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I. General Information

A. FOREWORD

This handbook has been prepared to help you understand the Department of Music policies and requirements for music majors and minors. This handbook is to be used in conjunction with the University catalog:
http://catalog.csustan.edu/preview_entity.php?catoid=15&ent_oid=528&returnto=684

Music students should use the catalog, the student handbook, and the music department website (http://www.csustan.edu/music/) for reference. The policies in this handbook do not supersede any regulations found in the catalog, but explain obligations required of music majors and minors beyond those expected of students in general.

Important forms, such as the degree roadmap, advising forms, and recital forms, are available on the Department website:
http://www.csustan.edu/music/FormsPublications.html

The faculty and staff at California State University, Stanislaus are ready to assist you in every way possible. Do not hesitate to ask any faculty or staff member questions you may have relative to your work at the University.

B. DEPARTMENT OF MUSIC FACULTY AND STAFF

The current Department of Music personnel listing, along with contact information, can be found online at http://www.csustan.edu/music/faculty/index.html

C. PURPOSE

The Department of Music is a department of the School of the Arts, which in turn is part of the College of Arts, Humanities, and Social Sciences. In addition to the broad objectives of the university stated in the catalog, the Department of Music serves the student body, the university, and the surrounding area as a cultural center by providing general courses available to all students and specialized courses leading to those professions requiring musical expertise. Recognizing that cultural aesthetic enrichment is a vital part of college life, a primary goal of the Department of Music is to provide high quality instructional experiences through outstanding teaching, performances, guest and faculty artists, and student performing organizations.

The Department of Music is an accredited member of the National Association of Schools of Music. The Department offers both professional and liberal arts degree programs in music as well as courses that enrich the general education and cultural life of the University. The Bachelor of Arts in Music (B.A.) provides a humanistic approach to the study of music as a
significant part of human tradition and culture and offers emphases in General Music and Music Technology. The Bachelor of Music (B.M.) is an intensive curriculum designed for students wishing to study music for specific professional purposes or for students seeking to attain professional levels without necessarily planning to become professional musicians. Degree majors include instrumental and choral music education, instrumental, vocal, and piano performance, composition, and jazz studies. The B.M. music education emphasis prepares students to enter the California Single Subject Credential program. The Department offers a minor in music as well as a concentration in music that leads to the Liberal Studies baccalaureate.

To these ends, the Department holds the following student learning goals and objectives for the music core curriculum:

- Students will perform on a principal instrument/voice at a level appropriate to their degree program or concentration and apply this skill in both large and small ensemble situations.
- Students will demonstrate technology literacy throughout the curriculum.
- Students will demonstrate understanding of theoretical and formal principles of music through coursework that emphasizes composition, analysis, and improvisation.
- Students will demonstrate proficiency in aural and keyboard skills.
- Students will demonstrate understanding of the development of world musics and the historical foundations of European and American styles.
- Students will show integration of curricular goals through capstone performances and/or projects.

D. GENERAL INFORMATION FOR NEW STUDENTS

Contact Information

Each music major is asked to complete an identification form each semester that will be filed in the Music Department office. The form is to be used for reference by both faculty and students. Information on the form includes name, address, phone, major, minor, class schedule, locker number, and outside work hours. Forms will be made available at the first meeting of Directed Listening (MUS 2880/4880).

Entrance Auditions

All incoming students are required to audition for the appropriate area faculty for all degrees and must show sufficient preparation and musical potential to meet department standards of admission. Applicants may be accepted to the major for either the Bachelor of Music (B.M.) degree or the Bachelor of Arts in Music (B.A.) degree with a specific primary
Entrance auditions are generally held in the academic year prior to the first semester of enrollment, and the most current information can be found online at [http://www.csustan.edu/music/Admissions.html](http://www.csustan.edu/music/Admissions.html). In special cases, late auditions may be scheduled. **To schedule an entrance audition, contact the Music Recruitment Coordinator by email (musicrecruitment@csustan.edu) or phone (209.667.3844).**

It is department policy that incoming freshmen intending to be music majors will demonstrate basic competencies in technique and musicianship in their major performance medium, in accordance with the criteria and performance list established by the vocal, instrumental, and keyboard areas. The area coordinator will recommend candidates to the Music Department Faculty for acceptance.

