GENERAL RULES AND POLICIES

ACCIDENTS IN SCHOOL FACILITIES:
If you have an accident in a school facility, notify Campus Police (dial 55 from a campus phone). Report your location, or that of the injured person, and administer first aid until a campus police officer instructs you as to what further treatment is necessary. Additionally, as soon as possible, you should report the accident to the faculty member or graduate assistant on call. It may also be necessary to fill out an accident report.

During office hours you should get medical attention for all but life threatening injuries from Student Health Services. If your injuries occur while the Student Health Center is open, you should seek their assistance and recommendations first. If your injuries occur when the Student Health Services is closed you should follow the advice of Campus Police. Campus Police may direct you to speak to a nurse at Health Link (800-862-2013) for further instructions.

To facilitate any medical treatment you may require, carry your medical insurance cards with you at all times. REMEMBER: The school does not pay medical bills if you are hurt. All expenses you incur must be covered by your personal insurance. If you are on the Pearce and Pearce school insurance program you must be referred by either Health Services or the Health Link nurse (after hours) PRIOR to seeking health care at another facility. This prior approval is required at all times, unless there is a life threatening situation.

BICYCLES:
Bicycles may not be parked or brought into the D&P buildings. A bicycle rack is located outside the main entrance of the Design and Production building. Please lock your bicycles in the rack.

CHANGE:
Anytime you need change for a dollar (or more), ask the D&P office staff and they will try to accommodate you.

CASHING CHECKS:
Check-cashing services are provided by the Cashier’s Office in the Administration Building. There is a $50 limit on the check, and you must be a registered student with a valid student ID to use the service. The Cashier’s window is open daily from 9:00 until 4:00.

CLASSES:
The individual instructors establish attendance policies for D&P classes. Be sure you know these policies for the classes you are taking. Students will not use production work as an excuse for missed classes or late class work. Penalties for such occurrences are at the discretion of the class instructor. Only at the discretion of the Dean may classes be postponed or canceled if serious production circumstances warrant such an action.

CREWS:
The first meeting of a crew must be posted a minimum of 24 hours in advance. Subsequent crew calls will be determined and announced or posted prior to the end of the previous day's crew period. (For example, Wednesday afternoon's call will be determined by the end of Tuesday night's crew period.) It is your responsibility as a crewmember to find out when your next crew call is - it is not the crew head's responsibility to seek you out and tell you. If you are not sure whether or not you are called for the next regularly scheduled crew, assume that you are, and show up.

Crew heads are responsible for posting or announcing crews in accordance with the guidelines set above. Preliminary calls will be posted on the callboard near the student mailboxes. Subsequent calls will be posted in a location determined by the individual shops. A crew head may not call crew, "voluntary" or otherwise, outside of the regularly scheduled hours.
without first obtaining written permission from his/her faculty show advisor and from the shop's faculty supervisor. These extra or extended hours must be approved, signed by the faculty show advisor, and posted at least 24 hours in advance.

Under no circumstances will there be crew calls during class hours without the prior approval of the Dean. If you are required to attend a call that interferes with the meeting of a class, alert an appropriate faculty member or the Dean immediately.

Crews may not be held on days when classes do not meet or when school is not in session. This includes holidays, exam, and registration days. Only the Dean may grant exceptions. During these periods, the regular rules governing crews will still apply.

Any student late for crew two times will have his/her grade lowered one letter grade. For each unexcused absence from crew, production grades will be lowered one letter grade.

Any student injured in the shops as a result of his/her own negligence or carelessness while on crew may have his/her grade lowered at the discretion of the faculty.

Anyone reporting to class or crew under the influence of alcohol or drugs will be dealt with in accordance with the UNC Drug Policy and the Campus Life Handbook. Crewmembers will be dismissed from crew and will be charged with one unexcused absence. A second offense will put the student in jeopardy of being invited to return to the program.

Students may occasionally be assigned to overlapping or conflicting crew assignments. You will not be expected to begin a new crew assignment until you have been released from the first one by the faculty show advisor. Discuss such conflicts as soon as possible with your arts advisor. Students who feel they are not ready to undertake a production assignment are encouraged to discuss their concerns with their arts advisor.

**DEPARTMENTAL COMMUNICATIONS:**

The office of Design and Production will use e-mail as the primary form of communication. Each student is assigned a school e-mail address and it is the responsibility of the student to check their e-mail daily. Each student is also assigned a mailbox in the Design and Production building and it should also be checked regularly.

