Undergraduate Student Handbook
2015-2016
# TABLE OF CONTENTS

Click on any topic to advance directly to that page

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Administration</td>
<td>4</td>
</tr>
<tr>
<td>Staff</td>
<td>4</td>
</tr>
<tr>
<td>Area Coordinators</td>
<td>4</td>
</tr>
<tr>
<td>Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Undergraduate Advisors</td>
<td>6</td>
</tr>
<tr>
<td>CODE OF STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>6</td>
</tr>
<tr>
<td>FACILITIES, INSTRUMENTS, AND EQUIPMENT</td>
<td>7</td>
</tr>
<tr>
<td>Building Information</td>
<td>7</td>
</tr>
<tr>
<td>Building Hours</td>
<td>7</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>8</td>
</tr>
<tr>
<td>Unauthorized Use of University Facilities</td>
<td>8</td>
</tr>
<tr>
<td>PRACTICE ROOMS</td>
<td>8</td>
</tr>
<tr>
<td>Practice Room Rules/Regulations Policy</td>
<td>8</td>
</tr>
<tr>
<td>Wenger Practice Room Policy</td>
<td>9</td>
</tr>
<tr>
<td>Key Checkout Policy</td>
<td>9</td>
</tr>
<tr>
<td>EQUIPMENT AND INSTRUMENTS</td>
<td>9</td>
</tr>
<tr>
<td>Locker Rental</td>
<td>9</td>
</tr>
<tr>
<td>Instrument Checkout</td>
<td>10</td>
</tr>
<tr>
<td>Instrument Return</td>
<td>10</td>
</tr>
<tr>
<td>UNDERGRADUATE RESOURCES</td>
<td>10</td>
</tr>
<tr>
<td>Concert Tickets</td>
<td>10</td>
</tr>
<tr>
<td>Scholarships</td>
<td>10</td>
</tr>
<tr>
<td>Four-Year Degree Outlines</td>
<td>11</td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS</td>
<td>11</td>
</tr>
<tr>
<td>UNDERGRADUATE REQUIREMENTS</td>
<td>12</td>
</tr>
<tr>
<td>Concert Attendance</td>
<td>12</td>
</tr>
</tbody>
</table>
Applied Lessons.................................................................................................................................................................12
Ensemble Requirements and Placements.............................................................................................................................13
Piano Proficiency........................................................................................................................................................................13

RECITAL SCHEDULING, PROGRAMS, POSTERS AND FEES..............................................................................................13
Scheduling Recitals or Rehearsals.........................................................................................................................................13
Recital Fees .............................................................................................................................................................................14
Recital Hearing Requirement ...............................................................................................................................................14
Programs ................................................................................................................................................................................14
Posting Policies .......................................................................................................................................................................14

ADVISING AND REGISTERING FOR CLASSES ..................................................................................................................14
Tuition Refund........................................................................................................................................................................15

GRADUATION CHECKOUT PROCEDURES........................................................................................................................15

AREA WORKSHOPS – FALL 2015 ........................................................................................................................................15

ACADEMIC CALENDARS.........................................................................................................................................................16
WELCOME

Welcome new and returning students! This handbook is intended as a resource for you as undergraduate music majors at the Rudi E. Scheidt School of Music. It includes general and academic information, rules and regulations, procedures, and specific contact information for additional assistance. Do not hesitate to ask or seek assistance during your studies here at the University of Memphis. Our faculty, staff, and administration are committed to your success and will gladly assist you.

I encourage you to stay in close contact with your advisor. This one-on-one relationship is unique in music and very important throughout your academic career. This professional and cooperative relationship will greatly aid you in progressing through your degree in an orderly and timely manner. Your advisor will know the answers to most curricular and academic questions and, when unable, will know in which direction to point you. I also welcome your questions and concerns. Please be advised that it is ultimately your responsibility to know the rules and regulations concerning your curriculum.

We are very fortunate to be surrounded by world-class musicians both in the School of Music and in the greater Memphis community. I urge you to take advantage of the numerous opportunities in our rich musical culture. Support your friends and colleagues by attending concerts and recitals beyond your requirements.

All the best for the upcoming academic year!

