

**University of New Orleans
Department of Music**

Undergraduate Student Handbook

**UNIVERSITY OF NEW ORLEANS
DEPARTMENT OF MUSIC**

UNDERGRADUATE STUDENT HANDBOOK

The Undergraduate Student Handbook has been prepared as a reference tool for students pursuing a degree in the Department of Music at the University of New Orleans. Information is included about the department, its degree programs, major concentrations, student responsibilities as well as Music Department Office procedures.

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UNIVERSITY OF NEW ORLEANS

DEPARTMENT OF MUSIC

MISSION STATEMENT

The Department of Music at the University of New Orleans is a reflection of its community, one of the most musically significant, historically important, and culturally diverse cities of the world. By promoting the highest levels of musicianship, scholarship, and creativity, the mission of the Department is to train musicians capable of furthering the musical legacy of the city and of assuming significant positions in the society through offering a B.A. with emphasis in Performance, Jazz Performance, Theory/Composition and History and a M.M. in Performance, Jazz Studies, Composition, and Conducting. The creative activity of the Department serves the cultural needs of the community through numerous performances by faculty and students. The Department's service activity includes support of community music making and a commitment to the development of regional, national and international partnerships. In addition, the Department serves the needs of non-majors through instruction and performance opportunities designed to nurture lifelong appreciation and support of music.

UNDERGRADUATE STUDY

The Department of Music is a full member of the National Association of Schools of Music (NASM), offering undergraduate curricula leading to the Bachelor of Arts degree in Music. In conjunction with the College of Education, the Department also offers a Bachelor of Arts degree in Music Education with either an Instrumental or Vocal emphasis. Training in the development of aural and analytical techniques, orientation in the historical aspects of music, and various performance skills are provided within each degree.

The Department is committed to serving the individual needs of the students as they solidify their basic musical skills and progress as musicians. Through the establishment of a thorough advising system in conjunction with Jury Examinations, a UNO music student has frequent access to faculty, assuring quality development and well-founded decisions.

DECLARATION OF MAJOR

Students should declare a major upon admittance to the University. Please note the following:

- A student may change a major to any other Department **within the College of Liberal Arts** at any time.
- A student may change a major to a Department **within another College** only during registration.

To be accepted into the Music Department, a student must either audition (Performance, Music Education, Jazz Performance) or present samples of his/her work with an interview (Theory/Composition, History). Only upon the recommendation of the faculty from the student's chosen emphasis area and the approval of the Chair will the student be allowed to enter the Department as a major.

STUDENT INFORMATION FORM

All majors must have an updated **Student Information Form** in their Departmental student file. Students must notify the Department immediately of any changes to this information.

GENERAL REQUIREMENTS FOR B.A. IN MUSIC AND B.A. IN MUSIC EDUCATION

In addition to regular course work listed in the University catalog, students should note the following special requirements.

- All full-time Music and Music Education majors are required to register for Student Recital Hour (MUS 1900) and must meet attendance requirements.
- Majors with an emphasis in Performance, Jazz Studies, and Vocal and Instrumental Education are required to perform in at least one Recital Hour each semester (with the approval of the Applied Music Lesson Instructor).
- A minimum of seven credits in an ensemble is required for graduation. Full-time students must enroll in one ensemble appropriate to their emphasis area each semester (except during the student teaching semester for Music Education majors) even though the seven-hour requirement may have been fulfilled. Part-time students are strongly encouraged to participate in an ensemble every semester. Any student, whether full-time or part-time, who is enrolled in an applied music course, must enroll in an ensemble. Students with an emphasis in composition, piano or history should consult with their advisor to choose an ensemble.
- All new and transfer students must audition for private or group instruction. For new and transfer students, the entrance auditions for scholarships and permission to pursue the music major will also serve as the audition for Applied Music lessons. Jury Examinations for students at all levels are held at the end of each semester and must be passed before promotion to the next level. Information concerning the proficiency requirements at each level may be obtained through consultation with you instructor and Area Coordinator.
- All incoming music students are required to take a Theory Placement Examination to determine their appropriate status in the theory program. This examination is given for Freshman during the first class period of MUS 1101 (Fall Semester). All transfer students are required to take a theory placement Examination as well. This will be administered upon entrance to the University of New Orleans and the Department of Music.
- All music majors must pass a Piano Proficiency Examination. These placement exams are available to all new and transferring students at the beginning of each semester. Continuing students will have an opportunity to pass the various requirement levels at the end of each semester. Students should consult their area advisor for the specific proficiency requirements in their areas of emphasis.
- This information and any updates are available at the Music Department website: music.uno.edu.

