

Ball State University School of Music

UNDERGRADUATE STUDENT HANDBOOK

Current Edition Effective Fall 2016 – Version 16.1/August 2016

This is the master version of the Undergraduate Student Handbook for the School of Music. As a member of the School of Music student body, it is expected that the student will carefully read this handbook and become familiar with its contents, policies, and practices for the School. The student should consult the handbook often for any changes that may impact his/her academic program.

All questions or clarifications regarding the undergraduate program and curricula should be directed to the Coordinator of Undergraduate Programs in Music, MU207A (765) 285-5503.

Students should note that degree program areas and sub-areas in the School of Music may have additional handbooks or websites that provide further detail of policies and requirements within the individual area. Students are encouraged to consult the Area Coordinator or Sub-Area Coordinator to become familiar with additional handbooks and/or requirements.

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Section I

Admission and General Requirements for Music Students

A. The Successful Music Student

The study of music at Ball State University requires prerequisite skills developed prior to entering college. These skills involve performance; the aural discrimination of pitch relationships, duration, and timbre; and music literacy. The typical music student enters college with considerable depth of experience in these areas.

The National Association for Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA) provide music students with guidelines for protecting hearing health and neuro-musculoskeletal/vocal health as developing musicians. These associations have put together helpful resources to provide music students with information about such risks as a music student, recommendations for precautions, and resources for support of overall health as a music professional. This information was presented at the School of Music freshman orientation session. Students are encouraged to become familiar with the details about hearing and physical health as they progress through the years of concentrated study in music.

For more information regarding hearing health, consult *Protect Your Hearing Every Day* at:

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/4a_NASM_PAMA-Student_Guide-Standard.pdf

For more information regarding neuromusculoskeletal and vocal health, consult *Protecting Your Neuromusculoskeletal and Vocal health Every Day* at:

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/4a_NASM_PAMA_NMH-Student_Guide-Standard_June-2014.pdf

B. Admission Policies, Procedures, and Additional Programs

These policies and procedures apply to all entering freshmen and undergraduate transfer students who desire to major in music.

1. Students must audition on a primary instrument with appropriate faculty from that area. The audition is conducted in person on designated audition days, typically during the January and February prior to Fall semester admission. Some studio applied faculty audition students at other times during the year; the student should contact the applied faculty member directly for audition possibilities.
2. Video or audio recorded auditions will be accepted if long-distance travel is a burden. Theory and piano diagnostic exams for this group will be given upon arrival on campus for summer orientation.
3. At the audition, students will take a theory placement exam in order to determine their readiness for college level music theory. Students who demonstrate weaknesses in reading skills and basic theoretical knowledge will not be allowed to register for MUST 101 and 111. The piano exam is for placement purposes only. Those with no piano experience will be placed at beginning level.
4. Transfer students must be tested individually in both sight singing and written theory before they can be placed.
5. **Transfer Credit:** Students transferring into Ball State may have credits applied from coursework at a previous institution. Transfer credits are considered on an individual basis by the Coordinator of Undergraduate Programs. As a general rule, **no more than 25%** of transferred credits may be applied to a Ball State School of Music degree. Within this 25%, the following limits may apply:

- a. No transfer credit is accepted for 300 and 400- level coursework.
 - b. Only MUST 100 equivalent level courses may be transferred, upon individual evaluation by the Theory faculty.
 - c. Only MUHI 200 equivalent level may be transferred, upon individual evaluation by the History faculty.
 - d. No conducting courses (for MUSP 290 and 390) will be transferred to BSU.
 - e. A maximum of 25% of ensemble credit may be from transfer coursework.
 - f. A maximum of 25% of applied credit may be from transfer coursework and only at the discretion of the applied area.
 - g. This transfer credit policy does not apply to dual-credit or AP credit scores.
6. The term "probationary status" indicates music performance level below the required major standing level. Students who enter at this level must reach acceptance into the program by the end of one year of study. In such cases, the applied faculty in the performance area will evaluate the student and make a recommendation to the Coordinator of Undergraduate Programs upon completion of the first year of study.
 7. **Jazz Concentration:** In the Fall of 2015, the School of Music began offering a jazz concentration option to the performance degree programs in Piano, Guitar, and Symphonic Instruments. Students wishing to declare the jazz concentration must audition into the program during the freshman year. For information, application, and audition information, please see Professor Mark Buselli, Director of Jazz Studies.
 8. **Bachelor of General Studies (BGS):** The School of Music supports students in pursuit of a Bachelor of General Studies degree. As with all music degree programs, the student must be admitted to the School of Music through a successful audition. Eighteen of the thirty-six hour credit requirement for a music concentration must include the following: MUST 111, 112, 101, 102 for a total of 6 credits; MUHI 200 for 2 credits; MUSP 326/326 Group or Secondary Piano Study for 2 credits; MUSP 203 Applied Study for a total of 4 credits; MUSC 340/341/350/351 Designated Large Ensemble offerings for 4 credits. A student may also opt to add a minor in music to the BGS music concentration. All courses counting toward a music concentration must be approved by the Undergraduate Coordinator.
 9. **Certificate in Entrepreneurial Music:** Beginning in Fall 2016, music students will have the opportunity to pursue a certificate in entrepreneurial music. This certificate, a 15-credit hour program, will allow students to gain necessary 21st century skills for business, management, marketing, and an entrepreneurial foundation for successful careers in music. The program begins in the sophomore year of study and is open to all music students. Students must apply for the program. Application forms and information may be obtained in the Undergraduate Office.
 10. **Internships:** The School of Music supports the internship experience for eligible music students, in compliance with University policy and practice. Currently, the Music Media Production program has an Internship program in place. Students interested in completing an internship must consult with the MMP Faculty Internship Coordinator and complete an application form and interview. This must be completed in the semester prior to the Internship experience. Final approval of the Internship is given by the Undergraduate Coordinator, as the Departmental Internship Coordinator.

11. **Departmental Honors in Music:** This program is currently being updated. Please see the Undergraduate Coordinator for application and details.

C. Advising

At the beginning of his/her college program of study, each student is assigned an advisor to assist in course selection, clarification of university requirements, and to assist with maintaining academic records throughout the student's time at Ball State. Freshman advisors are housed in the Freshman Academic Advising Center, NQ 339. Transfer students, or those starting at BSU with 30 completed hours, are advised in the Upper Division Advising Center, AC 224. Honors students are also assigned an advisor in the Honors College, BA 104. All students in the School of Music are assigned an advisor from the School of Music faculty, beginning in the Fall semester of the freshman year. This advisor will continue to serve assigned music majors throughout the student's time at Ball State.

In general, the faculty advisor is expected to assist students in:

- Understanding university policies and procedures as outlined in the BSU Catalog and in the Faculty and Student Handbooks.
- Interpreting the DegreeWorks Audit and Student Planner, found on the student's mybsu account.
- Monitoring student academic progress.
- Understanding student's remaining University Core Curriculum requirements.
- Considering other areas of enrichment appropriate to student abilities and goals.
- Identifying other appropriate university services.
- Understanding the relationship of major requirements and departmental philosophy.
- Understanding major requirements and the proper course sequencing and selection of major courses.
- Preparing long-range plans for the completion of the degree requirements.
- Relating content of major to goals and objectives, both personal and professional.
- Understanding the content of major courses and determining manageable academic loads.
- Selecting complementary majors and/or minors.
- Planning for graduate school and/or careers.

