

**University of North Carolina at
Charlotte**

Department of Dance

STUDENT HANDBOOK

Version 8.15.24



Dear Students,

Welcome to UNC Charlotte's Department of Dance! The Dance faculty and staff are thrilled to welcome you to our department and the start of a new academic year.

What is now the Department of Dance began in the early 1970s as the Department of Creative Arts, and included dance, music, theatre, and visual arts. In 1982, visual arts became a separate department, leaving dance, music, and theatre in the new Department of Performing Arts. In 1990, the Department of Music and the Department of Theatre and Dance were created. Finally, in 2008 with the move to the College of Arts + Architecture, Dance became an independent department.

The Department of Dance contributes innovation and leadership to the field through research, teaching, service, and community engagement. Through comprehensive, innovative courses, we provide our diverse student body with an exemplary liberal arts education grounded in dance as cultural practice, art form, and interdisciplinary subject. We embrace and celebrate dance as a way of learning about ourselves and the world around us. Committed to student success, our program develops artists, educators, scholars, and arts advocates who can thrive in an increasingly complex global environment and make sustained contributions to their communities.

This handbook provides a guide to department and campus resources, and I encourage you to read it thoroughly. Do not hesitate to get in touch with me should questions arise. My door is always open to you!

Wishing you the best for a successful year,

Gretchen Alterowitz

Professor and Chair

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UNC Charlotte Dance Mission Statement

The Department of Dance provides exemplary, integrated dance training and academic preparation in a diverse and inclusive community that values lived experience, creative process, and performance. Through intersections of artistry, education, and inquiry, the department centers embodied practices, histories, and research to nurture and support individuals.

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ABOUT DANCE AT UNC CHARLOTTE

Your Community. The Department of Dance is a diverse community where students access many different dance styles. Modern and contemporary dance, classical and contemporary ballet, and dance forms of Africa and the African diaspora are our focuses.

The Department of Dance is part of the College of Arts +Architecture. Unique in North Carolina, the College includes the School of Architecture and departments of Art and Art History, Music, Theatre, and Dance. This provides our students with interdisciplinary opportunities in an exciting environment. CoA+A students may attend concerts and events across the College and visit uptown art galleries for free. Charlotte is home to resident professional dance companies and to major theaters offering performances by touring companies. Dance students benefit through masterclasses and by seeing multiple concerts per year.

Deepening our commitment to an equitable community and curriculum, faculty and students in the Department of Dance are committed to engaging in social justice projects. Recently faculty have led community-based projects, such as Tamara Williams's Lavagem Festival in uptown Charlotte, and have participated in workshops developed by the College of Arts + Architecture [Equity Council](#). Several faculty members are current students in the Graduate Certificate in Anti-Racism in Urban Education (ARUE). The department has student representatives on the Equity Council and the department Student Advisory Committee, and our students have presented research on anti-racist studies during our Research Symposium.

Your Artistry. All students in the Department of Dance may audition to perform in two fully produced concerts a year choreographed by faculty and guest artists. Our students have been lucky to work as part of National Endowment for the Arts-funded faculty research projects and with guest artists, including Lauren Anderson, Nejla Yatkin, Ananya Chatterjea, Claudia Lavista, Netta Yerushalmy, and Rosangela Silvestre. Students also choreograph and perform their own works in the department-produced Under Construction and Traditions concerts and as part of student groups, Range of Motion Dance Ensemble and MOVE Dance Alliance.

Your Degree. The Department of Dance provides exemplary liberal arts education for students who desire professional and personal engagement with dance. We offer BA degree plans for majors interested in Dance Performance, Choreography, and Theory, Applied Dance, or Dance Education, and an Advanced Dance Studies Certificate for students who want to create a senior project. In partnership with professional dance companies, the Department offers a Professional Training Certificate in Dance with the Charlotte Ballet and an internship program with Baran Dance. Our Musical Theatre Certificate offers interdisciplinary training for students interested in that field.

ACADEMIC INFORMATION

Advising

Your advisor will assist you with course selection, preparing each semester's schedule, and planning the overall course sequence needed to complete your undergraduate degree. It is important to map out a semester-by-semester plan for graduation at your first meeting with your advisor. Plan to meet with your advisor at least once every semester, or any time academic counseling is needed.

Be prepared with a tentative schedule when meeting with your advisor about registration. Bring your General Education Requirements Worksheet, your Degree Requirement worksheet, and a list of courses you would like to take each time you meet with your advisor/get advised. After you meet, your advisor will remove your advising hold and you can register for classes. You may also request career counseling and mentoring from the Director of Undergraduate Studies or any member of the faculty.

Note: ALL STUDENTS ARE ENCOURAGED TO TAKE A MINIMUM OF 15 CREDIT HOURS PER SEMESTER IN ORDER TO EARN A BACHELOR'S DEGREE IN 4 YEARS. Students are responsible for all information contained in the UNC Charlotte catalog. Students are responsible for their own degree progression and for acquiring and submitting an application for graduation.

