

University of South Florida
School of Music

Student Handbook
2015 – 2016

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Article I. INTRODUCTION

SECTION 1.01 WELCOME

We hope that you will find the campus aesthetically pleasant, and the physical facilities, especially those designated for use by music students, comfortable and convenient. During the years, considerable pride in the School of Music and its organizations has developed. You are to be a part of that proud tradition which carries with it enormous opportunity and at the same time enormous responsibility.

You may count among your colleagues some of the most gifted young musicians in the United States. You will find the interchange of musical ideas and knowledge stimulating. Furthermore, you will discover that healthy competition is a sound basis for professional growth and one means for evaluating what is needed for continued improvement.

The faculty that will guide you in your musical studies at USF is truly distinctive. It is extremely important that you feel free to communicate with the faculty and the School of Music staff on any issues concerning your music study. No question is so trivial that it should go unanswered. Please do not hesitate to advise the faculty and staff about any problems that are encountered in the process of your musical study.

It is the goal of the School of Music and its faculty that each of you who studies music will succeed at the highest level that your talent and ability allow. We wish you a truly rewarding and enriching musical year. Following are guidelines that music students will find useful. This material supplements information contained in the University Catalog. This Handbook serves as a guide to students in planning their activities and courses in the School of Music.

SECTION 1.02 CONTACT US

Music Office Main Line: 813-974-2311

Music Office Fax: 813-974-8721

Web: music.arts.usf.edu

Director: SOM - Dr. Karen Bryan – kmbryan@usf.edu 813-974-2311

Associate Director: SOM - Dr. David Williams - dwilliams@usf.edu, 813-974-9166

Music Advising: Dr. William Hayden - wphayden@usf.edu, 813-974-1753

Office Manager - Amy Fletcher - afletche@usf.edu, 813-974-3975

Article II. FACULTY AND STAFF DIRECTORY

A full listing of the faculty and staff for the School of Music is available here: <http://music.arts.usf.edu/faculty>
Many faculty members do not have private telephone numbers at the school and it is advisable that students contact professors through other means, such as email. Mailboxes for all faculty members are available in the main office area of the School of Music, which is open from 8:30am-5pm, Mondays through Fridays.

Article III. DEPARTMENT MISSION AND GOALS

SECTION 3.01 MISSION STATEMENT

The mission of the School of Music is to advance the art of music globally while generating new knowledge in existing and emerging fields.

SECTION 3.02 GOALS

GOAL NO. 1 To continue to achieve international recognition in piano performance with the all Steinway initiative.

GOAL NO. 2 To continue to achieve international recognition in all offered areas of applied performance with emphasis in both chamber and large performing ensembles including: Band, Orchestra, Choirs, and Jazz.

GOAL NO. 3 To continue to achieve international recognition in new music composition and performance, including published recordings and videos as documentation and dissemination of the art of music at the highest level.

GOAL NO. 4 To provide a visionary laboratory for the preparation of the next generation of music educators and scholars.

GOAL NO. 5 To provide avenues for both innovation and adaptation in music teaching and learning at both the graduate and undergraduate levels.

GOAL NO. 6 To study and perform music from diverse style periods and cultures.

Article IV. ADMISSIONS PROCESS

Section 4.01 UNDERGRADUATE ADMISSION

The following information is for students entering college for the first time, and for students presently enrolled in a college or university, who have yet to complete an undergraduate degree, and wish to transfer to a music degree program at USF. All students must first apply for admission to the University of South Florida by visiting: www.usf.edu/admissions. Applying for acceptance into the School of Music by audition is a separate procedure from University admissions. You cannot be considered for acceptance into the School of Music until you have been accepted into USF. After you submit the University application for admission, you will receive a "U Number." This U Number must be entered on the School of Music audition application in order for it to be submitted successfully. (See the *Auditions* section below for more details). You must audition for the USF School of Music if you are an incoming freshman, transfer student, or part-time student and plan to do either of the following:

- Major in any undergraduate music degree
- Take applied lessons as a non-major

Students will be considered for a music scholarship during all January and February audition dates.

Contact Mr. Bryan Braue with any questions regarding the auditions process. He may be reached by email: bryan11@usf.edu and/or by phone: (813) 974-2311.

Section 4.02 GRADUATE ADMISSIONS

The following information is for students who have completed an undergraduate degree in music and are interested in a graduate music degree. All students must first apply for admission to the University of South Florida by visiting: <http://www.grad.usf.edu/graduate-admissions.asp>. Additional graduate degree requirements for the School of Music vary by degree program and can be found on the [Graduate Degree Programs page](#). Read this information carefully. If you need additional information, please contact Dr. William Hayden, Graduate Studies Coordinator, at wphayden@usf.edu. Students interested in programs that require an audition (*chamber music, conducting, piano pedagogy, and all performance areas*) must apply for an audition (See the *Auditions* section below for more details).

Graduate students interested in majoring in Electro-Acoustic Music, Jazz Composition, Music Composition, Music Education, and Music Theory do not normally participate in the performance auditions. These students should contact the coordinator of the area of interest for the complete admissions requirements. All graduate application materials for the School of Music (not including the University application), unless otherwise noted on the [Graduate Degree Programs page](#), should be sent to:

Dr. William Hayden, Graduate Program Director

USF School of Music 4202 East Fowler Ave., MUS 101 Tampa, FL 33620

Dr. Hayden may be reached by email: wphayden@usf.edu and/or by phone: (813) 974-1753.

Section 4.03 AUDITIONS: (BA, BM, BS, MM)

See Prospective Students on School of Music website: <http://music.arts.usf.edu>. After you have completed the online application process to the USF Office of Admissions, you will receive a University ID (U-number with eight digits). This number must be entered on the application to the School of Music (Under Prospective Students) in order to complete the application. An email will be sent from Music Admissions to confirm a date, time, and room number for the audition.

For specific audition requirements for your instrument, voice, or major please visit the following site - <http://music.arts.usf.edu/content/templates/?a=1217&z=8>

Your undergraduate advisor is Dr. William Hayden. Information about all degree programs and requirements can be found on his website: <http://hayden.arts.usf.edu>. Dr. Hayden may be reached by email: wphayden@usf.edu and/or by phone: (813) 974-1753.

Section 4.04 PORTFOLIOS: COMPOSITION

BM and MM in Composition

Applicants for graduate and undergraduate composition study must submit a composition portfolio for review by the composition faculty. Scores must be included for each work (unless irrelevant); recordings of each work should be included when available (MIDI realizations are also helpful), but are not required. If possible at least one work should be an electronic work. For electronic works, a two-paragraph description of the software used and compositional techniques employed can substitute for a score.

Composition Portfolio Checklist:

- 3-5 Current Scores (with optional recordings)
- List of works and performances
- Biography describing your experience as a musician/composer

Applicants for graduate and undergraduate composition study must submit a composition portfolio for review by the composition faculty. Scores must be included for each work (unless irrelevant); recordings of each work should be included when available (MIDI realizations are also helpful), but are not required. If possible at least one work should be an electronic work. For electronic works, a two-paragraph description of the software used and compositional techniques employed can substitute for a score.

