

FROST
SCHOOL OF MUSIC

UNIVERSITY OF MIAMI

UNDERGRADUATE

STUDENT
HANDBOOK

2016-2017

www.music.miami.edu

WELCOME

We are very pleased you are a student in the Frost School of Music. The student handbook is designed to help you be successful. This handbook will answer the most often asked questions posed by music students. However, it does not cover all of the policies of either the Frost School of Music or the University of Miami.

This student handbook is one of several reference materials with which you should be familiar as an undergraduate music student at the University of Miami:

University of Miami Bulletin - <http://www.miami.edu/index.php/academicbulletin/>
Current Student Academic Resources - <http://www.miami.edu/index.php/students/>
Current Student Resources - <http://www.miami.edu/frost/index.php/frost/students/>
Student Life - http://www.miami.edu/sa/index.php/student_life/
Student Life Calendar - http://www.miami.edu/index.php/umcalendar/canes_calendar_-_029_student_life_main/

Most of the information you will need to stay informed resides on the Frost School of Music website: www.music.miami.edu.

All Frost School of Music official communication is through your @miami.edu email. You are required to check this email. Your personal email will not be used and is not available via our listserv.

Please note that the University of Miami will make every effort to provide academic counseling; however, it is your responsibility to plan your program and know the university, school, and department requirements.

According to the University of Miami Bulletin:

While the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning an academic program upon the student. Students are expected to familiarize themselves with the requirements of the University, of the schools in which they are enrolled, and of their major department.

Your experience as a Frost School of Music student will undoubtedly be engaging, challenging, and essential to your future success. Please maximize this opportunity by reading and understanding the materials in these documents.

Best wishes,



J. Steven Moore
Associate Dean, Undergraduate Studies

DEGREES

Degrees at a Glance

<https://umshare.miami.edu/web/wda/frost/admissions/Degrees-at-a-Glance.pdf>

Bachelor of Music

The University of Miami Frost School of Music awards the Bachelor of Music degree with majors in ten areas:

- Instrumental Performance (MIP)
- Keyboard Performance (MKP)
- Vocal Performance (MVP)
- Studio Music and Jazz Instrumental (MSJI)
- Studio Music and Jazz Vocal (MSJV)
- Music Education (MED)
- Music Therapy (MTY)
- Music Theory and Composition (MTC)
- Media Writing and Production (MWP)
- Music Business & Entertainment Industries (MBEI)
- Musicianship, Artistry Development, and Entrepreneurship (MADE)
- B.M. in Professional Studies (MPRO)

Bachelor of Arts in Music

The Bachelor of Arts in Music degree is a non-professional degree designed for talented musicians who wish to pursue a broad liberal arts education. Curriculum flexibility affords students the opportunity for a variety of pre-professional studies, including premedical and pre-legal.

Bachelor of Science

The Bachelor of Science degree is awarded with major in Music Engineering Technology. A minor in Electrical Engineering or Computer Engineering is required.

Master of Music

Master of Music, administered by the Graduate School, is offered with majors:

- Music Education
- Music Therapy
- Theory-Composition
- Performance (voice, conducting, organ, woodwind, multi-woodwinds, brass, percussion, or strings)
- Piano Performance and Pedagogy
- Musicology
- Accompanying and Chamber Music
- Jazz Performance
- Jazz Pedagogy
- Music Business & Entertainment Industries
- Studio Jazz Writing
- Media Writing and Production.
- Music Engineering Technology is offered as a Master of Science Degree.

Doctor of Philosophy and Doctor of Musical Arts

The doctoral degrees are administered by the Graduate School and enrollment is limited.

Key Points for Student Success

- All students have an advising hold. Communicate with your advisor, who will lift the hold.
- Follow your four-year Plan of Study in the Academic Bulletin, the year you entered the program, i.e. 2014-15, 2015-16, 2016-2017. Take these classes in this order.
- You may elect to move forward into the most recent Academic Bulletin (but not backward).
- Link to music degrees: [Academic Bulletin for Music](#)
- Applied Lessons & Studios: All primary lessons are 2 credits and a studio class is attached to the lesson. Most studio classes meet Friday from 2:30 PM-3:20 PM. Piano studio class meets Friday at 12:20 PM – 1:25 PM. Jazz instrument studio class meets Monday at 6:25 – 7:40 PM. The “studio class” replaces all other “instrument forums,” “instrument class,” etc. Secondary lessons are 1 credit and do not have a studio class attached.
- Applied Lessons Numbering: The example listed is voice (i.e., MVP), but the same process can be used in all performing areas.
 - MVP VO1 Freshman and Sophomore year Replaces MVP VOA, VOB, VOC, VOD
 - MVP VO3 Junior and Senior year Replaces MVP VOE, VOF, VOG, VOH
- Forums: All students will attend their major forum, i.e. MIP, MKP, MVP, MSJI and MSJV, MED, MTY, MTC, MWP, MBEI, MUE, and BA. (Instead of an instrument, forum students will attend a studio class.) CAM students also attend the CAM studio for their minor.
- Some courses increased credit hours in 2015. This may impact your semester load.
- Most students will need to declare a cognate by their sophomore year.
- Applied lessons should be 2 credits in CaneLink now. Some sections may appear for 1 credit (secondary lessons). Ensure that you are in the correct section for applied lessons.
- Students enrolling in applied piano must notify Prof. Takao via email as soon as possible.
- Enroll in the appropriate ensemble(s).
- Degree Progress Reports are available in CaneLink.

Forms: Most forms are downloadable PDFs.

http://www.miami.edu/frost/index.php/frost/programs/undergraduate_studies/undergraduate_forms/

Registration Limitations:

1. Register for classes prior to the semester, including lessons.
2. Enroll in the correct ensemble & applied lesson section by the end of the first week.
3. Make any unavoidable changes by the end of the second week.
4. No changes after the drop/add date.
5. Check your schedule for accuracy. Follow up as appropriate.
6. Do not drop below full time status of 12 credits hours.

Drop/Add Forms: Students may drop/add prior to the deadline online through CaneLink if the advisor has removed the advising hold. After the drop/add deadline, paper forms must be used to make changes. If the student receives an error message, s/he must use a drop/add form to override a time conflict or other situation. Both advisor’s and dean’s signatures are required. The maximum number of credits per semester is 18. Do not exceed 18. Please do not ask to add a course late in the semester that will create a credit overload. Rare exceptions may be granted for compelling reasons. If the student requests 19 credits or above on his/her initial registration, a course request form will be used and the Associate Dean’s signature, in addition to the advisor’s signature, will be required. Tuition covers up to 20 credits without additional cost. Credits above 20 are charged on a per credit basis.

