



UPDATE FORM COLLEGES & UNIVERSITIES

INSTRUCTIONS:

Thank you for taking the time to fill out the PlaybillEDU College/University Update Form. Your input will help ensure that your PlaybillEDU profile is up-to-date.

You may complete all sections of this form or simply complete the sections that relate to your school, department, program or office.

To submit this form, please visit: www.schoolsupport.playbilledu.com. You will need to "Submit a Request" and attach the Update Form to your support ticket. If you have any questions regarding PlaybillEDU and/or this Update Form, please visit the same school support link above and we will answer your questions within two business days. Our Customer Service team is in place to provide school support quickly and efficiently.

PLAYBILLEDU - UPDATE FORM

SECTIONS:

- A: General Information (Basic College facts)
- B: Tuition, Financial Aid and Test Scores
- C: Department Studies (Music Programs)
- D: Department Studies (Theatre Programs)
- E: Department Studies (Dance Programs)
- F: General School Admissions/Application Information
- G: Audition/Application Information (Music Programs)
- H: Audition/Application Information (Theatre Programs)
- I: Audition/Application Information (Dance Programs)
- J: Transfer Student Information
- K: Faculty Information
- L: Alumni Information
- M: Facilities Information

This form is best viewed and used in Adobe Acrobat Reader. If you do not have Reader you may download it for free, here:

[Download Acrobat Reader](#)

By clicking below I have acknowledged that I am authorized to complete the PlaybillEDU College/University Update form.

YES

NO

Form Completed by (Name):

Phone Number and E-mail Address:

A: GENERAL INFORMATION

SCHOOL NAME:

MAIN ADDRESS:

MAIN WEBSITE:

MAIN PHONE NUMBER:

PUBLIC OR PRIVATE INSTITUTION?

PUBLIC
PRIVATE

WHAT IS THE CAMPUS SETTING?

RURAL
URBAN
SUBURBAN

GENERAL DESCRIPTION OF SCHOOL

TOTAL NUMBER OF UNDERGRADUATE
STUDENTS:

PERCENTAGE OF TOTAL RESIDENT
STUDENTS:

STUDENT/FACULTY RATIO:

MALE/FEMALE
PERCENTAGE:

ACCEPTANCE RATE:

ARE FRESHMEN ALLOWED TO HAVE CARS
ON CAMPUS?

YES
NO

SCHOOL DISABILITY SERVICES WEBSITE URL:

COLLEGE FACEBOOK URL:

COLLEGE YOUTUBE URL:

COLLEGE TWITTER URL:

COLLEGE FLICKR URL:

STUDENT TV STATION:

STUDENT TV STATION URL:

STUDENT RADIO STATION :

STUDENT RADIO STATION URL:

SCHOOL MULTIMEDIA URL:

B: TUITION, FINANCIAL AID & TEST SCORES

ANNUAL TUITION:

OR

IN-STATE TUITION:

OUT-OF-STATE TUITION:

ANNUAL ROOM FEE (HOUSING):

ANNUAL BOARD FEE (MEAL PLAN):

ANY ADDITIONAL FEES:

FINANCIAL AID OFFICE PHONE NUMBER:

FINANCIAL AID OFFICE URL:

FINANCIAL AID OFFICE EMAIL:

PERCENTAGE OF STUDENT BODY RECEIVING
AID:

AVERAGE FINANCIAL AID PACKAGE:

ARE MERIT/ACADEMIC SCHOLARSHIPS
AVAILABLE?

AVERAGE GRANT AWARDED:

YES

NO

AVERAGE LOAN AMOUNT:

FAFSA CODE:

NY TAP CODE:

OTHER STATE FINANCIAL ASSISTANCE INFO:

ARE SAT/ACT SCORES REQUIRED?

SAT/ACT POLICY:

YES

NO

IN SOME CASES

SAT MIDDLE 50% OVERALL :

SAT MATH MIDDLE 50%:

SAT WRITING MIDDLE 50%:

SAT READING MIDDLE 50%:

ACT MEAN OVERALL:

ARE SAT II TESTS REQUIRED?