Applicants for **undergraduate** composition must also **audition** for the appropriate applied faculty since two years of performance study are required for the undergraduate composition degree. Refer to the appropriate requirements for the performance area(s) of your choice.

Applicants must also arrange for an interview with the Composition faculty (by phone or email). For undergraduate applicants this should take place during your performance audition date; for graduate applicants, this interview may be done in person (when possible), Skype, or by phone.

Address questions to Professor Paul Reller - reller@usf.edu Materials should be [submitted online](#)

Section 4.05 GRADUATE AUDITIONS: CONDUCTING

MM in Choral Conducting

Before an on-campus audition in choral conducting can happen, you will need to send a DVD with conducting footage of rehearsal and performance. After a review of the DVD, you may or may not be required for an on-campus audition, depending on the quality of the DVD footage. Any on-campus auditions for conductors will occur during a weekday when the USF choirs are regularly meeting. Final admission decisions will be made by March 15th.

Mail your DVD via postal service to:

Dr. William P. Hayden
School of Music
University of South Florida
4202 East Fowler Ave., MUS 101
Tampa, FL 33620

MM in Instrumental Conducting

Inquiries for instrumental conducting should be directed to Dr. John Carmichael at jcarmich@usf.edu. Please specify if you are interested in wind band or orchestral conducting.

Section 4.06 LETTERS OF RECOMMENDATION

The School of Music website provides an electronic evaluation/recommendation form under PROSPECTIVE STUDENTS, which can be used for all bachelor degree students and all MM degree students. All letters of recommendation for MA and PhD students can be sent as emails to Dr. William Hayden, Graduate Program Director, at wphayden@usf.edu. They will be forwarded to the appropriate faculty members.

Section 4.07 INTERVIEWS: PHD IN MUSIC EDUCATION

One of the admission requirements for the Ph.D. degree program in music education is an interview with the music education faculty. Please contact Dr. C. Victor Fung, director of the Ph.D. program, at fung@usf.edu.

Article V. FINANCIAL AID

Section 5.01 UNDERGRADUATE SCHOLARSHIP AND TALENT AWARD GUIDELINES

The School of Music offers a variety of financial aid programs to assist talented musicians in their musical studies. Two types of awards – Scholarships and Talent Awards – are in place, each with its own set of criteria. Scholarship awards will be automatically renewed every year (four years for entering Freshmen or until the anticipated graduation date of transfer students) upon the request of the student and maintenance of the standards (described below) established by the School of Music. Talent Awards must be renewed every semester via approval of the ensemble director. Awards typically are made on the basis of excellence in musicianship and/or personnel needs in a particular performance area. Financial assistance programs include up to four-year scholarship commitments and/or per-semester talent awards. All entering transfer and returning students intending to participate in a major ensemble are eligible to apply and audition for a financial award.

1. The audition committees will make recommendations to the appropriate ensemble director. These recommendations may include a suggested award amount and/or simply a designation as to the eligibility level of the student.
2. Recommendations on the amount of the award given will be made by the appropriate ensemble director to the School of Music Scholarship Committee.
3. The Director of the School of Music makes final decisions, based upon a variety of factors including: available budget, proven ability of student, ensemble/school needs, potential to succeed, letters of recommendation, and academic records.

Section 5.02 SCHOLARSHIP AWARDS

In order to qualify for a music scholarship, the student:

- must be pursuing a music major
- must maintain a minimum of 12 semester hours of course load in each semester
- must maintain a GPA of 2.5 overall and 3.0 in all music courses
- must enroll for credit in an applied music studio appropriate to the performing instrument
- must enroll for credit in the ensemble(s) appropriate to the performing instrument

NOTE: Students may be required to perform in two ensembles, depending upon the needs of the ensemble program. All music students on scholarship will be required to perform up to two services per semester in reading/performing student composer projects as part of the expectations to maintain their music financial aid. These two services are not inclusive of rehearsals to prepare the student works should public performance be a part of the required services. The Coordinator of the Composition program or his/her designee will organize administration of the composition program and the student participation in required services.

Continuing Students Scholarship

All scholarship students who wish to continue to receive their awards must fill out a Continuing Scholarship Application Form in the Spring semester. Failure to do so may result in the reallocation of the scholarship to other students. Each student must also submit a performance evaluation sheet from their applied teacher and major ensemble director along with their request for renewal.

Interning Music Education Students

A student, during his/her interning semester, may continue to receive scholarship monies (even though they may be unable to comply with the ensemble requirement) upon approval by the Director of the School of Music. The Director will, as a matter of course, seek the recommendation of the applied instructor and the

Coordinator of Music Education.

Duration of Award

Scholarship awards are given to incoming freshmen for eight semesters. Length of award to transfer students will be determined after an evaluation of their transcript has projected a graduation date. Students may not continue to renew their scholarship beyond this point. They may, however, apply to an ensemble director for a talent award after this time. Talent awards may be renewed as many times as are deemed appropriate by the ensemble director.

Section 5.03 TALENT AWARDS

The student must enroll for credit and perform satisfactorily in the ensemble awarding the money. The student is not required to study in an applied studio, to be enrolled for 12 credit hours, to meet minimum academic standards or to be pursuing a music major. All talent award recipients must request renewal directly from the ensemble director granting the award each semester. The director may request the student to re-audition or may choose not to renew the award.

Section 5.04 REVOCATION OF AWARDS

Scholarship awards may be revoked if students:

- Fail to maintain full-time status (12 credit hours)
- Fail to maintain required GPA
- Fail to participate in appropriate ensembles (as determined by applied teachers and ensemble directors)
- Switch major area of study outside of music
- Fail to perform satisfactorily in applied lessons or major ensemble(s)
- Fail to maintain satisfactory progress in academic studies in music

Repayment of award will be sought from any student who drops out of school, drops out of ensemble/applied music participation, or fails to maintain 12 credit hours during a semester in which they have received an award.

Section 5.05 GRADUATE ASSISTANTSHIPS

Graduate assistantship applications are made on the School of Music website. The Associate Director of the School of Music, Dr. David Williams, supervises the award process and the duty assignments. Preliminary considerations regarding these awards can be discussed with the major professor of the student's degree program.

Section 5.06 DOCTORAL FELLOWSHIPS

Doctoral fellowships are awarded by the music education faculty on a very selective basis. Inquiries should be addressed to Dr. C. Victor Fung, director of the Ph.D. degree program in music education.

Article VI. DEGREE PROGRAMS

Section 6.01 BACHELOR OF ARTS DEGREE IN MUSIC STUDIES

The BA in Music Studies degree is a Liberal Arts degree with a serious reduction in music courses compared to the BM concentrations. It is intended for the student who wants to double-major in music but not pursue a professional music career.

The course requirements are posted under Majors on this webpage: <http://hayden.arts.usf.edu/curricula.html>

Section 6.02 BACHELOR OF MUSIC DEGREE

The Bachelor of Music Degree is a professional degree for students who wish to pursue a career in music. Students interested in a BM degree can choose between concentrations in composition, jazz studies, and performance. These programs require 120 credit hours of study that include private study on their principal instrument and participation in ensembles. Additionally, students complete the music theory and history sequences, and take additional course work in their chosen concentration. Graduates from BM programs at USF find themselves in very competitive positions for graduate study and musical careers. Admission into the BM in music degree requires a successful audition on your major instrument.

