

2012-2013



Contact the COM

UNT College of Music
1155 Union Circle #311367
(Location: 415 Ave C)
Denton, TX 76203

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

www.music.unt.edu

Student Handbook

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

All About UNT

In 1890, the University of North Texas was founded as a school to train teachers. One hundred and twenty years later, UNT is a student-centered emerging research university, offering a breadth of disciplines from engineering to visual arts in 12 schools and colleges. As one of Texas' largest universities, UNT offers 97 bachelor's, 82 master's and 35 doctoral degree programs.

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

Offering a traditional college experience at an affordable cost, UNT boasts a 20:1 student-faculty ratio and Division I-A athletics. The university provides abundant opportunities for its constituents to discover greatness.

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.

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
Jaymee Haefner Director of Undergraduate Studies.....	CHIL211T
TBA Director of Graduate Studies.....	TBA
Henry Gibbons Chair, Division of Conducting and Ensembles.....	MU220
John Holt 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 Chair, Division of Jazz Studies.....	MU266
Debbie Rohwer Chair, Division of Music Education.....	MU303
TBA Chair, Division of History, Theory, Ethnomusicology.....	MU308

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 about 1,500 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
music.unt.edu/calendar

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

How do I...?

Contact the College of Music:

Main: music.information@unt.edu or 940-565-2791 or MU247
Music Student Services CHIL 211
Admissions & Scholarships: collegeofmusic@unt.edu
Advising: MusicAdvising@unt.edu or 940-565-3860

- **Get a Degree Audit?**
Music Advising Office, CHIL 211
Access your Interactive Audit online at my.unt.edu
- **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
- **Find a copy machine:** MU291 has a coin operated copy machine
- **Rent an instrument:** see your applied teacher and get a signed instrumental rental form. Take the signed form to Ann MacMillan in MA106 (Music Annex Building)
- **Get my instrument repaired:** on campus repair work is available for woodwind, brass, and stringed instruments. See Ann MacMillan in MA 106 (Music Annex Building) or Joel MacMillan in MA 105
- **Get my instruments insured:** UNT is not permitted to carry insurance on your personal equipment. **We strongly urge you to insure your personal equipment on a private policy.** A rider on a homeowner's or renter's policy or a separate musical instrument policy is highly recommended.
- **Find out if classrooms and performance halls are available:**
www.music.unt.edu/roomview
- **Schedule a recital, dress rehearsal, schedule a classroom space for rehearsal, meeting or non-performing event:**
www.music.unt.edu/request
- **Get my recital recorded or schedule a recording session:**
Laura M. Ford, MU247H
- **Appeal a grade:** Visit the UNT catalog link: http://catalog.unt.edu/content.php?catoid=3&navoid=98#Academic_Standards
Contact your instructor

Admissions & Scholarships

Admissions

Please visit: music.unt.edu/admissions/undergraduate-how-to-apply

Scholarships

Please visit: music.unt.edu/curent-students

Degrees

Undergraduate Music Degrees Offered:

Bachelor of Music (BM)
Performance (PERF)
Music Education ("General Choral and Instrumental Music") (MUTE)
Jazz Studies (MUJS)
Theory (MUTH)
Composition (MUCP)
Bachelor of Arts (BA)
Emphasis in General Music or
Music History & Literature

Advising

Who is my academic advisor?

JAZZ, BA	Judy Fisher	CHIL211
All International students, BA	Becky King	CHIL211
PERF, COMP, MUMH, MUTH, BA	Carol Pollard	CHIL211
MUTE*, BA	Ana Martinez	CHIL211

*MUTE majors are also assigned faculty advisors

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

What is a Degree Plan/Degree Audit? A degree plan is your "contract" with the university listing the requirements for your degree and the courses you will take to fulfill them. This information is also available on your Interactive Degree Audit which you may access from the Student Center page of your my.unt.edu account.

Registration Guide

What Classes Should I Take?

Please fill in the following items on your Advising Record Form

(top left):

- College: Music
- Degree: BM or BA
- Major: one of the 4-letter degree codes:
 - PERF Performance
 - COMP Composition
 - JAZZ Jazz Studies (Performance/Arranging)
 - MUTH Music Theory
 - MUTE Music Education
 - BA Bachelor of Arts in Music
 - MUND Music Undetermined (passed audition)
- Concentration: Primary Instrument (i.e. voice, tuba, etc.)

How many hours should I take this semester?

- 12 - minimum full-time course load (must maintain 12 hours to keep your scholarship)
- 15 or 16 - normal course load for a full time student
- 19 - maximum

Courses:

It helps to think about your classes in three groups:

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

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

Career Resources

UNT Career Center careercenter.unt.edu

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

LET THE CAREER CENTER HELP!

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

Organizations

Selection of Professional Associations

(there are 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)

Recital Scheduling

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 (MU247H). 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 Ford
Concert Scheduling Office (MU247H)
940-565-3707

Laura.Ford@unt.edu

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

Recital Programs

To get a required program for your scheduled concert:

1. Three weeks before the event, go to MU241 to pick up a blue program form or access it online at <http://music.unt.edu/downloads/documents/recitalProgramInformationSheet.pdf>
2. Fill out the form
3. Get your professor's signature
4. Turn in form to MU241
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

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

- MUMH 1600** (3) Music in Human Imagination (required of all music majors)
- MUJS 1131** (1) Jazz Performance Fundamentals I (required of jazz studies majors)
- MUJS 1360** (2) Jazz Fundamentals and **MUJS 1361** (1) Jazz Aural Fundamentals (required of 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 MUAC and MUAM voice students:

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

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

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

- ENGL 1310 or 1313** (3) English Composition
- MATH 1580, 1581, or 1680, 1681** (3-4) Math
- HIST 2610 or 2620** (3) US History
- PSCI 1040 or 1050** (3) American Government
- Other university core requirement. For a full listing please see your degree audit.**

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

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.**

Steps to filling out a successful schedule:

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

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

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

10/10/2012:

Beginning this day, instructors may drop a student with a 'WF' for non-attendance

Late October/Early November:

Early Registration for Spring 2013 begins. Be sure to see your advisor to plan your courses.

