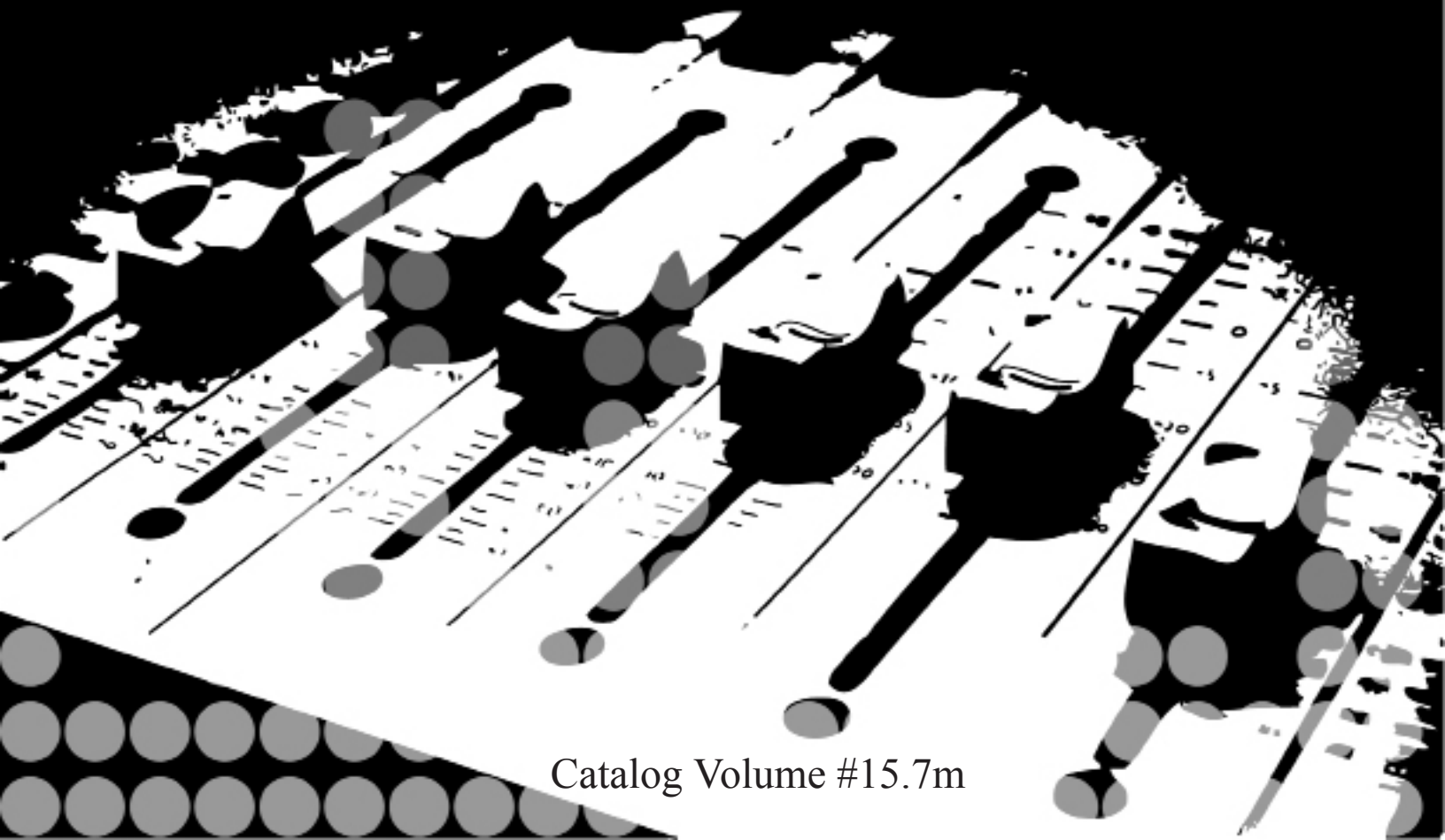




TRCA

THE RECORDING CONSERVATORY OF AUSTIN

2025- 2028 Catalog



Catalog Volume #15.7m

TRCOA Catalog Volume #15.7m
Published June 2025
Effective October 2025 - December 2030

The Recording Conservatory of Austin
4615 City Park Road
Austin, Texas 78730
P: 512.231.0344
F: 512.275.6488

Table of Contents

School History & Accreditation	1
Mission Statement & Objectives	1
Learning Sites	1
Ownership	2
Key Staff and Faculty	2
Advisory Board	2
Facilities and Equipment	3, 4
Recording Arts Residential Certificate Program (RAR) Overview	6
Recording Arts Distance Certificate Program (RAD) Overview	7
Audio Video Arts Residential Certificate Program (AVAR) Overview	8
Audio Video Arts Distance Certificate Program (AVAD) Overview	9
Certificate Program Admissions Requirements & Payment Options	10
Recording Arts Associate Programs (RAAR/RAAD) Overview	11
Audio Video Arts Associate Degree Programs (AVAAR/AVAAD)	12
Associate Degree Program Admissions Requirements	13, 14
Veterans Benefits	15
Required Materials, Supplies, Substitutions & Student Resources	15
Course Subject Description	16-33
Normal Hours of Operation	35
School Calendar	35
Enrollment Policy	35
Attendance Policy	36
Conduct Policy	36
Admissions Policy	38
Transfer & Policy for Granting Credit	38
Cancellation and Refund Policy	38, 39
Refund Policy For Students Called to Active Service Satisfactory Academic Progress (SAP) Policies	40
Grading System	41-43
Changing Programs	41
Student Services	44
Grading Scale	44
Extension Policy	44-48
Incomplete, Withdrawal, Repeat Subjects, and Remedial Work Graduation Policy	44
Alumni Services & Placement Assistance Policy	45
Financial Aid Policies	45-51
California Resident/Student Information	52-54
Student Grievance Policy	55
True and Correct Statement	55
Addendum A - Tech/Distance Education Supply Package	56

The Recording Conservatory of Austin (TRCOA) is founded on the theory that a solid base of knowledge coupled with real world experience is the best way to craft talented individuals into professional audio engineers.

Founded in 2004, TRCOA provides mentorship training combined with exposure and access to a professional recording facility. Students are provided with a real world training experience, which by the end of the curriculum, creates an experienced, fully-trained audio engineer or music producer.

Students work in a fully functional, world-class recording studio, Stinson Recording Studios. The difference between TRCOA and most everyone else is that our students have daily interaction with professional producers, composers, writers, and musicians. Our program gives students one-on-one interaction and real world application.

Mission Statement

Our mission at TRCOA is to educate and foster each student in becoming productive and accomplished members of the technical arts and business industries. We pride ourselves in equipping students not only with the skills to create professional productions in the arts, but also with well-rounded knowledge to set forth on a career path to owning their own business. We recognize that having a strong entrepreneurial approach in today's world is crucial to thriving in both small and large-scale work environments.

TRCOA is, in the truest sense of the phrase, a trade school. Because of our one-on-one mentorship approach, TRCOA is where truly passionate students come to jumpstart a vibrant career in the technical arts and business. Our proven curriculum is taught exclusively by industry professionals in real working environments. With the assistance of our dedicated staff, we carefully instruct our students in the skills to initiate and maintain business relationships necessary for a lifetime of success in today's dynamic work landscapes.

Above all, we take special care to create close relationships with each student. We attentively listen to their goals to help them achieve success using the following educational objectives::

- To provide a one-on-one mentorship learning environment with real industry professionals
- To create a culture and space for our students to grow into working professionals
- To provide a hands-on learning using industry-standard technology and techniques
- To bridge the gap between real, working professional situations and our classroom walls
- To strive for and maintain excellence in our programs by continuously reviewing our institution's systems, classroom facilities, studio equipment, curricula, faculty, and staff
- To provide continuing education opportunities for our faculty and staff and to participate in relevant industry events
- To provide services for job placement and advising for current students and alumni

Learning Sites

Main Location
4615 City Park Rd
Austin, TX 78730

Screen Share option available for some course subjects and programs. Screen sharing is a form of teleconferencing in real time using both an audio and a data connection. The computer screen is shared by more than one site, and used as an electronic blackboard, overhead projector or still video projector. Some systems allow for sharing software also.

TRCOA is a Limited Liability Company. John L. Stinson is the sole owner and director of TRCOA.

Faculty

John L. Stinson:
Professional Audio Engineer
MBD-201, BPT -101, APT-201, BPE-101,
APE-201

Jaime Ospina:
Professional Audio Engineer & Producer
AMC-201 &202

Bradley Calhoun & Ben Kliever:
Recording Arts Program –TRCOA
BRT-101 & 102

Dominick Trice:
Professional Audio Engineer & Music Producer
Recording Arts Program – TRCOA
BPT-101 & 102

Greg Jones:
Professional Musician
BMT-101 & 102

Bruce Slaughter:
Web Developer, IMD-201
& 202

Kfir Gov:
Professional Audio Engineer & Producer
APT-201 & 202

Jason Prushko
Music Business Instructor
MBD - 201 &202

Robert Sewell:
APT -101 & 101

Willy De Angelis
BMT 101 & 102

Hope Cate:
PSYC-2301

Ryan Grossman:
MATH-2301

Wade Arnold:
HIST-2301

Angeline Davis:
ENGL-2301

Naarah Bryant:
COMM-2301

Key Staff

John Stinson:
Owner & Director

Krystal Lopez: Student & Alumni
Services

Nicole Hand:
Financial Aid Administrator

Teague Reed:
Student & Alumni Placement Services

Ryan Henderson;:
Executive On-Site Administrator

Shayla Sacy:
Social Media Marketing

Nigel Clark:
Administrative Support

Advisory Board

Matt Noveskey: Song Writer & Producer

John Pointer: Musician & Producer

Stephen Carlos Kirk: GC Pro Account

Eric Clinger: A&R Rep, Music Manager

Program Advisory Committee

Matt Noveskey: Song Writer & Producer

Stephen Carlos Kirk: GC Pro Account Manager

Tim Hillier:: Distance Education Specialist

Matt Parmenter: Ice Cream Factory Studios
Owner, Audio Engineer & Music Producer

Control Room A

Control Room A houses our largest Pro Tools System with full live broadcast functionality. With Avid's Flagship product (Pro Tools HD5 Accel), Control Room A has 24 channels of I/O featuring Lavry and Avid I/O, and up to 128 playable tracks of 24 bit audio. To accompany the power of HD5, the studio utilizes a variety of the best mics, outboard preamps and compressors, and the majority of the existing plug-ins created for Pro Tools.

Dimensions:

18' x 24'

Console:

Avid Control24 Worksurface

Hard Disc Recording: Avid Pro
Tools HD-5 System LavryBlue A/
D D/A Interface Avid 192 I/O
interface Avid 96 I/O interface
Alesis Masterlink ML-9600

Monitors:

Mackie HR824 MKII
Mackie HRS120 Subwoofer Aiwa
SX-909

Outboard Gear:

(3) AMEK System 9098 Dual Preamp
(1) Avalon Design Vt 747 sp Compressor/EQ
(1) dbx 166A Compressor/Limiter
(1) Drawmer 1960 Dual Preamp/Compressor
(1) Manley Vari-Mu Compressor/Limiter (1)
Manley VOXBOX
(1) Summit TPA-200 Dual Preamp
(1) TubeTech Dual Preamp
(1) Universal Audio 2-610 Preamp
(1) Vintech 473 Preamp
(2) Wunder Audio PEQ1R Preamp/EQ
Midas 32 mix board
(2) Rode link mics
(2) DJI lav mics
(3) Monopod stands
(5) large camera stands (3 manfrotto and 2 impact)
(1) small camera stand
(2) light storm lights
(5) Sony zv-e1 cameras
(3) teradeck receivers/transmitters
Atem mini extreme
(1) soft box
Neewer reflector
Awestcott reflector
150 mm adjustable lense
70 mm adjustable lense
200mm adjustable lense
240 mm adjustable lense
24 mm adjustable wide lense
Pro presenter
Adjustable ND filter
(5) sandbags
2)Mac minis
(2) iPads
(2) monitors
Pro presenter
Light key

Control Room B

Control B houses an Avid Pro Tools 003 Rack system with Apogee Rosetta 800 AD/DA front end. Control Room B is used to edit, mix and master most projects. Th s room is also used to track singer/songwriter projects and overdubs. In addition to the Neve preamps and Manley compressors, Control Room B has access to all the outboard preamps and compressors located in Control Room A.

Dimensions: 12’ x 14’	Monitors: JBL 5.1 Surround System
Hard Disc Recording: Avid Pro Tools 003 Apogee Rosetta 800 I/O Interface	Outboard Gear (2) AMEK System 9098 Dual Preamp (1) Manley Electro-Optical Leveling Amplifie

Live Room /Drum Room/ ISO Booths

The Live Room is an expansive area designed to track anything from an intimate classical guitar to a small orchestra. The natural sounding reverb is due to the combination of high ceilings and hardwood floors. The spacious area of the Live Room is ideal for tracking a live session and video production.

The Drum Room is used when a tighter, more focused sound is required. The rich, warm tones make this an excellent room to track drums, percussion, vocals or guitar.

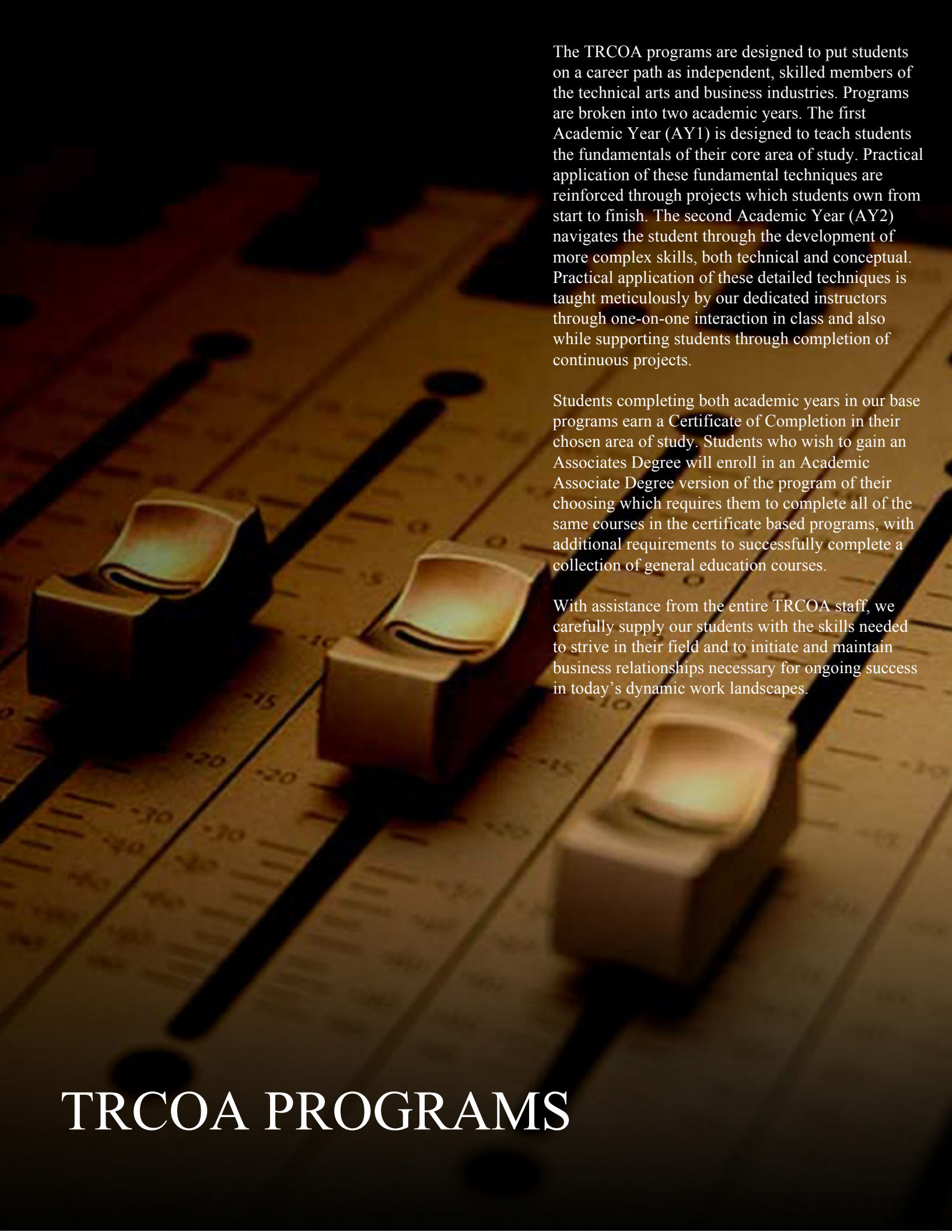
Isolation Booth A/B are perfect for tracking very focused vocals and voice-overs, guitar and bass.