The course requirements are posted under Majors on this webpage: <http://hayden.arts.usf.edu/curricula.html>

Section 6.03 BACHELOR OF SCIENCE DEGREE IN MUSIC EDUCATION

The Bachelor of Science degree in Music Education is a professional degree for students who are interested in teaching music in K-12 schools. This program is an intense study of music and education that culminates in state certification as a teacher of music. In addition to private study on their principal instrument and participation in ensembles, students complete the music theory and history sequences, and take a variety of music education courses that include conducting and study in choral, general, instrumental, and progressive music for all grade levels. The music education faculty at USF takes a modern approach to teaching in the schools, acknowledging that the musical world outside the schools has changed drastically, and will continue to change in the near future. Admission into the BS in music education program requires an audition on your major instrument.

The course requirements are posted under Majors on this webpage: <http://hayden.arts.usf.edu/curricula.html>

Section 6.04 MASTER OF ARTS (M.A.) IN MUSIC EDUCATION

Graduate education in music education at the University of South Florida is focused on research. The Master of Arts degree in music education empowers students to become thoughtful *consumers of research* in music education. This program captures a balanced array of courses in music education, research techniques, music theory/history/literature, and electives in music. It concludes with a comprehensive examination. Variability of the program depends on individual interests and needs. Many of the offerings for the Master of Arts degree in music education are offered via the internet in a distance learning format. It is possible to complete the entire degree through distance learning. Details on distance learning coursework are available at:

<http://musiceducation.arts.usf.edu>

Complete admission and curricular information about the Master of Arts degree in music education is available at: <http://www.grad.usf.edu/catalog.php>.

Section 6.05 MASTER OF MUSIC (M.M.) DEGREE

CONCENTRATIONS: Chamber Music, Composition, Conducting (Choral and Instrumental), Electronic Music, Jazz Studies, Music Performance, Piano Pedagogy

Perhaps the most compelling reason to study music at the University of South Florida is the opportunity to work with our superb music faculty. These gifted, dedicated artists/scholars are among the preeminent leaders in their fields and have been carefully chosen for their professional training, excellence in musical performance and research, and pedagogical expertise. They are featured on many professional recordings and appear in

prestigious concert venues around the world. Their compositions are premiered globally. Their scholarship is published in the leading research journals, books, and monographs in their disciplines. The School of Music also invites guest composers, conductors, and performing musicians to enhance its performances and to provide master classes, symposia, and clinics for students and the public. Many USF music alumni are currently performers in a variety of concert settings and successful teachers in public schools, colleges, and universities around the country in a variety of concert settings.

The School of Music at USF offers the student the opportunity to study with distinguished faculty and to be in the company of other superior music students for an exciting and exacting period of study. The Master of Music degree provides students with an opportunity to pursue intense, focused study in their music specialty, coupled with a vigorous, balanced curriculum in music theory, music literature, and electives. Students in this program are mentored expertly by senior faculty and exhibit mastery of their specialty at the end of the course of study by way of appropriate capstone experiences, including recitals or theses and comprehensive examinations. The provisions and balance of these experiences comport precisely with the curriculum guidelines required by the National Association of Schools of Music.

Complete admission and curricular information about the Master of Music degree and its concentrations is available at: <http://www.grad.usf.edu/catalog.php>.

Section 6.06 DOCTOR OF PHILOSOPHY (Ph.D.) IN MUSIC EDUCATION

The Doctor of Philosophy in Music Education is the terminal degree in our field. At the University of South Florida, this program is intended for the aspiring pinnacle leader in music education research, teaching, and administration. The curriculum prepares the student to engage in original research in music education and related fields (arts education, music technology, music psychology, etc.). In coordination with faculty mentors, the student has great flexibility in designing a program that fits his/her interests and strengths. Admission requirements include an interview with the music education faculty and the submission of writing samples and GRE scores. A limited number of fellowships and scholarships are available to outstanding students.

Complete admission and curricular information about the Doctor of Philosophy degree in music with a concentration in music education is available at: <http://www.grad.usf.edu/catalog.php>.

Section 6.07 GRADUATE CERTIFICATES

Graduate Certificates are available as post-baccalaureate and post-master's non-degree-seeking programs. The post-bachelor's Graduate Certificate requires a minimum of 12 credit hours in related courses, such as performance with studio and ensemble courses. A major professor will supervise the certificate program, including a capstone experience, such as a recital. The post-master's Advanced Graduate Certificate is the same, except that 15 credit hours are required. Successful auditions and/or portfolio reviews are required for admission. Music education is the only field that does not offer graduate certificates. Students should be aware that financial aid is usually not available for certificate programs, as they are considered to be non-degree-seeking.

Section 6.08 PIANO PROFICIENCY

All Music major students (Piano Performance and Jazz Studies are not applicable) must demonstrate piano proficiency, as established by the syllabi for Keyboard Skills I-IV courses, in order to graduate.

- 1) A Piano Proficiency Placement Exam, whereby students are expected to demonstrate technical and musical skills through performance of repertoire, scales, chord progressions, harmonization, and sight-

reading during the first week of classes in the fall semester. For students who do not pass the exam, the School of Music offers four levels of Keyboard Skills courses. Students will be placed in the level indicated by their exam performances. A grade of "C-" or higher in Keyboard Skills IV satisfies the Piano Proficiency Requirement.

- 2) If the music advisor determines that a student does not have the background to be placed beyond Keyboard Skills I, s/he will advise the students to register for Level I and no exam will be necessary.
- 3) A student who feels that s/he has acquired the necessary skills to meet the Piano Proficiency Requirement may also schedule the Piano Proficiency Exam during the first week of any semester. If a student passes the exam, the Piano Proficiency Requirement will be met.

Please contact Dr. Eunmi Ko for information concerning piano proficiency requirements: eko1@usf.edu

Which program do you want to pursue? Ask yourself the following questions:

- Do I want to supplement my other interests with music?
 - The BA would be good. The BM would not be appropriate.
- Do I want to enjoy it as a hobby--an avocation?
 - The BA would be good. The BM would not be appropriate if you need the time to develop a career in another major.
- Am I undecided about a major?
 - Pursue the BA until you decide otherwise.
- Is music my passion and I want to perform or compose for a career?
 - The BM is the degree for those who wish to be professionally trained.
- Do I want to teach others in a private studio besides performing or composing?
 - The BM in Jazz Studies, Composition, or Performance is designed to prepare you in both applied and pedagogical skills. You do not need a music education degree.
- Do I want to conduct an ensemble or teach in a studio or classroom at the college level?
 - It is not necessary to earn a BS degree in music education unless you want to teach music in K-12 schools (elementary and/or secondary). Otherwise, the BM degree would be appropriate. Most colleges and universities prefer that applicants possess the terminal degree for their concentration, such as the DMA or PhD.
- Do I want to teach in the elementary or secondary public schools?
 - The BS in Music Education is specifically designed to equip you with the professional knowledge and skills to teach in the classroom and direct ensembles. Without such a degree, it is unlikely that you will be hired to teach music in the public schools, especially if there are other job applicants who possess a degree in music education.
- Do I want to be a music education professor at the college level and help others learn how to teach?
 - It is recommended that you earn the bachelor, master, and doctoral degrees in Music Education and have 5 years of teaching experience in the elementary and/or secondary schools.

