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**INTRODUCTION:**

Greetings from the Director of the School of Music: Dr. John Scheib:

Welcome to the UK School of Music!

The following handbook holds a wealth of information designed to help navigate your time with us. I encourage you to review the contents thoroughly and refer back to it often as situations arise when needing some guidance. This handbook, in conjunction with the invaluable council provided by our faculty, your academic advisor, and the additional resources located on our website, can help direct you toward a clear path to graduation. We look forward to adding your name to our long list of esteemed UK School of Music alumni!

Sincerely,

Mission Statement:

The primary mission of the School of Music is to train music professionals at the undergraduate and graduate levels as performers, educators, scholars, and composers by developing their musicianship through the students' acquisition of comprehensive theoretical and historical foundations, performance skills, and aesthetic understanding. This comprehensive study provides the music student with the ability to apply this acquired musicianship to practical career situations, to music research, and to advanced study. The School of Music continually evaluates current developments in music and the functional applications of those developments to the creation, study, performance, and preservation of music.

The School of Music provides the general university student with performing opportunities and classroom forums in which to learn more about the foundations of music, to appreciate music's place in society, and to encourage lifelong participation in music listening and performance.

The School of Music serves as the center for musical study and performance and as a model musical environment for the Commonwealth of Kentucky. The School provides musical resources and services by encouraging the music participation of Kentucky's citizens and through publications, school music consultation, and a broad spectrum of musical performances. To fulfill its mission, the School of Music strives to attain the highest caliber of instruction, performance, and scholarly achievement in every endeavor.
Faculty in the School of Music: http://finearts.uky.edu/faculty?tid=1

ACADEMICS:

Academic Calendar

For current and past academic calendars, please go to: http://w8w.uky.edu/Registrar/

Advising Procedures

Students will be assigned to Jane Johnson or Debra Garrett, Office of Student Affairs, for the first two years of study. Students will find this information on their myUK page at the beginning of the semester.

The new APEX (Academic Program Education and eXploration) system is a very helpful tool for students and can be accessed from myUK (https://myuk.uky.edu/irj/portal). APEX allows students to run “What If” scenarios to help them decide what they should do, for instance, to change majors. Online tutorials are available at the APEX website under student information.

Students are strongly urged to work closely with their assigned advisor as they progress through their degree plans. Students must meet with their advisors during each advising period (October and March) to receive help in selecting appropriate courses for the next semester. An advisor’s signature on the registration form is required before students may register for classes. Advisors can also be helpful in evaluating general degree progress, counseling on future career or graduate study plans, and working on specific problems students encountered in classes, with instructors, or with the University.

Preparation for Advising

• Students should sign up for an advising appointment with their advisors.

• Students should also work out a trial schedule and be prepared to discuss and finalize next semester’s schedule. Students may also wish to print an APEX audit and bring it to their advising sessions.

Good academic advising is important in helping to develop a course of study that is appropriate for your academic background and abilities, and is consistent with your educational and career goals. Faculty and professional advisors not only help to ensure that you take appropriate courses to satisfy degree requirements, but also serve as mentors and assist in developing the richest degree program possible.

Dean’s Office:

Ms. Jane Johnson, Director of Student Affairs, processes junior and senior records, petitions, and graduations audits. She also advises Arts Administration Majors, coordinates academic advising for the College, and coordinates the College’s annual Recognition Ceremony. janeh.johnson@uky.edu 204 Fine Arts Building 859.257.1709
Ms. Debra Garrett, Student Affairs Officer, processes first-year and sophomore records, all student information (address and name changes), advisor holds, registration and schedule changes, petitions, change of majors and minors, and junior-level progress reviews. 
dgarr0@email.uky.edu 204 Fine Arts Building 859.257.8147

Dr. Anna Bryzyski (Associate Dean) makes final decisions regarding all petitions, hears probation and suspension appeals, supervises student on probations, reinstates students, and responds to general advising questions and concerns. 
Anna.Brzyski@uky.edu 303A Fine Arts Building 859.257.2291

Music:
Director of Undergraduate Studies, Dr. Elizabeth Arnold elizabeth.arnold@uky.edu
218 Schmidt Vocal Arts Center, 859.257.8172
Graduate Advisor, Dr. David Sogin sogin@uky.edu
202 Wessels House, 859.257.1038

Attendance and Completion of Assignments

Each instructor shall determine the policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences. This policy shall be presented in writing to each class at its first or second meeting. Students’ failure to comply with the announced policy may result in appropriate reductions in grade as determined by the instructor.

http://www.uky.edu/Ombud/ForFaculty_ExcusedAbsences.php

Excused Absences

The following are defined as excused absences:

• Illness of the student or serious illness of a member of the student's immediate family. The instructor shall have the right to request appropriate verification.

• The death of a member of the student’s immediate family. The instructor shall have the right to request appropriate verification.

• Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate University personnel to document the student’s participation in such trips.

• Major Religious Holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.

• Any other circumstance, which the instructor finds reasonable cause for non-attendance.
Students missing work because of an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The student shall be given the opportunity to make up exams missed due to an excused absence during the semester in which the absence occurred, if feasible. In those instances where the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor shall, if feasible, give the student an opportunity to make up the work missed during the semester in which the absence occurred.

If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a W, and the faculty member may require the student to petition for a W or take an I in the course.

**College of Fine Arts Petition Form**

To download the “College of Fine Arts Petition Form” please go to College of Fine Arts web site: http://finearts.uky.edu/students/resources

**Dead Week and Final Exam Week Policies**

According to School of Music policy, no concerts or recitals of any type, on or off campus, which require or recommend student participation or attendance, may be scheduled during “dead week” or Final Exam Week. This period of time begins the Monday prior to the beginning of Final Exam Week and continues through Friday of Final Exam Week. Scheduling can resume on the Friday evening of Final Exam Week.

**Degree Application Process**

Students need to work directly with the dean’s office to complete the forms necessary to complete the graduation application process. To be eligible for any degree, students must have completed the requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these rules. **Curriculum requirements must include, in addition to specified credits, a specified grade-point average both overall and in the student’s major which may in no case be less than 2.0. For BMME graduates the specified grade-point average both overall, in the student’s major, and in all professional education and music education courses may not be lower than 2.5.** Every baccalaureate degree program must include four divisions or components: (1) University Studies, (2) general college requirements, (3) major or professional, and (4) free electives.

Students must file an application for graduation with the dean’s office. The deadlines are June 30th for a December degree; November 30 for a May degree; and February 28 for an August degree. For more information contact Jane Johnson in FA 206 or at janeh.johnson@uky.edu.
Grading Policies and Graduation Honors

The general marking system uses a series of letters, to which are assigned grade-point values (A=4.0, B=3.0, C=2.0, D=1.0, E=0). The system is based neither on an absolute numerical system nor on a distribution curve. Students are honored at Commencement for exceptional undergraduate work:

- Students with a grade point average of 3.8 or higher shall be graduated “Summa Cum Laude.”
- Students with a grade point average of 3.6 or higher shall be graduated “Magna Cum Laude.”
- Students with a grade point average of 3.4 or higher shall be graduated “Cum Laude.”

Graduation

For graduating students, please see: http://www.uky.edu/Commencement/. Graduating seniors will also receive information on the College of Fine Arts commencement activities from the Dean’s office.

Graduate Student Information

Currently enrolled graduate students should go to website for detailed information concerning the graduate programs in music at UK: http://www.uky.edu/FineArts/Music/DGS/index.php

Graduate Studies

Undergraduate students wishing to pursue graduate studies at UK can find pertinent information concerning application procedures and scholarship/assistantship availability at http://www.uky.edu/FineArts/Music/admission/grad/.

Honors Program

The University of Kentucky has an exceptional honors program for students who have outstanding high school grade point averages and documented composite scores of 28 or above on the ACT or 1250 or above on the SAT-I. However, the Admissions Committee considers all aspects of an applicant's record; a student's test scores and GPA are only two of the factors considered. For more information see http://www.uky.edu/Honors/

Private Applied Lessons

At the beginning of each semester students need to meet with their private instructors in order to arrange for private lessons. It is imperative that this task be completed during the first week of classes each semester. A fee of $100 will be billed to each student account each semester that students take private lessons.
Registering for Classes
The University Bulletin contains undergraduate degree requirements and course descriptions at [http://www.uky.edu/registrar/students](http://www.uky.edu/registrar/students).

Schedule of Classes
For schedule of classes, see [http://www.uky.edu/registrar/content/schedule-classes-spring](http://www.uky.edu/registrar/content/schedule-classes-spring).

Scholarship Opportunities
Music scholarships are awarded to both incoming freshmen with outstanding musical ability and to upperclassmen who, in their study at UK, have demonstrated outstanding progress in musical and/or personal achievement.

**INCOMING FRESHMEN SCHOLARSHIP AND GRANTS**
Numerous scholarships are available for incoming students based on admission auditions that determine their potential for music study and performance. Potential music majors are automatically considered for scholarships and grants at the time of their audition for acceptance into the School of Music. Others can arrange an audition for scholarship consideration as a non-music major. (For more information see [http://finearts.uky.edu/music/undergrad-programs/scholarships](http://finearts.uky.edu/music/undergrad-programs/scholarships).

**UPPERCLASSMEN HONOR SCHOLARSHIPS**
A number of special scholarships for outstanding achievement by upperclassmen music majors (and others) are awarded each year in the spring. These honor scholarships are based on faculty recommendations and each are determined by the appropriate Faculty Selection Committee. The Honor Scholarships are announced and awarded at the annual McCracken Honor Scholarship Awards Ceremony held in April. (For more information see [http://finearts.uky.edu/music/undergrad-programs/scholarships](http://finearts.uky.edu/music/undergrad-programs/scholarships).

