



**The Royal
Conservatory®**

OSCAR PETERSON
SCHOOL OF MUSIC

The Oscar Peterson School of Music

Student Handbook

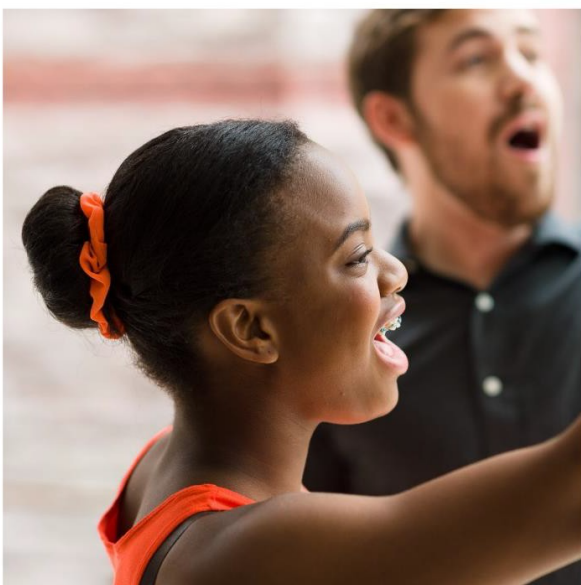
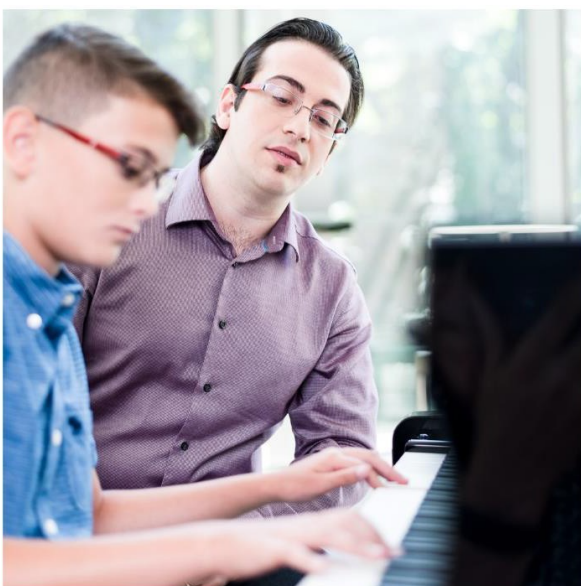


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HOW TO REGISTER

Information about available programs, courses, and sessions can be found on our website at www.rcmusic.com/opsm.

All registrations are processed through your MyRCM account. During the online registration process, you will be prompted to log in to your MyRCM account, or to create a new account. If you are a parent, create a family account first and then add your child's name to your account using the "My Family" tab.

All group class and camp registrations can be completed directly from [the Oscar Peterson School of Music website](#). All private lesson registrations (including adult lessons and the Music Enrichment Program) are processed with a personalized invoice sent by email from shop@rcmusic.ca. All payments must be completed online through our Student Information System.

If you have any questions or require assistance setting up your account, please contact us:

- **Phone:** 416.408.2825 or toll free 1.888.408.2825
- **Email:** opsm@rcmusic.ca

COMMUNICATIONS

The official channel for the Oscar Peterson School of Music communications is **email**. You will be contacted at the email address used to log in to your registration account.

In order to ensure that you are receiving all important communications from the Oscar Peterson School of Music, **please add opsm@rcmusic.ca and noreply@rcmusic.ca to your 'safe sender list'**. We also recommend you check your Spam or Junk folders regularly to make sure you catch all School emails.

STUDENT PORTAL

Once you have made your registration payment, log in your student or parent portal on the Oscar Peterson School of Music Student Information System at opsm.rcmusic.com to view your schedules or confirm your private lesson scheduling request.

Adult students will log into the student portal to view their schedule and parents of students under 18 years of age will log into the parent portal to view their family's schedule.

Private lesson times must be confirmed through the Private Lesson Scheduling Request tool by the student and faculty member in order to appear in the schedule. Students can select a 2-hour timeframe in which their requested lesson time occurs, and the faculty member will either confirm a specific time within the 2-hour timeframe or suggest a different date and/or time slot.

