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Welcome to the 2011-2012 academic year at the Texas State University School of Music. The Student Handbook is a reference guide that can save you time, money, and disappointment. Policies often change from one year to the next and so the information contained in the Student Handbook will keep you informed and on track.

When a problem arises, a student might say, “I didn’t know about that” or “I didn’t know what to do.” The Student Handbook can give you the information you need to avoid or solve the problem. Be prepared by reading the contents of this handbook and referring to it often.

It is essential that you know the necessary steps to resolving a problem quickly and efficiently. The steps in order are:

1) Refer to the Student Handbook and the University Catalog
2) Consult the teacher of the class or ensemble *before* discussing it with anyone else
3) Talk to the area coordinator (listed in the Student Handbook under Faculty/Staff)
4) Talk to the Undergraduate Advisor, Ms. Debra Sowards or the Graduate Advisor, Dr. Mary Ellen Cavitt
5) Speak with the Associate Director, Dr. Joey Martin

In cases where the problem is not resolved in any of the steps listed above, please make an appointment to see me by contacting Cindy Dean. If this meeting does not resolve the issue, I will make an appointment for you with the Dean of the College of Fine Arts & Communication, Dr. Timothy Mottet.

It is the desire of the music faculty and staff that you have an enjoyable and productive year. Take advantage of the many wonderful opportunities at Texas State. We wish you great success at Texas State University.

Sincerely yours,

T. Clark

Dr. Thomas Clark, Director
Texas State School of Music
Mission Statement

The School of Music is committed to excellence in music teaching and learning for all students at Texas State. As a unit within Texas State, we provide a liberal education with emphasis on cultural values by offering special course work in the arts and humanities.

The School of Music offers thorough preparation for careers in music, music education and sound recording. In addition, it provides opportunities for all university students to develop musical skills and cultural understanding. The School of Music also serves as an outstanding cultural resource for the university and San Marcos communities.

Faculty and Staff

School of Music Administration
Thomas Clark, Director
Joey Martin, Associate Director
Cindy Dean, Administrative Assistant
Joanne Engel, Administrative Assistant (Ensembles)
Michele Chapa-Ortegon, Administrative Assistant (SRT)
Nancy Harris, Administrative Assistant
Krystyn Jensen, Administrative Assistant

Advisors
Debra Sowards, Undergraduate Advisor
Mary Ellen Cavitt, Graduate Advisor

Voice
Brigitte Bellini
Phillip Hill
Cary Michaels
Samuel Mungo
Cheryl Parrish
Ronald Ulen
Juli Wood
Oliver Worthington

Woodwinds
Ian Davidson, oboe
Russell Haight, saxophone
Daris Hale, bassoon
Adah Toland Jones, flute
Todd Oxford, saxophone
David Pino, clarinet
Vangel Tangarov, clarinet

Brass
Stephen Hager, horn
Charles Hurt, trombone
Jack Laumer, trumpet
Martin McCain, trombone
Raul Rodriguez, tuba/euphonium
Keith Winking, trumpet

Percussion
Genaro Gonzalez
Kari Klier
Bobby Lopez
Butch Miles
### Keyboard
- Ezra Bartz
- Faith DeBow
- Washington Garcia
- Alena Gorina
- Hank Hehmsoth
- Jason Kwak
- Kyung-Ae Lee
- Ludim Pedroza
- John Schmidt

### Strings
- Ames Asbell, viola
- Paula Bird, violin
- Mark Cruz, guitar
- David Dawson, bass
- Karla Hamelin, cello
- Lynn Ledbetter, violin
- Grant Mazak, guitar

### Music Education
- Lynn Brinckmeyer
- Glenda Carnes
- Mary Ellen Cavitt
- Alton Corley
- Wallace Dierolf
- Barbara Elliott
- Patricia Fleming
- Amy Simmons
- M. Robin Stein
- Mollie Tower

### Jazz Studies
- Hank Hehmsoth
- Martin McCain
- Freddie Mendoza
- Butch Miles
- Morris Nelms
- Keith Winking

### Latin Music Studies
- John Lopez
- Robert Lopez
- Ludim Pedroza
- Michelle Quintero

### Sound Recording Technology
- Mark Erickson (program director)
- Robert Arnold
- William Henry
- Gary Hickinbotham
- Christopher Erlon

### Music Theory & Composition
- Charles Ditto
- Rebecca Eaton
- Cynthia Gonzales
- Kyung-Ae Lee
- Dimitar Ninov
- Russell Riepe
- John Schmidt
- Nico Schüler

### History & Literature/Intro to Fine Arts
- Ian Davidson
- Daris Hale
- Richard Hall
- Gordon Jones
- Kay Lipton
- Kevin Mooney
- Morris Nelms
- Ludim Pedroza
- John Schmidt
- Stephen Summer
- Naymond Thomas
Ensembles
Jonathan Babcock, Assistant Director of Choral Activities
Caroline Beatty, Director of Bands
Howard Hudiburg, Director of Orchestral Activities
John Lopez, Director of Latin Music Ensembles
Joey Martin, Director of Choral Activities
Freddie Mendoza Directors of Jazz Ensembles
Samuel Mungo, Director of Opera Studies

Music Technology
Richard Hall
Hank Hehmsoth

Music Librarian
Mark Blair

Evans Auditorium Manager
Gaila Raymer

Staff Accompanist
Eric Thompson

Facilities

Music Building
The Music Building includes classrooms, faculty studios and rehearsal halls. There are separate rehearsal facilities for bands, orchestra, choirs, jazz and multicultural ensembles, chamber groups, and opera. The facility also contains the Recital Hall, the Schneider Music Library, over 30 practice rooms, an electronic piano laboratory, an electronic music studio, a multi-station music computer lab, two instrument checkout rooms and the administrative office suite.

