

GENERAL INFORMATION

Accreditation: The Department of Music & Dance at the University of Massachusetts Amherst is a fully accredited member of the National Association of Schools of Music. The University is accredited by the New England Association of Universities and Colleges.

Enrollment: Music Program: 300 students, 225 undergraduates and 75 graduates.

Facilities: The Fine Arts Center houses performing, academic and administrative space, including the 2,000-seat Concert Hall, the 200-seat Bezanson Recital Hall, and the electronic music studio. The Department also utilizes the 700-seat Bowker Auditorium in Stockbridge Hall, and space in Bartlett Hall. The Music Library is located in the W.E.B. DuBois Library and Fine Arts Center Rm. 149A (see below).

The University: UMass/Amherst is the flagship campus of the Commonwealth's system of public higher education, and the largest public university in New England. Approximately 25,000 students pursue studies in ten schools and colleges, which offer some 87 undergraduate, 73 master's, and 51 doctoral degree programs. There are 150 major buildings situated on this 1,450-acre campus.

Five Colleges, Inc.: A consortium that coordinates the faculties, facilities, and course offerings of the University with those of Amherst, Mt. Holyoke, Hampshire and Smith Colleges.

The Town of Amherst: A picturesque New England town located 90 miles west of Boston and 175 miles northeast of New York City.

Faculty: Music Program: 50 faculty members.

Degree Programs: Bachelor of Arts; Bachelor of Music with concentrations in Music Education, Performance, JAAMS, Theory/Composition, and History; Master of Music, with concentrations in Performance, Music Education, Conducting, Music History/ Musicology, Accompanying, Theory, Composition, and Jazz Composition/ Arranging; Doctor of Philosophy, with concentrations in Theory and Music Education.

Performance Opportunities: Tuesday and Thursday recital series, student solo and studio recitals, 5 vocal ensembles, 17 instrumental ensembles.

Five College Opportunities: In total, over 2,000 faculty members and 6,900 courses available to students at no added cost. A total music faculty of nearly 100. Additional performance opportunities include the Five College Early Music Program, the Five College New Music Festival, and the Five College Choral Festival.

Music Collection: The Music Collection and Services are housed primarily in the W.E.B. DuBois Library tower. Reference Services are located on the Main floor. Listening stations and non-reserve listening materials are located on the 3rd floor. Current periodicals are on the Main floor, and the open stacks for books, scores, and bound periodicals are on the 21st floor. The Music Librarian, Pamela Juengling, is available to provide assistance and consultation in the Reference Services area (545-1858). Reserve materials for music majors' courses – books, scores, audio and video recordings – are in the Music Reserve Lab, located in Rm. 149A of the Fine Arts Center.

ADMISSIONS INFORMATION

Procedure: An on-campus audition and completion of University admissions application by the appropriate deadlines.

Auditions: Required for admission to all programs and held in the late fall and spring; forms and information available from the Department of Music (413) 545-6048 and on the Music Dept. website.

All accepted music majors must take the Aural Skills diagnostic examination. This test is usually given at the beginning of the Fall semester. Contact the Music Office for the exact time and location.

Transfer Students: All accepted music major transfers must take the transfer examinations in Music Theory and Aural Skills before registering for classes for their first semester of study in the Department. Transfer students do not automatically receive credit toward their degree programs for Theory and Aural Skills courses taken at other institutions. Contact the Coordinator of Music Theory to arrange for taking these examinations.

Policy: The University of Massachusetts at Amherst prohibits discrimination on the basis of race, color, religion, creed, gender, sexual preference, age, marital status, national origin, mental or physical handicap, political belief or affiliation, membership or non-membership in any organization, or veteran status, in any aspect of the admission or treatment of students or in employment.

Financial Aid: Music merit scholarships (Chancellor's Talent Awards). University-wide financial aid based on need: scholarships, grants, loans, and the federal work-study program. Graduate awards of teaching assistantships including stipends and tuition waivers.