D. Course Registration Procedure

It is the responsibility of the student to know and understand the registration process, policies, and procedures and to complete the necessary paperwork in order to participate in advising sessions. **The student will:**

- 1) Keep a personal curriculum advising file where all appropriate materials for registration can be kept and referred to throughout his/her BSU career.
- 2) Schedule a meeting with the assigned School of Music advisor. At the scheduled meeting time, the following items are recommended:
- 3) completed *Curriculum Grade Sheet/4-year plan checklist*. These forms are available in the Undergraduate Office, MU207.
- 4) printout of current DegreeWorks and student course planner including current schedule.
- 5) The academic advisor will review these materials, provide guidance as needed, and update the DegreeMap as needed.

- 6) Note his/her assigned time stamp for online registration when the system becomes available.
- 7) Register in a timely manner in order to prevent registration obstacles (courses full, canceled, etc.).
- 8) Seek permissions for enrollment or course substitution permissions where necessary from the Undergraduate Coordinator, MU207.

E. Applied Music Juries, Hearings and Warnings

A hearing or jury is required of each student every semester until his/her required level is achieved. Students should consult individual applied areas for additional policies pertaining to the juries and progression in the expected performance levels.

1. Juries

Each student will present an end-of-semester performance for three or more sub-area faculty in which a new performance level is sought (music probation to major standing, major standing to sophomore standing, sophomore standing to junior standing).

2. Hearing

A hearing is similar to a jury, however only two faculty members are required to attend, and no performance level change is requested by the student. These may be done to determine readiness for a performance or to determine placement in an ensemble.

3. Warning Letters

A warning letter may be sent to a student with an unsatisfactory jury or hearing by the faculty, indicating that the student has only one more semester to progress to passing level before being asked to drop the performance area as a major degree program. Students should consult individual Area Coordinators/Sub-Area Coordinators for policies and procedures relevant to the performance area.

4. Jury and Hearing Grading

Attending faculty provide 25% of the semester grade based on the performance at jury or hearing; 75% of the semester grade is determined by the student's studio teacher.

5. Progress

At the end of each semester, juries are held for students who are required to progress from freshman to sophomore, from sophomore to junior, and from junior to senior levels. The general requirement of the School of Music is that the student must attain junior proficiency (that is, he or she must pass from the sophomore level) in order to fulfill applied study for the degree programs of: Music Education, Music Composition and Music Media Production. A less advanced proficiency is required for the minor, and a higher degree of accomplishment is demanded for departmental majors in performance fields.

F. Attendance Policies

Students are to consult the instructor's syllabus for policies and guidelines regarding attendance in academic courses, applied lessons, and ensembles.

G. Piano Requirement

All music majors and minors, except those in piano degree programs, are required to enroll for a minimum of two credit hours in secondary or group piano study (MUSP325 and/or MUSP326). Some programs may require additional credits. Piano placement will be determined by audition and those with little or no experience will take group piano (MUSPE326).

H. Monday Recital Hour – Area and General

The 1:00 p.m. hour each Monday during the regular academic year is reserved for Recital Hour programs (Area or General Recital Hours). The Recital Hour rotation schedule is determined by the Assistant to the Director of the School of Music (MU205). Dress rehearsals are not scheduled in Sursa Hall for recital hour performance.

Lessons or other class activities are not scheduled during the Monday 1:00 p.m. time. All areas should meet during the scheduled Area Recital Hour even if there are no performances scheduled from that area. The time may be used for announcements, a master class, guest presentation or a repair session. Students also need time to familiarize themselves with faculty in the area and to ask questions related to their study at the university and within the School of Music.

It is not mandatory that students appear on an Area Recital Hour as a prerequisite to appearing on a General Recital Hour. Rather, it is the responsibility of the applied instructor to determine the student's ability and to request specifically area or general appearance time (as is appropriate to the individual case).

Area Recital Hour programs are produced by the faculty Area Coordinators. General Recital Hour programs are produced by the Coordinator of Music Promotional Services.

Students majoring in Music Composition, Music Education, and Music Media Production must appear six times on recital programs, or a minimum of number equal to the number of semesters of applied study, while they are studying applied music as a part of their undergraduate program. Students pursuing a Music Performance degree will appear six times on Recital Hour, and in addition, will present both a junior recital (MUSP 397) and senior recital (MUSP 498). Students enrolled in music minor degrees will perform a minimum of three times on a recital hour. In some cases, it may be necessary for students to use studio class recitals to count toward the required number of recital performances. This is at the discretion of the applied studio professor, in consultation with the Undergraduate Coordinator.

I. Required Attendance at Recitals and Concerts (MUSC 499)

MUSC499 is a 1 performance credit which is awarded to the student in the final semester of his/her music degree program. Recital Hour and Outside Concert Attendance are two components of the requirement.

All music majors and minors are required to attend the Monday Recital Hour programs and are expected to attend faculty and guest artist recitals, Arts Alive concerts, Muncie Symphony Orchestra concerts, Emens Auditorium Artist Series programs, student recitals, and performances by the School of Music's major ensembles. Specific requirements for majors and minors are as follows:

1. Recital Hours

- a. Students in music degree programs as majors are expected to attend all 1:00 p.m. Monday Recital Hour programs. One unexcused absence per semester is permitted. On the Mondays when Area Recital Hours are scheduled, the student must select another area to attend if his/her instrument is not performing or his/her area is not meeting that day.
- b. Music Performance minors will attend the Monday Recital Hour programs during all semesters in which they are studying Applied Music, or a four semester minimum.
- c. Students wishing to be excused from a Recital Hour must obtain prior permission from the Undergraduate Programs Office before the absence occurs. Requests may be made to undergradmusic@bsu.edu with attention to Recital Hour Absence.

- d. Attendance is recorded by personnel from the Undergraduate Program Office. Recital Hour cards will be distributed at the beginning of each recital hour, General or Area. The student will sign the card and provide his/her ID number with the signature. The card is returned at the end of the recital. Students arriving more than ten minutes after the Recital Hour has begun will not receive an attendance card. Cards will not be collected until the end of the recital. Students performing on recitals will automatically receive attendance credit as verified on the printed recital program.

2. Outside Concert Performances

- a. All music majors are required to attend a minimum of 60 recitals or concerts for graduation; those on the minor curriculum are required to attend a minimum of 20 recitals or concerts. Approved events for this requirement are published in the Calendar of Events for the School of Music, in printed form and on the website: www.bsu.edu/music/events.
- b. Concert and Recital attendance (other than Recital Hour) will be recorded by personnel in the Office of the Coordinator of Undergraduate Programs in Music (MU 207) upon receipt of the program. Students must turn in a program with his/her name and BSU ID# written on it in order to receive credit. Programs should be turned in within one week following the performance.
- c. Students may also receive credit for some off-campus concert and recital attendances other than those listed in the semester Music Events Calendar, e.g., Indianapolis Symphony concerts. The program, with his/her name and BSU ID#, should be turned in to the Office of the Coordinator of Undergraduate Programs in Music. Only programs will be accepted, not ticket stubs.
- d. Students must be enrolled in the School of Music and programs must be submitted for credit during the academic term of the attended event; credit will not be given for late submissions. A program may be returned, only at the request of the student, when submitting it for credit.
- e. Questions regarding recital and concert attendance records should be addressed to the Secretary to the Coordinator of Undergraduate Programs in Music (MU 207). Students may check on these records at any time during the academic year in that office.

3. Obtaining Credit for (MusC 499)

Completion of the Recital Hour and Concert attendance requirement is documented through a one-hour course registration, MUSC 499 (credit/no credit) for all majors and most minors in music. Music majors will register for this credit in his/her final semester. Minors may register for the credit in the semester when he/she is completing the music minor requirements. It is the student's responsibility to check his/her recital attendance file in the Office of the Coordinator of Undergraduate Programs in Music to determine his/her status in regard to the recital attendance requirement and outside concert attendance status.

