

UNC School of Music Undergraduate Student Handbook

Revised, Spring 2019

- I. Introduction
 - a. Vision
 - b. Mission
- II. Personnel
 - a. Staff
 - b. Faculty
- III. Degrees Offered and Admission Procedures
 - a. Offered Programs
 - b. Admissions Statement
 - c. Entrance Exams and Orientation
- IV. Academic Policies
 - a. Student Code of Conduct
 - b. Grading Policies
 - c. Transfer Credit Assessment
- V. Progression to Degree & Scholarship
 - a. Fulltime Enrollment & Overload
 - b. Academic Standing
 - c. Scholarship Renewal
 - d. 5th year procedures/lesson approval
- VI. Academic Resources
 - a. Academic Advising
 - b. Four-year Plans
 - c. Instructor Overrides
 - d. Registration Timeline
 - e. Add/Drop Policies
 - f. Course Evaluations
 - g. University Withdrawal Deadlines
 - h. Incompletes
- VII. Performance and Program Requirements
 - a. School Policies
 - b. Upper-level qualifying examination
 - c. Juries
 - d. Ensemble Requirements
 - e. Course Attendance
 - f. Piano Proficiency
- VIII. Recitals
 - a. Degree Requirements
 - b. Registration Requirements
 - c. Scheduling Procedures
 - d. Cancellation Procedures
 - e. Recital Program Procedures
- IX. Facility and Instrument Rentals
 - a. Facility Hours of Operation
 - b. Key Requests
 - c. Room Reservations
 - d. Instrument Rentals
 - e. Locker Policy
- X. Graduation Procedures
 - a. Common Hour/Music 100 Requirements
 - b. Applying to Graduate
 - c. Graduation Evaluation
 - d. Walking prior to completion
- XI. Additional Resources
 - a. Health and Safety for Musicians
 - b. Mental Health Resources
 - c. Disability Resources
 - d. Security & Police Escorts

I. Introduction

Mission –

The UNC School of Music develops outstanding performers, conductors, educators, composers, scholars, and entrepreneurs at the undergraduate, master’s and doctoral levels.

II. Personnel

A full listing of faculty and staff can be found [here](#).

III. Degrees Offered and Admission Procedures

Offered Programs – Undergraduate Degrees

Bachelor of Arts

Bachelor of Music Education

- Instrumental Music K-12
- Teaching
- Vocal, Piano, General Music K-12
- Teaching

Bachelor of Music

- Instrumental Performance
- Jazz Studies
- Piano
- Vocal Performance
- Composition
- Business

Certificates

- Music Technology

Minors

- Music: Liberal Arts

Graduate Degrees

Masters of Music

- Collaborative Piano
- Conducting
- Instrumental Performance
- Jazz Studies
- Music Education
- Music Education Intensive
- Music History and Literature
- Music Theory
- Music Composition
- Vocal Performance

Doctor of Arts

- Collaborative Piano
- Conducting
- Jazz Studies
- Music Education
- Music History and Literature
- Composition
- Performance

Certificates

- Performance Certificate

Admissions Statement –

Undergraduate Admission Requirements: Students planning to major in music are required to submit an application for admission to the School of Music. An audition is required for all applicants to music degree programs; for some graduate programs, an interview may be conducted in lieu of an audition. Current School of Music admission guidelines are available at: <http://arts.unco.edu/music/apply/>.

Students meeting the general admission requirements of the University may be accepted as undeclared majors. However, students may only be designated as music majors upon successful completion of the School of Music application and audition process.

Entrance Exams and Orientation –

Minimum Proficiencies: Entering students to the School of Music will be given an assessment exam in music theory. Minimum proficiency in music fundamentals are assessed through the Music Theory Placement Exam to enter MUS 113/114. This test is typically administered online through Canvas in the summer prior to entering the program. If a student is entering in a Spring semester, the test will be provided between semesters.

Students transferring from another institution will take the Music Theory and Aural Skills Transfer Exam in person instead of the online Music Theory Placement Exam. This test will be organized by the Theory Coordinator.