Evans Auditorium
Evans is the largest performance hall on campus with a seating capacity of 933. Bands, orchestra, jazz ensembles, choirs and University Arts events utilize Evans as a performance site.

Recital Hall
The Recital Hall, seating 149, is housed on the second floor of the Music Building and hosts academic classes as well as student, faculty and guest artist recitals and lectures.

Schneider Music Library
The Schneider Music Library, centrally located in the Music Building, provides convenient access to scores, sound recordings, DVDs, music education materials, and a number of music reference sources. All patrons must present their Texas State ID card to check out materials.
To find resource materials, use the University’s on-line catalog (see address below). The music librarian or a library staff member is available to assist with any questions. Most library materials can be checked out and taken home if desired. The library’s website has more details on loan periods and other library policies. Tours of the library and workshops on using various tools and services will be provided upon request.

The library assesses fines on overdue materials to encourage the timely return of materials: Audio/video materials are fined at a rate of 50¢ per day. Scores are fined at 25¢ per day. All items have a maximum $7.00 fine per checked out item.

For lost items, the patron is responsible for the cost of replacement (as determined by the music librarian) plus a processing fee ($5.00) for each item.

Fines may be paid using cash, check or credit card. Unpaid fines and overdue materials will result in a registration hold, preventing course registration or the checking of grades online. For more information, go to http://www.library.txstate.edu/music.

Music Computer Lab
The Music Computer Lab features a cross-platform, high-end Mac-based network and 30 workstations. Twin servers provide users with fast and safe access to over 200 Gigabytes of storage for multimedia, digital audio, video and web-design.

All Texas State students are encouraged to take advantage of the lab’s resources, not only to complete required course materials for the curriculum, but to pursue and promote their career interests via media-authoring software and hardware. At the lab, you can record, design and produce CDs and DVDs, print commercial-quality scores, sequence MIDI, scan and edit photography, create your own 3D artwork and animations, digitize video, edit QuickTime© movies of concerts and performances and design websites complete with MP3 audio, Flash and Director content.

Scholarships
Music scholarships may be awarded following the entrance/scholarship auditions in the spring of each year. Awards are based on the student’s performance, previous performance accomplishment(s) and potential, general musicianship, academic record (GPA), and promise for the completion of a degree program at Texas State. There are two types of scholarships: School of Music Scholarships and Ensemble Performance Grants. In addition, the School of Music offers a limited number of Graduate Assistantships.

School of Music Scholarships
Students receiving School of Music scholarships must perform with the assigned University performing ensemble(s) and enroll for private lessons in their performance area each semester. A Texas State grade of C or better in music classes and a 3.0 Texas State GPA must be maintained to renew a scholarship. Grades are checked at the end of each semester. The semester GPA is used instead of the cumulative GPA. Review your scholarship contract for specific
**scholarship requirements.** The Music Scholarship Committee monitors all music scholarship awards and establishes guidelines for scholarship eligibility and renewal. Specific guidelines and requirements for the various scholarships are available in the Music Office.

Music students may also qualify for other University scholarship aid. Contact the Office of Student Financial Aid for information. Receiving a music scholarship does not prevent a student from receiving additional scholarships and financial aid (grants, loans, and work-study awards) through the University.

**Important note: Scholarship renewal is not automatic from year to year. You must apply for scholarship renewal each year. See the Music Office during the spring semester for the appropriate form and deadline.**

**Ensemble Performance Grants**
At the discretion of the major ensemble directors, performance grant scholarships may be awarded to music majors as well as non-music majors. Requirements may vary, but participation in the particular major ensemble is mandatory. Contact the director of the ensemble area you wish to participate in for specific requirements and application/audition deadlines.

**Graduate Assistantships**
A limited number of assistantships are awarded each year to qualified graduate students who teach and provide other services in a variety of areas of the School of Music. Interested graduate students should consult the Director of Graduate Studies in Music, Dr. Mary Ellen Cavitt, for further information. In order to receive primary consideration, applications for assistantships should be completed by March 1 for positions in the following fall semester.

