



UNDERGRADUATE HANDBOOK 2009 - 2010

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Department of Music

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Table of Contents

Mission Statement	3
Preface	3
Classroom and Applied Lesson Attendance Policy.....	3
Ensemble Attendance Policy	3
Academic Regulations	4
Student Responsibilities	
VCU Honor System	
Advisors	
Advising Day/Registration	
Course Substitution Procedure	
Add/Drop	
Attendance Courses	
Large Ensembles and Small Ensembles	
Independent Study (MHIS 392/492)	
Private Lesson and Course Material Fees	
Degree Protocol	6
Continuance as a Music Major	
Graduation Application	
Applied Music/Private Lessons	6
Instructor Assignment	
Juries and Applied Exams	
Achievement Levels	
Absences and Make-up Lessons	
Secondary Performance Area	
Recitals	8
Junior Recital	
Senior Recital	
Recital Registration	
Recital Permission Form	
Program	
Recital/Rehearsal Scheduling	
Approval and Pre-hearing	
Faculty Committees/Jurors	
Recital Venue and Equipment	
Recital Posters	

Facilities and Equipment 10

- VCU School of the Arts Equipment Use Policy
- Office Hours
- Practice Rooms
- Lockers
- Music Stands
- Instrument Loan
- University ID Cards
- Posted Notices Policy
- Smoking Policy
- Mobile Phone Policy
- Emergency Protocol

Student Information Resources 13

- VCU Email Accounts**
- VCU Music listserv
- Facebook
- Ester
- Prudence Knows
- Student Exchange
- Jeanette Knows Jobs

Study Abroad Opportunities 13

VCU Department of Music Mission Statement

The VCU Department of Music is committed to the advancement of western art music and jazz as academic disciplines, as fields of professional endeavor, and as a viable presence in the community.

The Department carries out this mission by:

- preparing music majors at the bachelor's and master's levels to be capable practitioners of western art music and jazz,
- providing instruction that enables non-major students to make music an enduring part of their lives,
- advancing the art of music globally through the work of its faculty composers, performers, and researchers, and
- serving the university, the Metro-Richmond community, and the music profession through presentation of music performances, support of music education, and collaboration with other performing arts organizations.

Preface

This handbook has been prepared to supplement the University Bulletin by articulating policies and requirements specific to the Department of Music for the academic year 2009 - 2010.

Classroom and Applied Lesson Attendance Policy

It is important that each student attend all classes and applied lessons on a regular basis. Instructors may establish attendance policies that vary from class to class. When a student misses a class session, it is his or her responsibility to complete all material covered or assignments made during the absence. Instructors are not required to provide make-up tests or examinations for students who have been absent.

Ensemble Attendance Policy

It is the policy of the Department of Music that no absences are allowed from ensemble rehearsal without prior permission of the instructor unless there is a clearly demonstrated emergency as defined by the ensemble director in the ensemble's syllabus.

Academic Regulations

Student Responsibilities:

Academic regulations applicable to all undergraduate students are found in the VCU Bulletin, available online at < www.pubapps.vcu.edu/bulletins > . The University holds students responsible for knowing and fulfilling all general and specific requirements relating to the completion of their degree program. Policies pertaining only to music students are found in this handbook. A Waiver of University academic regulations is the sole prerogative of the University's Academic Regulations and Appeals Committee (ARAC) upon student petition. Guidelines for filing an appeal may be found at: < <http://www.pubapps.vcu.edu/bulletins/undergraduate> > in the subheading Academic regulation and general degree requirements.

VCU Honor System:

Virginia Commonwealth University recognizes that honesty, truth and integrity are values central to its mission as an institution of higher education. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity.

The Honor System Pledge is "On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System." Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.

More information about the VCU Honor System can be found at:

< <http://www.students.vcu.edu/judicialaffairs/honorsystem/> >

Advisors:

Faculty advisors work closely with students in planning class schedules, counseling about academic, personal or career issues, and in referring students to University services that may be of assistance in handling a wide variety of other concerns. Advisors assist students in completing paperwork necessary for registration, overloads, petitions to ARAC, and applications for graduation. Students should consult their advisor regarding all course scheduling or changes in registration, and see their advisor as soon as any academic or personal difficulties arise. **An advisor's counsel should be sought whenever a decision is to be made regarding a curricular matter.**

Music students will have 2 advisors during their first year: one from the University College and another from the Department of Music. Shaun McCracken will serve as an academic advisor from the University College to assist all entering music students with basic academic advising. Also, upon entrance into the Department of Music, each student is assigned an advisor from the music faculty, generally based upon the student's proposed degree track or area of specialization. The faculty advisor assigned at this time will usually serve as the student's advisor for as long as the student remains in the selected degree program. Students who request a change in advisor should contact the Assistant Chair, John Patykula (Rm. 132 of the Department of Music Office in the Singleton Center).

