

University of the Southern Caribbean

Department of Music and Fine Arts



music

Student Handbook

2018-2019

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FROM THE COORDINATOR

Dear students,

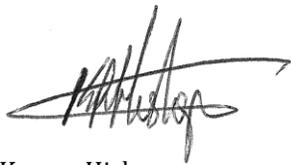
Welcome to USC Music - the Department of Music and Fine Arts at your USC! You have embarked on an exceptional journey that will allow you to develop your God-given musical talents and abilities to their fullest potential. As you explore music this year through your involvement as a music major or minor, we wish you a rewarding, stimulating and fulfilling experience.

At USC Music we aim to provide you the very best musical education possible within a Christian environment, and we hope that upon completing your program you will use the skills that you have gained to go out into your various communities and bless others through dedicated, disciplined service. We look forward to doing the very best that we can to help you achieve your goals as a music educator or performer.

The purpose of this handbook is to provide you with relevant information pertinent to the successful completion of your music program. Please study carefully the content of this document in conjunction with the University's Academic Bulletin specific to your year of acceptance. Understanding these details regarding the content and requirements of your program will not only make you a more informed and well-equipped student, but save you lots of time (and we know how important time is to a music major) by answering many of the questions that may pop up as you complete your studies here at USC. It will also prevent you from making many of the common mistakes that students make as a result of a lack of information. Should any additional questions arise, please do not hesitate to consult our helpful faculty/staff member(s) who will be more than happy to assist.

We are extremely happy that you are a part of the USC music experience and we wish you and extremely productive and successful year.

God's blessings to you all,

A handwritten signature in black ink, appearing to read 'Kerron Hislop', with a long horizontal flourish extending to the right.

Kerron Hislop,

Coordinator, USC Music Programme

FACULTY AND STAFF

FULLTIME FACULTY



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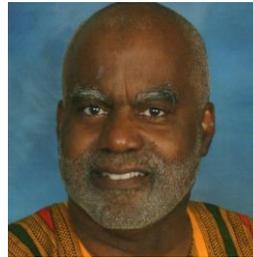


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STAFF



Johnatan Blackman, BA.

MA; x 2519

Administrative Assistant

GENERAL INFORMATION

ABOUT US

The Department of Music and Fine Arts is committed to the development of musical talent for the church and community as it strives to uphold the highest Christian ideals. It seeks to enhance the sacred, academic, and cultural aspects of campus life through the creation of an atmosphere of well-being, for the development and growth of artistic appreciation. It is the hope of the department that through its programmes, students will be prepared to offer quality service to society, as well as pursue further academic and professional goals.

OUR MISSION

The Department of Music and Fine Arts exists to provide premier education in the arts through best practices in teaching and learning and by encouraging innovation and creativity in artistic expression as a means of meeting the human needs of the community.

OUR GOALS

The faculty of the Music and Fine Arts Department seeks to prepare students for lifelong learning and lifelong service, through the arts, to their community. In an effort to achieve this goal the Music and Fine Arts Department will:

- Provide a learning environment that is based on Christian values
- Encourage students to develop their capacity for creativity in expression
- Prepare students to contribute positively to the musical landscape of the church and society

THE USC MUSIC STUDENT

Being a USC Music student is not an easy task. The requirements of the music program are quite rigorous and more time-consuming than many disciplines offered at the university. In addition to classes, time is required for personal study, practice, rehearsals and performances. The music student is therefore required to be disciplined, focused and to manage his/her time effectively to ensure that they can successfully achieve the requirements of the program. Music students are also required to be in the public eye much more frequently than many other students due to their busy performance schedules. Realizing this, music students should endeavor to be exemplars in conduct, dress and deportment at all times in their social and professional interactions. A professional approach will go a long way in developing a reputation for reliability, consistency and trustworthiness that is so important in building a career as a working musician.

PROGRAMME OBJECTIVES

In addition to overall department goals, each program has specific desired outcomes (learning objectives) for its graduating students. These are as follows.

BA MUSIC (MUSIC EDUCATION EMPHASIS)

- To produce high-quality music educators that can deliver a superior standard of instruction based on sound Christian values and principles.
- To produce well-rounded music educators that possess a breadth of knowledge even outside of their primary area of expertise. They must be flexible and able to adapt to the musical requirements of any sphere of employment or endeavor in which they find themselves.
- To produce graduates who are not only good educators, but also good performers on their instruments of choice.
- To produce music educators who understand our philosophy of education and will encourage their students to recognize their musical talents as gifts from God and to utilize them for His ultimate glory.

AA MUSIC

- Students will be able to demonstrate musical understanding through evidence of musicianship skills in aural perception and sight reading, vocal and instrumental performance.
- Students will demonstrate knowledge of music theory and music history in music performance, listening/analysis, orchestration, counterpoint, harmony, arranging, and composing.
- Students will demonstrate their competence in the mastery of technical skills, through performance of scales, technique exercises, and representative repertoire, on their primary instrument.
- Students will demonstrate understanding in how to facilitate and assess individual as well as classroom music instruction at both the elementary and secondary school level.
- Student will be able to demonstrate an understanding of theories, methods, and approaches by applying them in the classroom setting with children of diverse learning abilities and cultural backgrounds.
- Students will demonstrate the ability to lead vocal and instrumental ensembles and they will understand how to implement, build, and maintain school ensemble programmes.
- Students will demonstrate skills in arranging for vocal and instrumental ensembles, at the elementary and secondary levels, in various styles and will be able to produce professional looking music scores via the use of computer software.
- Students will understand how to facilitate inclusive music learning environments that cater to students with special needs and will have a working knowledge of available professional resources that would assist with such.
- Students will be well-rounded music educators that possess a breadth of knowledge even outside of their primary area of expertise. They must be flexible and able to adapt to the musical requirements of any sphere of employment or endeavor in which they find themselves.

SCHOLARSHIPS

Music scholarships are awarded annually by the department. Recipients are required to sign a scholarship agreement form outlining specific requirements of the award. Categories of scholarships include the following:

USC MUSIC SCHOLARSHIP

Periodically, certain scholarships will be offered by the University to assist with boosting specific aspects of the music program. For the 2018-2019 academic year, successful applicants for the BA degree in Music will qualify for a **25% Tuition Discount** (*for the first year of study*).

PERFORMANCE SCHOLARSHIPS

A limited number of performance scholarships will be awarded for selected ensembles through our Music Scholarship Fund. These will be based on ensemble need, individual ability and availability of funding. Students receiving these scholarships will be expected to meet certain criteria and fulfill required responsibilities. Details for applying will be made available in August, and successful applicants will be advised by the beginning of the first semester.

DONOR SCHOLARSHIPS

Scholarships are sometimes made available through the generous contributions of our alumni and other donors. Students are expected to meet specific criteria and fulfill required responsibilities. Students will be advised of details and the application procedure when these scholarships become available.

ENSEMBLES

The music department supports a number of ensembles in which membership is determined by audition and for which academic credit can be earned. These ensembles are open to all USC students

LARGE ENSEMBLES

- University Choir & Orchestra
- University Concert Band
- University Singers
- University Steel Orchestra
- University Symphony Orchestra

CHAMBER ENSEMBLES

- University Brass Ensemble
- University Ringers
- University Saxophone Quartet
- University String Ensemble
- University Woodwind Ensemble

CAREER OPPORTUNITIES

Our programmes prepare you to function in a variety of different music-related capacities including:

- Church music director
- Music teacher
- Choir/Band director
- Composer/arranger
- Performing artist
- Accompanist
- Audio engineer/producer
- Multi-media designer/producer
- Sound designer / editor
- Film / TV / radio production

USC MUSIC CLUB

The USC Music club is a student-run organization with membership open to any student (non-majors included) or faculty member who wishes to join. The club encourages artistic, educational, social, and spiritual involvement in a wide range of music-related activities. Examples of activities can include Friday evening supper-worships in faculty homes, Sunday breakfasts, sharing music in nursing homes, outdoor trips, reduced tickets for off-campus concert events, and participation in club fund raisers, etc.

ACADEMIC INFORMATION

MUSIC COURSE CODING AND NUMBER SYSTEM

Understanding the coding and numbering system used by the department of music for its courses will help to make your life much easier when selecting and registering for classes each semester.

This course coding/numbering convention provides a method by which the Department of Music and Fine Arts can attribute more meaning to as well provide data about each course within its course number. It allows for logical consistency in numbering for courses that are already being offered, courses that will become available via new programs and will accommodate addition of new courses in the future for up to 10 courses per year, per credit weight within each category. This also eliminates some of the uncertainty regarding the scheduling of courses and allows students to better plan and follow their schedules, thus reducing problems regarding registration and program completion.

The system of numbering operates in the following manner:

Prefix for Music Courses:

MU – Music Course

Suffixes:

BS – Business

HL – History & Literature

CT – Composition and Theory

PF – Performance

ED – Education

RE – Religious (Sacred Music)

ET – Engineering and Technology

Example: MU[BS/CT/ED/ET/HL/PF/RE]

1st Digit – Denotes the Academic Year the course should be taken (1/2/3/4)

2nd Digit – Denotes the number of credit hours the course carries

'Zero' means variable credit weight (1, 2, 3)

3rd Digit – Denotes the Semester in which the course is offered

'Odd' number means the course is offered in the Fall (1st Semester)

'Even' number means the course is offered in the Spring (2nd Semester)

'Zero' numbered courses are offered on demand (either Fall or Spring)

Example: MUET132 would be a Music Education first year course worth three credits and offered in the second semester.

-X – An additional number or letter added to the course code may be used to denote a specific section of a course (e.g. MUPF110-1 Private Instruction: Voice)

Ensemble Courses

Ensemble Courses do not follow the specification in the system described above; instead these course which are offered every semester, all carry 1 credit hour, and are either at the 100 level or the 200 level. All ensemble courses are repeatable. Two hundred (200) level ensemble courses are performing groups that require audition and consent of the instructor to register.

PROGRAMMES OFFERED

The Department of Music and Fine Arts currently offers the following academic programmes:

- Bachelor of Arts in Music – (*Music Education emphasis*)
- Associate of Arts in Music
- Minor in Music

PROGRAMME REQUIREMENTS

BACHELOR OF ARTS IN MUSIC (MUSIC EDUCATION EMPHASIS)

Total Credits: 127

GENERAL EDUCATION REQUIREMENT

A. RELIGION	(12 CREDITS)
REL100 God and Human Life	(3)
MURE232 Christian Music and Worship	(3)
Select two of the following	
RELB 210 Jesus in His Time and Ours	(3)
REL250 Personal Spirituality and Faith	(3)
RELB 340 Religion and Ethics in Modern Society	(3)
B. ARTS/HUMANITIES/PHILOSOPHY	(05 CREDITS)
(1) HIST104 OR HIST 105 World Civilizations I, II	(3/3)
OR	
HIST 147 West Indian History	(3)
<i>Note: If Caribbean History was not passed at GCE/CXC or CSEC level, HIST147 must be taken</i>	
(2) Credits for IDSC205/MUHL220/Ensembles (e.g. MUPF225, MUPF230, MUPF240) are fulfilled in the Music programme requirements	
(3) EDTE 354 Philosophy for Education	(2)
C. SOCIAL SCIENCES	(03 CREDITS)
Choose one of the following:	
PSYC 101 Introduction to Psychology	(3)
SOCI119 Principles of Sociology	(3)

D. LANGUAGE AND COMMUNICATION (12 CREDITS)

- (1) COMM 104 Communication Skills (3)
Note: Must be completed in the first or second year
- (2) ENGL 125 Academic Writing I (3)
- (3) ENGL 225 Academic Writing II (3)
- (4) Foreign Language (3)

Choose **one** of the following:

- FREN101 Conversational French
SPAN101 Conversational Spanish
-

E. SCIENCE (03 CREDITS)

Choose **one** of the following:

- CHEM107 Chemistry in Society (3)
- FDNT230 Nutrition (3)
- PHYS115 Concepts of Physics (3)
-

F. TECHNOLOGY (00 CREDITS)

- CPTR100 Introductory Computer Tools (0)

Note: Fulfilled in Major (MUPF132)

G. MATHEMATICS (03 CREDITS)

- MATH165 College Algebra (3)

Note: Students should have fulfilled any of the following to be allowed to register for MATH165:

(1) Grade 1, 2 or 3 pass (from 1998) in CXC/CSEC Mathematics

(2) A minimum score of 2.0 in the Mathematics Placement Exam (MPE)

Students who have a pass in Additional Mathematics may petition to waive MATH165 upon earning a minimum score of 3.5 in the MPE.

