.
- Always follow all University of Calgary safety protocol inside the rooms

### Room Bookings

- Only Faculty and Stage Managers for Mainstage Productions can block book rooms
- Undergraduate students can book rooms for a maximum of 2 hours per day and 4 hours per week per student
- All bookings are subject to approval by the Division Lead
- All Drama Facilities must be vacated by 11:00 PM

### Booking Priority

- Academic Schedule
- Faculty and Sessional Instructors
- Mainstage Productions
- Directing Students (level 611, 613 and 511) – Matthews CHF101 and E107 only
- Drama Students – E012, E004, or D015 only

- ND Theatre / Drama Undergraduate Society – Secondary Theatre or D015 only
- Drama Student Clubs

#### **Bookable Rooms with Capacity Caps for Rehearsals:**

- CHD 015 – Capacity 20
- CHE 107 – Capacity 30
- CHE 004 – Capacity 30
- CHF101 – Capacity 130
- RT 128 – Capacity 100

### **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](#).

### **Lockers**

Locker rentals are handled by the Students’ Union in Mac Hall. Visit the [website](#) for more information or connect by [email](#).

### **Office of Equity, Diversity, and Inclusion (OEDI)**

The [Office of Equity, Diversity and Inclusion \(OEDI\)](#) is committed to establishing an equitable, diverse, and inclusive campus that is accessible to all and free from harassment, bullying, and discrimination. We strive to remove barriers that have been, and continue to be, encountered by equity deserving groups, including women, Indigenous peoples, visible/racialized minorities, persons with disabilities, and LGBTQ2S+.

The SCPA Equity, Diversity, Inclusion and Decolonization (EDID) Committee’s mandate is to advance and promote equity, diversity, inclusion and decolonization in all of the SCPA’s policies and practices. It is also intended to directly address issues of discrimination in terms of hiring priorities, recruitment, curricula, programming, student feedback and in other aspects of the workplace and learning environment.

- For Students, please view these [instructions](#) to report an instance of discrimination and/or harassment.

## SCPA Peer Support Program

The [SCPA Peer Support Program](#) is designed to provide students with the opportunity to share their questions, issues, and situations of need regarding equity, diversity and inclusion with carefully selected, qualified and trained peers. The program is an all-inclusive safe space which welcomes lesbian, gay, bisexual, transgender, transsexual, and queer individuals, as well as anyone else in need of assistance.

## 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 in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

**Classrooms:** Most 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, F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as several other, smaller performance spaces. Please note that the Reeve Theatre is closed in 2024-25 due to a floor replacement project.

## Student Health Supports

### UCalgary Student Wellness Services

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 [online](#) or call 403-210-9355.

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

### **The Distress Centre:**

- Call 403-266-4357, available 24/7.
- Visit the [Distress Centre website](#) to access 24-hour crisis support.

For additional crisis support from [Wood's Homes Community Support Team](#):

- Call 403-299-9699 between 8 a.m. - 11 p.m. - 7 days a week
- Text 587-315-5000 between 9 a.m. and 10 p.m. - 7 days a week

## **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 and creative opportunities**

Students in Dance, Drama and Music have several opportunities for paid, part-time work to complement and support their studies. As part of the rich ecology of creation in Dance, Drama and Music, students have opportunities to work on various creative projects.

### **Wagonstage – tentative for summer 2025 – to be confirmed**

[Wagonstage Children's Theatre](#) presents shows for family audiences throughout the summer. The plays are 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 for this paid work-learning opportunity in April. Contact the Division Lead of Drama for more information and check the E-bulletin board for auditions.

### **Mainstage Productions & Studio Directing Exercises**

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. The first mainstage "The Wolves" has already been cast and will open on October 18<sup>th</sup> and running until October 26<sup>th</sup>. For

additional opportunities in performance look for audition call outs by the upper level directing students as well as ND Theatre.

## **ND Theatre (Nickle and Dime Theatre)**

ND Theatre is an independent theatre program run by an executive team of undergraduate students in Drama at the SCPA. This group produces three mainstage productions and runs a number of other training initiatives throughout the school year – they also produce the annual 24-hour play festival in April after classes have completed. Keep your eyes out for audition call outs, calls for play submissions as well as directing and design opportunities. This is a great alternative to the formal mainstage opportunities. You can find them through @ndstudenttheatre on Instagram.

## **Front of House Ushers and Student Technicians**

At the beginning of the fall, University Theatre Services (UTS) will advertise front-of-house usher and technician paid opportunities. Please keep an eye out for these announcements in your email!

## **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.

## **NEW! TAKE THIS QUIZ TO WIN A PRIZE**

Please take [this short quiz](#) after reading this handbook. The first 5 students who complete the quiz will each win a prize from the bookstore! If you are one of the winners, you will be notified through your UCalgary email.