Advising Day/Registration:

VCU Music Advising Days are Tuesday, October 20, 2009 and Wednesday, March 31, 2010. Music Department classes will be suspended between 8 a.m. and 4 p.m. on those days (all other University classes will meet) so that Music majors have a designated day to meet with their advisor. Check the Main Music bulletin board for published exceptions.

A list of advisors will be posted before each Advising Day on the main Music bulletin board located outside the Department of Music Office.

Students should contact their music faculty advisor before each Advising Day to set up an appointment. (Many advisors post a sign-up sheet on their office door for this purpose). The student will need to bring a copy of his or her transcript (available online from VCU E-services) and the curriculum guide for your specific degree program or the degree program you hope to enter (available from < www.vcumusic.org >).

Once you have registered for classes online, be sure to print out two copies of your schedule and review it to be sure it is correct. Pay special attention to the course reference number and the number of private lesson credits. Please leave one copy of your schedule with your music advisor.

Students who do not meet with their faculty advisor *may* have a registration hold placed on their account.

Course Substitution Procedure

In the event of unforeseen/unusual circumstances, course substitutions can be made with the approval of the VCU Music Undergraduate Curriculum Committee. This option can only be requested if the substitution is not already permitted in the students' respective bulletin. To request a substitution, submit a written justification to the Chair of the Department of Music for review by the Undergraduate Curriculum Committee.

Add/Drop:

Students who find it necessary to make a change in course registration may do so during the Add/Drop period (Fall: Aug. 20-26; Spring: January 19-25). Before making any changes, however, the student must consult their advisor. A change from Audit to Credit or vice-versa is an Add/Drop transaction and must be done at this time. **No overrides will be granted after the Add/Drop period ends.**

Students may withdraw from a course through the eighth week of classes. Such a withdrawal is marked on the student's permanent record as "W". Final withdrawal dates are listed on the University academic calendar: <<http://www.vcu.edu/academiccalendars>>.

Attendance Courses:

The following attendance courses are required for all music majors. Although no credit is awarded, the student must register for and complete (with a passing grade) each course for the specified number of semesters as a requirement for graduation.

APPM 199, Section 001 - Recital/Convocation Attendance: 4 semesters required. See syllabus for details.

APPM 299, Section 001-010 - Master Class: Consists of participation in weekly master classes in the student's applied major area. See curriculum guides for required number of semesters.

Large Ensembles (APPM 370) and Small Ensembles (APPM 390):

VCU Music ensembles are categorized as either Large Ensembles (VCU Symphony Orchestra, University Band, Symphonic Wind Ensemble, Commonwealth Singers, and Choral Arts Society) or Small Ensembles (Jazz Orchestras I & II, Women's Chorus, and all other ensembles).

Undergraduate music degree programs (except B.A and B.M. – Jazz Studies) require a specific number of Large Ensemble credits which can be earned only through participation in one or more of these large ensembles. **Only one Large Ensemble credit each semester will fulfill degree requirements for Large Ensemble.** (B.A. and B.M. – Jazz Students should see curriculum guides for ensemble policies).

For students whose principal performing medium is an orchestral or band instrument or voice, only Large Ensemble credit earned on that principal performing medium will satisfy the Large Ensemble requirement. Vocal Performance majors may substitute Opera Theatre for one credit of large ensemble only during the semester in which the Senior Recital is given.

When a degree program also requires Ensemble Electives, students may earn those credits in either Large or Small Ensembles. Students who wish to register for more than one Large or Small Ensemble will need an override form to register. Override forms may be obtained from the Music Office and will only be granted during the Add/Drop period of each semester. (See **Add/Drop**.)

