



VICTORIA
CONSERVATORY
OF MUSIC



CAMOSUN
COLLEGE

POSTSECONDARY STUDENT MANUAL

DOWNTOWN VICTORIA

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WESTHILLS LANGFORD

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Welcome

ADMINISTRATIVE SUPPORT FOR POSTSECONDARY PROGRAMS

Congratulations and welcome to the Victoria Conservatory of Music and to the Diploma in Music Performance and Performance Foundations programs delivered in partnership with Camosun College. We are pleased that you have chosen to pursue your further musical studies here with us. We wish you a most rewarding and successful time of musical challenge and discovery this year and in the years ahead. Together, we are building foundations for a lifetime of creative exploration and learning.



David Visentin
Associate Dean, Victoria Conservatory of Music
Chair, Camosun College Music

On behalf of
Artistic Directorate, Faculty and Staff of Victoria
Conservatory of Music, and Faculty and Staff of Camosun
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STUDENT RESPONSIBILITY FOR REVIEWING CONTENT OF MANUAL

Each student is required to read this manual and the [Camosun College Calendar](#). Then you must complete the Medical Information, Media Release and Statement of Understanding form. **Your Medical Information, Media Release and Statement of Understanding form will be sent to you by email through Adobe Sign software.** Adobe Sign will provide a link in the email that will allow you to read, complete, and sign the forms electronically. When you click ‘Send’ it returns the completed and signed copy back to Conservatory automatically (see page 25 for further instructions). All completed forms will be included in your student file. All forms are due by **September 26, 2025**.

The Victoria Conservatory of Music reserves the right to revise or cancel at any time any policy or regulation published in this Manual. Changes to relevant policy relating to student concerns will be printed and made available at the Administration Office.

Important Dates: 2025-2026 Academic Year

AUGUST							2025
Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTEMBER							2025
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

OCTOBER							2025
Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

NOVEMBER							2025
Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

DECEMBER							2025
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST

- 4 British Columbia Day: VCM & Camosun closed
- 9 **Last Day of Classes 26S**
Last day to Withdraw / Audit without academic penalty
- 12 **Tuition & Fee Deadline: 25F**
- 12-20 **26S FINAL EXAMS**
- 31 Summer '25 Graduation Application deadline

SEPTEMBER

- 1 Labour Day; VCM & Camosun closed
100% Tuition & Fee refund deadline: 25F
courses dropped Sept 3-8 receive an 80% refund
- 2 **First Day of Classes 25F**
12 noon: Orientation in Alix Goolden Hall
Camosun 25F Bursary Applications open
- 8 Course Add / Drop deadline
Courses dropped after this date cannot be refunded
- 15 Tuition & Fees due for courses added after August 12
- 26 **Medical / Media Release Waivers due**
- 30 National Day for Truth & Reconciliation: VCM & Camosun closed

OCTOBER

- 10 **25F Exam Schedule posted - do not schedule anything (work, travel, etc.) until the official schedule is confirmed**
- 13 Thanksgiving Day: VCM & Camosun Closed
- 15 Camosun 25F Bursary Applications deadline
- 17 ShakeOut BC (provincial earthquake preparedness)
- 31 Open registration for 26W

NOVEMBER

- 11 Remembrance Day: VCM & Camosun closed
- 15 Fall '25 Graduation Application open

DECEMBER

- 1 **VCM Combos & Contemporary Showcase**
- 3 **VCM Chamber Music & Chorale Showcase**
- 6 **Last Day of Classes 25F**
Last day to Withdraw / Audit without academic penalty
- 8 **Tuition & Fee Deadline: 26W**
- 8-16 **25F FINAL EXAMS & JURIES**
- 16 Camosun 26W Bursary Applications open
- 24 VCM & Camosun closed until January 2, 2026
- 31 Fall '25 Graduation Application deadline

JANUARY 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY

- 2 VCM & Camosun open
- 4 100% Tuition & Fee refund deadline: 26W
courses dropped Jan 5-11 receive an 80% refund
VCM Closed
- 5 First Day of Classes 26W**
- 11 Course Add / Drop deadline
Courses dropped after this date cannot be refunded
- 19 Tuition & Fees due for courses added after Dec 8
- 27 Camosun 26W Bursary Applications deadline

FEBRUARY

- 13 26W Exam Schedule posted - do not schedule anything (work, travel, etc.) until the official schedule is confirmed**
- 16 Family Day: VCM & Camosun Closed
- 17-20 Reading Break: no classes
- 20 T2202 Tuition & Enrolment Certificate available
Spark to Flame 2026

MARCH

- 1 Incoming Applications Due (Deadline 1)
- 6 Open registration for 26S
- 15 Winter '26 Graduation Application open
Incoming Auditions Due (Deadline 1)
- # **VCM Combos & Contemporary Showcase**

APRIL

- 1 VCM Chamber Music & Chorale Showcase**
- 3 Good Friday: VCM & Camosun closed
- 5 VCM closed
- 6 Easter Monday: Camosun closed, VCM open
- 11 Last Day of Classes 26W**
Last day to Withdraw / Audit without academic penalty
- 13 Tuition & Fee Deadline: 26S**
- 13-21 26W FINAL EXAMS & JURIES**
- 15 Incoming Applications Due (Deadline 2)
- 30 Winter '26 Graduation Application deadline
Incoming Auditions Due (Deadline 2)

MAY 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CALENDAR COLOUR CODES
Thursday Lunch Concert Series Dates
Principal Instrument Group Dates
Term End Showcases
No Classes / VCM Closed
Exam Period

MAY

- 1 Incoming Applications Due (Deadline 3)
 3 100% Tuition & Fee refund deadline: 26S
 courses dropped May 4-10 receive an 80% refund
4 First Day of Classes 26S
 10 Course Add / Drop deadline
 Courses dropped after this date cannot be refunded
26S Exam Schedule posted - do not schedule anything (work, travel, etc.) until the official schedule is confirmed
15

- Incoming Auditions Due (Deadline 3)
 Victoria Day: VCM & Camosun closed
 18
 Tuition & Fees due for courses added after April 13
 19

JUNE

- 17-18 Convocation Ceremonies for 25S, 25F, & 26W

JULY

- 1 Canada Day: VCM & Camosun closed

AUGUST

- 4 British Columbia Day: VCM & Camosun closed
8 Last Day of Classes 26S
 Last day to Withdraw / Audit without academic penalty
10-18 26S FINAL EXAMS
 31 Summer '26 Graduation Application deadline

APPLICATION / AUDITION DEADLINES

- Deadline 1 March 1 / March 15
 Deadline 2 April 15 / April 30
 Deadline 3 May 1 / May 15
 Visit vc.m.bc.ca/learn/postsecondary/notices-camosun for VCM updates, including class & exam schedules, & camosun.ca for Camosun updates.

Frequently Asked Questions

1. What are the graduation requirements for my program?

Graduation requirements can be found on the Camosun website through the following link: <http://camosun.ca/events/grad/before-grad.html> Please note, an Application to Graduate Form must be submitted to Camosun College by April 30, 2026.

2. When does the term start and end?

Classes for the 2025/2026 academic term will start on September 2, 2025 (12pm orientation in Alix Goolden Hall, 1pm pizza). The end date of the term will be the last exam of the term. The Fall exam schedule will be posted by October 10. The Winter term will begin on January 5, 2026. The Winter exam schedule will be available by February 14. Please do not make any travel plans until after the exam schedules have been released.

3. When is tuition due?

Tuition is due on August 12, 2025 (25F) and December 8, 2025 (26W). The deadline to drop classes for a full tuition refund is September 1, 2025 (25F) and January 4, 2026 (26W).

4. How do I sign out Conservatory practice rooms?

[Updates to practice room protocol will be listed on the Conservatory website.](#) Postsecondary students are welcome and encouraged to go to the front desk for drop-in practicing! If there are rooms immediately available, students are allowed to use them in addition to their pre-booked times.

5. Do I have to attend and perform in the Thursday Lunchtime Concert Series (TLCS)?

Attendance at TLCS is a factor in your final grade. It shows respect for your colleagues who perform and for the special guests who have donated their time to present on various important topics. Each student must perform at least one TLCS per term, scheduled at the beginning of the term. If you are unable to perform at the scheduled concerts, other performances can be substituted with permission from the Associate Dean. Performances and attendance as participation will be considered in your final Principal Instrument grade. Performances and attendance must be recorded on a Performance and Masterclass Log that is safely kept by the student (see end of Student Manual for forms). [TLCS forms will now be online here.](#)

6. What if I need to be absent?

There are provisions for absences that need to be approved by Camosun for academic, emergency, religious and some family/personal reasons. A full list can be found under 'Absence Policy' in this manual. To request an absence please fill out the Temporary Absence Request form, found in this manual or from and return it to David Visentin. Students are responsible for all missed work for the time of their absence.

7. Where do I find the forms I need for the program?

The Postsecondary Forms section of D2L contains many useful forms including, Performance and Masterclass logs, Jury forms, Jury Requirements, Leave of Absence forms, Timetables, and all Course Outlines. These forms can be found in D2L: Scroll down to <Music Program Page>, <MCJB Tools> <Contents>, scroll to <Table of Contents> and click on either the Forms, Masterclasses/Ensemble/Combos, Schedules or Course Outlines tabs. Furthermore, you can find these directly on the Conservatory website, under the current student notices tab. <https://vcm.bc.ca/learn/postsecondary/notices/>

8. Where else can I find notices and updates?

We usually post notices on our postsecondary bulletin board, located across from room 204. However, please join our Conservatory/Camosun Diploma in Music Performance Facebook page and check D2L regularly. There you can find announcements, schedules, event posters, and extra forms. You may also share your upcoming performances with the [Facebook group!](#)

Postsecondary Programs

CAMOSUN MUSIC PROGRAMS

Camosun College and Conservatory offer three credentials: Diploma in Music Performance, Certificate in Music Technologies and Music Creativity and Performance Foundations. Each program is offered over two 14-week semesters per year (1 year for the Certificate in Music Creativity and Performance Foundations, 1.5 years for the Certificate in Music Technologies, and 2 years for the Diploma in Music Performance), with the option to take some courses during spring and summer terms subject to availability. Students have been placed into one of these programs based on their application and audition.

The Diploma and Certificate programs in music are offered in partnership with Camosun College. A copy of the official Program Outline for each credential is on file in the Office of the Associate Dean (David Visentin, Room 327). You are welcome to view the Program Outlines at your convenience, and to discuss any and all matters pertaining to your work under the Program Outlines with the Associate Dean.

TRANSFERABILITY OF COURSES AND ARTICULATION OF PROGRAMS

Transfer credit for many courses has been established with many postsecondary institutions in BC, allowing students with credit from Camosun College to apply these credits against similar courses offered in the first or second year of a Bachelor of Music program elsewhere. Information on course transfer to BC universities and colleges is available from the website of BCCAT (BC Council on Admissions and Transfer) www.bccat.bc.ca or www.bctransferguide.ca. For other Canadian and American universities, transfer credit is established on a course-by-course basis at the time of initial registration in the receiving institution. The Associate Dean will advise and assist in this procedure.

