



Discover the power of music

CONTACT US

UNT College of Music
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www.music.unt.edu

2011-2012

Student Handbook

Welcome to the College of Music at the University of North Texas. We have put together a very brief introduction to the College and tried to answer a few questions about its history, how it works, and where to get your questions answered. Much of the information that you need can be found on the College website at www.music.unt.edu. Computer labs are located in MU239 and at many other locations across the campus.

All About UNT

In 1890, the University of North Texas was founded as a school to train teachers. One hundred and twenty years later, UNT is a student-centered emerging research university, offering a breadth of disciplines from engineering to visual arts in 12 schools and colleges. As one of Texas' largest universities, UNT offers 97 bachelor's, 101 master's and 48 doctoral degree programs.

With over 36,000 students, UNT is the flagship of the UNT System and has been ranked in the top 4 percent of U.S. colleges and universities by the Carnegie Foundation. UNT takes pride in its outstanding faculty, high academic standards, and diverse student body.

Offering a traditional college experience at an affordable cost, UNT boasts a 21:1 student-faculty ratio and Division I-A athletics. The university provides abundant opportunities for its constituents to discover the power of ideas.

Through the years, UNT has awarded more than 200,000 bachelor's, master's and doctoral degrees. About 100,000 active alumni live in the Dallas- Fort Worth region.

NOTES

The College of Music, one of the largest and most comprehensive schools of music in the United States, is a fully accredited member of the National Association of Schools of Music, and is ranked among the leading musical institutions in the nation. The UNT College of Music is internationally recognized for artistic and academic excellence. Our comprehensive programs include both undergraduate and graduate degrees in music performance, composition, jazz studies, music teacher preparation leading to teacher certification in more than forty states, music history and literature, and music theory. Music performance degree options include voice, piano, organ, and harpsichord, as well as all brass, percussion, woodwind, and stringed instruments including harp and guitar. There are over fifty musical ensembles in which to participate.

Our facilities include over 300 practice rooms, seven performance halls, numerous class and rehearsal rooms, several computer labs, a distributive learning center, and one of the most extensive music libraries in the United States. Our faculty are international leaders in teaching, performance, research, and composition. With over 1,600 music students, 103 full-time faculty and nearly 210 adjunct faculty and teaching fellows, the UNT College of Music is clearly one of this country's most important musical centers.

The College of Music Calendar of Events
<http://music.unt.edu/calendar/>

The Undergraduate Academic Advising Office
<http://music.unt.edu/advising/>
Facebook: UNT Music Advising

ADMINISTRATION

James C. Scott Dean	MU247B
Warren Henry Associate Dean, Academic Affairs	MU247E
John C. Scott Associate Dean, Admissions/Scholarships	MU247G
Jon Nelson Associate Dean, Operations	MU247F
Lynn Eustis Director of Graduate Studies	MU109
Jaymee Haefner Director of Undergraduate Studies.....	MU268
Henry Gibbons Chair, Division of Conducting and Ensembles.....	MU220
John Holt Chair, Division of Instrumental Studies.....	MU129
Jesse Eschbach Chair, Division of Keyboard Studies.....	MU213
Jeffrey Snider Chair, Division of Vocal Studies	MU201
Joseph Klein Chair, Division of Composition Studies	MU2005
John Murphy Interim Chair, Division of Jazz Studies.....	MU266
Debbie Rohwer Chair, Division of Music Education	MU303
Eileen M. Hayes Chair, Division of History, Theory, Ethnomusicology.....	MU308

ADMISSION AND SCHOLARSHIP

All admission applications and scholarship auditions must be completed by the first Monday in December for admission in the following academic year. All applicants are considered for scholarships based on their audition.

Contact Becky Hughes
becky.hughes@unt.edu

DEGREES

Undergraduate Music Degrees Offered:

Bachelor of Music (BM)
Performance (PERF)
Music Education (MUTE)
Jazz Studies (MUJS)
Theory (MUTH)
Composition (MUCP)
 Bachelor of Arts (BA)

ADVISING

Who is my Academic Advisor?

