
**SETNOR
SCHOOL OF
MUSIC**

Undergraduate Studies Handbook

2016-2017 Edition

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WELCOME

Welcome to the Setnor School of Music! It is our hope that this handbook will facilitate a productive and enjoyable educational experience. The Setnor School of Music is a small community of faculty and student musicians whose passion is music. In order to ensure a positive experience for everyone, it is important that all members of the community interact with goodwill, generosity and awareness that individual actions have a great effect on the community. All community members should treat others with respect, free of racial, ethnic, religious, gender, or sexual orientation-based discrimination. In addition, respect for others is shown through basic courtesies such as punctuality, preparation, making expectations clear, and participation in those activities that strengthen the community.

Community members should be aware of the building and facilities, and realize that each member is responsible for their daily care and monitoring, including locking doors, closing windows, returning equipment, picking up after oneself, and normalizing rooms after use.

No food or drink is allowed in the auditorium, classrooms or practice rooms.

GENERAL INFORMATION

Office Directory

Director's Office - Room 208

Director: Martha Sutter - Room 208

Assistant Director for Academic Affairs: Dr. Jill Coggiola - Room 111B

Assistant Director for Operations: Michelle Taylor - Room 301

Budget Administrator: Megan Carlsen - Room 208

Department of Applied Music and Performance - Room 402

Chair: Mr. Steven Heyman - Room 310

Administrative Specialist: Fran Moore - Room 402

Choral Activities

Director: Dr. John Warren - Room 302

Band Activities

Director: Dr. Bradley Ethington - Room 401

Orchestral Activities

Director: Dr. James Tapia - Room 110

Keyboard Area

Co-Coordinators: Ida Trebicka - Room 210; Dr. Anne Laver - Room 122A

Strings Area

Coordinator: Laura Bossert - Room 405B

Voice Area

Coordinator: Janet Brown - Room 304A

Woodwinds, Brass, Percussion Area

Coordinator: Dr. Bradley Ethington - Room 401

Department of Music Composition, Theory, and History - Room 301

Chair: Dr. Nicolas Scherzinger - Room 120B

Department of Music Education - Room 301

Chair: Dr. Elisa Dekaney - Room 109

Department of Music & Entertainment Industries - Smith, Room 226

Chair: Dr. Ulf Oesterle - Smith, Room 226

Administrative Specialist: Lisa Steele - Smith, Room 226

Bandier Program (B.S. in Recording and Allied Entertainment Industries)

Director: Dr. Ulf Oesterle - Smith, Room 226

Music Industry Program (B.M. in Music Industry; BM/MBA: Music Industry Minor)

Coordinator: Bill DiCosimo - Room 119D

Sound Recording Technology Program (B.M. in Sound Recording Technology)

Coordinator: James Abbott - Room 406

Jazz Studies - Shaffer Room 201

Director: Dr. John Coggiola - Shaffer, Room 202C

General Information

Website

The Setnor School of Music * website (<http://vpa.syr.edu/academics/setnor/>) not only includes a wealth of information that is regularly updated, but provides access to the *Setnor Undergraduate Studies Handbook*, Advising Check Sheets, and Student Recital Packets. Plan to visit our website often!

Program Fees

Setnor students are charged a music program fee that covers a variety of expenses such as guest artists, master classes, travel, classroom supplies, musical instruments, equipment, technology, lessons, and so forth. The music program fee covers principal and secondary performance area lessons required by Setnor's BA and BM degree programs and a 1-credit lesson per semester for students in the BS program.

Any other lessons a student takes require him or her to pay an additional lesson fee. (NOTE: The principal performance area for BM in Composition students is composition and the secondary performance area, referred to as "performance" in the SU Course Catalog, is typically used to complete the piano proficiency requirements). For example, if a music major chooses to take lessons to fulfill a degree requirement other than principal or secondary performance areas stipulated in his or her degree program in the SU Course Catalog (http://coursecatalog.syr.edu/preview_entity.php?catoid=3&ent_oid=75&returnto=247), he or she must pay an additional lesson fee. Examples of such additional elective lessons would be lessons to fulfill elective requirements of a degree program, jazz requirements, or Performance Honors lessons beyond those required for the degree program (e.g. spring semester of senior year for MUE majors; upper division performance lessons for composition majors). All of those lessons are not required for the B.A. music and B.M. degree programs as listed in the SU Course Catalog. They are elective lessons and include an additional lesson fee.

Additional fees are also charged for courses requiring rental, replacement, or repair of instruments.

Alcohol Policy

No alcohol is to be served at any Setnor School of Music reception, regardless of location, or any event held in Setnor Auditorium, or elsewhere in Crouse College. This prohibition is School of Music policy, and stands even when Campus Catering may be willing to provide alcohol. It is recognized that we share the building with the administrative offices of VPA, who may have different policies.

Diagnostic Examinations for Transfer Students and those with AP Theory Credits

Undergraduate transfer students desiring to transfer music theory credits taken elsewhere may take the music theory diagnostic examination a maximum of two times and achieve a minimum score of 60%. Those not passing the examination after two attempts will take the appropriate undergraduate music theory courses as advised.

Diagnostic examinations are administered prior to the first day of classes each semester for all students who wish to transfer credits in music theory and/or ear training (aural skills). This includes AP credits as well as credits from other institutions. The examinations include basic music theory and aural skills covered in a typical undergraduate music program.

Prior to registering for theory classes, students review the results of the examinations with their academic advisors to determine which theory and ear training courses to take. Those failing the theory and/or ear training portions may either enroll in MTC 540 *Survey of Basic Theory* or complete the appropriate music theory and ear training coursework at Setnor with no credits transferred from their previous institutions. Those opting to take MTC 540 will have their previous coursework in theory and ear training transferred upon successful completion of the course.

Successful completion of the diagnostic theory examination or the course MTC 540 *Survey of Basic Theory* is required prior to enrollment in any theory courses beyond the first semester of music theory, ear training and keyboard skills (MTC 145, MTC 147, PNO 121).

Contact the Department of Music Composition, Theory, and History at nscherzi@syr.edu, 315-443-3907 for the exact time and location of the examinations.

Technology Requirements for First Year and Transfer Students

Students in the Setnor School of Music use computers to access course materials, research music concepts, strengthen music theory and aural skills, collaborate with classmates, and communicate with faculty. Student computers should be capable of word processing, e-mail, internet browsing, music notation, and audio/midi/video editing. The Setnor School of Music supports student use of both Macintosh and PC platforms. It is strongly recommended that students consider purchasing a MacBook Pro laptop computer model tailored for use at Syracuse University. Detailed information, including specifications and ordering information for the preferred laptops, is available on the web at: <http://bookweb.syr.edu/> or <http://its.syr.edu>. The School of Music also strongly recommends students purchase Microsoft Office and Sibelius music notation software for use on their computer.