**Scholarship Requirements: Beginning immediately (2014-2015 and beyond):**

**Qualifications**

- **UGRADS:** Cumulative GPA 2.75* / Minimum of 24 credit hours between fall and spring semesters (e.g. 12 and 12 or 9 and 15 credits annually). Awards are limited to 8 semesters for all undergraduate degree programs except Music Education, which is limited to 10 semesters.

- **GRADS:** Cumulative GPA 3.0 / Minimum of 18 credit hours between fall and spring semesters (e.g. 9 and 9 or 6 and 12 credits annually). Awards are limited to 6 semesters for all DMA and Ph.D. degree programs. Awards are limited to 4 semesters for all Master’s level degree program. [REVISION 7/17/14: Doctoral students who have completed all required coursework and passed qualifying exams (i.e., ABD status) are exempt from this minimum enrollment requirement if enrolled in the customary 2 credits of MUS 767 (Dissertation Residency Credit)].

- Summer term awards for majors and/or minors participating in on-campus College-related
activities (e.g. Grand Night) will be capped at the cost of one 3-credit course based on residency status; coursework must support the requirements for the degree.

- Scholarship awards will not exceed the cost of attendance.

*Students receiving CFA Scholarships are granted one semester of scholarship probation. Scholarship funds will not be provided during the probationary semester. A scholarship recipient whose cumulative grade point average falls below the threshold (but not lower than 2.5 for undergrads at the May review), will be placed on scholarship probation for the following term. A scholarship will be reinstated for a student on probation only if the student completes the minimum required semester hours (12 for ugrads / 9 for grads) and earns a cumulative grade point average of threshold (2.75 ugrads / 3.0 grads) or higher by the end of the probationary semester. There is no probationary semester for students who drop below full-time status.

**Student Billing Services**
For student billing services, see [http://www.uky.edu/StudentBilling/](http://www.uky.edu/StudentBilling/)

**Student Rights and Responsibilities**
Please see UK’s policy at [http://www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/)

**Study Abroad**
For information on study abroad, please go to UK’s office of International Affairs at [http://www.uky.edu/IntlAffairs/](http://www.uky.edu/IntlAffairs/)

**Tuition and Fees**
For information regarding tuition and fees, see [http://www.uky.edu/Registrar/feesgen.htm](http://www.uky.edu/Registrar/feesgen.htm)

**MUSIC DEGREE PROGRAMS AND OTHER REQUIREMENTS**

**Music Degree Programs**

**Auditions:**

Students who wish to be considered as a music major or music minor must pass an audition. Please see [http://finearts.uky.edu/music/undergrad-programs/auditions](http://finearts.uky.edu/music/undergrad-programs/auditions) for more information about scheduling and audition requirements.

**Degrees Available (Undergraduate):**
The following undergraduate bachelor degrees are available from the UK School of Music.

- Bachelor of Arts in Music
- Bachelor of Music in Music Performance
- Bachelor of Music in Music Education
More information on each degree can be found at http://finearts.uky.edu/music/undergrad-programs

*Teacher Education Program (TEP)*

Music education majors who wish to receive a teaching certificate must meet the certification requirements of the College of Education, as well as the requirements for the College of Fine Arts. To qualify for student teaching and state teacher certification, students must be officially admitted into the Teacher Education Program. Students are encouraged to apply during the fall semester of their junior year. Certification also requires successful completion of the NTE/Praxis II and a one-year paid internship.

Admission to the teacher education program is highly selective. In addition to typical evaluation processes that occur as part of course work and field placements, students will be assessed a minimum of three times during their program by representatives of the music education faculty. The three assessments will occur upon entry into the Teacher Education Program, at a midpoint in the program (no later than the semester prior to student teaching), and as they exit the program following student teaching. Assessments will include, but are not limited to: (a) basic skills assessment, (b) review of grades via transcript, (c) personal and professional skills assessed during interviews with music education faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the Kentucky Professional Code of Ethics. *Meeting minimum requirements for application does not guarantee admission to the teacher education program.*

Students must be admitted to, retained in, and successfully exit from a state-approved teacher education program in order to receive a teaching certificate. The components of an approved teacher preparation program include: 1) an earned bachelor’s degree from a regionally accredited institution of higher education, 2) completion of approved teaching subject matter field(s), and 3) completion of a teacher preparation program, including student teaching.

