Ball State University School of Music

STUDENT HANDBOOK

Current Edition - Fall 2011

Note: This online version is the Master Version of the Student Handbook. It is the student's responsibility to carefully read this handbook and consult it often for any changes that may impact his/her academic program.

Please direct all questions regarding the undergraduate program and curricula to the Coordinator of Undergraduate Programs in Music MU207A (765) 285-5503

Please direct all questions regarding the graduate program and curricula to the Coordinator of Graduate Programs in Music MU207B (765) 285-5502

For a complete listing of School of Music faculty and staff, see <cms.bsu.edu/Academics/CollegesandDepartments/Music/Directory.aspx>.

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Section I Admission and General Requirements for Music Students

A. The Successful Music Student

The study of music at Ball State University requires prerequisite skills developed prior to entering college. These skills involve performance; the aural discrimination of pitch relationships, duration, and timbre; and music literacy. The typical music student enters college with considerable depth of experience in these areas.

B. Admission Policies and Procedures

These policies and procedures apply to all entering freshmen and undergraduate transfer students who desire to major in music.

- 1. Students must audition on a primary instrument with appropriate faculty from that area. The audition should be in person on a regular designated audition day.
- 2. Video or audio recorded auditions will be accepted if long-distance travel is a burden. Theory and piano diagnostic exams for this group will be given upon arrival on campus for summer orientation.
- 3. At the audition, students will take a theory exam in order to determine their readiness for college level music theory. Students who demonstrate weaknesses in reading skills and basic theoretical knowledge will not be allowed to register for MUSTH 101 and 111. The piano exam is for placement purposes only. Those with no piano experience will be placed at beginning level.
- 4. Transfer students must be tested individually in both sight singing and written theory before they can be placed.
- 5. The term "probationary status" indicates music performance level below the required major standing level. Students who enter at this level MUST reach acceptance into the program by the end of one year of study.

C. Advising

At the beginning of his/her college career, each student is assigned an advisor to assist in course selection and clarification of university requirements and to maintain individual records throughout that student's time at Ball State. Freshman advisors are housed in University College. In addition, freshmen are also assigned an advisor from the School of Music faculty. This advisor will continue to serve assigned music majors throughout the student's career.

In general, the faculty advisor is expected to assist students in:

- Understanding university policies and procedures as outlined in the BSU Catalog and in the Faculty and Student Handbooks.
- Interpreting the Degree Analysis Progress Report (DAPR).
- Monitoring student academic progress.
- Understanding student's remaining University Core Curriculum requirements.
- Considering other areas of enrichment appropriate to student abilities and goals.
- Identifying other appropriate university services.
- Understanding the relationship of major requirements and departmental philosophy.
- Understanding major requirements and the proper course sequencing and selection of major courses.
- Preparing long-range plans for the completion of the degree requirements.

- Relating content of major to goals and objectives, both personal and professional.
- Understanding the content of major courses and determining manageable academic loads.
- Selecting complementary majors and/or minors.
- Planning for graduate school and/or careers.

In addition, faculty advisors are also required to:

- Meet with each assigned advisee for course registration advising & permission.
- Be available to meet with and assist advisees, as needed, both in terms of academic and personal issues.
- Maintain an advising log to submit with Summary of Accomplishments for Salary & Merit.
- Attend advisor meetings as called by School of Music Primary Departmental Advisor.
- Stay current with respect to university policies, procedures, and advising issues as outlined in the BSU
 Undergraduate Catalog, Faculty and Student Handbooks, and communications from School of Music PDA
 and AC Advising Coordinator.

D. Course Registration Procedure

It is the responsibility of the student to know and understand the registration process, policies, and procedures and to complete the necessary paperwork in order to participate in advising sessions. The student will:

- 1. Obtain a blank *Curriculum Grade Sheet* (color coded by major) and *Registration Permission Form* (blue) available next to the Music Information & Registration window (MU205).
- 2. Complete the *Curriculum Grade Sheet* and *Registration Permission Form*. Students should keep a personal curriculum advising file where all appropriate materials for registration can be kept.
- 3. Schedule a meeting with the assigned School of Music advisor. At the scheduled meeting time, the following items are required:
 - a. completed Curriculum Grade Sheet
 - b. completed Registration Permission Form (as possible)
 - c. printout of current DAPR including current present schedule
 - * The academic advisor will review these materials, provide guidance as needed, and sign the *Registration Permission Form*
- 4. Take the *Registration Permission Form* to the Music Information & Registration window (MU205). The Registration/Scheduling Representative will enter appropriate clearances into the computer.
- 5. Complete the registration for all courses on-line through *Course Planner*. Note: The Registration and Scheduling Representative only provides clearance to register; S/he does not officially register a student for classes.

E. Applied Music Juries, Hearings and Warnings

A hearing or jury is required of each student every semester until his/her required level is achieved.

1. Juries

Each student will present an end-of-semester performance for three or more sub-area faculty in which a new performance level is sought (music probation to major standing, major standing to sophomore standing, sophomore standing to junior standing.

2. Hearing

A hearing is similar to a jury, however only two faculty members are required to attend, and no performance level change is requested by the student. These may be done to determine readiness for a performance or to determine placement in an ensemble.

3. Warning Letters

A warning letter may be sent to a student with an unsatisfactory jury or hearing by the faculty, indicating that the student has only one more semester to progress to passing level before being asked to drop the performance area as a music major.

4. Jury and Hearing Grading

Attending faculty provide 25% of the semester grade based on the performance at jury or hearing; 75% of the semester grade is determined by the student's studio teacher.

5. Progress

At the end of each semester, juries are held for students who are required to progress from freshman to sophomore, from sophomore to junior, and from junior to senior levels. The general requirement of the School of Music is that the student must attain junior proficiency (that is, he or she must pass from the sophomore level) in order to be graduated on any of the major teaching licenses and the B.M. degree in Music Composition or Music Technology. A less advanced proficiency is required for the minor, and a higher degree of accomplishment is demanded for departmental majors in performance fields.

F. Attendance Policies

Students are to consult the instructor's syllabus for policies and guidelines regarding attendance in academic courses, applied lessons, and ensembles.

G. Piano Requirement

All music majors are required to enroll for a minimum of two credit hours in MUSPE325 and/or MUSPE326. Placement will be determined by audition; those with little or no experience will take group piano (MUSPE326).

H. Monday Recital Hour – Area and General

The 1:00 p.m. hour each Monday during the regular academic year is reserved for Recital Hour programs (Area or General Recital Hours). The Recital Hour rotation schedule is determined by the Associate Director of the School of Music (MU205). Dress rehearsals are not scheduled in Sursa Hall for recital hour performance.