AREA/PROGRAM COORDINATORS

The Department offers two programs of study: Classical and Jazz Studies. A list of Area/Program coordinators is posted on the Department bulletin boards.

- Classical Program Areas
 - ◆ History
 - ◆ Music Education (Instrumental & Vocal)
 - ◆ Performance (Instrumental & Vocal)
 - ◆ Theory/Composition
- Jazz Studies Area
 - ◆ Performance

ADVISING

Students will be assigned advisors based on their emphasis areas. Advising is required of all majors and takes place in the final few weeks of each semester to assure correct scheduling for the following semester. The Department of Music provides quality advising; however, the final schedule and its impact on the student's progress through his/her degree plan is ultimately the responsibility of the student.

COURSE SEQUENCING

The initial four semesters of Theory, Musicianship and Piano Class are currently offered in the following sequence:

Classical Program

Fall – First Year

MUS 1101 Music Theory I
Elem. Musicianship
Piano Class

Spring – First Year

MUS 1102 Music Theory II
Elem. Musicianship
Piano Class

Fall – Second Year

MUS 2101 Music Theory III
MUS 2103 Advanced Musicianship
MUS 1407 Piano Class

Spring – Second Year

MUS 2102 Music Theory IV
MUS 2104 Advanced Musicianship
MUS 1408 Piano Class

Jazz Program

Fall – First Year

MUS 1101 Music Theory I
Elem. Musicianship
Piano Class
MUS 1003 Early Jazz

Spring – First Year

MUS 1102 Music Theory II
Elem. Musicianship
Piano Class

Fall – Second Year

MUS 2109 Jazz Harmony & Theory
MUS 2705 Jazz Improvisation
MUS 2605 Jazz Keyboard

Spring – Second Year

MUS 2110 Jazz Harmony & Theory
MUS 2706 Jazz Improvisation
MUS 2606 Jazz Keyboard

MUSIC 1900 - STUDENT RECITAL HOUR

All undergraduate full-time Music Majors in all degree programs must register for MUS 1900. This course consists of three components:

- RECITAL HOUR,
- DEPARTMENTAL CONCERTS
- THE ESSAY PROJECT

Part-time Music and Music Education majors also are required to register for MUS 1900 if their schedule includes a private or group Applied Music Lesson.

Recital Hour Component

Recital Hours are scheduled on six Fridays from 2-3pm every semester. Attendance is recorded. A faculty monitor will issue and collect Attendance Slips. **There will be no admittance and no attendance credit will be given for entry after 2:10 pm. Attendance slips will be accepted by the faculty monitor at 2:50 pm or at the conclusion of the Recital Hour performance, whichever comes first.** *Student performers on Recital Hour also MUST complete an Attendance Slip. More than 2 absences from Recital Hour will result in a FAIL for the entire course.*

Departmental Concerts Component

Six Departmental Concerts are required each semester. Attendance will be documented through a sign-in sheet or attendance slips to be found at the entry door for each event and turned in by the student. A list of concerts and other related events will be published at the beginning of each semester. Students should select the six concerts they will attend to fulfill this part of the MUS 1900 requirement. PLEASE NOTE: Classical Program students may attend Jazz concerts/events and Jazz Program students may attend Classical Concerts/events when meeting this requirement. **Failure to meet the 6 Departmental Concerts attendance requirement will result in a FAIL for the entire course.**

Essay Component

Every student registered for MUS 1900 must write an essay each semester. The essay subject and deadline for submission are announced at the beginning of each semester. The Department faculty reads all essays and selects finalists that are reviewed by individuals outside the Department. The author of the best essay will receive a certificate and a \$100 credit to his/her account. **Failure to submit an essay will result in a FAIL for the entire course.**

For those students receiving scholarships, failure to meet the above the above attendance requirements is considered an infringement on the SATISFACTORY PROGRESS required for continuation of an award.

