

University of California at Santa Barbara Department of Theater and Dance

# *Theater Majors' Handbook*

*2013-14*

*Revised 08/29/2013*

## **DEPARTMENT OVERVIEW**

Dedicated to the study and practice of theater in all its phases, the Department of Theater and Dance offers a wide range of classes appropriate for non-majors pursuing a liberal arts education and for majors preparing for a professional or educational career. The department currently awards the Bachelor of Arts and the Bachelor of Fine Arts degrees on the undergraduate level, and Theater Arts Minors in two areas of focus; Theater and Performance Studies and Production and Design. The Department of Theater and Dance also offers Master of Arts and Doctor of Philosophy degrees on the graduate level.

The Department of Theater and Dance offers two Theater degrees on the undergraduate level: a Bachelor of Fine Arts in Acting and the Bachelor of Arts Degree in Theater. Both degrees provide a strong background in theater arts and dramatic literature and ample opportunities for participation in play production and workshop activities in three campus theaters. The Bachelor of Fine Arts degree is designed to prepare professionally oriented students for a career in theater. Students in the Bachelor of Fine Arts program pursue an emphasis in acting. The Bachelor of Arts in Theater offers students the opportunity to pursue a concentration in Design, Directing, Playwriting, Theater and Community or Theater and Performance Studies.

All degree programs emphasize the study of dramatic literature and history as well as studio courses and participation in the production program. While the general education needs of the University are supported by the department through numerous course offerings and a very active performance and production program, the department's approximately 240 undergraduate majors and 25 graduate students reap the benefits of a department committed to excellence situated in a large university. The size of the department's faculty and their active involvement presents the student with excellent faculty mentorship.

## **THEATER CAREER CHOICES**

All Bachelor of Arts and Bachelor of Fine Arts degrees in the UCSB Department of Theater and Dance provide sound preparation for study at the graduate level. In addition, opportunities in professional theater have increased during the last two decades with the expansion of theater centers in many cities and with the development of regional theatres throughout the country. The competition for jobs, particularly acting, remains keen, but the record of UCSB theater graduates is impressive.

Theaters that have employed UCSB alumni include the Berkeley Repertory Theatre, Seattle Repertory Theatre, San Diego's Old Globe Theatre, the Guthrie Theatre, and the New York Public Theatre as well as Broadway. Some graduates establish their own theatres. Two UCSB connected theatres that continue to grow since their beginnings in the mid-1970s are the San Diego Repertory Theatre and Santa Barbara's Ensemble Theatre. Prior to their senior year many students begin working summers at the California, Oregon, Idaho, Santa Cruz, Utah and Colorado Shakespeare Festivals, Pacific Conservatory of the Performing Arts, the Ojai Playwright's Conference, and Santa Rosa Summer Repertory Theatre.

In addition to professional theater, many graduates work in film, television, radio, commercials, and modeling. There are also opportunities, particularly in design and technical theater, for employment by opera and dance companies or by amusement industries.

Not all theater majors choose to pursue careers in the performing arts. Instead, they use the communication skills, the understanding and appreciation of the humanities, and the personal growth and development which they have gained in the degree program to enter such fields as law, public relations, business, banking, and administration. Other graduates continue their education to earn masters and doctoral degrees.

## **BACHELOR OF ARTS IN THEATER**

Students in the Bachelor of Arts program may focus on any one area or a combination of concentrations outlined below. Many lower division requirements for all concentrations are similar. Students move into more specialized courses in their area during the second year all of which provides sound preparation for further study of theater practice. The University also has general education requirements providing a liberal arts education through theater. Students who enters the department as a freshman can complete a bachelor's degree in four years. Students who transfer to the department from another school or another UCSB department should contact the Department of Theater and Dance office before or at the time of transfer to determine the courses that will be needed to satisfy the requirements for their bachelor's degree. Students attending other schools who plan to transfer to UCSB Theater and Dance are invited to contact the Theater and Dance office for information concerning lower-division requirements that they could complete and transfer to UCSB.

### **Concentrations within the Theater Major**

Students in the B.A. program in theater will choose a concentration in one of the following areas: Design, Directing, Playwriting, Theater and Community, or Theater and Performance Studies.

***Official Degree Requirement Sheets (Theater & Dance: BA, BFA & Minor) are available in the General Catalog. The information below is specific to Concentrations and does not include all coursework required to earn an undergraduate degree.***

## **Design**

The design concentration offers fundamental coursework and practical experience for students interested in theater design and production. Students will select courses in design history, stage management, and scenic, lighting, and costume design, supplemented with our practicum series and assignments in department productions. For more information about how to enroll in specific Design courses, please contact the Undergraduate Advisor in Theater and Dance at [theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu).

### ***Required preparation:***

Theater 29A - Scenic Practicum (1 unit)  
Theater 29B - Lighting Practicum (1 unit)  
Theater 29C - Costume Practicum (1 unit)  
Theater 29D - Run Crew Practicum (1 unit)  
Theater 19 - Design Fundamentals for Dance and Theater (4 units)  
Theater 196\* - Dance Production (2 units) (in lieu of Theater 149\*)  
*\*A minimum of 2 units of Theater 49/149/196 required for major; a maximum of 25 units of Theater 49/149/196 will be accepted for graduation.*

Two design courses in Area F of UD major; or permission of instructor

### **• Concentration courses:**

Twelve additional units from at least three of the following courses:  
Theater 123/123B - Advanced Stage Lighting Design (4 units)  
Theater 125/125B - Advanced Costume Design (4 units)  
Theater 132 - History of Decorative Styles (4 units)  
Theater 194D - Group Studies in Design (4 units)

## **Directing**

The directing concentration is a structured and specialized area of study within the B.A. program, and is intended to provide serious experience of the director's function in today's theater. The program will culminate with a production of Undergraduate Directed One-Acts. The concentration offers sound preparation for an M.F.A. in directing.

### **• Required preparation:**

Theater 152A - Introduction to Stage Directing (4 units)

### **• Concentration courses:**

Theater 152B - Techniques of Directing (4 units)  
Theater 152C - Advanced Directing (4 units)  
Theater 152D - Directorial Production (4 units)  
Theater 195 - Principles of Stage Management (2 units)



## Playwriting

The playwriting concentration is based on a series of courses that require students to practice playwriting, and includes public readings, visiting lecturers, and periodic departmental productions of original scripts. All courses require permission of the instructor, and further work in this area might include additional courses in Theater and Performance Studies, creative writing, and theater arts. For more information about how to enroll in specific Playwriting courses, please contact the Undergraduate Advisor in Theater and Dance at [theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu).

### ***Required preparation:***

Twelve units from Area F of UD Major

### **• *Concentration courses:***

Three additional courses from:

Theater 104A - Essentials of Playwriting (4 units)

Theater 104B - The Writer's Voice (4 units)

Theater 104C - From page to Script (4 units)

Theater 104D - Story Structure (4 units)

Theater 104E - Solo Performance (4 units)

Theater 180E - Culture Clash: Studies in U.S. Latino Theater (4 units)

## Theater and Community

The concentration in Theater and Community will allow students to practice their performance skills in both the campus and the Santa Barbara communities. Students will visit schools and community organizations where they will both perform plays specially written for school audiences and work with school children to develop their own plays. Their performances will often address matters of compelling interest to the community and the experience will lead them to understand and practice theatre as a means of uniting the community.

### **• *Recommended preparation:***

Theater 90 - Community Theater (3 units)

### **• *Required preparation:***

Twelve units from Area F of UD Major

### **• *Concentration courses:***

Twelve additional units from at least three of the following courses:

Theater 140A & B - Advanced Acting Workshop I and II (4 units each)

Theater 142 - I.V. Live (2 units)

Theater 144A & B - Shakespeare Production (4 units each)

Theater 152B - Techniques of Directing (4 units)

Theater 180G - Race, Gender, and Performance (4 units)

Theater 187TA & TB - Teatro I and II (4 units each)

Theater 195 - Principles of Stage Management (2 units)

## Theater and Performance Studies

The Theater and Performance Studies concentration will allow students to achieve broad education in theater as it has been practiced in different historical periods and in various parts of the globe. Students will have the opportunity to study the critical, historical, and theoretical aspects of theater. They will also engage in practical courses in theater and participate in departmental and class productions. For more information about how to enroll in specific Theater and Performance Studies courses, please contact the Undergraduate Advisor in Theater and Dance at [theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu).

- **Required preparation:**

- Completion of Areas A-D of UD Major

- **Concentration courses:**

- Theater 192 - Upper-Division Seminar (*with permission of instructor*) OR an additional UD dramatic literature course.

- One additional course from (all 4 units courses):

- Theater 180A - American Drama to 1940

- Theater 180B - American Drama 1940 to Present

- Theater 180C - Contemporary American Drama and Theater

- Theater 180D - Hispanic-American Theater and Performance

- Theater 180E - Culture Clash: Studies in U.S. Latino Theater

- Theater 181AA-ZZ -National Studies in European Theater & Drama

- Theater 182AA-ZZ -Transnational Studies in European Theater & Drama

- Theater 185AA-ZZ -Cross =-Cultural Studies in Theater & Drama

- Theater 187AA-ZZ -Performance Studies

- Theater 188AA-ZZ -History of Performance

- Theater 194L - Group Studies in Literature

- One additional course from:

- Theater 183AA-ZZ -Asian Theater and Performance OR

- Theater 184AA-ZZ - African and Caribbean Performance (*students who have taken 183AA-ZZ in the UD Major should take 184AA-ZZ for the concentration, and vice versa*)

## **BACHELOR OF FINE ARTS IN ACTING**

The Bachelor of Fine Arts in Acting is a highly selective three-year program that students enter at the beginning of the sophomore year. It prepares exceptionally committed, disciplined and talented students for entry into leading graduate conservatory training programs, internships with regional theatres, and the profession. The goal of the faculty is to prepare each student for an enduring and artistic life in the theatre.

The B.F.A. in Acting is essential to the stage actor and gives the student understanding and practice in a wide range of styles and techniques. Work in the classics, modern world drama, and the avant-garde provides a challenging acting experience. The core training consists of a comprehensive series of acting, voice and movement classes. Students are given numerous opportunities to consolidate their training in departmental productions. Students accepted into the final years of the program are individually prepared for national auditions. We have successfully placed graduates in some of the finest M.F.A. programs, regional theatres, Shakespearean festivals and acting companies in the country.

The B.F.A. in Theater in Acting attracts students who are dedicated to finishing the entire training process. Entry to the program is by audition; and completion depends upon successful progress.

### **B.F.A. IN ACTING AUDITION INFORMATION**

Auditions for acceptance into B.F.A. in Acting Program for Fall Quarter will take place during late Spring Quarter and again just before the beginning of classes in Fall Quarter. Please check the Department of Theater and Dance website for the specific audition details and registration. *All students must sign up in advance for the audition.*

For students already enrolled at UCSB, the audition will consist of the presentation of a prepared monologue chosen from a contemporary play within the actor's own age range. The time limit on this monologue is one and a half to two minutes. Please bring a resume of past theatrical experience including acting, voice, movement classes, and performance experience (indicate when and where).

For transfer students, please prepare two contrasting contemporary monologues totaling no more than three minutes. Please bring a resume of past theatrical experience including

acting, voice, and movement classes, and performance experience (indicate where and when), plus two letters of recommendation.

Please read over the B.F.A. Acting Program Guide in advance of your audition. The B.F.A. Acting Program Guide is available at our **department website** ([www.theaterdance.ucsb.edu](http://www.theaterdance.ucsb.edu)).

