

2009-2010

UO SCHOOL OF MUSIC AND DANCE

MUSIC STUDENT HANDBOOK

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INTRODUCTION

This Student Handbook is the joint effort of many people on the staff and faculty of the University of Oregon School of Music and Dance. It is organized alphabetically for ease of use, and we hope it helps you find your way around the school and its curriculum more easily. The Handbook is revised annually, and we welcome student input into its content. Turn suggestions in to the Office Manager.

Much of the information in this handbook is valuable for graduate students. However, most information about graduate degree procedures and policies is not presented here. It is found in a separate document, "Procedures and Policies for Music Graduate Students" and is available from the Music Graduate Office.

ABOUT THE SCHOOL OF MUSIC AND DANCE

In 1886, D.W. Coolidge was appointed director and sole faculty member of the University of Oregon Department of Music, an entity established for the practical purpose of providing music for university ceremonies and commencement. His pay was so scant that Professor Coolidge added music lessons to his workload to help make ends meet. By 1900 the Department became a full-fledged School of Music, and in 1928 the School was admitted to the National Association of Schools of Music as an accredited institution. The Dance Department was added to the school in 1991. Currently, more than 80 faculty members at the School of Music and Dance teach nearly 5,000 students yearly—undergraduate and graduate, music majors and

non majors—the intricacies of composition, performance, music theory, history, and education. Students can study a range of 24 instruments, plus voice, most from beginning through doctoral performance levels. More than 30 vocal and instrumental student ensembles give public performances throughout the year, including commencement.

ACCIDENTS

(See SECURITY.)

ACCOMPANYING REQUIREMENT

All undergraduate students studying piano at the MUP 171 level and above as their primary performance medium are required to fulfill at least half of their ensemble requirement by enrolling in Top: Accompanying (MUS 394). See your studio instructor for more detail.

The Accompanist Coordinator (346-3773) makes assignments, in consultation with the piano faculty. Requirements for jazz piano majors and undergraduate music education majors are somewhat different. A sheet outlining the guidelines to be observed is available in the Undergraduate Office.

ADMISSION

Information regarding admission and placement can be obtained from the Undergraduate and Graduate offices and on the web. Most undergraduate degree programs require students to take auditions (see the catalog for

exceptions), and all require students to take placement exams in music theory, aural skills, and keyboard skills. Admission requirements for graduate students vary with the major area (see the catalog for details). All graduate students must take entrance examinations in music theory and music history before their first term of enrollment.

ADMISSION TO SPECIFIC DEGREE PROGRAMS

Initial undergraduate admission to the Music School is as *Music Major*. Official admission to a specific *degree program* occurs after a student successfully completes two years of core studies. Procedures and requirements for official admission to a specific degree program are given in the University of Oregon Catalog.

ADVISING

It is important for students to see their faculty advisor at least once each term. For undergraduate advising, see the Director of Undergraduate Studies, Dr. Jeff Williams, (346-3774). After admission to a specific degree program, undergraduates may be assigned to advisors appropriate to their area of interest. Graduates have advisors appropriate to their area of focus. The Director of Graduate Studies is Dr. Ann Tedards (346-5664).

AUDIO/VISUAL EQUIPMENT

The following items can be checked out by students and faculty from the Reception Desk:

Portable tape recorder (includes speakers)
Mini-Disc recorder

A/V Carts (DVD/VCR Player, large TV or Projector)
Portable projector for use with Computer presentations
Hi-8 Digital Video Cameras (2)

This equipment may not be removed from the Frohnmayer Music building without permission from the Assistant Dean. Reservations are made at the Reception Desk for all equipment. A key is available from the Receptionist for access to the A/V storage room. Identification must be left in exchange for the key.

AUDITIONS AND JURIES

Auditions or juries are held for the following purposes in Music:

1. Admission to the School - An audition is a required part of the application process. The admission audition also serves as a scholarship audition. Students who were admitted to the School on the basis of a recording are expected to re-audition for studio placement at the beginning of the term in which they enter.
2. Placement in Large Ensembles - Auditions are held during Week of Welcome each Fall and are required for all new and returning students. For those wishing to join ensembles in other terms, auditions can be arranged at times convenient to the student and the auditioning committee.
3. Level Placement or Change - Auditions or juries are required for initial placement and subsequent performance level changes. Auditions for initial performance level placement and teacher assignment are held during Week of Welcome. Enrollment in per-

formance studies (MUP) must be preceded by an audition.

4. Pre-recital Approval - Required approximately one month before the recital. Consult performance area chair for requirement in your area.
5. Juries are required for grading purposes.
6. Scholarship Consideration - Scholarship auditions for continuing students take place during departmental auditions. If you wish to be considered for scholarship awards, inform your instructor *well before* the deadline posted on the web page each year. (See also PERFORMANCE STUDY.)

BEALL CONCERT HALL

Beall Concert Hall was built in 1921 and is one of the historic and architectural jewels of the University and the Pacific Northwest. The acoustic properties of the hall are outstanding, particularly for solo and chamber music. It seats an audience of 520. In 1972 the Beall family donated money to the University and the Concert Hall was refurbished and renamed after them. The name is pronounced as "bell." There is no food or drink allowed in the lobby area or concert hall. Unenhanced bottled water is the only exception.

BICYCLES

All bicycles on campus must have permits issued through the Office of Public Safety (OPS). Bicycles without UO permits are subject to fines. Bicycles parked in walkways, halls, or chained to railings or objects other than designated bicycle racks may be impounded. OPS regularly checks bicycles for infractions. See the bulletin board near the Reception Desk or

OPS for permit forms. Bike cages and lockers are available, including some near the music loading dock, for a fee. See OPS for more information.

BULLETIN BOARDS AND POSTERS

The bulletin boards throughout the building are primarily for student use and provide information of interest to students. Many of the boards have headings and should be used only for the stated purpose. Anything not belonging on a particular board will be removed. Student posters do not require permission for posting, but please remember to post only in appropriate places using appropriate language and images. Be courteous; do not remove or cover another student's poster until the date of the event is past. The bulletin boards near the Reception Desk are designated for *For Sale/Wanted, Gigs/Auditions, Services, Lessons, and Competitions*. There is also a board for *Summer Schools and Workshops, and Other Music Programs*.

Academic notices are posted on boards near the Reception Desk.

CALENDAR OF EVENTS AND SCHEDULING

All events in the School of Music and Dance must be scheduled according to established procedures. To schedule or change an event, meet with the Assistant to the Dean, (346-5679), who will confirm your reservation and give you the proper forms to fill out. Scheduled events are added to the scheduling program (CALCIUM) and are placed in the calendar of events online and in each term brochure, as well as monthly listings if sufficient information is provided according to published

deadlines.

Persons in charge of specific events are expected to submit publicity and program information to Community Relations no later than *one month before the date of the event*. In addition, stage set-up information should be turned in to the Production Coordinator via the "orange" Information and Arrangements form found on the web. Both term and monthly calendars are available in the racks by the Reception Desk and an updated calendar with student recitals is available on the music web page (<http://music.uoregon.edu>). (See also RECITALS.)

CATALOG

The UO Catalog describes degree requirements and course offerings. It also lists department faculties. The Catalog can be purchased at the UO Bookstore. School of Music and Dance excerpts are available free of charge in the Undergraduate and Graduate Offices or online. <http://www.uoregon.edu/~uopubs/bulletin/music.shtml>

The UO Catalog includes a brief description of every course and degree offered at the university. Each term, the Schedule of Classes is listed on the web indicating the courses offered that particular term. All course numbers are preceded by prefixes. The prefix MUS denotes music courses, MUE denotes music education (teacher training) courses, MUJ denotes jazz studies, and MUP denotes all individual performance instruction. It is important to obtain a current Catalog when you arrive on campus (if you do not already have one). Read

it and keep it. Later versions may change requirements, but *the Catalog in force at the time of your admission contains the requirements under which you will graduate*. Some updates occasionally reduce requirements, so it is wise to check with your advisor periodically. (See also SCHEDULE OF CLASSES.)