Microphones: (2) AKG C480 (2) AKG C1000 (1) AKG D-112 (5) AudioTechnica ATM-250 (1) Neumann U87 (1) Neumann K84 (1) Neumann K184 (1) Neumann TLM-103 (1) Royer SF-24 (6) Shure SM-57 (1) Shure Beta 52 (1) Shure Beta 57 (1) Wunder Audio CM7	AV Gear: Moving headlight (10) Confidence monitor (2) large projectors (2) truss (2)Proaim crane Ambience lighting (11 bulbs) (4) amaran tube lights 1 ft (4) amaran tube lights 3 ft (5) Godox spotlights (5) camera fans Surround sound speaker system 50 millimeter fixed lense
--	---

Dimensions: Live Room: 25’ x 35’ with 24’ ceilings Drum Room: 17’ x 10’	ISO A: 6’ x 7’ ISO B: 6’ x 7’
---	----------------------------------

C and D Room Editing areas

The C and D Room each house an Avid Pro Tools MBox Pro system. Th s system’s main focus is to provide TRCOA students a room to work on assignments and project editing needs.



The TRCOA programs are designed to put students on a career path as independent, skilled members of the technical arts and business industries. Programs are broken into two academic years. The first Academic Year (AY1) is designed to teach students the fundamentals of their core area of study. Practical application of these fundamental techniques are reinforced through projects which students own from start to finish. The second Academic Year (AY2) navigates the student through the development of more complex skills, both technical and conceptual. Practical application of these detailed techniques is taught meticulously by our dedicated instructors through one-on-one interaction in class and also while supporting students through completion of continuous projects.

Students completing both academic years in our base programs earn a Certificate of Completion in their chosen area of study. Students who wish to gain an Associates Degree will enroll in an Academic Associate Degree version of the program of their choosing which requires them to complete all of the same courses in the certificate based programs, with additional requirements to successfully complete a collection of general education courses.

With assistance from the entire TRCOA staff, we carefully supply our students with the skills needed to strive in their field and to initiate and maintain business relationships necessary for ongoing success in today's dynamic work landscapes.

TRCOA PROGRAMS

Recording Arts Residential (RAR) Certificate Program Overview

6

The Recording Arts Residential (RAR) Program consists of four terms and two academic years. The first Academic Year (AY1) provides students with fundamental skills as an audio engineer or music producer. They will learn to record, edit, mix and master sound recordings using Avid's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing our project requirements. They will learn the fundamentals in the operation of mixing consoles, microphones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the Recording Arts Residential Program prepares students for a career as a Freelance Audio Engineer, Commercial Radio Engineer, Television Audio Engineer or Recording Studio Owner/Operator. Students will master Digital Audio Engineering Techniques, Analog Audio Engineering Techniques and Pro Tools software to create the desired qualities for sound recordings. All AY1 courses must be taken first before the following AY2 course subjects.

Course Titles	Instructional Clock Hours				Outside Work			Equivalent Credits			
	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Outside Work Clock Hours (25% limit)	Total Outside Work Clock Hours for Academic Credit (include hrs in Column H)	Total Clock Hours & Outside Work Hours (25% Limit)	Didactic	Supervised Lab	Externship	Total Credit Hours
BRT-101 Beginning Recording Techniques I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-101 Beginning Music Theory I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-101 Beginning Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-101 Beginning Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BRT-102 Beginning Recording Techniques II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-102 Beginning Music Theory II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-102 Beginning Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-102 Beginning Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-201 Advanced Music Composition I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-201 Advanced Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-201 Advanced Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-201 Music Business Development & Internet Marketing I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-202 Advanced Music Composition II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-202 Advanced Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-202 Advanced Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-202 Music Business Development & Internet Marketing II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
SUBTOTAL	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTALS:	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00

The Recording Arts Residential Program is 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Residential Program will be awarded a Certificate of Completion.

Fees, Tuition, and Special Charges

AY 1:		AY 2:	
Tuition	\$ 14,880.00	Tuition	\$ 14,880.00
Registration	\$ 100.00	Registration	\$ 100.00
Books	\$ 50.00	Books	\$ 30.00
Hard Drive (2)	\$ 200.00	Web Hosting	\$ 100.00
Supplies	\$ 100.00	LLC Registration	\$ 350.00
Total Charges	\$ 15,330.00	Supplies	\$ 100.00
		Total Charges	\$ 15,460.00

* Tuition when signing up for both Academic Years of the Recording Arts Program at time of original enrollment is of \$29,760.00, plus \$930 for books and supplies and a \$100 registration fee for a total cost of \$30,790.00.

** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

Loans are available for those who apply for it.

Scholarships may be available through financialaid@trcoa.edu.

*** Distance learning is not available for VA funded students

Recording Arts Distance (RAD) Certificate Program Overview

7

The Recording Arts Distance (RAD) Program consists of four terms and two academic years via 100% distance education. The first Academic Year (AY1) provides students with fundamental skills as an audio engineer or music producer. They will learn to record, edit, mix and master sound recordings using Avid's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing our minimum project requirements. They will learn the fundamentals in the operation of mixing consoles, microphones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the RAD Program prepares students for a career as a Freelance Audio Engineer, Commercial Radio Engineer, Television Audio Engineer or Recording Studio Owner/Operator. Students will master Digital Audio Engineering Techniques, Analog Audio Engineering Techniques and Pro Tools software to create the desired qualities for sound recordings. All AY1 courses must be taken before the following AY2 course subjects and require our Distance Ed Supply package.

Course Titles	Instructional Clock Hours			Outside Work			Equivalent Credits				
	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Outside Work Clock Hours (25% limit)	Total Outside Work Clock Hours for Academic Credit (include hrs in Column H)	Total Clock Hours & Outside Work Hours (25% Limit)	Didactic	Supervised Lab	Externship	Total Credit Hours
BRT-101 Beginning Recording Techniques I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-101 Beginning Music Theory I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-101 Beginning Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-101 Beginning Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BRT-102 Beginning Recording Techniques II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
BMT-102 Beginning Music Theory II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPT-102 Beginning Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
BPE-102 Beginning Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-201 Advanced Music Composition I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-201 Advanced Pro Tools I	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-201 Advanced Projects & Events I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-201 Music Business Development & Internet Maketing I	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
AMC-202 Advanced Music Composition II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APT-202 Advanced Pro Tools II	15	64		79.00	19.75		98.75	0.67	2.13	0.00	3.00
APE-202 Advanced Projects & Events II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
MBD-202 Music Business Development & Internet Maketing II	30	44		74.00	18.50		92.50	1.33	1.47	0.00	3.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
SUBTOTAL	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTALS:	360.00	864.00	0.00	1224.00	306.00	0.00	1530.00	16.00	28.80	0.00	48.0

The Recording Arts Distance Cert Program is 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Distance Program will be awarded a Recording Arts Distance Education Certificate of Completion.

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Required)		AY 1:	AY 2:
Laptop	Tall & Short Mic Stands	Tuition \$ 14,880.00	Tuition \$ 14,880.00
Pro Tools Subscription with iLok	Instrument Cables	Registration\$ \$100.00	Registration\$ 0.00
Ableton Live	Audio Technica AT2035	Books \$ 50.00	Books \$ 30.00
Steven slate Complete	Large Diaphragm Mic	Hard Drive (2) \$ 200.00	Web Hosting \$ 100.00
Melodyne	Alesis v25 Keyboard	Supplies \$ 100.00	LLC Registration \$ 350.00
Presonus Audio Box		Tech Package \$ 2,000	Supplies \$ 100.00
Sennheiser HD 280 Headphones		Total Charges \$ 17,330.00	Total Charges \$ 15,460.00
SM 57 Microphone			
Total Charges \$2,000			
(Students who already own supply materials may pay reduced fees)			

* Tuition when signing up for both Academic Years of the Recording Arts Program at time of original enrollment is of \$29,760.00, plus \$2,000 tech package, \$930 for books and supplies and a \$100 registration fee for a total cost of \$32,790

* Loans are available for those who apply. | Scholarships may be available through financialaid@trcoa.edu.

* ** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

*** See Addendum A for Distance Ed Supply Package Details

Audio Visual Arts Residential (AVAR) Certificate Program Overview 8

The Audio Video Arts Program (AVAR) is a comprehensive program designed to put students on a career path as an audio video technician. The program is broken into four terms. The first two terms (AY1) are designed to teach students the basics of audio and film. Practical application of these techniques are reinforced through projects that students own from start to finish. The third and fourth terms (AY2) teach the student how to further develop their multifaceted skills focused on a myriad of topics including, but not limited to, audio engineering and recording technology, camerawork, lighting, networking systems, music business, project management, teamwork skills, safety procedures, and how to obtain employment/clients. Practical application of these techniques are taught via starting a student's business and completing audio/video projects. Students completing all four terms earn a certificate in Audio Video Arts. Graduates of the program may find employment as an independent technician in a recording studio, an employee of an audio/visual corporation, radio station, TV station, a post production facility, among many other opportunities.

Note: All AY1 courses must be taken before AY2 designated courses and require our Tech Supply Package.

Course Code	Course Titles		Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours
<i>Example:</i> BIO 120	<i>Anatomy and Physiology</i>	<i>Cost Per Class</i>	45.00	30.00		75.00	60.00	2.00	1.00	0.00	3.50
Course Code (Certificate Program Courses)											
BFT-101	Audio Engineering I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BAF-101	Cinematography I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPP-101	Pro Tools I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BFP-101	Beginning Projects & Events (Seminars) I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BFT-102	Audio Engineering II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BAF-102	Cinematography II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPP-102	Pro Tools II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BFP-102	Beginning Projects & Events (Seminars) II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-201	Business Development & Internet Marketing I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AAF-201	A/V Production Techniques I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APP-201	Premiere Pro I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
AFP-201	Advanced Projects & Events (Seminars) I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-202	Business Development & Internet Marketing II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AAF-202	A/V Production Techniques II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APP-202	Premiere Pro II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
AFP-202	Advanced Projects & Events (Seminars) II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
Certificate Level	Category Subtotal Hours	\$29,760	360.00	864.00	0.00	1224.00	306.00	Category Credits			48.00

The AVAR is 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Audio Visual Arts Residential Program will be awarded a Certificate of Completion.

Fees, Tuition, and Special Charges

AY 1:		AY 2:	
Tuition	\$ 14,880.00	Tuition	\$ 14,880.00
Registration	\$ 100.00	Registration	\$ 100.00
Books	\$ 50.00	Books	\$ 30.00
Hard Drive (2)	\$ 200.00	Web Hosting	\$ 100.00
Supplies	\$ 280.00	LLC Registration	\$ 350.00
Total Charges	\$ 15,510.00	Supplies	\$ 100.00
		Total Charges	\$ 15,460.00

* Tuition when signing up for both Academic Years of the AVAR Program at time of original enrollment is of \$29,760.00, plus \$1,110 for books and supplies and a \$100 registration fee for a total cost of \$30,970.00.

** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

Loans are available for those who apply for it.

Scholarships may be available through financialaid@trcoa.edu.

*** Distance learning is not available for VA funded students

Audio Visual Arts Distance (AVAD) Certificate Program Overview

9

The Audio Video Arts Distance Education Program (AVAD) is a comprehensive program designed to put students on a career path as an audio video technician. The program is broken into four terms. The first two terms (AY1) are designed to teach students the basics of audio and film. Practical application of these techniques are reinforced through projects that students own from start to finish. The third and fourth terms (AY2) teach the student how to further develop their multifaceted skills focused on a myriad of topics including, but not limited to, audio engineering and recording technology, camerawork, lighting, networking systems, music business, project management, teamwork skills, safety procedures, and how to obtain employment/clients. Practical application of these techniques are taught via starting a student's business and completing audio/video projects. Students completing all four terms earn a certificate in Audio Video Arts. Graduates of the program may find employment as an independent technician in a recording studio, an employee of an audio/visual corporation, radio station, TV station, a pos production facility, among many other opportunities.

Note: All AY1 courses must be taken before AY2 designated courses and require our Distance Education Tech Supply Package.

Course Code	Course Titles		Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours
Example: BIO 120	Anatomy and Physiology	Cost Per Class	45.00	30.00		75.00	60.00	2.00	1.00	0.00	3.50
Course Code (Certificate Program Courses)											
BFT-101	Audio Engineering I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BAF-101	Cinematography I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPP-101	Pro Tools I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BFP-101	Beginning Projects & Events (Seminars) I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BFT-102	Audio Engineering II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
BAF-102	Cinematography II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BPP-102	Pro Tools II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
BFP-102	Beginning Projects & Events (Seminars) II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-201	Business Development & Internet Marketing I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AAF-201	A/V Production Techniques I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APP-201	Premiere Pro I	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
AFP-201	Advanced Projects & Events (Seminars) I	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
MBD-202	Business Development & Internet Marketing II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
AAF-202	A/V Production Techniques II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
APP-202	Premiere Pro II	\$1,860	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00
AFP-202	Advanced Projects & Events (Seminars) II	\$1,860	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00
Certificate Level	Category Subtotal Hours	\$29,760	360.00	864.00	0.00	1224.00	306.00	Category Credits		48.00	

The AVAD Program is 48 credit hours total. It's a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the AVAD Program will be awarded a Audio Visual Arts Distance Education Certificate of Completion.

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Required)		AY 1:	AY 2:
Laptop	Tall & Short Mic Stands	Tuition \$ 14,880.00	Tuition \$ 14,880.00
Pro Tools Subscription with iLok	Instrument Cables	Registration\$ \$100.00	Registration\$ 0.00
Ableton Live	Audio Technica AT2035	Books \$ 50.00	Books \$ 30.00
Steven slate Complete	Large Diaphragm Mic	Hard Drive (2) \$ 200.00	Web Hosting \$ 100.00
Melodyne	Alesis v25 Keyboard	Supplies \$ 280.00	LLC Registration \$ 350.00
Presonus Audio Box	Camera, etc	Tech Package \$ 2,000	Supplies \$ 100.00
Sennheiser HD 280 Headphones		Total Charges \$ 17,510.00	Total Charges \$ 15,460.00
SM 57 Microphone			
Total Charges \$2,000			
(Students who already own supply materials may pay reduced fees)			

* Tuition when signing up for both Academic Years of the Audio Visual Arts Program at time of original enrollment is of \$29,760.00, plus \$3,000 tech package, \$1,110 for books and supplies and a \$100 registration fee for a total cost of \$33,970

* Loans are available for those who apply for it. | Scholarships may be available through financialaid@trcoa.edu.

* ** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

*** See Addendum A for Distance Ed Supply Package Details

Certificate Program Admissions & Payment Options

Admissions Policy

All Certificate Program applicants must be beyond the age of compulsory school attendance in Texas, provide a high school diploma or equivalent (ie- GED, evidence of passing a state certified high school equivalency test, an academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree, documentation showing student excelled academically in high school and has met the formalized written admissions policies of the college for associate degree), and all official post-secondary transcripts, as well as proof of a tour of the institution and enrollment agreement. The Recording Conservatory of Austin will give equal opportunity to all applicants regardless of race, sex, or natural origin.

In-House Payment Options

Method of Payment and Payment Schedule

Three options are available for tuition payment; 1. Full payment, 2. School Financed Loan, 3. Stipend Payment Option
Payment options include cash, check, money order and credit card (additional 3% fee for credit card processing).

1. FULL PAYMENT - executed upon enrollment

2. SCHOOL FINANCED LOAN (RAR, AVAR, AVAD and RAD Programs)

- Pre-approved loan prior to admission acceptance
- Loan application can be found on www.trcoa.com/admissions.html and must be completed prior to enrollment
- Any student can apply
- Interest rate is: 10 percent (%) compounded annually
- Payment is due on the 15th of each month, made via electronic funds transfer

Certificate Program Academic Year 1 Only-

- 10% Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- Monthly Payments (for approximately 26 months starting 1 month after classes begin)

Transferring into Certificate Program Academic Year 2 from Academic Year 1 -

- 10% Down (Due when Recording Arts class begins)
- AY1 loan will be rolled in
- Monthly payments (for approximately 48 months starting 1 month after classes begin)

Entire Certificate Program -

- 10% Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- Monthly payments (for approximately 54 months starting 1 month after classes begin)

Loan provided by:

The Recording Conservatory of Austin

4615 City Park Road

Austin, TX 78730

3. STIPEND PAYMENT OPTION FOR RAR/AVAR/AVAD/RAD PROGRAM

- Payments after initial payment will be made via electronic funds transfer
- 6 equal payments per Academic Year + \$100 Registration Fee
- 12 equal payments for both Recording Arts Program Academic Years.
- Payments are due the 15th of the month
- No interest is charged

4. If paying by credit card a 3% uplift will be added to the each payment.

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor hereunder.