Performing Arts Academic Advisor: Hannah Harrell, hbharrel@charlotte.edu

Arts Education Specialist: Tesh Ramey, Tesh.Ramey@charlotte.edu

Director of Undergraduate Studies: Tamara Williams, twill260@charlotte.edu

Attendance

Students in the Department of Dance are expected to attend all scheduled class sessions. Class attendance allows students the opportunity to learn and practice the course content, and allows them to be observed in their work by the class instructor.

Students may miss two class sessions in any Dance Department course without penalty. In studio-based classes, students who cannot participate due to injury or illness may observe two additional classes without penalty. Instructors will determine if students must complete other work during or following class observations. Each additional absence will result in the student's final grade being lowered by 5 points.

Absences for University or Dance Department sponsored events will be excused with proper documentation. Absences due to the observance of religious holidays will be excused with proper

documentation. The Student Assistance and Support Services may assist with absence verification for certain circumstances, such as medical or family emergencies. However, an absence verification from SASS does not require the instructor to excuse the absence.

Exceptions:

- In the case of a temporary change in a student's circumstance - such as an injury or illness that requires additional absences - faculty will work with students to provide reasonable flexibility. Students must notify the faculty of the circumstance via email and provide adequate documentation, and the instructor will provide a written agreement stating the absence accommodation. Each absence beyond this accommodation will result in the student's final grade being lowered by 5 points.
- In the case of documented disabilities, faculty will work with students to provide reasonable flexibility on attendance as long as students register for services with the Office of Disability Services,

The University policy on attendance states: Instructors determine their course policies (including attendance and participation) as long as such policies do not conflict with University policies. Such policies should be pedagogically appropriate. In general, students are expected to attend all scheduled sessions in the courses for which they are registered, participate fully in the learning process, demonstrate respectful behavior while interacting with instructors and peers, and complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus, especially when attendance and/or participation are part of the grading criteria for the course.

Academic Probation

Students who are on academic probation will not be allowed to participate (unless required for classes the student is taking) in department productions during the probationary semester.

Independent Studies

Some students choose to enroll in self-directed classes called Independent Studies (open to sophomores, juniors, or seniors). In order to take an Independent Study, a student must:

1. Contact the faculty member they want as the project advisor. If the faculty member's teaching schedule allows, the faculty member will assist the student with the development of the project proposal, advising, and evaluation of the student's completed work described in the proposal.
2. It is the student's responsibility to contact the faculty member during the semester prior to the one during which the project will be undertaken and to write the project proposal. Completed proposals

are due to your project advisor by **October 1 for spring semester projects, or March 1 for fall semester projects.**

3. Individual project proposals will be reviewed by faculty. Final approval will be determined by the Chair who must approve the student's registration in a restricted course. Once approval is granted, the student will register for the course.

Community Engagement

Our program has a strong focus on the impact of dance in the community. Students have many opportunities to participate in faculty-led community engagement projects, such as performances and teaching in community spaces. Be on the lookout for classes that include community engagement as well as for other community opportunities. Notices are sent via email and posted on bulletin boards.

What to Bring to Class / What Not to Bring

Students should bring essential items to class, rehearsal, and performance. These items include but are not limited to: band-aids, antibacterial wipes, scissors, tape, hair ties/pins/wraps, any prescription medications, etc.

Leave all food, gum, and beverages (except water in a closed-top container) outside the classroom. Remove street shoes before entering the studios and performing spaces. Cell phones and wearable devices (watches, headphones, etc.) should not be used in class unless you are instructed to do so by your professor.

Scholarships

The Dance Department offers scholarships to continuing students who have consistently demonstrated their commitment to and involvement in the department and exhibit strong potential in dance. These awards are non-renewable, but students can re-apply each year through the [Niner Scholarship Portal](#). Multiple awards are given each year. Contact the Director of Undergraduate Studies or the Department Chair for more information.

Representation and Recruitment

You can help to bring more students into the Dance Department by spreading the word about your good experiences. **You are also an ambassador for the department** whenever you participate in

campus, community, and off-campus activities. Make sure you are following the College Culture Statement (see page 13), and acting as a role model for your peers. When you visit with friends who might still be in high school or at other colleges, encourage them to look at UNC Charlotte if they are considering a dance major. Also, talk with your high school teachers about the wonderful opportunities here. Stop by the office if you need brochures to hand out.

Athletic Training

The Department of Dance offers Athletic Training resources for current students. Services include injury evaluation, treatment, rehabilitation, preventative care, education, and more. Services take place downstairs in the Belk Gym and are by appointment only.

Resources available through the athletic training clinic:

- Clinical education about injury and illness prevention, injury and illness treatment, and wellness.
- Examinations, assessments, and referrals for injury or illness.
- Rehabilitation and treatments through the use of therapeutic exercise and interventional modalities.
- Secure, private electronic medical record storage and referrals.
- Acute and chronic care for injury or illness.
- Referral options for Student Health and local healthcare clinic sites.