Inquiries: Christopher Thornley, Director of Admissions
Department of Music
FAC – Rm. 271 East
University of Massachusetts
Amherst, MA 01003-2520
Telephone: (413) 545-6048
Web Site: <http://www.umass.edu/music>

Visits: We welcome visits by prospective students. Our office can arrange meetings with faculty and students, attending classes and rehearsals, and touring the Fine Arts Center. Please contact the Department at (413) 545-6048 **in advance** to schedule an appointment.

DEGREE PROGRAMS

The Department of Music offers programs leading to the Bachelor of Music Degree (B.M.) in Music Education, Performance, Jazz and African-American Music Studies (JAAMS), Theory/Composition, and History. The Department also offers a Bachelor of Arts Degree (B.A.) in Applied Studies. While the Bachelor of Music is a professional degree program, the Bachelor of Arts is intended for students who wish to obtain a liberal arts degree with a strong emphasis in music but who do not necessarily intend to pursue a career in music.

Acceptance into one music major subplan does *not* automatically imply acceptance into any other subplan. A student accepted into the performance subplan, for example, who wishes to switch to music education must seek approval from the Coordinator of Music Education as well as his or her applied faculty instructor. Any such change must be signed by the Chief Undergraduate Advisor and officially recorded by the Undergraduate Secretary.

In general, acceptance into the music major is valid for *one year only* (consistent with University Admissions policies). Any student who has left the department for more than one year and wishes to re-enter *must re-apply and re-audition*.

Music Education: Students complete courses in music education methods, instrumental techniques, and student teaching. Students must earn a grade of C or higher in approved professional courses. The curriculum prepares students for Initial Licensure to teach music in the public schools' grades PreK-12. Admission to and completion of the concentration require passing scores on the Massachusetts Tests of Educator Licensure (MTEL).

Performance: The performance degree program is designed for students whose primary goal is performance as a career or as an essential part of a future vocation such as private teaching, orchestral playing, etc. Initial acceptance into the performance major is *always provisional*; full acceptance as a performance major is contingent upon a successful jury at the end of the first year of study in the department. Students must be approved by a jury each year in order to be retained in the performance degree program. Recitals in the Junior and Senior years are required.

Jazz and African-American Music Studies (JAAMS): A degree program designed for students whose primary goal is the performance of Jazz and other types of African-American Music. Emphasis is placed on Improvisation, Theory, Arranging, Composition, History and Analysis, with special attention given to solo, small group and large ensemble performances. Students in this program must also participate in the traditional Music Department ensembles (such as Symphony Band, Chamber Choir, or Orchestra) and applied studies (for example, bass guitar majors must study upright bass and participate in Orchestra). This curriculum is intended to prepare the student for a professional career or graduate study. Recitals in the Junior and Senior years are required.

Theory/Composition: This program prepares students for graduate study in the areas of music theory or composition. Specialization in either theory or composition begins in the junior year, after consultation with members of the theory or composition faculty.

Music History: The Bachelor's Degree program in Music History concentrates on the study of the historical development of music and its cultural aspects. This curriculum is intended to prepare students for advanced study in the field of Musicology.

Bachelor of Arts in Applied Studies: The Bachelor of Arts degree has a less intensive curriculum, designed as part of a liberal arts education experience rather than as preparation for a professional career in music. In addition to completing the common core, students pursuing a B.A. with a major in Music must complete the requirements of the College of Humanities and Fine Arts, including a foreign language through the intermediate level.

All students enrolled in the Bachelor of Arts in Music (Applied Studies) academic plan must pass a final jury at the end of the sixth semester of applied study in order to qualify for graduation.

Students who wish to focus in the area of Jazz and African-American Music Studies within the BA in Music (Applied Studies) academic plan must be accepted by separate auditions with both the applied faculty member and the Director of the JAAMS Program.

There is no separate BA track in Jazz Studies. The curriculum for JAAMS focus within the BA academic plan is the same except that selection of ensemble, required core music courses and source(s) of applied study will reflect the focus in JAAMS as determined by the advisor (applied faculty member) and the Director of the JAAMS program.