Recording Arts Academic Associate Degree (RAAR/RAAD) Programs Overview

The Recording Arts Associate Degree Residential (RAAR) and Distance (RAAD) Programs consist of four terms and two academic years. The first Academic Year (AY1) provides students with fundamental skills as an audio engineer or music producer. They will learn to record, edit, mix and master sound recordings using Avid's Pro Tools Digital Audio Workstations in order to realize an artist's or producer's creative vision by completing our project requirements. They will learn the fundamentals in the operation of mixing consoles, microphones, signal processors, digital audio workstations, sequencing software and speaker systems. The second Academic Year (AY2) of the RAA Programs prepare students for a career as a Freelance Audio Engineer, Commercial Radio Engineer, Television Audio Engineer or Recording Studio Owner/Operator. Students will master Digital Audio Engineering Techniques, Analog Audio Engineering Techniques and Pro Tools software to create the desired qualities for sound recordings. All AY1 (101 & 102 level) courses must be taken first before the following AY2 (201 & 202 level) course subjects. The Gen Ed courses (ENGL-1301, MATH-1332, PSCH-1318, PSYCH-2301, HIST-1302) may be taken in any order, with one gen ed class per term and two during term four.

CLOCK HOURS						CREDIT HOURS					
Course Code	Course Titles	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours	
Example: BIO 120	Anatomy and Physiology	45.00	30.00		75.00	60.00	2.00	1.00	0.00	3.50	
Technical Courses											
BRT-101	Beginning Recording Techniques I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BMT-101	Beginning Music Theory I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPT-101	Beginning Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPE-101	Beginning Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BRT-102	Beginning Recording Techniques II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BMT-102	Beginning Music Theory II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPT-102	Beginning Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPE-102	Beginning Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
AMC-201	Advanced Music Composition I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APT-201	Advanced Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APE-201	Advanced Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
AMC-202	Advanced Music Composition II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APT-202	Advanced Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APE-202	Advanced Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
MBD-201	Music Business Development & Internet Marketing I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
MBD-202	Music Business Development & Internet Marketing II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
Category Subtotal Hours		360.00	864.00	0.00	1224.00	306.00	Category Credits			48.00	
Gen Ed Courses											
ENGL-1301	English Composition	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
MATH-1332	Contemporary Mathematics	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
SPCH-1318	Interpersonal Communication	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
PSYC-2301	Introduction to Psychology	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
HIST1302	United States History	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
Category Subtotal Hours		225.00	0.00	0.00	225.00	450.00	Category Credits			15.00	
TOTAL PROGRAM HOURS					1449.00	TOTAL PROGRAM CREDITS					63.00

The RAAR/RAAD Programs are 585 class hours, 864 lab hours, with 1,449 clock hours and 63 credit hours total. Each is a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Recording Arts Associate Degree Residential Program will be awarded a Recording Arts Academic Associate Degree upon completion. Students satisfactorily completing the Recording Arts Associate Degree Distance Education program will be awarded a Recording Arts Academic Associate Degree upon completion.

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Required for RAAD)		AY 1:		AY 2:	
Laptop		Tuition	\$ 18,430.00	Tuition	\$ 18,430.00
Pro Tools Subscription with iLok	Tall & Short Mic Stands	Registration\$	\$ 100.00	Books	\$ 30.00
Ableton Live	Instrument Cables Audio	Books	\$ 50.00	Web Hosting	\$ 100.00
Steven slate Complete	Technica AT2035 Large	Hard Drive	\$ 200.00	LLC Registration\$	350.00
Melodyne	Diaphragm Mic Alesis	Supplies	\$ 200.00	Supplies	\$100
Presonus Audio Box	v25 Keyboard	Total Charges	\$ 18,880.00	Total charges	\$ 19,010.00
Sennheiser HD 280 Headphones					
SM 57 Microphone					
Total Charges \$2,000					
(Students who already own supply materials may pay reduced fees)					

* Tuition when signing up for both Academic Years of the RAA Program at time of original enrollment is \$36,860.00, plus \$930 for required books and supplies and a \$100 registration fee for a total cost of \$37,890.00 for RAAR and \$39,890 for RAAD. ** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

* Loans are available for those who apply for it. | Scholarships may be available through financialaid@trcoa.edu.

*** See Addendum A for Distance Ed Supply Package Details

Audio Visual Arts Academic Associate Degree (AVAAR/AVAAD) Programs Overview

The Residential version of our Audio Video Arts Associate (AVAAR) Program is a comprehensive program designed to put students on a career path as an audio video technician. The program is broken into four terms. The first two terms are designed to teach students the basics of audio and film. Practical application of these techniques are reinforced through projects that students own from start to finish. The third and fourth terms teach the student how to further develop their multifaceted skills focused on a myriad of topics including, but not limited to, audio engineering and recording technology, camerawork, lighting, networking systems, music business, project management, teamwork skills, safety procedures, and how to obtain employment/clients. Practical application of these techniques are taught via starting a student's business and completing audio/video projects. An additional requirement for the Associate Degree program is completion of five general education courses. Students completing all four terms earn an Academic Associate Degree in Audio Video Arts. Graduates of the program may find employment as an independent technician in a recording studio, an employee of an audio/visual corporation, radio station, TV station, a post production facility, among many other opportunities.

Note: All AY1 courses must be taken before AY2 designated courses and require our Tech Supply Package.

CLOCK HOURS							CREDIT HOURS				
Course Code	Course Titles	Didactic	Supervised Lab	Externship	Total Instructional Clock Hours	Additional Outside Work Clock Hours	Didactic	Supervised Lab	Externship	Total Credit Hours	
Example: BIO 120	Anatomy and Physiology	45.00	30.00		75.00	60.00	2.00	1.00	0.00	3.50	
Technical Courses											
BRT-101	Beginning Recording Techniques I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BMT-101	Beginning Music Theory I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPT-101	Beginning Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPE-101	Beginning Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BRT-102	Beginning Recording Techniques II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
BMT-102	Beginning Music Theory II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPT-102	Beginning Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
BPE-102	Beginning Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
AMC-201	Advanced Music Composition I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APT-201	Advanced Pro Tools I	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APE-201	Advanced Projects & Events I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
AMC-202	Advanced Music Composition II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APT-202	Advanced Pro Tools II	15.00	64.00		79.00	19.75	0.67	2.13	0.00	3.00	
APE-202	Advanced Projects & Events II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
MBD-201	Music Business Development & Internet Marketing I	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
MBD-202	Music Business Development & Internet Marketing II	30.00	44.00		74.00	18.50	1.33	1.47	0.00	3.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
Category Subtotal Hours		360.00	864.00	0.00	1224.00	306.00	Category Credits			48.00	
Gen Ed Courses											
ENGL-1301	English Composition	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
MATH-1332	Contemporary Mathematics	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
SPCH-1318	Interpersonal Communication	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
PSYC-2301	Introduction to Psychology	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
HIST1302	United States History	45.00			45.00	90.00	2.00	0.00	0.00	3.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	0.00	0.00	0.00	
Category Subtotal Hours		225.00	0.00	0.00	225.00	450.00	Category Credits			15.00	
TOTAL PROGRAM HOURS					1449.00	TOTAL PROGRAM CREDITS					63.00

The AVAR/AVAAD Programs are 585 class hours, 864 lab hours, with 1,449 clock hours and 63 credit hours total. Each is a sixty (60) week program comprised of four fifteen (15) week terms. The maximum time allowed for completion of each Academic Year is forty five (45) weeks and ninety weeks (90) for both Academic Years. Students satisfactorily completing the Audio Video Arts Associate Degree Residential Program will be awarded a Recording Arts Academic Associate Degree upon completion. Students satisfactorily completing the Recording Arts Associate Degree Distance Education program will be awarded a Audio Video Arts Academic Associate Degree upon completion

Fees, Tuition, and Special Charges***

Distance Education Supply Package (Required for RAAD)		AY 1:		AY 2:	
Laptop		Tuition	\$ 18,430.00	Tuition	\$ 18,430.00
Pro Tools Subscription with iLok	Tall & Short Mic Stands	Registration\$	\$ 100.00	Books	\$ 30.00
Ableton Live	Instrument Cables Audio	Books	\$ 50.00	Web Hosting	\$ 100.00
Steven slate Complete	Technica AT2035 Large	Hard Drive	\$ 200.00	LLC Registration\$	350.00
Melodyne	Diaphragm Mic Alesis	Supplies	\$ 280.00	Supplies	\$100
Presonus Audio Box	v25 Keyboard	Total Charges	\$ 18,980.00	Total charges	\$ 19,010.00
Sennheiser HD 280 Headphones	Camera, etc				
SM 57 Microphone					
Total Charges \$3,000					
(Students who already own supply materials may pay reduced fees)					

* Tuition when signing up for both Academic Years of the AVAA Program at time of original enrollment is \$36,860.00, plus \$1,110 for required books and supplies and a \$100 registration fee for a total cost of \$38,070.00 for RAAR and \$41,070 for AVAAD. ** In the event an enrollee wishes to pay tuition and fees by credit card (Visa, MasterCard, American Express, etc.) a fee of 3% will be added to the total amount charged on the credit card.

* Loans are available for those who apply for it. | Scholarships may be available through financialaid@trcoa.edu.

*** See Addendum A for Distance Ed Supply Package Details

TRCOA Academic Associate Degree Admissions Policy

All Academic Associate Degree Program applicants must be beyond the age of compulsory school attendance in Texas, provide a high school diploma or equivalent (ie- GED, evidence of passing a state certified high school equivalency test, an academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree, documentation showing student excelled academically in high school and has met the formalized written admissions policies of the college for associate degree) and all official post-secondary transcripts, as well as proof of a tour of the institution and enrollment agreement. The Recording Conservatory of Austin will give equal opportunity to all applicants regardless of race, sex, or natural origin.

EdReady Exam Requirement

In addition to requiring a High School Diploma or Equivalent and all Post-secondary transcripts, our degree program applicants are required to take the EdReady entrance exam. A minimum score of 70 in the English section and a minimum score of 46 in the Math section is required for enrollment in all TRCoA associate degree programs.

Applicants will be allowed to take the entrance exam a maximum of three times within a year. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will not be eligible to apply for admission into any TRCoA degree program at any TRCoA campus for one year. The EdReady entrance exam is not required for students entering a program who can show proof of earning 12 semester credits from an accredited college.

Policy for Verifying High School Diploma Validity

A student's high school diploma validity must be verified by ensuring that the school it originated from is a legitimate secondary institution. If the school has reason to believe that the diploma is not valid or was not obtained from a secondary institution, the student cannot be accepted. The school may use online searches or contact the Texas Workforce Commission Career Schools & Colleges to verify legitimacy in this way. Self-certification is not sufficient documentation and there is no appeal process if TRCOA cannot validate the high school diploma. All questionable high school diplomas and transcripts will be verified in this way.

Home schooled students can be those who are considered as possessing the equivalent of a high school diploma, however, the rules for how a student successfully completes homeschooling vary from one school to another.

At minimum, an applicant who has completed a home school program must submit either of the following:

- A transcript or its equivalent that lists the courses completed by the applicant and that documents completion of high school. Such a transcript or the equivalent must be signed by the applicant's parent or guardian.
- A high school completion credential for homeschool provided for under state law.

Academic Associate Degree Program Admissions & Payment Options

In-House Payment Options

Method of Payment and Payment Schedule

Three options are available for tuition payment; 1. Full payment, 2. School Financed Loan, 3. Stipend Payment Option
Payment options include cash, check, money order and credit card (additional 3% fee for credit card processing).

1. FULL PAYMENT

- Both Academic Years, \$36,860.00 tuition + \$100 registration fee + \$930 for required books and supplies = total cost of \$37,890.00.
- Academic Year 1, \$18,430 tuition + \$100 registration fee + \$350 books and supplies = \$18,880
- Academic Year 2, \$18,430 tuition + \$580 books and supplies = \$19,010

2. SCHOOL FINANCED LOAN

- Pre-approved loan prior to admission acceptance
- Loan application can be found on www.trcoa.com/admissions.html and must be completed prior to enrollment
- Any student can apply
- Interest rate is: 10 percent (%) compounded annually
- Payment is due on the 15th of each month, made via electronic funds transfer

Associate Degree Academic Year 1 Only-

- 10% Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- Approximately \$595 Monthly Payments (approximately 36 months starting 1 month after classes begin)

Transferring into Associate Degree Program Academic Year 2 from Academic Year 1 -

- 10% Down (Due when class begins)
- AY1 loan will be rolled in
- Approximately \$595 Monthly Payments (approximately 68 months starting 1 month after AY2 classes begin)

Entire RAA Program -

- \$3,779 Down (Due at Orientation/Enrollment) + \$100 Registration Fee
- Approximately \$630 monthly payments (for approximately 72 months starting 1 month after classes begin)
- Loan provided by:
The Recording Conservatory of Austin
4615 City Park Road, Austin, TX 78730

3. STIPEND PAYMENT OPTION FOR FULL ASSOCIATE DEGREE PROGRAM

- Payments after initial payment will be made via electronic funds transfer
- 16 equal payments of approximately \$2,304 (\$36,860/16) + \$100 Registration Fee + books and supplies due when classes begin
- Payments are due the 15th of the month
- No interest is charged

If paying by credit card a 3% uplift will be added to the each payment.

Post 9-11 GI Bill®

We proudly accept the Post 9-11 GI Bill ® from eligible applicants. TRCOA does not prohibit attendance or impose penalties while waiting on VA Payments, per 38 U.S.C. § 3679(e)(1)A&B.

To Apply:

If you have never used the G.I. Bill ® before, complete the 22-1990 form.

If you have used the G.I. Bill ® to pay for any schooling in the past, complete the 22-1995 form.

Click Here to access your benefits information and fill out the 22-1990 or the 22-1995 form.

You will need our school address:

The Recording Conservatory of Austin
4615 City Park Road
Austin, TX 78730
512.231.0344

It will take the VA at least 1 to 2 weeks to review your application and send you a benefits certification.

Once you have received your benefits certification, call us to schedule an orientation.

Remember to bring your high school diploma (or G.E.D.), all official post secondary transcripts, military transcripts and your benefits certification sheet to orientation.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Required Materials, Supplies, Substitutions & Student Resources

Below is a recommended list of equipment and gear needed on behalf of the student included in our Tech and Supply Package or equivalent. There are, of course, many products on the market that will fulfill each of these categories, so the exact items below are not required, but suggested as a baseline to meet our academic instructional plans. In many cases, the student will have their own equipment and not need to purchase new or additional items. In these cases, the student will present a detailed list to TRCOA representing the items they already own. TRCOA instructors will evaluate the list and make a determination as to whether or not the items meet the standards of professional audio recording, mixing, and mastering and are qualitative equivalents to our recommendations.

Computer:

- i7 processor (i5 will work, but i7 recommended)
 - 16 GB ram
 - 250 GB hard drive space
 - Audio Interface: PreSonus AudioBox USB 96
 - Headphones: AKG K52
 - Microphone: Audio-Technica AT2035 Large-Diaphragm Condenser
 - Midi controller: Novation Launchkey Mini mk3 Keyboard Controller
 - Digital Audio Workstation: Avid Pro Tools subscription
 - Avid Complete Plugin Bundle
 - Avid Virtual Instruments
 - Optional Plugins List: Slate Everything Bundle, Slate Trigger, Celemony Melodyne,
 - Antares Auto-Tune Pro, Fabfilter Pro-Q 3, Soundtoys Bundle
 - iLok (obtainable through Avid Pro Tools subscription)
 - Digital Audio Workstation: Ableton Live Intro
 - Digital Storage Medium: Samsung External SSD T5 1 TB
- Instructional Aides for meeting with faculty, conducting screen shares, and digital checking-in procedure for class:
- join.me
 - RingCentral Meetings
 - my.trcoa.edu mobile apps

Specific requirements for the Internet Marketing and Design (IMD) course:

Vector Graphics: Inkscape or Illustrator

Graphics: GIMP or Photoshop

- Sublime Text
 - FileZilla
- Required textbooks for RAR, RAD and RAA

Program:

- Music Theory, 3E (Idiot's Guides), Published 2016, ISBN: 978-1465451675
- Modern Recording Techniques 9th Edition, Published 2017, ISBN: 978-1138954373
- The Complete Idiot's Guide to Music Theory, 2th Edition by Michael Miller, © 2005

Additional Required textbooks for RAA Program:

- Custom Thinking Mathematically 6th Edition, Published 2014, ISBN: 978-0321867322
- Business and Technical Writing, 6th Edition, Published 2016, ISBN: 978-1465289285
- Introduction to Psychology, Published 2013, ISBN: 978-1133956587
- Communication: Making Connections 9th Edition, Published 2013, ISBN: 978-0205930616

In addition to the equipment and resources above, students will be given access to the TRCOA Moodle based site located at my.trcoa.edu.

