

Undergraduate Handbook

2009-2010

SCHOOL OF MUSIC

UNIVERSITY OF MINNESOTA

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||| About the School of Music

Introduction

The University of Minnesota School of Music Undergraduate Student Handbook is designed to provide students with relevant information regarding undergraduate studies at the University of Minnesota School of Music, but is not a comprehensive document. Students are responsible for all University of Minnesota policies governing undergraduate studies.

For further information, please consult the University of Minnesota Undergraduate Catalog, available here: <http://www.catalogs.umn.edu/ug/index.html>

The University of Minnesota School of Music Undergraduate Student Handbook supersedes any divisional and/or applied studio handbooks or policies iterated to students verbally; however, the University of Minnesota Undergraduate Catalog is the legally binding document regarding university academic policies.

The Mission of the School of Music

The mission of the School of Music is to create and perform music and to apply and impart musical knowledge in all its diverse forms. We are committed to excellence in all scholarly, creative and pedagogical endeavors. We seek to provide the highest quality of professional training in music to students pursuing a broad variety of careers and offer artistic, cultural and intellectual enrichment to the community within and beyond the University of Minnesota.

Location

The School of Music is housed in Ferguson Hall, a state of the art building opened in 1985. Ferguson Hall boasts over 70 security-monitored practice rooms, numerous classrooms, two piano labs, an organ studio, an electronic music lab, a music therapy Lab, two music technology labs, four chamber music rehearsal rooms, and large ensemble rehearsal rooms for bands, orchestras, opera productions and choruses.

Lloyd Ultan Recital Hall, also located in Ferguson Hall, is primarily used for School of Music recitals and master classes. Seating approximately 160, the Lloyd Ultan Recital Hall is an ideal venue for solo recitals, chamber music performances, and master classes.

The Music Library, located on the lower level of Ferguson Hall, is the repository for 70,000 scores and books, 400 periodical titles, 30,000 CDs, LPs, 78s, videotapes, and audio cassettes, 12 CD listening stations, 13 audio tape listening stations, 3 VCRs, and 12 turntables, all available to School of Music students. The library also includes a collection of rare books, manuscripts and sheet music from the 14th century to the present. The music library is also the home of the Roy Schuessler Vocal Arts Center, a rare collection of materials on vocal pedagogy, performance and voice care that brings scholars from throughout the world.

Street Address

Ferguson Hall
2106 Fourth Street South
Minneapolis, MN 55455

Mailing Address

School of Music
University of Minnesota
100 Ferguson Hall
2106 Fourth Street South
Minneapolis, MN 55455

Important Phone Numbers

Main Reception Line/Academic Offices	612/624-5740
Administrative Offices	612/626-1882
Admissions Office	612-624-2847
Ensemble Library	612/624-6559
Ensemble Office	612/624-6873
Fax	612/624-8001
Music Events Hotline	612/626-8742
Music Library	612/624-5890
Practice Room Monitor Station	612/624-4840
Ted Mann Concert Hall	612-626-1892
University Arts Ticket Office	612/624-2345

Find Us Online

www.music.umn.edu

||| Getting Started

Student Identification Card

During summer orientation, you will have an opportunity to obtain your student identification card. Your student ID number will be printed on your card, which serves many purposes across campus.

To acquire your student identification card, please bring a driver's license, state ID, military ID, tribal ID or passport to either of the following locations. Be prepared to have your picture taken when you arrive! (There is one additional location on the St. Paul Campus, with limited hours.) For more information, please go to: <http://www1.umn.edu/ucard/umtc08/index.html>

U-Card Main Office

G22 Coffman Memorial Union
300 Washington Avenue SE
Phone 612-626-9900
Weekdays: 8:00 – 4:30
Hours subject to change

University Recreation Center

1906 University Avenue SE
Phone 612-625-6800
Weekdays: 11:00 – 1:00 & 4:00 – 6:00
Saturday: 11:00 am – 1:00 pm
Sunday: Closed
Hours subject to change

Important Contacts

School of Music

100 Ferguson Hall is the Student Services Office, where staff members are available weekdays from 8:00 am to 4:00 pm to assist you with general student needs and to answer questions you may have. Please do not hesitate to come to the office if you need assistance.

As an undergraduate student, your primary point of contact in the School of Music will be the Assistant Director.

There is a full staff directory on the School of Music website: www.music.umn.edu

College Staff

There are a number of people available at the college level to assist you, including an Arts Student Community for academic advising, information and support for CLA arts students. You may find the website for the Arts Student Community here: <http://arts.class.umn.edu/index.html>

University-wide

As an undergraduate student at the University of Minnesota, there is a lot of information, coming from many different sources within the University system, of which you must be aware. Please familiarize yourself with the OneStop website, at www.onestop.umn.edu, where you will find much of the information you need. Within OneStop, you will find the MyU website. Please visit <http://www.myu.umn.edu> to access your personal web page.

|||| I. Academic Policies and Procedures

Student Records and Registration

Student Records

Official student records are held by the Office of the Registrar; however, a secondary School of Music student file for each student is maintained in the Student Services Office. You may access the information in your student file by contacting the Assistant Director in advance. All information, except for recommendation letters which you have waived the right to view and parents' financial information (most commonly maintained in the financial aid office), is public to you as a student.

