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# School of Music

## Student Guide

### From the Director:

Welcome to the 2008-2009 academic year at the School of Music of Texas State University. The *Student Guide* is a reference handbook that can save you time, money, and disappointment. Policies often change from one year to the next and so the information contained in the *Student Guide* will keep you informed and on track.

When a problem arises, a student might say, "I didn't know about that" or "I didn't know what to do." The *Student Guide* can give you the information you need to avoid or solve the problem. Be prepared by reading the contents of this handbook and referring to it often.

It is essential that you know the necessary steps to resolving a problem quickly and efficiently. The steps in order are:

- 1) refer to the *Student Guide* and the *University Catalog*
- 2) consult the teacher of the class or ensemble before discussing it with anyone else
- 3) talk to the area coordinator (listed in the *Student Guide* under Faculty/Staff)
- 4) talk to an Undergraduate Advisor, Ms. Lucy Bloor (or any Fine Arts advisor) or the Graduate Advisor, Dr. Kevin Mooney
- 5) speak with the Director, Dr. Thomas Clark

In extreme cases where the problem is not resolved in any of the steps listed above, the Interim Director will make an appointment for you with the Dean of Fine Arts & Communication, Dr. Richard Cheatham.

It is the desire of the music faculty and staff that you have an enjoyable and productive year. Take advantage of the many wonderful opportunities at Texas State. We wish you great success at Texas State University.

Dr. Thomas Clark, Director  
Texas State School of Music

## Mission Statement

The School of Music is committed to excellence in music teaching and learning for all students at Texas State. As a unit within Texas State, we provide a liberal education with emphasis on cultural values by offering special course work in the arts and humanities.

The School of Music offers thorough preparation for careers in music, music education and sound recording. In addition, it provides opportunities for all university students to develop musical skills and cultural understanding. The School also serves as an outstanding cultural resource for the university and San Marcos communities.

## Faculty and Staff

### School of Music Administration

Thomas Clark, Director  
Lucy Bloor, Assistant to the Director  
Cindy Dean, Administrative Assistant  
Susie Castillo, Administrative Assistant  
Joanne Engel, Administrative Assistant (Ensembles)  
Michele Chapa-Ortegon, Administrative Assistant (SRT)  
Eric Thompson, Staff Accompanist  
Sunnie Oh- Schüler, Staff Accompanist

### Advisors

Lucy Bloor, Undergraduate Advisor  
Kevin Mooney, Graduate Advisor

### Voice

Brigitte Bellini	J. Bert Neely
Cary Michaels	Cheryl Parrish
Samuel Mungo	Juli Wood

### Woodwinds

Ian Davidson, oboe	David Pino, clarinet
Adah Toland Jones, flute	Douglas Skinner, saxophone
Todd Oxford, saxophone	Daris Hale, bassoon

### Brass

Stephen Hager, horn	Raul Rodriguez, tuba/euphonium
Charles Hurt, trombone	Keith Winking, trumpet
Jack Laumer, trumpet	

### Percussion

Genaro Gonzalez	Bobby Lopez
Kari Klier	Butch Miles

**Keyboard**

Ezra Bartz  
Faith DeBow  
Washington Garcia  
Hank Hehmsoth

Jason Kwak  
Sunnie Oh- Schüler  
John Schmidt  
Timothy Woolsey

**Strings**

Ames Asbell, viola  
Paula Bird, violin  
Mark Cruz, guitar  
David Dawson, bass

Christopher Haritatos, cello  
Lynn Ledbetter, violin  
Grant Mazak, guitar

**Music Education**

Lynn Brinckmeyer  
Glena Carnes  
Mary Ellen Cavitt

Patricia Fleming  
M. Robin Stein  
Mollie Tower

**Jazz Studies**

Hank Hehmsoth  
Freddie Mendoza  
Butch Miles

Morris Nelms  
Carlos Vega  
Keith Winking

**Multicultural Studies**

John Lopez  
Juanita Ulloa  
Carlos Vega

**Sound Recording Technology**

Robert Arnold  
Mark Erickson

Mark Genfan  
Gary Hickenbotham

**Music Theory, Composition, and History**

Ian Davidson  
Charles Ditto  
Cynthia Gonzales  
Richard Hall  
Christopher Haritatos  
Gordon Jones  
Morris Nelms  
Dimitar Ninov

Joey Martin  
Kevin Mooney  
Russell Riepe  
John Schmidt  
Nico Schüler  
Paolo Susanni  
Naymond Thomas

## **Ensembles**

Jonathan Babcock, Assistant Director of Choral Activities  
Caroline Beatty, Director of Athletic Bands  
Howard Hudiburg, Director of Orchestral Activities  
John Lopez, Coordinator of Multicultural Ensembles  
Joey Martin, Director of Choral Activities  
Samuel Mungo, Director of Opera Studies  
Rod Schueller, Director of Bands