J. Music Events Calendar and University Web Calendar

The School of Music presents over 250 concerts and recitals each year in a variety of programs ranging from jazz to the classics and featuring students, faculty and guest artists in solo and ensemble presentations. Special events include Opera Theatre productions, Art of Jazz concerts with guest artists, University Singers Spectacular, Sue Drexler Smith Memorial Concerts and the Summer Chamber Music Festival. Most concerts are free; some have a nominal charge, and all are open to all students and the general public. Most events are presented in Sursa Performance Hall or Choral Recital Hall in the Music Instruction Building. Others are in John J Pruis Hall or Emens Auditorium.

The Music Events Calendar is published by the School of Music at the beginning of the fall and spring semesters. Programs and artists are subject to change. Included in the calendar are large and small ensembles, faculty, guest and special event recitals and concerts, and a variety of other activities. This calendar is available in a number of campus locations including the University Visitors' Center, Student Center Hotel Desk, Sursa Hall and Pruis Hall lobbies, and in the main hallway of the Hargreaves Music Building near Room 203.

A complete events listing of all public concerts and recitals presented by the School of Music is available on the University's online calendar at <http://www.bsu.edu/music/events/>. Student recitals are added to the online calendar at the discretion of the applied teacher. Any music calendar changes are also listed on this calendar.

Ticket and box office information is given on all calendars. Additional information is available by calling 765.285.5842 or 765.285.5402 during regular office hours.

Cancellations or changes within the current semester calendar should be discussed with one's applied teacher. Faculty needing to cancel a student recital should e-mail the Coordinator of Music Promotional Services. If a student's recital has been added to the online events calendar, faculty will need to obtain permission to cancel from the Director of the School of Music. If the recital has not been promoted online or via social media, the Coordinator of Music Promotional Services will remove it from the calendar and notify the appropriate parties.

K. Program Books and Category References

Program books were first bound in the School of Music in 1965. A copy of each is in University Archives, Bracken Library, as are season notebooks of available loose programs compiled from 1941 through 1964. Roman numerals on the programs denote the volume number; program numbers become page numbers for the spiral-bound references. Season loose-leaf notebooks, in category reference format based on the program book index sections, are also available in University Archives for the years 1965 through the 2006-2007 academic year.

This reference material is available to faculty and students for performance repertoire, student activities, promotion and tenure materials, organization/ensemble activities, and so forth, or for other office or reference uses.

Bound program books were discontinued after the 2006-2007 academic year. Unbound books and category references compiled (in loose-leaf notebooks) for the 2007-2008 and 2008-2009 seasons are available in University Archives. Beginning 2009-2010, one unbound, loose-leaf notebook is maintained by the Coordinator of Music Promotional Services (MU205) each year with the same roman numeral / program numbers reference points used in the bound books. The season notebook is kept for two or three years, and then transferred to University Archives.

University Archives has created an online Digital Media Repository (<http://libx.bsu.edu/>) in which one can search for digitized recital programs.

Section II

Student Performance in Recitals and Concerts: Requirements, Scheduling, Guidelines, Publicity, and Recording Services

A. Types of Undergraduate Recitals

Students are encouraged to present recitals, however, only performance majors are required to give a Junior and Senior Recital. Recitals that are not required for the degree, including any freshman or sophomore recital, or juniors and seniors in Music Education or Music Technology, are initiated between the student and his/her studio teacher.

1. Performance Major Recitals

Performance majors are required to give a Junior and Senior Recital. All recitals must be approved by the applied teacher (and sometimes in consultation with related applied faculty). Some areas may require a recital hearing before approving the event.

2. Honors Recitals

Because many School of Music students are given the opportunity to enroll in the Honors Program, the School of Music curricula provides an option for an Honors Recital. This recital is generally performed as a full recital at the Senior level. Such recitals are presumed to be distinguished by the quality of performance and by the repertoire selected. In addition, the student submits a short written exposition related to the recital or some aspect of its preparation. In some cases, specific program note material is provided with the program. Occasionally, the student may give a lecture demonstration as part of the recital.

Note: To be eligible for Performance Major and Honors Recitals, students must have achieved Junior standing (normally at the end of the sophomore year). A hearing before the appropriate faculty will be performed either at the preceding jury time or at another time designated by the studio teacher.

3. Studio Recitals

Studio Recitals, scheduled by the applied faculty member, are a natural outgrowth of performance needs for students. They do not have printed programs and generally have a more informal atmosphere. Studio Recitals are scheduled with the Coordinator of Music Promotional Services (MU205C) and may occur at any time other than 1:00 p.m. Monday Recital Hours or 1:00 P.M. Wednesday (Faculty Meetings). Scheduling is dependent upon available space. For a student to receive attendance credit, he/she must submit a program, signed by the applied faculty member, to the Office of the Undergraduate Programs in Music.

B. Scheduling Student Recitals

Rather than scheduling student recitals for the entire next year during the spring semester, student recitals are scheduled one semester ahead. Scheduling for fall semester takes place in the prior spring semester, after large ensemble, special event and faculty dates have been reserved. Scheduling for spring semester, Summer I and Summer II student recitals takes place near the third week of the previous fall semester.

Students will schedule their recitals in the following priority:

- 1) graduate student degree recitals (Doctoral, Master's, Artist Diploma)
- 2) senior degree recitals
- 3) junior degree recitals
- 4) non-degree recitals (graduate and undergraduate)

It is at the discretion of the applied instructor as to which performance hall a student selects for a recital. Students can sign up for a recital without a faculty member present. However, the following conditions apply:

- 1) The student must consult with his or her major teacher about recital and dress rehearsal dates and times prior to scheduling. It is the applied instructor's responsibility to provide the student with any conflicts ahead of time. The student is responsible for filling out the Activity Request Form (provided by the Coordinator of Music Promotional Services), obtaining his or her major teacher's signature, and returning the form to the School of Music office within 48 hours from the time the recital was scheduled. If more time is needed, please consult with the Coordinator of Music Promotional Services.
- 2) The Sursa Hall and Choral Hall Outlook calendars are updated in real time. Faculty members are encouraged to reference the calendars before coming in to schedule a student recital.

Student recitals will not be scheduled against major ensemble performances, Arts Alive concerts, faculty recitals, and guest artist recitals. In addition, no two recitals in the same area will be scheduled concurrently.

1. Recital Surcharge

For all undergraduate students giving a degree or elective recital, the recital surcharge is \$30, payable at the time of the order of the recording and in advance, at the School of Music MU203 office. The applied professor has the appropriate forms for recital set-up, Central Recording Services, and auxiliary needs. This surcharge covers a portion of the costs incurred by the School of Music in producing the recital.

2. Postponement

If a student needs to postpone a scheduled recital due to illness or family emergency, it may be re-scheduled within the same semester after consulting with the Coordinator of Music Promotional Services.

3. Requesting a Performance Time

Yearly schedules for Monday Recital Hours are distributed at the Orientation/General Recital Hour each Fall Semester, and are available in the wall pockets near the entrance to the School of Music administrative offices (MU203), as well as in wall pockets near MIB133.

When a student performer wishes to appear on recital hour, he or she must complete the *Monday Recital Hour Performance Request Form*. Request Forms for both the Monday General Recital Hour and Monday Area Recital Hour are also available in the wall pockets near the entrance to MU203.

For an Area Recital Hour, the appropriate form must be completed and taken to the faculty Area Coordinator, where performance time on the specific date requested must be confirmed.

For a General Recital Hour, the appropriate form must be completed (including the name of an accompanist), signed by the applied instructor, and taken to the Coordinator of Music Promotional Services (MU205), where performance time on the specific date requested must be confirmed. If all information on the form is not complete, it will be returned to the applied instructor who approved the performance.