CHAMBER MUSIC

The music faculty strongly believes in the importance of chamber music in the training of every musician and encourages every student to become active in one or more chamber music groups. The required number of chamber music ensemble credits varies with each degree. Contact the Coordinator of Student Chamber Music to sign up for a chamber music group (346-3748).

CHAMBER MUSIC@BEALL

The University of Oregon's Chamber Music@Beall (formerly Chamber Music Series) is the only music series in Lane County devoted exclusively to chamber music performed by internationally acclaimed artists - all presented in the quiet elegance of Beall Concert Hall. Advance tickets may be purchased at the Hult Center (682-5000) or at the EMU ticket office (346-4363). Student rush tickets are available the day of the performance at the Reception Desk or at Beall Concert Hall box office five minutes before the concert. Call 346-5678 for more information.

CHECKLISTS

Checklists exist for all degree programs offered by Music. These forms list music and general university requirements common to all

music degrees, as well as specific requirements and options for each degree. Checklists help students and their advisors check progress within degree programs and are used to verify completion of requirements before graduation. Students should bring an updated copy of their checklists with them when visiting their advisors. Copies of each student's checklist are kept in the student's advising folder. The particular checklist used depends both on the degree program that the student has selected and the year the student enters the School of Music and Dance. Changes in degree program requirements are reflected in new versions of checklists each year. Students who entered the School under previous requirements have the option of continuing under the old requirements or adopting the new ones. Checklists are available at the Undergraduate and Graduate Offices and on the web. Completed doctoral degree checklists are a part of Formal Admission to the doctoral program. Information is available in the Music Graduate Office. (See also CURRICULUM.)

COMMENCEMENT

(See GRADUATION PROCEDURES & REQUIREMENTS.)

COMMUNITY MUSIC INSTITUTE

(See PRIVATE LESSONS.)

COMPUTER RESOURCES

There are 14 computers and 1 printer in the Kammerer Computer Lab in room 105 for music student use. Students have access to Macintosh computers; large screen monitors; one high speed, large format laser printer; a scanner;

MIDI keyboards; and many other computer-related devices. The lab is equipped with software and equipment to augment classroom instruction in theory and aural skills, with additional programs and capability for music composition, word processing, electronic mail, and more. Hours of operation are set each term.

Wireless computer connections are available throughout the building.

Several other computer labs featuring both Macintosh and PC computers are available to university students. Among these are the following:

Knight Library, Information Technology Center,
2nd

floor, Knight Library, (346-1935).

Science Library, Information Technology Center,
Onyx

Basement, (346-1331).

Erb Memorial Union Computer Lounge,
Room 22 (346-1769).

Mill Race Computing Lab, Millrace 1, Room 113,
(346-0316).

McKenzie Hall Lab, Room 101, (346-0787).

CONCERTO COMPETITION

Audition dates for the annual concerto competition are announced during fall term. Student winners have the opportunity to solo with the University Symphony Orchestra in late spring. Contact the director of the orchestra, your own studio teacher or the web for additional information.

CONCERTS

Event schedules are posted on designated boards around the music building and on the web. Most ensembles perform one or more concerts per term. Most concerts are free of charge to music students with School of Music and Dance ID. For more information, contact Community Relations, or call 346-5678. For information on ticket discounts, see TICKETS and VOLUNTEERS.

COURSE SCHEDULE

(See SCHEDULE OF CLASSES.)

CURRICULUM

All music undergraduate degrees (bachelor's degrees) require a common group of courses called the Core Curriculum. This includes courses in music theory, aural skills, keyboard skills, music history and literature, and analysis. The Core is designed to teach skills that are common to all specialties in music before students move into more advanced and specialized courses in the junior and senior years. As the Core is common to all degrees, making a decision as to a particular major field in music is not always important during the first year.

In addition to the music core, students need to fulfill general university requirements in writing, satisfy group requirements in arts and letters, social science, and science and fulfill university multicultural requirements. Your advisor will help you understand and incorporate these university requirements into your major course of study. It is wise to complete as many of the university requirements

in the first two years as possible. The Schedule of Classes on the web includes an easy-to-read table showing all courses that fulfill group and multicultural requirements. The University Catalog contains course and degree descriptions as well as descriptions of other requirements for undergraduate and graduate degrees.

Graduate students need to select courses in consultation with their advisors.

(See also CHECKLISTS, ENSEMBLES, PERFORMANCE STUDY, DEGREE OPTIONS.)

DEGREE AUDIT REPORT (DARS)

To help keep track of your undergraduate academic progress, the university implemented the Degree Audit Reporting System (DARS). The Degree Audit offers you a complete breakdown of your university general education and major requirements. In most cases, it will show you which classes completed which requirement, even if you took the class at another college or university.

All undergraduate music major degree audits will show general education requirements and School of Music and Dance core requirements. When a student is admitted to a specific degree program, the full major requirements will appear.

DEGREE OPTIONS

Undergraduate degrees: Bachelor of Music degrees in performance (instrumental, keyboard, percussion, voice), music education, composition, jazz studies; bachelor of arts degree and bachelor of science degree in music. The

B.A. in music provides the following three options:

General Option, Music Theory Option, and History/

Literature Option. The B.S. in music has the following two options: General Music Option, and Music Technology Option. It is also possible to earn a minor in music. A description of each of these degree programs is located in the UO Catalog. Checklists for undergraduate degree requirements and Change of Major Forms are available in the Undergraduate Office.

Fifth-year program: Checklists for the fifth-year licensure program in music education leading to basic teacher license are available from the Music Education area chair.

Master's degrees: Master of Arts degrees are available in musicology and music theory; Master of Music degrees are available in conducting, composition, intermedia music technology, jazz studies, music education, music performance (instrumental, keyboard, percussion, voice, collaborative piano), and piano pedagogy. Checklists are available in the Music Graduate Office, and on the web.

Doctoral degrees: Primary areas for doctoral degrees are available in composition, music education, musicology, performance, and music theory. Additional supporting areas are also available. Information is available in the Graduate Office and in the UO Catalog.

DISABILITY SERVICES

If you are registered with the Office of Disability Services, you should make an appoint-

ment with the instructor as soon as possible to discuss any course accommodations that may be necessary. To request disability accommodations, register for services at the Office of Disability Services, 164 Oregon Hall, (346-1155).

(See also GRIEVANCES)

DUCK WEB

For information and procedures regarding web registration, refer to the Registrar's web page.

(See also REGISTRATION.)

EMPLOYMENT

(See GRADUATE TEACHING FELLOWSHIP, JOB OPPORTUNITIES, STUDENT EMPLOYEES.)

ENSEMBLE REQUIREMENT

Music majors and minors must schedule an audition for ensemble placement before each fall term. Students entering winter and spring terms audition at the time of entrance. Music majors and minors in bachelor's degrees who are enrolled in performance studies must be concurrently enrolled in a large ensemble (band, choir, or orchestra). In making assignments, a faculty auditioning committee gives priority to the University Symphony Orchestra, the University Singers, and the Oregon Wind Ensemble. Assigned participation in the following ensembles will also satisfy the ensemble requirement: Concert Choir, Chamber Choir, Repertoire Singers, Oregon Marching Band, and Oregon Symphonic Band. Assignments take into account the student's preference, level of

ability, major performance medium, educational and musical needs, and the needs of the school's ensembles.

Exceptions to this requirement may be requested by petition to the Ensemble Personnel Committee. Petition forms are available from the Undergraduate and Graduate Offices.

Each degree requires a minimum number of terms of ensemble. Some degrees require participation in specific ensembles. Degree checklists, available outside the Undergraduate Office, indicate ensemble requirements. (See also PERFORMANCE STUDY, AUDITIONS.)

