

STUDENT GUIDE

Contents

Basic Contacts & Links	2
Administration and Coordinators.....	2
Who Helps Students	2
Organizations & Activities Available for Students	3
Facilities	4
Music Resources	5
Academics	6
Academic Standards.....	6
Applied Music Requirements.....	6
Ensemble Requirements.....	6
Registration Requirements.....	6
Undergraduate Advice and Support.....	7
Graduate Advice and Support.....	7
Private Lesson Registration.....	8
Standards, Grades, Exams.....	9
Juries.....	10
Performances	11
Recital Policy.....	11
Recital Scheduling.....	11
Chapin Hall Rental Fees.....	12
Accompanist Services.....	13
Making Your Printed Program.....	14
Publicity for Student Recitals in Leshowitz Recital Hall, G55 or 201.....	14

Basic Contacts & Links

[Directions](#) / [Parking](#) / [Campus Map](#) / [Academic Calendar](#)

Administration and Coordinators

Director—Anthony Mazzocchi (973-655-5226, mazzocchia@montclair.edu, CH-141)
Associate Director—Stephanie Haggerstone (973-655-7208, haggerstones@montclair.edu, CH-148)
Audition Coordinator/Office Manager—Linsay Setzer (973-655-7217, setzerl@montclair.edu CH-142)
Recruitment Coordinator—Marla Meissner (meissnerm@montclair.edu, CH-450)
Finance—Paula Chmiel (973-655-5476; chmielp@montclair.edu, CH-146)
Academic Administrator—Gina Balestracci (973-655-7219; balestraccig@montclair.edu, CH-131)
Marketing and Outreach Manager—Heather Kern (973-655-7263; kernh@montclair.edu, CH-121)
Production Manager—Phil Clifford (973-655-7885; cliffordp@montclair.edu, CH-120)
Scheduling Administrator—Taylor Goodson (973-655-3215; goodsont@montclair.edu, CH-129)
Extension Division—Letitia Stancu (973-655-4443; stancul@montclair.edu , musicprep@montclair.edu, CH-345)
Choral Activities—Heather J. Buchanan (buchananh@montclair.edu)
University Bands—Thomas McCauley (mccauleyt@montclair.edu)
University Orchestras—Nicholas DeMaison (demaisonn@montclair.edu)
MSU Opera and Early Music—Jeffrey Gall (gallj@montclair.edu)
BMus Education - Marissa Silverman (silvermanm@montclair.edu)
MA and Certification Education - Marissa Silverman
Music Therapy - Michael Viega (undergraduate, viagam@montclair.edu)
Music Therapy - Brian Abrams (graduate, abramsb@montclair.edu)
MM in Performance, Performer's Certificate and Artist Diploma—(David Witten, advisor)
Brass—Ray Riccomini (riccominir@montclair.edu)
Guitar—Oren Fader (fadero@montclair.edu)
Jazz—Oscar Perez (perezo@montclair.edu)
Percussion—Barry Centanni (centannib@montclair.edu)
Piano, Organ, Harpsichord—David Witten (wittend@montclair.edu)
Recording Arts and Production—Bryan Powell (powellb@montclair.edu)
Strings—Kathryn Lockwood (lockwoodka@montclair.edu)
Music Theory/Composition—Aaron Helgeson (helgesona@montclair.edu)
Voice—Lori McCann (mccannl@montclair.edu)
Woodwinds— Benjamin Baron (baronb@montclair.edu)
General Education—Laura Dolp, coordinator (dolpl@montclair.edu)

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)

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)

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)

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)

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.

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 of the 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; Aaron Helgeson, Composition; Marissa Silverman, 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.
- Each student is responsible for his or her own registration.
- 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.
- No recitals are permitted to be scheduled during the following conflicts:
 - The Crawford Memorial Concert in December
 - Against area/instrument-related large ensemble events (e.g., no voice recitals during a University Singers/MSU Chorale concert)
- 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

The Cali School of Music uses [ProBuilder](#), a self-service online concert program creator, to facilitate and streamline concert program design and production. **We require the utilization of ProBuilder for all student and faculty recitals.** A QR code will be posted in front of Leshowitz Hall, 201 and G55 that links to www.montclair.edu/music/programs-for-recitals for viewing your program on a smartphone. *We will no longer be physically printing programs for student recitals.*

You must submit your program at least two weeks prior to your recital to ensure that it is uploaded to the website in time for the performance date.

For Student Recitals: Your guest will scan the QR code at the door and choose "Student Recital Programs" to search for your name on the student recital page where your digital program will be provided next to your event. **Important:** *Please feel free to print your program for anyone in your audience that might have difficulty with a QR code on their smartphone.*

For Other Events: Your guest will scan the QR code at the door and choose "Event Programs" for all other events that have a program in Leshowitz Recital Hall, 201 or G55. That QR will link to a page that directs your guests to the [Cali Live](#) page where the link for the digital program will be provided. **Important:** *Please feel free to print your program for anyone in your audience that might have difficulty with a QR code on their smartphone.*

Please refer to the step-by-step [Recital Program Instructions](#) and [Concert Program Style Guide](#) so your program is accepted and uploaded to the website.

For Students: Access [ProBuilder](#) [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**.

- 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, translations and program notes.
- *No student recitals may contain bios, acknowledgments or dedications.*
- Once your program draft is completed, download and share with your studio professor for approval. Once approved by your professor, click the "Send to Print" button on ProBuilder and your digital program will be uploaded to the student recital page next to your name and ready for your event.

For Faculty: Access [ProBuilder](#) [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**.

- 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, translations and program notes.
- Click the "Send to Print" button on ProBuilder and your digital program will be uploaded to the **Cali Live** page under "**Programs for Upcoming Events**"

Questions? Contact Heather Kern at kernh@montclair.edu or 973.655.7263

Publicity for Recitals in Leshowitz Recital Hall, G55 or 201

Concerts will be listed on the MSU calendar only after they have been confirmed with the Scheduling Administrator, Taylor Goodson. Students and faculty may post flyers on Cali School performance bulletin boards to advertise the upcoming performance. **For faculty event flyer creation**, please enter information [here](#) no later than one month prior to your event.