Majors with an emphasis in Performance, Jazz Studies, and Music Education (instrumental/vocal) are required to perform in at least one Recital Hour each semester – with approval of the Applied Music Lesson instructor.

Special problems regarding any aspect of MUS 1900 should be addressed to the Chair of the Department and the student's Area Coordinator.

MUSIC 1900 - STUDENT RECITAL HOUR (cont.)

Recital Hour Etiquette

Recital Hour is a required class that serves as a practice laboratory for performers, but moreover, it exists for the edification of all music students – performers and audience members alike. The ambiance should be that of any professional recital with respect always given to the art of music performance as well as to the performers themselves. Whether your role is as a performer or listener, please help to create a formal atmosphere so that everyone may benefit from the recital experience.

Performing On Recital Hour

Forms are available in the Department Office to reserve a time for Recital Hour. Submit a fully completed form to Dr. Wallace (PAC 336) for approval by 4:00pm the Friday **before** the date of your desired Recital Hour performance. Once this form has been approved, the student submits it to the Music Office (PAC 331) and is assigned to the requested Recital Hour on a first come, first served basis. Priority access is given to music majors who are taking lessons/ensembles for credit who have not had a chance to perform in any one semester. Second priority goes to music majors who are taking lessons/ensembles for credit who have only performed one other time on Recital Hour that semester. Only after addressing these requests will additional performers be considered – with approval of a faculty member. These might include: individuals who want to perform a third time in any one semester, ensembles that include non-enrolled student(s), etc. On unique occasions, special guest/artists may be invited to perform during the usual Recital Hour time.

APPLIED MUSIC LESSON CHARGE: THE MUSIC CARD

For each Applied Music Lesson required in a degree program, a student may pay an Applied Music Lesson Charge of \$150.00. This charge is paid to any cashier at the UNO Bookstore. After paying the charge, the student will receive a Music Card and receipt. The student must turn in the Music Card to the Department Office by the first Friday after classes have begun. If the Music Card is not submitted, the student will be administratively dropped from his/her Applied Music Lesson. If a student does not complete her/his senior recital within the number of semesters required for Applied Music Lessons in the degree plan, additional lesson(s) must be purchased by the student for \$429 each semester through the Metropolitan College.

ACCESS TO ELECTIVE LESSONS

It is possible for music majors to access lessons in addition to those required in the degree plan. This may be done to gain additional instruction on the student's major instrument/voice and/or to study a different instrument/voice. To access an additional lesson and to receive University credit, students must pass an audition. Additional lessons are paid for through Metropolitan College and cost \$429.00 each. A copy of the paid receipt must be submitted to the Music Office, at which time the student will receive a Course Enrollment Waiver form to register for the additional lesson. The student must consult with her/his music advisor before deciding to access these additional lessons. If students purchase an additional lesson for \$429, there is no \$150.00 Applied Music Lesson Charge for that lesson.

APPLIED MUSIC LESSON JURY EXAMINATION

All students taking Applied Music Lessons are required to perform a Jury Examination at the end of each semester. Jury Examination Forms are available from the Applied Music instructor or Area Coordinators two to three weeks prior to the scheduled Jury time. Students are responsible for completing the forms and bringing them to the Jury. Each student and Applied Music instructor will be given copies of Jury members' comments, and copies will be placed in the student's Department file.

Students must demonstrate sufficient progress to be allowed to continue Applied Music lessons. However, under special circumstances, a faculty member may stipulate in writing to the student specific areas or skills that must be addressed along with an assessment of the student's ability to meet these goals at the next Jury. Copies of this document will be placed in the student's Department file and will be retained by the Applied Music instructor.

Students who have performed a Half Recital (MUS 3950) or a Full Recital (MUS 3990) are exempt from a Jury exam during the semester in which the recital is presented.

