

## ***New Student Information—Fall 2009/Spring 2010 Towson University Music Department***



### **➤ *Administrative Faculty/Staff Information***

The administrative offices are located in the Center for the Arts, room 3095. The main entrance to the office is on the “grand foyer” side of the building, across from the art gallery.

Leneida Crawford, Chairperson

lecrawford@towson.edu, 410-704-2143

William Kleinsasser, Assistant Chairperson

wkleinsasser@towson.edu, 410-704-2817

Mary Ann Criss, Assistant to the Chairperson

mcriss@towson.edu, 410-704-2836

John Spivey, Computer/Audio Manager

jspivey@towson.edu, 410-704-4633

Diana Miller, Administrative Assistant

dmiller@towson.edu, 410-704-2840

### **➤ *Music Student Handbook***

Please review the “Music Student Handbook” located on the Department of Music website. (Go to [www.towson.edu/music](http://www.towson.edu/music) then click on “Resources for Current Students,” then “Music Student Handbook.”) The handbook will be helpful in the semesters ahead. We update the document periodically.

### **➤ *Official Announcements Bulletin Board and Web Bulletin Board***

Check the “Official Announcements” bulletin board frequently. It contains information that may not be available elsewhere. It is also the primary means by which the Assistant to the Chairperson communicates deadlines, procedures, mandatory meetings, and jury schedules to all majors and minors. The board is located on the 3<sup>rd</sup> floor of the Center for the Arts Building in the hallway leading to the 3<sup>rd</sup> floor faculty offices and studios (around the corner and down the hall from the Music Department Administrative Suite—to the left of the elevator).

Also the Department of Music Chairperson periodically posts announcements on our web bulletin board. Go to [www.towson.edu/music](http://www.towson.edu/music) and click on “Web Bulletin Board.” Again, it is important that you check this site frequently.

### **➤ *Towson Online Services Tutorial***

It is important that you become familiar with Towson Online Services and the Student Center page. Take time to view the tutorial (from the Towson homepage, click “Information for Current Students” then under the heading titled “Help” select the link to the Towson Online Services Tutorial). Most of the information that you will need to access most often (Academics, Financials, Personal Information) can be found under “Student Center.” You can check the class schedules, enroll in and drop courses from your schedule, view your degree progress report, grades, and advisor information, obtain information about charges to your account, view deadlines and “to do” items, etc.

### **➤ *Competitions, Scholarships and Awards***

The Music Department sponsors several competitions, including the Dr. Sidney Lieberman Music Competition, the Peggy Friedman-Gordon Music Competition, the Henry Sanborn Competition, the Talent Award Competition, the C. James Velie Memorial Scholarship Competition and others. Many competitions have special requirements for entry. Consult your applied teacher to discuss participation in these competitions. Check the “Official Announcements” board and the music department website ([www.towson.edu/music](http://www.towson.edu/music) then click on “Information for Current Students” and then “Scholarships and Competitions”) frequently for information regarding these activities.

### ➤ **Convocation**

**ALL** music majors are **required** to attend Convocation at the beginning of each semester. Convocation is usually held during the first or second Tuesday of each fall and spring term (scheduled at 11:00 a.m.). Signs will be posted in the hallways and on bulletin boards reminding students of the date, time, and location. Attendance will be taken. If you have a legitimate, verifiable excuse and cannot attend, you must notify the Assistant to the Chairperson **in writing several days prior to the event**.

**FALL CONVOCATION is scheduled for Tuesday, September 8 at 11:00 in the Harold J. Kaplan Concert Hall. Flyers will be posted to remind you of the date, time and location. SPRING CONVOCATION – to be determined. Signs will be posted when the date is selected. All Tuesday master classes are canceled for convocation.**

### ➤ **Ensemble Requirements and Auditions**

All music majors are required to participate in ensembles. Students are limited to enrolling in three ensembles per term. Each music degree program has its own set of requirements (refer to your specific undergraduate catalog for requirements).

