

# FREDONIA SCHOOL OF MUSIC

## STUDENT HANDBOOK

(ver. September 7, 2018)

Welcome to the Fredonia School of Music! This Student Handbook has been prepared to help you in matters specific to the School of Music. We strongly recommend that you also review the Student Handbook and On-Campus Living Guide that are published by the Office of Student Affairs.

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# FREDONIA SCHOOL OF MUSIC

## STUDENT HANDBOOK

### ADMINISTRATION AND STAFF

Dr. Melvin Unger	Director	673-3151
Ms. Laura Koepke	Associate Director (Academic Affairs)	673-3151
Mr. Barry Kilpatrick	Assistant Director (Admissions)	673-4635
Jennifer Darrell-Sterbak	Community Relations Associate	673-3686
Marc Levy	Director of Facilities & Special Projects	673-4628
Tammy Bankoski	Administrative Secretary	673-3151
Amy Schmitt	Office Secretary	673-3151
I-Fei Chen	Staff Accompanist	673-4872
Matthew Wilson	Tech Lab Supervisor	673-3151
Graham Howes	Head of Piano Tech Services	673-4962
Nathan Baldwin	Piano Technician	673-3247
John Caruso	Recording Services	673-3473
Cathe Kilpatrick	Auditions Manager	673-4859

Office Phone: 716-673-3151

Office Fax: 716-673-3154

### ACCOMPANYING

Please refer to [www.fredonia.edu/music/accompany.asp](http://www.fredonia.edu/music/accompany.asp) for all information and forms regarding accompanying in the School of Music, including who may do accompanying or how to find an accompanist. The School of Music provides limited accompanying through the fees you pay. Most students who need extra time with an accompanist should be prepared to pay him or her directly, resulting in an additional expense.

### ADVISORS

Each student is assigned an individual faculty advisor, who will guide you in course selection, academic standing, degree programs, and other areas as necessary. Students must meet with their advisor before registering each semester. Each student's advisor is listed at the beginning of his/her online transcript available through Your Connection.

While the advisor is an important person to help you manage the requirements of a curriculum, there is no substitute for being personally informed. Refer to the appropriate edition of the University Catalog and to the various forms and documents.

### AREA HEADS

Mr. Barry Kilpatrick	Brass
Dr. Rob Deemer	Composition
Fr. Sean Duggan	Piano/Organ
Dr. Katherine Levy	Music Education
Dr. James Davis	Musicology
Dr. Gordon Root	Music Theory
Dr. Joni Milgram-Luterman	Music Therapy
Dr. Karolyn Stonefelt	Percussion/Harp
Dr. Sarah Hamilton	Performance
Dr. Bernd Gottinger	Sound Recording Technology
Mr. David Rose	Strings/Guitar
Ms. Julie Newell	Voice
Dr. Wildy Zumwalt	Woodwinds

## **ATTENDANCE POLICY**

### **Classes, Lessons & Rehearsals**

It is the School of Music'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 "F" grade. If you are unable to attend a class, lesson, rehearsal or other activity, PLEASE CONTACT YOUR INSTRUCTOR IN ADVANCE.

### **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.

## **AUDITIONS**

Auditions are part of being a musician and are usually expected for anything you'll want to do with performance, from performing in an opera to playing in a band. Auditions are generally required if you wish to change your major, add a concentration, or pursue a Performer's Certificate. If you wish to take on a performance-based initiative, speak to your studio professor about the requirements.

Every semester or year, string, wind, percussion and voice auditions are held for placement into the main auditioned ensembles of the School of Music. Participation is required per the Ensemble Requirement ([www.fredonia.edu/music/ensembles.asp](http://www.fredonia.edu/music/ensembles.asp)) of the School of Music. For more information about these auditions, please see Ensemble Auditions ([www.fredonia.edu/music/eai.asp](http://www.fredonia.edu/music/eai.asp)).

## **BOOKSTORE**

Located on the ground level of the University Commons, the University Bookstore carries most text books and reference books.

## **BUILDING MAP**

For map of Mason Hall, click [MasonHallBuildingMap.pdf](#)

## **CAMPUS LIFE, OFFICE of**

The Campus Life Office ([www.fredonia.edu/campuslife/](http://www.fredonia.edu/campuslife/)) is responsible for Summer Orientation sessions ([www.fredonia.edu/orientation/](http://www.fredonia.edu/orientation/)) for new freshmen, parents, and transfer students, Student Activities, University Room Reservations, Commencement, Leadership Development, and Volunteer Services. The Campus Life Office also provides an Off-Campus Living Guide for students looking for living options off-campus. This guide aids students with tips and services for prospective students looking to make their residence off-campus. Please note that Freshmen and Sophomores are required to live on campus.