If a student enrolled in AP/IB Music Theory in high school and successfully passed the exam, an additional assessment is not required. As scores are not published until mid-July, students can use their discretion and opt into taking our assessment, if they so choose. The student can potentially earn credit for one to two semesters of music theory/aural skills. The following scores equate to MUS 113/114 and MUS 115/116

AP

1. Students with a subscore of 4 on the written portion of the AP Music Theory Exam may place into MUS 115 Music Theory II;
2. Students with a subscore of 5 on the written portion may place into MUS 213 Music Theory III.
3. Students with a subscore of 4 on the aural skills portion of the AP Music Theory Exam may place into MUS 114 Aural Skills II;
4. Students with a subscore of 5 on the aural skills portion may place into MUS 214 Aural Skills III.
5. Students with a score of 4 or 5 on the AP Music Theory Exam do not need to take any additional theory placement tests.

IB

1. Students with a score of 6–7 on the Higher IB exam may place into MUS 115 Music Theory II and MUS 116 Aural Skills II.
2. Students with a score of 6–7 on the Higher IB exam do not need to take any additional theory placement tests. They may choose to start the sequence at a lower level if appropriate.
3. Students with a 6–7 on either the Standard IB Music exam or the Higher IB Music exam may also receive LAC credit in area 3a for MUS 140 Introduction to Music

Music Fundamentals Online (MFUN)

Students that do not successfully complete the online music theory placement exam with 70% or higher after three attempts must complete **Music Fundamentals Online (MFUN)** prior to starting their 1st semester of theory.

Exemption Exams

Students that complete the Theory Assessment with 90% or higher after three attempts have the opportunity to take the Exemption Exam. Passing the written portion of the Exemption Exam with an 80% or higher places a student into MUS 115 Music Theory II; passing the aural skills portion with an 80% or higher places a student into MUS 116 Aural Skills II. The Exemption Exam is proctored the week prior to Fall semester and is not reoffered during the academic year. This is a one-time opportunity.

UNC Orientation & School of Music Orientation

All incoming UG music majors (*freshmen and transfers*) are required to attend a UNC Orientation based on their designation.

All students are also required to attend the School of Music Orientation. This orientation is designed to educate incoming students on what a music major entails. Students gain insight on expectations, study habits, how to practice in college, and characteristics of a successful musician. This orientation occurs the Saturday prior to the 1st week of courses leading into Fall semester.

IV. Academic Policies

Student Code of Conduct

All UNC School of Music students must follow the UNC Student Code of Conduct. This policy covers prohibited conduct, academic integrity, and hearings procedures. To know your rights view this link: [Click here to view the Student Code of Conduct](#)

UNC Grading Policies

Per the UNC UG Catalog:

Undergraduate students, one must keep between a 2.0 – 4.0 GPA to stay in good standing. If a student drops below a 2.0, they have 24 probation credits to increase their GPA. If a student drops below 1.0 while on probation, the student is automatically suspended.

Scholarships often have additional GPA requirements. The Financial Aid Satisfactory Academic Progress Policy can be viewed [here](#).

The grading scale at UNC is as follows:

Standard Grading	Quality Points
A = superior	4.000
A- = A minus	3.667
B+ = B plus	3.334
B = above average	3.000
B- = B minus	2.667
C+ = C plus	2.334
C = average	2.000
C- = C minus	1.667
D+ = D plus	1.334
D = poor, passing	1.000
D- = D minus, passing	0.667
F = failure	0.000
S = satisfactory - credit granted	++
U = unsatisfactory - no credit	+
I = incomplete	+
UW = unauthorized withdrawal	+
W = approved withdrawal	+
NC = no credit (audit)	+
NR = no report	+
NG = no grade	+
CR = credit granted	++

MUS 100 is graded as S/U, as opposed to a letter grade.

If a student receives an **Incomplete** in a course, they have one year to complete the requirements for a grade to be reported.

Transfer Credit Assessment

Students transferring into the UNC School of Music must take the Music Theory and Aural Skills Transfer Exam if their theory credits were not designated as guaranteed transfer (gt-pathway).

All lessons and ensembles from accredited programs will transfer to UNC. They will be populated into the student's "major block" once the level of the student is determined. For example, if at the end of the first incoming semester, a student is determined to be performing and playing at the junior level, four semesters of ensembles and lessons will be transferred into the "major block" in Degree Works.

Transfer students should request assessments of applied instrument proficiency at the end of the first semester to allow applied instructors time to fully evaluate the student's pedagogical knowledge and ability.