Information concerning times and requirements for ensemble auditions will be posted on the "Official Announcements" bulletin board and/or on the department's website. Most auditions are scheduled during the first week of classes. If applicable, sign up for audition times and obtain requisite audition materials as promptly as possible. Students must officially register for an ensemble in order to participate.

***Please remember that if you register for an ensemble and are not selected, it is your responsibility to drop the ensemble from your schedule. If you fail to drop the ensemble by the final withdraw date, you will receive a grade of 'FX' on your transcript. The TU Academic Calendar (contains add, drop, withdraw deadlines) is posted on the university's website each semester. Consult the calendar for important dates and deadlines. Information is also posted on the Towson Online Service "Student Center" page.***

### ➤ **Master Class**

If you take applied lessons, you are required to attend a master class every week. The majority of master classes are held on Tuesdays or Thursdays at 11:00 AM. Activities in master classes range from topics concerning the instrument, prevention of performance injuries, pedagogy, to performances by students, faculty and guest artists. Occasionally, special master classes are scheduled outside of the normal time. Attendance at these master classes within your performance area is mandatory. Generally, the day and time for your master class will appear on your schedule under your private lessons. If it is listed as TBA, your private teacher will select a day and time that will fit student schedules.

### ➤ **Music Major Group Advising Day and Intentional Advising Program**

All music majors **MUST** attend group advising day. It is generally scheduled on a Thursday at 11:00 a.m. during the first week in October and the first week in April prior to the beginning of the registration period. Signs will be posted in the hallways and on bulletin boards announcing the date and location. If you have a legitimate, verifiable excuse and cannot attend, you must inform the Assistant to the Chairperson **in writing several days prior to the session**. Failure to attend may result in an inability to register for certain music classes.

Freshmen Music Education majors are required to attend a special group meeting that is usually held on a selected Monday evening at 5:30 p.m. during the second week in October and the second week in April prior to the beginning of the registration period. You will only be excused from group advising if you have a legitimate, verifiable conflict. You must inform the Assistant to the Chairperson **in writing several days prior to the advising meeting**. Failure to attend may result in your inability to register for certain music courses.

All music majors and minors are assigned to advisors within the Department of Music. All advising assignments are posted on the "Official Announcements" bulletin board and outside the Assistant to the Chairperson's office. You can also view this information on Towson's Online Services "Student Center" page. Questions about advising assignments should be referred to the Assistant to the Chairperson. Students and faculty may not change advising assignments until they consult the Assistant to the Chairperson.

Minors in the performance track must meet with their assigned music department advisor each semester before authorization for lessons is granted. Minors in the literature track must meet with their assigned music department advisor each semester in order to receive current information about course rotations, to build meaningful schedules, and to receive clearance for music courses that are designated "department consent only."

All music majors MUST meet with their assigned advisor each semester during the registration period. Freshmen are required to meet with their assigned first year experience advisor(s) at least twice per semester. Academic Advising Holds are placed on student accounts every semester, and your advisor will remove the hold after you have met with him/her. Procedures and deadlines will be posted each semester on the Official Announcements Bulletin Board and on the department's website. It is important that you read the information carefully so that you are not prevented from registering for department consent courses, lessons, degree recitals and applicable ensembles.

### ➤ **Practice Rooms**

The practice rooms are located on the fourth floor of the Center for the Arts and require a key for access. Music majors may reserve up to two hours per weekday in a practice room. Sign up sheets for practice room times are usually posted early on the first day of classes each semester. These rooms are for official university business—not for private instruction. Current music majors no longer taking lessons, Music minors and non-majors taking lessons will be accommodated only if there is space available. **ABSOLUTELY NO FOOD OR DRINKS** are allowed in the practice rooms. Additionally, any student who allows others to use his/her practice room key will have his/her practice room privileges revoked.