Article VII. REGISTRATION/ACADEMIC ISSUES

Section 7.01 UNDERGRADUATE ACADEMIC ADVISOR

Information of interest to undergraduate music students is maintained by Dr. William Hayden on his advising web site. Use the following links to access this information:

HOME PAGE - <http://hayden.arts.usf.edu> provides contact information and office hours.

FAQ Page <http://hayden.arts.usf.edu/faq.html> has answers to common questions for both music majors and non-music majors, in addition to a listing of helpful websites.

MAJORS Page <http://hayden.arts.usf.edu/curricula.html> has detailed information for all undergraduate music programs including degree requirements and semester planners for the Bachelor of Arts in music studies; the Bachelor of Music in composition, jazz studies, and performance; and the Bachelor of Science in music education.

REGISTRATION Page <http://hayden.arts.usf.edu/registration.html> provides details about course registration, including access to the Music Registration form and Directed Study Contract, in addition to other forms of interest to undergraduate music students.

Appointments can be set by phone at (813) 974-1753, or by registering on e-Scheduler.

Section 7.02 GRADUATE ACADEMIC ADVISOR

Dr. William Hayden is the Graduate Program Director in music. See the above section for information about his advising website. He can be reached at (813) 974-1753 or at wphayden@usf.edu. His role is to advise all MA and MM students in their curricula. Additional advising is naturally offered by each student's major professor.

Dr. Victor Fung is the Director of the Ph.D. program in music with a concentration in Music Education. He can be reached at fung@usf.edu.

Section 7.03 TRANSFER STUDENT ISSUES

Students often encounter difficulties in articulating courses previously taken elsewhere. Dr. Hayden makes every effort to apply external transcripts to the student's USF curriculum. Undergraduate students must earn a minimum of 30 credit hours at USF—of which 20 must be in music—in order to graduate. Placement in studio level is determined at the time of the audition. This often results in repeating one or more years of studio study for transfer students, as proficiency—not credit—is measured.

Graduate students are allowed to transfer up to 12 credit hours toward the MA or MM degree, provided that those credits were not applied toward an earned degree. The Graduate Transfer of Credit form must be filed with Dr. Hayden in order to officially transfer credits to the USF degree program.

Section 7.04 MINIMUM GRADE AND GPA REQUIREMENTS

Undergraduate music majors must earn C- or higher in all required courses. In some cases, higher grades may be required. BA and BM students must have a 2.0 GPA in order to graduate. BS students must have a 2.5 GPA in order to graduate. Always refer to the Undergraduate Catalog for academic policies, procedures, and curricular requirements: <http://www.ugs.usf.edu/catalogs.htm>

Graduate music majors must earn C (not C-) or higher in all required courses. They must have a 3.0 GPA in order to graduate. Always refer to the Graduate Catalog for academic policies, procedures, and curricular requirements: <http://www.grad.usf.edu/catalog.php>

Section 7.05 STUDIO ASSIGNMENTS

Students are informed by email within two weeks after their audition. The level of placement (freshman, sophomore, etc.) is also stated at that time. In the case of multiple studios for a given instrument (clarinet, piano, voice), we occasionally have to delay the decision (apart from acceptance to the School) until we know how much space is available in each studio.

Section 7.06 FIRST-DAY ATTENDANCE

USF requires all students to attend their first day of classes. If a student is absent s/he will be dropped from the class. If a student cannot attend the first class meeting, it is highly advisable that the student contact the instructor as soon as possible to avoid being dropped.

Section 7.07 LATE REGISTRATION

Undergraduates:

Once the first week of classes is over, the registration books are closed and sealed. The only way a student can add a course is through an ARC (Academic Regulations Committee) Petition, available and processed through the Advising Office in FAH 120. If adding a course, be sure to attach an Instructor's Late Add form to the petition. The ARC packets are in a shelf against the wall by the receptionist. Return all completed forms to Mr. Reginald Joseph, Coordinator of Student Services and Advising in the College of The Arts.

If a student needs to exchange a course for another course of equal credit, complete the ARC Petition with both Instructor Late Drop and Instructor Late Add forms attached.

If a course was registered as the result of misadvising on the part of the advisor or an instructor, a student should complete an ARC form with an Instructor Late Drop form confirming that the registration was an administrative error, specifying on the ARC form under "Other" that the course should be DELETED from a student's transcript. Once the course is removed, there will no longer be fee-liable for it, and the Fee Refund form can be processed in the Registrar's Office.

Graduates:

Graduate students must use either a Graduate School Petition (add/drop/change hours) for late registration or a Graduate Delete Course Form, both of which are available on the Graduate School website:

<http://www.grad.usf.edu/student-forms.php>

After the form is completed, it should be submitted to the appropriate academic advisor in FAH 120 for processing.

Section 7.08 ACCOMMODATIONS FOR DISABILITIES

Students who require assistance, either physical or academic (such as help with test-taking anxiety or learning disabilities), should contact Student Disability Services to obtain the resources that they need to succeed in their educational pursuits: <http://www.sds.usf.edu/>

Section 7.09 ACADEMIC GRIEVANCES, PROBATION, AND DISMISSAL

The university has very strict policies and protocols for filing grievances and for subpar academic performance. These are carefully outlined in the catalogs.

Undergraduate students should refer to the Undergraduate Catalog regarding academic grievances, probation, and dismissal: <http://www.ugs.usf.edu/catalogs.htm>

Graduate students should refer to the Graduate Catalog regarding academic grievances, probation, and dismissal: <http://www.grad.usf.edu/catalog.php>

Section 7.10 APPLICATION TO GRADUATE AND EXIT SURVEY

All students must apply to graduate at the beginning of their final semester. Application forms for undergraduate and graduate students are located on the Registrar's website at:

Completed graduation application forms must be delivered to Dr. Hayden in the CoTA Advising Office in FAH 120 for validation. An Exit Survey is part of the application process.

Section 7.11 COLLEGE OF THE ARTS: GRADUATION CELEBRATION

The College hosts a very special ceremony each May for all CoTA students who graduated in the Spring semester and the previous Summer and Fall semesters. This event is just before the university's Commencement Exercise. Each event is unique and memorable, so students are encouraged to attend both.

Article VIII. FACILITIES AND EQUIPMENT

SECTION 8.01 FACILITIES POLICIES

The Music Building's hours are 7:30 a.m. – midnight Monday through Sunday, except during holiday breaks and campus shut down days. Card swipe access is given to all students enrolled in private lessons. No building access is permitted between 2:00 a.m. and 6:00 a.m. Monday through Sunday.