Any student who scores a 4.0 in the MPE may petition to waive MATH165.

H. HEALTH AND WELLNESS (04 CREDITS)

- (1) HLED220 Community and Environmental Health (3)
- (2) Choose **one** of the following:
- PEAC110 Personal Physical Fitness (1)
- PEAC130 Special Activities (1)
-

I. VOCATIONAL/CAREER PLANNING (02 CREDITS)

- (1) IDSC110 College Success and Career Planning (1)
- (2) Choose **one** of the following:
- HMEC129 Social and Professional Ethics (1)
- TCED285 Upholstery (1)
-

TOTAL (44 credits)

COURSES REQUIRED FOR THE MUSIC CORE

- MUCT123 Ear Training and Sight-Singing I (2)
- MUCT124 Ear Training and Sight Singing II (2)
- MUCT133 Music Theory I (3)
- MUCT134 Music Theory II (3)
- MUCT211 Ear Training and Sight Singing III (1)
- MUCT212 Ear Training and Sight Singing IV (1)
-

MUCT231 Music Theory III	(3)
MUCT232 Music Theory IV	(3)
MUCT321 Form and Analysis	(2)
MUCT322 Counterpoint	(2)
MUCT323 Orchestration	(2)
MUED222 Fundamentals of Conducting	(2)
*MUET132 Introduction to Music Technology	(3)
MUHL231 Music History I	(3)
MUHL232 Music History II	(3)
MUHL321 Caribbean and World Music	(2)

**Satisfies General Education requirement for Science and Technology*

TOTAL (37 credits)

COURSES REQUIRED FOR PERFORMANCE COMPONENT

MUPF110-410 Performance Studies (<i>Primary Instrument</i>)	(1,1,1,1,1,1,1,1)
MUPF__ (Major) Ensemble	(1,1,1,1,1,1,1,1)
Select from:	
MUPF225 University Concert Band	
MUPF230 University Choir and Orchestra	
MUPF240 University Steel Orchestra	
MUPF260 University Symphony Orchestra	
<i>(one ensemble must be taken for at least 6 semesters):</i>	
MUPF315 Junior Recital	(1)
MUPF415 Senior Recital	(1)

Note: Music Education emphasis majors may also have the option of completing MUED400 Research Project in place of MUPF415 as recommended by his/her advisor.

TOTAL (18 Credits)

COURSES REQUIRED FOR MUSIC EDUCATION COMPONENT

MUCT422 Arranging for Vocal Ensemble	(2)
MUED321 Choral Techniques	(2)
MUED331 Music Education Methods I	(3)
MUED332 Music Education Methods II	(3)
MUED421 Studio Methods	(2)
MUED422 Intro. to Music Education for Special Learners	(2)
MUED423 Steel Orchestra Techniques	(2)
MUED425 Woodwind Techniques	(2)
MUED426 Brass Techniques	(2)
MUED427 Percussion Techniques	(2)
MUED428 String Techniques	(2)
MUPF100-X Applied Music (<i>1st Secondary Instr.</i>)	(1,1)
MUPF100-X Applied Music (<i>2nd Secondary Instr.</i>)	(1,1)

Note: Secondary Instruments: Steelpan and one other instrument (T&T Students)

TOTAL (28 Credits)

ASSOCIATE OF ARTS IN MUSIC

Total Credits: 64

GENERAL EDUCATION REQUIREMENT

A. RELIGION (03 CREDITS)

RELT100 God and Human Life (3)

Note: Additional G.E. requirements satisfied by MURE232 in core content

B. ARTS/HUMANITIES/PHILOSOPHY (03 CREDITS)

Select one (1) course from:

HIST 104 or 105 World Civilizations II (3)

HIST 147 West Indian History (3)

Note: If Caribbean History was not passed at the GCE/CXC level, HIST 147 must be taken.

C. SOCIAL SCIENCES (03 CREDITS)

Choose **one** of the following:

PSYC 101 Introduction to Psychology (3)

SOCI 119 Principles of Sociology (3)

D. LANGUAGE AND COMMUNICATION (09 CREDITS)

COMM 104 Communication Skills (3)

ENGL 125 Academic Writing I (3)

ENGL 225 Academic Writing II (3)

Note: All students who have Grade II or III at CXC, GED as entrance requirement, and below C at GCE, are required to do the English proficiency exam (EPE) and obtain a minimum score of 75% to register for ENGL 115. Anyone failing to acquire the minimum score will have to register ENGL110

E. SCIENCE (03 CREDITS)

Choose **one** of the following:

CHEM 107 Chemistry in Society (3)

FDNT230 Nutrition (3)

PHYS115 Concepts of Physics (3)

F. TECHNOLOGY (00 CREDITS)

CPTR100 Introductory Computer Tools (0)

Note: Fulfilled in Major (MUPF132)

G. MATHEMATICS (03 CREDITS)

MATH 165 College Algebra (3)

Note: Only students who have fulfilled any one of the following will be allowed to register for MATH 165:

1. A pass with a Grade I, II, or III (from 1998) in CXC Mathematics

2. A minimum score of 2.0 in the Mathematics Placement Exam (MPE)

Students who have a pass in Additional Mathematics may petition to waive MATH 165 upon earning a minimum score of 3.5 in the MPE. Any student who scores 4.0 in the MPE may petition to waive MATH165.

H. HEALTH AND WELLNESS (03 CREDIT)

HLED 120 Fit and Well (3)

I. SERVICE	(00 CREDITS)
BHSC 100 Philosophy of Service	(0)
<i>Note: Requirement satisfied by MURE232 Christian Music and Worship in Core</i>	

J. VOCATIONAL/CAREER PLANNING	(01 CREDIT)
IDSC 110 College Success and Career Planning	(1)

TOTAL (28 Credits)

COURSES REQUIRED FOR THE MUSIC CORE

MUCT123 Ear Training and Sight-Singing I	(2)
MUCT124 Ear Training and Sight-Singing II	(2)
MUET132 Intro to Music Technology	(3)
MUCT133 Music Theory I	(3)
MUCT134 Music Theory II	(3)
MUCT211 Ear Training and Sight-Singing III	(1)
MUCT231 Music Theory III	(3)
MUED222 Fundamentals of Conducting	(2)
MURE232 Christian Music and Worship	(3)
MUED421 Studio Methods	(2)
Choose one of the following:	(3)
MUHL231 Music History I	
MUHL232 Music History II	
MUHL322 Caribbean and World Music	

TOTAL (27 Credits)

COURSES REQUIRED FOR PERFORMANCE COMPONENT

MUPF110-X Performance Studies (<i>Primary Instrument</i>)	(1, 1)
MUPF210-X Performance Studies (<i>Primary Instrument</i>)	(1, 1)
MUPF__ (Major) Ensemble	(1,1,1,1)
(one ensemble must be taken for min. 4 semesters)	
Select one from:	
MUPF225 University Concert Band	
MUPF230 University Choir and Orchestra	
MUPF240 University Steel Orchestra	
MUPF260 University Symphony Orchestra	
MUPF 315 Junior Recital	(1)

TOTAL (09 credits)

MINOR IN MUSIC

Total Credits: 26

COURSES REQUIRED FOR THE CORE COMPONENT

MUCT133 Music Theory I	(3)
MUCT134 Music Theory II	(3)
MUCT123 Ear Training and Sight-Singing I	(2)
MUCT124 Ear Training and Sight-Singing II	(2)
MUCT132 Intro to Music Technology	(3)
MUED222 Fundamentals of Conducting	(2)
Choose one of the following:	(3)
MUHL231 Music History I	
MUHL232 Music History II	
MUHL322 Caribbean and World Music	

TOTAL (18 credits)

COURSES REQUIRED FOR THE PERFORMANCE COMPONENT

MUPF110-X Performance Studies (<i>Primary Instrument</i>)	(1, 1)
MUPF210-X Performance Studies (<i>Primary Instrument</i>)	(1, 1)
MUPF ____ Ensemble Credit	(1,1,1,1)
MUPF__ (Major) Ensemble	(1,1,1,1)
Select one from:	
MUPF225 University Concert Band	
MUPF230 University Choir and Orchestra	
MUPF240 University Steel Orchestra	
MUPF260 University Symphony Orchestra	
<i>(one ensemble must be taken for at least 4 semesters)</i>	

Note: Music minors must also complete the following:

1. Pass the Piano Proficiency Test (*non-piano minors who need to satisfy the Piano Proficiency requirements must take MUPF111-114, Piano I-IV*)
2. Pass the Grade 5 ABRSM/TCL Examination
3. Perform a 20-minute partial recital

TOTAL (08 credits)

PROGRAM SEQUENCE GUIDES

These Program Sequence Guides are provided as recommendations for the sequence in which a music student should select his/her classes over the duration of the programme. The recommendations are not set in stone, but any deviation should be discussed with an advisor.

