

UNIVERSITY OF NORTH TEXAS

COLLEGE OF MUSIC

*Discover the power of music*

## CONTACT US

UNT College of Music  
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2010-2011

# 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](http://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. Founded in 1890, 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.

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

## DEGREES

Undergraduate Music Degrees Offered:

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

## ADVISING

Each undergraduate student is assigned an academic advisor. In addition, professors in the college are available for advising.

**Who is my academic advisor?** Staff advisors are assigned by your declared major.

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

\*MUTE majors are also assigned faculty advisors

**When do I see my staff 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. You must have a certified and completed Degree Plan in order to graduate. You should file one with your advisor during your second semester or whenever you change your major within the College of Music or to another major outside the College of Music. You can see your Interactive Audit online at [my.unt.edu](http://my.unt.edu).

**What classes are required?** See your academic advisor and check the catalog. Degree information is also available at [www.music.unt.edu/advising](http://www.music.unt.edu/advising)

# REGISTRATION GUIDE

## WHAT MATERIALS DO I NEED TO BRING TO MY REGISTRATION/ADVISING SESSION?

- Advising Record Form
- Trial Time Schedule

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)
  - MUHL Music History and Literature
  - MUTH Music Theory
  - MUTE Music Education
  - BA Bachelor of Arts in Music
  - MUND Music Undetermined (accepted by audition)

## HOW MANY HOURS SHOULD I TAKE?

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

## WHAT COURSES SHOULD I TAKE?

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

- Music Laboratory - MULB (1 credit)
- Music Theory - MUTH 1400 (2 credits), and 1410 (2 credits); or MUTH 1260 (3 cr.)
- Private Lessons (variable, 1 to 4 credits)
  - Freshman - Sophomore
    - Performance Majors - MUAM 15XX (2 to 3 credits)
    - All Others - MUAC 15XX (1 to 2 credits).
  - Junior - Senior
    - Performance Majors - MUAM 35XX (2 to 4 credits)
    - All Others - MUAC 35XX (1 to 2 credits)

•Secondary Applied Music (1 credit). For most students (except piano majors and concentrations), your secondary will be Class Piano MUAG 1011. If you place in MUTH 1260 instead of MUTH 1400/1410, you should NOT take MUAG 1011. Those who pass the Piano Proficiency Exam at the time of the piano placement exam may enroll in a secondary applied lesson (MUAS).

## 2. Other Music Courses for accepted music majors:

\*\*\*For these courses, student must have been admitted to MUTH 1400-1410\*\*\*

- MUMH 1600 (3) Music in Human Imagination – required of all music majors
- MUJS 1131 (1) Jazz Performance Fundamentals I
- MUJS 1360 (2) Jazz Fundamentals and MUJS 1361 (1) Jazz Aural Fundamentals - required of all jazz studies majors
- MUCP 1180 (2) Composition - required of all composition 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 accepted voice students:

(required of voice majors, take as early as possible)

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

## 3. Additional required courses you may take this semester:

- ENGL 1310 or 1313 (3) English Composition
- MATH 1100, 1580, or 1680 (3) Math
- HIST 2610 or 2620 (3) US History
- PSCI 1040 or 1050 (3) American Government

### SCHEDULING ADVICE:

1. Do not schedule classes in afternoon time periods when you will probably be taking a music laboratory (between 1-4 p.m). Also, it is imperative to 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.

### HOW DO I MAKE OUT MY SCHEDULE?

After studying the above suggestions and your Degree Outline of Courses, list the courses you will take on your Advising Record Form. Include prefix, course numbers, section numbers (if selected), and credit hours. Ask your advisor to check it before continuing.

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)
- **HISTORY:** 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.

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

<b>HORN:</b>	MUEN 2602.501
<b>TROMBONE:</b>	MUEN 2602.502
<b>TUBA/EUPHONIUM:</b>	MUEN 2602.503
<b>CLASSICAL GUITAR:</b>	MUCM 3621.500
<b>PERCUSSION:</b>	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

- **OPERA:** Opera MUEN 3040.001  
Contact Paula Homer/565-4654 or Stephen Dubberly/369-7707,  
at the Murchison Performing Arts Center, MPAC, Lyric Theater;  
if selected, register for Opera MUEN 3040.001. NOTE: Opera  
does not fulfill your laboratory requirement.

- **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. 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/green-brigade* 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).

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 CHECKAfter completing the Trial Time Worksheet, fill in all of the course and section numbers on your Advising Record Form.

For all information concerning your registration, check on-line at [my.unt.edu](http://my.unt.edu).

All registration is via the web.

## DEADLINES

Please remember to pay attention to the many DEADLINES ON THE ACADEMIC CALENDAR by which we are bound, including such things as:

- The LAST DAY you are able to revise your schedule by adding or dropping classes.
- The LAST DAY to drop a course with an automatic “W”
- DEADLINES FOR PAYMENT, etc., so that you are not dropped administratively

You can access the ACADEMIC CALENDAR at:  
<http://essc.unt.edu/registrar/schedule/scheduleclass.html>

Please consult your schedule, or your advisors with any questions.

