MONTCLAIR STATE UNIVERSITY

JOHN J. CALI SCHOOL OF MUSIC

2019-2020

FACULTY GUIDE

Cali School of Music

Ca.

Including the Cali School STUDENT GUIDE and information relevant to faculty only.

STUDENT GUIDE

The Student Guide is distributed to students at the beginning of the school year. It is duplicated here so faculty may be aware of the basic information presented to their students.

Basic Contacts & Links

Directions / *Parking* / *Campus Map* / *Academic Calendar*

Administration and Coordinators

Interim Director—Thomas McCauley (973-655-7028/973-655-7036, mccauleyt@montclair.edu, CH-148)
Associate Director—Anthony Mazzocchi (973-655-5226, mazzocchia@montclair.edu, CH-142)
Main Office/Auditions Coordinator—Linsay Setzer (973-655-7212, setzerl@montclair.edu CH-144)
Finance—Paula Chmiel (973-655-5476; chmielp@montclair.edu, CH-146)
Academic Administrator—Gina Balestracci (973-655-7219; balestraccig@montclair.edu, CH-131)
Concert Manager—Heather Kern (973-655-7263; kernh@montclair.edu, CH-121)
Production Manager—Phil Clifford (973-655-5885; cliffordp@montclair.edu, CH-120)
Scheduling Administrator / Production Assistant—Taylor Goodson
　　(973-655-3215; goodsont@montclair.edu, CH-120)
Extension Division—Marla Meissner, director; Letitia Stancu, administrator
　　(973-655-4443; musicprep@montclair.edu, CH-450)
BMus—Education (Marissa Silverman, undergraduate coordinator and adviser)
MA and Certification—Education (Lisa DeLorenzo, graduate coordinator, adviser)
Music Therapy (undergraduate and graduate)—(Brian Abrams, coordinator, adviser)
MM in Performance, Performer's Certificate and Artist Diploma—(David Witten, adviser)
Brass—Donald Batchelder (batchelderd@montclair.edu)
Guitar—Darren O'Neill (oneilld@montclair.edu)
Jazz—Jeffrey Kunkel (kunkelj@montclair.edu)
Percussion—Barry Centanni (centannib@montclair.edu)
Piano, Organ, Harpsichord—David Witten (wittend@montclair.edu)
Strings—Nicholas Tzavaras (tzavarasn@montclair.edu)
Theory/Composition—Marcus Balter (balterm@montclair.edu)
Voice—Lori McCann (mccannl@montclair.edu)
Woodwinds—Sasha Enegren (enegrens@montclair.edu)
Music Theater—Clay James (jamesbr@montclair.edu)
General Education (Laura Dolp, coordinator)

Who Helps Students

Advising: Students should see the academic administrator or their advisors for curricular matters, and the academic administrator for procedural issues, assistance with forms, or course authorizations.

Problems between a student and private teacher: Students are asked to talk to the instructor first, if possible. If the problem is not resolved, the student should talk to the area coordinator or the associate director for guidance. Faculty should speak with the student first, if possible, and then with the associate director.

Course-related problems: students are asked to talk to the instructor first, then the director. Faculty should speak to the student having problems, if possible) and then the student's advisor and director.

Personal problems: Counseling and Psychological Services (part of the Health and Wellness Center); Dean of Students; campus ministries offer services for faculty, staff and students.

Final Audits: the academic administrator monitors final audits for students.

Organizations & Activities Available for Students

ACDA (American Choral Directors Association) – Heather J. Buchanan, faculty advisor
MSU-ACDA, the student chapter of ACDA established in 2006-07, supports the MSU choral program by fostering and promoting the finest types of choral singing, and choral music education and engagement. Activities include leadership opportunities, professional development, and community outreach.

ASTA (American String Teachers Association) - Mary Ann Mumm, faculty advisor
Student chapter of the organization providing resources for educational and professional development of string teachers. (www.astaweb.com)

Music Therapy Students' Organization (MTSO) - Brian Abrams, faculty advisor
Student-founded organization that promotes the needs and interests of music therapy students. The elected officers and the membership meet several times per semester to hear presentations about music therapy and related disciplines, and to participate in university and community social events and service projects.

Musicians for Diversity and Culture (MDC) – Lisa DeLorenzo, faculty advisor
Musicians for Diversity and Culture's (MDC) mission is to gain a *multicultural* perspective in music and education for musicians within our community while providing a safe, enriching, and empowering environment for musicians of color.

New Jersey Association for Jazz Educators (NJAJE) - Jeffrey Kunkel, faculty advisor
Student chapter of the organization providing resources for educational and professional development of jazz teachers.

National Association for Music Educators (NAFME) – Marissa Silverman, faculty advisor
NAFME is an organization of American music educators dedicated to advancing and preserving music education as part of the core curriculum of schools in the United States.

Sigma Alpha Iota (SAI) – Shelley Axelson, faculty advisor
Sigma Alpha Iota is a chapter of the national professional music fraternity for women, founded in 1903 that promotes the highest standards of musical excellence. The sisters of Sigma Alpha Iota usually perform at least one concert each year and provide service projects, such as ushering at performances and arranging receptions, for the School of Music. The fraternity is not limited to majors and encourages all women interested in music to join. Informational meetings are held several times each year.

Phi Mu Alpha Sinfonia – Jeffrey Gall, faculty advisor
Phi Mu Alpha Sinfonia is a chapter of the national professional music fraternity for men seeking to encourage and actively promote the highest standards of creativity, performance, education, and research in music in America. The group also maintains a strong social side and provides opportunities to experience music beyond the classroom and concert setting. Phi Mu Alpha usually performs at least one concert each year and provides service projects for the Cali School of Music. The fraternity is not limited to majors and encourages all men interested in music to join. Informational meetings are held several times each year.

Cali School of Music Extension Division - Marla Meissner, director; Letitia Stancu, administrator
(CH 450; 973-655-4443; musicprep@montclair.edu)
The Extension Division provides an opportunity for children and adults in the Montclair area to take classes, private lessons, and other instruction from MSU faculty and advanced students. The Extension Division hires Cali School students to teach in its weekday and Saturday programs. Faculty may recommend students to teach.

MSU students who are not eligible for credit-bearing private music instruction may study through the Division with Cali School faculty. It also sponsors the Stokes Forest Music Camp in association with the New Jersey School of Conservation. Students may be hired to serve as counselors at the camp.

Facilities

Cali School - Chapin Hall (CH)—During the academic year, the building and practice rooms are open every day from 7 am until 11 pm. On Saturdays, the Extension Division uses most of the classrooms and practice rooms until mid-afternoon, but then rooms are available until 11 pm. For safety reasons, students are only permitted in the building during regular hours. Students are only allowed in classrooms when faculty or staff members are present. Campus police officers have been instructed to enforce this policy.

Mailroom—Faculty and staff mailboxes in CH149 are accessible for mail, messages and materials.

Telephones—Emergency In-house phones and emergency contact information are located in the hallways on every floor. Cell phones should be turned off during classes and performances.

Faculty offices and studios: Faculty offices and studios are off limits to unsupervised students. Students found violating this rule may be required to forfeit practice and/or performance privileges.

Leshowitz Recital Hall—The hall is available for degree recitals and Cali School ensembles including times for dress rehearsal and performance. See Recital Policies for complete information.

Practice rooms—If practice rooms are not in use for lessons, they are available on a first-come, first-served basis for music majors.

Building Maintenance—All maintenance and facilities concerns should be brought to the attention main office staff. We ask that all students assume responsibility for leaving areas where they work as clean and orderly as possible.

Keys—Students may **not** be given keys to studios or other locked areas. Students gaining access through violation of this rule may be subject to university sanctions.