## **Music Technology**

Hank Hehmsoth

## **Music Librarian**

Mark Blair

## **Evans Auditorium/UPACC Coordinator**

Gayla Raymer

## **Piano Tuning and Repair**

Brian Henselman

## **Facilities**

### *Music Building*

The Music Building includes classrooms, faculty studios and rehearsal halls. There are separate rehearsal facilities for bands, orchestra, choirs, jazz ensembles, chamber groups, and opera. The facility also contains the Recital Hall, the Schneider Music Resource Center, over 30 practice rooms, an electronic piano laboratory, an electronic music studio, a multi-station computer lab, an instrument checkout room, lounge, and the administrative office suite.

### *Evans Auditorium*

Evans is the largest performance hall on campus. The seating capacity of Evans is 933. Bands, orchestra, jazz ensembles, choirs, University Arts events utilize Evans as a performance site.

### *University Performing Arts and Conference Center*

The performance area in UPACC seats 390, and houses the Swearingen organ. UPACC is an ideal hall for chamber music, solo recitals, choral concerts, small theatre and opera productions. The building also provides conference rooms and support space for conferences and workshops. It is located on West Campus with close parking, easy access, and an impressive view of San Marcos.

### *Recital Hall*

The Recital Hall, seating 149, is housed in the Music Building.

### *Schneider Music Library*

The Schneider Music Library, centrally located in the Music Building, provides convenient

access to scores, sound recordings, sheet music, music education materials, and a number of music reference sources. All patrons must present their Texas State ID or library card to check out materials.

To find resource materials, use the University's on-line catalog (an electronic card catalog) to determine Texas State holdings. The library has handouts on searching the online catalog or you can ask for assistance. Most scores can be checked out and taken home. Sound recordings must be used in the library (with some exceptions). The library has more details on loan periods and other library policies. Tours of the library and workshops on using various tools and services will be offered periodically throughout the semester and upon request.

The library assesses fines on overdue materials to encourage the timely return of materials: AV materials are fined at a rate of 50¢ per day. Scores are 25¢ per day. All items have a maximum \$7.00 fine per checked out item.

If you lose materials belonging to the library, you are responsible for the cost of replacement (as determined by the music librarian) plus a processing fee (\$5.00) for each item.

You may pay fines using cash or preprinted personal checks (with ID). You can also pay fines at the Alkek Library. Unpaid fines and overdue materials will result in a registration bar, preventing you from registering or checking your grades.

For more information, go to <http://www.library.txstate.edu/music-lib>.

### *Music Computer Center (MC2)*

The Music Computer Center features a cross-platform, high-end PC and Mac-based network, and 30 workstations. Twin servers provide users with fast and safe access to over 200 Gigabytes of storage for multimedia, digital audio, video, and web-design.

All Texas State students are encouraged to take advantage of the center resources, not only to complete required course materials for the curriculum, but to pursue and promote their career interests via media-authoring software and hardware. At MC2, you can record, design, and produce CDs and DVDs, print commercial-quality scores, sequence MIDI, scan and edit photography, create your own 3D artwork and animations, digitize video, edit QuickTime© movies of concerts and performances, and design websites complete with MP3 audio, Flash, and Director content.

## **Financial Aid**

Music scholarships may be awarded following the entrance/scholarship auditions. Awards are based on performance accomplishment and potential, general musicianship, academic record (GPA), and promise for the completion of a degree program at Texas State. There are two types of scholarships: School of Music Scholarships and Ensemble Performance Grants.

### *School of Music Scholarships*

Students receiving School of Music scholarships must perform with University performing organizations and enroll for private lessons in their performance area. A Texas State grade of C or better in music classes and a 3.0 Texas State GPA must be maintained to renew a scholarship. Grades are checked at the end of each semester. The semester GPA is used instead of the cumulative GPA. *Review your scholarship contract for specific scholarship requirements.*

The Music Scholarship Committee monitors all music scholarship awards and establishes guidelines for scholarship eligibility and renewal. Specific guidelines and requirements for the various scholarships are available in the Music Office. Music students may also qualify for other University scholarship aid. Contact the Office of Student Financial Aid for information. Receiving a music scholarship does not prevent a student from receiving additional scholarships and financial aid (grants, loans, and work-study awards) through the University.

**Important note: Scholarship renewal is not automatic from year to year. You must apply for scholarship renewal each year. See the Music Office for the appropriate form.**

### *Ensemble Performance Grants*

At the discretion of the major ensemble directors, performance grant scholarships may be awarded to music majors as well as non-music majors. Requirements may vary but participation in the particular major ensemble is mandatory.