Lessons or other class activities are not scheduled during the Monday 1:00 p.m. time. All areas should meet during the scheduled Area Recital Hour even if there are no performances scheduled from that area. The time may be used for announcements, a master class, guest presentation or a repair session. Students also need time to familiarize themselves with faculty in the area and to ask questions related to their study at the university and within the School of Music.

It is not mandatory that students appear on an Area Recital Hour as a prerequisite to appearing on a General Recital Hour. Rather, it is the responsibility of the applied instructor to determine the student's ability and to request specifically area or general appearance time (as is appropriate to the individual case).

Area Recital Hour programs are produced by the faculty Area Coordinators and given a sequenced number in the yearly series. General Recital Hour programs are given a sequenced number.

Students majoring in Music Composition, Music Education, and Music Technology must appear six times on recital programs while they are studying applied music as a part of their undergraduate program. Students pursuing a Music Performance degree will appear six times on Recital Hour, and in addition, will present both a junior recital (MUSPE 397) and senior recital (MUSPE 498).

I. Required Attendance at Recitals and Concerts

All music majors and minors are required to attend the Monday Recital Hour programs and are also expected to attend faculty recitals, Muncie Symphony Orchestra concerts, Emens Auditorium Artist Series programs, student recitals, and performances by the School of Music's major performance organizations. Specifically, majors are required to attend 60 such events during their undergraduate career; minors are required to attend 20 events. Requirements for majors and minors are as follows:

1. Recital Hours

Majors in music are expected to attend all 1:00 p.m. Monday Recital Hour programs; however, the requirement will be one less than the number of Recital Hours presented in any given semester. On the Mondays when Area Recital Hours are scheduled, the student must select another area to attend if his/her instrument is not performing or his/her area is not meeting that day.

Music Performance minors will attend the Monday Recital Hour programs during all semesters in which they are studying Applied Music (four semesters minimum).

Absence excuse slips for Recital Hour (either due to class conflicts or for personal reasons) may be picked up from the Office of the Coordinator of Undergraduate Programs in Music (MU207) and must be completed in writing at that office for incorporation into permanent student files.

Recital Hour attendance slips are available in MU207 at the beginning of Fall and Spring semesters (15 slips per student). One slip is to be turned into the attendant as you leave Sursa Hall after each Recital Hour. For an Area Recital Hour, one slip is to be turned in to the instructor in charge as you leave that room at the end of Recital Hour. Please note: If the student does not turn in a slip, it is assumed that he/she was not present, and will not receive attendance credit. If the student arrives more than ten minutes after the Recital Hour has begun, or if he/she leaves early, he/she will not receive attendance credit.

2. Recitals and Concerts

All music majors are required to attend a minimum of 60 recitals or concerts for graduation; those on the minor curriculum are required to attend a minimum of 20 recitals or concerts. The concerts applicable for credit will be the approved events listed in the semester Music Events Calendar (obviously, not including the Monday Recital Hour).

Concert and Recital attendance (other than Recital Hour) will be recorded by personnel in the Office of the Coordinator of Undergraduate Programs in Music (MU 207) upon receipt of the program. <u>Students must turn in a program with his/her name and BSU ID# written on it in order to receive credit.</u> Programs should be turned in within one week following the performance.

Students may also receive credit for some off-campus concert and recital attendances other than those listed in the semester Music Events Calendar, e.g., Indianapolis Symphony concerts. The program, with <a href="https://his/her_name.org/linear-name.org/

Students must be enrolled in the School of Music and programs must be submitted for credit during the academic term of the attended event; credit will not be given for late submissions. A program will be returned if the student requests this in writing when submitting it for credit. It is the student's responsibility to pick up the program which will be available in the Undergraduate Programs Office (MU207) only until the end of the semester for which the credit was requested. Questions regarding a student's recital and concert attendance record should be addressed to the Secretary to the Coordinator of Undergraduate Programs in Music (MU 207). Students may check on these records at any time during the academic year in that office.

3. Obtaining Credit for Attendance (MusCH 499)

Completion of the Recital Hour and Concert attendance requirement is documented through a one-hour course, MUSCH 499, with credit/no credit for all majors and most minors in music. This course is offered every semester, and a senior may register either semester during his/her senior year. Before registration, the student should check his/her recital attendance file in the Office of the Coordinator of Undergraduate Programs in Music to determine his/her status in regard to the recital attendance requirement.

J. Music Events Calendar and University Web Calendar

The School of Music presents over 250 concerts and recitals each year in a variety of programs ranging from jazz to the classics and featuring students, faculty and guest artists in solo and ensemble presentations. Special events include Opera Theatre productions, Art of Jazz concerts with guest artists, University Singers Spectacular, Sue Derexa Smith Memorial Concerts and the Summer Chamber Music Festival. Most concerts are free; some have a nominal charge, and all are open to all students and the general public. Most events are presented in Sursa Performance Hall or Choral Recital Hall in the Music Instruction Building. Others are in John J Pruis Hall or Emens Auditorium.

The Music Events Calendar is published by the School of Music near the beginning of Fall and Spring Semesters, and First Summer Term. Programs and artists are subject to change. Included in the calendar are large ensemble, faculty, guest and special event recitals and concerts, and a variety of other activities. This calendar is available online at www.bsu.edu/music/events under Calendar Downloads, and in a number of campus locations including University Visitors' Center, Student Center Hotel Desk, Sursa Hall and Pruis Hall lobbies and in the main hallway of the Hargreaves Music Building near Room 205.

A complete events listing of all public concerts and recitals presented by the School of Music, including all doctoral, graduate, Artist Diploma and undergraduate recitals, is available on the University's web calendar at http://www.bsu.edu/events/. Any music calendar changes are also listed on this calendar.

Ticket and box office information is given on all calendars. Coding for music undergraduate student attendance for MUSCH499 credit is listed on the Music Events paper and downloadable calendar.

Additional information is available by calling 765.285.5842 or 765.285.5402 during regular office hours.

Cancellations or changes within the current semester calendar can be made only after consultation with the Director of the School of music (MU203). Cancellations will not be rescheduled during a current semester, nor will additions, except in unusual circumstances, be made in the calendar once the semester's calendar has been published.

K. Program Books and Category References

Program books were first bound in the School of Music in 1965. A copy of each is in University Archives, Bracken Library, as are season notebooks of available loose programs compiled from 1941 through 1964. Roman numerals on the programs denote the volume number; program numbers become page numbers for the spiral-bound

references. Season loose-leaf notebooks, in category reference format based on the program book index sections, are also available in University Archives for the years 1965 through the 2006-2007 academic year.

This reference material is available to faculty and students for performance repertoire, student activities, promotion and tenure materials, organization/ensemble activities, and so forth, or for other office or reference uses.