New Student Checklist

Ensemble Auditions

Every student pursuing a BA or BM degree must be in a large concert ensemble, and all students must audition for each at the start of each fall semester. (Piano majors may either audition for a choir or speak to a conductor of an ensemble to accompany). The rehearsal times for the large ensembles are as follows:

24412	ENI 510	Wind Ensemble	MWF	12:45 - 2:05	Dr. Ethington	(Audition Required)
24416	ENI 540	University Orchestra	MWF	2:15 - 3:35	Dr. Tapia	(Audition Required)
24418	ENV 510	University Singers	MWF	2:15 - 3:35	Dr. Warren	(Audition Required)
24420	ENV 510	Oratorio Society	M	7:00 - 9:30	Dr. Warren	(Audition Required)
24422	ENV 510	Concert Choir	TTH	2:00 - 3:20	Dr. Calvar	(No Audition Required)
24424	ENV 510	Women's Choir	TTH	3:30 - 4:50	Dr. Dekaney	(No Audition Required)

Once you are placed in an ensemble, you must register online for it. THE DEADLINE FOR ADDING CLASSES ONLINE IS TUESDAY, SEPTEMBER 6, 2016. Make sure that you are registering for 1 credit.

Applied Music Lessons

All students will be registered for lessons on their primary instrument. You can view this registration on MySlice. **DO NOT CHANGE OR ADJUST YOUR LESSON REGISTRATION!!!** If you need adjustments see Megan Carlsen in the School of Music office, Room 208. **You will need to set up your lesson time and location directly with your instructor.**

Schedule Adjustments

Students needing schedule adjustments should see **their advisor** during opening weekend, or schedule an appointment with him/her during the first week of classes. You may drop/add classes during the first week of classes. It is best to know and work with the CLASS number when doing this. The CLASS number is easy to remember because it has 5 digits (just like the word, class). **THE DEADLINE FOR ADDING CLASSES ONLINE IS TUESDAY, SEPTEMBER 6, 2016.**

Weekly Student Convocation

All Setnor School of Music students must register for Weekly Convocation (first year students, MHL 071, 0 credit) each semester they are in residence. Convocation will occur on Thursday afternoons from 12:30-1:50 in Setnor Auditorium or in another designated location. Convocation is a time for student and faculty performances, guest artists, master classes, and studio classes. **Everyone must attend the first Convocation on Thursday, September 1, where the semester Convocation schedule will be presented.**

Music Education Academy, Music Composition Seminar, Music Industry Forum

- **Music Education majors:** on your schedule you should see SED 340, 0-1 credits. Music Education Academy meets on Tuesday evenings from 6:30-7:50 pm in Eggers 010. Don't forget to attend!
- **Composition majors:** on your schedule you should see MTC 051, 0 credit. Composition Seminar meets on Tuesday evenings from 6:30-7:50 pm in Crouse 407. Don't forget to attend! Students taking composition lessons only but who are not majors should attend but do not have to register.

- **Music Industry majors, minors, and BS in RAE students:** on your schedule you should see MUI 103, 0 credit. Music Industry Forum meets on Tuesday evenings from 6:30-7:50 pm in Whitman 007. Don't forget to attend!
- **Sound Recording Technology majors:** on your schedule you should see MUI 103, 0 credit. Music Industry Forum meets on Tuesday evenings from 6:30-7:50 pm in Whitman 007. Don't forget to attend!
- **BS in RAE students:** on your schedule you should see MUI 310, 1 credit. The Soyars Lecture Series meets on Thursday evenings from 6:30-7:50 pm in Whitman 007. Don't forget to attend!

Advanced Theory Placement Examination

This exam is for students with theory training who wish to place out of the first year of theory (Diatonic Harmony). This exam will be given during the first week of classes. Time and room TBA. Note: you must be able to pass out of the entire first year of Diatonic Harmony, not just the first semester.

Lockers

- Lockers are available for storage of music and instruments for music majors on their primary instrument. Students should check in with the graduate assistant in the Operations Office for assignment of a locker. Space is extremely limited, so additional lockers, or lockers for non-music majors may not be available. Students can request to be placed on a waiting list at Setnorga@gmail.com

Practice Room Keys – Music Majors

Practice rooms are re-keyed each fall. In order to obtain a working practice room key, you must follow these steps:

- Go to Room 301 where you will be given a practice room key and will need to sign the sheet that advises any lost key or key not returned will result in a fee of \$25 for replacement.
- At the end of the academic year, turn the key back in to 301 Crouse College. If you do not return the key, you cannot receive a new key for the following semester.
- All keys are numbered, so key must match sign out sheet

Practice Room Keys – Non Music Majors

Practice rooms are re-keyed each fall. In order to obtain a working practice room key, you must follow these steps:

- Print out Practice Room Key Request Form – [Practice Room Key Request Form](#)
- Bring the form to Room 301 Crouse College and turn it in for a practice room key (student must provide proof of registration in a music class or lessons)
- any lost key or key not returned will result in a fee of \$25 for replacement.
- At the end of the academic year, turn the key back in to 301 Crouse College. If you do not return the key, you cannot receive a new key for the following semester.

ID Activation for Access to Building After Normal Hours

Students should use their SUID for access to Crouse College when locked. New students' SUID #s will be entered into the system, enabling the person to use the card reader at the south entrance of the building. If you have any problems, visit the Operations Office in 301 or e-mail mjtaylor@syr.edu.

Assistance Services

Career Services

Web: careerservices.syr.edu
Email: careers@syr.edu
Phone: 315.443.3616
Hours: 8:30 - 5:00 (M-F)
Where: 303 University Place, Suite 235

Career Services is open to all University students, offering a wide range of services ranging from resume/CV reviews, mock interviews, internship searches, exploration of majors and career options, alumni mentoring opportunities, and more. Students and alumni are offered same-day services during our drop-in hours, and they can schedule

Counseling Center

Web: counselingcenter.syr.edu
Phone: 315.443.4715
Hours: 8:30 - 5:00 (M-F)
Where: 200 Walnut Place

Services include individual counseling, group counseling, consultation, referral, psychiatric consultation. All full-time undergraduate and graduate students are eligible for confidential services. Students may call to make an appointment with such concerns as family and relationship problems, loneliness, homesickness, confusion, anxiety, depression, low self-esteem, lack of self-confidence, eating disorders, alcohol and other drug abuse issues.