BA MUSIC (MUSIC EDUCATION EMPHASIS)

2017-2019 Bulletin (Full-time Students)

FIRST YEAR

1 st Semester Courses	Cr	2 nd Semester Courses	Cr
MUCT133 Music Theory I	3	MUCT134 Music Theory II	3
MUCT123 Ear Tr. & Sight-Singing I	2	MUCT124 Ear Tr. & Sight-Singing II	2
MUPF110-X Performance Studies (<i>primary instr</i>)	1	MUPF110-X Performance Studies (<i>primary instr</i>)	1
(MUPF111 Piano I)	(1)	(MUPF112 Piano II)	(1)
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
RELT100 God and Human Life	3	MUET132 Intro. to Music Technology	3
ENGL125 Academic Writing I	3	CHEM107 Chemistry in Society OR PHYS115	3
IDSC110 College Success and Career Planning	1	HIST104 OR HIST 105 World Civilizations I, II OR HIST147 West Indian History	3

14+1

16+1

SECOND YEAR

1 st Semester Courses	Cr	2 nd Semester Courses	Cr
MUCT231 Music Theory III	3	MUCT232 Music Theory IV	3
MUCT211 Ear Training & Sight-singing III	1	MUCT212 Ear Training & Sight-singing IV	1
MUHL231 Music History I	3	MUHL232 Music History II	3
MUPF210-X Performance Studies (<i>primary instr</i>)	1	MUPF210-X Performance Studies (<i>primary instr</i>)	1
MUPF110-X Performance Studies (<i>1st sec. instr</i>)	1	MUPF110-X Performance Studies (<i>1st sec. instr</i>)	1
(MUPF113 Piano III)	(1)	(MUPF114 Piano IV - Piano Proficiency Test)	(1)
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
ENGL225 Academic Writing II	3	MUED222 Fundamentals of Conducting	2
MATH165 College Algebra	3	MURE232 Christian Music & <i>Worship</i>	3

16+1

15+1

3 rd Semester Courses	Cr
PSYC 101 Introduction to Psychology	3
SPAN101 Conversational Spanish OR FREN101 Conversational French	3
COMM104 Communication Skills	3

9

THIRD YEAR

1 st Semester Courses	Cr	2 nd Semester Courses	Cr
MUCT321 Form & Analysis	2	MUCT322 Counterpoint	2
MUED321 Choral Techniques	2	MUCT323 Orchestration	2
MUED331 Music Education Methods I	3	MUED332 Music Education Methods II	3
MUPF310-X Performance Studies (<i>primary instr</i>)	1	MUPF310-X Performance Studies (<i>primary instr</i>)	1
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
MUPF110-X Performance Studies (<i>2nd sec. instr</i>)	1	MUPF110-X Performance Studies (<i>2nd sec. instr</i>)	1
MUHL321 Caribbean & World Music	2	MUED426 Brass Techniques	2
MUED425 Woodwind Techniques	2	RELT250 Personal Spirituality and Faith	3
MUPF315 Junior Recital	1	PEAC110 Personal Physical Fitness/PEAC130	1
		(Gr. 8 Exam in March/April)	
	15		16

FOURTH YEAR

1 st Semester Courses	Cr	2 nd Semester Courses	Cr
MUPF410-X Performance Studies (<i>primary instr</i>)	1	MUPF410-X Performance Studies (<i>primary instr</i>)	1
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
MUED427 Percussion Techniques	2	MUED428 String Techniques	2
MUED421 Studio Methods	2	MUED422 Intro. to Music Education for Special Learners	2
MUED423 Steel Orchestra Techniques	2	MUCT422 Arranging for Vocal Ensemble	2
EDTE354 Philosophy for Education	2	MUED410 Research Project <u>OR</u> MUPF415 Senior Recital	1
HMEC129 Social and Professional Ethics	1	HLED220 Community and Environmental Health	3
RELT340 Religion and Ethics in Modern Society	3	(DipABRSM Exam in March)	
	14		12

Note: Students with deficiencies who have been recommended to do the Preliminary Music Program need to take the following courses before proceeding with any BA Music courses (except ensembles):

Theory Deficiency (No Grade 5 ABRSM/Trinity)

- MUPF103 Music Foundations I (3 cr)
- MUPF104 Music Foundations II (3 cr)
- MUPF105 Aural Training I (1 cr)
- MUPF106 Aural Training II (1 cr)

Practical Deficiency (No Grade 5 ABRSM/Trinity)

- MUPF100-X Applied Music (1, 1 cr)

AA MUSIC

2017-2019 Bulletin (Full-time Students)

YEAR 1

1 st Semester	Cr	2 nd Semester	Cr
MUCT133 Music Theory I	3	MUCT134 Music Theory II	3
MUCT123 Ear Tr. & Sight Singing I	2	MUCT124 Ear Tr. & Sight Singing II	2
MUPF110-X Performance Studies (<i>primary instr</i>)	1	MUPF110-X Performance Studies (<i>primary instr</i>)	1
(MUPF111 Piano I)	(1)	(MUPF112 Piano II)	(1)
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
RELT100 God and Human Life	3	MUET132 Intro to Music Technology	3
ENGL125 Academic Writing I	3	HIST105 World Civilizations II OR HIST147 West Indian History	3
IDSC110 College Success and Career Planning	1	CHEM107 Chemistry in Society OR PHYS115 Concepts of Physics	3
14		16	

YEAR 2

1 st Semester Courses	Cr	2 nd Semester Courses	Cr
MUCT231 Music Theory III	3	MURE232 Christian Music & Worship	3
MUCT211 Ear Training & Sight-singing III	1	MUED222 Fundamentals of Conducting	2
MUHL231 Music History I / MUHL232 Music History II / MUHL322 Caribbean & World Music	3	MUED421 Studio Methods	2
MUPF210-X Performance Studies (<i>primary instr</i>)	1	MUPF210-X Performance Studies (<i>primary instr</i>)	1
(MUPF113 Piano III)	(1)	(MUPF114 Piano IV - Piano Proficiency Test)	(1)
MUPF__ (Major) Ensemble	1	MUPF__ (Major) Ensemble	1
ENGL225 Academic Writing II	3	MUPF315 Junior Recital	1
PSYC101 Introduction to Psychology	3	MATH165 College Algebra	3
HLED220 Community & Environmental Health	3	COMM104 Communication Skills	3
		(Gr. 8 Exam in March/April)	
18		16	

Students with deficiencies who have been recommended to do the Preliminary Music Program need to take the following courses before proceeding with any AA Music courses (except ensembles):

Theory Deficiency (No Grade 5 ABRSM/Trinity)

- MUPF103 Music Foundations I (3 cr)
- MUPF104 Music Foundations II (3 cr)
- MUPF105 Aural Training I (1 cr)
- MUPF106 Aural Training II (1 cr)

Practical Deficiency (No Grade 5 ABRSM/Trinity)

- MUPF100-X Applied Music (1, 1 cr)

COURSE DESCRIPTIONS

COURSES

CREDITS

IDSC205 *Intro. to Fine Arts* 2, 3
This course is a general education requirement. It is an appreciation course on Western and European art and music. The course covers the basic elements of art and music, famous works in the visual and musical arts, and provides for practical and hands-on experiences in both art categories. **Sem. 1/2/3 ODD/EVEN years.**

MUSIC COMPOSITION and THEORY

MUCT103 *Music Foundations I* 3
Introductory music theory course. Focuses on the basics, and is used as a pre-requisite to satisfy deficiencies in programme entry requirements. Co-requisite: MUCT105. **Sem. 1/2/3 ODD/EVEN years.**

MUCT104 *Music Foundations II* 3
Introductory music theory course. Focuses on the basics, and is used as a pre-requisite to satisfy deficiencies in programme entry requirements. Pre-requisite: MUCT103. Co-requisite: MUCT106. **Sem. 1/2/3 ODD/EVEN years.**

MUCT105 *Aural Training I* 1
Introductory ear-training course. Used as a pre-requisite to satisfy deficiencies in programme entry requirements. Co-requisite: MUCT103. **Sem. 1/2/3 ODD/EVEN years.**

MUCT106 *Aural Training II* 1
Introductory ear-training course. Used as a pre-requisite to satisfy deficiencies in programme entry requirements. Pre-requisite: MUCT105. Co-requisite: MUCT104. **Sem. 1/2/3 ODD/EVEN years.**

MUCT123 *Ear Training and Sight Singing I* 2
Sight-singing, and aural recognition of rhythmic, and melodic patterns, intervals, triads, and their inversions. Co-requisite: MUCT133 Music Theory I. **Sem. 1 ODD/EVEN years.**

MUCT124 *Ear Training and Sight Singing II* 2
Sight-singing, aural recognition, and dictation of rhythmic and melodic patterns, primary chords, and cadential harmony. Co-requisite: MUCT134 Music Theory II. **Sem. 2 ODD/EVEN years.**

MUCT133 *Music Theory I* 3
A quick review of the music fundamentals and an introduction to harmony—triads, 7th chords and their inversions; diatonic chords in the major and minor keys. Co-requisite: MUCT123 Ear Training and Sight Singing I. **Sem. 1 ODD/EVEN years.**

MUCT134 *Music Theory II* 3
Diatonic harmony – a study of the principles of voice leading and chord progression in 4-part tonal harmony, using the diatonic triads and 7th chords.

MUCT202 *Topics In _____* 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor.

MUCT211 *Ear Training and Sight Singing III* 1
Sight-singing, aural recognition, and dictation of rhythmic and melodic patterns and phrases, chord progressions, modulations to closely related keys. Co-requisite: MUCT231 Music Theory III. **Sem. 1 ODD/EVEN years.**

MUCT212 *Ear Training and Sight Singing IV* 1
Sight-singing, aural recognition and dictation of rhythmic and melodic patterns and phrases, diatonic and chromatic chord progressions, modulations to closely and distant-related keys. Co-requisite: MUCT232 Music Theory IV. **Sem. 2 ODD/EVEN years.**

MUCT231 *Music Theory III* 3
Chromatic harmony—secondary dominants, modulation types, borrowed chords in major and minor, Neapolitan and Augmented 6th chords. Prerequisite: MUCT134 Music Theory II; Co-requisite: MUCT211 Ear Training and Sight Singing III. **Sem. 1 ODD/EVEN years.**

MUCT232 *Music Theory IV* 3
Study of late 19th-century harmony and introduction to 20th-century techniques. Prerequisite: MUCT231 Music Theory III; Co-requisite: MUCT212 Ear Training and Sight Singing IV. **Sem. 2 ODD/EVEN years.**

MUCT321 *Form and Analysis* 2
Study and analysis of musical forms: motives, phrases and periods; variation, binary, ternary, rondo, sonata-allegro, sonata, concerto, and keyboard suite. Prerequisite: MUCT232 Music Theory IV. **Sem. 1 ODD years.**

MUCT322 *Counterpoint* 2
Introduction to vocal and instrumental contrapuntal techniques— modal and tonal style period. Prerequisite: MUCT232 Music Theory IV. **Sem. 2 EVEN years.**

MUCT323 *Orchestration* 2
Course studies the properties of various orchestral instruments, their transpositions, and sectional treatment, with scoring exercises for band and orchestra. Prerequisite: UCT232 Music Theory IV. **Sem. 1 EVEN years.**

MUCT402 *Directed Study* 1-3
Faculty-directed study on various topics in the field of Music Composition/Theory and related disciplines. Open to music majors only. Prerequisite: Consent of instructor

MUCT422 *Arranging for Vocal Ensemble* 2
Study of arranging techniques used for ensembles. Students are introduced to concepts related to writing for various voice type ranges, arranging techniques for various combinations of voices (SA, SSA, SAB, SATB, etc.), and arranging for various age groups. Prerequisite: MUCT232 Music Theory IV. **Sem. 2 ODD years.**

MUSIC EDUCATION

MUED202 *Topics In _____* 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor

MUED222 *Fundamentals of Conducting* 2
Theory and application of basic conducting techniques and gestures. Prerequisite: MUCT134 Music Theory II. **Sem. 2 EVEN years.**

MUED321 *Choral Techniques* 2
The study of various elements of conducting including the musical, technical, and, psychological elements of conducting. This course also covers a survey of choral literature, score interpretation, and rehearsal and performance techniques. Prerequisite: MUED222 Fundamentals of Conducting. **Sem. 1 EVEN years.**

MUED331 *Music Education Methods I* 3
Study of classroom methods and materials for teaching music at the elementary and junior school level. **Sem. 1 ODD years.**

MUED332 *Music Education Methods II* 3
Study of classroom methods and materials for teaching music at the secondary school level. **Sem. 2 EVEN years.**

MUED400 *Research Project* 1-3
A course option for Music Education emphasis majors only. A research project/paper on a topic of interest in their field of emphasis discussed with an instructor. Student will be required to present the research project before a committee or in a conference setting in his/her final semester of study. Prerequisite: Consent of instructor **Sem. 2 ODD/EVEN years.**

MUED402 *Directed Study* 1-3
Faculty-directed study on various topics in the field of Music Education and related disciplines. Open to music majors only. Prerequisite: Consent of instructor