All additional academic courses that don't automatically populate as transferrable will need syllabi provided. These syllabi should be sent directly to the **Music Retention Coordinator**, who will request evaluations from the appropriate departments to determine transfer credit equivalencies. For example, classes that may fit these criteria include additional music technology courses taken at previous institutions, or upper-level music history courses that haven't already been evaluated in Transferology.

The results will be communicated to the transfer student and processed into Degree Works accordingly.

Progression to Degree & Scholarship

Fulltime Enrollment & Overload

Students registered for 12 credits are considered fulltime. Students attempting over 18 credits are considered in overload.

Music Majors can anticipate registering for between 13-17 credits per semester to graduate in four years. The average credits per semester total 15. If a student is attempting a double major, or double concentration, it is likely they will register for upwards of 18 credits per semester. See section VI >> Academic Resources >> Academic Advising for strategies on equalizing credits per semester to ensure all semesters are academically balanced.

Often fulltime status can impact financial aid. For details regarding your financial aid package, see the financial aid website: [Click here for the Financial Aid Website](#)

Academic Standing

Although there is not a GPA requirement associated with majoring in music, there are regulations regarding all major specific coursework. Regulations for LACs follow UNC grading policies. However, if a student receives below a C- on a course that is required in BOTH LAC and the major area, it will ONLY count in the LAC area until a student retakes the course to achieve a successful attempt.

Per the UNC Undergraduate Catalog beginning in Fall 2017:

In all MUS courses, a student must receive C- or better to fulfill degree requirements.

Any students receiving lower than a C- in a MUS prefix class for the **second time** in the same class will be placed on probation. If the student receives lower than a C- a **third time** in the same class, the student will be removed from the major.

Any student receiving a grade below a C- in applied lessons will be placed on **probation**. A second semester of a grade below a C- in applied lessons will result, upon consent from the area, in removal from the major.

Scholarship Renewal

UNC School of Music Undergraduate Scholarships have the following requirements and can be renewed through the published expiration date listed on the award letter, based on the following criteria:

1. The student must maintain a 3.0 GPA
2. The student must complete all acceptance paperwork, which may include drafting letters to scholarship donors
3. The student must stay at fulltime status of 12 credits or more
4. The student's personal financial situation doesn't positively change, and thereby disqualify them for additional student aid
5. The student doesn't drop their music major or withdraw from the semester they are receiving aid.
6. The student demonstrates appropriate progress toward artistry as determined by their major professor in order to be recommended for renewal.

5th year student procedures/lesson approvals

Students completing their degree in more than four years must be aware of the following policies.

These policies could also apply to transfer students, if the completion of their degree between the two institutions totaled more than four years.

1. After students have fulfilled the requirements for applied lessons in their degree, additional applied lessons will be at the discretion of the studio teacher and Director.
2. All students in applied lessons must enroll in a major ensemble. Students that do not have a major ensemble required for the duration of the degree should follow their degree requirements.

Fifth year students are eligible to keep their music scholarships by petition only.

Additionally, be aware that the federal government allows **180 credits to attempt an undergraduate degree and receive financial aid**. If you've transferred to the institution, your credits from the previous institution count in this number. Typically, AP credits and IB credits count in this number as well. Be aware that if you reach 180 attempted credits prior to graduating with your degree, and are seeking financial aid, you will likely need to fill out an application to qualify. Please visit the financial aid website or office for additional information and assistance.

V. Academic Resources

Academic Advising

All students will be assigned two advisors, a faculty advisor and an academic advisor. The **faculty advisor** assigned will either be their applied instructor, or a fulltime applied instructor in their area. The **academic advisor** will be the Music Retention Coordinator.

SOM Advising Process, step-by-step

1. Meet with your assigned faculty advisor. You can find your assigned advisor on Degree Works in URSA.
 - a. While meeting with your faculty advisor, fill out our Digital Advising Form – your faculty advisor has the link
 - b. Use your [four-year plan](#) to ensure you are selecting courses accurately
 - c. Unless otherwise instructed, if you are an UG student – fill out our digital advising form with your faculty member PRIOR to scheduling with the music retention coordinator. *If your advisor is on a sabbatical or leave, skip this step and meet with your academic advisor immediately.*

Options for override requests should be discussed during academic advising appointments with the Music Retention Coordinator.

Registration Timeline

Per the Registrar's website: Current undergraduate students will register according to earned credit hours. Earned credit hours do not include any courses for which you are currently registered and have not yet received a grade.