For more information about the TEP program, please see: http://finearts.uky.edu/music/teacher-education-program

**Minors (Undergraduate):**

Students from any college may complete a minor in music. Such a minor consists of at least 18 hours of course work in music. A successful audition is required for private performance study in the designated area. http://finearts.uky.edu/music/undergrad-programs

Additionally, students must fill out a “minors form” found at: http://finearts.uky.edu/students/resources

Minor in Music: Theory and History
6-9 hours of music theory
6-9 hours of music history
3 hours of music performance (private, class, or ensemble)
Minor in Music: Performance
8 hours of performance instruction (must sign up for 2 credits)
4 hours of appropriate ensembles
6 hours of music theory and/or music history
For more information about specific degree requirements as a major or minor, please see: http://finearts.uky.edu/music/undergrad-programs

Transfer Students
Students transferring as music majors must take the Music Theory Placement exam and audition just as incoming students.

Recital Attendance Policy
All students majoring in music (BA, BM, BMME, as well as Arts Administration) must satisfactorily complete four (4) semesters of Recital Attendance, MUS 001. A minimum of 12 concerts and/or recitals must be attended to earn a passing grade. Events that fulfill this requirement are UK School of Music sanctioned concerts and recitals taking place in the Singletary Center for the Arts, Memorial Hall, other locations on campus, and off-campus venues. A student must continue to enroll in MUS 001 - Recital Attendance until the requirement is completed.

Students must fill out a new Recital Attendance card each semester they are enrolled in MUS 001.

SCFA personnel both BEFORE and AFTER each concert attended for credit must sign cards. If no personnel are available to sign the card, or if a concert is attended at a campus location where cards are not signed (i.e., Memorial Hall), the student should see his/her applied professor within one week of the concert. Students must bring a program from the concert with them.

Credit may be obtained for a maximum of four (4) off-campus (that is, non-School of Music sanctioned) concerts each semester. The student’s applied professor for events considered appropriate will give credit. To obtain credit, the student must see his/her applied professor for approval prior to the concert, and present a ticket and program from the concert within a week of the event.

The syllabus and templates for recital cards are located on the “internal forms” page on the School of Music website: http://finearts.uky.edu/music/uk-school-music-internal-resources

Transfer students must complete one semester less than four for each 15 hours of credit attained at the time of enrollment, provided the hours transferred included appropriate music study as a music major.

Studio Classes
Studio classes are scheduled on Tuesdays and Thursdays from 12:30 p.m. to 1:50 p.m. Some areas schedule alternative times. Attendance is mandatory for music majors and minors. During the studio class times students will meet with other students in the applied studio and with their private instructors. Typically, guest artists, UK instructors, and/or students will perform in these classes. Divisional, Area, and Honors Recitals are held each semester during these times as well.
PROFICIENCY REQUIREMENTS

Juries and Full Faculty Divisional Juries

Semester Jury

All students must register during their first semester at the “Open Portfolio: Music” site. Registration can be found at this link:

http://otis.coe.uky.edu/openportfolioMUSIC/login/adduserform2.php

The portfolio thus created will be the storage site for all jury evaluations and recordings for the duration of your time at the UK School of Music. Students are strongly urged to add self-assessments to their portfolio. Comparison of these self-assessments and faculty assessments can be very revealing and a useful tool in your progress.

All students enrolled in an MUP course for two or more credit hours are required to perform a jury before their appropriate subdivision at the end of each semester. These juries are usually scheduled during the final two weeks of each semester and organized by the “area” head. Note: Students who performed a required degree recital in the semester are not required to perform a jury during that semester.

Schedules for juries should be posted at least one week prior to the date of examination.

It is the responsibility of each faculty member to notify students of jury procedures, dates, and to provide students with a “Jury Repertoire Sheet” to be completed and submitted at the time of the jury. After the completion of juries the “Jury Repertoire Sheet” will be submitted by the appropriate faculty member to the School of Music Student Affairs Office for inclusion in the student’s permanent record files.

It is recommended that each faculty member present give a jury grade. The final semester grade is determined with the jury examination grade weighing 25 percent of the overall semester grade.

Full Faculty Divisional Juries

All students pursuing the Bachelor of Music in Performance degree are required to play before their respective applied division at the end of the semester in which they will complete 50 percent of their required applied study on their major instrument. At the discretion of the individual applied teacher, the full-faculty divisional jury, may be performed earlier, or in some cases, such as transfer students, the jury may be postponed in order that further refinement may be realized. Full Faculty Jury forms may be found at the UK School of Music forms page: http://finearts.uky.edu/music/uk-school-music-internal-resources
Students should demonstrate a level of development in tone, technique, intonation, and musicianship so that within one or two years they would be admissible to a Master of Music in Performance program.