Students wishing to pursue the Bachelor of Music degree in instrumental, keyboard or vocal performance must audition for the appropriate area. The area coordinator will recommend candidates to the Music Department faculty for acceptance.

It is department policy that all transfer students meet the department requirements in applied music prior to acceptance for enrollment in their major performance medium, in accordance with criteria established by the vocal, instrumental, and keyboard areas. Students who are deficient shall continue to take lower division applied music until they reach the appropriate level. No transfer student can enroll beyond the 2000 level of applied music without first passing a junior qualifying examination, which can be taken during the finals period the semester prior to enrollment at CSU Stanislaus, or in special cases during the first week of classes in the first semester of enrollment. Contact the Department to speak with the appropriate area coordinator for complete information.

Students who drop out of school for one or more semesters must re-audition to enter the major.

**Placement Testing**

A theory placement exam is administered to all entering students prior to the first week of classes. Incoming students should check with the Department for the appropriate date and time.

**Freshmen:**

It is Department policy that incoming freshmen shall be required to take a general music fundamentals test for placement purposes prior to the first week of the fall term. Based on the results of the test, freshman students will be advised to enroll in the appropriate courses: MUS 1220: Theory I or MUS 1190: Music Fundamentals. It is the responsibility of the theory area coordinator to administer the test and to determine which theory courses the student should take. To prepare for this exam, students should consult the Department Theory Review (available at [http://www.csustan.edu/music/Admissions.html](http://www.csustan.edu/music/Admissions.html)) for entering freshman. Students may also consult the website [http://www.musictheory.net/](http://www.musictheory.net/) for further review.
**Transfer Students:**

It is Department policy that all transfer students will be required to take a written and aural examination prior to the first week of the first term. Those who do not pass the test will be advised to audit or enroll in the appropriate theory class as determined by the theory area coordinator until such time as they are ready to proceed to the next level. It is the responsibility of the theory area coordinator to determine which theory courses the student should take or audit.

**Selection of Major Course of Study**

The student's first semester in the Department of Music will serve as a probationary period. After monitoring the student's progress and evaluating the student's first jury examination, the music faculty will consider whether or not the student is in the most appropriate program. The faculty may conclude that the student should pursue another program in the Department or another field of study.
II. Program Descriptions and Requirements

A. PROGRAM DESCRIPTIONS

The Department of Music offers the following degrees:

Bachelor of Music

The Bachelor of Music (B.M.) degree provides an intensive curriculum designed for students wishing to prepare for graduate study in music and for specific professional purposes. Majors within this degree include:

- Music Education (Choral and Instrumental – Credential Preparation)
- Music Performance (Instrumental, Piano, and Vocal)
- Composition
- Jazz Studies

Links to the specific catalog requirements for the Bachelor of Music degree, and for each major within it, can be found online at [http://www.csustan.edu/music/BMinMusic.html](http://www.csustan.edu/music/BMinMusic.html). This link also includes a downloadable degree plan roadmap.

Bachelor of Arts in Music

The Bachelor of Arts in Music (B.A.) provides a humanistic approach to the study of music as a significant part of human tradition and culture. As a liberal arts curriculum, the Bachelor of Arts is not intended as vocational preparation, although many career opportunities may be open to students with such a background. Emphasis areas within this degree include:

- General Music
- Music Technology

Links to the specific catalog requirements for the Bachelor of Arts in Music degree, and for each emphasis within it, can be found online at [http://www.csustan.edu/music/BAinMusic.html](http://www.csustan.edu/music/BAinMusic.html). This link also includes a downloadable degree plan roadmap.