EQUIPMENT/FURNITURE

School of Music and Dance equipment is not to be removed or borrowed from the building without prior permission from the Assistant to the Dean, Instrument Technician, or Recording Engineer (as appropriate). If equipment is missing from a room, please report it to the Assistant to the Dean. It is extremely important that we are all aware of the impact on others if equipment is not where it is supposed to be. *Nothing* should be taken out of the building (including stands and chairs). If you have permission to move *anything*, put it back when you are done.

EVALUATION OF COURSES

Courses are evaluated near the end of each term. The evaluation process is available online through DuckWeb for students to comment

on courses and is a mandatory step to access grades.

FACULTY AND GTF SCHEDULES

Faculty and GTF members are required to post copies of their office hours on their office doors and leave copies at the Reception Desk.

FEEES

The School charges fees for various services. These fees either cover part of the expense of the service or the repair of instruments. Below is a list of common fees:

Lesson fees are charged on a per-credit hour basis. These are for half-hour or hourly lessons per week per term.

All music and dance majors are charged a *resource fee* per term. This fee allows music majors to stay in the music building after hours to practice, provides free or reduced admission to concerts, and provides access to the School of Music and Dance computer laboratory.

There are additional *equipment fees* for using synthesizers, percussion instruments, organs, and harpsichords. This fee is to help with repairs and instrument maintenance.

A nominal *instrument rental fee* is assessed for renting an instrument each term. This fee helps cover repair costs.

Ensemble fees are charged each term for each ensemble in which a student participates.

The *recital fee* when held in Beall Concert Hall is currently \$100. It covers the cost of recording, programs, stage manager/crew, and tuning of piano or harpsichord. It is payable at the time the graduating recital is scheduled. \$50 of the fee is forfeited if the recital is cancelled after confirmation of recital date or non-passage of recital jury except in those cases beyond the student's control, such as a medical emergency or concern.

The *educational technology fee* is a university-wide fee that helps cover the cost of providing computer service throughout the university.

FESTIVALS

The School holds several festivals and numerous workshops each year. A few of the festivals are: Oregon Bach Festival, two weeks in late June, early July (346-5666); Oregon Jazz Celebration, January (346-5672); Festival of Bands, October or November weekend, a high school marching band contest sponsored by the Oregon Marching Band (346-5670); Music Today Festival, biennially, featuring twentieth-century music (346-5680). Contact the Community Relations Office for more information about events (346-5678).

FIRE SAFETY

(See SECURITY.)

GIGS

(See PERFORMANCE OPPORTUNITIES.)

GRADE CHANGES

For information on grade option changes and deadlines, refer to the Schedule of Classes. Contact the Undergraduate or Graduate Offices for information and deadlines on how to change an I, X, or Y grade. An incomplete for undergraduates automatically changes to an F after one year. Graduate students must petition the Graduate School to remove an I after one year.

GRADING POLICY

The grading policy for undergraduate students regarding graded and P/N courses and credits follows:

Any MUS, MUP, MUE, or MUJ course which is specifically required for a degree must be taken graded, unless it is listed in the class schedule as P/N only.

Any MUS, MUP, MUE, or MUJ course taken under a group option must be taken graded, unless it is listed in the class schedule as P/N only.

Elective courses may be taken either graded or P/N

regardless of whether a specific number of credits in electives is required by the student's degree program.

GRADUATE PROGRAM

The music graduate program offers a variety of master's and doctoral degrees in music. Master's degrees are available in composition, conducting, intermedia music technology, music education, jazz studies, musicology, music theory, performance (instrumental, keyboard, percussion, voice, collaborative piano), and

piano pedagogy.

Information about the music graduate program is available in the Music Graduate Office, on the website, and in the UO Catalog. If you are interested in learning more about a specific graduate program, you are invited to make an appointment with the Director of Graduate Studies, Dr. Ann Tedards.

GRADUATE TEACHING FELLOWSHIPS (GTF)

Graduate students are encouraged to apply for Graduate Teaching Fellowships (GTFs). The School awards GTFs each spring for the following academic year. Tuition is waived for GTFs and they receive a small stipend each month. For more information and an application, contact the Music Graduate Office. All GTFs - new and continuing - must attend a fall information session during the week before classes start.

GRADUATION PROCEDURES AND REQUIREMENTS

Undergraduate Students

Students who are nearing completion of their program requirements must file an application to graduate with the Office of the Registrar. Application must be filed by the second week of classes in the term *preceding* the term of anticipated graduation. There is a fee charged each time an application to graduate is filed. At the same time you need to schedule an appointment with the Undergraduate Office to bring your checklist up to date. After all grades are recorded for the term in which you are graduating, the Undergraduate Office will determine if you have satisfactorily met all

degree requirements in your major and will notify the Registrar's Office at that time. If you have not successfully completed all requirements, you must file again for graduation and pay the fee again. Students with no more than one term's work left may walk at graduation. (The one term does not require summer session attendance.)

Master's Degree Students

At the *beginning* of the term in which you wish to graduate, go to the Music Graduate Office. There are several deadlines and procedures that need your attention. At that time, turn in your degree checklist, signed by your advisor, and make a checklist appointment with the Music Graduate Secretary. Also make an appointment with the Director of Graduate Studies for an exit interview. Apply for your degree through the Graduate School (gradschool.uoregon.edu) by the announced deadline. You must be enrolled for at least three graduate credits during the term that you graduate.

Doctoral Students

At the *beginning* of the term in which you wish to graduate, contact the Music Graduate Office. There are several deadlines and procedures that need your attention. For example, you must apply for your degree through the Graduate School (gradschool.uoregon.edu) by the announced deadline. In addition, you must schedule a room with the Music Graduate Secretary for your final oral defense and apply for your oral defense through the Graduate School. Final oral defenses are public events and must be held in a suitable location. Check with the Music Graduate Office for important deadlines.

You must be enrolled for at least three graduate credits the term prior to and during the term of graduation. Work closely with the UO Graduate School and Music Graduate Office as you prepare for graduation.

Commencement

Information about graduation ceremonies can be obtained from the Community Relations Office at the School of Music and Dance, or the UO website at www.uoregon.edu

GRIEVANCES

Students should be aware that the School of Music and Dance desires to discourage any sort of action that makes an individual feel uncomfortable or unwelcome. Students with concerns related to discrimination, bias, or sexual harassment are encouraged to contact the following office or offices should you wish to report such an incident and get help resolving the incident.

The Bias Response Team, 164 Oregon Hall, (541) 346-1139

Affirmative Action and Equal Opportunity Office,

474 Oregon Hall, (541) 346-3123

Conflict Resolution Services, 164 Oregon Hall, (541) 346-0617

Counseling Center, 210 Health and Counseling Center, (541) 346-3227

Student Advocacy, 334 EMU, (541) 346-1141

Disability Services, 164 Oregon Hall, (541) 346-1155

GROUP REQUIREMENTS ONE-COURSE RESTRICTION

Undergraduate students may use only one course

that has the same subject code as their major to fulfill group requirements. For the purposes of calculation, all music courses with the MUS and MUJ prefix are considered to be in the same subject area.

GUIDED LISTENING

(See LISTENING REPERTOIRE IDENTIFICATION EXAMINATION.)

HONOR CODE

A copy of the Student Honor Code has been included in the back of this handbook for your convenience. Additional copies are available from the School of Music and Dance Undergraduate and Graduate Offices.

INDIVIDUALIZED STUDY

Each individualized study course (Reading and Conference, Senior Project, Practicum, Research, Supervised College Teaching, Thesis, Dissertation) requires a permission form every term. This form is necessary for recording your instructor's name. Without it, a grade-sheet will not be generated, and therefore you may not receive credit. Forms are available in the forms rack near the Reception Desk or from the Undergraduate and Graduate Offices. Completed forms must be turned in to the appropriate associate dean before course add deadlines.

JOB OPPORTUNITIES

A book of job announcements is kept in the Administrative Wing. Ask the Receptionist for location. Campus work-study positions are listed in the Work-Study Office in Hendricks Hall, and on the Career Center website.