Double Majors: The University of Massachusetts allows undergraduates the opportunity to pursue two (2) majors simultaneously. Students wishing to pursue Music and another major (Psychology, for example) are normally advised to pursue the Bachelor of Arts in Music curriculum rather than one of the more intensive Bachelor of Music subplans (Music Education, Performance, etc.). While it is also possible to combine two subplans within the Bachelor of Music major (e.g. Music Education and Performance), the University does not consider this double concentration to be a "double major." *Students pursuing two subplans or double majors must consult with the Chief Undergraduate Advisor.* Such programs normally require additional semesters of study.

CLASS PIANO

Piano Proficiency Exam

The Piano Class curriculum at the University consists of a four-semester cycle with courses numbered MUS 130, 131, 132, and 133. After completion of the cycle, you should feel comfortable playing at the level of a Clementi Sonatina, and you will have received experience in traditional and jazz harmonizations, basic improvisation, simple accompaniments, sight reading, transposition, keyboard harmony and piano technique.

Placement into or exemption from these courses will take place during Audition day or by appointment during the summer. The test will be brief and will consist of sight reading from various levels of our texts. Piano Classes are offered in this sequence.

<u>Semester I</u>	<u>Semester II</u>
130	131
132	133

All music majors, excluding pianists, organists and those in the Bachelor of Arts Degree, must pass a Piano Proficiency Exam consisting of technique, keyboard harmony, sight-reading and prepared pieces. If you are enrolled in the Piano Classes, the Exam is given as part of the 4th and final semester of study. **If you are released from the Piano Class requirement, you will still need to take this test before the beginning of Semester II of the Sophomore year.** If you are unable to take the test before this time, you will be required to enroll in MUS 133, the 4th semester of Piano Class. Proficiency Exam Packets are available from Prof. Shank.

If all of the sections of the Proficiency Exam are not passed on the first try, you will receive a grade of "Incomplete" in MUSIC 133. You must complete the work necessary to receive a grade by the end of the next semester or the grade will turn into an "F". Music Education students must pass all sections of the Exam before Student Teaching.

APPLIED MUSIC (MUSIC APP 116 - 618)

Admission to all regular University courses in applied music, your vocal or instrumental lessons, (MUSIC APP 116 - 618) is open only through audition. Continued enrollment in applied music is dependent upon successful completion of an annual jury performance. Students enrolled in applied music (MUSIC APP 116 - 618) who fail one jury are placed on probation for one semester. Students must pass a jury at the end of the probationary semester in order to be removed from probation. Failure of a second jury will result in dismissal from applied music enrollment. Students so dismissed will be unable to complete the requirements for a degree in music, unless they have already completed the required applied music sequence. Students who neglect to perform their jury (unless formally excused for medical reasons or extenuating circumstances) will be placed on probation for one semester and must pass a jury at the end of the probationary semester in order to be removed from probation. Missing or failing a second jury will result in dismissal as noted above.

Under extenuating circumstances, a student may appeal dismissal from applied music enrollment. In this case, the Department Chair will appoint an Appeal Board comprised of the appropriate members of the Applied Faculty; the Chief Undergraduate Advisor; and a faculty representative of the student's major subplan.

A. PROMOTIONAL JURY POLICIES

1. All music majors and all other students enrolled in Applied Music for credit must perform an annual promotional jury, usually at the end of the second semester. Students studying only in the Fall semester should perform a December jury. Students who are out of phase (i.e. admitted or promoted at mid-year) should perform a December jury. Juries are responsible for approving:
 - a. continuation of the study of Applied Music;
 - b. promotion from one level of Applied Music to another (for example, 117 to 217);
 - c. acceptance into the Performance Major, and continuation within the Performance Major;
 - d. all student recitals, both degree-required and non-degree-required.

Exception: Students who have successfully performed a recital in their final semester of study need not take a

jury at the end of that semester.

2. Repertory sheets are required for all students performing a jury. These blank forms are available in the Music Office. Students should check with their applied teacher in order to determine the number of copies that each student must provide to the jury panel.
3. Repertoire for promotional juries will be determined by the student's applied teacher.
4. Full- and part-time members of the Applied Faculty are expected to attend and participate in all juries unless specifically excused by the Department Chair.