Kevin Richmond
Associate Director for Undergraduate Studies
MU 231; 901-678-3784
kdrchmnd@memphis.edu

MISSION STATEMENT

The Rudi E. Scheidt School of Music at the University of Memphis is a comprehensive school, known for our diversity and dedication to our role as a cultural and intellectual resource for the university, the city, and the wider musical world. In our teaching and research, we are deeply devoted to the preservation and growth of music as an art, as a craft, as a profession, and as a treasury of human wisdom.
SCHOOL OF MUSIC OVERVIEW

ADMINISTRATION

John Chiego, Director
Kevin Richmond, Associate Director for Undergraduate Studies
Kenneth Kreitner, Assistant Director for Graduate Curriculum and Advising
Kevin Sanders, Assistant Director of Student Services

STAFF

staff contact information
Pamela DeShields, Administrative Associate
Megan Fertig, Admissions and Recruitment
Katherine Goliver, Director of Development
Joyce Gordon, Academic Programs Coordinator
Scott Hines, Facilities Manager
Danny Honnold, Piano Technician
Carol Morse, Marketing & Communications Manager
Karen Mueller, Office Associate—Main Office
Anna Neal, Music Library
Carol Rakestraw, Office Associate—Bands/Music Industry
Marcie Richardson, Facilities Scheduling Coordinator
Samuel Sidhom, Community Music School Director
Vera Sidhom, Admissions
Theresa Winkelman, Business Officer

AREA COORDINATORS

Bands, Albert Nguyen
Brass, Daniel Phillips
Choral & Music Education (Choral), Lawrence Edwards
Class Piano, Kevin Richmond
Collaborative Piano, Cathal Breslin
Composition/Graduate Theory, John Baur
General Studies in Music, John Chiego
Jazz Studies, Tim Goodwin
Keyboard, Cathal Breslin
Music Business, Ben Yonas
Music Education (Instrumental), Armand Hall
Music History, Kenneth Kreitner
Opera and Vocal Coaching, Mark Ensley
Orchestras, Pu-Qi Chang
Percussion, Frank Shaffer
Recording Technology, Jeff Cline
Strings, Lily Afshar
Theory, Jeremy Orosz
Voice, Kyle Ferrill
Woodwinds, Robyn Jones
### FACULTY

**faculty contact information**

### BRASS
- John Mueller, *trombone/euphonium*
- Daniel Phillips, *horn*
- Kevin Sanders, *tuba/euphonium*
- David Spencer, *trumpet*

### KEYBOARD
- Cathal Breslin, *piano*
- Mary Carter, *harpsichord*
- Kevin Richmond, *class piano*
- Geoffrey Ward, *organ*
- Eric Zuber, *piano*

### PERCUSSION
- Michael Assad, *drum set*
- Michael Karcz, *percussion*
- Edward Murray, *percussion*
- Frank Shaffer, *percussion*

### STRINGS
- Lily Afshar, *classical guitar*
- Marcin Arendt, *violin*
- Libby Armour, *suzuki strings*
- John Chiego, *double bass*
- Marisa Polesky, *orchestral repertoire*
- Seth Russell, *cello*
- Lenny Schranze, *viola*
- Marian Shaffer, *harp*
- Timothy Shiu, *violin*

### VOCAL ARTS
- Angela Barrett, *voice*
- Tom Barrett, *voice*
- Mignon Dunn, *Artist-in-Residence*
- Lawrence Edwards, *choir*
- Mark Ensley, *opera*
- Kyle Ferrill, *voice*
- Ryan Fisher, *choir*
- Susan Owen-Leinert, *voice*
- Randal Rushing, *voice*
- Benjamin Smith, *opera*
- Stqn Warren, *voice*
- Mary Wilson, *voice*

### WOODWINDS
- Elise Blatchford, *flute*
- Wade Irvin, *bassoon*
- Robyn Jones, *clarinet*
- Allen Rippe, *saxophone*
- Michelle Vigneau, *oboe*
- Lecolion Washington, *bassoon*

### COMPOSITION & THEORY
- John Baur, *theory/composition*
- Kamran Ince, *composition*
- Jeremy Orosz, *theory*
- Daniel Phillips, *theory*
- Michelle Vigneau, *theory*
- Lecolion Washington, *theory*