Course Placement

PERSONAL LEARNING PLANS (PLP)

“Life After Camosun” (“Accidents Do Happen!”)

It is highly recommended that you complete a Personal Learning Plan at the start of each academic year.

Consult the Postsecondary office to help ensure you graduate on time.

The Associate Dean and the Student Information and Program Assistant are each a valuable resource to you in planning your course of studies. We will work closely with you in developing your educational plan. Some schools and programs that you might attend after Camosun have specific requirements for admission or optimal course credit transfer. The sooner you plan for life after Camosun, the sooner you can successfully plan your program.

At the end of this student manual you will find a PLP for each program. It is your responsibility to use the PLP to track your progress through the Postsecondary program and ensure that you are on track to graduate. You are requested to complete your PLP as soon as possible and return a copy to the Associate Dean (David Visentin, visentin@vcm.bc.ca) or Student Information and Program Assistant (Megan Harton postsecondary@vcm.bc.ca) for your student file.

PLACEMENT ASSESSMENTS

All students in the Camosun Diploma and Certificate programs are assessed for placement into Principal Instrument and Theory/Harmony courses. The assessments are conducted as a routine part of the entrance audition.

Sometimes students find themselves out of sequence in their personal learning plan – either advancing beyond or requiring additional preparatory study. Students in this situation should be aware that additional steps may be required to complete the credential successfully. These students should consult with the Associate Dean immediately so that no step is left incomplete, and credentials may be awarded in a timely fashion.

PRIOR LEARNING ASSESSMENT (PLA)

Students who come to the Camosun Diploma and Certificate programs with a significant record of prior achievement in Harmony, Theory Studies, Musicianship, Music History, may apply to the Chair to receive a Prior Learning Assessment (PLA). The cost of PLA is 50% the Camosun course fee. If you are successful in passing the PLA examination (70% or above), you will be given credit for the course on your Camosun transcript according to your mark received on the PLA. [Please see the Postsecondary Office for more information.](#)

TRANSFER CREDIT AND ADVANCE PLACEMENT

The decision to accept transfer credits from another institution (Conservatory included) and Advanced Placement examinations rests with the Associate Dean in consultation with the relevant Department Head. Marks received from the other institution will appear on the student's Camosun transcript but will not be included in the calculation of their grade point average. It usually takes 8-10 weeks to process general transcript evaluations. Once all documentation is received it requires a [non-refundable transcript evaluation fee.](#)

ENSEMBLE PARTICIPATION AND PLACEMENT

All full-time (and some part-time) students in any of the Camosun Diploma Music Performance and Music Creativity and Performance Foundations programs are required to participate in Conducted (Large) Ensemble during their program.

The Victoria Conservatory of Music Chorale serves as the Conducted Ensemble for the majority of students, however, with permission from the Associate Dean, other viable alternatives, such as the Greater Victoria Youth Orchestra, may be considered.

Course Delivery, Marking and Examinations

Most MUSC courses for the Camosun Diploma are held on the Victoria Conservatory of Music Campus at 900 Johnson Street. Some Camosun courses, including English courses and 'Music in the Western World' are held at Camosun Lansdowne campus or are delivered synchronously online. Diploma students are eligible to enroll in additional courses, outside their required courses, that are offered at Camosun campuses or at the CONSERVATORY, as their schedules allow.

COURSE OUTLINES: IF YOU READ NOTHING ELSE, please read each Course Outline!

During the first week of classes, you will be given a Course Outline by each of your instructors including your Principal Instrument instructors. **DO NOT LOSE THESE COURSE OUTLINES** as they constitute a contract between you and your instructors as to how the course must be delivered and marked. The Course Outline explains both your rights and responsibilities as regards to each course.

Course Outlines may also be found on Camosun D2L. Once logged into D2L, go to <MCJB Tools> <Table of Contents>, and choose the <Course Outlines> tab.

The Course Outlines include contact information for your instructor, as well as class hours. However, the most important part of the Course Outlines may well be policies your instructor sets out for successful completion of

the course. Here you will find how your mark will be calculated, what types of assignments will be required, what texts you will use, what sorts of attendance policy your instructor has, what sorts of materials are required. There will also be a section that outlines the Intended Learning Outcomes for the course: these outcomes are registered with Camosun College and the Ministry of Education and constitute a binding contract as to what the instructor will help you achieve through the course instruction and materials.

Course Outlines are a binding contract and are unalterable once delivered to the student. Do not ask your instructor to deviate from the delivery given on the Course Outline.

If you do not receive a Course Outline during the first week of your class, you may request one from your instructor or from the Associate Dean.

If you have doubts during the term of the course that the course instruction or delivery is not going according to the Course Outline, please do not hesitate to raise your concerns in person with your instructor, or with the Associate Dean. There is no penalty for bring concerns forward: timely notice is helpful in insuring you receive the instruction you expect to receive. If a grievance is in order, please follow the Dispute Policy outlined in this manual.

If you would like a copy of any course or program outline, please download it from Camosun D2L <https://online.camosun.ca/d2l/home> or consult the Associate Dean.

MARKING SYSTEM

Camosun College uses a letter system to grade student achievement.

Percentage Mark	Camosun Grade	Camosun GPA
90 and above	A+	9
85 – 89	A	8
80 – 84	A-	7
77 – 79	B+	6
73 – 76	B	5
70 – 72	B-	4
65 – 69	C+	3
60 – 64	C	2
50 – 59	D	1
49 and below	F	0
Incomplete	I	
Withdrawn	W	

Students receiving a mark lower than 50 in any MUSC or MTEC course will receive credit on her/his CAMOSUN transcript; however, the credit will not be applied toward completion of Diploma or Certificate, nor will the credit be accepted as pre-requisite for any other course. No credit toward AVCM will be granted for any course in which the final mark is below 50. Associate of the Victoria Conservatory of Music (AVCM) is granted to musicians who have previously completed a Diploma in Music or Music Performance or higher post-secondary credential, and who complete a final certification process at the Victoria Conservatory of Music.

‘Incomplete’ is a temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

‘Compulsory Withdrawal’ is a temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. An Incomplete (I) is a temporary

indication and will not be carried forward on your transcript and will turn to a Fail (F) mark at a certain date after the term, unless work is completed, or arrangements made for extended completion time.

COURSE FINAL EXAMINATIONS AND PERFORMANCE JURIES

The examination and jury schedule will be posted mid to late October for Fall Term and mid to late February for Spring Term. Once posted, the examination and jury schedule cannot be changed to accommodate schedule conflict of any kind except those conflicts which may be argued under the Approved Absence Policy. You are advised to keep all the above dates entirely free from other obligations until the Examination and Jury Schedule is posted.

- Fall Term examinations and juries will be held during the week of December 8-16, 2025.
- Winter Term examinations and juries will be held during the week of April 13-21, 2026.
- Summer Term examinations will be held during the week of August 10-18, 2026.

Final examinations may be scheduled at any time during the above windows. Should you discover a conflict between a ‘Camosun campus’ examination and a Diploma/Certificate examination, inform the Associate Dean immediately so that action may be taken to alleviate the situation.

PRINCIPAL INSTRUMENT / STUDIO INSTRUCTION MARKING AND REQUIREMENTS

All students in Principal Instrument Lessons / Studio Instruction will be provided relevant course information including course outline, jury forms, TLCS forms, masterclass forms, jury requirements, and, when posted, the jury schedule.

The following standards and expectations have been set for 2025-2026. These expectations will be included on the course outline for all principal instrument / studio instruction courses. For a more detailed description, please refer to your course-specific syllabi.

Affected courses are MUSC 102, 103, 104, 105, 204, and 205.

DESCRIPTION	WEIGHTING
Lessons: practice and preparation, demonstration of skills, engagement – given by the individual lesson instructor.	65
TLCS / Masterclass Attendance and Performance: based upon submitted log at the end of the semester.	15
Jury: Performance and oral examination – given by a committee of performance faculty.	20
TOTAL	100

- A+, A, A- (80 or above) Thorough preparation of all repertoire and active, constructive participation and attendance in individual lessons
- B+, B, B- (70-79) Preparation of all repertoire but with some aspects not thoroughly learned, inconsistent participation and attendance in individual lessons.
- C+, C, C- (60-69) Preparation below standard; non-productive participation and attendance in individual lessons.
- D (50-59) Student completely unprepared; inappropriate participation and multiple absences from individual lessons.

F (0-49)	Absences of 50% or more; disruptive, counter-productive behaviour in individual lessons.
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MARKS FOR ENSEMBLE COURSES

The following standards and expectations have been set for Camosun Ensemble Courses for 2025-2026. For a more detailed description, please refer to your course-specific syllabi.

A+, A, A- (80 or above)	Thorough preparation of all repertoire and active, constructive participation in the ensemble.
B+, B, B- (70-79)	Preparation of all repertoire but with some aspects not thoroughly learned, inconsistent participation in the ensemble.
C+, C, C- (60-69)	Preparation below standard; non-productive participation in the ensemble.
D (50-59)	Student completely unprepared; inappropriate participation in the ensemble.
F (0-49)	Absences of 50% or more; disruptive, counter-productive behaviour in the ensemble.

Tuition

TUITION FEES

Tuition fees for the Diploma and Certificate programs are set by Camosun College. Each course is assigned an individual tuition price based on the number of hours of instruction and the level of the individual instruction received (i.e., private lessons carry a higher rate than small group classes, which cost more than large group classes). To view individual course fees, go to www.camosun.ca, then <Programs and Courses>, followed by <Tuition and Fees> and <Course Tuition>. These tuitions are paid directly to Camosun College; and they are applied directly to cost of the instruction you receive and to the management/maintenance of your transcript.

TUITION PAYMENTS & TAX RECEIPTS

Camosun Certificate and Diploma students can view your tuition expenses through Step 6 of myCamosun registration (you will see a PDF with tuition and fees). Tax receipts (T2202A) from Camosun College for tuition are available to print from myCamosun. It is extremely important to keep all your contact information up to date. You may pay through online banking using 'Camosun' as payee and student ID# as your Account #.

- Fall semester tuition and fees are due on or before August 12, 2025.
- Winter semester tuition and fees are due on or before December 8, 2025.
- Summer semester tuition and fees are due on or before April 13, 2025.

FINANCIAL AID

Camosun Students are eligible to apply through Camosun College for bursary assistance. Please note that Camosun College offers several specific bursaries for full time music students in addition to the regular Camosun Foundation Open Bursary Fund. Bursaries from Camosun can range in the amount of \$250 to \$500. Applications for the Camosun Bursary periods are September 2, 2025 to October 14, 2025, and December 16, 2025 to January 27, 2026. Application Forms for Camosun bursaries can be found on the [Camosun College Financial Aid website](#) or visit the Conservatory Registrar closer to the deadline. Complete information about bursaries, scholarships and student loans may be obtained from the Student Services Office in the Dawson Building at the Lansdowne Campus of Camosun College or from the above-mentioned website.