Liberal Studies Concentration in Music

Students who wish to pursue a Multiple Subject Credential may elect music as a concentration in the Bachelor of Arts degree in Liberal Studies, which is a pre-professional Subject Matter Preparation Program. For further information please contact the [Department of Liberal Studies](http://www.csustan.edu/music/BMinMusic.html).
Minor in Music

The music minor is designed for the musician who has chosen another major, but wishes to gain some of the educational benefits of the music major. The minor may easily be completed in two years; however, most students remain actively involved with the Department throughout their academic program. The Minor in Music is an excellent supplement to all degree programs. Specific requirements can be found online at http://catalog.csustan.edu/preview_program.php?catoid=3&poid=335&bc=1.

B. PROFICIENCY REQUIREMENTS AND EXAMS

Music majors are required to pass specific proficiency exams as described below. Class instruction is offered in piano, voice, and guitar. Students must pass the piano proficiency within four semesters of entering the music degree program and, with the exception of transfer students, may not enroll in upper division coursework until it is passed. Students should prepare to pass the voice and guitar proficiency requirements by the end of the sophomore year.

Piano Proficiency

All music majors must pass a piano proficiency exam appropriate to their degree (B.A. or B.M.). All music majors must enroll each semester in MUS 1600 Basic Class Piano until their proficiency examination has been passed. The Piano Proficiency Packet, which includes both rules and materials, can be found at http://www.csustan.edu/music/FormsPublications.html.

Voice Proficiency

All Bachelor of Music students must earn a proficiency in voice. Students may fulfill this requirement by registering for and passing MUS 1630: Basic Class Voice.

Guitar Proficiency

Bachelor of Music students preparing to obtain a teaching credential are required to pass a proficiency test in guitar. Students may fulfill this requirement in one of two ways: 1) Register for and pass MUS 1650: Basic Class Guitar, or 2) make an appointment with the guitar instructor to pass the exam. Review materials for the guitar proficiency exam can be found at http://www.csustan.edu/music/FormsPublications.html.

C. ADVISING

To better understand course rotation, scheduling, and general university requirements, the department assigns each student a faculty advisor. The following guidelines have been developed to assist students in registering for classes and meeting graduation requirements in a timely fashion:
• Each entering music major will be assigned an advisor by the Department Chair. The student should consult the Music Department office for his/her advisor's name.
• The Music Department requires faculty advising each semester prior to registration. An advising hold will remain in force until the student has met with the advisor to plan the next semester courses and has turned in a signed advising form to the department secretary, who will clear the hold.
• Students should come to advising meetings with a tentative schedule worked out and the departmental advising form filled in.
• Each student file will contain an Advising Roadmap appropriate to the degree emphasis. The advisor is to update this roadmap at each appointment; the student is encouraged to keep an updated copy to bring to advising appointments.

All advising forms, along with degree checklists and roadmaps, can be found online at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html).

D. GRADING INFORMATION

Below are a few definitions and requirements for grading in the Department of Music. Full academic policies and procedures, including guidelines for adding/dropping classes, grade assignment and appeal procedures, and much, much more, can be found online at [http://catalog.csustan.edu/content.php?catoid=3&navoid=112](http://catalog.csustan.edu/content.php?catoid=3&navoid=112). Detailed information on the University grading system specifically can be found at [http://catalog.csustan.edu/content.php?catoid=3&navoid=113](http://catalog.csustan.edu/content.php?catoid=3&navoid=113).

Grade requirements

All music courses must be passed with a grade of “C-minus” or better. Any course for which a student has earned a D+ or lower must be retaken the next semester in which it is offered. It is not an option to “test out” of the course, complete additional assignments, or retake the final exam. A cumulative grade point average below 2.0 in all university coursework will result in academic probation. For detailed information regarding academic probation, disqualification, and renewal, please see [http://catalog.csustan.edu/content.php?catoid=3&navoid=113 - acad_prob](http://catalog.csustan.edu/content.php?catoid=3&navoid=113 - acad_prob).