The program is highly structured and has been carefully organized to offer the serious acting student the opportunity to receive quality training. If you have questions, please contact the Undergraduate Advisor ([theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu).)

## **THEATER MINOR OPTIONS**

The Minor in Theater has two option tracks:

### **Minor in Theater**

Explore the performance, historical, cultural and theoretical aspects of Theater. Students can participate in a variety of practical courses including acting, directing, playwriting, design and production. Students achieve a broad education in theater as it has been practiced in different historical periods and in various part of the globe.

### **Minor in Theater Production & Design**

Gain practical training in areas of production and design. Students participate in a variety of practical courses including costume, lighting, and scenic design and stage management. Explore production and design elements including drawing, graphics, rendering, scene painting, stagecraft, construction, and history.

### **To Declare The Minor:**

To ensure appropriate advising and planning, students who are considering a minor should consult the sponsoring department as soon as possible. Only students who have completed the Minor Declaration Petition will be given enrollment priority for minor required coursework. The Minor Declaration Petition is available at the department website ([www.theaterdance.ucsb.edu](http://www.theaterdance.ucsb.edu)).

To Declare Theater or Theater Production & Design as your minor:

1. Complete and submit **Minor Declaration Petition** to Theater & Dance Undergraduate Advisor (TD-W 2520).
  - Students must submit Minor Declaration Petition at least 1 week before the first day of registration to ensure enrollment priority in the affected quarter.

To Graduate with Minor:

1. Complete **Minor Clearance Form** and turn into Theater & Dance Undergraduate Advisor by the first day of the quarter in which you plan to graduate.

The following conditions must also be met for official recognition of the minor:

- Minor Clearance Form completed and turned into Department by first day of the quarter in which you plan to graduate.
- At least 18 upper-division quarter units are completed for the minor. (Waivers cannot reduce the requirement below this number.)
- At least 12 of the upper-division units for the minor are completed while in residence at UCSB.
- The UC grade-point average in ALL applicable upper-division courses, including those in excess of minimum requirements, is 2.0 or higher.
- No more than 5 upper-division units overlap between this minor and the upper-division portion of the major(s) or other minor(s). If overlap is greater with the major(s), completion of the minor will not be formally recognized; if overlap with other minor(s) is greater, only the first minor reported will be recognized.

***Students must consult the General Catalog for prerequisites to required courses. PLEASE NOTE:***

*The minor is considered “unofficial” until all courses have been completed AND student has submitted a Minor Clearance Form to the Department. You will never see an indication of your minor on GOLD, or on any progress report provided to you by the College of Letters and Science and/or the Registrar’s Office. No reference will be made to the minor on any progress checks or degree clearance forms. It is the student’s responsibility to complete and submit the Minor Clearance Form.*

## **FOR ALL DEGREE TRACKS:**

### **PRODUCTION RUN CREW POSITIONS.**

We have lots of productions happening each and every quarter and lots of opportunities to be involved! You do not need to have experience - just an enthusiasm to learn! There are opportunities for stage management, wardrobe crews, deck crews, and booth crews! Every position is vital to making the shows happen!

Units available: THTR 29D, THTR 49, and/or THTR 149

Crew sign ups are held at the beginning of each quarter throughout the academic year. Information for these will be posted in the Production Office and also emailed out to students in the Department of Theater and Dance.

**For Wardrobe Crews:** E-mail Renita Davenport (Costume Shop Manager) at [rdavenport@theaterdance.ucsb.edu](mailto:rdavenport@theaterdance.ucsb.edu) for further information.

**For Deck and Booth Crews:** E-mail Paul Barnes (Technical Director) at [nreda@theaterdance.ucsb.edu](mailto:nreda@theaterdance.ucsb.edu) for further information.

**For Stage Management Opportunities:** E-mail Susan McMillan (Production Manager) at [smcmillan@theaterdance.ucsb.edu](mailto:smcmillan@theaterdance.ucsb.edu) for further information.

***Come be a part of the wonderful world of production!!!***

# The Path to Graduation

- ✓ Requirements
- ✓ Procedures
- ✓ Resources



## REQUIREMENTS

To be eligible for a bachelor's degree from the University of California, Santa Barbara, students must meet the general university requirements and the appropriate college and major requirements described in the *UCSB General Catalog* and the publications of their college. Students must also comply with university regulations governing registration, scholarship, examinations, and student conduct.

### UNIVERSITY REQUIREMENTS

- ☐ Entry Level Writing Requirement (formerly Subject A)
- ☐ American History and Institutions
  - 1 course or exam
- ☐ A minimum of 180 quarter units. Consult the *UCSB General Catalog* for unit variances.
  - L&S students 180/184
  - Engineering students 180/units vary by major
    - Refer to the individual majors section in the College of Engineering chapter of the *UCSB General Catalog*
  - Maximum of 6 units of Exercise Sport Studies courses (ES 1-), or equivalent (*formerly known as Physical Activities, PA 1-*)
- ☐ Academic Residence
  - 3 regular terms in the university
  - 35 of final 45 units at UCSB (35 of final 90 units for UC EAP or UCDC students)
  - 27 upper-division units at UCSB
  - 20 upper-division units in the major at UCSB (18 upper-division units for students admitted prior to fall 1999) (L&S students only)
- ☐ Minimum GPA within UC
  - 2.0 overall
  - 2.0 overall major
  - 2.0 upper-division major

### COLLEGE REQUIREMENTS

- ☐ 60 upper division units (L&S students only)
- ☐ No more than 1/3 P/NP units at UCSB (L&S and Engineering students only)
- ☐ General Education Program
  - Consult the *UCSB General Catalog* for details.

### MAJOR AND PREPARATION FOR THE MAJOR

- ☐ Consult the *UCSB General Catalog* for details.

### MINOR

- ☐ Consult the *UCSB General Catalog* for details.

## RULES AND REGULATIONS

### COURSE COMPLETION DEADLINE

All work must be completed by the last day of the UCSB term in which the student plans to graduate. This includes "Incomplete" grades, "In-Progress" courses, Education Abroad Program, and transfer work from other institutions including work completed at a summer session. The student must verify that the official published ending date of the term at another school is before or equal to the last day of UCSB's term. Students are encouraged to consult their college regarding transfer work. Extension, concurrent enrollment, and substitution of transfer work for particular requirements require an approved petition. Official transcripts for work completed at other institutions (including UC Extension) must be sent to:

Office of the Registrar,  
UCSB, Santa Barbara, Ca. 93106-2015.

### "I" Grade

An I grade on the student's record at the time of graduation in a course *not necessary* for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. If not removed by the deadline, it will remain an I grade permanently. An I grade requested in a course which is necessary for graduation will result in the student failing to graduate.

### WITHDRAWAL OF CANDIDACY

If students wish to remove their name from the degree list during the term, a formal "Withdrawal of Candidacy" must be made using GOLD no later than the fifth week of the term following candidacy. A student's name will also be removed from the list by the Office of the Registrar if there are deficiencies in graduation requirements. **It is the student's responsibility** to re-declare candidacy for graduation within the first two weeks of the term during which she or he plans to complete degree requirements.

### EDUCATION ABROAD PROGRAM (EAP)

Because there is usually a delay in processing grades for courses completed abroad, students participating in the **Education Abroad Program** are asked to postpone declaring candidacy to graduate at least one quarter beyond the final academic term abroad. (e.g., EAP students who expect to complete degree requirements with spring work are encouraged to declare candidacy for the following fall quarter.)



# THE GRADUATION PROCESS

---

## PROGRESS CHECK

Progress checks are an evaluation of academic work completed toward meeting degree requirements.

The Office of the Registrar strongly advises that students in either the College of Engineering or the College of Letters and Science run a Progress Check audit at least two terms before graduation. Progress Check audits can be run from the Academic History option available in GOLD ([my.ucsb.edu](http://my.ucsb.edu)). College of Creative Studies students with questions concerning academic requirements should contact their college office.

- Progress toward meeting major requirements are not included in the progress check. Students are advised to consult their major department.
- Students in the College of Creative Studies will be contacted by their college office when they have 20 units remaining to graduate.

## DECLARATION OF CANDIDACY

Students must declare candidacy for graduation using GOLD no later than the first two weeks of the term during which they plan to graduate. The deadline is published in the Schedule of Classes. Late declarations will not be accepted. **Please note, declaring candidacy for graduation is a separate process from participating in commencement.** See below for more information on commencement. Students planning to graduate during the summer must declare their candidacy by the second week of spring quarter if they wish to have their name printed in the commencement program. Anticipated degree dates appearing on registration or other materials are projections only. Students are considered *official degree candidates* only after they have declared their candidacy in the manner described above. Once the declaration is recorded, a final degree evaluation is performed using the criteria outlined above and detailed in the *UCSB General Catalog*.

## DEGREE EVALUATION

Any deficiencies noted on the degree evaluation which may be removed without additional course work must be cleared as soon as possible by the student. Please consult your major department or college for assistance. After quarterly grades have been processed, degree candidates will be notified of successful completion of degree requirements or remaining deficiencies. A deadline will be assigned for the closing of all matters at which time the student's name will be removed, without exception, from the current quarter's candidacy list unless all deficiencies have been cleared and requirements are met. **It is the student's responsibility** to re-declare candidacy for graduation within the first two weeks of the term during which she or he plans to complete degree requirements.

## COMMENCEMENT

Although there are four possible dates of graduation each year (December, March, June, and summer), commencement ceremonies are held annually, in June. Consult the *UCSB General Catalog* (online at [www.catalog.ucsb.edu](http://www.catalog.ucsb.edu)) for details. Seniors who have at least 164 units completed are eligible to participate in a commencement ceremony and must make a reservation using GOLD, adhering to the deadlines published in the Schedule of Classes. **Please note: making a commencement reservation and declaring candidacy for graduation are two separate processes.** See above for more information on declarations of candidacy.

## DIPLOMA

Diplomas are mailed approximately three to four months after the date of degree to the diploma address noted when declaring candidacy. A \$7.00 fee paid by the student covers first class mailing charges. The charge is assessed to the student's active BARC account at the time of declaring for graduation.

## WHERE TO FIND ANSWERS

---

### YOUR COLLEGE OFFICE

For questions regarding:

- University requirements
- General Education requirements
- Major requirements (Engineering & Creative Studies students only)
- Progress Checks (See chart above)
- Transfer Work

### YOUR DEPARTMENT

For questions regarding:

- Major Requirements (Engineering and Creative Studies students should contact their College office)
- Minor Requirements

### OFFICE OF THE REGISTRAR

For questions regarding:

- Degree Checks
- Senior Progress Checks (Engineering and Creative Studies students should contact their College office)
- Declarations of Candidacy for Graduation
- Withdrawals of Candidacy

### OFFICE OF STUDENT LIFE

For questions regarding:

- Commencement




## GAUCHO ONLINE DATA / “GOLD”

If you want to register for classes, check your schedule, see your grades, order registration sticker, update your contact information, update your personal data, declare degree candidacy or commencement reservations, official transcripts, official verifications you can login to the **GOLD**.

- Add or Drop Classes
- Check Your Schedule
- Check Your Grades
- Order Registration Sticker
- Update Contact Information
- Update Personal Data
- Declare Degree Candidacy
- Commencement Reservations
- Official Transcripts
- Official Verifications

***All you need is you UCSB Net ID and your Perm Number/PIN combination.***

 **GauchO On-Line Data**  
University of California, Santa Barbara

You have requested a secure UC Santa Barbara web page. If you are an 'active' student, you can login using your UCSBNetID and Password.

