

STUDENT HANDBOOK

UNIVERSITY OF VICTORIA
SCHOOL OF MUSIC
2011-12

Table of Contents

	Page
September Registration Activities	3
Placement Auditions	3
Faculty Advisors	3
Performing Opportunities	4
Ensembles	4
Concerts	4
Tuesdaymusic and Fridaymusic	4
Afternoon & Evening Concerts	4
Concerto Concert	5
Juries	5
Library and Computing Facilities	6
McPherson Library – Bessie Brooks Winspear Music and Media Commons	6
School of Music Library	6
Computer Access	6
School of Music Policies	7
Timetable Cards	7
Room Booking Procedure	7
Practice Room Facilities	7
Student Recitals	8
Rehearsal Rooms	8
Key Policy	8
General Information	9
Lockers	9
Large Ensemble Notice Board and Student Mailboxes	9
Student Telephone	9
Office and Building Hours	9
√ Checklist	10

University of Victoria School of Music

September Registration Activities

By now you will have received an email directing you to our website and important school information. Please read all this information carefully. If you need to check your record, please go to www.uvic.ca/mystatus.

Take note, in particular, of the checklist of required activities (p. 10) During the early part of September refer to the downstairs' bulletin boards, located near the library (MacLaurin B019), and also the upstairs' lobby notice boards, daily for possible changes to the schedule and for instructions from teachers regarding individual lessons and ensembles (Music 140-440 and 180-480), meetings and accompanying assignments.

Please refer to the schedule of **September Registration Activities** for the first two weeks of September. **It is important to read this carefully as it provides you with pertinent information regarding events.**

Placement Auditions: As you will see from the list of activities, it is required that all brass, woodwind, and string students audition for placement in the University Orchestra and Wind Symphony. On occasion, students may be considered for both ensembles. Audition excerpts for all instruments (excluding percussion and guitar) are available on the School of Music's website.

Faculty Advisors: Faculty advisors are available to help you with your program planning. Students are strongly advised to confirm their course selections with their advisor. For the 2011-12 academic year, advisors are:

Composition Program	Prof. Christopher Butterfield (MAC B119) cbutterf@uvic.ca (250) 721-7911
Comprehensive Program	Prof. Kurt Kellan (MAC B063) kkellan@uvic.ca (250) 721-7925
Education Program (<i>B.Mus. students</i>)	Prof. Eugene Dowling (MAC B065) edowling@uvic.ca (250) 721-7926
(<i>B.Ed. & B.Mus. transfer students</i>)	Dr. Mary Kennedy (MAC A165) makenn@uvic.ca (250) 721-7835
History & Literature Program in September 2011	TBA - please check with the Music office
Performance Program	Prof. Louis Ranger (MAC B067) lranger@uvic.ca (250) 721-7927
	Pamela Highbaugh Aloni (MAC B096) phighbau@uvic.ca (250) 721-7915
Graduate Program	Dr. Michelle Fillion (MAC B110) mfillion@uvic.ca (250) 721-7906

Early in the Fall term, those students classified as being in their third year of University must, in consultation with their advisor, complete a Declaration of Degree Program form (available from the School of Music Main office in mid-October). This form is your contract with the University and lists the courses you must complete to be awarded a degree.

Performing Opportunities

Ensembles: Performing in ensembles, both large [Mus 180-580 - UVic Orchestra, Chorus, Chamber Singers, Wind Symphony, Jazz Orchestra) and small (Mus 181-581 – Chamber Music, Sonic Lab (New Music Ensemble), Brass Choir, Vocal Jazz Ensemble, and Accompanying, is an important part of the School of Music's curriculum. Assignments to ensembles are made according to the needs of the student and of the School. Pianists and other keyboard players normally fulfill large ensemble requirements by singing in the University Chorus or Chamber Singers and small ensemble requirements by accompanying.

All first-year students are required to sing in either the University Chorus or University Chamber Singers, in addition to any other large ensembles to which they might be assigned.