Pre-requisites and sequence of courses

The university catalog clearly outlines the pre-requisites for all music courses, which will be strictly enforced. **Not all music courses are offered every semester.** Students must meet with their assigned advisor prior to registration each term to ensure that the appropriate sequence of courses is followed for the chosen emphasis and that pre-requisite requirements are met for each course.
**Withdrawals**

Students may withdraw from a class before the semester census date. After census date students may withdraw from a class only if called to military duty or for medical or other compelling reasons. The student must then file a Petition for Exception to University-wide Requirements and include appropriate documentation.

The form to petition for withdrawal is available at [http://www.csustan.edu/grad/documents/Petition_univ_req_000.pdf](http://www.csustan.edu/grad/documents/Petition_univ_req_000.pdf).

**Incompletes**

Incompletes will be given at the discretion of the instructor and only in the case of emergency situations that occur at the end of the semester. Such emergencies must be documented and normally include illness or death in the immediate family. Outside employment or a heavy class schedule are not acceptable reasons for incompletes or withdrawals. It is the student’s responsibility to consult with the instructor if an incomplete is necessary. Incompletes can be made up by arrangement with the instructor and must be completed within one year.

Full information can be found at [http://catalog.csustan.edu/content.php?catoid=3&navoid=112 - inco_work](http://catalog.csustan.edu/content.php?catoid=3&navoid=112 - inco_work).

**Repeated courses**

Courses may be retaken (because of low grades) by filling out the appropriate form, which can be obtained from Enrollment Services online at [http://www.csustan.edu/enrollmentservices/documents/NotificationRepeatCourse.pdf](http://www.csustan.edu/enrollmentservices/documents/NotificationRepeatCourse.pdf). The first grade will remain on the transcript, but will be deleted from the grade point average. Courses that may be repeated for credit (as opposed to being repeated to replace a non-passing grade), such as ensembles or applied lessons, do not require this form.
III. Applied Study Information and Requirements

Applied music study is open to all music majors and minors. Applied study requirements for each degree are stipulated in the catalog. Applied study is not available during summer or winter terms.

All students with a major in music are required to declare a major performing medium (voice, keyboard, or instrument) upon entering their program of study, and will receive studio instruction in their major performing medium in accordance with the degree major, usually eight semesters for the Bachelor of Music degree and a minimum of two semesters for the Bachelor of Arts in Music degree. Additional semesters of applied study beyond those required may be authorized with the approval of the advisor and Department Chair.

Music majors are required to study their major performance medium with a CSU Stanislaus faculty member. Each area coordinator is responsible for assigning students to instructors.

A. APPLIED STUDIES

All Bachelor of Music majors normally register each semester for a unit of applied study in an instrument, keyboard, or voice and receive one half-hour lesson per week. Bachelor of Music performance majors register each semester for a unit of applied study plus a unit of the appropriate section of Major Repertoire and receive a one-hour lesson per week.

The Bachelor of Arts in Music requires the completion of two units in consecutive semesters of freshman-level keyboard, voice, or instrumental applied music, for which the student receives one half-hour lesson per week. Further applied study is available as resources allow, but is not required.

Composition majors normally complete four semesters of upper-division applied studies in composition following the successful completion of the 2000-level of applied study and of the junior qualifying examination in their major performing medium (keyboard, instrument, or voice). They may continue applied studies in their major performing medium if desired and as resources allow.

Enrollment in applied study also requires enrollment in two co-requisites, Directed Listening and the appropriate major ensemble (as determined by the instrument/voice studied and by audition results).

Jury Examinations

At the end of each semester, a faculty committee will determine in a jury hearing whether each student has met the requirements for the registered level of applied study. Students who have not met these requirements will be required to register for the same level of study the following semester. A student who fails two juries at the same level will be dropped from the music major. The student may reapply for admission to the program at a later time. Generally, a student must receive an overall grade of C to pass on to the next level of applied study.
Jury exams are normally held during the final exam week. Each student should follow the posted jury procedures for the appropriate area. All solos written with an accompaniment must be performed with an accompanist. It is the student’s responsibility to be certain the assigned accompanist is available at his/her jury time, and to schedule rehearsal time according to the accompanist’s posted policies.

Each student must consult with his/her applied instructor no later than one month in advance of juries to review and prepare all required materials for each level of jury. Each area coordinator is responsible for providing the appropriate applied faculty with the jury requirements.