### *Graduate Assistantships*

A limited number of assistantships are awarded each year to qualified graduate students who teach and provide other services in a variety of areas of the School of Music. Interested graduate students should consult the Director of Graduate Studies in Music, Dr. Kevin Mooney, for further information. In order to receive primary consideration, applications for assistantships should be completed by March 1 for positions in the following fall semester.

## **Curriculum Requirements & Advising**

### *Degree Programs*

The following degrees are offered in the school of Music:

#### Bachelor of Music

- Music Studies with All-Level Certification
- Performance
- Jazz Studies

#### Bachelor of Science in Sound Recording Technology

#### Bachelor of Arts in Music

#### Master of Music

- Music Education (specializations in choral music, instrumental music, general music, Latin music, Kodaly pedagogy)
- Performance (including specialization in Latin music)

- Conducting (specializations in choral or instrumental conducting)

- Theory
- Composition
- History and Literature
- *Piano Pedagogy (pending approval)*

### *Admission Requirements*

To major in Music, freshman, transfer and graduate students must first be accepted for admission by the university. Undergraduates (BM, BS, BA) must perform an entrance audition before the appropriate committee for acceptance into the School of Music. Also required at the entrance audition are an aural exam and a theory placement exam. During orientation, all students complete a piano exam for diagnostic purposes. Transfer students must meet the same entrance requirements.

Admission to the School of Music graduate program is overseen by the School of Music Director of Graduate Studies. Performance majors must take an audition before the appropriate faculty. Composition majors must submit a portfolio of scores and recordings of original works and schedule a personal interview. MM-Music Education majors are evaluated on their transcripts and must have a 3.0 GPA in previous music coursework. Applicants for music education in the graduate program are required to have an interview with the appropriate coordinator.

### *Registration*

The School of Music follows a simple procedure for registration. This procedure is necessary whether the student is registering during Registration Period One (October or April) or Registration Period Two (August or January). It is strongly suggested that students register during the first registration period. Some courses are made or canceled based on the enrollment figures after the first registration period. Others fill up quickly and space may not be available after the first registration period.

### *Advising*

Undergraduate music majors, minors, and transfer students must meet with an Academic Advisor for approval of their schedules. The advisor for all Sound Recording Technology majors is Professor Mark Erickson. Graduate students meet with Dr. Kevin Mooney.

Plan to meet early with the Academic Advisors. The Schedule of Classes usually is released 3 - 4 weeks prior to the first registration period. As soon as it is available, you may schedule your advising session. The on-line version of the Schedule of Classes is always current and may be found at [www1.txstate.edu/catsweb/rg/soc.htm](http://www1.txstate.edu/catsweb/rg/soc.htm). The computer is programmed to clear certain classes based on completed prerequisite classes or current enrollment. Transfer students should check with Lucy Bloor in the Music Office to get special approval for some music classes.

### *Class Attendance*

The requirements for class attendance vary greatly from course to course, professor to professor. All attendance policies should be detailed in the course syllabus which is distributed at the beginning of the semester. Be sure you understand the attendance requirements and ask your professor if there is any uncertainty. If you are involved in a university function that conflicts with class attendance (e.g., ensemble tour, NATS competition, etc.), you should submit a

“Request for Excused Absence” form to the instructor for each class that will be missed (see Appendix A of this booklet). The form requires the signature of the faculty member who is in charge of the event. These excused absences do not excuse you from completing all work associated with the missed classes. When you present the excuse form to each teacher, be sure to discuss the coursework you are responsible for upon your return to class.

### *Teacher Assignments*

Students usually continue studying privately with the same teacher from semester to semester. If you desire a change of teacher, take the following steps (in order):

- Obtain a change of teacher form from Ms. Lucy Bloor
- Communicate your desire to your current teacher.
- Communicate your desire to the teacher with whom you wish to study.
- If all parties are in agreement, the change will be made. If there is disagreement, you should consult with the area coordinator, the Undergraduate (or Graduate) Advisor, and the Director (in that order) until the disagreement is resolved.

Final determination of such changes will be made by the Director. When teaching loads permit, the desire of a student to study with a particular faculty member will be noted and every effort made to place that student in the desired studio if the conflict cannot be resolved.

### *Ensemble Requirements*

#### Major Ensembles

Marching Band (fresh only)	Jazz Lab Band (fresh only)	Men’s Choir (fresh only)
Concert Band (fresh only)	Salsa del Rio I	University Singers
Symphonic Winds	Jazz Ensemble	Chorale
Wind Ensemble	Jazz Orchestra	Guitar Ensemble
Jazz Ensemble	Symphony Orchestra	Mysterium
Jazz Orchestra	Women’s Choir (fresh only)	

#### Secondary Ensembles

Any of the above ensembles	Jazz Combos
Chamber Music	Opera Workshop
Student Chamber Music	VocaLibre
Steel Drum Band	Chamber Orchestra
Salsa del Rio II (ODR)	Conducting Seminar (grad only)
Mariachi	Modern Music Ensemble (grad only)

Ensemble requirements vary depending on catalog year, major and instrument. Please refer to the chart below to determine *minimum* ensemble requirements. The area coordinator and the Director of the School of Music must approve all exceptions and appeals. If you have questions, please contact your advisor.