**Curriculum Requirements & Advising**

**Degree Programs**
The following degrees are offered in the school of Music:

Bachelor of Music
- Music Studies with All-Level Teacher Certification
  - Emphases
    - Choral
    - Instrumental
    - *Keyboard & String Players (must choose Choral or Instrumental Track Emphasis)*
- Music Performance
  - Emphases
    - Guitar
    - Instrumental
    - Keyboard
    - Vocal
- Jazz Studies
Bachelor of Science in Sound Recording Technology

Bachelor of Arts in Music
  • Minor of your choosing is required for this degree

Master Programs
  • Master of Music - Music Education
    ▪ Emphases
      ▪ Choral Music Education
      ▪ General Music Education
      ▪ Instrumental Music Education
      ▪ Kodály Music Education
      ▪ Latin Music Education
  • Master of Music
    ▪ Emphases
      ▪ Brass, Percussion, Woodwind, Guitar, Keyboard or String Performance
      ▪ Latin Music Performance
      ▪ Choral Conducting
      ▪ Instrumental Conducting
      ▪ Music History/Literature
      ▪ Composition
      ▪ Music Theory

Admission Requirements
To major in music, freshman, transfer and graduate students must first be accepted for admission by the university. Undergraduates (BM, BS, BA) must perform an entrance audition before the appropriate faculty for acceptance into the School of Music.

Admission to the School of Music graduate program is overseen by the School of Music’s, Director of Graduate Studies. Performance majors must perform an audition before the appropriate faculty. Composition majors must submit a portfolio of scores and recordings of original works and schedule a personal interview. MM-Music Education majors are evaluated on their transcripts and must have a 3.0 GPA in previous music coursework. Applicants for music education in the graduate program are required to interview with the appropriate coordinator.

Registration
It is strongly suggested that students register during the first registration period (October or March/April). Some courses are made or canceled based on the enrollment figures after the first registration period; others fill up quickly and space may not be available after the first registration period. All music majors must see their music advisor before being cleared to register.
**Advising**
Undergraduate music majors must meet with Debra Sowards for approval of their schedules. The advisor for all Sound Recording Technology majors is Professor Mark Erickson. Graduate students meet with Dr. Mary Ellen Cavitt.

Plan to meet early with your academic advisor. The Schedule of Classes is usually released 3 - 4 weeks prior to the first registration period. As soon as it is available you may schedule your advising session. The on-line version of the Schedule of Classes is always current and may be found at [https://ssb.txstate.edu/prod/bwckschd.pDisp_dyn_sched](https://ssb.txstate.edu/prod/bwckschd.pDisp_dyn_sched). The computer is programmed to clear certain classes based on completed prerequisite classes or current enrollment. Native and transfer students must see Debra Sowards in the Fine Arts Advising Center to get special approval for certain music classes.

**Class Attendance**
The requirements for class attendance vary from course to course, instructor to instructor. All attendance policies should be detailed in the course syllabus, which is distributed at the beginning of the semester. Be sure you understand the attendance requirements and ask your professor if there is any uncertainty. If you are involved in a university function that conflicts with class attendance (ex. ensemble tour, NATS competition, etc.), you should submit a “Request for Excused Absence” form to the instructor for each class that will be missed (see Appendix A of this booklet). The form requires the signature of the faculty member who is in charge of the event. These excused absences do not excuse you from completing all work associated with the missed classes. When you present the excuse form to each instructor, be sure to discuss the coursework you are responsible for completing upon your return to class.

**Studio Teacher Assignments and Changes**
Prior to the first semester as a Texas State music major, you will need to obtain an instructor preference form. Students usually continue studying privately with the same instructor from semester to semester. However, if you desire a change of instructor, take the following steps (in order):

- Obtain a Change of Teacher Form from Debra Sowards
- Communicate your desire to your current teacher
- Communicate your desire to the teacher with whom you wish to study

If all parties are in agreement, the change will be made. If there is disagreement, you should consult with the area coordinator, the Undergraduate (or Graduate) Advisor, and the Director (in that order) until the disagreement is resolved.

Final determination of such changes will be made by the Director. When teaching loads permit, the desire of a student to study with a particular faculty member will be noted and every effort made to place that student in the desired studio if the conflict cannot be resolved.
Ensembles

Major Ensembles
Accompanying – for Piano majors only
*Chorale
Guitar Ensemble – for Guitar majors only
*Jazz Ensemble
*Jazz Orchestra
Marching Band – Instrumental Education majors during freshman year only
*Mariachi Nueva Generación (MNG) – counts as major ensemble Latin Masters majors
Mysterium – for approved Composition students only
*Salsa del Rio I (SDR) – counts as major ensemble for Latin Masters majors
*Symphony Orchestra
*Symphonic Winds
*University Singers
*Wind Ensemble
Concert Band – freshmen year only
*Jazz Lab Band – freshman year only
*Men’s Choir – freshmen year only
*Women’s Choir – freshmen year only

Other Ensembles
Any of the above ensembles
Basketball Band
Chamber Music/Like-Instrument Ensembles
*Jazz Combos
*Mariachi Lince de Oro (MLO)
*Opera Theatre
Opera Workshop
*Salsa del Rio II (ODR)
Steel Drum Band
*VocaLibre

*Denotes that an audition is required for placement in the ensemble.