Bound program books were discontinued after the 2006-2007 academic year. Unbound books and category references complied (in loose-leaf notebooks) for the 2007-2008 and 2008-2009 seasons are available in University Archives. Beginning 2009-2010, one unbound, loose-leaf notebook is maintained by the Coordinator of Music Promotional Services (MU205) each year with the same roman numeral / program numbers reference points used in the bound books. The season notebook is kept for two or three years, and then transferred to University Archives.

Currently, University Archives is in the beginning stages of creating a full-text searchable, downloadable online system in which all the music programs will be digitized, available in original text or online.

Section II Student Performance in Recitals and Concerts: Requirements, Scheduling, Guidelines, Publicity, and Recording Services

A. Types of Undergraduate Recitals

Students are encouraged to present recitals however, only those students in performance majors are required to give a Junior and Senior Recital. Recitals that are not required for the degree, including any freshman or sophomore in a recital or juniors and seniors in Music Education or Music Technology, are initiated between the student and their studio teacher.

1. Performance Major Recitals

Students in a performance major on applied instruments are required to give a Junior and Senior Recital. All recitals must be approved by the applied teacher (and sometimes in consultation with related applied faculty). Some areas may require and recital hearing before approving the event.

2. Honors Recitals

Because many School of Music students are given the opportunity to enroll in the Honors Program, we provide an option for an Honors Recital. This recital is generally performed as a full recital at the Senior level. Such recitals are presumed to be distinguished by the quality of performance and of the literature selected. In addition, the student submits a short written exposition related to the recital or some aspect of its preparation. In some cases, specific program note material is provided or occasionally the student may give a lecture demonstration as part of the recital.

Note: For Performance Major and Honors Recitals, students will have achieved Junior standing (normally at the end of the sophomore year). A hearing before the appropriate faculty will be performed either at the preceding jury time or at another time designated by the studio teacher.

3. Studio Recitals

Studio Recitals, scheduled by the applied faculty member, are a natural outgrowth of performance needs for students. Studio Recitals do not have printed programs and generally have a more informal atmosphere. Studio Recitals are scheduled at the Music Information & Registration window (MU205) and may occur at any time other than 1:00 p.m. Monday Recital Hours or 1:00 P.M. Wednesday (Faculty Meetings). Scheduling is dependent upon available space. For a student to receive attendance credit, he/she must submit a program, signed by the applied faculty member, to the Office of the Undergraduate Programs in Music.

B. Scheduling Student Recitals

Rather than scheduling student recitals for the entire next year during the spring semester, student recitals are scheduled one semester ahead. Scheduling for fall semester takes place in the prior spring semester, as soon as possible after large ensemble, special event and faculty dates have been reserved. Scheduling for spring semester, Summer I and Summer II student recitals takes place near the third week of the previous fall semester.

Students will schedule their recitals in the following priority:

- 1) graduate student degree recitals (Doctoral, Master's, Artist Diploma)
- 2) senior degree recitals
- 3) junior degree recitals

4) non-degree recitals (graduate and undergraduate)

Student recitals may not be scheduled against large ensemble concerts, faculty recitals, guest artist recitals or like instrument ensemble/student chamber music recitals within the same instrument family.

1. Recital Surcharge

For all students giving a degree or elective recital, the recital surcharge is \$30, payable at the time of the order of the recording and in advance, at the School of Music MU203 office. The applied professor has the appropriate forms for recital set-up, Central Recording Services, and auxiliary needs. This surcharge covers a portion of the costs incurred by the School of Music in producing the recital.

2. Postponement

If a student needs to postpone a scheduled recital due to illness or family emergency, it may be rescheduled within the same semester; however, any change in a student recital date within the same semester for any other reason must be approved by the Director of the School of Music.

3. Requesting a Performance Time

Yearly schedules for Monday Recital Hours are distributed at the Orientation/General Recital Hour each Fall Semester, and are available in the wall pockets near the entrance to the School of Music administrative offices (MU203), as well as in wall pockets near MIB133.

- a. When a student performer wishes to appear on recital hour, he or she must complete the *Monday Recital Hour Performance Request Form*. Request Forms for both the Monday General Recital Hour and Monday Area Recital Hour are also available in the wall pockets near the entrance to MU203.
- b. For an Area Recital Hour, the appropriate form must be completed and taken to the faculty Area Coordinator, where performance time on the specific date requested must be confirmed.
- c. For a General Recital Hour, the appropriate form must be completed (including the name of an accompanist), signed by the applied instructor, and taken to the Coordinator of Music Promotional Services (MU205), where performance time on the specific date requested must be confirmed. If all information on the form is not complete, it will be returned to the applied instructor who approved the performance.
- d. For a General Recital Hour, the form must be turned in not later than Tuesday of the week preceding the recital appearance. Available performance time, which is limited to a maximum of ten minutes per student, is filled on a first-received-first-scheduled basis. The student performer may request placement order on the program. Performance on a General Recital Hour will normally be a solo appearance; however, performance in a chamber or madrigal group, or a difficult accompaniment in which the student has solo responsibility for a given part, will constitute a performance. Variations to the solo appearance stipulation must be approved by the Associate Director (MU205).

4. Obtaining Performance Credit

Recital Hour credit for performance may be earned on either Area or General appearances. Repeat performances of the same compositions do not carry additional performance credit. The student desiring performance credit for Recital Hour appearances must obtain the signature of his/her instructor on the printed program and to present the program to the Office of Undergraduate Programs in Music (MU207)

for placement in his/her personal file. In the case of performances that do not have a printed program, a memorandum from the instructor to the Coordinator of Undergraduate Programs in Music (MU207), giving date, place, time and basic program information will substitute.

C. Standard Times for Recitals and Concerts

Student Recitals are scheduled in the following time periods:

Monday through Friday, 5:30pm and 7:30pm

Saturday and Sunday, 3:00pm, 5:30pm and 7:30pm

(Evening 7:30pm and weekend performance times are restricted to graduate recitals or Senior for-credit Bachelor of Music or Honors recitals.)

Large Ensembles, Faculty, Guest Artist Concerts/Recitals are scheduled in the following time periods:

Monday through Friday, 7:30pm

Saturday and Sunday, 3:00pm and 7:30pm

(Faculty may schedule at 3:00pm or 5:30pm if they so desire.)

The only exceptions to the standard times are large-scale events such as the opera and University Singers Spectacular that are longer than two hours in length, events in Emens Auditorium that must confirm to the Emens schedule, performances that involve other organizations such as the Muncie Symphony Orchestra, or other events at the discretion of the Director of the School of Music.