Schedule of Classes: The Schedule of Classes is available through [CaneLink](#).

General Education Requirements: Beginning Fall 2013 all students will complete the cognate program.

- English 105, English 106, Math 101 or 113 (or higher) as required by program
- 3 cognates: Arts & Humanities, People & Society, STEM (Science, Technology, Engineering, Math)
 - Cognates consist of three related courses, total 9 hours, selected from Cognates Search Engine
 - The music major will be considered a cognate in Arts & Humanities

- Music majors will choose a cognate in People & Society and STEM
- Minors will be considered a cognate in the appropriate area of knowledge
- Students, in consultation with their advisor, will submit a declaration of cognate and/or minor form with appropriate signatures. Upon receipt of the signed form, the declaration will be entered in the student's record.

ACADEMIC ADVISING

Faculty and Academic Advisors guide students in course selection and course sequence. Advisors are knowledgeable of course offerings and will make course suggestions based upon a student's degree requirements and individual interests.

Frost School of Music students are assigned an advisor appropriate to their major and are encouraged to contact this advisor whenever questions or problems arise that pertain to course work and/or career goals. Students must meet with your advisor during each advising period to receive help in selecting appropriate courses for the following semester. Only after a student has completed their advising meeting will their advising hold on their CaneLink account be released. Advising meetings are usually scheduled two weeks prior to fall and spring registration. Students are expected to update their plan of study throughout their academic career, especially when preparing for their advising meetings and registration.

An advisor's signature is required on all undergraduate forms before receiving a Dean's permission. It is a requirement for students to check their UM email account for communications on advising requests and instructions.

Suggested Preparation for Advising Meetings:

1. Sign up for an advising appointment with your advisor.
2. Familiarize yourself with the [UM Academic Bulletin](#).
3. Examine your chosen academic plan ("Major") degree requirements and the "Plan of Study."
(Students in the 14-15 bulletin may download and complete your tracking sheet in an Excel spreadsheet file.
The tracking sheet may be accessed through the [Undergraduate Forms](#) page on the Frost website.)
4. Review your Degree Progress Report (DPR) from the CaneLink System (Academic Requirements).
5. Determine the courses that you should take in the upcoming semester by comparing your completed courses via your DPR with your plan of study from the UM Academic Bulletin.
6. Add your suggested course schedule to your "Shopping Cart" via CaneLink in preparation for your advising meeting.

Students should be made aware that advisors are not career counselors or job placement officers and are encouraged to visit the [Toppel Career Center](#) for career placement information.

ACADEMICS

HONOR CODE

The Honor Code protects the academic integrity of the University of Miami by encouraging consistent ethical behavior among its undergraduate students. All undergraduate students are responsible for reading, understanding, and upholding the Honor Code.

https://umshare.miami.edu/web/wda/deanstudents/pdf/undergrad_honorcode.pdf

GRADES

Complete information about grades may be found online. Topics include:

Academic Warning Report

Academic Standing, Probation, and Dismissal

Appeals and Readmission

Faculty Senate Student Affairs Committee Standard Academic Appeals Process

The Grading System

Grade Point Average

Honor Code

http://www.miami.edu/index.php/academicbulletin/GeneralUniversityInformation/undergraduate_academic_procedures_and_information/grades/

GENERAL EDUCATION

http://www.miami.edu/index.php/academicbulletin/GeneralUniversityInformation/undergraduate_academic_procedures_and_information/general_education_requirements/

COGNATES

http://www.miami.edu/admission/index.php/undergraduate_admission/academics/cognates/

WRITING ACROSS THE CURRICULUM - applies to students in 14-15 Academic Bulletin & previous

In addition to ENGLISH 105 and 106, each student must take 5 writing-intensive courses.

Courses satisfying this requirement are those designated as involving a substantial amount of writing (4000+ words) and the preparation of papers that are corrected for diction, syntax, style, and content. The School of Music has identified courses within the School as fulfilling the writing requirement. Transfer students who have taken any of these courses at another school will receive credit for the course(s).

Designated writing-intensive courses are identified on CaneLink by selecting the course catalog and course attributes: "writing."

Students may receive writing credit for courses not designated as writing course with the permission of the professor and the undergraduate dean. The course must be a three-credit course and the requirements for a writing course must be fulfilled. Writing credit may not be earned in a course taught by a graduate teaching assistant. A Proposal to Add Writing Credit form must be completed before the course is taken.

School of Music Courses with Writing Credits (partial listing):

ADVANCED WRITING AND COMMUNICATION SKILLS - applies to students in 15-16 Academic Bulletin & forward

Courses

All students are required to successfully complete 3 Advanced Communications and Writing courses. Student degree requirements will include courses that meet the desired communication outcomes in evaluated and revised writing,

speaking, stage presence, and audience engagement.

All music students will successfully complete:

1. a required musicology course, which will include substantial evaluated and revised writing components.

MIP	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods
MKP	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods
MVP	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods
MSJI	MCY 141	Musical Trends and Traditions
MSJV	MCY 141	Musical Trends and Traditions
MED	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods
MTY	MCY 141	Musical Trends and Traditions
MTC	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods
MWP	MCY 141	Musical Trends and Traditions
MBEI	MCY 141	Musical Trends and Traditions
MUE	MCY 141	Musical Trends and Traditions
MUS	MCY 341	Music of the Medieval, Renaissance, and Baroque Periods

2. a senior recital or culminating project, which will include evaluated communication skills in attracting an audience, engaging an audience during performance, and preparing program notes or similar media as appropriate to the medium/venue.

MIP	MIP XXX	Private Lesson Level 3 Senior Recital
MKP	MKP XXX	Private Lesson Level 3 Senior Recital
MVP	MVP XXX	Private Lesson Level 3 Senior Recital
MSJI	MSJ XXX	Private Lesson Level 3 Senior Recital
MSJV	MSJ XXX	Private Lesson Level 3 Senior Recital
MED	MED 471(6 cr.) & 473 (6 cr.) or 475 (12 cr.)	Internship in Music Education (Elementary & Secondary) Internship in Music Education
MTY	MED 363	Senior Practicum
MTC	MTC 402	Composition VIII
MWP	MTC 402	Composition VIII
MBEI	MMI 537	Recorded Music Operations
MUE	MMI 410	Music Engineering Capstone Project
MUS	MCY or MTC 300+	MCY or MTC 300+ Elective

3. one required course in their major which will include discipline specific communication skills.