## **COMMUNICATION - STUDENTS**

When Faculty and Staff need to contact students, they may do so by posting announcements in one or more of the locations listed below.

### **E-mail (FREDMail)**

See e-mail below for more information.

### **Mailboxes**

Every School of Music student has an individual "mailbox" in the filing cabinets located in the Student Lounge (Mason 1004). 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.

### **Bulletin Boards**

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 main lobby of New Mason. All public School of Music concerts and recitals are also listed on the Fredonia web page at <https://events.fredonia.edu/music>.

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

Theory Information is posted on the **THEORY BULLETIN BOARD**, adjacent to Mason 3164.

General notices from and for students are posted on the **STUDENT BULLETIN BOARD**, located in the Student Lounge (Mason 1004).

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 Student Association (Williams Center), and all postings must display the SA approval stamp.

### **COMPUTERS – MAC OR PC?**

Fredonia is split between Windows PCs and Macs. We recommend that you purchase a system (Windows or Mac OS) in which you are most familiar. Most Fredonia students are not required to purchase personal computers. There are many computer labs across campus that use both platforms ([answers.fredonia.edu/display/SC/Computer+Labs](https://answers.fredonia.edu/display/SC/Computer+Labs)).

Of course, owning your own laptop allows you to make the most of your educational experience, enabling you to develop proficiency in using the same type of technology most often employed in the music community. Commonly used programs include: Microsoft Office, Finale, iLife, etc. Some areas such as Sound Recording Technology and Composition may have program specific recommendations.

### **CONCERT ATTENDANCE: MUS 120**

Students must participate and enroll in MUS 120 Concert Attendance, attending a minimum of eight (8) concerts each semester of private lessons selected from the "MUS120 Calendar" posted at [events.fredonia.edu/music\\_mus120](https://events.fredonia.edu/music_mus120). Approved concerts include faculty solo and ensemble recitals, visiting artists, major student ensembles, and Western New York Chamber Orchestra. Other concerts may be counted at the discretion of individual studio instructors.

Students are to obtain an MUS 120 slips from a faculty member prior to the concert, and the completed slips are to be gathered from the students only immediately after the event.

### **CONCERTO COMPETITION**

Please see "Student Recitals"

### **CONCERT DRESS (standard formal)**

**Women** – LONG black skirt/dress (at least ankle length) or FULL dress pants, long-sleeved black top (no décolletage, bare shoulders or necklines, or bare midriffs), black hose, black shoes (no flip flops), no outstanding jewelry.

**Men** – black tuxedo, white tuxedo shirt, black bow tie, black cummerbund, black socks, black shoes.

### **COPYING MACHINES**

Students may not use the copy machines located in the School of Music office. Students may use the copier in the Copy Center (E357 Thompson Hall) or Reed Library.

## COURSE OVERLOAD

The maximum number of credit hours is 18. Additional hours require approval. See one of the secretaries in the School of Music office for application review and processing.

## DINING SERVICES

**FSA Café - Mason** is located on the main floor of Mason Hall near the entrance closest to Jewett Hall (Mason 1003). The student lounge is located in the adjacent room. Menu items include regular blend and specialty coffees, baked goods, lunches, cold drinks, and specialty drinks. Hours are available at <http://fsa.fredonia.edu/>.

There are three **vending machines** in the room next to the Student Lounge (Mason 1005). The machines accept cash, coin or FREDCard.

There are several dining options on campus including: **Starbucks Coffee** (University Commons); **Centre Pointe** (Williams Center); **Tim Horton's** (Williams Center); and **Cranston Marche** (University Commons). Hours and menus are available at [fsa.fredonia.edu/](http://fsa.fredonia.edu/).

## E-MAIL (FREDMail)

Your Fredonia e-mail account will be set up by Information Technology Services. General instructions for e-mail are located on the ITS website.

You must use your Fredonia e-mail for University business. Official communications from the School of Music and the University will not be sent to other e-mail accounts.

## EMERGENCY CONTACTS

University Police	673-3333
Health Center	673-3131

## ENSEMBLE AUDITIONS

All music students participate in ensembles as required by their degree program and the Ensemble Requirement ([www.fredonia.edu/music/ensembles.asp](http://www.fredonia.edu/music/ensembles.asp)) of the School of Music, and for most students this requires frequent auditioning. Every semester, string, wind, percussion and voice students audition for placement into the main auditioned ensembles, such as the orchestras, bands and choruses. Detailed information about these auditions, including times, locations and repertoire, can be found at [www.fredonia.edu/music/eai.asp](http://www.fredonia.edu/music/eai.asp).

## ENSEMBLE REQUIREMENT

*Each student and advisor should follow the specific requirements of the student's curricular major.*

No undergraduate student will be allowed to enroll in more than two 1-credit ensembles in a given semester. Undergraduate students may enroll in up to four curricular ensembles (1-credit and ½-credit) in a semester.