D. Calendar Procedures for Scheduling for Concerts and Recitals

Calendar deliberations will begin as early as possible in the spring semester for the following calendar year, keeping in mind that other calendars impact School of Music decisions, such as sports, University events, performing organizations outside the University, and so forth. Events are scheduled in the following order:

- 1) large ensembles
- 2) special events, conferences, symposia, festivals, etc.
- 3) faculty recitals and concerts
- 4) like instrument ensembles and student chamber music ensembles
- 5) student recitals

All calendar and concert and recital scheduling, including dress rehearsals, is completed through the Coordinator of Music Promotional Services (MU205).

E. Dress Rehearsal

A maximum two-hour dress rehearsal time is scheduled for each event. Generally, arrangements for this rehearsal are made at the time the recital is scheduled. Any changes in the dress rehearsal time may be made as early as during exam week for the next semester or term, but no later than 48 hours in advance of the requested time. For weekend rehearsals, changes must be made no later than the preceding Wednesday.

Note: If the performance is off campus or on campus but not in Sursa Hall, Choral Hall, Pruis Hall or Emens Auditorium, dress rehearsals are not automatically scheduled and must be arranged by the student and/or faculty member involved.

F. Piano Accompanists for Recitals and Weekly Recital Hour

The School of Music will provide piano accompanists, when possible, for all degree-related recitals. This includes Area and General Recital Hour performances as well as the recital required for the Bachelor of Music degree.

However, arrangements for and expenses of piano accompanists for all other recitals will be made and borne by the recitalist.

A Request for a Piano Accompanist form is available at the Music Information & Registration window, (MU205). The performer must fill out and the instructor must sign the form to obtain an accompanist for any event. The form is a general request card; it does not ensure that an accompanist is available, nor is it not a request to appear on either an Area or General Recital Hour.

For either a recital or recital hour, the *Request for a Piano Accompanist* form, with music to be performed, must be returned to the Music Information & Registration window to be placed in the mailbox of the Coordinator of Accompanying.

Every effort will be made to accommodate all requests but students and applied instructors should plan carefully and as far in advance as possible to obtain an accompanist. Only a limited number of accompanists are available, and accompanists must have enough time to practice for the appearance.

G. Concert and Recital Attire

Appropriate attire and decorum dignifies the event and its purpose. To do so in the School of Music is to recognize the significance of such events in the total scheme of music study.

The first impression the audience receives from each performer is the statement made by his/her visual appearance. This impression establishes the atmosphere and predisposes the audience's response to the work before the first note is sounded.

Likewise, the first impression the performer receives from the audience is the statement made by the general atmosphere which pervades the concert hall. An attentive, well-informed audience predisposes the performer's response and often assists in setting the performer's concentration level.

Dress should be determined by the type of occasion and program, and the time of day of the performance.

- 1. School of Music large ensembles, such as marching band, will make use of appropriate uniform attire provided by the University for concert events.
- 2. Chamber Music and Solo Performance
 - a. Apparel for women
 - i. Style and length of dress will be uniform Performers will dress in either all formal <u>or</u> all informal, all long or all street length attire.
 - ii. Extreme or distracting necklines are to be avoided.
 - iii. Plain dress shoes are preferred.
 - b. Apparel for men
 - i. Style of dress will be uniform: all full dress, tuxedos, dark suits, etc., including appropriate shirts and ties.
 - ii. Sport coats that are of extreme color or style, as well as open neck shirts, are distracting and are to be avoided.
 - iii. Appropriate dress shoes (recently shined) and plain dark socks are the norm.
- 3. Weekday recitals need not conform to the formal dress, but dress must be appropriate for the occasion.
- 4. It is the responsibility of the faculty member structuring the performance to announce the standard of dress for any given recital. Each performer has the obligation to abide by these instructions.

H. Stage Management

The following policies are in place for stage management in various locations:

- 1. Sursa Hall and Choral Hall in Sursa: The faculty member responsible for the performance, in conjunction with the Sursa Hall and Choral Hall stage manager, is responsible for stage setup and teardown. No stage services will be provided without either a default setup or completed diagram(s). (A PDF can be pulled to your desktop for future use.)
- 2. Pruis Hall: No stage services will be provided without completed diagram(s). (A PDF can be pulled to your desktop for future use.)
- 3. Emens Auditorium: Stage services are provided only after discussion with the Auditorium manager.

Note: If the performance is off campus or on campus but not in Sursa Hall, Choral Hall, Pruis Hall or Emens Auditorium, other stage assistance arrangements must be approved by the Director, School of Music. Expenses for recitals held off campus must be paid by the student and/or faculty involved.

I. Stage Decorum

The stage presence of the performer(s) signals to the audience the level of professionalism to expect in the performance. Dress rehearsals should include what to do with hands, feet, scores, notes, handkerchiefs, programs, etc., including a formal "bowing scheme."

- 1. The stage manager is responsible for knowing if the announcer (if one is used) and those recording the recital are ready and coordinated for the beginning of the performance.
- 2. Entrances should be timed with lowered house lights.
- 3. Groups should select an individual to lead on and off and to coordinate the bowing. Decide whether ladies will lead on/off, or if it will be the person with the farthest walking distance to lead on and the one nearest the exit to lead off. Practice crossing in front of, or in back of, stage equipment. Pianists and accompanists should not walk behind the piano or behind the backdrop. Page turners should be the last individuals on and off the stage.
- 4. Performer(s) should walk directly to the designated spot for standing or sitting with minimum equipment arranging. All equipment items should be pre-arranged by the stage manager in accordance with a prepared diagram.
- 5. Rapport is established by the performer's recognition of the audience. One should acknowledge the audience and then check the music, page orders, mutes, tuning, etc.
- 6. It is appropriate for conductors or soloists to recognize the audience, appropriate soloists, and composers (if in the audience). At the end of the section and/or program, soloists must recognize accompanist(s).
- 7. Do not pick up music or folios when leaving the stage.

J. Audience Decorum

Just as proper stage decorum is vital to an excellent performance, proper audience decorum is also an important facet of any performance. In many ways, an audience member can be looked upon as an auxiliary performer, assisting in the event by promoting the proper concert atmosphere.

- 1. Audience members shall be seated before the concert/recital begins, and return to their seats before the end of intermission.
- 2. Gentlemen should remove hats before entering the concert hall.
- 3. It is inappropriate for audience members to place feet on the back of the seats.
- 4. The audience shall applaud when a performer walks onto the stage.
- 5. Talking, as well as creating distractive noises, are inappropriate and disrespectful to the performers and fellow audience members.
- 6. Audience members must silence all cell phones, pagers, or electronic devices before the performance begins.
- 7. Text messaging is disrespectful to the performer and fellow audience members and is strictly prohibited during the performance.
- 8. It is appropriate for the audience to applaud at the end of the composition and not in between movements or sections.
- 9. Audience members must remain in their seats until the composition is complete and not during the performance.

