

New California Conservatory of Music

Dbas: New California Conservatory

New California Conservatory is a private institution and that it is approved to operate by the *Bureau for Private Postsecondary Education* at June 19, 2011.

Mission and Objectives

New California Conservatory of Music is a graduate level educational institution preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society for the glory of God.

The academic program is based on Christian theology and is aimed at fostering an understanding of and respect for the racial, cultural, ethnic, and special needs of a diverse society. **NCCM** encourages students to participate in dialogue that applies the teachings of the Bible and Christian doctrine in life situations.

NCCM is committed to providing a comprehensive, quality education program for students seeking to serve the needs of the community. Qualified students are admitted without regard to their ethnic background, age, or physical challenge.

The **New California Conservatory of Music** commitment emphasizes strong instructional programs that foster Christian ethics, scholarship, research, imagination, knowledge application, self-challenge, and community responsibility conducted in an academic environment that is designed to meet the professional growth needs of its students. The educational programs of study provided by **NCCM** also are designed to nurture the development of critical thinking abilities and effective communication skills. In addition, students are expected to demonstrate Christian teaching skills. The quality of the **NCCM** program is assured through the coordinated efforts of a highly qualified faculty and support staff whose input and dedication form the foundation of the conservatory.

The mission of **New California Conservatory of Music** emphasizes student outcomes and

goals and provides, through dedicated instruction, the requisite skills for graduating students to bring Christian principles to the community. Students enrolled in degree programs at **NCCM** are provided instruction designed to enhance their knowledge of Christianity through an educational program aimed at Christian community service.

The purpose of **New California Conservatory of Music** is to provide instruction designed to assure student success in an advanced academic program of study in their chosen career areas and in their personal lives via the application of Christian faith and teachings. To further progress toward the attainment of the conservatory's stated purpose, **NCCM** further emphasizes the development of critical thinking skills, an integration of curricula among academic disciplines, involvement of community as an extension of Christian teaching, and the impact of religious teaching on the social behavior of community.

The conservatory's emphasis on building on the student's individual cultural, linguistic, and racial differences to meet the changing needs of the community assures that the learning environment is stimulating and keyed to the institution's purpose, mission, and objectives. **New California Conservatory of Music's** mission focuses on serving students and the community through providing a comprehensive quality educational program and learning environment aimed at providing responsible and qualified human resources dedicated to meeting diverse and emerging community religious needs.

New California Conservatory of Music provides an articulated curriculum and related learning activities designed to educate students of all ages, religious beliefs, and interests. The conservatory is particularly adept at providing Christian education to culturally, linguistically, ethnically, and racially diverse individuals in its service community.

New California Conservatory of Music recognizes its commitment to the academic requirements of teaching, research, and scholarship through its continuing support for a comprehensive library and computer support center. The conservatory provides comprehensive support services that help each diverse student to succeed in his/her area of study based on changing needs and identified goals. The conservatory aims its academic programs toward those adult learners who are fluent in the Korean language and have earned an advanced degree that qualifies them for entrance into graduate studies. **NCCM** expects its graduates to be qualified for employment in church-based and religious service organizations as well as community service agencies. The knowledge and skills learned as a result of their participation in the academic programs at **NCCM** should enable them to obtain and successfully hold positions in these related fields and to earn salaries commensurate with others in the same

fields of employment.

Degree Program Offered:

The degree areas made available to New California Conservatory of Music students include the following:

Master of Church Music

The **New California Conservatory of Music** curriculum is designed:

- 1. To prepare students for careers as church musicians, performers, composers, scholars, teachers, music administrators in higher education, pre-college educational settings, the professional music world, the private sector, and supporting fields.*
- 2. To provide the opportunity to develop their knowledge, understanding, and ability in all aspects of church music at a level appropriate to their needs and interests.*
- 3. To broaden and deepen the knowledge and understanding of all aspects of church music through research and publication.*

Instructional Program – Semester Cycle:

The conservatory utilizes a semester schedule and each course is based on 15 clock hours of classroom instruction per semester unit.

Instruction in residence and classrooms accommodate 25-40 students.

Students who successfully complete their prescribed program of study and are in good standing will be awarded the appropriate academic degree.

Students planning to enroll at **NCCM** are requested to visit the conservatory's facilities and to meet with an academic advisor to review conservatory standards, policies, and performance expectations.

NCCM does not have government or other sponsored programs to help students defray the cost of tuition and fees. However, the conservatory attempts to help financially needy students by providing partial scholarships.

Language of Instruction:

All courses are presented in the English and Korean language. Fluency in the Korean language and English is a pre-requisite for enrollment in all-academic programs of study.

Information for Courses of Study:

It is estimated that a two-year enrollment in the program of study in Church Music will be sufficient for a student to complete her/his degree program.

Within the local Korean community, there is a demand for qualified graduates in the field of Church Music who are able to perform, compose, teach, administer music programs within the church and at academic or religion-based institutions, and provide administration services to religious organizations. In the service of God, salaries are secondary; however, depending on the type of employment field the graduate enters into, beginning salaries at the master's level in Church Music should be equivalent to \$2,400.00 per month.

Distance Education:

THE INSTITUTION DOES NOT OFFER ANY DISTANCE EDUCATION. All classes and instructions are offered in the its physical campus facilities

Employment Requiring State or Local Licensure:

The academic degree in Church Music of NCCM is not intended as preparation for local or State licensure.