Office of Disability Services (ODS)

Web: disabilityservices.syr.edu
Email: odssched@syr.edu
Phone: 315.443.4498
Hours: 8:30 - 5:00 (M-F)
Where: 804 University Ave. - Suite 303

The Office of Disability Services (ODS) is the designated campus office that facilitates access for students with documented disabilities. Students with a disability, who plan to request accommodations, must contact the Office of Disability Services as soon as possible in order to enhance academic success. Students with disabilities may choose to self-disclose at any time. However, in order to ensure sufficient time to arrange for and provide auxiliary aids and services, requests for accommodations should be made as early as possible. It is important to provide ODS with specific disability-related documentation from a qualified professional. Guidelines for preparing and submitting this documentation can be obtained at ODS or on the web site.

Tutoring and Study Center (TSC)

Web: tutoring.syr.edu
Email: tutorctr@syr.edu
Phone: 315.443.2005
Hours: 8:30 - 5:00 (M-F)
Fees: Undergraduate Level Tutor - \$15.00/hr; Graduate Level Tutor - \$20.00/hr;
Professional Tutor - \$25.00/hr; Advanced Professional Tutor - \$30.00/hr
Where: 111 Waverly Ave. - Suite 220

The tutoring center is open to students interested in improving or maintaining GPAs, students who want extra support to get through a difficult course or prepare for an exam, students who learn and retain information better when working one-on-one with others, students who want to acquire stronger study skills and strategies for college and graduate study. A student who feels he/she cannot afford the fees can visit the website for other programs and departments on campus that sponsor tutoring sessions, or visit the TSC Director.

ACADEMIC AFFAIRS

General Information

Academic Information

- SU Course Catalog – Includes Undergraduate and Graduate (select in upper right hand corner of website) <http://coursecatalog.syr.edu/index.php?catoid=3>
- SU Bulletin - tuition, fees and other policies <http://bursar.syr.edu/wp-content/uploads/2016/04/2015-2016-Tuition-Fees-and-Related-Policies-Bulletin.pdf>
- VPA Undergraduate Student Handbook http://vpa.syr.edu/uploads/downloads/VPASStudentHandbook2015-16_v2.pdf
- VPA Graduate Student Handbook http://vpa.syr.edu/uploads/downloads/VPASStudentHandbook2015-16_v2.pdf
- Setnor Undergraduate Studies Handbook (http://setnor-resources.vpa.syr.edu/wp-content/uploads/2015/06/UG-Studies-HB-AY-14-15_1.pdf)
- Setnor Graduate Studies Handbook (<http://setnor-resources.vpa.syr.edu/wp-content/uploads/2015/06/GR-Studies-HB-AY14-15.pdf>)

General Degree Requirements and Adequate Progress for all B.A. and B. M. Music Majors

The following policies apply to all BA and BM students and are designed ensure that all members of the Setnor community are progressing toward satisfactory completion of their degree requirements.

- *Ensembles.* All students are required to participate in a large ensemble every semester they are in residence.
- *Musicianship Core.* No student will be allowed to continue as a music major if the following courses have not been passed by the end of their second year as a music major: MTC 145, MTC 146, MTC 147, MTC 148, PNO 121, PNO122, and at least two of the following music history courses: MHL 167, MHL 267, MHL 268, MHL 185.
- *Keyboard Proficiency.* All students must demonstrate keyboard proficiency equal or superior to that achieved in two years of study (one year for Music Education instrumental students) in the Setnor School of Music's piano proficiency program
- *Grade Point Average.* All students except music education majors must maintain a cumulative grade point average of 2.0 (C). Music education students are dually enrolled in the Setnor School of Music and the School of Education. They must have achieved a 3.0 average in music and education courses, with an overall GPA of at least 3.0, before being permitted to enter into the upper division sequence (junior year) and to student teach (senior year).
- *Lessons and Juries.* Music majors must achieve a grade of at least C- in private lessons. Any student falling below that grade is put on probation by the School of Music. Students who fail to meet this standard after one semester of probation will be referred to the Director for advisement and may be required to leave the School of Music. This standard applies to all music students, regardless of major.

Convocation

Every student in the Setnor School of Music is required to register for Weekly Convocation each semester in residence. Convocation meets each Thursday from 12:30-1:50 pm. As part of Convocation, students are required to attend a certain number of recital and ensemble concerts throughout each semester, with attendance being taken at each. Specific requirements will be stated in the course syllabus, to be handed out at the first class meeting. Students wishing to perform on convocation should complete a request form, which will require a faculty sponsor signature and brief program notes.

Applied Music Policies

Registration

All freshman and sophomore BA and BM music majors are required to register for an hour lesson on their principal instrument except for BM Composition majors who are required to register for an hour composition lesson. Performance majors, Composition majors, and those with Performance Honors continue to have hour lessons in the junior and senior years, while all other music majors take half-hour lessons (in the case of Music Education majors and Music Industry majors following the new degree plan beginning Fall 2014 lessons conclude following the first semester of the senior year). Students wishing to take additional elective lessons are welcome to do so for an additional fee.

Secondary or Elective Instrument Registration

Required secondary lessons will be covered by the Student Program Fee and there will be no extra charge. Students should review with their academic advisor whether they need to register for lessons on a secondary instrument. Students are always welcome to take additional elective lessons; however, should note that there will always be a fee charged for elective or non-required secondary lessons. **THE DEADLINE FOR REGISTRATION IS TUESDAY, SEPTEMBER 6, 2016.**

Should you wish to take either required, secondary, or elective lessons, you would need to go to the Setnor School of Music website and DIGITALLY complete and SUBMIT ONLINE a Private Music Instruction Registration Form (<http://setnor-resources.vpa.syr.edu/music-majors/private-lesson-registration/>). Once the form has been submitted, a copy will come to the School of Music office and you will be assigned an instructor and registered for your lesson(s). If there are any issues with your form, someone from the School of Music will contact you.

Assignment of Instructors

In areas with multiple instructors (e.g. flute, piano, voice, etc.), a student's request for a specific instructor will be considered based on that instructor's availability. The request for a specific instructor should only be made to the appropriate area coordinator. Changes are generally only approved between semesters. In unusual cases where a student seeks a change of studio instructor during the course of a semester, these steps should be taken, in the following order:

- The student should attempt to resolve any problem/conflict directly with the instructor.
- If the conflict is not resolved, or if for any reason the student is uncomfortable discussing the issue with his/her instructor, the student should consult the appropriate area coordinator.
- If the area coordinator, in consultation with the Chair of the Department of Applied Music and Performance and the Setnor School of Music Director, believe that the conflict cannot be satisfactorily resolved, the student may be moved to another studio.