MIP	MIP 541-549	Pedagogy and Repertoire
MKP	MKP 547	Keyboard Pedagogy
MVP	MVP 538	Vocal Pedagogy
MSJI	MSJ 371	Jazz Improvisation I
MSJV	MSJ 371	Jazz Improvisation I
MED	MED 542	Teaching General Music
MTY	MED 551	Music Therapy Research Methods
MTC	MTC 311	Analysis and Experience
MWP	MTC 311	Analysis and Experience
MBEI	ENG 230, or COS 333, or ENG 331	Advanced Business Communication or Business Communication or Legal Writing
MUE	MMI 401	Audio Electronics
MUS	MCY or MTC 300+	MCY or MTC 300+ Elective

Assessment

There will need to be at least 2 specific assessments in each ACW course for communications or writing (similar to grading 4000 words for content and style). If the assessments are given as a pretest and posttest, we would expect to see improvement. Brian Russell, assessment coordinator, will require assessment data from each course.

HONORS PROGRAM INFORMATION

http://www.miami.edu/index.php/honors_program_home/

AUDITING COURSES

Most lecture courses outside of music can be audited with the permission of the instructor; however, no audits are permitted in music, performance, studio, or foreign language courses. No exams are required and no credit is received for the audited course. Participation, attendance, and preparation are at the discretion of the instructor. Audit arrangements can be made after regular registration in the following way:

1. Pick up a DROP/ADD Form in the Dean's Office, Patricia Louise Frost Studios North PLF N 108.
2. Have instructor sign the form.
3. Return it to PLF N 108, for signature.
4. Pay for audit at cashier.

Students in the Honors Program may audit classes at no charge with the permission of individual instructors.

INCOMPLETE

Students receiving an incomplete must complete the course with the professor granting the incomplete. Students do NOT enroll for the course a second time. Students cannot graduate with an incomplete in any course.

According to the University of Miami Bulletin:

While the University makes every effort to provide academic counseling to its students, its basic policy places the responsibility for planning an academic program upon the student.

REPEAT RULES

A student may repeat a course, but the repetition will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the chair of the department in which the course is offered or, in the case of an un-departmentalized school, by the dean. (School of Music ensembles and forums are exempt from this rule.)

General Repeat Rule

- If the initial grade is D+ or lower (or a C- in cases where an academic unit requires a C or higher), both the initial grade and the repeat grade are included in the computation of the student's cumulative grade-point average (CGPA).
- If the initial grade is a D or D+ (or a C- in cases where an academic unit requires a C or higher) and the repeat grade is passing, the number of credits required for graduation will be increased by the number of credits repeated.
- Registrations which involve repeating a course in which a grade of C or higher (or C- in cases where an academic unit does not require a C or higher) has already been earned do not earn quality points or credit hours, nor count as credits attempted.
- Courses repeated after graduation will be posted to the transcript showing the grade received; however, the CGPA and credits earned will not be modified based on the grade received for the repeated course.

Freshman Repeat Rule

A student receiving a D or an F in courses taken at the University of Miami during the first two semesters of college work may elect to repeat up to two such courses within the following two semesters. After the course has been repeated only the second grade earned will be used in the computation of the student's CGPA. The initial grade does not count as credits attempted or earned, although it remains on the academic record. Students wishing to exercise this rule must notify the Associate Dean for Undergraduate Studies and complete a special form.

Ensembles may not be repeated under the Freshman Repeat Rule.

All courses taken under the Freshman Repeat Rule must be repeated at UM.

SUMMER TRANSFER CREDIT

Students currently enrolled in the Frost School of Music who wish to attend another institution during the summer and have credit transferred to the University of Miami must complete the Non-UM Consortium form and the course equivalency form. (Courses Away from UM at <http://www.miami.edu/frost/index.php/frost/students/>). After the form is complete make an appointment with the Associate Dean for Undergraduate Studies. Bring a copy of the description of the courses they wish to take at the other institution. After 56 credits have been earned, classes must be taken at a senior institution (four year college or university). The last 45 credits prior to graduation must be in residence at the University of Miami.

ATTENDANCE

Regular and punctual class attendance is vital for all students. Each instructor will announce during the first meeting of a class the penalties for non-attendance and for missed quizzes and examinations, since these vary. Any student may be dropped from a course or receive a lowered grade for unauthorized absences which exceed those permitted without penalty by the instructor. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, or late or missed work.

See the [UM Academic Bulletin](#) for detailed policy.

A student who is ill should sign a release at the UM Health Service Clinic authorizing the doctor to discuss with the faculty that the student was indeed ill and visited the clinic. The student must request that the faculty contact the Health Center. No notes are given to students. If a student needs to miss more than two consecutive class days due to illness or other emergency, the Dean's Office should be notified and faculty will be sent a memo.

RELIGIOUS HOLIDAYS

See the [UM Academic Bulletin](#) for detailed policy.

CHANGE OF MAJOR

If you wish to change your major within the School of Music, you must complete a Frost School of Music Change of Major Form in the Dean's Office, PLF N 108. After the form has been signed by both Program Directors (present major and new major), it must be returned to PLF N 108.

CHANGE OF SCHOOL

If you wish to change from the Frost School of Music to another school or college in the University, a Request for Change of School and/or Major/Minor Form must be completed. Your file will then be sent to the new school/college to be evaluated for acceptance. Please note that most music scholarships are limited to school of music majors only.

COURSE LOAD

1. Full-time course load is 12-18 credits.
2. Most international students, students on financial aid, and those on music or ROTC scholarship must complete 24 credits in two semesters to retain their financial aid or eligibility.
3. Students receiving Florida aid must complete 24 credits during fall and spring terms to remain eligible. Summer courses cannot be counted.

The maximum number of credits per semester is 18. Do not exceed 18. Please do not ask to add a course late in the semester that will create a credit overload. Rare exceptions may be granted for compelling reasons. If the student requests 19 credits or above on his/her initial registration, a course request form will be used and the Associate Dean's signature in addition to the advisor's signature will be required. Tuition covers up to 20 credits without additional cost. Credits above 20 are charged on a per credit basis.

CREDIT ONLY OPTION

Free elective courses may be taken for "credit only" (CR) as follows:

1. Have sophomore standing or if transfer have completed one semester at UM;
2. Have a 3.0 GPA;
3. Elect the CR/NC option within two weeks following the last day of registration.