For a General Recital Hour, the form must be turned in no later than Tuesday of the week preceding the recital appearance. Available performance time, which is limited to a maximum of ten minutes per student, is filled on a first-received-first-scheduled basis. The student performer may request placement order on the program. Performance on a General Recital Hour will normally be a solo appearance; however, performance in a chamber or madrigal group, or a difficult accompaniment in which the student has solo responsibility for a given part, will constitute a performance. Variations to the solo appearance stipulation must be approved by the Assistant to the Director (MU205).

4. **Obtaining Recital Performance Credit (MUSC499)**

Music majors must perform on Area or General Recitals as part of earning credit in MUSC 499. Repeat performances of the same compositions do not carry additional performance credit. To obtain performance credit for Recital Hour appearances, the student must obtain the signature of his/her instructor on the printed program and to present the program to the Office of Undergraduate Programs in Music (MU207) for placement in his/her personal file. In the case of performances that do not have a printed program, a memorandum from the instructor to the Coordinator of Undergraduate Programs in Music (MU207), giving date, place, time and basic program information will substitute.

C. Standard Times for Recitals and Concerts

Doctoral, Artist Diploma, and Graduate **required** recitals can be presented at the following times:

- 5:30 p.m. or 7:30 p.m. on a weekday
- 3 p.m., 5:30 p.m., or 7:30 p.m. on a weekend

Senior Degree **required** recitals can be presented at the following times:

- 5:30 p.m. or 7:30 p.m. on a weekday or weekend

Junior Degree **required** recitals can only be presented at the following time:

- 5:30 p.m. on a weekday

All **non-required** recitals can only be presented at the following time:

- 5:30 p.m. on a weekday

Note: Faculty wishing to schedule a student recital outside of the approved times, must receive special permission from the Director of the School of Music.

Large Ensembles, Faculty, Guest Artist Concerts/Recitals are scheduled in the following time periods:

Monday through Friday, 7:30pm

Saturday and Sunday, 3:00pm and 7:30pm

(Faculty may schedule at 3:00pm or 5:30pm if they so desire.)

The only exceptions to the standard times are large-scale events such as the opera and University Singers Spectacular that are longer than two hours in length, events in Emens Auditorium that must conform to the Emens schedule, performances that involve other organizations such as the Muncie Symphony Orchestra, or other events at the discretion of the Director of the School of Music.

D. Calendar Procedures for Scheduling for Concerts and Recitals

Calendar deliberations will begin as early as possible in the spring semester for the following calendar year, keeping in mind that other calendars impact School of Music decisions, such as sports, University events, performing organizations outside the University, and so forth. Events are scheduled in the following order:

- 1) large ensembles
- 2) special events, conferences, symposia, festivals, etc.
- 3) faculty recitals and concerts
- 4) like instrument ensembles and student chamber music ensembles
- 5) student recitals

All calendar and concert and recital scheduling, including dress rehearsals, is completed through the Coordinator of Music Promotional Services (MU205).

E. Dress Rehearsal

A maximum two-hour dress rehearsal time is scheduled for each event. Generally, arrangements for this rehearsal are made at the time the recital is scheduled. Any changes in the dress rehearsal time may be made as early as during exam week for the next semester or term, but no later than 48 hours in advance of the requested time. For weekend rehearsals, changes must be made no later than the preceding Wednesday.

Note: If the performance is off campus or on campus but not in Sursa Hall, Choral Hall, Pruis Hall or Emens Auditorium, dress rehearsals are not automatically scheduled and must be arranged by the student and/or faculty member involved.

F. Piano Accompanists for Recitals and Weekly Recital Hour

The School of Music will provide piano accompanists, when possible, for all degree-related recitals. This includes Area and General Recital Hour performances as well as the recital required for the Bachelor of Music degree. However, arrangements for and expenses of piano accompanists for all other recitals will be made and borne by the recitalist.

A *Request for a Piano Accompanist* form is available at the Music Information & Registration window, (MU205). The performer must fill out and the instructor must sign the form to obtain an accompanist for any event. The form is a general request card; it does not ensure that an accompanist is available, nor is it not a request to appear on either an Area or General Recital Hour.

For either a recital or recital hour, the *Request for a Piano Accompanist* form, with music to be performed, must be returned to the Music Information & Registration window to be placed in the mailbox of the Coordinator of Accompanying.

Every effort will be made to accommodate all requests but students and applied instructors should plan carefully and as far in advance as possible to obtain an accompanist. Only a limited number of accompanists are available, and accompanists must have enough time to practice for the appearance.

G. Concert and Recital Attire

Appropriate attire and decorum dignifies the event and its purpose. To do so in the School of Music is to recognize the significance of such events in the total scheme of music study.

The first impression the audience receives from each performer is the statement made by his/her visual appearance. This impression establishes the atmosphere and predisposes the audience's response to the work before the first note is sounded.

Likewise, the first impression the performer receives from the audience is the statement made by the general atmosphere which pervades the concert hall. An attentive, well-informed audience predisposes the performer's response and often assists in setting the performer's concentration level.

Dress should be determined by the type of occasion and program, and the time of day of the performance.

- 1) School of Music large ensembles, such as marching band, will make use of appropriate uniform attire provided by the University for concert events.
- 2) Chamber Music and Solo Performance
- 3) Apparel for women

- 4) Style and length of dress will be uniform – Performers will dress in either all formal or all informal, all long or all street length attire.
- 5) Extreme or distracting necklines are to be avoided.
- 6) Plain dress shoes are preferred.
- 7) Apparel for men
- 8) Style of dress will be uniform: all full dress, tuxedos, dark suits, etc., including appropriate shirts and ties.
- 9) Sport coats that are of extreme color or style, as well as open neck shirts, are distracting and are to be avoided.
- 10) Appropriate dress shoes (recently shined) and plain dark socks are the norm.
- 11) Weekday recitals need not conform to the formal dress, but dress must be appropriate for the occasion.
- 12) It is the responsibility of the faculty member structuring the performance to announce the standard of dress for any given recital. Each performer has the obligation to abide by these instructions.

H. Stage Management

The following policies are in place for stage management in various locations:

1. Sursa Hall and Choral Hall in Sursa: The faculty member responsible for the performance, in conjunction with the Sursa Hall and Choral Hall stage manager, is responsible for stage setup and teardown. No stage services will be provided without either a default setup or completed diagram(s). (A PDF can be pulled to your desktop for future use from the School of Music website)
2. Pruis Hall: No stage services will be provided without completed diagram(s). (A PDF can be pulled to your desktop for future use from the School of Music website.)
3. Emens Auditorium: Stage services are provided only after discussion with the Auditorium manager.

Note: If the performance is off campus or on campus but not in Sursa Hall, Choral Hall, Pruis Hall or Emens Auditorium, other stage assistance arrangements must be approved by the Director, School of Music. Expenses for recitals held off campus must be paid by the student and/or faculty involved.

I. Stage Decorum

The stage presence of the performer(s) signals to the audience the level of professionalism to expect in the performance. Dress rehearsals should include what to do with hands, feet, scores, notes, handkerchiefs, programs, etc., including a formal "bowing scheme."

1. The stage manager is responsible for knowing if the announcer (if one is used) and those recording the recital are ready and coordinated for the beginning of the performance.
2. Entrances should be timed with lowered house lights.
3. Groups should select an individual to lead on and off and to coordinate the bowing. Decide whether ladies will lead on/off, or if it will be the person with the farthest walking distance to lead on and the one nearest the exit to lead off. Practice crossing in front of, or in back of, stage equipment. Pianists and accompanists should not walk behind the piano or behind the backdrop. Page turners should be the last individuals on and off the stage.
4. Performer(s) should walk directly to the designated spot for standing or sitting with minimum equipment arranging. All equipment items should be pre-arranged by the stage manager in accordance with a prepared diagram.
5. Rapport is established by the performer's recognition of the audience. One should acknowledge the audience and then check the music, page orders, mutes, tuning, etc.