The Federal Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records; to establish the right of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

This means that, while your student file is available for you to review, it is not available for any third party, including parents, to review without your express consent. You may allow parents or other guests access to your student records by completing a Parent/Guest Access form through OneStop: http://onestop.umn.edu/contact_us/parent_guest_access.html

Registration

To avoid a late fee, you must register for at least one course before the first day of classes. Provided you have registered for at least one course by the start of the term, you are able to make changes to your registration through midnight on the second Monday after classes have begun. Any registration changes after this day will require School of Music and College approval. Registration of 13 credits is required to maintain full-time status.

1. **Meet with the Assistant Director or a Peer Advisor.** You must meet with the Assistant Director or a Peer Advisor every semester before registering for classes. Before making an appointment with your advisor, you should first have an idea of the courses that you would like to take. The course offerings for all departments on campus are located at the OneStop website: www.onestop.umn.edu.
2. **With your advisor, complete the Registration Cancel/Add form** available from Room 100 or at <http://www.onestop.umn.edu/onestop/img/assets/9061/regadd1.pdf>. When completing the Registration Cancel/Add form be certain to include ALL of the following information:
 - a. University ID Number
 - b. Name
 - c. Call Number/Class Number. This is the five digit number which uniquely identifies the term, course, and section and can be found to the left of the section description on the class schedule.

- d. **Grade Basis.** All courses taken to meet requirements within the music major must be taken A-F. Courses taken to meet liberal education requirements may be offered as S/N. Before choosing the S/N option, you should consult with your College advisor. Changes in grading option are not allowed after the second week of the term. (See GRADES section for definitions of grade systems.)
- e. **Units/Credits**
- f. **Subject.** MUS—Music, MUSA—Music Applied, or MUED—Music Education.
- g. **Catalog number.** The four digit course number that follows the subject.
- h. **Section.** The section is the three digit number found after the subject and catalog that specifies the precise section of each course: 002, 004, 001

3. **Obtain your advisor's signature on the form.** There is no signature line on the Registration Cancel/Add form, however, your advisor must sign it—wherever there is space—before you can obtain permission numbers.
4. **Bring the signed form to Room 100 for electronic permission.** The School of Music restricts enrollment to enable music majors access to the courses they need for graduation. If you attempt to register without getting permission, the registration system will not allow you to complete the registration. **Room 100 staff will not enter permission without the valid signature of your advisor.**
5. If you have not done so already, **initialize your student internet account.** You will need your social security number, your University of Minnesota student ID number, and your date of birth. Go to <https://www.umn.edu/initiate> and follow the instructions to initialize your account and determine your password.
6. **Register for courses through the OneStop web-site** at www.onestop.umn.edu.
7. **Print a paper copy of your course schedule.** Once printed, your class schedule is complete and you can use the printout as verification of registration.

Registration Holds

If a hold is placed on your record, you may not register until the hold is cleared. Holds may be placed on students' records for financial indebtedness to the University or for disciplinary or scholastic reasons. In most instances, you will be notified by the department or office authorizing the hold when it is placed on your record. Notice of any holds, including the name of the department or office where it may be cleared, is available online at the OneStop website: www.onestop.umn.edu.

Changing Your Registration Within the Designated Drop/Add Period

If you need to make a change to your registration before the petition deadline, you must get new electronic registration permission for ALL courses being added. The course information (Class Number, Subject, Course Number, and Section) must be written down on a signed Registration Cancel/Add form. Once the adviser's/instructor's signatures are obtained and the form is submitted to Room 100, new permission numbers may be entered for the new courses.

Registration Exceptions (Changing Registration After the Designated Drop/Add Period)

1. If you want to **add a class** after the University's registration deadline and feel that your situation warrants review by the CLA Scholastic Committee, you first must confer with the instructor of the class and obtain his/her approval to add the course.

- Your discussion with the instructor should include how the delayed entry into his/her class could affect you academically, how your late registration will affect other students, and any other factors unique to the course and your situation.
- Complete the "Petition for Students in Undergraduate and Professional Programs" and obtain your advisor's signatures. The request form is available at 100 Ferguson Hall and online at: <http://onestop.umn.edu/forms/>.
- The completed form must include the circumstances that prevented you from registering during the University's official registration period and any other circumstances surrounding your situation that you feel argue for an exception in your case.
- Submit your signed form to your college office.
- The CLA Scholastic Committee will review your documents and make every effort to inform you of its decision within ten (10) working days. The committee's decision is final.
- If an exception is granted, the CLA office will enter the appropriate registration approval codes into the University's registration database. It is then your responsibility to register.
- Register. You may register either in person at any of the Student Services Centers or at the OneStop web-site: <http://www.onestop.umn.edu>.

2. If you want to **drop a class** after the University's registration deadline and feel that your situation warrants review by the CLA Scholastic Committee, you must confer with your adviser and the instructor of the class and obtain their approval to cancel.

- Your discussion with your adviser should include how canceling the class could affect your degree progress and other factors unique to the course and to your situation.
- Complete the "Petition for Students in Undergraduate and Professional Programs" and obtain your advisor's signatures. The request form is available at 100 Ferguson Hall and online at: <http://onestop.umn.edu/forms/>.

- The completed form must include the circumstances that prevented you from dropping the course during the official registration period and any other circumstances surrounding your situation that you feel argue for an exception.
- Submit your signed form to your college office.
- The CLA Scholastic Committee will review your documentation and make every effort to inform you of its decision within ten (10) working days. The committee's decision is final.
- If an exception is granted in your case, the CLA office will place the appropriate approval codes on the registration system. It is then your responsibility to make the changes to your registration.