SECTION 8.02 SPACE RESERVATIONS

Use of the Choral Rehearsal Hall, Instrumental Rehearsal Hall and the Jazz Rehearsal Hall is by permission only and scheduled by the Production Specialist. Unauthorized use of these facilities and their respective equipment is prohibited. Use of the teaching stations by students is prohibited unless under the direct supervision of a faculty member. Use of the four classrooms and the Music Education classroom is scheduled by the Production Specialist. These rooms are not soundproof and thus are not to be used for individual practice or chamber ensembles. Use of the teaching stations by students is prohibited unless under the direct supervision of a faculty member. ALWAYS RESET A CLASSROOM IF YOU MOVE ANY FURNITURE.

SECTION 8.03 PIANO USAGE

When a piano is not in use, please close the lid, cover the keys, and cover the piano (where applicable). Covers must be placed on a surface other than the floor. The 9ft. grand in the Lewis and Enid Barnes Recital Hall must be locked after use. Never place anything on a piano, even when covered; especially instruments, instrument cases, food, and beverages. Thermostats in all piano practice rooms should be kept at 72 degrees Fahrenheit.

SECTION 8.04 LOCKER ASSIGNMENTS

Locks for lockers may be signed out from MUS 101 at the beginning of the Summer A semester. Locks must be returned and lockers cleared out and cleaned by the end of each spring semester.

SECTION 8.05 INSTRUMENT LOANS

Instruments will be loaned to any student who has permission from a member of the faculty. Students must fill out an Instrument Loan Form, which is located in MUS 101. Due dates are assigned on a case by case basis.

SECTION 8.06 MUSIC LOANS

The School of Music Music library is for ensemble use only. Parts and scores may only be borrowed by School of Music students if they have permission from the applicable ensemble director, and if the loan required for a class.

SECTION 8.07 PRACTICE ROOMS

There are 44 General Use practice rooms which are available to all music majors, or those taking a School of Music class. Access to the practice rooms is granted to all music majors via their USF IDs from 6:00am-12:00am (midnight). In addition to the General use rooms, there are many Specialty practice rooms, including 3 percussion practice rooms, 2 drum set practice rooms (located in the percussion studio suite) 6 piano practice rooms, a harpsichord room, a Smart Music room, and an Aebersold room. The Specialty practice rooms are locked at all times.

SECTION 8.08 PRACTICE ROOM KEYS

Keys can be ordered from the SoM Production Specialist by submitting the [Music Key Request Form](#). A member of the faculty must approve all student key requests. Keys must be returned by the end of each Spring Semester.

Article IX. ENSEMBLE INFORMATION

SECTION 9.01 ENSEMBLE AUDITIONS

Ensemble auditions are held beginning a few days before classes start in the Fall and Spring semesters. Some instruments audition during the first few days of the semester depending upon the professor's schedules. Signup sheets and sheet music for ensemble auditions are available at the front desk in the School of Music office, MUS 101. School of Music ensembles are open to all current USF students, regardless of major. Auditions to join music ensembles are held separately from the auditions to enroll as a music major. Music majors are required to fulfill the departmental ensemble participation requirement of six semesters in a major ensemble.

SECTION 9.02 ENSEMBLE PARTICIPATION

All students enrolled in applied music for 2 or 3 hours are required to concurrently enroll in a major ensemble appropriate for their performance medium. The following qualify as major ensembles:

- Chamber Singers
- Jazz Combo (jazz majors)
- Jazz Ensemble
- Symphonic Band
- Symphony Orchestra
- Percussion Ensemble
- Piano Ensemble/Chamber Ensemble (piano majors only)
- University Singers
- Wind Ensemble

Upper division BM voice performance majors may take up to two semesters of opera as a major ensemble. Upper division voice principals in the BS program in Music Education or the BA program in Music Studies (applied emphasis) may take up to one semester of opera as a major ensemble. Students who elect to take applied music beyond their minimal degree requirements will have the option of enrolling in either choral ensembles or in opera.

SECTION 9.03 BANDS

(a) WIND ENSEMBLE

The Wind Ensemble is the premier band ensemble on campus. The music programmed and the performance expectations are driven by the need to provide for its membership real-life professional experiences and demand. Although its membership tends to be populated by advanced-level performers including graduate students, the Wind Ensemble is open to all university students by comprehensive auditions held at the beginning of each semester. There will be a minimum of two formal concert performances per semester along with a chamber music concert held mid-semester. The repertoire is diverse but almost always includes newly composed works, often premieres. The Wind Ensemble is actively involved in recording projects. The highest level of musicianship, both in terms of behavior and performance is expected. The band rehearses on Tuesday and Thursdays from 2:00 – 3:50 pm, and on Fridays from 2:00 – 2:50 pm.

For more information please contact Dr. John Carmichael - jcarmich@usf.edu

(b) SYMPHONIC BAND

The USF Symphonic Band fosters the highest performance standards while offering its members an opportunity to expand their technical, intellectual, and musical horizons. Although made up primarily of music majors, the Symphonic Band is open to all university students by comprehensive auditions at the beginning of each semester. Two performances are scheduled each semester providing students with a diverse repertoire that is performed with great attention to musical and artistic detail. The band rehearses on Mondays and Wednesdays from 3:05 – 5:00, and Fridays from 3:00 - 4:00.

For more information please contact Dr. Matthew McCutchen - mccutchen@usf.edu

(c) CONCERT BAND

The USF Concert Band is open to all USF students with interest and experience in wind band music. No audition is required and chair seating is flexible. The purpose of the Concert Band is to provide a means to continue performing for students who played in band throughout high school but did not wish to pursue music as a major in college. Furthermore, it provides music education students an opportunity to become proficient on secondary instruments before beginning their teaching careers. The Campus Band meets on Thursday evenings from 6:30 – 8:30 during the Spring Semester, and gives two concerts a year.

For more information please contact Dr. Matthew McCutchen - mccutchen@usf.edu

(d) ATHLETIC BANDS

The USF Athletic Bands consist of the “Herd of Thunder” (HOT) Marching Band, “Rumble” Pep Band, and the USF Show Band. The HOT Band performs at all USF home football games in the 65,000 seat Raymond James Stadium (home of the Tampa Bay Buccaneers!), as well as selected away games and Bowl games.

The Marching Band currently requires auditions for the drum line, color guard, and all wind players. Rehearsals are Monday & Wednesday from 6-8:30pm, and Fridays (of game weeks only) from 6-8pm – rehearsals are open to the public and are located at Fowler Field. There is a modest fee to cover consumables (t-shirt, hat, etc), but members receive a “talent grant” (stipend) at the end of the season (subject to the availability of funds). All members of the Marching Band must register for the course and pay the applicable tuition and fees. The “Rumble” Pep Band performs at all Men’s and Women’s home basketball games as well as select women’s volleyball matches in the newly renovated SunDome on the campus of USF. Students who have not marched with the Herd of Thunder must complete a short audition for the directors.