Subject Description:

Beginning Pro Tools sets the foundation for the student to effectively use Avid's Pro Tools Digital Audio Workstation software. This subject introduces the student to real world application of techniques and theories for editing, mixing, and mastering recorded audio sessions for delivery to the client. Students will be bringing in their projects from the Beginning Projects and Events class for the remainder of the Beginning Pro Tools class for review.

Subject Hours:

- 15 instructional & 64 supervised lab hours - BPT-101 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - BPT-102 (3 credit hour earned upon course completion)

Students will learn how to:

- Demonstrate effective navigation of Pro Tools software via keyboard shortcuts, with an emphasis on building speed to effectively manage an employer session
- Demonstrate proper editing and fade techniques
- Demonstrate effective Sound Replacer and pitch correction techniques
- Demonstrate proper routing configuration for a recording and mixing session
- Demonstrate and describe routing and mastering techniques
- Edit and mix their projects down to an industry standard product

Co-requisites: None

Basis of Grades:Pro Tools & Productions I

Quizzes: 50%

Exam: 50%

Pro Tools & Productions II

Exam 1: 50%

Comprehensive Exam: 50%

Required Resources:

External solid state hard drive

Instructional Method:

Lecture, Demonstration

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:Pro Tools & Productions I

Introduction

Introduction to Digital Audio and Pro Tools

Quiz 1

Getting Started in Pro Tools

Basic Editing in Pro Tools

Critical Listening and Referencing

Basic Tracking & Comping in Pro Tools

Quiz 2

Mix Set Up and Production Planning

Vocal Tuning & Performance Editing

Fader Mix & Using References

Saturation

Top Down Mixing & Mixbus Processing

EQ

Compression

FX/Automation

Mastering (Projects)

Exam

Pro Tools & Productions II

Intro to Drums

Advanced Editing in Pro Tools

Sample Replacement/Enhancement Intermediate

Mixing Concepts 1

Mastering (Projects)

Intermediate Mixing Concepts 2

Intermediate Mixing Concepts 3

Alternative Session Deliverables

Mastering (Projects)

Work on Additional Projects 1, 2, 3

Project Submissions

Exam 1

Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

BMT introduces the student to the fundamentals of music theory and beat production.

Subject Hours:

- 15 instructional & 64 supervised lab hours - BMT-101 (3 credit hours earned upon course completion)
- 15 instructional & 64 supervised lab hours - BMT-102 (3 credit hours earned upon course completion)

Students will learn how to:

- General Music Production Skills in Ableton
- Chart Major and Minor key scales
- Demonstrate the ability to construct and name Intervals
- Demonstrate basic rhythm duration symbols
- Explain time signatures
- Detail common time signatures
- Demonstrate setting up a click track in Pro Tools
- Demonstrate the ability to construct and name Triads and Seventh chords.
- Recognize chord inversions for Triads and Seventh Chords and identify the chord in root-position
- Translate Lead Sheet symbols to common chords of Western Classical Music
- Demonstrate ability to recognize chords
- Detail common Western chord progressions
- Identify Diatonic Triads and Seventh Chords in Major and Minor keys

Co-requisites: None

Basis of Grades:

Beat Production & Music Theory I

Projects: 50%

Exam: 50%

Beat Production & Music Theory II

Projects: 60%

Comprehensive Exam: 40%

Required Resources:

The Complete Idiot's Guide to Music Theory, 3rd Edition by Michael Miller, © 2005

Instructional Method:

Lecture, Demonstration
Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Beat Production & Music Theory I

Introduction
Pitches & Clefs
Production Techniques & Music Theory
Major Scales & Intervals
Minor Scales & Key Signatures
Projects
Rhythm & Time Signatures
Beat Production
Triads
Seventh Chords
Projects Review
Exam Review
Exam

Beat Production & Music Theory II

Inversions of Chords
Inversions in Practice
Chord Progressions
Key Recognitions
Advanced Harmony
Projects
Projects Review
Comprehensive Exam Review
Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Beginning Audio Engineering provides students with the foundation to the fundamentals of recording procedures, techniques and equipment used to create, capture and manipulate sounds.

Subject Hours:

- 30 instructional & 44 supervised lab hours - BAE-101 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - BAE-102 (3 credit hours earned upon course completion)

Students will learn how to:

- Define basic audio terms and concepts
- Define how we hear
- Describe microphone types and techniques
- Describe the sections of a console
- Detail session signal flow
- Describe patch bay types and configurations
- Describe audio signal routing in both the analog and digital domain
- Describe, detail and use the different types of filters and EQ's
- Describe the key controls of and use various types of signal processors such as compressors, limiters, gates, delays and reverb processors
- Describe how audio works in the analog domain versus the digital domain
- Describe the different types of synchronization
- Describe and use the types of automation within Pro Tools
- Describe and use MIDI within a recording session
- Detail the basic issues to be aware of in studio design
- Describe the process of creating an end product

Co-requisites: None

Basis of Grades:Audio Engineering I

Homework: 38%

Exam: 62%

Audio Engineering II

Homework: 30%

Comprehensive Exam: 70%

Required Resources:

Modern Recording Techniques, 9th Edition by Huber & Runstein, © 2010

Instructional Method:

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:30

Content Outline*:Cwf kq'Gpi kpggtkpi 'K

Introduction

Sound"K

Uqwpf "KK

Rcej lecdrgu

Mic"K

O le"KK

Co r u

Uk pcrHrty "K

Uk pcrHrty "KK

GS "K

F {pco leu"K

F {pco leu"II

Time Effects I

Time Effects II

Exam

Cwf kq'Gpi kpggtkpi "KK

GS "Rtlpekr ngu

Cwqo cwkq"RcuV("Rt gupv

GrgvlecrHrty kpggtkpi "Dcukeu

C"Dtlgh"J kwrqt { "qh"Teqtf kpi "O gf kwo u

O kf"Uk g"("O cwgtkpi

Cf xcpegf "O le Techniques"l

F ki kcrHrty kpggtkpi "("P {s wku

C"Dtlgh"J kwrqt { "qh"U{pe

U{pe"lp"vj g"O qf gtp"Y qtrf

Uwf kq"F guki p

Advanced Mic Techniques II

O kz"Txkgy

Qr gp"S wgukpqu

Comprehensive Gzco "Rgxkgy

Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings, but all topics will be covered.

Subject Description:

Beginning Projects provides the student with real world application of techniques and theories studied in co-requisite classes. Using Avid's Pro Tools Digital Audio Workstations, the student is responsible for the projects from recording to mastering a final product. A minimum of 6 projects must be completed but students are encouraged to go beyond the minimum.

Subject Hours:

- 30 instructional & 44 supervised lab hours - BPE-101 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - BPE-102 (3 credit hours earned upon course completion)

Students will learn how to:

- Proper techniques to interface with employers
- Recording session: demonstrate correct signal routing (analog and digital), overdub, effectively managing a session
- Demonstrate correct editing, mixing, mastering techniques
- Demonstrate proper signal processing (eq, dynamic, time-base) techniques
- Demonstrate automation techniques
- Create final product to mp3
- Demonstrate efficient Pro Tools software interface and navigation menu techniques
- Create 6 quality mixes to be used for demo reel

Co-requisites:

BMT-101, BPT-101,
BPE-101

Required Resources:

External solid state hard
drive

Instructional Method:

Lecture, Lab

Maximum Students:

Instructor Ratio 1:50

Basis of Grades:Projects & Events I

Homework: 25%

Exam: 25%

Project Submissions I: 50%

Projects & Events II

Homework: 25%

Comprehensive Exam: 25%

Project Submissions II: 50%

Content Outline*:Projects & Events I

Introduction / Orientation

Mic Types & Artist Reach Out Templates

Signal Flow & Getting Started + PT Overview 1

Acoustic Guitar 1 and/or PT Overview 2

Vocals 1 and/or PT Midi Overview

Vocals 2 and/or Tech Package Overview & Setup

Electric Guitar 1 and/or Home Tracking Overview

Piano 1 and/or Project Session Setup

Troubleshooting

Acoustic Guitar 2 and/or EQ Shapes

Electric Guitar 2 and/or EQ Frequencies

Drums 1 and/or Compressor Components

Drums 2 and/or Compressors in Use

Drums 3 and/or DeEssers + Exam Review

Exam

Projects & Events II

Percussion

Vocals 3 and/or Saturation

Singer-Songwriter and/or Mix Bus Processing

Electric Guitar 3 and/or Reverb

Piano 2 and/or Delay & Automation

Stereo Rooms and/or Mastering Setup

Vocals 4 and/or Mastering

Electric Guitar 4 and/or New Project Post

Acoustic Guitar 4

ReAmping

Mid-Side

Outboard Compressors

Summing & Line In

Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Advanced Pro Tools course is designed to expose the students to advanced mixing and mastering techniques using Avid's Pro Tools DAW system. Current projects will be reviewed and the advanced techniques will be applied to each project as required. Students will be bringing in their projects from the Advanced Projects class for the remainder of the Advanced Pro Tools class for review.

Subject Hours:

- 15 instructional & 64 supervised lab hours - APT-201 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - APT-202 (3 credit hour earned upon course completion)

Students will learn how to:

- Demonstrate effective use of Playlist on multi-take tracks
- Create steady tempo within sessions that have unsteady tempo
- Demonstrate effective navigation of Pro Tools software via keyboard shortcuts, with an emphasis speed
- Demonstrate using Elastic Audio to change time and tempo, and time compression and expansion
- Demonstrate efficient pitch correction techniques using Melodyne and AutoTune
- Understand and demonstrate the requirements of Post Production for Film
- Demonstrate ability to master final products based on the material and use appropriate mastering techniques
- Demonstrate ability to continually move projects forward in a timely manner
- Edit and mix their projects down to an industry standard product

Prerequisites:
BPT-101

Basis of Grades:

Pro Tools & Productions I

Quizzes: 50%

Exam: 50%

Co-requisites:
None

Pro Tools & Productions II

Video Project: 50%

Comprehensive Exam: 50%

Required Resources:

External solid state hard drive

Instructional Method:

Lecture, Demonstration

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Pro Tools and Productions I

Orientation

Pitfalls of Digital VS. Analog

Advanced Drum Mixing & Intro to 3D Mixing

Digital Parametric EQ

Analog EQ

Advanced Drum Mixing II

Reverb/Room

Compression

Distortion & Harmonics

In The Box Mixing

Advanced Bass Mixing

Advanced Mid-Range Mixing I

Advanced Mid-Range Mixing II & Review

Advanced Vocal Mixing

Delays & Automation

Projects Review

Pro Tools and Productions II

Mix Finalization

Advanced Mastering I

Advanced Mastering II

Advanced Mastering III

Exporting

Video Project - Intro

Video Project - Workflow in Pro Tools

Projects Review

Additional Projects Review

Video & Additional Project Submissions

Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

AMC introduces students to the process of writing and arranging music using Avid's Pro Tools Digital Audio Workstations and Ableton. For the final project, the student is responsible for taking a song in its most basic form (harmony, melody & lyrics) and providing an arrangement for a larger ensemble.

Subject Hours:

- 15 instructional & 64 supervised lab hours - AMC-101 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - AMC-102 (3 credit hour earned upon course completion)

Students will learn how to:

- Demonstrate command of Ableton and its' interaction with Pro Tools
- Define the basic musical notations for tempo, dynamics, and accents
- Demonstrate the ability to transcribe/compose melodies and display them on a score using MIDI in Pro Tools
- Detail the common song structures used in Popular Western music of the 20th and 21st centuries
- Demonstrate programming of a drum/percussion beat using a step sequencer.
- Demonstrate ability to provide an effective harmonic chord progression for a solo melody Describe the difference between a sampler and synthesizer, and how they generate sound
- Provide a homophonic harmonization of a melody using traditional four part writing
- Program an arrangement for a musical piece using Pro Tools and Ableton

Prerequisites:

BMT-101 & 102

Co-requisites:
None

Basis of Grades:

Beat Production & Music Composition I

Assignment 1: 25%

Assignment 2: 25%

Assignment 3 : 25%

Assignment 4: 25%

Beat Production & Music Composition II

Assignments: 25%

Exams & Quizzes: 25%

Project: 50%

Required Resources:

External solid state hard drive

Instructional Method:

Lecture, Demonstration

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Beat Production & Music Composition I

Active Listening

Warping, Looping & Sampling

Time Signature & Beat Subdivision

Drum Beat making -MIDI Edition

Drum Beat Making - Beat Replication

Drum Beat Making - Beat Boxing

Drum Beat Making - Key & Pads

The Concept of Clave

Notes, Tones, & Pitches

Intervals

Scales & Modes

Melody Making

Counterpoint - Pentatonic Scales

Counterpoint - Major Scales

Counterpoint - Modes

Beat Production & Music Composition II

The Harmonic Series

Tonal Harmony vs. Modal Harmony

The Harmonized Major Scale - Triads

Dominant Chords

Common Chord Progressions

Harmonic Ear Training

Lead Sheet Reading & Chord Spelling

Voice Leading

Melody Harmonization

Non-Diatonic Harmony - Secondary

Dominants

Non Diatonic Harmony - Modal

Interchange

Form & Song Structure

Song Template

Project

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

The Music Business Development class is designed to help students develop an effective business model and web presence. Additionally, the course is designed to give students an understanding of music related contracts, publishing, copyright law, performing rights societies, and online distribution.

Subject Hours:

- 30 instructional & 44 supervised lab hours - MBD-101 (3 credit hour earned upon course completion)
- 30 instructional & 44 supervised lab hours - MBD-102 (3 credit hour earned upon course completion)

Students will learn how to:

- Register a DBA business
- Use basic branding for business cards and web locations
- Use Photoshop to create basic graphic design for web
- Promote a web site that deals with recording and production experience
- Build alternative web areas of promotion via Facebook, Twitter, Youtube, etc.
- Utilize basic accounting concepts using Quicken to create a financial book and professional looking invoices
- Demonstrate a professional demo reel
- Detail business models and the cost/income associated with each model
- Understand basic copyright laws pertaining to the music industry
- Understand publishing, performing rights societies, and royalties
- Understand music production contracts
- Demonstrate working knowledge of online distribution

Prerequisites:

None

Co-requisites:

None

Required Resources:

Visual Studio Code

Instructional Method:

Lecture

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Music Business Development I

Introduction, Business Structure /Plan Business Modeling I

Business Modeling II

Business Practices I

Business Practices II

Accounting Contracts and Music Law Copyright and Publishing

Digital and Physical Releases

Digital and Physical Distribution

Music Business Development II

Marketing and Media I

Marketing and Media II Marketing and Media III

The Team and Industry Structure

Review Business Plan

Business Plan Finalized

Comprehensive Exam Review I

Comprehensive Exam Review II

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Basis of Grades:

Business Plan: 25%

Digital Release: 25%

Comprehensive Exam: 50%

Additional Subject Description:

Web Skills for Business class is designed for students to develop an effective web presence and marketing strategy. In this class students will develop a brand for themselves, a website, and a social media presence that promotes their business, primarily YouTube Channels, Twitter and Facebook Pages. Search Engine Optimization, User Funneling, Call to Action design and standards based web coding are also covered.

Subject Hours:

- Part of Music Business Development

Students will learn how to:

- Use basic branding for business cards and web locations
- Use Photoshop to create basic graphic design for web
- Promote a web site that deals with recording and production experience
- Build alternative web areas of promotion via Facebook, Twitter, Youtube, Google, etc.
- Web Marketing Strategies and the Return on Investment

Prerequisites:

None

Co-requisites:

None

Required Resources:

Visual Studio Code

Instructional Method:

Lecture

Lecture, Demonstration

Screen Share option available.

Maximum Students:

Instructor Ratio 1:5

Content Outline*:

Internet Marketing & Design I

Introduction

Logo Design

Business Card I

Business Card II

Introduction to Content & Website Template Selection

Web Design Concepts

Introduction to HTM and Beginning Website Design

Introduction to CSS and Website Styling

Advanced HTML

Internet Marketing & Design II

Bootstrap & Responsive Web Design

Advanced Web Design Tools & Editing Websites

Search Engine Optimization Part I

Social Media Marketing

Search Engine Optimization Part 2

Business Marketing Emails

Website Analytics and Traffic

Comprehensive Exam Review

Comprehensive Exam

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Basis of Grades:

Assignments: 20%

Quizzes: 20%

Comprehensive Exam: 60%

Subject Description:

The Advanced Projects course is designed to focus the student on building a working employer list and creating a professional demo reel.