Instructors:

The faculty of **New California Conservatory of Music** is selected based on scholastic qualifications, specific teaching specialization and qualifications, practical experience, potential for meeting conservatory instructional needs, and community service. Members of the **NCCM** faculty and support staff are carefully screened to assure that they share the conservatory's dedication to serving the community through education, evangelism, counseling, and continuing participation in community activities.

All classes meet three hours per week for the 15-week semester. Instructors are present on campus 1-2 hours per week in addition to each of their 3 clock hours of instruction. Students are encouraged to arrange appointments with their instructors during these

extended office hours.

Facilities:

New California Conservatory of Music is housed in a modern one-level building of 5,400 square feet. It has been remodeled as an educational facility and chapel. There are 4 classrooms that can accommodate 25 students each, a lecture classroom that can accommodate 40 students, and a digital piano room. Parking is available for 143 vehicles.

Library: The conservatory has a library that contains specialized materials relating to church music. In addition, students are encouraged to utilize the comprehensive references available at Rose Memorial Library, USC, UCI, and UCLA.

Concert Hall: The conservatory also has a performance hall that can accommodate 100-150 individuals for recitals, worship, religious gatherings, group meetings, and school-related ceremonies.

Keyboard Classroom: The conservatory also has keyboard room for class and practice. The institution has 7 keyboards.

Computer room: The conservatory also has a student computer room which has 5 student computers for students accessing internet and lots of music training software.

Fellowship room, mini kitchen & waiting room:: The conservatory also has fellowship room, mini kitchen and waiting room for students' convenience. Students may eat snack and lunch, and talk with others there.

Lesson rooms: The conservatory also has four lesson rooms for private lesson and practice

Equipment for Students:

Three Organs:

Two Allen Digital Computer Organ 3 manual Full Size
One Praeludium by Galanti 2 manual

Two Grand Pianos:

K. Kawai 6' Grand Piano
Yamaha 6' Grand Piano

Four Upright Pianos:

Two Yamaha Upright Pianos
Fischer New York
Sojin Upright Piano

Seven Digital Pianos:

Six Roland ep-760
Casio WK-1800Sojin

5 Student computer monitors:

Envision EN7410e
Envision H190L
Samsung SyncMaster 570V TFT
HP 2035
Techsan LM1770A

5 Student computers:

Two HP Desktop Computer dx2300 Pentium Dual Core
Three Generic Desktop Pentium 4 Computers Pentium Celeron

2 Movable Wooden Blackboards:

2 CD Players:

Sony Multi CD Player/CD Recorder RCD-W500c
Philips CD Player CDR 765/17

2 Pairs of Monitor Speaker:

1 Pair KRK Active Monitor ROKIT 5
1 Pair Yamaha Active Monitor

Equipment for School:

Digital Projector:

OPTOMA EP749

Three School Computers:

Two Generic Desktop Pentium 4 Computers

One HP 6510b Notebook Computer

Two School Computer Monitor:

View Sonic VE710b

Envision EN749

Four Laser Printers:

Lexmark E206d

HP color Laser Jet 3600n

Canon Laser Super G3

Canon Laser MF4350

3 Mixers/1 Amplifer/2 Main Speakers/Many Microphones:

Crest Audio Amp VS1100

One pair of Speaker Mackie SRM 450

One pair of Speaker JBL JRX115

Microphones, Samson R11, Shure SM58, Shure SM94, AKG C-2000, AKG C1000CS,
and many more

Directions to New California Conservatory of Music:

NCCM is located North of Freeway 91 at 7342 Orangethorpe Avenue between Beach Boulevard and Knott Avenue. The facility can be accessed from the following airports:

From John Wayne Airport (Orange County):

Go West on Freeway 405 to Freeway 55,

Go North on Freeway 55 to Freeway 91,

Go West on Freeway 91 to Beach Boulevard,

Exit on Beach Boulevard and go North to Orangethorpe Avenue (the first traffic light)

Turn Left on Orangethorpe Avenue 1/2 mile to NCCM.

From Los Angeles International Airport (LAX):

Go South on Freeway 405 to Freeway 105,

Go East on Freeway 105 to Freeway 605,

Go South on Freeway 605 to Freeway 91,

Go East on Freeway 91 to Knott Avenue,

Exit on Knott Avenue and go North to Orangethorpe Avenue (the first traffic light),
Turn Right on Orangethorpe Avenue 1/4 mile to **NCCM**.

Student Services

Available Student Services:

- **Academic counseling:** This is an important focus of **New California Conservatory of Music** since it serves directly those students who at times may encounter academic difficulties. Each faculty member is available to provide advice to their students regarding their progress in order to also identify student problems and to provide appropriate intervention strategies. This service is provided at no cost to the student.

- **Textbook Purchases:** Not applicable, the institution does not provide students with textbook support. However, faculty is directed to use class texts may be purchased.

- **Job Placement Assistance:** In order to assist its degree students, the **New California Conservatory of Music** provides job placement assistance within the conservatory community and through its network affiliation with area churches and ministries. Also, assistance in the preparation of resumes is provided upon student request. In addition, a bulletin board is maintained with job announcements and career seminars. Student personal vitas are maintained for alumni at their request. These services are provided at no cost to the student. The conservatory, however, does not guarantee employment nor level of income from its placement assistance.

- **Housing:** New California Conservatory does not operate a dormitory or other housing facility under its control, however will assist students in locating adequate housing near campus in a local residence hotel or sharing a apartment, or rent a room from members of a local church. The institution reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for students' academic or spiritual welfare.