#### Graduate Requirements

Please contact Dr. Kevin Mooney for appropriate ensembles requirements and suggestions.

## Undergraduate Catalog 2008-2010

### *Woodwind/Percussion/Brass*

	<b>Marching *</b>	<b>Concert</b>	<b>Jazz Bands</b>	<b>Any Major Ens</b>	<b>2<sup>nd</sup>ary Ens /Chamber</b>
Music Studies	3	3		1	2-4 chamber
Performance		4		4	4
Jazz Studies		2	6		2+4 jazz combos
SRT				4	
BA				4	

\* 2 semesters of Marching Band count as PFW credits

### *Strings*

	<b>Symphony</b>	<b>Jazz Ensemble</b>	<b>Any Major Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Studies	7			2-4 chamber
Performance	8			4
Jazz Studies	2	6		2+4 jazz combos
SRT			4	
BA			4	

### *Guitar*

	<b>Guitar Ens</b>	<b>Jazz Ens</b>	<b>Major Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Studies				
- Choral track	2-4		See Vocal	
- Band track	2-4		See W/P/B	
- Orch track	2-4		See Strings	
Performance	6-8		0-2 Major Ens	
Jazz Studies	2	6		2+4 jazz combos
SRT			4	
BA			4	

### *Piano*

	<b>Accompanying</b>	<b>Major Ens</b>	<b>Jazz Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Studies				
- Choral track	4	See Vocal		
- Band track	4	See W/P/B		
- Orch track	4	See Strings		
Performance	6-8	0-2		
Jazz Studies	2		6	2+4 jazz combos
SRT		4		
BA		4		

*Vocal*

	<b>Choir</b>	<b>Opera</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Studies	7		2-4
Performance	8	2	
SRT	4		
BA	4		

**Undergraduate Catalogs before 2008**

*Woodwind/Percussion/Brass*

	<b>Marching *</b>	<b>Concert</b>	<b>Jazz Bands</b>	<b>Any Major Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Ed	3	3		1	
Performance		4		4	8
Jazz Studies		2	6		8(4 jazz combos)
SRT				4-6	0-2
BA				4	

\* 2 semesters of Marching Band count as PFW credits

*Strings*

	<b>Symphony</b>	<b>Jazz Ensemble</b>	<b>Any Major Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Ed	7			
Performance	8			8
Jazz Studies	2	6		8(4 jazz combos)
SRT			4-6	0-2
BA			4	

*Guitar*

	<b>Guitar Ens</b>	<b>Jazz Ens</b>	<b>Major Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Ed				
- Choral track			See Vocal	
- Band track			See W/P/B	
- Orch track			See Strings	
Performance	6-8		0-2 Major Ens	
Jazz Studies	2	6		8(4 jazz combos)
SRT			4-6	0-2
BA			4	

*Piano*

	<b>Accompanying</b>	<b>Major Ens</b>	<b>Jazz Ens</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Ed				
- Choral track		See Vocal		
- Band track		See W/P/B		
- Orch track		See Strings		

Performance	6-8	0-2		4
Jazz Studies	2		6	8(4 jazz combos)
SRT		4-6		0-2
BA		4		

### *Vocal*

	<b>Choir</b>	<b>Opera</b>	<b>2<sup>nd</sup>ary Ens</b>
Music Ed	7		2-4
Performance	8		
SRT	4-6		0-2
BA	4		

### *Class Withdrawals*

Dropping or removing a class or classes from your schedule is done via CATSWEB. To do this you must remain enrolled in at least one course.

A “W” grade will be assigned *automatically* if you drop one or more classes during the first 60% of the semester. Courses officially dropped on/before the 12<sup>th</sup> class day during fall and spring semesters and 4th class day during summer sessions are not recorded on your transcript.

Students beginning in fall 2007 or later are subject to limitations on the number of courses dropped. The student can drop six or less courses without academic penalty.

Withdrawing from all classes for the semester must be done through the Registrar’s Office and, as necessary, the Financial Aid Office.

The deadline for withdrawing from all courses enrolled in at Texas State is two weeks before the beginning of final examinations during the fall and spring semesters, one week before final examinations during the summer sessions.

### *Re-admission*

A student who leaves the School of Music in good standing can be readmitted to the School of Music without re-auditioning if returning within an academic year.

A student who receives an “F” for applied lessons or has not been a music major at Texas State for more than one academic year will need to re-audition.

### *Academic Dishonesty*

For a complete description of the policies and procedures regarding Academic Dishonesty, refer to the University Student Handbook. There are also relevant brochures located in the Music Office.

