



Student Handbook

2019-2020

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From the Director

Welcome to the 2019-20 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 instructor of the class or ensemble you are in **before** discussing it with anyone else
- 3) Talk to the area coordinator (listed in the *Student Handbook* under Faculty/Staff)
- 4) Talk to an Undergraduate Advisor for Music or the Coordinator of Graduate Studies, Dr. Al Corley
- 5) Speak with the Associate Director, Dr. Brinckmeyer

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

The music faculty and staff wish you an enjoyable and productive year and are working to help you achieve it. Take advantage of the many wonderful opportunities at Texas State. We wish you great success at Texas State University.

Sincerely yours,



Dr. Thomas Clark, Director
Texas State School of Music

Mission Statement

The School of Music is devoted to excellence, collaboration, and collegiality, with a mission to nurture individual talents in flexible, inspiring, and creative degree programs, with the goal of preparing students for the modern challenges of careers in the arts. Approaches to learning focus on diverse music styles, experimental learning, modern technologies and media, and innovative pedagogies. The School of Music offers performances and scholarly events of the highest quality to serve university, public, and professional communities.

Faculty and Staff

School of Music Administration

Thomas Clark, Director

Lynn Brinckmeyer, Associate Director

Krystyn Jensen, Administrative Assistant/Recruitment Coordinator

Danton Bankay, Administrative Assistant (Academics)

Michele Chapa-Ortegon, Administrative Assistant (SRT)

Christine Gonzalez, Administrative Assistant (Ensembles)

Meagan Hernandez, Administrative Assistant (Scheduling)

Advising

PACE Advising: All students who enter Fall 2019 with less than 16 hours of credit (dual credit, AP, IB, community college credit)

CFAC Advising: All students who enter Fall 2019 with more than 16 hours.

Graduate: Dr. Al Corley, Music 109

Brass

Robert Cannon, trumpet

Andrew Cheetham, trumpet

Charles Hurt, trombone*

Martin McCain, trombone

Raul Rodriguez, tuba/euphonium

Caroline Steiger, horn

Keith Winking, trumpet

Composition

Thomas Clark

Charles Ditto

Richard Hall

Hank Hehmsoth

Michael Ippolito*

Conducting

Jonathan Babcock, choral

Caroline Beatty, instrumental

Kyle Glaser, instrumental

Matthew Holzner, instrumental

Jacob Harrison, orchestral

Craig Hella Johnson, choral

Joey Martin, choral

Jazz

Andrew Cheetham, trumpet

Paul Deemer, trombone

Russell Haight, saxophone

Utah Hamrick, bass*

Hank Hehmsoth, keyboard

Butch Miles, drumset

Morris Nelms, keyboard

Brian Pardo, guitar

Keyboard/Class Piano

Ezra Bartz
Kayla Chon
Faith DeBow
Alena Gorina

Jason Kwak*
Kyung-Ae Lee
Daria Rabotkina
John Schmidt

Latin

Rene Gonzalez
Miguel Guzman
John Lopez*

Ludim Pedroza*
Michelle Quintero
Juan Rosaly

Percussion

Genaro Gonzalez*
Kari Klier

Bobby Lopez
Butch Miles

Strings

Ames Asbell, viola*
Paula Bird, violin
Mark Cruz, guitar
David Dawson, bass

Karla Hamelin, cello
Lynn Ledbetter, violin
Grant Mazak, guitar

Voice

Blythe Cates
Daveda Karanas
Richard Novak
Cheryl Parrish

Suzanne Ramo
Ronald Ulen*
Myra Vassian

Woodwinds

Ian Davidson, oboe
Daris Hale, bassoon
Steve Girko, clarinet
Adah Toland Jones, flute*

Todd Oxford, saxophone
Vanguel Tangarov, clarinet
Brian Trittin, saxophone

Ensemble

Caroline Beatty, Director of Bands
Kyle Glaser, Associate Director of Bands
Matthew Holzner, Assistant Director of Bands
Jordan Stern, marching percussion
Jacob Harrison, Director of Orchestral Studies
Joey Martin, Director of Choral Activities
Jonathan Babcock, Associate Director of Choral Activities
Lynn Brinckmeyer, choral
Craig Aamot, choral
Marc Reynolds, Director of Opera Studies
Kristen Roach, opera
Utah Hamrick, Director of Jazz Studies
Keith Winking, jazz
Seth Carper, jazz
John Lopez, Co-Director of Latin Music Studies

Ludim Pedroza, Co-Director of Latin Music Studies
Miguel Guzman, mariachi
Juan Rosaly, salsa

Aural Skills/Music Theory

Thomas Clark*
Charles Ditto
Rebecca Eaton
Jose Garza, Jr.
Cynthia Gonzales
Michael Ippolito

Kyung-Ae Lee
Dimitar Ninov
John Schmidt
Nico Schüler
Jack Wilds

Intro to Fine Arts

Seth Carper
Ian Davidson*
David Dawson

Daris Hale
William McNally
Morris Nelms

Music Education

Caroline Beatty
Lynn
Brinckmeyer*
Mary Ellen Cavitt
Seth Carper
John Denis
Bonnie DeWind
Barbara Elliott
Kyle Glaser

Richard Herrera
Matthew Holzner
Kelly Laws
Jo Scurlock Dillard
Jordan Stern
Amanda Soto
Rebecca Tast
Debbie Tannert

Music History and Literature

Craig Aamot
Gordon Jones
Kevin Mooney

Ludim Pedroza
John Schmidt*
Stephen Summer
Holly Wissler

Sound Recording Technology

Mark Erickson (program director)

William Henry
Gary Hickenbotham

Music Technology

Richard Hall
Hank Hehmsoth*
Jackson Wilds

Staff Accompanist

Eric Thompson

Music Librarian

Mark Blair

Evans Auditorium Manager

Gaila Raymer

*Denotes Area Coordinator

Facilities

Music Building

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

Colorado

Colorado building is located at the end of Pleasant Street and houses the Balinese Gamelan Lipi Awan as well as 16 additional practice rooms (with electronic pianos).

Evans Auditorium

Evans is the largest performance hall on campus with a seating capacity of 933. The University's wind bands, orchestra, and University Arts events utilize Evans as a performance site. Evans also contains two Steinway concert grand pianos that can be used for solo piano recitals.

Music Building Recital Hall

The Music Building 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.

Performing Arts Center Recital Hall

The Performing Arts Center on University Dr. includes an acoustically superb 312-seat recital hall which hosts performances by guest artists, music faculty, solo student recitals, and some student ensembles.

Fire Station Studios

The Fire Station Studios facility is located near campus at 244 N. Guadalupe Street and is available for both Texas State and non-Texas State persons to rent for commercial purposes. The Studio houses the School of Music's Sound Recording Technology program and contains two recording studios, one film/video audio post-production suite, and one mix room.

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. Please note that most music-related books and journals are located at the main (Alkek) library. All patrons must present their Texas State ID card to check out materials. The Schneider Music Library also contains computer stations for accessing research databases and the internet.

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 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 regarding available tools and services are 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 \$5.00 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 of \$15.00 for each item.

Fines may be paid using 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 about the library's policies and services, go to <http://www.library.txstate.edu/music>.