3. If you want to simultaneously **drop and add** classes after the University's registration deadline and feel that your situation warrants review by the CLA Scholastic Committee, you should follow the instructions above for adding and canceling a class, using separate forms for each action.

Grades

The University of Minnesota employs two distinct grading systems on each campus, A-B-C-D-F (with pluses and minuses) and S-N. (There is no A+ nor D- permitted in this system.)

The definitions of these grades are as follows:

- A - achievement that is outstanding relative to the level necessary to meet course requirements.
- B - achievement that is significantly above the level necessary to meet course requirements.
- C - achievement that meets the course requirements in every respect.
- D - achievement that is worthy of credit even though it fails to meet fully the course requirements.
- S - achievement that is satisfactory, which is equivalent to a C- or better
- F (or N) - Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see also I).
- I - (Incomplete) Assigned at the discretion of the instructor when, due to extraordinary circumstances, a student is prevented from completing the work of the course on time. Requires a written agreement between instructor and student.

Music majors must take all courses required in the major on the A-F grading system, and must earn a grade of C- or better in all courses required in the major in order to count those courses toward graduation requirements.

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own, can result in disciplinary action. The University Student Conduct

Code defines scholastic dishonesty as follows:

Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging , or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

For more information regarding academic integrity and scholastic dishonestly, please go to: <http://www1.umn.edu/oscai/index.html>

Theory/Composition Division Policy on Testing Out of Core Courses

It is the policy of the Theory/Composition division that, once a student either: a) enrolls in any of the core theory and/or ear-training courses, or b) takes one of the placement tests (Basic Skills Exam, Theory I-II Exam or Freshman Placement Exam) said student may progress through the core (Mus 1501/1511, Mus 1502/1512, Mus 3501/3511 and Mus 3502/3512) **only** by enrolling in and passing courses in the correct order (including respecting the co-requisite requirements for theory and ear-training courses outlined below).

Students who have not taken a placement exam and have enrolled only in ear-training courses may still opt to test out of written theory core courses. Likewise, students who have not taken a placement exam and have enrolled only in written theory courses may still opt to test out of ear-training courses. In either case, students would test out by taking a placement exam at the regularly scheduled offerings for placements exams.

Theory Completion Requirement

Students enrolled in the “theory core,” defined as the Mus 1501/1511, 1502/1512, 3501/3511 and 3502/3512 sequence, must complete both courses in a pairing with a grade of C- or better before moving on to the next concurrent pairing in the sequence.

Music Education Sophomore Proficiency

The purpose of this exam is to provide students an opportunity to demonstrate the many skills they have acquired during the first two years of training as a musician and future music educator.

The Sophomore Proficiency will include the following activities:

1. lead those who are present in one song of the following songs (student selects):
Happy Birthday; Kum-bah-ya; This Land is Your Land; Lean on Me; Old McDonald; Twinkle, Twinkle; My Country 'tis of Thee; La Bamba; You are My Sunshine; or Bicycle Built for Two

2. use piano or guitar to prepare basic accompaniment to a song (may be the song the student leads [see item #1 above] or a different song selected by the student)
 - a. prepare the accompaniment in two keys, faculty will select which of the two keys the student will perform
 - b. the selected song must have a minimum of three chords to provide a sense of harmonic motion and give the opportunity to reveal transposition skill
3. demonstrate aural skill to detect pitch & rhythmic errors in a 4-part printed score pitch
4. communicate your passion for teaching and provide a sense of your developing teaching philosophy [will be evident in the written & presentation components of the Sophomore Proficiency]
 - a. public speaking
 - b. written communication ability

Scheduling

Students are required to complete the Sophomore Proficiency at the end of their sophomore year of study. The Sophomore Proficiency will be administered during Finals Week every Fall & Spring semester. A schedule will be posted during the last week of classes and students will register for an individual 60-minute time slot, a portion of which will be with Music Education/Music Therapy faculty (song leading, song accompaniment, & public speaking) and the error detection procedures will be given in a proctored space. The one-page paper must be completed prior to the scheduled time and submitted to faculty upon arrival; the student will also prepare the 2-3 minute presentation ahead of time for oral presentation during this session.

Successful Completion: In order to successfully complete the Sophomore Proficiency, the student must score a 70% or better on every portion of the assessment. Any student who is unsuccessful in one or more parts of the test will be given an opportunity to retake the section(s) during the week preceding the next academic semester. Enrollment in junior-level music education and music therapy courses will not be possible until the Sophomore Proficiency has been successfully completed.

Other important elements will be reviewed as you complete the Sophomore Proficiency. These elements ensure that each student is making adequate academic progress. If these have not been completed by the end of the sophomore year, students will meet with an advisor to formulate a plan for successful degree completion.

1. successful completion of sophomore-level courses in music core & music education major courses:
 - a. four semesters of music theory & ear training (MUS 1501/1511, 1502/1512, 3501/3511, & 3502/3512)
 - b. four semesters of music history (MUS 1801W, 3601W, 3602W, & 3603W)
 - c. four semesters of applied study on primary instrument
 - d. all MuEd courses for freshman & sophomore years:

MuEd 1201 & 1202, plus ...

- i. for Instrumental MuEd majors: 3502, 3503, 3504, & 3505
 - ii. for Vocal MuEd majors: two of the four diction courses (Mus 3261, 3262, 3263, or 3264)
2. completion of *Praxis I* (strongly preferred by end of sophomore year)
 3. consider GPA at present in an advisory capacity

Student Grievances

Undergraduate students may report any grievances to the Assistant Director or Associate Director. In the event the problem cannot be resolved or the student feels it has not been resolved to his/her satisfaction, students may report to the Director or to the Student Dispute Resolution Center.