The Pep Band will travel to support our basketball teams at the Men’s Big East Tournament in New York City, and the Women’s Big East Tournament in Hartford, CT – as well as any NCAA tournament appearances. All

members of the Pep Band must register for the course and pay the applicable tuition and fees. The 30-piece USF Show Band is a scaled down version of the Marching Band which performs at USF events when it is not feasible to accommodate the full Band. Membership is granted through audition, and members receive a substantial stipend for the year. The show band is also available for hire to perform at special events. For more information please contact Dr. Matthew McCutchen - mccutchen@usf.edu

SECTION 9.04 CHAMBER MUSIC

Chamber music is an important part of the music curriculum in all areas of instrumental study. Woodwind and brass groups and involving various combinations of instruments are organized and rehearsed for performance throughout the year. Information on the organization of these ensembles will be dispersed at the beginning of fall and spring terms. Pianists are encouraged to be involved in chamber music. For Piano Performance majors, a major chamber music work must be included in a public performance before graduation. Students should consult with their piano teacher and other appropriate faculty in the term prior to the performance term for repertoire and instrumental student assignments.

SECTION 9.05 CHOIRS

The University of South Florida and excellence in choral music have been synonymous for many years. Membership in the choral ensembles is by audition and is open to all USF students, majors and non-majors.

(a) CHAMBER SINGERS

The Chamber Singers are USF's flagship choral ensemble and represent the university at home and throughout the region. This 30-40 voice mixed ensemble is open to all enrolled students at USF and is selected by audition. The ensemble meets three times weekly, Monday-Wednesday-Friday from 3:05-4:45 p.m. The Chamber Singers explore a wide range of repertoire and performs challenging literature from all eras. Through participation with this ensemble students experience a professional-level, high-quality rehearsal and performance process. The Chamber Singer's annual performance itinerary includes concerts and festivals on the USF campus, appearances in neighboring communities and churches, and tours within the region.

(b) COLLEGIATE SINGERS

Collegiate Singers is a 50-70 voice SATB mixed ensemble open to all students enrolled at USF. The ensemble meets three times weekly, Monday-Wednesday from 1-2:45 p.m and Friday 1-1:50pm. Collegiate Singers is conducted by the Director of Choral Studies, Dr. James Bass. The Collegiate Singers perform in a variety of languages and in a full range of styles. The rehearsal process for this ensemble develops general musicianship and provides training in choral singing while achieving high standards as a performing group; in this way, Collegiate Singers balances musical training with a performance-based curriculum. The ensemble performs at every major choral concert on campus at USF.

(c) Collegium

Collegium is a 16-20 voice SATB mixed ensemble specializing in music composed before 1750 and after 1950. It meets Mondays and Wednesdays from 4:00-5:15 and on Fridays from 3:30-4:15.

For more information on any of the choirs, please contact Dr. James Bass - jkbass@usf.edu

SECTION 9.06 JAZZ

USF features two Jazz Ensembles (Big Bands) as well as several combos (Jazz Chamber Ensembles). These ensembles perform a variety of jazz repertoire from classic to modern styles. Jazz Combos are smaller groups, focused on the jazz small group tradition with a focus on improvisation skills. All jazz groups require an

audition (at the beginning of each semester) to be admitted. Required for Jazz Studies majors, these groups are also open to music majors and non-majors.

For more information, please contact Professor Jack Wilkins - wilkins@usf.edu

SECTION 9.07 ORCHESTRA

The USF Symphony Orchestra is a full-sized, all-student orchestra that rehearses twice weekly on Mondays and Wednesdays from 1:00 - 2:50 PM. Attendance at all rehearsals is required. Registration for orchestra carries responsibility for attending all rehearsals. Rehearsal of parts outside of scheduled rehearsals is expected.

The USF Orchestra provides opportunities for students to perform compositions of the great masters from all eras. Membership is granted by audition with the final appointment of individuals in winds and percussion determined by faculty members in each respective section. String players are auditioned for individual seating.

For more information, please contact Dr. William Wiedrich - wiedrich@usf.edu

SECTION 9.08 OPERA

The USF Opera Workshop program is intended to provide young vocalists with training and stage experience in the classical operatic tradition. Classes meet twice each week for two hours and focus on preparation of selected operatic literature to be featured in staged performance. Performance repertoire is selected from a variety of different stylistic periods and languages in order to provide the broadest exposure to the literature possible. Typically, in a given academic year we will present one program of scene selections and one program that stages a complete work. While there are no restrictions placed on class registration, vocalists are encouraged to participate in USF's excellent choral ensembles during their first two years of study and explore operatic opportunities during their Junior and Senior years of vocal study. Graduate voice majors are strongly encouraged to enroll in both opera and a choral ensemble.

For more information, please contact Dr. Robyn Rocklein - robynrocklein@hotmail.com

SECTION 9.09 PERCUSSION ENSEMBLES

The USF Percussion and Marimba Ensembles are recognized by composers and scholars throughout the world for their many recordings and performances of new classical music. The USF Percussion Ensemble has performed at the Ewha International Percussion Festival in Seoul, at MENC state, regional and national conventions and for the Percussive Arts Society International Conference *History of the Avant-Garde*. Among the most recorded ensembles of its genre, the group has received high critical acclaim in American Record Guide, Fanfare and the Gramophone prestigious Best Recordings of North America. Director Robert McCormick is especially proud of the many alumni that have gone on to develop significant careers in the percussion field. Among the significant activities of the USF Percussion program is the annual McCormick Marimba Festival which attracts artists and universities from around the world. The McCormick Percussion Group was the recipient of a 2012 *Global Music Award* for Originality/Creativity. Recordings are available at most major on-line classical music websites, or I-tunes listed under McCormick Percussion Group. Several You Tube videos are also available.

SECTION 9.10 ENSEMBLE ATTENDANCE

Class attendance policy is set by each professor. However, attendance is expected for ensembles barring an excusable absence (illness, emergency, or religious observance). Since these courses are preparing students

for a professional career, it is expected that students will behave in a professional manner by demonstrating that they can be reliable in matters such as attendance.

SECTION 9.11 OUTSIDE PERFORMANCES

Any outside performances--such as church jobs, playing gigs, etc...--must be secondary to a student's responsibilities in the School of Music's program.

Article X. JURIES AND BARRIER EXAMINATIONS

SECTION 10.01 APPLIED STUDIO JURIES

All brass, jazz, and strings student taking lessons for credit with a USF faculty member are required to take a jury at the end of each fall and spring semester. Juries will be given during exam week and students will be allowed to sign up at a time that does not conflict with other exams. Percussion and woodwind students will take a jury once a year at the end of the spring semester. Pianists will take a jury when they are ready to advance a level. In all cases, the jury will be considered an examination. Jazz, brass, strings, and piano students are not required to give a jury in a semester in which they have presented a junior or senior recital. Studio teachers are responsible for instructing their students as to jury procedures and for ensuring that they are followed.

SECTION 10.02 UPPER-LEVEL BARRIER EXAMINATIONS

All music performance and music education majors will be required to take an upper level barrier examination at the conclusion of their sophomore year in order to determine if they should be allowed to continue in their major. These examinations are similar to juries, but are typically longer and more extensive. Once the sophomore barrier has been passed, music education majors are required to give a junior level recital. Performance majors will give both a junior and a senior recital. Studio teachers are responsible for instructing their students as to barrier procedures and for insuring that they are followed.