11/7/2012:

Last day to drop a course with 'W' or 'WF' (a grade of 'WF' is calculated into your GPA the same as a grade of 'F')

11/29/2012:

Last day to withdraw from UNT. Withdrawing means dropping ALL classes and must be done through the Registrar's Office.

Last day for instructors to issue a 'WF' for non-attendance

12/3-12/6/2012:

Jury Week. Be sure to select a time that does not conflict with other courses.

12/7/2012:

Reading day. No class.

12/8-12/14/2012:

Finals Week

12/10/2012:

Early Registration for Spring 2013 ends

12/11/2012:

Early Registration payment due by 5 PM

12/14/2012:

End of Semester

Important Spring Dates

The Spring Academic Calendar will be available online soon!

<http://essc.unt.edu/registrar/schedule/scheduleclass.html>

Important Fall Dates

You can access the full, most up-to-date UNT academic calendar at:

<http://essc.unt.edu/registrar/schedule/fall/calendar.html>

8/7/2012:

Early Registration Payment due by 5 PM

8/14-8/24/2012:

Schedule Revision begins based on Academic Standing

Honors: 8/14, 7 AM

Seniors: 8/15, 7 AM

Juniors: 8/16, 7 AM

Sophomores: 8/17, 7 AM

Freshmen: 8/18, 7 AM

8/27/2012:

Schedule Revision Payment due by 6 PM

8/29/2012:

First Day of Class

8/29-9/6:

Add/Drop Registration Period. You may add or drop classes to your schedule with no consequence to the "6 drop rule"

9/3/2012:

Labor Day. No class

9/6/2012:

Add/Drop Payment of any additional tuition/fees due by 5 PM
Last day to add a new class to your fall schedule.

9/12/2012:

Census Date. Last day to drop a class for a refund.

9/13/2012:

Beginning this day, if you wish to drop a course, an instructor must sign a Drop Slip that you must take to the Registrar's Office (may not be done online). Grade of 'W' will be assigned to your transcript.
Last day for P/NP option for electives.

10/9/2012:

Last day for a professor to sign a Drop Slip for an automatic grade of 'W.' After this date, a grade of 'W' or 'WF' will be assigned to your transcript.

Step 2. ENSEMBLES - Some instruments require registration in a small ensemble (1 credit):

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

Step 3. LABORATORY Fill in your Music Laboratory **MULB**.

Auditions are held the week before classes begin in August.

•**CHOIR:** Men's Chorus **MULB 1815.500 (1)**
Women's Chorus **MULB 1803.500 (1)**

After choir auditions, students may be transferred to another choir. Contact the Choir Office 940-565-4652

•**BAND:** Concert Band **MULB 1813.500 (1)**

After auditions students may be moved to another MULB group. Please visit www.music.unt.edu/windstudies for audition information.

Marching Band MULB 1812 (1)

Section depends on winds, percussion, or colorguard.

Please visit www.music.unt.edu/greenbrigade for audition (percussion), placement and August rehearsal schedule.

•**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.

•**ACCOMPANYING:** **MULB 1811.700**

Save Tuesday 4:00 PM-4:50. Contact Dr. Steven Harlos (MU225, 940-565-3728) for permission.

•**JAZZ:** Lab Band **MULB1808.500 (1)**
Singers **MULB 1820.500 (1)**

After auditions, if placed, students will be transferred to the appropriate section. If not placed, you will need to drop MULB 1808 or 1820 and register another MULB course.

Guitar Lab MULB1817.500 (1)

Contact Mr. Fred Hamilton (940-565-3236) for permission.

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: Jennifer Barnes http://www.jazz.unt.edu	MU348
Percussion Ensembles: Mark Ford http://www.music.unt.edu/percussion	MU131
Early Music: Paul Leenhouts http://music.unt.edu/areas-of-study/default/34	MU1004

Practice Rooms & Lockers

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

www.music.unt.edu/practice

Available the week before classes begin.

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.

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

- You will need a class number/code (i.e. #21473) in order to enroll for your lesson. 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 YOUR RESPONSIBILITY TO CONTACT YOUR TEACHER TO ARRANGE A LESSON TIME!
PLEASE DO THIS AT YOUR EARLIEST CONVENIENCE TO AVOID EXCLUSION.

Step 6. SECONDARY MUAG 101X OR MUAS1XXX

- All music majors, except piano majors and concentrations, must take class piano until the Piano Proficiency Exam is passed. You may begin class piano with Theory I. Placement in class piano is by audition or testing.
- Students whose principal instrument is piano must choose a secondary: organ, harpsichord, 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.).

- Refer to the sample semester-by-semester plan or the on-line Interactive Degree Audit for more details.

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

Step 10. LOG INTO MY.UNT.EDU TO REGISTER

- Select "Student Center/Register"
- Remove any Holds