MID-LEVEL ASSESSMENT

All music majors must pass a barrier by the end of the fourth semester as a full-time student. The barrier will include an evaluation of the student's record and an assessment by the area faculty of the student's potential as a music major. For Performance and Music Education emphasis majors, the evaluation will also include an extended Jury or mini-recital, which will take place during the Jury exam. The student must be recommended by his/her area faculty members before permission will be granted to allow access to junior and senior level Applied Music Lessons and/or projects.

SATISFACTORY PROGRESS

The general Departmental guidelines for maintaining satisfactory progress as a music major are as follows:

- Maintain a 2.75 GPA in music courses
- Pass all Applied Music Lesson Jury exams
- Consult with the Advisor and/or Area Coordinator to confirm that all area specific requirements and guidelines are being achieved
- Maintain a "Pass" record for MUS 1900

Please Note: For further guidelines specific to Scholarship recipients, see the Scholarship section of the Handbook.

RECITAL SCHEDULING PROCEDURES

Classical Performance/Jazz Studies students are required to complete:

- MUS 3950 – Half Recital in Performance (at least 25 minutes of actual playing duration)
- MUS 3990 – Full Recital in Performance (at least 50 minutes of actual playing duration)

Music Theory/Composition students are required to complete:

- MUS 3150 – Music Theory Project (students selecting theory emphasis)
- MUS 3960 – Half Recital in Composition (students selecting the composition emphasis – at least 25 minutes of actual musical duration of compositions written during the student's compositional study).

Music History students are required to complete:

- MUS 3250 – Music History Project

Degree Recital Information Packet

Before a recital time may be scheduled, the student must pick up a Degree Recital Information Packet from the Department Office. It contains the Degree Recital Reservation Form with the available dates for Degree Recitals and the Degree Recital Program Form. It also provides information pertaining to the oral and written requirements for the Recital.

Scheduling

Students giving Degree Recitals need to turn in a completed Degree Recital Reservation Form to the office by the deadline designated at the top of the Degree Recital Reservation Form. Before scheduling a recital, the student must identify two faculty members to serve as a recital committee (one of whom is the applied instructor), as well as consult with the accompanist or additional musicians, if applicable. The student must schedule a time for the Pre-Recital Hearing and the actual Degree Recital when the two faculty members and any additional musicians will be present. The Department Office will have possible degree recital times available at the beginning of each semester. Recital Dates will be posted outside the Music Office (PAC 331) one week after the Degree Recital Reservation Form is due.

Please Note: No recitals will be scheduled on the last evening of classes, nor during exam week.

Pre-Recital Approval Process

A pre-recital hearing by area faculty must take place at least two weeks before the scheduled Degree Recital. Students are strongly encouraged to perform the hearing earlier if at all possible. In addition to the performance of the recital repertoire, hearings for students who are giving senior recitals will also include a brief oral presentation about the recital program.

The student must pass the pre-recital hearing before he/she will be permitted to give the recital. The student will not need to perform a regular Jury Examination in a semester that a degree recital is performed.

Rehearsals

The total amount of available rehearsal time in the Recital Hall is as follows:

- Full (Senior) Recital 2 Hours
- Half (Junior) Recital 1 Hour
- All others 1 Hour

Programs

Students must submit a typed draft of their program (with program information in the Department approved format) at the time of the pre-recital hearing (at least two weeks prior to the scheduled recital date). Any student giving a Senior Recital is required to write program notes for inclusion in the recital program. These notes must be submitted along with the typed program information at the pre-recital hearing.

Additional copies of the program and program notes must also be submitted to the Music Office (PAC 331) no later than 2 weeks before the scheduled recital date. The staff will give it to Dr. Wallace (PAC 336) who will proofread it. The student must make any necessary corrections and give the corrected version to Dr. Wallace as soon as possible. Upon receiving his signature, the corrected materials are handed in to the Music Office (PAC 331) no later than one week prior to the recital. (The program notes should be handed in on a disk formatted to Microsoft Word.)

If a student does not meet the submission deadline, his/her recital **will be cancelled**. A new date will be scheduled at least 2 weeks before the appropriate paperwork is turned in to the Music Office.