Attendance

A semester of applied study consists of fourteen private lessons. Hour lessons may be given in two weekly half-hour lessons at the discretion of the instructor, but regularly combining lessons from different weeks may only be done by petition. Missed lessons must be made up prior to the end-of-semester jury; lessons missed by the instructor should be made up, and lessons missed by the student may be made up at the discretion of the instructor. If an instructor feels that student has accumulated an excess of absences by the end of the semester, the student may:

- enter the jury exam, if scheduled, with an instructor's grade of 75 or lower based on work completed, or
- withdraw from the course, or
- receive a grade of "F" in the course, or
- in cases of extreme medical or personal circumstances, request an incomplete grade for the semester. Missed lessons would be made up during the next semester, and the instructor would decide on how a final grade for the previous semester would be calculated. The Request-for-Incomplete form ([http://www.syr.edu/registrar/forms/Request for Incomplete Grade.pdf](http://www.syr.edu/registrar/forms/Request%20for%20Incomplete%20Grade.pdf)) must be filled out first, and signed by the student, instructor, and Director of the School of Music. Incomplete grades are counted as "F" in GPA

calculations, and must be completed in no more than one year, at which point they automatically change to permanent “F” grades.

Jury Examinations

All Music Majors enrolled in applied music will be required to perform a formal jury examination at the end of each semester as scheduled on their principal instrument, regardless of the number of credits for which they are enrolled. Jury exams are not required in secondary performance areas, if lessons are taken as an elective, or of students who are not music majors, but may be taken at the discretion of the instructor. The smallest allowable jury consists of the instructor and one other faculty member. The combined (average) grade of the jury counts for 25% of the final grade. Repertoire requirements vary from area to area and can be obtained from the area coordinator. Students are required to complete three Student Repertoire Forms (available on line) and present them at the time of the jury. Certain juries require a self-prepared piece and/or examinations appropriate to the department (ex: text translation, transposition, technical requirements, etc.). Students may also be required to present a score of the piece or pieces played/sung at the jury; check with the department chair concerning these possible requirements. The student is given written evaluations of the performance by each juror following the jury. No late or make-up juries are given. If illness forces the cancellation of a jury, it must be documented by a medical practitioner; the instructor’s semester grade then stands as the final grade. If a student misses a jury for any other reason, the jury grade will be 0, and that 0 counted as 25% of the final grade. It is to be noted that receiving a grade of less than 70 automatically places the student on academic probation for the following semester.

Grading Procedures

Each semester, the instructor brings the *Weekly Student Lesson Record* (or other similar document) with the final grade filled out, to the jury. Three grades are filed: one for lesson work, one for the jury, and a composite grade of the two, weighted 75% lesson work and 25% jury. While only the composite appears on the grade report, all three remain on record in the student’s permanent file. All grades are numerical, and converted to a letter grade. There is no lower limit to grades assigned for either lesson work or juries. Students must achieve a grade of 70 in both lesson and jury each semester after the first semester of study. Any student falling below that grade is put on academic probation by the School of Music. Students who fail to meet this standard after one semester of probation will be referred to the Director for advisement and may be required to leave the School of Music. This standard applies to all music students, regardless of major. The following chart shows the conversion of numbers to letters:

<u>Numeric Grade</u>	<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>Letter Grade</u>
93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	60-69	D
80-82	B-	0-59	F

New Music Requirement

In the hope of ensuring that all BA and BM students develop knowledge of music of the present time, it is required that:

- All students perform a work composed within the last 100 years on at least one jury per year. A different contemporary compositional style must be represented on each successive jury.
- All Performance and Performance Honors students must perform one work composed within their lifetime, or a work by a living composer on one recital, or
- Performance and Performance Honors students may elect, instead of #2, to perform at least one work by a School of Music student composer either as part of a solo recital, or on a school-sponsored concert of student compositions. To substitute #3 for #2, approval must be obtained both from the composition professor and the applied professor involved.

Performance Honors

Performance honors is an upper division program for students in the B.A. music, B.M. composition, B.M. music education, and B.M. music industry programs that wish to meet performance requirements at or near those required of performance majors. Students are eligible to apply for the program during the sophomore year, with an approved jury serving as the program audition. Once admitted to the program, students majoring in the BA music, B.M. music education, B.M. music industry, and B.M. sound recording technology programs receive one hour of applied instruction per week while continuing to register for the half-hour credit load appropriate to their degree programs. Should they choose to take lessons beyond those required by their degree programs they will pay additional lesson fees. Students in the BM in composition program receive one hour of applied instruction per week while registering for 2 credits and paying the appropriate applied lesson fee. The credit load varies as follows:

B.A. Music	1 credit
B.M. Music Education	1 credit
B.M. Music Industry	1 credit
B.M. Sound Recording Technology	1 credit
B.M. Composition	2 credits

Students accepted into the performance honors program must give both a junior and senior recital commensurate with the requirements for degree recitals in the performance major. Official recognition of program participation and completion appears as a milestone on student transcripts but does not appear on the diploma.

Auditions for Performance Honors occur during the sophomore year. Most students audition during the spring semester jury. Those choosing to study abroad during the spring semester audition during their sophomore year fall semester jury. Students interested in pursuing Performance Honors should discuss the requirements with their private instructors prior to auditioning. In order to audition, students sign-up for two jury time slots and bring the Application for Performance Honors form to the jury. If the student is denied admission to Performance Honors, the Area Coordinator may petition the Chair of the Department of Applied Music and Performance for a re-audition.

NOTE: Any student withdrawing from the Performance Honors program will owe CVPA the applied music fees for additional lessons taken during the semesters in which he/she was a Performance Honors student.

Recitals

Juniors and seniors majoring in Music Performance, and those students awarded Performance Honors, will perform one recital in the junior year and one in the senior year. The junior recital will consist of a half recital (35 minutes of actual music). The student performing a half recital will share the time slot with another junior giving a half recital. Seniors will perform a recital consisting of 50-60 minutes of actual music, one student to a time slot. Composition students will perform one recital in the senior year. All recitals will typically take place in Setnor Auditorium. Requests for recitals to take place in locations other than Setnor Auditorium must be made in the form of a petition. Recital Packets may be obtained from the VPA/Music website: <http://setnor-resources.vpa.syr.edu/>. See **Scheduling a Student Recital**, page 21.