- **VISA:** As New California Conservatory is currently not qualified for SEVIS, THE INSTITUTION DOES NOT PROVIDE ANY VISA SERVICES. Students applying NCCM should have the proper VISA status to live and stay in USA

and the kind of proficiency such as Test of English as a Foreign Language (TOEFL). The languages of lectures are offered with English and/or Korean.

Admission Standards, Procedures and Graduation Requirements

To Apply:

Individuals wishing information or applications regarding the academic degree and other programs offered by the **New California Conservatory of Music** may telephone the Admissions Office at **(714) 522-6789** or visit the conservatory at **7342 Orangethorpe Avenue, Buena Park**. Office Hours are **9:00 AM – 5:00 PM** Monday through Friday, except for holidays.

Non-Discrimination:

The **New California Conservatory of Music** admission policy does not discriminate on the basis of race, age, gender, or physical disability. **NCCM's** commitment to non-discrimination extends to educational policy development and implementation, religious preference, and applications for admission.

Minimum Level of Education / Preparation:

M.A.C.M. Degree Program. Evidence of an earned baccalaureate degree with a minimum GPA of 2.5 from Bureau-approved or accredited colleges or universities.

Transfer Policy

1. Transfer of Credits from Other Institutions

The Conservatory may accept for transfer credit coursework earned at previously attended colleges and universities accredited by an accrediting agency recognized by the U.S. Secretary of Education, or institutions approved by the Bureau for Private Postsecondary and Vocational Education, if the course grade meets the transfer requirements of the program to which it is being transferred. Coursework from other institutions, national and international, will require thorough documentation evidencing equivalency to the standards set by the Bureau for courses in Bureau approved programs. Transfer courses accepted for transfer to New California Conservatory of Music are listed on the student's transcript with the designation CBT – credit by transfer.

2. Transfer Credit Limitation

Title 5, California Code of Regulations, Article 16, Section 71865 (b) (1) stipulates

that no more than six graduate semester or nine graduate quarter units awarded by another institution may be credited toward a master's degree. All other coursework for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last semester of their program for current students who have taken one or more courses at another institution while working toward their M.A.C.M. degree at New California Conservatory of Music.

Notice Concerning Transferability of Credits and Credits and Credentials Earned at Our Institution.

The transferability of credits you earn at New California Conservatory is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in New California Conservatory is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending New California Conservatory to determine if your credits or degree, diploma or certificate will transfer."

3. Evaluation of Transfer Credit

- a. The Conservatory may accept for transfer credit coursework earned at previously attended colleges and universities accredited by an accrediting agency recognized the U.S. Secretary of Education or institutions approved by the Bureau for Private Postsecondary Education, if the course grade meets the transfer requirements of the program to which it is being transferred. Coursework from other institution, national and international, will require thorough documentation evidencing equivalency to the standards set by the Bureau for courses in Bureau approved programs. The evaluation is done by the Office of Admissions and Records.
- b. Title 5, California Code of Regulations, Article 16, Section 71865 (b) (1) stipulates that no more than six graduate semester or nine graduate quarter units awarded by

another institution may be credited toward a master's degree. All other coursework for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last semester of their program for current students who have taken one or more courses at another institution while working toward their M.A.C.M. degree at New California Conservatory of Music.

The Conservatory's Graduate Admissions Committee establishes the criteria of equivalency for course(s) for which the transfer coursework substitutes.

- c. The Conservatory's Graduate Admission Committee establishes the criteria for determining the transferability of courses and how much credit transferable courses will receive. The staff person responsible for recording approved courses for transfer to a NCCM program is the Director of Admission and records.
- d. The transfer evaluation process is monitored by the Director of Admissions and Records.

4. Notice Concerning Transferability of Units and Degrees Earned at our School:

Units you earn in our Master of Arts in Church Music (MACM) program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Master of Church Music (MACM) program, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

5. Experiential Credit: Any kind of credit for prior experiential learning is not awarded

Grading Standards, Regulations, and Policies:

- **Grading Standards.** The following standards have been designated by **New California Conservatory of Music** to indicate student academic performance:
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Grade	Grade Level Performance	Grade Points	Performance Indicator
A	90 – 100%	4.0	Excellent; out standing performance
B	80 – 89%	3.0	Very Good; above average performance
C	70 – 79%	2.0	Average; satisfactory performance
D	60 – 69%	1.0	Inferior; below average performance
F	Below 60%	0.0	Failure; unsatisfactory performance
I			Incomplete
AU			No Credit for audited course
P/F		0.0	Pass/Fail
W			Official Withdrawal from a course
WF		0.0	Failing at time of withdrawal or as a result of failure to attend classes (de facto withdrawal)

- **Scholastic Regulations.** This requires students to attend and participate at all class meetings; complete practice rehearsals, complete all class assignments when due and in the format specified by the instructor; and follow institutional policies and procedures for enrollment, withdrawal, payment of fees, and personal conduct.
- **Attendance Policies.** Students attending **New California Conservatory of Music** are expected to attend all scheduled classes for which they are registered. Excused absences, including those resulting from illness or other justifiable causes, are limited to no more than two per course. In instances of excessive absences, the instructor first meets with the student to determine the cause and to determine if the student is able to fulfill all class requirements.

Student Leave of Absence. A student who has been accepted into a graduate program is expected to remain in continuous enrollment, either full-time or part-time, throughout his/her matriculation. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Once a student enters candidacy, he/she must maintain continuous candidacy (fall, spring, summer) and pay the appropriate candidacy fee.