WHICH TEST STRUCTURE DO YOU CONSIDER?

YES

2-PART SAT TEST (JUST MATH AND READING SECTIONS)

NO

3-PART SAT TEST (MATH, READING & WRITING)

C: DEPARTMENT STUDIES (MUSIC PROGRAMS)

NAME OF DEPARTMENT, SCHOOL, OR PROGRAM:

GENERAL DEPT. PHONE NUMBER:

DEPARTMENT WEBSITE:

GENERAL DEPT. EMAIL ADDRESS:

WHICH OF THE FOLLOWING BEST DESCRIBES
YOUR PROGRAM:

DEPT. MULTIMEDIA URL:

CONSERVATORY

GENERAL

BOTH

GENERAL DESCRIPTION OF THE PROGRAM:

PROGRAM MISSION STATEMENT:

WHAT DEGREES ARE OFFERED?

WHAT MINORS ARE OFFERED?

WHAT CERTIFICATE PROGRAMS ARE OFFERED?

DEPARTMENTAL MUSIC COURSES:

OTHER NOTABLE DEPARTMENTAL MUSIC COURSES:

HOW MANY STUDENTS ARE ENROLLED AS MAJORS?

HOW MANY STUDENTS ARE ENROLLED AS MINORS?

RATIO OF MALE TO FEMALE STUDENTS IN DEPT:

STUDENT/FACULTY RATIO FOR DEPT:

ARE MERIT-BASED SCHOLARSHIPS OFFERED?

YES
NO

ARE NEED-BASED SCHOLARSHIPS OFFERED?

YES
NO

CAN STUDENTS TAKE COURSES OUTSIDE THEIR MAJOR?

YES
NO

CAN MUSIC STUDENTS TAKE COURSES IN OTHER DEPTS?

YES
NO

CAN NON-MUSIC STUDENTS TAKE MUSIC COURSES?

YES
NO

ARE FRESHMEN ALLOWED TO PERFORM?

YES
NO

WHAT ARE THE PERFORMANCE OPPORTUNITIES FOR NON-MAJORS?

DOES THE PROGRAM HAVE A JURIED, ADVANCEMENT OR "CUT" SYSTEM?

YES
NO

IF YES, PLEASE DESCRIBE:

MAY STUDENTS PARTICIPATE IN AN INTERNSHIP?

YES
NO

IF YES, PLEASE DESCRIBE INTERNSHIP PROGRAM:

WHAT ARE THE SPECIAL RULES & POLICIES FOR THE PROGRAM?

DEPARTMENTAL SCHOLARSHIP INFO:

PLEASE LIST ANY STUDY ABROAD OPPORTUNITIES:

PLEASE LIST ALL DEPARTMENT ENSEMBLES:

PLEASE LIST ANY SPECIAL PROGRAMS THAT YOUR DEPARTMENT FEATURES:

PLEASE LIST ANY PARTNER ORGANIZATIONS OUTSIDE THE SCHOOL THAT WORK WITH YOUR DEPT:

DEPARTMENT EXTRA CREATIVE OPPORTUNITES (PLEASE CHOOSE ALL THAT APPLY):

DIRECT

DESIGN SETS

DESIGN COSTUMES

DESIGN LIGHTING

CHOREOGRAPH

DANCE

BE A DRAMATURG

WRITE

COMPOSE

CONDUCT

PLAY A MUSICAL INSTRUMENT

ACT

D: DEPARTMENT STUDIES (THEATRE PROGRAMS)

NAME OF DEPARTMENT, SCHOOL, OR PROGRAM:

GENERAL DEPT. PHONE NUMBER:

DEPARTMENT WEBSITE:

GENERAL DEPT. EMAIL ADDRESS:

WHICH OF THE FOLLOWING BEST DESCRIBES
YOUR PROGRAM?