Food in Chapin Hall—Food is allowed only at the tables in the ground floor lounge area. ***No receptions are allowed in the building. Students may make their own arrangements for receptions in other campus buildings or off campus.***

Pianos—Note any issues you find on the tuning and maintenance request sheet located in the main office.

Computers/Audio Software—The computer lab (CH-122) provides Macintosh computers with keyboards and professional audio software for use by students.

Copying—The school copier is for the use of faculty only. There are self-serve copiers in Sprague Library, University Hall (5th floor) and the Student Center.

Bulletin Boards—Notices may be posted on designated general bulletin boards only. Any notices taped to doors or in stairwells will be removed. Permission is required from the Student Affairs Office (Student Center 4th floor) to post flyers at other locations on campus.

Bookstore—The campus bookstore (973-655-5460; fax: 973-655-1291, bkstr.com) on the ground floor of the Student Center sells textbooks, stationery, school supplies, general books, etc.

University Closings—Closings information will be announced on the University webpage (montclair.edu), on the automated telephone line 973-655-7810, and via email and text. Always check before leaving for campus in cases of severe weather.

Lost and Found—Turn in found items at the main office and check there for lost items. Metronomes and other music-related items will be kept in the building. Non-musical items are sent to the official lost and found at the Campus Police office after a few weeks. The Cali School is not responsible for lost items.

Music Resources

History and Research
American Musicological Society - http://www.ams-net.org/
Cali School Music History Website – https://calischoolmusichistory.com/
College Music Society - https://www.music.org/
Indiana University - Cook Music Library - https://libraries.indiana.edu/music
International Music Score Library (IMSLP - public domain scores) - http://imslp.org/
Internet Movie Database - https://www.imdb.com/
Juilliard Manuscript Collection Web Site - http://www.juilliardmanuscriptcollection.org/
Library of Congress (SONIC - Text & Sound Catalogs) - https://www.loc.gov/rr/record/Soniccont.html

Organizations
AFM - American Federation of Musicians - http://www.afm.org/
AGMA - American Guild of Musical Artists - https://www.musicalartists.org/
AGO - American Guild of Organists - https://www.agohq.org/
AMTA - American Music Therapy Association - https://www.musictherapy.org/
ASTA - American String Teachers Association - https://www.astastrings.org/
CBMT - Certification Board for Music Therapists - http://www.cbmt.org/
HBS - Historic Brass Society - https://www.historicbrass.org/
NJAJE - New Jersey Association for Jazz Education - http://www.njaje.org/
ITEA - International Tuba Euphonium Association - http://www.iteaonline.org/index.php
League of American Orchestras - https://americanorchestras.org/
MPTF - Music Performance Trust Fund - http://www.musicpf.org/mptf_apply.html
NAFME - National Association for Music Education - https://nafme.org/
NATS - National Association of Teachers of Singing - https://www.nats.org/
NJMEA - New Jersey Music Educators Association - https://njmea.org/
NJSO - New Jersey Symphony Orchestra - https://www.njsymphony.org/
Organ Historical Society - https://organhistoricalsociety.org/?v=7516fd43adaa

Specialist
Music Teacher Resources - http://music-teacher-resources.com/
Arts in Psychotherapy (music therapy) - https://www.journals.elsevier.com/the-arts-in-psychotherapy/
Music Theory (tutorial) - https://www.musictheory.net/
Music Theory Online - http://www.mtosmt.org/
Music Theory Resources - http://www.music-theory.com/resources.html
Music Therapy World - http://www.wfmt.info/

News
All Music Guide - https://www.allmusic.com/
Billboard - https://www.billboard.com/
Blues Revue - http://www.bluesrevue.com/
Blues Guitar Insider - http://www.bluesguitarinsider.com/
BBC - British Broadcasting Corporation (music) - https://www.bbc.co.uk/music
Harmony Central - http://www.harmonycentral.com/
Jazz Online - http://www.jazz-on-line.com/lastacquired.htm
Jazz Times - https://jazztimes.com/
Lyrics - https://www.lyrics.com/
Archive of Misheard Lyrics - http://kissthisguy.com/
Music.com - http://www.music.com/
NPR - National Public Radio Music - https://www.npr.org/music
Opera America - https://www.operaamerica.org/
Opera Magazine - http://www.opera.co.uk/index.php
Opera News - https://www.operanews.com/
Pollstar - https://www.pollstar.com/
Rock and Roll Hall of Fame - https://www.rockhall.com/

Academics

Academic Standards

You may be required to repeat any music courses in which you receive a D+, D, D-, or F; and some specific courses in the education program require a passing grade of B-. Courses may be repeated **once** after the first failed attempt. Subsequent repetitions are not automatically granted, and require both the support of the School of Music and the permission of the Provost. Passing grades must be earned at each level of a sequence of courses before you will be allowed to progress to the next level. We believe that understanding of course material at every level adds an essential dimension to music skills and development. Your advisor is there to help you if you are having trouble at any point in your studies.

Applied Music Requirements

- All students must study with members of the Cali School faculty.
- An applied music fee, in addition to tuition, must be paid for private instruction.
- Recital requirements: 1) Undergraduates concentrating in performance present two recitals, one before the end of junior year and the second in the senior year; 2) Undergraduates concentrating in music education present a recital in the senior year; and 3) Undergraduates concentrating in theory/composition present a recital of original compositions in the senior year. Students in the Master of Music and the Artist's Diploma programs present two degree recitals; those in the M.A. in Composition and the Performer's Certificate present one recital.
- Piano students are expected to accompany at a level of ability designated by their teachers.
- Vocal performance majors at all levels all have vocal coaching requirements in addition to applied study, as do vocal students in other areas who are presenting degree recitals.
- All students should perform during performance practicum, a co-requisite for applied study, at least once during each year of primary study.
- If a student's GPA falls below 3.0, applied music instruction may be denied to allow the student to focus on academic improvement. If a student's applied music grade drops below a B applied music instruction may be denied, and continuation in the major will be in jeopardy. These severe actions will be taken by the School of Music in consultation with the student's applied music instructor and area coordinator, and wherever possible, the student will receive a semester of warning before actions are taken.

Ensemble Requirements

- The ensemble policy is based on the principle that all students must perform in ensemble(s) each semester of attendance at MSU in order to assure the broadest possible experience in important ensemble repertoire and to assure that these ensembles have the needed instrumentation for successful performance. Although minimum requirements vary with each concentration, this principle is the overriding one. Students are expected to perform in their primary ensemble during each semester of attendance. Students may be assigned by the school director to an ensemble in accordance with the needs of the school, regardless of the completion of the student of the minimum requirements. Where admission to a chamber ensemble is by audition and a student fails to gain admission, additional performance in a large ensemble may, with the Director's consent, be substituted. Chamber ensembles must perform once a semester, either in recital or for a jury.
- If a student's GPA falls below 3.0, involvement in all ensembles may be denied so that the student can focus on academic improvement.
- Any changes in the ensemble policy will be posted in the Cali School.

Registration Requirements

- No student may remain in a class if he or she is not officially registered. Faculty are responsible for ensuring that there are no students in classes who are not on the Registrar's official class lists. It is not allowable for students to register for a course after the semester has been completed.
- All students must be registered in order to receive private lessons. Students may not receive double lessons in any one semester without registering for both sets of lessons (i.e. percussion/drum set or piano/harpsichord or clarinet/bass clarinet). All double sets of lessons must be approved by the

Director, and are never automatic. Double sets of lessons require a cumulative 3.0 GPA, and a B or better in primary private study.