Conservatory/Camosun students are eligible to apply for Conservatory Bursaries to assist with any Conservatory lessons, collaborative piano coachings, or courses to be taken the following year, but which are not taken for credit through Camosun College. Consult with Conservatory Registrar, Heather Lee (registrar@vcm.bc.ca) regarding deadlines and application forms. The Conservatory Bursary Application period is March 1 - April 30, 2026. Camosun College keeps a database of external scholarships which might be available for students of all postsecondary programs. This list can be found on the [Camosun College Financial Aid website](#). Full-time Camosun program students are eligible to apply for BC or other provincial student loans. All Camosun College students are eligible to apply for emergency financial support and aid offered by Camosun College.



Related Expenses

INSTRUMENTS

- Students who will study and perform upon guitar, bowed string, woodwind, or brass instruments are required to supply and maintain at optimal performance level a professional or pre-professional instrument, and to supply all accessories (e.g., swabs, reeds, bows) necessary to proper practice of the instrument
- Students who will study and perform upon instruments which have doubled instruments (e.g. flute and piccolo) or instruments of alternate pitch (e.g. Bb and A clarinets) may be required to supply good-quality additional instruments maintained at the same optimal performance level
- Keyboard, harp, and percussion instruments will be provided and maintained by the Victoria Conservatory of Music; however, students are not permitted to use these instruments for any purpose (personal or otherwise) other than to fulfill study and performance requirements for courses
- Students who study and perform upon instruments that require cords, amps, mics etc. must provide these for themselves for lessons, practice and performances. These must be kept in good working order. Conservatory equipment may only be used in special cases and with the permission of the Associate Dean AND the Facilities Department. The Conservatory does not provide patch cords to connect instruments to amps.

PERFORMANCE-RELATED EXPECTATIONS AND EXPENSES

- All students must supply appropriate performance attire as demanded by the performance requirements.
- **IMPORTANT: ACCOMPANISTS/COLLABORATIVE PIANISTS** – All students who require an accompanying pianist for Diploma Music Performance (DMP) performances, masterclasses, recitals, juries and other program-related performances are required to make their own arrangements (both scheduled and financial) for accompanist/collaborative pianists. If the practice rehearsal is held on-site in the Conservatory building, it must be registered and paid for through Conservatory registration at the Front Desk. If held off-site, rehearsals must be arranged and paid for independently with the accompanist. Need for an accompanist/collaborative pianist is determined by the performance demands of chosen repertoire and individual courses. Time required for work with collaborative pianists will be approximately 8 half-hour sessions per term (4 hours per term), depending on your instrument and stream. We highly recommend that the sessions are purchased in 4-hour blocks of time, to be purchased at the Front Desk –please check with your accompanist before registering. We can provide a punch card for tracking your paid-in-advance accompaniment costs. Depending on your collaborative needs, you may need to purchase extra hours. Students are free to choose to work with a collaborative pianist that meets their individual needs. Speak to the Postsecondary Office or your instructor for further recommendations and for a list of approved accompanists and collaborative pianists.
- Students are required to obtain, on loan or at their own expense, original (not photocopy) music parts and music scores to all repertoire assigned by instructors in individual courses. Some music may be supplied by the instructor, particularly for ensemble courses. Students should make use of the Conservatory Library, located in room 113 in the main Conservatory building.

Conservatory Advantage and Opportunities

MASTERCLASSES

Most classical departments set up regular masterclasses by Conservatory faculty. Attendance and participation in these classes is mandatory for Diploma and Certificate students. Attendance will be taken. Please confirm the time for this class with your principal teacher and ensure that your schedule permits you to attend these classes. All Diploma and Certificate students are invited to attend any masterclass offered, regardless of discipline.

Extraordinary masterclasses will be set up over the year to capitalize on visiting faculty and clinics as the occasion arises. You are advised to take advantage of all these masterclasses have to offer. A small fee may apply for attendance at these special masterclasses.

COLLABORATIVE ENSEMBLE AND COLLEGIUM ASSOCIATION

Qualified and interested students may become a Collegium Associate of the Conservatory Collegium Program to complete the MUSC ensemble credits. Associates invited into Collegium will have the same program components as other instrumental Collegium members. Conditions and additional fees apply.

Students who would like to consider the option of Collegium Associate for Fall 2025 should contact James Yi (collegium@vcm.bc.ca) for details.

THURSDAY LUNCH CONCERT SERIES – TLCS

Thursday Lunch Concert Series (TLCS) concerts will be held 12:30-1:30pm in Wood Hall. All Camosun students are required to keep this time free in their personal schedules to attend each concert (attendance will be taken), and to perform at least once per term. Students will be scheduled by the postsecondary department for up to 2 required TLCS performances through course of the semester, though individuals may elect to perform in more concerts than required. The assigned TLCS schedule will be posted during the first week of the semester.

The TLCS schedule is as follows:

October 23	November 27	March 19
October 30	December 4	March 26 – in Alix Goolden
November 6	February 26	April 2
November 13	March 5	April 9
November 20 – in Alix Goolden	March 12	

Additional TLCS concerts may be added. Consider submitting the information for your scheduled TLCS performances early in the year to avoid last-minute conflicts and stress.

While TLCS is dedicated to providing a performance opportunity for students of the Camosun programs, all students of RCM Grade 10 or higher – including students of Opera Studio, Advanced Vocal Workshop, Certificate in Music Teaching, and Collegium are eligible to perform in TLCS as space permits.

Interested performers should fill out a [Performance Request Form \(available online\)](#). Submit the completed form one week before you are scheduled, or wish, to perform.

DEPARTMENTAL AND SCHOOL-WIDE CONCERTS

Most departments host a variety of concerts throughout the year. You should consider these concerts as compulsory attendance. Some departments or faculty members will require attendance or participation in these concerts as a part your Principal Instrument grade; others will not: please check your course outline for Principal Instrument classes.

The Conservatory and Camosun College host many public events through the year, and a substantial number of these require music performance by student musicians. If asked to perform for any of these concerts or events, please consider this a privileged opportunity for service. While the Conservatory never desires to sell its students short, it is not always possible or practical to offer performers more than the opportunity for exposure or a small honorarium.

FACULTY AND STUDENT CONCERTS

Faculty concerts – both solo and chamber music – are held throughout the year. It is a valuable learning advantage to attend as many of these concerts as possible whether the program involves your own personal discipline or not. Many faculty members perform in outside groups and productions such as the Victoria Symphony, Pacific Opera Victoria and assorted established chamber series. Opportunities to hear your teachers and their professional colleagues should be considered a privileged opportunity. Your teachers are honoured by your attendance.

Student concerts – solo, chamber, and large ensemble – are held throughout the year. Many students play in off-site groups as well. It is to your advantage to attend as many of these concerts as possible whether the program involves your own personal discipline or not.

It is particularly wise not to be caught out skipping a performance given by your own teacher!

COMMUNICATION – WE USE EMAIL!

Most of the communication between students and admin/faculty is through email, including performance opportunities and contracts. You must check and read these messages thoroughly to prevent missed opportunities or information. For example, artist contracts are now sent to email addresses through Adobe Sign software, which manages the creation, distribution, and signing of contracts. Payments will not be processed without an online signature. **Emails are not text messages - they should be professional, courteous, and grammatically correct.**

SOCIAL MEDIA

You are the story! We would love to share your upcoming events, successes, and insights on our social media sites. Please contact the Postsecondary office if you would like us to share on Facebook, Twitter, or Instagram. Be sure to submit the media release form to join the fun!

UPDATES TO CONSERVATORY WEBSITE

As of June 2023, there is a new Conservatory website! On the postsecondary subpage, you will be able to find pdfs of commonly required documents. From <https://vcm.bc.ca/learn/postsecondary/>, look to the right, and click on <Camosun Partnership Programs>, and then <Current Student Notices>. Information to be posted here will include: Semester schedules, the Calendar of Important Dates, Jury and Exam schedules, Jury forms, links to the TLCS sign-up etc. Please use this resource often!

Camosun Student Services

ID CARDS

Camosun Diploma students are eligible to carry a Student Photo ID from Camosun College. The Student Photo ID card has multiple uses. It is your bus pass (UPass), photocopy card, library card, Audio/Visual borrowing card, access card for designated computer labs, and your ID card for the use of recreation facilities and programs, and after-hours entrance to campus buildings. It can even be used to get discount services at local merchants and restaurants! You can get your Photo ID card online – [see link for more information](#).

MEDICAL PLAN

Full-time Camosun College students (minimum 9 or more class credits per week) are automatically enrolled in the Camosun College Student Society (CCSS) Student Benefits Plan. This does not replace basic health insurance, which every student must have. All students are advised to contact the Student Benefits office in person, by email or phone.

Location: Lansdowne – Fisher 101B, Interurban - Campus Centre 117

Email: ccssplan@camosun.bc.ca or [click here for further details on medical coverage](#)

(mystudentplan.ca/camosun.ca) Phone: 250-370-3696

Opt-out Process

If you are an eligible student and have extended health and/or dental coverage you may choose to opt-out of the CCSS plans. You are given one opportunity to waive benefits under the health and /or dental plan(s) each year. The deadline is 30 days from the start of your program, and [you can submit your online opt-out here](#).

- PLEASE NOTE: No exceptions will be made if the deadline is missed. It is the student's responsibility to pay the plan fees, should they miss the applicable opt-out deadline.
- PLEASE NOTE: Year Two students who waived coverage last year will remain exempt for this academic year, unless there is a change in coverage. In order to change your coverage, please notify the Camosun contact above.



MENTAL HEALTH

Many influences contribute to our overall mental health and well-being. By reviewing our level of fulfillment in each of these influences or dimensions, we can determine in which areas we would like to make enhancements. We have identified suggested strategies and resources to enhance your well-being in each dimension.

If you are an international student, please contact [Camosun International](#).