Degree Program Information

At the undergraduate level, the University of Minnesota School of Music offers the Bachelor of Music and the Bachelor of Arts degrees. For a current listing of all undergraduate degree programs, please go to: <http://www.music.umn.edu/study/index.php>

Additionally, the University of Minnesota offers Individualized Degree Programs. There are two options, the Bachelor of Individualized Studies (BIS) and the Individually Designed Interdepartmental Major (IDIM). For more information about these programs, please go to: <http://idp.class.umn.edu/>

Students must complete all requirements as outlined for the degree program. Requirements can change during the course of a student's career, so please check with the Assistant Director for the most current information.

Double Majors and Dual Degree Programs

Double Major

If you are a CLA student who has already declared one CLA major, you may complete a second major under another degree program without completing all of the requirements for a second degree or the minimum 150 semester credits. For example, a student completing a B.M. degree in Music Performance may earn a second major in Psychology (which is offered as a B.A. degree) by completing all of the major requirements for Psychology without completing the B.A. degree requirements (e.g., the second language requirement).

Students completing a second major must meet all of the prerequisites of that major and apply for acceptance into the major if required by the department. Students must complete a Major Program form for the second major with the departmental adviser; the student then takes the form to his/her College of Liberal Arts student community.

Earning a Second Baccalaureate Degree (i.e. Dual Degree)

If you already hold, or are in the process of completing, requirements for one bachelor's degree and you wish to work toward another

bachelor's degree, the following parameters apply:

1. A student holding a CLA baccalaureate degree (e.g., a B.A. in English) or who is in the process of earning such a degree must complete a minimum of 150 semester credits and all requirements for both degrees (e.g., a B.M. in Music Performance and a B.A. in English). The second degree must be in a different major field than the first degree.
2. A student holding a baccalaureate degree from another institution may not receive certification from CLA for another degree with the same major.

Dual Degree Candidacy in CLA and in Another University College

Earning baccalaureate degrees from two different University colleges (e.g., a B.M. in Music Performance from the College of Liberal Arts and a B.S. in Business Administration from the Carlson School of Management) would likely necessitate completion of around 150 credits for all requirements to be fulfilled. However, CLA does not require completion of more than 120 semester credits.

For complete information and an "FAQ" on dual degree completion, please print out the "Completing Dual Degrees at the University of Minnesota-Twin Cities" form at: <http://class.umn.edu/majors/dualdegdoublemaj.html>

Declaring a Major or Minor

Each College of Liberal Arts student must declare at least one major by the time 60 credits have been completed. To declare a music major or minor, please make an appointment with the Assistant Director.

Degree Completion

Graduation Clearance

Approximately one year prior to graduation, during an advising appointment with the Assistant Director, you will complete a Graduation Clearance form, which is the first step toward graduation. This form will indicate all remaining requirements for your particular music degree program. Once completed, the Assistant Director will forward the form to your college advisor, who will then perform a complete graduation audit.

Application for Degree

After you have completed your Graduation Clearance, and before your degree is conferred, you MUST file the Application for Degree on OneStop.

Commencement

Current information regarding commencement can be found here: <http://www1.umn.edu/twincities/commencement/index.php>

The College of Liberal Arts typically holds three commencement ceremonies each year; one at the end of fall semester and two at the end of spring semester, due to the large number of spring graduates. While commencement is free and open to the public, tickets are required for the event. Please visit the website above for more information.

II. Applied Music and Ensembles

Applied Music Policies

Assignments of Students to Applied Music Faculty

1. Student requests for applied faculty will be reviewed by the Assistant Director during the time of admission to the program or during the registration process for each semester.
2. The assignment of students to faculty—either full-time or academic professional faculty—is made solely by the School of Music, based on the following considerations in no rank order and not limited to:
 - Curricular and programmatic needs of the School
 - Studio balance
 - Balance and quality of instrumentation in the ensembles
 - Student request
 - Student technical needs
 - Workloads and availability of full-time and academic professional faculty
 - Faculty consultation with the assistant director
3. Students will normally stay with the same teacher through the degree program to graduation.
4. Request for a change of applied teacher will be handled by the Assistant Director. In most cases, changes will not be approved in less than two-year intervals. A change in the applied music teacher assignment may be necessary due to:
 - changing technical needs of the student
 - a personality conflict
 - a schedule conflict
 - teaching load adjustment

When a change is desired, either the teacher or the student can initiate the request by sending a written request to the Assistant Director. The Assistant Director, after consultation with the faculty and the Director, will render a decision to all concerned. Except for unusual situations, no change will be allowed until the completion of the semester.

5. Music majors and minors studying their major performance medium must study with an authorized member of the professional faculty. Music majors studying a secondary instrument or voice may be assigned to qualified teaching assistants, or other faculty who have studio availability.

Information Regarding Applied Lessons

Students who register for applied music study must follow School of Music regulations and policies, which should be communicated to them during orientation, and/or by their applied teacher.

Students must register for applied lessons in the semester in which they perform any recital, unless that recital is performed within the first two weeks of said semester.

NO student is to receive ANY lessons without being registered.

If registration for applied lessons is delayed due to a University hold, the faculty member has no obligation to arrange time to make up the lessons missed.

If lessons are missed by the student, regardless of the reason (with the exception of University approved absences) the musical standards and requirements for evaluation by the instructor and jury panel will not be reduced.