### CONDUCTING
- Lawrence Edwards, *Music Education*
- Pu-Qi Chang, *Orchestra*
- Albert Nguyen, *director of bands*

### JAZZ
- Michael Assad, *drum set*
- Joyce Cobb, *voice*
- Jack Cooper, *saxophone, composition*
- Tim Goodwin, *bass, vocal, improvisation*
- Dan Kalantarian, *jazz ensemble*
- Joe Restivo, *guitar*
- Sam Shoup, *bass*
- Gerald Stephens, *piano*

### MUSIC EDUCATION
- Ryan Fisher, *choral studies*
- Armand Hall, *bands*
- Dan Kalantarian, *bands*

### MUSIC HISTORY
- David Evans, *ethnomusicology*
- Kenneth Kreitner, *music history*
- Janet Page, *music history*

### MUSIC INDUSTRY
- Nancy Apple, *songwriting*
- Jeff Cline, *recording technology*
- Jon Frazer, *recording technology*
- Ben Yonas, *music business*
UNDERGRADUATE ADVISORS

Students must meet with their advisor every semester prior to registration. Announcements regarding appointment scheduling and deadlines are sent out several weeks in advance. Mandatory advising means that each student has a hold on registration until having met with their undergraduate advisor. Once an individual appointment has occurred and a registration plan has been drafted, the bar is lifted.

COMPOSITION

John Baur

JAZZ STUDIES

Performance
Tim Goodwin
Composition/Arranging
Tim Goodwin

MUSIC INDUSTRY

Music Business
Ben Yonas
Recording Technology
Jeff Cline/Jon Frazer

MUSIC EDUCATION

Instrumental

Last Name A – I
Armand Hall

Last Name J – Q
Albert Nguyen

Last Name R – Z
Dan Kalantarian

Choral
Lawrence Edwards

MUSIC HISTORY
Kenneth Kreitner/Janet Page

PERFORMANCE
See your applied instructor*

MUSIC MINORS
See your applied instructor*

*If your applied instructor is a visiting one-year professor, a graduate assistant or adjunct faculty, see the area coordinator listed on p. 4

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

By choosing to attend the University of Memphis, each student accepts responsibility for promoting the University community's welfare by adhering to the Code of Student Rights and Responsibilities and all other University of Memphis policies. At the University of Memphis, some actions cannot be tolerated because they seriously interfere with the basic purposes and processes of an academic community or with the rights afforded others. By formulating the Code of Student Rights and Responsibilities, the University of Memphis reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual actions and the consequences of those actions.

The University of Memphis Code of Student Rights and Responsibilities is promulgated pursuant to, and in compliance with Tennessee Board of Regents (TBR) Rule 0240—02-03-.01 [Institutional Policy Statement]. To the extent that a conflict exists between this policy and TBR rule, policy, and/or applicable law(s), the TBR rule, policy, or law will control.

This policy was adopted by TBR on 12/8/11, became effective 1/29/12 and amended on 3/29/14.

View the Code of Student Rights and Responsibilities.
FACILITIES, INSTRUMENTS, AND EQUIPMENT

BUILDING INFORMATION

The **Music Building** serves the Rudi E. Scheidt School of Music with classrooms, practice facilities, teaching studios, administrative offices, Harris Concert Hall and the music library. There is a chorus rehearsal room (MU 008), an ensemble/orchestra rehearsal room (MU 006), TAF-funded technology classrooms with multimedia and audio visual support (MU 101, 103, 107, 109, and 113), a Music Education Resource Center (MU 286), a 17-station music computer lab (MU 102), and a state-of-the-art 16-station piano lab (MU 202). All classrooms are equipped with wireless internet capability and audio teaching stations.

**Harris Concert Hall** (MU 100) was named after Mr. George J. Harris who was Chairman of the Department of Music for Memphis State University from 1947 – 1966. Harris Concert Hall seats 380 people (with additional handicap accessibility). The Concert Hall holds state-of-the-art theatrical lighting, recording capabilities, and two Concert grand pianos.