**DEPARTMENTAL OFFICE:**

Do NOT operate any of the office equipment, including the computers, fax, copiers and laminating machines without permission from the secretaries.

Before making **LONG DISTANCE TELEPHONE CALLS**, check with the office staff to be sure that you understand how they are accomplished on the long distance line, so that we will be charged a lower rate on the calls. Check with the office staff to see that you are not calling local numbers and being charged long distance rates on them. See **TELEPHONES** on page 5.

**FAX:**

The D&P FAX machine operates on a dedicated telephone line (336-770-3213). Once you have your material in the machine, (put in face down with cover page first), enter the necessary telephone number with the numeric keypad. For a long distance FAX, enter 9-1, the area code, and the telephone number (e.g., 9-1-704-555-1212); for a local FAX, enter 9 and the telephone number (e.g., 9-770-1212). Then push the green FAX START button. The machine will automatically call the number and transmit the FAX. If you have problems or questions with this process, consult one of the secretaries. **STUDENTS MAY NOT SEND A FAX WITHOUT FIRST OBTAINING PERMISSION FROM ONE OF THE OFFICE STAFF.**

**KEYS:**

Keys for D&P STUDIOS are signed out by the office staff at the beginning of each school year to the Sophomores, Juniors, Seniors, and Graduate students. They must be turned in at the end of each school year by the Friday before Commencement. Students who fail to return their keys will be charged a $50 fee per key, will have their grades (and eventually their diplomas or degrees) withheld.
KNIVES:
The Design and Production faculty and the Campus Police recognize the necessity for many
students to carry knives and similarly dangerous tools when they are in the process of production.
Therefore, students working on production in the shops or in the theatres are allowed to have
such items on their person. However, students must observe and abide by the campus
prohibition on knives and weapons at all other times and in all other locations, as stipulated in the
Campus Life Handbook.

PERSONAL INFORMATION:
All students should keep addresses, phone numbers, and e-mail addresses information up-to-
date with the Departmental Office. If you move or change contact information, please notify the
office as soon as possible.

PRODUCTION EVALUATIONS:
All students enrolled in Production are required to complete “Production Evaluation” forms for
each crew with which they are involved. The forms can be found in the office, the copier room,
and on the D&P webpage (http://faculty.ncarts.edu/dp/). Be sure each form has the last name of
the student being evaluated. Print and sign your name on each form. Put your forms in
alphabetical order before turning them in to the receptionist. Please submit your evaluations by
the deadline posted.
Production evaluations are an integral part of the end-of-term evaluation and grading process and
must be taken very seriously. Students who fail to fill out these forms will have their production
grades lowered.

REQUIRED EQUIPMENT:
All Design and Production Students are required to have a NIOSH approved respirator. (See
“D&P Shop Respirator Policy” below for additional information.) In addition, certain classes and
crews require specific tools and equipment as specified by the instructor or your faculty advisor.
Failure to have the necessary equipment by the fourth crew call will constitute one unexcused
absence per crew.

ROOM RESERVATIONS:
There may be occasions when faculty, staff, or students need to reserve space in classrooms for
meetings or special events. Please see the receptionist to reserve space in the D&P conference
room, room 112, room 113, room 115, and room 120.

ROOM TEMPERATURES AND THERMOSTATS:
The HVAC (Heating, Ventilating and Air Conditioning) system in the D&P building is a highly
complex and sophisticated system, the workings of which are known to a mere handful of
mortals. Although you may think you are better than the experts at regulating the heat in the
winter or the air conditioning during the rest of the year, rest assured that you are not. On those
occasions when the room you are occupying is consistently either too hot or too cold, please
report the problem to the main office. Do not attempt to adjust the thermostats yourself, as they
are not adjustable.
SHOPS:
The Design and Production Shops are generally open during regular D&P crew hours (Production), which are scheduled for Monday, Wednesday, and Friday afternoons and Tuesday and Thursday evenings. Exceptions are likely to occur, and the individual shops will establish and announce their specific hours of operation. Some shops may be open for additional hours to allow students to execute class projects. See individual shop rules for specifics, or contact the faculty member(s) responsible for the areas in question.