K. Program Copy Submission

It is the responsibility of the faculty member involved, as the teacher of a performing student, to work with the student in submission of complete and error-free copy for printed programs. Program copy for events is due **ONE MONTH IN ADVANCE of the concert or recital**. This will allow time before the event for recording personnel arrangements, program preparation / proof / printing / distribution and so forth. <u>Programs will not be printed if copy for any event is received less than two weeks prior to the event. (Printing and/or distribution of programs by individual faculty or students is not permitted.)</u>

1. Live concerts

A copy of the program (without setup sheet/s) should be submitted directly to the Coordinator, Music Promotional Services. Late requests will NOT be honored unless approved by the Director of the School of Music. Questions about program submission, past program samples can be provided to aid with preparation. (For a student recital, it is the responsibility of the faculty member involved to work with that student in the submission of complete and error-free copy for printed programs.) For further information: Music Promotional Services, 285.5842 or email nbaker2@bsu.edu

2. Program Copy Detail

- a. Copy should be on standard paper TYPED or legibly printed, or via email if supplemented with a paper copy.
- b. For student recitals, emailed program copy must come from the instructor and be supplemented by a paper copy of the emailed version.)
- c. The copy must be complete. Submit copy with proper titles, movements, accompaniment. Use composers' full names (and nationality, if known) and birth / death dates; use accent markings.
- d. English translations must be provided for foreign title compositions.
- e. Performer and/or ensemble personnel must be listed with complete and proper names not nicknames.

- f. The primary teacher must be named for all undergraduate and/or graduate students. If the event is a chamber ensemble presentation, list the instructor under whose musical supervision the event will take place.
- g. Memberships in professional music organizations should be listed.
- h. For graduate and/or senior recitals presented in partial fulfillment of the requirements for a degree pattern, list the pattern.
- i. For a doctoral recital presented for course credit, list the primary and secondary emphasis.
- j. University music scholarships may be listed.
- k. Changes are discouraged after copy has been left with the office for printed preparation.

L. Concert Recording Services

Concert recording arrangements and program copy for events are due **ONE MONTH IN ADVANCE of the concert or recital**. This will allow time before the event for recording personnel arrangements.

1. Central Recording Services

Central Recording Services is responsible for recording School of Music events. For further information: Event Scheduling, 285.5842 – CRS, 285.3763 or email crs@bsu.edu

- a. Faculty Artist Series and MUSCH large ensembles concerts are automatically recorded. Unless there is a change in the activity's default setup, another setup is not required.
- b. Graduate and Undergraduate student recitals, beginning Spring 2011, will also be automatically recorded. Setup sheets are required.
- c. For other School of Music concert events (small ensembles, chamber music, guest, guest ensemble, alumni, and so forth), permission of the School of Music Director is required.

2. Payment for Recordings

- a. Student Live Concert and Recording \$30.00 (Complimentary Instructor Copy is not available unless a recording has been purchased.)
- b. Live Concert and Recording (Faculty Participant) no charge
- c. Copy of Previous Recording (either faculty or student) \$10.00
- d. Audition Recording, etc., (Labor Charge) \$10.00 per hour
- e. Payment for concert, recording session and other tapes and CDs are processed by the Secretary to the Director of the School of Music (Administrative Coordinator). Check or money order should be made payable to Ball State University.
- f. The receipt provided should be taken to Central Recording Services, MIB-159, to order and receive a copy of the recording. The request will not be processed if the information is incomplete.

M. Publicity Aids

Posters are prepared internally by the School of Music through the College of Fine Arts Dean's Office in advance of large ensemble, faculty, guest and special events. Posters and/or flyers for student recitals are at the discretion of the student performer, in consultation with the applied instructor.

Questions about composers or composition notes, new photos, guest soloist or ensemble information and/or photos, interview possibilities, faculty or student activities of news value, and so forth, may be answered by the applied instructor or the Coordinator of Music Promotional Services. The request/s may be initiated at any time and finalized at least 5-8 weeks in advance of the event. Special information regarding repertoire, guest artists, etc. to be listed on the semester Music Events Calendar or the University's web calendar should be finalized no later than the exam week of the semester prior to the semester in which the event is scheduled.

Section III School of Music Ensembles

A. Designated Ensemble Policy

The School of Music ensemble participation policy is designed to ensure that students are participating and progressing on their primary instrument in an enriching and collaborative musical experience, with a conductor, every semester they are at BSU except for the semester when they present a major recital or student teach. Students should enroll in a 300-level ensemble each semester – instrumental primary students enrolled in MUSCH 340 ensembles, and vocal primary students enrolled in MUSCH 350 ensembles. In the case where a designated ensemble of choice does not exist for the student, the student should take any remaining available conductor-led large ensembles within their primary instrument area (e.g., Concert Band, University Chorus). If the ensemble is only a partial credit course (0.5 credit), the student should fulfill the remaining ensemble credit requirement with enrollment in an additional ensemble. In the event that a primary-instrument conductor-led ensemble is not available (e.g., string majors that are unsuccessful in gaining membership in Symphony Orchestra), the student should consult with their primary applied professor to receive approval to enroll in an adequate alternative ensemble(s). This substitution must be further approved by the Coordinator of Undergraduate Programs in Music.

See the Designated Ensemble page available at the Music Information & Registration window (MU205) for a complete listing.

B. School of Music (MUSCH) Large Designated Ensembles

- 1. Large Instrumental Organizations rehearsing 5 hours per week, MUSCH 340 (1 credit hour)
 - a. Wind Ensemble
 - b. Symphony Band
 - c. Marching Band (Fall Semester only)
 - d. Symphony Orchestra
 - e. Chamber Orchestra
 - f. Jazz Ensemble I & II (counts for up to two semesters of designated ensemble)
- 2. Large Instrumental Organizations rehearsing 2 hours per week, MUSCH 341 (0.5 credit hour)
 - a. Concert Band
 - b. Campus Band
 - c. Basketball Band (Spring Semester only)
 - d. Jazz Ensemble III and IV
- 3. Large Vocal Organizations rehearing 5 hours per week, MUSCH 350 (1 credit hour)
 - a. Chamber Choir
 - b. Concert Choir
 - c. Opera (counts for up to two semesters of designated ensemble)
 - d. University Singers (counts for up to two semesters of designated ensemble)
- 4. Large Vocal Organizations rehearsing 2.5 hours per week. MUSCH 351 (0.5 credit hour)
 - a. University Choral Union
 - b Women's Chorus
 - c. Statesmen

C. Music: Performance (MUSPE) Small Ensembles

Students are actively encouraged to participate in small/chamber-music ensembles as a means of developing and coordinating their individual skills with others in chamber music performance. Several of the curricular patterns require the earning of some credit for graduation, but students are encouraged to elect freely throughout their college years. Membership in the ensembles begins with contact between the director of the ensemble and interested students. The small ensembles are:

