

New Student Information—Fall, 2025/Spring 2026

Towson University Department of Music

➤ 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 and around the corner from the box office.

Melissa McCabe, Chairperson	mmccabe@towson.edu , 410-704-2143
Mary Ann Criss, Assistant to the Chairperson and Academic Program Coordinator	mcriss@towson.edu , 410-704-2836
John Spivey, Computer/Audio Manager	jspivey@towson.edu , 410-704-4633
Karen Gempp, Administrative Assistant	kgempp@towson.edu , 410-704-2840
Al Schatz, Production Coordinator	aschatz@towson.edu , 410-704-2834

➤ Undergraduate Music Student Handbook

Please review the "Department of Music Undergraduate Student Handbook" located on the Department of Music website at <https://www.towson.edu/cofac/departments/music/documents/rs-music-student-handbook.pdf>. 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/Academic Program Coordinator communicates deadlines, procedures, mandatory meetings, and jury schedules to all majors and minors. The board is located on the third floor of the Center for the Arts Building in the hallway leading to the faculty offices and studios (around the corner and down the hall from the Department of Music Administrative Suite—to the left of the elevator).

➤ Competitions, Scholarships and Awards

The Department of Music 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 Department of Music website (www.towson.edu/music) then click the link titled “Scholarships”) frequently for information regarding these activities.

➤ Convocations

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.). The Department Chairperson will send an email to students reminding them 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/Academic Program Coordinator **via email several days prior to the event**.

FALL CONVOCATIONS are scheduled for Tuesday, August 26, Tuesday, October 14 (Group Advising Day and Graduate Programs Info), Tuesday, November 11 (Friedman Gordon Winner's Concert. These convocations begin at 11:00 am and are generally held in the Harold J. Kaplan Concert Hall.

SPRING CONVOCATION: Tuesday, January 27, 2026. Other dates will be announced when scheduled.

All Tuesday master classes, lessons, or seminars scheduled at 11:00 a.m. are cancelled for convocations and award/honors recitals.

➤ 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). Students must enroll in at least one ensemble per term.

Information concerning times and requirements for ensemble auditions will be posted on the department's website www.towson.edu/cofac/departments/music/ensembles/.

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.

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 Classes

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

The department will schedule group advising day, and all music majors are required to attend. It is generally scheduled on a Tuesday at 11:00 a.m. in October and in March prior to the beginning of the registration period. Students will be notified by email of the dates, times, and locations. If you have a legitimate, verifiable excuse and cannot attend, you must inform your assigned Department of Music advisor **by email several days prior to the session.**

All music majors and minors are assigned to advisors within the Department of Music. You can view your advising assignment on your "Student Center" page. Questions about advising assignments should be referred to the Assistant to the Chairperson/Academic Program Coordinator. Students and faculty may not change advising assignments until they consult the Assistant to the Chairperson/Academic Program Coordinator.

Minors in the performance track and minors in the Music Industry track must attend an advising meeting each semester before authorization for lessons or music courses is granted. During these meetings minors will 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 at least twice per semester. 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 valid TU OneCard for access. These rooms are for official university business—not for outside private instruction. Current music majors no longer taking lessons, music performance 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 activated TU OneCard will have his/her practice room privileges revoked.

Applications for practice room access are available in the Department of Music office (CA 3095) as well as on the following website <https://www.towson.edu/cofac/departments/music/forms.html> - under the link titled “Practice Room Access Request Form.” Either return the completed application to the Assistant to the Chairperson/Academic Program Coordinator or send it via email to the address designated. Requests **MUST** be approved before you are granted permission to use your TU OneCard to gain access. Refer to the practice room request form for information regarding policies.

➤ **Mandatory Daytime Honors Recital Attendance**

Music majors are required to attend the **daytime honors recitals** that take place each semester at 11:00 a.m. (usually 1 in fall and 2 in spring). Students will receive an email announcing the date and location. Attendance will be taken. If you have a legitimate, verifiable excuse and cannot attend, you must inform your assigned music advisor **by email several days prior to the recital**.

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

➤ **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 Department of Music website. The Assistant to the Chairperson/Academic Program Coordinator 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 & Transfer of Credit**

The Department Chairperson will meet with the Assistant to the Chairperson/Academic Program Coordinator 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 Chairperson of the Department determines which music courses and/or ensembles might be transferred toward music major credit. Transfer of applied private lessons is based upon proficiency levels attained by students at Towson University. Generally, new students must pass an upper division jury at Towson before they can enroll in 300 level lessons. If more information is needed regarding the content of any music course, students may be asked to bring a copy of the course catalog descriptions or past syllabi for the course(s) in question. Although credits are granted for some music courses, course instruction is not identical at each institution. Students are responsible for mastery of course material, and, in certain situations, students may find a need to take music courses at Towson for which they would normally receive transfer credit. 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 the Assistant to the Chairperson/Academic Program Coordinator. The formal agreement is entered in the student's permanent department file and is available to faculty advisors.