Major ensemble status for these ensembles can be granted by either the Director of Bands or the Director of Choral Activities.

Undergraduate requirements: All music majors (except SRT and BA majors) must participate in the appropriate major ensemble each semester. The requirements vary depending on catalog year, major and instrument. Only one major and one secondary ensemble will be counted toward the degree per semester. Please refer to the links below to determine your degree’s minimum ensemble requirements. The area coordinator and the Director of the School of Music must approve all exceptions and appeals. If you have questions, please contact your advisor.

Graduate requirements: Please contact Dr. Mary Ellen Cavitt for appropriate ensemble requirements and suggestions.
Degree Plans
You can view the requirements for your degree plan online by viewing the Undergraduate Catalog then clicking on the School of Music link under the Fine Arts and Communication section. Or you can also find the various degree plans on the School of Music website under Prospective Students and Undergraduate Degree Programs or Graduate Degree Programs then clicking on your appropriate degree plan. You may also contact undergraduate advisor, Debra Sowards or graduate advisor, Dr. Mary Ellen Cavitt, with any questions/concerns regarding your specific degree plan.

Class Withdrawals
Dropping or removing a class or classes from your schedule is done via Student-Service Banner. To do this you must remain enrolled in at least one course.

A “W” grade will be assigned automatically if you drop one or more classes during the first 60% of the semester. Courses officially dropped on/before the 12th class day during fall and spring semesters and 4th class day during summer sessions are not recorded on your transcript. Students beginning in fall 2007 or later are subject to limitations on the number of courses dropped. The student can drop six or less courses without academic penalty. Policy and Procedure 4.14 (PPS 4.14) or the Senate Bill 1231 – Six Drop Rule is the document that explains this change in detail.

Withdrawing from all classes for the semester must be done through the Registrar’s Office and, as necessary, the Financial Aid Office.

The deadline for withdrawing from all courses enrolled in at Texas State is two weeks before the beginning of final examinations during the fall and spring semesters, one week before final examinations during the summer sessions.

Re-admission
A student who leaves the School of Music in good standing can be readmitted to the School of Music without re-auditioning if returning within twelve (12) months.

A student who fails to complete or pass applied lessons or has not been a music major at Texas State for more than twelve (12) months must re-audition to be accepted back into the School of Music as a music major.

Academic Dishonesty
For a complete description of the policies and procedures regarding Academic Dishonesty, refer to the University Student Handbook.

Final Examinations
The schedule for all final examinations is posted on the Academic Calendar of the Texas State website. It is also published on the Registrar’s website and is published before registration. Faculty are expected to adhere to this schedule if at all possible. Occasionally, a situation arises when a final examination must be scheduled at an alternate time. Such deviations must be cleared by the Director of the School of Music.
Grading Policies and Appeals
Every instructor should provide a written syllabus explaining grading policies at the beginning of the semester to all registered students. If you have a concern about your final grade, the first step is to consult with the instructor. If that proves unsatisfactory, arrange a meeting with the Director of the School of Music by contacting Cindy Dean. A third step is to arrange a meeting with the Dean of Fine Arts & Communication. For a detailed account of the Grade Appeal process, refer to the University Student Handbook.

Concerts and Recitals

Departmental Recital
Each semester, various recitals and concerts are presented by students, faculty, and guest artists. All undergraduate music majors are required to attend a significant number of these events each semester, through enrollment in Departmental Recital (MU 1000, 2000, 3000, 4000). In addition, applied music teachers may require attendance at all recitals in the individual performance area each semester. Exceptions are as follows: not required for SRT majors. Specific requirements for Departmental Recital may change from semester to semester. Details regarding attendance policies are included in the Departmental Recital syllabus (found on TRACS).

Somos Músicos (“We Are Musicians”)
Somos Músicos concerts are an opportunity for music students individually or in small groups to perform a piece primarily for other students in a supportive atmosphere of learning. Typically four to six such concerts are scheduled each semester on Thursday evenings at 7:30 pm. Attendance at some Somos Músicos concerts is required for Departmental Recital credit, but all music students are encouraged to save the times and attend. Music Senior Lecturer Gordon Jones organizes the programs and will announce deadlines for students to request time off on particular program dates – typically two weeks before the concert date, with teacher endorsement.

Musician’s Forum
Musician’s Forum offers opportunities for music students to explore and be exposed to issues, ideas and information relevant to their careers as performing artists, teachers, composers and producers. Musicians Forum features a variety of topics, guest speakers, multimedia and audience participation. Coordinators of the series, School of Music Director Thomas Clark and Senior Lecturer Gordon Jones, select relevant musicianship topics and serve as moderators for the forums, which are typically scheduled to precede a Thursday evening Somos Músicos student concert. (Attendance may be required of those students enrolled in Departmental Recital.)