WELL-BEING STRATEGIES

Academic and career well-being

- Create a study schedule within your weekly routine and follow it
- Follow a method such as SQ3R for reading and studying textbooks
- Practice anxiety/stress management strategies before quizzes and exams
- Clarify assignment expectations. Seek feedback on quizzes from your instructors
- Take advantage of learning support services available at the college
- Consult [Academic Advisors](#) to clarify program requirements and course selection
- Take advantage of study groups to assist in your learning
- Visit [Counselling Services](#) to identify/clarify your academic & career goals
- Seek some volunteer opportunities that will provide experiential learning
- Reflect on how your career goals connect with your educational program choices

Cognitive well-being

- Monitor your tendency to use negative self-talk. Avoid self-judgment and “shoulds”
- Challenge perfectionism. Accept that you gave it your “best effort”
- Monitor and limit your illogical or irrational thinking
- Take breaks from your study routine to refresh and recharge
- Focus more on your positive accomplishments and less on your shortcomings
- Reward your mental efforts and shift perspective with healthy, enjoyable activities
- Make use of campus [Counselling](#) and the [Centre for Accessible Learning](#) when needed

Emotional well-being

- Pay attention to your emotional experience and share your feelings
- Notice when you experience emotional distress of and how it impacts you
- Find time space to validate your emotions with significant friends/partner
- Regularly practice meditation/relaxation techniques that provide a calming influence
- Spend time with non-judgmental and supportive friends and family
- Try to have a positive outlook and ask for help from others when you need it
- Make room for fun, laughter and creative expression in your schedule
- Make use of campus [counselling](#) and other student services as needed

Physical well-being

- Remember that even small amounts of physical activity can improve and maintain well-being
- Establish a regular sleep hygiene schedule and attempt to follow it regularly
- Maintain a healthy eating routine. Prepare meals that yield leftovers to take along with nutritious snacks to college
- Participate in fitness, yoga or other active programs on campus
- Limit alcohol and tobacco use
- Practice safe sex – communicate with your partner and/or consult with the Sexual Health Centre on campus
- If you have healthcare concerns, follow your healthcare provider’s suggestions

Spiritual well-being

- Develop a spiritual/meditative practice that will invite deeper personal reflection
- Practice self-compassion and compassion for others who may hold different beliefs
- Participate in activities that encourage mind – body – spirit connection, such as yoga
- Develop a reflective practice such as keeping a journal or participating in creative arts
- Find ways to connect with a community that feels spiritually fulfilling to you
- Be open and curious about the spiritual beliefs and cultural practices of others

Prayer and meditation spaces

- Camosun provides a quiet space on each campus for prayer and meditation. We ask that general group discussion or group activities be held in other areas. If other people are using the room, please respect their preferences and privacy, leaving once your prayer or meditation is complete. Please report any concerns to Facilities by calling [250-370-3041](tel:250-370-3041).
- Lansdowne Campus Prayer/Meditation Space
Richmond House 307
Hours: Monday-Friday 8:30am-8:30pm
- Interurban Campus Prayer/Meditation Space
Centre for Business & Access (CBA) 112
Hours: Monday-Friday 8:30am-8:30pm

Social well-being

- Practice open, clear communication in your social interactions
- Be respectful of your own and others' needs and ask for what you need
- Share your feelings and be receptive to the emotional expression of others
- Set clear boundaries and practice assertive communication when required
- Try to problem-solve minor conflicts to resolve differences and restore harmony
- Seek the assistance of [counsellors](#) to help navigate relationship challenges
- Spend time with people who accept and validate you, without judgment
- Plan to spend time with friends and family who practice healthy interpersonal communication

Financial well-being

- Create a realistic estimate of the financial costs of your student lifestyle
- Have a system to monitor or track your spending regularly
- Rely on your debit card or cash rather than credit cards for purchases
- Avoid taking financial risks by purchasing unnecessary items
- Locate budget food outlets and food banks, on and off-campus
- Work with [Financial Aid and Awards](#) to understand, apply for and manage student loans and grants

Environmental well-being

- Practice personal responsibility for your actions within your environment
- Use sustainable practices for recycling and transportation whenever possible
- Connect with the environment in an active fashion for a sense of appreciation and well-being, such as walking, hiking, camping, skiing or practicing mindfulness
- Practice personal safety in relation to use of alcohol, substances, and sex
- Seek support from [counselling](#), [Emergency Services](#) (campus security) , [Ombudsperson](#), the [Island Sexual Health Clinic](#) at Camosun or a community service if you're personal safety is in danger or has been violated
- Purchase and consume food and beverages that are grown locally

STUDENT SERVICES

Camosun program students have access to all student services offered by Camosun College. Camosun College Student Services are outlined in [detail here on the Camosun College website](#). Questions about any Student Service may be directed to the Conservatory Postsecondary Student Information and Program Assistant or to Camosun College Student Services. Here are some the [services](#) available to all Camosun students at either Lansdowne or Interurban campuses:

- Academic Advising – non-music courses (Music advising on-site at VCM)
- Access, School of – academic upgrading
- Assessment and Testing Centre (services for evaluating academic level)
- Audio-Visual Services
- Bookstore – note: music available in the Conservatory Library
- Career Centre (student employment)
- Child Care Services
- Dental Clinic
- Disability Resource Centre
- Financial Aid and Awards
- First Aid/Emergency
- First Nations Student Association
- Health and Human Services 18
- Island Sexual Health Clinic
- Language Help Centre
- Medical Coverage and Accident Insurance
- Ombudsman
- Printshop
- Recreation
- Information and Technology Services
- Religious Services
- Student Employment
- Tutoring
- Walk Safer Program
- Women’s Centre
- Writing Centre

OXFORD MUSIC, GROVE MUSIC, AND NAXOS MUSIC LIBRARY ONLINE

Camosun College carries a subscription to Oxford Music Online (including Grove Dictionary of Music and Musicians) and the Naxos Music Library for use by Camosun program students.

If you know your student ID # and if you have a password for Camosun (Library and Computers), then:

1. Log on to the general Camosun website
2. Click the <Library> tab on www.camosun.ca on the top right
3. Scroll and click on Articles & Databases
4. Select <Databases – select by subject or title>
5. Select <O> for Oxford Music Online or <N> for Naxos Music Library
6. You may be prompted to enter your student ID and password again– then you’re in! Study away, explore, have fun!

If you know your student ID # but don’t have a password, then you must set up a password first. To activate your Camosun domain account, log in from any General Purpose lab or Learning Commons computer, or [activate online](#). You will have to change your password when you activate your account.

Username: Your Camosun ID

Default password: Your birthday formatted **MMDDYY**

Password reset Reset your password at password.camosun.ca.

For more details see [Resetting your Camosun domain password](#).

If you don’t know your student ID #, see the Assistant Program Director or Associate Dean.

Conservatory Facilities

STUDENT LOUNGE AND STUDY AREAS

- The Student Lounge is located across from Metro Studios. Please ensure you follow all the posted rules, particularly in relation to the cleanliness and security of the space. Failure to follow the posted rules may result in loss of access and privileges to the student lounge.
- For your convenience, Room 339 is booked as a room for zoom/asynchronous courses, or quiet study hall from 8:30am-2:00pm Monday through Friday.
- A photocopier is available for student use through a PIN code system (\$5 minimum for first payment= 50 copies). PIN codes are available at the Conservatory front desk. The photocopier is located in the 3rd floor breezeway. There is also a copier in the VCM Library.
- All photocopy users are reminded that the Conservatory does not condone photocopying of copyrighted materials: it is your responsibility to familiarize yourself with the copyright laws and avoid photocopying materials which may be under copyright.

CONSERVATORY LIBRARY

- The Conservatory library is located on the first floor in room 113.
- Library hours are 10:00am-6:00pm, Monday through Friday with a midday closure from 1:30-2:00pm for lunch.
- Any upcoming closures/holidays will be noted on the front page of the Conservatory Library online catalog
- Conservatory Library online information and catalog:
 - [Current Students - Practice Rooms and other resources - Victoria Conservatory of Music | Victoria Conservatory of Music \(vcm.bc.ca\)](#)
 - [Conservatory library - Music - Research guides at Camosun College Library \(libguides.com\)](#)
- See Robin Belcher, Head Librarian, for details on library services.
- Library contact information: library@vcm.bc.ca; 250-386-5311 ext. 1130.
- Optional pick-up service (call ahead or send an email request before visiting the library or place a hold through the new Conservatory Library online catalog)
- Items can be returned to the library or to the book-drop located in the faculty mailroom
- Visiting the library: As a common space within the Conservatory the library is required to follow the Conservatory health and safety notices and things may change without much notice to accommodate Public Health Office advisories.
 - There is a study space and space to charge electronics within the library as well as a computer reserved for students to do quick homework or email checks. You may bring food and drink into the library as long as it remains away from where music and books are stored.
- Printing (black and white) is available at 10 cents per page. It is recommended to send all requested printouts ahead of time via email to library@vcm.bc.ca so they can be ready for pick-up.
- There is a selection of free giveaway items available at the library that have been donated or withdrawn.

CONSERVATORY LOCKERS

- All students requesting a locker must fill out the Locker Access Application Form, available at the Facilities office (room 318).
- Once the application has been completed and payment processed (at the front desk), the Studios Coordinator will then provide the key and access to the locker.
- Locker term fees are dependent upon locker size: half sized lockers are \$16 per semester, and full sized are \$20 per semester.
 - Term 1: Fall (September 1 – December 31)
 - Term 2: Winter (January 1 – April 30)
 - Term 3: Summer (May 1 – August 31)
- Lockers that are not renewed for the next term must be vacated within two weeks of the next term.
- Failure to vacate an unregistered locker will result in the removal of contents. The Conservatory is not responsible for any locker items subject to removal.
- Lost key or lock fee = \$15

The Conservatory reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern including, but not limited to, pest control and odours. The Conservatory has the right to enter a locker at any time should they suspect it contains items that puts the Conservatory environment in danger.

Any criminal activity will be reported to police. The Conservatory is required to provide police with access in the event of a criminal investigation. For more information, please contact the Facilities Booking Office at 250-419-4317 or studios@vcm.bc.ca

CONSERVATORY PRACTICE ROOMS

Updates to practice room protocol will be listed on the Conservatory website: Practice Rooms will be available to Postsecondary students registered for the 2025-2026 term under the following conditions:

- One person per room, one booking/timeslot maximum per day. Please do not show up early. Must be booked by phone in advance, on the day prior (CANNOT book more than one day ahead).
- Available timeslots: 9:00- 9:45, 10:00-10:45, 11:00-11:45, 12:00-12:45, 13:00-13:45, 14:00-14:45, 15:00-15:45, 16:00-16:45, 17:00-17:45, 18:00-18:45
- Postsecondary students will be permitted to book 2 timeslots i.e. (1hr 45min or two separate 45 min slots) per day
- Drop-In Practicing: Postsecondary students are welcome and encouraged to go to the front desk for drop-in practicing! If there are rooms immediately available, students are allowed to use them in addition to their pre-booked times.
- NO same-day bookings. (i.e.; requesting a room at 9am for 2pm the same day.)
- For active practicing only; NO food/drink, sleeping, reading, electronic device usage, or other activities unrelated to practicing.

Practice rooms are made available for the purpose of practicing. Practice rooms may not be used for study, media use or “personal activities”. Practice rooms are not to be used as storage or housing. Practice rooms are not to be used for teaching any private students. Violations of this rule may result in immediate and permanent suspension of access to Conservatory practice studios.

- Students may request a practice room at the front desk during regular business hours or through the on-duty Custodian after the office closes.

- No food or drink (except bottled water) is allowed in the studios. It is the responsibility of the students using the studio to ensure the door is locked, windows closed, and all equipment is turned off before leaving the room.
- Studios signed out by a student but vacant for more than 15 minutes may be claimed by another student requiring practice space. Personal items left in the room will be removed and may be claimed at the front counter.
- Do not remove/move music stands (i.e. to another studio). Request for stands should be directed to the maintenance staff.
- Cello students are expected to bring their own set pins (or a small piece of carpeting) to the studio so as not to damage the flooring.
- Do NOT place any item on Conservatory pianos.