Dancers should seek an appointment with the Certified Athletic Trainer when:

- Swelling or inflammation occurs immediately after an injury.
- One perceives a limb, body part, or joint to feel loose or unstable.
- A head, face, or neck injury occurs (which may or may not include headache, vision difficulty, nausea, or problems with equilibrium).
- Dance or movement activity causes hesitation, limping, pain, or limited range of motion.
- A popping sound occurs during a movement.

These guidelines were developed through Best Practices recommended by the American College of Sports Medicine and the National Athletic Training Association

Contact Athletic Trainer, Nicole Whitaker, for more information:
Belk Gym Office 230, (704) 687-8293, nwhitaker@charlotte.edu

Health and Safety Procedures

For serious injury or health conditions that require transport to the Student Health Center or other medical facility, inform a faculty member and call campus police immediately at 704.687.2200. They will contact 911 if needed.

For non-life threatening injury you should offer first aid if you feel able, and contact campus police if the injury requires follow up attention. If there is an immediate need to dress a wound, you will find a first aid kit located in the Studio 118 closet or in the hallway cabinet under the microwave. Bags of ice are located in the ice chest in the hallway between the studios.

If there is blood on the floor, inform a faculty member who will contact Housekeeping for clean-up. If a faculty member is unavailable, call Jen Jacobs in the Dance Office (704.687.0225). Since these spills are often miniscule, it's difficult for Building Environmental Services to locate them when they arrive. Please mark the spot with a post-it or piece of tape. Let Jen know the location when you call. After Hours, call the campus police non-emergency number (704.687.8300) and they will contact a BES staff member who is on call.

Make sure you download and register for the **LiveSafe app**. This is a free safety app that will connect you with university resources. For other campus emergencies, follow posted instructions and alerts you receive through text messages and campus emails (Niner Notices and Niner Alerts).

Be SAFE when leaving the studios

- **Buddy System:** Always have a friend walk out with you to your car, dorm or apartment whenever possible.
- Have the **LIVE SAFE app** on your phone for quick access for Emergency options and resources.
- Download the **UNCC Next Ride App** if you will need safe transportation.
- Know where the **Emergency Blue Safety lights** are located on your walk. There are lights located outside on both sides of Robinson on the theatre side (one near the pond and another near the bus stop area)
- **Always stay aware** of your surroundings, do not walk with earbuds in if you are walking alone.

If Needed:

Campus Police 704-687-2200

Non Emergency Police Line 704-687-8300

Injury and Hazmat Instruction

- If there is an immediate need to dress a wound, you should find the **First Aid Kit located in the Studio 118 closet and in the cabinet under the microwave. Then fill out an Incident/ Injury report of the situation or accident.**
- **BAGS of ICE** are located **in the ice chest in the hallway between the studios.**
- **For serious injuries**, immediately call **Campus Police (687-2200)** and ask for assistance, **they will contact 911** if needed.
- For **Non-Life Threatening Injury**: Offer First Aid, Contact Campus police if injury requires follow up attention
- **IF THERE IS BLOOD ON THE FLOOR, YOU MUST, BY STATE MANDATE, CONTACT HOUSEKEEPING FOR CLEAN UP.**
 - Call Jen Jacobs in the Dance Office (**7-0225**).
 - Since these spills are often miniscule, it's difficult for **Building Environmental Services** to locate them when they arrive. **Please Mark the Spot** with a post-it or piece of tape. **Let Jen know the location when you call.**
 - If Jen is unavailable, call Beth Rucker (**7-0223**)
 - If Beth is unavailable, call BES directly (**7-6177**) or (**7-1787**)

After Hours (after 5pm), Call Campus Police (**7-8300**) (**non emergency line**) and they will contact a BES staff member who is on call.

Procedure for Medical Situations Occurring During a Performance:

1. Stage Manager or PAS Faculty on Duty
 - Should notify the House Manager
 - Should notify the Department Faculty on Duty
 - For Music Concerts: the Ensemble Director should be notified as soon as possible if the incident occurs offstage
2. House Manager will call Campus Police.
 - House Manager will advise Campus Police of the ongoing performance.
 - House Manager will suggest the best location to enter the building to mitigate disruption of the performance/audience.
 - House Manager will meet Campus Police and direct them to the location of the patient.
3. Campus Police will contact EMS/Medic.
4. The PAS Faculty on Duty should complete the appropriate forms.
 - Submit forms within 24 hours.
 - Send a copy of the report to the Department Chair and the PAS Operations Manager.

STAGE MANAGER: The Accident Reporting Guide and copies of all applicable forms should be added to the Stage Manager's documents. This will help expedite situations that may occur during rehearsal or performance.

HOUSE MANAGER: The House Manager should also have a copy of the Accident Reporting Guide readily available.