School of Music and Dance positions are also available from the School of Music and Dance Office Manager. For more information about work-study allocations, see the Financial Aid office in Oregon Hall.

(See also PERFORMANCE OPPORTUNITIES.)

JUNIOR RECITALS

(See RECITALS.)

JURIES

(See AUDITIONS & JURIES.)

KEY AUTHORIZATION

Student keys are issued for practice, work-study, and special study projects. Forms for keys to School of Music and Dance rooms are obtained at the Reception Desk, and must be filled out, approved and signed by the appropriate faculty member. The student is then issued a signed key card to take to Public Safety. Keys must be turned in at the end of the enrolled term if the student is not returning the following term. Keys are issued by Public Safety in Straub Hall. Public Safety requires deposits for keys, which will be refunded when keys are returned to Public Safety. Students *may not have keys* to faculty offices, classrooms, ensemble rooms, administrative offices, or Beall Concert Hall, unless special permission is given on a per term basis.

GTFs may request an individual office key, GTF Computer Lab key, stereo key, and other keys as appropriate. The Music Graduate Secretary signs the key request forms for GTFs.

KEYS – TEMPORARY CHECKOUT

Temporary checkout keys are available at the Reception Desk. A piece of identification is required to be left at the desk until keys are returned. Classroom keys are available for temporary checkout at the Reception Desk. Some rooms require authorization for checkout. Faculty offices cannot be entered without permission forms from the faculty members.

Keys checked out from the Reception Desk are usually due back to the Reception Desk within five minutes, depending on the key. For evening or weekend use, return keys through the drop slot at the Reception Desk as soon as you are finished with it. The keys must be returned to the Reception Desk by 8:00 a.m. the next working day.

LEAVE OF ABSENCE – GRADUATE STUDENTS

Once a graduate student matriculates, the student must be enrolled for classes every term (excluding summer) or have been granted official on-leave status. On-leave status allows a student to be gone for a maximum of three terms. Summer Session is not included in this tabulation. While the student is on leave there are no fees, nor is there access to facilities, staff, or faculty services. Only graduate students in good standing are allowed to go on leave. Master's degree candidates, except summer-only music education students, may apply for a maximum of three academic terms of on-leave status during the course of study for the degree. Doctoral students may apply for a maximum of three academic terms on-leave status prior to advancement to candi-

dacy, and may apply for a maximum of three academic terms in absentia after advancement to candidacy. Check with the UO Graduate School for more information.

LIBRARY

The Knight (main) Library holds music, research materials, and recordings. The Douglass Listening Room in the Knight Library has a large collection of listening materials, the majority of which are available only for use in the library. Another resource for recordings is the Eugene Public Library. The Cykler Music Education Library, room 109 Music, has some resources for students, particularly those in music education. The Piano Pedagogy Program also has a library in the music building.

LISTENING REPERTOIRE IDENTIFICATION

EXAMINATION ("MEGA" Exam)

All undergraduate music majors must master a listening repertoire of approximately fifty pieces before enrolling in MUS 267, 268, 269. Mastery is demonstrated by passing an examination that is given at the end of each term. The minimum passing score is 70%. A list of the required pieces is available from the Undergraduate Office.

LOCKERS

Music majors may reserve lockers during Week of Welcome, fall term. Inquire at the Reception Desk for hours and location of checkout. Lockers may be reserved for the academic school year or per term. Non-music majors taking music courses may reserve available lock-

ers beginning the second week of classes.

Make sure valuables (particularly instruments) are insured. Most homeowner and renter insurance covers personal items away from home, but double check with your insurance agent.

LOST AND FOUND

If you lose an item, contact the Reception Desk immediately. Also check the University Lost and Found at the EMU (Erb Memorial Union) Recreation Desk. For wallets, purses, ID, or keys contact Public Safety in Straub Hall. See the SECURITY section of this document under Theft if you believe the item was stolen. If you find an item, turn it in to the Reception Desk.

MAILBOXES

See the Receptionist for faculty and GTF mailboxes.

MAPS

A building map is displayed near the Reception Desk. Building maps, as well as campus and parking maps, are also available from the Receptionist.

MEGA EXAM

(See LISTENING REPERTOIRE IDENTIFICATION EXAM.)

MUSIC ID CARDS

School of Music and Dance ID cards are available from the Receptionist. These cards allow access to the computer lab and practice rooms, late building access, and *free or reduced admission to School of Music and Dance concerts.*

Each term you must present a printed copy of your class schedule from DuckWeb to the Receptionist in order to receive the current term sticker for your card. Turn on the "Name On" selection before printing your schedule.

MUSIC MAJOR DEFINITION

A copy of the Music Major Definition is included in the back of this handbook for your convenience.

MUSIC STANDS

(See EQUIPMENT, PRACTICE ROOMS.)

NEW STUDENT WEEK

(See WEEK OF WELCOME.)

OFFICE ACCESS AUTHORIZATION

Students may access faculty and GTF offices if the faculty member or GTF submits *written* authorization for the student. A staff member at the Reception Desk will open the door for the student. Doors must remain locked.

OFFICE HOURS

(See FACULTY SCHEDULES.)

OFFICE SPACE—GTF

See the Office Manager, or Graduate Secretary, for assignment of office space. If furniture, equipment, or supplies are needed for your office, see the Office Manager.

PARKING

Student full-year or term parking permits are

valid through September 30 each year and available from the Office of Public Safety in Straub Hall.

PAYROLL

New student hires should obtain personnel paperwork from the Accounting Office. Student timesheets are due to the Accountant approximately the tenth of each month. A list of due dates is posted at the Reception Desk. GTFs should check in with the Music Graduate Office or Accounting Office soon after arrival on campus to begin the processing of payroll information. Paychecks are available the last working day of the month.

PERFORMANCE OPPORTUNITIES

The School provides a music referral service for students. We receive a large number of requests for performers for a variety of events. Information for referral may be given to the Community Relations Office to be placed on the web (<http://music.uoregon.edu/About/gigbook.html>). There are several local professional organizations in the area including Oregon Mozart Players, Eugene Opera, and the Eugene Symphony Orchestra (<http://music.uoregon.edu/RelatedLinks/resources.html#local>).

PERFORMANCE SEMINARS

Part of each music major's studio performance study is a one-hour weekly performance seminar, or group meeting with your performance teacher. Class times appear in the Schedule of Classes. *This is a requirement for all perfor-*

mance studies.

(See also PERFORMANCE STUDY.)

PERFORMANCE STUDY

The School offers both undergraduate and graduate degrees in music performance. In addition, performance study is required for virtually every music degree. See the University Catalog, your advisor, degree checklists, and the Undergraduate or Graduate Offices for specific requirements for each type of degree. Enrollment in any performance studies sequence must be preceded by an audition. Students are responsible for registering accurately for the correct level assigned and correct number of variable credits. Failure to register correctly results in time-consuming petitions, and fees are assessed to change each registration error. Auditions are conducted to determine admission and to establish level and credits for registration. Juries precede advancement from one level to another. Performance studies are 2-4 credits per term. Check the Schedule of Classes under Music Performance (MUP) for codes pertaining to Music Performance classes.

Students giving recitals must enroll in performance studies and prepare the recital under the direction of music faculty. Students may enroll in Reading and Conference for the term of the recital. The number of credits, up to 4, for Reading and Conference is determined by the instructor. Forms for individualized study courses are located near the Reception Desk and in the Music Undergraduate and Graduate Offices. Pre-recital auditions are required to evaluate the student's readiness for public

performance. After faculty approval for presentation, the recital may be scheduled with the Assistant to the Dean. After the recital, a faculty evaluation is required. If approved, the recital is formally acknowledged as a fulfilled degree requirement. For an undergraduate performance degree, a junior recital is required before the senior recital. Recitals are also required for graduate performance degrees.