Level Requirements for Applied Study

Please refer to the current level requirements for piano, instrumental, and vocal applied studies, available online at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html). In addition to these basic skills, applied courses of study are on file with the applied instructor. These level requirements are intended to give the student an understanding of jury committee expectations for each level of study. Specific repertoire will be assigned to each student by the applied instructor.

B. RECITAL AND PROJECT REQUIREMENTS

MUS 2880/4880: Directed Listening

Music majors and minors enrolled in applied studies must be concurrently enrolled in MUS 2880/4880: Directed Listening, and must perform in class at least once per semester. This requirement may be waived at the discretion of the instructor if the student is in the first semester of study at CSU Stanislaus. Students performing in Directed Listening must submit a completed DL Repertoire Form no later than the day before their scheduled performance (available at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html)). Literature performed in the class should not exceed seven minutes in length (performance majors) or five minutes in length (all other majors). For further, detailed requirements, consult the MUS 2880/4880 course syllabus.

Junior Year Requirement

Before advancing to senior-level applied study, all performance emphasis Bachelor of Music majors must present a public solo recital consisting of approximately 25 minutes of literature. A faculty hearing of the recital material must occur no later than one month before the recital is to be presented. Students must have completed all the prerequisites to the major before presenting the junior recital, or be currently enrolled in all remaining prerequisites during the semester in which the recital is presented. Recital forms are available at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html).
Senior Year Requirement

The Bachelor of Music degree culminates in the presentation of a solo recital or the completion of a faculty-approved project. Following the junior qualifying examination at the final 2000-level jury, the faculty will recommend whether the student should pursue the Recital Track or the Project Track. This recommendation may be re-evaluated no later than the final 3000-level jury.

1. The **Recital Track** requires two semesters of applied study at the 4000-level and a public recital. The recital will be a presentation of literature demonstrating a mastery of performance practices related to several style periods. Performance majors will present a solo recital consisting of approximately 50 minutes of literature. All other Recital Track students will present a solo recital consisting of approximately 25 minutes of literature. The recital may include ensembles in which the student’s performing medium is featured. A faculty hearing of the recital material must occur no later than one month before the recital is to be presented. Students may present a senior recital only when completing the coursework for the degree. This coursework normally includes all core courses for the degree as well as all upper-division requirements for the major. In all cases, faculty approval of the recital presentation is required for graduation. Students should register for MUS 4900 during the term in which the recital is completed. Recital forms are available at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html).

2. The **Project Track** requires completion of a creative or scholarly project and two semesters of applied study following completion of the required 3000-level. Students may fulfill the applied study requirement by enrolling in either the 3000- or 4000-level of applied study. The nature and scope of the project must be determined by the student and by a faculty member qualified to supervise the study, and must be approved by the music faculty two semesters prior to completing the project. Students should register for MUS 4900 during the term in which the project is completed. Senior Project guidelines and requirements can be found online at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html).

3. Students following the **Composition** major shall select the Project Track and complete a senior composition portfolio under the direction of a faculty member qualified to supervise the study, normally the studio composition faculty instructor. The nature and scope of the project must be determined by the student and faculty member and must be approved by the music faculty. Students should register for MUS 4900 during the term in which the portfolio is completed. Composition portfolio and senior project guidelines can be found online at [http://www.csustan.edu/music/FormsPublications.html](http://www.csustan.edu/music/FormsPublications.html).
C. ADDITIONAL APPLIED AREA CONCERNS

Staff Accompanists

Staff accompanists are available for Directed Listening and recital performances. Specific policies for using staff accompanists are available at http://www.csustan.edu/music/StudentHandbook.html

Secondary Applied Study

In special cases a student may qualify to pursue a Music Major with both a primary and secondary area of applied study. Students may enroll in a secondary applied level only with the approval of the appropriate area coordinator and Department Chair. Students receiving applied instruction in a secondary instrument may not be required to perform in the Directed Listening class or take a jury exam at the conclusion of each semester. Specific expectations should be reviewed with the applied instructor and area coordinator.