Pre-Recital Jury and Recital Responsibilities

Pre-Recital Juries (PRJ's) are required for all undergraduate and graduate degree-required and elective recitals. The only exception to this is the music education graduate lecture recital, which requires no pre-recital jury.

A minimum of 3 faculty members are required for a recital jury panel. This includes the student's primary instructor, an instructor from their immediate area, and a third instructor either from, or outside of their area. Faculty must be present at the student's Pre-Recital Jury and will need to sign the PRJ form following the successful completion of the jury. Typically, Pre-Recital Juries should not last more than one hour.

Pre-Recital Juries should be held approximately 3 weeks prior to the date of the student's recital in order to allow adequate time for incorporation of suggestions, or if necessary, a second jury for material that did not pass.

Recital Jury Waiver

If a student has played a recital in the second half of the semester (thus leaving inadequate time to prepare new repertoire) they may petition to have the jury waived for that semester. In this case, the recital grade will stand as 25% of the final grade, with the instructor's grade counting for the other 75%. That student may, however, elect to play a jury, and in that case, either the recital grade or the jury grade can be used as 25%, whichever is higher. A student who has played a recital in the first half of the semester must play a jury, but that student may also choose either the recital grade or the jury grade, whichever is higher.

Recital Lottery

During about the third week of classes there will be a recital lottery held during Convocation (Thursdays 12:30, Setnor Auditorium), wherein all students needing a date for a required recital will choose a number and go in numerical order to reserve a time in the Auditorium for a recital. Second-year graduate students are given first choice, followed by first-year graduate students, seniors, etc. Those students who will be off campus in the spring may be contacted in advance of the lottery to arrange for fall dates. Be in communication with your lesson instructor and pianist as to a recital date.

Majors and Advising

The Setnor School of Music offers Bachelor of Music degrees in composition, music education, music industry, performance, and sound recording technology as well as the Bachelor of Arts degree in music, and the Bachelor of Science in Recording and Allied Entertainment Industries (the "Bandier Program").

Students are assigned an advisor based on their intended major.

Students in the B.A. and B.M. degrees share the lower division program for the first two years and confirm admission to a specific major at the end of the sophomore year.

The lower division music degree programs consist of four semesters each of: ear training, theory, history, principal instrument private instruction, keyboard skills, and large ensemble participation.

No student will be allowed to continue as a music major if the following courses have not been passed by the end of their second year as a music major: MTC 145, MTC 146, MTC 147, MTC 148, PNO 121, PNO122, and at least two of the following music history courses: MHL 167, MHL 185, MHL 267, MHL 268.

In addition, lower division students take two semesters of writing and selected academic courses (including at least two special courses for Music Education majors).

Admission to the upper division programs is based on the following criteria (commonly referred to as a sophomore evaluation):

- *Composition:*
 - Students present a portfolio of their compositions to the composition faculty at the semester-end jury.
- *Music Education:*
 - Students apply to the music education department, including a personal statement. The lower division transcript is reviewed and the student is interviewed by the music education faculty.
- *Music Industry:*
 - Students are interviewed by the music industry faculty and the lower division transcript is reviewed.
- *Performance:*
 - Students are evaluated at the second semester sophomore jury.
- *Sound Recording Technology:*
 - Students are interviewed by the sound recording faculty and the lower division transcript is reviewed.
- *B.A. in Music:*
 - Students meet with the advisor to review their academic progress and discuss future plans.

Music Minor

The Setnor School of Music offers minors in the following areas:

- *Jazz Studies*
The Minor in Jazz Studies is designed for students from any degree program on campus, including music majors, who want to develop and improve their knowledge and skills in instrumental or vocal jazz. This 18-credit program draws from the entire array of the jazz offerings in the Setnor School of Music including jazz performing ensembles, jazz history, jazz arranging and theory, jazz applied lessons and jazz education. For more information [click here](#). To enroll in the Jazz Studies minor contact [Dr. John Coggiola](#).
- *Music Industry*
Setnor offers two minors in music industry available to music majors and non-music majors who wish to learn about the creative, business, and legal aspects of the music industry. To enroll in either music industry minor, students must apply to the chair of the Music and Entertainment Industries Department. Auditions for private lessons and ensembles may be required for acceptance into Minor Plan II. The minor program is highly competitive, with a limited number of spaces, and application is encouraged before the beginning of the sophomore year and is required before the beginning of the junior year. [Click here](#) for more information. To enroll in one of the music industry minors, contact [William DiCosimo](#).
- *Music Performance*
The minor in music performance presents an opportunity for students across the entire Syracuse University community to avail themselves of the diverse and rich performance culture offered by the Setnor School of Music. The minor will consist of 18 credits, functioning as a performance-based minor that is intended to engage students in degree programs in all schools and colleges at SU. The minor will provide students not pursuing a degree in music a customizable music track that is simultaneously geared toward their talents and interest and structured to encourage interdisciplinary music making. The minor in music performance is open to all SU undergraduates not pursuing a degree in music. [Click here](#) for more information. To enroll in the music performance minor, contact [Justin Mertz](#).
- *Private Music Study*
The Minor in Private Music Study is designed for students from any degree program on campus, except those in the Setnor School of Music, who want to study music privately on guitar, drum set, piano or organ. Students who perform other instruments may petition to be accepted into the Minor in Private Music Study. The specific requirements are as follows: 4 semesters of private lessons (4-8 credits) and 10-14 credits of private lessons, ensembles, or other music courses through advisement. Please [click here](#) for more information or contact the appropriate advisor as follows: guitar, [Dr. Kenneth Meyer](#); drums, [Mr. Josh Dekaney](#); keyboard, [Mr. Steven Heyman](#).

Large Ensemble Participation Requirement

Students in the B.A. and B.M. degrees in the School of Music are required to participate in a large concert ensemble on their major instrument every semester they are in residence. They must participate in the ensembles to which they are assigned. The large concert ensembles include the following: University Orchestra, Wind Ensemble, Symphony Band, University Singers, Oratorio Society, Women's Choir, and Concert Choir. Most large ensembles require auditions. In addition, students may elect to participate in other ensembles such as Marching Band, Jazz Ensemble, Vocal Jazz, Opera Workshop, Contemporary Music Ensemble, Brazilian Ensemble, etc.

BS students who would like to register/audition for ensembles should refer to the list of ensembles on the New Student Checklist, page 6.

Literature and Pedagogy Requirement

All students pursuing Bachelor of Music degrees in performance are required to take at least one literature course and one pedagogy course, for a minimum of five (5) credits, as part of the “area specialization” requirement of their degree programs. Students fulfill this requirement by selecting appropriate courses within their areas of applied emphasis through advising. Table 1 contains the list of courses offered in each area.