All of the D&P Shops are maintained for educational purposes and to support UNCSA productions. The shop facilities may not be used for personal projects by any UNCSA faculty, staff or student without the expressed prior approval of the faculty member responsible for the supervision of that facility.

Any use of the D&P facilities, equipment or shops for production work outside of D&P by any entity, whether for hire, contract or by other divisions of the school for any events may only take place with the written authorization of the Dean of the School of Design and Production. If the activity is for hire, appropriate contracts must be on file. See the Outside Projects for Hire below for details.

OUTSIDE PROJECTS FOR HIRE:
Any projects being built in any Design and Production building, shop or classroom must be and under written contract with the School of Design and Production and expressly approved by the Dean of Design and Production. Templates of agreements and contracts are available from the Office of the Dean.

SMOKING:
Design and Production facilities comply with the UNCSA Smoking Policy. Smoking is restricted to those areas designated as smoking areas. There is to be no smoking in the classrooms, shops, hallways, lounges, or studios unless signs permitting smoking have been posted by school authorities.

STAFF AND STUDENT INFORMATION WEB PAGE:
Design and Production faculty, staff and students can find frequently used forms, handbooks and links at: http://faculty.uncsa.edu/dp/

TELEPHONES:
The phone system in the Design and Production building is separate from the main campus phone system, and its operation is slightly different from the campus system. Use the following procedures only when using the phone system in the Design and Production building:

- **Campus calls** - dial (9) and extension, i.e. 9-3235
- **Local calls** - dial (9) two times, and then your number, i.e. 9-9-760-2650.
- **Long Distance** - dial (9) two times, (1), then the area code and number, i.e. 9-9-1-704-372-0101. If you have a problem when dialing, the secretaries are always willing to assist. PLEASE NOTE: Only selected phones in the D&P building are set up to provide long distance calling. Consult the office staff or faculty if you have questions or require guidance.

When making calls from telephones in all other D&P facilities (such as the Costume Shop, Wig and Makeup Shop and Sound Studio, for example), or in the theatres, use the same procedures that you would normally use anywhere else on campus.
VACATING STUDIOS:
All studio spaces must be COMPLETELY vacated by all students by the last Friday before Commencement. The only exceptions would be in cases where students would be working as summer employees of Design and Production. A faculty member must provide written authorization to the D&P Office staff in advance of this deadline in order for any consideration to made in this regard.

VENDING MACHINES:
The vending machines in the Student Lounge sometimes do not fulfill their mission. If the machine does not give you the drink or snack you have paid for, please DO NOT beat on it or kick it. The vending company will remove the machines from our facility if they are so abused. Instead, report problems to the Business Office, and your money will be refunded to you.

OUTSIDE WORK PERMISSION

OUTSIDE WORK:
Students who wish to work outside of the school must fill out an EXTERNAL ACTIVITIES APPLICATION and have it signed by the appropriate faculty members and advisor BEFORE committing to the outside work. You may not miss class to do outside work unless your teachers approve it. (Remember that “crew” is actually a class for which you are registered.) You are still responsible for all class work and assignments missed. See page 601 for additional information. Many UNCSA productions and projects are done on the campus (i.e. Directing Scenes, Film projects, etc.) that are not officially supported by the School of Design and Production. Please consider your own participation in such activities carefully, voluntary or otherwise, and discuss any such commitments with your arts advisor before you make any agreements. Use the EXTERNAL ACTIVITIES APPLICATION to report any such agreements and to receive formal permission from D&P.
D&P SHOP RESPIRATOR POLICY

1. All employees and students working in the D&P shops are required to have their own, properly fitted, NIOSH approved respirator with organic vapor cartridges and dust/mist pre-filter.

2. All employees and students who have not previously been instructed in respirator use at UNCSA must attend the lecture on respirator use and limitations.

3. Students and employees are responsible for regularly cleaning and disinfecting their own respirator. They must inspect the respirator during cleaning and replace worn or deteriorated parts. Replace filters when increased breathing resistance occurs; replace cartridges when contaminant(s) can be smelled or tasted or when an irritation occurs.

4. Be sure your cartridges are stored in an airtight container. (A Zip-lock bag can serve this purpose.)

5. Persons should not be assigned to tasks requiring the use of a respirator unless it has been determined that they are physically able to perform the work and use the equipment. If you have an on-going condition, a note from Health Services would be in order. If you are not feeling well, have a cold, etc., inform your supervisor so that you may be assigned a task not requiring a respirator.