STUDENT INFORMATION WEBPAGE

Visit the [Student Information Webpage](#) for the most up-to-date information about important dates, holiday and scheduled closures, school announcements, calendars, workshops and seminars, special events and offers, and performance opportunities.

BOOKS

Students enrolled in the Music Enrichment Program are eligible to receive Practical books from the Royal Conservatory of Music curriculum for their instrument(s) of study. Theory books are also included for students in the Music Enrichment Program and are distributed during the first group theory class of the year. Students are expected to bring all necessary materials to both their private lessons and group classes at all times.

To request eligible books, please speak to your teacher, and they will submit the order on your behalf.

EXAMINATIONS & ASSESSMENTS

The Royal Conservatory of Music provides an internationally recognized program of music study through effectively sequenced courses from beginner to advanced levels. Ongoing assessment is an integral component of music education for students at all levels, as it enables students to set goals and measure their progress, and results in the most motivational and rewarding experience for students learning an instrument.

A formal exam is one form of assessment, but simulated exams and performance evaluations are also available to Oscar Peterson School of Music students. You will work together with your teacher to determine a personalized assessment plan.

Royal Conservatory of Music Practical Examinations

Students enrolled in the Music Enrichment Program receive one practical examination voucher each year for the Royal Conservatory of Music Certificate Program.

Please be advised that vouchers are level specific, non-transferable and are valid only in the academic year (September through August) in which they are issued.

Certificate Program examination vouchers must be applied and redeemed by application deadlines as posted on [Examination Dates](#). Please note that extra fees apply if registering for an exam after the deadline.

When you are ready to register for your examination, your teacher will request an examination voucher from the Oscar Peterson School of Music administration team on your behalf. Oscar Peterson School of Music administration will then contact you by email with registration instructions and how to use your examination voucher. **Do not** register for your exam until you have received this communication. The communication will be sent from noreply@rcmusic.ca.


If you are ready to register and have not yet received an email from administration regarding your voucher, please contact Registration & Student Services at opsm@rcmusic.ca or 416.408.2825.

Apply your voucher code in this screen:

Examination Details

1 Do you have a redemption code? If yes, please enter the redemption code:

VOUCHER CODE

 **APPLY**

NOTE: Examinations registered without an examination voucher by a Music Enrichment Program student will not be refunded. If such a situation occurs, students will have the

opportunity to cancel their examination registration and automatically receive a full refund **only if** cancelled within 24 hours of the registration. Cancellations can be processed by clicking the “Change” option under “My Exams and Results” in the student’s MyRCM Account.

NOTE: Once a practical or theory examination registration is complete, candidates are asked to contact the RCM Candidate Services Department for all further assistance. All complete examination registrations are subject to the [Examination Registration Terms and Conditions](#).

Hours of Operation*: Monday to Friday: 9:00AM - 6:00PM ET

Email: candidateservices@rcmusic.ca

Phone: 416.408.5019

Toll-free: 1.800.461.6058

**All Candidate Services queries will only be accepted via phone or email. No walk-ins available.*

Royal Conservatory of Music Theory Examinations

Students enrolled in the Music Enrichment Program will complete a written theory evaluation at the end of the academic year, as part of their participation in a group theory class.

Students participating in Preparatory to Level 4 Theory classes will complete a final test during their last class of year. This test is **not** an official examination, and the results will not appear on the students’ official RCM transcript. Students will view their results on their year-end Progress Report.

Students participating in Level 5 to 8 Theory and Level 9 to ARCT History classes will complete an official theory examination on Moodle, the RCM Digital Learning Platform. Exams must be completed within 48 hours of the last theory class. Registration for the official theory examination is **not** required. Students will be automatically given access to the examination on Moodle.

Students participating in Level 9 to ARCT Harmony and Analysis classes **must register** for their official examinations through their MyRCM Account using an examination voucher. Examination vouchers are automatically emailed to students ahead of the exam registration deadline.

Simulated Examinations

A simulated exam is like a dress rehearsal for your official RCM Examination. An RCM examiner will lead you through the steps of a regular exam, and you will be provided with a letter grade and informal critique. The experience of performing under pressure and receiving feedback will help to further refine your performance and technique with your Oscar Peterson School of Music teacher in preparation for your official RCM Examination.

