



Student Information Guide

1. School of Music Administration and Staff

Dr. Karl Boelter	Director
Dr. Patricia Corron	Associate Director (Academic Affairs)
Mr. Barry Kilpatrick	Assistant Director (Admissions)
Jen Darrell-Sterbak	Community Relations
Lori Deemer	Community Relations
Marc Levy	Facilities & Special Projects
Christi Schmittendorf	Secretary 2
Tammy Bankoski	Keyboard Specialist
Matthew Fleming	Auditions Manager

2. Mason Hall Building Information

Building Hours when classes are IN SESSION	7 a.m. to 11 p.m.
Building Hours during breaks	8 a.m. to 10 p.m.
Building Hours on Observed Holidays	CLOSED

Note: Building Hours are subject to change

3. Music Office Information

Office Hours	8:00 a.m. to 5 p.m. (Mon-Fri)
Office Hours on Observed Holidays	CLOSED
Office Hours during Summer	8 a.m. to 4 p.m. (Mon-Fri)
Office Phone: 716-673-3151	
Office Fax: 716-673-3154	

4. Important Information and Announcements

When faculty and staff need to contact students, they will do so by posting announcements in one or more of the locations listed below. Please get in the habit of checking these places on a regular basis.

- Student Fredonia Email (Webmail)
- Student Mailboxes (located in Student Lounge)
- Bulletin Boards in Mason Hall
- Music Office Reception Area

Notices of general importance to students are posted on the **MAIN BULLETIN BOARD**, located in the Music Office reception area, and in the Student Lounge.

A daily/weekly schedule of School of Music classes is available in the office, and upcoming events are posted on the **EVENTS BULLETIN BOARD** in the glass case in the Main Lobby of Mason Hall. All public SOM concerts and recitals are also listed on the Fredonia School of Music web page (www.fredonia.edu/som) under "Calendar of Events".

Notices from Ensemble Directors are posted on the **ENSEMBLE BULLETIN BOARD** located in the Main Lobby of New Mason. Students should also check bulletin boards outside their Ensemble Director's studio.

Theory Information is posted on the **THEORY BULLETIN BOARD** located outside Dr. Murphy's office (3154 Mason).

Postings for Musicians Wanted (including wedding gigs, ceremonies, events, etc) are posted on the **MUSICIANS WANTED BULLETIN BOARD**, located outside office 1140 in Mason Hall.

General notices from and for students are posted on the **STUDENT BULLETIN BOARD** located in the Student Lounge.

Announcements from and for members of student organizations are posted on appropriate student organization bulletin boards located throughout Mason Hall.

NOTE: It is campus policy that postings are allowed on Bulletin Boards ONLY. Any postings found on doors, walls, windows, etc. will be removed immediately. Students wishing to post signs campus-wide must have the flyer approved by the Student Association (Williams Center), and all postings must display the SA approval stamp.

5. Student Mailboxes

Every School of Music student has an individual "mailbox" in the filing cabinets located in the Student Lounge. Faculty and Staff will contact students regarding matters of scheduling, grades, paperwork and general announcements. Please be sure to check your mailbox regularly.

NOTIFY THE MUSIC OFFICE IF YOU DO NOT HAVE A MAILBOX.

6. Faculty Mailboxes

Faculty Mailboxes are located in the Faculty Mailroom, located in the Music Office

Students may leave notes, papers or other class-related materials for faculty members in the Music Office, clearly indicating the instructor for whom the material is intended. Music Office staff will deliver materials to appropriate faculty mailboxes. *Students are not permitted to enter the Faculty Mailroom.*

7. Advisors

Each student is assigned an individual faculty advisor, who will guide you in course selection, academic standing, degree progress, and other areas as necessary. Students must meet with their advisor before registering each semester. If you do not know who your advisor is, please inquire in the Music Office.

8. Registration

It is the student's responsibility to register for the appropriate section of a given course. If you are attending a class and you are not on the class roster, it is your responsibility to add the class to your schedule (Drop/Add Forms are available in the Music Office). If you do not do so, you will not receive a grade for that class, and you will not receive credit for the course.

For detailed information about scheduling, transcripts, grades and more, log onto "Your Connection" at www.fredonia.edu. You may also register online at "Your Connection."

Note: there are late fees associated with adding and dropping courses after the deadlines published by the Registrar's Office. Please refer to the Registrar's Office for more information.