### *Final Examinations*

The schedule for all final examinations is posted on the Academic Calendar of the Texas State website. In addition, the schedule is posted on the window of the Music Office that faces the lobby area; it is also published in the Schedule of Classes distributed before registration. Faculty are expected to adhere to this schedule if at all possible. Occasionally, a situation arises when a

final examination must be scheduled at an alternate time. Such deviations must be cleared by the Director of the School of Music.

### *Grading Policies and Appeals*

Every instructor should provide a written syllabus explaining grading policies at the beginning of the semester to all registered students. If you have a concern about your final grade, the first step is to consult with the instructor. If that proves unsatisfactory, arrange a meeting with the Director of the School of Music. A third step is to arrange a meeting with the Dean of Fine Arts & Communication. For a detailed account of the grade appeal process, refer to the University Student Handbook.

## **Concerts and Recitals**

### *Convocation (Departmental Recital)*

All BM and BA students must register for and successfully complete Convocation (MU 1000, 2000, 3000, 4000) every semester. Exceptions are as follows: (1) not required for SRT majors; (2) not required in the student teaching semester for music education majors. Specific requirements for Convocation may change from semester to semester. Details regarding attendance policies are included in the Convocation syllabus (distributed at the first Convocation meeting of each semester).

### *Recital Scheduling Procedures*

- A. Junior Recitals, Senior Recitals, and Graduate Recitals may be scheduled on afternoons and evenings during the semester. Weekday (Monday – Friday) starting times are 6:00 pm (until 7:00 pm), and 8:00 pm. Saturday and Sunday starting times are 2:00 pm, 4:00 pm, 6:00 pm, and 8:00 pm. On rare occasions, a weekday recital may begin at 4:30 pm; approval to use this time slot will be granted only by the Director of the School of Music upon submission of a written request that describes unusual circumstances. The deadlines for scheduling all recitals are listed below (see item I below).
- B. A pre-recital hearing is required for all Junior, Senior, and Graduate Recitals. Each performance medium (e.g., voice, piano, flute, trumpet, etc.) determines specific policies for its pre-recital hearings (e.g., scheduling of the hearing, amount of material to be included, adjudication personnel). If the pre-recital hearing is not passed, the recital is canceled in accordance with section K below.
- C. No recitals or concerts will be scheduled during the University's study days or during final exams.
- D. Two events should not be scheduled at the same time. Only in extenuating circumstances will exceptions be made. Such exceptions must be approved by the Director of the School of Music.

- E. Performance Request Forms must be used in the scheduling of all recitals, special events, guest artists, etc. These forms may be obtained from the Music Office. All needs associated with the recital (rehearsal times, special equipment, sound reinforcement, recording, programs, location, etc.) must be indicated on the form. For required student recitals, the Performance Request Form should include the signatures of three faculty members who have agreed to serve on the student's Recital Committee (see item F below). All student Performance Request Forms must be approved by the private instructor. The completed form should be submitted to the Music Office by the appropriate deadline as listed in item I below. The Music Office will assist with the scheduling of rehearsal times in the Recital Hall.
- F. Each required student recital (Junior Recital, Senior Recital, Graduate Recital) must be adjudicated by a Recital Committee consisting of three faculty members. When completing the Performance Request Form, the student must insure that all three faculty members sign the form, thus committing themselves to attend the recital at the date and time specified. The Recital Committee should include the student's studio teacher and at least one other faculty member from the same general performance area.
- G. Individual student recitals may not exceed a total of 60 minutes. Shared recitals (e.g., Junior Recitals, Music Ed Senior Recitals) should not exceed 75 minutes (30 minutes of music per performer plus a short intermission if necessary). Minimum lengths (actual performance time) for required recitals are as follows:

Performance majors (including Jazz Studies):

Junior Recital = 30-40 minutes

Senior Recital = 50-60 minutes

Graduate Recital = 60 minutes

Music Education majors

Senior Recital = 30 minutes (may be shared; see above)

- H. Program information must be submitted to the Music Office at least two weeks prior to the recital and must be written legibly or typed in the order of performance. Exact names of compositions, movements, composers, and performers (including accompanists) must be included. Indicate an intermission if applicable. Program notes, if any, must also be submitted at this time and must be legible. The studio teacher will have final review and approval of the program copy prior to printing.

The School of Music will provide a technician to record the recital for a fee of \$25. This fee must be paid prior to the student's receiving the printed programs. A CD of the recital will be made and deposited in the Music Library for the archives. The performer will also receive a CD recording at the end of the performance, provided the recording fee has been paid.