After the simulated exam is complete, your feedback will be emailed to both you and your teacher. When you are interested in registering for a simulated exam, please speak with your teacher and they will register you on your behalf. Registration confirmation and the exam schedule will be communicated to you by email.

For students who wish to perform with an Oscar Peterson School of Music accompanist, a rehearsal before the simulated exam is required. Students are required to provide all necessary

sheet music to the accompanist before the rehearsal. Information on how to sign up for a rehearsal will be included with your simulated exam schedule confirmation email.

NOTE: One simulated exam per year is included for students in the Music Enrichment Program. Oscar Peterson School of Music students not enrolled in the Music Enrichment Program may register for simulated exams at an additional cost.

RCM ONLINE EAR TRAINING & SIGHT READING

Students enrolled in the Music Enrichment Program may receive a voucher to access RCM's Online Ear Training & Sight Reading tool for the academic year. This tool provides ear training and sight reading exercises for each level from Preparatory to Level 10. Please contact Registration & Student Services Team at opsm@rcmusic.ca to receive your code and instructions.

STUDENT RECITALS AND CONCERTS

Oscar Peterson School of Music students are invited to share their talents through performance opportunities in our beautiful concert venues. Open solo recitals will be scheduled on Sundays across November, February, March, and April. Group concerts and solo performance opportunities will be scheduled at the end of each academic term. If you are interested in performing at one of these recitals, please speak to your teacher.

Some performance opportunities will feature different aspects of our student community (e.g., adult students, Suzuki strings students, etc.), but every student will have the chance to perform in Temerty Theatre or Mazzoleni Concert Hall, with concerts hosted by Oscar Peterson School of Music staff and faculty.

Recital Sign-Up

Students enrolled in the Music Enrichment Program and adult lessons must speak to their teachers if they are interested in signing up. Once a recital performance has been agreed upon by both teacher and student, the teacher will submit performance details through the recital signup form on your behalf. Registration confirmation and recital schedule will be communicated to you by email.

Recital Expectations

When performing recitals, we ask students to observe the following protocols:

- Students and guests should plan on arriving 10-15 minutes before the recital start time.
- Students will be asked to introduce themselves and their piece before performing and bow at the end of their performance.
- Students who have committed to performing at a recital must remain for the entire recital. It is not appropriate to leave before the end of the recital.
- Students are expected to follow a concert dress code; athletic gear or running shoes are not appropriate for recital performances.
- Music Enrichment Program students who are registered to perform with an Oscar Peterson School of Music accompanist are required to attend a rehearsal before the recital and provide all necessary sheet music to the accompanist ahead of the rehearsal. Information on how to sign up for a rehearsal will be included with your recital schedule confirmation email.
- Adult students who wish to perform with live accompaniment are expected to provide their own accompanist.

POLICIES

Registration Policies

When registering for any program, students are required to read and agree to our Registration Policies. The most current copy of our Registration Policies can be downloaded from the [Student Information Webpage](#).

Students entering the building are required to comply with all safety guidelines and protocols.

Student and Parent Code of Conduct

The Student and Parent Code of Conduct outlines school expectations for behaviour and participation. The most current copy of our Code of Conduct can be downloaded from the [Student Information Webpage](#).

Students and parents entering the building are required to comply with all Code of Conduct protocols.

Annual Registration Fee

All students are subject to an annual registration fee at the time of their registration. This fee is based on the student's tuition amount:

\$35 for tuitions up to \$1,499

\$89 for tuitions of \$1,500 or more (including all individual lesson registrations).

This fee covers administrative and facility related expenses not directly funded by lesson and group class tuitions.

Service Desk Policies and Procedures

Please refer to the [Student's Guide to the Service Desk](#) for Oscar Peterson School students regarding Service Desk hours of operation and practice studio policies.

QUESTIONS?

If you have any questions about the contents of this Student Handbook, please contact the Oscar Peterson School of Music Registration & Student Services Team.

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- **Email:** opsm@rcmusic.ca