Indiana University Jacobs School of Music  
College Audition Preparation General Information  
July 24 - July 30  

**Important Travel Policy for 2016 CAP Students**

All students arriving alone at the Indianapolis International Airport may travel to and from the airport to I.U. by either Star of Indiana or GO Express Travel service. Students must complete the instructions on the attached “Shuttle Pick-up” form if he/she travels by shuttle.

Star of America: 800-228-0814  
www.soashuttle.com

GO Express Travel: 800-589-6004 or 812-332-6004  
http://www.bloomingtonshuttle.com/

Classic Touch Limousine: 800-319-0082 or 812-339-7269,  

**Contact:**

**Day of arrival**

If there are questions, concerns, or changes in travel plans please contact: Liz Pfaffle  
epfaffle@wcupa.edu  
812-219-3426

**Arrival**

Please plan to arrive for check-in at Forest Dormitory between 2-4 PM on Sunday, July 24. Students may not enter the dorm before 2:00pm without a parent.

Click here for a map of Indiana University campus:  
http://www.iub.edu/~iubmap/

Click here for a map of Bloomington and the  
http://www.visitbloomington.com/flashmap/index.cfm

**Early and Late Arrival**

Students who must arrive before Sunday will be responsible for their own accommodations. Students who know they will miss the closing of registration should contact the [Special Programs office in advance](mailto:epfaffle@wcupa.edu) so that counselors may be aware of late arrival.

Students are required to depart the dormitory between 9:00am and noon on Saturday.

**Orientation and Registration**

CAP registration:  
Forest Dormitory  
1725 E. 3rd St. Bloomington, IN 47406-7509

**Sunday: July 24**

**Registration is from 2-4 p.m.** Please check in at the Forest Dormitory to receive keys and room assignments

**Counselors**

Counselors will live in Forest Dormitory with students, supervise their activities, answer questions, and provide assistance as needed. When moving about campus students must always walk with at least two other CAP students (“buddy” system) or an adult counselor. Students may not wander the campus alone. Students wishing to go off-campus *must* be accompanied by a CAP counselor.
Residence Halls
The College Audition Preparation Workshop will be housed in Forest Dormitory. Each wing will also house CAP counselors. All rooms are air-conditioned. Coin-operated laundry facilities are available. Telephones are not provided in students’ rooms. Telephone cards are recommended.

Linens are provided.

Please note: Students will be issued dorm key cards and meal cards at registration. If a dorm key is lost the replacement fee is $50. The replacement fee for a lost meal ticket is $10.

*Individual room numbers will be available at registration. Please BE SURE to let your parents know by Saturday night, your hall name and room #. Also, let them know the phone number of your counselor. ROOM NUMBERS WILL NOT BE AVAILABLE UNTIL THE DAY OF REGISTRATION.

Hours
Students will be expected to be on their assigned floor by 10:00 p.m. each night, unless they have signed out in advance for a special activity. Curfew extensions are granted only for special activities, and rarely exceed an extension of one hour.

Meals
Residential students take three meals a day on campus. Commuting students may use either credit or cash enabling them to eat meals on campus with the group. Regular meals begin with breakfast, Monday, and end with breakfast, Saturday. Students arriving before, or staying after these times will be responsible for their own meals.

Dress
Casual attire will be acceptable for most activities. Please see Attached “CAP Tips 2016”. Air conditioned rooms in the Jacobs School of Music can be quite cool. A sweater would be advisable. Indiana weather can change quickly and rain storms are quite common. Please plan accordingly.

General Policies
Policies and procedures for the Academy are established by the Workshop Director, in cooperation with the Dean of the Jacobs School of Music. Indiana University is operated by the State of Indiana and is subject to all laws, statutes and procedures of the state. DISCIPLINARY ACTION, IF NECESSARY, WILL BE TAKEN BY THE WORKSHOP DIRECTOR in case of non-compliance with WORKSHOP or Halls of Residence rules and regulations.

Cars
Students who drive to Bloomington alone must store their cars at the Indiana University stadium for the duration of the Workshop and must leave keys with the counselors. Further instructions will be given at Registration. STUDENTS SHOULD NOT BRING AND STORE CARS UNLESS ABSOLUTELY NECESSARY. The Workshop Administration is not responsible for the safety of cars stored at the stadium. Workshop students are not permitted to operate any motor vehicles while in attendance.

Emergency
In the event of an emergency, the fastest way to reach any participant is through the student’s counselor or the head counselor. The Office of Special Programs (812) 855-6025, the Dean's Office (812) 855-1583, may be called weekdays 8:00-12:00, 1:00-5:00 pm. The Coordinator: Liz Pfaffle – 812-219-3426 should be the first contact in an emergency.

Medical Care
Sickness or injury is the only acceptable excuse for absence from any scheduled activity, class or practice session. In case of sickness, a counselor or other staff member will see that proper medical attention is received. 

IU Health Hospital Emergency Room (24 hours a day)
I.U. Healthcare Center, 8:00-4:30 Monday-Friday, closed weekends.

IU Health Walk-In Clinics:
Eastside: 8:00 a.m-8:00 p.m. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Westside: 8:00 a.m-8:00 p.m. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Insurance, Doctor's services, medicine, mental health, academic counseling, physical therapy, etc., are not included in the Academy fees.

Closing of CAP 2016
The Workshop ends after breakfast on Saturday morning. Students must remove all personal belongings from the residence hall and **return room/residence hall keys by 12:00 on Saturday**. Difficulties with this check out time should be reported to a counselor.

**Hotel/Motel reservations**
Parents/Guardians should make hotel/motel reservations early if they will be staying over. For local lodging information please go to [www.visitbloomington.com](http://www.visitbloomington.com)

**Cancellation**
In cases of last minute cancellation for reasons beyond the student's control there is a $200.00 cancellation charge for withdrawing from the program prior to the start of the workshop. Refunds are not available after the start of the workshop.