It is the responsibility of the applied teacher to supply enough copies of the “Full Faculty Jury Repertory Sheet” to all faculty members in attendance. One copy will be submitted to the School of Music Student Affairs Office upon completion of the jury. A majority vote of the faculty present will determine the result. A vote to “pass” will promote the student to the next MUP course level of study. A vote to “fail” entitles the student to repeat a full-faculty divisional jury, only once, during the next semester of study and prohibits advancement to a higher MUP course level. In a succeeding semester, a second vote to “fail” indicates that the student is terminated from the performance degree option, but may continue performance study under another degree option. It is also each faculty member’s option to make written comments on the ballot sheet regarding the student’s performance.

The Division Coordinators schedule the full faculty divisional juries which usually take place during the first part of finals week.

**Theory Placement Exam**

Theory diagnostic exams are held for new UK music students enrolled in freshman theory at the first class meeting of the first full week of the fall semester. The diagnostic exam allows the faculty to match students to tutoring resources as might be needed.

Bypass exams in first- and second-year written and aural theory are also offered; these are conducted on the day before classes start in the fall and spring semesters. The possibility for bypassing a theory class exists for both new freshmen and new undergraduate transfer students with the appropriate background. No course credit is offered for students who successfully pass any portion(s) of the theory bypass exams; rather, the obligation for a student to complete a particular course will be waived. Bypass exams must be taken at the beginning of the first semester in which the student begins his/her studies in the School of Music.

Students who achieve appropriate scores on the Theory AP test, when these tests are taken for credit, fulfill course credit for certain undergraduate written theory and aural training courses. Details on the level of scores needed to receive credit for particular 100- and 200-level theory courses are indicated on the University of Kentucky Policy Guide for Advanced Placement chart.

**Musicology Information:**

Musicology Information LINK TO [http://finearts.uky.edu/music/musicology](http://finearts.uky.edu/music/musicology)


**Piano Proficiency Requirements**

Undergraduate music majors are required to reach a keyboard proficiency level as tested by a keyboard exam available at the end of each semester. Specific requirements are as follows:

**All Majors:**

- **Technique**
  All major and minor (harmonic form) scales, 2 octaves, hands together with tonal, rhythmic evenness, and correct fingerings. Eighth notes at q = 72.

- **Repertoire**
  A piano composition performed securely and musically. Selections might include: J. S. Bach *Notebook for Anna Magdalena* or small prelude, Mozart, Haydn or Beethoven sonatina movement or minuet, Schuman *Album for the Young*, or Kabalevsky *Children’s Pieces*.

- **Keyboard Harmony**
  Perform progressions of primary and secondary chords in major and minor keys with correct voice leading while reading from functional and/or pop notation.*

  Example:  
  \[
  a/E7/d/D7/G/C7/F/E7/a
  \]
  Or
  \[
  I-IV-II6-I/6-V7-I
  \]

- **Sight-reading**

**Instrumental Majors**

- An accompaniment of reasonable difficulty from selected literature for major instrument (performer required). This should be selected in conference with the secondary piano faculty, well in advance of the proficiency exam.

- Play at concert pitch a single line score for transposing instruments.*

- Prepare a short excerpt from an orchestral or band score.*

* signifies an item required for the upper division comprehensive examination.
**Vocal Majors**

• An accompaniment of reasonable difficulty from standard vocal literature (performer required). This should be selected in conference with the secondary piano faculty, well in advance of the proficiency exam.

• Transpose a melodic line at any interval.*

• Prepare an excerpt from a 4 part vocal score.*

• Hymn or community song.*

• Vocal/Choral warm-ups.*

* Denotes specific materials available to students 2 days before the scheduled exam date. Preparation within each skill area should be ongoing, however, for as much time as needed to gain fluency. All other areas (technique, repertoire, accompaniments) should be selected and prepared well in advance of the proficiency date.

**Note:** BMME students must pass the keyboard proficiency exam before they begin student teaching.

**ENSEMBLES:**

**Auditions:**
Most ensembles hold auditions at the beginning of each semester. Students should contact the conductor/director of the ensemble for which they are interested in auditioning.

**Bands** ([http://ukbands.org/](http://ukbands.org/))

**Wind Symphony:** Auditions are held on the two days before classes begin and are open to the entire university community. Check with the Band office in FA 33 for details. For more information see [http://finearts.uky.edu/ukbands/about-us/auditions-scholarships](http://finearts.uky.edu/ukbands/about-us/auditions-scholarships)

**Symphony Band:** Auditions are held on the two days before classes begin and are open to the entire university community. Check with the Band office in FA 33 for details. For more information see [http://finearts.uky.edu/ukbands/about-us/auditions-scholarships](http://finearts.uky.edu/ukbands/about-us/auditions-scholarships)

**Concert Band:** Auditions are held on the two days before classes begin and are open to the entire university community. Check with the Band office in FA 33 for details. For more information see: [http://finearts.uky.edu/ukbands/about-us/auditions-scholarships](http://finearts.uky.edu/ukbands/about-us/auditions-scholarships)