6. It is appropriate for conductors or soloists to recognize the audience, appropriate soloists, and composers (if in the audience). At the end of the section and/or program, soloists must recognize accompanist(s).
7. Do not pick up music or folios when leaving the stage.

J. Audience Decorum

Just as proper stage decorum is vital to an excellent performance, proper audience decorum is also an important facet of any performance. In many ways, an audience member can be looked upon as an auxiliary performer, assisting in the event by promoting the proper concert atmosphere.

- 1) Audience members shall be seated before the concert/recital begins, and return to their seats before the end of intermission.
- 2) Gentlemen should remove hats before entering the concert hall.
- 3) It is inappropriate for audience members to place feet on the back of the seats.
- 4) The audience shall applaud when a performer walks onto the stage.
- 5) Talking, as well as creating distractive noises, are inappropriate and disrespectful to the performers and fellow audience members.
- 6) Audience members must silence all cell phones, pagers, or electronic devices before the performance begins.
- 7) Text messaging is disrespectful to the performer and fellow audience members and is strictly prohibited during the performance.
- 8) It is appropriate for the audience to applaud at the end of the composition and not in between movements or sections.
- 9) Audience members must remain in their seats until the composition is complete and not during the performance.

K. Program Copy Submission

Students are required to fill out and submit the Student Recital Program Information Form. This form can be found in the hallway pockets outside MU203. It is the responsibility of the faculty member involved to review the form for errors and sign the form before it is submitted to the Coordinator of Music Promotional Services. Recital Program forms are due **ONE MONTH IN ADVANCE of the concert or recital**. This will allow time before the event for recording personnel arrangements, program preparation / proof / printing / distribution and so forth. Programs will not be printed if copy for any event is received less than two weeks prior to the event. (Printing and/or distribution of programs by individual faculty or students is not permitted.)

L. Concert Recording Services

Concert recording arrangements and program copy for events are due **TWO WEEKS IN ADVANCE of the concert or recital**. This will allow time before the event for recording personnel arrangements.

1. Central Recording Services

Central Recording Services is responsible for recording School of Music events. For further information: Event Scheduling, 285.5842 – CRS, email crs@bsu.edu

- a. Faculty Artist Series, MUSCH designated large ensembles, and graduate concerts are automatically recorded. Unless there is a change in the activity's default setup, another setup is not required.
- b. Undergraduate student recitals are NOT automatically recorded but may be requested for \$30. One CD will be included in the recording request. Setup sheets are required.
- c. Other School of Music concert events (small ensembles, chamber music, guest, guest ensemble, alumni, and so forth) are NOT automatically recorded but may be requested for \$30. One CD will be included in the recording request. Permission of the School of Music Director is required.

2. Payment for Recordings

- a. Student Live Concert and Recording - \$30.00 (Instructor may review concert recordings on the streaming server.)
- b. Live Concert and Recording (Faculty Artist Series participant or designated Large Ensemble director) – no charge
- c. Copy of Previous Recording (either faculty or student) – \$10.00
- d. Audition Recording, etc., (Labor Charge) – \$15.00 per hour (two hour minimum)
- e. Payment for concerts and recording sessions CDs are processed through a Ball State CashNet system linked from the Central Recording Services website. Notification will be emailed when CDs are ready for pickup.

M. Publicity Aids

Posters are prepared internally by the School of Music in advance of large ensemble, faculty, guest and special events. Posters and/or flyers for student recitals are at the discretion of the student performer, in consultation with the applied instructor.

Questions about composers or composition notes, new photos, guest soloist or ensemble information and/or photos, interview possibilities, faculty or student activities of news value, and so forth, may be answered by the applied instructor or the Coordinator of Music Promotional Services. The request/s may be initiated at any time and finalized at least 5-8 weeks in advance of the event. Special information regarding repertoire, guest artists, etc. to be listed on the semester Music Events Calendar or the University's web calendar should be finalized as soon as possible.

Section III School of Music Ensembles

A. Designated Ensemble Policy

The School of Music ensemble participation policy is designed to ensure that students are participating fully in the musical life of the School. The policy ensures that students are progressing on their primary instrument in an enriching and collaborative musical experience, with a conductor, every semester they are enrolled in a music degree program. The only exception is the semester in which Music Education majors complete student teaching.

Primary Instrument:

The entrance audition and acceptance into the School of Music determines the student's primary instrument through which he/she will serve the School of Music large ensembles. Students are required to audition annually for ensemble placement. Auditions are held at the beginning of Fall Semester and occasionally mid-year (at the discretion of the conducting faculty).

Designated Ensemble/Large Ensemble Credits:

All students are required to participate in a Designated Large Ensemble each semester they are enrolled in a music degree program at BSU. The MUSC 340, 341, 350, and 351 numbers identify the large ensembles offered each semester. With a few exceptions, all ensembles in these prefixes serve to fulfill the required "Designated" status (*see also the MUSC Ensemble registration sheet*). The various music degree programs require a varied number of large ensemble credits to fulfill the degree. For example, Music Education majors are required 7 large ensemble credits (1 credit per semester for 7 semesters), whereas a Symphonic Instrument Performance major is required 12, thus doubling up on credits throughout the 8 semester degree program. When doubling up on large ensemble registrations, at least 1 registration must fulfill the Designated Ensemble requirement. It is possible for a student to satisfy his/her large ensemble credits before the final semester of enrollment; however, the student must enroll in a Designated Large ensemble each semester, regardless as to whether or not it is counting toward the required number of large ensemble credits for the major. In the case of overage in registration hours (more than 18.5 in any semester), a student may register for the Designated Large Ensemble for 0 credit.

Music minors: Students minoring in music are expected to participate in a Designated Ensemble each semester they are enrolled in applied study, or a minimum of four semesters.

Part time students: Students enrolled at part-time status may be exempt from participation in a Designated Ensemble in the semester of part-time enrollment but must meet the required number of Large Ensemble credits as required in the degree program. Please consult the Coordinator of Undergraduate Programs in MU207 for an exemption.

Graduation Requirement and Scholarship Renewal:

Fulfilling the Designated Ensemble credit each semester is required in order to remain in good standing in the School of Music. Beginning in Fall 2015, all ensemble registrations will be recorded in the Office of Undergraduate Programs in Music (MU207). Students must submit a *Designated Ensemble Registration Confirmation* form each semester, identifying the Designated Ensemble registration to be recorded. This information is one of 4 requirements in fulfilling the MUSC 499 registration, required for degree completion and graduation (*see also Recital and Performance Credit* information sheet).

Scholarship students should note the policy statement for scholarship renewal. Those students not fulfilling the Designated Ensemble requirement each semester will have his/her music scholarship rescinded at the end of the first semester in which he/she is out of compliance. Policy:

Establish a positive ensemble record by participating each semester (excluding student teaching if applicable) on your primary performance instrument/voice in a designated ensemble as selected by the ensemble conductor, in consultation with the studio instructor, and approved by the Director of the School of Music.

Acceptance and continuance in a School of Music degree program may be rescinded if a student fails to meet the ensemble requirements.

Exceptions and Considerations:

- Performance areas of Guitar, Piano, and Harp represent unique registration circumstances that are dealt with on an individual basis. Recommendations for fulfilling Designated Ensemble credits are made by the applied studio professor, in consultation with the conducting faculty and Coordinator of Undergraduate Programs. The Office of Undergraduate Programs recognizes the flexibility and alternative ensemble registrations needed to fulfill the requirements.
- Ensemble participation on a secondary instrument will only be permitted if the student concurrently performs in a Designated Large Ensemble on his/her primary instrument and is given written approval by the applied faculty member of his/her primary instrument.
- Exceptions to this policy are warranted when there is limited space for a particular instrument in an ensemble. Recommendations will be at the discretion of the relevant conducting faculty member in consultation with the applied studio faculty member.