However, if circumstances arise that may cause an interruption in graduate study, a student may apply for a leave of absence by requesting such a leave from the unit dean. A requested leave cannot exceed one year; however, under extreme circumstances, a second, subsequent request may be granted by the appropriate department official. Students must be considered in good standing for the request to be considered.

A student may not be enrolled in the Conservatory during a leave of absence. A student on a leave of absence is not required to pay tuition, fees, or candidacy fees, but is not entitled to any services from the university during the leave, including mentorship from faculty.

No degree will be granted to a student on an official leave of absence. The student must re-enroll in the next term following the conclusion of the leave and be enrolled in the term in which a degree is granted. A leave of absence does not relieve a student from adherence to policies regarding residency and candidacy (except that the time limit for candidacy may be extended, as indicated in the previous paragraph).

- ***Withdrawal Policy.*** In instances where it is determined that the student is unable to complete the course assignments, the following schedule applies:
 - Before the end of the 2nd week, the student may withdraw without an academic penalty recorded on the transcript;
 - After the end of the 2nd week, the student's transcript will document either an "I" (Incomplete) grade or an "F" (Failing) grade based on the quality of the work submitted.

- ***Probation and Dismissal Policies.*** A student may be dismissed if he/she continuously fails to attend classes, fails to complete course/class assignments, submits class assignments that are of poor quality, is proven to be academically dishonest, and/or practices behavior or conduct that is not within the policies and standards established by the conservatory or its religious tenets.

Retention of Record.

The Office of Registration maintains a permanent record of academic work completed by each student. Support documents for the academic records are kept for three (3) years after the student graduates or date of last enrollment. Students are strongly advised to carefully check their academic record quarterly. Discrepancies in the academic record should be reported to the Records Office immediately. After three years, it is assumed that the student accepts the accuracy of his/her records each semester. Discrepancies in the academic record should be reported to the Office of Registration immediately.

Describes University and department responsibilities for the retention of, access to, and disposal of student records

Transcripts: Transcripts records are issued by the Office of Registration upon the student's request when submitted in writing. There is 20 dollars charge for official transcripts. The courses taken and grades given in one quarter do not appear on any student's transcript until all grades received by the grade deadline have been recorded; generally, this is two weeks after final exams. The University reserves the right to withhold transcripts and similar records where students, for example, have unmet obligations to the institution

Certification of Enrollment and Degrees: The Office of Registration can provide oral or written confirmation of registration, enrollment, or degree status. The printed certification can be used whenever enrollment or degree verification is required for car insurance, loan deferments, medical coverage, scholarship purposes, and so on. Certification of full- or part-time enrollment cannot be provided until after the study list is filed. After conferral, the degree awarded to a student can be verified by contacting the Office of Registration for an official transcript or a certification form. Requests for transcripts must be made by the student in writing.

Office of Registration Files: The Office of Registration maintains a record for each enrolled graduate student. At the present time, that file generally contains the student's application to New California Conservatory, the student's transcripts from other universities, and may also contain various records from the student's career at NCCM. The Office of the Registrar does not keep records from applicants who were denied admission or who refused Stanford's offer

of admission.

Access to Student/Applicant Files: In general, students who enroll at NCCM have the right to review educational records in their student record, or that are kept elsewhere by NCCM about them. The information is available to the student only, for review while enrolled or anytime thereafter.

Disposal of Student/Applicant Documents: Any document that contains non-public information about students or applicants — especially sensitive items such as admission applications, letters of recommendation, grades, or private addresses — should receive special handling when retention is no longer needed. It should either be shredded or destroyed in some way that maintains its confidentiality.

Graduation Requirements:

Students who complete each course of the program of study listed in their signed contract with the conservatory will be entitled to be awarded the academic degree appropriate to their program. Issuance of the degree will be based on the student's satisfying the required overall minimum grade point average, completion and submission of all necessary institutional forms, and payment of any outstanding fees.

Specific Number of Semester Units

Degree	Semester Units Required	Minimum GPA
M.A. in Church Music	36	3.0

Required Achievement for Master of Church Music

Specific Number of Semester Units

Semester Units required 36

(The hour of 1 unit is 1hour class per week for 13 weeks per semester)

Graduate Recital or Graduate Project required

Minimum GPA 3.0

Contact Hours:

All academic degree courses are 13 weeks in length and meet for a total of 13 contact hours for each semester unit of credit.

Financial Information

Fees and Charges:

The student is responsible for the following fees and charges:

Application Fee	\$ 90	<u>NON-REFUNDABLE</u>
Registration Fee	\$ 50	
Tuition	\$ 170 per unit	(prorated on withdrawal)
Applied Music Fee	\$ 660/sem.	
Music Lab Fee	\$ 0	No Cost
Estimated Textbooks	\$ 60~120	Per Course
Student Association Fee	\$ 0	Per Course
Graduate Recital Fee	\$ 350	
Graduate Project Fee	\$ 350	
Graduation Fee	\$ 200	
Transcript – Official	\$ 20	Each (domestic mailing)
Returned Check Fee	\$ 20	Each
Parking Fee	\$ 0	
Matriculation Fee	\$ 0	
STRF Fee	\$ 22.50	
Estimated Full Time Student Total Tuition	\$ 9,470.50	Plus Textbooks Expense

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE(현재 등록기간의 학비및 기타 경비): \$2,195 plus TEXTBOOKS EXPENSE

THE ESTIMATED TOTAL CHARGE FOR THE ENTIRE EDUCATIONAL PROGRAM(학위 취득까지의 총 학비및 기타 경비) : \$ 9,470.50 PLUS TEXTBOOKS EXPENSE

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT(등록할 때 지불해야하는 금액): \$140

NON REFUNDABLE CHARGE(등록취소 해도 돌려받지 못하는 금액): \$90

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 PO Box 980818, West Sacramento CA 95798-0818, (www.bppe.ca.gov) (P (888) 370-7589 F (916) 263-1897) www.bppe.ca.gov

Review Documents

As a prospective student, you are encourage to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Tel, 888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

Student Rights:

Students have the right to cancel their contract with the conservatory without any penalty or further obligation on the 5th business day following the first class sessions.