JAZZ, BA	Judy Fisher	MU260B
All International students, BA	Becky King	MU260C
PERF, COMP, MUMH, MUTH, BA	Carol Pollard	MU260
MUTE*, BA	Ana Martinez	MU260A

*MUTE majors are also assigned faculty advisors

When do I see my Academic Advisor? Anytime you have questions about your study or UNT academic resources, before each semester's registration, when filing a Degree Plan, to discuss transfer courses, and the semester before graduation.

What is a Degree Plan/Degree Audit? A Degree Plan is your "contract" with the university listing the requirements for your degree and the courses you will take to fulfill them. This information is also available on your degree audit. You can see your Interactive Audit at any time online at in the Student Center page of your *my.unt.edu* account.

What classes are required? See your Academic Advisor, check your interactive audit online and check the undergraduate catalog at *http://catalog.unt.edu*. Degree information is also available at *www.music.unt.edu/advising*

*What classes should I take?***Please fill in the following items on your Advising Record Form:**

- College: Music
- Degree: BM or BA
- Major: one of the 4-letter degree codes:
 - PERF Performance
 - COMP Composition
 - JAZZ Jazz Studies (Performance or Arranging)
 - MUTH Music Theory
 - MUTE Music Education
 - BA Bachelor of Arts in Music
 - MUND Music Undetermined (accepted by audition)

How many credit hours should I take this semester?

- 12 hours - minimum full load (must maintain 12 hours to keep your scholarship)
- 15 or 16 - average
- 19 - maximum

Courses:

It helps to think about your classes in 3 groups...

Group 1. The Music Core Curriculum - required of all music majors:

- **Music Laboratory** - MULB (1 cr.)
- **Music Theory** - MUTH 1400 (2 cr.), and 1410 (2 cr.); or MUTH 1260 (3 cr.)
- **Private Lessons** (variable, 1 to 4 cr.)
 - Freshman - Sophomore:
 - Performance Majors - MUAM 15XX (2 to 3 cr.)
 - All Others - MUAC 15XX (1 to 2 cr.)
 - * Upper-level (Jr/Sr) lessons require passing the Upper Division Exam
- **Secondary Applied Music** (1 cr.) - For most students (except piano majors and concentrations), your secondary will be Class Piano MUAG 1011. You must be enrolled in MUTH 1400/1410 to begin taking class piano. Those who pass the Piano Proficiency Exam their piano placement exam may enroll in a secondary applied lesson (MUAS).

- Contact the College of Music:
 - music.information@unt.edu, 940-565-2791 or MU247
- Get a Degree Audit?
 - Music Advising Office, MU260
 - Access your Interactive Audit online at my.unt.edu
- Know when concerts and recitals are happening:
 - www.music.unt.edu/events
 - Or, the bulletin board across from MU247 or by MU291, or call the Music Hotline 940-565-4647
 - (Contact person: Joe Janes, MU242)
- Find a copy machine: MU291 has a coin operated copy machine
- Rent an instrument: see your applied teacher and get a signed instrumental rental form. Take the signed form to Ann MacMillan in MA106 (Music Annex Building)
- Get my instrument repaired: on campus repair work is available for woodwind, brass, and stringed instruments. See Ann MacMillan in MA 106 (Music Annex Building) or Joel MacMillan in MA 105.
- Get my instruments insured: UNT is not permitted to carry insurance on your personal equipment. We strongly urge you to insure your personal equipment on a private policy. A rider on a homeowner's or renter's policy or a separate musical instrument policy is highly recommended.
- Find out if classrooms and performance halls are available:
 - www.music.unt.edu/roomview
- Schedule a recital, dress rehearsal, schedule a classroom space for rehearsal, meeting or non-performing event:
 - www.music.unt.edu/request
 - Joe Janes (Joe.Janes@unt.edu), MU242
- Get my recital recorded or schedule a recording session:
 - Joe Janes (Joe.Janes@unt.edu), MU242
- Appeal a grade: Read the UNT catalog, contact the instructor

CAREER RESOURCES

UNT Career Center (careercenter.unt.edu)

Looking for a job?
Need help putting together your resume?
Preparing for an interview?

LET THE CAREER CENTER HELP!