Undergraduate Advice and Support

- Planning course load: You will be assigned a primary advisor who is knowledgeable about your concentration and particular interests and will help you plan your curriculum.
- Consult your advisor AT LEAST once a semester preceding registration to insure that you are fulfilling your requirements. Feel free to talk about decisions regarding your academic program. Advisers offer help in many ways, so take as much advantage of them as possible.
- Each student is responsible for his or her own registration.
- Help with registration: For advising and/or technical issues or authorizations, see the academic administrator Gina Balestracci (CH131). She serves as the primary academic advisor for all undergraduates along with their faculty advisor.
- Responsibility for meeting requirements: You are responsible for meeting all the requirements of the university and school. Many people can help you do this. Use the Cali School curriculum guides and NEST, the academic administrator and your faculty mentor, to monitor your progress and also stay in contact with everyone to insure an on-time graduation.
- Cali School and University rules and regulations: The school sets rules for meeting music curriculum requirements. The university sets general rules and regulations for graduation that are summarized in MSU's online catalog. The rules in the university catalog in effect during at the time you begin your degree will apply throughout your university career.
- If there are changes to a degree while you are attending MSU—for instance, if general education course requirements are altered, or if a degree designation changes—you may be able to opt in or out of the newer requirements. Your Degree Audit, available in DegreeWorks on NEST, will always have the most up-to-date record of your outstanding requirements.
- Transfer credits: There will be a delay in transferring music credits. See the academic administrator for information.
- How do I find out about applied music lesson requirements?
  Applied music lessons are required for all undergraduates and many graduate students. Your advisor will discuss requirements with you. The lists of vocal and instrumental courses with section numbers are available in NEST.
- Changing degrees: To change from one concentration to another, meet with faculty advisors in your current concentration and in the one you wish to enter. These meetings will help you clarify your reasons for changing and assess your potential for entering a new concentration. Then, fulfill requirements for entering a new concentration, as follows:
  - Performance: Gain approval of performance faculty by completing a successful audition (often done at the end-of-term jury).
  - Music Education or Music Therapy: Gain approval of music education or music therapy faculty by completing a successful interview.
  - Theory-Composition: Gain approval of theory-comp faculty by completing a successful portfolio review and interview.
  - When you have been notified by the faculty that you have been accepted into the new concentration, complete a Change of Major form, which is available on the Registrar's website, collect the required signatures, and submit to the Office of the Registrar.
- Leave of absence: If you need to take a leave-of-absence please inform your advisor and the academic administrator so that you, the Cali School and the university can plan accordingly. A leave of absence may affect the courses that you will be required to take upon your return.

Graduate Advice and Support

- Planning course load: You will be assigned a faculty advisor (David Witten, Performance; Marcos Balter, Composition; Lisa DeLorenzo, Music Education; Brian Abrams, Music Therapy) who will develop your work program and who is knowledgeable about your concentration and particular interests. At the beginning of each semester, your advisor will be posted online in your DegreeWorks audit on NEST.

- See your advisor AT LEAST once a semester preceding registration to insure that you fulfill your requirements. Feel free to talk about decisions you need to make about your academic program. Advisors offer help in many ways, so take as much advantage of them as possible.
- <u>Each student is responsible for his or her own registration.</u>
- Registration: For curricular matters, see your advisor. For technical issues or authorizations, see Academic Administrator Gina Balestracci.
- It is your responsibility to meet all requirements of the university and school. Your advisor will help you do this. Your work program is your contract with the university that documents your degree requirements.
- Meeting requirements: The school sets rules for meeting music curriculum requirements. The university sets general rules and regulations for graduation that are summarized in the university catalog. The rules in effect in your first year's catalog will apply throughout your university career. If there are changes while you are attending MSU, you may be able to opt in or out of the newer requirements. Your Degree Audit, available in DegreeWorks on NEST, will always have the most up-to-date record of your outstanding requirements.
- Applied music requirements: Lessons are required for many graduate students. Requirements are listed on-line in NEST, which is where you can find the course number for your particular applied music section.
- Leave of absence - If you need to take a leave-of-absence please inform your adviser so that you, the Cali School and the university can plan accordingly. A leave of absence may affect the courses that you will be required when you return.

Private Lesson Registration

1. The Cali School director, with coordinators, determines full time faculty load requirements for private students and/or chamber ensembles for the academic year before any instructors are assigned private students and/or chamber ensembles. No part time or visiting specialists are assigned private students until the teaching loads of full-time faculty are filled.
2. Teaching assignments before registration go from coordinators to instructors and the school administrator.
3. **All students must be registered in order to receive private lessons.** Students may not receive double lessons in any one semester without registering for both sets of lessons (i.e. percussion/drum set or piano/ harpsichord or clarinet/bass clarinet). All double sets of lessons must be approved by the director, and are never automatic. Double sets of lessons require a cumulative 3.00 GPA in previous semester, and a B or better on private study.
4. No student may receive additional semesters of private lessons beyond curriculum requirements without director's permission.
5. Instructors will not be compensated for unregistered students. Any student not registered by the second week of semester should not be receiving private lessons under any circumstances.
6. Coordinators should inform the academic administrator of studio assignments as soon as information is available so that registrations can be updated. When a new student's instructor is not known, that student will be registered with the area coordinator in the case of percussion, guitar, voice, or keyboard; or with the senior member of the other instrumental faculties until the student's studio assignment has been made.
7. All coordinators in each area (Woodwinds, Brass, Strings, Percussion, Piano, Voice, Composition, and Guitar) must report final teaching assignments to the director and the school administrator by the end of the second week of each semester.
8. If an instructor of Applied Music has a registered student who is not present, instructor must advise the school administrator by the third week of semester.

Note: If a student's GPA falls below 3.0, lessons may be curtailed until academic performance has improved.

Standards, Grades, Exams

Read the university retention standards in the university catalogs. They are part of the criteria used to determine whether you may remain in a program. The Cali School also monitors each student's progress.

For Undergraduate Students

- If you fail academic work you may be asked to suspend applied music lessons and/or ensembles until your academic work has improved.
- If your GPA falls below 3.0, you may not be allowed to join ensembles and/or take applied music lessons. You would be required to focus on academic improvement.
- Grades required to remain a music major: you may be required to repeat any music courses in which you receive a D+, D, D-, or F; and some specific courses in the education program require a passing grade of B-. Courses may be repeated **once** after the first failed attempt. Subsequent repetitions are not automatically granted, and require both the support of the School of Music and the permission of the Provost. Passing grades must be earned at each level of a sequence of courses before you are allowed to progress to the next level. Contact your advisor if you are having trouble at any point in your studies.
- Sophomore comprehensive exam and assessment: At the end of the sophomore year, you must demonstrate comprehensive musicianship in performing primary, functional keyboard skills, theoretical and practical skills, secondary vocal skills and others related to your concentration. You must perform adequately in these areas in order to continue as a music major.
- Requirements for final admission to undergraduate programs:
- *Theory-Composition*— Final admission in junior year; in addition to full audition requirements, candidates must submit a portfolio of compositions and/or analytical sketches before completion of sophomore year.
- *Music Therapy*— Final admission in junior year; in addition to full audition requirements, all credentials (including reports of clinical experience) will be evaluated at the end of sophomore year.
- *Performance*— Provisional acceptance is determined by an applied music jury at the end of the freshman year unless a postponement to the middle of the sophomore year is requested by the major teacher. Full admission is delayed until after a sophomore recital and/or demonstration of a solid grasp of technical aspects of the performing medium, and genuine musicality and sensitivity.
- *Music Education*— Final admission is granted only after an interview and review of credentials toward the end of the sophomore year.