Students have the right to stop school at any time and receive a partial refund for the remaining part of the course(s) not taken.

Students have the right to a quality program of instruction commensurate with the degree sought. Correspondingly, the student has a responsibility to satisfy the academic and behavioral conduct requirements set forth by the conservatory.

Students have the right to an educational program with curriculum that prepares them in their selected fields of specialization.

Students have the right to receive all the services and benefits provided by the conservatory, including fair and unbiased treatment, ability to lodge personal complaints without reprisal and with due process, timely access to instructors and administrators, counseling services, and placement services.

Student Right to Cancel and Refund Policy:

Students have the right to cancel their enrollment agreement in writing, without any penalty or obligation, at any time through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student cancels the enrollment agreement, then any payment made using any negotiable instrument that was signed will be refunded also

But, if the school has given the student any equipment, it must be returned within 30 days following the date of the signed notice of cancellation. If the equipment is not

returned within this 30-day period, then the school may keep out an amount of what the student paid that equals the fair market value of the equipment. The school shall refund any amount above the fair market value of the equipment.

The student may notify the school of the cancellation by mail or other means by a signed and dated copy at any time through attendance at the first class session, or the seventh day after enrollment, whichever is later

The student must officially cancel in writing to benefit from the above provisions.

Student Eligibility for Tuition Refunds and Schedule of Refunds:

The Conservatory has and maintains a refund policy for the unused portion of tuition fees in the event a student does not register for the period of attendance or withdraws there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment

In compliance with the California Education Code, the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata (see tuition refund formula on next page).

SEMESTER PRO RATA TUITION REFUND FORMULA

(Sample Calculation)

If the student completes only 10 hours of a 30-hour course and paid \$300.00 tuition, the student could receive a refund of \$200.00.

$$\begin{array}{r} \$300 \\ \text{Amount paid} \\ \text{for instruction} \end{array} \times \frac{\begin{array}{r} 20 \text{ hours of instruction} \\ \text{paid for but not received} \end{array}}{\begin{array}{r} 30 \text{ hours of instruction} \\ \text{for which the student has paid} \end{array}} = \begin{array}{r} \$200 \\ \text{refund} \\ \text{amount} \end{array}$$

The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of the filing of the withdrawal form.

A refund of 100% of tuition paid will be given to eligible students who meet the

following criteria:

- 1) those whose class or classes were canceled by the Conservatory;
- 2) those who were not officially added by the instructor from a waiting list; and
- 3) those who officially withdraw by the end of the first class.

Student Refunds in Case of University Closure:

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

To be eligible for STRF you must be a "California Resident" and reside in California at the time the Enrollment Agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered to be a "California Resident"

To qualify for STRF reimbursement you must file a STRF application within one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment.

Students are advised to keep a copy of any enrollment agreements, contracts, or applications to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show percentage of the course which has been completed for STRF.

Questions regarding STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818 West Sacramento, CA 95798-0818, Telephone (888) 370-7589.

New California Conservatory never has a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or hasn't had a petition in a debtor in possession, hasn't filed a petition within the preceding five years, or hasn't had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code .

Student Grievance and Due Process

The student is encouraged to pursue academic studies and other university sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or

denial of rights as stipulated in university policies and in the state education code. Such action may be instituted by the student against: another student, a faculty member, an administrator, or other school staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial or capricious action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a university representative without proper regard to procedural due process as specified in conservatory guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures.

NCCM encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Individuals having complaints related to charges of sexual harassment must use a different grievance procedure. Specific information on the procedure to be followed in this kind of grievance may be obtained from the Office of the Dean of Administrative Services.

The formal procedure for grievances between students and other students, students and faculty/staff members, faculty/staff members and a student, and grievances of an academic (student-to-faculty) nature is available in the Office of the Dean of Instruction. Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the Conservatory. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the Conservatory. Any action taken by a student under a due process procedure shall preclude any further action.

Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Financial Aid

Currently this school does not participate in federal and state financial aid programs. When they are available, NCCM will disclose all consumer information to students pursuant to the applicable federal and state financial aid programs.