B. CONCERT ATTENDANCE POLICY

All music majors and minors will attend a minimum of six (6) Tuesday or Thursday morning recitals and a minimum of eight (8) other concerts or professional recitals during each semester in which they are taking applied music lessons. The total requirement of 14 concerts averages one concert per week throughout the semester. Attendance will be monitored by each student's applied music teacher by means of concert journals, reports, logs, or other devices. Individual arrangements will be made on a semester by semester basis for students with legitimate schedule conflicts at the student recital hour. In addition to these minimum requirements, each studio may further define its own concert attendance requirements.

C. RECITAL POLICIES

1. Preliminary permission for all undergraduate recitals (whether satisfying a degree requirement or not) can only be granted by a jury, which takes place in December and May. The purpose of the jury permission is to ensure that the student is technically and musically prepared to present a recital.
2. Half recitals must be paired (no solo half recitals will be scheduled).
3. An undergraduate student presenting a recital (whether required for a degree or not) must be enrolled for applied music during the semester in which he/she takes a jury for permission to give the recital and also during the semester in which the recital is presented. Exceptions must be specifically approved by the Department Chair.
4. Every recital must be "previewed" 2-3 weeks in advance of the recital date by a committee of three Music faculty members. **It is the responsibility of the applied teacher to form the preview committee and to set the preview date.** The preview committee will include a minimum of two members of the Applied Faculty. The purpose of the preview is to ensure that the recital is fully prepared and that the student receives objective, constructive comments from the faculty. Preview juries should hear at least some part of every work (in the case of voice recitals, every group) included on the program of the recital being previewed. The recital may not be performed on the scheduled date unless it is first "passed" by the preview jury.
5. Ensembles involved in a recital should be complete and fully prepared at the time of the preview, except in very special circumstances specifically approved by the Department Chair.
6. Studio recitals may be sponsored by members of the Applied Faculty without preview. These may include ensembles or solo works. Sponsorship is by the faculty member rather than by the Department, and the Department will therefore not involve itself in publicity arrangements.

7. Degree-required recitals presented in Bezanson Recital Hall will be recorded by the department for archiving purposes. The recording of degree-required recitals in other venues is the responsibility of the performing student(s). To receive credit for a degree-required recital, a copy of the recording **MUST BE PRESENTED TO THE MUSIC OFFICE**. Students may sign out the original copy of the recording of their performance for 24 hours in order to make copies. The original recording **MUST BE RETURNED TO THE MUSIC OFFICE** to guarantee degree credit. **PLEASE NOTE:** Recital recordings are kept in the Music Office through the academic year. After that time they are archived in the W.E.B. DuBois Library.

Unauthorized recording of recitals in Bezanson Recital Hall is strictly prohibited.

MISCELLANEOUS PERFORMANCE GUIDELINES

Chamber music ensembles receiving credit under MUSIC 551-553 or MUSIC 593C must perform at least once on a studio recital, a Tuesday Morning Recital, a University evening concert, or a public off-campus concert. MUSIC 551-553 or MUSIC 593C should not be graded unless such a performance has taken place.

During the final three weeks of each semester, performances on the Tuesday Morning Recitals will be limited to ten minutes.

DEPARTMENTAL HONORS AND SCHOLARSHIPS

Outstanding achievement in certain areas of the department is recognized by the following endowed scholarships and awards:

Ann Elder Bestor Memorial Scholarship in Music	Outstanding Incoming Freshman
Falvey Scholarship	Music Education
Fletcher Henderson Memorial/Max Roach Scholarship	JAAMS Performance
Friends of Music Senior Award	Performance and Citizenship
Lebow Memorial Scholarship	Performance and Citizenship
Eugenie May Award	Piano Performance
Olevsky Memorial Scholarship	Violin
Ornest Award	Voice
Susan Cunningham Campbell Scholarship	Music Major
Theodore Presser Award	Musicianship

Recipients are nominated and selected by the faculty.

TAU BETA SIGMA/KAPPA KAPPA PSI
NATIONAL HONORARY BAND SORORITY and FRATERNITY

Tau Beta Sigma and Kappa Kappa Psi operate as student service and leadership recognition societies whose chief aim is to assist the Director in developing the leadership and enthusiasm that is required in a band program. Our goals are not only to provide the bands with organized and concentrated service activities, but also to give our membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on our premise that "it is an honor to be selected to serve" -- this band, its department of music, its sponsoring institution and the cause of band music in the nation's colleges and universities.