Music Computer Center

The Music Computer Center is committed to providing computing and technology resources to all Texas State students, faculty, and staff across campus. The Center features 24 high-end Mac workstations, a teacher station, a scanner workstation, and 2 administrator stations and maintains a demanding schedule of activity in support of a progressive curriculum dependent upon an increasing reliance on technology. It provides an active resource for required School of Music degree plans, as well as public access by all Texas State students, faculty, and staff.

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, video and photo content. The Music Computer Center also houses 2 laser printers and music students are allowed to print 20 pages per day for free.

Admission & Degree Programs

Admission Requirements

Admission to the School of Music is contingent upon acceptance to Texas State University and requires an audition. Undergraduates (BM, BS, BA) must perform an entrance audition before the appropriate faculty for acceptance into the School of Music (please see [Undergraduate information](#)).

Admission to the School of Music graduate program is overseen by the School of Music's, Coordinator of Graduate Studies. In addition to submitting an application to the Graduate College, music students are required to submit additional materials, audition (if required for major), and interview with one or more faculty. Complete information regarding the application process and graduate music programs can be found under the "Prospective Students" tab of the School of Music's website,

<http://www.music.txstate.edu/gradprospectivestudents/BecomingaMusicMajor-Grad.html>.

Transfer Student Requirements/Information

Transfer students are encouraged to meet with their academic advisor so that course transferability and equivalents have been accurately reflected on their degree audit. Although a course may transfer, it may not meet the requirements for a particular degree plan. For example, Texas State will transfer as many of your courses/hours that are considered transferable;

however, only 66 lower-level hours will be applied toward your degree plan. Additional upper-level hours from a four-year university may also be applied. You will need to take a minimum number of credit hours at Texas State in order to graduate with a Texas State degree. You can check to see what credits will transfer from the admissions page on the university website. <https://www.admissions.txstate.edu>

Additionally, if you are an undergraduate Music Studies student seeking teacher certification, the required GPA for admittance into School of Music upper level classes is 2.85. This GPA must be reached by the fourth semester of music coursework. In addition, you need to make sure that you have met the grade requirements established by the College of Education Office of Educator Preparation (<http://www.education.txstate.edu/oep/current/initial-certification.html>). Please consult this handbook regarding Upper Level Competency Review, Piano Proficiency and Theory Proficiency to learn about specific requirements for transfer students.

Degree Programs

The following degrees are offered in the School of Music:

Bachelor of Music

- Music Studies with Texas All-Level Teacher Certification
 - Concentrations
 - Choral (Classical voice or Latin voice)
 - Instrumental
 - Optional Minors
 - Composition (approval by the composition coordinator required)
 - Jazz (Instrumental Music Studies majors only)
 - Mariachi (not available to transfer students)
- Music Performance
 - Concentrations
 - Composition
 - Guitar
 - Instrumental
 - Jazz
 - Keyboard
 - Vocal
 - Optional Minors
 - Composition (approval by the composition coordinator required; Composition majors ineligible)
 - Opera (for Vocal Performance majors only)

Bachelor of Science in Sound Recording Technology

- Optional Minor
 - Composition (approval by the composition coordinator required)

Bachelor of Arts in Music

- Minor or a second major (outside of the School of Music) of the student's choosing is required for this degree

Minor in Music (General)

- May be added to any non-music degree at Texas State

Master Programs

- Master of Music - Music Education
 - Concentrations
 - Choral Music Education
 - General Music Education
 - Instrumental Music Education
 - Kodály Music Education
- Master of Music
 - Concentrations
 - Brass, Percussion, Woodwind, Guitar, Keyboard, or String Performance, Vocal
 - Choral Conducting
 - Composition
 - Instrumental Conducting (Band or Orchestral)
 - Jazz Performance
 - Latin Music Performance
 - Music History/Literature
 - Music Theory

You can view the undergraduate degree plans and requirements for your degree plan online by accessing the [Undergraduate Catalog](#) then click on the Undergraduate link → College of Fine Arts and Communication → School of Music. Graduate degree requirements may be accessed online at the [Graduate Catalog](#) then click on the Graduate link → College of Fine Arts and Communications → School of Music. Graduate degree plans may be found on the School of Music website's [Graduate Degree Programs](#) page. You may also contact your undergraduate advisor, or graduate advisor, with any questions/concerns regarding your specific degree plan(s).

School of Music Degree Plan Changes

Music student's wishing to change their major within the School of Music must complete the following (in order):

BM – Music Studies or Performance → BA

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies Coordinator
- Consult with your Applied Lesson Instructor
- Receive approval from the Associate Director

BA, BM – Music Studies or Performance → BS – SRT

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies Coordinator or your Applied Lesson Instructor
- Consult with the BS – SRT Coordinator
- Interview with the BS – SRT faculty
- Receive approval from the BS – SRT Coordinator

BA or BS – SRT → BM – Music Studies

- Obtain a Change of Major request form from Danton Bankay
- BS students must consult with the BS – SRT Coordinator
- Consult with the Music Studies Coordinator
- Consult with the Applied Lesson Instructor

- Audition (may be fulfilled by a final jury)
- Receive approval from the audition panel
- Receive approval from the Associate Director

BA, BM – Music Studies, or BS – SRT → BM – Performance

- Obtain a Change of Major request form from Danton Bankay
- Consult with the Music Studies or BS – SRT Coordinator
- Consult with your Applied Lesson Instructor
- Audition (may be fulfilled by a final jury)
- Receive approval from the audition panel
- Receive approval from the Associate Director

In the rare instance that a student changes their major to a BA from Performance or Music Studies, but later wants to re-enter the Performance or Music Studies degree, they must re-audition for their desired program to gain acceptance.

Scholarships

Music student scholarship auditions occur in the fall and spring of each year. Awards are based on the student's performance, previous performance accomplishment(s), general musicianship, academic record (GPA), potential for success and the completion of a degree program at Texas State. Music scholarships are available for students who will begin in a fall semester. No music scholarship funds are available to students who enroll as a new student in a spring semester. Students who enter in a spring semester may apply for a fall music scholarship by submitting an application through an Administrative Assistant during the spring semester. There are two types of scholarships: School of Music Scholarships and Ensemble Performance Grants. Additionally, the School of Music offers a limited number of Graduate Assistantships. Scholarships and Performance Grants will be credited to the student's University account after the 12th class day in the Fall and Spring semesters after enrollment verification has occurred.

School of Music Scholarships

Undergraduate 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 all music classes (including a CR in Departmental Recital) and a 3.0 Texas State GPA must be maintained to continue to receive/renew a scholarship. Grades and GPA are assessed each semester to determine continued eligibility. *Review your scholarship contract for specific scholarship requirements.* Specific guidelines and requirements for the various [scholarships](#) are available in the Music Office.

Graduate students receiving School of Music scholarships must maintain status as a graduate music major with a GPA of 3.0 or higher and be enrolled at full-time status, with successful completion of at least 9 semester credit hours per semester as advised by the Graduate Coordinator. Performance majors must audition, enroll in, and fully participate in the appropriate assigned major ensemble and enroll for applied lessons in the appropriate performance area each semester. Scholarship funds are awarded for fall and spring only. Summer funds are not available from the School of Music.

Music students may also qualify for other University scholarship aid. [Contact the Office of Student Financial Aid and Scholarships](#) and the [Graduate College](#) 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 grants may be awarded to both music majors and non-music majors. Requirements vary, but participation in the assigned major ensemble is mandatory. Contact the ensemble director for specific requirements and application/audition deadlines.