MUED421 *Studio Methods* 2
Study of teaching methods for private teaching of instrument or voice. Focus will be on repertoire, technique, rhythm, phrasing and articulation, theory, sight reading, memorization, style and interpretation. Lab demonstrations, observations of other teachers included. Prerequisite: MUCT134 Music Theory II. **Sem. 1 ODD years**

MUED422 *Intro. to Music Education for Special Learners* 2
This course is designed to familiarize students with the special needs of exceptional learners and the implications for instruction in Music Education. Prerequisite: MUCT134 Music Theory II. **Sem. 2 EVEN years**

MUED423 *Steel Orchestra Techniques* 2
Private or group instruction on instruments of the Steelpan family. Primary emphasis on one instrument to gain basic proficiency, with exposure to problems and techniques of the other members of that family. Instruction in pedagogical techniques useful in ensemble/classroom instruction including baton technique, score analysis, rehearsal procedures, and techniques for adapting ensemble/solo arrangements to the steelpan/steelpan ensemble idiom. Prerequisite: MUCT134 Music Theory II. **Sem. 1 EVEN years**

MUED425 *Woodwind Techniques* 2
Private or group instruction on instruments of the Woodwind family. Primary emphasis on one instrument to gain basic proficiency, with exposure to problems and techniques of the other members of that family. Instruction in pedagogical techniques useful in classroom instruction. Prerequisite: MUCT134 Music Theory II. **Sem. 2 ODD years.**

MUED426 *Brass Techniques* 2
Private or group instruction on instruments of the Brass family. Primary emphasis on one instrument to gain basic proficiency, with exposure to problems and techniques of the other members of that family. Instruction in pedagogical techniques useful in classroom instruction. Prerequisite: MUCT134 Music Theory II. **Sem. 1 ODD years**

MUED427 *Percussion Techniques* 2
Private or group instruction on instruments of the Percussion family. Primary emphasis on one instrument to gain basic proficiency, with exposure to problems and techniques of the other members of that family. Instruction in pedagogical techniques useful in classroom instruction. Prerequisite: MUCT134 Music Theory II. **Sem. 2 EVEN years**

MUED428 *String Techniques* 2
Private or group instruction on instruments of the String family. Primary emphasis on one instrument to gain basic proficiency, with exposure to problems and techniques of the other members of that family. Instruction in pedagogical techniques useful in classroom instruction. Prerequisite: MUCT134 Music Theory II. **Sem. 1 EVEN years**

MUSIC EDUCATION and TECHNOLOGY

MUET132 *Introduction to Music Technology* 3
This is an introductory course for all music majors. It is designed to give a broad overview of the main topics and issues encountered in the field of Music Technology and to examine their practical application for the musician. Topics covered include Essential Audio Theory, Principles of Sound, and Acoustics. Students will also be taught how to utilize computer notation, audio recording and sequencing software applications for music composition, arrangement and transcription. Basic music reading and keyboarding skills required. **Sem. 2 ODD years.**

MUET202 *Topics In _____* 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor.

MUET231 *Music Technology I* 3
An introduction to the MIDI (Musical Instrument Digital Interface) protocol. Current applications are used to demonstrate relevant topics, including MIDI sequencing, recording, production, and arranging techniques. Use of the equipment and software will be demonstrated through various creative projects. Lab component is included. Prerequisite: MUET132 Introduction to Music Technology, MUCT134 Music Theory II.

MUET232 *Music Technology II* 3
Prerequisite: MUET231
A continuation of MUET231, this course focuses on conceptual and practical applications using advanced MIDI systems including various analog and digital synthesizers, samplers, computers, and MIDI programs. Emphasis will also be placed on synthesizer programming utilizing additive and subtractive synthesis, filter manipulation, voltage control amplifiers and ADSR generators. Use of the equipment and software will be demonstrated through various creative projects. Lab component is included. Prerequisite: MUET231 Music Technology I.

MUET402 Directed Study 1-3
Faculty-directed study on various topics in the field of Music Education and related disciplines. Open to music majors only. Prerequisite: Consent of instructor

MUSIC HISTORY and LITERATURE

MUHL202 Topics In _____ 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor

MUHL220 Music Appreciation 3
An general introduction to music history, music literature and critical listening skills. A survey of musical forms, instruments of the orchestra, music in national cultures and biographical sketches of composers is included. **Sem. 1/2/3 ODD/EVEN years.**

MUHL231 Music History I (Ancient-1750) 3
Prerequisite: MUCT134
Development of western music & cultural background, vocal & instrumental forms and literature and composers from ancient until about 1750 (Baroque). Prerequisite: MUCT134 Music Theory II. **Sem. 1 ODD/EVEN years.**

MUHL232 Music History II (1750-present) 3
Development of western music & cultural background, vocal & instrumental forms and literature and composers from 1750 to the present. Prerequisite: MUCT134 Music Theory II. **Sem. 2 ODD/EVEN years.**

MUHL321 Caribbean and World Music 2
Study of the historical development of Caribbean music with emphasis on the social context of native, religious, and popular music. An introduction to the musical traditions from around the world with their socio-cultural contexts. Prerequisite: MUCT134 Music Theory II. **Sem. 1 ODD years.**

MUHL402 Directed Study 1-3
Faculty-directed study on various topics in the field of Music Education and related disciplines. Open to music majors only. Prerequisite: Consent of instructor.

MUHL432 Vocal/Instrumental Literature 3
Study of literature written for the emphasis instrument from elementary to advanced levels—literature review, bibliography.

MUSIC PERFORMANCE

MUPF111 Piano I 1
Course designed to develop functional keyboard skills for the non-piano major: intermediate repertoire, hymns, scales & arpeggios, basic improvisation, basic harmonization and accompanying, reading lead sheets, basic chord progressions and musical symbols. **Sem. 1/2/3 ODD/EVEN years.**

MUPF112 Piano II 1
Course designed to develop functional keyboard skills for the non-piano major: intermediate repertoire, hymns, scales & arpeggios, basic improvisation, basic harmonization and accompanying, reading lead sheets, basic chord progressions and musical symbols. **Sem. 1/2/3 ODD/EVEN years.**

MUPF113 Piano III 1
Course designed to develop functional keyboard skills for the non-piano major: intermediate repertoire, hymns, scales

& arpeggios, basic improvisation, basic harmonization and accompanying, reading lead sheets, basic chord progressions and musical symbols. **Sem. 1/2/3 ODD/EVEN years.**

MUPF114 Piano IV 1
Course designed to develop functional keyboard skills for the non-piano major: intermediate repertoire, hymns, scales & arpeggios, basic improvisation, basic harmonization and accompanying, reading lead sheets, basic chord progressions and musical symbols. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-1 Applied Music: Voice 1-2
Develop the ability to sing, especially in a vocal ensemble, by improving technique, musicianship, expression and other performance-related skills. Repertoire may be selected from the standard vocal repertoire or from the student's ensemble music, including the University Choir and Orchestra and other vocal ensembles. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-1 – 410-1 Performance Studies: Voice 1-2
Private instruction in voice is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-2 Applied Music: Piano 1-2
Instruction for pianists is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. Recital attendance and performance required. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-2 – 410-2 Performance Studies: Piano 1-2
Private instruction in Piano is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-3 Applied Music: Steelpan 1-2
Instruction for Steelpan is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-3 – 410-3 Performance Studies: Steelpan 1-2
Private instruction in Steelpan is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music

Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-4 Applied Music: Guitar 1-2
Instruction for Guitar is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-4 – 410-4 Performance Studies: Guitar 1-2
Private instruction in Guitar is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5 Applied Music: Woodwinds 1-2
Instruction for Woodwinds is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5B Applied Music: Woodwinds – Bassoon 1-2
Instruction for Bassoon is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5C Applied Music: Woodwinds 1-2
Clarinet/Bass Clarinet
Instruction for Clarinet is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5F Applied Music: Woodwinds 1-2
Flute/Piccolo
Instruction for Flute/Piccolo is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5O Applied Music: Woodwinds – Oboe 1-2
Instruction for Oboe is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-5S Applied Music: Woodwinds 1-2
Saxophone
Instruction for Saxophone is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-5 – 410-5 Performance Studies: 1-2
Woodwinds
Private instruction in Woodwinds is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. Note: *MUPF110-410-8B – Bassoon; MUPF110-410-8C – Clarinet/Bass Clarinet; MUPF110-410-8F – Flute/Piccolo; MUPF110-410-8O – Oboe; MUPF110-410-8S – Saxophone.* **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-6 Applied Music: Brass 1-2
Instruction for Brass is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-6H Applied Music: Brass 1-2
Instruction for French Horn is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-6L Applied Music: Brass - Low Brass 1-2
Instruction for Low Brass instruments (Trombone, Euphonium/Baritone, Tuba) is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-6T Applied Music: Brass – Trumpet 1-2
Instruction for Trumpet is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-6 – 410-6 Performance Studies: Brass 1-2
Private instruction in Brass is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time

faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. Note: *MUPF110-410-6H – Horn; MUPF110-410-8L – Low Brass; MUPF110-410-8T – Trumpet.* **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-7 Applied Music: Percussion 1-2
Instruction for Percussion is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-7 – 410-7 Performance Studies: Percussion 1-2
Private instruction in Percussion (mallet performance, drum set, and world percussion instruments) is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-8 Applied Music: Strings 1-2
Instruction for Strings is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-8A Applied Music: Strings – Viola 1-2
Instruction for Viola is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-8B Applied Music: Strings – String Bass/Electric Bass 1-2
Instruction for String Bass/Electric Bass is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-8C Applied Music: Strings – Cello 1-2
Instruction for Cello is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-8V Applied Music: Strings – Violin 1-2
Instruction for Violin is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the faculty member in-charge during the first week of classes. A minimum of 12 lessons are required. Enrollment not open to students seeking a Music degree, major, or minor. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-8 – 410-8 Performance Studies: Strings 1-2
Private instruction in Strings is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. Note: *MUPF110-410-8A – Viola; MUPF110-410-8B – String Bass/Electric Bass; MUPF110-410-8C – Cello; MUPF110-410-8V – Violin.* **Sem. 1/2/3 ODD/EVEN years.**

MUPF100-9 Applied Music: Organ 1-2
Private organ study of intermediate to advanced level organ performance repertoire and studio class techniques. Each student enrolled in organ has a 30 minute private lesson each week, along with either Organ Performance Class or a Studio Class, which rotate on a bi-weekly basis. Organ students (Church Music majors) are required to perform twice a semester. Studio classes can take the format of a master class, lecture, or performance class within each individual studio. **Sem. 1/2/3 ODD/EVEN years.**

MUPF110-9 – 410-9 Performance Studies: Organ 1-2
Private instruction in Organ is offered with material and performance of increasing difficulty, as the student develops. Students must arrange instruction time with the full-time faculty member in-charge, during the first week of classes. A minimum of 12 lessons and performance at a faculty jury exam are required. Students are also expected to perform in student recitals. Music Majors and Minors must attend Music Department sponsored recitals and approved concerts. May be repeated for credit. **Sem. 1/2/3 ODD/EVEN years.**

MUPF105 Jazz Improvisation 1
Individual instruction for players interested in learning about jazz improvisation. Jazz theory, styles, compositions, and practice techniques are explored. Prerequisite: Consent of instructor.

MUPF115 Woodwind Ensemble 0-1
Small ensemble of wind instruments (e.g. bassoon/saxophone/ clarinet/ flute) performing traditional and contemporary wind band repertoire. Players will develop important musical skills, like sight-reading, listening, and the discipline required in ensemble playing. Membership is open to any student who qualifies through audition.