B. School of Music (MUSC) Designated Large Ensembles

Category 1: Large Ensembles (1 credit) offered for Designated Ensemble Credit each semester:

+MUSC 340 Section 1A: Symphony Orchestra
 +MUSC 340 Section 1B: Wind Ensemble
 +MUSC 340 Section 1C: Symphony Band
 +MUSC 351 Section 1A: Chamber Choir
 +MUSC 351 Section 1B: Concert Choir (must include participation in Women's Chorus or Statesmen)

Category 2: Large Ensembles (1 credit) with restrictions for Designated Ensemble Credit. *The following may be used for no more than 2 semesters as a Designated Ensemble:*

+MUSC 340 Section 2D: Marching Band (Fall offering only)
 +MUSC 341 Sections 1A, 1B, 1C, 1D: Jazz Ensemble I, II, III, and IV – *note: students in a Jazz Concentration are required to take 6 credits of Jazz I or II and 2 credits of a Category 1 Ensemble.*
 +MUSC 351 Section 1D: Opera Theatre (see also MUSP 370: Opera Principal Role). *No more than 2 semesters between these 2 registration numbers.*
 +MUSC 350 Section 1A: University Singers Glee Club
 +MUSC 350 Section 1B: University Singers Instrumental Ensemble

Category 2a. MUSC 340 Section 2E: New Music Ensemble – *Music Composition majors may use up to 4 semesters of credit to fulfill the Designated Ensemble credit, at the discretion of the applied faculty and conducting faculty members. Non-Composition majors may not use the New Music Ensemble to fulfill the Designated Ensemble credit.*

Category 3: Large Ensembles (.5 credit) needing additional registrations for Designated Ensemble Credit. *The following must be used in combination with another ensemble to equal 1 credit of Designated Ensemble registration at the discretion of the applied faculty and conducting faculty members.*

+MUSC 341 Section 2A: Campus Orchestra
 +MUSC 341 Section 2B: Concert Band (Spring offering only)
 +MUSC 341 Section 2C: Campus Band
 +MUSC 341 Section 2D: Basketball Band
 +MUSC 351 Section 2A: Women's Chorus
 +MUSC 351 Section 2B: Statesmen

+MUSC 351 Section 1C: Opera Chorus
 +MUSC 351 Section 2C: University Choral Union

C. Music: Performance (MUSP) Small Ensembles

Students are actively encouraged to participate in small/chamber-music ensembles as a means of developing and coordinating their individual skills with others in chamber music performance. Several of the curricular programs require the earning of some credit for graduation, but students are encouraged to elect freely throughout their college years. Membership in the ensembles begins with contact between the director of the ensemble and interested students. A sampling of current, active small ensembles are:

- 1) String Ensembles: String Chamber Music, Double Bass Ensemble, Viola Choir
- 2) Woodwind Ensembles: Flute Choir, Saxophone Quartets, Oboe Ensemble, Clarinet Ensemble, Bassoon Ensemble
- 3) Brass Ensembles: French Horn Ensemble, Trombone Choir, Trumpet Ensemble, Tuba-Euphonium
- 4) Percussion: Marimba Ensemble, Latin and Brazilian Ensembles
- 5) Harp Ensemble
- 6) Keyboard Ensembles: Piano-Chamber Music Ensembles
- 7) Classical Guitar
- 8) Jazz Combos
- 9) Laptop Ensemble
- 10) Vocal Ensembles

D. Large Ensemble Audition Information and Ensemble Descriptions

All students must audition for an ensemble at the start of the Fall semester. Occasionally, auditions are also held before the start of Spring semester. Before the start of Fall semester, an ensemble audition guideline document is prepared and distributed by the Undergraduate Office (MU207). This document provides audition details for instrumental ensembles, orchestra, opera, choral ensembles, and jazz ensembles. Students should consult the guidelines for auditioning procedures and/or contact the individual areas for clarifications as needed.

Wind Ensemble

The Wind Ensemble is the premier concert ensemble of the Ball State University band program. Selected by audition from the most outstanding wind and percussion performers on the BSU campus, the ensemble performs the finest available repertoire for wind band and is committed to only the highest musical standards. In addition to exploring traditional and contemporary works for full band, the ensemble performs one-on-a-part chamber music representing all periods and styles. The band maintains an active schedule including three or more concerts per semester, tours in the spring semester, and regular appearances at state, regional and national music events.

Students interested in auditioning for the Wind Ensemble should sign up for an audition time prior to the start of classes. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

Symphony Band

The Symphony Band is an organization of approximately 65 musicians selected by audition. The ensemble is primarily comprised of music majors, although talented students from additional academic disciplines are also represented in the ensemble. The group is committed to the highest musical standards and performs traditional large band repertoire in addition to contemporary works written for the wind band medium. The band maintains an active schedule including three or more concerts per semester.

Students interested in auditioning for the Symphony Band should sign up for an audition time prior to the start of classes. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

Marching Band

The University Marching Band is the largest musical organization on the Ball State campus and represents the university to thousands of people each year. Membership in the University Marching Band is open to all Ball State students regardless of major field of study; auditions are held only for the percussion section and color guard. Percussion auditions are held each summer prior to the opening of marching band camp (one week before the beginning of fall semester). Color guard auditions are held at the end of spring semester and by appointment throughout the summer. Band members (wind players) will be asked to play designated portions of the marching band music in sectional rehearsals to help determine what part the individual will be assigned to play for the season. The University Marching Band performs at all BSU home football games as well as an away game during the season. The band also participates in school functions throughout the fall semester including parades and pep rallies. Students interested in becoming a member of the University Marching Band may contact the band office at 765-285-9178 or email bands@bsu.edu.

Symphony Orchestra

The Ball State Symphony Orchestra performs music from various time periods and musical genres. Its purpose is to provide a full ensemble experience to university-level musicians. The orchestra is open to all Ball State University students through an audition process held each fall (spring semester by appointment).

Auditions consist of prepared orchestral excerpts posted in advance of the audition on the orchestra's web page on the School of Music website (www.bsu.edu/music).

Initial seating is determined as a result of those auditions and may have studio faculty input. All students in the orchestra program should be aware that the amount of participation will vary depending on the repertoire and that some participation may be expected at times other than the regular class times listed (for example evening concerts and weekend opera performances).

Jazz Ensembles

All Ball State University students are eligible to audition for the Jazz Ensembles at the beginning of each Fall Semester. The auditions run from Sunday thru Wednesday of the first week of school. There will be a sign-up sheet as well as audition requirements posted on the Jazz bulletin board outside of room 117 and the jazz website starting the first week of August. All students must fill out the Jazz Audition form and bring it to the audition.

All auditions will be recorded and attended by the Director of Jazz Studies, jazz faculty, and graduate assistants. The final listing will be posted late Wednesday evening of the first week of class. Students will have sufficient time before the Friday deadline to complete the drop/add process.

Concert Band

The Concert Band offers music majors and non-music majors an avenue to continue making music throughout their college careers. Exploring traditional and contemporary works for band, the ensemble strives for the highest level of musical performance. The band meets only during the spring semester and maintains an active schedule, performing two concerts during the semester.

Concert Band auditions are for seating placement only and are held during the second rehearsal of the spring semester. The audition consists of excerpts from music that will be performed at the first concert. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

Campus Band

The Campus Band is open to all BSU students during the fall semester. The ensemble rehearses one day per week and performs one concert. The group is primarily comprised of non-music majors, although the ensemble creates performance opportunities for music education majors to perform on secondary instruments.