Bobcat Marching Band Scholarships

Through generous contributions from the Texas State University administration and the Fraye Stokes Endowment, the following scholarships will be distributed for a maximum of 350 members of the Bobcat Marching Band immediately after successful completion of the requirements of the organization and/or position:

\$800 Membership Scholarship to each member of the BMB

\$200 Leadership Scholarship to each Section Leader and Drum Major

\$200 Dedication Scholarship to each BMB member completing his/her 3rd or higher season

The scholarship funds will be applied to each student's university account after the last required commitment of the season. The expectations to receive these scholarships are as follows:

- Enroll in the class before the official 12th class day
- Fulfill all requirements of the organization/position
- Maintain proper rehearsal and performance effort
- Maintain an attitude of teamwork
- Represent the Bobcat Marching Band, School of Music and Texas State University in a positive manner

Deficiencies in any of these areas may result in a reduction or deletion of scholarship money.

Bobcat Basketball Band (B3) Scholarships

Through generous contributions from the Texas State University administration and the Fraye Stokes Endowment, the following scholarship will be distributed to members selected through an audition process for the Bobcat Basketball Band immediately after successful completion of the requirements of the organization and/or position:

\$450 Membership Scholarship to each member of the B3

The scholarship funds will be applied to each student's university account after the last required commitment of the season. The expectations to receive these scholarships are as follows:

- Enroll in the class before the official 12th class day
- Fulfill all requirements of the organization/position
- Maintain proper rehearsal and performance effort
- Maintain an attitude of teamwork
- Represent the Bobcat Basketball Band, School of Music and Texas State University in a positive manner

Deficiencies in any of these areas may result in a reduction or deletion of scholarship money.

VocaLibre Scholarships

Through generous contributions from various areas, enrolled members of VocaLibre will receive a scholarship for their participation in this ensemble. Funds are credited to each student's account in October (fall participation) and March (spring participation). Scholarship amounts vary depending on enrollment in the ensemble.

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 Graduate Studies Coordinator or the [School of Music website](#) for further information. In order to receive primary consideration, applications for assistantships should be completed by the March deadline for positions in the following fall semester.

Curriculum Requirements

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. Students are responsible for understanding the attendance requirements and asking the professor if there is any uncertainty. Students involved in a university function that conflicts with class attendance (ex. ensemble tour, NATS competition, etc.), should submit a request for excused absence as well as the memo from the sponsoring faculty member to the instructor for each class that will be missed. If excused, all work associated with the missed class(es) must still be completed.

Studio Teacher Assignments and Changes

For new students in applied areas with multiple instructors, their acceptance letter will include an invitation to indicate their applied instructor preference and what interactions have led to their preferences. Instructor assignment is determined by availability; students are officially assigned by the area faculty. In general, students study privately with the same instructor from semester to semester.

If a student desires a change of instructor, they will need to complete the "Request for Change in Applied Instructor" form (see Appendix A). Note, final determination of such changes will be made by the Associate Director of the School of Music. 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 their desired studio.

Ensembles

Major Ensembles

Accompanying – for Piano majors only

*Chorale

Concert Band – is considered a major ensemble when audition results place a student in the ensemble

Guitar Ensemble – for Guitar majors only

*Jazz Ensemble

*Jazz Lab Band – is considered a major ensemble for jazz majors when audition results place a student in the ensemble

*Jazz Orchestra

Marching Band – Instrumental Music Studies majors (required for 3 fall semesters). During the student's freshman year Marching Band is considered the major ensemble, second and third year enrollments are considered as a secondary ensemble.

*Mariachi Nueva Generación (MNG) – is considered a major ensemble for Latin Master's majors

*Men's Choir – is considered a major ensemble when audition results place student in the ensemble

Mysterium – for approved Undergraduate students and Master's Composition students only

*Salsa del Rio (SDR) – is considered a major ensemble for Latin Master's majors

*Symphony Orchestra – is considered a major ensemble for string majors only

*Symphonic Winds

*University Singers

*Wind Symphony

*Treble Choir – is considered a major ensemble when audition results place student in the ensemble

*Treble Voice Chamber Singers

Other/Secondary Ensembles

Any of the above ensembles

Basketball Band

Chamber Music/Like-Instrument Ensembles (including Gamelan Lipi Awan)

*Jazz Combos

*Mariachi Lince de Oro (MLO)

*Opera Theatre – or consent of instructor

*Opera Workshop – or consent of instructor

*Orquesta del Rio (ODR)

Steel Drum Band

*VocaLibre

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

Undergraduate requirements: All music majors must participate in the appropriate major ensemble each semester. Music Studies majors are exempt from this requirement during the student teaching semester only. Student teachers may not participate in university ensembles during their student teaching semester. Only one major and one secondary ensemble will be counted toward the student's degree plan per semester. Please refer to the links below under *Degree Plans* to determine your degree's ensemble requirements. **The Director of Bands, Director of Choral Activities, Director of Orchestral Studies, and the Associate Director of the School of Music must approve all exceptions to major ensemble status and appeals.** If you have questions, please contact your music advisor. PACE students contact the Associate Director of the School of Music with questions.

Graduate requirements: Please contact the Director of Graduate Studies for appropriate ensemble requirements and suggestions.

Departmental Recital

Each semester, various recitals and concerts are presented by students, faculty, ensembles, and guest artists. All undergraduate music majors (excluding SRT 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. 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**).

The School of Music will accept Departmental Recital transfer credit from accredited institutions as defined by Texas State University policy ([PPS 2.15](#)). If performance attendance was not a separate course posted to your transcript, we may infer that it was a requirement of your applied lessons as a music major and will accept up to 4 credits in transfer hours (or the equivalent quarters).

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 weekday 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. To perform on a Somos Músicos concert, submit a performance request form, with applied instructor endorsement, at least two weeks prior to the concert date.

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. Musician’s 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 Somos Músicos student concert. Attendance may be required of those students enrolled in Departmental Recital.

Recital Scheduling Procedures

Students may schedule recitals according to the Performance Scheduling Prioritization schedule located on the Music Students TRACS site under Resources.

- a. Recitals **may** be scheduled on afternoons and evenings during the semester beginning at 6pm and 8pm Monday – Friday and 2pm, 4pm, 6pm and 8pm Saturday – Sunday. Non-standard start times must be approved by the Director of the School of Music.
- b. Recitals **may not** be scheduled during University holidays, study days, final exams, against any major ensemble, or event from the student’s applied area.

Consult the [Student Recital Checklist](#) for instructions and all documents related to Recital Scheduling.

- a. Required student recitals (Junior, Senior, Graduate) must be adjudicated by a Recital Committee (three faculty members – the student’s applied instructor and at least one other **area** faculty member must be on the committee). All three must sign the

- Faculty Signature Form and the student must return it to Meagan Hernandez before the date will be officially reserved.
- b. All required degree recitals should be firmly scheduled by October 1 in the Fall semester and March 1 in the Spring semester.
 - c. Students are strongly encouraged to attach a headshot photo to their reservation form online. This photo will be used for publicity listings of their event. If the student does not have a current headshot, Meagan Hernandez will be happy to take one for them.
 - d. Non-required student recitals may only occur in the Music Building Recital Hall. Use of the Performing Arts Center Recital Hall may only occur by special request of the applied lesson instructor and the approval of the exemption by the Director of the School of Music.