Find your earned credit hours by subtracting your current semester from your total achieved on Degree Works

Interim registration opens for everyone the first week of September and does NOT require a PIN.

Summer registration opens for everyone on the first Monday in April and does NOT require a PIN.

To find the registration schedule, visit the Registrar's website here: [Click here to view the Registration Schedule](#)

Add/Drop Policies

When attempting to add/drop courses, one must notate the TYPE of term in which the course is coded.

Starting Fall 2019, all choirs, small ensembles, and jazz ensembles will begin week 2 of Fall semester, to ensure assignments are created in time to register ONLINE for the correct section. This includes all general chamber ensembles and small ensembles. Named ensembles, such as Percussion Ensemble and Classical Guitar Ensemble will begin week one.

All ensembles will be labeled as full-term for Spring semester and begin week 1 since assignments have already been communicated.

All academic courses offered in the School of Music are full-term courses and follow the university add/drop deadlines as notated below.

All applied lessons offered in the School of Music are short-term courses, as they finish prior to finals week. Due to this classification the add/drop period may be affected. It's imperative that one confirms they are in the correct lesson section, under the correct applied instructor by the end of the first week of courses. All add/drop deadlines can be found on the Registrar website.

Per the UG Catalog:

Add: Students may add courses using URSA through the 5th day of the semester for full semester courses. After the 5th day of the semester all adds require the signature of the instructor and must be processed at the Office of the Registrar on or before the drop deadline to be considered. **Special Term and Short course add deadlines are available online.**

Days 6 – 10: Students may access the Course Late Add (Day 6-10) form on the Office of the Registrar website. The add request form will be available in the School of Music Main Office during days 6-10.

Only in unusual circumstances can a student add a course(s) after day 10. Students must complete a Petition to Late Add a Course form

Drop: Full-semester courses must be dropped through the 10th day of the semester.

Short courses may have different deadlines and can be dropped using URSA through the published deadline for the course.

Please see the short course calendar found on the registrar's website for specific deadlines.

Course Evaluations

Course Evaluations occur for academic course at the end of each semester. Students are encouraged to give constructive feedback about the course material and professor.

University Withdrawals

To withdraw from all courses in a semester, one must contact the Registrar's Office, or fill out the Undergraduate Appeal Form.

To withdraw from an individual course prior to the withdrawal deadline, one may withdraw through URSA add/drop portal.

There are no adjustments made to tuition for withdrawals without an undergraduate appeal petition filed and approved. Petitions are approved for the following reasons: medical condition, death/illness in the family, unanticipated financial problems, university error, or proof of attendance for financial aid.

Please contact the Registrar's office or view the website to download the form and policies.

Incompletes

Per the UG Catalog:

At the discretion of the instructor, a temporary grade of Incomplete - "I" may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable. A student must be passing a course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete to a student who is not passing the course. Credits not used to compute grade point average (GPA) and not counted toward graduation.

Students completing an Incomplete grade should not register for the course a second time.

The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the Incomplete grade; a copy is kept in the school/department and one is provided to the student.

If the course requirements are not completed and the grade change form received in the Office of the Registrar after a maximum of one year, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade(s) have rolled to unsatisfactory/failing, a grade change(s) will not be permitted.

VI. Performance & Program Requirements

School Policies

In all MUS courses, a student must receive C- or better to fulfill degree requirements.

Any students receiving lower than a C- in a MUS prefix class for the second time in the same class will be placed on probation. If the students receive lower than a C- a third time in the same class, the student will be removed from the major.

Students are required to take MUS 100 7-8 times, based on degree. This is not tied to lessons.

After students have fulfilled the requirements for applied lesson in their degree, additional applied lesson will be at the discretion of the studio teacher and Director.

All students in applied lessons must enroll in a major ensemble. Students that do not have a major ensemble required for the duration of the degree should follow their degree requirements.

Any student receiving a grade below a C- in applied lessons will be placed on probation. A second semester of a grade below a C- in applied lessons will result, upon consent from the area, in removal from the major.

Upper-level Qualifying Examination

The following majors require an Upper-level qualifying examination:

Bachelor of Music Education

Instrumental Music K-12 Teaching

Vocal, Piano, General Music K-12 Teaching

Bachelor of Music

Instrumental Performance

Piano

Vocal Performance

Business*

*Students who elect the recital option over a capstone project must complete the Upper-level qualifying examination

The student must pass an upper-level qualifying examination, determined by the performance area, before he/she may enroll in 400-level instruction. This examination is to be taken by the end of the fourth semester of 200-level instruction. If the student does not pass this examination on the first try, he/she may retake it once in the subsequent semester. If the student does not pass a second time, they will be removed from the degree.