The following statement should appear in each required recital program:

“This recital is given in partial fulfillment of the requirements for [full name of degree]”

- I. Scheduling deadlines: Requests for graduate and undergraduate required recitals may be submitted after May 15 and no later than September 15 for a fall semester date and no later than January 30 for a spring semester date.
- J. Exceptions to the scheduling deadlines noted in item I above should be made infrequently and only with unusual cause. Petition must be made in writing to the Director of the School of Music in order to place a recital on the schedule after the above deadlines.
- K. Changes to the recital schedule are discouraged.
  1. Cancellations should be done only for serious and substantial reasons and must be documented in writing. Petition to cancel a scheduled recital must be made to the Director of the School of Music. If a student recital is canceled it may not be rescheduled until the next long semester.
  2. Other changes (e.g., changes of time or venue) are not allowed except with the expressed approval of the Director of the School of Music.
- L. A calendar of all scheduled recitals, concerts, and other music activities is maintained and accessible for reference on the School of Music website (see “EVENTS”). This calendar is normally created on a semester-by-semester basis.

#### *Accompanists*

At the beginning of every semester, the Coordinator of Keyboard and Accompanying, Dr. Woolsey, submits a list of approved accompanists to applied faculty. There are also off-campus pianists who serve as accompanists for recitals. Per hour rates vary. Check with your applied teacher for recommendations. School of Music staff accompanists may be assigned to student recitalists and student lessons as time permits.

#### *Concert/Recital Attire*

The official dress for all public performances by large ensembles of the School of Music is: Men - black tuxedos with black bow tie, white shirt, black socks and shoes; Women - floor-length skirts and blouses or floor-length black dress, black shoes. For chamber music recitals and solo recitals, all performers should dress in a manner that conveys respect for the music and the university. Generally, this means suits (coat and tie) for men and dresses or suits for women. Under no circumstances should performers appear in shorts, tee shirts, sandals or athletic shoes, etc. If you have questions about appropriate concert attire, consult your chamber ensemble director or applied studio teacher.

The School of Music also asks that non-performers who appear on stage (e.g., stage-hands, etc.) dress in a manner that conveys respect for the event. For men, slacks and sport shirts are acceptable; women should dress comparably. Again, shorts, tee shirts, sandals, athletic shoes, and generally sloppy attire are not appropriate.

### *Ticket Sales*

For many School-sponsored recitals there is an admission charge for general university students and community patrons. There is no charge, however, to music students enrolled in applied lessons except for:

1. tickets for Opera/Music Theatre productions
2. special fundraising concerts

A Recital Admission Card will be distributed to music students by Music administration.

### *Receptions*

You are welcome to hold a reception in the Music Building Lobby following your recital. However, if there is another recital scheduled in the Recital Hall immediately following yours, the reception **will not** be held in the lobby, but may be held in room 216 or 222.

## **Student Life**

### *Organizations*

Kappa Kappa Psi (national band fraternity)

Mu Phi Epsilon (professional music fraternity)

Phi Mu Alpha Sinfonia (professional music fraternity for men)

Pi Kappa Lambda (national honorary society for outstanding juniors, senior and graduate students in music)

Sigma Alpha Iota (national music service sorority)

Tau Beta Sigma (national band sorority)

Texas State chapter of the American Choral Directors Association

Music Educators National Conference

Texas Music Educators Association

### *Lockers*

The Music Building has a limited number of lockers throughout the first floor which are available for student use. To obtain a locker, identify a locker that is available, reserve the locker on the Locker Check-out Sheet located in the Music Office and place a lock on it. Only one locker per student, please! A locker must be renewed each long semester.

### *Music Stands*

Music stands are provided for practice and rehearsals. Each stand has a stenciled room number on it to ensure that enough stands are available in each rehearsal hall. Students are asked to return stands to the appropriate room after use.

### *Access to Music Building*

Music Building Hours (during long semesters and while classes are in session):

Monday – Thursday: 6:00 a.m. – 1:00 a.m.                      Saturday: 8:00 a.m. – 12:00 midnight

Friday: 6:00 a.m. – 12:00 midnight                              Sunday: 12:00 noon – 1:00 a.m.

During the summer and when classes are not in session, building hours are:

Monday – Friday: 6:00 a.m. – 11:00 p.m.

Saturday and Sunday: closed

### *Music Building Security*

Unlike other buildings on campus, the Music Building has extended hours to allow music majors time to practice, rehearse and study. Unfortunately, this can create opportunities for theft, vandalism and other crimes. The protection of our music students is of utmost importance. Please report any suspicious people or activities, especially after hours, to the Cindy Dean (Admin Assistant) or call the campus police. Crime prevention is the responsibility of everyone who uses the Music Building. The non-emergency telephone number of the University Police is 512-245-2805. The emergency number (on campus only) is 911. See the University Police website for more information on crime prevention, crime statistics and more.