The section coordinators should be able to answer any questions that may arise.

Brasses	- Prof. Louis Ranger (MAC B067)
Woodwinds	- Prof. Patricia Kostek (MAC A179)
Keyboards	- Prof. Bruce Vogt (Mac B098) and Prof. Arthur Rowe (MAC B041)
Strings	- Lafayette String Quartet (MAC Rms. B061, B077, B079, B096)
Voice	- Prof. Benjamin Butterfield (MAC B081)

Concerts

Tuesdaymusic and Fridaymusic: Each year, the School of Music offers two weekly 50-minute noon-hour concerts. Students must complete an application in order to perform in these recitals with written permission from your individual tuition instructor. Application forms are available from the School of Music office. All applications for Tuesdaymusic can be directed to Prof. Kurt Kellan (**Tuesdaymusic** Coordinator). The **Fridaymusic** series is somewhat more formal. Most concerts in this series are allocated to specific performance areas (voice, brass, piano, etc.) but others are open to all performance areas. **Fridaymusic** concerts, which have been allocated to specific instruments, will be organized by department section heads. Applications for all Open **Fridaymusic** recitals may be directed to Prof. Arthur Rowe. Permission of one's private tuition instructor is mandatory for performing in either Tuesday or Fridaymusic.

Anyone wishing to have a recording of his/her performance on a noon-hour recital should fill out a recording request form available at the School of Music office and supply a blank cd. Cds are available for purchase at the School of Music general office at a cost of \$2.00.

Afternoon & Evening Concerts: A complimentary ticket is available to each student for all **ticketed** School of Music concerts. Please come to the School of Music General office in September to collect your *2011-12 Student Concert Card*. This card can then be

presented at the University Centre Box Office for your complimentary ticket(s) for the season. **Tickets should be claimed at the University Centre Box Office two days prior to any ticketed event.**

Application for CD copies of concerts and recitals for the current academic year can be made by submitting an "Application for Reproduction of Recorded Performance" form at the School of Music Office. Requests for previous years' concerts and recitals must be made at the Bessie Brooks Winspear Music and Media Commons desk of the McPherson Library (Main floor). Further information on recording and dubbing policies can be found at: <http://finearts.uvic.ca/music/studios/policies/>

Many music schools make it a formal requirement that students attend a certain number of concerts. We do not, but we do require that you **not** sign up for any courses that conflict with Tuesday or Friday music. Even though we leave it to your own judgment how many concerts and which you choose to attend, you are urged to attend as many performances as possible. This affords an opportunity to become familiar with a large part of the musical repertoire that you might otherwise never encounter.

Concerto Concert: The School's annual Concerto Concert takes place this year on Friday, January 27, 2012 at the University Centre Farquhar Auditorium. Auditions for the 2012/13 Concerto Competition will be held in late Spring. Winners will perform with the UVic Orchestra. To be eligible, one must meet the following criteria:

- a) be enrolled in 3rd year, 4th year, or graduate study programs in the School of Music.
- b) September 2011 must be the beginning of at least the second year of full-time study the student has undertaken at the UVic School of Music.

Students wishing to audition are asked to contact either their individual instructor or the Head of Performance, Prof. Louis Ranger [email: lranger@uvic.ca; MacLaurin B067 – (250) 721-7927 or Pamela Highbaugh Aloni (email: phighbau@uvic.ca; MacLaurin B096 – (250) 721-7915).

Juries

At the end of the school year, as part of the grading procedure, all students who are enrolled in MUS 140, 240, 340, 440, 540, 245, 345, (445 and 545 if their formal graduating recital has not been presented during the year) perform for a jury of faculty members. The mark received from the jurors is factored with the private teacher's own mark to make one final grade in private tuition. The weighting in the final mark is two-thirds private teacher, one-third jury. The length of this examination is ten minutes for non-Performance majors (except voice) and fifteen minutes for Performance majors and for those students who wish to be considered for the Performance program. The material to be performed will be selected and assigned by your private teacher well in advance of the examination.