**Wildcat Marching Band:** An audition is required of all new and transfer students for membership in the Wildcat Marching Band. For additional information see [http://finearts.uky.edu/music/wmb](http://finearts.uky.edu/music/wmb)
Choral (http://finearts.uky.edu/music/ensembles)

acoUstiKats: The acoUstiKats are a select a cappella ensemble of 16 voices from the Men’s Chorus. They perform numerous concerts each semester for university, church, and community functions as well as at every Men’s Chorus concert. Auditions are held each semester. Contact Dr. Jeff Johnson (Jeff.Johnson@uky.edu) for an appointment. Auditionees must be members of the men’s chorus. For more information see http://finearts.uky.edu/music/acoUstiKats

Chorale: The Chorale is the premier mixed choral ensemble at UK. The 50-voice choir consists mostly of upperclassmen and graduate students. While a majority of the singers are music majors, there are a number of other academic disciplines represented. The Chorale tours annually. The most recent concert tour was to the Bahamas as guests of the Minister of Culture. Contact Dr. Jeff Johnson (Jeff.Johnson@uky.edu) for an audition appointment. Music-reading skills are particularly important. For more details see http://finearts.uky.edu/music/chorale

Choristers: The Choristers is the oldest performing organization on campus. Filled with enthusiastic underclassmen and representing a wide variety of majors, the group frequently performs on and off of campus. The 80-voice mixed choir specializes in choral repertoire of all periods and styles, both a cappella and accompanied and also performs a major work each year with the UK Orchestra. Auditions are held each semester and are open to all UK students. Contact Dr. Jeff Johnson (Jeff.Johnson@uky.edu) for an appointment. For more information see http://finearts.uky.edu/music/choristers

Men’s Chorus: Includes majors and non-majors, freshmen through seniors. Auditions are held at the beginning of each semester and are open to the entire university community. Check with the ensemble director Jeff Johnson (Jeff.Johnson@uky.edu) for details. The Men’s Chorus usually tours annually. Recent tours have been to Texas, Utah, and Georgia. For more information see http://finearts.uky.edu/music/ukmc

Paws and Listen: The University of Kentucky Paws and Listen are a select pop a cappella singing group of sixteen women auditioned from the Women's Choir. Auditions are held at the beginning of each semester and are open to members of the UK Women’s Choir. This group performs at many university community functions as well as at all Women's Choir concerts. Check with the ensemble director Lori Hetzel (Lori.Hetzel@uky.edu) for details. For more information see http://finearts.uky.edu/music/paws

Women’s Choir: The UK Women's Choir is an auditioned choir of approximately 100 students (freshman through graduate). The group is comprised of music majors as well as majors from many disciplines across campus. The Women's Choir has toured internationally in 2005 (Paris, Vienna, Salzburg, Munich) and 2009 (Italy) and has performed at both MENC and ADCA national conventions. Check with the ensemble director Lori Hetzel (Lori.Hetzel@uky.edu) for details. For more information see http://finearts.uky.edu/music/ukwc
Jazz ([http://finearts.uky.edu/music/ukje](http://finearts.uky.edu/music/ukje))

The audition process consists of performing a prepared piece and sight-reading. Improvising is required for students who wish to perform in a combo or play a solo chair in an ensemble. Auditions are held at the beginning of each semester and are open to the entire university community. For more information, contact Miles Osland ([Miles.Osland@uky.edu](mailto:Miles.Osland@uky.edu)) or go to [http://finearts.uky.edu/music/ukje](http://finearts.uky.edu/music/ukje).

Opera ([http://finearts.uky.edu/music/ukot](http://finearts.uky.edu/music/ukot))

Auditions for UK Opera Theatre productions are open to all enrolled music students. Audition announcements will be posted on the Schmidt Vocal Arts Center doors, and all voice students will be notified via email about upcoming auditions. Students should discuss their auditions with their applied voice teachers before signing up for opera auditions. Please contact the opera office in the Schmidt Vocal Arts Center on Rose Street or at 257-9331 or [ukopera@gmail.com](mailto:ukopera@gmail.com) for more information.

Orchestra: ([http://finearts.uky.edu/music/ukso](http://finearts.uky.edu/music/ukso))

Open to any UK student by audition. Contact John Nardolillo for more information at nardolillo@prodigy.net or 257-2477.

Percussion:

Contact Jim Campbell at [http://finearts.uky.edu/music/percussion](http://finearts.uky.edu/music/percussion)

**STUDENT RECITALS:**

**Recital Requirements**

**Bachelor of Music - Performance:** All students pursuing this degree must present a full recital, usually taking place during their last two semesters in the degree program. The recital should consist of fifty minutes of music consisting of solo works, although a limited amount of appropriate chamber music may be considered acceptable, pending consultation with the individual applied instructor.