Rachel W. Smith
Career Advisor for the College of Music
940-565-2105
rachelsmith@unt.edu

ORGANIZATIONS

Selection of Professional Associations (there are many more):

1. National Association for Music Education www.menc.org
2. American Federation of Teachers www.aft.org
3. Texas Music Educators Association www.tmea.org
4. American Federation of Musicians www.afm.org
5. Music Library Association www.musiclibraryassoc.org
6. American Society of Composers, Authors and Publishers
www.ascap.com/index.html
7. American Federation of Television and Radio Artists
8. Broadcast Music, Inc.
9. National Association of Band Instrument Manufacturers
10. Music Critics Association of North America
11. Piano Technicians Guild
12. American Association for Music Therapy
13. American Choral Directors Association
14. American Composers Alliance
15. Audio Engineering Society
16. National Music Publishers Association

Student Organizations at UNT:

www.music.unt.edu/musiced/studentorg.html

- Phi Mu Alpha Sinfonia
- Sigma Alpha Iota (SAI)
- North Texas Student Music Educators (NTSME)
- Mu Phi Epsilon
- The Association of Professional Black Musicians (APBM)
- American String Teachers Association (ASTA)

Group 2. Other Music Courses for accepted music majors in MUTH 1400/1410:

- **MUMH 1600** (3 cr.) Music in Human Imagination – required of all music majors
- **MUJS 1131** (1 cr.) Jazz Performance Fundamentals I
- **MUJS 1360** (2 cr.) Jazz Fundamentals and **MUJS 1361** (1) Jazz Aural Fundamentals - required of all jazz studies majors
- **MUCP 1180** (2 cr.) Composition - required of all composition majors
- **MUED 2310** (2 cr.) Musicianship for Teaching I - for music education majors

Open without restriction :

(required of certain majors, but may be taken later)

- **MUJS 1470** (3) Introduction to Jazz Recordings
- **MUAG 1270** (3) Piano Literature
- required of piano majors (not offered in Spring)

Restricted to and required of accepted voice students, take as early as possible:

- **MUAG 1909** (1) Italian Diction
- **MUAG 1905** (1) English Diction

Group 3. University Core courses:

- **ENGL 1310** or **1313** (3 cr.) English Composition I
- **MATH 1580, 1581, 1680** or **1681** (3 cr.) Math
- **HIST 2610** or **2620** (3 cr.) US History
- **PSCI 1040** or **1050** (3 cr.) American Government

UNT offers an online, interactive degree audit through your my.unt.edu account. Take the time to look through yours. Everything that you need to complete your degree is listed there and marked clearly whether you have completed that requirement or not. You can even run a “what if” audit for any major that UNT offers. If you have questions after running your audit, feel free to stop by the Advising Office. The Advisors play a crucial role in coding the software that produces these audits.

RECITALS

SCHEDULING ADVICE:

1. Do not schedule classes in afternoon time periods when you will probably be taking a music laboratory (between 12-4 p.m.). Also, it is imperative that you save your Departmental time slot [see below]
2. Balance courseload between MWF and TR classes.
3. Cluster classes in successive periods, allowing longer amounts of time for practicing.
4. If it is unlikely you will make your chosen music laboratory by audition, enroll in another music laboratory to get the lab credit for your degree plan requirements (for example, Men's or Women's Chorus). Enrollment in a music laboratory every semester is mandatory for music majors.

Steps to filling out a successful schedule:

Step 1. DEPARTMENTAL - Enter the weekly departmental (recital) time for your performance area (not for credit):