For Graduate Students

When a degree student's GPA falls below 3.00, the student will be placed on academic probation. The degree student must raise his/her GPA to at least a 3.0 within the next six credits of course work taken within the next two semesters from the date of notification of probation. This may include summer session. Failure to achieve a GPA of 3.00 within the prescribed period of time will lead to final review, which may result in removal of matriculated status and dismissal.

A degree student who receives three "C" (i.e., "C+", "C", or "C-") or lower level grades (i.e., "F") will be dismissed from the program. The Graduate School will make dismissal actions on a case-by-case basis in consultation with a degree student's Graduate Program Coordinator.

(https://www.montclair.edu/graduate/current-students/academic-policies-procedures-guidelines/)

Juries

Every student registered for lessons is required to take a jury examination at the end of the semester. The jury grade is for the performance of what has been accomplished in the studio during the semester, and contributes to the student's final grade. Juries are required for all students, even those who have performed a recital; however, exceptions to this may be made at the discretion of the instructor and area coordinator and will be made on a case-by-case basis.

The length of and requirements for juries vary by area. The specific works, etudes, and scales performed will be decided with the instructor (scales and sight-reading may be decided at the jury). Examples of the music for juries should be discussed by the student and instructor, and with repertory examples for each level in the course syllabus.

Students work with faculty to choose particular technical studies, scales and repertoire leading to the highest possible level of performance. It is expected that music performed at the jury will be that which was studied during the course of the semester in the studio. Works that were performed at prior juries or recitals should not be repeated unless it is at the suggestion of the instructor.

Sign-up sheets are usually posted toward the end of each semester, well before classes end.

The maximum number of semesters of study for each particular major is as follows:
Music Therapy (MT) Majors—6 semesters
Music Education (ME) Majors—7 semesters
Theory/Composition (TC) Majors—4 semesters
Performance (PERF) Majors—8 semesters

Performances

Recital Policy

Rules and Regulations

- Leshowitz Recital Hall is available for students enrolled in the following degree programs: BMus, MA, MM, Performer's Certificate, and Artist Diploma.
- Sophomore and Junior Recitals will only be scheduled in G55 or 201.
- Events in the Recital Hall are staffed by Production Office personnel while events in G55 and 201 are unstaffed.
    - Room setup and restore is the responsibility of the performer for both G55 and 201.
    - Archival audio recording happens for all Leshowitz Recital Hall events. Contact Phil Clifford for more information. Recording arrangements for G55 and 201 are the responsibility of the performer.
    - The Cali School does not provide any video recording services.
    - Leshowitz Recital Hall events are available for streaming on request.
- Recitals must not exceed 90 minutes in length, inclusive of one 10-minute intermission.
- You will have 30 minutes for a sound check starting one hour before your recital. The house will be opened 30 minutes prior to your scheduled recital start time.
- Recitals must always start on time unless there is a need for production to hold. No exceptions.
- No encores permitted. House lights will come up at the conclusion of your final piece.
- No food, drink, or receptions are permitted in the building.
- No cancellations are permitted unless there is an emergency approved by the Director.
    - Recitals canceled without approval will only be rescheduled in G55 or 201.
- All recital production requirements are subject to the Production Manager's approval.

Scheduling

Student recitals are held in the Leshowitz Recital Hall, room G55, and room 201. Events in the Recital Hall are staffed by Production Office personnel while events in G55 and 201 are unstaffed. In order to book the Recital Hall, your recital must be scheduled at least one month in advance. Recital scheduling for all spaces opens on August 1st, one month before the beginning of the Fall semester. Recital Hall scheduling for the Fall semester closes on November 15 while Spring semester recital scheduling closes on April 15. No recitals are available for scheduling in the Recital Hall after those dates - any events scheduled after those deadlines will only be scheduled in G55 or 201.

In order to successfully schedule and finalize your recital date, you must complete the following:

- Meet with your advisor to determine how many recitals (if any) are required to complete your degree.
- Find three dates* that you, your accompanist, and your instructor have available for your recital.
- Meet with Taylor Goodson in person to schedule your recital. Office hours are posted on his office door, Chapin 129. If you are not at school during the available hours, send an email to goodsont@montclair.edu to schedule an alternate time.
- Once a date has been confirmed with Taylor, you will receive a blue recital scheduling form. This will begin a two-week countdown to your deadline. IMPORTANT: If this scheduling process is not completed within two-weeks of receiving your blue form, your date will be erased from the calendar and released for other use.
- Your private instructor must sign the top section of the recital form.
- Bring your signed form to the Production Manager, Phil Clifford, to discuss your anticipated program and any production needs. If approved, Phil will receive your blue form and reconfirm your recital with you, your instructor, accompanist, the area coordinator, and the scheduling office via email. Your recital is now scheduled and fully confirmed.
- If at any time during this process you foresee any problems meeting your deadline, contact Phil and Taylor via email. If you do not meet your deadline and have not communicated beforehand, you will forfeit the use of the recital hall and your date will be released. All recital communications must happen via official Montclair State University email accounts only.

- One scheduled two-hour dress rehearsal is permitted per recital. Dress rehearsal time is not guaranteed and is subject to the availability of your performance space. Speak to Taylor to schedule your dress rehearsal after your recital is confirmed.

*Available recital times:
Tuesday - Friday: 5 & 8pm; Saturdays: 2, 5 & 8pm; Sundays: 11am, 2 & 5pm.
No recitals will be scheduled on Mondays or during University holiday weekends.

Student Organization Scheduling

Please adhere to the following guidelines for booking Student Organization events in the Cali School of Music.

- All Student Organizations must appoint one point of contact for all scheduling needs and concerns. The Scheduling Office will work with this contact for the booking of events.
- Scheduling for Student Organizations' needs will begin on August 1st, the same date that recital scheduling opens at the start of each school year.
- All Student Organization scheduling must be completed by either November 15 or April 15 of the current semester. No additional scheduling can take place in the semester's final month to ensure that there is appropriate time for booking end-of-semester events (dress rehearsals, juries, exams, etc.).
- The Scheduling Office will do everything possible to ensure scheduled Student Organization meetings can occur as planned, but the need for flexibility is necessary for extreme circumstances. As much notice as possible will be given if a Student Organization meeting/event needs to be moved or rescheduled.
- All informal Student Organization events are to be held outside of Chapin Hall. Organization recitals and relevant musical activities are welcome to be held in our facility, but social events and similar activities should be held elsewhere on campus, such as the Student Center, Recreation Center, or in the many Residence Life locations available for student use.

For more information, please visit the Center for Student Involvement website at:
https://www.montclair.edu/center-for-student-involvement/

Chapin Hall Room Rental Fees

For MSU Students and Personnel

Within Chapin Hall, our three large performance spaces (**G55**, **201**, and the **Leshowitz Recital Hall**) are available for rental throughout the year. The following rates apply for use of the space:

>**Weekday Day** (Monday - Friday, 9am - 5pm)
>$100 for the first hour, $50 for each additional hour
>
>**Weekday Evening** (Monday - Friday, 5pm - 10pm)
>$200 for the first hour, $50 for each additional hour
>
>**Weekend** (Saturday & Sunday, 9am-10pm)
>$250 for the first hour, $50 for each additional hour

Rental rates are for **non-academic events only** (audio and video recordings, rehearsals, non-degree performances, etc.) - these fees do not apply to degree recitals, dress rehearsals, or other for-credit endeavors.

A **non-refundable $25 deposit** is required in order for your reservation to be placed on the Cali School calendar. **No reservations will be made without this deposit.** Please visit the **Scheduling Office** in order to book any and all dates.

Portions of an hour are charged as a whole. Events that begin prior to 5:00pm and end after 5:00pm are charged at the evening rate. Other rooms, rates, and availability are determined on a case-by-case basis.