**Bachelor of Music in Music Education:** All students pursuing this degree must present a recital of at least 25 minutes of music consisting of solo works, although a limited amount of chamber music may be considered acceptable, pending consultation with the appropriate applied instructor. With teacher approval, all BMME students have the option to present a full recital. It is advisable that students using the “25 minutes of music” option share the recital with another student.

**Bachelor of Arts in Music:** There is no recital requirement for students pursuing this degree, although individual instructors may suggest various performance activities, including recitals.
Recital Checklist

AS EARLY AS POSSIBLE:
• Pay your mandatory $100.00 recital fee* cash or check only in Room 105A Fine Arts to receive your recital packet. Reserve your space. Forms for various venues are included in the packet. Return appropriate forms to Room 105A to ensure your space is reserved. Make sure forms are filled out completely or they will be returned.
• Enroll in either MUP 440 (undergraduate recital) or MUP 640 (graduate recital)

AT LEAST ONE MONTH BEFORE:
• RECITAL HEARING: Schedule a hearing for your recital through your major teacher. Check with your teacher if you have questions.
• RECITAL RECORDINGS: A recording of your recital is mandatory. One CD is provided to the student and another is placed in the Fine Arts Library. The cost is included in the $100 recital fee. Fill out the green recording form and return it to room 105A. This form will be emailed to you after recital fee is paid in full.

AT LEAST THREE WEEKS BEFORE: RECITAL PROGRAMS
• Prepare your recital program using the template provided at http://finearts.uky.edu/music/uk-school-music-internal-resources and send electronically to melissadrecknor@uky.edu
• The program must be ready to duplicate with no editing. It will be sent to Ricoh for duplicating.
• Programs are delivered to the Singletary Center but no other locations. If your recital is elsewhere, it is your responsibility to pick them up in the Music Office.
• If you choose to duplicate your programs, you must BRING 8 copies to the music office. Programs are official academic records.

* A recital fee is required for both undergraduate and graduate students and includes hall rental, program duplicating and one CD of the performance. A second CD is placed in the Fine Arts Library Media Center. Extras are available for $20 each.

Receptions (following recitals)

UK School of Music students may want to host a reception following their recitals. They must fill out a Singletary Center Reception form found at http://finearts.uky.edu/music/uk-school-music-internal-resources. The Singletary Center for the Arts will bill the student directly for costs associated with the reception.
**OTHER IMPORTANT INFORMATION:**

**Building Hours**

The Fine Arts Building is generally open 6:00 a.m. through 10:00 p.m. on weekdays and open Saturdays. Holiday hours are normally posted. An ID card entry system is available at the Patterson Drive entrance for current music majors. Students should take their UK ID cards to the College of Fine Arts Dean’s Office (FA 202) M-F between 8:00 and 12:00 or 1:00 and 4:30 for validation.

Hours for the Computer Lab, Music Library, and Listening Library, all located in the Lucille Little Fine Arts Library, are posted at the beginning of each semester. Library hours can be found at: http://libraries.uky.edu/libhours.php?llib_id=7

**Bulletin Boards**

There are bulletin boards on the ground floor in the lobby. Important notices/deadlines are posted at these locations. *Under no circumstances should notices or other types of information be taped to any painted surface (wall, door, etc.)*

**Concert and Recital Schedule**

The UK School of Music keeps an up-to-date listing of all recitals and concerts on the web. Included are all music ensembles as well as faculty and student recitals. See http://finearts.uky.edu/calendar

**Email**

The UK email address is the official form of communication for students. All students should frequently check their UK emails for important updates and reminders. Students will receive email broadcasts from the UK School of Music as well as official UK business.

**Friends of the UK School of Music**

The Friends of the UK School of Music is the service and fundraising organization of the UK School of Music http://finearts.uky.edu/music/friends

The organization offers grants throughout the year for School of Music faculty and currently enrolled students. The “Friends of Music Financial Assistance Request” form can be found at http://finearts.uky.edu/sites/default/files/pictures/FOMRequest.pdf under general forms.

**Fundraising**

Students are not to initiate fund raising activities in the name of the University, its students, programs, or activities without prior clearance from the Dean of the College of Fine Arts.
Grievance Procedures

Students with grievances, whether they are related to teachers, courses, scholarships, staff, facilities, or other items, should feel free to pursue the matter. Many problems can be handled with professors on a one-on-one basis. If there is no resolution to the problem, however, it is appropriate to see another party. In most cases, students should start with their advisors who should be most familiar with their records, needs, and background. It may also be appropriate to see the Director of Undergraduate Studies or the Director of the School of Music. They will work with students on whatever problems exist and do so as confidentially and quietly as possible.

In addition, the University’s Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. Problems include, but are not limited to, violation of students’ academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment. All cases are held in strict confidence.