KEY POLICY

The Conservatory has moved to an automated central door security system. All keys are issued at the discretion of the Facilities Manager. The right to sign out any studio space at the Conservatory may be revoked immediately for any violation of the rules of building security. Building security is the responsibility of every person using the facility.

In order to ensure a safe environment for all, please observe the following:

- Each student will be assigned a keycard at the beginning of the year for the cost of \$6. Each keycard will be registered to the individual student. DO NOT lend out your card under any circumstance.
- Key cards will automatically unlock any practice rooms you have booked in advance. For drop-in practice, please go speak to the staff members at the Conservatory's Front Desk, and they will assign you a room on the day and update your keycard.
- There will be a minimum charge of \$15 for lost keys.
- There may be a deposit imposed for the borrowing privilege of a limited number of visitor keys. The deposit will be a form of government issued ID, which will be returned to you upon the return of the keycard to the Front Desk. Note: Visitor keys are reserved for visiting artists, one-time users, drop-in Conservatory students, and other guests of the Conservatory.
- For security reasons, all lost keys must be reported to the Facilities Coordinator immediately.

IMPORTANT: LOCK YOUR BELONGINGS AT ALL TIMES. IT IS UNSAFE TO LEAVE YOUR BELONGINGS UNATTENDED!

NOTE: The key policy may be updated without warning. Please monitor your email for updates.

EQUIPMENT AND INSTRUMENT POLICY

Registered students who have paid their fees in full may use Conservatory pianos, drum kits, microphones and amplifiers, percussion equipment for the purposes of personal practice and school-sanctioned performances in accordance with current Conservatory policy. Under no circumstances are students permitted to use Conservatory instruments or performance equipment for personal/professional engagements, private teaching, or other personal financial gain unless sanctioned by the Associate Dean. Some instruments may be available to rent from the VCM Instrument Collection. Please see the Associate Dean or Student Information Program Assistant for more details.

BUILDING HOURS

	Building Hours	Reception Hours
Monday – Thursday	8:30am – 9:30pm	8:30am – 8:00pm
Friday	8:30am – 8:00pm	8:30am – 8:00pm
Saturday *	9:00am – 5:30pm	9:00am – 4:00pm
Sunday **	11:00am – 3:00pm	CLOSED

* Reception is closed for lunch on Saturdays from 12:30–1:00pm

CLEAN AIR PREMISES

Smoking in the Conservatory building or on the premises is strictly prohibited in accordance with the Capital Regional District Clean Air By-Law. “No Smoking” signs are prominently posted throughout the building. Furthermore, the Victoria Conservatory of Music is a scent-free building. Students, staff, and faculty are requested to refrain from the use of colognes, aftershaves, perfumes, etc.



Academic Policies and Procedures

It is expected that students will attend all scheduled classes, lessons, masterclasses, rehearsals, concerts, and required out-of-class activities without fail. It is expected that students will complete all assignments, prepare all class and lesson materials, and present themselves for examination as requested. While this may constitute a hard-line, it is, in fact, the position students accept when they register for a course or a program. Full Academic Policies and Procedures can be found on the Camosun website at:

<http://camosun.ca/learn/calendar/current/procedures.html>

DROP AND WITHDRAWAL FROM A COURSE

There are two dates each term before which students may safely withdraw from a course: the Drop Deadline on and the Withdrawal Deadline. It is important to know the differences between the two.

- Tuition Deadline – August 12, 2025, for the Fall Term, and December 8, 2025, for the Winter Term. You may drop a course before this deadline without penalty to your academic record (transcript) and without paying any tuition fees for the course. Remaining on a course following this date obligates you to pay the full fees for the course even if you later withdraw from the course.
- Withdrawal Deadline –September 8, 2025, for the Fall Term, and January 11, 2026, for the Winter Term (for exact dates see Camosun). To receive a 100 % tuition refund, you must withdraw from a course prior to the first day of classes for the semester. Courses dropped from the first day of class until the withdrawal deadline will receive 80% of your tuition refunded. Withdrawal from a course after the “Withdrawal Deadline” is ineligible for a tuition refund; or a tuition refund is only possible with the Associate Dean’s signature and for medical/compassionate reasons. You may withdraw from any course until the last day of classes without incurring any academic penalty.

ACADEMIC PROBATION POLICY

Camosun students who fail to maintain a GPA of at least 2.0 (C) in the core subjects of the Diploma or Certificate program at the end of the fall or winter semester of First Year or at the end of the fall semester in Foundation Year will be placed on academic probation for one semester. If the GPA continues below 2.0, the student will be required to withdraw for a year.

A student can also be placed on academic probation if lack of attendance at classes, rehearsals, and/or lessons is such that, in the opinion of the Artistic Directorate, their likelihood of successful completion of the program is in serious doubt. Extenuating circumstances would include medical or compassionate reasons.

Core subjects include any courses falling into the following categories, not including elective courses:

- English
- Principal Instrument /Composition Studies
- History Survey/Music History
- Music Theory/Harmony/Jazz Language
- Aural Skills
- Ensembles

ABSENCE POLICY

Missing the occasional class or rehearsal is inevitable; however, all absences create a situation which compromises your learning and risks your grade for the course. Many instructors have an attendance policy, the details of which may impact your grade and ultimately your ability to successfully complete the course (see Course Outline).

If you must miss a class due to illness, injury, or family emergency, you are required to submit a letter from a healthcare professional on clinic letterhead within one week of your return to class in order to erase an unexcused absence. A courtesy phone call or email to the Student Information and Program Assistant for Postsecondary at the time of your absence is also recommended, but a phone call or email is insufficient to

excuse an absence. Even if an instructor gives you verbal permission to miss a class, you may find that the instructor may not count that as an excused absence. Always be prepared to document your absences with a letter from a healthcare professional on clinic letterhead within one week of your return to class. Always be prepared to complete all work missed by any absence, excused or not!

PLEASE NOTE: If the number of absences (excused or unexcused) jeopardizes your ability to successfully complete a course, you may be advised to withdraw from the course, or you may be awarded an “Incomplete” and given extra time to complete the work at the discretion of the instructor in consultation with the Associate Dean.

PLEASE NOTE: DO NOT PLAY INJURED! If you are experiencing pain while playing or singing, you should inform your Principal Instrument instructor and Ensemble Director immediately and should seek appropriate medical attention. You should not be reluctant to admit to injury; it is entirely acceptable for students to be excused from rehearsals and lessons for health reasons. Conservatory faculty does not want and student to perform with pain or an injury.

The Conservatory supports a system by means of which you may petition for a pre-approved absence from class or rehearsal for a variety of specific reasons. The reasons are as follows:

1. Audition for permanent professional engagement
2. Audition for further postsecondary education
3. A major competition, as recognized by the Artistic Directorate of the Conservatory
4. A professional caliber engagement, as recognized by the Artistic Directorate of the Conservatory to be very important for the student’s developing career.
5. Conservatory sponsored or approved (by the Department Head) masterclass, clinic, or event
6. A religious holiday
7. An especially important family ceremony/event (not a holiday or vacation!) – Be ready with very complete documentation such as a formal invitation. NOTE: examinations or tests will not, under any circumstances, be rescheduled for this reason.
8. A conflict between a standing Conservatory class or rehearsal and an irregularly scheduled Conservatory class or rehearsal.

Students wishing to petition for pre-approved absence must document, in writing, the reason of the proposed absence and detail which classes would be missed as a result. The letter must first be submitted to the Associate Dean for a signature and then signed by each instructor of any class to be missed, before being logged with the Postsecondary Department.

PLEASE NOTE: Scheduled concert performances and dress rehearsals may not be missed due to any absence whatsoever, except those medical or family emergencies which can be clearly and unequivocally, in the eyes of the Artistic Directorate of the Conservatory, be documented by a healthcare professional (doctor/clinic letterhead required).

PLEASE NOTE: Final and midterm examinations cannot be rescheduled or made up due to any absence whatsoever, except those medical or family emergencies which can be clearly and unequivocally, in the eyes of the Artistic Directorate of the Conservatory, be documented by a healthcare professional (doctor/clinic letterhead required).

Conflicts between Conservatory classes/rehearsals and concerts/rehearsals of groups outside the Conservatory such as Pacific Opera Victoria or Greater Victoria Youth Orchestra (GVYO) will be evaluated on an individual basis. You will not be released from a test/examination for any Camosun course, or a concert/dress rehearsal of any Conservatory ensemble to attend a rehearsal or concert of another group unless the outside

experience falls clearly under #4) above. If you realize a conflict between any outside group and a Conservatory commitment, it is incumbent on you to bring this to the attention of the Associate Dean a minimum of 4 weeks prior to the conflict.

Conflicts between Conservatory classes/rehearsals and outside competitions such as GVPF or BCFA will be evaluated on an individual basis. You will not be released from a test/examination for any Camosun course, a concert/dress rehearsal of any Conservatory ensemble to participate with any competition or festival unless the outside experience falls clearly under #3) above. If you realize a conflict between any outside competition and a Conservatory commitment, it is incumbent on the student to bring this to the attention of the Associate Dean a minimum of 4 weeks prior to the conflict.

PLEASE NOTE: Even for the reasons above, the Director or individual instructors may withhold permission. In this event it will be up to you to determine for yourself which of the two conflicting events you will miss and which you will attend, accepting the consequences of your decision.

TRANSCRIPTS

Official Camosun transcripts are only issued by Camosun College. Please see the Postsecondary Office for details. Under some circumstance the Postsecondary Office can issue interim transcripts from the Conservatory files for a fee of \$5, but these transcripts will not bear an official seal and may not be considered as valid by receiving institutions.

Official Conservatory transcripts for extra Conservatory Courses taken by Camosun Students may be obtained from the office of the Postsecondary Office at the Conservatory. A record of these extra courses will not appear on your official Camosun College Transcript.

RULES OF CONDUCT

The Victoria Conservatory of Music will concern itself with misconduct, which includes, but is not limited to the following:

1. Academic Misconduct

Academic misconduct includes, but is not limited to, the following acts:

- a. Giving unauthorized information to another student or receiving unauthorized information from another student during any type of examination or test.
- b. Obtaining or providing, without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
- c. Using unauthorized sources of information during any examination or test.
- d. Asking or arranging for another person to take any examination or test in one's place.
- e. Plagiarizing, that is appropriating the work of another or parts or passages of another's writing, or the ideas or language of these same, and passing them off as the product of one's own mind or manual skill

2. Disruption of Instructional Activities

This includes student conduct, which substantially interferes with a scheduled lecture, class, master class, seminar or with an examination or test. The use of cell phones, PDAs, MP3 players or any other electronic device deemed inappropriate by the instructor is strictly prohibited during classes, lectures, and/or performances. Laptop computers may only be used in class with the permission of the instructor for expressed educational assistance.