*Students who do not have a UCSBnetID, including former students, can login using a **Perm/PIN** combination [here](#).*

For assistance with your UCSBNetID and/or password, please visit [UCSB Identity Services](#).

For assistance with your Perm and/or PIN, please [click here](#).



UCSB Net ID:

Password:

☐ By selecting this checkbox I certify that I am the individual to whom the above credentials were issued. I understand that logging in with another individual's credentials may be grounds for disciplinary and/or legal action.

[»»»](#) **LOGIN**

---

  This is official University of California Santa Barbara information. Unauthorized access, disclosure, or use of this information may result in disciplinary action and/or criminal prosecution. Questions, comments and suggestions are welcomed. Email: [Reg-Registration@sa.ucsb.edu](mailto:Reg-Registration@sa.ucsb.edu)

# STEPS TO REGISTRATION



Welcome to the  
University of California  
Santa Barbara!



## Steps to Registration

Similar to Admission's "Steps to Admission", the following "Steps to Registration" is a guide through the critical actions you must take to officially enroll at UCSB as well as an introduction to our terminology. To enroll at UCSB, you must:

1. Register for classes,
2. Submit your Statement of Legal Residence (SLR),
3. Pay all fees and financial obligations, and,
4. Update your contact information.

(Note: You may have already completed one or more of these steps through the Admissions' Steps To Admission process.)

### 1. Registration on the Web - [Gaucho Online Data - GOLD](#)

- Get familiar with [GOLD](#) - it is the web tool that you will use to register for classes, view your grades, read important messages from UCSB, order transcripts, etc.
- The online [Schedule of Classes](#) contains complete enrollment information; course descriptions can be found using [GOLD](#) (those without GOLD access can use the public [course search](#)). Each term has specific deadlines, and procedures are subject to change. Please insure that you read your class schedule carefully each quarter.
  - **Important Note:** Access to [GOLD](#) requires the use of a **UCSB NetID** and **Password**. To obtain your **UCSB NetID** and **Password**, you will need to activate your **U-Mail** account. **U-Mail** is UCSB's official student email service to which university business correspondence is sent. To register for your **UCSBnetID**, and activate your U-Mail account, [click here](#).
  - Registration appointments are referred to as "**passes**," or "**pass times**," and are used to register for classes on [GOLD](#). As a new graduate student you will receive appointments for **Pass 2** and **Pass 3** only (**Pass 1** is reserved for continuing graduate students). Refer to the [Pass Times Calendar](#) for specific dates. If you attend the [graduate orientation in fall](#), you will be given important information about registration, the [Graduate Division](#), [Graduate Students Association](#), [Student Health](#), [Counseling Services](#), [Career Services](#), and other campus resources. Workshops on important graduate issues will also be offered. If you are unable to attend the fall graduate orientation, you should make an appointment with a counselor in the [Graduate Division](#) to discuss your situation.
- The online [Schedule of Classes](#) contains complete instructions on how to register on the web. If you need additional help, please call the Registration Helpline at (805) 893-3592.
- Prerequisites for all undergraduate courses will be enforced at registration. [GOLD](#) recognizes completion of prerequisites at UCSB only. Therefore, if you have completed equivalent transfer work at another institution, you should contact the academic department offering the course in which you wish to enroll before you attempt to register. Be sure to bring records of transfer work with you when you come to campus, and have them handy throughout your career at UCSB.
- Note that the deadline to register without paying a \$50 late registration fee is the first day of classes. The final deadline to register (with a \$50 late registration fee) is the fifth day of classes.
- After your initial registration, you may add a class, drop a class, or change your grading options using [GOLD](#). All deadlines are listed in the [Schedule of Classes](#).
- Following your first quarter of enrollment, you must access [GOLD](#) to learn when your registration pass times are scheduled for future quarters. See the [Schedule of Classes](#) for details.

### 2. Submit your Statement of Legal Residence (SLR)

- Before paying fees, it is **IMPERATIVE** that you complete UCSB's online [Statement of Legal Residence \(SLR\)](#). This form is required of **ALL** new students. Failure to submit your SLR will result in the assessment of out-of-state fees, and may prevent disbursement of financial aid.
- Once your SLR is submitted, it may take several weeks to determine whether you satisfy University requirements for classification as a California resident. If additional information is needed, you will be contacted by mail, and given specific instructions before a final determination is made.
- You may check the progress of your residence determination by accessing [GOLD](#) at: <https://my.sa.ucsb.edu/gold/login.aspx> (under Registration Information). The information displayed will indicate "Pending" while your SLR is under review, and will be updated once your residency has been verified.

### 3. Payment of Fees

- Payment of all fees must be received by the Central Cashiers Office, 1212 SAASB, by the deadline for each term in order to retain your space in classes. If you are receiving financial aid through the UCSB [Financial Aid Office](#), please read [special instructions](#) described in the [Schedule of Classes](#).
- Payment Plan applications are available from the BARC website at [www.barc.ucsb.edu](http://www.barc.ucsb.edu), and must be received along with the first installment by the payment deadline. Payment plans that require staff assistance are available in the BARC Office. Failure to meet financial obligations will result in a \$50 Late Payment Fee and/or a [lapse in status](#).

### 4. Address Verification

- Students are strongly encouraged to keep their address information current. Address changes can be updated through [GOLD](#). A block may be placed against your future registration if you do not confirm your address at least annually.

## PROGRESS CHECKS

Progress checks are an evaluation of academic work completed toward meeting degree requirements.

*The Office of the Registrar strongly advises that students in either the College of Engineering or the College of Letters and Science run a Progress Check audit at least two terms before graduation.* Progress Check audits can be run from the Academic History option available in [GOLD](#).

**NOTE:** Progress toward meeting major requirements are **NOT** included in the progress check. Students are advised to consult their major department.

For a progress check toward meeting major requirements for ALL Department of Theater and Dance Major and Minor programs, please contact the Undergraduate Advisor in Theater and Dance at **theaterdance-ugradadv@theaterdance.ucsb.edu**.

## TRANSFER STUDENTS

Welcome prospective transfer student!

We hope you take some time to explore our site and learn about the wonderful experience that awaits you at UCSB. Not sure where to start? We suggest the following:

[http://admissions.sa.ucsb.edu/prospective/index.asp?context=prospective\\_transfer](http://admissions.sa.ucsb.edu/prospective/index.asp?context=prospective_transfer)

## FROM THE DEPARTMENT

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

---

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

---



---

SANTA BARBARA • S

---

DEPARTMENT OF THEATER AND DANCE

SANTA BARBARA, CA 93106-7060  
<http://www.theaterdance.ucsb.edu/>

Welcome to the Theater & Dance Department!

The included materials will orient you to and serve as a guide for program expectations, graduation plans and course registration. These materials are not intended to replace individual counseling. Transfer students are encouraged to meet with the Undergraduate Advisor regularly since college careers vary based on educational experience.

Transfer students should work with the Theater & Dance Advisor, College of Letter & Science Advisor and Admissions to determine what units are transferable. The College of Letters & Science Advising office can provide guidance on the General Education program. Students who are transferring from a public California community college should utilize ASSIST ([www.assist.org](http://www.assist.org)). ASSIST is an online information system that shows how course credits earned can be applied when transferred.

If ASSIST is not applicable or courses are not included, students should:

- Review the Theater/Dance requirement sheet and website for course descriptions.
- Prepare an unofficial transcript.
- Create a list of previous coursework, including course descriptions, and applicable UCSB classes. If the course description does not adequately show similar course content, include information about your class work.
- Schedule an appointment to review materials with Undergraduate Advisor.
- The Undergraduate Advisor will work with Faculty to determine transfer credits.

Department approved transfer units must be officially documented with the College of Letters & Science through Degree Requirement Petitions. Students are encouraged to complete all necessary paperwork at the beginning of their UCSB career so graduation plans will not be delayed.

Transfer students enter the Theater & Dance program with a Bachelor of Arts degree. During Fall quarter, students should petition to declare emphasis or concentration.

Please schedule a meeting with me during your first quarter. Research your options and bring solutions to the meeting. Bring any necessary paperwork, forms, course descriptions etc. to meeting. Please allow extra time to complete paperwork, get signatures, visit other University offices or consult with Faculty.

I look forward to meeting you!

Lauren Ward  
Undergraduate Advisor  
Department of Theater and Dance (TD-W 2527)  
805.893.3241  
[lward@theaterdance.ucsb.edu](mailto:lward@theaterdance.ucsb.edu)



## Theater Students:

The Theater Department offers two degrees; Bachelor of Fine Arts, Acting Emphasis and Bachelor of Arts (Concentration in Design, Directing, Playwriting, Theater & Community or Theater & Performance Studies.) The BFA, Acting Emphasis requires 3 years of coursework and students must audition to be accepted into the program. Eligible transfer students can audition the first transfer year; auditions are held in Spring and Fall. Please see the Theater & Dance website ([www.theaterdance.ucsb.edu](http://www.theaterdance.ucsb.edu)) for audition dates and details.

Certain programs, like the BFA and Directing Concentration, have specific timelines that cannot be adjusted. Discuss your goals with the Undergraduate Advisor and create a graduation plan. While not guaranteed, the College does allow students to petition for a graduation extensions.

### Design:

If not already accomplished, register for Introduction to Design (Thtr 19). Students are also encouraged to register for Thtr 29ABC or D and an appropriate literature course. Contact Vickie Scott ([scott@theaterdance.ucsb.edu](mailto:scott@theaterdance.ucsb.edu)), Design Program Head, for further scheduling advice and to determine your Faculty Advisor.

### Directing:

Register for THTR 152, the first course in the directing series. If not already accomplished, register for Introduction to Design (Thtr 19). Students are also encouraged to register for Thtr 29ABC or D and an appropriate literature course.

### Playwriting:

Register for THTR 104A, the first course in the playwriting series. If not already accomplished, register for Introduction to Design (Thtr 19). Students are also encouraged to register for Thtr 29ABC or D and an appropriate literature course.

### Theater & Community

If not already accomplished, register for Introduction to Design (Thtr 19). Students are also encouraged to register for Thtr 29ABC or D and appropriate literature courses.

### Theater & Performance Studies:

If not already accomplished, register for Introduction to Design (Thtr 19). Students are also encouraged to register for Thtr 29ABC or D and appropriate literature courses.

### Acting Emphasis:

If you are accepted into the program, you will register for Movement for the Stage, Voice Laboratory and Fundamentals of Action (Thtr 10A, 11A, and 15A.) Review the Theater schedule and keep both sections of courses open in your schedule. You will receive an approval code for the courses if accepted into the program.

All Theater Students:

If you have not already accomplished, register for Introduction to Acting (Thtr 5).

If you have not already accomplished, register for Play Analysis (Thtr 1). This course is usually offered Fall quarter only.

If you have not already accomplished, register for Run Crew (Thtr 29D) and Theater Workshop (Thtr 49/149). Performance based credit will be assigned by audition. Production crew credit will be assigned by sign-ups with Production Staff. Once you have been assigned or cast in a production, you will request an approval code from the Faculty/Staff to register for Theater 49/149.

Dance Students:

DN 70, 171, 172

Music for Dance: Rhythm (DN 70), Music for Dance: Listening Based Survey of Contemporary Aesthetic (DN 171) and Music for Dance: Structural Relationships (DN 172) have not been offered in several years. Review your transcript to determine if previous coursework would be applicable to these courses. These UCSB classes are also acceptable substitutions:

Dance 70 – Music 11 or 17

Dance 171, 172 – Dance 151DA, 151DB, 151DC & 189

To make substitutions official with the College of Letters & Science you must complete a Degree Requirement Petition.