Students may prepare their own programs if they wish. A student-prepared program must be submitted to the Department for final approval at least one week before the recital date. The Department has made sample programs available in the Music Office to assist the student with the preparation of the program.

Stage Manager/Recording

Whenever possible, the Department will provide a person to handle Stage Manager/Recording responsibilities for required degree recitals. If the Department Stage Manager is unavailable, it is the responsibility of the student to find appropriate help. The Department must approve any person who acts as Stage Manager or Recording Engineer.

For all required degree recitals, the student will be given a CD recording of the recital for their own records as well as for evaluation with their applied instructor. The CD will be available for pick up in the office the day following the performance.

Non-Degree or Non-Required Recitals

All other recitals must have the approval of the Applied Music instructor in consultation with the Area Coordinator. Required degree recitals will have first priority for access to the Recital Hall for rehearsals, Pre-Recital Hearings and Recitals.

SCHOLARSHIPS

The Department of Music offers a variety of Talent and/or Service Scholarships through its various performance areas: Accompanying, Instrumental, Jazz Studies, Piano, Strings, Voice, and Wind Ensemble. Scholarship amounts range from \$50 - \$1,000 per semester up to four years. There are two types of scholarships: Talent and Service. Service scholarships are based on assigned responsibilities.

Minimum Eligibility

Entering Freshman and transfer Classical, Jazz Studies and Music Education students who have successfully completed an audition and have been admitted to the Department of Music are eligible.

To Retain a Scholarship

Classical, Jazz Studies, and Music Education Students

- Must successfully complete 12 or more credit-hours per semester including an ensemble and MUS 1900.
- Must maintain a 3.0 GPA in music courses and a 2.0 GPA overall.
- Must pass the Jury with a grade of “B” or better.
- Must maintain satisfactory progress toward completion of the degree.
- Please note the following University regulations:
- *A student automatically forfeits an award upon failure to maintain the required scholastic average for any given award, upon failure to claim the award any semester, upon resignation during a semester, or upon being dropped from the rolls of the University.*
- Scholarship awards are credited to the student’s UNO accounts in Fall and Spring semesters

The Department has added the following additional guidelines:

- A scholarship recipient should consult with the Area Coordinator of his/her emphasis area to make sure other area-specific guidelines are understood.
- A student who is absent from the University for a semester or more (not including summer session) is required to re-audition for an award. The Department does not “save” awards but will re-assign them to other deserving students. A returning student who has previously held an award will be considered along with other new, returning, and transfer students auditioning at that time.
- A student who has lost a scholarship for failure to meet the above guidelines and/or through academic suspension may re-audition for an award once the guideline(s) have been met and/or academic suspension has been removed.

For additional information about the specific scholarships, please review the Department’s Web Site: music.uno.edu

AWARDS

The following “Special Recognition” awards are available. All monetary awards will be applied to the student’s university account:

Outstanding Freshman (\$150)

- One \$150 award given to a Classical Program* student (Performance or Music Education).
- One \$150 award given to a Jazz Studies Program student.
- Must be a full-time music major.
- Must have completed no more than 30 credit hours.
- Must achieve a 3.0 GPA or above.
- Must exhibit excellent skills as a performer.

*Classical Program Award sponsored by Metairie Music Club.

Gregory Federico – Outstanding Senior Award (\$250)

- \$250 each awarded to one Classical and one Jazz Studies student each year.
- Must have graduated the previous Summer or Fall semester or graduate the current Spring semester in which the award is given.
- Must achieve a 3.0 or above.

Overture to the Cultural Season (\$500)

- Must be a student from the Greater New Orleans area (Orleans, Jefferson, St. Bernard, St. Tammany Parishes).

- Must be a full-time undergraduate music major.
- Must have completed 30 or more credit hours.
- Must achieve a 3.0 or greater GPA.
- Must demonstrate excellence in the major based on the innate ability of the student, scholarship, and effort put forth by the student, and the need of the student for the financial support.