MUPF117 Brass Ensemble 0-1
Small ensembles open to all players with an interest in brass chamber music. Groups play a variety of styles ranging from the traditional classical repertoire to more contemporary compositions. Prerequisite: Membership through audition.

MUPF125 Saxophone Ensemble 0-1
Small saxophone ensemble that performs traditional and contemporary repertoire. Players will develop important musical skills, like sight-reading, listening, and the discipline

required in ensemble playing. Membership is open to any student upon instructor recommendation.

MUPF130 University Chorale 0-1
A choral performance course combining the vocal skills of a choral ensemble of 50-100 members. Related skills will include choral discipline, vocal training, individual vocal development, and general musicianship. No audition required.

MUPF140 Steel Ensemble 0-1
Small ensemble that plays a variety of styles ranging from traditional classical repertoire to contemporary and modern compositions. Open to the general school public. Membership through audition. **Sem. 1/2/3 ODD/EVEN years.**

MUPF150 University Ringers 0-1
Small ensemble for the study and performance of Handbell/Choir Chime literature. Players will develop Handbell/Chime ringing techniques as well as important musical skills, like sight-reading, listening, and the discipline required in ensemble playing. Membership is open to any student upon instructor recommendation. Additional uniform fees may be required. **Sem. 1/2/3 ODD/EVEN years.**

MUPF155 Small Group 0-1
Small vocal ensemble for the study and performance of varied contemporary repertoire. Groups will perform regularly as part of the department's outreach activities and skills such as sight-reading, harmonization and listening will be developed. Membership is open to any student upon via audition. Additional uniform fees may be required. **Sem. 1/2/3 ODD/EVEN years..**

MUPF160 String Ensemble 0-1
An ensemble of string players performing classical to 20th century literature. Players will develop important musical skills like sight-reading, listening, and the discipline required in ensemble playing. Membership through audition. **Sem. 1/2/3 ODD/EVEN years.**

MUPF175 Jazz Combo 0-1
Small ensemble open to all players with an interest in jazz improvisation, including the development of the playing of small-group jazz. Jazz theory, styles, compositions, and practice techniques are explored. Prerequisite: Consent of instructor

MUPF200 Accompanying 3
A practical course in collaborative piano accompanying. The accompanist attends all studio performance classes and develops the same technical skills as soloists. In addition, they must have knowledge of languages (year one of college level - German, Italian and French), diction, chamber music, vocal repertoire, duo repertoire, and sight-reading skills.

MUPF202 Topics In _____ 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor.

MUPF 225 University Concert Band 0-1
Large instrumental ensemble open to all qualified students by audition. The Concert Band performs music from all periods and styles, with an emphasis on significant wind music for small and large wind band. Uniform purchase required. **Sem. 1/2 ODD/EVEN years.**

MUPF230 University Choir and Orchestra 0-1
A large ensemble of 50-100 choral members with live orchestra. Open to all interested students by audition. The group rehearses and performs a variety of music. A major tour during the school year is required. Course may be repeated for credit. Additional uniform fees may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF235 University Singers 0-1
An advanced choral group of 20-25 members whose repertoire consists of standard choral works (classical, folksongs, anthems, hymn arrangements, etc.); course offers extensive development of performance skills in choral training: sight-singing, vocal techniques, aural skills, musicianship. The choir undertakes a minimum of one concert tour per academic year. Entry by audition. Additional uniform fees may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF240 University Steel Orchestra 0-1
A large steelpan ensemble open to all qualified students by audition. Repertoire chosen from all periods with an emphasis on Caribbean musical forms written for steel orchestra. Studies will also include sight-reading, rehearsal and performance techniques, discipline, and general musicianship. Additional uniform fees may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF260 University Symphony Orchestra 0-1
The University Symphony Orchestra performs a range of significant orchestral literature. Repertoire includes music for chamber orchestra as well as full orchestra. Open to all qualified students by audition. Uniform purchase required. **Sem. 1/2 ODD/EVEN years.**

MUPF275 University Jazz Band 0-1
Large Big Band Jazz ensemble format (saxes, trumpets, trombones, and rhythm). Rehearses and performs historical and contemporary styles. Membership is open to any student via audition. Additional uniform fees may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF280 Choral Union 0-1
This musical group is comprised primarily of Music Majors and Minors as well as Applied Music and Performance Studies students. A public performance of major choral works is given each semester. May be repeated for credit. **Sem. 1/2 ODD/EVEN years.**

MUPF285 Women's Choir 0-1
Women's Choir is open by audition to all interested students. The group will rehearse and perform a variety of music. Skills developed will include choral discipline, vocal training, individual vocal development, and general musicianship. Several performances throughout the school year will be required. May be repeated for credit. Additional uniform fee may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF290 Male Chorale 0-1
Male Chorale is open by audition to all interested students. The group will rehearse and perform a variety of music. Skills developed will include choral discipline, vocal training, individual vocal development, and general musicianship. Several performances throughout the school year will be required. May be repeated for credit. Additional uniform fee may be required. **Sem. 1/2 ODD/EVEN years.**

MUPF311 Diction for Singers I 1
Singers' diction in English and German and Italian, Latin, and

French (level I) utilizing the International Phonetic Alphabet. **Sem. 1 ODD years.**

MUPF312 Diction for Singers II 1
Singers' diction in English and German and Italian, Latin, and French (level II) utilizing the International Phonetic Alphabet. **Sem. 2 EVEN years.**

MUPF315 Junior Recital 1
A vocal or instrumental solo/collaborative recital on a major instrument of study lasting 30 minutes, performed in the Junior year. Performance majors are required to pass Junior Recital in order to qualify for senior status in the bachelors programme. Non-performance majors are required to prepare 10-15 minutes of repertoire and performance majors, 20-30 minutes. Prerequisite: Consent of instructor. **Sem. 1 ODD/EVEN years.**

MUPF402 Directed Study 1-3
Faculty-directed study on various topics in the field of Music Performance and related disciplines. Open to music majors only. Prerequisite: Consent of instructor.

MUPF415 Senior Recital 1
A vocal or instrumental solo recital on a major instrument of study performed in the last semester of study. Requires faculty approval; graduation is based on the successful completion of Senior Recital. Non-performance majors are required to prepare 20-30 minutes of repertoire and performance majors 45-60 minutes. Prerequisite: MUPF315 Junior Recital. **Sem. 2 ODD/EVEN years.**

MUPF420 Music Theatre Workshop 2
Rehearsal and performance of operatic scenes, repertoire,

and stage movement. Also open to non-music students who pass audition. Course ends with an actual stage performance. **Sem. 1/2 ODD/EVEN years.**

SACRED MUSIC

MURE202 Topics In_____ 1-3
Selected specialized field of study taken for personal edification and development. Repeatable. Prerequisite: Consent of instructor.

MURE232 Christian Music and Worship 3
This course seeks to provide the student with tools to function as church music leader/minister. The course will trace the development of Christian church music through the centuries with special emphasis on biblical principles that guide the use of music in worship. In addition, the course prepares students to be able to design, implement, and administer a church music program inclusive of various ensembles. **Sem. 2 ODD years.**

MURE430 Church Music and Hymnology 3
This course is designed to aid the student in understanding the purpose of music, its influence and power, and the need for its study in preparation for a more effective music ministry in the church. More specifically, students will gain understanding of how the hymn works musically, educationally, theologically, and scripturally. This is a practical face-to-face course involving student participation in singing, conducting hymns, planning musical programmes etc. Prerequisite: None. **Sem. 1 ODD years.**

DEPARTMENT POLICIES

ADMISSIONS

Applicants must satisfy both university and departmental entry requirements.

ENTRY REQUIREMENTS

BA MUSIC, AA MUSIC

Grade 5 Theory and Grade 5 Practical (in the primary instrument) certificates (or their equivalent) from the Associate Board of the Royal Schools of Music (ABRSM), Trinity-Guildhall (London) or other recognized music schools.

MINOR IN MUSIC

Grade 5 Theory and Grade 2 Practical (in the primary instrument) certificates (or their equivalent) from the Associate Board of the Royal Schools of Music (ABRSM), Trinity-Guildhall (London) or other recognized music schools.

Applicants holding certificates reflecting a pass at the level of Merit or Distinction, and awarded no more than one (1) year prior to applying to any of the Music programmes, can be recommended for acceptance by the Performance Studies/Applied Music teacher.

All other applicants are required to take a performance audition on their intended primary instrument, and the Music Placement Exam (theory and aural). A minimum grade of B is required on each examination component for admittance into the Music programmes. A student who fails to meet the minimum requirement will be required to complete the Pre-Degree music courses before matriculating into the intended programme.

Status as an undergraduate major is provisional until the student demonstrates academic and performance skills on an acceptable level—i.e., Grade 5 theory and Grade 5 practical (Grade 2 for music minors) skills on the emphasis instrument. Deficiencies in musical background will require the student to complete the pre-degree courses in theory (MUCT103, MUCT104 Music Foundations I, II), ear training (MUCT105, MUCT106 Aural Training I, II) and/or Performance Studies on their intended primary instrument. On completion of the musical entry requirements, the department advisor will recommend the student's application for admission into the appropriate programme.

AUDITION REQUIREMENTS

Applicants are required to prepare three (3) pieces of contrasting styles for the audition. At least one should showcase the performer's technical ability and another should be lyrical in nature. Pieces should also come from different musical time periods e.g. the Baroque era (J.S. Bach or a similar composer), the Classical era (Haydn, Mozart, Beethoven) and the 19th/20th century.

PRELIMINARY MUSIC PROGRAMME

The Preliminary Music Programme (PMP) is designed to cater for instances where applicants meet University matriculation requirements but exhibit deficiencies that indicate the need for further preparatory work leading up to the entry level for our B.A., A.A., and Music Minor programmes.

COURSES REQUIRED FOR THE PRELIMINARY MUSIC PROGRAMME

- MUCT103 Music Foundations I (3 cr)
- MUCT104 Music Foundations II (3 cr)
- MUCT105 Aural Training I (1 cr)
- MUCT106 Aural Training II (1 cr)

TOTAL (8 credits)

Additionally, if deficiencies exist in the practical area, students may also be required to take preliminary applied music lessons on their primary instrument (generally 2 additional credits).

Students should note that credit hours from the Preliminary Music Programme **do not count toward graduation requirements**. The cost of the programme is separate from the cost of the degree programmes and it is not covered by GATE funding (T&T students). Each course lasts for a period of 1 semester and the programme is administered by the Department of Music and Fine Arts.

CHANGING PRIMARY EMPHASIS / INSTRUMENT

Students wishing to change their declared emphasis after enrolling in the program must:

1. Audition and be accepted into the new area of concentration
2. Meet with an advisor to structure the new concentration
3. Meet all degree requirements of the newly declared performance concentration, including number of lesson units in order to qualify as a candidate for graduation
4. Be enrolled in a primary ensemble in the newly declared performance area.

Students wishing to switch their primary instrument should also follow the above procedure. Additionally:

- Request to switch must be made before the end of their Freshman year.
- Students should note that all requirements will need to be fulfilled on the new instrument including Performance Studies and Ensemble requirements. This may result in a lengthening of the duration of their programme.