DEPT. MULTIMEDIA URL:

CONSERVATORY

GENERAL

BOTH

GENERAL DESCRIPTION OF THE PROGRAM:

PROGRAM MISSIONS STATEMENT:

WHAT DEGREES ARE OFFERED?

WHAT MINORS ARE OFFERED?

WHAT CERTIFICATE PROGRAMS ARE OFFERED?

DEPARTMENT THEATRE COURSES:

OTHER NOTABLE DEPARTMENTAL THEATRE COURSES:

HOW MANY STUDENTS ARE ENROLLED AS MAJORS:

HOW MANY STUDENTS ARE ENROLLED AS MINORS?

RATIO OF MALE OR FEMALE STUDENTS IN DEPT:

STUDENT/FACULTY RATIO FOR DEPT:

ARE MERIT-BASED SCHOLARSHIPS OFFERED?

YES
NO

ARE NEED-BASED SCHOLARSHIPS OFFERED?

YES
NO

CAN STUDENTS TAKE COURSES OUTSIDE THEIR MAJOR?

YES
NO

CAN THEATRE STUDENTS TAKE COURSES IN OTHER DEPTS?

YES
NO

CAN NON-THEATRE STUDENTS TAKE THEATRE COURSES?

YES
NO

ARE FRESHMEN ALLOWED TO PERFORM?

YES
NO

WHAT ARE THE PERFORMANCE OPPORTUNITIES FOR NON-MAJORS?

DOES THE PROGRAM HAVE A JURIED, ADVANCEMENT OR "CUT" SYSTEM?

YES
NO

IF YES, PLEASE DESCRIBE:

MAY STUDENTS PARTICIPATE IN AN INTERNSHIP?

YES
NO

IF YES, PLEASE DESCRIBE INTERNSHIP PROGRAM:

WHAT ARE THE SPECIAL RULES & POLICIES FOR THE PROGRAM?

DEPARTMENTAL SCHOLARSHIP INFO:

PLEASE LIST ANY STUDY ABROAD OPPORTUNITES:

PLEASE LIST ALL DEPARTMENT ENSEMBLES:

PLEASE LIST ANY SPECIAL PROGRAMS THAT YOUR DEPARTMENT FEATURES:

PLEASE LIST ANY PARTNER ORGANIZATIONS OUTSIDE THE SCHOOL THAT WORK WITH YOUR DEPT:

DEPARTMENT EXTRA CREATIVE OPPORTUNITES (PLEASE CHOOSE ALL THAT APPLY):

DIRECT

DESIGN SETS

DESIGN COSTUMES

DESIGN LIGHTING

CHOREOGRAPH

DANCE

BE A DRAMATURG

WRITE

COMPOSE

CONDUCT

PLAY A MUSICAL INSTRUMENT

ACT

E: DEPARTMENT STUDIES (DANCE PROGRAMS)

NAME OF DEPARTMENT, SCHOOL OR PROGRAM:

GENERAL DEPT. PHONE NUMBER:

DEPARTMENT WEBSITE:

GENERAL DEPT. EMAIL ADDRESS:

WHICH OF THE FOLLOWING BEST DESCRIBES
YOUR PROGRAM:

DEPT. MULTIMEDIA URL:

CONSERVATORY

GENERAL

BOTH

GENERAL DESCRIPTION OF THE PROGRAM:

PROGRAM MISSION STATEMENT:

WHAT DEGREES ARE OFFERED?

WHAT MINORS ARE OFFERED?

WHAT CERTIFICATE PROGRAMS ARE OFFERED?

DEPARTMENTAL DANCE COURSES:

OTHER NOTABLE DEPARTMENTAL DANCE COURSES:

HOW MANY STUDENTS ARE ENROLLED AS MAJORS?

HOW MANY STUDENTS ARE ENROLLED AS MINORS?

RATIO OF MALE TO FEMALE STUDENTS IN DEPT:

STUDENT/FACULTY RATIO FOR DEPT:

ARE MERIT-SCHOLARSHIPS AVAILABLE?

YES
NO

ARE NEED-BASES SCHOLARSHIPS AVAILABLE?