The student will receive seven and one half hours of instruction for 2 credits, or fifteen hours of instruction for 4 credits, except when the lesson is missed because of a holiday or a peculiarity of the University calendar for a particular semester. The minimum amount of instruction must not be less than 6.5 hours for 2 credits or 13 hours for 4 credits.

The faculty is responsible for arranging make-up lessons for any lessons they missed in a term, and those lessons should be made up in the term in which the absence occurred. Faculty are not responsible for arranging make-up lessons missed by the student unless prior agreement is reached between the student and teacher, or the absence of the student is because of an approved University absence.

Student payment of tuition and applied music fees constitutes full payment for the semester of applied study. No additional payment, financial or otherwise, may be expected of students for receipt of the full educational benefits connected with the registration, with the exception of additional fees for practice room use, recitals or recording fees levied by the School of Music.

Each individual faculty member is responsible for calculating the final grade for their students and entering them on the Web. Final grades in applied music for music majors are determined by combining the applied faculty and jury committee grades as follows:

- Applied faculty grade for semester work equals 60% of the final grade
- The average of the jury committee's grades (or recital grade) equals 40% of the final grade

Studio Class

Studio Class is required of all students receiving private applied instruction from a School of Music Faculty member **at the major, minor or secondary required level**. There shall be fourteen (14) meetings of the studio class per semester. Where there is only a small number of students in a studio, those students may be combined with one or more other studios to make up a group within the same division. All students are required to attend studio class. The division head, under the most grievous circumstances, may excuse students with exceptional conflicts from studio classes and only if all other avenues to reschedule the conflict have proved impossible to change. The student's need to work at the time a studio class is taking place is not an acceptable conflict for release of this obligation. Studio class is a requirement of our degree program and a stipulation of our NASM accreditation.

Recital Hour

As part of registration for lessons, students are required to attend a weekly recital hour, during which degree and non-degree recitals are performed. Unless excused by the division, students are required to attend recital hour each time it is held. It is important to attend recitals in order to support fellow students.

Juries

Juries are administered and scheduled through each division. Students should check with their private instructors to see if a jury is required during a given semester.

There are change-of-level juries required for some degree programs, and students may not be exempted from those juries. There is a required mode change jury, to move from 13xx level to 23xx level, and a required upper division jury, to move from 23xx level to 33xx level. Please check with your advisor regarding your specific degree program.

Transfer students must complete a transfer evaluation jury **at the end of the first semester of study** to determine the number of applied music credits that will transfer into the University of Minnesota School of Music. Any student who wishes to delay a transfer evaluation jury must have written approval from the Assistant Director. Exceptions will be made only under the most extreme circumstances.

School of Music Recitals

Degree program recitals are required for the Bachelor of Music in Performance and for the Bachelor of Music in Music Education.

Students must register for Mus 901: Junior Recital and/or Mus 951: Senior Recital, and must also reserve a recital time in Lloyd Ultan Recital Hall (LURH). (More information on reserving rooms is included in the Room Reservations section of this document or on the School of Music website.)

For complete and current information regarding the University of Minnesota School of Music recitals and accompanying policies and fees, please go to: <http://www.music.umn.edu/students/index.php>

Accompanists

Each applied studio has its own policies regarding accompanists. Please check with your specific applied instructor for information about accompanists. As a rule, the School of Music does not supply accompanists for students. Please check with your studio instructor for more information.

Ensemble Information

Concurrent Enrollment Requirement

The School of Music requires any student taking lessons as a major or minor, as part of degree requirements or beyond degree requirements, enroll in an appropriate School of Music major ensemble, as defined by the School of Music.

Ensemble Auditions/Placement

All new and returning students interested in participating in School of Music Ensembles, with the exception of University Band, Campus Band, Campus Orchestra or Gospel Choir, are required to audition in order to enroll in an ensemble. Students interested in participating in University Band, Campus Band, Campus Orchestra, and Gospel Choir only need to enroll and attend the first class meeting of these ensembles in order to take the class.

Specific information regarding ensemble auditions is available online at: <http://www.music.umn.edu/enscomp/ensembles.php>

Requirements for Various Degree Programs

Each undergraduate degree program has its own ensemble requirement. For more specific information, please check with your School of Music advisor.

Generally speaking, your major ensemble requirement will match your applied lessons requirement as to number of semesters required.

Vocal performance majors are required to take six semesters of choir (Mus 3230 or Mus 5240) as part of their total eight semester ensemble requirement. The remaining two semesters may be either choir or opera.

Chamber Ensembles

While all students are welcome to participate in a School of Music chamber ensemble, some degree programs require chamber ensemble credits. For specific registration information, please see the information here: <http://www.music.umn.edu/enscomp/chamber.php>

III. Facilities and Administrative Policies

Building and Monitor Station Hours

Current building hours and monitor station hours can be found here: <http://www.music.umn.edu/scheduling/hours.php>

Standard building hours for Ferguson Hall each semester are:

Monday-Friday: 6:30 am – 11:00 pm

Saturday: 8:00 am – 10:00 pm

Sunday: 8:00 am – 11:00 pm

No students may remain in the practice rooms or classrooms outside of building hours. All practice rooms must be vacated and access cards returned to the Monitor Station before closing. Violations may result in the suspension or revocation of practice room privileges.

Academic and Administrative Office Hours

The student services offices in room 100 Ferguson Hall and the administrative offices in room 200 Ferguson Hall are open Monday through Friday, 8:00 am to 4:00 pm. These hours change on occasion due to staff meetings. Any changes to these hours will be posted in advance on the office window.