Recital Approval Forms are available in the Undergraduate Office and must be signed and placed in the student's file prior to graduation. For graduate students, the Music Graduate Secretary provides the approval forms directly to evaluating faculty.
(See also AUDITIONS & JURIES.)

PETITIONS

Any music requirement may be challenged by petition. Petition forms are available from the Undergraduate and Graduate Offices.

PHOTOCOPYING

The Campus Copy Center in the EMU (Erb Memorial Union) can print large orders and has self-service copiers available. The Music School provides a coin-operated copier. The University Library and UO Bookstore also have coin-operated copiers. Other copy centers are located near campus on 13th Avenue.

PIANOS

Please remember that pianos are musical instruments, not tables or desks. Do not put anything on top of any piano. One drink spilled into a piano can cause thousands of dollars of

damage. Report any piano-related problems to the Piano Technician's mailbox or office, so it can be repaired as soon as possible. Help protect the pianos from extreme temperature changes that cause them to go out of tune. Don't let the sun shine on them or leave windows open. Close the windows when you leave. A piano's condition is a reflection of the treatment that students have given it, and the repair or replacement cost comes from student tuition and public funds. Help take care of your instruments.

PLACEMENT EXAMS

All new undergraduate transfer students need to take undergraduate placement exams in theory, aural skills, and keyboard skills before registering for classes in these subject areas. The exams are scheduled on Thursday and Friday of Week of Welcome. Check the Week of Welcome schedule for times and locations. All students taking lessons must audition to be enrolled in a large ensemble. Times and locations are listed in the Week of Welcome schedule.

These exams are diagnostic in nature, and do not affect music major status. The results are used to determine the appropriate level for a student to commence studies in core curriculum areas.

Graduate music students must take entrance examinations in music history and theory at the beginning of the first term they are enrolled in the degree program. Graduate entrance exam information and study guides are available in

the Music Graduate Office or on the web.

POSTERS

(See BULLETIN BOARDS & POSTERS.)

PRACTICE ROOMS

Music majors may reserve practice rooms at the Receptionist Desk. You will be given a reserved Practice Room Pass for that term listing your approved hours and room number(s).

Students must not use practice rooms for teaching privately. It is illegal to give private lessons in the Music building if they are not part of the University curriculum or an established University program. (See also PRIVATE LESSONS.)

Piano, harp, organ, string bass, and percussion students have special locked practice rooms and are issued keys. Obtain permission from your teacher and an authorization card at the Reception Desk before going to the Public Safety Office. A deposit is required for each key.

Non-majors taking music classes may use general practice rooms only when they are not needed by music majors, and on a first-come, first-served basis. Equipment must not be removed from practice rooms. For more information see the rules posted on the practice room doors.

A Performing Arts Dormitory with practice rooms is available as a student housing option through the University Housing Department, 346-4277, or <http://housing.uoregon.edu>

PREREQUISITES

Many of the courses offered in music have prerequisites. A prerequisite is a course or other educational requirement that must be completed prior to another or before proceeding to more advanced study. Students should read the course descriptions in the UO Catalog and the notes in the UO Schedule of Classes to learn course pre-requisites or co-requisites. Meeting prerequisites for courses is the student's responsibility. Any music student who completes a course before the prerequisite, will be prevented from counting that course toward the fulfillment of degree requirements.

PRIVATE INSTRUCTOR LISTS

The School keeps a referral list of private instructors for community members. To add your name to these lists, inform the faculty member who teaches that area and ask to have your name placed on the list. If you teach an instrument not taught by the university, see the Receptionist to have your name listed.

(See also PRIVATE LESSONS.)

PRIVATE LESSONS

An opportunity for teaching string instruments may be available through the Community Music Institute which is sponsored by the School of Music and Dance (346-5660). The Community Music Institute offers individual and group lessons, classes, and ensembles to all age groups. It is illegal to give private lessons in the Music Building if they are not part of the university curriculum or an established university program, such as the Community Music Institute, and if you are not assigned to

teach those students. Anyone discovered giving lessons without university permission may be fined, and, if a student, expelled. See instructions under "Private Instructor Lists" to add your name to a referral list for Private Instructors.

PROGRAMS

Professionally printed programs for graduating degree recitals are required for music majors. Programs for Junior recitals are optional. Any other program will need to be self-produced. In order to provide this service, the following procedures must be followed. Email complete program information to musicweb@uoregon.edu no later than four weeks prior to the performance date. Program preparation and printing is included in the recital fee. For Junior recitals, programs must be paid for prior to program submission. Make payments in the Music Accounting Office. After program copy is submitted, a proof will be emailed to you and your professor with directions for proof deadlines, etc. Direct any questions to the Community Relations Office, 346-5678, musicweb@uoregon.edu

Program information must include: name/title of program and degree, concert date and time, correct title of compositions and opus or reference numbers, movements, composer names (first, middle, and last), composer birth/death dates, accompanist and assisting performers and instruments, placement of intermission, correct English and foreign punctuation, and correct spellings. Your recital fee covers the basic printing of the program. Program notes or

translations are to be produced and copied separately by the student.

RECITALS

(The following information is divided into four categories: Required Undergraduate Degree Recitals, Graduate Degree Recitals, Junior Recitals, and Optional Recitals.)

Recital Fees: (See FEES section in handbook.)

An undergraduate music major shall be eligible to schedule one juried senior recital in Beall Concert Hall. (This includes any juried senior recital for performance and music education majors, as well as the senior project recitals of students in the BA or BS degree programs.)

Required Undergraduate Degree Recitals

- A. These recitals are held in Beall Concert Hall; however, rooms 190, 173, 178, or 163 may be used if deemed more appropriate by performance faculty. Requests for off-campus performance sites for required recitals are not allowed without the performance faculty's approval and the Undergraduate Director's permission.

- B. Available dates for recitals in each term are posted near the Concert Manager's door according to the guidelines listed below. Recital dates are confirmed on a first come, first served basis.

To begin process of securing a recital date:

Fall term: After August 1
Winter term: After mid-November
Spring term: Beginning of winter term

Confirmation of recital date:
Fall term: By first week of fall
term
Winter term: By last week of fall
term
Spring term: By middle of winter term

C. Scheduling recital:

(All of the forms listed below are available on the web or from the Concert Manager).

Obtain an undergraduate Recital Scheduling Form (*RSF*).

Consult available dates listed on Concert Manager's door according to schedule listed above.

Determine four or five possible performance dates and times in cooperation with your performance professor and other pertinent personnel (accompanist, etc.)

List dates on the form in order of preference.

Get signatures.

1. Have your performance professor sign form. The signature of your performance professor on the *RSF* indicates that your request for a degree recital has been approved by your professor and the dates submitted meet with their approval.
2. If you have electronic/audio equipment needs beyond the recording of your recital, take the *RSF* form to the Audio Engineer for signature before submitting it.

3. If your recital requires the use of the Ahrend organ or a harpsichord, clearance must be acquired from the organ/harpsichord professor at least a month ahead of your recital date. Without this approval, these instruments will not be available. Practice time (extremely limited) with these instruments must also be cleared with the organ/harpsichord professor.
4. Both the Harpsichord and Piano Technicians must be informed of performance jury date, place, and time.
5. Return **RSF** with appropriate signatures outlined in 5, 6, and 7 to the Concert Manager.

D. Confirmation of recital date and payment of recital fee.

1. Recital date will be confirmed according to the schedule outlined in Section B.
2. Payment of recital fee is required upon confirmation of recital date. Please see FEES section for more information.

E. *Program Information and Approval forms, and Information and Arrangements for Stage Setup form.*

These forms are due one month ahead of confirmed recital date. Please see the section in handbook relating to PROGRAMS.

1. Dress rehearsal. If time permits, up to two hours of rehearsal time may be scheduled in Beall Concert Hall or another designated room. Times for dress rehearsals can be arranged at the beginning of the term of recital date.

2. Usher. Don't forget to arrange for an usher for your recital to open and close doors and seat latecomers. This is an important position and must not be overlooked.