# UCSB THEATER & DANCE

## SCHEDULING TIPS & ADVICE

---

*This is not intended to substitute individual academic advising. While this gives you some general scheduling tips, each student's college career will vary. It is important to meet with your Undergraduate Advisor regularly to review your progress.*

### SCHEDULING & REGISTRATION

- Generally, lower division courses (courses with number 1-99) are intended for freshmen or sophomores. Upper division courses (100-199) are generally intended for juniors and seniors.
- Make it a goal to complete your preparation for the major classes by the end of your sophomore year.
  - Students with upper-division standing (juniors & seniors) are often blocked from registering for lower division courses. Some Theater concentrations also require students to have completed a majority of their preparation for the major classes before enrolling in concentration specific classes.
- Full-time students need a minimum of 12 units each quarter; this is usually about 3-4 classes.
  - Dance Majors will often have 16-20 units each quarter because of the required technique courses.
  - Students who wish to register for more than 21 units must complete an Excess Load Petition. Students are encouraged to complete the petition before class registration so there are no delays in scheduling.
- Quarter schedules do change but historical data can help you plan your schedule. Review previous quarter schedules to see when the course was last offered. Pay attention to courses only offered during specific quarters; put those classes in your schedule first.
- If the letter in the course name is A-F, it may help you determine the quarter the course is normally offered. For example:

Dance 47A	47B	47C	47D	47E	47F
Fall	Winter	Spring	Fall	Winter	Spring

Undergraduate Advisor: Lauren Ward  
[lward@theaterdance.ucsb.edu](mailto:lward@theaterdance.ucsb.edu)  
(805) 893 – 3241

### **PRODUCTION CREDIT (Theater 49, 149 & Dance 149)**

- Theater 49 is awarded to lower division students (freshman, sophomore) and Theater 149 is awarded to upper-division students (juniors, seniors).
  - Dance Majors:
    - Crew = 2.0 units of Theater 49
    - Performance = 1.0 unit of Dance 149
    - Dance Concert Cast = Dance 149 (Work with Faculty to determine units)
  - Theater Majors (Theater 49 or 149)
    - (Main Stage) Actor = 3.0 units
    - (Main Stage) Stage Manager = 4.0 units
    - (Main Stage) Assistant Stage Manager = 3.0 units
    - (Main Stage) Assistant Director = 4.0 units
    - (Graduate/Undergraduate One Act) Actor = 2.0 units
    - (Graduate/Undergraduate One Act) Stage Manager = 2.0 units
    - (Directing Scenes) Actor = 1.0 unit per scene (2.0 units max)
    - (Directing Scenes) Stage Manager = 2.0 units
- Performance based credit will be assigned by audition. Production crew credit will be assigned by sign-ups with Production Staff. Once you have been assigned or cast in a production, you will request an approval code from the Faculty/Staff to register for Theater 49/149 or Dance 149.
- Because the audition and performance calendar aren't always in synch with your registration, you may need to complete a Late Add or Retroactive Add Petition to get units for performances. Your Undergraduate Advisor can help you with these forms.

### **CUTS & TIMELINES**

- Some programs, emphasis and concentrations have cuts. Talk to your faculty and know what to expect; work with your Undergraduate Advisor to plan an alternative program that will satisfy your career and college goals.
- Some programs, emphasis and concentrations have defined timelines; for example the Directing concentration requires at least 5 quarters (almost 2 years) of coursework. Talk to your faculty or Undergraduate Advisor and know your program timeline.

Undergraduate Advisor: Lauren Ward  
[lward@theaterdance.ucsb.edu](mailto:lward@theaterdance.ucsb.edu)  
(805) 893 – 3241



- Pay attention to the courses in your program that are sequential or require other pre-requisites. Failing to complete a class in a series can affect graduation plans.
- Fall Quarter: Space is held in several lower division courses to allow incoming freshman to register for classes. Register for lower division courses you need in Pass 1. If you can't get in a class, it will probably be easier Winter or Spring quarter.
- Several courses have electronic waitlist that usually open the day before class begins. If you are on the waitlist and a student drops the class or no shows, you will get a seat. Waitlist information is on the Theater & Dance website.
- If a class is full, don't freak out. Students drop and add classes constantly and generally a spot will open. If there's an electronic waitlist – sign up. If not, contact the Faculty and ask about their wait list policy.
- Dance Majors are required to take 8 technique classes per week (usually equivalent to 6 units.) You will take a required ballet and modern course and then pick an additional ballet/modern class. Additional units of upper-division ballet and modern can count towards upper division electives.
- Review the Registrar website ([www.registrar.sa.ucsb.edu](http://www.registrar.sa.ucsb.edu)) for important deadlines regarding tuition, grade changes, dropping/adding classes, pass dates, holidays, final exams etc.
- Review [www.lsueducation.ucsb.edu/advising](http://www.lsueducation.ucsb.edu/advising) for College of Letters & Science policies and procedures. Petitions can be viewed or downloaded at this site.

#### **GENERAL EDUCATION**

- Don't wait to complete your General Education (GE) requirements. It gives you a chance to explore double major/minor options and adds variety in your classes. Make it a goal to complete a majority of your GE's by the end of your sophomore year.
- Cross check the list of GE courses and your degree requirements. Some classes you are required to take for your Theater/Dance degree will also satisfy GE requirements.

Undergraduate Advisor: Lauren Ward  
[lward@theaterdance.ucsb.edu](mailto:lward@theaterdance.ucsb.edu)  
 (805) 893 – 3241

## **EDUCATION ABROAD**

- Generally, students apply for Education Abroad 1 year in advance of their travels. Research the programs Theater/Dance alumni have attended and the coursework offered abroad. Work with your Undergraduate Advisor, Education Abroad Advisor and Faculty to determine which courses abroad could satisfy degree requirements.
- It can be difficult to participate in Education Abroad during the traditional quarter for some programs like Theater, B.F.A.; speak to Faculty about your options or consider a summer abroad experience.

## **ADVISING APPOINTMENTS**

- Generally appointment slots are available Monday – Friday 9am-12p and 1-4pm. Schedule an appointment; this allows the Advisor and student time to prepare materials and focus attention.
- Come prepared. Research your options and bring solutions. Bring any necessary paperwork, forms, course descriptions etc. to meeting.
- Allow extra time to complete paperwork, get signatures, visit other University offices or consult with Faculty. Be proactive – ask for advice before you have an emergency.
- Federal law and University policy does not allow Advisors to release certain information to the public (including parents/guardians.) Advisors work directly with students to support them during their college career.
- Strive to be a self-regulated learner; if you are struggling, talk to your Advisor about University resources to help develop your leadership, time management and organizational skills.
- You are ultimately responsible for the success of your college career. Advisors can advise but not decide what is the right choice for you.

Undergraduate Advisor: Lauren Ward  
[lward@theaterdance.ucsb.edu](mailto:lward@theaterdance.ucsb.edu)  
(805) 893 – 3241

## **PRODUCTION OFFICE INFORMATION**

**PRODUCTION OFFICE: TD-W 1600**

**Production Office - Office Hours:**

9:00 a.m. to 12:00 p.m.

1:00 p.m. to 5:00 p.m.

(Monday through Friday)

Phone: (805) 893-3022

**The Production Office is located in the Theater and Dance Building  
(building # 223), room 1600  
(Across the courtyard from the Hatlen Theater).**

The Production Office serves as the departmental contact point for many of its resources, including but not limited to:

Archives

Auditions

Community Relations

Concessions

Facility Maintenance

House Management

Keys and Room Access Cards

Production Budgets

Production Needs (Costume, Lighting, Scenery, Props)

Production Photos and Videos

Production Programs

Publicity and Promotion

Rehearsal Room Scheduling

Royalties and Performance Licenses

Safety and Security Issues

Script Checkout

Stage Management

Theater Scheduling

Ticket Information

Ushers

***We realize that we have not addressed every question that you might have, so do not hesitate to contact the Production Office with any additional questions or concerns.***

## **ACCESS TO PRODUCTION RESOURCES**

All rehearsal studios are equipped with lighting, a sound system, and appropriate rehearsal furniture. For other items you may desire for classroom or production assignments, there is some potential for rentals from our costume shop and prop shop. We try to assist whenever possible but sometimes due to the demands of the Theater UCSB production season, the resources are not always available. Costume rental is for those items that are hard to find. For these, you may contact Renita Davenport, Costume Shop Manager at [rdavenport@theaterdance.ucsb.edu](mailto:rdavenport@theaterdance.ucsb.edu) to set up an appointment to see what might be in stock. For prop and furniture rental, you may e-mail: [ucsbprops@gmail.com](mailto:ucsbprops@gmail.com). Someone will then contact you and arrange a time to meet. If items are unavailable in the department, staff often may be able to offer advice as to where you might find them.

## **AUDITIONS**

Auditions for Theater and Dance productions are open to ALL full-time UCSB students.

Auditions for Theater and Dance productions are open to all full-time UCSB students.

Audition information for the drama main season productions is available in the Production Office and on the department's website at least two weeks prior to each audition. At this time, scripts are also available for overnight checkout. A \$10 refundable deposit is required. Audition information for other productions is posted in the Production Office when available

Audition requirements vary from director and choreographer so it is important that you carefully read all audition materials so you will know what is expected at each audition. For theater productions, you usually must sign up for a specific audition time. Audition sign-up sheets are posted on the callboard in the Production Office (TD West 1600).

## **CALLBOARDS**

Cast lists are usually posted the morning after auditions or callbacks, but may be delayed under special circumstances. Cast lists for Dance concerts are posted outside the dance studios and, when made available, on the department website. Theater cast lists are posted on the board in the production office. Individuals are sometimes asked to initial next to their name to acknowledge seeing the list and acceptance of role.

## **COMPLIMENTARY TICKETS**

Students who are cast in departmental main stage shows or are working on a crew for the productions are usually eligible for one or two complimentary tickets to the preview performance of that show. From time to time, complimentary tickets for public performances are released to company members, on short notice, if a particular performance needs enhancing, but this is not a guarantee and these “special offer” tickets cannot be used to replace already reserved or purchased tickets.

## **LATE SEATING**

There is no late seating in the Performing Arts Theater. Patrons arriving late will not be seated until intermission. Patrons will not be seated at any time if the performance runs without an intermission. Late arriving patrons without tickets are not allowed entrance to the theatre or to watch monitors. Latecomers with tickets will be seated at performances in the other venues will be seated at appropriate times during the performance. Please inform relatives and friends planning to attend performances at departmental venues of this late seating policy and ask them to plan accordingly.

## **PARKING**

The parking structure next to the Events Center, Lot 22, is the main parking facility for the department. Just a reminder, there is a nightly and weekend parking fee. Please let your family and friends know of this fee.

## **PHOTOGRAPHY AND VIDEOTAPING**

For the safety of the performers, convenience of other audience members, and in some cases copyright restrictions, the taking of photographs and/or video and audio recordings are not allowed during public performances. Please make sure that your family and friends are aware that they are not to record performances in any way.

We do record an archival video tape/DVD of all main stage dance performances and some theater productions (*though almost all license agreements for theatre productions forbid taping of performances for any reason*). The tapes and DVDs can be reproduced for personal use. Arrangements for reproducing these tapes can be made through the Production Office.

We also take publicity and production photographs of all productions both theater and dance. These are saved in digital format, and CDs or DVDs of all pictures of each production are available and can be copied in the Production Office.

## **REHEARSALS**

For the well being of theater/dance students, the department maintains a rehearsal policy allowing for 20 hours and/or 5 days a week (whichever comes first) for departmental productions. These numbers increase as technical rehearsals begin.