CAST/CREW: Cast and crew should not manage medical situations independently during a performance. The Stage Manager and PAS Faculty on Duty must be notified immediately if something occurs.

If a student seeks medical care following an incident, the Department Chair, the student's instructor, and PAS should be notified before the next performance. This will allow them to verify the student received medical clearance before permitting them to participate in the next show and will allow proper monitoring of their health during the remainder of the run.

AED's: Robinson: located on all three floors adjacent to the central freight elevator and emergency call box.
Rowe: main lobby JBC: rehearsal room wall near restrooms.

First Aid Kit locations: Box Office Manager's Office (ROB 156), Scene Shop (ROB 130), Dressing Room (ROB 125), 118 Dance Studio closet, Costume Shop (ROB 230), F/S Lounge (ROB 332), Rowe Recital Hall (Backstage), Rowe 206 Dance Studio, JBC Rehearsal Room (near restrooms).

Eye Wash Stations: Scene Shop (ROB 130) and Costume Shop (ROB 230).

Undergraduate Programs

The Department awards Bachelor of Arts degrees in Dance, offering three concentrations:

1. [Dance Performance, Choreography, and Theory](#)

The Bachelor of Arts in Dance with Concentration in Performance, Choreography and Theory is a comprehensive program of classes in technique and performance, creative process, production, history, culture, and theory. Dance students begin their study in the freshman year. In addition to coursework, students have opportunities to perform in two fully produced concerts a year choreographed by faculty and guest artists.

2. [Dance Education](#)

The Bachelor of Arts (B.A.) in Dance with a Concentration in Dance Education prepares students for K-12 Dance Education licensure in North Carolina. It is designed for students who wish to become dance teachers in public schools, but also benefits dancers who want to teach in studios or community centers. Student teaching is possible in cooperation with the public schools of the Charlotte area.

3. [Applied Dance](#)

The B.A. in Dance with Concentration in Applied Dance offers a Dance major with fewer credit hours than the Performance, Choreography, and Theory concentration. Applied Dance may be helpful to Dance majors who are pursuing coursework outside the department to prepare for careers such as dance therapy, arts marketing, and physical therapy for dance.

Students who wish to extend dance study beyond the BA curriculum and propose their own projects do so through the [Certificate for Advanced Dance Studies](#).

In partnership with the professional dance company, Charlotte Ballet, the Department offers a [Professional Training Certificate in Dance](#) for advanced ballet training.

Students may also audition for the [Musical Theatre Certificate](#), a collaboration among the Departments of Music, Theatre, and Dance.

A [Minor in Dance](#) is also available.

Your advisor and faculty mentors can help you select the degree or program most suitable to achieve your goals.

PERFORMANCE AND STUDIO INFORMATION

Eligibility

Full- and part-time UNC Charlotte students participating in Performance Practicum must have a 2.75 major GPA the previous semester and **maintain a co-requisite movement course**, approved by the choreographer. Understudies will receive credit for Performance Practicum if they perform the dance in question in concert or community settings. Three to four performances are recommended.

Auditions and Casting

Auditions for the Fall and Spring Dance Concerts are generally held in the first week of classes, and take place over two sessions. Students need only attend one audition session, but must audition in order to be cast. Dance students are highly encouraged to participate in auditions each semester for experience, even if you do not intend to perform every semester. The cast list is posted on a bulletin board in the Dance Hallway (Robinson 110), and rehearsals usually start the second week of classes.

Once cast, students should accept their casting by initialing next to their name on the cast list. Soon after cast lists are established, students will be contacted by the Costume Shop to sign up for costume measurements, and later for costume fittings.

Other audition opportunities may be announced throughout the academic year.

Dismissal

Students may be released from the production if they miss appointments, are chronically late to rehearsal, miss rehearsals or performances, or are uncooperative to the extent that it is having a negative effect on the production.

Expectations of Performers

THROUGHOUT THE SEMESTER:

- Keep a careful calendar. Performance Practicum responsibilities include: studio rehearsals, costume fittings, photo calls, technical rehearsals, dress rehearsals, and performances. Performance Practicum experiences may extend to work in education concerts, the public

schools or community settings, and to other performances (ACDA, NCDEO). Communicate with your choreographer about any time conflicts. Be on time, participate throughout, and stay until the end;

- Be professional and respectful. Performing requires you to interact with a broad number of professionals – choreographers, designers, photographers, videographers, and technicians – and the general public. Realize that you are learning to be a professional performer and are in a position of responsibility as a representative of the Department of Dance.
- All dancers should carry an emergency medical kit that includes antibiotic ointment, band-aids, a plastic bag for ice, athletic tape, and an Ace bandage; and prescribed medication as needed.