Graduate Degree Recitals

- A. Graduate degree recitals are normally held in Beall Concert Hall; however, other rooms in the school may be used (190, 173, 178, or 163), if deemed more appropriate by the Recital Committee. Petitions for off-campus performance sites for required recitals will be considered by the Graduate Committee only with the approval of the Recital Committee and the Associate Dean for graduate studies.
- B. Graduate students should initiate the procedure for scheduling a recital early in the term prior to the proposed recital date. These are the main steps in the process (see the Procedures and Policies for Music Graduate Students for detailed information).
 1. Identify possible recital dates as soon as they are posted (see below).
 2. Submit graduate recital scheduling form (**GRSF**) to the Music Graduate Office as soon as possible for best date selection.
 3. Pay your recital fee upon notification from Concert Manager of preliminary recital date.
 4. Present and pass your recital jury audition no later than one month prior to the proposed recital date.

5. Receive final confirmation of the recital date from the Concert Manager.

- C. Available dates for recitals in each term are posted on the Concert Manager's door according to the schedule listed below. Recital dates are honored on a first come, first served basis.

To begin process of securing a recital date:

Fall term: After mid-May of prior spring term

Winter term: After mid-November

Spring term: At opening of winter term

Notification of preliminary recital date:

Fall term: By first week of classes

Winter term: By last week of fall term

Spring term: By middle of winter term

D. ***Program Information and Approval forms and Information and Arrangements for Stage Setup form.***

These forms are due at least one month ahead of confirmed recital date. Please see the section in handbook relating to PROGRAMS.

1. Dress rehearsal. If time permits, up to two hours of rehearsal time may be scheduled in Beall Hall or another designated room. Times for dress rehearsals can be arranged at the beginning of the term of recital date.
2. Usher. Don't forget to arrange for an usher for your recital to open and close

doors and seat latecomers. This is an important position and must not be overlooked.

Junior Recitals

Junior recitals are a requirement of performance degrees in the School of Music and Dance. However, a recording is not required for your school records. If you wish to have your recital recorded, it will be your responsibility to arrange and pay for those services privately.

Junior recitals may be held in room 163, 190, or the Collier House, or at an off-campus site approved by your performance professor.

Programs may be privately prepared, but must be approved by your performance professor. [*A copy of your program must be submitted to the Undergraduate Office.*] If you desire, and time permits, junior recital programs may be prepared by the program office for a fee, but only if strict deadlines are followed. Please see section devoted to PROGRAMS for procedures required. Payment of program fee is required before picking up programs. There are no other fees charged for junior recitals.

Optional Recitals

Optional recitals are encouraged to be presented at off-campus sites. However, room 163, 190, or Collier House may be scheduled if available. Optional recitals are only scheduled at the beginning of the term of the desired recital date.

RECORDING

The School maintains a Recording Studio. The primary purpose of this studio is to provide archival recordings of student ensemble performances and degree recitals. Arrangements for a CD to be made of your recital are included in the scheduling of your recital.

Students may purchase CDs of all student ensemble performances through the Recording Studio. Cost is \$10.00 per single CD, and \$15.00 per double CD per concert.

The following recitals are recorded:

Degree recitals; Doctoral, Master's, Senior, Senior Project (fee included in recital fee)

The following recitals are not recorded:

Junior (unless requested by student). Fee is charged.

Optional Recitals (unless requested by student). Fee is charged.

Recitals outside of the Music building, which includes Collier House (unless requested by student). Fee is charged.

Please note that any performance must be scheduled with the appropriate form, otherwise it may not be recorded.

Student degree recital recordings are moved to the Knight Library Listening Room at the end of each Spring term.

RECYCLING BINS

There are several recycling bins located in five separate areas of the building: student lounge, student hearth, second floor practice rooms, and the hallways near 167 and 190. Bins are available for newsprint, white, colored

paper, low-grade paper, magazines, and cans/bottles.

REGISTRATION

Registration for Fall Term starts in mid-May and continues through the end of June.

IntroDUCKtion sessions (advising and registration for new students) take place in July. New students who miss the summer IntroDUCKtion sessions must wait until Week of Welcome to register. Questions about registration or DuckWeb may be directed to the UO Registrar's Office in Oregon Hall (346-3243).

Undergraduate course numbers are 100-400. Graduate course numbers range 500-700. Undergraduates of senior standing may petition to enroll in a graduate-level course through Reservation of Graduate Credit. See the Undergraduate Office for more information. Students are responsible for registering for the appropriate number of credits on variable-credit courses and for the appropriate grading option, if one is offered.

Placement tests in music theory, aural skills, and keyboard skills are required for undergraduate transfer students *before* advising in order to ensure registration for the correct classes. Graduate students must take music history and theory exams before enrolling in courses in these areas. If a MUP (performance study) level was not assigned at the time of initial audition, the student should have another audition to determine which MUP level is appropriate before registering for performance

study classes. If an undergraduate student or a master's student in the performance degree program is enrolled in performance study, concurrent enrollment in a large ensemble is required. Auditions for ensembles take place during Week of Welcome. Adding or dropping courses can be done through DuckWeb during Week of Welcome and during the first week of classes. Check the Schedule of Classes to determine deadlines. Attending undergraduate IntroDUCKtion sessions in July gives students an opportunity to see an advisor, pre-register for courses through DuckWeb, become acquainted with the campus, and find housing.

RENTAL INSTRUMENTS

Some instruments are available for rent. Instruments are available only for use in School of Music and Dance classes and ensembles, or when taking private lessons through the university. The fees vary and in *all* instances the instrument must be returned by the Friday of finals week *each term*. Information is available from the Instrument Technician.

ROOM SCHEDULING

For all scheduling of Beall Concert Hall or for scheduling rooms in the performance wing and other classrooms for use after 5:00 p.m. on weekdays and anytime on weekends, see the Concert Manager (346-5679).

For regular or semi-regular classroom use for academic programs and ensemble sectionals, see the Office Manager.

For all other temporary use of classroom spaces not listed above, see the Receptionist.

The classroom schedule may be viewed at the Reception Desk or in the Computer Lab. When you wish to schedule an activity, submit a Facility Permit form to the Receptionist for approval. The Receptionist will enter the reservation on the schedule. Keep your Facility Permit on hand when using reserved rooms, or security or administrative personnel may ask you to leave the area.

You may check the schedule for Beall Concert Hall and room 163 availability by contacting the Concert Manager (office hours are 8:00 a.m.-5:00 p.m. weekdays).

SAFERIDE

(See SECURITY.)

SCHEDULE OF CLASSES

The University Schedule of Classes is available on line. A copy of the music section is posted near the Reception Desk.

SCHOLARSHIPS

For prospective students the admission audition also serves as a scholarship audition. Currently enrolled undergraduate and graduate music majors may be considered for music scholarships by requesting at least one faculty member to provide a written statement of support to the Director of Undergraduate Studies. For more information contact the Music Undergraduate Office.

SECURITY

Accidents

In an emergency situation, call Public Safe-

ty's direct emergency line at 346-6666. The Music Reception Desk can provide first aid supplies. For all other business or non-emergencies, dial Public Safety at 346-5444. Emergency phones are located throughout campus.

Fire Safety

In case of fire, an alarm will sound throughout the building and some doors will automatically close to contain the fire. Please leave the building via the nearest exit. It would be advantageous to familiarize yourself with the exits in different parts of the building. If you discover a fire, please call Emergency at 346-6666 immediately and inform the Music Reception Desk.

Reporting Unusual Behavior

The Music Building is a place of sanctuary not only for music students, but also for others, both part of and apart from the campus community. Unfortunately, some of these people have serious emotional and health problems. If you observe anyone behaving in an unusual manner, please convey this to anyone in the administrative offices immediately. It is important that you report such behavior so the health and well being of the entire School community can be protected.

Saferide

University transportation is offered in the evening to female students. Call 346-4239 for information on routes and pickup times.