The **Music Library** (MU 115) holds a collection of around 48,000 volumes of books, scores and bound periodicals, 13,000 pieces of microforms, and 18,500 recordings, 400 video recordings, along with 60 current periodicals subscriptions. The library subscribes to numerous streaming audio and research databases. About 150 composers are represented in sets of complete works. The library has listening and viewing stations for CDs, LPs, cassettes, VHS tapes, and DVDs, including equipment for viewing all standard microformats. There are public PCs hard wired to the University network. All performances held in the School of Music are recorded, with the compact discs and programs housed in the Music Library. An index of the recordings is maintained on the Music Library’s website.

**Undergraduate Circulation**

- Circulating books and scores: 30 days; may be renewed
- CDs and LPs: 5 days; may renew once
- DVDs and VHS: 5 days; not renewable
- Reserve Materials: Varies; some in-library use and some overnight use
- Monuments, Reference, Periodicals, Microforms: In-library use only

**Interlibrary Loan**

Interlibrary Loans may be requested online, and there are direct links to Interlibrary loans from many of our databases.

The **College of Communication and Fine Arts Building** houses the School of Music office of **Bands** and the office of **Music Industry** (CFA 116). The building also provides additional classrooms, practice facilities, and rehearsal space for bands (CFA 137), as well as a state-of-the-art recording studio (CFA 136), an electronic music lab, percussion studios, digital/audio work stations, and an additional TAF-funded technology classroom (CFA 105).

**Building Hours**

**Hours** for all Buildings are as follows:
- Monday thru Saturday 7:00 am – 11:00 pm
- Sunday 12:00 noon – 11:00 pm
(Anyone in the building during closed hours will be asked to leave)

**Business and Office Hours** for all Buildings in the School of Music are as follows:
- Monday thru Friday 8:00am – 4:30pm
COMPUTER LAB

The computer lab (MU 102) contains sixteen Macintosh computers, each with a midi keyboard, and a wealth of music and related software. Software includes Finale, Sibelius, Digital Performer, Pro-Tools, Logic, Practica Musica, Reason, Pyware, Apple Remote Desktop, as well as the Microsoft Office suite of programs. All computers are connected to the internet.

Music Students use this resource for both personal exploration and class assignments ranging from digital audio recording, MIDI recording, scoring, composition, marching band drill simulation to word processing and internet research. The lab is open to all university students but is used primarily by music students. Several classes in music technology and recording technology are taught in this room.

Open lab hours are posted outside the door. The schedule varies each semester. Typically, the lab is available from late afternoon Monday – Friday and during the day on Saturday and Sunday. There is no food or drink permitted, or disconnecting of equipment or changing of operating system preferences allowed. If there are any questions, see the lab monitor on duty. For inquiries regarding lab monitor positions, please contact the Facilities and Performance Manager at ext. 2557.

UNAUTHORIZED USE OF UNIVERSITY FACILITIES

Faculty, staff and students shall not use office space, laboratory facilities, studios, university equipment and/or any other University properties or facilities for personal purposes such as private lessons, instructions, business or profit-making ventures whether or not the faculty/staff receives income in connection with said use unless the University is compensated the schedule rate of fee for said use and the use is approved in accordance herewith.

PRACTICE ROOMS

Practice rooms are located both in the Music Building and in the Communications and Fine Arts Building. Keys are available one week before the first day of classes of any semester. Six types of Practice Rooms are available with a rental key:

- Regular Practice Room (PR)
- Grand Piano Practice Room (GR)
- Organ Practice Room (OPR)
- Percussion Practice Room (PPR)
- Communication Building Practice Room (CFA)
- Bass Storage Room (215)

PRACTICE ROOM RULES/REGULATIONS POLICY

Please be respectful of others and of School of Music equipment when using practice rooms. The rooms are for use only by music majors, music minors, and students enrolled in music classes. **There is no food or drink allowed, and do not abuse the pianos or place anything on them.** Rooms are available on a first come-first serve basis each weekday from 7:30 am – 5:00 pm, and after 5:00 pm with a rental key until 11:00 pm. Grand Piano practice rooms are reserved for piano students. They may be used by non-piano students only if no other rooms are available. Keys are available for evening and weekend use. **NEVER** leave practice rooms unlocked or unoccupied with personal belongings in place. Failure to follow these requests could result in loss of practice room privileges and/or key privileges.
If you wish to practice in a classroom, please adhere to the following information:

- You must reserve the room with the Music Facilities Scheduling Coordinator (MU 120).