3. Damage to Property, Theft, and Assaults on Individuals

This includes student conduct, which leads to damage to or theft of Conservatory property or the personal property of instructors, staff or fellow students. It also includes all forms of physical or verbal abuse of any of the above-mentioned persons. The Conservatory is governed by the Camosun College policies on Harassment. Please see <http://camosun.ca/about/policies/policies.html> for more information.

4. Violations of BC Liquor Regulations and Drug-Related Offences

This includes violation by students of the British Columbia liquor statutes and regulations, or the committing of any drug-related offences, within the precincts of the Conservatory (i.e. property or buildings) or while participating in any Conservatory sponsored off-campus activity.

5. Unlawful Entry to the Conservatory Buildings

This includes unlawful and unauthorized entry to all offices, rooms, buildings, etc. under the jurisdiction of the Conservatory. Unlawful entry constitutes trespass and may be punishable under the penalty of the law.

The Associate Dean shall use their discretion, in consultation with appropriate Conservatory staff and faculty, in all matters regarding misconduct of any student enrolled in Camosun/Conservatory partnership programs, Certificate in Music Technologies, and Conservatory/Private Training Institutions Branch Certificate in Music Teaching program. The Dean of the Conservatory shall use their discretion in all matters regarding misconduct for students outside the programs cited above.

DISMISSAL POLICY

The Associate Dean shall use their discretion, in consultation with appropriate Conservatory staff and faculty, in all matters regarding misconduct of any student enrolled in Camosun/Conservatory partnership programs, Certificate in Music Technologies, and Conservatory/Private Career Training Institutions Agency Certificate in Music Teaching program. The Executive Director of the Conservatory shall use her discretion in all matters regarding misconduct for students outside the programs cited above.

Students found engaging in misconduct as outlined under Rules of Conduct may be suspended or asked to withdraw from their class(es) and/or program. In these cases, the student will be notified of the suspension or dismissal in writing. A student thus suspended or dismissed may appeal to the Artistic Directorate. This appeal must be submitted in writing and must be received within ten working (10) days of having received written notice of suspension or dismissal from the Conservatory.

Students enrolled in the Camosun Programs should refer to the Policies and Procedures of Camosun College as outlined on the website at <http://camosun.ca/learn/calendar/current/procedures.html>

DISPUTE RESOLUTION PROCEDURE

The purpose of this procedure is to provide a due process for dealing with instances when a student feels the Conservatory has treated him or her unfairly.

Students who do not meet the deadlines given in the procedure, as specified below, shall be deemed to have waived their right to appeal. If any Conservatory employee fails to meet the deadlines established, the student may continue to the next level in the procedure. The deadlines are set to provide a reasonable and expedient resolution of the appeal. However, unforeseen circumstances, such as illness, may result in an extension of a deadline. The Associate Dean shall record such extension in writing.

Dispute Resolution Process

1. Student thoroughly discusses the matter with the instructor involved within five (5) working days of the action, decision, or practice to be appealed.

2. The student and instructor make an effort, in good faith, to resolve the appeal. Appeals resolved at this stage do not require a written record unless the resolution involves a grade change.
3. In the case of absence from the Conservatory of either party, the student should inform the appropriate Department Head, in writing, of the intention to appeal. The Department Head will arrange for consultation between the parties concerned within five (5) working days. Should the instructor involved be on leave or have resigned from the Conservatory, the Department Head or designate shall act for the instructor.
4. If resolution of appeal involves a grade change, the appropriate Department Head will approve the grade change and forward a request to the Postsecondary Office to make the grade change. A copy of the memo to the Postsecondary Office shall be sent to the student and instructor involved.
5. If the appeal is not resolved with the instructor involved within five (5) working days after the student has met with the instructor, the student should notify and meet with the Department Head involved to attempt to informally resolve the issue.
6. Appeals resolved at this stage do not require a written record unless the resolution involves a grade change (see 3 above).
7. If the appeal is not resolved with the Department Head within five (5) working days after the student has met with the Department Head, the student should notify and meet with the Associate Dean to attempt to informally resolve the issue.
8. The Associate Dean will arrange to meet with the instructor and student to clarify issues and attempt to resolve them. If the issue is resolved within five (5) working days after the student has sought the assistance of the Associate Dean, an agreement is prepared for both parties to sign. Such an agreement, once signed by both parties, may not be appealed.

If further process is needed in order to resolve the dispute in question, please follow the procedures as outlined here: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.4.pdf> You may also contact the Camosun [Office of the Ombudsman](#), an impartial, independent person whose major function is to provide confidential and informal assistance to students.

PLAGIARISM POLICY

CAMOSUN COLLEGE - PLAGIARISM: DEFINITION AND CONSEQUENCES

Representing the work of others as your own is plagiarism. Quote and cite sources in a way that gives proper credit and avoids plagiarism. When in doubt about how to acknowledge a source, consult your instructor.

Plagiarism includes the following:

1. Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written by someone else. This is plagiarism even if you make revisions to the original work.
2. Submitting an assignment in which you have copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks and providing clear, correct citations for those passages.
3. Submitting an assignment in which you take one or more ideas from another work(s) without citing them, even when you reword or put those ideas in your own words (that is, paraphrasing them). You must provide clear, correct citations for theories, arguments, facts, stories, or other information that you did not come up with on your own.
4. Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten/edited for you. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.

5. Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.

CONSEQUENCES FOR PLAGIARISM

Camosun College's Student Conduct Policy covers both academic honesty and student behavior. Note that the consequences for plagiarism are those listed under Academic Dishonesty as part of that policy.



Victoria Conservatory of Music and Camosun College Policies

POLICY AND PRACTICE DIFFERENCES

The Partnership Agreement between Camosun College and the Victoria Conservatory of Music allows for the programs of the Diploma in Music Performance, the Certificate in Music Performance and Creative Foundations, and the Certificate in Music Technologies, to be conducted under policies and practices which may differ from stated Camosun College policy and practice in specific circumstances where agreed upon by mutual consent of the two institutions. The following enumerates those differing policies and practices.

OUTSTANDING FEES

Students who carry an unpaid balance after the Fee Deadline of any term will be barred from attending lessons in the following courses until the account balance owing is paid in full:

- Principal Instrument
- Secondary Instrument
- Conducted Ensemble
- Collaborative Ensemble

Students will still be responsible for instruction and materials missed; however, instructors will not be obligated to provide make-up lessons free of charge.

DISCLAIMER

Victoria Conservatory of Music/Camosun reserves the right to cancel any class with enrollment falling below minimum enrollment numbers.

JURY REQUIREMENTS (REVISED 2024)

Students are asked to complete a Term Overview Sheet in full, outlining all technique, studies, and repertoire studied through the term – in this way there is a record of your term's work. Please star (*) materials and repertoire specifically prepared to perform for your jury: the selected jury programme must conform to the requirements given below. Repertoire may not be repeated between jury terms, this includes works studied for combo / collaborative ensemble music courses.

Your jury is the opportunity to perform before a panel of senior artist faculty who will assess the overall level of performance against accepted provincial and national standards assumed for the level of study undertaken (i.e., First Year, or Second Year). The panel assesses this as a current demonstration of your performance level and may take into consideration progress since your last jury (or audition).

Due to time constraints, the jury panel may not hear complete works or all works prepared: only about half of the scheduled time is given over to performance of repertoire, the remainder being dedicated to viva voce (verbal responses indicating a thorough and detailed understanding as to the content, context, circumstance of each selection), additional technical requirements, deliberation and marking. Juries are only scheduled for 20 minutes maximum, with up to 10 minutes added for those registered in Solo Preparation (i.e., MUSC 160, 161, 260) courses. As time is limited and scheduled tightly, students are asked to arrive early with all music in hand and to be prepared to move quickly into the jury room, when called. Tuning and set-up should be done efficiently.

Students must provide one legal (non-photocopied) copy of each work performed. Public domain repertoire may be photocopied. Demonstration of memorization is expected for all disciplines – please consult your instructor in advance. All vocal lyrics must be memorized.

CONTEMPORARY PERFORMANCE

As necessary, students must make their own arrangements for one or more performance partners to support your jury. It is the student's responsibility to make all arrangements for and on behalf of accompanying musicians. If required, the CONSERVATORY Postsecondary Department will provide students with a collaborative pianist for their jury. Juries performed without accompaniment as required will result in a lower mark. Students are advised to make arrangements for the services of an accompanying partner as soon as jury schedules are posted.

Contemporary Performance – Instrumental Music

Prepared repertoire should include a well-chosen variety of covers, standards, and may include no more than one original piece per jury (optional). Repertoire representing different tempi and moods is expected. A selection of technique and/or technical studies basic to the instrument or voice, as worked on throughout the term, is expected to be performed at each jury. Demonstration of both solo and accompanying performance abilities will be heard and assessed. See previous note about performance partners.

NOTE: Instrumental performance students are expected to demonstrate a leadership/soloist role (not back-up or accompaniment), within their jury and will be graded upon both melodic and technical proficiency in a variety of styles and genres.

IMPORTANT: Guitar students, if choosing to use alternative tuning systems during their jury are required to either have a secondary instrument or use a digital tuner to expedite the tuning process.

Drum students are required to bring performance partners to support at least one selection of their principal instrument jury. You may be asked to demonstrate a variety of styles, patterns, and time signatures, at the jury panel's discretion.

- MUSC 102 (MCPF Term 1): Minimum of 3 contrasting works. 15 mins length
- MUSC 103 (MCPF Term 2): Minimum of 3 contrasting works. 15 mins length
- MUSC 104 (DMP Term 1): Minimum of 4 contrasting works. 15 mins length
- MUSC 105 (DMP Term 2): Minimum of 4 contrasting works. 15 mins length
- MUSC 204 (DMP Term 3): Minimum of 5 contrasting works. 20 mins length
- MUSC 205 (DMP Term 4): Minimum of 5 contrasting works. 20 mins length

Contemporary Performance - Voice

A minimum of two distinctive style/genre periods and two languages will be expected per jury. Prepared repertoire should include a well-chosen variety of covers, standards, and may include no more than one original piece per jury (optional). Repertoire representing different tempi and moods is expected. Voice students are encouraged to self-accompany for at least one selection of their principal instrument jury. See previous note about performance partners. All vocal lyrics must be memorized.

- MUSC 102 (MCPF Term 1): minimum 4 songs. 15 mins length
- MUSC 103 (MCPF Term 2): minimum 4 songs. 15 mins length
- MUSC 104 (DMP Term 1): minimum 5 songs. 15 mins length
- MUSC 105 (DMP Term 2): minimum 5 songs. 15 mins length
- MUSC 204 (DMP Term 3): minimum 5 songs. 20 mins length
- MUSC 205 (DMP Term 4): minimum 6 songs. 20 mins length

CLASSICAL PERFORMANCE

Works to be performed collaboratively with piano (i.e., sonatas), must be performed with piano. The Conservatory Postsecondary Department will provide students with a collaborative pianist for their jury. However, students are still required to make their own arrangements for any advance rehearsals with the pianist. Juries performed without the required accompaniment will result in a lower mark. Students are advised to arrange rehearsal services with a collaborative pianist as soon as jury schedules are posted.