Article XI. STUDENT RECITALS

SECTION 11.01 USE OF THE LEWIS AND ENID BARNES RECITAL HALL

A) Recitals

The Lewis and Enid Barnes Recital Hall is available to students to fulfill their studio performance requirements. There is a \$50.00 charge to the hall for this purpose (both the Instrumental and Choral Rehearsal Halls may be used for performances free of charge). The first step is to check the online [Lewis and Enid Barnes Recital Hall](#) calendar. Through consultations with your studio teacher and accompanist prior, select three potential rehearsal dates and three potential recital dates. To reserve the hall, you must meet with the Production Specialist and submit a completed [Recital Hall Reservation Form for Student Recitals](#) with all signatures present. Guidelines for this process will be given to all students at the beginning of each semester. Recitals for degree completion are prioritized over all other requests. Please visit the [Recital Hall Reservation Form for Student Recitals](#) for more information concerning student recitals.

Students are responsible for supplying a printed program for their official School of Music recitals. A template has been created to assist with program creation. Contact the Music Office for more information.

B) Rehearsals

The Recital Hall is not available for routine practice. To ensure appropriate preservation of the quality of the Music Department's concert grand pianos, guidelines have been established regarding the availability of practice time in the Recital Hall. Students may use the Recital Hall facilities for practice only when preparing for a recital appearance. Each student is a 90 minute rehearsal for each recital. Additionally, students are given a minimum of 30 minutes of preparation time directly before a recital.

C) Recordings

The Recital Hall is may be reserved by students for recordings by filling out a [Recital Hall Reservation Form for Student Recordings](#). A \$25.00 fee is required for up to two hours of recording. Other School of Music space may be used to record free of charge.

D) Steinway Piano Access

In Barness Recital Hall, the 9 ft. Steinway grand piano remains locked when not in use. It may only be used by the Piano Faculty and Guests Artists unless permission is otherwise granted. Access is obtained by keyboard faculty or by members of the office or production staff.

SECTION 11.02 GENERAL RECITAL INFORMATION

Students' Recitals take place in the Lewis and Enid Barness Recital Hall (MUS 107) unless otherwise indicated/arranged. One dress rehearsal in the Recital Hall will be permitted per recital. All Recitals and Dress Rehearsals must be completed within 90 minutes of the performance start time. In addition to a dress rehearsal, you will be given at least 30 minutes to prepare in the hall before your recital. Juniors should perform dual recitals with another student. This increases the audience size, adds variety to the recital, and increases the availability of the hall for everybody. Juniors are only allowed to perform a solo recital when they are instructed to do so by their studio teacher, or for other extenuating circumstances. Be sure to check classes, concerts, and rehearsals that may present a conflict for you, your accompanist/other performers, your teacher, or your audience before submitting a recital request form. Every Student Recital is staffed with a School of Music Assistant who will help with the house announcement, lighting, recording, and stage entrances/changes. Be prepared to retrieve your recording with a thumb drive at the end of your recital. The longer you wait, the more likely it is for the recording to become misplaced. The audio/video recording in the Recital Hall is archival quality. If you want a professional quality product, you should consider hiring a professional.

SECTION 11.03 RECITAL ATTENDANCE

All music students are expected to attend recitals and concerts during their entire program of study. The minimum requirements are as follows:

- Performance (jazz and traditional) majors 80 programs
- Composition (jazz and traditional) majors 80 programs
- Music Education and Music Studies majors 60 programs

It is recommended that students attend an average of 10 to 15 recitals each term. Transfer students will have the attendance requirement prorated according to their studio level placement, allowing for 10 recitals to be credited for every term waived.

The purpose of this requirement is to ensure that music students attend performances of their peers, music faculty, and other professional-level performances. Students should register for MUS 2010 Recital Attendance for the term in which they expect to complete the requirement. The course is graded S/U and is required for

graduation.

Recital Attendance is recorded electronically using barcode scanners. Students must pick up a barcode sticker in MUS 101 to begin receiving credit for recitals. Scanning will stop five minutes prior to the start of each event, so students must arrive early to be considered in attendance. For non-School of Music or off-campus events, a program with the student's printed name, signature, and UID may be submitted to MUS 101. CoTA Activity cards will not be accepted in the absence of a barcode.

A) Qualifications of Approved Recitals and Concerts

The following events are approved for recital attendance:

- Large ensemble events (band, choral, jazz, opera, orchestral) at USF or in the community.
- Solo or chamber music at USF or in the community.
- Performers must be adults and may be trained amateurs, music majors, and/or professionals. Elementary and secondary school concerts will not be accepted, as the performers are not adults.
- Acceptability of off-campus programs should be verified in advance with studio instructors. In fact, many instructors specify recommended and/or required events in their syllabi.
- Convocations at the USF School of Music will be counted toward recital attendance.

The following events are not considered as approved recitals or concerts:

- Programs that are predominantly Broadway, country, folk, gospel, popular, rock, or contemporary worship music in style.
- Competitions, dance recitals, parties, seminars, or workshops.
- Programs in which you are a performer. Your name must not appear in the program.

SECTION 11.04 ACTIVITY CARDS

Activity cards allow College of The Arts majors to attend College events free of charge or at discounted rates. Students must be on file as majors in music with the CoTA Office of Student Services and Advising in FAH 120 in order to receive a card. Cards are issued by the CoTA Office of Student Services and Advising in FAH 120 after the first week of classes (Drop/Add week). To obtain CoTA tickets, present the activity card at the CoTA box office.

Article XII. STUDENT ORGANIZATIONS

SECTION 12.01 COLLEGIATE NATIONAL ASSOCIATION OF MUSIC EDUCATORS

Collegiate National Association for Music Education (NAfME) is a collegiate chapter of the National Association for Music Education (NAfME). It is a professional organization designed to enhance music teaching and learning for all ages through scholarship and service.

For more information, please visit <http://nafme.wordpress.com>

SECTION 12.02 KAPPA KAPPA PSI BAND FRATERNITY (COED)

Kappa Kappa Psi operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that is required of his/her band. Our goals are to provide the band not only with organized and concentrated service activities, but to give our membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on our premise that "it is an honor to be selected to serve" this band, its department of music, its sponsoring institution, and the cause of band music in the nation's colleges and

universities. On the local level, chapter responsibilities include numerous concentrated service projects as well as providing the intangible items of morale, spirit, enthusiasm, atmosphere and attitude within the band. As noted in the preamble of our Constitution and as charged in much of our Ritual, the cultivation and maintenance of an agreeable and enthusiastic attitude is mandatory for all our members, and this serves to foster the wholesome and cooperative spirit that each Director of Bands wants for their band.

For more information, please visit <http://www.kappatau.net>

SECTION 12.03 PHI MU ALPHA SINFONIA MUSIC FRATERNITY (MEN)

Phi Mu Alpha Sinfonia Fraternity of America is an American collegiate social fraternity for men with a special interest in music. The fraternity is open to men "who, through a love for music, can assist in the fulfillment of [its] object and ideals either by adopting music as a profession, or by working to advance the cause of music in America." The fraternity takes the ideals of brotherhood and camaraderie and brings them together with the exalted musical experiences that all music students share. Phi Mu Alpha is the nation's oldest secret music fraternity of its kind; it was founded on October 6th, 1898 at the New England Conservatory in Boston, Massachusetts.