Restrictions:

1. Only one course per semester can be taken CR/NC to a maximum of 9 credits;
2. Only free electives may be taken under this option;
3. ENGLISH 105 and 106 may not be taken for CR/NC.

Students should be warned that courses taken under this option may not count toward graduation should they transfer out of the Frost School of Music and into another school at the University of Miami.

SPECIAL PROJECTS

Undergraduate Special Projects, 493, are ordinarily reserved for undergraduates in their junior and senior years. Under certain circumstances, with permission of the Dean of Undergraduate Studies and the supervising faculty, students may take a 1 to 3 credit special project to study a particular subject in depth. A special project form must be completed and on file in the Dean of Undergraduate Studies office detailing the material to be covered in the special project. A student may not take a special project in lieu of a required course.

INTERNSHIPS

Students majoring in Music Education and Music Therapy must complete an internship as part of their degree program. Music Business and Entertainment Industries and Music Engineering majors may elect an internship. These internships are available only to majors in these programs.

Other music majors who wish to complete an internship must enroll for the internship program offered through the Toppel Career Center. Students must enroll before the internship begins. Information on internships, requirements, deadlines, etc. is available through the Toppel Career Center.

DROP/ADD

Adding and Dropping Courses

Students may add and drop courses within the specified dates on the academic calendar without penalty. Students wishing to drop after the deadline must appeal to the Associate Dean for Undergraduate Studies.

<http://www.miami.edu/index.php/registrar/calendar/>

Note: If you are attempting to add a course outside of the Frost School of Music that is full, you must have the override signed by the dean of the school or instructor who is offering that course.

Please note that it is your responsibility to be aware of all University deadlines. These deadlines are printed in the University Academic Calendar found at <http://www.miami.edu/index.php/registrar/calendar/>, published in the Hurricane, posted on bulletin boards throughout the Frost School of Music complex. If you feel you have extenuating circumstances for missing a deadline, you must discuss any schedule changes with a dean.

FORUMS and STUDIOS

Forums are required each semester for undergraduate music students. You will attend the program forum for your major. Successful completion of forums, as indicated in your academic bulletin, are a requirement for graduation. Forum grades are recorded on your transcript. Forum grades are based on prepared attendance.

- Forums are Friday at 1:25 pm, except piano (Friday at 12:20 pm), so that pianists may be available for collaborative piano at the 1:25 pm time. MBEI students have an arranged forum plan, but should be available on Fridays at 1:25 for special group forums.
- The second Friday forum will be an all UG student and faculty convocation in Gusman Hall. Attendance required.
- Most studios are now Friday at 2:30 pm, except jazz studio, Monday 6:25 pm, and piano, Thursday 7:00 pm. Attendance required as part of your lesson grade.
- All forums are program (major) forums. All instruments/voice lessons have studios, which are attached to the lesson. For example, an instrumental performance major, flute major, will attend MIP forum and flute studio. A music education major, flute principal, will attend MED forum and flute studio.
- CAM Studio (formerly CAM forum), will be Friday 2:30 with the other studios. All contemporary students will attend studio at this time.

WITHDRAWALS

Complete withdrawal is initiated through the Office of the Associate Dean for Undergraduate Studies. The process is completed through the Cane Success Center located in the University Center.

http://www.miami.edu/index.php/cane_success_center/withdrawal/

Students who stop attending a class without withdrawing, will receive a failing grade in that class.

INACTIVE STATUS and READMISSION

http://www.miami.edu/index.php/registrar/inactive_status_readmission_withdrawal/

REAUDITION

Students who are away from the University for more than one semester must re-audition to return to the Frost School of Music. A re-audition is not required for students who are away for only one semester. Students should contact the Frost School of Music Undergraduate Dean's Office to determine if an audition is required.

PRINCIPAL INSTRUMENT/VOICE

The instrument or voice on which you enter the Frost School of Music is considered as your principal instrument (called major instrument, if a Performance Major). The level of proficiency required on your instrument is determined by the major you choose.

Upon entrance to the Frost School of Music, all students will be assigned to level 1 of their principal instrument. At the time of your jury exam at the end of your first semester, you will be evaluated and assigned to the appropriate level for the next semester. When you have completed the appropriate level of achievement you will advance to level 3. This is usually in the junior year. Junior and Senior recitals are part of the lesson for majors that require them.

Graduation depends upon the level achieved on a single instrument. If you change your principal instrument you must then meet the proficiency level required on the new instrument (not the combination of semesters completed between the two instruments).

The example listed is voice (i.e., MVP), but the same process can be used in all performing areas.

- MVP VO1 Freshman and Sophomore year (Replaces MVP VOA, VOB, VOC, VOD)
- MVP VO3 Junior and Senior year (Replaces MVP VOE, VOF, VOG, VOH)

SECONDARY INSTRUMENT/VOICE

Except for Piano and Jazz Piano principals, class piano and/or jazz piano is required of all Bachelor of Music and Bachelor of Science degree students. A proficiency examination is administered to all students. This may be taken at any time. The appropriate class instruction must be completed before private lessons on any instrument will be permitted.

Private instruction on a secondary instrument is for one instrument only and one credit only. Lessons will be limited to 4 semesters. Once the lessons are approved by the program director in the desired performance area, a teacher will be assigned and a fee assessed.

All students in undergraduate music degree programs are entitled to four semesters of piano as a secondary instrument. If keyboard skills enable students to exempt one or more semesters, then another instrument may be studied up to four semesters.

Frost School of Music students wishing to take private instruction on a secondary instrument beyond the required four semesters of piano will be charged a \$300 per-credit fee. In order to register for the lesson, the Secondary Instrument Private Lesson Form and a departmental transmittal form must be obtained from the Dean's Office. The Private Lesson Form must be returned to the Dean's Office with the appropriate signatures and proof of payment from Student Accounts must also be on record. A drop/add will then be processed registering the student for the lesson.

JURY

The purpose of the Jury is to evaluate student musicianship and technique progress. Students enrolled for 2 credits of private lessons are required to play a Jury before a panel of performance faculty at the end of each semester. Juries are held during Reading Days. Students perform technical requirements and repertoire as assigned by their performance study teacher.

The private teacher prepares a Jury Sheet that lists the repertoire covered during the semester, and the studio grade, for each student. The grade is recorded on the Jury Sheet and placed in the student's file. The final grade can be lowered as a result of poor recital attendance or other requirements specific to the student's program of study.