- 1. String Ensembles: String Chamber Music, Double Bass Ensemble
- 2. Woodwind Ensembles: Flute Choir, Saxophone Quartets, Oboe Ensemble, Clarinet Ensemble, Bassoon Ensemble
- 3. Brass Ensembles: French Horn Ensemble, Trombone Choir, Trumpet Ensemble, Tuba-Euphonium Ensemble, Brass Choir & Brass Quintet
- 4. Percussion: Marimba Ensemble, Latin Percussion Ensemble
- 5. Harp Ensemble
- 6. Keyboard Ensembles: Piano-Chamber Music Ensembles
- 7. Classical Guitar
- 8. Collegium Musicum
- 9. New Music Ensemble
- 10. Jazz Combos
- 11. Vocal Ensembles

D. Large Ensemble Descriptions and Audition Information

1. Wind Ensemble

The Wind Ensemble is the premier concert ensemble of the Ball State University band program. Selected by audition from the most outstanding wind and percussion performers on the BSU campus, the ensemble performs the finest available repertoire for wind band and is committed to only the highest musical standards. In addition to exploring traditional and contemporary works for full band, the ensemble performs one-on-a-part chamber music representing all periods and styles. The band maintains an active schedule including three or more concerts per semester, tours in the spring semester, and regular appearances at state, regional and national music events.

Wind Ensemble auditions are held at the beginning of the fall semester and consist of prepared excerpts available on the band website (bands.iweb.bsu.edu) or in the band office (MI-136) beginning in July. In addition, students will be asked to perform scales and brief sightreading. Students interested in auditioning for the Wind Ensemble should sign up for an audition time prior to the start of classes. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

2. Symphony Band

The Symphony Band is an organization of approximately 65 musicians selected by audition. The ensemble is primarily comprised of music majors, although talented students from additional academic disciplines are also represented in the ensemble. The group is committed to the highest musical standards and performs traditional large band repertoire in addition to contemporary works written for the wind band medium. The band maintains an active schedule including three or more concerts per semester.

Symphony Band auditions are held at the beginning of the fall semester and consist of prepared excerpts available on the band website (bands.iweb.bsu.edu) or in the band office (MI-136) beginning in July. In addition, students will be asked to perform scales and brief sight reading. Students interested in auditioning for the Symphony Band should sign up for an audition time prior to the start of classes. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

3. Marching Band

The University Marching Band is the largest musical organization on the Ball State campus and represents the university to thousands of people each year. Membership in the University Marching Band is open to all Ball State students regardless of major field of study; auditions are held only for the percussion section and color guard. Percussion auditions are held each summer prior to the opening of marching band camp (one week before the beginning of fall semester). Color guard auditions are held at the end of spring semester and by appointment throughout the summer. Band members (wind players) will be asked to play designated portions of the marching band music in sectional rehearsals to help determine what part the individual will be assigned to play for the season. The University Marching Band performs at all BSU home football games as well as an away game during the season. The band also participates in school functions throughout the fall semester including parades and pep rallies. Students interested in becoming a member of the University Marching Band may contact the band office at 765-285-9178 or email bands@bsu.edu.

4. Symphony Orchestra and Chamber Orchestra

The Ball State Symphony Orchestra and the Chamber Orchestra perform music from various time periods and musical genres. Their purpose is to provide a full ensemble experience to university-level musicians. Both ensembles are open to all Ball State University students through an audition process held each fall (spring semester by appointment).

Auditions shall consist of prepared orchestral excerpts posted in advance of the audition on the orchestras' web page: http://bsso.iweb.bsu.edu/default.html

Initial seating is determined as a result of those auditions and may have studio faculty input. All students in the orchestra program should be aware that the amount of participation will vary depending on the repertory and that some participation may be expected at times other than the regular class time listed (for example evening concerts and weekend opera performances).

5. Jazz Ensembles

All Ball State University students are eligible to audition for the Jazz Ensembles at the beginning of each Fall Semester. The auditions run from Sunday thru Wednesday of the first week of school. There will be a sign-up sheet as well as audition requirements posted on the Jazz bulletin board outside of room 117 and the jazz website starting the first week of August. All students must fill out the Jazz Audition form and bring it to the audition.

Mandatory introductory meetings will be held Monday and Tuesday of the first week of school at 11:00 a.m. in room 117. Students need only attend one of these meetings. The meetings will cover all procedures, schedules and calendar of events for the semester.

Audition time slots will be posted on the jazz bulletin board outside of room 117. Each slot runs for 15 minutes. Audition requirements and materials will be posted in the inbox at: www.gmail.com. Log in with the username: bsu.jazz.ensemble and use the password: bsu.jazz.ensemble

All auditions will be recorded and attended by the Director of Jazz Studies, jazz faculty, and graduate assistants. The final listing will be posted late Wednesday evening of the first week of class. Students will have sufficient time before the Friday deadline to complete the drop/add process.

6. Concert Band

The Concert Band offers music majors and non-music majors an avenue to continue making music throughout their college careers. Exploring traditional and contemporary works for band, the ensemble strives for the highest level of musical performance. The band meets only during the spring semester and maintains an active schedule, performing two concerts during the semester.

Concert Band auditions are for seating placement only and are held during the second rehearsal of the spring semester. The audition consists of excerpts from music that will be performed at the first concert. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

7. Campus Band

The Campus Band is open to all BSU students during the fall semester. The ensemble rehearses one day per week and performs one concert. The group is primarily comprised of non-music majors, although the ensemble creates performance opportunities for music education majors to perform on secondary instruments.

Campus Band auditions are for seating placement only and are held during the second rehearsal of the fall semester. The audition consists of excerpts from music that will be performed by the band. To join the band, students should attend the first rehearsal on Tuesday of the first week of class. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

8. Basketball Band

The Basketball Band is a highly spirited group of musicians who perform at Worthen Arena for the Ball State men's and women's basketball games. This popular and enthusiastic ensemble has made numerous appearances throughout the country for MAC, NCAA, and NIT post-season basketball tournaments. The band's repertoire consists of Top 40, Jazz, Big Band, Pop, and Rock favorites.

The Basketball Band is open to all BSU students via auditions that are held during October. The band rehearses Fridays 3:00 to 5:00 pm during the spring semester. Students can register for MUSCH 340J (one credit) or 140J (no credit). During the first semester some rehearsals are scheduled for late October and early November to allow preparation for the basketball season. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

9. Chamber Choir and Concert Choir

Membership is open to all students enrolled at Ball State University. Auditions are held during the first week of classes in the fall semester. Membership in this ensemble carries the expectation of a two-semester commitment, with an exception being made for student teaching. Students interested in auditioning for Chamber and/or Concert Choir should sign up for an audition time prior to the first week of classes outside the Choral Library, MI 128. The audition will include vocal exercises to test the student's range, tonal memory (singing pitches after hearing them on the piano), accompanied sight reading from a choral piece, and rhythmic drill. A prepared solo is *not* required. Results of the auditions will be posted outside the Choral Library at the end of the audition period (usually mid-way through the first week of classes). All scholarship students must audition for Chamber or Concert Choir.

