



1901 Bartholomew Street, New Orleans, LA 70117 | 504.940.3400

Fall 2023

AUDIO ENGINEERING PROGRAM

ENROLLMENT REQUIREMENTS & REGISTRATION INSTRUCTIONS

ABOUT THE ELLIS MARSALIS CENTER FOR MUSIC

The Ellis Marsalis Center for Music (EMCM) is a place where children are at the heart of our mission in training the next generation of New Orleans musicians. We see music lessons and arts education as tools that help young people learn discipline and dedication and explore their creativity.

In the fall and spring, we operate an after-school and Saturday program that focuses on teaching the fundamentals of instrumental music, dance, and music theory, in addition to computer instruction/coding and homework help.

We engage students in sound engineering. Our curriculum offers the opportunity to learn live sound, audio editing, studio techniques, and much more. Enrollment is limited.

EMCM has teamed up with Berklee College of Music to offer a program in the technical aspects of recording, streaming, and media production for high school students. This program will teach participants the fundamentals of audio engineering and engage them in hands-on training led by professionals in the field. Students will experience a rigorous course load that will equip them with the necessary skill to transition into post-secondary education or move into the workforce.

In the summer, we engage our youth through a wide array of music, dance, reading and math instruction, and coding to enhance and cultivate their creativity.

ENROLLMENT REQUIREMENTS

- Students must at least be in 11th grade or higher.
- Priority is given to students living in the Musician's Village and the surrounding Upper 9th Ward neighborhood which includes the following zip codes: 70117, 70126, 70127, 70128, 70129, 70032, and 70122. Students living outside those areas may contact the office to determine eligibility.
- Prior musical experience is **not** required for new students.
- **Enrollment is on a first-come, first-served basis based upon full payment of fees.**
- Registration fees are not refundable.
- **Enrollment is limited.**

REGISTRATION PROCESS

- Registration forms for the Audio Engineering program are available by request by contacting our program specialist at aleduff@ellismarsaliscenter.org.
- Fill out one form per child and submit the \$30.00 registration fee via credit card over the phone. The registration fee is non-refundable. We accept credit or debit cards only. There is a \$1.25 processing fee for credit cards. EMCM does not accept checks. Registration is not complete until forms and funds are collected.
- If the classes are full for the session, you will be added to the program waiting list.
- Students accepted into the program will be notified no later than Friday, August 18, 2023.

Fall 2023 Registration Dates:

Registration Opens: July 31, 2023
Registration Ends: August 11, 2023

PROGRAM HOURS & DATES:

PROGRAM HOURS:

Weekday Exercises: Students will be required to log into their online academic account, which is designed to enhance their knowledge in audio engineering. These weekly assignments are a requirement of the program. Some will be graded, while others will be critiqued by the instructor. Students who fail to engage in these weekly assignments will be dropped from the program.

Saturday Hours: Hands-on/Practicum classes are held from 8:00 am – 12:00 pm. Students who fail to attend these classes without an excused absence will be dropped from the program.

Schedule of Classes:

August 26, 2023
September 9, 2023
September 16, 2023
September 23, 2023
September 30, 2023
October 7, 2023
October 14, 2023
October 21, 2023
October 28, 2023
November 4, 2023
November 11, 2023
November 18, 2023
December 2, 2023

EMCM observes the following holidays and will not hold class:

- Labor Day September 2, 2023
- Thanksgiving November 25, 2023

If you have any questions, please contact us at aleduff@ellismarsaliscenter.org

FALL 2023 REGISTRATION FORM

Return completed forms to: esmith@ellismarsaliscenter.org

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Currently enrolled?

New Student?

Former Student?

STUDENT INFORMATION

Student First Name: _____ M.I. _____ Student Last Name: _____

School: _____

School Address: _____

School Phone #: _____

Tee Shirt Size: youth small youth medium youth large adult small adult medium adult medium

Grade Level: _____ Age: _____ Gender: _____ Birthdate (mm/dd/yyyy): _____

Race: (please select all that may apply)

American Indian or Alaska Native

Asian

Black or African American

Hispanic or Latino

Native Hawaiian or Other Pacific Islander

White

Other

Prefer not to answer

Medical Conditions/Medications/Allergies/Dietary restrictions (vegan, vegetarian, non-dairy):