9. Scheduling

Student Recitals

Students may begin requesting recital dates on the first day of classes in the semester preceding your intended recital. Student Recital Request Forms are available in the office. All Student Recitals will be confirmed or denied via email, please make sure to indicate your correct email address on the request form.

Student Recitals will be listed on the Campus Web Calendar – if your recital is not listed here, please notify the office immediately.

Rehearsal Rooms

Students may use any of the Open Practice Rooms (located on the 2nd and 3rd floors of New Mason) for practice and rehearsal – no advance scheduling is required.

Students must submit a scheduling request form IN ADVANCE, with faculty supervisor's signature, to reserve rooms in Mason for larger ensemble rehearsals. **The Faculty Supervisor is responsible for providing student access to scheduled room.** Scheduling requests will be confirmed or denied via email. It is the student's responsibility to print the scheduling confirmation and have it with them while using the scheduled space; failure to present the printed confirmation may result in students being asked to leave the room and/or building.

10. Key Requests

Students must submit a Key Request Form (available in the office) for keys needed to access assigned practice rooms, etc. Keys may be picked up at the Services Complex, a \$10 deposit is required for each key).

11. Attendance Policies

Classes, Lessons & Rehearsals

It is the SOM's policy that attendance is required for all classes, studio instruction, rehearsals and other instructional activities. The penalty for absences is left to the discretion of individual instructors. Absence from final exams or juries without prior arrangements will result in an automatic "E" grade. If you are unable to attend a class, lesson, rehearsal or other activity, PLEASE CONTACT YOUR INSTRUCTOR IN ADVANCE.

Concert Attendance (MUS120)

Students must enroll in MUS120 "Concert Attendance" during each semester of studio applied instruction, for a maximum of 6 semesters.

Concert Attendance is a non-credit course. Grading is pass/fail (S/U). Students must attend a minimum of eight APPROVED concerts as a member of the audience (i.e. performing in an ensemble does NOT count). If the requirement is not met, students will receive a "U" grade and will be required to repeat the course.

Approved* concerts are listed on the Fredonia School of Music web page (www.fredonia.edu/som) under "Current Students", "MUS 120".

*Other concerts may be counted at the discretion of individual studio instructors. A faculty member is present at all approved concerts to distribute and collect student MUS120 attendance cards.

Studio Instruction

Students should contact their studio applied instructor as soon as possible during the first week of classes to schedule their lessons for the semester. NOTE: instructors will need your current schedule in order to determine lesson times.

12. Music Technology Labs

The School of Music boasts two state-of-the-art music technology labs, equipped with a total of 30 Apple iMac Computers, each connected to an XP-30 multitimbral MIDI synthesizer. These labs may be used by musicians for ear-training, notation and composition. The numerous software titles available for student use include the following: Practica Musica, Auralia, Digital Performer, Logic Studio, Pro Tools, Band in a Box, iLife (GarageBand, iMovie, iPhoto, iDVD, iWeb), RapidWeaver, and Finale. Extra hardware also includes Blue Snowball microphones and numerous stations for video input. The lab is open for student use every day during the hours posted.

Those students who can exhibit a high level of technical aptitude may choose to become a lab proctor. The student lab proctors maintain the labs and help student lab users with software and hardware questions. Any student with previous Macintosh/MIDI experience who is interested in being a lab proctor should contact the lab director.

The School of Music offers a number of courses in the Mason Hall Music Technology Labs. These classes include MUED 291 and 292 (Technology in Music 1+2). Students interested in learning to use the software and hardware in the labs are urged to enroll for the classes offered there. The Mason Hall Technology Labs are music labs only and may not be used for non music applications (word processing, email and internet). Students may use the numerous non-music labs found throughout campus (and in their dorms) to send email and word process.

13. “Angel” and “Your Connection”

Angel and Your Connection can be accessed from the SUNY Fredonia homepage (www.fredonia.edu) – instructions are also available online.

Angel is a tool used by certain faculty on campus to post assignments, grades, and general information about their classes. Your instructors will notify you in class if they use Angel.

Your Connection is a web source for student information, transcripts, online registration and more.

If you have any questions about using “Angel,” please contact the “Angel” administrator by email at angel@fredonia.edu, by phone at 673-3150 (Help Desk) or in person at E224 Thompson Hall