Recital Scheduling Procedures
A. Students may begin scheduling recitals according to the following schedule:
   a. Required BM & MM Degree Recitals for the fall semester: August 22, 2011
   b. Required Junior Recitals for the fall semester: September 2, 2011
   c. All other student recitals for the fall semester: September 9, 2011
   d. Required BM & MM Degree Recitals for the spring semester: November 1, 2011
   e. Required Junior Recitals for the spring semester: November 30, 2011
f. All other student recitals for the spring semester: January 20, 2012

B. Student recitals may be scheduled on afternoons and evenings during the semester. Standard starting times are 6pm and 8pm Monday – Friday and 2pm, 4pm, 6pm and 8pm Saturday – Sunday. Non-standard starting times must be approved by the Director of the School of Music.

C. Recitals may not be scheduled during University holidays, study days or final exams.

D. Recitals may not be scheduled against performances of:
   a. Any Texas State major ensemble.
   b. Another Texas State ensemble or another individual or ensemble from the student’s general performance area.

E. Resources for recital scheduling are available at http://www.music.txstate.edu/resourses/studentrecitalchecklist.html

F. Each required student recital (Junior Recital, Senior Recital, Graduate Recital) must be adjudicated by a Recital Committee consisting of three faculty members, including the student’s applied instructor and at least one other faculty member from the same general performance area. When completing the Faculty Signature Form, the student must ensure that all three Recital Committee members sign the form, thus committing themselves to attend the recital at the specified date and time. The Faculty Signature Form may be accessed from the link found on item 5 of the Student Recital Checklist: http://www.music.txstate.edu/resources/studentrecitalchecklist.html. (Please note: A required degree recital will not be finalized and formally scheduled until the Faculty Signature Form is submitted to Nancy Harris).

G. A pre-recital hearing is required for all Junior, Senior and Graduate Recitals. Each performance medium (ex. voice, piano, flute, trumpet, etc.) determines specific policies for its pre-recital hearings (ex. scheduling of the hearing, amount of material to be included, adjudication personnel). If the hearing is not passed, the student must send written notice to The Director of the School of Music, requesting that the recital be cancelled.

H. Individual student recitals may not exceed a total of 60 minutes. Shared recitals (ex. Junior Recitals, Music Ed Senior Recitals) should not exceed 75 minutes (30 minutes of music per performer plus a short intermission, if necessary). Minimum lengths (actual performance times) for required recitals are as follows:
   a. Performance majors (including Jazz):
      1. Junior Recital = 30-40 minutes
      2. Senior Recital = 50-60 minutes
      3. Graduate Recital = 60 minutes
   b. Music Education majors Senior Recital = 30 minutes (may be shared; see above)

I. Program information:
   a. Must be emailed to Nancy Harris at nh17@txstate.edu at least one week prior to the performance
   b. Must be in the format of the School of Music Student Recital Program Template, which may be accessed at http://www.music.txstate.edu/resourses/studentrecitalchecklist.html
   c. Must include exact names of compositions, movements, composers and performers
   d. Must include the following statement: Presented in partial fulfillment of requirements for the Bachelor (Master) of Music degree.
   e. May include program notes and translations, but should be as concise as possible
   f. May NOT include personal acknowledgements for inclusion on the program itself, however, students may print inserts with personal statements and place them with the programs at the recital entrance.
g. The student’s applied instructor will be sent a draft of the program for final review and approval prior to copying.

h. Students must remit $10 (program fee) when picking up 75 copies of the recital programs from Nancy Harris prior to recitals. The fee is payable by cash, check or money order, made payable to “Texas State University”.

J. The School of Music will provide a technician to record recitals held in the Recital Hall and in Evans Auditorium. An additional fee of $15 must be remitted to Nancy Harris prior to any student recital held in the Recital Hall or Evans Auditorium. A CD copy of the recital will be made and deposited in the Music Library for the archives. The performer will also receive a CD copy after the performance. (Please note: Students who use venues other than the Recital Hall or Evans Auditorium are strongly encouraged to arrange for their own recording and then submit a CD copy to the Music Library).

K. Changes to the recital schedule are discouraged.
   a. Cancellations should be done only for serious and substantial reasons and must be documented in writing. Petition to cancel a scheduled recital must be made to the Director of the School of Music. If a student recital is canceled it may not be rescheduled until the next long semester.
   b. Other changes (ex. changes of time or venue) are not allowed except with the expressed approval of the Director of the School of Music.

L. A calendar of all premiere School of Music events can be accessed at [http://www.music.txstate.edu/events.html](http://www.music.txstate.edu/events.html). Student and studio recitals are listed at [http://www.music.txstate.edu/events/events-students.html](http://www.music.txstate.edu/events/events-students.html). These calendars are created on a semester-by-semester basis.

**Accompanists**

At the beginning of every semester, the Coordinator of Keyboard and Accompanying, Dr. Garcia, submits a list of approved accompanists to applied faculty. There are also off-campus pianists who serve as accompanists for recitals, per hour rates vary. Check with your applied teacher for recommendations. School of Music staff accompanists may be assigned to student recitalists and student lessons as their work-loads permit.