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, etc.). If the hearing is not passed, the student must send written notice to Meagan Hernandez, requesting that the recital be cancelled.

Individual student recitals may not exceed a total of 60 minutes. Minimum lengths (actual performance times) for required recitals are as follows:

- a. Performance majors (including Jazz):
 - i. Junior Recital = 30-40 minutes
 - ii. Senior Recital = 50-60 minutes
 - iii. Graduate Recital = 60 minutes
- b. Music Studies majors
 - i. Senior Recital = 30 minutes (may be shared; see below)
- c. Shared recitals (ex. Junior Recitals, Music Studies Senior Recitals) should not exceed 75 minutes (30 minutes of music per performer plus a short intermission, if necessary).

Program information:

- a. Must be emailed to Meagan Hernandez at mah217@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 is found on the [Student Recital Checklist](#).
- 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*. For non-required student recitals, eliminate this statement from the program.
- e. **May** include program notes and translations if they fit in the allotted 2 page front-to-back template. Additional notes and translations may be written, printed at a free print lab on campus and distributed at the performance by the performer.
- f. **May not** include personal acknowledgements, 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 printing.
- h. Students must pick up their recital programs from Meagan Hernandez prior to their recital, no later than 5pm (Monday – Friday).

The School of Music will provide a technician to record all required recitals held in the Music Building Recital Hall, Performing Arts Center Recital Hall, and in 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 Music Building Recital Hall, Performing Arts Center Recital Hall, or Evans Auditorium, or who are completing non-required recitals are strongly encouraged to arrange for their own recording and then submit a CD copy to the Music Library.

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 submitted to Meagan Hernandez. 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 approval of the Director of the School of Music.

Class Withdrawals

Dropping or removing a class or classes from your schedule is done via [Texas State Self-Service](#). 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 (see [Policy and Procedure 4.09](#)). 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](#) or the Senate Bill 1231 – Six Drop Rule are the documents 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 listed in [PPS 4.09](#) above for fall, spring, and summer sessions.

Re-admission

A student who leaves music major status in good standing can be readmitted as a music major without re-auditioning if returning within twelve (12) months. A music student who fails to complete or pass (note: failing grades are F and U) applied lessons or has not been a music major at Texas State for more than twelve (12) months (i.e. not enrolling or two W grades in a row) will automatically be moved to pre-music status by their academic advisor and must re-apply and/or re-audition to be accepted back as a music major.

Final Examinations

The schedule for all final examinations is posted on the [Academic Calendar](#) for Texas State University and a detailed schedule is published on the University [Registrar’s](#) website. This schedule 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 Associate Director of the School of Music. A third step is to arrange a meeting with the Director of the School of Music by contacting an Administrative Assistant. Lastly, after meeting with Dr. Clark, you may 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](#).

Upper Level Competency Review

All music majors must pass the Upper Level Competency Review (ULCR) in their current major before being allowed to register for a 3000 level course in that major's area (ex. Music Studies, Performance, SRT, BA). Normally, a student undergoes the ULCR during his/her fourth semester as a music major. Transfer students with four or more semester of music study should complete the exam at the end of the first long semester of study at Texas State. SRT students will go through their ULCR at the end of their fourth semester of SRT curriculum study. Your undergraduate advisor can inform you of your scheduled time for the ULCR. The timing of the Upper Level Competency Review is automatic for each student as he/she progresses through the curriculum; **it is not optional**.

Should a student change their major after successfully completing the review in their previous major, the student must complete the **non-performance** portions of the ULCR in their new degree program. If going from a higher performance required degree plan (i.e. Performance) to a lower performance required degree plan (i.e. Music Studies/BA) an additional performance jury is not required. However, should a student go from a lower performance required degree plan (i.e. SRT) to a higher performance required degree plan (i.e. Performance), the student must contact the area coordinator to determine whether an additional performance jury will be required.

There is a separate Upper Level Competency Review Committee for each degree area (Instrumental Music Studies, Choral Music Studies, Classical Performance, Jazz Performance, Sound Recording Technology, and the Bachelor of Arts). The Upper Level Competency Review consists of an interview with the area's ULCR committee, a review of your performance abilities and academic coursework and the submission of an essay depending on the area.

The Upper Level Performance Jury is an extended jury that determines the student's ability to advance to the 3000 level on their principal instrument or voice (BM degrees) or official completion of applied lessons (BA and SRT). In some instances, students may receive a passing grade in applied lessons, while failing their upper level jury. Consequently, the student must repeat the 2000 level lessons and pass their upper level jury before being allowed to progress into 3000 level lessons.

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 II Proficiency (or at least three semesters of Class Piano as a Classical Performance or Vocal Music Studies Major; not applicable to SRT majors), three semesters of Departmental Recital (with a CR; not applicable to SRT majors), an Upper Level Performance Jury, and any additional requirements based on your degree program (i.e. ensembles, core classes, etc.), including performance evaluation forms,

interviews, essays, etc. A 2.85 GPA and [fitness to teach](#) are required to pass the Music Studies ULCR.

Any or all of these requirements may be in progress at the time of the ULCR as final decisions are determined after grades are posted. Please see the appropriate web page (for your specific degree) for detailed criteria and updates on the School of Music's [Upper Level Competency Review](#) website.

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 ALL upper level courses in their major area, the Review Committee may allow the student to register for *some* courses; the Upper Level Competency Review will be rescheduled for the end of the next semester.
- 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. Should the student fail to initiate the change themselves by the deadline indicated, they will automatically be moved to a pre-major status by their advisor and all music major classes will be administratively dropped. Note: should a student fail the Music Studies ULCR, they may not continue or re-enter the Music Studies degree program at Texas State at a later date. Students may contact Dr. Lynn Brinckmeyer (choral) or Dr. John Denis (instrumental) for alternative options (i.e. transferring, alternate certification, etc.).

There are two possible results at the end of a Deferral semester:

- 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. Should the student fail to initiate the change themselves by the deadline indicated, they will automatically be moved to a pre-major status by their advisor and all music major classes will be administratively dropped. Note: should a student fail the Music Studies ULCR, they may not continue or re-enter the Music Studies degree program at Texas State at a later date. Students may contact Dr. Lynn Brinckmeyer (choral) or Dr. John Denis (instrumental) for alternative options (i.e. transferring, alternate certification, etc.).

Results of the Upper Level Competency Review are sent by the Degree Area Committee to the Director of the School of Music, who formally notifies the student of the result in writing via email.

Should you wish to make a formal ULCR appeal request regarding your major area's final decision, you may do so by following the steps in order below.

1. Submit a written request to the chair of your degree program's ULCR committee. Be sure to provide any documentation that you feel supports your appeal.

2. If not resolved, submit a written request to the Associate Director of the School of Music, along with all documentation you feel supports your appeal and complete a face-to-face meeting.
3. If not resolved, submit a written request to the Director of the School of Music, along with all documentation you feel supports your appeal.
4. If not resolved, submit a written request to the Dean of Fine Arts & Communication, along with all documentation you feel supports your appeal. The Dean's decision is final.