MHIS 392 and 492 Independent Study:

This course provides opportunities for advanced study of topics beyond those covered by regular curricular offerings. One to six credits can be earned through an Independent Study (most are typically for one, two or three credits). Students must be simultaneously enrolled in at least one upper division music course and must obtain the approval of the faculty member supervising the study and the Department Chair before registering for an Independent Study. Application forms are available in the Music Office. A detailed description of the proposal must be submitted with the form for approval.

Private Lesson and Course Material Fees:

In addition to tuition charges, private Lesson Fees are as follows:

Undergraduate

Credits	Music Majors	Non-Music Majors
1 credit	\$210	\$292
2 credit	\$420	N/A
3 credit	\$420	N/A

Students taking Class Instrument Lessons (APPM 181, 183-185, 187, and 195) will be charged a course material fee of \$32 each time the course is taken.

Degree Protocol

All freshmen and transfers entering the Department of Music are admitted to one of the Department's specific degree programs: B.M. in Performance (Winds, Strings, or Percussion; Voice, Piano, Jazz Studies); B.M. in Music Education; or B.A. in Music.

Admission to a degree program does not guarantee completion of the degree.

Continuance as a Music Major:

All music majors are required to maintain a cumulative GPA of 2.0 (2.5 for Music Education) and pass at least one Applied Achievement Level within any two-semester period (not including summers) in order to continue as music majors. Jazz studies students additionally must pass at least one jazz applied music level within the first three semesters in order to maintain a jazz studies concentration.

Any student who fails to meet or maintain these standards will not be permitted to continue as a music major (Music Education students who do not meet all requirements to remain in the Music Education degree may be allowed to continue in the B.A program with the permission of the Department). Students may audition for re-admission into the Music Department only with permission from the Department.

Graduation Application:

Students anticipating graduation **must file a graduation application** with the assistance of their advisors. The deadline for Fall degree candidates to submit graduation applications to their advisor is September 4, 2008 and for Spring degree candidates, the deadline is January 29, 2009. Graduation Applications may be obtained online from VCU E-services.

Applied Music/Private Lessons

Registering for Private Lessons:

Students must register in advance for private lessons; advance registration allows students to register for the next semester. Failure to advance register may result in the unavailability of lessons or the unavailability of the preferred instructor as private lesson rosters reach capacity very quickly. After meeting with their advisor, students must register in advance using VCU E-services.

Instructor Assignment:

Students studying in an applied music area taught by more than one faculty member may request assignment to a particular instructor. Such requests must be submitted in writing to the Music Office at least two weeks before the coming semester, and will be honored when possible. Request forms are available in the Music Office.

Instructor assignments are posted on the Main Music bulletin board outside of the Music Office (Room 132) during the first week of classes each semester. It is the student’s responsibility to contact the instructor before the end of the first full week of classes to schedule a lesson time. Any difficulty in contacting an instructor and/or scheduling a lesson should be reported to the Music Office staff immediately.

Juries and Applied Exams:

- A student taking a required two- or three-credit lesson is required to take a jury each semester. In all cases, the jury will be considered an examination.
- The University grading system of “A - F” applies with regard to jury examination grades each semester.
- The jury examination grade will be calculated as 25% of the student’s semester grade in the respective applied lesson.
- The jury examination may be for an Achievement Level or “For Examination Only.”
- A student must achieve a grade of “C” or better in the jury examination (including required recitals) to complete any Achievement Level. (A student must declare their intention to take a jury examination for an Achievement Level prior to the jury in order to earn that Level. An “examination only” jury will not result in an Achievement Level.)
- Students must pass at least one Applied Achievement Level within any two-semester time period (not including summers). Jazz majors must also earn at least one Jazz level within the first 3 semesters and thereafter, one Jazz level, in addition to the Applied Classical Achievement Level, within any two-semester time period.

Achievement Levels:

The applied music faculty have established a series of Achievement Levels for undergraduate study that generally correlate to the number of semesters of study successfully completed. The Achievement Levels include undergraduate honors for those students who have demonstrated performance competencies above Level VIII.

Repertory requirements are specified for each Achievement Level, with technique and sight-reading requirements included at the discretion of the area faculty. Achievement Levels VI and VIII do not include separate sight-reading or technique requirements. These levels are earned by successful completion of the recital (Junior Recital, Level VI; Senior Recital, Level VIII; Jazz Studies majors should refer to the Jazz Studies Handbook for more details).