Tau Beta Sigma and Kappa Kappa Psi offer separate and joint services such as blood drives, dances, stand searches, Frank Fiestas, clean-up days and many other activities supporting the Music Department and the University.

The SorORITY and Fraternity have an active membership program that occurs in both semesters. The organizations require active involvement in the band program for prospective members. The membership program is designed around the education of prospective members in the purposes and ways of the Sisterhood and Brotherhood, and in development of a lifelong bond in service and spirit.

GRADE POINT AVERAGE

The University requires that students maintain an overall grade point average of 2.00 or higher. Students must also maintain a GPA of 2.00 within their majors.

LOCKERS, PRACTICE ROOMS, AND NOISE REGULATION

Lockers

1. Obtain "Locker Request Form" from bulletin board outside the Music Office.
2. Fill out form and return to the bulletin board outside the Music Office.

Locker assignments are based on the following criteria, in order of importance:

- Size of instrument
- Music Major
- Music Minor
- Ensemble Participation
- Tech/Lab Instrument
- All Others

Locker request forms should be filled out and returned during the first week of the semester.

Practice Rooms

Practice rooms are signed out after the add/drop period closes of each semester during posted hours, on a first-come, first-served basis. A sheet exists for each practice room in the building, with indication as to equipment available (i.e., type of piano, mirror, etc.), restrictions (i.e., piano majors only), and times these rooms are available. Practice room reservations are valid for one semester only.

Noise Regulation

University and Departmental policies require that *regularly scheduled classes and ensembles shall not be disturbed by practicing in any neighboring areas* (this holds especially for those areas around FAC 36). Please check the schedule book in the Music Office if you have any question about the suitability of your practice time and/or space. Questions should be directed to the Director of Facilities. Instrumental playing and vocalizing in the halls are also prohibited.

NON-CREDIT PRIVATE LESSONS TAUGHT IN UNIVERSITY FACILITIES

The teaching of non-credit private lessons for compensation on a free-lance basis in the Fine Arts Center is a clear violation of State Law, which prohibits the use of public facilities for private gain.

SOME COMMON QUESTIONS AND ANSWERS

Q: Do I have to audition for ensembles, and if so, when are the auditions?

A: Auditions are required for every ensemble and usually occur in the first few days of school. Watch for signs posted by the Director of the ensemble. Acceptance into a class or ensemble does not trigger automatic registration. Make sure you register for your ensembles soon after you are accepted or you will not receive credit for them.

As a music major/minor, you are required to participate in departmental ensembles as specified on your degree subplan checklist (located in this handbook).

Q: Who is my advisor?

A: Generally, your applied teacher is your advisor. (Advanced students may be re-assigned to other advisors in certain specialized areas.) You should schedule an advising appointment with the Chief Undergraduate Advisor early in the registration periods for the Fall and Spring semesters.

Q: When should I take my General Education requirements?

A: Gen. Eds. should be fit into every semester if possible. There are a lot of requirements, and in order to finish them successfully, at least one should be taken each semester. See your checklist.

Q: What is Add/Drop?

A: Add/Drop time is the period at the beginning of the semester when you have the opportunity to make any necessary changes to your semester schedule. Each student is individually responsible for adding and dropping each and every course, whether an academic course, an ensemble, or applied lessons. **Acceptance into a course or ensemble by audition does not trigger automatic registration; if you don't register, you will not receive credit.** Conversely, if you optimistically register for an ensemble or lessons for which you then become ineligible, you must drop that course officially; otherwise, the lack of a grade for that course will automatically become an "F" at the end of the semester. **All registration must be done by the end of Add/Drop.**

Q: What are override forms?

A: Override forms, available from the Music Office during Registration and Add/Drop only, are used for one of the following circumstances: (1) courses with a variable number of credits, (2) when you need instructor approval, or (3) when there is a time conflict. They need to be signed by the instructor and returned to the Music Office before the end of the Registration or Add/Drop period.

Q: Where can I get a locker and a practice room?