## **RESERVING REHEARSAL SPACE**

We have wonderful facilities and rehearsal spaces here. The department strives to make spaces available for production needs, classroom projects, and special projects as much as possible.

All rehearsal spaces have equipment and furnishings that will assist you in your preparation of classroom and production assignments. When you are using rehearsal spaces, you are expected to return them to the condition you found them or better. This includes cleaning up trash, putting away props and furniture, and cleaning up any mess that may have been created during your rehearsal. If you discover anything that is broken or damaged, please report it immediately to the Production Office so that it can be repaired and available for other student rehearsals and classroom use. Make sure windows and doors are secured when you leave even if someone else is waiting to use the space. If they are scheduled to use the space they will have a card or code to gain access. This protects you from being held responsible for inappropriate use or damage to the space. ***Due to fire regulations, air conditioning systems and security reasons, doors should not be propped open at any time.***

Dance rehearsal spaces—the two Modern Dance Studios (HSSB 1135 and TD 1501) and the two Ballet Studios (HSSB 1151 and TD 1502) - are administered by members of the dance faculty, usually the director of the main stage concert in the given quarter. Student access to the Dance Studios is granted by the dance faculty. Access cards are issued or activated at that time. Once permission is granted, an activated Access Card will be needed for access to the studios – *see section regarding **Accessing Rehearsal Spaces**.*

Five theater rehearsal spaces—Studio Theater (TD East 1101), Rehearsal Room (TD East 1115), Acting Studio (TD West 1703), Movement/Voice Studio (TD West 1507) and HSSB Rehearsal Room (HSSB 1143)—are available for checkout for the use of Theater students fulfilling departmental curricular requirements.

For theater rehearsal spaces, each project is allowed one hour of rehearsal space per day. Space sign-out is accessible via a computer in the Production Office. Each Thursday by 12noon, the rehearsal spaces for the following week (Monday through Sunday) become available for checkout on this computer. Rehearsal spaces are typically available every day of the week outside of class times and when being used for specific productions. Rehearsal spaces may be used from 8am to 11pm. Cleaning is done after 11pm.

Rehearsal rooms are reserved exclusively for students preparing for classroom assignments and departmental productions. To keep space available to as many students as possible individuals should not reserve rehearsal time to rehearse personal projects including campus club activities. For classroom projects needing additional rehearsal time or for those wanting to reserve the rehearsal rooms for non- departmental projects, special requests should be made in writing to the Production Office.

### **ACCESSING REHEARSAL SPACES**

Our rehearsal spaces are only programmed to be unlocked during class times. Most of our rehearsal spaces therefore have electronic readers that can open the door with an activated Access Card. The 2 exceptions to this are the Studio Theater (TD-East 1101) and the rehearsal room right next door, TD-East 1115. For these two rooms, a 5-digit code is needed and can be found on the space calendar. These codes change each quarter. For all other rehearsal spaces (including the dance studios), you will need to have an activated Access Card. These cards are the same as the Campus ID Access Cards however they do require the department to put appropriate door access. The first step is then to acquire a UCSB Access Card at the Photo ID Access center in the UCEN. Once you have a card, you may request door access through a form you may find in the Production Office. You should never loan your activated card to another person. Card use is registered and misuse or damages to studio spaces could be the responsibility of the owner of the last card used.

## **SCRIPT CHECK OUT**

Prior to auditions, scripts are available for overnight checkout from the production office for all theater productions presented by the department including Main Season and One-Act productions. A \$10 refundable deposit (cash only) is required.

## **TICKETS TO DEPARTMENTAL EVENTS**

Tickets for all ticketed departmental events including Theater UCSB are sold online at [www.theaterdance.ucsb.edu](http://www.theaterdance.ucsb.edu) and through the Department of Theater and Dance Ticket Office, located across the bike path from the HSSB. You can walk up to the ticket office during regular business hours (varying from quarter to quarter). Tickets for events go on sale a few weeks prior to each event depending on the quarter schedule. Please make sure friends and family members purchase tickets to desired events well in advance. Events in the

HSSB Performing Arts Theatre and the HSSB Performing Arts Ballet Studio often sell out in advance and many times patrons, even parents and friends, are turned away at the door because there are no seats available. No tickets can be reserved or put on hold without purchase by the Ticket Office. In instances where we do have a sold-out house, a waiting list may be started at the door and a limited number of individuals may get seated.

The Ticket Office will accept checks (made payable to "UC Regents"), cash (although they will not break anything larger than a \$20 bill), and credit cards (Visa or Mastercard). There are no refunds or exchanges. The house manager may honor a ticket for another night at his/her discretion only after any waiting list to purchase tickets has been processed.

Venue ticket offices open 45 minutes to 1 hour prior to curtain. Since there is no late seating in the HSSB Performing Arts Theatre, that ticket office closes immediately at curtain. The Hatlen Ticket Office remains open for a reasonable period after the performance has begun.

Make sure friends and relatives are aware of box office policies to avoid embarrassing situations at the box office the night of performance and always make sure to check any advance tickets purchased at the Theater & Dance Ticket Office for correct date and time prior to leaving the window.



## **USHERING**

Any full-time UCSB student can volunteer to usher for departmental productions by signing up in the Production Office starting two weeks prior to an opening performance. Besides taking tickets and handing out programs. If you are unable to usher once you have signed up, you must notify the Production Office at least 24 hours prior to performance or arrange for a substitute to take your place.

*Our policy for ushers and ushering is subject to change.*

## **CONTACT INFORMATION**

### **Administrative Offices - Office Hours:**

8:00 a.m. to 12:00 p.m.  
1:00 p.m. to 5:00 p.m.  
(Monday through Friday)

Phone: (805) 893-3241  
Fax: (805) 893-7029

### **Production Office - Office Hours:**

9:00 a.m. to 12:00 p.m.  
1:00 p.m. to 5:00 p.m.  
(Monday through Friday)

Phone: (805) 893-3022  
Fax: (805) 893-7029

### **Mailing Address:**

University of California  
Theater & Dance  
Mail Code 7060  
552 University Road  
Santa Barbara, CA 93106-7060

**The Administrative Offices are located in the Theater and Dance Building (building # 223), room 2520 (directly off the elevator on the second level.)**

**The Production Office is located in the Theater and Dance Building (building # 223), room 1600 (across the breezeway from the Studio Theater).**

### **Staff Undergraduate Advisor: Lauren C. Ward**

TD-West 2527

[theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu)

(805) 893-3241

### **Faculty Undergraduate Advisor: Vickie J. Scott**

TD-W 1519

[scott@theaterdance.ucsb.edu](mailto:scott@theaterdance.ucsb.edu)

(805) 617-3940

## DEPARTMENT ACADEMIC CONTACT INFORMATION

### **Department Chair / Director of Performance / Artistic Director, LAUNCH PAD: Risa Brainin**

TD-West 2525

[rbrainin@theaterdance.ucsb.edu](mailto:rbrainin@theaterdance.ucsb.edu)

(805) 893-5515

### **Vice Chair / Director of Dance / Artistic Director, Santa Barbara Dance Theater: Christopher Pilafian**

TD-West 2526

[pilafian@theaterdance.ucsb.edu](mailto:pilafian@theaterdance.ucsb.edu)

(805) 893-4527

### **Staff Undergraduate Advisor: Lauren C. Ward**

TD-West 2527

[theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu)

(805) 893-3241

### **Faculty Undergraduate Advisor: Vickie J. Scott**

TD-West 1519

[scott@theaterdance.ucsb.edu](mailto:scott@theaterdance.ucsb.edu)

(805) 617-3940

### **Design Concentration Head: Vickie J. Scott**

TD-West 1519

[scott@theaterdance.ucsb.edu](mailto:scott@theaterdance.ucsb.edu)

(805) 617-3940

### **Directing Concentration Head: Tom Whitaker**

TD-West 1511

[whitaker@theaterdance.ucsb.edu](mailto:whitaker@theaterdance.ucsb.edu)

### **Playwriting Concentration Head: Erin Cressida Wilson**

TD-West 2505

[erincressida@gmail.com](mailto:erincressida@gmail.com)

### **Theater and Community Concentration:**

Please contact Lauren C. Ward, Undergraduate Advisor

[theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu)

### **Theater and Performance Studies Concentration Head: Suk-Young Kim**

TD-West 2512

[skim@theaterdance.ucsb.edu](mailto:skim@theaterdance.ucsb.edu)

### **Bachelor of Fine Arts in Acting Head: Irwin Appel**

TD-West 1519

[appel@theaterdance.ucsb.edu](mailto:appel@theaterdance.ucsb.edu)

## DEPARTMENTAL STAFF INFORMATION

### Administrative Support Staff

#### **Eric Mills, Chief Administrative Officer**

[mso@theaterdance.ucsb.edu](mailto:mso@theaterdance.ucsb.edu)

TD-West 2522, 893-3242

Hours: M-F, 8am-5pm

Responsible for full range of management functions of the two separate disciplines of the department. Management responsibilities encompass academic administration, production unit management, musician program, academic support services, departmental computer technical support services, contract, grant, and gift/donation administration, purchasing and financial management, payroll, staff and academic personnel, facilities maintenance and renovation, space management, safety programs, and laboratory support services. Develops and implements operating policies and procedures as they relate to overall departmental goals and objectives, interprets policy for chair of Department of Theater and director of Dance and for departmental committee members, serves as chair's liaison to other campus academic and administrative units.

#### **Justin Leung, Financial/Admin Assistant**

[jleung@theaterdance.ucsb.edu](mailto:jleung@theaterdance.ucsb.edu)

TD-West 2523, 893-5508

Hours: M-F, 8am-5pm

The administrative/financial assistant provides accounting and clerical support in a wide variety of academic and financial matters including: check requests; travel and entertainment reimbursements; employment and payroll; purchasing and ordering of supplies; coordinating copy jobs for faculty and graduate students. Sustainability coordinator.

#### **Mary Tench, Graduate Program Assistant**

[theaterdance-gradadv@theaterdance.ucsb.edu](mailto:theaterdance-gradadv@theaterdance.ucsb.edu)

TD-West 2524, 893-3147

Hours: M-F, 8am-3pm. Furlough during summer months.

Manages all aspects of the graduate program in the department. Advises students on academic standing and recommends actions, petitions and performs degree checks. Coordinates graduate students' block grants, fellowships, and teaching assistantships. Employment and payroll for graduate students. Book orders for teaching faculty.

#### **Debra Vance, Chair and Academic Personnel Assistant**

[dvance@theaterdance.ucsb.edu](mailto:dvance@theaterdance.ucsb.edu)

TD-West 2520, 893-7031

Hours: M-R, 8am-1pm

Serves as academic analyst for the chair providing analytical and administrative support to the chair and CAO. Responsible for assisting the chair and the duties and responsibilities related to academic appointments, faculty advancement, faculty recruitment, visitor appointments, and donor relations.

**Lauren C. Ward, Undergraduate Advisor**  
[theaterdance-ugradadv@theaterdance.ucsb.edu](mailto:theaterdance-ugradadv@theaterdance.ucsb.edu)  
TD-West 2527, 893-3241  
Hours: M-F, 8am-5pm

The undergraduate advisor is responsible for coordinating all aspects of the undergraduate programs, such as tracking academic progress, academic advising, petitions, and auditions for the B.F.A. and Dance Major, in Theater and Dance. She is also responsible for the scheduling of classes and department rooms, publications, department curriculum, grades, evaluations, and a wide variety of support for students and faculty.