Piano Proficiency

All BA, BM – Music Studies, instrumental concentration students seeking teacher certification, and BM – Performance, jazz concentration students must pass the level II piano proficiency exam by the end of their fourth (4th) long semester. BM – Performance, keyboard concentration students must pass the piano majors piano proficiency exam by the end of their fourth (4th) long semester. BM – Music Studies, choral concentration and all other BM – Performance majors must complete the level IV piano proficiency exam before applying for graduation. Piano proficiency requirements are available on the School of Music's website. Note: No Piano Proficiency exam is required for BS students.

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 all vocal majors and instrumental classical 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 University. Students entering Texas State with a keyboard background should visit the [Piano Proficiency Requirements](#) page and contact Dr. Bartz to arrange an individual proficiency exam.

Music Theory Proficiency

Students seeking teacher certification must pass the theory proficiency examination no later than the semester before student teaching. Failure to complete this requirement will result in a postponement of Student Teaching to the next long semester. All other music majors, with the exception of Sound Recording Technology, must pass the theory proficiency examination before applying for graduation. [Theory Proficiency Requirements](#) are available on the School of Music's website under the current students tab.

Juries

All students taking private instruction in applied music (including non-major lessons) must perform a jury at the end of each semester, as part of a final examination in that course. Under certain unusual circumstances, area faculty may allow a student to postpone their jury. In this event, the student will receive an Incomplete grade "I" until the jury is performed for the faculty by the designated time set by the applied faculty member during the next semester. Failure to do so will result in a failing grade for that jury examination.

Additional Music Studies Graduation Requirements

You must pass the Upper Level Competency Review to be officially admitted into the Music Studies program. The semester before Student Teaching, all students must meet with Dr. Denis (instrumental) or Dr. Brinckmeyer (choral) during the second week of semester to discuss Student Teacher placement.

Admission Requirements for Student Teaching

- An overall GPA of 2.85 (music studies upper level)
- Completion of the following coursework with a grade of "C" or better to demonstrate competency in the following skill areas:
 - **Reading:** A grade of C or better is required in two of the following courses: HISTORY 1310 and 1320 and POLITICAL SCIENCE 2310 and 2320 or their equivalents.
 - **Written Communication:** ENGLISH 1310 and ENGLISH 1320 or their equivalents.
 - **Critical Thinking:** PHIL 1305 or PHIL 1320 or its equivalent.
 - **Mathematics:** MATH 1315 or 1319 or 2417 or 2471 (Mathematics at the level of College Algebra or higher is required for teacher certification. **Some degrees may require higher levels of Mathematics). Math 1316 does not meet College Algebra requirements.
- Completion of COMM 1310, COMM 2338 or its equivalent with a "B" or better to demonstrate competency in oral communication. If you received a "C" in COMM, you must schedule an [appointment](#) with the Office of Educator Preparation to determine if a "C" in COMM is acceptable for admittance.
- A minimum grade of "C" in each course in the assigned professional education sequence
- A minimum grade of "C" (or CR) in each music course required of the major
- Passed Piano Proficiency Exam
- Passed Theory Proficiency Exam
- Completed and Passed Senior Recital
- Apply for Graduation
 - Speak with your academic advisor to determine the location to submit your application for graduation by the 19th class day of your graduation semester

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.

Additional Non-Music Studies Graduation Requirements (undergraduates)

- Texas State GPA of 2.00
- GPA of 2.25 in the major(s) – Music Studies see requirements in above section
- GPA of 2.00 in the minor(s)
- A grade of "C" or higher or "CR" in each music course required of the major or minor
- Passed Piano Proficiency Exam
- Passed Theory Proficiency Exam
- Passed Upper Level Competency Review
- Apply for Graduation
 - Speak with your academic advisor to determine the location to submit your application for graduation by the 19th class day of your graduation semester

Advising & Registration

Advising

Undergraduate music majors will have an Advising Hold on their account every semester and must meet with their Advisor for advising and approval of their schedules prior to the hold being lifted, cleared you to register. Note, holds of any kind will prevent you from dropping classes in the current semester. Therefore, if you need to drop a class, you will need to clear any/all holds first. Graduate students should meet with the Graduate Studies Coordinator for advising each semester to ensure proper progression to graduation.

Plan to meet early with your academic advisor. The Schedule of Classes is usually released 3 - 4 weeks prior to the first registration period. You may schedule your advising session beginning in September for Spring advising and February for summer/Fall advising. The on-line version of the Schedule of Classes is always current and may be found at [Texas State Self-Service](#). The computer is programmed to clear certain classes based on completed prerequisite classes or current enrollment.

The School of Music (graduate), the College of Fine Arts and Communications Advising Center (undergraduate 2nd semester sophomore and above), and the PACE Center (undergraduate freshmen to 1st semester sophomore) 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 Degree Audits
- Assist with graduation planning
- Assist with graduation application
- Provide advice about specific majors
- Assist with financial aid appeals
- Assist with correspondence studies approval
- Evaluate general studies transfer credits

Registration

It is strongly suggested that students register as early as possible (October or March/April). Some courses are made or canceled based on the enrollment figures after the first 2 months of registration; others fill up quickly and space may not be available after this. All music majors must meet with their music advisor before being cleared to register.

Student Life

Access to the Music Building.

Hours (during long semesters and while classes are in session)

Monday – Friday: 7:00 a.m. – 5:00 p.m. (all entrances open)
Monday – Friday: 5:00 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 for both buildings will be locked.

Access to the Colorado Building

All Music majors will be able to gain entry in the Colorado building using their ID cards. Incoming Freshmen and Transfer may have to be patient while Access Services programs all the new IDs.

Music and Colorado Buildings Security

Unlike other buildings on campus, the Music and Colorado Buildings have extended hours to allow music majors time to practice, rehearse, and study. Unfortunately, this may create opportunities for theft, vandalism, and other crimes. The protection of our music students and equipment is of utmost importance. Video surveillance is in use, but it is encouraged that students report any suspicious people or activities, especially after hours, to the building monitor, any Administrative Assistant, or the campus police. Crime prevention is the responsibility of everyone who uses the Music and Colorado Buildings. 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.

Digital Daily Scheduling

The School of Music uses a digital daily calendar for all individually scheduled meetings, rehearsals, or room use. See Appendix E below for complete details and directions of how to use the digital daily scheduling tool. All questions, comments, or concerns related to the Digital Daily Schedule should be made to Meagan Hernandez.

Concert Tickets

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

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 dress 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 dress 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 in the front of the house (i.e. ushers, ticket sellers/takers, Departmental Recital workers, etc.) or on stage (ex. stage-hands, page turners, etc.) dress in a manner that conveys respect for the event. For men, dark slacks and dark button down shirts are acceptable; women should dress comparably. Again, shorts, tee shirts, sandals, athletic shoes, etc. are not appropriate.

Accompanists

At the beginning of every semester, the Coordinator of Keyboard and Accompanying, 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. All accompanist fees are the responsibility of the student and are not included in course tuition or fees. Students should complete the “Accompanist and Student Agreement” form (Appendix B) prior to the first rehearsal.

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:

- Submit a request via the [online form](#) available on the School of Music website under the ***Current Students*** tab.
 - Students may not select/claim a specific locker; appropriate sized lockers will be assigned by Music Office personnel based on major, class status, instrument, etc. (tuba/euphonium lockers will still be assigned by Mr. Raul Rodriguez; cello/string bass lockers by Azariah Reese (amr413@txstate.edu), additional lockers are assigned by Dr. John Denis and Prof. Jordan Stern for Methods classes).