Student Tuition Recovery Fund Disclosures (CCR 76215)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

자격있는 학교는 등록동의서와 현재 학비의 내역에 아래의 내용이 포함되어야한다

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

학생은 다음에 해당되는모든경우 학생등록금반환 기금(STRF)에 거주정부가 부과하는 기금을 지불해야만한다

1. *You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and*

가주 거주민이거나 또는 거주민 프로그램에 등록된 사람으로서 현금이나 정부학자금 용자나 개인학자금용자로 학비를 모두 또는 일부분을 지급한 학생인 경우

2. *Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.*

고용주나 정부프로그램과 같은 3자 지불자에게 용자를 지불하겠다는 다른 동의서가 없어서 고용주나 정부프로그램과 같은 3자 지불자가 전체 학비를 지불하지 않는 경우

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

아래의 경우에는 학생등록금반환 기금(STRF)을 지불할 필요가 없으며 학생등록금반환 기금(STRF)의 보호를 받을수 없다

1. *You are not a California resident, or are not enrolled in a residency program, or*

가주의 거주자가 아니며 거주프로그램에 등록되지 않은 경우

2. *Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”*

고용주나 정부프로그램이나 다른 용자제공자같은 제 3자가 학비 전부를 제공하고 제 3자에게 다시 지불한다는 각서가 없는 경우

(b) *In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of*

student charges:

이 항목의 (a) 에 기술된 내용에 추가해서 자격있는 학교는 다음의 내용을 포함해야 하며 현재의 학비내용에 다음의 내용을 포함해야한다.

“The State of California created the Student Tuition Recovery Fund(STRF) to relieve or migrate economic losses suffered students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.”

가주는 거주거주민이거나 거주프로그램에 등록되고 BPPE의 규정에 따른 학교들에 출석하는 학생들의 경제적인 손실을 벗어나도록 학생등록금 반환 기금(STRF)을 만들었다

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

당신이 거주거주민이거나 거주프로그램에 등록되어 있으면서 학비를 선납하고 학생등록금반환 기금(STRF)을 지불했고 아래의 이유로 인한 경제적 손실로 인해 어려움을 겪고 있다면 학생등록금반환 기금(STRF)을 받을 수 있다

1. *The school closed before the course of instruction was completed.*

학과과정을 끝내기 전에 학교가 문단을 경우

2. *The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*

학교가 학비전부나 제3자에게 자격증비나 어떤 목적으로 부과된 학비, 또는 학교를 문단기전 180일 이내에 받은기구나 자료들을 위해 지불된 금액들을 지불할 수 없는 경우

3. *The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.*

학교가 법에 따른 연방정부 보증의학자금 용자를 반환하거나 학비추가분과 다른 경비를 폐교전에 학교가 받은 금액을 보상할 수 없는 경우

4. *There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.*

폐교하기 30일 이내에 법조항에 상당히 어긋난 행위가 있거나

BPPE가 판단한 30일전보다 더 이른시기에 법조항에 상당히 어긋난 행위가 시작된 경우

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

법조항의 위반으로 학교에 불리한 판결이 나서 법집행하고 위반 행위를 증명하고 벌금을 받아드리는 것들이 불가할 때

Note: Authority cited: Section 94803, 94877 and 94923, Education Code.

Reference : Section 94923, Education Code.

Course Descriptions

Master of Church Music (M.C.M.)

Description: The Master of Arts in Church Music is designed to prepare students for comprehensive local church music ministry in areas of specialization that focus on serving the religious needs of the church and community.

Pre-Requisites: B.A degree in music or related field from an approved institution. Students accepted for the program may be required by the faculty to take Pre-M.A.C.M. courses if their undergraduate degree was not taken with a concentration in an area of specialization offered at the graduate level.

Music Placement Test: The placement test will begin during the registration period to determine proficiency levels of entering students.

Requirements for Degree: M.A.C.M. requires completion of 36 units of graduate courses-12 units from the Core Courses, 16 units from the General Courses, and 8 units from Applied Music Studies. A Graduate Recital or Graduate Project is required.

- **Core Courses: (15 units)**
 - CMC 601 Hymnology (Congregational Song) (2 units)
 - CMC 610 Conducting (2 units)
 - CMC 621 Introduction to Graduate Studies (2 units)
 - CMC 641 Church Music Administration (2 units)
 - OTC 602 Old Testament Survey (3 units)
 - NTC 603 New Testament Survey (3 units)
 - THC 604 Biblical Theology of Church Music (2 units)

- **General Courses: (13 units)**
 - CMG 660 Service Playing for Organist (2 units)
 - CMG 611 Conducting II (2 units)
 - CMG 661 Accompanying (2 units)
 - CMG 662 Piano Pedagogy (2 units)
 - CMG 663 String Pedagogy (2 units)
 - CMG 643 Church Music Literature (2 units)
 - CMG 665 Principles of Coordinate Playing (2 units)
 - CMG 623 MIDI/Computer Music (2 units)
 - CMG 680 Ensemble (1 unit)
 - CMG 681 Alexander Technique (2 unit)

- **Applied Music: (8 units + Project or Recital)**
 - CMA 643 Organ (1-2 units)
 - CMA 653 Piano (1-2 units)
 - CMA 623 Voice (1-2 units)
 - CMA 613 Conducting (1-2 units)
 - CMA 663 Orchestral Instrument (1-2 units)
 - CMA 650 Graduate Recital (0 units)
 - CMA 657 Graduate Project (0 units)

- **Pre-M.A.C.M. Curriculum**
 - CMP 530 Music Theory I (2 units)
 - CMP 531 Music Theory II (2 units)
 - CMP 532 Analysis of Music (2 units)
 - CMP 501 History of Music (2 units)
 - CMP 570 Orchestration (2 units)
 - CMP 510 Conducting (2 units)

CMP 520	Voice	(2 units)
CMP 540	Organ	(2 units)
CMP 550	Piano	(2 units)

Description of Courses:

CMC 601 Hymnology

This course covers the historical, analytical, and practical viewpoints of worship and hymn. It is aimed at instilling a deeper and richer understanding and knowledge of worship and hymns beginning with an introduction of Hymnology and Ancient Hymns. Different trends in hymn practices from historical to contemporary will be presented.