Additional Emphases

In special cases a student may qualify to pursue an additional degree or emphasis. Students wishing to concentrate in more than one area must receive approval from the appropriate area coordinators, the Chair of the Department and the Music faculty. Students must meet all requirements of each area.

Change of Emphasis

A student who wishes to change his/her emphasis must receive approval from the appropriate area faculty and Department Chair. If the student has received a scholarship, the scholarship duties may be reviewed and reassigned as appropriate to the new emphasis. If approved, students must submit a Declaration and Change of Degree form, available at http://www.csustan.edu/enrollmentservices/documents/DegreeObjective.pdf.
IV. Ensembles

The Department of Music offers a wide array of ensembles for student participation. Descriptions of each ensemble by area are below. Auditions for each ensemble occur at the start of each semester, with specific information posted shortly before the term starts. More information, including descriptions and selected audio/video performance clips, can be found online at http://www.csustan.edu/music/Ensembles.html. Please contact area coordinators with any questions.

Instrumental Ensembles

- Wind Ensemble – Required for all wind and percussion instrumental majors. Open by audition.
- Chamber Orchestra – Required for all string instrumental majors. Open by audition.
- Jazz Ensemble – Required for all Jazz Studies majors. Open by audition.
- Jazz Combos – Open by audition.
- Symphony Band – College/community ensemble open to all.
- Instrumental Chamber Ensembles – Formed by studio or student interest. Contact Instrumental Area Coordinator for details. Ensembles currently include Percussion Ensemble, Brass Ensemble, Saxophone Choir, Flute Choir, and Piano Trio.
- New Music Ensemble – Mixed instrumentation. Open by audition.

Vocal Ensembles

- Chamber Singers – Open by audition.
- Concert Chorale – Open by audition.
- Opera Scenes – Open by audition.
V. Facilities and Equipment Policies

A. INSTRUMENT USE

The Music Department provides musical instruments for student use. Instruments are issued according to the following criteria:

- Approval of applied music instructor.
- Use of instrument must be in a primary or secondary performing organization or in an instrumental techniques class.
- Rental requests for personal use must be approved by the Department Chair and the Coordinator of Instrumental Studies. A weekly fee will be charged according to instrument type.
- Students issued instruments must fill out a Music Instrument Rental Agreement form located in the Technician’s Office (M-22A). This form holds the student financially responsible for any loss or damage that may occur to the instrument/equipment while in his care. Unpaid fees for lost and stolen equipment will freeze student records and put a hold on registration until all fees are paid. The student must keep school instruments in good and proper condition as to be determined by the ensemble conductor. All instruments will be assessed for damage upon cleaning and billed to student upon completion of repairs.
- The student must not have state equipment repaired or adjusted by any off-campus repair shop without prior approval of the Department of Music.
- All university instruments and equipment must be checked in with the Department technician no later than 3:30 p.m. on the last day of finals.
- Summer use of instruments requires the written approval of the Department Chair. A $50 use fee must be paid before the instrument is issued.
- Woodwind performers are required to purchase their own reeds. Reeds can be purchased from the department technician but are subject to availability.

B. PRACTICE ROOMS

1. Practice rooms are available daily to students between the hours of 7:00 am and 11:00 p.m. Monday through Thursday and 7:00 a.m. and 5:00 p.m. on Friday. For use of the practice rooms during non-posted hours, the student must contact Campus Public Safety by telephone.

2. A $50.00 per semester use fee is required of all students using a practice room (the Instrument Use Fee meets this requirement).

3. Room priority is given to music students. Students may sign up for up to two hours per day in an available practice room. Applied teaching faculty needs will take priority in practice room use.
4. Practice rooms not occupied within 10 minutes of assigned time cannot be reserved and will become available to any student.

5. All piano majors will be issued a key that opens all grand pianos in the Department. All grand pianos, with the exception of the 9 foot Steinway Concert Grand, are available to piano majors only for practice. The student is responsible for practice room key(s) issued. If a key is lost or stolen, the student must notify both Department and University key issue as soon as possible. The student must pay for the lost or stolen key(s) and interview with the Department Chairman before the reissue of key(s) for practice rooms.