ACADEMIC REQUIREMENTS

Music students are required to fulfill certain academic requirements for the completion of their degree programmes. These include the following:

MUSICIANSHIP & PIANO PROFICIENCY

All music majors and minors are required to complete the department's requirements for minimum Piano Proficiency. The piano proficiency component **must** be completed by the end of 2nd year (sophomore) before non-piano majors can be advanced to junior status. Students must pass the

Piano Proficiency Exam or be enrolled in the Piano Proficiency course sequence MUPF111-114 Piano I- IV each semester to fulfill the requirement. The Piano Proficiency Exam will be offered at the beginning of each semester to give students the opportunity to complete this requirement.

THEORY PLACEMENT EXAM

All incoming new and transferring majors and minors must take a theory placement exam at the beginning of the first semester in attendance. Students who do not attain the required 'B' average in the exam will be required to take a combination of the following courses as recommended by the department:

- MUCT103 Music Foundations I (3 cr)
- MUCT104 Music Foundations II (3 cr)
- MUCT105 Aural Training I (1 cr)
- MUCT106 Aural Training II (1 cr)

ENSEMBLE REQUIREMENT

Music majors and minors are required to participate in departmental ensembles on their principal instrument (credit will generally be given only for large ensembles) **each semester in residence** for a minimum of eight (8) credits and in some cases four (4) credits. However, they may also opt to do 2 of the 8 credits in an instrumental ensemble that utilizes a medium other than their primary instrument. Students must be registered for each large ensemble in which they participate and are encouraged to audition for and participate in more than one ensemble so as to give themselves as many opportunities as possible for development. The ensemble requirement counts for ten percent (10%) of the student's Performance Studies/Applied Music grade each semester.

CONCERT, RECITAL AND MASTER CLASS ATTENDANCE

Concert attendance is an integral part of the all-round development of any music student. Attendance at all general, student (major, minor, collaborative) and faculty recitals as well as concerts, forums and master classes sponsored by the Department is **required** of all music majors and minors. In addition, at least one approved attendance at an off-campus recital/concert per semester is required. Students are required to fulfill a **minimum** concert attendance requirement of **five concerts** each semester (*events at which the student is a performer can count for no more than one of these*).

Students must submit proof of attendance by submitting a completed Concert Attendance Form (see music office) along with a copy of the concert program to their Performance Studies instructor. These will be signed and should then be turned in to the music department office. Submissions must be done individually for each concert. The attendance requirement counts for ten percent (10%) of the student's Performance Studies/Applied Music grade each semester.

PERFORMANCE RECITAL REQUIREMENT

Recital requirements are a component designed to develop student's professional performance skills. Each semester, every student registered for Performance Studies must participate in at least two recitals in either a solo or collaborative role to develop the skills of preparation, organization, and promotion associated with a professional performance. Repertoire for the recital will be selected in conjunction with the student's Performance Studies instructor. The recital requirement affects fifteen percent (15%) of the student's Performance Studies/Applied Music grade.

ACCOMPANISTS

All Performance Recitals and Jury performances must be performed with an accompanist unless the repertoire demands otherwise. It is the student's responsibility to identify an **approved** accompanist at the beginning of the semester to collaborate with them on their Jury / Recital repertoire. Being unprepared and waiting until the last minute to do so can significantly affect the performance in a negative way and result in a bad performance and a lower-than-desired grade. If the student cannot acquire an approved accompanist, one will be provided by the department at a cost of \$200 for the session. ***Note: fees for Junior and Senior Recitals are negotiated separately and are based on the demands of the repertoire being performed.***

JUNIOR/SENIOR RECITAL

All music students must register for one (1) Junior Recital credit in the first semester of the Junior year (*this may vary slightly for AA and music minor students*). Additionally, BA students must register for one (1) credit of Senior Recital in the final semester of their senior year. The recital will be a solo/collaborative performance on the student's primary instrument of study. The Junior Recital is expected to include 20-30 minutes' worth of repertoire selected in conjunction with the student's Performance Studies instructor. The Senior recital should include 40-50 minutes of repertoire. Students should treat these recitals as major performances and they are expected to use this as an opportunity to demonstrate their planning and execution of a concert performance. Performance attire, decorations, concert program preparation and event promotion should all be included as part of the student's planning of the event.

MUSIC DEPARTMENT RESPONSIBILITY

Programs. The music department is responsible for the printing of the program according to the standards set by the department.

Recording. The music department will arrange to record the recital and will provide either one DVD copy of the recital, or a digital image that can be burned on a CD/DVD, at the discretion of the Department.

STUDENT RESPONSIBILITY

Recital credit. Students must be registered for appropriate recital credit (MUPF315, or MUPF415) during the academic term in which the recital is to be presented.

Approval of date. Recital dates must be approved by the student's instructor and the music office. The completed Recital Date Request form and signed Recital Checklist and Agreement (available in the music office) must be submitted to the department office and if approved, the recital date will be reserved pending successful completion of the Pre-Recital Audition. Requests will be considered on a first come, first served basis.

Fee. A recital fee of \$200 TTD must be submitted at the same time as the Recital Date Request form. This fee will help defray printing, recording, and recital staffing costs.

Pre-recital Audition. At least **four weeks** in advance of the approved recital date, the planned program must be performed at performance quality before a three-member committee of the music faculty, including the Performance Studies teacher. The student is responsible for scheduling both

the appropriate space as well as the committee. Upon faculty recommendation, the reserved recital date will be confirmed. Failure to meet the deadline or to pass the Pre-Recital Audition will necessitate rescheduling of the recital and resubmission of the recital fee.

Program. Final approved program copy is due no later than **two weeks** prior to the performance. Failure to submit the required information will result in the cancellation of your recital. Program materials (readable by Microsoft Word) must be submitted to the music office by email, or on a flash drive. A hard copy, signed by the Performance Studies teacher must be dropped off at the music office. Program materials must include:

1. Program repertoire with complete and accurate information (See Standards and Guidelines for Recital Programs below);
2. Program notes (See Standards and Guidelines for Recital Programs below);
3. Biographical information about the student and accompanist(s).

Accompanist. All Junior / Senior Recitals must be performed with an accompanist unless the repertoire demands otherwise. It is the student's responsibility to identify an **approved** accompanist at least 3 – 6 months before the recital will be delivered to collaborate with them on their repertoire. Being unprepared and waiting until the last minute to do so can significantly affect the performance in a negative way and result in a bad performance and a lower-than-desired grade. If the student cannot acquire an approved accompanist, one will be provided by the department at a cost. ***Note: fees for Junior and Senior Recitals are negotiated separately and are based on the demands of the repertoire being performed.***

STANDARDS AND GUIDELINES FOR RECITAL PROGRAMS

1. Program repertoire must include complete titles, including keys and opus numbers, and names and dates of composers and lyricists.
2. The student will be responsible for the preparation of the program notes and/or text translations to be included in the program. Students should consult their private instruction teacher or the director for their discipline in the preparation of the material. Final, signed approval must be obtained from the applied instructor.
3. Samples of appropriate biographical information and acknowledgements are available in the office. The Department of Music reserves the right to edit the acknowledgements.
4. Students who fail to comply with the above requirements will not be permitted to perform.

Rehearsal time. A student may schedule three hours of rehearsal in the performance venue during the week preceding the recital. Rehearsal time must be arranged through the music office.

Additional Expenses. At the student's option and expense, other activities related to the recital may be arranged with the music office. These may include:

- use of campus facilities other than the Vernon Andrews Amphitheater for the recital;
- reception and clean-up.

Recital Cancellation and Rescheduling. Although the Department of Music and Fine Arts will do its best to accommodate a request for a change of recital date, the department cannot guarantee that one will be available. The recital fee is non-refundable. Rescheduling of a recital for any reason will require the student to repeat the entire process as outlined above, including payment of the recital fee unless extenuating circumstances exist and the chair approves the necessary rescheduling.

MUSIC EDUCATION PROJECT

Music Education emphasis majors may apply to do a major music education project in lieu of the senior recital and must inform the music office of their intention to register for **MUPF400 Research Project** by the end of their Junior year. Project proposals are due within the first two weeks of the first semester of the senior year. Finalization of project topic is subject to faculty approval. The application form can be collected from the music office, and must be approved by the student's Performance Studies instructor, project sponsor/supervisor(s) and the music department Chair. All primary sponsors must be full-time faculty. Adjuncts may be secondary sponsors or experts in the field and require prior approval of Department of Music and Fine Arts faculty.

ALLOWABLE PROJECTS

Examples of potential projects include:

- I. Research Paper
 - a. The body of the paper must be 40 pages minimum, double spaced, 12-pt font
 - b. The paper must be suitable for presentation
 - c. Public presentation required
- II. Editing a music score
 - a. Score must be a minimum of 40 pages
 - b. A paper must be written to document process
 - c. The editing must be suitable for presentation
 - d. Public presentation required
- III. Original Composition
 - a. Multi-movement composition must be a minimum of 7 minutes in length
 - b. Single-movement composition must be a minimum of 5 minutes in length
 - c. Composition must be suitable for publication and presentation
 - d. Public presentation required
- IV. Technology
 - a. To be determined
 - b. All written documentation must be submitted electronically as well as in hard copy.

PERFORMANCE STUDIES CREDIT

All music majors and minors must register for Performance Studies each semester until their final semester and must perform before the music faculty at the end of each semester for jury examination (an individual assessment on their principal instrument). All students are required to fulfill the Performance Studies credit **every semester** in residence on their **primary instrument**. Music Education emphasis majors will also be required to register for Performance Studies for two semesters for each of their Secondary instruments.

LESSON REQUIREMENTS

In order to receive credit in Performance Studies (MUPF110-410), a student must have attended at least 12 scheduled lessons in a semester and performed for the faculty jury. **Punctuality for lessons is required.** Students who are tardy will receive only the remainder of their lesson time. Students who habitually miss lessons or are unprepared for lessons will, at the discretion of the teacher, be

asked to drop the course or risk a grade of D or F. The studio teacher will establish other lesson requirements, including repertoire.

PRACTICE REQUIREMENTS

Performance Studies classes are designed to encourage the student in a life of self-disciplined practice, which continues after graduation when there is no longer responsibility to a particular academic routine. With this in mind, the following standards are noted: practice hour requirements are directly related to the amount of credit given. A half-hour lesson (one credit) assumes a minimum of one hour of practice every day. A one-hour lesson (two credits) assumes a minimum of two hours of practice every day.

ABSENCES

If absence from a lesson is anticipated, the student should notify the teacher at least 24 hours in advance. If a student is unavoidably detained and misses a lesson, the student should notify the teacher directly as soon as possible. If prior notice is given, or there are extenuating circumstances, the teacher may make up the lesson at his/her discretion. If no notice is given, the lesson will not be made up. In the case of a lesson missed by a teacher, the lesson will be made up as soon as a mutually acceptable time is available.

INCOMPLETES

Incompletes will not be given in Performance Studies except in the case of exceptional illness or extreme circumstances. If an Incomplete (I) is assigned for the semester grade, it is the student's responsibility to make-up the jury within six weeks.

JURY EXAMINATIONS

Jury Examinations take place at the end of each semester and are an opportunity for students to demonstrate to the faculty the things they have been working on during that semester and the progress they have been making. Unless otherwise posted, juries are held during the final exam period. Students should ensure that they do not make any travel plans that conflict with this time period. Sign-up sheets are posted in advance for juries and recitals and students are expected to register for an available day and time. Music minors and non-majors are not required to perform for juries, however, participation in juries, master classes and public recitals is highly recommended and may be required by the individual instructor.