Campus Band auditions are for seating placement only and are held during the second rehearsal of the fall semester. The audition consists of excerpts from music that will be performed by the band. To join the band, students should attend the first rehearsal on Tuesday of the first week of class. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

Basketball Band

The Basketball Band is a highly spirited group of musicians who perform at Worthen Arena for the Ball State men's and women's basketball games. This popular and enthusiastic ensemble has made numerous appearances throughout the country for MAC, NCAA, and NIT post-season basketball tournaments. The band's repertoire consists of Top 40, Jazz, Big Band, Pop, and Rock favorites.

The Basketball Band is open to all BSU students via auditions that are held during October. The band rehearses Fridays 3:00 to 5:00 pm during the spring semester. During the first semester some rehearsals are scheduled for late October and early November to allow preparation for the basketball season. For more information, contact the band office at 765-285-9178 or bands@bsu.edu.

Chamber Choir and Concert Choir

Membership is open to all students enrolled at Ball State University. Auditions are held during the first week of classes in the fall semester. Membership in this ensemble carries the expectation of a two-semester commitment, with an exception being made for student teaching. Students interested in auditioning for Chamber and/or Concert Choir should sign up for an audition time prior to the first week of classes outside the Choral Library, MI 128. The audition will include vocal exercises to test the student's range, tonal memory (singing pitches after hearing them on the piano), accompanied sight reading from a choral piece, and rhythmic drill. A prepared solo is *not* required. Results of the auditions will be posted outside the Choral Library at the end of the audition period (usually mid-way through the first week of classes). All scholarship students must audition for Chamber or Concert Choir.

Auditions for spring semester will be held during the final week of fall semester. Returning members from fall semester need not re-audition. Acceptance of incoming students for spring semester placement is contingent upon there being available openings in the ensemble. Students interested in auditioning for a choral group should contact the Director of Choral Activities during the fall semester or prior to the beginning of spring semester.

Students selected for Concert Choir co-participate in Statesmen or Women's Chorus as part of their single ensemble credit. In this way, both Chamber and Concert Choirs have a daily commitment.

Opera Theatre and Pocket Opera

Participation in the BSU Opera Theatre and Pocket Opera productions is open to all BSU Students. Casting for the upcoming season takes place at the beginning of the fall semester. Those wishing to audition should contact the BSU Opera Theatre Director. The Director will make all final casting decisions.

University Singers

Membership in the cast of the Ball State University Singers is open, by audition, to all Ball State students. Competitive talent auditions are held in the spring for the following concert season. The majority of cast members are not music majors, and often represent all seven colleges with the university. All cast members re-audition every year. The typical cast includes twenty singers/dancers, ten instrumentalists, and five sound, lighting, and stage technicians.

Statesmen, Women's Chorus, and University Choral Union

These choral ensembles are open to all Ball State University students without audition; simply register for the course. Each ensemble is available for .5 credit: Statesmen for men, Women's Chorus for women. Choral Union is a mixed-voice ensemble. Music students are encouraged to contact the designated ensemble conductor in advance of the first scheduled rehearsal for voice placement.

<http://choirs.iweb.bsu.edu>

Jazz Combos

All Ball State University students are eligible to audition for the Jazz Combos at the beginning of the fall semester. Combos will remain the same for the spring semesters. If you are interested in playing in a combo you can mark the times that you are available on the Jazz Audition form and bring it to your audition. Combos will be put together on Wednesday evening the first week of school, time enough for drop/add deadline of Friday.

Students must take the Jazz Combo course for credit. The designated course number for Jazz Combo is MUSPE 231. The student will receive one hour of credit per semester for participating in the course.

Campus Orchestra

The Campus Orchestra is open to all BSU students during the fall and spring semesters. The ensemble rehearses one day per week and performs one concert each semester. The group is primarily comprised of non-music majors, although the ensemble creates performance opportunities for music education majors to perform on secondary instruments.

Section IV Scholarships and Awards

School of Music scholarships are available to select students through the initial School of Music audition process; these scholarships are renewable for three consecutive years (total of four years). Students holding renewable music scholarships must complete the renewal form each year. Renewal Forms are available from the Office of Undergraduate Programs (MU207).

A. Application for Scholarship Renewal

Criteria for renewal of School of Music scholarships is provided on the initial admission/scholarship award letter sent to the student following the initial School of Music audition. If a student wishes to apply for renewal of a music scholarship, he/she will follow the following procedure:

1. Complete the *Scholarship Renewal Form* (available from the Office of Undergraduate Programs MU-207).
2. Obtain the major/principle applied professor's signature and statement of satisfactory progress.
3. Sign name and return the completed application to the Office of Undergraduate Programs in Music, Music Building 207. Applications for scholarship renewal must be turned in by the date announced by the Office of Undergraduate Programs in Music in order to be considered for the following academic year.
4. Students must maintain a 3.0 GPA in order to qualify for scholarship renewal.
5. Designated ensemble: Students must also establish a positive ensemble participation record as outlined in the Designated Large Ensemble Policy in order to qualify for scholarship renewal.

B. One-Year Scholarships

There are a number of one-year scholarships awarded by the School of Music. Most of these awards are selected by faculty and are awarded to students in a specific degree program or musical ensemble/activity. For more information on these scholarships, please see the Coordinator of Undergraduate Programs, studio instructor, degree program coordinator and/or ensemble director.

Section V Facilities and Properties

The privilege of using practice rooms and other facilities in the School of Music is accorded to students under the following regulations:

A. Care of the Facilities

1. There is NO SMOKING and NO FOOD OR DRINKS in the practice rooms. Pets are not permitted in practice rooms. Students will be held responsible for damage to pianos and furniture.
2. Students using Sursa Hall facilities are reminded that liquid refreshments are not permitted in the lounge, seating, or stage areas.
3. University regulations state thumb tacks, plastic tape, and adhesive tape are not to be used on painted or finished surfaces or window glass.
4. The School of Music provides music stands on a limited basis only. Students are responsible for furnishing their own stands for individual and small ensemble practice.
5. Sufficient chairs are placed in the classrooms for ensemble and group practice. If additional chairs are needed in class or practice rooms, they must be requisitioned through the Music Information & Registration window, MU205, at least one week in advance.
6. Classrooms and large rehearsal areas are occasionally available to students, but these facilities must be requisitioned through the Music Information & Registration window. All facilities must be returned to their original state after use.

B. Assigned Practice Room Schedules

1. During the second week of each semester, students will reserve practice rooms for their individual practice during the term. Normally, only locked practice rooms will need to be reserved. These rooms will be reserved by the hour.
2. Practice rooms are to be used ONLY by students of the School of Music.
3. If a student is signed up for a practice room at a specific time, he/she must use it at that time.
4. If a practice room is not in use by 5 minutes past the hour, it will become available on a "first come, first serve" basis to any music student desiring the use of such facility.
5. After 6:00 p.m., practice rooms are available to any music student on a "first come, first served" basis.

C. Use of Practice Rooms during Evenings and on Weekends

1. The School of Music is open for practice during the following hours:

Monday - Friday	7:00 a.m. - 11:00 p.m.
Saturday	7:00 a.m. - 10:30 p.m.
Sunday	Noon - 10:30 p.m.
2. Practice rooms are intended for practice.

3. Abuse of the facilities or failure to comply with any of the above regulations may result in the revocation of the privilege to use the practice facilities in the School of Music.

D. Facilities Usage Reservations

All facilities on the Ball State campus are reserved for usage (other than class time) by completing a *University Space Requisition* form. For the School of Music, all space is reserved through the Scheduling Representative, (MU205), who works within university guidelines and deadlines to process the individual requests. Facility reservations are first-come, first-served, but the School of Music may, for just cause, cancel a reservation on short notice.