Priority of locker assignments:

1. Selected lockers have been reserved for storage of Music Studies instruments and will be assigned by the techniques course instructor(s) when instruments are issued to students enrolled in their course(s). **Issued instruments may not be stored in the Music Office!**
2. **Music Majors who own instruments** may request a locker **the Monday that pre-season Marching Band begins.**
3. **Non-music majors** who participate in one of our instrumental ensembles may request a locker **the week after classes begin.**
4. **Other music majors** (ex. vocalists and pianists) may request a locker **three weeks after classes begin.**

All locker assignments are good for the current academic year only (and only if the student is enrolled for both fall and spring semesters). Students are required to help keep them in their current condition and comply with the locker policy. **Attachments (i.e. stickers, posters, etc.) are not allowed on the exteriors of any of the lockers.** Students with assigned lockers should report any vandalism and all needed repairs to the music office without delay. ***Lockers must be cleaned out and locks removed within 24 hours of the last spring commencement ceremony.*** Lockers are repaired and cleaned during the summer.

Practice Rooms

The Music Building has 33 practice rooms located on the first floor and 3 practice rooms in the second floor percussion area. 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. Most practice rooms with grand pianos are locked. The keys for these rooms are distributed by Dr. Kwak to piano majors only. There are separate practice rooms for the practice organ, university-owned drum set, and the 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 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).

Note: Fifteen of the practice rooms that have pianos in them have signs that read: “YIELD: This practice room must be yielded to any School of Music student who has a collaborative pianist with them for a rehearsal.” Should you find yourself practicing (without an accompanist/collaborative pianist) in one of these fifteen marked rooms and a student who has their pianist with them needs a room, the original (unaccompanied) student must move to another open practice room to accommodate the students rehearsal with their pianist. All students must work with their pianist and make every effort to utilize any unoccupied room before going to an occupied “Yield” room and requiring someone to move. In addition, rehearsals with a pianist do not have to occur in a “Yield” room. “Yield” rooms are designated as a last resort.

The Colorado Building has 16 practice rooms (with electronic pianos). Due to the “Yield” policy above, students practicing unaccompanied during their practice should utilize these practice rooms to avoid a potential move during a practice session.

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.

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.

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. The person/people hosting the reception are responsible for making sure the reception area is left clean and all leftover food items must be disposed of across the street in the dumpster. Help keep our building as clean as possible.

Lost and Found

Check with the Music Office or the Schneider Music Library about items that are missing. Lost keys, ID's, electronics, etc. will be turned over to UPD at the end of each week. All clothing, music, notebooks, etc. items found are retained for one week 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 and inside of the elevator. 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.

Postings on Campus, outside of the Music Building must be in accordance with Texas State's policy. The policy describes where postings can occur, what prior approvals must be granted, and what the postings can and cannot contain.

Music Organizations

- American Choral Directors Association (ACDA) of Texas State
- American String Teachers Association (ASTA) of Texas State
- Collegiate Texas Music Educators (CTME – advance music education and bring together students to network and support each other; an affiliate of the National Association for Music Education, NAFME)
- 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)
- Sigma Alpha Iota (SAI – professional, international music fraternity)
- Tau Beta Sigma (TBS – national band sorority for men and women)
- Texas Music Educators Association (TMEA – statewide professional music educators association)

Private Lesson Directory

Students who would like to have their name and contact information listed on our Private Lesson Directory for when inquiries are made for private lesson instruction must complete the Application for Private Lesson Directory Listing (see Appendix C). Once the application is completed and approved, your name will be placed on the Directory and removed after your final semester at Texas State.

Music Ambassadors

Music Ambassadors are representatives (music majors) of the School of Music who are interested in assisting Krystyn Jensen with prospective student/group tours, shadow days, audition day tours, and potentially Bobcat Day Majors Fairs to assist in the recruitment of new students. Students wishing to be listed as a Music Ambassador should be second semester freshmen and above who are familiar with the university and School of Music in order to answer general questions, provide tours if requested, be able to have a student attend each of your classes/lessons, and be comfortable speaking one-on-one or in small to large group of Middle School, High School, or current College students. Students interested in this opportunity must complete the School of Music Ambassador Application (see Appendix D). Once Ms. Jensen has received a completed and approved application, that student's name will be placed in the database and will be contacted if a student/group on their instrument/voice part or degree area requests a visit with us or if Ms. Jensen requires assistance for an event. Note, Ms. Jensen will notify Ambassadors as far in advance as possible and if they feel they cannot accommodate her request for that day (tests, sick, etc.) they may inform her that they are not available for that day and another ambassador will be contacted. Student names will remain on file until graduation or change in major to a non-music degree.

University Owned Instruments

Check-out Procedures

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. Christine Gonzalez (Ensemble Administrative Assistant, room 101A) is responsible for collecting this fee. Instrumental Techniques instruments will be distributed during class time. Any 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 rental fee is not paid by the appropriate date or 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). An academic hold will be placed on the student's account so that all grades and registration/schedule changes are held until the missing instrument is returned or replaced.

Students are **strongly advised** to obtain insurance on any and all personal and 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.

Fees & Policies

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 (see [Repeated Courses](#)). *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. Visit the [Excessive Hours](#) page for more details.

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

Honor Code

The University’s Honor Code policy can be found at [UPPS 07.10.01](#). This policy describes what the Honor Code and Academic Honesty are as well as what acts constituting a violation of the Honor Code and the repercussions for doing so. You may also find additional information on the [Dean of Student’s](#) website.

Conduct of Classes

The University Conduct of Classes policy can be found at [PPS 02.03.02](#). This policy outlines faculty attendance expectations as well as student attendance, classroom behavior expectations, and the repercussions for violating these policies.

Certifying Attendance

The University Certifying Attendance policy can be found at [PPS 02.03.02](#). This policy outlines the documentation of student’s attendance in their registered courses and is used to verify to the federal government that a Title IV aid recipient began attendance in courses aiding in the documentation of student financial aid availability.

Code of Student Conduct

The [Code of Student Conduct](#) can be found in the [Student Handbook](#) which is located on the Dean of Students website. The code describes the responsibilities and conduct expected by the students at Texas State University and the repercussions/disciplinary actions that can be taken by the University should a student be found in violation of one or more of the responsibilities.

Hazing Policy

The [Hazing Policy](#) adopted by Texas State University is located in the Student Handbook which is located on the Dean of Students website. The policy describes what Texas State University recognizes as Hazing and what disciplinary action may occur to an individual and/or groups who are found guilty of hazing activities.

Campus Carry Policy

The [Campus Carry Policy](#) can be found on the Texas State website. The website provides the exact rules and policies in regards to campus carry, best practices, and campus safety information.

Disruptive Activities Policy

The [Disruptive Activities Policy](#) can be found in the Student Handbook which is located on the Dean of Students website. The policy describes the university's rights to take disciplinary action against individual students and/or groups who are involved in disruptive activities.

Alcoholic Beverages Policy

The [Alcoholic Beverages Policy](#) is located in the Student Handbook which can be found on the Dean of Students website. The policy describes Texas State University's policy for the sale, service and consumption of alcoholic beverages at events held on campus.