A: Sign-ups for lockers and practice rooms both occur at the beginning of the semester. Lockers are assigned for a full year, and practice room sign-ups occur each semester. There are a number of student message boards located on the faculty office level and the classroom level near the student lockers. Check these boards frequently to see if there is a message for you, or for sign-ups for lockers and practice rooms.

Q: Is there a Music Library?

A: The Music Collection and Services are housed primarily in the W.E.B. DuBois Library tower. Reference Services are located on the Main floor. Listening stations and non-reserve listening materials are located on the 3rd floor. Current periodicals are on the Main floor, and the open stacks for books, scores, and bound periodicals are on the 21st floor. The Music Librarian, Pamela Juengling, is available to provide assistance and consultation in the Reference Services area (545-1858). Reserve materials for music majors' courses –

books, scores, audio and video recordings – are in the Music Reserve Lab, located in Rm. 149A of the Fine Arts Center.

Q: What opportunities do I have to perform?

A: There are many performance opportunities, including 17 instrumental ensembles and 7 vocal ensembles. In addition, there are student recitals each Tuesday and Thursday at 11:00 a.m. dedicated to classical and jazz performances, respectively. All performance majors are required to perform a full senior recital as well as a half junior recital. Any music major may present a recital, provided that he or she receives recital permission from a jury performed during the preceding semester.

Q: What are juries?

A: Juries are prepared performances given each year (usually at the end of the second semester) to consider promotion to the next higher level of applied study. Jury repertoire will be assigned by the applied teacher.

Q: What is a piano proficiency exam?

A: The piano proficiency exam is comprised of skills and rudiments learned during the four semesters of class piano. Those students exempt from class piano still need to pass the exam, with the exception of piano and organ majors (there is no piano requirement for students in the BA subplan).

Q: What is a Pre-Practicum?

A: Pre-Practicum: Early field-based experiences in a variety of educational settings, integrated into courses or seminars that address the Professional Standards for Teachers. Students must complete guided, early, field-based experiences prior to and excluding student teaching in MUSED 191A, MUSED 323, MUSED 420, AND MUSED 421. Early experiences include in-class and field-based observations in all classes, and pre-practica in MUSED 323, MUSED 420, and MUSED 421. All experiences are to be integrated into the related course work so that connections can be made between course content and practice in the field. Documentation and written reports are required for each experience.

Q: Do I have to sing if I'm an instrumental music education major or play if I'm a vocal music education major?

A: Music Education majors must round out their curriculum with both instrumental and vocal experience. Schools look for those educators who can teach vocal and instrumental, jazz and classical music. Taking as many techniques courses as possible and performing in at least one ensemble not on your major applied instrument are encouraged.

Q: What psychology courses are needed if I am a Music Education Major?

A: To be recommended for and awarded an educator license in Massachusetts, music students must demonstrate knowledge and understanding of human cognition and development as it relates to young people from grades Pre-K to 12. To meet this requirement students must complete **PSYCH 100** (prerequisite) and should complete **PSYCH 305*** (Educational Psychology). Because the psychology courses are part of the professional sequence of courses for licensure as a music educator, students must earn a grade of "C" or better in these courses. **Please note PSYCH 305 is not approved for general education credit.**

* Other upper level psychology courses, taken in combination, may fulfill the MDOE requirement; however, Program approval is required to ensure compliance with licensing regulations.

Q: What additional requirements must I satisfy if I am in the BA in Music (Applied Studies) academic plan?

A: In addition to the required major courses, anyone in the BA academic plan must complete the requirements of the College of Humanities and Fine Arts, including a foreign language through the intermediate level.

N.B. Students who transfer to the BA in Music from the Bachelor of Music must fulfill these additional requirements.

ADDITIONAL HINTS

Per University regulations, only one General Education class taken within a student's major department can be counted as a Gen. Ed. requirement. All music majors, regardless of track, must take MUS 101 (Music Lit.) which satisfies a Liberal Arts (AT) requirement. In addition, the University allows music majors to satisfy one of the two Diversity requirements with one of the following courses: (These courses can be especially helpful to Music Education majors who do not have experience in other aspects of the arts.)