Subject Hours:

- 30 instructional & 44 supervised lab hours - APE-201 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - APE-202 (3 credit hours earned upon course completion)

Students will learn how to:

- Create quality mixes to be used on web site and demo reel
- Develop working employer list
- Develop technique for approaching each project as a producer
- Display knowledge of running a recording session efficiently
- Develop knowledge of surround sound and Dolby concepts

Prerequisites:

BRT-101, BPT-101, BMT-101, BPE-101

Co-requisites:

APT-201, AMC-201

Required Resources:

External solid state hard drive

Instructional Method:

Lecture, Lab

Maximum Students:

Instructor Ratio 1:50

Content Outline*:

Projects & Events I

Project 1, 2 Recorded

Project 1, 2 Edit, Vocal Tuning, Sound Replacing

Project 1, 2 Mixed

Project 1, 2 Final Mix

Project 1, 2 Mastered

Project 3, 4, 5 Recorded

Project 3, 4, 5 Edit, Vocal Tuning, Sound Replacing

Project 3, 4, 5 Mixed

Project 3, 4, 5 Final Mix

Project 3, 4, 5 Mastered

Surround Sound and Dolby

Project Submissions

Projects & Events II

Project 6, 7 Recorded

Project 6, 7 Edit, Vocal Tuning, Sound Replacing

Project 6, 7 Mixed

Project 6, 7 Final Mix

Project 6, 7 Mastered

Project 8, 9, 10 Recorded

Project 8, 9, 10 Edit, Vocal Tuning, Sound Replacing

Project 8, 9, 10 Mixed

Project 8, 9, 10 Final Mix

Project 8, 9, 10 Mastered

Surround Sound and Dolby

Project Submissions

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Basis of Grades:

Projects & Events I

Assignments: 50%

Project Submissions I: 50%

Projects & Events II

Assignments: 50%

Project Submissions II: 50%

Subject Description:

Cinematography and editing provides students with the foundation to the fundamentals of editing procedures, techniques, and equipment used to edit and record video.

Subject Hours:

- 15 instructional & 64 supervised lab hours - BAF-101 (3 credit hours earned upon course completion)
- 15 instructional & 64 supervised lab hours - BAF-102 (3 credit hours earned upon course completion)

Students will learn how to:

- Define basic cinematography concepts
- Describe camera types and lenses
- Describe the settings within a camera
- Utilize lighting setups for various environments
- Compose and frame shots effectively
- Define camera movement techniques
- Record high quality audio for video
- Understand color theory and its application in video
- Identify different editing software and their applications
- How to cut and arrange footage
- How to organize files
- Apply basic color correlation and grading techniques
- Utilize transitions, effects, sound design in post-production
- Export and deliver a final video project

Co-requisites: None

Required Resources:

Video Production Techniques 2nd Edition by Donald Diefenbach, Anne Slatton, © 20199

Instructional Method:

Lecture, Demonstration

Screen Share option available

Maximum Students:

Instructor Ratio 1:30

Content Outline*:

Introduction

Camera Basics:: Types, Settings, Lenses

Basic Recording Setup with ATEM and Lighting

Composition and framing Techniques

Exposure and Lighting Fundamentals

White balance and Color Theory

Camera movements and Stabilization

Recording Audio for video

Introductions to editing Software

Organizing and editing footage

Cutting Techniques and Storytelling through editing

Transitions, effects, and motion graphics basics Sound

editing and mixing

Test 1

Test 1 Review

Color Corrections and Grading

Synchronization, Automation

Live Video Production and Software

Test 2

Test 2 Review

Extra Video Tools and Attachments

Final Test

Final Test Review I

*Actual weekly lessons may occur out of sequence with class meetings, but all topics will be covered.

Basis of Grades:

Homework: 25%

Midterm: 30%

Final Exam: 45%

Subject Description:

AAF introduces the student to advanced camera, audio, and lighting settings for shooting using different control software titles.

Subject Hours:

- 15 instructional & 64 supervised lab hours - AAF-201 (3 credit hours earned upon course completion)
- 15 instructional & 64 supervised lab hours - AAF-202 (3 credit hours earned upon course completion) Students

will learn how to:

- Record in Multicam
- Prepare gear for video shoot
- Advanced lighting for video
- Utilize different camera attachments
- Automate camera movement
- Understand components of ATEMEM
- Understand the basic concepts of Pro Presenter
- Demonstrate ability to set up a camera crane
- Set up LAV for audio recording
- Understand how to set up audio in XR18 for recording audio
- Understand basic concepts of Lightkey and how to set lighting and scenes
- Position cameras for effective shots
- Connect Mix effect to ATEM for Remote control
- Set up and connect multiple different softwares for a Livestream
- Troubleshoot multiple types of software

Required Resources:

Video Production Techniques 2nd Edition by Donald Diefenbach & Anne Slatton, c 20199

Instructional Method:

Lecture, Demonstration
Screen Share option available

Maximum Students: Instructor
Ratio 1:5

Content Outline*:

Introduction
Camera Setup and Settings
Camera Tools & Attachments
Gimble, Stand, Crane Setup
Intro to LAVs
Intro to XR188
Test 1 Review
Intro to Pro Presenter
Intro to ATEMEM
Intro to Middle Contol
Test 2 Review
Intro to Bitfocus Companion
Intro to Shortcuts
Intro Lightkey
Final Test
Final Test Review

Basis of Grades:

Test 1: 33.33%
Test 2: 33.33%
Test 3: 33.33%

Co-

requisites:

None

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

AVE-201 and 202: Advanced Video Editing

Subject Description:

Cinematography and editing sets the foundation for the student to effectively use editing software and all of its tools. Advanced Video Editing introduces the student to real world application of techniques and theories for editing footage and audio for delivery to the employer. Students will be bringing in their completed projects for the latter part of the Advanced video editing class for review.

Subject Hours:

- 15 instructional & 64 supervised lab hours - AVE-201 (3 credit hour earned upon course completion)
- 15 instructional & 64 supervised lab hours - AVE-202 (3 credit hour earned upon course completion)

Students will learn how to:

- Demonstrate effective navigation of Adobe Premiere software via keyboard shortcuts, with an emphasis on building speed to effectively manage an employer session
- Demonstrate proper editing and fade techniques
- Navigate Davinci Resolve for effective color grading techniques
- Demonstrate setting up and organizing files for advanced editing techniques
- Basic knowledge for Adobe Photoshop
- Export projects with best settings for industry standard product

Required Resources:

External solid state hard drive

Instructional Method: Lecture, Demonstration Lecture, Demonstration Screen Share option available
Maximum Students: Instructor Ratio 1:5

Content Outline*:

Introduction to Premiere Key Commands

Mock Editing Session

Test 1

Introduction to Davinci

Intro to After Effects

Intro to Photoshop

Advanced Audio within Premiere

Advanced Automation 3rd Party Plug-ins Test II

Advanced Captions Exporting Video

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Project review

Final Test Review I

Final Test Review II

Co-requisites: None

Basis of Grades:

Test 1: 33%

Test 2: 33%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Subject Description:

Cinematography and Editing provides the student with real world application of techniques and theories studied in co-requisite classes. Using Adobe Premiere, the student is responsible for the projects from shooting to editing and delivering a final product. A minimum of projects must be completed but students are encouraged to go beyond the minimum.

Subject Hours:

- 30 instructional & 44 supervised lab hours - AFP-201 (3 credit hours earned upon course completion)
- 30 instructional & 44 supervised lab hours - AFP-202 (3 credit hours earned upon course completion)

Students will learn how to:

- Proper techniques to interface with employers
- Video Shoot: demonstrate proper camera and lighting knowledge to execute a successful shoot
- Demonstrate correct editing, mixing, exporting techniques
- Demonstrate proper file management
- Demonstrate automation techniques
- Create final product to mp4 and mov
- Demonstrate efficient Premiere software interface and navigation menu techniques
- Edit 5 quality projects per class to be used for demo reel

Co-requisites:

AFE-101, AAF-101, BAF-101

Required Resources:

External solid state hard drive

Instructional Method:

Lecture, Lab

Maximum Students:

Instructor Ratio 1:50

Basis of Grades:

10 Projects: 10% each

Content Outline*:

Project 1 and 2 booked
 Video Creation Class
 1, 2 project video shoot complete
 Project 1, 2 editing
 Audio Mixing class
 Project 1, 2 color grading
 Project 1, 2 first video complete
 Project 3, 4 booked
 Project 1, 2 second video complete
 Color Grading Class
 Project 2, 3 video shoot complete
 Project 3, 4 Audio mixing
 Project 3, 4 color grading
 Project 3, 4 Editing
 Editing Class
 Project 3, 4 Video complete
 Project 5, 6 video shoot complete
 Project 3, 4 second video complete
 Project 5, 6 audio mixing
 Project 5, 6 color grading
 Exporting Class
 Project 5, 6 editing
 Project 5, 6 first video complete
 Project 7, 8 booked
 Project 5, 6 second video complete
 Employer Relations Class
 Project 7, 8 video shoot complete
 Project 7, 8 audio mixing
 Project 7, 8 color grading
 Project 7, 8 editing
 Project 7, 8 first video complete
 Project 9,10 booked
 Project 7, 8 second video complete
 Project 9, 10 video shoot complete
 Project 9, 10 audio mixing
 Project 9, 10 color grading
 Project 9, 10 editing
 Project 9, 10 first video complete
 Project 9,10 second video complete
 Demo reel compiled. Final backups completed

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

ENGL1301 - English Composition I

Subject Description:

The purpose of this course is to further develop students' English language, reading, and writing skills as a foundation for their academic studies. The course will address a range of texts and genres designed to improve students' knowledge and understanding of academic discourse. Each unit also focuses on the progressive development of reading, grammar, writing, and test-taking skills.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

This course teaches students writing skills, with a primary focus on grammar and composition. Among the many other writing-centered activities we engage in, this class requires students to practice brainstorming, free-writing, sentence construction (in the context of short writing assignments), paragraph construction, the organization of ideas, and the several types of, purposes of, and audiences for general essays. Students will build on these basic skills by planning, writing, and revising essays, and experiencing writing and reading as a multi-step process.

Pre-requisites:

None

Co-requisites:

None

Required Resources:

College Writing Skills with Readings 11th Edition

Instructional Method:

Class lectures and discussions

Content Outline*:

- Grammar Part 1
- Reading Classic and Modern Literature Part 1
- Fundamentals of Essay Writing (Introduction, Thesis, Body Paragraphs, Conclusion)
- MLA Format
- Descriptive Essay
- Test 1
- Grammar Part 2
- Reading Classic and Modern Literature Part 2
- Research (Finding and Using Quality Source Material)
- MLA Citations
- Research Essay
- Test 2
- Punctuation and Style
- Reading Critically
- Argumentation and Rhetoric
- Proposal Essay
- Test 3
- Reading Narratives
- Prewriting
- Personal Narrative Essay
- Course Review and Final Test

Basis of Grades:

Assignments:	25%
Quizzes:	25%
Tests:	25%
Essays:	25%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Maximum Student-to-Instructor Ratio:

20:1

PSYC-2301: Introduction to Psychology

Subject Description:

The purpose of this course is to promote key concepts in psychology. The course is designed to be an introduction to the science and profession of psychology. The course will assist the student in the development of a foundation of basic knowledge in order to pursue further studies in specific areas of psychology.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

The course will survey introductory topics such as learning, memory, sensation and perception, personality, lifespan development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods. The topics of states of consciousness and psychotherapy will also be covered. Relevant case examples and stimulating learning activities will be employed to make the study of psychology come alive to help students better understand themselves and the people around them.

Prerequisites:

A score of 70 or higher in English and Math each on the EdReady Exam, or successful completion of at least 12 semester credits from an accredited college.

Co-requisites:

None

Required Resources:

Introduction to Psychology, Kalat, ISBN: 978-1133956587

Instructional Method:

Class lectures, discussions, and film clips

Maximum Students:

Instructor Ratio 1:20

Content Outline*:

Course Intro
History of Psychology
Subdisciplines of Psychology
Biology and Behavior
Test 1
Stages of Human Development
Sensation and Perception
States of Consciousness
Test 2
Learning Theories
Memory and Intelligence
Motivation and Emotions
Test 3
Personality
Social Behavioral Theories
Psychological Disorders and Treatments
Test 4

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Basis of Grades:

Assignments:	33.33%
Quizzes:	33.33%
Tests:	33.33%

Subject Description:

A study of the history of the United States from 1877 to present. You will learn about broad themes in the history of mid-to-modern America, including immigration, race and ethnicity, social and political reform, mobility and population growth, contested meanings of freedom, industrialization, cycles of prosperity and recession, popular culture, modernity, and rights movements. You will also develop ways of thinking historically through critical analysis of primary and secondary sources; setting events, documents and people in their historical contexts; and crafting interpretations and historical narratives from the “raw material” of the past. In this course, you should expect to do much more than memorize facts or dates – you will be busy actively doing history, not passively learning about history. Since it fulfills your “Constitutions” requirement, the course will also cover relevant aspects of the US and state constitutions.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

This course examines the industrial and emerging post-industrial eras in the United States, periods of some of the most rapid and transformative change in human history. We will explore how this change has affected patterns of work, leisure and entertainment, communication, childhood, the production and marketing of goods and services, race relations, gender roles and sexuality, urban and suburban development, warfare, the power and influence of the modern corporation, relationships between society and government, and other aspects of American life.

Content Outline*:

European Expansion; Settlement; Slavery
 The Revolution; The Founding of the US
 The War of 1812; Jefferson-Madison & Expansion
 Test 1
 Age of Jackson; Slavery in the US;
 American Culture & Manifest Destiny
 The Civil War
 Reconstruction
 Test 2
 Expansion West; Immigration; Reform
 Politics
 Industrialization; US Imperialism; The
 Presidency of Teddy Roosevelt
 US and World War I; Suffrage &
 Prohibition; The Politics & Cultural
 Changes of the 1920s
 The Great Depression
 Test 3
 World War II-Europe; World War II-
 Asia; World War II-Domestic
 The Postwar World-The Cold War; The
 1950s & 1960s; JFK & Johnson
 The Civil Rights Movement; The
 Vietnam War; Nixon, Watergate, & the
 Changing 1970s
 Reagan; Clinton & the Post-Cold War
 World; Globalization, 9/11, & the Post
 9/11 World
 Obama, Trump and the Future
 Test 4

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Basis of Grades:

Quizzes: 60%
 Tests: 40%

Maximum Student-to-Instructor Ratio:

20:1

Pre-requisites:

None

Co-requisites:

None

Required Resources:

Give Me Liberty!: An American History (Seagull Fifth Edition, Volume Two) by Eric Foner, published 2017. ISBN-13: 978-0393614190

Instructional Method:

Class lectures and discussions

Subject Description:

Interpersonal Communication applies communication theory to interpersonal relationship development, maintenance, and termination in friendships, romantic partnerships, families, and workplace relationships. The course explores theories and practice in verbal and nonverbal communication with a focus on interpersonal relationships.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus:

- Recognize the characteristics of competent communication in dyadic interactions.
- Demonstrate the ability to assess the appropriateness and effectiveness of interpersonal strategies used in various interpersonal situations.
- Demonstrate skill in selecting and using a variety of communication strategies and responses based on situational contexts, goals, and human needs.
- Differentiate between theories that explain interpersonal interaction.
- Recognize the ethical dimensions of interpersonal communication.
- Recall how perception affects communication and the importance of perception-checking.
- Demonstrate the ability to analyze and critique verbal and nonverbal messages in interpersonal interactions.
- Evaluate listening habits and demonstrate effective listening skills.
- Demonstrate effective interpersonal conflict management principles.
- Recognize communication differences between individuals in cultures that affect interpersonal interactions and recall strategies for adapting to cultural differences.
- Recall the nature and role of emotions in interpersonal interaction, and competent strategies for expressing emotions.
- Identify distinguishing characteristics of interpersonal relationships including family, friendship, romantic, and work.

Content Outline*:

Intro to Interpersonal Communication
 Considering Self
 Perceiving Others
 Experiencing Emotions
 TEST 1
 Expressing Emotions
 Reflection Assignment 1
 Understanding Culture
 TEST 2
 Listening Actively
 Communicating Verbally
 Communicating Nonverbally
 Reflection Assignment 2
 TEST 3
 Relationships with Romantic Partners
 Relationships with Family Members
 Relationships with Friends
 Reflection Assignment 3
 Managing Conflict and Power
 TEST 4

Basis of Grades:

Test 1:	25%
Test 2:	25%
Test 3:	25%
Test 4:	25%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Maximum Students:

Instructor Ratio 1:20

Prerequisites:

A score of 250 or higher in each subsection on the Wonderlic WBST Exam

Co-requisites:

None

Required Resources:

"Making Connections 11th Edition", by William Seiler;Melissa Beall;Joseph Mazer. Published by Pearson. ISBN: 9780134874722

Instructional Method:

Class lectures and discussions

MATH-1332: Contemporary Mathematics

Subject Description:

This online course is designed to help students develop the computation skills needed to succeed in the business world and better understand business concepts and situations that require mathematical solutions.