Library and Computing Facilities

McPherson Library: The main library (see campus map in the UVic Calendar) has a large collection of scores, books, serial titles, records, tapes and compact discs as well as several listening stations. You will spend a good deal of your time in the Bessie Brooks Winspear Music and Media Commons of the McPherson Library. Make a point of becoming familiar with the services available to you as soon as possible. Please refer to the following website for further information and library access hours:

<http://gateway.uvic.ca/dept/access/media/default.html>

School of Music Library: Ensemble works of more than nine parts for Orchestra and Wind Symphony are housed in B019. This library also includes choral scores for large chorus and orchestra pieces, smaller chamber pieces for voice (SATB), miniscores, and ensemble music for jazz orchestra, brass, strings and woodwinds. Library access is restricted to faculty, staff and graduate and undergraduate student librarians.

The first rehearsals for ensembles will be Monday, September 12 at 3:30 pm (Orchestra) and Tuesday, September 13 at 3:30 pm (Wind Symphony). During the year music will be available one week prior to the first rehearsal.

Computer Access: The University provides computers for students to use in a variety of locations around campus. The main facility is the Clearihue Building Student Computing Facility (ClearCF, CLEA112), located in the A-Wing of the Clearihue Building (adjacent to the McPherson Library and Petch Fountain). The ClearCF is available to all registered students, staff and faculty at UVic. ClearCF offers a variety of workstation types. There is a mix of Apple MacOS and Microsoft Windows workstations. The facility features seven computer equipped classrooms, various drop-in areas, multi-media editing stations with scanners and vend card based laser printing services. Workstations in ClearCF may be used on a drop-in basis in any of the rooms that are not booked for a formal teaching session. Booking schedules are posted outside of each room on a weekly basis. If you need help – just to get going or to coax the most you can out of your favourite software package – don't hesitate to ask one of the staff on duty in the facility. Detailed information about the Clearihue Computing Facility and other computing facilities on campus is available at:

<http://www.uvic.ca/systems/services/computerssoftware/computingfacilities/>

Before you can use the computers at any of the computing facilities, you will need to establish your NetLink ID user name. You can do this at the Help Desk (Clearihue A004 or Information Commons at the McPherson Library, main floor) where there are staff members available to assist you, or you can visit the NetLink website for an online application: <http://netlink.uvic.ca> and set up your NetLink ID from home. This will give you a UVic e-mail account, and allow you to login to any of the available computers on campus.

Music manuscripting software (Sibelius) is available for student use in the Fine Arts “Studios for Integrated Media” (SIM) lab. The Fine Arts building is located directly across Ring Road from the School of Music. It is recommended that composition students familiarize themselves with the SIM lab: <http://finearts.uvic.ca/sim/>.

The Fine Arts Studios for Integrated Media website contains two links on their home page: a) Registration Tools and; b) Course Tools UVic that direct you to helpful UVic websites for new and transfer students.

Students registered in MUS 170A, MUS 170B, MUS 270A and MUS 270B are encouraged to use the Aural Skills (*Musica Practica*) software in the Fine Arts Computing Lab for personal practice outside of class.

School of Music Policies

Timetable Cards: Once you have established your timetable, please come to the General Office to fill in a timetable card. Fill out both sides completely and return to the Music office at your earliest convenience. It is important that these cards be completed and kept up to date. If, in the course of the year, any information should change, please notify us immediately. You can also indicate on this card if you are interesting in being included on the School's **Student Teaching List** for private students.

Room Booking Procedure: Rehearsal Rooms (B037, B016, B115 – the Lounge, and B120) may be booked up to two weeks in advance for a maximum of 2 hours per week. Booking request forms are available on the front counter of the School of Music office. Booking sheets are posted on the School of Music General office window for the current two-week period. No advance bookings permitted. **Please note:** due to a lack of soundproofing, B120 and B115 (Lounge) are restricted for String quartet rehearsals and coaching.

Practice Room Facilities: We are fortunate to have excellent practice and rehearsal facilities (all with new Steinway pianos). There are nearly forty practice rooms available for Music students. Individual practice rooms are reserved for students registered in undergraduate and graduate music programs, with the exception of B030, which is available to the university community at no charge (Sign-up sheets are posted outside on the bulletin board for a two-week period. First priority for Room B030 goes to those students enrolled in the Combined Major Program in Music and Computer Science). A practice room key that permits access to any practice room will be assigned to each registered BMus, MMus or MA student in the program. A \$20.00 deposit is required in exchange for a permanent practice room key. Keys can be returned at the end of the academic year and/or kept for the following year. Graduating students are asked to return their practice room key at the conclusion of classes in their final year.

Rooms are available on a first-come, first-served basis, except for MacLaurin B052 and B054, which can be reserved ahead of time by signing up on the booking sheets. The booking sheets will be posted just outside these rooms on a bi-weekly basis). Any practice room vacated for more than 10 minutes will be considered available for the next student. Do not leave personal belongings in the room to “hold” or “reserve” a room for you. For safety reasons, please do not place items over the window of the practice room. (ie. scarves, paper, etc.)

For security reasons, the following must be observed:

- a) Do not leave personal belongings or valuables unattended in any room or area of the building.
- b) Close the door, turn off the lights, cover and lock piano (if applicable) and turn down the heat when leaving a practice or rehearsal room.

Eating and drinking ARE NOT PERMITTED in the practice rooms, large rehearsal rooms or the Phillip T. Young Recital Hall.

Please do not remove music stands from the building for any circumstance. **Students are asked to bring their own wire stands for off-campus practicing, weekly rehearsals and performances.**

Student Recitals: Students are encouraged to present an unofficial recital during the course of their studies at UVic. The student is responsible for all organizational aspects of the event, including booking rehearsals, staffing, programs (production and printing) and publicity. These recitals will take place Sunday afternoons when available at 12:00 or 2:30 pm in the Phillip T. Young Recital Hall. Priority for all student recitals will be as follows:

First Priority (Graduating Performance majors, B.Mus & M.Mus.)

Second Priority (3rd year Performance majors & Mus 588 graduate students)

Third Priority (Graduating non-Performance majors)

Fourth Priority (All others)

When possible, students should consider presenting a joint recital. Students who are unable to book a recital in the School's Phillip T. Young Recital Hall are encouraged to explore other venues, such as the Greater Victoria Art Gallery, senior citizens' activity centres, churches, etc. An application for a non-graduating recital in the Recital Hall is available online.

Rehearsal Rooms: The two large rehearsal rooms, B016 and B037, may be booked by the following:

- a) all faculty members
- b) UVic ensemble groups of two or more students registered in either the undergraduate or graduate program.

Special Limitations: As large rehearsal space is limited at the School of Music, individuals **may not** book in advance, but may use only if available at the time needed--Ensembles and classes have priority.

Key Policy: As all of the rehearsal rooms are to be kept locked at all times, it will be necessary for you to sign out a key if you have a particular room booked. The School of Music has a three tiered system for key loans.

1. Permanent/Semi-permanent loans - All B.Mus. students are allowed to have a practice room key while they attend the School of Music. Keys can be signed out at the School of Music's general office (B102) for a \$20.00 deposit. Semi-permanent key loans for other studios/rooms are also granted to Work Study students and, in special cases, with written permission from a faculty member.

2. Overnight loans – Restricted keys to School of Music facilities are available for **same day or overnight loan only** (ie. B125 - Phillip T. Young Recital Hall, B016, B037, B120, B115 and B002, B006, and B008.) A \$20.00 deposit (cash only) is required in exchange for all daily or overnight key loans. Key(s) that are signed out are due back the same day before 4:00 pm or at 12:00 noon the following day (if using for an evening rehearsal or electronic studio use). If the key is not returned by noon the following day, your deposit will be forfeited, no exceptions.

General Information

Lockers: Lockers are available for each student and pre-assigned. For new or transfer students entering the program in September 2011, a list will be emailed to each student and also posted outside the Music office the first week of September to notify you of your locker assignment. All returning students will use their lockers as per last year's assignments. You must supply your own combination or key lock or you can purchase a lock through the School of Music at a discounted price. An email will be sent to all students in mid-summer with details of purchasing these locks. Please provide your lock combination (or spare key) on supplied forms at the office when you arrive for classes in September. Please keep your locker secured at all times. Do not leave your locker unlocked or unattended at any time.

Large Ensemble Notice Board and Student Mailboxes: The large ensemble notice board (adjacent to the School of Music's Library – MacLaurin B019) and student mailboxes are located downstairs in the Music building. It is a good idea for you to check both the notice board and your mailbox frequently throughout the school year. Ensemble lists are posted prior to rehearsals, as are announcements of general interest. Messages from the office, faculty or friends are routinely left in the alphabetized student mailboxes near the main bank of lockers near the stairwell.

Information on upcoming Composition events can be found on the bulletin board outside MacLaurin B119 and/or posted on the events display easel in the upstairs' main foyer.

Information for Undergraduate and Graduate Schools, Competitions, Festivals, Orchestral openings and Scholarship applications are available on rings outside the Graduate Seminar Room (MacLaurin B017).

Student Telephone (250) 721-2026: The telephone is located near the main locker area behind the stairs. **Use this number when calling the School to leave messages for other music students. Do not use the School's Department telephone number as a point of contact except in emergencies.** When phoning off-campus, dial 9 then the number you wish to reach. On-campus calls require only the last four digits. Out of consideration for your fellow students, please make short calls only from this phone. Courtesy phones are available in the A Wing of the MacLaurin if this location is busy.

Office and Building Hours: The School of Music General office is open during the academic year from 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm Monday to Friday. The Music building's hours are 7:00 am to 11:00 pm weekdays and 8:00 am to 10:00 pm weekends and holidays. The UVic campus is closed from Dec. 25, 2011 – Jan. 1, 2012 inclusive. (There will be no access to the School of Music building during this period.)

We hope this information will be helpful to you. If at any time you have a problem with these or any other matters, please do not hesitate to talk it over with a member of the faculty or staff.

√ **Checklist**

- Course Registration (please refer to the University Calendar online at: <http://web.uvic.ca/calendar2011/FACS/FoFiA/SoMu/RCtoABD.html> for Program Requirements. If you need assistance in planning your course schedule, please see page 2 of this document for advisor contact information.

Important: You are required to take 12 units to be eligible for scholarships. To qualify for lessons, Performance majors must register in a minimum of 12 units; non-Performance majors must carry at least 9 units.

- Bring a wire stand for large ensemble, chamber music and off-campus practicing.
- Fill out two timetable cards, available from the Music office—please leave one with the office and one for your private instructor’s mailbox.
- Sign-out your practice room key. (A \$20 cash deposit is required; refunded to the student upon return of the key at the end of the year).
- Contact your private instructor to arrange your lesson time for the Fall (faculty phone numbers and email addresses are available through the Music office (MacLaurin B102) (250) 721-7903 or the UVic Directory online.
- Check the Large Ensemble bulletin board downstairs (adjacent to MacLaurin B019) for large ensemble assignments and possible meeting times with your instrumental classes/ensembles.
- Refer to the **September Registration Activities** document for times and places of required placement auditions, exemption exams, and other important School meetings in the first two weeks.

If you need financial assistance apply now! Information on Student Loans, Bursaries and Work Study is available from the Student Awards and Financial Aid office, University Centre, Rm A202, (250) 721-8423 or email: finaid@uvic.ca or visit their website at <http://registrar.uvic.ca/safa/>