Table 1. Literature and Pedagogy Courses per Area of Applied Emphasis

Area of Applied Emphasis	Literature Courses	Pedagogy Courses
Brass Emphasis: Trumpet, Horn, Trombone, Euphonium, Tuba	MHL 545; MHL 548	MUE 326; MUE 500
Guitar Emphasis	GTR 521; MHL 545; MHL 548	GTR 524
Keyboard Emphasis: Organ, Piano	MHL 525; MHL 526; MHL 545	PDG 527
Percussion Emphasis	MHL 545; MHL 548	MUE 423
Orchestral String Emphasis: Violin, Viola, Cello, Bass	MHL 545; MHL 548	PDG 530; PDG 538
Voice Emphasis: All voice majors	MHL 545; MHL 546	PDG 519
Woodwind Emphasis: Flute, Oboe, Clarinet, Bassoon, Saxophone	MHL 545; MHL 548	MUE 327; MUE 500; PDG 530

Auditing a Course

The purpose of auditing a course is to further your knowledge without being held responsible for fulfilling academic requirements for the course. Naturally, you will not receive academic credit for the course. Audited courses appear on grade reports and transcripts with zero credit hours and a grade of AU, which means no academic credit has been earned. Audited courses do not affect your GPA, and they do not count towards hours for graduation.

You need to decide during the schedule adjustment period if you wish to audit a course. You may not rescind your selection to audit after the Add Deadline. You may drop or withdraw from an audited course just as you do from any other course. Full-time students are not charged for auditing. Part-time students pay for audited courses at the regular per-credit-hour tuition rate. Applied music instruction and studio courses offered by CVPA may not be audited. To audit a course, follow the same procedure you would to request the pass/fail option; you need your instructor's signature on the application instead of the stamp required for pass/fail.

Independent Study/Experience Credit

Independent study/experience credit is available to students who wish to explore a special problem or area of study for which a formal course does not exist.

Independent study is usually a research project or academic work guided by a faculty sponsor.

Experience credit is associated with fieldwork or other work experience in your program of study.

The following guidelines apply:

Experience credit and independent study courses may be elected for one to six credits, depending on individual arrangements with the participating faculty member. In selected topics courses, students may earn one to three credits. Students are advised to check carefully with their faculty advisors and the dean of their school or college before registering for an [All-University course](#) to be sure that the course will be accepted toward the completion of their degree requirements.

- In general, only juniors and seniors may enroll for independent study or experience credit. Under exceptional circumstances, qualified freshmen and sophomores may enroll for lower-division independent study course work.
- You must have a minimum cumulative grade point average of 2.5 to enroll for either independent study or experience credit. Outstanding incompletes or missing grades automatically disqualify you from enrolling for either.
- You must arrange for both independent study and experience credit prior to enrollment with your academic advisor, chairperson of your department/program, a faculty sponsor and the assistant dean. No retroactive credit will be given.
- A combination of a total of twelve credits of independent study, experience credit or internship credit may count towards completion of your degree. You may register for one to six credit hours of independent study or experience credit per full-time semester and up to three credit hours in the summer.
- Either a letter grade or pass/fail grade may be given for independent study. In some cases letter grades may be required.
- Pass/fail grades only are given for Syracuse University Internship Program experience credit. Other types of experience credit, which involve a CVPA sponsor, can be taken either for credit with a grade or pass/fail. Detailed letters outlining your duties and responsibilities during your work experiences are required from job supervisors and are put in your permanent file. A letter evaluating your performance is also required.

To apply for independent study/experience credit, you need to submit a proposal:

- Download a proposal for independent study form from <http://www.syr.edu/registrar/forms/index.html>
- Secure the approval of a full-time faculty member who will assist you in planning your work, oversee your progress and grade your final work. Teaching assistants, graduate students and adjunct faculty may not supervise independent study and experience credit projects.
- Write your plan on the Proposal for Independent Study Course form and have it approved by your faculty sponsor, academic advisor and Setnor School of Music Director.
- Return the completed and signed form to the Office of Student Affairs to get approval from the assistant dean. This needs to be done by the published Add Deadline.
- The signed form serves as your enrollment form for independent study or experience credit. The Office of Student Affairs will forward the approved proposal to the Registrar's Student Records Office, where the course will be added to your schedule.

Collaborative Piano Guidelines

Pianists play an essential role in facilitating performance at music schools. Their skills and services are required for playing in orchestra and wind ensemble concerts; chamber music; special events, and approved instrumental and vocal degree recitals.

Given the dual constraints of an expanding non-pianist student population coupled with severely limited resources for maintaining a collaborative keyboard staff, the School has set priorities for facilitating repertoire preparation at the highest level for upper-division and graduate students, in juries and in performance.

All vocal and instrumental students are responsible for procuring capable pianists for their lessons, juries, and any other performance events. It is advised that students be proactive and plan accordingly, in consultation with their applied teachers. Students are free to choose whomever they wish to engage and all terms should be established upfront with their pianist. Some collaborations may arise with fellow students who may or may not be piano majors. An updated list of recommended SU and Syracuse area pianists will be maintained with the Office Coordinator in Room 301 and on the Keyboard Department's bulletin board outside of Room 310.

The only exception to the above guidelines is that the Setnor School provides support for qualifying upper-division and graduate degree recitals. Graduate performance majors are awarded this support when they are accepted to the school. Undergraduates must pass their performance or performance honors jury (normally at the end of the sophomore year). Collaborative support for this group of students is provided mainly in two ways, as described below.

Instrumental Recitals

Required Graduate and Senior Instrumental Recitals (Performance and Performance Honors)

- The School of Music will contribute a maximum of \$200 for a qualified accompanist. It is the student's responsibility to engage the pianist him- or herself, negotiating the total fee directly with the contracted pianist, including lessons, rehearsals, pre-recital jury and the performance, with a provision for extra rehearsals.
- Additional hours required of the accompanist are the financial responsibility of the student and are to be paid at an agreed upon rate with the pianist.
- Accompanist information **must** be submitted in order to process payment to your accompanist. Please complete the Recital Accompanist form on the Setnor School of Music Microsite under Music Majors. Payments will not be processed until **after** your recital has been completed.