## **Production Support Staff**

**Paul Barnes, Technical Director**  
[pbarnes@theaterdance.ucsb.edu](mailto:pbarnes@theaterdance.ucsb.edu)  
TD-West 1604, 893-5525  
Hours: M-F, 9am-6pm (subject to change).

Serves as Technical Director for all main stage and departmental productions including drama and dance, and Santa Barbara Dance Theater. Directly supervises professional staff positions in the technical areas of scenic, properties, lighting, and sound. Acts also as general supervisor for limited appointment and student employees. Helps coordinate and manage area budgets. Helps create production schedules. Creates working drawings from designer elevations of items to be built in scene shop. Facilitates technical rehearsals. Recruits, schedules, trains, and supervises student run crew members for departmental productions and special events. Teaches, supervises, and evaluates student labs in practical theatrical technical work.

**Jamie Birkett, Scene Shop Manager**  
[jbirkett@theaterdance.ucsb.edu](mailto:jbirkett@theaterdance.ucsb.edu)  
TD-East 1119, 893-3175  
Hours: M-F, 8am-5pm (subject to change).

Supervisor for the technical areas of scenery and properties for the department. Responsible for the execution and implementation of scenic and property designs which includes scenic construction, painting, and propping for all departmental productions – theater and dance. Along with the technical director, coordinates and manages scene shop budget regarding materials, labor, and time. Responsible for scene shop and equipment maintenance.

**Steven Cooper, Head of Lighting and Sound**  
[scooperd@theaterdance.ucsb.edu](mailto:scooperd@theaterdance.ucsb.edu)  
TD-West 1613A, 893-5526  
Hours: 9am-6pm (subject to change),

Supervisor for the technical areas of lighting and sound for the department, including theaters, studios, rehearsal rooms, and classrooms. Responsible for implementation and execution of designs, hanging and rigging, focusing, and set-up of sound systems for all departmental productions and special events. Maintains all lighting and sound equipment. Prices and purchases needed lighting and sound supplies within an established budget. Supervises limited hire and student employees. Teaches, supervises, and evaluates student labs in which students get practical experience with all technical aspects of

theatrical lighting and sound. Trains and supervises student light and sound run crew members for departmental productions.

**Rachel Crandall, Community Relations Manager for Performing Arts**

[rcrandall@theaterdance.ucsb.edu](mailto:rcrandall@theaterdance.ucsb.edu)

TD-West 1605, 893-3022

Hours: M-F, 8am-5pm w/ possible weekend and evening

Responsible for the creative and progressive marketing, communications and public relations for the mainstage productions and major initiatives of the department.

Responsible for managing administrative matters for productions, such as establishment of budgets, negotiation of contracts and royalties for licensed materials, oversight of production-related purchasing, management of front-of-house and box office operations and staff.

**Renita Davenport, Costume Shop Manager**

[rdavenport@theaterdance.ucsb.edu](mailto:rdavenport@theaterdance.ucsb.edu)

TD-East 1313, 893-3153

Hours: 9am-6pm (subject to change).

The Costume Shop Manager is responsible for the overall supervision of the costume shop – including costumes, make-up, and costume crafts. Responsible for the execution and realization of costume designs for all departmental productions – theater and dance. Works closely with costume designers. Hires and supervises career, limited, and student employees. Helps in construction of costumes. Schedules all fittings. Coordinates and manages shop and show budgets. Prices and purchases materials and supplies. Maintains shop equipment and inventory. Responsible for rentals. Teaches, supervises, and evaluates students labs in practical costuming skills. Recruits, trains and supervises student wardrobe run crew members.

**Susan L. McMillan, Production Manager**

[smcmillan@theaterdance.ucsb.edu](mailto:smcmillan@theaterdance.ucsb.edu)

TD-West 1608, 893-7501

Hours: 9am-6pm (subject to change).

As Production Manager, coordinates, schedules, budgets and facilitates departmental productions including full-length plays, dance concerts, students directed productions, one-act plays, original scripts and workshop productions and presentations. Completes general planning of the season including planning all aspects for each production. Works closely with other staff, faculty and students in the operation of the back-of-house. Schedules and supervises technical theater personnel staff. Recruits, teaches, supervises, and evaluates students and limited hire stage managers. Schedules the use of various facilities including four theaters and nine rehearsal rooms for production, class related activities, and special events. Provides access to departmental spaces and issues keys. Serves as departmental safety representative.

**Rebecca Whittington, Cutter/Draper**

[Email: TBA](#)

TD-East 1313, 893-3153

Hours: M-F, 9am-6pm (subject to change).

Works in the UCSB Costume Shop performing the following duties: Pattern making, cutting, draping, fitting, dyeing, stitching, ventilating and performing some craft specialty work for 5-

6 main stage productions, and two dance concerts. May supervise undergraduate student labs in costume construction. Assist shop supervisor, organize, maintain and improve existing stock (both historic and general).

**(Open Position), Senior Scene Technician**

Email: [TBA](#)

TD-West 1613A, 893-5526

Hours: M-F, 8am-5pm (subject to change). Furlough during summer months.

Performs a variety of production related duties in the execution and installation of scenic, sound and lighting designs for departmental productions. These duties include the construction of stage scenery and props from scenic designs and plans, the mixing and application of paints used in scenic decorations, the hanging and focusing of lighting instruments based on lighting plots, and the set-up of sound equipment based on sound design needs. Duties also include the maintenance and safety of theatrical rigging, lighting, sound, draperies, rehearsal furniture, and properties in department facilities including theaters, studios, and rehearsal rooms. May instruct, train, and/or supervise student labs. May serve as technical supervisor and/or production supervisor for selected department productions.

**Other Support Staff**

**Ellen Anderson, Assistant Public Events Manager**

[eanderson@theaterdance.ucsb.edu](mailto:eanderson@theaterdance.ucsb.edu)

TD-East 2609, 893-7464

Under the umbrella of I.V. ARTS, directs the efforts of all staff, students and volunteers of I.V. LIVE (a weekly performance series held in Embarcadero Hall, a UCSB classroom located in Isla Vista) to realize the department's objectives (bringing student-generated programming to Isla Vista residents during the weekend, providing a safe, alcohol-free event that is also innovative and artistic giving the residents of Isla Vista an alternative event on Friday nights).

**Patrick Wells Lindley, Principal Musician**

[lindley@theaterdance.ucsb.edu](mailto:lindley@theaterdance.ucsb.edu)

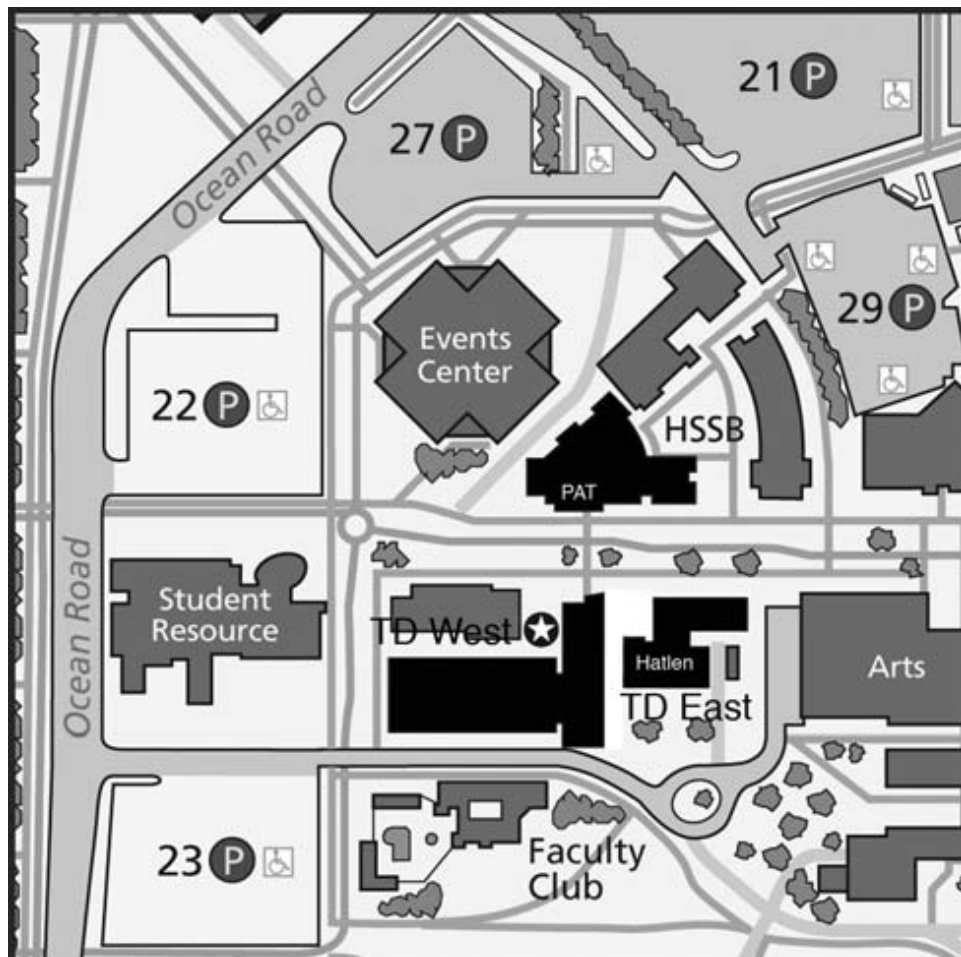
TD-West 2531, 893-6110

The Principal Musician provides live music for ballet and modern classes, using piano, electronic keyboards, percussion, voice, etc. Recruits, hires, coordinates, and trains dance musicians, and collaborates with dance/drama faculty regarding classes and productions. Serves as Music Director and Composer for the Dance Division. Assists in coordinating dance budget, making recommendations for instrument (and audio-visual equipment) purchases, maintenance, and repairs. Often composes and plays for theater productions, with the approval of Dance Division Director and Theater and Dance Chair.



# UCSB THEATER/DANCE BUILDINGS AND FACILITIES

Performing Arts Building 515 Theater/Dance East 554 Theater/Dance West 223





# **ELECTRONIC KEY CARD ACCESS**

Revised 10/1/2012

**Electronic access is allowed at the discretion of the Departmental Faculty on a student by student *OR* course related basis.**

**Access to the Design Area Computer Lab is highly restricted for security purposes.**

## **The Process:**

1. You must be given electronic access by a Faculty Member.
2. You must obtain an Access Card at the UCEN. These cards may be used for ID / Door Access / Library Book Checkout / Meal Purchases / Campus Debit Card / Recording work time in KRONOS.
  - You need NO paperwork from our department to get card
  - Cards are obtained at the ACCESS Photo Center on the Main Level of the UCEN
  - Hours of the Photo Center are Mon-Fri, 10am-4pm (2pm in summer)
  - Cards cost \$25 but are good for your entire time at UCSB (no yearly renewal)
3. Once you have a card, there is a Departmental Form you need to fill out to request electronic door access. Forms are available in the Production Office (TD-W 1600). In the mailboxes, you will see a bright green posting saying "ACCESS CARD FOR DOORS" - the forms are in the box under this.
  - Form spells out the entire process
  - Fill out form
  - Leave form for Susan McMillan (mailbox is there to the left of the forms)
4. Having your card does *not* mean the Department has immediate ability to put door access on your card. Therefore, once your request has been turned in, the Department contacts Facilities and requests the ability of door access to be added to your card. Once this is done, the Department is then able to put access on your card. Once all this has been done, you will get an email confirming that your card should now be ready to use.