- **Trumpet:** Wednesdays, Noon (Recital Hall)
- **Horn:** Fridays, 1:00 p.m. (MPAC 132)
- **Trombone:** Wednesdays, Noon (Concert Hall)
- **Tuba:** Tuesdays, Noon (Recital Hall)
- **Euphonium:** Thursdays, 3:30 p.m. (MU232)
- **Percussion:** Fridays, 1 p.m. (Recital Hall)
- **Strings:** Thursdays, 1 p.m. (Recital Hall)
- **Woodwinds:** Thursdays, Noon (Recital Hall)
 - ALSO: Clarinet Class, Fridays, 1:00 p.m. (MU232)
 - Oboe Class, Fridays, 1:00 p.m. (TBA)
 - Bassoon Class, Fridays, 1:00 p.m. (MU230)
- **Saxophone:** Mondays, Noon (Recital Hall)
- **Piano:** Thursdays, 4 p.m. (Recital Hall)
- **Organ:** Tuesdays, 3 p.m. (Organ Recital Hall, Concert Hall, Main Auditorium)
- **Classical Guitar:** Thursdays, 2 p.m. (Recital Hall)
- **Jazz Saxophone:** Fridays, Noon (MU 262)
- **Jazz Guitar:** Fridays, 1:30 p.m. (Kenton Hall)
- **Jazz Bass:** Tuesdays, 1 p.m. (MU 288)
- **Voice:** Tuesdays, 4 p.m. (Concert Hall)
- **Jazz Voice:** Fridays, 3 p.m. (MU263/Lab Band East)
- **Theory:** Wednesdays, 4 p.m. (MU 301)
- **Composition:** Mondays, 11 a.m. (MEIT, MU 1001)

*In addition to departmental recitals, some of the faculty schedule studio classes. Check with your applied instructor about his/her schedule.

Concert / Recital Scheduling Information

College of Music events may be scheduled via the College of Music website at www.music.unt.edu/request. From this website you can check room availability and schedule your event. Forms are also available in the Concert Scheduling Office (MU242). All public concerts and recitals must conform to scheduling policies listed on the website.

The 12-month calendar of public concerts changes daily and can be viewed at:

www.music.unt.edu/events

Joe Janes
Concert Scheduling Office (MU242)
940-565-3707
Joe.Janes@unt.edu

RECITAL PROGRAMS

To get a required program for your scheduled concert:

1. Three weeks before the event, go to M241 to pick up a blue program form
2. Fill out the form
3. Get your professor's signature
4. Turn in form to M241
5. Proof your program the next day
6. Pick up and pay (exact change required) for your program (50 single-sided - \$2.50, 75 single-sided - \$3.75, 100 single-sided - \$5.00)
7. Program office will post your program in the cases by the main office and by the copy room.

Linda Strube
Program Office (MU241)
940-565-3709
linda.strube@unt.edu

AFTER YOU'VE SCHEDULED YOUR CONCERT, YOU ARE REQUIRED TO HAVE A PROGRAM MADE THROUGH THE PROGRAM OFFICE.

IMPORTANT DATES

You can access the UNT academic calendar here:
<http://essc.unt.edu/registrar/schedule/scheduleclass.html>

Fall 2011

Thursday, Aug. 25th
First day of classes!

Tuesday, Aug. 30th
College of Music 101

Friday, Sept. 9th
Students may drop a course with written consent of instructor and receive a "W"

Tuesday, Oct. 4th
Last day to drop a course with a "W" if not passing

Wednesday, Oct. 5th
Instructors may drop students with a "WF" for non-attendance

Friday, Oct. 14th
Mid semester

Mon-Friday, Dec. 5-9
Jury Week

Sat-Friday, Dec. 10-16
Finals Week

Step 2. ENSEMBLES Some instruments require registration in a small ensemble or course (1 credit, Schedule p. 94):

Horn:	MUEN 2602.501
Trombone:	MUEN 2602.502
Tuba/Euphonium:	MUEN 2602.503
Classical Guitar:	MUCM 3621.500
Percussion:	MUAG 1117.502 (restricted, percussion majors/concentrations only)

Step 3. LABORATORY Fill in your Music Laboratory (MULB) Auditions are held the week before classes begin in August.