STUDIO REHEARSAL PROCESS:

- Arrive on time and attend all scheduled rehearsals according to the Department of Dance attendance policy;
- When you enter the studio, it is time to focus on rehearsal and put aside other conversations and work, as well as devices such as cell phones. Active participation in a rehearsal process is demonstrated by effort and enthusiasm. Treat your instructor and other cast members courteously. Keep a journal and/or take notes to ensure you learn and remember the choreography and any process-related work. Review the choreography outside of rehearsal;
- Refrain from coaching or providing directives to your peers, unless directed by your choreographer; and,
- Follow the guidelines of your choreographer's syllabus, including current COVID-19 and other health / safety protocols.

STAGE REHEARSAL AND PERFORMANCE PROCESS:

- Arrive on time and attend all scheduled rehearsals as listed in the Technical Schedule. These will include the following: spacing rehearsal, cast and crew meeting, Q-2-Q, warm-ups, technical rehearsals, and dress rehearsals;
- Arrive on time and attend department photo shoots as listed in the Technical Schedule or shared by your choreographer;
- Arrive on time and attend all costume fittings. Failure to attend may result in your removal from the piece;
- Cast members may need to purchase make-up and undergarments (bras, camisoles, dance belts) to participate in the concert;
- Treat Performing Arts Services (PAS) faculty members professionally and respectfully, and follow any directions they give. Specific questions for PAS should be directed to the Stage Management faculty;
- Treat student crew members professionally and respectfully and follow any directions they give;

- Conduct yourself professionally and respectfully in the dressing room. Warm-up and dressing room time is for performance preparation. Dancers must be respectful of each other's need for silence and calm, especially for dancers performing in more than one work. If you would like to listen to music, make sure you are using headphones.
- Dancers must be respectful of each other's needs for privacy. Be discrete in opening doors to the dressing rooms.
- Taking photographs or video in the dressing rooms is prohibited. If you do so and post social media, please do so outside of the dressing rooms. Performers are also prohibited from taking photographs or videos of the concert or rehearsals from backstage or from the audience. Performers are prohibited from posting photographs or videos of the work online on any platform unless given permission by their choreographer;
- You may use the studios after warm-up if you need to run through anything to prepare yourselves further for your piece;
- Do not eat in the dressing room or in costume. You may only drink water in the dressing room and when in costume;
- Take good care of property such as costumes and props as directed by PAS faculty and the production crew. Props must return to their designated spaces and costumes must be hung up carefully, immediately after use. Any damage to costumes must be reported to the PAS costume faculty on duty, and any damage to props must be reported to the faculty member on duty. The faculty member on duty is a member of the Department of Dance;
- Performers may be in the house during crew watch and the first dress rehearsal, remaining quiet and respectful of fellow dancers, crew members, and faculty. Disruptive performers will be asked to leave the house and remain backstage for the duration of the run.
- Performers in the first half of the performance may watch the second half if there is intermission and room in the house. Dancers must get out of costume and make-up in order to transition from cast member to audience member. Performers must reserve their COAA majors free ticket in advance to assure entrance to the theatre after intermission which will be scanned at the main door of the house by the house manager. Performers will not be allowed to enter the house through the upper doors;
- At the conclusion of each rehearsal and performance, you may leave only when your choreographer and/or the Concerts and Events Coordinator excuses you, either by piece or the cast as a whole. Expect to stay for the duration of each technical and dress rehearsal unless otherwise instructed.
- Performers receive 2 complimentary tickets (total) to use for their guests and can request them via the signup sheet on the production call board beginning two weeks before opening. The Audience Services Manager will visit crew watch to talk about tickets;
- Performers should instruct friends and family members attending a performance to arrive on time or early and **stay for the duration of the entire concert**, regardless of where "your piece" lands on the program. Encourage and demonstrate proper and respectful theater behavior, especially for those less experienced attending a dance concert.

- If an injury occurs during a performance, the student should report to the faculty member on duty, who fills out an accident report and follows protocol to get that dancer help. Dancers are not to receive medical treatment or advice from other cast or crew members and must follow instructions from the faculty on duty, who is a member of the Department of Dance; and,
- If you need a question answered or a conflict arises during our time in the theater, please see your choreographer first and if that isn't possible, the faculty member on duty. The faculty member on duty is a member of the Department of Dance.

Complimentary Tickets

Performers receive 2 complimentary tickets (total) to use for their guests and can request them via the signup sheet on the production call board beginning two weeks before opening. The Audience Services Manager will visit crew watch to talk about tickets;

Facilities & Their Usage

All office, classroom, studio, and performance spaces are maintained for educational and performance use only. Note the following:

