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UNT College of Music
PO Box 311367
415 Ave C #247
Denton, TX 76203

(940) 565-2791 phone
(940) 565-2002 fax

www.music.unt.edu

Student Handbook

NOTES

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. Check there first. Computer labs are located in MU239 and at many other locations across the campus.

All About UNT

The University of North Texas is a thriving university with a legacy of excellence in many academic areas. UNT is a student-centered research university and is the flagship of the UNT System.

The Carnegie Foundation ranks UNT in the top 4 percent of U.S. colleges and universities. The university stands as the most comprehensive in the Dallas-Fort Worth region, offering 96 bachelor's, 111 master's and 50 doctoral degree programs, many nationally recognized.

UNT is also one of the largest universities in Texas, enrolling more than 34,000 students. 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 20:1 student-faculty ratio and Division I-A athletics. The university provides abundant opportunities for its constituents to discover the power of ideas.

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

NOTES

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

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

The College of Music Complex

see www.music.unt.edu

The Faculty

see www.music.unt.edu

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 |
| Joán Groom-Jeffreys Director of Undergraduate Studies..... | MU212 |
| Graham Phipps Director of Graduate Studies..... | MU249 |
| Henry Gibbons Chair, Division of Conducting and Ensembles | MU220 |
| Terri Sundberg Chair, Division of Instrumental Studies | MU222 |
| 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 |

Degrees

Undergraduate Music Degrees Offered:

Bachelor of Music (BM)
 Performance (PERF)
 Music Education (“General Choral and Instrumental Music”) (MUTE)
 Jazz Studies (MUJS)
 Music History (MUMH)
 Theory (MUTH)
 Composition (MUCP)
 Bachelor of Arts (BA)

Advising

Undergraduate Advising

Each undergraduate student is assigned a degree program advisor. In addition, professors in the college are available for advising.

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

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

*MUTE majors are also assigned faculty advisors

Director of Undergraduate Studies:

Joán Groom-Jeffreys MU212

When do I see my staff advisor? Anytime you have questions about your study, before each semester’s registration, when filing a Degree Plan, and the semester before graduation.

What is a Degree Plan? A Degree Plan is your “contract” with the university listing the requirements for your degree and the courses you will take to fulfill them. Everyone must file one. You must have a certified and completed Degree Plan in order to graduate. You should file one with your advisor during your first or second semester or whenever you change your major within the College of Music or to another major outside the College of Music.

What classes are required? See your degree plan advisor and check the catalog. Degree information is also available at www.unt.edu/advising

Registration Guide

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

- FALL 2008 Schedule of Classes
- Advising Record Form
- Trial Time Schedule

Please fill in the following items on your Advising Record Form (at the top left):

- College: MU
- Degree: BM or BA
- Major: one of the 4-letter degree codes:

PERF Performance
COMP Composition
JAZZ Jazz Studies (Performance/Arranging Emphasis)
MUHL Music History and Literature
MUTH Music Theory
MUTB Music Education -- Band
MUTK Music Education -- Keyboard/Guitar
MUTO Music Education -- Orchestra
MUTV Music Education -- Choral
Bachelor of Arts in Music

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?

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

- Music Laboratory MULB** (1 credit) (Schedule p. 99)
- Music Theory MUTH** (p. 100) MUTH 1400 (2 credits), and MUTH 1410 (2 credits); or MUTH 1260 (3 cr.)
- Principal Performance Instrument** (variable, 1 to 4 credits) either as Major, MUAM 15XX (1 to 4 credits), or as Concentration, MUAC 15XX (2 credits).

***Student *must* have previously auditioned and been accepted by the CoM to enroll in MUAM or MUAC lessons. ***

How do I...?