Any student may be asked to be in more than one 1-credit ensemble in a semester, but they cannot be required to do so. This does not pertain to the choral requirements for instrumental Music Education majors, as that is a requirement of the major.

Each undergraduate student pursuing the various BA tracks as well as BM-Performance and BM-Composition degree programs in the School of Music is required to audition for and enroll in a 1-credit ensemble for eight (or seven for BM-Music Education students) semesters at Fredonia.

Each undergraduate student pursuing a Bachelor of Science degree program in the School of Music is required to audition for and enroll in a 1-credit or ½-credit ensemble during the semesters of private applied study.

If an undergraduate student is in residence at Fredonia in a fifth (or later) undergraduate year, the ensemble participation requirement remains in force if the student is taking private lessons.

All students required to enroll in 1-credit ensembles will do so on the instrument correlating to their primary studio assignment unless specifically exempted by the administration of the School of Music.

Graduate students taking private lessons may be involved in ensembles as advised by their graduate advisor in consultation with their private instructor.

Exemption from any ensemble policy requires agreement between the ensemble director(s) and the studio instructor, and may be appealed to the Director of the School of Music.

### Specific Degree Program Requirements

- **Bachelor of Arts in Music - General:** 8 semesters of 1-credit ensemble (8 credits total).
- **BA in Music – Jazz:** 4 semesters of 1-credit ensembles plus an additional two credits of 1-credit or ½-credit courses (6 credits total).
- **BA in Music – Music Technology or Entrepreneurship:** 4 semesters of 1-credit ensembles (4 credits).
- **Bachelor of Music in Composition:** 8 semesters of 1-credit ensemble, of which at least two will be choral (8 credits total).
- **Bachelor of Music in Music Education**  
*If an undergraduate student is in residence at Fredonia in a fifth (or later) undergraduate year, the ensemble participation requirement remains in force if the student is taking private lessons.*
  - **BM in Music Education – Choral/General Music (if the principal instrument is voice):** 7 semesters of 1-credit choral ensembles (7 total credits).
  - **BM in Music Education – Choral/General Music (if the principal instrument is piano):** 3 semesters of Piano Ensemble + 4 semesters of 1-credit choral ensembles (7 total credits).
  - **BM in Music Education – Choral/General Music (if the principal instrument is neither voice or piano):** 4 semesters of 1-credit choral ensembles and 3 semesters of elected 1-credit and/or ½-credit ensembles (7 total credits).
  - **BM in Music Education – Instrumental:** 7 semesters of 1-credit instrumental ensemble + 2 semesters of 1-credit choral ensembles and 1 semester of ½-credit chamber music ensemble (9.5 total credits).
- **Bachelor of Music in Performance**
  - **BM in Performance – Instrumental (unless principal instrument is piano):** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in chamber ensembles) (11 credits total).
  - **BM in Performance – Piano:** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in chamber ensembles) (11 credits total).
  - **BM in Performance – Voice:** 8 semesters of 1-credit ensemble (8 credits) plus 3 credits earned in ½-credit ensembles (at least 2 credits of which will be in Opera Practicum) (11 credits total).
- **Bachelor of Science in Sound Recording Technology or Music Therapy:** 4 total credits in any combination of 1-credit and ½-credit ensembles as deemed appropriate by their private instructor in consultation with the head of their degree program.
- **Master of Music (MM):** By advisement.

### FAX MACHINE

The fax machine in the School of Music office is not to be used by students. There is a fax machine in the FSA office (Gregory Hall). There is a nominal charge to send and receive pages.

### FREDCARD

Your FREDCard is a multipurpose identification and account card. For the student, it is an invaluable tool for a wide variety of purposes. Among them:

- Photo Identification
- Library Card

- Card-access readers: use the card instead of a key for access to rooms and facilities for which you have authorization
- Vending machines and copier: use the card on campus on any machine equipped with a FREDCard reader.
- FREDFunds and Debit accounts: you may deposit money to the account so you can use it as a debit card for products and services on campus and at participating merchants off campus.
- Points and Meal Plans: for meal purchases on campus for the cardholder only. These purchases are tax free.

There is no cost to acquiring a FREDCard. See [www.myfredcard.com](http://www.myfredcard.com) for details.

### **FREDONIA FOUNDATIONS – General Education**

The object of General Education at Fredonia is to further the development of a total human being who seeks to relate learning and living, ideas and actions. The purpose of general education is to provide a broad context in which specialized education becomes more meaningful and with which students can thrive in a changing world regardless of their specializations. The General Education requirements at Fredonia are provided within the framework of Fredonia Foundations

For more information, visit [home.fredonia.edu/academicaffairs/fredonia-foundations](http://home.fredonia.edu/academicaffairs/fredonia-foundations).