Achievement Levels that must be earned to meet requirements for individual undergraduate degrees are as follows:

Bachelor of Music

- Performance, Classical VIII
- Performance, Jazz IV (classical), VI (jazz)
- Music Education VI

Bachelor of Arts

- All areas IV

Before presenting a Junior Recital, a Performance or Music Education major must earn Achievement Level V, and a Jazz Studies major must earn Jazz Achievement Level III on his or her applied major instrument.

Before presenting a Senior Recital, a Performance major must earn Achievement Level VII, and a Jazz Studies major must earn Jazz Achievement Level V. In all cases, the passing of the degree recital by faculty evaluation will automatically award the student the next higher Achievement Level.

Absences and Make-Up Lessons:

Applied music instructors may, at their discretion, excuse a student’s absence from a lesson (consult your applied lesson syllabus); 24 hours advance notice is considered a minimum requirement for excusing an absence. If a student is excused or the faculty member must cancel a lesson, a make-up lesson is in order. Make-up lessons are not obligatory for unexcused absences.

Secondary Performance Area:

The secondary performance area requirement must be fulfilled with studies on an instrument different from the principal performance area. The only exceptions are the following: Jazz guitar is considered a different instrument from classical guitar and drum set is considered a different instrument from percussion.

Recitals

Junior Recital, APPM 394:

The junior recital for the Performance or Music Education major is a public performance, no less than one-half hour and no more than one hour in duration, consisting of standard repertoire. Before registering for the Junior Recital (APPM 394), the student must have earned Achievement Level V, passed all required Keyboard Skills competency exams, and be enrolled in the appropriate applied major lessons.

The junior recital for the Jazz Studies-Performance major is a public performance, no less than one-half hour and no more than one hour in duration, consisting of solo transcriptions, improvisations, and small group arrangements. Before registering for the Junior Recital (APPM 394), the student must have earned Jazz Achievement Level III, passed all required Keyboard Skills competency exams and be enrolled in the appropriate applied major lessons.

Senior Recital, APPM 494:

The senior recital is a public performance of approximately one hour's duration. Specific requirements are defined according to the degree program.

Performance majors present a solo performance of standard repertoire for the principal instrument prepared to a level acceptable for public performance. Before registering for the Senior Recital (APPM 494), the student must have earned Achievement Level VII, passed all required Keyboard Skills competency exams and be enrolled in the appropriate applied major lessons.

The senior recital for Jazz Studies-Performance majors consists of 10-20 minutes of solo repertoire, 20 minutes of improvisations on various songs with a small jazz ensemble, and 20 minutes of self-arranged material. Before registering for the Senior Recital (APPM 494), the student must have earned Jazz Achievement Level V, passed all required Keyboard Skills competency exams and be enrolled in the appropriate applied major lessons.

Recital Registration:

Students planning to present a recital must register for the appropriate course (APPM 394 - Junior Recital, APPM 494 - Senior Recital) and submit a Recital Permission Form (see below). Registration must be completed before the end of the Add/Drop period for the semester in which the recital is to be presented. **Recitals may not be given during exam periods or the summer session.**

Students must be registered for 2 or 3 credits (depending on the students bulletin year) of private instruction (in the same performance medium as that of the recital) the semester a degree recital is to be given, with two exceptions:

1. A one-credit registration in private study is allowable for a final degree recital scheduled within the first four weeks of a semester.
2. A student who, with the instructor's approval, elects to take a "PR" (Progress) in recital may complete recital requirements within 30 calendar days after the beginning of the following semester without re-registering for private study.

Recital Permission Form:

The Recital Permission Form can be obtained from the website at < www.vcumusic.org > (see Current Students, then Recitals).

The Recital Permission Form requires:

1. Applied teacher's approval for the junior or senior recital to be presented during the semester.

2. Proper registration for the Junior Recital (APPM 394) or Senior Recital (APPM 494), and demonstration of required private lesson registration.
3. Scheduling of the recital date, time and place through the Concert Hall/Facilities Manager, Curt Blankenship (Room 150, Singleton Center).
4. Selection of three appropriately chosen jurors with initials confirming their intention to serve in that capacity.
5. Area Coordinator's approval of the recital pre-hearing (see page 9 for more information about pre-hearings). Please note: The completed Recital Permission Form, along with the complete and approved recital program, must be presented to the Area Coordinator one week in advance of your pre-hearing.