Juries

All lesson sections for majors require a final jury at the end of each semester. Occasionally, a jury can be replaced with a recital check, if a student is giving a recital that same semester. This must be approved by the area.

To sign up for juries, first visit the School of Music website >> Forms & Info >> For Students >> Juries

If your area is not listed on the School of Music website, please contact your applied instructor for further instruction.

Ensemble Requirements

Each degree program requires a different combination of **required semesters** of enrollment in Major Musical Organizations to graduate. Major Musical Organization placement is based on Fall semester auditions. Most placements last for one year, unless students are requested to shift groups, due to students graduating or student teaching, thus opening a spot in a different ensemble.

The following ensembles are considered Major Musical Organizations:

MUS 267/MUS 467 University Symphony Orchestra
MUS 268/MUS 468 Campus String Orchestra
MUS 280/MUS 480 Mixed Concert Choir
MUS 281/MUS 481 Women's Glee Club
MUS 284/MUS 484 Men's Glee Club
MUS 288/MUS 488 Concert Band
MUS 290/MUS 490 Symphonic Band
MUS 291/MUS 491 Wind Ensemble
MUS 225/MUS 425 Jazz Ensemble*
MUS 224/MUS 424 Vocal Jazz Ensembles*

*For jazz studies students and other students whose primary applied lessons are in jazz, these Major Musical Organizations apply.

Additional requirements for Chamber Ensembles may be listed under program requirements. The following courses count as small ensemble for a degree:

MUS 220/420 Jazz Guitar Ensemble*
MUS 221/421 Small Jazz Ensemble*
MUS 228/448 UNC Early Music Ensemble
MUS 229/429 UNC Contemporary Music Ensemble
MUS 230/430 Small Ensemble & Chamber Music**

*MUS 221/421 or MUS 220/420 is required, by assignment, for students whose primary applied lessons are in jazz, and elective otherwise.

**MUS 230/430 is variable title and can be taken under any title for Chamber Ensemble credit.

Additional Ensembles are available as **elective** unless notated as required, based on program:

MUS 253/453 UNC Alternative Styles Ensemble
MUS 256 UNC European Summer Opera Programs
MUS 266/466 Chamber Choir
MUS 282/482 University Singers
MUS 285/485 Performance in Opera Theatre
MUS 286/486 Scene Studies in Opera
MUS 292/492 Marching Band

Course Attendance

UNC School of Music has strict attendance policies on all courses.

If you are absent for two consecutive class periods, the instructor will notify the School of Music Main Office for additional action to be taken.

Piano Proficiency

Piano proficiency is required for the following degrees:

Bachelor of Music Education

Instrumental Music K-12 Teaching

Vocal, Piano, General Music K-12 Teaching

Bachelor of Music

Instrumental Performance

Jazz Studies

Vocal Performance

Composition

Business

For the majority of the listed degrees, piano proficiency equates to the courses required for piano class in the program. For example, by completing up to MUS 260: Piano Class III or MUS 262: Jazz Class Piano, one has completed the piano proficiency requirements.

With prior piano knowledge, students can test into a higher level, or test out of the courses altogether.

If a student feels comfortable with any of the following, it is best they sign up for a piano class assessment with the Coordinator of Class Piano:

- Sight read a melody with a simple chordal accompaniment
- Transpose a melody with and without simple chordal accompaniment
- Play major and harmonic minor scales and arpeggios up to 4 sharps and 4 flats
- Perform a prepared repertoire piece of your choice

For Composition majors with piano as the applied instrument, the following is required.

Per the UNC UG Catalog:

The Class Piano sequence is required also for piano students, who will be placed into the appropriate semester based on an assessment with the Coordinator of Class Piano.

Students who test out of a class in the Class Piano sequence will instead take an additional hour of MUS-prefix electives.

VII. Recitals

Degree Requirements

If a recital is required for your degree, it will be listed in your degree requirements on both the four-year plan, and in the official UNC Undergraduate Catalog.

Degree Recitals must follow all area requirements regarding repertoire.