### **HANDBOOKS**

Please check your area’s handbook for specific information. The following areas have handbooks: Music Education, Voice, Brass, Piano, Woodwind, String, Percussion, Music Composition.

### **HOURS OF OPERATION**

#### **Mason Hall Building Hours**

Building Hours when classes are IN SESSION	7 am to 11 pm
Building Hours during breaks	7 am to 6 pm
Building Hours during Summer	7 am to 11 pm
<i>Note: Building Hours are posted on all exterior doors to Mason Hall</i>	
<i>Access outside these hours is by <b>FREDCard only</b> at the following entrances:</i>	
<i>Main Entrance (west side) and Quad Entrance (east side) adjacent to Rosch Recital Hall</i>	

#### **School of Music Office Hours**

Office Hours when classes are IN SESSION	8:30 am to 5pm (Mon-Fri)
Office Hours during breaks	8:30 am to 5pm (Mon-Fri)
Office Hours on Observed Holidays	CLOSED
Office Hours during Summer	8:00 am to 4:00 pm
<i>Note: The Music Office is closed on weekends</i>	

#### **Music Library Hours**

The Music Library follows the hours of Reed Library. Contact Reed Library or visit [www.fredonia.edu/library](http://www.fredonia.edu/library) for information.

#### **Music Technology Labs**

Open lab times are posted outside the labs. Please refer to these schedules for the most current information.



### **INSTRUMENT RENTAL (secondary classes)**

The School of Music maintains an inventory of instruments to be used for secondary instrument classes. A nominal rental fee will be charged. Students need to obtain an Instrument Rental Contract from the Instrument Storage office, Mason 1015 with rental fees paid either to the Cashier's Office or by FredDebit in Mason 1151 to Amy Schmitt.

### **ITS SERVICE CENTER**

The ITS Service Center (W203 Thompson Hall) provides multimedia support for students. For more information, visit [home.fredonia.edu/its/service-center](http://home.fredonia.edu/its/service-center).

### **JOB OPPORTUNITIES**

There are several job opportunities available through the School of Music including: School of Music office (workstudy only), theory tutors (Learning Center), piano lab proctors, computer lab proctors, and Rosch assistant house managers. Please contact the School of Music office for more information.

### **JURIES**

Juries are one way a student has to demonstrate his/her progress on their principal instrument. At the same time, juries offer the applied faculty an opportunity to evaluate the student's accomplishments in performance in relationship to their applied level of study as well in correlation to the student's curriculum. See your area handbook for more information.

### **KEYS (assigned practice rooms – piano, tuba, harp, bass, etc.)**

You will receive a student key authorization form from your studio teacher for keys needed to access assigned practice rooms, etc. You may pick up the keys from the Facilities Service office.

### **LOCKERS**

Students may sign-out one locker for the academic year. Each student must provide their own padlock. Once a locker is selected, it must be signed out in the School of Music office.

### **LOST AND FOUND**

Objects that are found in classrooms, practice rooms and studios, etc, may be brought to the Music Office.

### **MAILBOXES - FACULTY**

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.***

### **MASON HALL**

Mason Hall is the home of the School of Music, and nearly all of its activities are housed within it. The original structure was built in 1940 and is commonly known as "Old Mason." The façade faces the campus courtyard with its main entrance leading to the lobby of Diers Recital Hall. The "Mason Annex" was added in the 1960s to the north end of Old Mason, and in the 1970s "New Mason," a three story complex of offices and classrooms, was added on the west side of the original building. This part of the building now houses the Music Office and the adjacent main lobby. In 2004, the School of Music opened Rosch Recital Hall, and two years later new recording studios opened on the second floor of the "Rosch Wing." In Summer 2010, new, larger rehearsal rooms (Robert and Marilyn Maytum Music Rehearsal Halls) were added to the north of the "Mason Annex." Fall of 2016 saw the connection of Mason Hall to the Rockefeller Arts Center, home of the Department of Theatre and Dance, Department of Visual Art and New Media, and three primary performance venues: King Concert Hall, Marvel Theatre, and Bartlett Theatre.

### **MASON HALL POLICIES**

Please see 'Mason Hall Usage Policies (User Services Policy Manual)' ([www.fredonia.edu/music/bpolicies.asp](http://www.fredonia.edu/music/bpolicies.asp)) for the rules, regulations and procedures by which the whole of the Mason Hall facility is run. This manual describes in detail the expectations that users should have of the facility.

### **MUSICAL JOURNEYS PROGRAM**

The Musical Journeys Program is a division of the Fredonia School of Music. The mission is to provide quality musical experiences to students of all ages in Western New York. Fredonia's students and faculty work together to give a broad range of individual instrumental and vocal instruction as well as activities through summer music programs, the New Horizons Band of Western New York, the Chautauqua Children's Chorale and other ensembles. For more information, please see Marc Levy.