- For reservations booked for evening hours and on weekends during the fall and spring semesters, present a copy of your reservation to the student worker on duty to gain access to the room.

- Reservations during the summer are limited to Monday – Friday from 7:00 am to 3:00 pm. You must leave the classroom by 3:00 pm.

- DO NOT call police services to gain access. Police services will not open classrooms or offices without first contacting the Facilities Manager or the Director.

**WENGER PRACTICE ROOM POLICY**

Keys to the Wenger Practice Units (located in the student lounge on the second floor) must be checked out with a student ID in the Music Office (MU 123). Keys are available Monday – Friday from 8:00 am to 4:30 pm for a maximum of 2 hours. **ALL WENGER KEYS MUST BE TURNED IN BY 4:30 p.m. Failure to return keys will result in the loss of privileges to use the units. PRACTICE ROOMS MUST REMAIN LOCKED AT ALL TIMES.**

Chamber groups wanting to reserve a Wenger room for weekly rehearsals should reserve a time with the Music Facilities Scheduling Coordinator (MU 120) to assure access to the Wenger Chamber Room.

**KEY CHECKOUT POLICY**

To expedite the process of checking out keys during the first two weeks of each semester, sign up on the sheet posted outside MU 127 for an appointment. **After the first two weeks, a written request must be submitted to schedule an appointment. Please request appointments at least two business days in advance.**

The fee for checking out a Practice Room key is $5. This amount is due before the key is issued. Payments are made at the Bursar’s office. Bring the receipt to MU 130 (box office).

Some keys require faculty approval for check-out. Please have the appropriate faculty member sign your Key Checkout Form. Bring the completed form and payment receipt to MU 130. Multiple keys may be checked out for different types of practice rooms, but a fee must be paid for each key. If you need assistance, stop by or call the Facilities Manager at Ext. 2557. Please note that it is easiest for you to request keys, instruments, and lockers at the same time.

Students must return practice room keys by **11:00 am on the Monday following commencement each semester.** Failure to do so will result in a fine of $30 (no exceptions). Failure to return the key by the start of the following term will result in a fine of $65 (no exceptions). **It is your responsibility to turn in your key.**

**EQUIPMENT AND INSTRUMENTS**

**LOCKER RENTAL**

Students may rent lockers in one of three rooms for a fee of $5 per semester. The fee must be paid each term at the Bursar’s office. To rent a locker, bring the payment receipt to MU 130.
**INSTRUMENT CHECKOUT**

Instruments are available for student use. The rental fee is $25 each term and is paid at the Bursar’s office. Bring the completed **Instrument Checkout Form** and payment receipt to the Box Office in MU 130 (during posted hours) or CFA 116 (during posted instrumental rental hours). Prior damage or missing accessories must be reported at the time of checkout or the student will be held responsible for damages and/or missing accessories. Please report all damages that occur while the instrument is in your possession immediately to MU 130 (during posted hours) or CFA 116 or call Ext. 3203. Please retain all paperwork regarding any instrument, key, or equipment checkout.

**INSTRUMENT RETURN**

All students must return instruments by **11:00 am on the Monday following commencement each semester**. Failure to do so will result in a fine of $50. Members of the Mighty Sound of the South performing in December and January basketball games are excluded from this fee – no other exceptions will be made. Return all instruments to MU 130 (during posted hours) or CFA 116. Call Ext. 3203 if you have any questions regarding instrument returns.

**UNDERGRADUATE RESOURCES**

**CONCERT TICKETS**

Most School of Music performances are free of charge. Occasional large ensemble performances require an admission and tickets for these performances are available at the Box Office on the evening of the event. Student performers receive one complimentary ticket and are dispersed in rehearsal. If you are not a member of the performing ensemble, show your university ID card when you visit the performance. These policies may not apply to fund-raising events or to performances at venues other than those on the University of Memphis campus.