Please discuss any and all production requirements and anticipated schedule with the **Production Office** after your date and time has been secured.

Accompanist Services

1. Professional staff accompanists and piano students are available. At the beginning of each semester discuss your specific needs with your studio professor. Your studio professor will take care of making arrangements. The university pays for a limited number of hours, as follows:

- Juries: String players will get up to three hours of rehearsals before juries. Woodwind and Brass up to one hour. Voice students get none, due to having more accompanist hours during regular lessons.

- Wednesday and other masterclasses: All instruments get up to one hour of rehearsal time.

- Degree recital: Eight hours total. Two hours are reserved for the recital itself. Six hours of rehearsals total including dress rehearsal. For all extra rehearsals, students must pay directly to the pianist.

2. Accompanist will NOT have all the necessary music. Strings/Woodwind/Brass students must provide music eight weeks prior the juries or degree recitals.

3. A $200 recital fee is added to your university tuition bill for the semester in which you have your recital. This fee includes payment to the accompanist for six hours of rehearsal plus two hours for the actual performance. You may adjust these hours as long as the total does not exceed eight (for example, 5+3).

Each staff accompanist is paid by the university for rehearsing with students and playing for studio voice lessons, juries, masterclasses and degree recitals. You should not pay any additional fees unless you use rehearsal time beyond the allotted number of hours. Students must pay accompanists privately for any time beyond the maximum number of rehearsal hours shown above.

5. You may make private arrangements with your accompanist for extracurricular events such as competitions or off-campus recitals and you must pay the accompanist to work with you. The university will not pay for accompanists for these events or for rehearsals for such events. Be professional and make all financial arrangements clear from the start. It is always a good idea to make a simple written contract with your accompanist stating hourly rate and number of hours planned. Make no assumptions when money is involved.

6. Guidelines for cancellations and lateness: If a student needs to cancel an appointment with the pianist, or if the pianist must cancel an appointment with the student, he or she must give at least twenty-four hours notice. If one of you is late, he or she cannot expect the other to wait beyond 12 minutes.

Making Your Printed Program

Cali School of Music uses ProBuilder, a self-service online concert program creator to generate concert programs. The Cali School of Music <u>requires</u> the utilization of ProBuilder for all recitals and covers the cost of printing.

Visit the sections below for instructions on how to utilize the software.

Instructions for Student Concert Programs

Start early! You must submit your program at least <u>two weeks</u> prior to your recital to ensure that it is printed and delivered by the performance date.

IMPORTANT: Please download and refer closely to this [concert program style guide](#) so your program is accepted and printed. Programs that do not follow these conventions will be rejected until properly completed.

- Access **[ProBuilder](#) [montclair.probuilder.app]** to begin building your program. Your login information will be your entire email address **[name@mail.montclair.edu]** and the password is chromatic.
- **IMPORTANT:** Please review the "help video" next to "Builder" by the scissors in the upper left hand corner. This will give you the all important overview of how to use the program.
- ProBuilder will format your program for you after you fill in the fields for your pieces and composers. Preview often in the top right corner to see that the program looks as it should.
- For Instrumentalists: Your program can include basic information including the repertoire, featured soloist, and accompanist.
- For Vocalists: Your program can include basic information including the repertoire, featured soloist, accompanist, and translations.
- No student recitals may contain bios, acknowledgments, program notes, or dedications.
- Once your program is completed, download and share with your studio professor for approval.
- Once approved by your professor, click the SUBMIT button on ProBuilder and your program will be submitted to print for you.
- The basic program produced by Cali School staff for Leshowitz Recital Hall concerts will be given to the Production Manager or his designee for distribution before each concert. Programs produced by staff for concerts in G55, 201 or Kops will be left in the mailroom for pickup. You are responsible for bringing any programs you create to your concert. Students are responsible for creating, copying and distributing at your concert any translations, program notes, personal bios or other information approved by your professor.
- Each student will receive 60 programs for their recital.

Questions? Heather Kern [kernh@montclair.edu](#) or 973.655.7263

Instructions for Faculty, Guest Artist, and Ensemble Concert Programs

Start early! You must submit your program at least <u>two weeks</u> prior to your recital/concert to ensure that it is printed and delivered by the performance date.

IMPORTANT: Please download and refer closely to this [concert program style guide](#) so your program is accepted and printed.

- Access **ProBuilder** at **[montclair.probuilder.app]** to begin building your program. Your login information will be your entire email address **[name@montclair.edu]** and the password is chromatic.
- **IMPORTANT:** Please review the "help video" next to "Builder" by the scissors in the upper left hand corner. This will give you the all important overview of how to use the program.
- ProBuilder will format your program for you after you fill in the fields for your pieces and composers. Preview often in the top right corner to see that the program looks as it should.
- Faculty programs may include biographies (limit 250 words), program notes, and ensemble listings.
- Click the SUBMIT button on ProBuilder and your program will be submitted to print for you.
- Your program will be delivered to the School of Music and the ushers will have them available for your performance.
- The basic program produced by Cali School staff for Leshowitz Recital Hall concerts will be given to the Production Manager or his designee for distribution before each concert. Programs produced by staff for concerts in G55, 201 or Kops will be left in the mailroom for pickup. You are responsible for bringing any programs you create to your concert.

Questions? Heather Kern kernh@montclair.edu or 973.655.7263

In Event of Missed Student Recital Program Deadline, Program Printing/Copying Instructions

In the event you missed your recital program submission deadline, you will need to print/copy your own programs using your own resources. The Cali School printer and copier are not available for printing your program. You will still need to use the Cali School recital program templates and instructions for creating your program.

Cali School recital programs are printed on double-sided 8.5 x 11 inch paper. These papers are cut in half to 5.5 x 8.5 inches dimensions. In order to print/copy the recital programs, you need to do the following:

1. Highlight and copy your program onto a second page on your document so that you see two identical pages.
2. Save your file as a pdf file.
3. If your printer has a two-sided printing capability, print indicating such needs.
4. If your printer does not have a two-sided printed capability, print the two identical pages, then use a copier with double sided copying abilities to copy the number of pages you want.
5. Cut papers to the proportions listed above. (The Cali School Mailroom has a paper cutter available for all to use.)

Distribution of programs

The basic program produced by Cali School staff for Leshowitz Recital Hall concerts will be given to the Production Manager or his designee for distribution before each concert. Programs produced by staff for concerts in G55, 201 or Kops will be left in the mailroom for pickup. You are responsible for bringing any programs you create to your concert. **Students are responsible for creating, copying and distributing at your concert any translations, program notes, personal bios or other information approved by your professor.**

Publicity for Student Recitals in Leshowitz Recital Hall, G55 or 201

Concerts will be listed on the MSU calendar only after they have been confirmed. Students may post flyers on Cali School performance bulletin boards.

For more information go to program page on montclair.edu/cali-students

Faculty Guide

Resources
- [Campus Map](#)
- [Parking](#)
- [Shuttle Bus Schedule](#)
- [Academic Calendar](#)
- [Canvas](#)
- [Human Resources](#) (links to faculty, student and employee handbooks, etc.)
- [American Federation of Teachers (AFT Local 1904)](#) handles issues related to full-time, part-time, adjunct faculty/librarian/professional staff employment and contracts.
- [MSU Employee Services](#)
- [Workday](#) Check to be sure you are getting correct payment and for other personal financial information.
- [Office of Information Technology (OIT)](#)
- [MSU Email Net ID](#)
- [MSU ID Card](#)
- [Sprague Library Homepage](#)
- [Music Databases (Sprague Library)](#)
- [University Catalog](#)
- [NEST](#)
- [Exam Schedules](#)

Use of Facilities

Cali School - Chapin Hall (CH): During the academic year, the building and practice rooms are open every day from 7 am until 11 pm. On Saturdays, the Extension Division uses most of the classrooms and practice rooms until mid-afternoon, but then rooms are available until 11 pm.