### **MUSIC LIBRARY**

Reed Library is centrally located off the first floor of McEwen Hall. Your FREDCard serves as your library card; however, it needs to be activated first. To do this, simply stop by the library's main circulation desk at any time. Library resources such as online full-text journal collections, databases, reference materials and e-books are available around the clock by accessing the library's website ([www.fredonia.edu/library/](http://www.fredonia.edu/library/)). If the library doesn't have what you're looking for, resources may be located through InterLibrary Loan (ILL). Visit the library's Web site to request ILL materials and to find general information about library services.

The Music Library is located up the stairway (to the left as you enter the library) on the mezzanine. Reed Library's Music Collection is the largest subject collection in the library, primarily supporting the curricular and research needs of the students and faculty of the School of Music. The collection contains over 12,000 books on music, ranging such topics as music history, theory, education, performance studies, criticism and biography. Over 30,000 scores and parts are available, including miniature study, full-size, and piano-vocal scores, as well as performance parts for ensembles up to 9 players. Sound recordings number nearly 7,000 compact discs, 15,000 LPs, and 1,000 cassettes of both music and spoken word recordings. Videocassettes and DVDs are available on many different aspects of music from full-length operas to music pedagogy.

### **MUSIC TECHNOLOGY LABS**

The music technology labs are found in Mason 2016 and 2017. These-state-of-the-art MIDI labs consist of 30 Macintosh Computers, each connected to a multitimbral MIDI synthesizer. These labs may be used by music majors for ear-training, notation and composition. The numerous software titles available for student use include the following: Practica Musica, Auralia, Mibac Music Lessons, Freestyle, Digital Performer, Logic Audio, Band in a Box, Peak, iTunes, Adobe Premier, and Finale. The lab is open for student use over 60 hours per week. A schedule of open lab times is posted outside each lab.

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 at [matthew.wilson@fredonia.edu](mailto:matthew.wilson@fredonia.edu).

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 the dorms) to send email and word process.

### **MUSIC THEORY INFORMATION**

Incoming freshmen and transfer students may take the music theory placement exam either during auditions, orientation or the weekend before classes begin.

For more information on placement, policies, syllabi, and other materials, visit [www.fredonia.edu/music/theory/theoryinfo.asp](http://www.fredonia.edu/music/theory/theoryinfo.asp).

## **ONCOURSE**

OnCourse is a course management tool where faculty can post syllabi, course materials and assignments, and communicate with students. It is accessed from Fredonia's main webpage.

## **ORIENTATION**

Students will be invited to the Fredonia summer orientation program. During this time, you will meet with an advisor, register for your fall classes and participate in various orientation activities. If you are unable to attend the summer orientation program, you will register for your classes prior to the start of the fall semester. Advisement, registration and orientation workshops will take place at this time. For more information, visit [www.fredonia.edu/orientation](http://www.fredonia.edu/orientation).

## **PARKING**

**Student permits.** Students must register their vehicles and obtain a parking permit to park on campus.

**Parking lots and regulations.** A campus map with labeled parking lots will help you locate the nearest parking. For a complete overview of parking regulations, visit the University Police website at [home.fredonia.edu/about/offices/university-police/parkingregulations](http://home.fredonia.edu/about/offices/university-police/parkingregulations).

## **PIANO LAB HOURS**

The piano lab is open at posted hours with proctor support. See the bulletin board outside of Mason 2015 for the schedule.

## **PIANO PROFICIENCY EXAM INFORMATION**

Incoming freshmen and transfer students may take the piano proficiency placement exam either during auditions, orientation or the weekend before classes begin.

For more information on placement, policies, syllabi, and other materials, visit [www.fredonia.edu/music/ppei.asp](http://www.fredonia.edu/music/ppei.asp).

## **POSTERS**

Posters may be posted on bulletin boards within Mason Hall. If you wish to distribute posters outside of Mason Hall, you must request permission through the Office of Campus Life. Posters may not be posted on doors or walls. Students should also remove their posters after their event/concert has passed.

## **PRACTICE ROOM POLICIES**

Students may **not** reserve or "hold" a practice room by leaving personal property (coat, music, instruments, etc.) while attending class or being somewhere else. Rooms unoccupied for more than fifteen minutes may be claimed by another student. In the event that this practice is repeatedly ignored, a student may file a formal report in the School of Music office. This report will list the parties involved, day, time and room number. When sufficient information is available, the student's advisor and studio teacher will be notified.

The Fredonia School of Music does not assume responsibility for lost or stolen property. Articles left unattended in a practice room may be removed by campus police and taken to the lost and found in the School of Music office.