Racial Harassment, Sexual Harassment, and Denial of Civil Rights Policy

Texas State University believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. Therefore, the university has created a policy in regards to [Racial Harassment, Sexual Harassment, and Denial of Civil Rights](#) that prohibits any of these items to ensure that this campus is a healthy learning environment for everyone and that all students are exposed to a variety of cultural experiences.

Computer and Network Use Policy

Texas State's [Computer and Network Use Policy](#) provides information regarding who has access to Texas State's Computer and Network resources, how to access computers or the network, and the appropriate use of these resources on and off-campus.

Policy for Handling Sexual Misconduct

Texas State University condemns sexual assaults and will not tolerate them. The [Policy for Handling Sexual Misconduct](#) includes the university's official policy, educational programs, procedures to follow in the case of a sexual assault, disciplinary procedures, and assistance for survivors of sexual assault in case you or someone you know requires this information.

Solicitation Policy

Texas State University students and student organizations must comply at all times with the university's [Solicitation Policy](#). The policy describes the difference between information and solicitation, approved forms of solicitation, as well as how to gain approval should you wish to engage in any of the approved forms of solicitation.

Contact Information for Student Assistance

Undergraduate Advising & Registration
PACE or Old Main 118

Sound Recording Technology Information
Mark Erickson, FSS 100

Graduate Advising/Registration & Assistantships
Dr. Al Corley, Room 109

Student Teaching & Student Teaching Requirements
Dr. Amanda Soto, Room 145

Scholarships
Krystyn Jensen, Room 111

Recital Scheduling & Daily Room Reservations
Meagan Hernandez, Room 101

Change of Music Major Degree Plan & Upper Level Competency
Review Danton Bankay, Room 101

Ensemble and Equipment Rental Payments
Christine Gonzalez, Room 101

APPENDIX A

CHANGE IN APPLIED INSTRUCTOR REQUEST

You must complete the steps below in order for your change in applied instructor to be **considered**.

1. Consult with your *desired* instructor to determine space availability and willingness to accept you into their studio;
2. Inform your *current* instructor that you wish to move to a different studio;
3. Obtain your *current* instructor's signature after your discussion;
4. Obtain your *desired* instructor's signature;
5. Obtain your area coordinator's signature (if applicable);
6. Obtain Associate Director's signature;
7. Submit the completed form to Danton Bankay for final processing.

All requests must be completed at least 1 week prior to the first class day of a long semester.

Name _____ TXST ID _____

TXST Email _____ Major/Concentration _____

Number of semesters of lessons completed _____ Date of Request _____

The above student has expressed to me their desire to move to another studio (in person)

Current Faculty Member's Signature

Date

The above student has expressed their desire to move into my studio and I have determined that I **do/do not** (circle one) have room in my studio to accommodate their request.

Desired Faculty Member's Signature

Date

Area Coordinator's Signature (if applicable)

Date

Associate Director's Signature

Date

FOR OFFICE USE:

Date Received: _____ Date Changed: _____

APPENDIX B

ACCOMPANIST AND STUDENT AGREEMENT

Parties

1. Student _____
2. Accompanist _____

Agreement

1. The accompanist agrees to the following:
 - a. To be available for and arrive on time to the following events:
Rehearsals and lessons (specify dates and times): _____

Seminars, juries, recitals (specify dates and times): _____

Other (specify nature of event as well as dates and times): _____

 - b. To have the required music thoroughly learned by the first of the above events in 1.a.
 - c. To make clear in this document (see 2. a, b, and c) all of his/her fees for services, including hourly rate and performance fees, before the first of the dates listed in 1.a.
 - d. To charge a reasonable amount in accordance with the financial situation of the student, to be determined before the first of the dates listed in 1.a.
 - e. To forfeit any claims to payment by the student, should any of the above agreements be broken by the accompanist, including a refund of all payments already made.
2. The student agrees to the following:
 - a. To be available for and arrive on time to the events listed in 1.a.
 - b. To pay the following hourly fee for the accompanist's services during lessons and rehearsals: _____/hr

- c. To pay the following fee for seminars, juries, recitals, and other events: _____/service
- d. To pay the entire fee for the accompanist's services in the following manner (lump sum, installments, etc.): _____
- e. To provide the accompanist with all music at least one month prior to the first date listed in 1.a.
- f. To have the required music thoroughly learned by the first of the events listed in 1.a.
- g. To complete all payment arrangements with the accompanist before the last of the dates listed in 1.a., or to forfeit the right to any further services from the accompanist.

3. Both Parties agree to the following:

- a. To provide each other with a phone number and email address for communication purposes; to check phone and email messages regularly during the duration of this professional agreement (see 1.a.); and to respond to such messages as promptly as possible.
- b. If sick, injured, or will otherwise not be able to meet at a scheduled event, to provide 24-hour notice to the other party (when possible) and make arrangements to reschedule said event.

Signed:

ACCOMPANIST

DATE

STUDENT

DATE

APPENDIX C

PRIVATE LESSON DIRECTORY LISTING APPLICATION

Name: _____ ID#: _____

Texas State Email: _____ Cell Phone Number: _____

*Instrument/Voice: _____ Applied Instructor: _____

Years of Study on Instrument/Voice: _____ Current Major: _____

Rate for Applied Lessons and Length (ex. \$15/ ½ hour, \$30/hour, etc.): \$ _____

Level(s) Comfortable Teaching (ex. Beginner, MS, HS, etc.) _____

Specializations/Styles (ex. Classical, Jazz, Latin, etc.): _____

Anticipated Graduation Semester and Year (ex. Fall 2015): _____

Music student's wishing to have their names and contact information on file with School of Music Private Lesson Directory to be distributed to the public upon request must follow the below steps.

Applied Lesson Instructor

- Consult & gain approval from your lesson instructor

_____ Signature _____ Date

- Return the completed form to Krystyn Jensen

The Texas State School of Music practice facilities may not be used by the student to administer private lessons. If found to be using state facilities for this purpose, the students name will automatically be removed from the Private Lesson Directory.

Names will be automatically removed after the anticipated graduation date. If that date changes, Krystyn Jensen must be alerted to ensure that information remains valid.

In the case of a secondary instrument, consult with Krystyn Jensen for instructions.

FOR OFFICE USE:

Date Received: _____ Date Entered into Database: _____

APPENDIX D

SCHOOL OF MUSIC AMBASSADOR APPLICATION

Name: _____ ID#: _____

Texas State Email: _____ Cell Phone Number: _____

Applied Instructor: _____ Current Major: _____

Years at Texas State: _____ Anticipated Graduation Date: _____

Music student's wishing to have their names on our School of Music Ambassador's list must gain the signature of their Applied Instructor and a Music Studies Professor (if applicable) before submitting the application to Krystyn Jensen in room 111.

Applied Lesson Instructor

_____ Signature of Approval _____ Date

Music Studies Professor (if applicable)

_____ Signature of Approval _____ Date

***Note: Your name will be automatically removed if you change your major to a non-music degree or after your anticipated graduation date. If that date changes, you must alert Krystyn Jensen to ensure your profile remains active.**

FOR OFFICE USE:

Date Received: _____ Date Entered into Database: _____

APPENDIX E

DIGITAL DAILY SCHEDULE MANUAL

The new Digital Daily Schedule (DDS) (Fig. 1) includes color-coding to differentiate between classes, although there are some similarities (ex. all seminars will appear as light green). All activities outside of the class schedule for any given day will be assigned a different color. Rooms such as the jazz combo room, computer lab, and conference room are included.