CMC 610 Conducting

This course presents basic conducting techniques, score analysis, conducting patterns, and the problem of tempo, dynamics, articulations, and texts.

CMC 621 Introduction to Graduate Studies in Music

This course deals primarily with information science as it concerns the study of music. It concentrates on techniques for obtaining information about music of all types and also on improving writing skills. The course is intended to be of practical value to the student for other courses in this discipline and for staying abreast of developments in music and techniques for becoming a more effective writer.

CMC 641 Church Music Administration

This course focuses on developing the church music program of a local church, the relationship of the minister of music to the congregation, music committee pastoring. Sunday school choir program, music for mission, and the general organization of church music.

OTC 602 Old Testament Survey

This course concentrates on the study of grammar and vocabulary building and develops techniques for the exposition of Greek text, with the principles of interpretation applied to the Gospel of John.

NTC 603 New Testament Survey

This course focuses on General Epistles and Revelations that include the history,

setting, theme, purpose, and message of each book.

THC 604 **Biblical Theology of Church Music**

This course explores the correlation between music and ministry. Biblical truths are examined in order to provide deeper insight into the roots of church music and its ministry. A variety of methodologies and biblical counterpoints will be reviewed to establish a solid connection between the Word of God and Church Music.

CMG 611 **Conducting II**

This course is a continuation of the principles and techniques presented in **CM 510**. Emphasis is given to more score preparation and assimilation. Excerpts of three major choral and orchestral works of contrasting style periods will be prepared for in-class presentation.

CMG 660 **Service Playing for Organist**

This course is designed to improve the church organist's knowledge and skills, solo accompaniment, and solo playing on hymn themes in many styles.

CMG 661 **Accompanying**

This course is designed to improve the church pianist's knowledge and skills, solo accompaniment, and solo playing on hymn themes in many styles.

CMG 662 **Piano Pedagogy**

This course provides a practical approach to piano teaching and covers the survey and evaluation of teaching materials, practical methods, and procedures for the continuing development of technique, style, and musicianship.

CMG 663 **String Pedagogy**

This course focuses on teaching methods for violin, viola, violoncello, and double bass. Topics include: developing a beautiful tone, establishing the fundamentals of musicianship, teaching students how to practice, and teaching the basic skills that underlie double stops, vibrato, shifting, and harmonics.

CMG 643 **Church Music Literature**

This course provides a detailed study of selected major choral and organ works,

historical context, score analysis, and performance. A comparison of Jewish, Eastern Orthodox, Roman Catholic, Lutheran, and Anglican liturgies and their relation to music in non-liturgical service and the church year are emphasized.

CMG 665 Principles of Coordinate Playing

This course is a special study of the physical mechanism and principles of coordinated piano playing based on principles of the Dorothy Taubman Method: Injury-free Piano Techniques.

CMG 623 MIDI/Computer Music

This course provides a hands-on introduction to electronic instruments, methodologies, hardware/software configurations, MIDI applications, etc. that are currently available to the professional church and commercial musician.

CMG 680 Ensemble

This course is both a study and performance of ensemble literature knowledge and skills directed toward increasing the student's musical experience and repertoires.

CMG 681 Alexander Technique

This course teaches the ability to improve physical postural habits, to improve performance, self observation and impulse control and relieve chronic stiffness, tension and stress.

CMA 643 Organ

This course is based on individual instruction in organ. Repertoire is selected according to the background and ability of the student.

CMA 653 Piano

This course is based on individual instruction in piano. Repertoire is selected according to the background and ability of the student.

CMA 623 Voice

This course focuses on the study of solo voice repertoire, professional preparation, and vocal technique. It includes rehearsal procedures, stage deportment, and the interpretation of voice solo work. Repertoire and performance practice from various art song, concert, opera, and sacred music

also are an integral part of this course.

CMA 613 Conducting

This course is based on individual instruction in conducting. Repertoire is selected according to the background and ability of the student.

CMA 663 Orchestral Instrument

This course is based on individual instruction in orchestral instrument with the repertoire selected according to the background and ability of the student.

CMA 650 Graduation Recital

This course concentrates on the preparation and presentation of an acceptable recital consisting of appropriate literature from major style periods. The recital is the culminating musical project for advanced graduate work.

CM 657 Graduation Project

This course focuses on faculty directed research and the preparation and presentation of a topic of special interest to the student.

CMP 530 Music Theory I

This course is an advanced study of the science of music and builds on the basis of the fundamental structures learned in undergraduate Music Theory.

CMP 531 Music Theory II

This course is an advanced study of the science of music building and is an extension of the basis of the structure presented in Music Theory I.

CMP 532 Analysis of Music

This course consists of discussions and analysis of selected works in music history. Its objective is to continue a general analysis of major forms of music so students can better identify and understand historically significant musical works, The areas of analysis include phrase structure, metric structure, melodic structure, harmonic and tonal structure, and texture.

CMP 501 History of Music

This course focuses on the study of Western music history, including representative composers, works, and genres, as well as significant concepts and issues. Overview of different stylistic periods in music history.

CMP 570 **Orchestration**

This course is designed to assist the student in the development of creative musical skills for the use in the church. It is designed to acquaint students with the practical fundamentals of instrumentation and orchestration. Emphasis will be given to the names, characteristics, and musical potential of orchestral instruments. The student will become acquainted with the basic principles of transcribing, arranging, and composing for instrumental ensembles of varying sizes. Course projects emphasize applications to church needs.