Adjunct Faculty Office (CH 321; 973-655-3401): Access to computer, phone, limited storage. Contact Phil Clifford (CH 120; cliffordp@montclair.edu, 973-655-7885) for keys.

Email requirements: Faculty must sign up for a MSU email address in order to receive important information from the University and Cali School. Only MSU email addresses will be listed on the Cali School website. See ID signup on the MSU website. Faculty are responsible for changing their passwords every six months. You will receive a reminder email from the University tech department. The password must be changed or email will be disabled.

NEST: NEST is the University's all-inclusive student-services software suite. Things available on NEST include: teaching assignments, class lists (yours as well as others'), as well as portals for student attendance verification and grading.

Mailboxes: Faculty and staff mailboxes, located in room 149, are accessible for mail, messages and materials.

Telephones: Emergency in-house phones and emergency contact information are located in the hallways on every floor. Please remind students that cell phones should be turned off during classes and performances.

Teaching space: 1) classrooms for general education and group classes are determined before the start of each semester and are listed with your course information on NEST; 2) If you are teaching individual lessons or coaching a chamber/jazz ensemble, contact JaNeen Vinson (vinsonj@mail.montclair.edu; 973-655-7212) about the use of practice rooms or faculty studios, or Martha Learner (learnerm@mail.montclair.edu; 973-655-7263) about classroom space.

Faculty offices and studios: Faculty offices and studios are off limits to unsupervised students. Students found violating this rule may be required to forfeit practice and/or performance privileges.

Leshowitz Recital Hall: The hall is available for degree recitals and Cali School ensembles including times for dress rehearsal and performance. See our recital policies for complete information.

Maintenance of facilities: All maintenance and facilities concerns should be brought to the attention of staff. We ask that rooms be left in the setup.

Practice rooms: If practice rooms are not in use for lessons, they are available on a first-come, first-served basis for music majors.

Keys: Adjunct faculty should contact Phil Clifford (CH-120; cliffordp@montclair.edu) to sign out keys for regular classrooms in Chapin Hall. Keys for pianos and for classrooms G1, G2, 330, 230, G55, and 201 may be signed out in the main office or by arrangement with JaNeen Vinson (CH-144). Students may **not** be given keys to studios or other locked areas. Students gaining access through violation of this rule may be subject to university sanctions.

Food in Chapin Hall: Food is allowed only at the tables in the ground floor lounge area. No receptions are allowed in the building.

Pianos: No one is allowed to bring in their own piano tuner to tune or work on pianos at the University. Any suggestions or complaints concerning pianos should be brought to the attention of our piano technician, Martin Giorgieff. Please note any tuning needs or concerns on the Piano Service Request Forms located in the main office.

Classroom Media: Built-in media equipment is available in rooms G1, G2, 230, 330, G55 (choral room) and 201 (instrumental room). Be sure to arrange a time before your first class to try out the equipment. If you have difficulty with built-in equipment, please advise JaNeen Vinson for alternatives.

Computer Equipment: If you have questions about equipment and training, contact the Office of Technology Services (OIT) help desk 973-655-7971, day or evening. They will refer your question to the appropriate person in their office or to the College of the Arts Technology Office.

Computers/Audio Software: The computer lab (CH-122) provides Macintosh computers with keyboards and professional audio software for use by students and faculty. Lab hours are posted each semester.

Copying: The school copier is for the use of faculty only. Passwords should never be given to students. They should be directed to self-serve copiers in Sprague Library or the Student Center.

Copy Services: The University has arranged with Studio042 in Montclair to provide copying services for courses. Minimum order must be $25. Information is available in the main office. The university must approve all orders. Please leave several days to process your order.

Bulletin Boards: Notices may be posted on designated general bulletin boards only. Any notices taped to doors or in stairwells will be removed. Permission is required from the Student Affairs Office (Student Center 4th floor) to post flyers at other locations on campus.

Bookstore: The campus bookstore (973-655-5460; fax: 973-655-1291, bkstr.com) on the ground floor of the Student Center sells textbooks, stationery, school supplies, general books, etc.

Closings: Closings information will be announced on the University webpage (montclair.edu), on the automated telephone line 973-655-7810, and via email and text. Always check before leaving for campus in cases of severe weather.

Lost and Found: Turn in found items at the main office and check there for lost items. Metronomes and other music-related items will be kept in the building. Non-musical items are sent to the official lost and found at the Campus Police office after a few weeks. The Cali School is not responsible for lost items.

Scheduling Classes

Academic Class Scheduling: Area Coordinators are liaisons regarding scheduling. Faculty are required to discuss scheduling concerns and adjustments with their overseeing Area Coordinators who will then liaise with Gina Balestracci and/or Taylor Goodson. Faculty are not permitted to circumvent their Area Coordinator and go directly to the Registrar's Office regarding the schedule.

Student Registration: Faculty must check at the beginning of the semester to be sure students are registered for their classes.

Planning Recitals
Student Recitals: See student information, page

Faculty Recitals: Each year faculty may schedule a recital in Leshowitz Recital Hall. Contact the Concert Manager (Martha Learner) to determine available dates. After securing a hold with Martha, contact the Production Manager (Phil Clifford) to discuss any potential production requirements. Phil will confirm the scheduled recital and date via MSU email with you and Martha.

To have programs printed by the Cali School, please follow the standard program printing procedure.

Publicity
For Faculty Concerts
Heather Kern lists confirmed recitals on the MSU web calendar.
Faculty are responsible for advertising their own recitals and those of guest artists they are sponsoring. You may send an email to campusevents@lists.montclair.edu (this is a general email list for the whole campus). You may get more information about using this list by calling the tech helpline at 973-655-7191.

Off-campus media and websites
- Montclair Times online calendar events listings: northjersey.com; print calendar listing, call 973-233-5024 (contact at least 3 weeks ahead to learn publication schedule and deadlines
- Star Ledger (nj.com) online and community news listings: www.nj.com/myevent/ (for change or cancellation, contact eventhelp@starledger.com)
- Caselman28@aol.com (patch.com)
- jerseytpress@gmail.com (jersey tomato press)
- shelley@patch.com (Montclair Patch)
- tips@baristanet.com (baristanet.com)

Requirements for media listings:
- Use your own university or personal email address if an email is requested.
- Address is Montclair State University - Leshowitz Recital Hall (or Chapin Hall G55 or 201 as appropriate), 1 Normal Ave. Montclair, NJ 07043
- If a telephone number is required, use your own number or the Cali School broadcast message line number (973-655-6200). Do **not** use the main office or concert manager's telephone number.

Important: If a concert needs to be changed or cancelled it is extremely important to notify the concert manager, the campus and any PR outlets you have used immediately.

Contact Heather Kern for more information (kernh@montclair.edu) or call 973.655.7263.

Appendix

NESTlings: Gina's hints for finding useful things in NEST

If you are teaching a course, you should be authorized to log in to NEST, and it works hand-in-hand with CANVAS. NEST, named in keeping with MSU's hawk theme, is the aggregate under which all the student services (our chicks?) will be housed. These software programs include BANNER and DEGREEWORKS right now. I've had a fair amount of training in the systems, but that training didn't really cover the things that we in the Music School need to use on a daily basis. I've been using the system for nearly a year, so I'm passing along some strategies that I have found useful so far. I will continue to provide updates as I discover more and more things, and I welcome questions.