YES
NO

CAN STUDENTS TAKE COURSES OUTSIDE THEIR MAJOR?

YES
NO

CAN DANCE STUDENTS TAKE COURSES IN OTHER DEPTS?

YES
NO

CAN NON-DANCE STUDENTS TAKE DANCE COURSES?

YES
NO

ARE FRESHMEN ALLOWED TO PERFORM?

YES
NO

WHAT ARE THE PERFORMANCE OPPORTUNITIES FOR NON-MAJORS?

DOES THE PROGRAM HAVE A JURIED, ADVANCEMENT OR "CUT" SYSTEM?

YES
NO

IF YES, PLEASE DESCRIBE:

MAY STUDENTS PARTICIPATE IN AN INTERNSHIP?

YES
NO

IF YES, PLEASE DESCRIBE INTERNSHIP PROGRAM:

WHAT ARE THE SPECIAL RULES & POLICIES FOR THE PROGRAM?

DEPARTMENTAL SCHOLARSHIP INFO:

PLEASE LIST ANY STUDY ABROAD OPPORTUNITIES:

PLEASE LIST ALL DEPARTMENT ENSEMBLES:

PLEASE LIST ANY SPECIAL PROGRAMS THAT YOUR DEPARTMENT FEATURES:

PLEASE LIST ANY PARTNER ORGANIZATIONS OUTSIDE THE SCHOOL THAT WORK WITH YOUR DEPT:

DEPARTMENT EXTRA CREATIVE OPPORTUNITIES (PLEASE CHOOSE ALL THAT APPLY):

DIRECT

DESIGN SETS

DESIGN COSTUMES

DESIGN LIGHTING

CHOREOGRAPH

DANCE

BE A DRAMATURG

WRITE

COMPOSE

CONDUCT

PLAY A MUSICAL INSTRUMENT

ACT

G: AUDITION/APPLICATION INFORMATION (MUSIC PROGRAMS)

DEPARTMENT APPLICATION PROCEDURE:

ARE AUDITIONS REQUIRED FOR
THE MUSIC PROGRAM?

YES

NO

IS A PORTFOLIO REQUIRED

YES

NO

IS AN INTERVIEW
REQUIRED?

YES

NO

GENERAL AUDITION POLICY:

AUDITION DETAILS (PLEASE BE SPECIFIC):

PORTFOLIO DETAILS (PLEASE BE SPECIFIC):

INTERVIEW DETAILS (PLEASE BE SPECIFIC):

HOW MANY STUDENTS APPLY YEARLY FOR
THE PROGRAM?

AUDITION SCHEDULE/INFORMATION WEBSITE:

H: AUDITION/APPLICATION INFORMATION (THEATRE PROGRAMS)

DEPARTMENT APPLICATION PROCEDURE:

ARE AUDITIONS REQUIRED FOR
THE THEATRE PROGRAM?

YES

NO

IS A PORTFOLIO REQUIRED?

YES

NO

IS AN INTERVIEW
REQUIRED?

YES

NO

GENERAL AUDITION POLICY:

AUDITION DETAILS (PLEASE BE SPECIFIC):

PORTFOLIO DETAILS (PLEASE BE SPECIFIC):

INTERVIEW DETAILS (PLEASE BE SPECIFIC):

HOW MANY STUDENTS APPLY YEARLY FOR
THE PROGRAM?

AUDITION SCHEDULE/INFORMATION WEBSITE:

I: AUDITION/APPLICATION INFORMATION (DANCE PROGRAMS)

DEPARTMENT APPLICATION PROCEDURE:

ARE AUDITIONS REQUIRED FOR
THE DANCE PROGRAM?

YES

NO

IS A PORTFOLIO REQUIRED?

YES

NO

IS AN INTERVIEW
REQUIRED?