A confirmation form must be signed electronically by the applied teacher immediately after the completion of the recital. This form will be generated through the Main Office during recital set-up and scheduling.

Registration Requirements

There is no additional registration required to give a recital. Recitals are considered a non-course related requirement. However, typically recitals are only permitted at the undergraduate level if registered for 400-level lessons, after completing the Upper-division proficiency on your primary instrument. Recital scheduling procedures must be followed and completed to give a recital, whether its degree related or a non-degree recital.

Scheduling Procedures

Deadlines

Fall 2018 Recital Request Deadline: Second week of September

Spring 2019 Recital Request Deadline: First week of February

Scheduling

All recitals require a **Recital Request Form**. This form must be submitted at least 30 days out from the requested recital date and must be submitted by the 4th week of classes. Recital requests submitted less than 4 weeks out will require approval from the Director of the School of Music.

For all Recital Requests that require approval from the Director of the School of Music: Please send an email requesting approval to michael.alexander@unco.edu. Please include an explanation for why you are requesting the director's approval and why your request is necessary.

Please fully review the form before submitting your request.

For Joint Student Recitals, each student must submit their own Recital Request Form.

Please check the Performance and Rehearsal Calendar for availability when choosing your recital date. Please keep in mind that this calendar is updated frequently and events are scheduled on a first come, first served basis. Submitting a recital request form DOES NOT guarantee you a recital date, time or venue until the Music Office has approved it and it has been placed on the Performance and Rehearsal Calendar.

No recitals will be held during clear week or final's week without consent of the Director of the School of Music.

Please check with Ron Brooks in the Vault to discuss date and venue possibilities, as well as options for your dress rehearsal.

Venue options

Recitals must be scheduled by submitting the online Student Recital Request Form. See the Scheduling tab for more information.

The following venues are commonly used for recitals:

Milne Auditorium: Milne is reserved for MUS 100 classes and recitals as follows:

- Monday 6:15pm – Woodwind
- Tuesday 5:00pm; Friday 12:20pm – Voice
- Wednesday 4:40pm – String
- Thursday 4:40pm – Piano

Sundays are typically reserved for dress rehearsals after 12:00pm. For availability outside of these times, please consult Ron Brooks.

Campus Commons is not typically used for student recitals. Requests for the use of Campus Commons spaces should be sent to the Managing Director of the UNC Performance Hall.

Frasier 90 (Studio B): This space is reserved for Jazz recitals during the following times: Monday & Friday 12:20pm, Tuesday 500pm

Frasier 249: This space is reserved for MUS 100 classes and recitals as follows:

- Wednesday 4:40pm – Brass
- Friday 12:20pm – Woodwind

Off-Campus Venues: Several area churches allow our students to use their facilities for recitals. Information about those venues can found in the School of Music Office. Please note: It is the student's responsibility to schedule off campus recital venues, and it is the student's responsibility to cover any rental fees for those venues. UNC staff will not schedule off campus venues for students!

Dress Rehearsals will be scheduled after your recital date has been confirmed with the School of Music Office.

Timeline

3 weeks out from your recital date: Program materials are due. You will be responsible for formatting your own program if materials are late.

1-2 weeks out from recital date: Return reviewed/corrected recital program to the Music Office for printing.

Cancelation Procedures

If a recital must be cancelled this request must go to recitals@unco.edu. A faculty member must recommend the cancellation and be cc'd on the email request.

Recital Program Procedures

The Music Office will format all recital programs as long as the program information is submitted at least 3 weeks out from the recital date. Students may elect to format their own program using the program template provided below.

Students must format any program information submitted **less than 3 weeks out** from the recital date by using the Student Recital Template found on the School of Music Website >> Forms & Info >> For Students >> Recitals.

To submit program information to the Music Office, please click on the Submit Recital Program Info link that is relevant to your performance area. This link will take you directly to the form where you can input your information.

A formatted copy of the program will be given to your advisor to review with you and make any corrections. Accuracy is the responsibility of the student and the applied instructor. Corrections must be submitted at least 1 week prior to the recital. There will not be any reprints after the approval to print has been given.

Please contact the school of music at recitals@unco.edu with any questions, additional formatting requests, or for additional information.