Credits earned outside of Music are evaluated by the Office of Admissions. Further details are found in the University's Undergraduate Catalog (available online).

You will be assigned to an advisor in the Department of Music shortly before classes begin. In the meantime, if you have questions, please contact the Assistant to the Chairperson/Academic Program Coordinator. You can check your advising assignment using Towson's Online Services. The information is located on Towson Online Services -- Student Center page.

All transfers are required to bring a copy of their final transcript(s) from their previous institution(s) (can be an unofficial copy) to the Assistant to the Chairperson/Academic Program Coordinator no later than two weeks of the start of the fall or spring term. Failure to do so can delay the official transfer of music courses from other institutions and can impact a student's graduation.

Transfer students **MUST** complete a minimum of 24 major units at Towson University – all of which must be upper-level (300-400) courses.

➤ **Teacher Assignments for Private Lessons**

If a student has a teacher preference, we try to accommodate the request. However, students are assigned based on faculty loads (full-time faculty loads must be full before assignments are made to part-time faculty). Generally, the student continues with the same applied teacher throughout his/her Towson undergraduate career. However, if an issue arises that cannot be resolved and a student wishes to change his/her major teacher assignment, the student must first discuss this request with his/her current teacher. The request can then be discussed with the potential teacher and the applicable division leader. The change of teacher assignment is then finalized by completing a Change of Major Teacher Request form (available on the Department of Music website) and with the approval of the Division Leader and the Chairperson of the Department.

➤ **End of Semester Juries**

All students taking applied lessons must perform a 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.

Instructors may waive the jury when a student has performed a junior or senior recital within 30 calendar days of the jury date. In the event of a missed jury because of a proven illness or a verifiable family emergency, the grade of Incomplete ("I") should be given. Incomplete grades must be made up by the end of the next regular semester (fall or spring) or as determined by the applicable applied teacher and/or division leader. Sign-up sheets are generally available at least 2 weeks before the final exam period. Your private teacher will provide you with more information regarding required forms, repertoire, etc. Notice of failure to perform at appropriate standards at a jury will follow the policies as outlined in the section titled "Progress in the Major."

➤ **Ticket Policy – Undergraduate Music Majors**

The Department of Music encourages students to attend as many performances as possible during the academic year and, therefore, offers reduced prices for TU music majors and minors to most ticketed events. 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 Department of Music.

Music Majors/Minors can come to the Music Office during regular business hours and request a voucher for an upcoming concert. Students will need to bring their TU ID. Your ID will be written on the voucher along with the concert name and date. You can then redeem the voucher at the Box Office for one ticket to the event listed on your voucher. The voucher is redeemable one hour before the performance.

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 and fill out the *Locker Assignment Request Form* which can be found on google forms which will be posted shortly before the fall semester begins.

➤ Instrument Rental

Under certain circumstances, some instruments are available for rental or loan from the Department of Music. 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.

➤ Student Recital Series

The Student Recital Series provides opportunities for music students to perform their repertoire in front of an audience and serves as a vehicle for developing performance skills. Performing in such recitals can lead to greater confidence in junior, senior, and graduate recitals. These recitals are an opportunity for students to perform new pieces, polish old ones, and prepare for upcoming recitals and concerts in a relaxed, supportive environment.

Dates are announced at the beginning of each term.

All equipment will be pre-set onstage, so arrive early to set up instruments, amplifiers, or other equipment. There will be no technical staff. Students must be "self-contained" regarding equipment/amplification, etc. No accompanist will be provided. Students requiring accompaniment must arrange for an accompanist on their own. Students announce their pieces from stage.

If you would like to request a space on a program, you must complete the Student Recital Series form which is on our music website. Recitals are limited to one hour of music so apply early.

It is your responsibility to arrive prior to your scheduled performance. The recital starts promptly at 6 pm. Inform the faculty member in charge of your needs (piano lid closed, short stick, full stick; music stand, chair, etc.). You will be expected to assist with set-up when needed. Dress professionally. Performers are welcome to sit in the hall to enjoy other performances and approach the stage from there if desired. The Student Recital Series is open to the TU campus community. All students are encouraged to attend these recitals in support of their fellow students.

➤ 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, email the Assistant to the Chairperson/Academic Program Coordinator. 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.