Auditions for spring semester will be held during the final week of fall semester. Returning members from fall semester need not re-audition. Acceptance of incoming students for spring semester placement is contingent upon there being available openings in the ensemble. Students interested in auditioning for a choral group should contact the Director of Choral Activities during the fall semester or prior to the beginning of spring semester.

Students selected for Concert Choir co-participate in Statesmen or Women's Chorus as part of their single ensemble credit. In this way, both Chamber and Concert Choirs have a daily commitment.

http://choirs.iweb.bsu.edu

10. Opera Theatre and Pocket Opera

Participation in the BSU Opera Theatre and Pocket Opera productions is open to all BSU Students. Casting for the upcoming season takes place at the end of the spring semester, and an informational- only audition will take place at the beginning of the fall semester. Those wishing to audition should contact the BSU Opera Theatre Director. The Director will make all final casting decisions. Audition and production information may be found on the Opera Theatre website.

http://opera.iweb.bsu.edu

11. University Singers

Membership in the cast of the Ball State University Singers is open, by audition, to all Ball State students. Competitive talent auditions are held in the spring for the following concert season. The majority of cast members are not music majors, and often represent all seven colleges with the university. All cast members re-audition every year. The typical cast includes twenty singers/dancers, ten instrumentalists, and five sound, lighting, and stage technicians.

http://univsingers.iweb.bsu.edu

12. Statesmen, Women's Chorus, and University Choral Union

These choral ensembles are open to all Ball State University students without audition; simply register for the course. Each ensemble is available for ½ credit: Statesmen for men, Women's Chorus for women. Choral Union is a mixed-voice ensemble. Music students are encouraged to contact the designated ensemble conductor in advance of the first scheduled rehearsal for voice placement.

http://choirs.iweb.bsu.edu

13. Jazz Combos

All Ball State University students are eligible to audition for the Jazz Combos at the beginning fall semester. Combos will remain the same for the Spring semesters. If you are interested in playing in a combo you can mark the times that you are available on the Jazz Audition form and bring it to your audition. Combos will be put together on Wednesday evening the first week of school, time enough for drop/add deadline of Friday.

Students must take the Jazz Combo course for credit. The designated course number for Jazz Combo is MUSPE 231. The student will receive one hour of credit per semester for participating in the course.

Section IV Scholarships and Awards

School of Music scholarships are available to select students through the initial School of Music audition process; these scholarships are renewable for three consecutive years (total of four years). Students holding renewable music scholarships must complete the renewal form each year. Renewal Forms are available from the Office of Undergraduate Programs (MU-207).

A. Application for Scholarship Renewal

Criteria for renewal of School of Music scholarships is provided on the initial admission/scholarship award letter sent to the student following the initial School of Music audition. If a student wishes to apply for renewal of a music scholarship, he/she will follow the following procedure:

- 1. Complete the *Scholarship Renewal Form* (available from the Office of Undergraduate Programs MU-207).
- 2. Obtain the major/principle applied professor's signature and statement of satisfactory progress.
- 3. Sign name and return the completed application to the Office of Undergraduate Programs in Music, Music Building 207.
- 4. Applications for scholarship renewal must be turned in by the date announced by the Office of Undergraduate Programs in Music in order to be considered for the following academic year.

B. One-Year Scholarships

There are a number of one-year scholarships awarded by the School of Music. Most of these awards are selected by faculty and are awarded to students in a specific degree program or musical ensemble/activity. For more information on these scholarships, please see the Coordinator of Undergraduate Programs, studio instructor, degree program coordinator and/or ensemble director.

Section V Facilities and Properties

The privilege of using practice rooms and other facilities in the School of Music is accorded to students under the following regulations:

A. Care of the Facilities

- 1. There is <u>NO SMOKING</u> and <u>NO FOOD OR DRINKS</u> in the practice rooms. Pets are not permitted in practice rooms. Students will be held responsible for damage to pianos and furniture.
- 2. Students using Sursa Hall facilities are reminded that liquid refreshments are not permitted in the lounge, seating, or stage areas.
- 3. University regulations state thumb tacks, plastic tape, and adhesive tape are not to be used on painted or finished surfaces or window glass.
- 4. The School of Music provides music stands on a limited basis only. Students are responsible for furnishing their own stands for individual and small ensemble practice.
- 5. Sufficient chairs are placed in the classrooms for ensemble and group practice. If additional chairs are needed in class or practice rooms, they must be requisitioned through the Music Information & Registration window, MU205, at least one week in advance.
- 6. Classrooms and large rehearsal areas are occasionally available to students, but these facilities must be requisitioned through the Music Information & Registration window. All facilities must be returned to their original state after use.

B. Assigned Practice Room Schedules

- 1. During the second week of each semester, students will reserve practice rooms for their individual practice during the term. Normally, only locked practice rooms will need to be reserved. These rooms will be reserved by the hour.
- 2. Practice rooms are to be used ONLY by students of the School of Music.
- 3. If a student is signed up for a practice room at a specific time, he/she must use it at that time.
- 4. If a practice room is not in use by 5 minutes past the hour, it will become available on a "first come, first serve" basis to any music student desiring the use of such facility.
- 5. After 6:00 p.m., practice rooms are available to any music student on a "first come, first served" basis.

C. Use of Practice Rooms during Evenings and on Weekends

1. The School of Music is open for practice during the following hours:

Monday - Friday 7:00 a.m. - 11:00 p.m.
Saturday 7:00 a.m. - 10:30 p.m.
Sunday Noon - 10:30 p.m

2. Practice rooms are intended for practice.

3. Abuse of the facilities or failure to comply with any of the above regulations may result in the revocation of the privilege to use the practice facilities in the School of Music.

D. Facilities Usage Reservations

All facilities on the Ball State campus are reserved for usage (other than class time) by completing a *University Space Requisition* form. For the School of Music, all space is reserved through the Scheduling Representative, (MU205), who works within university guidelines and deadlines to process the individual requests. Facility reservations are first-come, first-served, but the School of Music may, for just cause, cancel a reservation on short notice.

To ensure the proper processing of requests, students must discuss and confirm them with the Scheduling Representative, (MU205), no less than nine days in advance of the requested time.