Practice Rooms

In order to obtain a practice room card for the University of Minnesota School of Music practice rooms, you must be currently enrolled in a School of Music (MUS, MUSA or MUED) class.

Practice rooms cards are available from the Student Services Office (100 Ferguson) one week before each semester begins. You must present your valid University of Minnesota student ID card as well as a print-out of your current class schedule as proof that you are registered for a School of Music class.

You will then be issued a practice room card which provides you access to the appropriate room(s), based on your primary instrument or course enrollment. Fees for practice rooms cards must be charged directly to your student account and are payable with your tuition and other fees.

Practice room hours are posted on the School of Music website.

Practice Room Policies

The following policies are necessary to ensure fair and timely access for all students, to maintain the quality of the instruments, and for security purposes. Violations of any of the rules may result in the suspension or revoking of your practice room access.

- No food or drink is allowed at any time. (Water bottles are allowed, but please do not put them on the piano.)

- Practice cards are non-transferable—do not allow anyone else to use your practice room card.
- If you will be out of the room for more than 15 minutes, you must vacate the room, turning in your access card. The 15 minutes provide you with the time to get a drink, a snack, or use the restroom while maintaining access to your room. Please be very sensitive to this time limit as the demand for practice rooms is very great.
- No students may remain in the practice room area after closing time. All practice rooms must be vacated and access cards returned to the Monitor Station by closing time.
- When turning in the electronic access card at the Monitor station, always check to be sure that you receive your practice room card, not one that belongs to someone else.
- You are responsible for access cards issued to you. Loss of a key card should be reported to the Monitor immediately. You will be charged a fee to replace a lost access card.
- Refunds can be given for semester cards through one week after purchase. No refunds are available after that time. The same policy applies for UNUSED hourly cards.

For complete and current information regarding the University of Minnesota School of Music practice rooms and accompanying policies and fees, please go to: <http://www.music.umn.edu/students/index.php>

School of Music Lockers

The School of Music rents instrument lockers to students enrolled in a School of Music instrumental ensemble, applied lessons or a music education methods course. Music majors are given priority for lockers rentals, and may begin purchasing lockers the week before classes begin each semester.

Complete and current information regarding lockers rentals can be found here: <http://www.music.umn.edu/students/index.php>

Room Reservations

Room space in Ferguson Hall is extremely limited. Please see each heading for specific rules on eligibility for reserving rooms and the procedures.

Small Ensemble Rooms

Any student with a valid practice room card can reserve small ensemble rooms (Rooms 81, 72, M61, and 3).

- Rooms can only be reserved three weeks in advance.
- Rooms can only be reserved for 3 hours maximum.
- Rooms must be used for a school-related group or reason (chamber ensemble rehearsal or coaching, recording, jazz combo rehearsal, composition reading, etc)
- Keycard for room reservation must be picked up by the person who booked it.

Reserve a room by stopping by either window at Room 100 during normal business hours (Monday thru Friday, 8:00 a.m. to 4:00 p.m.). You can also reserve a room by sending an e-mail to either of the Room 100 front office personnel using the contact information listed at the beginning of this handbook. Please include the date, time, and preferred rooms of reservation in your e-mail and submit it at least twenty-four (24) hours in advance. If reserving a room in person, be prepared to show your practice room card and to tell the staff what type of group/rehearsal for which the room is needed.

Large Ensemble Rooms (85, 90, 95, 225)

- May be booked by TAs for assigned course purposes only (eg: sectionals, break-out sessions, sight-singing auditions, study sessions, etc). See Room 100 staff during normal hours to reserve rooms. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by music majors for non-degree recitals (Room 90 or 225). See 'Recitals' for more specific information on booking procedures
- Any other uses must be booked by a sponsoring faculty member who intends on being present during the booked time.

Classrooms

- May be booked by Applied TAs as a continuous booking for registered lessons. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by TAs for assigned course purposes only (eg: sectionals, break-out sessions, sight-singing auditions, study sessions, etc). See Room 100 staff during normal hours to reserve rooms. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by music majors for non-degree recitals. See 'Recitals' for more specific information on booking procedures
- Classrooms can be booked for rehearsals if no ensemble rooms are available and no classes are taking place nearby. These bookings are subject to the availability of the rooms requested. Rooms reserved under this circumstance may not be reserved as a continuous booking.

Lloyd Ultan Recital Hall

- May be booked for degree recitals or recital rehearsals. See the "Recital Packet" for more specific information on booking procedures.
- May be rented for a fee if needed for extra rehearsals, recording sessions, etc., pending hall and staff availability.
 - Availability is subject to the recital schedule and will be given lowest priority

- \$25/ hour room rental; recording engineer is an additional \$35/hour

For more specific rules and procedures, pick up the Student Rental of Ultan Recital Hall information sheet from Room 100.

Prepared Piano Rehearsals

New guidelines have been established for students performing a work that requires the use of a prepared piano. Please read and adhere to the instructions below.