➤ **Declaration of Major or Minor**

It is your responsibility to make sure your major or minor is officially and correctly declared. Music is a screened major, and admission to the music major is granted only by the department, contingent upon a completed application to the department and a performance audition. If you intend to major in music, your major will be input as Pre MUED or Pre MUSC and that designation will not change until you initiate the process to get the Pre designation changed. You can do that by going to your online student center page and completing and submitting the Change of Major/Minor Form. Note that students can only select “Pre-MUED” or “Pre-MUSC.” The form will go directly to the registrar, and they will ask the Assistant to the Chairperson/Academic Program Coordinator for confirmation before your degree program is changed from “Pre” status.

Students who have been accepted in to one of the performance degrees, jazz/commercial performance, jazz/commercial composition, or composition can initiate the process to change their status from BS - Pre-MUSC to BM – MUSC by completing the online form and providing a brief explanation in the “comments” block at the bottom of the form that they passed the required audition for their particular degree and should designated as a full music major.

Students who have been formally admitted to the Bachelor of Science in Music major (the liberal arts degree), must initiate the process to change their status from BS Pre-MUSC to BS-MUSC by completing the online form and providing a statement that they passed the required audition and wish to be changed from Pre-MUSC to the BS in Music major.

Students who have been accepted into the Music Education degree program, are responsible for changing their status from Pre MUED to BS - MUED by completing the form and indicating in the “Notes” section that they have passed the required audition and have been admitted as MUED majors. Be sure you indicate the correct concentration for MUED at that time – either Vocal-General or Instrumental. MUED majors will be able to declare the major after they have completed the required interview with the Music Education faculty after their sophomore year.

Students who wish to pursue the Minor in Music (performance emphasis) or the Minor in Music Technology, must apply to the department and pass an audition (Minor in Music) or submit a portfolio and interview on one of the audition dates with representatives from the Music Technology area.

Students who are not declared as music majors or as music minors will be charged the higher fee for applied lessons.

If you have questions about the process, please contact the Assistant to the Chairperson/Academic Program Coordinator.

➤ **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.

In addition to the required University Core Curriculum Music major courses, students must fulfill the requirements found in the University Curriculum section of the catalog. University regulations require students to accrue no fewer than 32 upper division (300-400) units for graduation.

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.

➤ **Recording Studio**

The Recording Studio of the Towson University Department of Music (RSTUDM) is designed and built to support the creative work of the students 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>.

➤ **Progress in the Music Major**

Because Music is a screened major, students are expected to show regular progress completing required courses in the areas of theory, musicianship, music history, methods, lessons and ensembles.

- No more than three MUSC, MUED, or MUSA 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.
- All music majors are required to participate in ensembles. Students are limited to enrolling in three (3) ensembles per term. Ensembles MUST be varied in both size and nature. Each degree program has specific ensemble requirements. Be sure to take note of the difference between “term” and “unit” requirements.

Additionally, the Department of Music considers any prior registration in a MUSC or MUED course when issuing seat reservations in a class. Priority to register for a required course will be given to those who have NOT yet attempted that course. 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 seat reservation will be issued on a space-available basis ONLY after all other students have requested a seat.

➤ **Tutoring**

Tutoring is available in most academic subjects at no charge. Students are encouraged to register early for tutoring or testing accommodations. For tutoring in music courses, fill out the online request form at www.towson.edu/tutoring-learning/course-support/tutoring/.

➤ **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. For more information go to <http://www.towson.edu/registrar/grades/third-attempt-course.html>. Students must complete the Third Attempt Petition Form that is linked to that website. Grades of W are administrative and are not considered a part of the repeated course procedure.

➤ **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 on campus housing, among other things. The official Change of Schedule Period is posted on the University's website each semester (<http://students.Towson.edu>) as well as on your online Student Center page.

If space is available in classes that do NOT require department or instructor consent, you may register online. For courses that require consent, contact the applicable academic department (each department has different procedures for adding courses). All courses for music majors require authorization from the Assistant to the Chairperson/Academic Program Coordinator. You must contact her if you are attempting to add a course reserved for music majors, a lesson or an ensemble to your schedule. Remember that it is your responsibility to register for your courses. The Assistant to the Chairperson/Academic Program Coordinator authorizes you ONLY – you must 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 and on your online Student Center page.

➤ **Information for Pre-Music Education Majors**

All Pre-Music Education majors should familiarize themselves with the MUED Advising Website. Visit www.towson.edu/cofac/departments/music/programs/education/ to review requirements and expectations, degree requirements, course descriptions, among other things. Also, refer to the link titled "Music Education Advising Facts."

➤ **Information for Vocalists**

All vocalists should review the Voice Division Resource website at www.towson.edu/cofac/departments/music/resources/voice.html. It includes information about accompanists, resources about preparing for recitals, resources available at Cook Library, information about end-of-semester juries, additional fees associated with lessons, etc.