E. Regulations Governing Use of School of Music Properties

The School of Music has an inventory of many thousands of dollars worth of properties ranging from instruments and various types of equipment needed for performance to the uniforms necessary for public appearances. Regulations governing these are as follows:

1. Pianos

- a. Concert grand pianos must always be requisitioned for concerts, recitals, and rehearsals through the Coordinator, Music Promotional Services (MU205). Any last minute changes must be approved by the Manager of Sursa Hall via phone or in person. If, as a consequence of such a change, another piano needs concert preparation, notify the piano technician through the Office of the Associate Director (MU205).
- b. Please report pianos which fail to function properly (sticking keys, broken pedals, etc.) to the piano technician (MU005). Instrument cases, water cups for woodwind reeds, etc. are not to be placed on pianos. Upright piano lids and fronts are not to be raised or removed. No pianos are to be moved except by authorization from the Office of the Associate Director (MU205). All requests for moving pianos are to be submitted to that office.
- c. Classroom pianos are not for private practice. Accompanists using classroom grands for ensemble purposes will please place the cloth covers over the piano at the close of the rehearsal.

2. Harpsichords and Organs

- a. The *Recital Request Form* is used to requisition the harpsichord or pipe organ for a recital in Sursa Hall or the harpsichord for a recital in Choral Hall. In addition, if the harpsichord is required for a recital, the student or teacher must inform the harpsichord instructor in advance so that plans for the tuning and moving of the instrument can be made. Prior to filling out the *Recital Request Form*, students are welcome to discuss their needs with the organ and harpsichord instructor.
- b. Jack rails and other parts are not to be removed from the harpsichords. Students scheduled to play the harpsichord must have had prior instruction on the instrument, or, at minimum, a brief introduction to the harpsichord by the instructor.

3. Instrument Rental

a. A fee of \$80.00 will be charged to the student's account in order to check out any instrument when the instrument is to be used for lessons or class instruction. \$50.00 of this fee is a deposit on the instrument; the remaining \$30.00 is the semester rental fee. This \$30.00 rental fee must be paid each semester the student uses the instrument. The remaining \$50.00 stays on as a deposit until the instrument is returned. Students in a university ensemble are only charged a \$50.00 deposit.

- b. School of Music instruments must be renewed by the last day of classes or returned by the last exam day of each semester. The \$50.00 deposit will be forfeited if the instrument is returned or renewed after that time. Instruments not returned after 30 days will be charged full price for replacement of the instrument. This can, in some cases, be thousands of dollars.
- c. Students will be charged for repairs to instruments for damage incurred beyond what is expected from normal use, and are also responsible for replacement of lost or stolen instruments.
- d. Students checking out instruments to be used <u>only</u> for university organizations must pay the \$50.00 deposit, which will be refunded in full upon return of the instrument if it is renewed or returned on time.
- e. Before returning a school instrument for deposit refund, make certain that the instrument has been properly cleaned and oiled. Please report any mechanical problems to the Music Properties Technician.

4. Key Rental

- a. A fee of \$80.00 will be charged to the student's account in order to check out any practice room key when the key is to be used for lessons or class instruction. \$50.00 of this fee is a deposit on the key; the remaining \$30.00 is the semester rental fee. This \$30.00 rental fee must be paid each semester the student uses the practice room key. The remaining \$50.00 stays on as a deposit until the key is returned.
- b. Practice room keys must be renewed by the last day of classes or returned by the last exam day of each semester.
- c. A \$50.00 deposit will be forfeited if the key is returned or renewed after that time.
- d. Keys not returned after 30 days will be charged a fee of \$50.00 to replace the key.
- e. Students are also responsible for lost or stolen keys, and will be charged \$50.00 to replace the key.
- f. Deposits will be refunded in full upon return of the practice room key if it is returned on time.

5. Uniform Issuance

There is no charge for the use of uniforms, although a refundable deposit fee is charged for band uniforms.

6. Lockers

- a. Instrument lockers, coat lockers, and percussion equipment lockers are available for rental on a "first come, first served" basis. A fee of \$5.00 per semester is charged to the student's account. The student is to renew the rental by the last day of classes or return the locker key and empty the locker by the last exam day of each semester.
- b. The university reserves the right to open and have access to all lockers at any time. The rental period for lockers is from the beginning of each semester through the last day each semester. Any items left in the lockers after the last exam day of the semester will be removed and the locks will be changed.
- c. If locker keys are not returned on time, a \$10.00 fee will be charged for cleaning out the lockers and/or changing the locks, and after 30 days a \$50.00 fee will be charged for non-returned locker keys.

F. Ensemble Libraries

Large Ensemble Libraries - The School of Music maintains three distinct ensemble libraries in the following areas: Band, Choir, and Orchestra. These libraries regularly lend single instrumental parts or choral scores to ensemble members, who assume responsibility for the return of those materials. Undergraduates do not have privileges to borrow sets of parts or multiple copies of choral scores; exceptions can only be granted by the Director of Activities for the appropriate library.

Small Ensemble Libraries - Scores and parts used in the small ensemble program are typically property of either the School of Music or the University Library. In some cases, the ensemble director may supply parts from his or her personal library. Students enrolled in small ensembles should assume personal responsibility for the security and condition of all parts issued to them by adhering to the following guidelines:

- a. Keep parts in a single, appropriate ensemble folder.
- b. Store the folder in a secure place within the School of Music.
- c. Mark parts with soft pencil only and eliminate your own marks when returning the part.
- d. Return parts immediately following the performance or at the conclusion of each semester.

G. Music Listening Center

Located on lower level west of Bracken Library, the Music Collection contains music scores and books on the subject of music. The majority of these items circulate. Music periodicals are shelved with the general periodicals collection in other locations.

The Music Collection Counter functions as a listening laboratory for courses in music history, appreciation, and theory. It also houses a collection of over 15,000 CDs, the majority of which circulate.

H. Music Technology and Resource Lab

MU 113 is a cross-platform computer and resource lab for music students and faculty. The lab is open throughout the academic year, and for fewer hours during the summer sessions, with a lab supervisor (graduate assistant) and student attendants available for expert assistance. Music faculty may book the lab and electronic classroom cart for classroom teaching.

Students and faculty will find the lab useful for applications such as the following:

- ✓ Music notation (for theory homework, arrangements, and composition): Finale for both Mac and Win platforms
- ✓ MIDI and sequencing
- ✓ Word processing: MS Office Suite
- ✓ Graphics and publishing: Adobe PhotoShop, Page Mill, PowerPoint
- ✓ Computer-assisted instruction (for ear training, remedial theory, four part writing, music appreciation): MacGamut, Pracitica Musica, other programs
- ✓ Internet access (electronic mail, World Wide Web): Internet Explorer, Safari
- ✓ Instructional software: a collection of software useful for teaching various musical concepts and skills.