Dietary Restrictions: _____

Does student receive free or reduced priced lunch: Yes or No: _____

Date of last Covid-19 vaccine: _____ **Please attach proof of vaccine or exemption letter from DOH when submitting your application**

PARENT INFORMATION

Parent/ Guardian Name #1: _____ Cell phone # _____

Parent/ Guardian Name #2: _____ Cell phone # _____

Address: _____

City: _____ State: _____ Zip: _____ Home phone: _____

Email Address: _____

How did you learn about the Center? Social Media Newspaper TV Radio Internet Search

Referred by someone? If so, who should we thank? _____

Other _____

EMERGENCYCONTACTS

Please list up to 4 emergency contacts. These people will also be the only alternate guardians allowed to pick up/drop off your child throughout the semester. If they are picking up a student, legal identification (ID) will be required before leaving with any child. If any person(s) below is to be removed the parent must either call or email the Center.

First Name	Last Name	Phone Number (s)	Relationship to Student

CONSENT AND RELEASE OF LIABILITY-PLEASE INITIAL

Please read carefully, initial next to each, and sign below to indicate your consent and/or release of liability.

_____ **1.** Parent acknowledges that the **Ellis Marsalis Center for Music owns** the instrument, computers, and technology kits and is **loaning** it to the student for use during the time that he/she is enrolled in the audio engineering program at the Center. All devices will be returned to the Center at the end of the term (or sooner if the student ceases to be a participant in the program). **The parent/guardian is responsible for paying for all damages** caused to the devices while it is in the student's care. **The parent signing this form will be legally responsible for the replacement cost** of the devices should the student fail to return the devices as provided herein.

_____ **2.** I consent and agree that the Ellis Marsalis Center for Music (EMCM) and its employees, or agents have permission to take photographs, videotape, or audio recordings to use for the purpose of showcasing students' accomplishments on our ellismarsaliscenter.org website, in our newsletter and promotional video, and for promoting the EMCM in any and all media.

_____ **3.** As the parent/guardian, I agree that I am voluntarily allowing my child to participate in the physical activities related to Dance Instruction, Community Events and/or Recitals put on by the Ellis Marsalis Center and I assume all risks of injury or illness. I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge the trainer/instructor from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I may otherwise have to bring a legal action against the trainer/instructor or Ellis

Marsalis Center for Music for personal injury or property damage. By signing this release, I acknowledge that I understand its content and that this release cannot be modified orally.

____ 4. I consent and agree to authorize Emergency Medical treatment. I understand that in the case of illness or injury to my child, Ellis Marsalis Center will try to notify me or the person I have listed above as an emergency contact. In case of a medical emergency concerning my child, at a time when I or my listed emergency contact cannot be notified, I grant full power to the Ellis Marsalis Center to 1.) arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; and 2.) sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

____ 5. I understand that the Ellis Marsalis Center's late pick up policy is, I will be charged \$5 per minute, per child for every minute that my child/children are not picked up after dismissal starting at 12:15 p.m. on Saturday.

____ 6. I agree to have my child **participate in counseling services** at the Ellis Marsalis Center for Music.

____ 7. **Attendance Policy:** The EMCM attendance policy was developed on the principle that regular attendance maximizes the students' interaction with his or her teachers and peers and is a major component of academic success. **Regular attendance results in higher student achievement.** An attendance policy requires cooperation among all members of the community, including parents/guardians, students, teachers, administration, and staff. To aid with this, EMCM will:

1. Create a positive environment aimed at encouraging student achievement and inclusivity, which should lead to increased attendance.
2. Maintain accurate record keeping of daily attendance for each student.
3. Call parents when there is an indication of excessive absenteeism.
4. Remove students from the roll after four (4) consecutive unexcused absences.
5. Remove students from the roll after eight (8) total unexcused absences for the semester and four (4) total absences during the summer sessions.

Anti-Discrimination Policy

____ 8. I understand that the Ellis Marsalis Center for Music is committed to equal opportunity for all students and all staff and has a zero tolerance policy for discrimination of any kind. It is the Ellis Marsalis Center for Music's policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified. I agree to have my child participate in the various mandatory training sessions connected to diversity, inclusion and anti-discrimination. I understand that refusal to participate would disqualify my child from enrollment.

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN (SIGNATURE)

DATE _____