Subject Hours:

45 instructional hours (3 credit hours earned upon course completion)

Course Focus/Objectives:

Upon successful completion of the course, students will:

- 1) Solve basic percentage problems, including percent increase and decrease.
- 2) Reconcile bank statements and verify banking transactions.
- 3) Calculate employee earnings (net pay and payroll taxes).
- 4) Solve simple and compound interest problems.
- 5) Mathematically describe the impact of inflation on item costs.
- 6) Read and apply the terms of open-end credit, installment, and real estate loans. Perform calculations related to these credit instruments.
- 7) Analyze the impact of early and partial payments on loans.
- 8) Solve property and personal income tax application problems.
- 9) Calculate capital asset depreciation using a variety of depreciation methods.
- 10) Create and analyze business financial documents (income statements and balance sheets).

Prerequisites:

A score of 70 or higher in English and Math each on the EdReady Exam, or successful completion of at least 12 semester credits from an accredited college.

Co-requisites:

None

Required Resources:

MyLab Math Access Code (purchased from MyMathLab.com)

Digital copy of Business Mathematics Textbook - included with MyLab Math Access Code purchase

Scientific Calculator (Texas Instrument TI30XIIS Multiview recommended)

Instructional Method:

Class lectures, discussions, real-time working equations, readings

Content Outline*:

Unit 1

Solve percent problems.
Verify checking and credit card transactions.
Reconcile bank statements.

Unit 2

Calculate gross earnings, salaries, and commissions.
Calculate payroll taxes.
Solve simple and compound interest problems given real-world applications.
Solve for the interest, rate, time, or principal in simple interest problems.
Mathematically describe the impact of inflation on item costs.

Unit 3

Understand and apply the terms and conditions of open-end credit, installment, and real estate loans.
Calculate the impact of early and partial payments on loans.
Solve application problems involving property and personal income tax.

Unit 4

Calculate depreciation expense using multiple methods.
Create and analyze an income statement.
Create and analyze a balance sheet.

Basis of Grades:

Homework: 20%

Test 1: 20%

Test 2: 20%

Test 3: 20%

Test 4: 20%

*Actual weekly lessons may occur out of sequence with class meetings but all topics will be covered.

Maximum Students:

Instructor Ratio 1:20



SCHOOL POLICIES

Normal Hours of Operation

Administrative Hours: 10:00am - 5:00pm CST Monday - Friday

Studio open 24 hours, 7 days a week with the following restriction:

- No tracking of loud instruments between 10:00pm-8:00am (i.e. drums, electric guitar/bass)

Class Schedules:

At the time of orientation, a weekly schedule is established between the student and instructors. Terms and courses will be extended on a day-to-day basis to make up for holidays. In the event of inclement weather, students must call the school or check the my.trcoa.edu website for possible closing and/or rescheduling information.

No breaks or mealtimes are allotted.

Students will perform a minimum of approximately 15 hours of project lab hours per week.

All Courses: Approximately 1 hour block

Lab Requirement: Approximately 15 project lab hours weekly

School Calendar

Holidays observed:

New Years Day, Martin Luther King Day, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve, and Christmas Day. We allow one week off per holiday, although students may schedule lessons and lab time during holiday if arrangements are made with the instructor, and these hours will count towards a student's scheduled class hours of attendance.

Beginning Dates of Terms:

Fall Session	September 15, October 15
Mid-Fall Session	November 15
Winter Session	December, January 15 , February 15
Spring Session Mid-	
Spring Session	March 15 April 15, May15
Summer Session	June 15, July 15, August 15

If the starting and/or ending date falls on a Saturday or Sunday, the date will roll to the following Monday.

Enrollment Periods:

For each term, the enrollment period ends at the start date of that term.

Program Completion Schedule (Calculating End Dates) :

The scheduled completion time for the entire program is sixty (60) academic weeks comprised of two thirty (30) week Award Years. The maximum time allowed for completion of each Award Year is forty five (45) weeks. To complete the entire Recording Arts Program within the time of 60 academic weeks by following the weekly curriculum schedule is strongly recommended.

Scheduled Vacation Periods:

The Recording Conservatory of Austin has scheduled vacation periods during Holiday Breaks.

TRCOA's Emergency Preparedness information can be found in the "TRCOA Consumer Information.. Annual Security Report" document issued in each student Enrollment Packet.

Attendance Policy

Attendance and participation in classes are extremely important and students are expected to attend all class sessions. For all course subjects, attendance will be recorded at the beginning of each class. At the end of each term the attendance record will be added to the student's individual file. Students must attend at least 80% of scheduled credit hours.

ABSENCES POLICY

An absence is defined as not rescheduling 24hrs before a scheduled lesson. Students who cannot make a class must arrange with the instructor at least one day prior (24 hours) to the scheduled class time to re-schedule the class within a 5-day period of the original class.

CONDITIONS OF ACADEMIC SUSPENSION AND TERMINATION:

The second consecutive absence in any one course subject will result in academic suspension. All classes and studio time will be removed from the calendar. The student will have up to four weeks to contact administration to have their classes and projects rescheduled. If the student does not contact administration in 4 weeks, they will be considered for termination. Only two suspensions are allowed per term. After which, they will be considered for termination.

ACADEMIC PROBATION POLICY

If a student falls below 80% of overall scheduled credit hours, then the student is placed on academic probation and has four weeks to get above 80%. After which, they will be considered for termination. Additionally, 5 absences in any course subject will result in academic probation per term. Students will then have to keep the number of cumulative absences under 5 within four weeks or they will be considered for termination.

GRACE PERIOD:

New students have until Week 5 of their start date to maintain an overall attendance percentage above 80% before being at risk of getting put on academic probation.

TARDY POLICY:

TRCOA does not record tardiness. However, if a student is late to class by 10 minutes or more, the student will be recorded as absent.

MAKE-UP WORK POLICY

If you can prove with a doctors note or other that you were too sick or indisposed to reschedule or cancel 24hrs before a scheduled lesson then that absence will be excused. You can also make up absences by doubling up lessons or project hours in any regular scheduled school week prior to the end of the term. Instructors reserve the right to deny make-up requests.

LEAVE OF ABSENCE POLICY:

An "L" status will be marked in a student's progress chart when a student is granted a Leave Of Absence (LOA). Students in need of an LOA must submit a request in writing to the school director which states the reason for the leave. The request must be dated and signed by the student and submitted prior to the first day of leave. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. In a 12-month calendar period the sum of LOA's may not exceed 180 calendar days in length per calendar year. The school director will approve or deny all LOA requests. If enrollment is temporarily interrupted for an LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during an LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who fail to return from an LOA on the scheduled date will be dropped from the program. The school's refund policy will then be applied.

LEAVE OF ABSENCE POLICY FOR STUDENTS RECEIVING FINANCIAL AID:

TRCOA does not allow students receiving federal financial aid a Leave of Absence of more than 180 days per calendar year.

CONDITIONS FOR READMITTANCE

Students re-entering after being terminated for violation of attendance policy must complete a personal interview with the School Director at the time of their application for readmission. This provision does not circumvent the approved refund.

Conduct Policy

General Conduct Policy:

All students of The Recording Conservatory of Austin are expected to maintain a professional attitude. No physical contact or threatening behavior is permitted. Students will treat employees of The Recording Conservatory, employers of Stinson Studios, and visitors with appropriate respect. The dress code is casual. Students are held responsible for damage to equipment beyond normal wear and tear.

For project sessions, food and drink is not permitted near consoles or any gear. Food and drinks are permitted in the control rooms in the seating area. Only drinks are permitted in the tracking rooms.

Students are given an entry key code at time of orientation. This code is not to be shared with anyone at any time.

Conditions of Termination:

Failure to keep entry key code private is cause for immediate expulsion.

Failure to make restitution for damaged equipment is cause for immediate expulsion.

Students will be immediately terminated for incidents including, but not limited to: theft, intoxicated or drugged behavior, possession of weapons or drugs, use of or possession of pornographic material on campus, threatening speech or physical movements or contact with another individual on school property.

If a student is found to be in violation of student conduct policies, they will first receive a verbal warning and a letter from the School Director in their file. Upon a second violation within an academic year, the student will be placed on Disciplinary Probation and receive a written disciplinary warning detailing specific actions to be taken to remove their disciplinary probation status. A third offense will be cause for termination.

Conditions of Re-admittance:

Students re-entering after being terminated for violation of conduct and classroom policy must complete a personal interview with the School Director at the time of their application for readmission. Students may not re-enter before the start of the next grading period of the term they were enrolled in at the time of their termination. This provision does not circumvent the approved refund policy. Re-admitted students will be placed on Academic Probation status.

Drug Free Environment Policy:

The Recording Conservatory of Austin prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and/or at any school activity. Any violation of this policy will result in termination. Violations of the law will also be referred to the appropriate law enforcement authorities.

Nondiscrimination Policy:

The Recording Conservatory of Austin admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Reasonable Accommodations Policy — Individuals with Disabilities:

The Recording Conservatory of Austin does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden, or fundamentally alter the nature of a relevant program, benefit, or service provided by The Recording Conservatory of Austin.

Admissions Policy

Enrollment is open to any high school graduate or GED certificate holder seriously interested in the field of recording arts. No previous recording experience is required for admission. Each candidate must complete an Enrollment Application and conduct a personal interview with the School Director before enrollment. All students that apply for our distance education programs must also complete our distance education aptitude test and our distance education learning style test before enrollment to determine if the student has the technical skills, competencies, access to technology, and if the student's learning style is conducive to TRCOA's distance education teaching style. If a student fails the aptitude or learning style test twice, the student will have to wait a month to attempt a retake of the test.

The Recording Conservatory of Austin admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Policy for Granting Credit

All official transcripts from previous institution(s) must be received prior to enrollment so TRCOA can determine transferable credits. TRCOA's director and corresponding gen ed faculty will determine the transferability of course(s). Credit may be granted if; 1. the previous institution is accredited, 2. the course description is comparable to our catalog description, and 3. the course is at the same grade level or higher than our catalog descriptions. TRCOA only accepts course credit grades equivalent to C and above. A student must complete all five general education courses prescribed by TRCOA in addition to all Recording Arts requirements in order to graduate with our associate degree. We do not accept credit for music courses from other institutions.

To be accepted for enrollment directly into Academic Year 2, the applicant must receive a minimum score of 85% on each final exam for Academic Year 1 course subjects. Additionally, the applicant must provide a demo reel containing different projects they have recorded, edited, mixed and mastered.

Cancellation and Refund Policy

CANCELLATION POLICY

If a student wishes to terminate enrollment, the student should notify the Director in writing. Notice may be hand delivered or mailed.

DROP PERIOD A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

REFUND POLICY

1. Refund computations will be based on scheduled hours of class attendance through the last date of attendance. Leaves of absence and suspensions will not be counted as part of the scheduled class attendance. Any hours attended during school holidays will count as scheduled class hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance (if the student is in good standing).
3. There are instances where tuition and fees are collected in advance of the beginning of a term, but the student ultimately decides not to begin classes and start a program. If this occurs, and if the 72 hour cancellation privilege has expired, no more than \$100 shall be retained by the school.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials

are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. Refunds will be made within 40 days of termination.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements.
8. A student enrolled in the Recording Arts program has the right to drop after completing the first portion (Academic Year 1) before beginning the second portion (Academic Year 2) without any penalties. The student must inform Administration of their intentions to drop and will have to pay the remainder of the Academic Year 1 tuition (if applicable).

Refund Policy For VA Students

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds will be totally consummated within the forty (40) days after termination.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 40 days after the effective date of termination.

TRCOA students must be in good academic standing and meet the SAP requirements outlined below. The SAP policy is reviewed on an annual basis and updated as necessary. Satisfactory Academic Progress measurements are used for continued enrollment eligibility verification. Academic progress reports are released and Satisfactory Academic Progress is evaluated every 8 academic weeks, which is our Evaluation Period. Students must maintain 80% of scheduled hours as our progress standard. Failure to meet progress standards at any evaluation period will result in the student being placed on Academic Probation. Satisfactory attendance progress is continually evaluated, and reported at a minimum, at midterm and at the end of 1st and 2nd terms.

- At the end of each SAP Reporting Period a review will be made to ensure compliance with the program maximum time limit and minimum hour requirements of the policy.

CONDITIONS OF ACADEMIC SUSPENSION AND TERMINATION:

The second consecutive absence in any one course subject will result in academic suspension. All classes and studio time will be removed from the calendar. The student will have up to four weeks to contact administration to have their classes and projects rescheduled. If the student does not contact administration in 4 weeks, they will be considered for termination. Only two suspensions are allowed per term. After which, the student will be considered for termination.

ACADEMIC PROBATION POLICY

If a student falls below 80% of overall scheduled hours of attendance, then the student is placed on academic probation and has four weeks to attend above 80% of scheduled hours. After which, termination will be considered.

Students will receive academic warning emails when their overall attendance percentage has reached:

- Below 90% = 1st Academic Warning
- Below 85% = 2nd Academic Warning
- Below 80% = Academic Probation

Re-Establishing SAP

ACADEMIC SUCCESS PLAN FOR STUDENTS ON ACADEMIC PROBATION

Students will meet with the Director for an academic probation advising appointment. During this meeting students will explore academic issues, determine the grades needed to reach “Good Standing” and to plan strategies, assess needs and arrange tutoring if needed. Students should meet with instructors early in the program to establish lines of communication. Students will create a document delineating the timeline and benchmarks to return them to Satisfactory Progress.

APPEAL PROCESS FOR ACADEMIC SUSPENSION

Students who appeal an academic suspension must complete the following steps:

1. Submit a formal letter of appeal to the Director or designated representative.
2. Develop a re-entry plan.
3. Arrange a conference to review the re-entry plan with the designated campus contact.

If re-instated, a student will be given instructions for completing the registration process. The appeals process must be completed before the start of the next regular term. After the term has begun, no appeals of academic dismissal will be heard; and an academically dismissed student will not be permitted to register for classes again until the next available term.

Grading System and Academic Standards

41

BASIS FOR GRADES: TRCOA is Pass/Fail for Recording Arts course subjects and Letter Grade for General Education courses.

LETTER GRADE SYSTEM: A= 90-100%, B=80-89%, C=70-79%, and any grade below 70% is considered failing for General Education classes.

UNIT OF CREDIT - Academic Credit Hour*

Outside Work/ Homework Throughout the Program

Projects Throughout the Program

Practical Skills Exams as Required

Exams as Required

Final Exam as Required

TRANSFER OF CREDITS

In order to receive transfer credit for a General Education course taken at another institution, students must have received at least a “C” letter grade or higher.

TRANSCRIPT NOTATIONS

P-Passing = Student does not have to take class and is rewarded with a Pass credit

F-Failure = Student must retake class to receive credit

I-Incomplete=Student withdraws for an appropriate reason as determined by Director.

W-Withdrawal= Student is withdrawn from school or from a course before the final day of the course. A student who receives a grade of “W” must repeat the entire term to graduate from the program.

R-Repeat= If a student wants to repeat a course, they will be charged. A prefix “R” will be recorded on the transcript before grade.

T-Terminated=Student is terminated by school for unsatisfactory academic performance.

MINIMUM CUMULATIVE GRADES FOR RA/AV COURSES

Overall student grades are comprised of homework, tests, and projects. You must maintain an overall grade of 85% at each evaluation period and in order to graduate from a program. The Recording Conservatory requires 85% of the questions to be answered correctly to receive a passing grade. For any failing grade, students can attempt a retake to achieve a passing grade of 85% or higher. The student must schedule the retake with their instructor at an agreed upon time (generally the week following the prior attempt).

PROGRESS EVALUATION AND REPORTING FOR RA/AV COURSES

Grade reports will include analysis of the student’s progress toward completion of the program.

Progress reports are available to students at all times. Student progress is evaluated weekly and is formally evaluated every 8 academic weeks. Students are expected to maintain a minimum cumulative (Program grade average of 85% at the end of each grading period evaluation. Only classes with passing final grades count as successful completions. Grades marked as Incomplete “I”, Leave of Absence “L”, or other grades that fail to result in a passing grade of 85%, will not count as a completion, but will count as credit hours attempted. Note: These grade notations in this case (ex. “I” and “L”) are specific to Progress Reports and are not to be confused with the Transcript Notations described above.

PROGRESS MEASUREMENT FOR RECORDING ARTS COURSES

Students must proceed through the Program at a pace that will lead to completion within 1.5 times the normal program length of 60 weeks for all programs.