First and foremost, ALL teaching faculty must have a NEST account and must know how to use it. NEST is the instrument that you will use to enter grades (not Canvas!), so, like the musicians that we all are, practicing and learning how to play the instrument before the performance will be useful. Perusing and checking class rosters—early and often—will give you that practice. Faculty should know which course sections they are teaching and exactly which students are in each section. Faculty need to verify student attendance in classes at the beginning of each term, and that is done in NEST. If student attendance is not verified (for Financial Aid purposes) the student will be withdrawn from classes, so attendance verification is an extremely important exercise, and it is a useful introduction to NEST.

A College-Wide Identification number (CWID) is necessary to open a NEST account, which means that Human Resources needs to have all the bits and pieces that are required for hiring you. If, after learning your CWID, you do not have access to NEST, you need to contact the IT Department at 973-655-7971.

Course instructors-of-record have access to SSB, or Self-Service Banner. This part of the software suite provides you with access to a great deal of information, and you need to learn how to use it. If I know that you are able to access something (class rosters, student schedules, student contact information, etc.) I will not look kindly upon being asked to provide it. However, I will be more than happy to show you how to find what you're looking for, providing as much additional information as I have on how to use the system; and I will provide one-on-one sessions to anyone who asks. IT also offers classes and one-on-one instruction in the use of NEST. For what it's worth, I find that playing with a system and getting lost in it is the best way to learn how to use it, but your learning style may be different than mine.

NEST is available on the MSU website. Type "nest" into the search box, or if you're on one of the older pages there is a link on the "Quicklinks." You will need your University username (first part of your e-mail address) and password to enter NEST. You are looking for **Self-Service Banner (SSB).**

N.B.—NEST will not work with some browsers, will not work <u>well</u> with some others, and for some it will not allow the end-user to have the most recent browser software. If you cannot log into NEST, please call IT (973-655-7971) for assistance.

When you enter **Self-Service Banner,** you want to select **Faculty/Advisor Services.** You will then see something like the following table (it can differ depending upon your level of access):

Student Information Menu	Term Selection	CRN Selection	Faculty Detail Schedule
Week at a Glance	Detail Class List	Summary Class List	Final Grades
Incomplete Grades Summary	Class Schedule	Course Catalog	Faculty Grade Summary
Look Up Classes			

When entering a student's name in almost any part of the NEST suite, enter as much as you have. If you do not have a complete name, "%" (the percent sign) is used as a truncating character. (E.g., balestr%, gi% would find me in NEST). A comma is necessary between the first and last name unless there are separate windows for each part of the name.

Student Information Menu: This is a very helpful menu item, but unfortunately available only to official academic advisors. It is the best way to check on anything having to do with a specific student by working with its sub-options. If you do not have access to the Student Information Menu and you're looking for information about a student who is in any of your classes (including applied music), the same information can be accessed through the Summary or Detail Class Lists. See below for further descriptions of the sub-options.

Term Selection does one thing only: it allows you to select the term for which you want information. Other menu selections include a drop-down menu option to do this, although some require you to enter it yourself, so you probably won't need this button very often. If there is not a pull-down menu with term selections, the convention for entering academic terms is as follows:

Full year (calendar year) + 2-digit semester (Winter = 10; Spring = 20; Summer = 30; Fall = 40), e.g.,
Fall 2018 = 201840
Winter 2018 = 201810
Spring 2019 = 201920
Summer 2019 = 201930

CRN Selection: CRNs are Course Record Numbers, or what used to be Call Numbers in SIS/WESS. They're individual section identifiers and are the main navigation tool in BANNER. For instance, when you are entering grades and need to move from one class to another, you need to enter the CRN. This function provides you with the information (including course titles, course numbers, and number of students enrolled) for all your courses.

Faculty Detail Schedule: This is where you will find your most detailed schedule. It will include classrooms, times, etc. It also provides the number of students enrolled in each section. If you print your schedule from this page, it will take a lot of paper.

Week at a Glance: This is a much more concise version of your schedule, in chart form. If you're teaching all MUAP courses, it will list them all in one place as TBA. Unfortunately it doesn't provide enrollments in each section, but it's a much more paper-saving way to print your class schedule. Make sure you choose a week that has all the days listed! Enrollments can be found

Detail Class List: As with the **Faculty Detail Schedule,** this option is long winded. I printed the class list for MUPR 395 01, which had four students enrolled, and it took five pages. It provides a lot of information, however. Once you open up a course to look at the enrollment, it will "stick to" that course, so to navigate to another course, you use **CRN Selection,** which provides you with the information (including course titles, course numbers, and number of students enrolled) for all your other courses.

Summary Class List: I think this is the class roster page you will use more often than the **Detail Class List.** You can also go to CANVAS for class rosters. As with **Detail Class List,** you use **CRN Selection** to navigate from class to class. *Area Coordinators: this is where you can see other instructors' class rosters.*

How to look up class rosters for classes being taught by instructors in your area

> If you want to look up class rosters you need CRNs (course record numbers).

> •To find those, use the **Look Up Classes** function. **Select term** from the pull-down when asked, then **Submit.**

For woodwinds: For administrative purposes, you will want all the applied music numbers with section numbers in the **40s,** and in the **Ds**
> You will need to look at **View Section** for each course level (121, 122, 223, etc.) to get all the CRNs. That is why I sent along the MUAP taxonomy. (You can do this one at a time using the menus, but with the number of applied music courses assigned to each instructor it's faster just to write it all down. Once you've located those courses, write down the CRNs (second column, they're in blue).
> • Return to **Faculty/Advisor Services,** and click on the **Summary Class List** function.

This will give you direct access to your own courses on a pull-down menu, but you may also select other courses by clicking on **Enter CRN Directly.**
> This will give you a small box where you can enter the five-digit CRN for the course that you would like to see, that you wrote down from the **Look Up Classes** menu.
> This will take you back to the **Faculty/Advisor Services** menu, where you re-select **Summary Class List** for the course whose CRN you entered.

• To change to another course, return to **CRN Selection,** enter the next CRN, and then re-select **Summary Class List** for the course whose CRN you entered. Rinse and repeat as needed.

Attendance Verification: Each student's presence in class must be verified in NEST each semester. This is mandatory.

Final Grades: This should be self-explanatory, however once you enter this set of screens things aren't necessarily straightforward. A few hints:

- Make sure you select the correct semester (term)
- The column for entering grades is in the center of the screen, and available grades are on a pull-down menu
- The Attend Date and Attend Hours do not seem to be critical to grade submission
- If you give a student an Incomplete grade (IN), and hit Submit, an F will appear. This is because the grade will become an F if the student doesn't complete the work. Just hit the Submit button again and it will register as an Incomplete.
- You cannot enter grades for a class for which you are not the instructor.

Incomplete Grades Summary: This should work as indicated.

Class Schedule: I haven't had to use this feature for anything yet, but while playing with it I was able to generate a listing of all (approximately 1500) MUAP sections using the subject listings! It uses a large pull-down menu of subject listings, then details are added by the user.

Course Catalog: This is just a link to specific courses in the Catalog. Other screens within BANNER also will provide links to the Catalog.

Faculty Grade Summary: This isn't connected, and the screen advises you to check your "Summary Class List" to verify grade submission.

Look Up Classes: This one is self-explanatory. In addition to music courses, one can find non-music courses as well as the CRNs that are required for registration. It is menu-driven, first with a selection of the semester desired; then with an alphabetical listing of all subject areas taught within in the university. Ours, of course, are all listed as Music, and divided by the names corresponding to our course numbers:

Music/Applied Music (MUAP)
Music/Music Education (MUED)
Music/Ensemble (MUEN)
Music/General (MUGN)
Music/History (MUHS)
Music/Literature (MULT)
Music/Performance (MUPR)
Music/Sec instrum class (MSSN)
Music/Technology (MUTC)
Music/Theory/Composit (MUCP)
Music/Therapy (MUTH)
Musical Theatre (MTTH)

Once you select an area, all courses should be displayed, and you can view specific course sections by clicking as prompted. If you think something should be listed that isn't please let me know ASAP. The CRN, a five-digit code, is what the student needs to register; and what the faculty need to select course sections for viewing rosters and grading.