Immediately upon passing the recital pre-hearing and **no later than two weeks prior to the recital date**, the Recital Permission Form must be returned to the Music Office.

Program:

The student must obtain an electronic copy of the program form (template) from <www.vcumusic.org> (see Current Students, then Recital Information, then Program). It is the responsibility of the student and their private lesson instructor to prepare the recital program in the required format. The program must be submitted to the Area Coordinator and Private Lesson Instructor one week prior to the student's pre-hearing. The Area Coordinator must approve the final submission and submit it to the Director of Marketing at least two weeks prior to the date of the recital. Any student who fails to comply with the recital rules and regulations will not be permitted to present the recital as scheduled.

75 recital programs will be printed at departmental expense and given to the Concert Hall Manager. It is the student's responsibility to provide ushers for the recital. The printing of program notes and/or texts and translations are the responsibility of the student. No other inserts are permitted.

Recital/Rehearsal Scheduling:

Department-sponsored student, faculty and ensemble performances are scheduled by the Concert Hall/Facilities Manager, Curt Blankenship (Room 150, Singleton Center). No student recitals may be scheduled until the first day of the semester in which it is to be presented. Junior recitals and Special recitals may only be scheduled Monday - Friday. Senior recitals may be scheduled during the week or weekends.

All recitals must be presented during the Fall or Spring semester; recitals may not be given during exam periods or during summer sessions.

Rehearsal time in the Sonia Vlahcevic Concert Hall or the Music Center Recital Hall must be scheduled through the Concert Hall/Facilities Manager. Senior recitalists may schedule a maximum of four hours of rehearsal time. Students presenting a junior recital are permitted up to two hours of rehearsal in the appropriate hall.

Approval and Pre-Hearing:

All student recitals must be approved by the student's applied music teacher. In addition, the student is required to pass a pre-hearing before the recital can be performed. The pre-hearing is administered by the area coordinator and consists of selected area faculty members who may be selected as jurors for the recital.

Faculty Committees/Jurors:

Faculty committees are appointed for the evaluation of all recitals and projects. A jury committee of three faculty members, to be selected by the student, the applied teacher, and the area coordinator, will assess Junior and senior recitals for degree credit. Jurors should be full-time faculty members whenever possible. The student's applied teacher may be a juror.

If a member of the faculty jury is unable to attend the recital, it is the responsibility of the student to provide the juror with a CD or DVD of the recital.

Recital Venue and Equipment:

A Request for Equipment Form can be obtained from the Concert Hall/Facilities Manager and must be submitted three weeks before the recital date.

The Concert Hall/Facilities Manager will open the recital venue a maximum of 30 minutes before the performance and will secure the hall at the performance's conclusion.

Lighting is preset for student recitals. Special lighting requests must be submitted to the Concert Hall/Facilities Manager no later than two weeks prior to the recital. Special lighting requests that are approved by the Concert Hall/Facilities Manager will only be provided at the expense of the student presenting the recital.

All student recitals are recorded to CD by a recording technician. The CD is sent to the Cabell Library Media Resource Center, where students may duplicate their own CD copies. Students must supply their own blank CDs to make copies.

Recital Posters: See **Posted Notices Policy** (pg. 14).

Facilities & Equipment

No food or drink is permitted in the Concert Hall, Recital Hall, or practice rooms.

VCU School of the Arts Equipment Use Policy:

VCU School of the Arts students are only allowed to use University or School equipment, facilities, or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

Students are not allowed to use University or School equipment, facilities or licensed material (including software) on- or off-campus for professional projects of their own, as for example engaging in work-for-hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the University. The only exception to this policy is for projects formally sanctioned by a VCUarts department and supervised by a faculty member associated with that department.

If you have specific questions about this policy, please contact your department chair.

Office Hours:

Full-time faculty post their office hours on their studio doors. Faculty schedules and office hours are also available in the Music Office. Do not hesitate to make an appointment with your advisor or any of your instructors, whether full- or part-time.

The VCU Department of Music Office is open from 8 a.m. until 4:30 p.m. each weekday, excluding university holidays.

Practice Rooms:

For student convenience, fourteen practice room modules are located on the academic campus. Singleton Center Rm. 217 holds three practice room modules, Rm. 215 contains two practice room modules, and each floor of the Black Music Center contains three practice room modules.

Card access to VCU Music Practice Rooms is given to currently enrolled Music Majors, Music minors and University students currently enrolled in a private lesson (APPM) for University credit.