**SCHOLARSHIPS**

Scholarships are awarded based on three criteria: the performance level of the student, the needs of the ensembles, and the availability of funds. All scholarships require the student to participate in assigned ensembles and/or perform designated duties as detailed in the scholarship letter of agreement. The terms of a scholarship, including award amounts and future ensemble assignments, will remain in force, but are subject to revision. The music faculty and scholarship committee evaluate a student’s performance and academic progress each semester. Students may receive awards for up to four years contingent upon the type of degree program, availability of funds, and maintenance of all criteria listed on the contract (exception: Sound Fuzion awards are awarded for one year only). The scholarship award applies to tuition fees only and does not cover the costs associated with applied lessons or special lab or course fees. For additional information regarding specific requirements, awardees may refer to the School of Music scholarship guidelines found online in Tiger Scholarship manager. Students on scholarship must request renewal by filling out a Scholarship Renewal Request Form in early April. During the summer, renewal letters are mailed to each student after probation/removal decisions have been made. Current students seeking a School of Music scholarship should contact their applied teacher. For more detailed information, please see Undergraduate Scholarships or contact Dr. Kevin Sanders, Assistant Director for Student Services.
FOUR-YEAR DEGREE OUTLINES

The Rudi E. Scheidt School of Music offers the Bachelor of Music degrees in the following concentrations:

- Composition
- Jazz and Studio Performance
- Jazz and Studio Composition/Arranging
- Music Business
- Music Education
- Music History
- Performance
- Recording Technology

View current degree outlines

STUDENT ORGANIZATIONS

There are over 170 student organizations officially registered through the Office of Student Activities at The University of Memphis. The following organizations are music oriented:

National Association for Music Education (NAfME): Dedicated to music majors pursuing degrees in music education. Contact: Ryan Fisher (Ex. 3765)

The Rudi E. Scheidt School of Music Ambassadors: School of Music majors and minors who have been recognized by faculty as outstanding school representatives; Ambassadorship is by recommendation. Contact: Megan Fertig, Admissions and Recruitment, (Ex. 3766)

Music and Entertainment Student Association (MEISA): This organization brings music business students together with educators and leaders of the music and entertainment industry in order to more successfully prepare for careers in these fields. Contact: faculty in Music Industry.

Music Teachers National Association (MTNA) Collegiate Chapter of the University of Memphis: The MTNA is the preeminent source for music teacher support with nearly 22,000 members in 50 states—and more than 500 local affiliates. The University of Memphis collegiate chapter takes part in events at the local, state, and national levels. Contact Kevin Richmond (Ext. 3784)

Audio Engineering Society (AES): Only professional society devoted exclusively to audio technology. Its membership of leading engineers, scientists and other authorities has increased dramatically throughout the world, greatly boosting the society's stature and that of its members in a truly symbiotic relationship. Contact: faculty in Music Industry.

The Delta Beta Chapter of Sigma Alpha Iota: Open to all college women who have a sincere interest in music, this group of Sigma Alpha Iota International Music Fraternity is committed to further the development of music in America and throughout the world through excellence in performance and in service to the campus and community. Contact: Michelle Vigneau (Ext. 3018) or Marcie Richardson (Ext. 5400).
UNDERGRADUATE REQUIREMENTS

CONCERT ATTENDANCE

All undergraduate applied music majors are required to attend a minimum of 100 concerts or recitals in the four-year program (suggested 25 per year). All music industry majors are required to attend a minimum of 50 concerts or recitals during their four-year program. Music Minors must attend 25 events.

Credit for attendance will be given for both attending an entire event or for performing in a concert or recital. Attendance and performance in guest artist master classes will also be credited; however, no credit will be given for performances in required area workshops. Students who attend workshops in an area other than their own may receive concert attendance credit.

Attendance for performances in Harris Concert Hall is recorded by a card swipe system. The swipe machine is located just outside the hall entrance. You must swipe your ID card upon entering and leaving. All students—including performers—are responsible for ensuring their attendance is recorded. The card swipe machine is available 30 minutes prior to an event. Performers should record their attendance during this time. The Performance Manager (or appropriate delegate) may, at his or her discretion, extend the post-event time period to accommodate abnormally large numbers of students. For events in the Psychology Auditorium or off campus, attendance is documented with a sign-up sheet.

Attempts to defraud the concert attendance system by attending only a portion of the event, or attempting to record attendance for another student may subject the student to disciplinary action, which may include, but is not limited to, the following:

- First Infraction – Loss of credit for attending the concert.
- Second Infraction – Loss of credit for all events already attended in the semester.
- Third Infraction – Loss of credit for all events attended in the current semester as well as those from the preceding spring or fall semester.