- **Dance floors** are cleaned daily with special equipment. For health and safety reasons, help to keep these surfaces clean.
- Remove street **shoes** prior to entering dance studios and leave them in the cubbies or place designated by your professor. Any shoes required by your classes should be cleaned prior to wearing them on the dance floor. If you leave class, take off dance shoes, or if barefoot, wipe feet before re-entering the studio.
- **Food and beverages** are not permitted in studios, theaters, or dressing rooms. Only closed-topped beverage dispensers are allowed for water. Gum is prohibited in all studios.
- Turn off **lights** in the dressing room, classrooms, studios, and theaters when you leave.
- Use the **lobby** with respect – it is the first glimpse of Robinson Hall for the campus population and community.
- **Doors and windows** must remain closed for proper temperature and humidity control.
- During class and rehearsal, be sure to place your valuables in a secure place preferably away from the doorway. Do not leave valuables unattended in any room. Remove **personal belongings** at the end of each class or rehearsal.
- Space is available to Dance students upon formal request to the Dance Office Administrator. Priority will be given to students working on course-related projects.
- **Smoking** is prohibited in Robinson Hall.
- Place **trash and recycling** in designated bins.

Hours of Operation

Robinson Hall is locked each night. Spaces may be used after hours by permission for class work.

Student Productions

Space may be available for student productions by request and when there is time available in the calendar. Students are required to follow these guidelines for using Robinson 118 for student productions:

AHEAD OF TIME:

- Get approval for your event from the Chair of the Department of Dance, and discuss your event with the Concerts and Events Coordinator.
- Fill out the Event form and submit to the Associate Dean for Performing Arts Services. Pay careful attention to the requirements of these guidelines.
- Familiarize yourself with, and be sure you are following, the Minors on Campus policy, <https://legal.uncc.edu/policies/up-716>.
- Any participant who is not a UNC Charlotte student, faculty, or staff member must fill out a liability waiver. Obtain waivers from the Department of Dance Office Manager, and turn in signed waivers to the Office Manager **before** the event.
- Arrange for the following production staff to work during rehearsals and performances: stage manager, lighting designer (if needed), sound and light board operators, runner, two ushers, and a faculty on duty. Make sure this staff is trained on their duties, or arrange their training – this can be done with the assistance of the Concerts and Events Coordinator. There is no guarantee of department funds to support your event, including hiring production staff, but you may ask the Chair of the Department of Dance if funds are available.
- Programs may be created ahead of time and copied in the Department of Dance office. Coordinate this with the Office Administrator.
- Posters, advertising, and social media campaigns are the responsibility of artists using the space. Follow the Non-Supported Events guidelines for advertising.
- Notify the Department of Dance Office Manager and the Performing Arts Operations Manager to arrange for the seating area to be cleaned and to be alert to the cleanliness of bathrooms and dressing rooms.
- Ask the Department of Dance Office Administrator to notify Parking Services if the event will draw a significant crowd. Attendees must pay for their own parking. The most convenient parking lot to Robinson Hall is the East Deck.

AT THE PERFORMANCE:

- Artists (with help from production staff) must arrive early to clean and set up space, including the seating area. Remind the production staff that this is a dance studio and that it needs good

care. You may not have food or drink (other than water) in the space, and you may not walk onto the Marley in street shoes. Dry mop the studio before the event.

- Usher duties: fill in two rows in front of the fixed seating with 14 chairs/row; be ready to remove chairs in case wheelchair spaces are needed; you may seat 100 people total in the space, so count people as they come in and be ready to turn people away if needed; remain on duty throughout the event to facilitate entry by latecomers and changes to seating; carry a flashlight; prevent audience members from walking onto the Marley once the event is over.
- All production staff should have the following emergency numbers at hand: Campus Police 704-687-2200.
- Stage manager duties: bring house lights up to half in between works to allow audience members to read program and to allow ushers to seat latecomers.
- The table to sell tickets and merchandise is available in the table closet, off the choir room/Belk lobby. Set up the table in the portico outside 118.
- Make the following announcement before curtain:

Hello and welcome to FILL IN NAME OF YOUR EVENT. As a courtesy to those around you, please silence all phones, and please refrain from texting during the performance as this is a distraction to those around you. Notice the exits to the left and right of the seating area – in case of emergency, use these doors to exit the theater. Please slide over and fill in seats as you notice people entering. No food or drink is allowed in this space, and no photographs or videos are allowed during the performance. **To show respect for the artists involved in this event, please stay for the entire duration of the performance.** At the end of the performance, please exit the space and meet the performers in the lobby. We do not allow street shoes on the dance floor, so do not walk into the performing area. Thank you for attending and thank you to our advisor, FILL IN NAME, the Department of Dance, and the College of Arts + Architecture for their support and use of this space.

AFTER THE PERFORMANCE:

- Make sure the sound system and lights are powered down.
- Return the table to the table closet and take any extra programs, tickets, etc. with you.
- Return the chairs.
- Return the podium to the closet, and make sure it is powered down.
- Return the wings and tabs to their studio positions.
- Be sure nothing is left in Robinson 118 and 115 and that they are clean. Dry mop the floors in both studios. Check the seating area for trash and discard it.
- Report any damage to the space to the Chair of the Department of Dance and to the Performing Arts Operations Manager.
- Report any need for cleaning to the Department of Dance Office Administrator and the Performing Arts Operations Manager.