Applications for a practice room key are available in the Department of Music office (CA 3095). Return the completed application to the Music Department Administrative Assistant. Requests MUST be approved before payment is made. Students will be billed for any unreturned or lost keys and failure to pay the bill will result in a Bursar's hold. Also refer to the Practice Room Key Request Form for information regarding fees and policies.

### ➤ **Recital Attendance**

**Music majors are required to attend 3 faculty, guest artist, or evening honors recitals; 2 student ensembles and 2 student degree recitals for a total of 42 events over 6 semesters. Convocation or daytime honor recitals are mandatory and do not count toward the total. Studio recitals and daytime student recitals DO NOT count toward the total. For transfer students, these numbers are prorated according to the number of semesters they will attend Towson and after discussion with the Chairperson of the Department.** Students who do not meet attendance requirements are granted a one-semester grace period. Otherwise, they may be denied permission to continue to register as music majors or if they are planning a degree recital, authorization for that recital may not be granted. Appeals are heard by the Chairperson of the department. Your appeal must be in writing and must contain your contact information.

Individual faculty may also create recital attendance policies for their lessons, classes, and ensembles. Those policies will be explained in their course syllabi.

A faculty or staff member will hand out recital attendance slips for each concert/recital. Be sure to fill out the slip completely (and legibly) for each recital you attend, and return it to the faculty or staff member AFTER the performance. If slips are not available, you must obtain a faculty member's signature on your ticket stub or program. Programs/ticket stubs without a faculty signature will NOT be accepted. It is your responsibility to make sure that the information is turned in to the faculty or staff member the evening of the concert. You should periodically check your recital attendance by emailing Mary Ann Criss ([mcriss@towson.edu](mailto:mcriss@towson.edu)). If there are any discrepancies, you must make an appointment to meet with Mary Ann Criss.

➤ ***Department Consent Courses (student specific permissions)***

*You are required to obtain department consent to register for all private lessons, recitals, and selected music courses and ensembles.* Check the "Official Announcements" board for details on obtaining authorization. Information will also be posted on the Music Department website. The Assistant to the Chairperson issues all department authorizations. Updated registration procedures are posted each semester. Follow the instructions carefully to ensure that you register for your lessons and other music courses in a timely fashion.

➤ ***Transfer Student & Second Bachelor's Candidate Advising***

The Department Chairperson will meet with the Assistant to the Chair within the first few weeks of each semester to review each new transfer student's final Evaluation of Transfer Credits as prepared by the Admissions Office. The Chair of the Department determines which music courses and/or ensembles might be transferred toward music major credit. If there is a question regarding course content, students may be asked to bring official copies of appropriate transcripts, course catalog descriptions or past syllabi for the course(s) in question. The Chairperson will also determine the student's recital attendance requirement. It is highly unusual to adjust the transfer agreement after the evaluation is completed. However, if a student questions the evaluation, he or she may write a formal appeal to the Chairperson. If you have questions or need additional information about this process, please contact Mary Ann Criss. The formal agreement is entered in the student's permanent department file and is available to faculty advisors.

You will be assigned to an advisor in the Music Department during the first few weeks of classes. In the meantime, if you have questions, please contact Mary Ann Criss. The Advising Assignment sheet for each semester will be posted on the Official Announcements Bulletin Board and outside Mary Ann Criss' office. You can also check your advising assignment using Towson's Online Services. The information is located on Towson Online Services -- Student Center page.

➤ ***Ticket Policy – Undergraduate Music Majors***

The Music Department encourages students to attend as many performances as possible during the academic year and, therefore, offers reduced prices (\$1.00) for TU music majors and minors to most ticketed events. In order to receive the reduced rate, you must complete a Student Information (demographic) Form. Contact Mary Ann Criss for details. The Department supplies an updated list of all current music majors/minors to the Box Office on a regular basis. In order to receive the reduced rate, you MUST purchase your ticket prior to the day of the concert. Reduced rates will NOT be honored if you purchase your ticket the evening of the event.