For more information please visit usfphimualpha.com

SECTION 12.04 PI KAPPA LAMBDA HONOR SOCIETY

Pi Kappa Lambda is an American honor society for outstanding undergraduate, graduate, and faculty musicians. Meeting Pi Kappa Lambda's criteria means excellence, which, in turn, means distinction. Pi Kappa Lambda is discriminating—never discriminatory—in insisting upon high quality in the schools to which charters are granted; strong faculty, ample library facilities, the best conditions for performance, study, and practice. Consideration for membership is based upon the following regulations:

- seniors must be in the upper one-fifth of their class;
- juniors in the upper one-tenth of their class;
- graduate students must have grades of A (or the equivalent if letter grades are not used) in two-thirds of their graduate studies.
- Faculty members may be elected to membership in accordance with regulations stated in the National Constitution.

For more information, please contact Dr. John Carmichael - jcarmich@usf.edu

SECTION 12.05 SIGMA ALPHA IOTA MUSIC FRATERNITY (WOMEN)

Sigma Alpha Iota is an organization which promotes interaction among those who share a commitment to music. Members of SAI are active in all areas of campus music and campus 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. The SAI Alumnae Association allows alumnae members to remain active and supportive of the ideals of SAI. Members of Sigma Alpha Iota, in collegiate and alumnae chapters, devote their talents and energies to many national and international projects including those of Sigma Alpha Iota Philanthropies, Inc. Sigma Alpha Iota accepts with pride the responsibilities and privileges of being a leader in the pursuit of music creation, performance, and scholarship.

For more information, please visit <http://usfsai.wix.com/deltachi>

Article XIII. COLLEGE OF THE ARTS

The School of Music is part of the College of The Arts, which also features the School of Art and Art History, the department of Theater and Dance, and the School of Architecture and Community Design. It also includes the Contemporary Art Museum and Graphicstudio, which has hosted many renowned international artists and has an extensive collection of acclaimed prints. Many of the events that take place at the College of The Arts offer reduced or free admission to students. The Contemporary Art Museum and many student events are free.

For more information about the College of The Arts, please consult the USF Undergraduate Catalog:

<http://www.ugs.usf.edu/pdf/cat1213/19Arts.pdf>

The full calendar of events for the College of The Arts can be found here:

<http://fastbook.cvpa.usf.edu/fbonline/calendar.asp>

Article XIV. USF RESOURCES

Section 14.1 ACADEMIC TUTORING

For students experiencing difficulties with academic courses (whether in the School of Music or beyond), there are university-wide resources available for assistance. The Tutoring and Learning Center, located in the USF library (LIB 206), can provide assistance to students who require help: <http://lib.usf.edu/tutoring/>. Beyond individual help, the Tutoring and Learning Center also offers workshops for study skills, many of which are available online: <http://lib.usf.edu/tutoring/improve-study-skills/workshops/>

Students can also make use of the Writing Center, which offers help with course assignments that have a writing component. Students can schedule meetings in advance for one-on-one assistance:

<http://www.lib.usf.edu/writing>

Tutors are also available to help students in music theory. These services are provided specifically through the School of Music. Please contact either Dr. Bryan Parkhurst (bjparkhurst@usf.edu) or Dr. Ya-Hui Cheng (chengy@usf.edu) for more information.

Section 14.2 FINANCIAL AID

Attending any university program is an investment and students should understand the financial implications of pursuing a degree. USF provides information about various resources to help students find ways of funding their education, including federal aid, scholarships, university awards, and work study. Students can find more information on the USF Financial Aid Services website: <http://usfweb2.usf.edu/finaid>

Section 14.3 LIBRARY

The USF Library (www.lib.usf.edu) offers numerous resources and services beyond having a Starbucks. The facility is open 24 hours a day (except for Friday and Saturday nights). Course materials that are put on reserve are available at the front desk of the library.

Music students may be particularly interested to investigate the following items:

- Music scores that music students can borrow (6th floor)
- CDs and DVDs that music students can borrow (6th floor)

- Books about musicians and composers (call number ML, 3rd floor). Students can use the library catalog, available on the library website, to identify specific books.

The library also provides access to a wealth of music-related database resources. These can be accessed through the library website; students who are working off-campus will need to log in with their USF NetID (through the icon in the upper left-hand corner on the library website). Resources include:

- Music Online: a database that has recordings and videos of classical music (including opera), jazz, blues, and folk traditions.
- Oxford Music Online: an encyclopedia that provides scholarly information about composers, styles, genres, and places. This resource contains Grove Music, the premier music encyclopedia.
- RILM: a database that contains abstracts for articles, books, and other scholarly resources about music. This database is particularly valuable because it is updated regularly and can help identify recent scholarship.
- IIMP: this resource indexes musical references in newspapers and other periodicals, including professional reviews from around the world.

The librarians are happy to assist students with any questions, including those concerning researching a composer or piece. Please do not hesitate to contact them, either in the library, by email, or by chat. Appointments can also be made through the library website. Audrey Powers (apowers@usf.edu) is the librarian who is assigned to music, although any librarian would be happy to answer student questions.

Section 14.4 HEALTH RESOURCES

Students enrolled at USF have access to Student Health Services. General health services are available, along with information about health topics and wellness advice: <http://www.shs.usf.edu/>

Students who have paid the health care fee are also eligible for counseling through the Counseling Center, which offers individual appointments and group sessions. Counselors can help with personal issues, as well as adjustment problems that students are experiencing during their USF experience:

<http://usfweb2.usf.edu/counsel/>

A number of online resources is available to students as part of Wellness Education:

<http://usfweb2.usf.edu/wellness/>. Topics include life/work balance, healthy eating, and other health issues.

Section 14.5 INTERNATIONAL STUDENTS

USF is home to a broad community of students from around the world. International students can find a means of contacting other international students through USF World: <http://global.usf.edu/>

International students face different challenges than those from the US, not only in terms of cultural practices, but also with more practical matters, such as visas. It is the student's responsibility to ensure that all paperwork is current and correct. To meet with an international advisor one-on-one, appointments and schedules can be found on the International Services website: <http://global.usf.edu/is/contact.php>

Section 14.6 RECREATIONAL FACILITIES

USF Campus Recreation offers a number of different resources that allow students to stay active. The Recreation Center on campus is equipped with cardio equipment and weights. There are also fitness classes offered on a regular basis. Intramural teams are available for numerous sports. Other recreation resources include Riverfront Park and bike rental. Students can use the Recreation Center for free. For more information and current policies, check the Recreation Center website: <http://usfweb2.usf.edu/CampusRec/>

Section 14.7 PARKING SERVICES

Parking permits are required at all times in USF lots. Spots are designated by permit type and all cars must display a permit. For more information about parking services, including prices, see the US Parking and Transportation website: http://usfweb2.usf.edu/parking_services/default.asp

For lot closures, parking disruptions, and other parking-related news, see the bulletin board, which provides up-to-date information: http://usfweb2.usf.edu/parking_services/BulletinBoard.asp