Students wishing to be considered for this award should submit the following to their degree emphasis Area Coordinator:

- One-paragraph biography
- Examples of work (recordings, papers, etc.)
- Any other evidence of excellence (awards, etc.)

Department Chair Award (\$100)

- Must be a full-time music major.
- Must attain excellence in his/her major.
- Must make an important contribution to the general life of the Department.
- Faculty forward written nominations to the chair.
- The nomination letter should outline the specific ways in which the student fulfills the above description.
- The award is decided by a vote of the entire full-time faculty.

Svenson Award (\$300 and a plaque)

The Department faculty will meet and review all nominations forwarded by Area Coordinators. In the case of the “Overture to the Cultural Season” award, the Department will select one nominee to be considered by the Liberal Arts College Selection Committee. This nominee will then be considered along with nominees from English, Fine Arts, and Drama/Communications. The Liberal Arts College Selection Committee will choose one award winner.

OTHER RECOGNITION OPPORTUNITIES
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Edgar E. Burks Memorial Award (Cash and Plaque)

- Presented at the Student Leadership Recognition ceremony.
- Must achieve a minimum 2.0 GPA.
- May not be on any probationary status.
- Graduates and undergraduates eligible.
- May receive this award only once.
- Must demonstrate good leadership qualities in co-curricular activities.
- UNO faculty, staff, and administration submit nominations directly to Office of Retention, usually late in March.

Student Leadership Recognition (Certificate of Appreciation)

- *“...to recognize outstanding members of student organizations and Departments who have been active during the academic year.”*
- Recipient must be a student of the faculty advisor of the Department making the nomination.
- Student recipients must have a 2.0 or better GPA and may not be on any probationary status.
- Faculty may forward a nomination stating the reason(s) the student should be considered.
- Faculty will discuss all nominations and forward a maximum of three students to be recognized.

Please Note: All the above awards/recognitions will be considered at the same time. The process will begin in late January with the creation of nominations and supporting materials by faculty, Area Coordinators and the Music Department Office. The faculty will meet in late February/March to determine all Department selections.

PRACTICE ROOMS

Practice Rooms PAC 201 D-J, L & N-R are available on the second floor of the PAC. Keys are available only to Music majors and minors, as well as to non-majors who are in ensembles who have departmental permission. For how to obtain a key, please refer to “Key Deposit” section below. (Practice rooms automatically close and lock.)

A Disklavier is available in PAC 201M for student use. Students must be approved for access by their Applied Music instructor and must check out a key from the Music Department Office.

Grand Piano access is limited to Piano Performance and Jazz Piano Performance majors, assignments to rooms are made during the first weeks of each semester.

Food, drinks, and smoking are NOT PERMITTED in the practice rooms, studios, or classrooms. Students are responsible for any room during the time they have been given permission to practice. It is expected that these rooms will be treated with the utmost care and respect. It is essential that all studios and classrooms be locked at the conclusion of practice.

KEY DEPOSIT

How it works: Getting a Key

Any music major or minor needing a practice room key will go to the Bursar's office and pay a \$25 refundable deposit per key and receive a receipt. The student will then bring the receipt to the Music Office and be issued a key.

When to Return Keys

Students may obtain keys at any time during the year and may return them at any time and the Bursar will credit the deposit back into the student's account. **All keys must be returned by the last day of each Spring semester.**

If Keys are Not Returned

Failure to return keys will result in a hold placed on grades, transcripts, and the ability to register for the next semester. The hold will be placed on the account on the day that grades are submitted and will be lifted when the key is returned.

Lost Keys

If a key is lost, the student forfeits the deposit and must pay \$25 to receive a new key. Re-keying a lock costs the department \$50; re-keying the practice rooms is prohibitively expensive. Please keep track of your keys.

Graduate Assistants

Graduate Assistants are considered as faculty and therefore are exempt from the deposit requirements.

Student Workers

Student workers will be issued keys without having to pay a deposit. However, failure to return the key on or before the last day of scheduled work will result in withholding of the final paycheck and a hold placed on transcripts, grades, and the ability to register for the next semester until the key is returned.