Theft and Your Safety

Be aware that the best way to handle theft is to try to prevent it. Make it as difficult as possible for a thief to steal from you. Some tips include:

1. NEVER leave *anything* unattended for any amount of time.
2. Close and lock doors and windows in classrooms and rehearsal areas.
3. DO NOT lend your keys or give your electronic lock codes to anyone.
4. Report lost keys immediately to Public Safety and to the Assistant to the Dean.
5. *Make sure valuables (particularly instruments) are insured.* Most homeowner and renter insurance covers personal items away from home, but double check with your insurance agent.
6. ALWAYS report *any* suspicious activities immediately to the Reception Desk or call Public Safety (346-5444).
7. Walk in groups at night and avoid dark places.
8. If possible, do not tell non-students the building hours of the Music Building—remember this is not a public building.

If something is stolen from you, contact the Assistant to the Dean (346-5679) as soon as possible, and Public Safety immediately (346-5444). Please, *do not think that it does not matter.* If we don't know there is a problem, we won't be able to try to correct it.

SENIOR PROJECT

A senior project is a requirement for Bachelor of Arts and Bachelor of Science degrees. The

project can be a substantial paper, a portfolio of compositions, a recital, a presentation, lecture, or lecture-recital. Before beginning work on a project, students must submit a SENIOR PROJECT APPROVAL FORM to the Undergraduate Office. If the project is a recital, students must follow procedures for recitals. If students intend to receive course credit for Senior Project, an Individualized Study form is also required.

(See also INDIVIDUALIZED STUDY, RECITALS.)

SENIOR RECITAL

(See RECITALS, SENIOR PROJECT.)

STUDENT EMPLOYEES

Only work-study students are hired in the School of

Music and Dance unless special permission is granted by the Dean, or in cases where an assistantship is given for a specific area of work. Work-study notices are sent to the Student Work-Study Office and posted on the web as needed. See the Music Office Manager for assistance. Student employment forms are to be filled out with the Music Accounting Office. Timesheets are to be signed by the student and supervisor, and then submitted to the Accounting Office. (See also PAYROLL.) The pay rate is increased according to how many hours have been worked in accordance with a schedule set by the State.

(See also JOB OPPORTUNITIES, PERFORMANCE OPPORTUNITIES.)

STUDENT FORUM

The Music Student Forum is designed to provide all undergraduate music students with wide-

ranging exposure to music and music-related information and to provide a venue for student performance via a Student Recital Series.

Attendance at the Student Forum and Student Recital Series is required of all undergraduate music majors. Graduate students are welcome and encouraged to attend.

- Students must attend a specific number of Student Forum sessions based on the number of terms projected in their degree program. The basic formula is:
of terms in the degree program x 2.5 = # of student forum sessions required. For example: a student entering as a freshman will have 12 projected terms in the degree program. The forum requirement is $12 \times 2.5 = 30$ sessions. All results ending in .5 are rounded down, so a student with 11 projected terms in the degree program would be required to attend 27 forum sessions
- Transfer students, and students beginning a music major who come from other areas of the university, will receive credit for student forum attendance based on the following formula: For every 15 credits earned, one term will be deducted from the number of terms in the student's projected degree program. The remaining number of terms, multiplied by 2.5 (and rounded down, if necessary), comprises the student's forum attendance requirement. For example: A transfer

student becoming a music major at the UO School of Music and Dance is given credit for 15 transfer credits by UO Admissions. This student has a one-term reduction in the number of terms projected in the degree program. $11 \times 2.5 = 27.5$, so the student has a forum attendance requirement of 27.

Student Forum requires no outside work, and students are not required to register for a course to fulfill the requirement. Those wishing to earn 2 credits have the option of registering for MUS 405 Reading: Student Forum, upon completion of their attendance requirement. Students must return an Individualized Study Form to the Undergraduate Office after registering for the credits on Duck Web. This form must be signed by the Undergraduate Director.

(See also INDIVIDUALIZED STUDY.)

The Student Forum and Student Recital Series are normally scheduled for five Thursdays per term, 1:00-1:50 p.m. in Beall Concert Hall. The schedule of sessions is posted in the lobby of Beall Concert Hall, in the student lounge, and on the web at the beginning of each term. If you wish to perform on the Student Recital Series, ask your performance professor to recommend you.

Attendance is taken by scanning UO Student ID cards. A summary of student attendance is compiled regularly.

Credit for attendance is governed by the following procedures:

Doors are closed at 1:10 p.m. and no further access is permitted. Scanning for attendance begins at 1:45 p.m. (Please exit in a courteous manner if the Forum is still in session.)

Students arriving after 1:10 p.m. or leaving before 1:45 p.m. without prior approval from the Undergraduate Office do not receive credit for attendance on that day. Student performers on the Recital Series must also have their ID scanned to receive attendance credit.

Your respectful attention is expected at all sessions as a courtesy to our speakers, artists, and presenters.

If you have questions, please contact the Director of Undergraduate Studies, or the Dean. Suggestions for topics and/or guests are welcome.

STUDENT MUSIC ORGANIZATIONS

Music organizations affiliated with the School of Music and Dance are listed below. Contact the Reception Desk for faculty advisors of these organizations.

Collegiate Music Educators National Conference

The Collegiate Division of the Music Educators National Conference (CMENC) was created specifically for music education students in higher education. As a division of MENC, it is dedicated to the interests of all music educators. MENC's purpose is to speak for the music teaching professions and to help maintain awareness and understanding of new trends and teaching techniques in music. This is accomplished through various publications; state,

regional, and national conventions; workshops and in-service training; special commissions such as the National Commission on Teacher Education; and public relations for school music programs.

Mu Phi Epsilon

Mu Phi Epsilon is a professional, co-educational music fraternity with membership open to music majors and minors at colleges and universities throughout the nation. It offers local, state, and national scholarships and awards to members for original compositions, musicological research, and performance.

TELEPHONES

There is a pay telephone and yellow emergency phone outside the building in front of Beall Concert Hall.

THEFT AND YOUR SAFETY

(See SECURITY.)

THEME

THEME is a colloquium for graduate students and professors in the topics of theory, musicology, ethnomusicology, and music education. Meetings are held on selected Friday afternoons. To subscribe to the THEME e-mail list, send an e-mail message to steve@uoregon.edu.

TICKETS

A current Music Major ID card allows free admission to most School of Music and Dance events. Discounted

tickets are available for Chamber Music@Beall, World

Music Series, Jazz Guest Artist concerts, and Music Today Festival. Tickets are available in the Beall Concert Hall lobby box office 45 minutes prior to an event. Oregon Bach Festival and Chamber Music@Beall tickets are available in advance at the Hult Center box office (682-5000).

Student RUSH tickets may be available for events held at the Hult Center. Free tickets to some events are given away in drawings at the Student Forum. The Erb Memorial Union Main Desk sells tickets to other campus and local events (346-4363).

TUITION REDUCTION

Graduate Teaching Fellows receive a waiver of tuition. See the Music Graduate Office for more information. Some fees apply.

USHERS

(See VOLUNTEERS.)

VENDING MACHINES

Problems, complaints, suggestions, should be brought to the Receptionist. On weekends or holidays, problems should be reported to the number shown on the machines, or to Public Safety (346-5444) if a hazard is involved. Requests for refunds must be made directly to the vendor.

VOLUNTEERS

Volunteers are often needed for activities at the School. Volunteer opportunities are available in exchange for concert tickets during

the Oregon Bach Festival (346-5666). The Band Department has volunteer positions for athletic games, festivals, and camps (346-5670).

WEBSITE

<http://music.uoregon.edu>

Check the Music website for event schedules, student highlights and other news, directory, faculty bios, curriculum, policies, and download forms. Submit comments to the Community Relations Office.

WEEK OF WELCOME

Week of Welcome takes place just prior to the beginning of fall term classes. By September, the School of Music and Dance mails a packet of information including a calendar of events and placement exams schedule to all students.

