I. The Role of your Faculty Advisor
Each student will be assigned a faculty arts advisor. The role of the advisor is to help you and support you throughout your UNCSA career.
You should talk to your advisor:
  • if you have concerns about adjusting to college life.
  • if you have concerns about a crew assignment.
  • if you have difficulty managing stress.
  • before the end of the 1st week of each semester to discuss any drop/adds for academic and arts classes if you have problems managing your course load.
  • at the end of each semester to discuss your Semester Summary & Evaluation.
  • if you are considering accepting outside work.

II. DEP 1001&1002 (Introduction to Theatrical Production)
There are 4 rotations of ITP. In the semester there are two rotations. Please see your syllabus for the class meetings of each rotation. A listing of the rotations for each student is on the call board. If you have questions contact your advisor.

DEP 1000 (Production)
In addition to ITP, each first year D&P student will be assigned to various production crews. Production crew assignments will be posted on a weekly basis on the call boards (the main hallway board and each shop). A large spreadsheet will be posted to give students an idea of what shop/crew they will be assigned to throughout the year, but the postings on the call boards are more accurate. If a first year student is not assigned to a particular crew or shop during regular production hours, they should check in with their “home shop” or advisor each crew period. Assignments may change throughout the year depending on crew needs for each specific production. Any changes should be posted before the end of crew the previous day.

The D&P Handbook & Declarations
Sections of the D&P Student Handbook will be covered in the each course syllabus during the DEP 1001 Intro classes. The D&P Handbook can be found on the D&P web page (http://faculty.uncsa.edu/dp/). All DEP 1001 Intro students must sign this Essential document no later than Sept 11, 2013. Failure to sign the Essentials Declaration by the deadline will result in a lower grade.
IV. Required Equipment
All Design and Production Students are required to have a NIOSH approved respirator. (See page 603 of D&P Student Handbook 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 crew head will constitute as one unexcused absence per crew.

Crew Calls
BE MINDFUL THAT THEATRICAL CREW CALLS CAN OCCUR ANYTIME 24 HOURS A DAY, 7 DAYS A WEEK. The first meeting of a crew must be posted a minimum of 24 hours in advance on the main D&P Call Board. Subsequent crew calls will be determined and announced or posted prior to the end of crew the day prior at a location determined by the individual shops. (For example, Wednesday afternoon's call will be determined by the end of Tuesday night's crew period.) It is your responsibility as a crew member 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. Be mindful that crew calls can change. It is expected that students check the call board no less than twice a day.

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. If you must miss a crew call due to illness or an unforeseen emergency, your first phone call should be to the crew head otherwise your absence will be considered unexcused. E-mail, text message or voicemail does not count!

Meeting Degree Requirements / Dropping & Adding Courses
Your Academic and Arts Advisors can help you to choose appropriate classes that meet the requirements for your degree program. For specific Degree Requirements refer to the D&P Bulletin [http://www.uncsa.edu/vcprovost/bulletin2012.htm]. Arts Electives and Studio Skills must have advisors' approval.

The Undergraduate Academic Program is located across from Workplace West, 1903 Sunnyside Avenue. Dean Wilcox, Dean of Academic Programs, 770-3243 wilcoxd@uncsa.edu.

Procedure for Dropping or Adding a Course
The procedure to drop or add any arts or academic classes must be completed by the end of the first week of the term. The process is as follows:
Whether it is an Arts course or Academic course, the student must first receive permission from their Arts Advisor. The student fills in the Drop/Add form with correct Course title(s) and number(s). Next, the Instructor(s) must sign the Drop/Add form. After the Instructor(s) have signed the Drop/Add form, the Arts Advisor then signs the same form. If it is an Arts course, the Dean of D&P must sign the form. If it is an Academic course, the student first gets the Drop/Add form from the Dean/Assistant Dean of the Academic Program. Next, the Instructor(s) must sign the Drop/Add form. After the Instructor(s) have signed the Drop/Add form, the Arts Advisor then signs the same form. The Academic Dean must then sign the form. Finally, the completed form is sent to the
Office of the Registrar by either Academic Office or the D&P Office. Refer to the UNCSA Bulletin for more information.

VII. How to Stay in the Program: Standards of Achievement and Evaluation
Students are accepted based upon their demonstrated level of achievement and the faculty's estimation of their professional potential, class grades, production assignment evaluations, growth in artistic/technical abilities, academic growth, professional demeanor and creative discipline. Throughout matriculation, students are continually evaluated and advised regarding their progress and artistic development. At the end of each term, the faculty as a group discusses each individual student's strengths, weaknesses, needs and progress. That information is then shared with the student via his/her advisor. Students must be invited to continue, and will be invited only so long as they demonstrate substantial and continuing growth toward artistic excellence. Letters of Invitation are distributed prior to end of Spring Semester.

Minimum Grade Requirements
To remain in the undergraduate program, the student must maintain a cumulative 2.0 average in Design and Production courses through the first year, and in the following years, a cumulative average of 2.3 in Design and Production courses. Students who fail to maintain these levels for a given term are placed on Arts Probation for the following term. Students are expected to adhere to the policies of the Undergraduate Academic Program which requires a minimum 2.0 GPA. Students who fail to achieve this average by the end of their fourth semester may be placed on probation.

Probation and Letters of Warning
A student who fails to maintain a 2.0 in arts classes in any single term during the first year, or a 2.3 in arts classes for any single term in subsequent years, will be placed on Arts Probation for the following term. Students who, in the judgment of the faculty, fail to demonstrate sufficient professional development in the arts will receive a Letter of Warning and may also be placed on Arts Probation. For more information, refer to http://www.uncsa.edu/vcprovost/bulletin2012.htm

Production Evaluations
All students enrolled in Production are required to complete "Production Evaluation" forms for each person with which they are involved. The evaluation forms are found through a link on the D&P webpage (http://faculty.uncsa.edu/dp/). Near the end of each semester, students will receive an email notice from the D&P office when the link becomes “active”. 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 evaluations will have their production grades lowered one letter.

IX. Portfolio Review
The Portfolio Review is a time for the faculty at large to review your work and overall progress in the program. The faculty uses this presentation to further develop an understanding of the student's progress and steer the student's future in the program. Portfolio review is held the week before Final Exams of Spring Semester. You should have previous years' work and current projects to display in all areas of Design and Production. Refer to D&P Handbook for specific guidelines and suggestions. In addition to your work and projects, all students are required to have at least 10 copies of a current resume available for faculty. If you need help with your portfolio or resume, ask
your Advisor or other students for feedback. This is an opportunity for you to make a
good first impression with the Faculty. Dress and present yourself as if you are
interviewing for a job. If you don’t participate in Portfolio review you will not be allowed
to continue in the program.

PLEASE NOTE:
Having read and understood this “The Essentials” document, all first year undergraduate
students must sign the Declaration List in the D&P office by end of the 3rd week. Failure
to sign the Essentials Declaration by the deadline will result in a lower grade.