Practice rooms are not to be used for general studying. There are other areas in the building and campus available for studying.

Please help take care of our pianos. Place nothing, food, drink, instrument cases, computers on the pianos.

## **\* RECORDING**

The School of Music normally records (audio) all concerts occurring in the performance facilities for the purpose of archive and students' direct educational value. Many events are also video recorded for the same purposes. Some professional contracts do not include a provision for recording, and the School of Music will not record the event when this is the case.

The director of the ensemble or event will receive a recording, and the student will receive a no-cost recording of his or her recital.

Recordings are available through John Caruso of the School of Music Recording Services. Students may order recordings of any recorded event by completing the Performance Recordings Request Form in the Music Office. (Charges apply).

### **REGISTRATION**

The faculty member should make an effort to ensure that the students attending class are in fact on the class roster. The University does not have a provision for students to audit classes without registration.

It is the student's responsibility to register for the appropriate section of a given course.

- If a student is attending a class and is not on the class roster, it is the student's responsibility to add the class to their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will not receive a grade for that class, and will not receive credit for the course.
- If a student is incorrectly registered for a course, such as incorrect section number, it is their responsibility to change the class/section on their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will receive a grade of "E" on their transcript.

For detailed information about scheduling, transcripts, grades and more, log onto "Your Connection" at [www.fredonia.edu](http://www.fredonia.edu). Students 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 at [www.fredonia.edu/registrar](http://www.fredonia.edu/registrar).*

### **RESUMES/COVER LETTERS**

Let the Career Development Office (2<sup>nd</sup> floor, Gregory Hall) help you effectively present yourself as a candidate with your resume(s) and job search correspondence. Write a draft using their Career Guides (available online or as handouts in the CDO) and the books and sample binders on their Resumes and Correspondence shelf. Schedule an appointment with a counselor (and bring your resume and cover letter draft!) for suggestions about how to make your job search paperwork the best it can be! For more information, visit ([home.fredonia.edu/student-life/career-development-office](http://home.fredonia.edu/student-life/career-development-office)).

### **ROCK BAND REHEARSAL POLICY**

Rock bands may only rehearse in Mason 1001, 1024 and 1051 during regular building hours. Decibel levels are to be kept at a reasonable (safe) level as to not disrupt other uses in Mason Hall. A blue room reservation form (Scheduling Request) must be filled out and signed by a Music Professor. Complete policies are posted in the School of Music Office.

### **ROSCH CARD ACCESS**

To access Rosch Recital Hall, you need to swipe your FREDCard by a proxy card reader located in the Green Room (Mason 1037). Please provide your F# to Marc Levy. He will submit a request to the facilities office for activation.

### **SCHEDULING**

#### **Classroom sign-out**

If you wish to use a room for any activity that is not otherwise regularly scheduled, first review the EMS calendar on the computer in the Music Office to determine room availability. Reserve your desired location and time using the reservation form available next to the computer in the Music Office, and your reservation will be confirmed by email. All room usage must be confirmed prior to use. Please note that priority is given to curricular activities.

If you have any questions about scheduling classrooms, rehearsal spaces or concerts in Mason Hall, see Marc Levy.

### **Student Recitals, studio recitals, non-curricular recitals**

The School of Music provides performance space on an as-needed basis, first come, first served. An effort is made to accommodate curriculum-required student recitals as the higher priority. Diers Recital Hall and Rosch Recital Hall are the principal locations for these events and, while there is often preference for one or the other, both are equally viable for performance. The School of Music intends that a student will be able to perform at least one formal solo recital in Rosch Recital Hall according to the following guidelines:

Students may schedule their recital in Rosch Recital Hall if they are performing one of the following: Graduate, Graduation, Honors Graduation, Senior Performance or 2<sup>nd</sup> Performer's Certificate Recital. A student must schedule their recital in Diers Recital Hall if they are performing one of the following: Junior Performance, 1<sup>st</sup> Performer's Certificate or any recital that is not curriculum-required. Pianists and percussionists may schedule any of their recitals in Rosch. Detail of policies are found in the Student Recital Handbook ([home.fredonia.edu/music/recital-handbook](http://home.fredonia.edu/music/recital-handbook))

Studio recitals are to be scheduled in Diers Recital Hall.

Student recitals occur during Fall and Spring Semesters. They may not be scheduled during breaks and holidays when classes are not in session, nor the following:

- The weekend adjacent to Fall break and Easter
- The weekend(s) adjacent to Thanksgiving break and Spring break
- Study week, which includes the weekend before finals
- Finals week

Exceptions with permission of the University, through the Director of the School of Music.

### **Practice Rooms – student access**

Please see "Practice Room Policies."