6. Respirator user’s face must be clean-shaven where the respirator seals against it. (OSHA 29 CFR 1910.134 (e) (5) (i)).

7. Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. (OSHA 29 CFR 1910.134 (e) (5) (ii)).

8. If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the face piece of the respirator. (OSHA 29 CFR 1910.134 (e) (5) (iii)).

9. Respirator protection is no better than the respirator in use. Frequent random inspections will be made to assure that respirators are properly used and maintained.
GUIDELINES FOR ANNUAL PORTFOLIO REVIEW

Portfolio Review is held during the Spring Semester, traditionally two weeks before the end of the school year. All students are required to participate. Senior Stage Managers are responsible for coordinating the review, setting it up, and striking it. Portfolio Review is held on four separate days, with half of the student body displaying their work on each day.

The Portfolio Review is a time for the faculty at large to review your work and overall progress in the program. You should have previous years’ work and current projects to display in all areas of Design and Production. You should judiciously choose work to include in your portfolio, and appropriately matte or mount it for display with an eye to attract positive faculty response. It is suggested that you come prepared to greet the faculty ready to discuss your work. If you are interested in your work, the faculty will be more interested and ready to conduct a critique. Each faculty member will initial a slip you receive at check-in, and you may not leave until all members of the faculty have verified seeing your portfolio.

The following are requirements pertaining to specific classes or majors:

• Freshmen should bring all work from the year and display projects which they consider representative of their accomplishments.
• Seniors are expected to present a finished “Interview” portfolio.
• Your whole drawing portfolio should be available, with a few selected works displayed.
• Paintings should be represented with 4 - 6 works for the current year.
• Draftings should be represented with originals and prints.
• Realized costumes or costume pieces can be displayed.
• All students should have at least ten copies of a current typed résumé.
• When included in your portfolio, all slides and photographs should be labeled with show, act, and scene.
• Technical Directors’ Production packages should be completely printed and bound.
• Cost-Labor estimates for Master Electricians and Technical Directors should be included in Production Books.
• Upper level Scene Designers should show at least three complete packages. The realized design assignment for the year should be displayed.
• Scene Painters should display an example of their work, presumably including the final project.
• Prop Masters should include a complete package of their last show, with pictures, drawings, time/cost estimate and completed daily journal, along with pictures of their work, including progress shots in construction.
• Wig and Make-up majors should include examples of construction, hair styling, and make-up skills.
• Sophomore and Junior stage managers should display current production books neatly bound, along with pertinent classwork from any other D&P classes.

If you have questions regarding the materials you should include in your portfolio, it is suggested that you arrange a meeting with your arts advisor and discuss it.

STUDENTS SHOULD NOTE: THE PORTFOLIO REVIEW IS AN IMPORTANT FACTOR IN THE FACULTY’S DECISION TO ALLOW YOU TO CONTINUE IN THE PROGRAM.
DESIGN AND PRODUCTION FILM STATEMENT

The inclusion of this statement into the D&P student handbook provides that all D&P students and faculty will be able to see film screenings in the UNCSA School of Filmmaking with no charge or admission fee.

"Recognizing the important cultural and visual knowledge that is part of our shared artistic and societal history, and recognizing that great films share a place in that cultural and visual knowledge with the traditional cannon of great literature, visual art and performing arts; the several concentrations in the School of Design and Production require students to be familiar with many of the great films of the past century."
STEVENS CENTER POLICIES

The specific policies regarding the use of the Stevens Center can be found in the STEVENS CENTER BASIC FACILITIES MANUAL. This manual is available from the Stevens Center staff, and is also downloadable as a Microsoft Word document from their web site:

http://backstagestevens.com/

Students who use the Center must obtain this document and become familiar with the rules and regulations, which govern the theatre’s use.

In addition to those published in the STEVENS CENTER BASIC FACILITIES MANUAL, the following guidelines apply to all student crews at the Center:

• The Stevens Center may be scheduled for calls between the hours of 8 AM and 12 AM, with the possible exception of load-outs. Due to subsequent events, load-outs may have to be completed regardless of how long they may take to finish.

• The complete published production/cast schedule must be sent to the Production Office at the Stevens Center (fax: 770-1448) by the Stage Manager at least 1 week prior to the first load-in date. (For example: if electrics are hung early, this would be considered the first load-in day.) This schedule should include crew as well as cast arrival times, as security must be provided for all cast calls.