Attendance records are maintained in the School of Music office. To request the current count of concert credits, email Ms. Karen Mueller. A response will be provided within five business days of the request. Please do not wait until the end of the semester to make this request. Students with any concerns or questions regarding concert credits should schedule an appointment with the Associate Director for Undergraduate Studies, Dr. Kevin Richmond.

APPLIED LESSONS

Applied Lessons are specific to each degree program. Therefore, the requirements for each applied studio differ and are notated in the teacher’s syllabus. Each student should receive an applied syllabus at the first lesson each semester. Since all lessons are offered TBA, it is the responsibility of the student to contact their assigned teacher or the area coordinator for their lesson and/or teacher assignment. Each teacher will assign a lesson time that is compatible with the student’s class schedule. If a student wishes to take applied lessons, they must first schedule an audition through the Music Admissions Office (MU 121). All students taking applied lessons must perform in an ensemble. All students on scholarship are required to take applied lessons, including non-music majors. In addition to weekly lessons, students are required to attend their applied instructor’s weekly Studio Class.
ENSEMBLE REQUIREMENTS AND PLACEMENTS

Ensemble requirements are dependent on the degree program and scholarship status of each student. Please consult your advisor for specific large and small ensemble requirements in your division/degree program. Ensemble placements are determined by audition and take place just before classes begin each semester. For more information, see the Ensembles information on the School of Music website.

PIANO PROFICIENCY

All undergraduate music majors must satisfactorily demonstrate keyboard proficiency appropriate to their degree programs. Students satisfy this requirement by completing all modules of all three juries of the final piano course required for their degree with a C- or better. The final piano course for each degree is listed below:

- Jazz Composition/Jazz Performance MUAP 1106
- Music Education-Instrumental: MUAP 2107
- Composition, Music Education-Vocal, Music History, Performance: MUAP 2108
- Keyboard principals: MUSE 3101

Students must complete these requirements before their senior year (music education majors before student teaching).

RECITAL SCHEDULING, PROGRAMS, POSTERS AND FEES

SCHEDULING RECITALS OR REHEARSALS

1. A list of available dates for recitals in Harris Concert Hall is posted outside MU 120 at the beginning of each semester and updated daily. Plan to book your chosen date at least 30 days in advance of the performance. Recitals may also be booked into other campus auditoriums as the need arises.

2. Obtain and complete a Recital Date Request Form found on the bulletin board outside MU 120. Make certain you have obtained all required signatures before returning the completed form to MU 120. Your request will not be processed if the form is not filled out completely or is missing required signatures. This includes all off-campus recitals.

3. Requests are processed in the order they are received. A confirmation notice is sent when the date has been assigned. Only one date will be reserved per student and recital dates/times may not be traded or changed without permission from the Facilities Scheduling Coordinator.

4. Once a date has been assigned, complete the Event Tech/Set-Up Form, which can be picked up in MU 120. This information is vital to staff and equipment scheduling. Submit the form no later than 14 days prior to your scheduled performance.

5. Due to the high volume of performances, dress rehearsals in the scheduled performance space cannot be guaranteed; however, every effort will be made to work with you and get one scheduled. Questions concerning any further details pertinent to the performance date itself (warm-up time, stage management support, etc.), should be directed to the Facilities Scheduling Coordinator. Please come by MU 120 or call Ext. 5400.
**Recital Fees**

There is a non-refundable recital fee of $50 charged to students enrolled in *Recital*. This fee applies to all student recitals, regardless of venue.

**Recital Hearing Requirement**

Students must pass a recital hearing before appropriate area faculty at least two weeks prior to the scheduled recital date. Ask your advisor for details.

**Programs**

The office of the Academic Programs Coordinator (MU 121C) handles all School of Music programs. Please submit both a hard copy of all materials to MU 121C at least two weeks prior to your event, and send the program information in the body of an email. Program information must be proofread by the applied instructor before they are printed. The finished programs are delivered to the box office and passed out by School of Music stage managers and ushers. For important detailed information on programs (formatting, procedures, etc.), see Program Procedures.

- **No less than two weeks is required to prepare programs.**

**Posting Policies**

Please inquire in MU 129 for policies on posting information (performance posters, job openings, etc.). Do not tape on any surface—doors and windows included—in the Music Building or CFA Building. Post on office doors only with permission. Do not alter postings already approved (this includes bulletin boards). Unapproved postings will be removed.