Student Recital Template, if deadlines are missed:

Students that format their own program **must** use the template provided on the UNC School of Music Website (*Forms and Info >> For Students >> Recitals >> Program*) and will need to have their program approved by their applied instructor and the Music Office prior to their recital. **Students will be responsible for printing their own programs and must submit at least 8 copies of the approved program to the Music Office prior to the recital date.**

VIII. Facility and Instrument Rentals

Facility Hours of Operation

Main Office Hours

8:00am-5:00pm, **closed** 12:00pm-1:00pm

Student access with I.D. swipe for current majors:
6:00am – 12midnight

Frasier Building Hours
7:00am – 10:00pm

Key Requests

A select set of keys can be checked out on a short-term basis (1-3 days) from the Music Office in Frasier 108.

If faculty/staff feel a student requires a key for long-term use, they must fill out a Key Request Form on the students' behalf. This form must be submitted by a faculty/staff member. If approved, the student can pick-up their key request card from the main office in the School of Music and take it to Parsons Hall for processing.

Room Requests

Rooms in Frasier Hall may be requested for student use by completing an online request form. Requests are processed in the order they are received, usually on the following business day. Submitting a request does not reserve the room; you will receive a confirmation email with the room reservation if we are able to fulfill your request.

Any classroom that is normally used for music classes may be requested. Rooms in the Music Library are reserved through the Library. Practice rooms may not be reserved. Milne Auditorium can only be used by the School of Music for recitals and dress rehearsals. We do not have access to Milne before 4:30pm on weekdays because it is disruptive to classes in Kepner.

To view the room availability or schedule a room, navigate the School of Music website to *Forms and Info >> For Students >> Room Reservations and Rentals >> Online Room Request*

Instrument Rentals

Instruments can be rented through the Vault for use by UNC students enrolled in music courses for classes and performances presented by the CPVA. Here is the procedure:

1. Fill out and submit this online form.
2. Pay the rental fee of \$25 (CASH ONLY!) in person at the Vault.
3. Your instrument will be assigned, and you can pick it up at that time.

For those enrolled in Methods Classes (strings, woodwinds, or brass), the single \$25 fee will transfer from one instrument to the next as you change instruments through the semester; however, a separate contract and fee is required for each Methods class taken.

Rented instruments must be returned to the Vault by Wednesday of Finals Week each semester. A late fee of \$5 per day will be assessed and charged to your student account for each calendar day after the due date. A Contract Extension may be requested if you need the instrument for a Final Exam on Thursday or Friday of Finals Week or if you need the instrument to play at the Commencement ceremony. Contracts will not be extended beyond the Monday following Finals Week and late fees will be assessed. If an instrument is not returned to the Vault within 30 days of its due date, the student will be charged the full replacement cost of the instrument as stated in the contract.

To view the online Instrument Rental Form, navigate the School of Music website to *Forms and Info >> For Students >> Room Reservations and Rentals >> Instrument Rentals*

Locker Policy

Lockers are available for rental in a variety of sizes by following these instructions:

1. Fill out and submit the online form.
2. Pay the rental fee of \$5 per semester in person at the Vault.
3. Your locker will be assigned at that time and you will be given the combination.

The locker can be renewed on the same contract for sequential semesters, but a new contract must be signed for each school year.

At the end of each semester, any lockers that have not been renewed are either emptied of their contents (those contents are stored in the Vault to be picked up by the person who signed the locker contract) or the lock will be changed until the fee is paid for the new semester.

To view the online Locker Rental Form, navigate the School of Music website to *Forms and Info >> For Students >> Room Reservations and Rentals >> Locker Rentals*

IX. Graduation Procedures

Common Hour/MUS 100 Requirements

Students are required to take MUS 100 7-8 times, based on degree. This is not tied to lessons.

Students should only register for one MUS 100 per semester, in their primary area. Student do not need to register for two MUS 100 sections pursuing a double degree.

The **Common Hour** is associated to the MUS 100 listing, so when a student registers for MUS 100, they are reserving both times.

Common hour is 50 mins on M 12:20-1:10p. The entire school is invited to come together and learn from guest artists, presenters, and performers regarding the current landscape of a music career.

Common hour meets 4-5 times per semester. The dates are published at the beginning of the academic year. All events are required. Attendance at this event will impact the MUS 100 grade.

MUS100 Syllabus, school-wide is as follows:

Each semester, students will attend Common Hour Convocations plus a minimum of 5 concerts or productions in which you do not perform.