Classical Performance – Instrumental Music

Prepared repertoire may include solo works (i.e., unaccompanied or accompanied), concerted works, etudes or concert studies, or a selection of orchestral excerpts where applicable. Technique and technical studies appropriate to the student's level (as demonstrated by the music presented) are expected to be performed at each jury.

Certificate in Music Creativity and Performance Foundations: When added together, the MUSC 102 and 103 juries must demonstrate 3 contrasting style periods. A minimum of 2 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) are encouraged.

- MUSC 102: 15 minutes of prepared repertoire, minimum 3 musical selections|
- MUSC 103: 15 minutes of prepared repertoire, minimum musical selections

Diploma in Music, Year 1: When added together, the MUSC 104 and 105 juries must demonstrate a minimum of 3 contrasting style periods. A minimum of 2 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) are encouraged.

- MUSC 104: 15 minutes of prepared repertoire, minimum 4 musical selections
- MUSC 105: 15 minutes of prepared repertoire, minimum 4 musical selections

Diploma in Music, Year 2: When added together, the MUSC 204 and 205 juries must demonstrate 4 contrasting style periods where permitted by the instrument's repertoire. A minimum of 3 contrasting style periods must be demonstrated at each jury. Orchestral excerpts (where applicable) or works with extended techniques are encouraged.

- MUSC 204: 20 minutes of prepared repertoire, minimum 5 musical selections
- MUSC 205: 20 minutes of prepared repertoire, minimum 5 musical selections

Classical Performance – Voice

A minimum of two distinctive style periods and three languages will be expected per jury. Prepared repertoire may include solo works (i.e., unaccompanied), concert solo works (i.e., arias, art songs, classical folk songs, chamber works with instruments other than piano, musical theatre (max. 1 per jury), etc.) or repertoire related to audition preparation (i.e. Pacific Opera Victoria). All vocal lyrics must be memorized.

- MUSC 102 (MCPF Term 1): minimum 4 songs / arias. 15 mins length
- MUSC 103 (MCPF Term 2): minimum 4 songs / arias. 15 mins length
- MUSC 104 (DMP Term 1): minimum 5 songs / arias. 15 mins length
- MUSC 105 (DMP Term 2): minimum 5 songs / arias. 15 mins length
- MUSC 204 (DMP Term 3): minimum 5 songs / arias. 20 mins length
- MUSC 205 (DMP Term 4): minimum 6 songs / arias. 20 mins length

NOTE to Diploma of Music classical students (i.e., guitar, piano, voice, most woodwinds, most orchestral strings, and selected brass instruments). In some cases, students may challenge for the AVCM credential (Associate of the Conservatory) in their second year as part of their Camosun College coursework. If successful, this designation may be conferred by the Conservatory, in addition to your completed Camosun credential (Diploma). Students interested in this possibility – prior to the start of their second term of First Year – must first consult with their own Principal Instrument instructor as to practicality of pursuing this option and then consult with the Associate Dean about course availability for the following year. If all parties agree, then the complete Conservatory Grade 10 requirements for your instrument / voice must be presented to your jury in lieu of the requirements posted above and must be completed with a mark of 80% or better.

Medical Information, Media Waiver (Photographic, Audio, Film, & Video) *and* Statement of Understanding

The Medical Information, Media Waiver and Statement of Understanding form will be sent to you from the Conservatory via Adobe Sign email. Here are the steps below so that you can receive the forms in a timely manner.

- Conservatory Postsecondary will create a form and send it via Adobe Sign to you, using the email you have provided us with. Please make sure to maintain an active email account!
- Please read, complete, and sign the contract electronically. When you click ‘Send’, it delivers the completed and signed copy back to the Conservatory automatically.
- Adobe Sign automatically reminds you if you have outstanding contracts to sign.

After you read this Student Manual, go to your Medical Information, Media Release and Statement of Understanding form, as sent to you through Adobe Sign. By submitting the form, you acknowledge that you have read and understood the academic policies and practices outlined in this manual. This will be included in your student file.

All information collected in these forms is kept confidential.



Victoria Conservatory of Music Organization

Associate Dean of Postsecondary Studies

David Visentin (local 3270)

Student Information and Program Assistant

Megan Harton (local 3310)

Chief Executive Officer

Nathan Medd

Deans

Tricia Baldwin, Conservatory (local 3380)

Ian Humphries, Camosun Arts and Access

Chief Financial Officer

Zabrina Semchuk (local 2380)

Student Governor *

N/a

Registrar

Heather Lee (local 2350)

Front Reception

(local 1000)

Head Librarian

Robin Belcher (local 1130)

Collegium Program Coordinator

James Yi (local 3360)

Accounting Assistant

Monique Ploegmakers (local 2360)

Director of Marketing

Tereza Anderson (local 2251)

Marketing Coordinator

Erin Fraser (local 2250)

Director of Facilities and Building Operations

Martin Borg (250-920-8160, 7:00am-3:00pm, M-F)

Facilities/Bookings Coordinator

Bren Jocson [covering parental leave for Gabriela de Oliveira] (local 3181)

Director of Events, Partnerships, & Rentals

Mhiran Faraday (local 3320)

Venues Manager

Theodore Sherman

Facilities Coordinator

Jason Stuart 250-812-6134

Custodians

250-812-6134 (weekends and after hours)

Artistic Directorate

Dean

Tricia Baldwin (local 3380)

Director, School of Contemporary Music

Daniel Lapp (local 2190)

Head of Keyboard

Robert Holliston (local 3040)

Co-Heads of Strings

Muge Büyükçelen & Brian Yoon
(local 2090)

SMTC/Postsecondary Theory

Daniel Brandes (local 3190)

Head of Voice

Colin Doroschuk (local 3080)

Head of Woodwinds and Brass

Emily Nagelbach (local 3200)

Additional Forms for Submission

The following pages contain forms that you may need throughout the terms. Copies of these forms are also available on the postsecondary bulletin board, the Conservatory's postsecondary program website, or in D2L under 'Forms.' This year, the TLCS performance forms are submitted online:

<https://forms.gle/hySavEm7FPRqw9mS9>



Diploma in Music Performance Personal Learning Plan

Our Music Performance program is the first of its kind in Canada. Unique performance-focused training is designed to meet increasingly competitive market demands for artistic versatility and presentational success. Creating, capturing, producing, and traditional stage performing, are all enhanced by state-of-art music technologies.

LEARNING OUTCOMES

Upon successful completion of this program, the learner will be able to:

- Perform a balanced selection of the professional solo and ensemble repertoire on a principal instrument or voice.
- Infer from experience with music performance and music history appropriate stylistic performance practice on a principal instrument or voice.
- Apply principles of oral and written music theory, musical improvisation, composition and analysis in the performance and interpretation of familiar and unfamiliar music.
- Organize and manage a plan for personal technical and musical development toward a professional goal in the field of music.
- Evaluate personal standards of music making against current professional standards in a variety of music fields.
- Use appropriate tools, techniques, systems and processes to augment professional practice as a musician.
- Communicate effectively using music technologies in a variety of contexts.

Year 1

TERM 1

Course #	Course Name	Credits
MUSC 104	<i>Principal Instrument 1</i>	1.5
MUSC 112	<i>Tonal Harmony and Voice Leading 1</i>	3
MUSC 114	<i>Aural Skills 1</i>	1.5
MUSC 130	<i>Conducted Ensemble 1</i>	3
MUSC 132	<i>Collaborative Ensemble 1</i>	1.5
MUSC 120/124	<i>Music in the Western World OR Music Before 1600</i>	3
ENGL 151/161/163/164	<i>Academic Writing or Literature Elective</i>	3
MUSC 110*	<i>Theory 1*</i>	3

TERM 2

Course #	Course Name	Credits
MTEC 100	<i>Introduction to Music Technologies</i>	3
MUSC 105	<i>Principal Instrument 2</i>	1.5
MUSC 113	<i>Tonal Harmony and Voice Leading 2</i>	3
MUSC 115	<i>Aural Skills 2</i>	1.5
MUSC 131	<i>Conducted Ensemble 2</i>	3
MUSC 133	<i>Collaborative Ensemble 2</i>	1.5
MUSC 125/ 220	<i>Music 1600–1780 OR Intro to Folk & World Music</i>	3
MUSC 111*	<i>Theory 2*</i>	3

*Many first year Music courses require [MUSC 111](#) as a prerequisite. Auditioning students who have completed the assessment of music theory and have demonstrated fluency with written music rudiments at First-Class Honours standard in each element on a timed written examination will have met this prerequisite requirement. All other students will be required to upgrade their written theory prior to the beginning of the program or during their first two semesters of studies by taking [MUSC 110](#) - Fundamentals of Music Theory 1 and/or [MUSC 111](#). The addition of [MUSC 110](#) and/or [MUSC 111](#) may lengthen completion of the program by one year.

Year 2**TERM 3**

Course #	Course Name	Credits
MUSC 204	<i>Principal Instrument 3</i>	1.5
MUSC 230	<i>Conducted Ensemble 3</i>	3
MUSC 232	<i>Collaborative Ensemble 3</i>	1.5
MUSC 276	<i>The Music Profession</i>	1.5
MUSC 212/216	<i>Chromatic or Contemporary Music Theory</i>	3
MUSC 214/218	<i>Aural Skills 3: Classical or Contemporary</i>	1.5
MUSC 221/224	<i>History of Jazz or Classical/Romantic Music</i>	3
Elective	<i>Approved MUSC, MTEC, or UT elective</i>	1–3

TERM 4

Course #	Course Name	Credits
MUSC 205	<i>Principal Instrument 4</i>	1.5
MUSC 231	<i>Conducted Ensemble 4</i>	3
MUSC 233	<i>Collaborative Ensemble 4</i>	1.5
MUSC 213/217	<i>Advanced Harmony or Contemporary Arranging</i>	3
MUSC 215/219	<i>Aural Skills 4: Classical or Contemporary</i>	1.5
MUSC 222/225	<i>Blues & Rock or Modern Classical Music</i>	3
Elective	<i>Approved MUSC, MTEC, or UT elective</i>	3

Certificate in Music Technologies Personal Learning Plan

This part-time program is a seven-course series that will help you learn skills in the four pillars of music technologies: digital notation; music sequencing; digital instrumentation/virtual instruments; and audio recording, mixing, editing and mastering.

LEARNING OUTCOMES

At the completion of the program, students will be able to:

- Discuss and assess music technologies, software, and hardware applicable to digital notation; music sequencing; digital instrumentation; audio recording, mixing and editing.
- Apply music technology hardware and software to the practice of music in a professional or academic music setting.