### *Policies on Practice Rooms*

The Music Building has 33 practice rooms in the downstairs practice room area and 3 practice rooms in the percussion area upstairs. 5 of the downstairs practice rooms are reserved for percussionists to bring their own instruments. Mr. Gonzalez is in charge of assigning those practice rooms based on seniority and need. Several practice rooms with grand pianos are locked. The keys for these rooms are distributed by Dr. Woolsey to piano majors. One practice room holds the practice organ. One practice room holds a university-owned drum set. Use of these practice rooms is tied to applied lessons in those areas. The remainder of downstairs practice rooms is available on a first-come, first-served basis when the building is open. The upstairs percussion practice rooms are available for practicing on university-owned percussion equipment (usually housed in one of the ensemble rooms). These practice rooms need to be reserved the day before use. The checkout sheet is attached to each door. When using a practice room, please remember that personal belongings left in the room unattended, even for a short time, are not secure.

### *Lost and Found*

Check with the Music Office about items that are missing. Lost and found items are retained for a certain amount of time before they are discarded.

### *Bulletin Boards*

All postings must be brought to the Music Office to be stamped “Approved” before posting. Music Office staff will handle posting onto designated bulletin boards. Music Office staff will remove postings not bearing the approved stamp.

## Requirements for Prospective Music Teachers

### *Admission to Student Teaching*

- A Texas State GPA of 2.50
- A grade of “C” in ENG 1310 and 1320, or their equivalents
- A grade of “C” in each course in the assigned professional education sequence.
- A grade of “C” in each music course required of the major.
- Passed piano proficiency
- Completed Senior Recital

All requirements must be met by the end of the long semester (Fall or Spring) before the student teaching semester.

### *Seeking Teacher Certification*

Passing scores on the Texas Examination of Educator Standards (TExES) are required for a teaching certificate.

## Music Examinations for Undergraduate Music Majors

### *Upper Level Competency Exam*

You must pass the Upper Level Competency Exam (UCLR) before being allowed to register for a 3000 level course in your major area (e.g., music ed, performance, SRT, jazz). Normally, a student undergoes the UCLR during his or her fourth semester as a music major. The Undergraduate Advisor (Lucy Bloor) can tell you when you are scheduled for the UCLR. The timing of the UCLR is automatic for each student as he/she progresses through the curriculum; it is not optional with either the student or the faculty.

There is a separate UCLR Committee for each degree area (Music Education, Jazz Studies, Sound Recording Technology, Performance, and for the Bachelor of Arts degree.

In order to pass the UCLR, you must have successfully completed Aural Learning III, Music Theory III, Piano Proficiency (or three semesters of Class Piano), three semesters of Convocation, and an Upper Level Performance Jury. If any or all of these requirements are in progress at the time of the UCLR, the committee may act on the basis of other information as described below, with the final decision pending the results of the requirements in progress.

The UCLR consists of an interview with the area’s UCLR committee. At this interview, the following items are reviewed:

- Grades in Aural Learning I, II, and III
- Grades in Music Theory I, II, and III
- The results of the Piano Proficiency Exam
- The results of the Upper Level Performance Jury (see details below)
- Grades in all ensembles required in the curriculum
- Grades in all private instruction required in the curriculum
- Progress in the General Education Requirement

- Satisfactory completion of three semesters of Convocation
- The faculty's and student's assessment of factors related to the curriculum and to future professional demands

The Upper Level Performance Jury is an extended jury that determines the student's ability to advance to the 3000 level in the student's principal instrument.

You are allowed two attempts at passing the UCLR. There are three possible results of the initial UCLR:

- Pass: student may register for upper level courses in the major area
- Deferral: student may NOT register for upper level courses in the major area; the UCLR will be rescheduled for the end of the next semester
- Fail: student may NOT register for upper level courses in the major area; in effect, this terminates the student's degree program

There are two possible results of a second UCLR (resulting from a deferral):

- Pass: student may register for upper level courses in the major area
- Fail: student may NOT register for upper level courses in the major area; in effect, this terminates the student's degree program

Results of the UCLR should be sent to the Director, who formally notifies the student of the result in writing.

### *Piano Proficiency*

All music majors have a piano proficiency requirement. Music Education majors must pass the piano proficiency exam before being approved to student teach. The proficiency requirements are available from Professor Ezra Bartz. More information can also be found in the program degree outlines in the University Catalog.

Students may prepare for this proficiency by enrolling for the second semester of class piano for instrumental majors and the fourth semester of class piano for vocal majors and all performance majors. Students enrolled in private piano lessons may take the proficiency at any time with the approval of the applied teacher. Transfer students who may have passed a proficiency at another institution must also pass the proficiency at Texas State. Students entering Texas State with a keyboard background should consult Dr. Bartz for appropriate placement.