LESSON CREDIT AND JURIES

Students who enroll for 2 credits of private lessons will receive one hour of instruction per week and are required to perform in a jury at the end of the semester. A studio class is attached to the lesson.

Students who enroll for 1 credit of private lessons will receive one-half hour of instruction per week and are not required to perform in a jury at the end of the semester. No studio class is attached to the lesson.

WAIVERS FOR DEMONSTRATED COMPETENCIES (Testing out of a class)

MMI 250 Essential Technology for Musicians

This class is a requirement for all music majors except MUE. Students may attempt to test out of MMI 250 only during the first week of the semester which the class is offered. Prior to the beginning of classes, a specific date will be set so an in-person test can be administered. It is strongly advised that students register for the class so that they can receive the test out date via email. In order to test out, the student must bring a laptop computer with their DAW of choice, a MIDI keyboard, an A/D convertor, a microphone and all necessary cables. The test will measure the level of mastery with recording, MIDI and basic computer knowledge.

MKP 140, 141, 240, 241 Group Piano

http://www.miami.edu/frost/index.php/keyboard_performance/programs/group_piano_program/

Testing for waivers is offered only up to the end of the "Add" period of the semester in which you are required to take the course. This is to avoid unnecessary delays in requirement completion towards your degree. No exceptions are made to this rule. If you are currently in one of the Keyboard Studies classes, it is recommended that you consult with your current instructor for recommendation/approval before contacting the Program Director (n.takao@miami.edu) for appointments.

MTC 109 and 110 Music Theory Skills I and II

Testing for waivers is offered only up to the end of the "Add" period of the semester in which you are required to take the course. This is to avoid unnecessary delays in requirement completion towards your degree. Students may attempt to test for a waiver only once. All Frost Students must successfully complete the theory assessment or pass MTC 109 and 110 by the end of their freshman year. Students who fail to successfully complete the theory assessment or pass MTC 109 and 110 with a grade of "C" or higher, will be dismissed from the Frost School.

FINAL EXAMINATIONS

http://www.miami.edu/index.php/registrar/calendar/final_exam_policy/

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

Candidates for degrees must complete all requirements of the University and the Frost School of Music with a minimum "C" average (2.0) or better and at least 120 credits. Students may not graduate with an I or NG in any course.

Note: Music Engineering Technology, Music Business & Entertainment Industries, and Studio Music and Jazz Vocal majors are required to maintain a minimum 2.7 grade point average.

Upper Junior Credit Check

When you are within 3 semesters of graduation, you should make an appointment with the Associate Dean for Undergraduate Studies for help in planning the sequence of courses left to be taken and to check that all requirements will be met by your anticipated graduation date.

Graduation Credit Check

When you enroll in your final semester (and before the last day to ADD A COURSE), you should make an appointment with the Associate Dean for Undergraduate Studies for a final credit check.

Participation in Commencement

Students who are graduating in May, December or summer term and have Applied to Graduate will have information sent to them concerning commencement. If a student has not met all degree requirements but wishes to walk with his/her class may do so by submitting the “early walk” form or notifying the Office of Commencement.

Senior-Graduate Standing

In your last two semesters before graduation, if you have room in your schedule, you may apply for Senior-Graduate Standing. Acceptance enables you to take up to 6 credits of graduate courses each of these semesters which will apply toward a master's degree. These courses cannot apply toward your undergraduate degree.

A minimum 3.00 GPA is required. Contact the Associate Dean for Undergraduate Studies for details and an application form.

ENSEMBLE REQUIREMENTS FOR UNDERGRADUATE STUDENTS

DEGREE REQUIREMENTS FOR ALL UG STUDENTS

There are ensemble degree requirements and ensemble scholarship requirements.

- Undergraduate students will be assigned to an ensemble as required in the academic bulletin.
- A student may elect a third ensemble with the approval of the advisor and ensemble director.
- Students are not to exceed three ensembles per semester, (including MSJ/MMI 107, 108, 207, 208).
- Students must be enrolled in all ensembles in which they are participating. If a student is a part time participant in an ensemble, the student must enroll if participation in rehearsals and performances equals or exceeds 15 hours.
- Full-time undergraduate students majoring in MIP (except guitar majors), MKP, MVP, MSJI, and MSJV will be enrolled in two ensembles during each semester in residence.
- Piano majors will be enrolled in accompanying for each semester in residence. Piano principals with majors in MBEI, MED, MTC, MTY, MUE, MWP, and MUS will be enrolled in accompanying for at least four semesters.

SCHOLARSHIP REQUIREMENTS

- Music scholarship recipients must meet any additional ensemble requirements stipulated in scholarship contract, usually two ensembles per semester.
 - Jazz students and contemporary students: MSJ/MMI 107, 108, 207, 208 Skills Lab, count as one of the ensembles required for the scholarship contract.
 - MUE students may elect MMI 460 Recording Services as an additional ensemble requirement for a scholarship. (MMI 460 meets the 2nd ensemble scholarship requirement, not the ensemble degree requirement).

ASSIGNMENT OF STUDENTS TO ENSEMBLES

The ensemble directors, applied faculty, and the student's advisor assign students to ensembles. Usually, the advisor provides leadership in assigning which ensembles satisfy degree requirements. The ensemble director provides leadership in assigning students to ensembles to meet the scholarship requirements. Students may audition and enroll in ensembles beyond the degree requirements if there is room in their schedule.

- Voice Majors and Principals. Students will be assigned to: Chamber Singers, University Chorale, Symphonic Women's Choir, or Jazz Vocal I. If not placed in one of the above, the student will be assigned to another vocal ensemble.
- String, Wind, and Percussion Majors and Principals. Students will be assigned to Symphony Orchestra, Wind Ensemble, or Concert Jazz Band. If not placed in one of the above, the student will be assigned to another large performing ensemble, e.g. Symphonic Winds, or Jazz Band II/III.
- Students will be assigned to small ensembles after they have been assigned to primary ensembles.