6. Practice rooms with grand pianos are reserved for piano major signup; non-pianists may use this room only when not reserved and no other rooms are available. A pianist may ask a non-pianist to move from one of these rooms only when another room is available.

7. No food or drink is allowed in practice rooms except bottled water.

C. MUSIC TECHNOLOGY LAB

The Music Computer Lab (L110F) is available to all currently enrolled music students, music faculty and staff, and alumni based on machine availability. Only currently enrolled students have accounts and can log in. Lab hours are posted outside the lab. Priority will be given to students enrolled in music technology classes. The lab is closed during class times.

General Guidelines

1. Lab use is an extension of instruction in the Music Department, therefore, all work performed in the lab should support class assignments.

2. All copyright laws must be followed. Ask a lab assistant when in doubt.

3. Use of the teacher workstation is only by permission from a faculty member.

4. Save and backup often to help prevent lost work. Students should backup work to their own media (key drive, hard drive, optical media).

5. Problems with any hardware or software should be reported to the lab assistant immediately.

6. The “Student Dropbox” on the desktop is used only for submitting assignments or receiving files from the instructor. Do not store your work there. Unauthorized files will be deleted immediately.

No food, beverages, or open containers are EVER allowed in the Music Lab, including during classes or when other organizations have reserved the facilities. Closed containers, such as water bottles, should be stowed in backpacks.
D. LOCKERS

1. Lockers are available to music students.
2. Forms for locker check-out are available in M-22A from the Technician.
3. Music majors have preference on locker availability.
4. If space permits, non-majors may check out music lockers.
5. CSU Stanislaus assumes no responsibility nor liability for instruments or equipment stored in Department of Music lockers.
6. Lockers are assigned by the department based upon the size of the instrument to be stored. Larger lockers will be reserved for students whose primary instrument is large or bulky.
7. Students using large lockers may be asked to share if the need arises.

E. RECORDINGS

Checkout

Archived department audio and video recordings may be checked out to students to be used in the building only.

Recordings of Recitals and Concerts

1. All recitals and concerts are records by the Music Department and kept in a permanent archive.
2. One copy of each Senior Recital is provided free of charge for the respective student.

Recording Duplication

The Music Department will create duplicate copies of past department events for a $10.00 charge per CD.

F. PIANOS AND HARPSICHORDS

1. Pianos and harpsichords are maintained on a periodic basis. Students noting any problems with keyboard instruments should let the Keyboard Coordinator know immediately.
2. Grand pianos are only available for student practice only with consent of the coordinator of keyboard studies.
VI. Additional Important Information

A. CREDENTIAL PROGRAM

The major requirements in music for students interested in satisfying the single-subject waiver program in music are the same as those listed for the Bachelor of Music degree with an emphasis in Instrumental/Choral Music Education. Please refer to the Single Subject Credential section of the current catalog for a description of other requirements to be completed in obtaining a single subject credential, available at http://catalog.csustan.edu/preview_program.php?catoid=15&poid=1854. You can also download the Single Subject Credential Handbook (and more) at http://www.csustan.edu/TeacherEd/SSCPFormsDocuments.html.

All students wishing to enter the single subject credential program with an approved single-subject waiver program must complete a Bachelor of Music degree with a concentration in either instrumental or choral music education. Students whose major instrument is keyboard must also satisfy requirements under either choral or instrumental (wind, string or percussion) areas of concentration to qualify for the single subject credential.

Students transferring in with a degree other than music, or a non-music education degree, must fulfill the all of the requirements for the Bachelor of Music degree with a concentration in either instrumental music education or choral music education.

It is also required that students enroll in Early Field Experience (EDUC 3500) and Human Development II (PSYC 3240) as prerequisites to entering the credential program.