CMP 510 **Conducting**

This course introduces the basic principles, techniques, and patterns of conducting, score analysis, rehearsal procedures and techniques, and musical interpretation.

CMP 520 **Voice**

This course introduces and examines techniques of “good” vocal preparation.

CMP 540 **Organ**

This course introduces the organ, its features, characteristics, and use in religious ceremonies. The student also will be provided many opportunities to become familiar with playing the organ.

CMP 550 **Piano**

This course introduces the piano, keys, music reading and composition, and provides the student with opportunities to practice and play the piano.

Catalog Effective Date: February 8, 2015 thru Dec 31, 2016

Location Address where class session will be held: 7342 Orangethorpe Ave. Building C,
Buena Park, CA 90621

Office Mailing Address: 7342 Orangethorpe Ave Suite C-101, Buena Park, CA 90621

Phone: 714-522-6789 Fax: 714-733-5761

Web Site: www.nccmusic.org info@nccmusic.org

NCCM Faculty List

Name	Degree	School	Major	Telephone
LEE, HYE KYUNG	D.C.M.	CLAREMONT GRADUATE UNIVERSITY	CHURCH MUSIC	(562) 760-6806
	M.F.A	UNIVERSITY OF CALIFORNIA, IRVINE	PIANO	
	B.M.	SEOUL UNIVERSITY		
ROBERTSON, CAREY	D.M.A.	USC	ORGAN	(909) 579-0392
	M.M.	USC		
	B.M.	CAL STATE, NORTHRIDGE (1977)		
KIM, HYO CHEONG	D.M.A.	USC	PIANO	(562) 802-1856
	M.M.	BOSTON UNIVERSITY	HISTORY OF MUSIC	
	B.M.	YONSEI UNIVERSITY		
FELTON, CYNTIA	D.M.A.	USC	VOICE	(626) 799-3532
	M.M.	NEW YORK UNIVERSITY	JAZZ STUDIES	
	B.M.	BERKLEE COLLEGE OF MUSIC		
SNIDER, KARL	D.M.A.	USC	ALEXANDER TECHNIQUE	(562) 595-0954
	M.A.	EASTMAN SCHOOL OF MUSIC	VOICE	
	B.A.	POMONA COLLEGE		
CHO, SUNG-WAN	PH.D.	UCLA	COMPOSITION	(714)280-8478
	M.M.	SEOUL NATIONAL UNIVERSITY	ANALYSIS OF MUSIC	
	B.M.	SEOUL NATIONAL UNIVERSITY		
YU, ESTHER	D.M.A.	USC	BIBLICAL THEOLOGY OF	(909) 629-5558
	M.A	EWHA WOMEN'S UNIVERSITY	CHURCH MUSIC	
	B.A	SANG MYUNG UNIVERSITY	HYMNOLOGY	
HWANG, HYUN JUNG	PH.D.	UCLA	MUSIC THEORY	(626) 568-8970
	M.M.	SEOUL NATIONAL UNIVERSITY	ACCOMPANYING	
	B.M.	SEOUL NATIONAL UNIVERSITY		
LEE, HOJUN	PH.D.	UCLA	HYMNOLOGY	(818)363-6188
	M.M.	UCLA	COMPUTER MUSIC	
	B.M.	KEIMYUNG UNIVERSITY		

Academic Calendar 2015–2016

Dates are subject to change. Refer to semester schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies.

This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as: Spring, Fall Semester.

Applications will be accepted for entry into programs until capacity is reached up to the beginning of the semester.

Spring Semester, 2015

- Current Student registration Jan. 12-Feb 16
- New student orientation and registration Feb 9
- Beginning of Semester for faculty Feb 9
- Instruction begins, first day of classes Feb. 16
- Last day to add class or register late Mar. 2
- Last day to drop classes Apr. 6
- Spring Recess Mar. 30-Apr. 4
- Final examination May 11-16
- Last day of classes May 16

All grades due to Office of Admissions & Records

Fall Semester, 2015

- Current Student registration Aug. 17-Sep.12
- Labor Day – Academic Holiday Sep.7
- New student orientation and registration Sep.8
- Beginning of Semester for faculty Sep.8
- Instruction begins, first day of classes Sep. 12
- Last day to add class or register late Oct. 5
- Last day to drop classes Nov.9
- Thanksgiving Holiday Nov. 23-28
- Final examination Dec. 7-12
- Last day of classes Dec. 12

All grades due to Office of Admissions & Records

Spring Semester, 2016

- Current Student registration Jan. 18-Feb 19
- New student orientation and registration Feb 17
- Beginning of Semester for faculty Feb 17
- Instruction begins, first day of classes Feb. 22
- Last day to add class or register late Mar. 7
- Last day to drop classes Apr. 11
- Spring Recess Mar. 27- April 2
- Final examination May 16-21
- Last day of classes May 21

All grades due to Office of Admissions & Records

Fall Semester, 2016

- Current Student registration Aug. 22-Sep.17
- Labor Day – Academic Holiday Sep.5
- New student orientation and registration Sep. 12
- Beginning of Semester for faculty Sep. 12
- Instruction begins, first day of classes Sep. 19
- Last day to add class or register late Oct. 8
- Last day to drop classes Nov. 14
- Thanksgiving Holiday Nov. 21-26
- Final examination Dec. 12-17
- Last day of classes Dec. 17

All grades due to Office of Admissions & Records