ENSEMBLE DEGREE REQUIREMENTS (for the 2015-2016 and 2016-2017 bulletin)

MIP	One MIP large ensemble and one chamber ensemble each semester for a total of 8 semesters
MIP Guitar	One guitar ensemble and one chamber ensemble each semester for a total of 8 semesters
MKP	One Accompanying class and one additional ensemble each semester for a total of 8 semesters
MVP	One traditional choral ensemble each semester for a total of 8 semesters and Opera Theater for 4 semesters
MSJI	One large ensemble and one small ensemble (as assigned) each semester for a total of 8 semesters (skills labs 107, 108, 207, 208 for semesters 1-4 and small ensembles for semesters 5-8)
MSJV	One large ensemble and one small ensemble (as assigned) each semester for a total of 8 semesters (skills labs 107, 108, 207, 208 for semesters 1-4 and small ensembles for semesters 5-8)
MBEI	One ensemble per semester for a total of 6 semesters
MED	One ensemble per semester for a total of 7 semesters (additional ensembles available in emphasis)
MTC	One ensemble per semester for a total of 8 semesters
MTY	One ensemble per semester for a total of 8 semesters
MUE	One ensemble per semester for a total of 6 semesters
MWP	One ensemble per semester for a total of 6 semesters
MUS	One ensemble per semester for a total 8 semesters

General Ensemble Requirements for MBEI, MED, MTC, MTY, MUE, MWP, MUS

- If the student's principal instrument is inappropriate for the primary ensemble, the student will be assigned to an appropriate ensemble.
- Piano principals must enroll for at least 4 semesters of Accompanying.
- Guitar principals must be enrolled in Guitar Ensemble for all semesters in residence until they accumulate six semesters of participation. After six semesters, enrollment in Guitar Ensemble is optional.

SCHOLARSHIPS

Merit based scholarships are a joint decision between the Frost School of Music and university admissions, as the criteria includes musical and academic achievement. These scholarships are awarded when a student enters the University of Miami and are renewable for up to 8 semesters, as long as the student meets the academic and performance standards. As such all the awards are encumbered for four years and do not change in amount (up or down).

Need based scholarships are administered by the Office of Student Financial Assistance & Employment. Here is the link for their web page: <http://www.miami.edu/admission/index.php/ofas/undergraduate/> These awards are determined based on the CSS Profile and the FAFSA. As financial circumstances change, these awards may change accordingly. Here is a statement from their webpage:

Reconsideration of Financial Aid Awards

The student understands that they have the opportunity to appeal some financial aid decisions. If they wish to request a reconsideration of the financial aid, they must submit an appeal to the Director of Student Financial Aid with supporting documentation of their situation. They understand that only certain circumstances can be evaluated such as loss of income, unusual medical expenses (not premiums), separation/divorce of parents, death of a family member, non-discretionary expenses incurred by the family.

Therefore there are not additional scholarships opportunities in the Frost School of Music for which a student may apply. There are a few cases in which special awards are given in the upperclassmen years, such as the Presser Award. These are designated in certain majors and instruments, voted on by faculty, and are not something for which there is an application.

If a student's financial situation has changed, please contact the Office of Financial Assistance & Employment. Make a note of the person you communicate with and what is said or written. After you have worked with the Office of Student Financial Assistance & Employment, you find you need additional assistance, please contact the Office of Undergraduate Studies.

General music scholarships are used toward tuition only. Students on Frost School of Music scholarships must be registered for fall term courses in order for their scholarships to be reserved. Students are urged to read the criteria for scholarship renewal, found on the back of their scholarship agreements. Students not following or maintaining these criteria may be placed on probation or have their scholarship withdrawn at any time.

Only students who have filed a CSS / Financial Aid PROFILE and FAFSA form with the Office of Student Financial Assistance & Employment are eligible for need-based scholarship renewal or initial consideration. All music scholarship recipients' progress is reviewed every semester. Students not adhering to policy will be notified. Questions related to music scholarships should be directed to the Office of Undergraduate Studies in the Frost School

Office of Student Financial Assistance: & Employment: http://www.miami.edu/index.php/office_of_financial_assistance/

Donor Scholarships

Donor scholarships awards are made to students displaying superior musical or academic accomplishments in areas of achievement specified by the individual donors.

GENERAL INFORMATION

HEALTH and SAFETY FOR MUSICIANS

Musicians and Musculoskeletal Injuries

https://umshare.miami.edu/web/wda/frost/students-info-bar/Musicians_and_Musculoskeletal_Injuries.pdf

Protect Your Hearing Every Day

https://umshare.miami.edu/web/wda/frost/students-info-bar/Protect_Your_Hearing_Everyday.pdf

FACULTY EVALUATIONS

Each semester, students are given the opportunity to evaluate instructors in each of their courses. Results of these confidential evaluations are included in the determination of faculty tenure, promotion, and merit raises each year as well as keeping the faculty informed as to the reaction of students to the quality of teaching being performed. Students are urged to participate seriously and honestly in this most important function.

Results of these evaluations are available in the Weeks Music Library and are published each semester by the University of Miami Student Government.

STUDENT ORGANIZATIONS

In addition to other extra-curricular activities of the University, the Frost School of Music has established on its campus active chapters of Phi Mu Alpha Sinfonia, Sigma Alpha Iota, N.A.f.M.E. National Association for Music Education (student), American Musicological Society, Tau Beta Sigma, Pi Kappa Lambda, Music and Entertainment Industry Student Association, and the Audio Engineering Society.

STUDENT IDENTIFICATION AND USE OF FROST SCHOOL OF MUSIC FACILITIES

Persons who use the facilities at the Frost School of Music must be registered students in the University of Miami and the Frost School of Music. Students must obtain proper identification for the 'Cane Card at the receptionist's desk in Gusman Hall. Faculty, staff, and security officers are authorized to ask individuals to see their 'Cane Card with an appropriate identification.

SCHEDULING ROOMS

Students who desire to use classrooms and rehearsal halls after regularly scheduled classes must call the Dean's Office at 305/284-2241 to reserve the following spaces:

Caroline Broby Hall

Henry Fillmore Hall

Nancy Greene Hall

Foster Building (Rooms 207 & 236)

Volpe Classroom Building (Rooms 101, 102, 103, 106, 107, 203, & 207)

Hours of Operation: Summer Semesters, Fall & Spring Breaks: Monday to Friday, 8:00 a.m. to 7:00 p.m.,

Saturday, Sunday 9:00 a.m. to 5:00 p.m.

PERSONAL INSTRUMENTS AND EQUIPMENT

Be certain that your instrument and all other personal equipment are adequately insured against damage to, loss, or theft. The University of Miami accepts no responsibility for damage to, theft, or loss of any personal instrument or equipment. The instrument and all equipment are your responsibility.

FOSTER BUILDING

Hours of Operation

- Fall and Spring Semesters: 8:00 a.m. to Midnight.
- Summer Semesters, Fall and Spring Breaks: 8:00 a.m. to 7:00 p.m.