### **Rehearsal Rooms – student access**

Students must submit a scheduling request form (available in the office) WITH FACULTY SUPERVISOR'S SIGNATURE to reserve rooms in Mason for larger ensemble rehearsals. The faculty supervisor is responsible for providing student access to the scheduled room. Scheduling requests will be confirmed or denied via email. It is the student's responsibility to print the scheduling confirmation and keep it with them while using the scheduled space; failure to present printed confirmation may result in students being asked to leave the room and/or building.

### **Concerts, recitals, etc.**

Scheduling for Mason Hall for the following academic year begins in October and is accomplished in several phases as listed below. (The following is excerpted from the Mason Hall Usage Policy for convenience. The full policy document can be found at [www.fredonia.edu/music/bpolicies.asp](http://www.fredonia.edu/music/bpolicies.asp).)

#### ***Scheduling Procedure***

*Scheduling will be completed in order of Priority Group according to their respective deadlines (I – V). A potential facility user may check availability in the Music Office by checking the EMS electronic calendar. To request a facility, the Mason Hall Event Scheduling Request Form must be completed. These forms must include the type of event, the purpose, dates and times of performances, rehearsal times, ticket prices if any, support space needs, and any additional information that will help the School of Music know more about the event, the audience or participants. Once approved, the event will be confirmed with the user via e-mail and the event will be entered onto the Campus Calendar. The Ticket Office must be notified if tickets are to be sold.*

#### ***Priority Groups and Timelines***

*The following priority group listing will be used as a guideline for scheduling space allocation. Deadlines have been established to protect priority group's standings. Scheduling request forms received after the published deadlines will be served on a first-come, first-served basis.*

**Priority Group I (October - ongoing)**

Academic functions of the School of Music: all academic courses and activities, including classes, ensemble rehearsals, curricular performances, juries, hearings and examinations; recruitment activities, such as orientation days and audition days; and special events and programs sponsored by the School of Music, such as a high-profile series (i.e. Rosch Recital Series), camps, and major residencies.

**Priority Group II (February 1 – ongoing)**

University events sponsored by The Office of the President, the Vice President for Academic Affairs, and the Dean of the College of Visual and Performing Arts (ie. All-Campus Meeting, Kaisling Award, Rosa Parks Award, President’s Award for Excellence, etc.).

**Priority Group III (February 15 – ongoing)**

School of Music faculty recitals. Guest artist recitals and master classes presented through the School of Music, including selected, approved events sponsored or cosponsored by Music SA groups.

**Priority Group IV (March 1 – ongoing)**

Student recitals for fall semester (as per Student Recital Handbook) and SA Constituted Groups and major service groups linked to the School of Music’s educational programs and mission:

SA Constituted Groups: Percussion Guild, Student Opera Theatre Association (SOTA), Fredonia Jazz Workshop  
Major Service Groups: Phi Mu Alpha Sinfonia, Sigma Alpha Iota

**Priority Group V (April 1 – ongoing)**

School of Music ensembles-in-residence (eg. Western New York Chamber Orchestra, Chautauqua Children’s Chorale, Independence Jazz Reunion) and SA music organizations not included in higher priority groups

**Priority Group VI (April 1 – ongoing)**

Any activity not in Priority Groups I – V including university departments, SA organizations and non-university groups.

**Hold Policy**

*It is not possible to “hold” a date. An event that is scheduled will be assumed to be firm and definite. Users are asked to make sure the School of Music is informed immediately of any cancellations. The user is to inform the Director of Facility Operations and the Scheduling Coordinator of any cancellations.*

**SMOKING, FOOD AND DRINK**

Smoking is not allowed anywhere in Mason Hall nor on campus. No alcoholic beverages are allowed anywhere in Mason Hall except by rare special contract arrangement. There are no foods or beverages of any type allowed in the performance facilities, piano practice rooms or the instructional labs.

**STUDY WEEK**

The last week (Monday through Sunday) before finals is recognized as “study week,” which means that the University refrains from holding special events, requirements and activities during this period because they could interfere with students’ preparation for finals.

**STUDENT ASSOCIATION**

Several student organizations have offices within the Williams Center. The largest of these groups is the Student Association. The Student Association ([sa.fredonia.edu/](http://sa.fredonia.edu/)) is the governing body for the 100 plus student organizations on campus. The Spectrum Entertainment Board is Fredonia’s student-run activities board, presenting a diversified schedule of entertainment for the campus and community. The Leader is Fredonia’s campus newspaper.

**STUDENT ORGANIZATIONS**

Fredonia students have access to a diverse range of clubs, organizations and campus activities. Currently there are approximately 140 student groups, with 25 groups dedicated to music activities. To join a group, attend Activities Night in the fall or spring semester or go to the FSU4U on the Campus Life website at [www.fredonia.edu/campuslife](http://www.fredonia.edu/campuslife).