**Concert/Recital Attire**

The official dress for all public performances by large ensembles of the School of Music is:

- Men - black tuxedos with black bow tie, white shirt, black socks and black shoes
- Women - floor-length black dress (with sleeves) OR
  - floor-length black skirt & blouse (with sleeves) OR
  - full-length black dress slacks & blouse (again with sleeves); black closed-toe shoes

For chamber music recitals and solo recitals, all performers should dress in a manner that conveys respect for the music and the audience. Generally, this means suits (coat and tie) for men and dresses or suits for women. Under no circumstances should performers appear in shorts, tee shirts, sandals or athletic shoes, etc. If you have questions about appropriate concert attire, consult your chamber ensemble director or applied studio teacher.

The School of Music also asks that non-performers who appear on stage (ex. stage-hands, page turners, etc.) dress in a manner that conveys respect for the event. For men, slacks and sport
shirts are acceptable; women should dress comparably. Again, shorts, tee shirts, sandals, athletic shoes, and generally sloppy attire are not appropriate.

Ticket Sales
For many school-sponsored recitals there is an admission charge for general university students and community patrons. There is no charge, however, to music students enrolled in applied lessons except for:

1. Tickets for Opera/Feria del Mariachi/Musical Theatre productions
2. Special fundraising concerts

Receptions
You are welcome to hold a reception in the Music Building Lobby following your recital. However, if there is another recital scheduled in the Recital Hall immediately following yours, the reception may not be held in the lobby, but may be held in room 216 or 222.

Student Life

Organizations
American Choral Directors Association (ACDA) of Texas State
American String Teachers Association (ASTA) of Texas State
Kappa Kappa Psi (KKY – national band fraternity for men and women)
Mu Phi Epsilon (MPE – professional music fraternity for men and women)
Phi Mu Alpha Sinfonia (PMA – music fraternity for men)
Pi Kappa Lambda (national honor society for outstanding juniors, seniors and graduate students in music)
Sigma Alpha Iota (SAI – professional, international music fraternity for women)
Tau Beta Sigma (TBS – national band sorority for men and women)
Music Educators National Conference (MENC)
Music Educators at Texas State (METS – advance music education and bring together student to network and support each other)
Texas Music Educators Association (TMEA – statewide professional music educators association)

Lockers
The Music Building has a limited number of lockers throughout the first and second floors, which are available for student use. To obtain a locker, identify a locker that is available and appropriate to the size of your instrument/musical needs, place a lock on it and reserve the locker on the Locker Check-out Sheet located in the Music Office. Only one locker per student, please! Lockers must be renewed each long semester.

Music Stands
Music stands are provided for practice and rehearsals. Each stand has a stenciled room number on it to ensure that enough stands are available in each rehearsal hall. Students should not remove stands unless instructed to by a faculty member. If it is necessary to remove stands from a particular room, the students are asked to return the stands to the appropriate room immediately after use.

All music majors are strongly encouraged to own and use their own folding portable (wire) music stand.

Removing a School of Music stand from the building for personal use constitutes theft of state property and will result in disciplinary action.

Access to Music Building
Music Building Hours (during long semesters and while classes are in session):

Monday – Friday: 7:00 a.m. – 5:30 p.m.
(all entrances open)
Monday - Friday: 5:30 p.m. – 12:00 a.m. (main door only)
Saturday: 8:00 a.m. – 12:00 midnight
(main door only)
Sunday: 12:00 noon – 12:00 midnight
(main door only)

The doors are remotely locked at the appropriate time.

During Holidays and Spring Break all doors will be locked.

Music Building Security
Unlike other buildings on campus, the Music Building has extended hours to allow music majors time to practice, rehearse and study. Unfortunately, this can create opportunities for theft, vandalism and other crimes. The protection of our music students is of utmost importance. Please report any suspicious people or activities, especially after hours, to Mrs. Cindy Dean (Administrative Assistant) or call the campus police. Crime prevention is the responsibility of everyone who uses the Music Building. The non-emergency telephone number of the University Police is 512-245-2805. The emergency number (on campus only) is 911. See the University Police website for more information on crime prevention, crime statistics and more.

Policies on Practice Rooms
The Music Building has 33 practice rooms in the downstairs practice room area and 3 practice rooms in the percussion area upstairs. Five of the downstairs practice rooms are reserved for percussionists to bring their own instruments. Mr. Gonzalez is in charge of assigning those practice rooms based on seniority and need. Several practice rooms with grand pianos are locked. The keys for these rooms are distributed by Dr. Garcia to piano majors. One practice room holds the practice organ. One practice room holds a university-owned drum set. Another practice room houses Latin Music percussion equipment. Use of these practice rooms is tied to
applied lessons in those areas. Lastly, one practice room houses the smart music computer program and equipment and can be utilized by all students. The door remains locked at all times, but a key can be checked out in the front office during business hours or through the night monitor after hours. The remainder of downstairs practice rooms are available on a first-come, first-served basis when the building is open. The upstairs percussion practice rooms are available for practicing on university-owned percussion equipment (usually housed in one of the ensemble rooms).