To ensure the proper processing of requests, students must discuss and confirm them with the Scheduling Representative, (MU205), no less than nine days in advance of the requested time.

E. Regulations Governing Use of School of Music Properties

The School of Music has an inventory of many thousands of dollars-worth of properties ranging from instruments and various types of equipment needed for performance to the uniforms necessary for public appearances. Regulations governing these are as follows:

1. Pianos

- a. Concert grand pianos must always be requisitioned for concerts, recitals, and rehearsals through the Coordinator, Music Promotional Services (MU205). Any last minute changes must be approved by the Manager of Sursa Hall via phone or in person. If, as a consequence of such a change, another piano needs concert preparation, notify the piano technician through the Office of the Assistant to the Director (MU205).
- b. Please report pianos which fail to function properly (sticking keys, broken pedals, etc.) to the piano technician (MU005). Instrument cases, water cups for woodwind reeds, etc. are not to be placed on pianos. Upright piano lids and fronts are not to be raised or removed. No pianos are to be moved except by authorization from the Office of the Assistant to the Director (MU205). All requests for moving pianos are to be submitted to that office.
- c. Classroom pianos are not for private practice. Accompanists using classroom grands for ensemble purposes will please place the cloth covers over the piano at the close of the rehearsal.

2. Harpsichords and Organs

- a. The Recital Request Form is used to requisition the harpsichord or pipe organ for a recital in Sursa Hall or the harpsichord for a recital in Choral Hall. If the harpsichord is required for a recital, the student or teacher must inform the harpsichord instructor in advance so that plans for the tuning and moving of the instrument can be made. If the organ is required for a recital, the student or the teacher must inform the organ instructor in advance in order to be assigned a memory level. Prior to filling out the Recital Request Form, students are welcome to discuss their needs with the organ and harpsichord instructor.
- b. Jack rails and other parts are not to be removed from the harpsichords. Students scheduled to play the harpsichord must have had prior instruction on the instrument, or, at minimum, a brief introduction to the harpsichord by the instructor.
- c. Students scheduled to play the organ must have had prior instructions on the instrument. All stops and crescendo pedal must be in off position and the swell boxes completely opened before the organ is switched off. Standing on the pedalboard is not allowed for any reason. The organ console should never be moved in and out of the stage by less than two people. The Sursa Hall staff members are trained on how this process should be correctly done. Moving the organ console the wrong way may result in damage of some wood parts and electronic components. Once the organ console is plugged or unplugged from the little box located on the stage floor, the tap that covers that box must remain

closed or the plugs can be seriously damaged. The organ console should never be moved while plugged.

3. Instrument Rental

- a. A fee of \$80.00 will be charged to the student's account in order to check out any instrument when the instrument is to be used for lessons or class instruction. \$50.00 of this fee is a deposit on the instrument; the remaining \$30.00 is the semester rental fee. This \$30.00 rental fee must be paid each semester the student uses the instrument. The remaining \$50.00 stays on as a deposit until the instrument is returned. Students in a university ensemble are only charged a \$50.00 deposit.
- b. School of Music instruments must be renewed by the last day of classes or returned by the last exam day of each semester. The \$50.00 deposit will be forfeited if the instrument is returned or renewed after that time. Instruments not returned after 30 days will be charged full price for replacement of the instrument. This can, in some cases, be thousands of dollars.
- c. Students will be charged for repairs to instruments for damage incurred beyond what is expected from normal use, and are also responsible for replacement of lost or stolen instruments.
- d. Students checking out instruments to be used **only** for university organizations must pay the \$50.00 deposit, which will be refunded in full upon return of the instrument if it is renewed or returned on time.
- e. Before returning a school instrument for deposit refund, make certain that the instrument has been properly cleaned and oiled. Please report any mechanical problems to the Music Properties Technician.

4. Key Rental

- a. A fee of \$80.00 will be charged to the student's account in order to check out any practice room key when the key is to be used for lessons or class instruction. \$50.00 of this fee is a deposit on the key; the remaining \$30.00 is the semester rental fee. This \$30.00 rental fee must be paid each semester the student uses the practice room key. The remaining \$50.00 stays on as a deposit until the key is returned.
- b. Practice room keys must be renewed by the last day of classes or returned by the last exam day of each semester.
- c. A \$50.00 deposit will be forfeited if the key is returned or renewed after that time.
- d. Keys not returned after 30 days will be charged a fee of \$50.00 to replace the key.
- e. Students are also responsible for lost or stolen keys, and will be charged \$50.00 to replace the key.
- f. Deposits will be refunded in full upon return of the practice room key if it is returned on time.

5. Uniform Issuance

There is no charge for the use of uniforms, although a refundable deposit fee is charged for band uniforms.

6. Lockers

- a. Instrument lockers, coat lockers, and percussion equipment lockers are available for rental on a "first come, first served" basis. A fee of \$5.00 per semester is charged to the student's account. The student is to renew the rental by the last day of classes or return the locker key and empty the locker by the last exam day of each semester.

- b. The university reserves the right to open and have access to all lockers at any time. The rental period for lockers is from the beginning of each semester through the last day each semester. Any items left in the lockers after the last exam day of the semester will be removed and the locks will be changed.
- c. If locker keys are not returned on time, a \$10.00 fee will be charged for cleaning out the lockers and/or changing the locks, and after 30 days a \$50.00 fee will be charged for non-returned locker keys.

F. Ensemble Libraries

Large Ensemble Libraries - The School of Music maintains three distinct ensemble libraries in the following areas: Band, Choir, and Orchestra. These libraries regularly lend single instrumental parts or choral scores to ensemble members, who assume responsibility for the return of those materials. Undergraduates do not have privileges to borrow sets of parts or multiple copies of choral scores; exceptions can only be granted by the Director of Activities for the appropriate library.

Small Ensemble Libraries - Scores and parts used in the small ensemble program are typically property of either the School of Music or the University Library. In some cases, the ensemble director may supply parts from his or her personal library. Students enrolled in small ensembles should assume personal responsibility for the security and condition of all parts issued to them by adhering to the following guidelines:

- a. Keep parts in a single, appropriate ensemble folder.
- b. Store the folder in a secure place within the School of Music.
- c. Mark parts with soft pencil only and eliminate your own marks when returning the part.
- d. Return parts immediately following the performance or at the conclusion of each semester.

G. Music Listening Center

Located on lower level west of Bracken Library, the Music Collection contains music scores and books on the subject of music. The majority of these items circulate. Music periodicals are shelved with the general periodicals collection in other locations.

The Music Collection Counter functions as a listening laboratory for courses in music history, appreciation, and theory. It also houses a collection of over 15,000 CDs, the majority of which circulate.

H. Music Technology and Resource Lab

MU 113 is a cross-platform computer and resource lab for music students and faculty. The lab is open throughout the academic year, and for fewer hours during the summer sessions, with a lab supervisor (graduate assistant) and student attendants available for expert assistance. Music faculty may book the lab and electronic classroom cart for classroom teaching.

Students and faculty will find the lab useful for applications such as the following:

- ✓ Music notation (for theory homework, arrangements, and composition): Finale for both Mac and Win platforms
- ✓ MIDI and sequencing
- ✓ Word processing: MS Office Suite
- ✓ Graphics and publishing: Adobe PhotoShop, Page Mill, PowerPoint
- ✓ Computer-assisted instruction (for ear training, remedial theory, four part writing, music appreciation): MacGamut, Practica Musica, other programs
- ✓ Internet access (electronic mail, World Wide Web): Internet Explorer, Safari
- ✓ Instructional software: a collection of software useful for teaching various musical concepts and skills.