TIME	Evans	PERF RH	PERF 209E	MUS RH	121	122	123	124	125	214	216	221	222	224	233	Lab	119	Conference Rm
8:00 AM				MU 2313	MUSP 1137	MU 1315	MU 2316	MU 3316	MU 1315	MUSP 3197	MU 5343	MU 2315	MUSP 3195	MUSP 3175				MU 5213
8:30 AM				Intro to FA	Piano III	Theory I	Theory IV	Mod/His II	Theory I	Choral/Vocal Tech	Jazz Improv	Theory III	Inst Techniques	Perc Techs				Inst Study
9:00 AM				McNair	Bats	Gaza	Ditto	Moorer	Wilds	Fleming	Hajiga	Nair	Sum	B Lopez				Schauer
9:30 AM				MU 2313	MUSP 1135	MU 1315	MU 2316	MU 3316	MU 2315	MU 3315	MU 2310	MU 1316	MUSP 3165	MU 3297	MUSE 3124			
10:00 AM				Intro to FA	Piano I	Theory I	Theory IV	Foundations of MU	Theory II	Mod/His I	Contat I	Theory II	Stng Techs	Inst Conducting	Perc Ena II			MU 1150
10:30 AM				Hale	Anderson	Eaton	Ditto	Fleming/Casper	Schmidt	Lipton	Mazak	Schuler	Test	Glasser				Intro to Mus Tech Hall
11:00 AM				MUSE 3106	MU 2313	MUSP 1138	MU 1315	MU 2315	MU 2123	MU 3381	MU 5350	MU 2310	MU 1316	MU 3208	MU 3297			MU 1150
11:30 AM				Opera WS	Intro to FA	Piano IV	Theory I	Theory III	Foundations of MU	Recording I	Musical Styles	Contat I	Theory II	Choral Conducting	Inst Conducting			Intro to Mus Tech Hall
12:00 PM				Reynolds	Hale	Batz	Wilds	Nair	Fleming/Casper	Ericksen	Schuler	Mazak	Lee	Bobcock	Holmer			
12:30 PM				MU 2313	MUSP 1136	MU 3318	MU 4264/9348	MU 3370	MU 4385	MU 2313	MU 3233	MU 5340	MUSE 3/5140	MUSE 3/5131				
1:00 PM				Intro to FA	Piano II	World Music	Keyboard Lit I	Eaton	Adv Audio Rec	Intro to FA	Jazz Th Improv I	19th Cent Romantic	Chamber	Symphonic				
1:30 PM				Nolan	Chon	G Jones	Law	Elliott	Ericksen	Davidson	Haight	Mosser	Johnson	Walds				
2:00 PM				Viola	MUSP 1135		MUSP 4166	MU 3370	MU 1312	MU 3315	MUSE 3/5142	MU 4354	MUSE 3/5141	Glasser				MUSP 3192
2:30 PM				Seminar	Piano I		Latin Music Methods	Eaton Music	Est/Munkap	MU Hist I	Jazz Lab Band II	Business in Music	Univ Singing	MUSE 3/5130				Elec Music IV
3:00 PM				Ledbetter	Chon		S Lopez	Elliott	Devonson	Lipton	Casper	Summer	Bobcock	Wind				Heavy
3:30 PM				Piano Seminar (ends 5:17pm)	MUSE 3107/3106	MUSP 1135	US 1100	MUSP 4165	MU 3370	MU 4255G	MUSP 3197	MUSE 3/5108	Composition	Cello	Symphony			MUSE 2192
4:00 PM				Opera Theatre	Piano I	Hall	Amateur Techniques	Eaton Music	String Ped (MUSP)	Choral/Vocal Tech	MUSE 3/5108	ODE	Seminar	Seminar				Heavy
4:30 PM				Rochester Recital	Batz		Gurman	Elliott	Test	Fleming	3 Lopez	Appelo	Hamerlin	Beatty				
5:00 PM					MUSP 1135			MUSE 3/5124	Basson	MU 3/5183	MUSE 3/5179	MU 5314	MUSE 3/5124	MUSE 3123				
5:30 PM					Piano I			Classical Choc	Seminar	MLO	S Lopez	MUSE	Jazz					
6:00 PM					Chon			Tangner	Hale	J Lopez	MUSE	20th - 21st Century	Bosen	Concert				
6:30 PM								MU 3340			3/24/3/5126	MU La	McCann	Band				
7:00 PM								CT I			Gospel	Student Ch Music	Bailey	Holmer				
7:30 PM								Info			Opera	Schmidt	Falderice					
8:00 PM											Production	Reynolds	Practice					
8:30 PM																		
9:00 PM																		
9:30 PM																		
10:00 PM																		
10:30 PM																		
11:00 PM																		
11:30 PM																		

Fig. 1

Reservations for the Music Building Recital Hall, Evans Auditorium and the Performing Arts Center Recital Hall have not changed. You will still have to fill out the online form for those, unless it is for a time that is not generally used for recitals. Inquiries for the use of Evans Auditorium should be directed to Gaila Raymer (512.245.8484 or gr22@txstate.edu). Inquiries for the use of the Performing Arts Center Recital Hall should be directed to Kristin Vandenberg (512.245.6510 or klv22@txstate.edu).

How to use the schedule: If you see a spot on the schedule that is not being used, and you would like to sign up for it, you may request it in person in the Main Office, by phone at 512.245.3375, or by email at db69@txstate.edu. When sending a request by email, please be as specific as possible about the day/date, room, and time you are requesting as well as what the room will be used for. Students may check out a room for a maximum of two hours. Weekly fraternity meetings will be granted extensions if needed.

If you are looking for a space on another day, you will find all of the dates for the current semester at the bottom of your screen. (Fig. 2)

Saturday 6/2	Sunday 6/3	Monday 6/4	Tuesday 6/5	Wednesday 6/6	Thursday 6/7	Friday 6/8	Saturday 6/9	Sunday 6/10	Monday 6/11	Tuesday 6/12	Wednesday 6/13	Thursday 6/14	Friday 6/15
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Fig. 2

Click on the tab for the date that you are looking for and the activities for that day will load. If the date you are looking for is not within the range of days displayed at the bottom of the page, click on the right arrow to advance to a date further out, up until the end of the semester. (Fig. 3) You can click on the left arrow to return to the present day if you so desire.

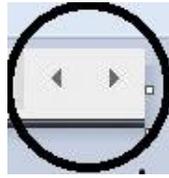


Fig. 3

If you will **not** be using a space that is assigned to you, please let us know so that the space can be released for someone. If you do not see a reservation that you made, please inform the Office as soon as possible so that it may be corrected. All requests for space will be entertained in the order that they are received, and will be entered accordingly.

As a reminder, this calendar is ONLY for daily use of rooms for the current semester. All recital dates for either the Music Building Recital Hall, or the Performing Arts Center Recital Hall must be completed through the online reservation calendar at:

<http://www.music.txstate.edu/resources/scheduling/reservationcalendar.html>

Questions? Contact:
Meagan Hernandez
512.245.3399
mah217@txstate.edu