The **Student Information Menu** is further subdivided into its own set of options:

Term Selection	ID Selection	Student Information
Student Address and Phones	Student E-Mail Address	Student Schedule
Academic Transcript	Registration History	Advisee Listing
View Test Scores	View Holds	Concise Student Schedule
Student Week at a Glance		

Term Selection: Unless you've just logged into the system, you will probably have selected the term (semester) in which you're working. This is also an option on several of the other **Student Information Menu** screens. If you are working within several semesters, this is one mode of navigation.

ID Selection: This is how you change from one student to another when looking for details about students. It provides an option to enter names. In general when entering names:

- If you don't know the full name, put in what you do know and use % as a truncation device, e.g., you're looking for Jonathan Doe, but you know him as Johnnie: enter Doe, Jo%, and all the Does whose first names begin with Jo will be provided as choices.
- On screens where there are lines for first and last names, obviously use them.
- If there is only one line, enter last name first, underlined followed by a comma (this is important!), then first name.
- Case is irrelevant.
- Sometimes SSB asks for Student ID—most often you can tab to the next area and enter the name using the parameters above.
- If you do use a student ID, put the letter "M" before it (no space), e.g., M12345678.

Student Information: Not address, phone number, or e-mail, but all other demographic information pertaining to their MSU career (availability is determined by level of access).

Student Addresses and Phones: as indicated.

Student E-Mail Address: as indicated (multiple e-mails as provided by student).

Student Schedule: As with the **Faculty Detail Schedule,** this is the long-winded version that provides e-mail contact for each professor and lots of other information.

Academic Transcript: This is not yet available, but will eventually be migrated from WESS/SIS. For at least all of Fall 2016, transcripts of continuing students are still available on the old Faculty Services website.

Registration History: When your students tell you: "But I registered for that!" or at the end of the semester: "I dropped this class," you can check up on them!

Advisee Listing: All your advisees will be listed on this screen, with clickable links for e-mail and lots of other information.

View Test Scores: as indicated, although MSU no longer requires standardized entrance tests.

View Holds: as indicated if a student is unable to register for something. Sometimes I can clear them, sometimes not.

Concise Student Schedule: This is the best screen for looking quickly at what a student is taking. It just lists basic information about each course and it prints out easily. *(Instrumental Area Coordinators: this is where you can see who is registered for which applied sections listed by student; and for which ensembles students have registered.)*

Student Week at a Glance: This is a pictorial view of the student schedule, useful for seeing spaces that exist for scheduling rehearsals and lessons. The first week of school in the Fall usually begins on a Wednesday, so make sure to find a week with all its days to get a full view!

DegreeWorks is another program in the NEST suite. This program creates a file comparable to the Analysis of Academic Progress that was available in WESS, showing the student's degree progress: courses completed as well as outstanding requirements. One of the problems that I have encountered is that not all students have the "additional curriculum" listed (in our parlance this amounts to their instrument). If that is missing, the audit cannot do its job listing requirements, and is a jumble of music courses. I will be working with the Registrar's Office this summer to update as many records as possible. It is an ongoing process.

To print a copy of the DegreeWorks analysis, it needs to be saved as a PDF first. There's a button for that, and then you print the PDF. Only one PDF can be open for printing at one time: if multiple PDFs are open on the screen they will not print.

The DegreeWorks analysis can also be used to project a student's requirements in another major using the "What if" feature, but the projected requirements cannot be easily printed.

To locate a student in DegreeWorks, the student's CWID, preceded by an "M" must be entered (e.g., M12345678). If you do not know the student's CWID the student can be found by using the "Find" feature that is to the right of the "Student ID" window, entering the student's first and last name when prompted.

Applied Music Taxonomy (MUAP)

The applied music taxonomy is structured so the semester, year, and level of study may be tracked with ease. Incoming transfer students are usually placed in MUAP 121 to maximize their applied study while at MSU. If all other graduation requirements have been met or appear to be progressing, transfer students may be moved to a higher level of study at the recommendation of the teacher and area coordinator.

In addition to the listings below, graduate students in Composition and Music Education may also take Applied Music private instruction as part of their studies.

A parallel taxonomy, MUAS (applied secondary instrument), may be invoked, but each student's registration is done with paperwork rather than online. Eligibility is determined on a case-by-case basis: e.g., where required by the curriculum (keyboard studies, woodwind doubling), or if a student is providing extraordinary ensemble service on a secondary instrument. In order to take lessons on a second instrument, the permission of the Area Coordinator and the Director is required, and the student's GPA must be

• The first digit of the number indicates the year of study
• The second digit of the number indicates the number of credits
• The third digit indicates the level, or semester of study

B,Mus. Music in School & Community Settings,
    B.Mus. Music Education, B.Mus./M.A.T. Music Education with dual certification
        MUAP 121
        MUAP 122
        MUAP 223
        MUAP 224
        MUAP 325
        MUAP 326
        MUAP 427—to be taken concurrently with MUPR 485, Senior Recital for Music Ed (and voice
                students must also take MUPR 200, Vocal Coaching)

B.A. Music Therapy, B.Mus. Theory-Composition, B.F.A. Musical Theater
        MUAP 121
        MUAP 122
        MUAP 223
        MUAP 224
        MUAP 325
        MUAP 326

B.Mus. Performance (including Jazz Studies)
        MUAP 121
        MUAP 122
        MUAP 223*
        MUAP 224*
        MUAP 345* (note the change to 4-credit lessons in the junior year)
        MUAP 346*— to be taken concurrently with MUPR 395, Junior Recital
        MUAP 447*
        MUAP 448*— to be taken concurrently with MUPR 495, Senior Recital
                * Vocal Performance majors (not jazz vocal) must also register for MUPR 200, Vocal Coaching

Master of Music in Performance

MUAP 521*
MUAP 522*
MUAP 623*
MUAP 624*

* Vocal Performance students must also register for MUPR 540, Vocal Coaching

Woodwind Doubling:

Primary instrument	Primary instrument II	Secondary instrument I	Secondary instrument II
MUAP 521	MUAS 521	MUAP 511	MUAP 611
MUAP 523	MUAS 522	MUAP 512	MUAP 612
MUAP 623	MUAS 623		
MUAP 624	MUAS 624		

Performer's Certificate

MUAP 541*
MUAP 542*

* Vocal Performance students must also register for MUPR 540, Vocal Coaching

Artist's Diploma

MUAP 541*
MUAP 542*
MUAP 643*
MUAP 644*

* Vocal Performance students must also register for MUPR 540, Vocal Coaching

Section numbers: Each decade indicates a different instrumental grouping, and each instructor has a unique section number in the MUAP/MUAS taxonomies (*=coordinator). The instructor maintains the same section number throughout the taxonomy, e.g., David Witten is always MUAP OR MUAS xxx 01.

Jazz instruments are included in the traditional instrumental groupings, but those instructors report to the Jazz Studies area coordinator rather than the instrumental area coordinator.

Keyboard: Sections 01–09, letters beginning with A

Voice: Sections 10–19, letters beginning with B

Bowed Strings: Sections 20–29, letters beginning with C

Plucked Strings: Sections 30–39

Woodwinds: Sections 40–49, letters beginning with D

Brass: Sections 50–59, letters beginning with E

Percussion: Sections 60–69

Conducting: Sections in the 90s