***Required Junior Instrumental Recitals (Performance and Performance Honors)**

- The School of Music will contribute a maximum of \$125 for a qualified accompanist. It is the student's responsibility to engage the pianist him- or herself, negotiating the total fee directly with the contracted pianist, including lessons, rehearsals, pre-recital jury and the performance, with a provision for extra rehearsals.
- Additional hours required of the accompanist are the financial responsibility of the student recitalist and are to be paid at a rate agreed upon up front by both parties.
- Accompanist information **must** be submitted in order to process payment to your accompanist. Please complete the Recital Accompanist form on the Setnor School of Music Microsite under Music Majors. Payments will not be processed until after your recital has been completed.

Non-Degree Recitals

- The student is completely responsibly for procuring the services of a pianist of his or her choice.

Vocal Recitals

For Required Junior, Senior, and Graduate Vocal Recitals (Performance and Performance Honors):

- These recitals will be staffed by piano Teaching Assistants (TAs), within definable limits as set out below (see TA guidelines*). If and when the TA work limits are reached (assuming that the pianist has been well-prepared for lessons and rehearsals) the vocal student will be responsible for compensating the TA for services beyond those initially contracted, at a rate agreed upon by both parties at the beginning of their working relationship.
- Students presenting **required** voice recitals who choose to engage a qualified outside pianist or non-TA student pianist on their own will be responsible for the total fee of such services.

Other Accompanying

- Additional hours or services (e.g., convocation, master classes, competitions, travel to off-campus events, etc.) required of the accompanist are the financial responsibility of the voice student *based upon mutual agreement upfront between the voice student and the pianist*.

Non-Degree Recitals

- As above, the student is completely responsibly for procuring the services of a pianist of his or her choice.

*Teaching Assistant Guidelines

Teaching assistantship guidelines are established by Syracuse University and call for a maximum workload of 10 hours per week for a half TA, or 20 hours for a full TA. With this in mind, the following allotments have been established for piano TAs, who will also have some responsibilities supporting the Keyboard area by assisting with piano classes, tests, and other administrative duties:

Full Assistantship

- 7 vocal recitals, with a maximum of 4 per semester (with the same terms as half TAs, listed above)
- Staffing of the opera/opera workshop will be considered the equivalent of 2 recitals. The ½ TA who has primary responsibility for the opera workshop may be assigned two *or* three recitals, depending on the needs of the opera during the spring semester.
- This arrangement allows for a maximum of 18 vocal degree recitals per year, although the maximum in the spring semester could be as low as 11 (if there were 2 Full TAs plus one half TA handling the opera workshop) to a high of 15 (if there were 3 half TAs plus one full TA) due to the need to hold any one pianist's load in the spring semester to 4, to ensure adequate progress in his or her own performance program.
- It will be up to the voice area how to allocate the pianists' total available hours and recital accompanying. In consultation with the piano faculty, the voice area may elect to reassign a pianist to a choral ensemble (in exchange for 2 recital credits).

Summary

- Students with a full assistantship provide up to 7 vocal degree recitals (or equivalent*) per academic year (with a maximum of 4 in the spring semester). Students with a ½ assistantship provide up to 4 vocal degree recitals (or equivalent*) per academic year
- *”Equivalent” refers to other needs of the voice area such as opera workshop, choral ensembles, etc., that may be staffed instead of recitals, at the voice area’s discretion. In consultation with the keyboard faculty, a TA’s load may be adjusted based on recital scheduling and the perceived difficulty of the assignments. (E.g., a ½ TA who plays 3 [shorter] junior recitals by the middle of February, including one that took place in November, may have additional duties assigned vs. another TA who is playing considerably longer programs that are scheduled in March and April.)
- In the event that the voice area does not need the full TA allotment of hours, the TAs may be assigned to play for instrumental recitals or other performance service.

Collaborative Courtesies

- Efficient communication is essential. Collaborative partners should: exchange e-mail addresses, phone numbers, and basic schedules so that each collaborative partner can plan ahead and avoid scheduling problems; respond immediately to all messages from one’s partner; be professional, courteous and collegial in every circumstance; welcome constructive suggestions for the improvement of the performance as well as the effective management of rehearsals.
- Collaborative partners should inform each other of lessons, rehearsals, and performances *well in advance*, as well as the repertoire for those events. Collaborative partners should enter all appointments agreed upon in a planner immediately, and be punctual for those appointments. If a scheduled appointment must be cancelled, all personnel should be contacted, preferably at least a day in advance.
- Each partner should come to rehearsals and lessons with the music well prepared. No partner should find it necessary to teach another notes and rhythms, unless this part of the relationship is established upfront.
- Copies given to a pianist should be copied or taped back-to-back with holes punched. Two-page pieces should be punched on the inside edge in such a way as to eliminate any need for a page turn. It may be necessary to provide a ring binder for the pianist as well. All copies should be prepared this way; no pianist should be given unprepared loose copies.
- Measure numbers should be marked at the beginning of each line, especially for instrumental music.
- Providing the pianist with recordings of pieces may be very helpful and is encouraged.

OPERATIONS

Building Access, Practice Rooms, Lockers

24-Hour Access to Crouse College

Students should use their SUID for access to Crouse College when locked. New students' SUID #s will be entered into the system, enabling the person to use the card reader at the south entrance of the building. For any problems, visit the Operations Office in 301 or e-mail mjtaylor@syr.edu.

Practice Room Rules and Regulations

- Practice room use is restricted to students registered for Applied Music lessons for credit in the Setnor School of Music, and non-music majors enrolled in a School of Music ensemble or class. Music Majors will sign for their keys with the operations staff in room 301. Non-music majors, after registering for private lessons, will fill out a form to be turned in to the staff in room 301 to receive the appropriate practice room key. Students should also provide their SUID number so they may be given 24-hour card swipe access to Crouse College. All keys are to be returned at the end of the year by the posted deadline. Failure to do so will result in a \$25 replacement fee.
- Use of most practice rooms is on a first-come, first-served basis. Some of the rooms are sign-up only.
- **SMOKING, EATING AND/OR DRINKING IS STRICTLY PROHIBITED.** Please be sure to turn off the lights, close the windows, and **CLOSE THE DOOR** when you are through. **DO NOT** leave instruments or other valuables in an unattended room. Close any doors that you find open. If you remove chairs, benches, music stands or other equipment from practice rooms, please **RETURN** them when you are finished.
- Rooms are **NOT** to be used for private teaching, except as authorized by the Setnor School of Music Director.
- Any damages or problems must be reported to the Operations Office in Room 301. Problems with pianos should be brought to the attention of the Piano Technician in Room 101.
- If you notice anything suspicious, especially at night, do not hesitate to **CALL SECURITY! Dial 711 or 443-2224 or #78. If you need to contact DPS in an emergency situation, but are unable to make a phone call, e-mail or text the Communications Center at 711@syr.edu.**
- When classrooms are used for individual or small group rehearsals, all of the above policies apply. Students will need to comply with room usage regulations in order to utilize classrooms and rehearsal spaces.
- Please adhere to all noted guidelines – practice room usage may be suspended for violations of the guidelines.