Non-majors

Non-majors who require practice rooms for an academic performance purpose (Privateer Chorus participants, Wind Ensemble players, etc.) will receive written authorization from their professor or a sponsor to obtain a key. They will then follow the same procedure as the majors to obtain a key.

Faculty Offices

Faculty who wish to grant students access to their offices for practice or work-related activities will also notify the Department of Music office of that authorization and the justification, and the student will follow the same procedure as the major to obtain a key.

Tracking

The Department of Music will keep records as to who has been issued what keys, and will notify the Bursar promptly when keys are returned.

ACCOMPANYING SOFTWARE PRACTICE ROOMS

The Department has three practice rooms (201 A, B, C) with computers with SmartMusic software. This software allows a performer to rehearse a piece with an accompaniment provided by the computer. Before using this software, a student must complete a training session. These practice rooms are only available during the time the Music Office (PAC 331) is open. The student checks out a practice room key from the Piano Lab Monitor in exchange for their UNO ID. After their practice session, the student returns the key and reclaims her/his UNO ID.

COMPUTER LAB

The Music Department has two Computer/Piano Labs (PAC 216 and PAC 342). The schedule for PAC 216 will be posted outside the door. PAC 342 is only available to music students with the approval of Steve Masakowski. These students must come to the Music Office to sign-in and sign-out the key. Computer software in both rooms includes: Practica Musica, Finale, and Band in a Box.

SOUND RECORDING STUDIO

A digital Sound Studio is available to music students who have Music Department approval. The Studio is primarily used in support of courses and/or special projects. The Studio may only be used if a Department-approved operator is present. Guidelines pertaining to access may be obtained from the Department office.

CLASSROOM AND REHEARSAL ROOM USE

The Music Department office assigns all room use. Food, drinks, and smoking are **NOT PERMITTED** in any classrooms or rehearsal rooms.

LOCKERS

Personal lockers are available for student use free of charge. Requests for access to a personal locker are made at the beginning of each semester. Students must fill out a Locker Request Form. Lockers will be **assigned** by the second week of school. Students must provide their own locks. Students wishing to keep their lockers over school breaks must inform the office before the end of the semester.

PLEASE DO NOT LEAVE unattended instruments in any room – whether locked or unlocked.

USE OF COPY MACHINES, COMPUTERS, TYPEWRITERS

Students may use the copier in the Drama and Communications work area (PAC 307). Copies may be made for \$.05 each.

Students are not permitted to use office typewriters, computers, phones, or other equipment. Access to the telephone is for emergencies only. There is a computer in Room 332 available for word-processing when not in use by the Music Department office staff. Internet connections are available in the library.

POSTING ON WALL/DOOR SURFACES

The taping of signs and announcements to walls, doors, and glass causes damage and has a negative impact on the appearance of the Performing Arts Center. Students are asked to use the bulletin boards for any posting. **DO NOT TAPE POSTERS TO ANY GLASS OR PAINTED SURFACE!!!!!! THEY WILL BE REMOVED!!!!!!** Students are also requested to remove their posters at the conclusion of the event.

INFORMATION SERVICE

The Department posts material regarding opportunities for special programs, workshops, graduate assistantships, festivals, competitions, and auditions next to the Department Bulletin Board.

DEPARTMENTAL BULLETIN BOARD AND JOB BOARD

The Departmental Bulletin Board is located on the wall outside of the Music Department Office (PAC 331). Students are strongly encouraged to check this board on a regular basis for information regarding events, MUS 1900, and scheduling. The Job Board is directly across the hall. Students are urged to also regularly check Area and Area Coordinator bulletin boards for important information vital to their progress within the Department.

MUSIC DEPARTMENT WEBSITE

The UNO Department of Music website is <http://music.uno.edu/>.

MUSIC SERVICE AND ADVISORY ASSOCIATION

Consisting of undergraduate and graduate music majors, the **Music Service and Advisory Association's** purpose is to provide an academic, advisory, service, and social organization which encourages knowledge of all aspects of the field of music and also serves as a community of interest and activity for its members. All music majors are welcome to attend the regular meetings. Notices of meetings times and dates are posted on the Departmental Bulletin Board.