In order to be granted access to VCU Practice Rooms, you must fill out a **Student Locator Card**. After submitting your completed Student Locator Card to the VCU Music Office online, your VCU ID card will be activated for practice room access **within 3 business days**. Access will remain in affect for the academic year as long as the student remains enrolled in music classes. The practice room suites/modules will be accessible from 7 a.m. to 12 a.m. every day, excluding University holidays.

For the security of students and the facility, practice rooms must remain locked at all times. **Do not prop open the door to the Practice Room Suites or modules.**

Students are required to have their VCU ID card with them at all times when using VCU Music facilities. (See **University ID Cards** on page 13). Any unauthorized students in the practice rooms will be subject to an honors violation.

Organ, percussion and piano practice rooms (located in the Singleton Center) are only available to students taking private lessons on those instruments and **with the written permission of the instructor**. Keys to these practice rooms as well as faculty studios (with the permission of the appropriate faculty member) must be obtained from Curt Blankenship (Rm. 150, Singleton Center). Students obtaining keys to these areas will be asked to sign a Key Contract. Keys must be returned by the last day of exams in the spring semester or when the student is no longer enrolled as a current music student. A hold will be placed on the student's account if keys are not returned.

Please note:

- **Food and drink are NOT allowed in practice rooms.**
- Please report any facilities issues to Curt Blankenship (Rm. 150, Singleton Center).
- Lobbies, hallways, locker areas, lounges and other open indoor areas are not to be used for practice.
- The Music Library is not to be used as a practice room.
- Practice rooms and lounge areas are not designated for ensemble practice. Groups of 3 or more musicians must make arrangements through their instructor (and/or Curt Blankenship) for a larger room.
- Students and faculty may not teach private lessons for private remuneration in any VCU Music facility. Doing so is a violation of University policy and Virginia law. See **VCU School of the Arts Equipment Use Policy (pg. 12)**.

Lockers:

Lockers for books, instruments and personal items are available to Music majors on a limited basis. Locker Sign-Up takes place at the beginning of the Fall semester. Priority will be given to those who sign up first, with consideration given to major instruments, instrument size and locker availability. All lockers are to be emptied at the end of each Spring semester. Most lockers are located in the basement of the Singleton Center.

Music Stands:

The Department of Music maintains a supply of music stands for use in the Choral, Instrumental, and Jazz Rehearsal Rooms and in the Concert Hall. **Music Stands may not be moved from these areas by students for any reason.** Students are expected to provide their own stands for use in the practice rooms.

Instrument Loan:

A limited number of woodwind, brass and string instruments are available for loan to qualified students for use in instrumental technique classes and ensembles. Instruments are to be used solely by the student to which it has been loaned; students may not exchange instruments with classmates. Instruments are distributed on a first-come, first-served basis from Dr. Charles West (woodwinds), Dr. Ross Walter (brass), and Ms. Susanna Klein (strings).

Students who are loaned an instrument must sign an agreement to repair or replace instruments if deemed necessary by the Music Department. If the repair(s) or replacement is not made, a hold will be placed on the student's record and the student will not be permitted to register for classes nor obtain transcripts or records. Students are also expected to replace or repair small items or accessories of a transitory nature, such as strings, pads, and reeds, as needed during the time in which the instrument is loaned to them.

A hold will also be imposed if the instrument is not returned at the end of the pre-determined borrowing period. Legal action will be taken if deemed necessary. VCU Music instruments are not to be used for "gigs" or for summer jobs. Please see **VCU School of the Arts Equipment Use Policy (pg. 12)**.

In the event that all department instruments have been loaned, students must make their own arrangements to borrow an instrument or to rent one from a local music store.

University ID Cards:

The VCUCard issued to students upon initial registration allows students access to VCU Music practice facilities. Students without a valid VCUCard will be asked to leave the premises. More information on the VCUCard can be found online at: <www.vcucard.com> .

Posted Notices Policy:

All fliers and notices posted on VCU Music Bulletin Boards or in VCU Music buildings must be approved, signed and posted by VCU Music Office staff. Any notices posted without approval from the VCU Department of Music will be removed and destroyed without notice. VCU Music reserves the right to move or remove any sign or flier posted on its bulletin boards without notice.