Music 102: African-American Music (ATU)

Music 103: History of Jazz (ATU)

Music 150: Lively Arts (ATG)

Take full advantage of faculty and student recitals on campus and in the Five College area.

There are many music opportunities at the other colleges in the area. Smith, Amherst, Hampshire, and Mount Holyoke have exciting music classes in areas such as ethnomusicology and applied world music.

GRADUATION CHECKLIST

Each student is responsible for 1) keeping track of his/her graduation date and notifying the Registrar's Office of any changes; 2) the completion of all University, College, and Departmental requirements. (Your applied teacher and the Chief Undergraduate Advisor assist you with this procedure.)

A change of Academic Plan within the Music Department may entail differences in courses required to fulfill General Education and College of Humanities and Fine Arts requirements.

In the past, seniors who experienced delays in being cleared for graduation or who were not cleared for graduation failed to do one or more of the following:

- declare his/her major/track
- declare a double major, if appropriate
- add degree-required courses to schedule
- complete an "Incomplete" and have the "INC" grade changed to a letter grade
- receive a grade for every course completed
- complete the piano proficiency requirement
- complete any necessary Exemption (course substitution) Forms (see section on Forms)

There were also errors in electing appropriate courses to fulfill General Education requirements.

IMPORTANT NOTICE

The following pages contain sample checklists for each of our degree programs. While these checklists are valuable guides, it is **your responsibility** to stay in contact with your applied teacher and the Chief Undergraduate Advisor during your time at the University to make sure that you are meeting all requirements.

Please take the time now to look carefully at your program, not only for this semester, but looking ahead to the sequence of courses for *all* remaining semesters. *This sequence is **not** arbitrary! Each semester's hour-by-hour class schedule is set up to avoid conflicts among courses at the **same** level (200 level courses with other 200 level courses, for example), **not** among courses at **different** levels 212 vs. 325, 300 vs. 420, etc.). Therefore, if you decide to deviate from this sequence for whatever reason, please be aware that you run the risk of encountering **serious scheduling conflicts** that may keep you from graduating "on time."*

During the Add/Drop period, please check to make sure that you are registered for the correct courses and sections, especially the correct level of applied music. If necessary, it is easier for everyone to make the changes shortly after the end of the Add/Drop period, rather than after the semester is over, or when you are trying to be cleared for graduation.

Following the checklists are samples of other departmental forms. These forms are available in the Music Office.

COLLEGES OF ARTS AND SCIENCES

COLLEGE OF HUMANITIES AND FINE ARTS

MAJORS IN THE DEPARTMENT OF MUSIC AND DANCE

BACHELOR OF ARTS

B1 Bachelor of Arts
B2 Bachelor of Arts
B3 Bachelor of Arts
B4 Bachelor of Arts

PRINCIPAL PERFORMANCE MEDIUM

Woodwind/Brass/Percussion
String
Vocal
Keyboard

BACHELOR OF MUSIC

A1 Jazz & African-American Music Studies
A1 Jazz & African-American Music Studies
A2 Jazz & African-American Music Studies
A2 Jazz & African-American Music Studies
A3 Jazz & African-American Music Studies
A4 Jazz & African-American Music Studies
A4 Jazz & African-American Music Studies
E1 Mus Ed Instrumental
E2 Mus Ed Instrumental
E3 Mus Ed Instrumental
E4 Mus Ed Vocal
E5 Mus Ed Vocal
H1 Music History
H2 Music History
H3 Music History
H4 Music History
P1 Performance
P2 Performance
P3 Performance
P4 Performance
T1 Theory/Composition
T2 Theory/Composition
T3 Theory/Composition
T4 Theory/Composition

PRINCIPAL PERFORMANCE MEDIUM

Woodwind/Brass
Percussion
Guitar
String
Voice
Keyboard
Keyboard B
Woodwind/Brass/Percussion
String
Keyboard
Voice
Keyboard
Woodwind/Brass/Percussion
String
Voice
Keyboard
Woodwind/Brass/Percussion
String
Voice
Keyboard

NOTE: These subplan designations are subject to change once the newest version of the student information system, PeopleSoft, is fully implemented.

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