American Choral Directors Association  
American String Teachers Association  
Conductor’s Guild

Dynamic Intonation (a cappella)  
 ETHOS (*New Music Society*)  
 Fredonia Bass Society  
 Fredonia Brass Association (FBA)  
 Fredonia's Divine Sound Gospel Choir  
 Fredonia Guitar Society  
 Fredonia Jazz Workshop (*Fredonia Jazz Ensemble, Fredonia Big Band, Carousel Strings*)  
 Fredonia Student Keyboard Association (FSKA)  
 Fredonia Trombone Workshop  
 Fredonia Woodwind Association  
 The Guerrillas (*a cappella, male*)  
 Improv Collective (*group dedicated to self-expression through music improvisation*)  
 Music Therapy Club  
 Musicological Society  
 National Association for Music Education (NAfME)  
 New York State Band Directors Association Collegiate Chapter  
 Noteworthy  
 Percussion Guild  
 Phi Mu Alpha Sinfonia (*national fraternal society for men*)  
 Premium Blend (*a cappella, co-ed*)  
 Ring Road Singers  
 The Riveters (*a cappella, female*)  
 Sigma Alpha Iota (*professional music fraternity for women*)  
 Some Like It Hot (*a cappella, female*)  
 Student National Association of Teachers in Singing (SNATS)  
 Student Opera Theatre Association  
 Tonmeisters (*group of recording engineers and enthusiasts interested in Sound Recording Technology*)  
 Ukulele Club

### **STUDENT DISABILITY SERVICES**

The office of Disability Support Services for Students (DSS), located in the Learning Center, provides support services for students with disabilities on the Fredonia campus. The DSS office coordinates those services essential for providing the student with a disability the opportunity to be successful at Fredonia. Services range from academic assistance to assistance with residence life. More information is available at [www.fredonia.edu/tlc/DSS/](http://www.fredonia.edu/tlc/DSS/).

### **STUDENT LOUNGE**

The student lounge is an area for students to congregate. Student mailboxes, access tv, vending machines are located here. The FSA Café – Mason is adjacent to the lounge.

### **STUDENT RECITALS**

Please review the Student Recital Handbook ([home.fredonia.edu/music/recital-handbook](http://home.fredonia.edu/music/recital-handbook)) for policies and procedures. The Handbook is provided to help students be proactive in their recital preparation, and for the student and applied studio instructor to work together toward a successful experience.

For students who excel in performance, the School of Music offers three awards: Honors, Concerto, and the Performer's Certificate. Students approved for Honors are entitled to list their senior recital as an Honors Recital. Winners of the annual Concerto Competition perform their works in concert with the College Symphony Orchestra, Chamber Orchestra, or Wind Symphony. Exceptionally-gifted students may participate in the Performer's Certificate program, which entails two successful recitals, or a recital plus a concerto performance or major opera or oratorio role. Performer's Certificates are presented at the annual Music Awards Convocation. Contact your studio instructor for more information about these opportunities.

**STUDIO INSTRUCTION**

All private instruction should be scheduled as regular weekly lessons as soon as possible during the first week of classes. The semester is approximately 14 weeks long plus a week for exams. At the very minimum, a student should be able to expect 12 weekly lessons during the semester.

**THEORY TUTORS**

The Learning Center provides drop in tutoring services in Mason Hall where music students can go to get help from student tutors. Each semester the tutoring schedule is posted at [home.fredonia.edu/tlc/drop-tutoring-schedule](http://home.fredonia.edu/tlc/drop-tutoring-schedule).

**“YOUR CONNECTION”**

Your Connection ([https://connect.fredonia.edu/yourconnection/twbkwbis.P\\_WWWlogin](https://connect.fredonia.edu/yourconnection/twbkwbis.P_WWWlogin)) provides you with a variety of helpful information regarding courses, grades, bills, etc. The log in screen for Your Connection will walk you through the process of obtaining the appropriate User ID and password for both Your Connection and eServices. The eServices username and password is required to access all of your newly created electronic accounts, including e-mail and ANGEL.

**WEBSITE**

The School of Music website ([www.fredonia.edu/music](http://www.fredonia.edu/music)) includes information on many topics such as: Calendar of Events, Current Students, Faculty & Staff, Degree Programs, Ensembles, Community Programs, etc.

**WILLIAMS CENTER**

The Williams Center is the centerpiece of the Fredonia campus and a hub for campus activities. The Williams Center provides students, staff, faculty, and the local community a location to participate in various social, academic, and culturally diverse activities. Events held in the Williams Center include, but are not limited to: lectures, banquets, comedians, and music performances. The building provides meeting space for campus organizations and is home to Tim Horton's, Centre Point and El Diablo Azul.