YES

NO

GENERAL AUDITION POLICY:

AUDITION DETAILS (PLEASE BE SPECIFIC):

PORTFOLIO DETAILS (PLEASE BE SPECIFIC):

INTERVIEW DETAILS (PLEASE BE SPECIFIC):

HOW MANY STUDENTS APPLY YEARLY FOR
THE PROGRAM?

AUDITION SCHEDULE/INFORMATION WEBSITE:

J: TRANSFER STUDENT INFORMATION:

DOES THE SCHOOL ACCEPT TRANSFER STUDENTS?

YES
NO

WHICH DEPTS. ACCEPT TRANSFER STUDENTS?

MUSIC
THEATRE
DANCE

TRANSFER ADMISSIONS OFFICE URL:

TRANSFER ADMISSIONS APPLICATION URL:

NAME(S) OF TRANSFER ADMISSIONS OFFICER(S):

PHONE FOR TRANSFER OFFICER:

EMAIL FOR TRANSFER ADMISSIONS OFFICER:

TRANSFER STUDENT POLICY (MUSIC PROGRAM)

TRANSFER STUDENT POLICY (THEATRE PROGRAM)

TRANSFER STUDENT POLICY (DANCE PROGRAM)

ARE TRANSFER DEADLINES ROLLING ADMISSIONS? (PLEASE CHECK ALL THAT APPLY)

FALL
WINTER
SPRING
SUMMER

IF ROLLING ADMISSIONS DOES NOT APPLY, PLEASE LIST ALL DEADLINES DATES:

FALL: WINTER: SPRING: SUMMER:

ARE SAT/ACT SCORES REQUIRED
FOR TRANSFER STUDENTS?

- YES
- NO
- SOME

PLEASE DESCRIBE TESTING POLICY:

MINIMUM CREDITS TO COUNT AS A
TRANSFER STUDENT:

MAXIMUM TRANSFER CREDITS ALLOWED:

MINIMUM ACCEPTABLE GPA
FOR TRANSFER STUDENT:

ARE HIGH SCHOOL
RECOMMENDATIONS REQUIRED?

- YES
- NO
- N/A

IS THERE A VISITING
STUDENT PROGRAM?

- YES
- NO
- NO INFO

K: FACULTY INFORMATION:

PLEASE SUBMIT THE URL FOR YOUR DEPT/PROGRAM/SCHOOL FACULTY:

PLEASE PROVIDE ANY NOTES ON FACULTY (I.E. WHOM TO ADD, DELETE, EDIT, ETC). WE WILL PULL INFORMATION DIRECTLY FROM THE URL YOU PROVIDED IN THE QUESTION ABOVE.

L: ALUMNI INFORMATION:

PLEASE SUBMIT THE URL FOR YOUR DEPT/PROGRAM/SCHOOL ALUMNI:

IF A URL IS NOT AVAILABLE, PLEASE LIST ALUMNI YOU WOULD LIKE TO BE FEATURED (PLEASE LIST NAME, GRADUATION DATE, A BIO, AND DEPARTMENT OF STUDY FOR EACH):

PLEASE PROVIDE ANY NOTES ON ALUMNI LISTINGS THAT NEED TO BE EDITED:

M: FACILITIES INFORMATION:

PLEASE PROVIDE THE URL FOR THE DEPT/SCHOOL/PROGRAM FACILITIES:

IF A URL IS NOT AVAILABLE, PLEASE LIST YOUR CURRENT FACILITIES (THEATRES, RECITAL HALLS, STUDIOS, ETC) INCLUDING: FACILITY NAME, SEAT CAPACITY, DESCRIPTION AND DEPARTMENT.

HOW TO ORDER TICKETS (MUSIC PROGRAM)

PLEASE INCLUDE ORDERING ONLINE, BY
PHONE AND BY EMAIL:

HOW TO ORDER TICKETS (THEATRE PROGRAM)

PLEASE INCLUDE ORDERING ONLINE, BY
PHONE AND BY EMAIL:

HOW TO ORDER TICKETS (DANCE PROGRAM)

PLEASE INCLUDE ORDERING ONLINE, BY
PHONE AND BY EMAIL: