

**ROWAN UNIVERSITY
DEPARTMENT OF MUSIC
UNDERGRADUATE STUDENT HANDBOOK
2015-2016**



INTRODUCTION.....	4
ACADEMIC POLICIES	4
ABSENCES	4
<i>Attendance</i>	<i>4</i>
<i>Make-up instruction.....</i>	<i>4</i>
<i>Class specific attendance policies</i>	<i>4</i>
<i>Cancellation of Class</i>	<i>4</i>
<i>Exceptions to Approved Academic Programs</i>	<i>5</i>
<i>Additional Applied Study.....</i>	<i>5</i>
<i>Recital Attendance.....</i>	<i>5</i>
ACADEMIC ADVISING	6
ADVISING PROCEDURES.....	6
APPLIED STUDY POLICIES	6
CHANGING APPLIED TEACHERS.....	6
DIVISIONAL AND DEPARTMENTAL RECITALS	7
GRADING.....	7
INITIAL STUDIO PLACEMENT	7
JUNIOR AND SENIOR RECITALS	7
JURIES	8
LEVELS OF APPLIED STUDY	8
RECITAL JURY	8
RECITAL SCHEDULING	9
SENIOR RECITAL ALTERNATIVES.....	9
SOPHOMORE PROFICIENCY EXAMINATION	9
STUDIO RECITALS AND MASTER CLASSES.....	9
TIME EXPECTATIONS	9
COMMUNICATION.....	10
ENSEMBLES	10
OVERVIEW	10
MAJOR ENSEMBLES	10
<i>Major Ensemble Designation</i>	<i>10</i>
<i>Major Ensemble Requirement</i>	<i>11</i>
ENSEMBLE PLACEMENT	11
INSTRUMENTAL ENSEMBLES.....	12
<i>Orchestra.....</i>	<i>12</i>
<i>Wind Ensemble.....</i>	<i>12</i>
<i>Jazz Ensemble.....</i>	<i>12</i>
<i>Lab Band</i>	<i>12</i>
<i>Percussion Ensemble.....</i>	<i>13</i>
<i>String Ensemble.....</i>	<i>13</i>
<i>Contemporary Music Ensemble</i>	<i>13</i>
<i>Piano Forum.....</i>	<i>13</i>
<i>Clarinet Choir, Flute Choir, and Saxophone Ensemble.....</i>	<i>13</i>
<i>Brass Ensemble</i>	<i>13</i>
<i>Chamber Music III (Small Jazz Ensembles).....</i>	<i>14</i>
VOCAL ENSEMBLES	14
<i>Concert Choir.....</i>	<i>14</i>
<i>Opera Workshop.....</i>	<i>14</i>
TIME EXPECTATIONS	15
EQUIPMENT	15

PIANOS	15
WIND AND STRING INSTRUMENTS	15
FACILITIES.....	16
BUILDING USAGE	16
EQUIPMENT USAGE.....	16
LOCKERS.....	16
MUSIC LIBRARY.....	16
<i>Overview.....</i>	<i>16</i>
<i>Library Hours.....</i>	<i>17</i>
<i>Library Computer Lab.....</i>	<i>17</i>
MUSIC LIBRARY CODE OF CONDUCT	17
<i>Unacceptable Conduct.....</i>	<i>17</i>
<i>Food and Beverages.....</i>	<i>18</i>
<i>Permitted in the libraries:.....</i>	<i>18</i>
<i>Prohibited in the libraries:.....</i>	<i>18</i>
<i>Waste Containers.....</i>	<i>19</i>
<i>Cell Phone Use.....</i>	<i>19</i>
PFLIEGER CONCERT HALL	19
BOYD RECITAL HALL.....	19
THEATRE-WING ROOMS	19
PHOTOCOPYING.....	20
SECURITY	20
SMOKING, FOOD, AND BEVERAGES.....	20
RECORDING STUDIO.....	20
CONCERT RECORDING	20
SCHOLARSHIPS AND HONORS	20
TUITION WAIVERS	21
MONETARY AWARDS.....	21
APPLICATION	21
REQUIREMENTS.....	21
HONORS	21
STUDENT ORGANIZATIONS	22
NAFME(NATIONAL ASSOCIATION FOR MUSIC EDUCATION)	22
PHI MU ALPA	22
SIGMA ALPHA IOTA	22
MUSIC WORK/STUDY OPPORTUNITIES	23
MUSIC LIBRARY.....	23
MUSIC OFFICE.....	23

Introduction

Welcome to the Rowan University Department of Music. The student Handbook has been designed to acquaint you with departmental policies and procedures. The Department of Music Chair and all members of the faculty and staff will be pleased to assist you at all times. Your education is our highest priority.

Academic Policies

Absences

Attendance

Students are expected to be present at each scheduled class for which they are officially registered. Students who are absent for reasons of illness, death in the family, inclement weather, religious observances, official university activities, or for matters of personal conscience should inform each of their instructors, ideally with a written excuse, before the fact or as soon as possible thereafter. Except in cases where classroom experiences cannot be repeated, faculty may provide these students the opportunity to make up written work, tests or other assignments at the earliest possible convenient time.

Make-up instruction

Faculty members are under no obligation to provide make-up instruction to students who have chosen not to attend a class or classes.

Class specific attendance policies

Faculty may establish additional attendance criteria that are consistent with the above paragraphs. In learning communities, where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.

Cancellation of Class

If faculty find it necessary to cancel one or more classes, they should do so after full consultation with the Department Chair and with the students affected. Provision must be made for making up the instruction that would normally have been given.

Exceptions to Approved Academic Programs

All exceptions to approved academic programs (other than waivers or credit by examination) must be recommended by the Departmental Academic Policies and Procedures Committee to the Department Chair in writing, with copies sent by the Department Chair to the student and any affected faculty. The committee should receive input in any decision from affected faculty.

Additional Applied Study

Students wishing to study an additional instrument within the department must successfully audition on both instruments. The professors in each of the two applied areas must write letters of recommendation to the Department Chair indicating their belief that the student is adequately prepared and exceptionally motivated and that the student, in the judgment of the professor, is capable of assuming the rigors of a double curriculum. The Department Chair will then allow the student to register for two applied instruments each semester.

The student must maintain a 3.0 academic average to be accepted in the double studio program. Entering freshmen must have maintained a B average in their high school work.

Recital Attendance

It is expected that all music students will attend at least eight recitals each semester to receive a passing grade for the course Student Recitals. Additionally, students must usher one of these events by signing up for a time with Kathy O'Leary. Students are to sign for their Recital Cards with the secretary in the Music Office. Students are to obtain the signature of a faculty member in attendance at each concert at the time of the concert verifying the student's attendance at the recital. If that is not possible, a signature must be obtained within one week. No later than the date posted on the attendance card, students are to personally turn in their completed cards to a music secretary and sign a receipt. Late cards will not be accepted, and cards submitted without signing a receipt will not be recorded. Forged signatures are not acceptable and will result in a failure for the course and will be reported as an academic integrity violation. Do not leave the card in a

faculty or staff mailbox. It is recommended that you keep a xerox copy for your records.

Academic Advising

Advising Procedures

University policy stipulates that all faculty may give career and personal advising, as appropriate, and in the Department of Music, applied teachers most frequently fulfill this need. Academic advising in the Department of Music is mandatory for all music students, according to University policy, and is provided by selected music advisors.

Department of Music Academic Advisement for all music students may occur at any time during the semester but often most occurs each semester conveniently following publication of the Master Schedule of Classes for the next semester. Students are required meet with their advisors to select courses for the following semester and complete the advising record for their permanent file.

The Department Chair or the chair's designee (one of the advisors) reviews and signs seniors' applications for graduation, attesting to the fact that seniors have met the curricular requirements for graduation.

Mr. Larry DePasquale is the advisor for all undergraduate music majors and minors. His office is Wilson 140, phone is 256-4896, and email is depasquale@rowan.edu.

Applied Study Policies

Changing Applied Teachers

A student who wishes to change applied teachers, should talk to the current teacher before instituting any other action. If it is not possible to do so, the student should then schedule a meeting with the head of the division and Department Chairman.

All changes of teachers will be contingent upon the availability of space on an alternative faculty member's workload. Under no circumstances should the second faculty member be approached about lessons until the current

teacher has been granted the courtesies mentioned in the preceding paragraph.

Divisional and Departmental Recitals

Divisional and Departmental Recitals are usually held once a month on Wednesdays. All students are urged to perform as frequently as possible on the Departmental Recitals. The dates of recitals are scheduled in advance and will be posted on the bulletin board opposite the music office.

Grading

The procedures for the assignment of grades are detailed in the syllabus for each studio.

Initial Studio Placement

Students request placement in a particular studio on their application acceptance form. Studio placement is determined by the department chair in consultation with studio teachers and division heads.

The level of applied study at which transfer students are admitted is determined by the studio teacher.

Junior and Senior Recitals

Students enrolled in the Professional Applied and Jazz Studies curricula present a Junior and Senior Recital (50 minute minimum). Students enrolled in the Music Education curriculum present a Senior Recital (30 minute), and students enrolled in the Composition curriculum present a recital of original works or produce an appropriate portfolio of works. Full recitals may not exceed 60 minutes playing time. The quality of the program is approved at the Recital Jury Hearing. The principal teacher is responsible for attending the recital. The recital is audio taped for the records of the department and the students. Students required to present a junior recital must successfully complete the recital before taking Professional Applied VII. At the end of semester VIII, the senior recital must be played or the incomplete grade is assigned. Music Education majors may not present their senior recital while student teaching.

After passing the recital jury, a maximum of six hours rehearsal time in the Recital Hall is allocated to juniors and seniors preparing for recitals. Exceptions are made only with the written approval of the Department of Music Chair.

Students are responsible for providing their own recital programs. These programs must conform to the department template (available on the department web page) and be approved at the time of the recital jury.

Juries

In all cases, applied students must take a final jury exam in applied music before a jury made up of their applied teacher and related applied faculty at the end of each semester. The faculty has adopted a written evaluation form, which may be adapted to meet the needs of a particular division. A simple written evaluation of the student's performance in the jury will be indicated on the form provided, with one copy for the student and one for the student's file. The applied teacher may use the written evaluation by the related applied faculty for whatever purposes deemed necessary according to the procedures determined by the division.

At the applied jury exam, the applied instructor must collect from the students a repertoire sheet showing his/her entire repertoire for the semester. The instructor must turn in one copy of each repertoire sheet to the office for the student's file.

Levels of Applied Study

Proficiency levels for students in applied music will be determined by the appropriate applied faculty. This decision determines whether students will be enrolled in Applied Music I, II, III, IV, V, VI, VII or VIII.

Recital Jury

The student must ask three faculty members (including the studio teacher) to listen to the jury. At the time of the jury, the student must present the adjudicators a typed copy of their program. The student must be prepared to demonstrate every piece listed. (Recital forms are obtained from Kathy O'Leary, Theater Arts Manager.) It is up to the faculty to determine how much of any given piece they want to hear. No pieces may be added or deleted without approval by the jury panel. Jazz students must demonstrate both their classical and jazz pieces on the same jury, unless otherwise advised by the Director of Jazz Studies. The faculty members must sign the recital program form upon completion of the jury. Upon successfully completing the recital jury, the student gives the signed forms back to Kathy O'Leary and then the date scheduled for the recital is confirmed.

Recital Scheduling

The policy for scheduling a recital is for the student to see Kathy O'Leary to inquire about the availability of dates. After available dates are discussed with the studio teacher, the student will ask Kathy to hold a specific date/time for his/her recital. The student will then schedule with the studio teacher for the recital jury to take place three full weeks prior to the recital date. A date being held by Kathy is a good faith gesture on her part and does not mean that the date is confirmed in the calendar until the completion of a successful recital jury. The recital juries are to be scheduled by the student three weeks prior to the recital date. Music Education majors may not schedule their senior recital during their semester of student teaching.

Senior Recital Alternatives

Occasionally, a music education student may, with the consent and recommendation of his/her teacher, elect not to give a public recital, or may be prohibited from doing so. Therefore, two other forms of recitals are possible. The student may present a closed recital with faculty, parents, spouses, and selected friends in attendance, or the student may perform a closed recital with only the applied faculty present.

Sophomore Proficiency Examination

A Sophomore Proficiency Examination in applied music is given at the end of the sophomore year. Students cannot move into Level V until he or she has passed this exam. Evaluation of the Sophomore Proficiency Examination is made by the entire Department of Music Faculty and automatically includes the major teacher and others in that field of emphasis

Studio Recitals and Master Classes

Studio Recitals and Master Classes, usually scheduled weekly by the applied teachers, provide opportunities for students to perform frequently for a limited audience within their instructional domain. All students are required to attend their Studio Recitals as the laboratory portion of their applied music courses. Most of these recitals are on Wednesdays at 3:15.

Time Expectations

Applied Study

Professional Applied study will consist of one-hour lessons per week, with the expectation of a minimum of three hours of daily practice. Please note that the amount of practice needed to be prepared for weekly lessons may vary between individual students.

Major Applied study will consist of one-hour lessons per week, with the expectation of a minimum of two hours of daily practice. Please note that the amount of practice needed to be prepared for weekly lessons may vary between individual students.

Secondary Applied study will consist of half hour lessons per week, with the expectation of a minimum of one hour of daily practice. Please note that the amount of practice needed to be prepared for weekly lessons may vary between individual students.

Communication

Students should read the Bulletin Boards in the main hall near the Music Office for messages and announcements on a regular basis. Students may leave messages for faculty in the faculty-staff mailroom, which is across the hall from the Music Office. It is highly recommended for student's to use Rowan e-mail for messages to and from faculty concerning grades, assignments, cancelled classes and other pertinent information. Students can easily have their campus mail automatically forwarded from the Rowan Web Mail system to another address. Go the "Help" section of the Rowan Web Mail system for easy instructions on how to do this.

Ensembles

Overview

The Department of Music offers a multitude of ensemble options for music majors and the university community at large. For audition requirements contact the conductors of the specific ensembles.

Major Ensembles

Major Ensemble Designation

The major ensembles are Concert Choir, Jazz Lab Band, Orchestra, and Wind Ensemble.

With the approval of the ensemble committee and in conjunction with studio teachers and advisors, the following ensembles can serve as major

ensembles for students: Concert Band, Jazz Band, Men's Choir, Women's Choir.

Students perform in major ensembles relative to their respective performance specialty. Education majors must perform in an ensemble that emphasizes the art of conducting, as this will be an important aspect upon graduation and involvement in the educational workforce. Jazz studies students with an education specialization must participate in orchestra, wind ensemble or concert band as their major ensemble, and are expected to perform in at least one of the university jazz ensembles as well.

Major Ensemble Requirement

Participation in major ensembles is mandatory while students are involved in private studio lessons (normally 8-semesters). Music education majors are exempt from this requirement during the semester that they student teach. Performance majors must participate in at least two major ensembles per semester.

Ensemble Placement

All students audition for ensemble placement during the beginning of the fall semester. Placements are made by the ensemble committee based upon the results of auditions and are for the full year (two semesters). Students who play instruments that are needed in major ensembles may be asked to perform beyond their requirement, by the respective ensembles directors, although participation in these instances is not mandatory. Students who perform in multiple major ensembles must receive a passing grade in all of them in order to fulfill the major ensemble requirement for the semester. Music department scholarship recipients can be expected to perform in multiple major ensembles regardless of their major, as awards are commonly based on the need of their particular instruments in the department. Percussionists are rotated in classical ensembles by the head of the Percussion Studio and need not audition for orchestra or wind ensemble. (Percussionists are not assigned to Lab Band and Pep Band and therefore must audition for these ensembles.)

Instrumental Ensembles

Orchestra

This full-sized symphony orchestra performs quality orchestral literature in major concerts, plus children's concerts and a pops concert. The group also sponsors the New Jersey High School Orchestra Festival each spring. Membership is open to the University Community.

Pep Band

The Pep Band performs from September through November at home football and basketball games, homecoming and for some spring term activities as announced by the director. Students receive payment for services through work-study programs from the Vice President of Academic Affairs/Provost and the pep band ensemble account. Membership is by audition only.

Wind Ensemble

Wind Ensemble is a one-on-a-part traditional band instrumentation ensemble (with assistant principals in certain sections) that performs music possessing serious artistic merit, and traditional and newly commissioned wind band repertoire. Members of the wind ensemble are highly skilled individual performers who are selected for membership through auditions held in September.

Jazz Ensemble

Jazz Ensemble is the University "Big Band", and performs a vast array of repertory from the big band literature.

Lab Band

This jazz band is the premier jazz ensemble on campus and has flexible instrumentation including trumpet, horn, trombone, saxophones, rhythm section, percussion, flute and bassoon. This group has performed in Denmark, England, France, Rumania, Yugoslavia, Holland, Germany, Austria and the Czech Republic. It also sponsors the Rowan Jazz Festival each winter. Membership is by audition.

Concert Band

The Concert Band (College Band) offering is designed to provide a separate study of band literature from that of the wind ensemble, focusing on those works that are appropriate for the largest band possible. Performance

techniques are reinforced while the ensemble provides a General Education opportunity for majors and non-music majors, an outreach opportunity to community musicians and a place where high school musicians can perform in a collegiate setting. The Concert Band also surveys the literature approachable by university bands, as well as, high school and middle school bands for pedagogical purposes, and provides a practice ensemble for graduate and undergraduate student conductors, arrangers and composers.

Percussion Ensemble

Consisting of percussion majors, this is one of the most active organizations on campus. Recent tours have included the Eastman School of Music, University of Delaware, West Chester State University and Penn State University, with frequent visits to local public schools. The group has recorded two CDs and regularly commissions new works.

String Ensemble

The String Ensemble offers a specialized performing opportunity for string players. No audition is necessary, and all Rowan students and members of the community who have had any string experience are encouraged to participate.

Contemporary Music Ensemble

This ensemble performs selections ranging from experimental concepts on the "cutting edge" of new music to more traditional contemporary repertoire, as well as improvisation. Premieres of works by Rowan student composers are featured.

Piano Forum

The Piano Forum sponsors guest artists for occasional recitals throughout the year.

Clarinet Choir, Flute Choir, and Saxophone Ensemble

These ensembles are required of all students studying applied music in these instruments.

Brass Ensemble

The Rowan University Brass Ensemble performs outstanding works from the brass and percussion repertory as well as new commissions. The brass ensemble is also a forum for the trumpet, trombone, horn, and tuba/euphonium ensembles.

Chamber Music III (Small Jazz Ensembles)

The small jazz ensembles serve as the performance vehicle for jazz majors to study the combo styles of the jazz masters. The ensembles range in size of 3 to 8 players and play classic to contemporary jazz. Students are also encouraged to compose and arrange for their ensembles. The small jazz ensembles are open to all music majors and are required of jazz performance majors. Non-music majors may audition for the small jazz ensembles.

Vocal Ensembles

Concert Choir

The Concert Choir has performed throughout the United States, at national conventions of the American Choral Directors Association and for MENC conventions. The ensemble performs a varied repertory, ranging from classics to pop, and has performed with Paul Anka at Resorts International Casino and with the New Jersey Symphony and the New Jersey Ballet. Audition is required.

Men's Choir (Statesmen)

The Statesmen Men's Chorus is the newest ensemble in the Rowan Vocal Division. Men from across campus and beyond are invited to be a part of this dynamic arts ensemble. Interesting and exciting music will be performed each semester in beautiful Pfleger Concert Hall. This ensemble focuses on music fundamentals, score reading, and techniques to improve the singing voice. There is no audition for this ensemble, and both music and non-music majors are invited to join.

Opera Workshop

The Opera Workshop presents complete productions plus evenings of opera scenes. Recent full productions include Mozart's "The Magic Flute" and Menotti's "The Medium". Although principal roles are by audition, any student may participate, either in the chorus or in secondary roles.

Women's Choir (Wocho)

The Rowan Women's Choir is a dynamic ensemble focused on treble choir literature, healthy vocal production, music reading and a cohesive, friendly learning environment. Women's Chorus (or "Wocho" [woh-koh]) rehearses twice a week and is a non-auditioned group open to all female students,

faculty and staff. The group performs three concerts each season in the beautiful Pfleeger Concert Hall.

Time Expectations

Major ensembles will rehearse between three and four hours per week, while other ensembles will rehearse between one and three hours per week. Please note that this amount may vary through the concert cycle and for special events (ensemble retreats, dress rehearsals, etc). Students will be expected to allocate 30 minutes daily to preparing for ensemble rehearsal. Please note that the amount of needed preparation will vary during the concert cycle and between individual students.

Equipment

Pianos

Any irregularities in the conditions of the Practice Room pianos should be reported to Professor Veda Zuponic by placing a note in her mailbox in the Faculty-Staff Mailroom, which is across the hall from the Music Office. The use of concert grand pianos, which are often locked, is permitted for those persons who receive permission from the Department Chair or the piano faculty. Grand pianos in rooms 123, 127, 128, 229, 230 and 234 are reserved for practice use by piano majors; these rooms are to be locked when not in use. These rooms are not available for amplified band rehearsals.

Wind and String Instruments

The University maintains a limited inventory of instruments, which may be rented by students for class use. Semester rentals of violin, viola, cello, bass and percussion kits are \$30. All other instruments, rented for quarter instrument classes, are \$15 per quarter. The fee for instruments played in an ensemble will be waived upon presentation of a signed statement from the conductor. Rentals are handled by the Audio Technician, Frank Todd, Room 152. You are financially responsible for returning the instruments in good playing condition and replacing any instrument lost or stolen while rented in your name.

Facilities

Building Usage

Students and alumni may not use Wilson Hall to teach lessons unless it is a part of a department sanctioned activity.

Equipment Usage

Sound and recording equipment may be scheduled for use with the Audio Technician, Frank Todd, Room 152. Stereos are to be used by faculty only. The Electronic Studio is restricted to those authorized in writing by Dr. Oliver.

Lockers

Lockers lining the halls of Wilson Music Building are available to part-time and full-time music majors, minors and coordinate majors only. Locker combinations are changed annually, and the lockers must be cleaned out at the end of each school year. Instrument lockers in Room 155 are available for both school and personal instruments. See the Audio Technician, Frank Todd, Room 152, for a locker assignment. Each student should supply a personal padlock for security; the school does not assume responsibility for loss or damage. Contents of lockers that have not been registered with the Audio Technician will be removed.

Music Library

Overview

The Music Branch Library is located in Wilson 113 and includes a suite of rooms housing reference materials, scores, videos, CD and 33 1/3 rpm recordings chiefly supporting the curriculum of the Music Department. All materials are fully cataloged in the online catalog which can be searched from any computer on or off campus. Access to subscribed electronic databases of audio resources, journal articles, and other significant reference resources in music is also available from the Campbell Library homepage on campus-networked computers or from off campus with Rowan account ID and password. Books and print journals about music are housed in the main Campbell Library.

Circulation of library materials to Rowan students, faculty, alumni, and staff requires use of the Rowan ID. Borrowing privileges vary for each of these

patron groups and for different types of books or media. Research assistance is available from librarians on the premises.

Library Hours

Hours of the Music Branch Library, which is open year-round, are posted on its door, usually 9 a.m.- 9 p.m. on Monday – Thursday, 9 a.m. – 7 p.m. on Friday, closed on weekends. Information on hours and other inquiries can be made by calling 956-256-4799.

Library Computer Lab

The Music Branch Library includes an open computer lab with Mac's and PC's. The Mac's are installed with MIDI keyboards and various music software needed to complete classroom assignments. All library spaces also accommodate wireless access to laptop computers. Another room of the library provides dedicated access to compact disc players, VHS and digital video playback machines, and turntables. While audio playback in the computer lab and in the AV room must be done with headphones, there is a group listening/viewing room where small groups of 2-8 people can listen or view with audio playback from large speakers.

Music Library Code of Conduct

Users of the Wilson Music Library have a right to expect:

- a library environment that is free of disruptive activity and is accommodating for study, research, and scholarly exchange.
- library facilities that are clean, safe, and well-maintained.
- access to a collection of library materials that is kept intact, available, and in good condition.

The following code of conduct is designed to facilitate these goals.

Unacceptable Conduct

- Creating or contributing to a disturbance or behaving in a manner that interferes with normal use of the Music Library. This includes, but is not limited to excessive noise, rowdiness, and offensive interpersonal behavior

- Removing or attempting to remove library materials, equipment or property from the Music Library without authorization
- Damaging library materials. This includes tearing or cutting pages, removal of security tags, removing binding or staples, and marking, underlining, or otherwise defacing library materials
- Failure to honor library policies regarding circulation of library materials
- Vandalizing, defacing, or tampering with library equipment or furnishings
- Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data
- Opening emergency exits except in actual emergency situations
- Failure to abide by the food and drink policy

Violators of these regulations risk may result in the suspension of music library privileges suspended.

Food and Beverages

This policy is enforced to limit risk of damage to library materials, computer equipment, and furnishings, as well as to maintain a pleasant and clean environment for patrons and staff. We ask that you act responsibly when eating or drinking in the libraries.

Permitted in the libraries:

Small, packaged food items are permitted if consumed by a single individual seated at a table. Beverages in covered containers and water bottles are allowed.

Prohibited in the libraries:

- Messy, aromatic foods such as hoagies, pizza, salads, subs, and soups
- Group food (food that is consumed by more than one person)
- Delivery of food to the library is **PROHIBITED**. Restaurants in the Glassboro areas will be asked to refrain from accepting orders to be delivered to the library and deliveries will be turned away.

- Food or Beverages of any type are PROHIBITED in the Computer Lab, Group Listening Room, and at the scanner or reference computer stations.

Waste Containers

For your convenience, trash and recycling containers are located throughout each library. Please use them!

Those refusing to comply with the food policy may be asked to leave the library.

Cell Phone Use

Turn cell phones off or set to vibrate before entering the library. If you must use a cell phone while in a library, please step into the hallway to avoid disturbing other library users.

Pfleeger Concert Hall

The Concert Hall is normally not available for student use. If you desire its use, you must request the permission from Kathy O'Leary by phone (Ext. 4549) or email at oleary@rowan.edu. The Concert Hall organ is used for departmental organ instruction and practice only.

Boyd Recital Hall

Use of the Recital Hall (Room 101) must be scheduled in advance with the Theatre Arts Manager.

Theatre-Wing Rooms

Rooms 153, 156, and 164 may be reserved with the Theatre Arts Manager for ensemble rehearsals. A lead-time of two weeks is requested to schedule rehearsals on weekends or weekdays after 8 p.m. Availability of facilities cannot be guaranteed without advance reservation. These rooms are not to be used for individual practice. Admittance is gained by showing proper identification and authorization.

Photocopying

Photocopy machines are available in the mailroom and in the campus Library. Copyright laws and fair use guidelines should be observed at all times.

Security

Any incident, suspicious behavior, or damage occurring within the building should be reported to Security (256-4922), the Dean's Office (256-4550), and the Music Office (256-4651 or 4557).

Smoking, Food, and Beverages

Smoking is prohibited in Wilson Hall. Food and beverages are permitted only in the first and second floor lobby arcades. Please dispose of your trash with care and recycle, using the appropriate containers.

Recording Studio

The Department of Music has a recording facility from which CD copies of departmental events may be ordered and purchased. Concert playback of organizational events is by prior arrangement with the Audio Technician. Students and faculty may rent the studio for recordings or demos by contacting the studio (256-4500, ext.3564). Students who qualify for work-study are encouraged to apply for audio training positions within the studio.