• Any changes to the published production schedule must be received in the Production Office at the Stevens Center at least twenty-four hours in advance.

• When working at the Center, if adjustments must be made to the next scheduled call, they must be approved by the production’s appropriate Faculty Advisor and the Stevens Center staff a minimum of 2 hours before the end of the current call. This change must be communicated to the Stevens Center staff by the Faculty Advisor.

• Please make every attempt to deliver a reasonably accurate schedule. Avoid including TBAs whenever possible.

• Please include classes and critiques on the schedule.

• There must be a minimum of 2 people working at the Stevens Center on any crew call.

• If the crew is more than 15 minutes late for any crew call, the theatre will be closed and the staff will leave. One or two people arriving at the theatre to reserve it is not acceptable, and they will be asked to leave.

REMEMBER - IF YOU USE A STATE VEHICLE TO TRANSPORT CREWS AND/OR MATERIALS TO THE STEVENS CENTER, YOU ARE RESPONSIBLE FOR PARKING THE VEHICLE IN A SAFE AND LEGAL PARKING PLACE. ANYONE WHO GETS A TICKET FOR PARKING ILLEGALLY AT THE STEVENS CENTER WILL BE HELD PERSONALLY RESPONSIBLE FOR THAT TICKET.
PERFORMANCE PLACE and deMILLE POLICIES

The specific policies regarding the use of Performance Place and deMille Theater can be found in the Campus Performance Facilities (CPF) Handbook [http://cpf.uncsa.edu/](http://cpf.uncsa.edu/). Students who use the Center must become familiar with the rules and regulations which govern the Campus Performance Facilities use.

In addition to those published in the Performance Facilities Handbook, the following guidelines apply to all student crews at CPF:

1. D & P student handbook guidelines must be appropriately followed while in any CPF facility.
2. Campus Performance Facilities (CPF) personnel must be notified about all activities in the facilities. Please notify CPF personnel on duty upon arrival and departure.
3. There is no eating or drinking in the facilities except for the following areas: Green Room, Break Room, Lobbies and Loading Docks. Water in a closed container may be brought into rehearsal & theatre spaces.
4. Loading Docks are for loading and unloading scenery, equipment, and the like. Personal vehicles are not permitted in the Loading Dock.
5. All construction and painting materials are to be brought into the theatre by way of the Loading Docks or Back Entrance Doors. Never bring these materials through the lobby or house seating areas.
6. Hazardous waste and material will be turned over to the person supervising the work call or class for proper disposal. Do not use the sinks to dispose of paints, solvents or any other such materials.
7. In the event of a “Severe Weather Notification” or “Tornado Warning”, direct all members of the cast, crew & public to a designated Safe Area until a person of authority issues an “ALL CLEAR”.
8. Any piece of equipment that is, or appears to be, in need of repair should be brought to the attention of the Facilities Manager.
9. All tools and/or loose objects must be secured to your person when going to the catwalks, loading rail, mid rail, or up any ladder, lift or scaffold.
10. If the A/C or heat is uncomfortable, please do not attempt to change it. Contact the Facilities Manager.
11. The use of any motorized personnel lift (Genie Lift) is limited to members of the production staff trained in its use. Keys for these lifts must be checked out from a member of the CPF Technical Staff.
12. Anything belonging to the facilities may not leave the building without being signed out and approved by the Facilities Manager.
13. All work areas and dressing rooms are to be left clean, safe & presentable at the end of each work period. Please allow for clean-up time in all work calls. All trash is the responsibility of the production crew. Please put trash into the appropriate containers and empty into dumpsters on a regular basis.
14. Technical Directors must arrange a meeting with the Facilities Manager prior to loading in their show(s).

15. All rigging procedures must be approved by the show’s technical advisor.

16. Rappelling in the facilities is prohibited except under Faculty or Staff supervision.

17. Strike is not complete until everything is out of the theatres and off the Loading Dock. Any “rep hang” soft goods/drapery and/or lighting and audio equipment moved for the production must be restored by production staff to their original location during strike or placed at the discretion of CPF Staff. The restore must be approved by the Facilities Manager.

18. During the run of a show, the running lights (rope lights) and aisle lights are to remain on at all times. There is no turning off or covering of EXIT signs at any time. House lights are to be at full at the beginning, intermission(s), and end of each show.