See pg. 11 of this booklet for this semester’s deadlines.

## PRACTICE ROOMS & LOCKERS

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

[www.music.unt.edu/practice](http://www.music.unt.edu/practice)

\*\*Available the week before classes begin\*\*

## IMPORTANT DATES

*August 18, Wednesday*

Residence Halls open for Marching Band members

*August 22, Sunday*

Residence Halls open for all students

*August 26, Thursday*

Classes start

*August 31, Tuesday*

6-8 pm (MU258)

“College of Music 101”

Student welcome and success program - strongly recommended for all new students

*Second Friday of each month*

Major-Minor Workshops - 2 pm, room TBA

September 10, October 8, November 12, December 10

*October 5, Tuesday*

Last day to drop a class with an automatic grade of “W”.  
Must have instructor’s signature.

*October 19, Tuesday*

College of Music Career Night, 6:00 pm - 8:30 pm

*October 29, Friday*

Last day to drop a course with instructor’s signature.  
Grade will be a “W” or a “WF.”

*Week of December 6th*

Jury Week

*December 11-17*

Finals Week

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

# ADMISSION AND SCHOLARSHIP

## Admission and Scholarship Information

- 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

MU247H

# ENSEMBLE AUDITIONS

## Laboratory or Ensemble Information and Auditions

Orchestra: Clay Couturiaux or David Itkin <i>www.music.unt.edu/orchestra</i>	PAC136
Wind Studies (Band): Eugene Migliaro Corporon <i>www.music.unt.edu/windstudies</i> <i>www.music.unt.edu/greenbrigade</i>	PACA113
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: Tim Brent <i>www.jazz.unt.edu</i>	MU348
Percussion Ensembles: Mark Ford <i>www.music.unt.edu/percussion</i>	MU131
Early Music: Lyle Nordstrom	MU1004

## RECITALS

### Concert / Recital Scheduling Information

College of Music events may be scheduled via the College of Music website at [www.music.unt.edu/request](http://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](http://www.music.unt.edu/events)

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

## RECITAL PROGRAMS

To get a required program for your already 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](mailto:linda.strube@unt.edu)

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

## CAREER RESOURCES

UNT Career Center ([careercenter.unt.edu](http://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](mailto:rachelsmith@unt.edu)

### RESOURCES TO EXPLORE CAREERS IN MUSIC

Web sites:

#### General

1. [www.kenfoster.com/Articles/Careers](http://www.kenfoster.com/Articles/Careers)
2. [www.berklee.edu/careers](http://www.berklee.edu/careers)
3. [www.bls.gov/oco](http://www.bls.gov/oco)
4. [www.musicalonline.com](http://www.musicalonline.com)
5. [www.musicalamerica.com](http://www.musicalamerica.com)
6. [www.graduatejobs.com](http://www.graduatejobs.com)
7. [www.amc.net](http://www.amc.net)

#### Education

1. [www.menc.org/careers](http://www.menc.org/careers)

#### Performance

1. [choralnet.org](http://choralnet.org)
2. [www.americanorchestras.org](http://www.americanorchestras.org)
3. [www.myauditions.com](http://www.myauditions.com)
4. [www.chamber-music.org](http://www.chamber-music.org)

#### Show Business

1. [www.cnvi.com/applause](http://www.cnvi.com/applause)

### Employers of Music Majors

- Television/radio stations
- Colleges/universities/schools
- Production companies
- Theaters
- Libraries
- Recording companies
- Cruise lines
- Magazines and newspapers
- Music publishers
- Hospitals
- Music stores (retail)
- Entertainment law firms
- Software development firms
- Instrument manufacturers
- Performing arts organizations
- Churches/Synagogues
- City/state/federal government agencies
- Film production companies

### Transferable Knowledge, Skills and Abilities:

- Self-discipline
- Oral communication
- Knowledge of foreign languages
- Perseverance and initiative
- Computer and software knowledge
- Physical and mental dexterity
- Knowledge of acoustics
- Adaptability
- Doing detailed and accurate work
- Conveying complex information
- Ability to work under tight deadlines and intense pressure
- Knowledge of copyright laws and licensing
- Ability to work well with diverse populations
- Leadership qualities
- Creativity
- Business knowledge
- Perceiving patterns/structures
- Interpreting symbols and images
- Physical stamina

# ORGANIZATIONS

## Selection of Professional Associations

(there are hundreds):

1. National Association for Music Education [www.menc.org](http://www.menc.org)
2. American Federation of Teachers [www.aft.org](http://www.aft.org)
3. Texas Music Educators Association [www.tmea.org](http://www.tmea.org)
4. American Federation of Musicians [www.afm.org](http://www.afm.org)
5. Music Library Association [www.musiclibraryassoc.org](http://www.musiclibraryassoc.org)
6. American Society of Composers, Authors and Publishers  
[www.ascap.com/index.html](http://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](http://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)

## HOW DO I...?

- 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](http://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](http://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](http://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

# 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
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

# NOTES

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