For end of semester juries, each participating student must provide the jury committee with copies of the following (number will be advised):

1. Repertoire sheet (forms will be available in the music office) listing:
 - a) all works studied since the preceding jury with an indication of those works studied in the present semester;
 - b) all solo or chamber performances since the last jury.
2. Original copies of the music to be performed (the copy should be of the music used for practice, including all of the teacher's markings and corrections).

JURY EXEMPTIONS

1. A student who has presented a major solo performance in a department-sponsored event may be exempt, with instructor's approval, from the jury requirement in the semester in which the performance took place.
2. Students who are performing a Senior Recital are exempt from juries for the semester in which the recital is given.

Note: A Performance Studies instructor may override the departmental exemptions in any semester and require a student to participate in the jury.

GRADING

The final grade will be determined by the student's private instructor. Failure to perform as required each quarter, or to comply with proper jury requirements, will result in a grade of "F." A grade of Incomplete (I) cannot be given except for circumstances beyond the student's control, and only if at least 75% of the coursework has been completed.

ACCOMPANISTS

All Performance Recitals and Jury performances must be performed with an accompanist unless the repertoire demands otherwise. It is the student's responsibility to identify an **approved** accompanist at the beginning of the semester to collaborate with them on their Jury / Recital repertoire. Being unprepared and waiting until the last minute to do so can significantly affect the performance in a negative way and result in a bad performance and a lower-than-desired grade. If the student cannot acquire an approved accompanist, one will be provided by the department at a cost of \$200 for the session. ***Note: fees for Junior and Senior Recitals are negotiated separately and are based on the demands of the repertoire being performed.***

MUSIC STUDENT FORUM

The Music Student Forum is a weekly time period designed to provide an opportunity for students to explore and be exposed to presentations of topical interest to the musician and music student. The content of sessions can include live recitals, video presentations, topical discussions, research presentations, masterclasses and much more. All students are expected to attend forum sessions as part of their concert, recital and masterclass attendance requirement.

TRANSFER STUDENTS

All transfer students must successfully complete (a) an entrance audition in their primary emphasis, (b) the piano proficiency exam, and (c) a placement exam in theory. Students not passing the Piano Proficiency Exam must enroll in Piano Proficiency (MUPF 111-114) each semester until the proficiency exam has been passed.

INSTRUMENTS

Students are expected to make every effort to own their own instrument(s) before the completion of their period of study. Owning a professional instrument is a necessary aspect of being able to achieve excellent performances and eliminating unnecessary sources of frustration throughout your studies.

HEALTH & SAFETY

As music students, some of your most prized assets are your hands, feet, and ears. It is through these that the important work of music making takes place. Because of that, the Department of Music and Fine Arts stresses the importance of taking care of our bodies (and our health) by adopting some commonsense strategies, including:

SLEEP - College is a time of new-found freedoms and responsibilities. Make sure that getting enough sleep is a priority for you (goal is at least 7 hours of sleep). This will keep your mind sharp, your muscles rested and ready for more practice and work. For those of you in the vocal area, rest is crucial for refreshing your instrument and keeping it in top shape. Avoid depending on caffeine or stimulants to keep you up late; this will only throw your body's rhythm off and make it more difficult to reset.

HEALTHY EATING - With the busyness of college life, another aspect which is usually neglected is that of healthy eating. Avoid late night heavy eating (so that you can sleep well). Eating after 7pm taxes your digestive system which is ready to rest, and affects other parts of your body and mind in negative ways. Also, avoid large doses of sugar, oil, and fried products. Eating healthy will keep your mind sharp and provide the right kind of nutrients to feed your mind and your muscles! Finally, be aware of how certain foods affect you. For example, vocalists might be more sensitive to dairy products which can cause phlegm, so avoid the foods that affect you negatively before a performance. Finally, don't forget to hydrate with water as much as you can. This helps keep muscles working well, including the vocal chords, and will help in the recovery after practice or a performance.

TENSION - College life can be a time of great stress, which affects the mind and the body. Because we sometimes can't control every aspect of our lives, it is important that you take time to warmup and relax your muscles before beginning the workout that is practicing (or performing). It is clear that the best way to warm up your muscles is to warm up your whole body by doing whole body warm-ups like jumping jacks, walking vigorously, or stretching exercises. This increases blood flow to your muscles and brings a healthy dose of oxygen which will allow your muscles to function appropriately. Follow-up with smaller muscle warm-ups before beginning a practice session. Avoid practicing with cold, stiff, muscles. Visit a Chiropractor and exercise regularly to stay limber and help reduce stress. For singers, work with your vocal teacher or coach on good warm-up exercises that will prepare the voice for the rigor of practice and performance.

EAR HEALTH - Being a musician involves two basic parts: 1) using your intellect, emotions, and muscles to perform the music, and 2) using your ears to make sure what you're performing is really what you wanted to. In fact, our ears are key to the process of becoming a highly sensitive artist (more than technique). Because of this, it is crucial that we take care of this important, and highly sensitive organ. Some easy things to keep in mind for the protection of your ears are:

- Avoid loud sounds
- If you have to be around loud sounds, use appropriate ear protection
- If you don't have ear protection, avoid prolong exposure to the loud sounds
- Remember that practice rooms are small and sounds can be louder than you think!

SICKNESS - During your college stay, there is a good chance that as you come in contact with so many people, you will get sick at some point. It is important to communicate with your faculty when you are sick so that they know why you're missing class. Also, it is very important that you let your

dorm dean know about your sickness so that they can monitor you and help you, in case you feel worse. Finally, you should go to Campus Health Services to get checked or referred to a physician.

If you are in need of emergency care, here are some facilities that can help you:

- **Medical Associates Hospital** - Cor. Albert & Abercromby Streets, St. Joseph, Trinidad, W.I. Phone: (868) 662-2766/3256/3259
- **Eric Williams Medical Sciences Complex (Mt. Hope Hospital)** - Uriah Butler Highway, Champ Fleurs. Phone: (868) 225-HOPE (4673)
- **St. Augustine Private Hospital** - 2-4 Austin Street, St. Augustine, Trinidad & Tobago. Phone: (868) 663-SAPH (7274)

We hope these suggestions will help keep you and your body in top shape and allow you to be the best artist you can be. If you have any questions or concerns, please don't hesitate to share it with the Music Office or with any of the faculty.

- *Adapted from the La Sierra University Department of Music Student Handbook 2015-2016*

ADDITIONAL ACADEMIC INFORMATION

Information on additional academic policies and procedures can be found in the University Bulletin. Some of these include:

- Academic Probation
- Attendance Regulations
- Calculating Your GPA
- Change of Programme
- Credit by Examination
- Grade Query/Grievance Policy
- Honors Programme
- Independent Study
- Overloads
- Responsibilities of a Student

Students are expected to study and familiarize themselves with the details provided in the Bulletin and will be held responsible for the contents therein.

MUSIC DEPARTMENT FEES

Current departmental fees include:

- **Applied Music Lab Fee** - \$300 per semester. This fee is applied to the following classes:
 - All Applied Music (MUPF100) classes
 - MUPF132 Introduction to Music Technology
- **Instrument Rental Fee** - \$200 TT/month
- **Recital Administration Fee** - \$200 TT
- **Accompanist Fee**
 - Performance Recitals - \$200 TT / recital
 - Junior / Senior Recital – Variable based on repertoire

DEPARTMENT SERVICES

MUSIC TECHNOLOGY LAB

The Music Technology Lab is a multipurpose room with many electronic instruments and devices. Please adhere to the following guidelines:

1. Absolutely no food or drink is allowed in the lab.
2. Priority will be given to those needing the lab for Piano Proficiency practice and Music Technology projects.
3. Students using the computers for e-mail, internet surfing, or other non-priority tasks will be required to give up the computer within ten minutes to anyone needing it for a music class.
4. Keyboards and computers are available on a first come, first use basis.
5. Benches and/or headphones are not to be removed from the room under any circumstances.
6. Keyboards must be turned off and lids closed after use.
7. No disruptive behavior or loud talking will be tolerated.

PRACTICE ROOMS

The department currently has a limited number of practice spaces available. These are available to all music students at no charge. MR1, MR2, MA8 as well as the VAA are practice spaces that contain pianos. MA7 is designated as a percussion/general purpose practice room. These spaces are available to students for individual or group rehearsals once they are not being utilized for classes. Students are asked to be considerate of each other when utilizing practice space to ensure that everyone gets a fair opportunity to use the available facilities. If your rehearsal does not require the use of a piano, please use a room without a piano to accommodate those who may need one. **No food or drink is allowed in the practice rooms or the amphitheater.**

LOCKERS

The Music Department provides a limited number of lockers to instrumental students who participate in the department's ensembles for storage of their instruments and/or music. These are available on a first-come first-served basis. Locker assignments are made by the department's admin assistant, with preference given to music majors. The Music Department will provide padlocks. Personally owned padlocks are not permitted and will be removed. Lockers must be cleaned and locks returned by the Friday of graduation weekend. The Music Office staff will remove locks and all materials remaining in music lockers on the Monday following Commencement. The Department of Music is not responsible for property left in music lockers. No food or drink is allowed in the locker room.

INSTRUMENTS

The Music Department makes available a limited number of instruments that can be rented / loaned to students for various purposes including use for Instrumental Techniques / Performance Studies / Applied Music classes or performing ensembles if the student does not possess his/her own instrument. The students must sign and have approved the appropriate instrument rental / loan form and pay any assessed rental fees before receiving the instrument. The student is

responsible for any damage done to the instrument (outside of normal wear and tear) while it is in their possession.

DEPARTMENT FORMS

All relevant USC Music Department forms will be available via the department's website at <http://usc.edu.tt/music>. These include:

- Junior / Senior Recital Approval Forms & Checksheets
- Performance Recital Submission Form
- Scholarship Application Form

REFERENCES

California Baptist University Shelby and Ferne Collinsworth School of Music. School of Music Handbook, Undergraduate, 2012-13

La Sierra University Department of Music. Student Handbook 2015-2016

Pacific Union College Department of Music. Music Student Handbook, 2013-2014

APPENDIX

USC MUSIC DEPARTMENT CALENDAR 2018-2019

1st Semester: August 29 - December 14	
Date	Activity
August 29	Theory Placement Test. 9:00-11:00 AM (VAA)
August 30- September 2	Rehearsal Camp
September 3	Classes Begin
September 13	Ensemble Workshop (Orchestra): Featured Artist Series (Dean Anderson, LSU)
September 14	Lessons (Strings, Piano): Featured Artist Series (Dean Anderson, LSU)
September 15	USC Church - Symphony Orchestra
September 15	(8:00 pm) Concert Recital: Featured Artist Series (Dean Anderson, LSU)
September 16	String / Conducting Workshop: Featured Artist Series (Dean Anderson, LSU)
September 22	USC Church - Special Music/Offertory: University Singers
September 29	USC On The Road (ALL ENSEMBLES) - Point Fortin (ALL DAY)
October 6	USC Church - Special Music/Offertory: Hazel Graham and Friends
October 6	(8:00 pm) Hazel Graham and Friends in Concert
October 7, 8	Hazel Graham and Friends Workshops/Lessons
October 11	Student Recital Series (Solo Recital)
October 15-16	Mid -Semester Examinations
October 17-19	Mid-Semester Break
October 20	Alumni Homecoming Weekend. USC Church - Special Music/Offertory: UCO
October 22	Classes Resume
October 25-29	USC Music On The Road ALL ENSEMBLES (Tobago Tour)
November 1	Student Recital Series (Solo Recital)
November 3	USC Church - Special Music/Offering: STEEL ORCHESTRA
November 3	(8:00 pm) University Steel Orchestra Fall Concert
November 10	USC Church - Special Music/Offering: CONCERT BAND
November 10	(8:00 pm) University Concert Band Fall Concert
November 11	Christmas at the Malls
November 16	Choral Vespers (US / UCO)
November 17	USC Church - Special Music/Offering: US / UCO
November 17	USC Music Choral Festival
November 18	Choral Festival Workshop
November 22	Student Recital Series (Small Ensembles)
November 23	Christmas at the Malls
November 24	USC Church - Special Music/Offering: University Symphony Orchestra
November 24	(8:00 pm) University Symphony Orchestra Fall Concert
November 26	USC Music Christmas Chapel (ALL ENSEMBLES)
November 29	Student Recital Series (Solo Recital) / Last Day of Classes
November 30	Christmas at the Malls
December 1	USC Church - Special Music/Offering: University Singers / Small Ensembles
December 1	USC Music Christmas Concert
December 3-14	Final Exams