COA+A CULTURE STATEMENT

Be present. Be respectful. Be responsible. Be Smart. Be Amazing.

(Approved Spring 2010)

Be present.

1. Ultimately it is the cooperation among students and the relationship between faculty and students that determines the ethos of the College. In order to participate in the ongoing development of the CoA+A community, students need to take advantage of the opportunities to attend lectures, view performing and visual arts events, participate in special educational events, and make their voices heard through the student organizations of the College.
2. All students have the responsibility to contribute to the success of their classmates and to actively participate with one another across all year levels.
3. Because we do not work in a vacuum, all faculty and students have the responsibility to anchor their work in the broader context of the local and regional community, professional practice, and world events.

Be respectful.

1. Diversity enriches every setting. Faculty or student harassment based on gender, race, ethnicity, sexual orientation, religious practice, and/or physical ability, either direct or indirect, will not be tolerated in the CoA+A community. Please review specific university policies on the following issues.
 - a. Diversity Statement: <http://diversity.uncc.edu/>
 - b. Non-discrimination on basis of disability: <http://www.legal.uncc.edu/policies/ps-51.html>
 - c. Sexual Harassment: <http://www.hr.uncc.edu/employeerelations/harass.htm>
2. It is the responsibility of the professor to delineate which materials and/or activities are required and which are optional for their class. Students must immediately communicate any economic constraints to the professor if these constraints are affecting the materials or methods that can be employed in a specific project. Professors should make every effort to minimize the required expenses to only the essential teaching tools and materials.
3. A professional demeanor should be maintained when addressing any student, professor, or guest of the CoA+A. The intent and tone of all criticism on the part of both students and faculty should be constructive and should invite discussion. Please review the university's policy on relationships between students and faculty members: <http://www.legal.uncc.edu/policies/ps-9.html>

4. All students and faculty have the right to an environment in which they can work comfortably. No student or faculty member should have to ask others to lower their voices, refrain from musical or mechanical noise pollution, remove offensive graphics, avoid language that may be offensive to others, etc. Please review the university's policy on workplace violence:<http://www.legal.uncc.edu/policies/ps-107.html>
5. Students and faculty alike should utilize the excellent facilities of the College through appropriate use of the computing, critique, studio, library, rehearsal, and lab spaces.
6. Physical contact may be a necessary part of instruction and should be conducted in a professional and ethical manner. Please review the university's sexual harassment prevention brochure:
http://www.hr.uncc.edu/employeerelations/Sexual_Harassment_Prevention_Broch.pdf

Be responsible.

1. Faculty should make their teaching objectives and methods appropriately transparent to the students, explaining their terminology and frames of reference, thereby promoting greater student understanding, questions, and participation.
2. Students should feel comfortable requesting additional help from faculty or advisor outside of regular scheduled class time. Faculty should make every effort to accommodate reasonable student requests for meetings. Additional support is available through the following university offices/websites:
 - a. University Center for Academic Excellence: <http://ucaae.uncc.edu/>
 - b. Counseling Center: <http://www.counselingcenter.uncc.edu/>
 - c. Disability Services: <http://www.ds.uncc.edu/>
3. Effective learning requires periodic assessment of some kind. Because grades provide a limited breadth and depth of feedback, other forms of assessment, such as individual written or verbal feedback, should be used in conjunction with grades. Timely and appropriate forms of assessment – offered by the faculty early enough in the semester to allow students to respond effectively – serve not only to evaluate performance but also stimulate intellectual growth.
4. In addition to more formal evaluations such as mid-term or final reviews, students and faculty should also engage in deliberate and continuing dialog relevant to each project and/or assignment throughout the semester.
5. All critiques should be conducted in an organized and professional manner, including adequate preparation of the jurors and timeliness on the part of both students and faculty. Review

formats should encourage students' participation as often as possible and whenever appropriate.

6. All students are subject to the university's policy on academic integrity and should familiarize themselves with its contents. The products of CoA+A include scholarly research, performances, creative works, etc.; any and all work is subject to the Academic Integrity Code. Please review the university's code regarding Academic Integrity:
<http://www.legal.uncc.edu/policies/ps-105.html>

Be Smart.