Following is a list of the types and number of fliers that VCU Music will accept to post on its bulletin boards once approved:

Poster type	# of posters permitted	amount of time posters may be visible
VCU Music Events	6	3 weeks before event
Student Recitals	5	2 weeks before event
Community Events/Concerts	4	3 weeks before event
VCU (not Music) Events	4	3 weeks before event
For Sale/Job Opportunities	3	posted for 4 weeks

Posters and flyers advertising student recitals or student ensemble performance (for a grade or otherwise) must contain certain VCU and VCUarts logo elements. For a list of the required elements, please visit, <www.identity.vcu.edu> . Questions about these elements should be directed to John Hartmann, Director of Marketing and External Relations, in the Music Office. Posters and flyers that fail to incorporate these required elements will not be permitted to be distributed.

Smoking Policy:

Smoking is prohibited in the Singleton Center or the James W. Black Music Center. Students are required to restrict smoking to areas outside of the buildings.

Mobile Phones

The use of mobile phones in classes, rehearsals or concerts is prohibited. Please turn off your cell phone when entering any of these locales.

Emergencies

What to Know and Do to be Prepared for Emergencies at VCU

- Sign up to receive VCU text messaging alerts (<http://www.vcu.edu/alert/notify>). Keep your information up-to-date.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from VCU or other designated authorities.
- Know where to go for additional emergency information <<http://www.vcu.edu/alert>> .
- Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects.

Student Information Resources

VCU Email Accounts

The Department of Music uses VCU email accounts to communicate directly with VCU Music students. Be sure to check your VCU email account regularly as this is the preferred method of email contact.

VCU Music listserv

This is an active line of communication that allows students, faculty, and staff to communicate with the entire VCU Music community. Through the VCU Music listserv, announcements are made concerning upcoming concerts and events, class additions/cancellations, and other relevant academic information. **All students are required to join the VCU Music listserv.**

Facebook

VCU Music is on Facebook! Search for "VCUmusic" to become a fan. Through Facebook, you'll receive updates about concerts and events, as well as additional information about VCU Music that you can't find anywhere else.

Ester

So many events, so little time. Ester is a VCUarts website which covers information on exhibitions, guest visits, performances, alumni news and many other items which may interest you. < <http://esterknows.com/> >.

Prudence Knows

Looking for an internship or a competition? Then Check out Prudence Knows. Prudence lists opportunities for VCUarts students including internships, competitions, calls for proposals, and a whole host of other opportunities. < <http://prudenceknows.info/> >.

Student Exchange

Would you be willing to play piano for an art opening in exchange for a painting? Then the VCUarts Student Exchange is the place for you! The VCUarts Student Exchange is the Craig's List of the School of the Arts. Advertise here if you are selling an instrument, a computer, a printer, or anything else you may want to sell. You can also post requests for musicians, trades, and a plethora of other things. < <http://vcuartsexchange.com/> >.

Jeanette Knows Jobs

This is one stop shopping for job hunting in the arts and other fields. Jeanette offers postings about job openings, creating/maintaining your resume, and many other career related topics. < <http://blog.vcu.edu/jeanetteknows/> >.

Study Abroad

There are many opportunities available to VCU students for study abroad. Listed below are just a few.

Dean's International Study Grants

The School of the Arts annually offers up to six Dean's International Study. Recipients must be declared VCU Arts majors enrolled full-time, rising Juniors or Seniors, with a minimum cumulative VCU GPA of 3.0 and 3.50 in their majors. Departmental recommendations, including a statement of purpose by the student, must be delivered by the Department of Music to the Dean's office by the required date. A unique aspect of this scholarship is that the student's need does not have to be tied to visiting a specific educational institution abroad: s/he may just have research in mind that suggests a specific locale for travel during the next summer. Interested Music students should contact the Chair of the Department of Music regarding the nomination process. Visit < http://www.vcu.edu/arts/prospective_students/scholarships/ > for more information.

VCU Education Abroad

VCU Education Abroad offers many programs for students to study for a summer, semester, or year-long experience. Programs are available in every field of interest (including many fields not available through VCU); and credits can be applied towards one's major, minor, general education, or elective requirements.

International Student Exchange Program

VCU is a member institution of the International Student Exchange Program (<www.isep.org>), which links VCU students to schools all over the world. There are summer, semester, and year-long opportunities through ISEP. For more information, visit: < <http://www.international.vcu.edu/abroad/index.html> >