## **General Information**

- It is important to plan ahead so you are not up against a time line. We are aiming to have access on cards within 24 hours of a request but it would be wise to expect it to be 2-3 days at the moment. It also currently is a new system with some glitches.
- You **MUST** report any lost card immediately to Susan McMillan in the Production Office so access to the spaces can be immediately removed. You will then need to start the process again.
- The issued access card is the property of the University of California Santa Barbara and must be returned upon demand. Use of this card is for business purposes only.

## **THE CSO ESCORT PROGRAM**

**The CSO Escort Program** is a free service provided to all students, faculty and community members during the evening and early morning hours. The objective of the escort service is to provide a safer mode of transportation through campus and Isla Vista. The escort service is based on the "buddy" system, which is to simply provide another person to travel with you to your destination.

CSOs have another level of protection in addition to the "buddy" system. CSOs are equipped with digital radios, which allow them to be in constant contact with the Police Dispatch and Police Officers. CSOs are in no way considered bodyguards in a physical sense, yet they are responsible and trained to contact an officer when needed.

Escorts are available for anyone, male or female, and is encouraged if you are walking or biking alone.

The CSO Escort Service can be used by simply calling the Police Dispatch through the Escort Phone Line at 893-2000. Escorts can also be requested through the Red Emergency Phones located all over campus.

Once an escort is requested, the dispatcher will ask for your name, location, a room number if applicable, whether you are walking or riding a bike, and your specific destination.

The CSO Escort Program is only one of the many services that the Community Service Organization provides, but it might possibly be the most important.

**We encourage everyone to use this service whenever they feel uncomfortable or unsafe walking or biking alone.**

**Escort Phone Line at 893-2000**



# UC Santa Barbara POLICE DEPARTMENT

## Office Location

UCSB Police Department  
Public Safety Bldg 574  
Santa Barbara, CA 93106-1010

## Police Department Recorded Information Line Tel: (805) 893-7188

### Records - Police Reports

Vickie Olsen [vickie.olsen@police.ucsb.edu](mailto:vickie.olsen@police.ucsb.edu) Tel: (805) 893-3886

### Lost and Found

Lisa Murphy [lost.found@police.ucsb.edu](mailto:lost.found@police.ucsb.edu) Tel: (805) 893-3843

### Investigations, Problem Solving Unit, Community Relations and Training

Sgt. Rob Romero	<a href="mailto:rob.romero@police.ucsb.edu">rob.romero@police.ucsb.edu</a>	Tel: (805) 893-4063
Detective Rory Sheehey	<a href="mailto:rory.sheehey@police.ucsb.edu">rory.sheehey@police.ucsb.edu</a>	Tel: (805) 893-4558
Detective Mitch Molitor	<a href="mailto:mitch.molitor@police.ucsb.edu">mitch.molitor@police.ucsb.edu</a>	Tel: (805) 893-4449
Detective Dan Wilson	<a href="mailto:dan.wilson@police.ucsb.edu">dan.wilson@police.ucsb.edu</a>	Tel: (805) 893-4656

### Fingerprinting and Bike Safety

Lara Anderson [lara.anderson@police.ucsb.edu](mailto:lara.anderson@police.ucsb.edu) Tel: (805) 893-5076

### CSO Office

[csso@police.ucsb.edu](mailto:csso@police.ucsb.edu) Tel: (805) 893-2433

### CSO Coordinator

Rob Crew [rob.crew@police.ucsb.edu](mailto:rob.crew@police.ucsb.edu) Tel: (805) 893-2325

### Communications / Dispatch

Tq Gaskins [tq.gaskins@police.ucsb.edu](mailto:tq.gaskins@police.ucsb.edu) Tel: (805) 893-3446

### Administration

Chief of Police - Dustin Olson	<a href="mailto:dustin.olson@police.ucsb.edu">dustin.olson@police.ucsb.edu</a>	Tel: (805) 893-4151
Assistant Chief Cathy Farley	<a href="mailto:cathy.farley@police.ucsb.edu">cathy.farley@police.ucsb.edu</a>	Tel: (805) 893-3260
Captain Mike Foster	<a href="mailto:mike.foster@police.ucsb.edu">mike.foster@police.ucsb.edu</a>	Tel: (805) 893-2845

# Academic Integrity at UCSB: A Student's Guide

All members of the academic community share responsibility for the academic integrity of the UCSB community. Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University's educational and research roles and cheapen the learning experience as well as the value of one's degree. This is true for perpetrators as well as the entire community. It is expected that all UCSB students will support the ideal of academic integrity and that they will be responsible for the integrity of their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts unless otherwise permitted by an instructor. It is also the responsibility of each student to know the campus rules regarding academic misconduct—ignorance is no excuse.

## Common Types of Academic Dishonesty:

### Cheating

Cheating is the unauthorized use of information or study guides in any academic exercise unless otherwise permitted by the instructor. Cheating includes:

1. Copying from others during an examination
2. Sharing answers for a take-home examination
3. Using illegal notes during an examination
4. Taking an examination for another student
5. Asking or allowing another student to take an examination for you
6. Tampering with an examination after it has been corrected, then returning it for more credit than deserved
7. Submitting substantial portions of the same academic work for credit in more than one course, without consulting with the second instructor (and the first instructor if the courses are concurrent at UCSB).
8. Preparing answers or writing notes in a blue book before an examination
9. Allowing others to do the research and writing of an assigned paper (for example, using the services of a commercial term paper company)
10. Sending messages to another student during an examination using technology such as hand held portable internet and messaging devices

### Plagiarism/Internet Plagiarism

Plagiarism is academic theft. It is the use of another's idea or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Plagiarism from the Internet is no different from traditional plagiarism, and is in fact often far easier to catch with the use of technology available to instructors and administrators. It is a good idea to ask each instructor how they require sources to be noted and what constitutes "common knowledge" in their field to avoid possible problems.

Credit must be given:

1. For every direct quotation.
2. When a work is paraphrased or summarized in whole or in part in your own words.
3. For information which is not common knowledge (it appears in several sources about the subject).

UCSB History Professor Sears McGee advises: "Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given." Each professor should announce his/her specific requirements to guide students in their research. Students who do not receive such guidance from their professors should request it from each of their course instructors.

### Collusion

Any student who helps another student to perform any of the above acts is subject to campus discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur.

## Procedures

Academic misconduct violates University Regulation 102.01: "Dishonesty such as cheating, plagiarism, altering graded examinations for additional credit, or having another person take an examination for you. Discipline for academically dishonest behavior is exercised on two levels:

1. The professor of the course has the authority to handle an incident of student misconduct directly, by any of the following means: a) written or verbal reprimand, b) assignment of additional work, c) reexamination, d) exclusion from the course (i.e. failing the entire course), e) lowering the grade. If the professor elects to impose any or all of these remedies he/she must notify both the student and the department chairperson and submit a Faculty Report Form for Academic Misconduct to the Office of Judicial Affairs. This form is available from the Office of Student Life or may be downloaded from the OSL website.
2. If the professor chooses to do so, s/he will recommend that action be taken by the Student-Faculty Committee on Student Conduct. Administrators and Staff members are also encouraged to report incidents of student misconduct, should they know of a conduct code violation. The Office of Judicial Affairs will investigate allegations referred to the Committee. The Associate Dean will interview the reporting party, all witnesses, and any person(s) alleged to have violated University regulations. All persons accused will be informed in writing of the nature of the charge, his/her rights, and the procedures to be followed. If the preliminary investigation does not result in the withdrawal of the charges, either the Student-Faculty Committee on Student Conduct or a University hearing officer will hear the case. Persons involved in the conduct hearing process have the following rights and responsibilities:





## The Student:

1. Shall be served with a written notice of the specific charges, the time and place of the hearing, and a copy of the procedures, which will govern the hearing at least five calendar days prior to the hearing.
2. May be accompanied by an advisor or an attorney. However, students will be expected to speak for themselves.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the committee or hearing officer begins deliberations.
4. Shall have the right to produce witnesses and confront and question all witnesses.

## The Hearing Body:

1. Shall base its finding upon the preponderance of evidence.
2. Shall make all decisions by majority vote.
3. Shall submit its findings and recommendations within five working days following the conclusion of the hearing.
4. Shall keep summary minutes of the hearing, which will be available to the student upon request within seven working days following the hearing.

The student shall be mailed written notice within five working days following the hearing informing him/her of any recommendations made as a result of the hearing body's deliberations, including recommending sanctions, if applicable. Student appeals must be made in writing and submitted within ten working days after notification of the imposition of sanctions by the Dean of Students or Vice Chancellor, Student Affairs.

## Sanctions

Individuals found guilty of violating University policies or regulations may receive the following sanctions:

### Warning:

Written notice to the student that continued or repeated violations of specified policies or regulations may be cause for further disciplinary action.

### Disciplinary Probation:

Suspension of a recommended sanction for a period of time during which any other violation would be cause for immediate implementation of the previously suspended sanction.

### Loss of Privileges and Exclusion from Activities:

Specific exclusions or loss of privileges will be at the Dean's discretion and will be for a specified academic term or terms.

### Suspension:

Termination of student status for a specified term or terms.

### Dismissal:

Termination of student status for an indefinite period. Students who are dismissed may not return to UCSB without the express permission of the Chancellor.

## Maintenance of Disciplinary Records

Disciplinary records will be maintained in the Office of Judicial Affairs for five years and then destroyed unless the Dean of Students determines there is good reason to retain the records beyond that date.

In order to insure that minor and non-recurring infractions do not negatively impact the student's academic career beyond UCSB, the committee of jurisdiction will review all disciplinary records in order to determine whether the student's records should be expunged. A student may petition for such review two years from the date of the initial sanction was imposed, or upon graduation from the University, whichever comes first. It is fairly common for potential employers, governmental agencies, or other institutions of higher education to solicit information about a student's conduct while attending UCSB. If the student has signed a release form accompanying such a solicitation, the Office of Judicial Affairs will review the disciplinary records file to determine if the student has been found guilty of misconduct. In those cases where the student has such a record the information will be provided to the requesting party.

## Responsibilities

All citizens of the academic community have a responsibility to insure that scholastic honesty and integrity are safeguarded and maintained. Cheating and plagiarism are unfair, demoralizing and demeaning to all of us. Students are expected to:

1. Refrain from cheating and plagiarism.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify professors during an examination (or immediately after) about any observed incident of cheating.

*This publication focuses solely on those codes of conduct related to academic dishonesty. For a more detailed discussion and further information about the University regulations and procedures concerning all forms of misconduct, see "Student Conduct and Discipline," Chapter VII, UCSB Policies and Campus Regulations Applying to Campus Activities, Organizations and Students. Copies of this document are available, free of charge, in the Office of Student Life (893-4569). They may also be found on the world wide web at [www.sa.ucsb.edu/osl](http://www.sa.ucsb.edu/osl)*

## Grading System

The following grades are used to report on the work of UCSB students:

Undergrad. Courses		Graduate Courses	
A	(excellent)	A	(excellent)
B	(good)	B	(good)
C	(adequate)	C	(adequate)
D	(barely passing)	D	(barely passing)
F	(not passing)	F	(not passing)
P	(passed)	S	(satisfactory)
NP	(not passed)	U	(unsatisfactory)
I	(incomplete)	I	(incomplete)
IP	(in progress)	IP	(in progress)
W	(withdrawal; undergraduate students only)		

The grades A, B, C, and D may be modified by plus (+) or minus (-) suffixes. Grade points for each unit are assigned by the registrar as follows:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F, I, IP, P, NP, S, U and W = 0		

Unit credit, but not grade-point credit, is assigned for P and S grades. For a description of the grading system in the College of Creative Studies, see the College of Creative Studies chapter in this catalog.