When using any practice room, please remember that personal belongings left in the room unattended, even for a short time, are not secure. The School of Music and Texas State University are not responsible for stolen items. In addition, practice rooms may not be left unattended with your items remaining in the room to reserve it, for more than 10 minutes. After that time, other students have the right to enter the room and use it for their own private practice. Be respectful of your fellow students! This includes removing your own trash.

Food and drinks are not to be consumed in the practice rooms.

Lost and Found
Check with the Music Office or the Schneider Music Library about items that are missing. Lost and found items are retained for one semester before they are discarded.

Bulletin Boards
All postings must be brought to the Music Office to be stamped “Approved” before posting. Music Office staff will handle the posting onto the designated bulletin boards. Postings in any other part of the building, including entrance doors, are prohibited and the music office staff will remove those postings not bearing the approved stamp.

Requirements for Prospective Music Teachers

You must pass the Upper Level Competency Review to be officially admitted into the Music Studies program.

Admission to Student Teaching
- An overall GPA of 2.75
- A grade of “C” or higher in ENG 1310 and 1320, or their equivalents
- A grade of “C” or higher in COMM 1310, or its equivalent
- A grade of “C” or higher in PHIL 1305 or 1320, or its equivalent
- A grade of “C” or higher in MATH 1315 or 1316, or its equivalent
- A grade of “C” or higher in one course of HIST 1310, 1320, POSI 2310, 2320
- A grade of “C” in each course in the assigned professional education sequence
- A grade of “C” in each music course required of the major
- Passed Piano Proficiency
- Passed Theory Proficiency Exam
- Completed Senior Recital
All requirements must be met by the end of the long semester (Fall or Spring) before the student teaching semester.

*Seeking Teacher Certification*
Passing scores on the Texas Examination of Educator Standards (TExES) are required for a teaching certificate.

**Music Examinations for Undergraduate Music Majors**

*Upper Level Competency Review*

You must pass the Upper Level Competency Review (ULCR) before being allowed to register for a 3000 level course in your chosen major area (ex. music ed, performance, SRT, jazz, BA). Normally, a student undergoes the Upper Level Competency Review during his/her fourth semester as a music major. Transfer students generally undergo the Upper Level Competency Review after their first semester as a music major at Texas State. However, the undergraduate advisor, Debra Sowards, can tell you when you are scheduled for the Upper Level Competency Review. The timing of the Upper Level Competency Review is automatic for each student as he/she progresses through the curriculum; it is not optional with either the student or the faculty.

There is a separate Upper Level Competency Review Committee for each degree area (Music Education, Jazz Studies, Sound Recording Technology, Performance, and the Bachelor of Arts).

In order to pass the Upper Level Competency Review, you must have successfully completed (with a C or higher) Aural Learning III, Music Theory III, Piano Proficiency (or three semesters of Class Piano as a Performance or Vocal Music Studies Major), three semesters of Departmental Recital and an Upper Level Performance Jury. If any or all of these requirements are in progress at the time of the Upper Level Competency Review, the committee may act on the basis of other information as described below, with the final decision pending the results of the requirements in progress.

The Upper Level Competency Review consists of an interview with the area’s Upper Level Competency Review committee and a review your performance abilities and academic coursework. Please see your appropriate web page for your specific degree for detailed criteria and updates on the School of Music’s [Upper Level Competency Review](#) website.

The Upper Level Performance Jury is an extended jury that determines the student’s ability to advance to the 3000 level on the student’s principal instrument or voice.

**Results:**

There are three possible results of the initial Upper Level Competency Review:

- **Pass:** student may register for upper level courses in their major area
- **Deferral:** student may NOT register for upper level courses in their major area; the Upper Level Competency Review will be rescheduled for the end of the next semester. (Note, the ULCR committee may initially grant you up to two attempts
at passing the Upper Level Competency Review, but that is not standard nor is it a guarantee)

- Fail: student may NOT register for upper level courses in their major area; in effect, this terminates the student’s current degree program and an alternate degree program must be chosen before the beginning of the next semester.

There are two possible results of a second Upper Level Competency Review (resulting from a deferral):

- Pass: student may register for upper level courses in the major area
- Fail: student may NOT register for upper level courses in the major area; in effect, this terminates the student’s current degree program and an alternate degree program must be chosen before the beginning of the next semester.

Results of the Upper Level Competency Review are sent to the Director from the Degree Area Committee, who formally notifies the student of the result in writing.

**Piano Proficiency**

All music majors must pass a piano proficiency examination (excluding SRT majors). All non-SRT majors must complete the second semester piano proficiency exam or the level III piano techniques course if they are a Performance or Vocal Music Studies major in order to pass the Upper Level Competency Review. Vocal students seeking teacher certification must complete the level IV piano proficiency exam no later than the semester before student teaching. Similarly, all Performance Majors must pass the level IV piano proficiency exam before graduating. Piano Proficiency requirements are available on the School’s website under the Resources tab.

Students may prepare for this proficiency by enrolling for the second semester of class piano for instrumental majors and the fourth semester of class piano for vocal majors and all performance majors. Students enrolled in private piano lessons may take the proficiency at any time with the approval of the applied teacher. Transfer students who may have passed a proficiency at another institution must also pass the proficiency at Texas State. Students entering Texas State with a keyboard background should consult Mr. Bartz for appropriate placement.