All of		
Course #	Course Name	Credits
MTEC 210	<i>Digital Notation and Scoring</i>	3
MTEC 212	<i>Music Sequencing and DAW</i>	3
MTEC 214	<i>Virtual & Software Instruments</i>	3
MTEC 220	<i>Music Recording: Fundamentals</i>	3
MTEC 222	<i>Digital Audio Mixing & Editing</i>	3
MTEC 224	<i>Introduction to Computer Music</i>	1.5
Two of		
Course #	Course Name	Credits
MTEC 100	<i>Introduction to Music Technologies</i>	3
MTEC 110	<i>Internet Applications for Musicians</i>	3
MTEC 290	<i>Media Composition Workshop</i>	3
MUSC 276	<i>The Music Profession</i>	1.5



Certificate in Music Creativity and Performance

Foundations Personal Learning Plan

A one-year course of studies designed for students intending to pursue studies in music at the postsecondary level, and who may require additional learning, including in theory fundamentals and one-on-one studio instruction in their instrument discipline.

LEARNING OUTCOMES

Upon successful completion of this program, the learner will be able to:

- Demonstrate musical performance competence at an intermediate to advanced solo level that also supports effective participation as members of large and small ensembles.
- Demonstrate foundational concepts and principles of music theory, musicianship, and music history as they apply to musical practice and performance.
- Apply techniques and applied skills related to achieving successful performance in a variety of contexts.
- Communicate musical and creative ideas effectively within a variety of large and small ensemble performance environments.
- Apply learned knowledge in the creation of original musical work.
- Demonstrate foundational skills and knowledge to work with music technology.
- Demonstrate adaptability, resourcefulness, and continued self-development as a musician.

TERM 1

All of		
Course #	Course Name	Credits
MUSC 102	<i>Studio Instruction 1</i>	1.5
MUSC 110	<i>Theory 1</i>	3
MUSC 130	<i>Conducted Ensemble 1</i>	3
MUSC 132	<i>Collaborative Ensemble 1</i>	1.5
MUSC 140	<i>The Creative Impulse</i>	3
MUSC 145	<i>Introduction to Performance Awareness</i>	3
One of		
MUSC 120	<i>Music in the Western World</i>	3
MUSC 124	<i>Music Before 1600</i>	3
MUSC 143	<i>Introduction to Songwriting</i>	1.5
MUSC 221	<i>History of Jazz</i>	3

TERM 2

All of		
Course #	Course Name	Credits
MTEC 100	<i>Introduction to Music Technologies</i>	3
MUSC 103	<i>Studio Instruction 2</i>	1.5
MUSC 111	<i>Theory 2</i>	3
MUSC 131	<i>Conducted Ensemble 2</i>	3
MUSC 133	<i>Collaborative Ensemble 2</i>	1.5
MUSC 146	<i>“Taking the Stage” - Foundations of Stage Presence</i>	3
One of		
MUSC 120	<i>Music in the Western World</i>	3
MUSC 125	<i>Music, 1600-1780</i>	3
MUSC 143	<i>Introduction to Songwriting</i>	1.5
MUSC 222	<i>History of Blues and Rock</i>	3
MUSC 241	<i>Composing as Singer-Songwriter</i>	3



Fall 2025 Attendance Log

Please complete this log for all masterclasses and performances for Fall term, to be submitted at your jury. The log must be submitted at the jury for your concert grade.

Thursday Lunch Concert Series (TLCS) and Principal Instrument / Studio Group Class Wood Hall - Thursdays, 12:30-1:30pm			
DATES		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
September 4	Principal Instrument / Studio Group Class		
September 11	Principal Instrument / Studio Group Class		
September 18	Principal Instrument / Studio Group Class		
September 25	Principal Instrument / Studio Group Class		
October 2	Principal Instrument / Studio Group Class		
October 9	Principal Instrument / Studio Group Class		
October 16	Principal Instrument / Studio Group Class		
October 23	TLCS		
October 30	TLCS		
November 6	TLCS		
November 13	TLCS		
November 20	TLCS in Alix Goolden		
November 27	TLCS		
December 4	TLCS		
Masterclasses			
DATE, LOCATION, DESCRIPTION		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			

Winter 2026 Attendance Log

Please complete this log for all masterclasses and performances for Fall term, to be submitted at your jury. The log must be submitted at the jury for your concert grade.

Thursday Lunch Concert Series (TLCS) and Principal Instrument / Studio Group Class Wood Hall - Thursdays, 12:30-1:30pm			
DATES		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
January 8	Principal Instrument / Studio Group Class		
January 15	Principal Instrument / Studio Group Class		
January 22	Principal Instrument / Studio Group Class		
January 29	Principal Instrument / Studio Group Class		
February 5	Principal Instrument / Studio Group Class		
February 12	Principal Instrument / Studio Group Class		
February 26	TLCS		
March 5	TLCS		
March 12	TLCS		
March 19	TLCS		
March 26	TLCS in Alix Goolden		
April 2	TLCS		
April 9	TLCS		
Masterclasses			
DATE, LOCATION, DESCRIPTION		Performed (y/n) if yes mark as collaborative/combo/solo	Faculty Initials
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			



Camosun/Conservatory Diploma and Certificate Programs

TEMPORARY LEAVE OF ABSENCE REQUEST FORM

Absence Policy in brief (a full copy will be provided with this form):

The Conservatory supports a system by means of which you may petition for a pre-approved absence from class or rehearsal for a variety of specific reasons. The reasons are as follows:

1. Audition for permanent professional engagement or further postsecondary education.
2. A major competition, as recognized by the Artistic Directorate of the Conservatory.
3. A professional-calibre engagement, as recognized by the Artistic Directorate of the Conservatory to be very important for the student's developing career.
4. Conservatory sponsored or approved (by the Department Head) masterclass, clinic, or event.
5. A religious holiday.
6. An especially important family ceremony/event (not a holiday or vacation!) – Be ready with very complete documented proof such as a formal invitation. NOTE: examinations or tests will not be rescheduled for this reason under any circumstance!
7. A conflict between a standing Conservatory class or rehearsal and an irregularly scheduled Conservatory class or rehearsal.

No absences will be approved during the Camosun Exam Sessions with the exception of medical documented illnesses or emergencies.

Mid-term exams and quizzes will only be rescheduled at the discretion of David Visentin, Associate Dean and Chair of Camosun Music.

Absences which do not fall in the above categories will not be considered for excused absence except in extreme and unusual circumstances.

In all cases, the student is responsible for all course work and any costs incurred for the retake of invigilated course work.

I understand and accept the terms of the Absence Policy. I understand that I am responsible for all missed course work that may occur during my absence.

Name: _____ Signature: _____

Program: _____ Date: _____

Student ID: _____ Dates Requested: _____

Reason for Request: _____

Approved by Associate Dean: _____ Date: _____

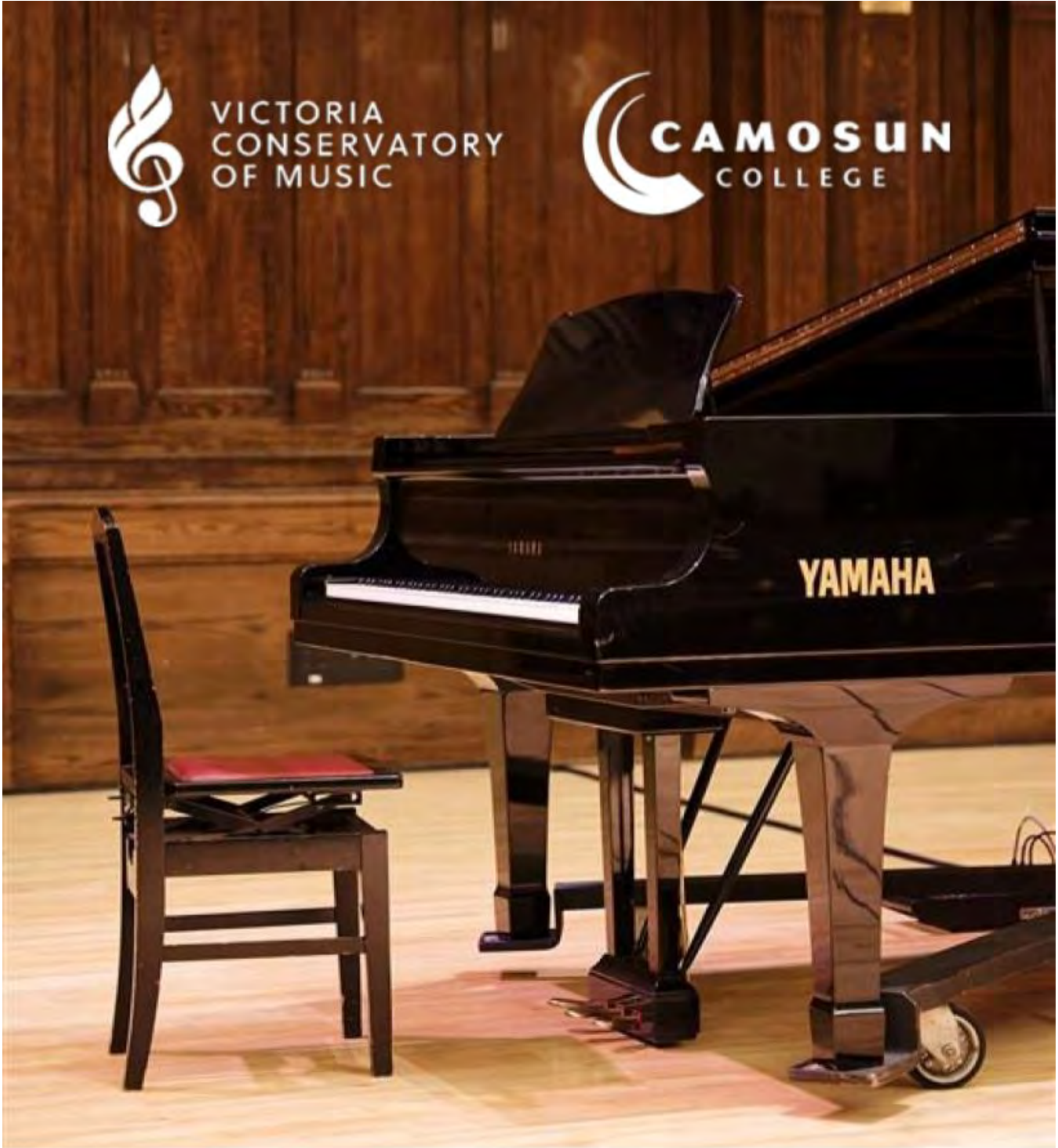
Over → see next page for instructor signatures

Temporary Leave of Absence Request Form – page 2

Instructor Approval

Once the absence has been approved the student must also gain approval from any instructors whose classes will be missed. **Instructor signatures may not be sought until the absence has been approved by the Chair of Music. *Instructor signature will confirm that they have approved the student to miss class and have made arrangements for any missed coursework.***

Course Number or Name	Dates to be missed	Instructor Signature



DOWNTOWN VICTORIA
900 Johnson Street
250.386.5311



WESTHILLS LANGFORD
210 – 1314 Lakepoint Way
778.265.5355