New undergraduate students who attended the university summer orientation, IntroDUCkTion, have been advised and will be able to complete their registration and attend other events and meetings. Those who did not attend IntroDUCkTion will need to attend the undergraduate New Music Major Orientation during Week of Welcome before you can obtain your access number to register through DuckWeb.

All new transfer students need to take undergraduate placement exams in theory, aural skills, and keyboard skills before registering for classes in these subject areas. The exams are scheduled on Thursday and Friday of Week of Welcome. Check the Week of Welcome schedule for times and locations. All undergraduate students and master's students in the performance degree program taking lessons must audi-

tion to be enrolled in a large ensemble. Times and locations are listed in the Week of Welcome schedule.

Graduate students should see the Music Graduate Office for graduate entrance exam requirements and auditions. If you have registered prior to Week of Welcome, you may still need to drop or add a class before classes start.

WORK STUDY

(See STUDENT EMPLOYEES.)

NOTES :

MUSIC MAJOR DEFINITION

An undergraduate student is considered a music major if all of the following are true:

1. The student has been accepted as a music major by the School of Music¹
2. The student is enrolled at the appropriate level of performance studies (or has completed requirements for performance courses)²
3. The student is enrolled in an appropriately assigned ensemble following an ensemble audition (or has completed both degree requirements and co-requisite requirements for participation in ensemble)³
4. The student is enrolled in appropriate courses (or has completed all requirements in the core)⁴
5. The student is making satisfactory progress toward a music degree.

¹ Acceptance varies by degree program. For most programs the auditions is the single most important factor in determining admissions. An exception is the B.A. program with an option in music history and literature, which requires the following in lieu of an audition:

- Minimum GPA of 3.0 in high school or previous college work.
- Submission of at least two substantial papers.
- Submission of an essay describing the applicant's interest and involvement in and knowledge of, music history and music literature.

² The appropriate level is initially determined by audition, and subsequently by performance jury.

³ The ensemble must be assigned by an ensemble auditioning committee in order to qualify as appropriate.

⁴ Appropriate core courses in theory, aural skills, and keyboard skills are initially determined by placement examinations. Appropriate core courses for transfer students are determined through placement examinations and the evaluation of previous college work by the undergraduate office in consultation with faculty members in each area. N.B.: Double majors and Honors College students who wish to delay enrollment in either the core or in performance studies must petition the Undergraduate Committee of the School of Music for a variance. University of Oregon

UNIVERSITY OF OREGON
SCHOOL OF MUSIC AND DANCE HONOR CODE

FOREWORD

This Honor Code is initiated by The School of Music and Dance in the knowledge that lasting excellence is achieved only through exacting standards of personal integrity that reflect the standards of conduct expected of all students in the school. All undergraduate and graduate students, faculty members, members of the staff, and administrators in the School of Music and Dance are expected to abide by the ethical standards defined herein.

Academic integrity requires that students take credit only for ideas and efforts that are their own. Academic dishonesty involves submitting counterfeit work, giving or receiving unauthorized assistance, creating an unfair advantage, tampering with the credibility of information, misconduct that hampers learning by others, cheating by any means on tests, quizzes or exams and any other unethical academic conduct.

DISHONESTY IN ACADEMIC WORK

A student who is guilty of dishonesty in academic work is subject to penalties ranging from an initial warning to suspension or exclusion from the University. For more information go to http://www.uoregon.edu/~stl/programs/student_judi_affairs/academic-dishonesty.htm

Such dishonesty includes:

- **plagiarism:** submitting material that in part or whole is not solely the student's own work without attributing those same portions to their source.
- **cheating:** using unauthorized notes, study aids, or information from another student or student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; or allowing another person to do one's work and to submit that work under one's own name.
- **fabrication:** presenting data in a piece of work which was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were

gathered or collected.

- **aiding and supporting dishonesty:** providing material or information to another person with knowledge that it will be used improperly;
- **falsification of records and official documents:** altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, or any other document designed to meet, or exempt a student from, an established University regulation;
- **obtaining an unfair advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; intentionally obstructing or interfering with another student's academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work;
- **unauthorized access** to computerized academic or administrative records or systems; viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

REPORTING HONOR CODE VIOLATIONS

When a student violation of the Code is observed by a student, faculty member, member of the staff, or administrator, this person has the duty and responsibility to inform the instructor in whose class the alleged incident took place. The informer is not compelled to name the people involved.

PROTECTION OF THE ACCUSED

The accused is presumed innocent until proven otherwise.

PROTECTION OF WITNESSES

A student witness may refuse to give formal testimony without repercussion.

DISPOSITION OF THE CASE

The following procedure (taken from the University of Oregon Student Conduct Code) applies once a School of Music and Dance student is accused of academic dishonesty.

- no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard
- service upon, or attempted service upon, the student (notification of charges) must be made within six months from the discovery of the alleged violations.
- **Academic Dishonesty Procedures 571-21-068**

(1) Notice. Upon the discovery of suspected Academic Misconduct, as defined in

ORS 517-021-0100(1), the University Official with responsibility for the academic matter or the faculty member in whose course the

incident occurred shall promptly notify the Student of the incident. This notice shall include a discussion of the option of having the case referred directly to the Director of Student Conduct and Community Standards.

(2) If a Student admits to Academic Misconduct in a course, the

faculty member shall impose an appropriate academic sanction up to and including a grade of "N" or "F" and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the faculty member, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the faculty member's department head and, ulti-

mately, to the dean of the college or school in which the incident originated.

(3) If a Student admits to Academic Misconduct in a situation other than a course, the responsible University Official may determine and implement an appropriate response and report the incident to the Office of Student Conduct and Community Standards. Written notice of the sanction or resolution without sanction shall be given the Student. If, in the judgment of the University Official, further disciplinary action is warranted, the report to the Director of Student Conduct and Community Standards shall so indicate. The Student may appeal the academic sanction to the University Official's department head or director.

(4) If a faculty member or University Official and a Student cannot agree as to whether Academic Misconduct has occurred, the University Official or faculty member will, not later than fourteen calendar days during which the University is in session after the date the faculty member or University Official notifies the Student, make a written referral of the case to the Office of Student Conduct and Community Standards for resolution. The case will then be conducted in accordance with the procedures established in this Code.

(a) If there is a finding that the Student engages in Academic Misconduct in a class, in addition to sanctions imposed through the regular student conduct procedures, the faculty member will assign an appropriate grade.

(b) If there is a finding that the Student did not engage in Academic Misconduct, no academic sanctions may be imposed.

(5) Reporting Academic Misconduct. Regardless of the method of resolution, University Officials, including faculty members are required to file a written report of any Academic Misconduct with the Director of Student Conduct and Community Standards. These reports shall be treated as confidential and maintained consistent with the Student Records Policy, OAR 571-020-0100 et seq.

(6) Withdrawing from a Course.

(a) If a Student's Academic Misconduct in a course results in an academic sanction, the Student will not be permitted to drop or withdraw from the course, or to change the course's grading option, and shall be reinstated in the course if they have dropped or withdrawn.

(b) If a Student's Academic Misconduct does not result in an academic sanction, the Student may withdraw from the course or change the course's grading option at the later of:

(A) Expiration of the withdrawal deadline for the course;

(B) Expiration of the deadline for changing grade options; or

(C) Five business days after the Student receives notification of the decision or termination of Student Conduct Code proceedings without sanction.

(c) In the event the Student is found not responsible for Academic Misconduct and the Student no longer feels comfortable returning to the class, the Office of Student Conduct and Community Standards will assist the Student to attempt to remove the "w" from the transcript.

For additional information please refer to the University of Oregon Student Conduct Code. An abridged version of the code appears in the schedule of classes. Copies of the complete code are available for examination in the offices of the dean of students and from the Office of Academic Advising and Student Services, University Housing, the ASUO and the Office of Student Advocacy. A copy of the code is available on the web.

(<http://studentlife.uoregon.edu/judicial/conduct/code.htm>)