19. The washing machine and dryer are there for show use only. Do not use them for personal laundry. Do not leave the washing machines or dryers running unattended. If either a washer or dryer are running, you are responsible for monitoring it.

20. After each show, the production’s Technical Director must see to it that all holes in the stage floor are plugged at the show’s expense. Any damage to the theatre is the responsibility of the show, and repairs will be at the show’s expense.

21. The stage floor is to be restored to black at the end of the last show at the end of the year. This expense must be handled by the show’s budget (see Facilities Manager for the specific paint to be used). If any of the stage walls are to be painted for a production, they must be returned to black after strike at the show’s expense.

22. If the dumpster is full prior to strike, alert the Facilities Manager. Don’t expect the dumpster to be empty for you automatically.

23. Do not leave anything in the refrigerator in the break room for more than one week. Exceptions are food items needed for productions, and such items must be clearly labeled.

24. Abuse of the facilities and/or their equipment will not be tolerated and will result in disciplinary action. Consistently unsafe work practices and/or unsafe or inappropriate operation of equipment may result in the loss of the privilege to use the facility.
DRAFTING STUDIO USE GUIDELINES

In order to keep the Drafting Studio functioning as both a classroom and a studio, please comply with the following guidelines:

1) The studio is primarily for the use of students in the Drafting Class. Others wishing to use the tables in here should relinquish space to Drafting students whenever necessary.

2) Since the tables are used by two classes, please do not leave your work taped to them over extended periods of time. If the table you are using is needed, your work will be removed.

3) The security of your belongings and your work in the studio cannot be guaranteed. You should plan accordingly.

4) Help keep the drafting surfaces clean. DO NOT paint, paste, marker, crayon, or otherwise perform craft work on the vinyl surfaces. THEY ARE FOR DRAFTING ONLY.

5) DO NOT, UNDER ANY CIRCUMSTANCES, CUT ON THE VINYL SURFACES. These are not "self-healing" surfaces. Replacing damaged vinyl surfaces is prohibitively expensive.

6) Please remove all drafting tape, tape dots, and other debris from the table surfaces and parallel rules when you are done.

7) Do not move the tables around or alter or "repair" equipment. These tables and rules are old and used, but they are all we have. Report equipment problems to Dennis Booth.

8) Please dispose of all your scrap paper, projects, and other debris. Housekeeping service in the studio is limited.

9) Be courteous - if you are working in the studio while others are working, be considerate of their needs by keeping music volume low and socializing limited.

10) There is no smoking, eating, or drinking allowed in the Drafting Studio. Please respect this rule and limit such activities to the hallway or specially designated areas.

With everyone's cooperation, the Drafting Studio will remain relatively clean and useful for all those who need to use it.

DIGITAL GRAPHICS LABS
(CAD Lab, Media Lab, and Production Suite)

NEW POLICIES

- ALL LOCAL HARD DRIVES WILL BE WIPED WEEKLY
  - Do not leave files on the local drives (C or D) – save to Z or better yet to a removable storage (CD, thumb etc.)

- PRINTING IS RESTRICTED TO SCHOOL RELATED WORK
  - All printing and plotting is monitored 24/7. Abuses will result in terminated privileges.
NORTH CAROLINA SCHOOL OF THE ARTS CODE OF INTEGRITY

Students voted as a part of the Student Government Association Constitution to adopt a student code of conduct that embraces the values they cherish as artists and citizens.

1. I agree to act with honor and respect through my artistic, academic and community life at UNCSA.

2. I will respect the property of others (no stealing).

3. I will care for the environment and my physical surroundings (no vandalism).

4. I will be truthful to any student, faculty or staff (no lies or omissions).

5. I will be the source of any work for which I take credit (no cheating or plagiarism).

6. I will be respectful to others and show courtesy.
Please note!

All First Year Students must sign the Declaration List in the D&P office before the last class of the rotation: Electrics/Design/Sound at the end of the term. Students will not be awarded a grade in DEP Intro to Theatrical Production until this document has been signed.

All Returning D&P Students must sign the Declaration List in the D&P Office by the deadline established at the beginning of Fall Semester. The deadline date is published in the D&P Office.

Students will not be awarded a grade in Production until this document has been signed, signifying that they have read and understand the current year’s handbook.