December 12-14	Music Juries
December 16	Christmas at the Malls
2nd Semester: January 4 - May 13	
Date	Activity
January 7	Classes Begin
January 13	Rooftop Recital (Mountain View)
January 19	(8:00 pm) Faculty Recital Series (Mixed)
January 26	USC On The Road (ALL ENSEMBLES) - TBA
January 31 - February 5	Piano Festival - Feat. Dr. Elvin Rodriguez (LSU)
February 9	USC Church - Special Music/Offertory: University Singers
February 10	Tour Fundraiser Brunch
February 16	USC On The Road (ALL ENSEMBLES) - TBA
February 21	Student Recital Series (Solo Recital)
February 23	USC Church - Special Music/Offertory: UCO
February 25 -28	Mid-Semester Exams
March 4-5	Carnival Monday /Tuesday
March 6-8	Mid-Semester Break
March 10	Tour Fundraiser: TBA
March 14	Student Recital Series (Small Ensembles)
March 16	USC Church - Special Music/Offering: University Symphony Orchestra
March 16	(8:00 pm) University Symphony Orchestra Fall Concert
March 21	Student Recital Series (Solo Recital)
March 23	USC On The Road (ALL ENSEMBLES) - TBA
March 28- April 2	Featured Artist Series (Giovani Santos & David Kendall, LSU)
March 30	USC Music Band Festival
April 6	USC Church - Special Music/Offering: CONCERT BAND
April 6	(8:00 pm) University Concert Band Fall Concert
April 11	Student Recital Series (Solo Recital)
April 14	Tour Fundraiser: USC Music Easter Concert (ALL ENSEMBLES)
April 19 - April 22	Easter Weekend
April 20	USC Church - Special Music/Offering: UCO
April 23- May 3	Final Exams
April 27	USC Church - Music Day (ALL ENSEMBLES)
May 1-3	Music Juries
May 7 - 13	USC Music Summer Tour
3rd Semester: May 20 - July 20	
Date	Activity
May 20	Classes Begin (Third Semester)
June 3-4	USC Music Education Conference
June 10-13	Mid-Semester Exams
June 16	Tour Fundraiser: Father's Day Brunch
June 27	Graduation Dress Rehearsal
June 28-30	Graduation
July 4	Last Day of Classes (Third Semester)
July 8-12	Final Exams (Third Semester)
July 8- 20	Summer Symphony Music Camp

USC ACADEMIC CALENDAR 2018-2019

1st Semester: August 23 - December 14

Date	Activity
August 27 – 31	Orientation/Registration for New Students
September 03	CLASSES BEGIN
September 05	ACADEMIC PROBATION STUDENTS CONFERENCE
September 06	CHEMISTRY PLACEMENT EXAM – LH8 (9:00AM – 11:00AM)
September 07	BIOLOGY PLACEMENT EXAM – LH8 (9:00AM – 11:00AM)
September 07	MATH PLACEMENT EXAM – LH8 (9:00AM – 11:00AM)
September 10 - 28	LIBRARY ORIENTATION AND INSTRUCTION
September 10	Late Registration Processing Fee in Effect
September 11	Notification of Potential Cancellation of Low-enrollment Classes
September 11	Deadline for Credit by Examination (CBE) Applications
September 11	Orientation – Graduate Programs
September 12	Academic Forum (3:05– 4:15pm)
September 12-14	Registration – Graduate Programs
September 13	Cancellation of Below Minimum-enrollment Classes
September 14	Incomplete and CBE Examinations
September 17	Last Day to Add a Course/Change from Audit to Credit Last Day to Complete Registration
September 17	Classes Begin – Graduate Programs
September 19-20	YESS-USC Tobago
September 21	Vespers: STAR Consecration Service
September 26	Time Management & Study Skill Seminar
September 28	Writing lab (8:30am-12:00 noon)
October 01	Teacher Load Forms Due
October 03-06	Theological Symposium on the Sanctuary
October 04	YESS-USC Trinidad
October 08	Graduation Contracts (2019) Due – Registrar's Office
October 10	Examination Preparation Seminar
October 16	Last Day to Drop/Change Credit to Audit/Last Day to Drop/Withdraw with Refund
October 15-16	Mid-Semester Examinations
October 17-19	Mid-Semester Break
October 22	Classes Resume
October 22 - 26	Chemistry Week
October 22 – November 22	1 st & 2 nd Year Students Mentorship Period
October 26	Writing lab (8:30am-12:00 noon)
October 26	MATH PLACEMENT EXAM – LH8 (9:00AM – 11:00AM)
November 03	School of Business Religious Emphasis Day
November 04	SoB 2 nd Annual Alumni Dinner
November 04-09	Journalism Workshop
November 2018 - March 2019	National Secondary School Debate Competition
November 07	Academic Forum (3:05– 4:15pm)
November 12-30	End-of-Semester Student-Teacher Evaluations
November 14	Senior Class Formation
November 07, 14, 21	SoB Debate
November 16-18	Ministerial Weekend
November 18 & 19	Techniques of Data Analysis in Qualitative Research
November 21 - 23	Techniques of Data Analysis in Quantitative Research
November 23	Math Placement Exam – LH8 (9:00am – 11:00am)
November 29	Library cut-off date for Loans (Undergraduate)
November 29	Last Day of Classes
December 03	Academic Registration for Second Semester
December 03-14	Final Examinations
December 14	Library cut-off date for Loans (Graduate)
December 19	Grades Due
January 21	Printed and Signed Grade Reports to be sent to Data Entry

2nd Semester: January 2 - May 3	
Date	Activity
January 02-04	Registration for New Students ONLY (9:00 a.m. - 4:30 p.m.)
January 07	CLASSES BEGIN
January 09	ACADEMIC PROBATION STUDENTS CONFERENCE
January 10	Academic Forum (3:05- 4:15pm) Dr. Nadine Isaac
January 11	Math Placement Exam - LH8 (9:00am - 11:00am)
January 14	LATE REGISTRATION PROCESSING FEE IN EFFECT
January 14 - February 1	LIBRARY ORIENTATION AND INSTRUCTION
January 15	NOTIFICATION OF POTENTIAL CANCELLATION OF LOW-ENROLLMENT CLASSES
January 15	DEADLINE FOR CREDIT BY EXAMINATION (CBE) APPLICATIONS
January 16 & 17	TRAINING SESSION (3 PM - 5 PM). NVIVO- BASIC TRAINING SESSION (3 PM - 5 PM). NVIVO- BASIC
January 17	CANCELLATION OF BELOW-MINIMUM-ENROLLMENT CLASSES
January 18	Incomplete, Supplemental and CBE Examinations
January 21	Last Day to Add a Course/Change from Audit to Credit
January 25	Writing lab (8:30am-12:00 noon)
January 25-26	Mc Eachrane Festival of Preaching
January 28-31	Career Development and Business Plan Competition Week
January 30	Time Management & Study Skill Seminar
February 04	Teacher Load Forms Due
February 06	Academic Forum (3:05- 4:15pm) Graduate Students
February 07-09	Harold Baptiste Lecture Series
February 04-08	Mid-semester Break
February 11	Classes Resume
February 13	Examination Preparation Seminar
February 19	Last Day to Drop or Change Credit to Audit/Last Day to Drop or Withdraw with Refund
February 20 & 21	TRAINING SESSION (3 PM - 5 PM). SPSS- BASIC Training Session (3 pm - 5 pm). SPSS- Basic
February 21	Science Day
February 22	Math Placement Exam - LH8 (9:00am - 11:00am)
February 23	Writing lab (8:30am-12:00 noon)
February 25-28	Mid-Semester Examinations
February 25 - April 18	1 st & 2 nd Year Students Mentorship Period
March 11 - 14	USC Charter Week
March 12	Charter week Chapel (3:05pm - 4:15pm)
March 12	Public Forum (5 - 7 pm)
March 13	Adventist History Day
March 13-14	YESS-USC Exam Clinic, Tobago
March 13	USC Research Day (9am - 5 pm)
March 14	Research Fair (1 - 5 pm)
March 20	YESS-USC Exam Clinic, Trinidad
March 20	Language, Culture and Awareness
March 29-31	Ministerial Retreat
April 05	Math Placement Exam - LH8 (9:00am - 11:00am)
April 06	Agape Feast
April 08-18	End-of-Semester Student-Teacher Evaluations
April 10-11	Educational Leadership Conference
April 10	Recognition and Farewell for students
April 10	Academic Forum (3:05- 4:15pm) Graduate Students
April 17	Training Session (3-5 pm). Techniques for Report Writing & Research Presentations (Qualitative)
April 18	Training Session (3-5 pm). Techniques for Report Writing & Research Presentations (Quantitative)

April 21	9 th Annual National Business Development Seminar
April 22	Academic Registration for Returning Students
April 22-May 03	Final Examinations
April 25	Library cut-off date for Loans (Undergraduate)
April 25	Last Day of Classes
May 10	Grades Due
April 26	Writing lab (8:30am-12:00 noon)
May 03	Library cut-off date for Loans (Graduate)
May 08	Grant-Writing Seminar
May 13	Request to graduate in absentia due (Records Office)
June 10	Printed and Signed Grade Reports to be sent to Data Entry
June 24-27	Regalia Distribution
June 27	Graduation Rehearsal (4:00 p.m.)
June 28-30	Graduation
3rd Semester: May 20 - July 12	
Date	Activity
May 13-16	Registration for New Students ONLY (9:00 a.m. - 4:30 p.m.)
May 20	CLASSES BEGIN
May 27 – June 07	LIBRARY ORIENTATION AND INSTRUCTION
May 24	LATE REGISTRATION PROCESSING FEE
May 28	NOTIFICATION OF POTENTIAL CANCELLATION OF LOW-ENROLLMENT CLASSES
May 28	Deadline for Credit by Examination (CBE) Applications
May 30	Cancellation of Below Minimum-enrollment Classes
June 03	Last Day to Add a Course/Change from Audit to Credit
June 07	Incomplete, Supplemental and CBE Examinations
June 17	Teacher Load Forms Due
June 10	Last Day to Drop or Change Credit to Audit/Last Day to Drop or Withdraw with Refund
June 10-13	Mid-Semester Examinations
July 03-04	Inclusive Education Conference
July 04	Library cut-off date for Loans (Undergraduate)
July 04	Last Day of Classes
July 08-12	Final Examinations
July 14	Library cut-off date for Loans (Graduate)
July 19	Grades Due
July 09	Registration for Returning Students
August 12	Printed and Signed Grade Reports to be sent to Data Entry