***Regular Ticketed Concerts:***

Includes the University Chorale, Jazz Ensemble (Big Band), Symphonic Band, University Orchestra, and others.

***Special Events:***

Includes combined Choral/Orchestral Concerts and other special presentations as determined by the Music Department. TU music majors and minors may purchase tickets at reduced student rates.

***Box Office:***

The Center for the Arts Box Office is open Tuesday through Saturday from 12:00 PM to 4:00 PM, and one hour before concerts begin. Tickets can also be charged by phone at 410-704-ARTS.

➤ ***Instrument Storage***

Lockers are located on the third floor of the music wing. Select a locker that fits your instrument, fill out the ***Locker Assignment Request Form*** (available in the Music Department office), then bring the form to the designated graduate assistant or to Dr. Rothlisberger in Center for the Arts, room 3089. Once you have been assigned a locker, it is "yours" until the end of the semester.

### ➤ ***Instrument Rental***

Under certain circumstances, some instruments are available for rental or loan from the Music Department. Please check the Official Announcements bulletin board for further instructions. Rentals for methods classes are handled through your instructor. If a department instrument is damaged, lost or stolen, the student will be billed accordingly and a bursar's hold will be placed on his/her account.

### ➤ ***Jury Examinations***

All students who are enrolled in private lessons are required to perform for a faculty jury at the end of each semester. Repertoire, which must be different for each jury, consists of a representative portion of the semester's assignments and/or a solo piece. Although the jury recommends the grade, the instructor makes the final decision. The faculty members comprising the jury provide written comments for you. The instructor may waive a jury for a student performing a Junior or Senior Recital within one month of the jury examination. Jury sign-up sheets are usually posted two weeks before final exams (on the "Official Announcement"). If you have questions about the process, please contact Mary Ann Criss.

### ➤ ***Daytime Student Recitals***

The Daytime Student Recital series provides an opportunity for music students to perform their repertoire in front of an audience and serves as a vehicle for developing performance skills. Daytime Student Recitals are usually scheduled in the small recital hall on selected Fridays at noon. A schedule of recitals will be posted on the "Official Announcements" board. Daytime Student Recitals are open to the TU campus community and visitors from the general public. All students are encouraged to attend these recitals in support of their fellow students. These recitals **do not** count toward your recital attendance requirements.

### ➤ ***Student Information Forms***

You must have a Student Information (demographic) form on file in the music office. Forms are available in 3095, and must be turned in to Mary Ann Criss. If any of the information on the form changes, it is your responsibility to update it.

### ➤ ***Applied Lessons***

You should contact your applied lesson teacher as soon as possible. This is usually done at the first master class. If you have trouble contacting your applied teacher, see Mary Ann Criss. No lessons will be added after the University's published "change of schedule" period. Please note that your class schedule will generally reflect the meeting day and time for your required master class. You are responsible for scheduling your private lessons with your assigned instructor.

***IMPORTANT: There is a deadline every semester for lesson registration. Be sure to consult the bulletin boards for posted deadlines. In order to receive department consent for private lessons, you and your applied teacher must complete an "Applied Lesson Request Form" (available in room 3095). Bring the completed form to Mary Ann Criss. You will be authorized within 3 to 4 business days after you drop off your forms. If you miss the posted registration deadline, you will be charged the non-music major rate, which is considerably higher than the rate given to music majors. If you have questions, please contact Mary Ann Criss.***

### ➤ ***Declaration of Major***

It is your responsibility to make sure your major is officially declared. The Music major is a screened major, and admission to the music major is granted only by the department, contingent upon a performance audition. If you intend to major in music, your major will be input as Pre MUE or Pre MUS. You can declare your major by completing and submitting the Online Change of Major/Minor form (go to the following website: <https://inside.towson.edu/generalcampus/formsrepository/forms/changeMajor.cfm>). After you submit your form, the Assistant to the Chairperson will be notified by the Registrar's Office. If you have been officially accepted into the music major, the Assistant to the Chairperson will verify your status with the Registrar's Office. It is your

responsibility to make sure that your major is officially and correctly declared. Students who are not declared as music majors or music minors in the performance track will be charged the higher fee for applied lessons.