- **Choir:** Men's Chorus MULB 1815.500 (1) Women's Chorus MULB 1803.500 (1) After choir auditions, students may be transferred to another choir. Contact the Choir Office 940-565-4652
- **Orchestra:** MULB 1805.500 (1) All string players register for Orchestra. Wind players see Band audition information. Other instrumentalists may register for Orchestra only after audition.
- **Band:** Register for MULB 1813.500 (1), the holding section. After auditions students may be moved to another MULB group. v Please call the Wind Studies Office at 940-565-3737 or visit www.music.unt.edu/windstudies for audition information.
- **Marching Band:** Register for MULB 1812 (1), section depends on winds, percussion or colorguard. Please call the Wind Studies Office at 940-565-3737 or visit www.music.unt.edu/greenbrigade for audition (percussion), placement and August rehearsal schedule.
- **Jazz Lab Band:** MULB 1808.500 is the holding section. After auditions, if placed, students will be transferred to assigned sections of Jazz Lab Band. If not placed in a Jazz Lab, students will need to drop Jazz Lab Band and add another MULB course (Concert Band, etc.) to get lab credit for the semester. If you have any questions about whether you have been placed, contact Jazz Studies, 565-3743. To enroll for Jazz Guitar lab, MULB 1817.500, contact Mr. Fred Hamilton (565-3236).
- **Accompanying:** MULB 1811.700. Save Tuesday 4:00-4:50. In order to register for accompanying you must obtain permission from the coordinator of the piano dept., Dr. Steven Harlos (565-3728, MU225).

ENSEMBLE AUDITIONS

Step 4. THEORY MUTH 1400 (Theory I), and MUTH 1410 (Aural Skills I) or MUTH 1260 (Fundamentals of Theory)

- Register using the appropriate course number for the theory class in which you have been placed. Enter the corresponding course numbers, credit hours, room numbers (or ask advisor).

Step 5. PRIVATE LESSONS MUAM 15XX or MUAC 15XX

- You will need a class number in order to enroll for your lesson, considered to be a restricted course. The actual day and time for your lesson will be arranged during the first week of the fall semester. PLEASE BE AWARE THAT DURING THE FIRST WEEK OF CLASSES IT IS THE STUDENT'S (YOUR) RESPONSIBILITY TO CONTACT YOUR TEACHER TO ARRANGE A LESSON TIME! YOU WILL WANT TO DO THIS AT YOUR EARLIEST CONVENIENCE TO AVOID EXCLUSION.
- A Class Number will be noted on the Advising Record form for applied lessons (MUAM and MUAC). You will need to carefully and accurately enter this code to register.

Step 6. SECONDARY All music majors, except piano majors and concentrations, must take class piano until the Piano Proficiency Exam is passed (unless taking MUTH 1260).

- Placement in class piano is by audition or testing at orientation. Students whose principal instrument is piano also must choose a secondary: organ, harpsichord, an orchestral/band instrument, or voice.

Step 7. OTHER MUSIC COURSES Fill in other music courses from your degree outline.

- Choose sections that will provide the best arrangement of your time. See suggestions listed under "Scheduling Advice" regarding several important items, such as saving your Departmental time slot.

Step 8. NON-MUSIC COURSES Fill in non-music courses (MATH, ENGL, HIST, PSCI, etc.).

- Complete scheduling, trying to maintain a good balance between MWF and TR. Avoid scheduling classes in the afternoon, due to possibly being transferred to a different music lab after auditions.

Step 9. FINAL CHECK Using your trial time schedule, double-check that none of your courses overlap in time.

Orchestra: Clay Couturiaux or David Itkin <i>www.music.unt.edu/orchestra</i>	PAC136
Wind Studies (Band): Eugene M. Corporon <i>www.music.unt.edu/windstudies</i> <i>www.music.unt.edu/greenbrigade</i>	PAC Annex 113
Choirs: Jerry McCoy <i>www.music.unt.edu/choral</i>	MU218
Opera: Paula Homer <i>www.music.unt.edu/opera</i>	PAC145
Lab Bands: John Murphy or Steve Wiest	MU266
Jazz Singers: Jennifer Barnes <i>www.jazz.unt.edu</i>	MU348
Percussion Ensembles: Mark Ford <i>www.music.unt.edu/percussion</i>	MU131
Early Music: Paul Leenhouts	MU 1004

PRACTICE ROOMS & LOCKERS

ALL MUSIC PRACTICE ROOM AND LOCKER RENTAL INFORMATION WILL BE AVAILABLE ON THE WEB AT:

www.music.unt.edu/practice

Available the week before classes begin