### *Theory Proficiency*

All undergraduate music majors must pass a theory proficiency examination. A passing score is a prerequisite for advanced theory coursework. Students seeking teacher certification must pass the test before student teaching. All other students must pass the test before graduating. Theory proficiency requirements are available upon request.

### *Juries*

All students taking private instruction in applied music must take a jury at the end of each semester of work as part of a final examination in that course. Under certain unusual circumstances, area faculty may allow a student to postpone a jury. In this event, the jury must be

performed for the faculty by the end of the second week of the next semester. Failure to do so will result in a failing grade for that jury examination.

## **University Owned Instruments**

### *Check-out Procedures*

Most university-owned instruments are stored in room 225. Exceptions include sousaphones (room 224), marching percussion, and concert percussion instruments. Band instrument inventory is administered by the Department of Bands. These instruments are issued by and returned to the Graduate Assistant in the band area. University-owned instruments may be rented for a fee of \$20 per semester. Mrs. Joanne Engel (Ensemble Administrative Assistant, room 151) is responsible for collecting this fee. Although normal wear and tear will be absorbed by the School of Music, any excessive damage to an instrument will be the responsibility of the student. A hold will be placed on the student's university account until the damage is repaired.

### *Instrument Insurance*

Any lost or stolen instrument is the financial responsibility of the student to whom the instrument is checked out. The student will be charged the purchase price of a new instrument (comparable in make and model). All grades will be held until the missing instrument is returned or replaced.

Students are **strongly advised** to obtain insurance on any and all university-owned instruments for which they are responsible. Riders to existing homeowner's or renter's insurance are very inexpensive and can save thousands of dollars and a great deal of trouble in the event that an instrument is lost or stolen.

## **Advising**

The School of Music (graduate & undergraduate) and the College of Fine Arts and Communications Advising Center (undergraduate) offer group and individual advising services for all students. While you are ultimately responsible for your degree and coursework, the advisor's mission is to assist you with your academic choices, academic adjustment to the University and personal development.

Suggested coursework each semester  
Registration problems (time conflict, special approval, etc)  
Probation/Suspension  
Graduation planning  
Graduation application  
Advice about specific majors  
Financial aid appeal assistance  
Correspondence Studies approval  
General studies transfer credits

## **Important Additional Information**

### *Fees for Repeating Courses (Three-peat Rule)*

Students paying resident tuition that repeat a course at Texas State more than twice, will be charged out-of-state tuition. *All MUSP and MUSE courses are EXEMPT from this rule.*

### *Fees for Excessive Undergraduate Hours (30- & 45-hour Rule)*

Under Texas Education Code §54.014 resident undergraduate students who began college-level coursework fall 1999 and after are subject to the out-of-state tuition rate, if before the semester begins the student has *attempted 45 hours* above the minimum requirements of their degree. Students initially enrolled in fall 2006 or later will be subject to the excessive tuition rates the semester after *30 hours* above the minimum hours required of their degree. Attempted hours include any course listed on the transcript either with a letter grade or a “W.” Minimum hour requirements for each degree can be found in the Undergraduate Catalog.

You can determine your attempted hours and degree limit by logging onto CATSWEB and viewing the information chart under “Check Registration Eligibility.” Please talk to an advisor if you have a question.

### *Graduation Requirements*

- A Texas State GPA of 2.00
- A GPA of 2.25 in the major(s)
- A GPA of 2.00 in the minor(s)
- A grade of “C” in each music course required of the major.
- Application for graduation must be submitted via CATSWEB by the 19<sup>th</sup> class day.

## **FOR MORE INFORMATION:**

Undergraduate Advising, Counseling, Registration  
Lucy Bloor, Room 101

Graduate Advising, Assistantships, Registration  
Dr. Kevin Mooney, Room 248

Student Teaching & Student Teaching Requirements  
Dr. Robin Stein, Room 218

Scholarships  
Dr. Joey Martin, Room 146

Recital Scheduling, Lockers, Room Reservations  
Susie Castillo, Room 101

APPENDIX A

**REQUEST FOR AN EXCUSED ABSENCE**

Student Name: \_\_\_\_\_ TxState ID \_\_\_\_\_  
Print Name

Name of Organization \_\_\_\_\_

Event \_\_\_\_\_ Date/Time \_\_\_\_\_

The above named student will be involved in an officially sanctioned university event, and will be unable to attend the classes on the dates and times listed below. Please grant this student an excused absence for the class sessions indicated.

COURSE NAME	COURSE NUMBER	INSTRUCTOR	CLASS DATES MEETING TIME	OF ABSENCE

This request must be signed by the advisor or director of the organization sponsoring this event.

\_\_\_\_\_  
 Signature, Advisor/Director Please print \_\_\_\_\_  
Advisor/Director

Advisor e-mail \_\_\_\_\_  
 Phone# \_\_\_\_\_ Date \_\_\_\_\_