**Note: ACCSC follows the guidance of our national accreditor, ACCSC, and utilizes the Carnegie Unit in calculating our clock to credit hour conversions. See details here: <http://www.accsc.org/UploadedDocuments/2017%20Subchange%20Forms/Calculation%20of%20Credit%20Hour%20-%20Guide%202017.pdf>*

Projects are one of the core elements for successfully completing our Recording Arts Programs. Each project will be with a different artist. We use the following rubric for RA project grading standards:

RA Project Grading Rubric				
Standards	Professional Level (3)	Intermediate Level (2)	Beginner Level (1)	Grade Each 1-3
Editing:	Student's work meets or exceeds skills representative of professional rhythmic editing, such that individual instruments are working synergistically and the overall beat of the song is not dragging or rushed. Student's work represents excellent and seamless modification of pitchy instruments to ensure they fit within the key of the song. Student's editing skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional rhythmic editing, such that individual instruments are, at times, working synergistically and the overall beat of the song is not dragging or rushed. In some instances, the student's work represents proper modification of pitchy instruments to ensure they fit within the key of the song. Student's editing skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional rhythmic editing, such that individual instruments are generally not working synergistically and the overall beat of the song is dragging or rushed. In most instances, the student's work does not represent proper modification of pitchy instruments in attempts to ensure they fit within the key of the song. Student's editing skills are not worthy of job placement.	<input type="text"/> Rhythmic
				<input type="text"/> Melodic
Mixing:	Student's work meets or exceeds skills needed for professional mixing, such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are properly balanced to make an appropriate arrangement of the song. Student's mixing skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional mixing such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are, at times, properly balanced to make an appropriate arrangement of the song. Student's mixing skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional mixing, such that dynamics, tonal shape, volume, and stereo image between the multiple tracks are mostly improperly balanced to make an appropriate arrangement of the song. Student's mixing skills are not worthy of job placement.	<input type="text"/> Dynamics
				<input type="text"/> Tonal Shape
				<input type="text"/> Volume
				<input type="text"/> Stereo Imagery
Mastering:	Student's work meets or exceeds skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is properly balanced in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are worthy of job placement.	Student's work exhibits some knowledge of skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is somewhat balanced properly in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are mostly not worthy of job placement.	Student's work exhibits little knowledge of skills needed for professional mastering, such that dynamics, tonal shape, volume, and stereo image of the finished mix is, for the most part, not properly balanced in relationship to other similar songs released on large-scale outlets and streaming platforms. Student's mastering skills are not worthy of job placement.	<input type="text"/> Dynamics
				<input type="text"/> Tonal Shape
				<input type="text"/> Volume
				<input type="text"/> Stereo Imagery
Total Grade Notes				
- The project must be scored 1-3 in each category above, the sum of which constitutes the Total Grade.				<input type="text"/> Total Grade
- The Total Grade must be 26 or above to be accepted as a passing score (85%).				
Comments:				
Instructor Signature _____ Date: _____				

Projects are one of the core elements for successfully completing our AV Programs. Each project will be with a different artist.
We use the following Project Grading Rubric for all AV Programs:

AV Project Grading Rubric

Standards	Professional Level (3)	Intermediate Level (2)	Beginner Level (1)	Grade Each 1-3	
Arranging:	<p>Student's work meets or exceeds skills needed for balanced audio, such that dialogue and sound effects are clear. Video has effective pace and cadence. Student's arranging skills are worthy of job placement.</p>	<p>Student's work exhibits some knowledge of skills needed for balanced audio, such that dialogue and sound effects have minor imbalances. Video has some effective pace and cadence. Student's arranging skills are mostly not worthy of job placement.</p>	<p>Student's work exhibits little knowledge of skills needed for balanced audio, such that dialogue and sound effects are improperly balanced and distracting to video. Video does not have effective pace and cadence. Student's arranging skills are not worthy of job placement.</p>	_____	Sound Effects
				_____	Dialogue
				_____	Pace
				_____	Cadence

Editing:	<p>Student's work meets or exceeds skills representative of professional editing, such that individual instruments are working synergistically and the overall pace of the video is engaging. Student's work represents excellent use of transitions, effects, color, and graphics. Student's editing skills are worthy of job placement.</p>	<p>Student's work exhibits some knowledge of skills needed for professional editing, such that individual instruments are, at times, working synergistically and the overall pace of the video is engaging. In some instances, the student's work represents proper use of transitions effects, color, and graphics. Student's editing skills are mostly not worthy of job placement.</p>	<p>Student's work exhibits little knowledge of skills needed for professional editing, such that individual instruments are generally not working synergistically and the overall pace of the video is not engaging. In most instances, the student's work does not represent proper use of transitions, effects, color, and graphics. Student's editing skills are not worthy of job placement.</p>	_____	Transitions
				_____	Effects
				_____	Graphics
				_____	Basic Color

Finishing:	<p>Student's work meets or exceeds skills needed for mastered audio, final color grade, and professional export quality, such that resolution, aspect ratio, and compression settings of the finished video are properly set for release on large-scale outlets and video platforms. Student's finishing skills are worthy of job placement.</p>	<p>Student's work exhibits some knowledge of skills needed for mastered audio, final color grade, and professional export quality, such that resolution, aspect ratio, and compression settings of the finished video are somewhat set for release on large-scale outlets and video platforms. Student's finishing skills are mostly not worthy of job placement.</p>	<p>Student's work exhibits little knowledge of skills needed for mastered audio, final color grade, and professional export quality, such that resolution, aspect ratio, and compression settings of the finished video are not properly set for release on large-scale outlets and video platforms. Student's finishing skills are not worthy of job placement.</p>	_____	Mastered Audio
				_____	Final Color
				_____	Frame rate & Resolution
				_____	Codec

Total Grade Notes				_____	Total Grade
<p>- The project must be scored 1-3 in each category above, the sum of which constitutes the Total Grade.</p>					
<p>- The Total Grade must be 26 or above to be accepted as a passing score (85%).</p>					
<p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>					

CONDITIONS FOR TERMINATION

If a student placed on Academic Probation fails to achieve satisfactory academic progress during the probationary progress evaluation period, the student's enrollment will be terminated.

CONDITIONS FOR RE-ADMITTANCE

In accordance with Title 40, Texas Administrative Code, Section 807.243, The Recording Conservatory of Austin may allow a student whose enrollment was terminated for unsatisfactory progress to start at the next progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

EXTENSION POLICY

Students in good standing who desire more time to finish a program or class after their projected date of completion including additional weeks may request to do so in writing to the School Director, who must approve any requests.

Student Services

TRCOA offers student career advising and career services via one-on-one conferences that include resumé building and employer outreach with our Student Liaison & Alumni Services Specialists as needed, but does not guarantee employment. TRCOA does not provide housing, transportation, or child care, but we can provide a list of agencies upon request.

Grading Scale

TRCOA technical courses are Pass/Fail. For a grade of P (Pass), students must earn 85% or higher on all tests, quizzes and meet industry standards for projects as determined by the instructor (see Grading Rubrics above). Otherwise, a grade of F (Fail) will be assigned. A grade of I (Incomplete) will be assigned for students who withdraw from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.). A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A grade of "T" (Terminated) will be assigned when a student is terminated due to unsatisfactory academic progress. General Education courses are letter graded with "C" and above for passing. See "Grading System and Academic Standards" above for more info.

Incomplete, Withdrawals, Repeat Subjects, and Remedial Work Policies

INCOMPLETE GRADE

Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Therefore, if a student withdraws from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.), the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete, and upon return to classes, the student may re-enroll in these classes at no additional cost of tuition.

WITHDRAWALS

A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A student who receives a grade of "W" must repeat the entire term to graduate from the program. Full tuition will be charged for any term that is repeated.

REPEATED SUBJECTS

If a student wants to repeat a course, they will be charged. A prefix "R" will be recorded on the transcript before the final grade notation to indicate the course had been repeated.

REMEDIAL WORK

The Recording Conservatory of Austin does not offer remedial education for any program.

MAKE-UP POLICY

Students who receive a failing grade (85% or less) may, at the discretion of the instructor, be allowed to retake the graded portion (lab, test, etc.) of the class that caused the failing grade. When a student receives 85% or higher, they may continue in the course subject. The student must obtain written permission from the instructor and attend a supervised Make-up Day session (generally the week following the prior attempt). Students who miss lab work, tests, quizzes, or other assignments due to absences are permitted to make-up the work they missed at a Make-up Day session within the current enrollment period. Make-up Days will be scheduled at the discretion of the instructor.

In order to successfully complete the educational programs offered by The Recording Conservatory of Austin students must satisfy the following requirements:

Award Year 1

1. Must achieve at least 85% on all tests for technical classes
2. Complete minimum required projects
3. Complete minimum required session assists
4. Satisfy all financial obligations to The Recording Conservatory of Austin
5. Be recommended for course completion by the student's instructors
6. Pass AY1 Director review
7. Complete the required training within the maximum of weeks allowed for terms 1 & 2

Award Year 2

1. Must complete all requirements outlined for advanced classes
2. Must achieve at least 85% on all tests for technical classes
3. Complete minimum required separate employer recruitments
4. Complete minimum required projects
5. Satisfy all financial obligations to The Recording Conservatory of Austin
6. Be recommended for graduation by his or her instructor
7. Be approved by the Director for award of a Certificate of Completion or Associate Degree (depending on program)
8. Complete the required training within the maximum of weeks allowed for terms 3 & 4

Transcripts are available to students upon request and without charge for the first copy . TRCOA maintains all student transcripts and records for a minimum of three years.

Alumni Services & Placement Assistance Policy

The Recording Conservatory of Austin DOES NOT GUARANTEE EMPLOYMENT, but prepares students and alumni for placement through our Alumni Services Program, which include the following:

1. Helping current students and graduates update resumés and to match with employers
2. Creating an individual student profile at graduation based on employment interests and matching that student with available opportunities.
3. Allowing alumni to use our facilities for life, including free studio time with intent to create an employer.

Financial Aid Policies

STUDENT ELIGIBILITY:

Basic eligibility requirements for prospective students*:

- Demonstrate financial need for need-based federal student aid programs
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Maintain satisfactory academic progress (SAP)
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating the student is not in default on a federal student loan, no money is owed on a federal student grant, and an attestation that federal student aid will only be used for educational purposes

*Note: In order to gain acceptance into TRCOA, a student must also:

- Hold a minimum of a high school diploma or GED
- For degree-seeking students, a score of 70 or higher in English and Math each on the EdReady Exam, or successful completion of at least 12 semester credits from an accredited college.

HOW TO APPLY FOR FINANCIAL AID

The Financial Aid Department of TRCOA works to assist students and families in obtaining the financial assistance needed to pursue their education and career goals. Financial Aid Advisors are here to help students and their parents understand the financial aid programs, assist in completing federal aid applications, and assess educational expenses. Once the federal application process is complete, a Financial Aid Advisor will evaluate eligibility and review the information with students and their families. Financial Aid packages are unique for each student. Each package depends on their specific needs, eligibility, and the decisions made during the process. Federal financial aid may not cover the entire cost of the programs. Contact the Financial Services Department for more information and to discuss possible payment plans and private loan options.

Federal Pell Grant

- Considered “gift” and do not have to be repaid.
- Eligibility is determined through the standard U.S. Department of Education Formula and is awarded based on financial need.

Direct Subsidized Stafford Loans

- Low-interest loan.
- The lender is the Department of Education.
- For students with financial need as determined by federal regulations.
- No interest is charged while student is in school at least half time.

Direct Unsubsidized Stafford Loans

- Low-interest loan.
- The lender is the Department of Education.
- Not need-based.

- Interest is charged during all periods.

Direct Parent-PLUS Loans

- Low-interest loan.
- Available to parents of dependent students.
- Parent applicants are subject to a credit review by a national credit bureau.
- Interest is charged during all periods.

Other options may be available. Please see your Financial Aid Advisor to determine eligibility.

Students receiving federal financial aid must maintain satisfactory academic progress to remain eligible for continuing financial assistance. Please see the Satisfactory Academic Progress Policies section for more information.

Satisfactory Academic Progress Policy for Financial Aid (Title IV SAP)

The Satisfactory Academic Progress Policy for Financial Aid (Title IV SAP) is applied to all students enrolled at the school who are receiving Title IV funds. The policy complies with the guidelines established by ACCSC (the Accrediting Commission of Career Schools and Colleges) and is at least as strict as the federal regulations for SAP established by the United States Department of Education. Federal and state financial aid regulations require recipients of federal and state aid to maintain Satisfactory Academic Progress toward the completion of a certificate.

TRCOA student aid recipients, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and meet the Title IV SAP requirements outlined in the school’s Title IV SAP policy. The Title IV SAP policy is reviewed on an annual basis and updated as necessary. Satisfactory Academic Progress measurements are used for continued enrollment eligibility verification. Title IV SAP measurements are used for all Title IV federal funds eligibility, other need-based financial assistance, and continued enrollment eligibility verification.

ACADEMIC YEAR

The RA and AV Programs consists of two academic years. Both academic years in the RA and AV Certificate Program are measured at 30 weeks/24 credits, resulting in an overall 60 week program length with a total of 48 credits being earned if successfully completed. Both academic years in the RA and AV Associate Program are measured at 30 weeks/30 credits, resulting in an overall 60 week program length with a total of 60 credits being earned if successfully completed. Academic years are also referred to as "Award Years" for Title IV purposes.

AWARD PERIODS

Students receiving Title IV funds in the RA/AV Arts Programs have four consecutively occurring awarding/funding disbursement timeframes. The **1st** being the initial disbursement at the beginning of the the 1st Award Year, the **2nd** upon successful completion of 12 credits for the RA/AV Certificate Program or 15 credits for RA/AV Associate Program, the **3rd** upon successful completion of a total of 24 credits for the RA/AV Certificate Program or 30 credits for RA/AV Associate Program, and finally, the **4th** upon successful completion of a total of 36 credits for the RA Certificate Program or 45 credits for RA/AV Associate Program. Note that students must also complete a minimum number of weeks to be eligible for Federal Student Aid (FSA) disbursements. See "Evaluation Period" immediately below.

EVALUATION PERIOD

TRCOA reviews Title IV SAP at the point when the student's scheduled academic weeks for the payment period have elapsed, regardless of whether the student attended them. Title IV aid eligibility is tied to evaluations based on the following timeframes for both the RA/AV Certificate Program and the RA/AV Associate Program; the **1st** occurring at 15 weeks, the **2nd** at 30 weeks, and the **3rd** at 45 weeks. TRCOA does not assess a student's aid eligibility until these official evaluation periods are reached.

PACE (Rate of Completion Requirement)

A student must earn all the required credit hours to graduate. The maximum timeframe students have to complete all program requirements is 1.5 times attempted credits. Students who do not meet these standards will not be on PACE to graduate and will lose their Title IV funding. Students are required to attend a minimum of 67% of the total weekly program hours.

MAXIMUM TIME FRAME

Students must finish programs within a 150% limit. Since our programs are credit hour programs, this time frame is evaluated by the number of credit hours attempted. Students who are unable to graduate within the 150% time frame lose eligibility for graduation (and financial aid opportunities) when the hours needed to graduate and the hours attempted exceed the 150% limit. For example, our Recording Arts Certificate Program requires successful completion of 48 credit hours, so a student must be able graduate with no more than 72 credit hours attempted.

BASIS FOR GRADES

TRCOA is Pass/Fail. For a grade of P (Pass), students must earn 85% or higher on all tests, quizzes and meet industry standards for projects as determined by the instructor. Otherwise, a grade of F (Fail) will be assigned. A grade of I (Incomplete) will be assigned for students who withdraw from the program for satisfactory reasons (i.e. illness, death in family, military service, etc.). A grade of "W" (Withdraw) will be assigned when a student is withdrawn from school or from a course before the final day of the course. A grade of "T" (Terminated) will be assigned when a student is terminated due to unsatisfactory academic progress.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and considered to be making satisfactory academic progress while during the financial aid warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on Financial Aid Suspension or dismissed from the school.

FINANCIAL AID SUSPENSION POLICY

A student is placed on Financial Aid Suspension when they fail to meet SAP standards at the end of the Financial Aid Warning Period. During Financial Aid Suspension, a student is not eligible for financial aid. A student on Financial Aid Suspension may have opportunity to regain eligibility or appeal the suspension.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

A student may appeal Financial Aid Suspension if they have suffered extenuating circumstances. To appeal, a student must submit to the Director a written explanation including:

1. The extenuating circumstances which prevented them from achieving SAP in order to meet academic requirements for graduation.

2. How the student's situation has changed to allow the student to achieve SAP at the next evaluation.
3. An academic plan developed jointly with the school officials on how the student will regain eligibility within a reasonable time period.