Concert Recording

Please advise your relatives and friends that the use of photographic and recording equipment during formal concerts violates the federal laws of the American Society of Composers and Publishers.

Scholarships and Honors

The Music Department Scholarship Committee, consisting of faculty members representing all student disciplines, awards available scholarships biannually. Two types of awards exist: *tuition waiver* awards and *monetary* awards (applied to bursar's billing) that are awarded prior to the fall and spring semesters.

Tuition Waivers

Tuition waiver awards given to incoming students are usually four year, reoccurring awards, and are based solely on talent and the results of the incoming audition. Upon review of the highest audition results and the instrumental needs of the department, the scholarship committee makes recommendations to the Dean for approval of awards.

Monetary Awards

Monetary awards are given from accounts provided by such donors as the Friends of the Arts, Frances Lax, Dennis Hammell, W. Clarke Pfleeger, the Garden State (Kean) Scholarship, and others including anonymous contributors. These awards change based on accrued bank interest on each account, the ability to replenish the funds, and are usually awarded as one-time only awards during an academic year.

Application

Once a student's cumulative GPA can be determined (usually two semesters), current students may apply for available tuition waiver and monetary award scholarship assistance, at anytime by submitting a letter addressed to the scholarship committee. At this time, a student's individual need can be taken into consideration, as well as GPA, performance record and contributions to the department, letters of recommendation should indicate such. Letters of request should be accompanied by a recommendation from at least one other faculty member – not on the scholarship committee. The scholarship committee will offer these depending upon availability awards.

Requirements

All scholarship students must be fully matriculated students, registered for a minimum of 12-credits each semester, and must achieve a minimum cumulative GPA of 3.0 in order to maintain designated reoccurring awards. In addition, the scholarship committee expects performance visibility and high achievement as a performer from all scholarship recipients.

Honors

The scholarship committee also reviews academic records and recommends students for honors and medallion awards. These are honors distinctions and are based on recommendations made by the faculty. Such awards include: Pi Kappa Lambda Honor Society, Ann B. Ward Medallion, and the W. Clarke Pfleeger Medallion.

Student Organizations

NAfME(National Association for Music Education)

NAfME is the leading organization for music educators in the United States. The student chapter at Rowan is open to all music education majors. The chapter meets regularly to hear guest speakers, plan service activities, and to support local and regional music education organizations. Members regularly attend the NJMEA conference as well as regional music education conferences.

Phi Mu Alpha

Phi Mu Alpha Sinfonia is a national fraternity of music. Rowan's chapter of Phi Mu Alpha is the Zeta Alpha Chapter. The chapter strives to display the values of the fraternity in our studies, musicianship, and even in our daily lives. The Zeta Alpha chapter is active in musical performance both on campus and in the community. We often perform for elderly and group homes to help lift the spirits of those living there. Our goal is to promote the advancement of music in America and to be loyal to our alma mater. The members of Rowan's chapter of Phi Mu Alpha would be eager to meet anyone with a love for music.

Sigma Alpha Iota

Sigma Alpha Iota is an International Music Fraternity for Women that works to further the development of music in America and throughout the world, uphold the highest standards of music, and to give inspiration and aid to its members. The Kappa Alpha Chapter here at Rowan University, focuses on creating a desire and appreciation for musical growth, increase the interest in music throughout the campus and community, support the music department in its endeavors, encourage academic integrity from its members, and to give back to the community and campus with service and monetary contributions. Members include undergraduate and graduate music students, alumnae, professional musicians and outstanding music patrons. For information about Rush or the chapter, please visit our website at:

http://www.geocities.com/sigma_alpha_iota_ka or visit the SAI Bulletin Board in the main hallway of Wilson Hall.

Music Work/Study Opportunities

Music Library

Student eligible for work-study positions and interested in working in the Music Library should direct inquires about the availability of positions to Mark Zelesky in the Music Library.

Music Office

Student eligible for work-study positions and interested in working in the Music Office should direct inquires about the availability of positions to Margaret Coleman in the Music Office.