- Between Semesters: Hours are posted.
 - The building is closed when the University is closed.
1. No Food or Drink is permitted in practice rooms and rehearsal halls.
 2. The Foster building is not a public facility. Only students enrolled in the Frost School of Music at the University of Miami and authorized personnel are permitted to use this building. Others are forbidden from using the facility without authorization from the Dean of the Frost School.
 3. In order to use the practice rooms, students must obtain a sticker from the Dean's Office in Gusman Hall for the front of the Cane Card.
 4. Teaching students who are not enrolled at UM for private lessons is strictly prohibited.
 5. Damage or vandalism of property belonging to the University or others is prohibited and may require restitution as well as subject persons responsible to disciplinary and/or legal action.

KEYBOARD SERVICE

Students who require sonic or mechanical service for pianos are to submit a Keyboard Service Form to the Piano Technician in Foster Building, Room 125A. Forms are available from all staff assistants.

TECHNOLOGY CENTER LAB

1. Labs are available for student use during posted hours.
2. Only students enrolled in the University of Miami Frost School of Music are permitted to use the labs. Students must have a valid 'Cane Card and must check in with the lab attendant.
3. Students must use headphones at all times when working in the keyboard labs.
4. Viruses can cause problems in any computer environment. Check your USB/flash drive before use in lab.
5. Students working on assignments for music classes will have priority over others; however, total time on a computer/keyboard is limited to one hour whenever other music students are waiting.
6. Damage or vandalism of property belonging to the University or others is prohibited and will require restitution as well as disciplinary and/or legal action.
7. No one has the authority to copy any software from the computers in the labs. The software is copyrighted material, and anyone caught stealing software from the lab will be prosecuted.
8. No one may disconnect or re-configure anything in the lab at any time.
9. No food or drink is permitted in the Technology Center at any time. Smoking is prohibited.

INSTRUMENT LOCKER RENTAL

FEES and ASSIGNMENT

1. \$15.00 for each of fall and spring semesters, \$25.00 for both.
2. \$15.00 for either or both summer terms.
 - Lockers are rented on a first-come first-serve basis at Foster Music Building lobby.
 - Only full-time music majors who are currently enrolled in the Frost School of Music are permitted to rent lockers. Students requesting lockers must present proof of registration and a current and validated University of Miami ID ('Cane) card with a current sticker.
 - Lockers are assigned according to the size of the instrument.
 - The student is responsible for the contents of the locker.
 - Students must provide locks.

REMOVAL OF LOCKS AND CONDITION OF LOCKERS

- Lockers must be vacated on a date designated at the end of the spring semester and at the end of the summer terms.
- Failure to vacate lockers by the posted date will result in locks being cut off and contents removed. The university may dispose of abandoned property.
- Failure to remove locks and/or empty lockers will result in an additional charge of \$50 to your student account.

RECITAL ATTENDANCE

Department Chairs and Program Directors will review a Recital Attendance Policy with their students at the beginning of each semester.

POSTING NOTICES

1. Individuals who wish to post notices of events related to Frost School of Music activities may do so by having them stamped by the Dean's Office prior to posting.
2. Notices that advertise concerts, recitals, and lectures are encouraged.
3. Posters advertising personal items and real estate are not permitted.
4. Posted notices without a required stamp are not permitted and will be taken down.
5. The Dean's Office is located in Gusman Hall.

PHOTOCOPYING

When May I Photocopy?

When can I photocopy? This question is asked every day by music educators nationwide. Most music educators want to respect the rights of copyright owners, but are sometimes confused as to when it is permissible to legally reproduce a copyrighted work. The following situations are based on the Copyright Law of 1976, and list what you can do without having secured prior permission:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided it is replaced with a purchased copy.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

When I May NOT Photocopy!

The following are expressly prohibited:

- Copying to avoid purchase;
- Copying music for any kind of performance, with the following emergency exception:
Making a copy of a lost part in an emergency, if it is replaced with a purchased part in due course;
- Copying without including copyright notice;
- Copying to create anthologies or compilations;
- Reproducing material designed to be consumable, such as workbooks, standardized tests and answer sheets;
- Charging customers beyond the actual cost involved in making copies as permitted (as noted in "When Can I Photocopy").

For further information, please visit www.copyright.gov.

RECITAL PROGRAMS

By contractual agreements, all concert and recital programs held on the campus of the University of Miami Frost School of Music are sent to ASCAP, BMI and SESAC. Therefore, it is important that a standard format program be available for all performances. Distribution of unauthorized programs is not permitted. All programs must be approved by the Dean's Office. For additional information on recital policies and procedures visit:

<https://umshare.miami.edu/web/wda/frost/students-info-bar/Recital-Handbook.pdf>

Student Recitals

Recital Programs information, approved by the student's studio teacher, must be submitted to fsom.programs@miami.edu, using a program template provided by the student's studio teacher for proofing and reproduction 21 days prior to the performance. Failure to comply with the deadline may result in a cancellation of recital.

The first 70 copies of the recital program for degree in performance will be produced at no charge. Additional copies will be charged at a rate of \$.10 per copy and must be paid in advance (21 days prior to the performance). Programs for recitals not required for degree programs, performed outside of the Frost School of Music (Nancy Greene, Henry Fillmore, and Broby Halls) will be charged to the student at a rate of \$.10 per copy, and must be paid in advance (21 days prior to the performance). Recitals held at non-approved venues will not count for credit. The performer or designate will be contacted for editing as needed. After changes have been made, additional changes will not be permitted.

Programs for performances held in Gusman Concert Hall and Victor E. Clarke Recital Hall will remain in the Gusman Concert Hall Office until the evening of the performance. Programs for performances held in Nancy Greene Hall, Henry Fillmore Hall, and Broby Hall will be available for pick-up the afternoon of the performance. (Friday for weekend performances)

Typesetting, reproduction, and distribution of program notes and acknowledgements are the responsibility of the student.

REQUEST FOR A CONCERT HALL DATE

STUDENT RECITALS

Recital Scheduling

Students must be financially registered and enrolled for lessons and recital credit in the semester in which the recital will be performed. Otherwise the reservation will be cancelled.

Required recitals for the following fall and spring semesters can be scheduled around the 2nd week of February and will continue until about two weeks before the last day of classes of the spring semester. Recitals must be scheduled for times when classes are in session and may not be scheduled during Reading Days and Final Exams.