All appeals must be submitted to the Director by the deadline indicated in the financial aid suspension letter they received. The Director will then determine the student's academic status and financial aid eligibility. If the student is granted financial aid eligibility, they must meet the conditions outlined by the Academic Appeals Committee for the eligibility to continue. The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion. If in the extreme case a student does not complete all program requirements within 150% of program length, they will be advised of their status with a written notification terminating them from the program unless an extension can be granted due to extenuating circumstances.

FINANCIAL AID (TITLE IV) PROBATION POLICY

Financial Aid Probation may only be granted with a student's successful appeal. A student who is on Financial Aid Probation remains eligible for financial aid; however, a student may remain on Financial Aid Probation for only one evaluation period. If a student on Financial Aid Probation fails to achieve satisfactory academic progress at the next evaluation point, the student will be dismissed from the school. A student will be removed from Financial Aid Warning or Financial Aid Probation when the student meets the requirements for satisfactory academic progress. Additionally, a student may be dismissed at any given evaluation point, if it is determined to be mathematically impossible to reach standards and/or complete coursework in the 150% timeframe.

ACADEMIC SUCCESS PLAN FOR STUDENTS ON FINANCIAL AID PROBATION

Students who successfully appeal Financial Aid Suspension and are then placed on Financial Aid Probation are required to meet with the Director to create an academic plan. Students will explore academic issues, determine the progress needed to reach "good standing" and to plan strategies, assess needs and arrange tutoring if needed. Students must meet with instructors early in the program to establish lines of communication. Students will create a document delineating the time-line and benchmarks to return them to Satisfactory Academic Progress.

This plan is designed to cover more than one payment period. Students are still evaluated at the appropriate credit hour benchmarks, and must be achieving the stipulations of the plan or are placed back on Financial Aid Suspension with no right to appeal. If the plan intends for the student to be making SAP at the next official Financial Aid Evaluation Period, there is no need for an academic plan.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Financial Aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

LEAVE OF ABSENCE/COURSE INCOMPLETES/WITHDRAWALS

Students in need of a Leave of Absence must submit a request in writing to the Director which states the reason for the leave. The request must be dated and signed by the student and submitted prior to the first day of leave. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects the written request at a later date. In a 12-month calendar period a student may have no more than two leaves of absence, the sum of which may not exceed 180 calendar days in length. The Director will approve or deny all leave of absence requests. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and scheduled end date by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who fail to return from a leave of absence on the scheduled date will be dropped from the program. The school's refund policy will then be applied.

A student unable to complete a portion of a course due to special or mitigating circumstances not related to disciplinary action may receive an Incomplete “I” grade for the course. The portion of the class missed must be completed during the following term. On completion, the incomplete grade will be substituted with a final grade. If the student fails to complete the course, the grades for incomplete work will be entered as zero and the final grade will be recalculated. Students are charged tuition and fees and receive grades for the credits attempted. Student enrollment status for purposes of academic achievement and financial aid determination is based upon course attendance. A pattern of course withdrawals could cause a student to exceed the maximum time frame allowed for program completion and therefore fall below the standard for satisfactory academic progress.

Additional charges may also result. On re-enrollment in school, or in the individual course, and completion of the course, the student’s earned final grade will be used in the computation of the cumulative grade point average. All course attempts count in the total number of credits attempted.

PROCEDURES FOR RE-ENTRY/READMISSION AFTER ACADEMIC DISMISSAL

A student who is denied an appeal is not eligible for reentry to the school for a period of one term. A student dismissed for violating satisfactory academic progress must appeal in writing for reentry. If applying for readmission, the student must meet with the Director prior to the start of the term in which the student wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him/her to fall below standards of satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A re-entry/re-admission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on Financial Aid Probation at the start of the next academic term or upon re-entry and may be required to meet certain additional academic conditions as specified by the Director in their decision to grant the appeal. The standards for satisfactory academic progress will continue to be applied to assess the student’s academic performance. A student is allowed one and only one re-entry/re-admission appeal after being academically dismissed.

RETURN TO TITLE IV POLICY (R2T4)

When a student withdraws or his/her enrollment is otherwise terminated, TRCOA will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of financial aid that must be returned to the financial aid programs (if any). This process is referred to as “Return to Title IV” (R2T4). The calculation of Title IV financial aid funds earned/unearned by the student has no relationship to the student’s tuition and fees that may be owed to TRCOA. The R2T4 calculation will be performed using forms and/or software provided by the US Department of Education for that purpose.

Title IV funds are earned in a prorated manner based upon scheduled number of days elapsed in the program's payment period. R2T4 is required up to the 60% point in the payment period based upon the appropriate proration methodology. Title IV aid is viewed as 100% earned after that point in time. The Texas Workforce Commission refund calculations will be applied after the Return of Title IV calculation has been made.

ACADEMIC YEAR DEFINITION

TRCOA’s Academic Year for the RA and AV Certificate Programs is defined as 30 weeks (with attainment of 24 credits if completed successfully). The Academic Year for the RA and AV Associate Programs is also defined as 30 weeks (but with attainment of 30 credits if completed successfully). A brief summary of the Federal R2T4 formula is as follows:

Step One: Determine the percentage of the payment period (or period of enrollment) the student attended before withdrawing.

Step Two: Determine the amount of Title IV aid earned by multiplying the total Title IV aid for which the student qualified by the percentage of time enrolled.

Step Three: Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned (i.e., that was unearned) by subtracting the earned amount from the amount actually disbursed.

Step Four: Allocate the responsibility for returning unearned aid between the TRCOA and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Step Five: Distribute the unearned aid back to the Title IV programs through G5, reconcile with COD and internally.

TRCOA will return unearned funds required per the federal calculation within 45 days from the date TRCOA determines the student withdrew (date of determination). The date of determination for the R2T4 process is the same date as the “effective date of termination” from the Tuition and Fees Refund Policy. TRCOA will notify the student in writing of any amount of funds that must be returned by the student.

POST-WITHDRAWAL DISBURSEMENTS (PWD):

TRCOA will use the FSA PWD worksheet for credit hour programs. In the case of additional financial aid funds that have not been disbursed but are eligible to be used for tuition and fees after the R2T4 calculation, TRCOA will advise the student and/or parent that they have 14 calendar days to accept a post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, TRCOA will not request any earned funds from Title IV programs.

In the case of post-withdrawal disbursements of Grant Funds, no student permission is required to disburse funding to the student account to cover any outstanding institutional charges. These funds must be disbursed within 45 days of the date of determination.

In the case of post-withdrawal disbursements of Loan Funds, students (or parents in the case of a PLUS loan) must authorize disbursement to student account or directly to the student/parent. These funds must be offered to the student/parent within 30 days of the date of determination, allowing the student/parent at least 14 days to respond.

All post-withdrawal disbursements are applied to student account first, and any resulting credit balance is distributed to student/parent as noted in the following "CREDIT BALANCE" section immediately below.

CREDIT BALANCE

Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4 (Note: This is 14 days after the R2T4 calculation is performed – NOT the date of determination).

WITHDRAWAL DATE FOR REFUND CALCULATION:

The effective date used for R2T4 calculations shall be the student's last date of attendance (LDA). Date of determination of withdrawal cannot be more than 14 calendar days after withdrawal date.

FINANCIAL AID PROGRAMS REFUND SEQUENCE:

Unearned funds returned by TRCOA or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment in the following order:

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grant
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

OVERPAYMENTS

Any amount of unearned federal grant funding that a student must return directly is called an "overpayment". The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. Students in this circumstance must make one of three arrangements to return the unearned grant funds:

- The student pays TRCOA in full for forwarding to the Department
- The student agrees to pay TRCOA in installments for forwarding to the Department
- The student works out arrangements with the Department of Education

The student then has 45 days to "take positive action", meaning to take the steps necessary to finalize one of these three options. If the student does not take positive action within 45 days, they will lose future Title IV eligibility at any Title IV eligible school until the overpayment is cleared by the student.

LEAVE OF ABSENCE POLICY FOR STUDENTS RECEIVING FINANCIAL AID

TRCOA does not allow students a Leave of Absence of more than 180 days per calendar year.

Below you will find information for California residents enrolled in TRCOA's Distance Education (DE) programs per California's Bureau for Private Postsecondary Education (BPPE). All information below is in accordance with and compliance with the California Private Postsecondary Education Act of 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the following:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

On the web: bppe.ca.gov
Via telephone: (888) 370-7589
Via fax: (916) 263-1897

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

Official STRF Disclosures:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Additional Information:

1. TRCOA has not entered into an official articulation or transfer agreement with any other college or university.
2. Student Tuition Recovery Fund (STRF): A student has specific rights and responsibilities with respect to the STRF. It is a California state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (\$2.50/every \$1,000.00 in institutional tuition costs). As stated above, the purpose of the STRF is to relieve or mitigate economic loss suffered by a student while enrolled in a qualifying institution. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss. The STRF is a fund administered by the BPPE.
Students wishing to file a claim against the STRF are encouraged to visit with TRCOA administration for assistance and to confirm the circumstances are applicable to filing a claim. Students can find up-to-date requirements, information and links to filing a claim here: <https://www.bppe.ca.gov/students/strf.shtml>
3. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT TRCOA The transferability of credits you earn at TRCOA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in TRCOA is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 coursework at that 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 TRCOA to determine if your credits or certificate will transfer.
4. All of TRCOA's programs (degree and certificate programs) are accredited by the Accrediting Commission of Careers Schools and Colleges (ACCSC) and recognized by the United States Department of Education.
5. TRCOA graduates of our degree and certificate programs may or may not be eligible to sit for the applicable licensure exam in California and other states or to become certified or registered as required for a desired profession, occupation, trade, or career field in California. Audio engineering and other careers in the music production industry are generally not required to be licensed, therefore licensure examinations are generally

not applicable. It is always recommended that students enrolling in TRCOA research the job requirements for the field in which they will eventually be seeking employment post graduation.

6. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Grievant must present a grievance in writing to John Stinson, TRCOA Owner & Director, or designee. Grievance must be presented within 15 calendar days of the date of the act or occurrence or the date that the employee can be reasonably expected to have become aware of the act or occurrence. This timeframe may be extended if it is shown that circumstances are beyond the grievant's or staff's control (i.e. illnesses, absences, complex issues, workload, etc.).

All student grievances should be in writing and submitted to John Stinson, TRCOA Owner & Director, or designee. The documentation should be delivered in person or sent to:

The Recording Conservatory of Austin
Attn: John Stinson, Director
4615 City Park Road
Austin, Texas 78730

All unresolved grievances should be directed to our State License Holder:

Texas Workforce Commission
Career Schools and Colleges, Room
226T 101 East 15th Street
Austin, Texas 78778-0001

The Accrediting Commission of Career Schools and Colleges (ACCSC)

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint of concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting

complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

Executive Director
Accrediting Commission of Career Schools and
Colleges 2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

APPROVED AND REGULATED BY THE TEXAS WORKFORCE
COMMISSION CAREER SCHOOLS AND COLLEGES
AUSTIN, TEXAS

THE INFORMATION CONTAINED IN THE CATALOG IS TRUE AND CORRECT TO THE BEST
OF MY KNOWLEDGE.



ADDENDUM A - Supply & Tech Package

You will need a personal computer and internet connection for the first month of classes to get started with all distance learning. As soon as the Tech Supply Package is paid in full, the entire package will be mailed to the student. If you can prove you already have purchased and own components of the Tech Package, you may not be required to purchase specific package components through TRCOA. All Program Tech Package Components are subject to change at any time and may vary by start date. Components are continually updated with the most appropriate, up-to-date gear.

Tuition, Books, Laptop, Supplies and Fees

Tuition, books, laptop, hardware, software, supplies, and fees are subject to change prior to class start at the discretion of the Administrator. Breakdown of all costs can be found in Addendum A, on the school's website, and from the Student Financial Services office. The revision date is noted on the Books and Supplies list.

Institutional Refund Policy for Supplies The Institutional Refund Policy is calculated for all students. This calculation is separate from any Return of Title IV Funds calculation. Students will be charged for all laptop, software and supplies (refer to Books and Supplies Refund Policy), registration fees and tuition charges.

Books and Supplies Refund Policy

Once you have purchased and received the Tech Supply Package, it is 100% yours.

Tech Supply Package Policy

Each student attending TRCOA is issued a recording package after paying for the Tech Supply Package. Each item included in the tech package is an integral component of the educational demands at TRCOA. If any item is lost, stolen, or sold, it may affect a student's ability to meet the daily educational demands of class. In this situation, replacement of the item will be necessary. The student will be fully responsible for covering replacement costs. This includes but is not limited to all hardware items in the recording package and any pre-installed software on the computer. Selling or distributing a piece of software to another computer is considered transfer of ownership of the software license, at which point continuing to use that software on the original laptop will result in copyright and/or license violation.

Third-Party Software/Hardware

It is recommended that students do not attempt to install or use non-approved third-party software or hardware, as it may cause a conflict with the preset computer configuration. Using non-approved third-party software may void the warranty and/or protection plan. If added software causes computer malfunction, the laptop will be erased and reconfigured to the original

orientation software configuration. TRCOA will not be responsible for any resulting loss of personal data.

Unlicensed Software

In accordance with the DMCA (Digital Millennium Copyrights Act) of 1998, all Apple EULA's (End User License Agreements), and all third-party EULA's, TRCOA has a strict zero tolerance policy on any file sharing of unlicensed material. Sharing and/ or possession of such material is strictly prohibited. Unlicensed material is defined as any software that the client does not have legal permission to use. This includes, but is not limited to: applications, plug-ins, music and video downloads, system utilities, downloading/uploading unlicensed materials on P2P (Peer to Peer) networks or applications, sharing materials on TRCOA's local network, and/or possessing any illegal copyrighted material. TRCOA reserves the right to prohibit the use of any P2P websites or applications (legal or non-legal) on the school network unless approved by the IT Department. Any student found using TRCOA's network for P2P sharing may be subject to termination and/or criminal liabilities. Any student found downloading, distributing, or possessing any illegal/illegally obtained materials will be subject to termination and will be reported to legal authorities. TRCOA is obligated by law to inform authorities of all cases involving pirated software.

Internet Content

TRCOA strictly prohibits access or the attempt to access any Internet content that is illegal in nature. Any student who uses the Internet to download illegal content (see Unlicensed Software), access illicit pornographic websites, or access other objectionable materials (as deemed by the school Administration) will be subject to termination, and may be reported to legal authorities if applicable. Students are asked to report any such activities to a staff member. Students are also prohibited from the display of any objectionable materials on their laptop at all times while on the school premises. TRCOA is not liable or responsible for any software malfunction, viruses, or other damages arising due to student Internet activity.

Warranty Coverage

The laptop recording package equipment includes warranties on External Hard Drives, Headphones, and Microphones. Each have a 30 day warranty. Warranty coverage on these items will be handled directly between TRCOA and the equipment distributor. Any malfunction of this equipment must be reported to TRCOA. Audio interfaces include a limited hardware warranty. Non-functional interfaces will be reviewed on a case by case basis. Warranty coverage is applicable only to manufacturer defects. The audio interface warranty does not cover accidental damage, cosmetic issues, loss or theft. Any malfunction and subsequent repair covered under warranty will be resolved by TRCOA.

Theft/Loss

TRCOA is not responsible for replacement due to theft or loss, but we strongly recommend students insure their Tech Supply Package through the American Federation of Musicians <https://www.afm.org/>.

IT Help Desk

A full-time IT Technician is available to TRCOA students during normal business hours. All questions or issues with a student's laptop or items from the recording package should be reported to TRCOA.

The AV Tech Package Components are subject to change. Current items or equivalent are listed below:

<u>AV Tech Package Items</u>
Mac mini M2 (Packaged in a 5-pack) (We Ship)
iClever GK08 Wireless Keyboard and Mouse
Mouse Pad (We Ship)
CAPERAVE Portable Monitor 15.6"
Power Strip
Wireless Router
Midi Cable
XR18 (We Ship) (camera)
XLR Female to 1/4" TRS 10' X2
Pearstone Cat 6 Snagless Network Patch Cable (Black, 7')
Pearstone Cat 6 Snagless Network Patch Cable (Black, 25')
USB A Cable
JBL 305P Studio Monitors X2
Slate Digital VMS ML-2 Small-Diaphragm Modeling Microphone
Audio-Technica AT2035 (Kit)
Mic Stand with Telescoping Boom (Tall)
Mic Stand with Telescoping Boom (Short)
Mic Pop Filter (We Ship)
XLR M to XLR F Microphone Cable (20', Black) (x2)
Lumix G-7 w/Lens (ZV-E10)
Camera HDMI Cable ?
Atem Mini Pro (ISO?)
INSIGNIA Fire TV 24"
Nanlite FS-60B
Light Stand
Godox Softbox with Grid
SD Card/Reader
TriPod
Premiere (1 Yr, Starting Month 5)