➤ **Information Regarding Careers in Music**

There are many music careers that students can pursue with a Bachelor of Science in Music or in combination with another major. Be sure to check out the "Careers in Music" link that is on our department website for valuable information (<http://www.towson.edu/cofac/departments/music/resources/careersupport.html>).

➤ **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 Department of Music web bulletin board, and outside the resource room.

➤ **Accompanists**

Students should expect to obtain and pay for their own accompanists (cost varies). Accompanists from outside the university may be used. Your applied teacher may be able to assist you in finding an accompanist.

➤ **Student Organizations**

Listed below are some of our student organizations. For a full listing and additional information go to <https://www.towson.edu/cofac/departments/music/resources/studentorgs.html>.

American Choral Directors Association (ACDA), Towson University Chapter

The Department of Music welcomed its newest student organization in 1997. The chapter was founded to further the opportunities in choral performance and education for students at 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.

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.

National Association for Music Education (NAfME)

The National Association for Music Education is the largest professional music education organization in the world. The collegiate chapter at Towson University strives to provide valuable field experience as well as other techniques and methods necessary to prepare students for a career in music education, while providing contacts and references in the field. Towson's NAfME Collegiate chapter serves to provide a supportive network and open forum for undergraduate and graduate students, where future and current music educators are given opportunities to grow professionally through workshops, conferences, publications, and other sources.

➤ Healthy Music Making

Music-making is a joyous activity, but its pursuit as a career poses many potential medical risks for musicians. These include hearing loss, overuse injuries of the joints, muscles, ligaments, and tendons (for instrumentalists), and overuse injuries of the voice (for singers). However, all of these risks can be avoided through consultation with your applied instructor and a medical professional. With their help, you can draft a personalized program that will be your path to healthy music-making.

➤ Hearing Loss

Hearing loss may be temporary or permanent and may occur as a result of prolonged exposure to high sound levels. This exposure could take place in rehearsals, practice sessions, or by using playback equipment, especially headphones, at high volume levels. Although amplified music poses an obvious risk, rehearsals or practice sessions conducted with or in close proximity to loud instruments including percussion and brass are also potentially hazardous for good hearing health. Prevention is best achieved by limiting the length of time of exposure to loud sounds, and, when possible, lowering the volume or using earplugs. Any sound louder than 85 decibels, or the loudness of the average vacuum cleaner, can cause damage. This includes mp3 players, lawn mowers, and hair dryers, too!

If you are experiencing temporary or permanent hearing loss, loss of sensitivity to a specific range of frequencies (such as very high or very low sounds), or ringing in the ears, you should see your primary care physician or go to the Dowell Health Center or to the Hearing Clinic. A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website (www.artsmed.org) which allows you to search for qualified local professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website (www.abms.org) which can help you to locate a board-certified physician in the area.

➤ Overuse Injuries

Musicians at the college level are under great pressure to practice and rehearse for long periods of time, often at great intensity. This makes them susceptible to overuse injuries of the joints, muscles, ligaments, and tendons. Pain, tingling, heat, persistent soreness, stiffness, and cramping are all possible symptoms. Causes can include practicing for overly long periods of time, inappropriate technique, poor posture, repetition of a difficult passage for too great a period of time, and not taking breaks. Any part of the body may be affected, including the embouchure of wind and brass players.

If you are experiencing any of the above symptoms, consult your applied instructor and a medical professional. See your primary care physician or go to the Dowell Health Center. (A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website (www.artsmed.org) which allows you to search for qualified local professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website (www.abms.org) which can help you to locate a board-certified physician in the area.

➤ **Vocal Health**

If you are a singer and you “lose” your voice, experience diminished range, “breathy” voice, loss of flexibility, excessive phlegm, or pain in the throat or ears, you may have sustained an overuse injury of the voice. Such symptoms could stem from many sources, including singing in a demanding range for extended periods, singing repertoire that is not suited to your range or maturity, singing repertoire that requires many “sound effects” (such as many of the current popular styles), singing for overly long periods of time with insufficient rest, singing at high volume levels for extended periods of time, poor breathing technique, poor posture, smoking, or not warming up. If you are experiencing any of the above symptoms, consult your applied instructor and a medical professional. See your primary care physician or go to the Dowell Health Center. A referral may be given to a specialist. The Performing Arts Medicine Association (PAMA) has a website (www.artsmed.org) which allows you to search for local, qualified professionals who work primarily with musicians and other performing artists. The American Board of Medical Specialties (ABMS) has a website (www.abms.org) which can help you to locate a board-certified physician in the area.

➤ **Temporary Policy and Procedure Changes**

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