- Before you begin any piano preparation on any instrument in Ferguson Hall, you must discuss the preparation with Brad Momsen. He may be reached at bmomsen@umn.edu, Room M60 Ferguson Hall, or 612-626-2030. *You will not be able to prepare any piano if it will cause permanent damage to the instrument and any repairs necessary to return instruments to performance standards will be charged to your student account.*
- Preparation of any piano will be in consultation with our school's piano technician. It is the school's prerogative to require alternate preparation methods from those prescribed by the composer and/or the use of a specific instrument that can be prepared.
- No substances can be applied directly on the strings and hands should be thoroughly washed and dried to remove any oil, cosmetics or moisture potentially harmful to strings.
- No adhesives can be applied to the dampers. You will be provided with a substitute method for identifying notes.
- When Room 100 receives positive confirmation from Brad, you will be permitted to reserve rehearsal times.
- Preparing any School of Music piano without prior approval may result in the use of Lloyd Ultan Recital Hall and your practice room privileges revoked and a fine charged to your student account.
- It is your responsibility to remove all preparation from the piano immediately after your recital or rehearsal. When all appliances are removed from the piano, it will be inspected by the piano technician.
- Please report any mechanical issues you encounter with the preparation and use of any piano to Brad or Music Support Services (musicsup@umn.edu) in Room 4.

IV. General Information

Bookstore

The University Bookstore is located in the basement of Coffman Union, on the East Bank Campus. Textbooks for all School of Music courses can be purchased there. Once you have registered for your classes, you can purchase your books either in person or through the online bookstore at <http://www.bookstore.umn.edu/>.

Center for Writing

The mission of the Center for Writing is to enhance student learning, to improve writing instruction, and to deepen our understanding of literacy and the writing process. For more information on the valuable resources available to you through the Center for Writing, please go to: <http://writing.umn.edu/index.htm>

Change of Address

It is your responsibility to notify the School of Music Student Services office and the University of Minnesota of any changes in address or phone information. The School of Music is not responsible for information that is returned to its office due to insufficient address.

You can change your address with the University online at <http://www.onestop.umn.edu/onestop/img/assets/9061/chgaddr.pdf>.

Computer Information

University Internet ID / E-mail

The official means of communication of the University of Minnesota is e-mail. **All students are required to check their university e-mail accounts on a regular basis and are responsible for all information sent to their accounts.** In the event you forward your university e-mail account to an alternate e-mail address, you maintain responsibility for all information sent to your original university account. Email forwarding options are available through the computing services website at <http://www.mail.umn.edu>.

It is most important to activate your Student Internet Account promptly. To begin, complete the "Student Internet Account Initiation" form at: <https://www.umn.edu/initiate>

You will need to supply your Social Security Number, Student ID Number, and Date of Birth to initiate your account. Once you submit this information, it may take a few minutes for your account information to be registered in the system.

If you have any problems with the password you establish for this account, you may contact the Technology Helpline at 612-626-4276. Additional information about the Helpline can be accessed at: <http://www1.umn.edu/adcs/info/helpline.html>

Office of Information Technology (OIT) is committed to the goal of creating a common, secure Twin Cities 'Wireless Campus'

experience for all wireless network users. You can purchase wireless cards through the University of Minnesota via the Techmart website, or purchase one on campus at University Computer Services (UCS). Call UCS at 612-624-4800 for more information.

In all Public/Common areas, you will need to use your University Internet ID and password to access the wireless network! Passwords must not contain any special characters in order to be used on the wireless network. OIT highly recommends that you install and use VPN while using the wireless network because it keeps your wireless transmissions private.

Access to Computers

School of Music students have access to 259 Ferguson, which houses a computer lab with computers equipped with specialized music software programs.

There are also several computer labs and KIOSKS available to students that span each of the three campuses of the University of Minnesota. These labs are free for students to use. There is, however, a fee to print materials from these labs. The fee varies widely upon the print quality that you desire and the number of pages you are printing.

Below is a list of the **student computer labs** available to you as a student. Visit <http://www2.publabs.umn.edu/indexe.html> for the lab hours of operation and availability. REMINDER: The computers found in the libraries across campus, are reserved for research only, they are not intended for use to check email or to be used for non-academic purposes.

West Bank

HHH Center Room 50

Saint Paul

Classroom Office Building 17
Classroom Office Building 135
McNeal Hall 305
Magrath Library B50

East Bank

Coffman Memorial Union B060
Elliott Hall 121
Peik Hall 325 (Educ Psyc Classroom)
Peik Hall 355 (Education Classroom)
Walter Library 103

There are many public KIOSKS available to students, faculty, and staff. A list of University computer lab locations and hours is available at: <http://www1.umn.edu/adcs/info/publabs.html>. For a full list of all East Bank, West Bank, and Saint Paul Campus KIOSKS, visit <http://lighthouse.micro.umn.edu/kiosk/>. The West Bank KIOSK locations are listed on the next page.

Campus	Building	Location	Wireless
West Bank	Art Building		No
West Bank	Art Building	Art East by coffee shop 1st floor	Yes
West Bank	Art Building	Art West 2nd floor by skyway	Yes
West Bank	Barbara Barker Center for Dance	2nd Floor - Dell	Yes
West Bank	Blegen Hall	ground floor - room 10 - center - Dell	No
West Bank	Blegen Hall	3rd Floor Study Area - Dell	Yes
West Bank	Blegen Hall	ground floor - room 10 - right - Dell	No
West Bank	Blegen Hall	ground floor - room 10 - left - Dell	Yes
West Bank	Ferguson Hall	Vending Area--Level 1 - dell	Yes
West Bank	Hubert H Humphrey Center	outside HHH50	No
West Bank	Mondale Hall (Law School)	Lower Level Vending(right) - Handicapped	No
West Bank	Mondale Hall (Law School)	lower level - vending area - left - Dell	Yes
West Bank	O. Meredith Wilson Library	1st Floor - Main Entrance - AP - Dell	Yes
West Bank	Rarig Center	1st floor - room 190 - AP - Dell	Yes
West Bank	Social Sciences Tower	Basement by Wilson Library - Right - dell	No
West Bank	Social Sciences Tower	Basement by Wilson Library- Left - dell	No
West Bank	Willey Hall	1st Floor - Right	No
West Bank	Willey Hall	1st Floor - Center	No
West Bank	Willey Hall	1st Floor - Left	No
West Bank	Willey Hall	Basement - Right	No
West Bank	Willey Hall	Basement - Left - Dell - AP	Yes