B. GENERAL GRADUATION REQUIREMENTS

Departmental clearance to graduate will be given only after the following have been completed or are in progress:

- All coursework required for the degree
- Appropriate proficiency exams in piano, voice, and/or guitar
- Recital attendance requirements
- Recital or Project Track requirements

Graduating students must follow the process outlined by Enrollment Services at http://www.csustan.edu/enrollmentservices/graduationapplicants.html. The student must be sure to:

- Fill out and submit to Enrollment Services an Application for Graduation form.
- Set a graduation check appointment with your advisor after receiving the Application for Graduation form as completed by your Evaluator.
• Set a graduation check appointment with the department chair after meeting with
  the advisor to complete and sign the Application for Graduation form.
• Allow sufficient time for completing the graduation check; procrastination may
  result in a delay of graduation

C. FINANCIAL ASSISTANCE

Department of Music Scholarships

The Department of Music awards a number of scholarships to deserving full-time students
each academic year. Music Department Scholarships are only available to entering
freshmen or transfer students. Students wishing to apply for any scholarship should
contact the Music Recruitment Coordinator by emailing musicrecruitment@csustan.edu or
calling 209-667-3844.

New and Transfer Students:

For all new students, current scholarship information, including audition dates, are
available online at http://www.csustan.edu/music/Admissions.html. To arrange an
audition, prospective students should contact Music Recruitment Coordinator. Students
who audition for scholarships will be notified by mail of the results of their audition. In
order to qualify for a Music Department Scholarship, new students must have already been
admitted by the Department and the University.

Renewing scholarship awards:

All Departmental scholarships are renewed contingent upon continuing fulfillment of all
requirements as outlined in the scholarship contract. Please refer to your specific
scholarship contract for renewal criteria.

All scholarship students must maintain a 3.0 average in music classes and must receive a B
or better in their applied studies and major performing ensembles.

In addition to Department of Music scholarships, Financial Aid office provides additional
awards based on merit and need. Students are encouraged to apply for these awards.

University Financial Aid

The university Financial Aid office also provides financial assistance based on merit and
need. Students are encouraged to apply for these awards. Information can be found online
at http://www.csustan.edu/FinancialAid/.
D. MUSIC CLUBS

In addition to classes and performing organizations, the Department of Music sponsors a chapter of Phi Mu Alpha Sinfonia and Sigma Alpha Iota.

Phi Mu Alpha Sinfonia

The Phi Mu Alpha Sinfonia Fraternity is open to all men interested in a professional music fraternity. Its purposes are: To encourage and actively promote the highest standards of creativity, performance, education and research in music in America; To develop and encourage loyalty to the Alma Mater; To foster the mutual welfare and brotherhood of students of music; To develop the truest fraternal spirit among its members; and, To instill in all people an awareness of music’s important role in the enrichment of the human spirit. Phi Mu Alpha annually performs concerts of American music and provides services for the community and the Department of Music.

Sigma Alpha Iota

Sigma Alpha Iota is an organization that promotes interaction between those who share a commitment to music. Members include undergraduate and graduate music students, alumnae, professional musicians and outstanding music patrons. An invitation to membership is an opportunity to join the leaders in the world of music. Members of SAI are active in all areas of campus and community music and life, working closely with faculty, administration, campus and community groups, music professionals and patrons. In addition to personal encouragement and support, members may receive scholarships, loans and awards in many areas and at all levels of music related study. Sigma Alpha Iota has long been recognized as a leader in the field of music and provides a lifetime of fraternity contact.

E. PERFORMANCE CALENDAR

The Department of Music performance calendar is available at http://www.csustan.edu/music/Calendar.html. Most performances are available as a webcast, and can be viewed live online. Simply click on the event in the calendar and a link to the webcast feed will appear in a new window. Contact the department technician for further information.
VII. Appendix: Important and Useful Forms

The following important forms are available on the Department of Music website:

- Degree plan roadmaps
- Student advising forms
- Student recital forms
- Snider Hall usage request
- Directed Listening Repertoire Form
- Tech Request
- Registration Options Form

You can find these forms, along with other important forms and information, at http://www.csustan.edu/music/FormsPublications.html.