1. Faculty and students should understand and respond to the fact that student work is improved by the opportunity to get a reasonable amount of sleep every night, eat healthy meals, and exercise regularly and participate in other aspects of University life. Time management should be taught and modeled by the faculty.
2. Faculty and students who are on campus after or before normal business hours are encouraged to walk in groups and be aware of the "Campus Safety Escort" services:
<http://aux.uncc.edu/parking/>. (Current availability of this service: Mon.-Sun. 4:30 pm – 2:30 am by calling 704-687-2200.)
3. Neither faculty nor students should focus on studio courses to the detriment of other courses either conceptually or in terms of the time commitment required. All should recognize and respect the importance of a liberal arts based education within the context of their own specific discipline.
4. Excellence in an arts education depends on making the connections both across the CoA+A curriculum and between that curriculum and other disciplines on campus. Faculty should support students by allowing time to do the work these courses require and by coordinating with other classes offered within their specific curriculum.
5. Students benefit from the life experiences gained through extracurricular activities both within and outside the university setting such as cultural events, participation in community activism, participation in campus organizations, etc. Students must make thoughtful choices as to how to spend this time profitably, and faculty must trust the students to do so, encouraging them to make time for these kinds of enrichment activities.
6. Learning collaborative skills is necessary to obtain a thorough education. Students and faculty alike should be role models through the sharing of their process and product in both formal and informal settings with their peers and with each other. The importance of this practice is to

extend the meaningful nature of their work, draw on the ideas and expertise of others, exercise clarity of written and verbal communication, and model a strong work ethic.

7. Excellence in education may include being confronted with controversial and challenging ideas within the studio and/or classroom setting. Students and faculty are expected to engage such material in a thoughtful and professional manner in keeping with the academic environment.

Be Amazing.

1. All students have the responsibility to lead – to surprise and inspire both the faculty and their fellow students through the creativity of their ideas, their willingness to take risks, their high-level of craft, the clarity and organization of their ideas both verbally and in writing, and/or the depth and appropriateness of their questions. Everyone is capable of leadership, and everyone is expected to develop and exercise leadership skills, each according to his or her specific strengths.

SUMMARY OF STUDENT SERVICES

Students Question/Area of Concern	Who Can Help
<p>I am having difficulty in a course. I do not know how I am doing in a course or have not gotten a grade.</p>	<p>A Faculty Member or the Director of Undergraduate Studies, Tamara Williams, twill260@charlotte.edu</p>
<p>I need to establish or revise a plan of study. I need to enroll in the right courses for the semester. I have questions about my academic standing and/or general education requirements.</p>	<p>An Academic Advisor: www.advising.uncc.edu. To find your advisor, please visit the department of your major or the advising center for your college. If you have not declared a major, visit the University Advising Center in 2038 Colvard.</p>
<p>I need help with time and task management. My study skills need improvement. I would like to find a tutor for one of my courses. I am a first generation college student who could benefit from additional assistance.</p>	<p>University Center for Academic Excellence 330 Fretwell Building, 704-687-2162 www.ucae.uncc.edu</p>

<p>I am on academic probation and would like to enroll in a peer mentoring program for support and assistance. I am on academic probation and/or having significant academic difficulty and would like to enroll in a course to help me learn better study habits and strategies.</p>	<p>Students Obtaining Success Program University Center for Academic Excellence 2046 Colvard, 704-687-5478 www.ucae.uncc.edu/SOS See your Academic Advisor to enroll in appropriate course. Registration authorization required for this course.</p>
<p>I am a student from an underrepresented group who could benefit from additional assistance.</p>	<p>Multicultural Academic Services 318 Fretwell Building, 704-687-4759 www.mas.uncc.edu</p>
<p>I need help preparing for a job or internship. I need to assess careers that might be a good fit for me. I need to know what majors work for certain careers. I need to find part-time work to get experience in my field and pay for school.</p>	<p>University Career Center 150 Atkins Building, 704-687-2231 www.career.uncc.edu</p>
<p>I am having trouble adjusting to college life. I experience anxiety that affects my performance or keeps me from doing the things I want to do. I often find myself unmotivated or fatigued. I have thoughts of hurting myself or other people.</p>	<p>Counseling Center 158 Atkins Building, 704-687-2105 www.counselingcenter.uncc.edu</p>
<p>I received services for a disability in high school and need academic accommodations. I have a hidden medical, physical or psychological disability that affects my ability to concentrate or attend classes.</p>	<p>Office of Disability Services 230 Fretwell Building, 704-687-4355 www.ds.uncc.edu</p>
<p>I have recently missed school for an extended period of time due to an illness or personal crises. I want to develop positive connections within the University community. I am having difficulties with one of my professors.</p>	<p>Dean of Students Office 217 King, (704) 687-2375 www.dso.uncc.edu</p>
<p>I do not have financial resources to continue in school.</p>	<p>Financial Aid Office 122 Reese Building, 704-687-2461 http://finaid.uncc.edu/Index.html</p>

<p>I need to develop my writing skills. I need to develop my library research skills. I need to work on my oral presentation skills.</p>	<p>Writing Resources Center 220 Fretwell Building, 704-687-HELP http://wrc.uncc.edu/</p>
<p>I need help researching a paper that I was assigned. I need to find a book or an article that my teacher assigned or placed on reserve. I need help accessing library resources from home.</p>	<p>J. Murrey Atkins Library Reference Desk, 704-687-2241 www.library.uncc.edu Ask-A-Librarian www.library.uncc.edu/ask</p>