Non-music Majors

Music Majors pay a fee for the use of practice rooms which is used for instrument purchase, tuning, and maintenance. Practice rooms are for the exclusive use of music majors, students taking private lessons, and students participating in ensembles or classes within the School of Music. A list of students participating in each major ensemble or class will be provided by the conductor/professor of that ensemble/class to the Assistant Director of Operations by the end of the second week of the semester.

Lockers

- Lockers are available for storage of music and instruments for music majors on their primary instrument. Students should check in with the graduate assistant in the Operations Office for assignment of a locker. Space is extremely limited, so additional lockers, or lockers for non-music majors may not be available. Students can request to be placed on a waiting list at Setnorga@gmail.com

Student Recitals

Degree recitals are scheduled as follows:

BM Composition - Composition Recital: Senior recital - Spring semester of Senior year.

BM Composition Performance Honors- Fall or Spring of Junior year; Senior recital - Spring of Senior year.

BM Performance: Junior recital - Spring of Junior year; Senior recital - Spring of Senior year.

BA Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Spring of Senior year.

BM Music Education Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Fall of Senior year.

BM Music Industry Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Fall of Senior year unless internship is in the fall, in which case the recital will be in Spring of Senior year.

The following procedures are to be followed by all students performing recitals – updated information is available on the website:

1. Arrange a Setnor recital date at the **Recital Lottery** and complete the recital forms on the Setnor School Music website.
2. **TWO MONTHS BEFORE THE RECITAL:**
 - A. Select a recital committee (jury) consisting of:
 1. Your major teacher
 2. Another teacher from your area
 3. A third faculty member from a different area.

NOTE: You may have more than three jurors. All the jurors **MUST** be able to attend the recital.
 - B. Set a pre-recital jury date (no later than 3 weeks before recital). You are responsible for scheduling this with your jurors. You must book room/date/time and arrange for a room key in the Operations office in 301 Crouse with a graduate assistant.
3. **FOUR WEEKS BEFORE THE RECITAL:**
 - A. If you need a harpsichord, you **MUST** arrange for tuning with Bob Lee four weeks in advance and arrange for additional help in your recital.
 - B. Your recital will be listed on the website
4. **THREE WEEKS BEFORE THE RECITAL:**
 - A. Perform a Pre-Recital Jury, bringing with you:
 1. **Student Pre-Recital Jury Form (PRJ)** - <http://setnor-resources.vpa.syr.edu/music-majors/student-pre-recital-jury-form/>
 2. must be signed by the committee at your PRJ!
 3. Four typed copies of your recital program
 - B. After the successful completion of the pre-recital jury:
 1. Return the signed **Student Pre-Recital Jury Form (PRJ)** to Dr. Jill Coggiola in 111B Crouse
 2. Submit the **Student Recital Services Request Form** <http://setnor-resources.vpa.syr.edu/music-majors/student-recital-services-request-form/>
 3. If requesting Audio Amplification, provide a copy of the **Student Recital Services Request Form** with payment to Marie Luther in Room 204 Crouse College.
 4. Schedule Dress Rehearsal; 1 hour is allowed, if available, and arrange for keys with graduate students in room 301 Crouse – this is your responsibility – if you do not make arrangements in advance, you may not be able to access the hall!
5. **TWO WEEKS BEFORE THE RECITAL:**
 - A. You may post a maximum of 10 posters announcing your recital no sooner than 2 weeks before the recital. Posters cannot be placed on glass or in classrooms, elevator, restrooms or offices (they will be removed). They may only be posted on bulletin boards and lockers. Please remove them immediately afterward or they may be removed and discarded..
 - B. Email program template to Michelle Taylor at mjtaylor@syr.edu – if not received on time, programs cannot be produced by the office and student will have to provide on their own.
6. ALL FORMS MUST BE SUBMITTED ON TIME

Building and Auditorium Use Policies and Contract

- Smoking is not permitted in the building. Food or drink is not permitted in the auditorium.
- No flash photography or movement of photographers or videographers will be allowed while music is being performed.
- Receptions must be scheduled at least three weeks prior to the performance. No alcohol is allowed at Setnor School of Music functions. All leftover food and trash must be taken to the dumpsters, outside of the building immediately following your reception.
- Equipment (stands, chairs, etc.) used for ensemble concerts must be returned to their original place (storage, backstage, Room 400 or similar) immediately following the concert.

The School will provide

- Two work study students as Performance Managers for each performance. They will arrive one hour before the performance to unlock the auditorium and Room 308 (if a reception has been booked), unplug and uncover the piano, set up the stage*, discuss lighting with the performer, set out programs, etc.
- During the performance, one performance manager will be at the audience entrance for the concert/recital. If additional personnel are needed, it is the performer's responsibility to make the necessary arrangements at their own expense.
- One performance manager will be at the backstage entrance to the auditorium to set the lights, let performers into the auditorium, and perform light stage crew work (moving a few chairs or stands or repositioning/sticking the piano). If your event requires a more involved stage set up than that which one person can provide, or if a page turner is needed, it is the performer's responsibility to arrange for this at their own expense. The performance managers **cannot** turn pages
- After the performance, the performance managers will collect any leftover programs, close windows, plug in and cover the piano, turn off the lights and lock up the auditorium. They will wait until the end of the reception (if one has been booked) and then close the windows, shut off the lights and lock the doors
- The performance managers are not responsible for the removal of trash. If trash is found in the building after an event, the performer or director (in the case of a class performance) of that event will be charged to have the garbage removed, and for any damage that may have happened as a result of that garbage. Reminder: They performance managers will NOT throw out your trash.
- These are the only services we can provide. Audio amplification cannot be set up by performance managers.
- No service or stage crew is provided for dress rehearsals. You must set this up yourself – please remember to put everything back in place and plug in piano.
- Failure to adhere to rules and deadlines will result in loss of accessibility and services.

*If stage set up requires any of the following, you as the performer will be responsible for the set up and tear down

- more than 15 chairs and stands
- a harp
- more than 3 percussion instruments – use of percussion equipment must be approved in advance by Professor Bull
- if your recital requires multiple pianos or a harpsichord, a third performance manager may be provided as long as it is marked on the Technical Services Request Form and that form is handed in on time.