- **Contact the College of Music:**
muoffice@music.unt.edu or 940-565-2791 or MU247
- **Know when concerts and recitals are happening:**
www.music.unt.edu/events
You may also check the bulletin board across from MU247 or by MU291, or call the Music Hotline 940-565-4647
(Contact person: Laura Chester, MU242)
- **Find a copy machine:** MU291 has a coin operated copy machine
- **Rent a practice room:** <http://www.music.unt.edu/practice>
Contact in MU291
- **Rent an instrument:** see your applied teacher and get a signed instrumental rental form. Take the signed form to Ann MacMillan in MA106 (Music Annex Building)
- **Get my instrument repaired:** on campus repair work is available for woodwind, brass, and stringed instruments. See Ann MacMillan in MA 106 (Music Annex Building) or Joel MacMillan in MA 105.
- **Get my instruments insured:** UNT is not permitted to carry insurance on your personal equipment. **We strongly urge you to insure your personal equipment on a private policy.** A rider on a homeowner's or renter's policy or a separate musical instrument policy is highly recommended.
- **Find out if classrooms and performance halls are available:**
www.music.unt.edu/roomview
- **Schedule a recital, dress rehearsal, schedule a classroom space for rehearsal, meeting or non-performing event:**
www.music.unt.edu/request
Laura Chester, MU242
- **Get my programs printed:**
*** Three weeks advance notice is required***
Linda Strube, MU241
- **Get my recital recorded or schedule a recording session:**
Laura Chester, MU242
- **Appeal a grade:** Read the UNT catalog, contact the instructor

Organizations

Selection of Professional Associations

(there are hundreds):

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

Student Organizations at UNT:

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

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

•**Secondary Applied Music** (1 credit). For most students (except piano majors and concentrations), your secondary will be Class Piano MUAG 1011 (Schedule p. 92). **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 an applied lesson, listed under MUAS in the Schedule of Classes.

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 (p. 99, section .001 or .003 (if honors) only)
- MUJS 1131** (1) Jazz Performance Fundamentals I (p. 98)
- MUJS 1360** (2) Jazz Fundamentals and **MUJS 1361** (1) Jazz Aural Fundamentals -- required of all jazz studies majors (p. 98)
- MUCP 1180** (2) Composition - required of all composition majors (p. 95)

Open without restriction :

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

- MUJS 1470** (3) Introduction to Jazz Recordings (p. 98)
- MUAG 1270** (3) Piano Literature (p.93)
- required of piano majors (not offered in Spring)

Restricted to accepted MUAC and MUAM voice students:

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

- MUAG 1909** (1) Italian Diction (p. 93)
- MUAG 1905** (1) English Diction (p. 93)

Additional (non-music) required courses you may take this semester:

- ENGL 1310 or 1313** (3) English Composition (p. 38)
- MATH 1100** (3) College Algebra (p. 50)
- HIST 2610 or 2620** (3) US History (p. 46)
- PSCI 1040 or 1050** (3) American Government (p. 55)

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.
2. Strike a balance 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)

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

Career Resources

UNT Career Center (careercenter.unt.edu)
Looking for a job?
Need help putting together your resume?
Preparing for an interview?

LET THE CAREER CENTER HELP

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

RESOURCES TO EXPLORE CAREERS IN MUSIC

Web sites:

General

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

Education

1. www.menc.org/careers

Performance

1. choralnet.org
2. www.americanorchestras.org
3. www.myauditions.com
4. www.chamber-music.org

Show Business

1. www.cnvi.com/applause

- 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)

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

| | |
|-------------------|---|
| HORN: | MUEN 2602.501 |
| TROMBONE: | MUEN 2602.502 |
| TUBA/EUPHONIUM: | MUEN 2602.503 |
| CLASSICAL GUITAR: | MUEN 2621.500 |
| PERCUSSION: | MUAG 1117.502 (restricted, percussion majors/concentrations only) |

Step 3. LABORATORY Fill in your Music Laboratory **MULB** (p. 99). 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.