**Advising and Registering for Classes**

Incoming Freshmen and Transfer students attend New Student Orientation (NSO) organized by University Recruitment and Orientation Services prior to their first fall semester. After the initial summer advising, students are assigned a permanent music school advisor. See the Advisors list in this handbook on p. 6.

Majors and Minors are required to make an appointment to meet with their advisors each semester within the two weeks prior to the registration period for the upcoming semester. Each student should study the appropriate four-year degree plan before the advising session and provide a drafted schedule for discussion. Students are encouraged to register as soon as registration is open in order to secure prime times and days.

- Registration for Spring 2016 begins **November 9, 2015**
- Registration for both Summer and Fall 2016 begins **April 4, 2016**

Pay close attention to the calendar of the Office of the Registrar regarding adding and dropping classes. Adhere to Add/Drop dates so that withdrawals are complete and that fees are charged and paid within the requested dates and times.
TUITION REFUND

In order to receive 100% refund/credit, classes should be dropped prior to the official first day of class for the appropriate session. Direct all questions concerning fees and/or fee payment to the Bursar’s Office, 115 Wilder Tower; (901) 678-5579.

GRADUATION CHECKOUT PROCEDURES

Students intending to graduate must make an appointment with Ms. Rika Hudson, Graduation Analyst. She is located in the Dean’s Office of the College of Communication and Fine Arts. Make an appointment by calling (901) 678-2350. Adhere to the strict deadlines as specified in the Academic Calendar on the University’s Website. The deadline for meeting with Ms. Hudson is approximately halfway through the semester preceding the intended graduation date. See Graduation Filing Deadlines.

After meeting with Ms. Hudson the student should bring the Statement of Graduation to their faculty advisor for signature. The form then goes to Ms. Karen Mueller, Office Associate in the Main Office (MU 123), for verification of concert attendance, and to the Associate Director for Undergraduate Studies, Dr. Kevin Richmond, for signature. After obtaining both signatures in the School of Music, the form is returned to Ms. Hudson in the CFA Dean’s office.

All information regarding Commencement can be found on the Commencement Website.

AREA WORKSHOPS – FALL 2015

Area workshops are held on Wednesdays at 12:35 throughout the semester (Keyboard Area see below*). These are required events for your performance area. Mark your calendars!

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*KEYBOARD AREA WORKSHOPS will take place on the following Fridays in Harris: Sept. 11, Oct. 16, and Nov. 6
## ACADEMIC CALENDARS

### DATES & DEADLINES CALENDAR

### FINAL EXAMS SCHEDULE

#### Fall 2015
- **First Day of Classes**: August 24 / Monday
- **Labor Day**: September 7 / Monday
- **Fall Break**: October 10-13 / Saturday-Tuesday
- **Thanksgiving Holidays**: November 25-29 / Wednesday-Sunday
- **Last Day of Classes**: December 2 / Wednesday
- **Study Day**: December 3 / Thursday
- **Exams**: December 4-10 / Friday-Thursday

#### Spring 2016
- **Registration period begins Monday**, **November 9, 2015**
- **M. L. King, Jr. Holiday**: January 18 / Monday
- **First Day of Classes**: January 19 / Tuesday
- **Spring Break**: March 7-13 / Monday-Sunday
- **Last Day of Classes**: April 27 / Wednesday
- **Study Day**: April 28 / Thursday
- **Exams**: Apr 29 - May 5 / Friday-Thursday

#### Summer 2016
- **Registration period begins Monday**, **April 4, 2016**
- **FULL TERM**
  - **First Day of Classes**: May 31 / Tuesday
  - **Break**: July 2-4 / Saturday-Monday
  - **Last Day of Classes**: August 4 / Thursday
  - **Exams**: August 5 / Friday
- **1st Half**
  - **First Day of Classes**: May 31 / Tuesday
  - **Last Day of Classes**: June 30 / Thursday
  - **Exams**: July 1 / Friday
- **2nd Half**
  - **First Day of Classes**: July 5 / Tuesday
  - **Last Day of Classes**: August 4 / Thursday
  - **Exams**: August 5 / Friday