**Music Theory Proficiency**

All music majors must pass the theory proficiency examination before applying for graduation. A passing score is also a prerequisite for advanced theory coursework. Theory proficiency requirements are available on the School of Music website under the Resources tab.

**Juries**

All students taking private instruction in applied music must perform a jury at the end of each semester of work as part of a final examination in that course. Under certain unusual circumstances, area faculty may allow a student to postpone a jury. In this event, the jury must be performed for the faculty by the designated time set by the student’s applied faculty member during the next semester. Failure to do so will result in a failing grade for that jury examination.
University Owned Instruments

Check-out Procedures
Most university-owned instruments are stored in room 225. Exceptions include methods instruments (room 113), sousaphones (room 224), marching percussion, and concert percussion instruments. Band instrument inventory is administered by the Department of Bands. These instruments are issued by and returned to the Graduate Assistant in the band area. University-owned instruments including all percussion equipment used for applied studies and ensembles are rented for a fee of $30 per semester. Joanne Engel (Ensemble Administrative Assistant, room 101A) is responsible for collecting this fee. Although normal wear and tear will be absorbed by the School of Music, any excessive damage to an instrument will be the responsibility of the student. An academic hold will be placed on the student’s university account if the instrument is not returned at the scheduled time or until the damage is repaired.

Instrument Insurance
Any lost or stolen instrument is the financial responsibility of the student to whom the instrument is checked out. The student will be charged the purchase price of a new instrument (comparable in make and model). All grades will be held until the missing instrument is returned or replaced.

Students are strongly advised to obtain insurance on any and all university-owned instruments for which they are responsible. Riders to existing homeowner’s or renter’s insurance are very inexpensive and can save thousands of dollars and a great deal of trouble in the event that an instrument is lost or stolen.

Advising

The School of Music (graduate) and the College of Fine Arts and Communications Advising Center (undergraduate) offer group and individual advising services for all students. While you are ultimately responsible for your degree and coursework, the advisor’s mission is to assist you with your academic choices and academic adjustments in your University and personal development.

The Graduate & Undergraduate Advisors will:
- Suggest coursework for each semester
- Assist with registration problems (time conflict, special approval, closed classes, etc)
- Assist/Notify you on Probation/Suspension
- Assist with graduation planning
- Assist with graduation application
- Provide advice about specific majors
- Assist with financial aid appeal assistance
- Assist with correspondence studies approval
- Evaluate general studies transfer credits
Important Additional Information

Fees for Repeating Courses (Three-peat Rule)
Students paying in-state tuition, who repeat a course at Texas State more than twice, will be charged out-of-state tuition. All MUSE and MUSP courses are EXEMPT from this rule.

Fees for Excessive Undergraduate Hours (30- & 45-hour Rule)
Under Texas Education Code §54.014 resident undergraduate students who began college-level coursework fall 1999 and after are subject to the out-of-state tuition rate, if before the semester begins the student has attempted 45 hours above the minimum requirements of their degree. Students initially enrolled in fall 2006 or later will be subject to the excessive tuition rates the semester after 30 hours above the minimum hours required of their degree have been attempted. Attempted hours include any course listed on the transcript either with a letter grade or a “W”. Minimum hour requirements for each degree can be found in the Undergraduate Catalog.

Please speak with your academic advisor to determine your attempted hours and degree limit.

Graduation Requirements
- Texas State GPA of 2.00
- GPA of 2.25 in the major(s)
- GPA of 2.00 in the minor(s)
- A grade of “C” or higher in each music course required of the major
- Speak with your academic advisor to determine the location to submit your application for graduation by the 19th class day of your graduation semester

FOR MORE INFORMATION

Undergraduate Advising, Counseling, Registration
Debra Sowards, Old Main 110

Sound Recording Technology Information & Requirements
Mark Erickson, FSS 100

Graduate Advising, Assistantships, Registration
Dr. Mary Ellen Cavitt, Room 141

Student Teaching & Student Teaching Requirements
Dr. Robin Stein, Room 218

Scholarships
Dr. Joey Martin, Room 146

Recital Scheduling & Daily Room Reservations
Nancy Harris, Room 101
APPENDIX A

REQUEST FOR AN EXCUSED ABSENCE

Student Name_________________________________ TxState ID_________________

Print Name

Name of Organization_________________________________________________________

Event_________________________________________ Date(s)/Time(s)________________

The above named student will be involved in an officially sanctioned university event, and will be unable to attend the classes on the dates and times listed below. Please grant this student an excused absence for the class sessions indicated.

<table>
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<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>INSTRUCTOR</th>
<th>CLASS MEETING TIME</th>
<th>DATES OF ABSENCE</th>
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This request must be signed by the faculty member In charge of the organization sponsoring this event.

_________________________ Please print ____________________________
Signature, Faculty Member Faculty Member

Faculty Member e-mail_____________________________________________________

Phone#_________________________ Date_________________________