Recital Restrictions

Junior Recitals: Must be duo-junior recitals. These recitals can only be held in Nancy Greene Hall, Henry Fillmore Hall, Broby Hall, or at the Chapel of the Venerable Bede. Recording/sound will not be available.

Elective Recitals: These recitals may be held in Nancy Greene Hall, Henry Fillmore Hall, Broby Hall, the Chapel of the Venerable Bede, or at any other outside venue. Recording/sound will not be available.*

Approved Recital Venues

- Maurice Gusman Concert Hall (MSJV senior recitals and MWP senior recitals only)
- Clarke Recital Hall, L. Austin Weeks Center for Recording and Performance (senior level and graduate level performance recitals and other required recitals)
- Broby Hall* (junior and elective recitals only)
- Nancy Greene* (junior and elective recitals only)
- Fillmore Hall* (junior and elective recitals only)
- Chapel of the Venerable Bede* (junior and elective recitals only)
- Graduate Lecture Recitals, can be booked in Foster, Nancy Greene, Fillmore, and Broby (pending approval of the studio teacher and dean of Graduate Studies). Video recording is required and is the responsibility of the student to provide this service and submit copy to Graduate Studies if necessary.

* Recording/sound not available-you are responsible for ensuring that your recital is recorded. You may hire an outside recording company, or use equipment that will capture a stereo recording (i.e., similar to "GoPro").

Submit the recording to the Frost School of Music archives. A recording of your recital must be in our archives in order for you to graduate.

Booking Your Recital

- Must be enrolled and financially registered for recital credit in the semester in which the recital will be performed, otherwise the reservation will be cancelled.
- Must be approved by the student's studio teacher.
- Complete the Request for Student Recital Date, and submit with recital (and recording fees if applicable to Gusman Hall (#104) within three working days.
- Gusman Hall, Weeks Center for Recording and Performance Clarke Hall, Nancy Greene Hall, Fillmore and Hall, Broby Hall must be scheduled through the Gusman Concert Hall Office.
- Require an approved Frost School of Music program (see Concert Program Policy).
- St. Bede policies and procedures:
 - * Check for available recital/rehearsal dates on the Chapel Calendar
 - * Print and fill out the Chapel Use of Space Agreement form. This form includes information on Chapel policies and security deposits.
 - * Bring completed form and all applicable security deposits to the Chapel during Dr. David Pegel's office hours (Tuesday and Thursdays from 1 pm - 5 pm).
 - * Recital dates are not finalized until the Chapel has all forms and deposits in hand.
 - * If unable to stop by during the scheduled office hours, students may email Dr. Pegel at d.pegel@umiami.edu or call the Chapel office at 305-284-2333 to set up an appointment .If they require an alternative recital date, the Chapel can sometimes be made available on Tuesday evenings and/or Sundays on a case-by-case basis.

Fees

- A \$60 non-refundable fee must be submitted with the Recital Request Form.
- If a student has obtained approval from their studio teacher and Dean in the Frost School of Music to reschedule a recital, there will be a \$60 non-refundable rescheduling fee that must be submitted with either a new Recital Request Form or a Cancellation Form.
- Fees for Recording Services must be submitted with the Recital Request Form within three days of having reserved a recital date.

Cancellation Policy

Student recitals cancelled for any reason other than documented serious illness or death in the family may not be rescheduled in the same semester within the Frost School of Music facilities. Fee for Recording Services is refundable up to 14 days before the scheduled recital date.

GUSMAN CONCERT HALL AND WEEKS CENTER FOR RECORDING AND PERFORMANCE, CLARKE RECITAL HALL RECORDING SESSION RENTAL SCHEDULE

Gusman Concert Hall: \$175 per hour *

Clarke Recital Hall: \$125 per hour *

*Tax is not included. Two hour-minimum blocks can be reserved in the Gusman Hall Office.

Rental fees do not apply to currently enrolled students who provide written proof of the purpose of the recording. For example, if they are applying for a competition, or scholarship application.

Engineering services and/or equipment are not included in the above fees. It is the responsibility of the performer or ensemble director to arrange for such services directly through Recording Services. Once an engineer is available, then the student may reserve the hall. Reservations must be made at least 14 days prior to the desired date of recording.

RECORDING AND SOUND REINFORCEMENT

Recital recording (audio/video), sound reinforcement are ordered through the Office of the Concert Hall Manager, Room 104 Gusman Hall at the time the recital is confirmed. The charges for these services vary according to the individual requirements of each event.

Recital recording is only available in Gusman Concert Hall and Weeks Center for Recording and Performance, Clarke Recital Hall.

Copyright laws prohibit the personal recording and taping of live performances without the permission of the performer. The Frost School of Music is not responsible for supervising the performers' or composers' copyright.

Recording of guest performances will not be available for purchase.

RECORDING SERVICES

Recording Services takes care of recording, sound reinforcement and duplication orders which are made through the Office of the Concert Hall Manager. The work is performed primarily by Music Engineering (MUE) and Audio Engineering (EAN) students, who receive supervision and specialized training from the Recording Services staff. Services are provided for fees that are well below those of private facilities, thus benefiting both the clients and the engineers. All monies received are directly applied towards the maintenance and upgrade of the audio equipment and towards the supplies used for these services, making Recording Services financially self-sustaining. Recording Services provides media visibility for the Frost School of Music and is a means for students to learn in a professional environment.

The following policies have been established to provide the smoothest and most reliable service possible:

1. Services are available to both the University community and other organizations, but are limited to the Maurice Gusman Concert Hall and the Victor E. Clarke Recital Hall.
2. All recording services must be scheduled and, three days later, paid for when the recital date is confirmed. All requests are arranged through the Office of the Concert Hall Manager, Gusman Hall 104.
3. Turnaround times for duplication orders are generally very fast. Because of the cyclical nature of such orders, however, it is possible that more time may be needed. Copies, therefore, may not be available for as long as two weeks after an event, but are typically ready in a few days.
4. Recording Services clients may request a specific engineer provided that the engineer is on the Recording Services staff and has agreed to do the work. In the event that a performer prefers to hire an outside engineer, the performer is responsible for ensuring that the Office of the Concert Hall Manager receives proof of adequate insurance coverage from that engineer. Recording Services equipment and facilities are only available to current staff engineers.
5. Master recordings remain the property of the University and are kept in the archives. Copies can be made of these recordings unless specific instructions of the performer forbid it.
6. Recording Services is not responsible for supervising the performers' or composers' copyrights. All requests for recording or copies require that the client sign a statement that (s)he accepts liability.