Important Fall Dates

•**BAND: Register for MULB 1808.700 (1)**, the holding section. After auditions students may be moved to another MULB group. Please call the Wind Studies Office at 940-565-3737 for audition information

•**JAZZ LAB BAND: MULB 1808.500** is the “holding section”. After auditions, students will either be transferred to other sections of Jazz Lab Band or dropped. If dropped, students will need to drop Jazz Lab Band and add another band (Concert Band, etc.) to get lab credit for the semester. If you have any questions about whether you have been dropped, investigate on-line my.unt.edu, or 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. PRINCIPAL INSTRUMENT MUAM 15XX or MUAC 15XX

•These are private lessons on your primary instrument. 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.

August 16, Saturday – Dorms open for Marching Band members

August 17, Sunday – Dorms open for all students

August 25, Monday – CLASSES start

August 28, Thursday, 6-8 pm (MU258) – “College of Music 101” – Student welcome and success program – strongly recommended for all new students

Major-Minor Workshops

Second Tuesday of each month at 2 pm, room TBA

September 9, October 14, November 11

Fourth Thursday of each month at 12 pm, room TBA

September 25, October 23

October 3, Friday – last day to drop a class with an automatic grade of “W”. Must have instructor’s signature.

October 14, Tuesday, 6-8:30 - College of Music Career Night

October 28, Tuesday – Last day to drop a course with instructor’s signature. Grade will be a “W” or a “WF.”

November 29-December 5 Juries Week

December 6-12 Finals Week

Recitals

Concert / Recital Scheduling Information

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

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

www.music.unt.edu/events

Laura Chester
Concert Scheduling Office (MU242)
940-565-3707
lchester@music.unt.edu

Recital Programs

To get a required program for your already scheduled concert:

1. Go to M241 to pick up program form
2. Fill out the form - 3 weeks before event
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
lstrube@music.unt.edu

After you've scheduled your concert, you will be required to have a program made through the Program Office.

•A Restriction Code will be noted on the Advising Record form for applied lessons, .7XX sections (MUAM and MUAC). You will need to carefully and accurately enter these codes and the number of semester credit hours as you 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 (PHED, ENGL, HIST, PSCI, etc.).

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

Step 9. FINAL CHECK After 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.

All registration is via the web.

Deadlines

Please remember to pay attention to the many **DEADLINES ON THE ACADEMIC CALENDAR** (available in the main office) 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

All of these important dates, and more, are printed in the fall schedule of classes on pgs. 5-7. Please consult your schedule, staff, or your advisors with any questions.

See pg. 13 of this booklet for this semester’s deadlines.

Copies of the current semester’s schedule, an academic calendar, and your undergraduate catalog will be indispensable during your years here ---YOU WILL BE HELD ACCOUNTABLE FOR THESE DEADLINES SHOULD PROBLEMS ARISE.

Practice Rooms & Lockers

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

www.music.unt.edu/practice
(beginning Tuesday, August 19th).

Admission and Scholarship

Admission and Scholarship Information

All admission applications and scholarship auditions must be completed by the first Monday in April for admission in the following academic year. All applications must be completed by the first Monday in February for the Division of Composition Studies. All music scholarships are awarded on the basis of merit.

Contact Becky Hughes
bhughes@music.unt.edu

MU247H

Ensemble Auditions

Laboratory or Ensemble Information and Auditions

| | |
|--|---------|
| Orchestra: Clay Couturiaux or David Itkin (http://www.music.unt.edu/orchestra) | PAC136 |
| Wind Studies (Band): Eugene Migliaro Corporon (http://www.music.unt.edu/windstudies) | PACA113 |
| Choirs: Jerry McCoy (http://www.music.unt.edu/choral) | MU218 |
| Opera: Paula Homer (http://www.music.unt.edu/opera) | PAC145 |
| Lab Bands: John Murphy or Steve Wiest | MU266 |
| Jazz Singers: Paris Rutherford (http://www.jazz.unt.edu) | MU348 |
| Percussion Ensembles: Mark Ford (http://www.music.unt.edu/percussion) | MU131 |
| Early Music: Lyle Nordstrom | MU1004 |

Studio Classes

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