The following will count towards the five concerts or productions per semester:

- 1) Professional concerts on or off-campus
- 2) Faculty recitals outside your performance area
- 3) On-campus guest artists outside your performance area
- 4) Up to two UNC Curricular Ensemble concerts outside your performance area

Proof of attendance: Concert programs must have your name legibly printed and your signature on the program cover. Signed programs must be scanned into the Canvas grading shell. Please communicate with the instructor of record if you have any questions.

Grading: This course is graded as pass or fail. All programs are due by the last day of classes. Common Hour attendance will be tracked by digital check-in and check-out. All Common Hour sessions are required. Absences must be approved by the instructor of record in advance. Any unexcused absences from Common Hour events or attending less than 5 approved concerts or productions will result in failure of the course.

Applying to Graduate

To apply to graduate, it is best to portal through Degree Works. Click on the link in the Graduation Application box, once it's definitive that all requirements have been fulfilled or are pending the semester's completion. If there are any unfulfilled requirements, the graduation application will be denied. Students should ensure they've communicated with the Music Retention Coordinator regarding a graduation application timeline.

Students are permitted to apply to graduate prior to the degree recital showing fulfilled in Degree Works. If able, it's important to list the recital date on the graduation application, to notate it's been scheduled.

Graduation Evaluation

All students will complete a graduation evaluation, instead of an advising session the semester prior to their final semester.

This evaluation will occur with the Music Retention Coordinator. Students entering their final semester can bypass their faculty advisor, and schedule directly with the Music Retention Coordinator for their graduation evaluation. This still occurs during the advising period.

Walking prior to completion

Students graduating in Summer semester have the ability to walk in Spring. Students walking in Spring and graduating in Summer must notate Summer as their graduation term when applying to graduate. Students that graduate in Fall must walk in Fall.

X. Additional Resources

Health and Safety for Musicians

Auditory health is essential for a long career in music. Please visit the following sites to educate on ways to maintain one's auditory health.

NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health – [Click Here](#)

Protect Your Hearing Every Day – [Click Here](#)

Student Information Sheet on Noise-Induced Hearing Loss – [Click Here](#)

Protect Your Neuromusculoskeletal and Vocal Health Every Day – [Click Here](#)

Protecting Your Neuromusculoskeletal Health – [Click Here](#)

Protecting Your Vocal Health - [Click Here](#)

Mental Health Resources

Per the UNC Counseling site:

Students face both academic and personal issues while at the University. Sometimes, personal issues become intense and may interfere with school performance and personal happiness. Our Center provides a place for students to talk about issues or concerns that are important to them.

Staff members provide outreach presentations on campus that address topics including healthy relationships, dealing with stress, and self-care, while focusing on prevention education.

If you think you would benefit from counseling, you are not alone. Each year approximately 18% of the student body accesses services at the Counseling Center.

The Counseling Center Senior Staff is made up of licensed psychologists and licensed professional counselors who specialize in working with the college population. Additionally, the Center offers psychiatric services at a lower cost.

The UNC Counseling Center is accredited by the International Association of Counseling Services and our doctoral level Internship Training Program is a member of the Association of Psychology Post-doctoral and Internship Centers (APPIC). To find out more about the Counseling Center, please call us.

Counseling services are **free** to UNC students!

Contact Information:

Cassidy Hall - Second Floor

Phone: **970-351-2496**

Office Hours:

Monday-Friday:

8:00am-12:00pm / 1:00pm-5:00pm

To initiate services, walk-in times are available Monday-Friday from 1pm-4pm.

24/7 Crisis Response Services can be accessed by calling **970-351-2496**.

Disability Resources

Per the Disability Support Services (DSS) Office website:

DSS collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

Services Provided include:

- Sign Language Interpreting Services
- Adaptive Technology

- Braille, Screen Readers, Enlarged Print
- Books in Audio or Alternate Format
- Note-Taking
- Captioning
- Testing Accommodations

Contact Information:

Michener L-80 / Campus Box 139

Office Hours: 8:00am-5:00pm

Phone: **970-351-2289**

DisabilitySupport@unco.edu

Website: <http://www.unco.edu/disability-support-services/>

Security & Police Escorts

The UNC Police Department offers after-hour escorts. If students are practicing late, and want assistance back to dormitories on-campus they can request an escort by calling (970) 351-2245

To see additional resources and services provided by UNC Police – visit their website at <http://www.unco.edu/police/services/>