➤ ***Degree Requirements, Student Responsibility, Academic Standards and Procedures***

“Students are expected to familiarize themselves with the *Undergraduate Catalog* and to satisfy all published degree requirements. Failure to do so does NOT provide a basis for exceptions to academic requirements or policies. It is expected that students will receive assistance from general academic and faculty advisers, but students must assume responsibility for completing published degree requirements.”

Students are also expected to be familiar with academic standards and procedures (see the applicable section in your *Undergraduate Catalog*) as well as regulations pertaining to campus life and deportment, and to conduct themselves in a way that reflects well upon themselves and Towson University.

Finally, students are expected to maintain communication with the university as well as the Department of Music and to assure that their current addresses and telephone numbers are on file with the Office of the Registrar. (Also see subheading on this sheet titled “Student Information Form” as it relates to the Department of Music.)

➤ ***Aural Training/Computer Lab***

The Music Department has its own computer lab. The lab, located in Center for the Arts 3092, offers a wide array of services, including ear training software, music printing, sequencing and Internet connections. The music lab is also home to the department’s tutorial services. The computers are open to all music majors/minors on a first-come, first-serve basis, but priority is given to students using computers for theory and musicianship classes. You can reserve one of the theory computers by seeing the music lab attendant. Lab hours vary each semester and will be posted outside the lab and on the Official Announcements board.

➤ ***Recording Studio***

The Recording Studio of the Towson University Department of Music (RSTUDM) is designed and built to support the creative work of the student and faculty of the Towson University Department of Music. The RSTUDM is designed to function as a professional audio recording and production facility, specialized for the recording and production of music. As a professional recording facility, the RSTUDM is well suited to handle a variety of recording projects involving diverse ensembles. The facility additionally includes tools for audio editing, mixing, and mastering. For more information, visit <http://www.rstudm.org>.

➤ ***Keyboard Proficiency Examination***

Music majors must reach the level of keyboard proficiency established for their specific degree and concentration.

For Music Education majors, a keyboard proficiency exam is scheduled on the Friday of the first week of fall and spring semester classes and the first Wednesday of Final Examinations. (Students are only eligible to take this exam once per term.)

The Bachelor of Music Degree allows students to satisfy the keyboard proficiency requirement by passing Piano Class I (MUSA 190), Piano Class II (MUSA 191), and Piano Class III (MUSA 290). Keyboard Performance majors, however, are exempt from Piano Class I, Piano Class II, and Piano Class III, but must satisfy the keyboard proficiency requirement by passing Keyboard Harmony and Sight Reading I (MUSC 313) and Keyboard Harmony and Sight Reading II (MUSC 314).

The Bachelor of Science in Music degree (liberal arts degree) requires students to enroll in Piano Class I.

### ➤ ***Progress in the Music Major***

Students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history and methods.

- No more than three MUSC or MUED courses may be repeated.
- No more than one of these courses may be repeated a second time after an approved petition to the department chair.

Additionally, the Department of Music considers any prior registration in a MUSC or MUED course when issuing seat permits. If a student has remained registered for a MUSC or MUED course after the end of the university's official change of schedule period and is attempting a third registration, a special permit/seat assignment will be issued on a space-available basis ONLY after all other students have requested a seat.

### ➤ ***Repeating Courses***

When courses are repeated, students receive credit for the course only once. Only the higher of the two grades will be calculated in the GPA. Students may NOT make a third attempt of a course except with PRIOR approval. Students must complete a Petition for a Third Attempt Form and submit it to the Registrar's Customer Service Center, Enrollment Services, room 223, before registering for the course. Grades of W are administrative and are not considered a part of the repeated course procedure. For more information on course repeats, see the university's *Undergraduate Catalog*.