UCSB

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

## CAMPUS LEARNING ASSISTANCE SERVICES

[HOME](#) [SERVICES](#) [SCHEDULES](#) [STAFF](#) [INFO / LOCATION](#) [HANDOUTS](#)



**UCSB Wellness Program**

CLAS is a proud member of the UCSB Wellness Collaborative.

### Enroll On-Line at MyCLAS

[Login to MyCLAS](#)

Web based on-line enrollment for tutorial groups, academic skills workshops, and individual writing and academic skills appointments is available at the [MyCLAS](#) website ([my.sa.ucsb.edu/clas](http://my.sa.ucsb.edu/clas)).

Enrollment may also be done in person at SRB 3210.

Enrollment in CLAS services begins at 12:00 noon on the first day of classes each quarter.



### Welcome to CLAS!

Campus Learning Assistance Services (CLAS) assists students in their mastery of University course material through course-specific tutoring and academic skills development. CLAS services complement University instructions and lead to increased understanding and improved performance.

Over 7000 students each year are assisted by our staff of program coordinators, learning skills counselors, instructors, and over 160 graduate and undergraduate tutors and peers. Instructional groups for a wide range of math, science, statistics, and economics courses and workshops addressing a variety of academic skills are available and require advance sign-up. In addition, drop-in tutoring is available for writing, math, science, statistics, economics, and foreign language. All services are available to registered UCSB students at no extra cost.

CLAS is committed to working collaboratively with faculty, teaching assistants, administrators, staff, and students to sustain a rich academic support environment. CLAS provides quarterly reports to programs within the Student Affairs division, design and implement applied workshops upon faculty request, and supports UCSB summer programs including Orientation, Freshmen Summer Start Program, Early Start Program, Transitions for Transfer Students, and STEP (the Summer Transitional Enrichment Program).

More information about: [Services](#), [Schedules](#), [Staff](#), [General Information](#), or [Handouts](#).

To contact CLAS: send e-mail to [clas@sa.ucsb.edu](mailto:clas@sa.ucsb.edu), or call (805) 893-3269.

# CLAS General Information

Every year over 7000 UCSB students use CLAS services. CLAS offers something for everyone. Students find that attending a fifty-minute study skills workshop, such as time management or note taking strategies, helps them hone their study skills or learn new ones. Students studying math, science or economics find that attending a CLAS tutorial group helps them improve their problem solving skills and keep up with course reading. Students with papers to write, foreign languages to practice or math/science problems to solve utilize the drop-in labs at CLAS. Students applying to graduate schools or to Education Aboard Programs receive help composing their statements of purpose. All tutorial groups, workshops, and drop-in services are free to registered UCSB students. Students who would like to hire a private tutor can receive referrals through our offices. Students referred by the Intercollegiate Athletics Department or by the Disabled Students Program to CLAS may be eligible for individual tutoring.

## Hours and Location

### Student Resource Building, Room 3210

#### Office Hours, Fall → Spring

8:00 am - 5:00 pm Monday-Friday

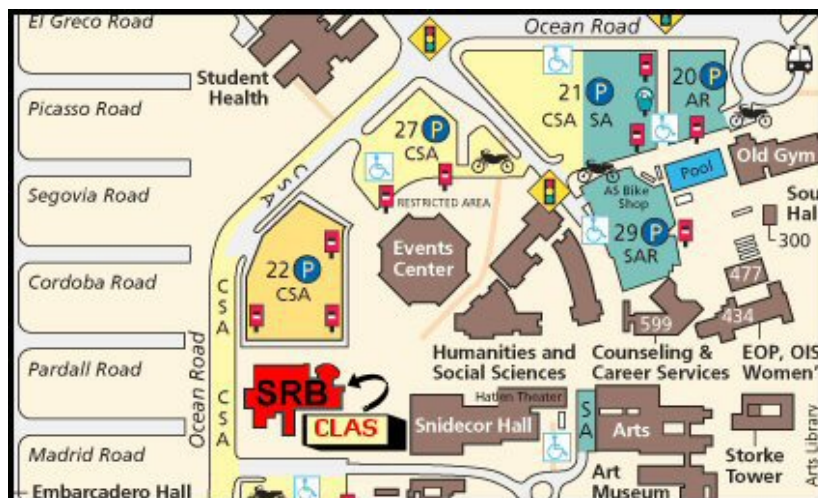
Closed 12:00 pm - 1:00 pm

#### Summer Hours

9:00 am - 5:00 pm Monday-Friday

Closed 12:00 pm - 1:00 pm

For current drop-in hours, please refer to the drop-in schedules listed on the [CLAS Schedules](http://clas.sa.ucsb.edu/CLAS_schedules.htm) page at [http://clas.sa.ucsb.edu/CLAS\\_schedules.htm](http://clas.sa.ucsb.edu/CLAS_schedules.htm)



**DEPARTMENT OF THEATER & DANCE  
MAIN STAGE SEASON 2013-14**

***TOP GIRLS***

**By Caryl Churhill**

**Directed by Anne Torsiglieri**

**DATES:**

**Nov 7 / 8 PM – Preview**

**Nov 8, 9 & 12 – 16 / 8 PM**

**Nov 9, 10 & 16 / 2 PM**

**LOCATION:** HSSB Performing Arts Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

Set in the early Thatcher years, *Top Girls* is a seminal play of the modern theater, revealing a world of women's experience at a pivotal moment in British history. Told by an eclectic group of historical and modern characters in a continuous conversation across ages and generations, *Top Girls* was hailed as 'the best British play ever by a woman dramatist.'

## ***FALL DANCES 2013***

### **Concert Direction by Christina McCarthy**

**DATES:**

**Dec 5 / 8 PM – Preview**

**Dec 6 – 7 / 8 PM**

**Dec 7 / 2 PM**

**LOCATION:** Hatlen Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

The UCSB Department of Theater and Dance presents its annual fall dance concert. With a diverse program featuring the choreography of advanced UCSB dance student choreographers alongside work from faculty members. [This production is not targeted to children.]

# ***SANTA BARBARA DANCE THEATER IN CONCERT***

**Under the Artistic Direction of Christopher Pilafian**

**DATES:**

**Jan 15 – 18 / 8 PM**

**Jan 19 / 2 PM**

**LOCATION:** Hatlen Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

**ABOUT:** Santa Barbara Dance Theater in Concert, under the artistic direction of Christopher Pilafian, presents a premiere work for the new era of the company. Santa Barbara Dance Theater features accomplished dancers Tracy R. Kofford, Christina Sanchez, Monica Ford and Kyle Castillo.

# **THE FAIRYTALE LIVES OF RUSSIAN GIRLS**

By Meg Miroshnik

**Directed by Tom Whitaker**

## **DATES:**

**Feb 13 / 8 PM – Preview**

**Feb 14 – 16 & 18 – 21 / 8 PM**

**Feb 15, 16 & 22 / 2 PM**

**LOCATION:** HSSB Performing Arts Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

Once upon a time – in 2005 – a twenty-year-old girl named Annie returned to her native Russia to brush up on the language and lose her American accent. Underneath a glamorous Post-Soviet Moscow studded with dangerously high heels, designer bags, and luxe fur coats, she discovers an enchanted motherland teeming with evil stepmothers, wicked witches, and ravenous bears. Annie must learn how to become the heroine of a story more mysterious and treacherous than any childhood fairytale: her own.

A finalist for the Susan Smith Blackburn Award, the play is the winner of the Kendeda Award and through that award, premiered at the Alliance Theater. In a Russian translation (by Maria Kroupnik), it was the winner of the *Masterskaya na Begavoi* and is a part of the Repertory at the Moscow Playwright and Director Center. It had an amateur production at Washington Ensemble Theater in September 2012. In February 2014, it will open at Yale Rep.



## ***LAUNCH PAD - Untitled IV by Ruth Markofsky***

By Alison Tatlock

**Directed by Risa Brainin**

**DATES:**

**Feb 27 / 8 PM – Preview**

**Feb 28, Mar 1, 6 – 8 / 8 PM**

**Mar 2 / 2 PM**

**LOCATION:** Hatlen Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

Alison Tatlock's new play is called *Untitled IV by Ruth Markofsky*, with the central character of Ruth portrayed by Annie Torsiglieri. Ruthie moved to Joshua Tree so that she could build her famously massive sculptures in peace and raise her three-year-old son Jonathan, adopted from Ethiopia, away from the commercial chaos of the city. Things were going well. But at the start of the play, Ruthie loses her patience with her crabby toddler and yanks his arm, setting off rumors and questions in the community about her fitness as a mother. The play is a dark and funny drama about motherhood, loss, and what can happen in the desert when people come together to tell the truth.

Alison's play *The Shore* received workshops at the Pasadena Playhouse and the Vineyard Playhouse featuring Ted Danson and Mary Steenburgen and was produced by Ensemble Studio Theater in Los Angeles. Her play *The Catch* was developed at New York Stage and Film and EST-LA. Alison wrote the Debra Winger storyline for the critically acclaimed HBO drama *In Treatment* starring Gabriel Byrne. Her screenplay *This is Jane* is in development with Julie Lynn who produced Albert Nobbs. Alison currently writes for the new ABC series *Betrayeral*. Other TV credits include *A Gifted Man* starring Patrick Wilson and *Last Resort* starring Andre Brauer.

## ***SPRING DANCES 2013***

### **Concert Direction by Mira Kingsley**

**DATES:**

**Apr 10 / 8 PM – Preview**

**Apr 11 – 12 / 8 PM**

**Apr 13 / 2 PM**

**LOCATION:** Hatlen Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

The UCSB Department of Theater and Dance presents its annual spring dance concert. With a diverse program featuring the choreography of advanced UCSB dance student choreographers alongside work from faculty members. [*This production is not targeted to children.*]

# ***THE ARABIAN NIGHTS***

**By Mary Zimmerman**

***An ACTING UP FRONT Production***

**Directed by Jeff Mills**

## **DATES:**

***May 8 / 8 PM – Preview***

***May 9 & 13 – 17 / 8 PM***

***May 10 & 17 / 2 PM***

**LOCATION:** HSSB Performing Arts Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

A 12-member cast enacts Scheherazade's tales of love, lust, comedy, and dreams.

Scheherazade's cliffhanger stories prevent her husband, the cruel ruler Shahryar, from murdering her. After 1,001 nights, Shahryar is cured of his madness, and Scheherazade returns to her family. This adaptation offers a blend of the lesser-known tales from *Arabian Nights* with the recurring theme of how the magic of storytelling holds the power to change people. The final scene brings the audience back to a modern day Baghdad with the wail of air raid sirens threatening the rich culture and history that are embodied by these tales.

# ***EQUIVOCATION***

By Bill Cain

**Directed by Irwin Appel**

**DATES:**

**May 22 / 8 PM – Preview**

**May 23, 24, 29-31 / 8 PM**

**May 31 / 2 PM**

**LOCATION:** Hatlen Theater

**PRICE:** \$17 General Admission, \$13 Students, Seniors, UCSB Faculty/Staff/Alumni

In 1606, Robert Cecil, prime minister to King James I of England, commissions Shakespeare to write a play about the recent Gunpowder Plot, an attempt to blow up the king and his court. The king simply requests that Shakespeare add some flattering dialogue – and witches. Shakespeare and his company grapple with issues of artistry, politics, morality and perhaps most importantly, life and death. If the play inadvertently offends the king, playwright and players could lose their heads. Shakespeare must decide to what degree he is willing to equivocate about the truth and maintain his integrity as an artist. Bill Cain has written about 20 parts to be played by six actors, including parts from another play Shakespeare is writing at the same time that would become Macbeth.