Counseling and Consulting Services

University Counseling and Consulting Services (UCCS) provides service to the campus community in two principal ways: student development programs and technical programs. To achieve this, UCCS plays several roles: educational/developmental (assessing and enhancing potential); preventive (anticipating, circumventing, forestalling difficulties); and remedial (assessing and remedying problems). For general information about UCCS visit the following website: <http://www.ucs.umn.edu/index.html>

Student Development Programs

Six programs provide experiences to help students successfully achieve their goals. These programs are:

- Personal Counseling
- Group Counseling
- Career Development Center
- Learning and Academic Skills Center
- Consultation, Outreach and Diversity
- Training Program

Technical Programs

Support the teaching, research, and service activities of University and community members:

- Office of Measurement Services
- Testing Services

UCCS offers group, career, personal concerns and crisis counseling. Following is a link to learn more about their services and resources; <http://www.ucs.umn.edu/index.html>.

Learning Services

Our learning services are here to help you succeed! Find out about classes, workshops, individual counseling and study skills resources that help you thrive at the University of Minnesota. All services are offered through the [Learning and Academic Skills Center](#).

Career Services

Let the [Career Development Center](#) assist you with all of your career needs. Get help with exploring majors and careers, find out about our workshops and career counseling. We also have services for non-students and graduate students.

Learning Abroad Center

The University of Minnesota is home to a comprehensive Learning Abroad Center. For more information about Learning Abroad opportunities, please visit: <http://www.umabroad.umn.edu/index.html>

Lost and Found

Students who have lost items in Ferguson Hall are encouraged to check with the Student Services Office in 100 Ferguson to see if the items have been recovered.

Photocopies

Almost all of the public copy machines on the U of M campus are powered by your university identification card. To put money on your U-Card, find any Cash-to-Card machine and follow the instructions printed on the machine to add money to your card. While some copy machines accept coins or cash, this is usually more expensive than using your U-Card.

On the West Bank campus, the most frequently used photocopiers can be found in Wilson Library and at the Printing Service Copy Center found in the basement of the Social Science Tower. The West Bank Printing Service Copy Center is an especially important resource to you as a student. The Copy Center provides many services (binding, etc.) in addition to your basic copying needs.

There are three public copiers within the School of Music. Each is located in the Music Library. These machines operate using both cash and your U-Card.

Student Groups

School of Music students participate in a number of groups and organizations, such as the Undergraduate Student Advisory Committee, the student chapter of the Music Educators National Conference (MENC) and the Music Therapy Student Association (MTSA). In addition to these groups, there are hundreds of other University-sponsored student groups available to students on campus. For more information and for assistance with locating or starting a group, please go to: <http://www.sua.umn.edu/groups/>

U-Pass

The U-Pass is a bus pass which, for minimal fee each semester, gives you unlimited rides on Metro Transit buses. University of Minnesota students who are currently enrolled and taking at least one credit are eligible for a U-Pass.

For Fall 2007, the cost of U-Pass will be approximately \$64.00 per semester. It is the same cost whether you purchase it in December or April, so you save more the earlier in a semester you purchase it.

To obtain your U-Pass:

- **Get your U-Card.** You must have a U-Card before you order a U-Pass. Your U-Card photo is used on the U Pass.
- **Order your U-Pass.** Click on <http://buspass.umn.edu> and order U-Pass on line. Your U-Pass will be made (with your U Card photo on it) and sent to you in the mail, or distributed at the U Card Office (G22 in Coffman Memorial Union, 300 Washington), West Bank Cashier (101A Anderson Hall), or St. Paul Cashier (101 Coffey Hall). The U Card office is open from 8:30 a.m.-4 p.m. The West Bank Cashier is open from 8 a.m.-3 p.m
- **Pay for your U-Pass.** Your U-Pass order is not processed until payment has been received. Students are now required to purchase U-Pass through their student account. For more information on your student account, please visit www.onestop.umn.edu.
- **Pick up your U-Pass or wait for it to arrive in the mail.** If you pick it up at a distribution center, your pass should be ready in two to three business days after you request it. If you choose to have it mailed, it will take a total of seven to ten business days to you to receive your U-Pass.
- **Start using it!** Bus schedules can be accessed online through the Metro Transit website at www.metrotransit.org. **Note: campus buses are free for students so you won't need to use U-Pass on them.**
- **Optional addition to sign up for: Guaranteed Ride Home.** U-Pass users have the chance to sign up for the Guaranteed Ride Home Program through Metro Commuter Services. You will receive coupons redeemable for cab fare. Use them when the unexpected happens, like having to work late or missing your bus. You will need to pay the fare and receive a signed and dated receipt from the driver. Metro Commuter Services will reimburse you up to \$25 for your cab fare. The program costs you nothing. If you would like more information or would like to sign up, contact Metro Commuter Services at 651-602-1602 or visit <http://www.metrocommuterservices.org>.

For more information on the U-Pass program, go to the website at <http://buspass.umn.edu>.