### ➤ ***University Change of Schedule Period, Add/Drop Process***

During the first week of classes, students have the option to change their schedule. You should always consult your advisor before you add or drop courses. Never drop a course unless you have another to replace it because falling below full-time status (12 credits or more) may jeopardize financial aid, scholarships, and/or health insurance. The official Change of Schedule Period is posted on the University's website each semester (<http://students.Towson.edu>).

If space is available in classes that do NOT require department or instructor consent, you may register online. For courses that are closed or require consent, contact the applicable academic department (each department has different procedures for adding courses). All courses for music majors require authorization from Mary Ann Criss. You must contact her if you are attempting to add a music course, lesson or ensemble to your schedule. Adding applied lessons after the departmental deadline will incur extra charges. No lessons may be added after the University's change of schedule period. Remember that it is your responsibility to register for your courses. Mary Ann Criss authorized you ONLY – you must actually register for the courses online during the change of schedule period. You will NOT be allowed to add courses, lessons and ensembles after that deadline.

The deadlines to drop and withdraw from classes are also posted on the website listed above.

### ➤ ***Resource Room***

The Resource Room (Center for the Arts 3088) is a repository of materials for use by students and faculty. Often faculty will recommend students use materials placed in the room. Hours vary each semester. Hours and room usage policies will be posted on the Official Announcements board, on the Department of Music web bulletin board, and outside the resource room.

### ➤ ***Student Organizations***

#### ***American Choral Directors Association (ACDA), Towson University Chapter***

The Music Department welcomed its newest student organization in 1997. The chapter was founded to further the opportunities in choral performance and education for students of Towson University. The chapter meets several times throughout the semester to plan events to further enrich choral music at TU. The organization, which is an SGA-affiliate, also provides services to Towson's choral ensembles. For more information, contact the chapter's faculty advisor, Karen Kennedy, at 410-704-2825.

### *The Association of Towson Composers (ATC)*

The Association of Towson Composers was established to focus the concerns of the music composition students of Towson University. The Association serves as a collective voice in affairs that concern all student composers. It is a collective body made up of all students enrolled and working toward degrees in composition at TU. The ATC has no size limit, and membership is automatic upon acceptance into the composition degree program. The entire membership meets at least one time per semester.

### *Kappa Kappa Psi*

Kappa Kappa Psi, National Honorary Fraternity for College band members, is an organization operating exclusively in the field of college and university bands, and for the following several purposes: to promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements; to honor outstanding band members through the privilege of membership extended as a reward for technical achievement and appreciation for the best in music; to stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty; to foster a close relationship between college bands and promote a high average of attainment by the performance of good music and the selection for worthwhile projects; to promote a pleasant and helpful social experience for all engaged in college band work and to cooperate with other music organizations in any manner consistent with the purposes of the institutions at which chapters are located. For additional information, contact Dr. Dana Rothlisberger, Iota Delta chapter advisor at 410-704-2765 or drothlisberger@towson.edu.

### *Music Educators National Conference (MENC)*

MENC Collegiate Membership affords students an opportunity for professional orientation and development while still in school. Collegiate members enjoy the same MENC member benefits as in-service members, with the exception of voting rights, and membership includes an awards program designed specifically to recognize collegiate chapters and their members for exemplary chapter activities and member achievements. For additional information contact Dr. Alicia Mueller (410) 704-4264 or aamueller@towson.edu.

### ➤ ***Temporary Policy and Procedure Changes***

If there are any changes to departmental policies and procedures for any given semester, they will be posted on the Official Announcements Bulletin Board, the Department of Music website, and will be considered as temporary addendums to the Music Department Student Handbook. Please be sure to check all locations frequently for any changes.