The Office of Academic Ombud Services is open from 8:00 a.m. to 4:30 p.m. and is located in 109 Bradley Hall. For information, questions, or appointments, call 257-3737 or visit the website at http://www.uky.edu/Ombud/

ID Cards

Students can get their WildCard UK identification at the WildCard ID Center, Monday through Friday between 9 A.M. and 5 P.M. The Center is located in 107 Student Center. Students will need to bring a photo ID as well as $15.00, payable with cash, check, Plus Account, Visa, or MasterCard. WildCards will not be valid until the beginning of the semester. For information about UK identification cards, visit: http://www.uky.edu/UKID/

Music majors may also gain after-hour access to the Patterson Drive entrance of the Fine Arts Building by taking their UK ID cards to the College of Fine Arts Dean’s Office (FA 202) M-F between 8:00 and 12:00 or 1:00 and 4:30 for validation.

Instrument Checkout

Instruments for use in music methods classes, ensembles, or applied lessons may be checked out by filling out the “Instrument Check-out Agreement” at http://finearts.uky.edu/sites/default/files/pictures/instr_check-out.pdf

We strongly recommend that students take out an insurance policy or rider for loaned instruments.

Students are responsible to keep instruments and cases in the best condition possible. Should instruments be lost or stolen, it is the student’s responsibility to file a police report and pay full replacement costs. Students are also required to return their instruments upon request or at the end of the semester.

Key Policy

With permission of their instructors, occasionally students are granted access to a classroom or office key. In these cases students need to fill out a key form found here: http://finearts.uky.edu/music/som-room-key-requests. A UK School of Music faculty member must approve the Key Request Form for their offices and classrooms. Students not
returning in the fall must return their keys to the music office by **May 15**. Failure do to so will lead to a hold placed on their account.

Keys cannot be passed from one student to another. All keys have to be turned in and checked out from the School of Music office. If a key is lost, the person responsible for the key must pay a $30.00 replacement

**Lockers**

Locker assignments for music majors and declared minors are made during the first week of classes during the fall semester. Some students will have to share lockers. Some lockers are designated for specific instruments.

**Sign Up Procedures**

Sign up sheets for lockers are located in the Student Affairs Office, 103A FA. **Students must not** put a lock on a locker until they have signed up for that locker.

**General Information**

Lockers are checked out for the academic year, August-May. After final exams in May, students must vacate lockers, removing locks and contents. **Locks will be cut off and contents removed after the spring semester ends.**

After locks have been cut, a sign will be posted indicating that students may use lockers during the summer without signing them out. At the end of the second summer session, lockers must be vacated again and locks will be cut before the fall semester starts.

Please keep lockers clean and undamaged. Report any damaged lockers or other problems to 103A FA. The School of Music is not responsible for any loss, theft, or damage relating to the lockers.

**Mailboxes: Faculty**

Faculty mailboxes may be found in 105C FA, the mailroom located on the 1st floor next to the School of Music Administration office, 105B FA. Voice faculty mailboxes are in the Schmidt Vocal Arts Center. TA mailboxes are located across the hall from room 105C.

**Music Societies and Organizations**

**SOMSO**

The University of Kentucky School of Music Service Organization or S.O.M.S.O., was created with the purpose of fundraising for the improvement and promotion of all areas within the School of Music. It is the goal of the organization to organize and carry out many successful fundraising projects throughout each academic year, which will benefit the University of Kentucky School of Music. S.O.M.S.O. is open to any U.K. student regardless of academic major, as long as they possess the strong passion and desire to further the cause of the organization. The organization is led by students and supervised by a Faculty Advisor within the School of Music. Any faculty member possessing the same desire and passion described above is encouraged to participate. If you would like more information on the U.K. School of Music Service Organization, feel free to contact the faculty advisor: Vicki McVay, Vicki.mcvay@uky.edu
SNATS:
The Student National Association of Teachers of Singing is the student organization of the professional organization for teachers of singing. Its purpose is to provide educational programs, guest artists, performances, etc. to prepare students for a career in performing and teaching. For more information contact the faculty advisor, Dr. Elizabeth Arnold, elizabeth.arnold@uky.edu

Student Advisory Council
The Student Advisory Council serves as a liaison among students, faculty and the director of the School of Music. Representatives are selected from each area (woodwinds, brass, percussion, strings, keyboard, and voice) at the beginning of the academic year and serve a one-year term. They meet regularly to identify and discuss student concerns and to initiate projects that benefit the School of Music.

Professional Student Societies
Students may be interested in learning more about professional memberships or societies. Many of these organizations have student memberships available. Also see Professional Music Organizations.

Collegiate Music Educators National Conference (http://www.nafme.org/community/conferences-and-events/)
Phi Mu Alpha Sinfonia Music Fraternity (http://www.sinfonia.org/)
Sigma Alpha Iota Music Sorority (http://www.sai-national.org/home/)
Kappa Kappa Psi Band Fraternity (http://www.kkpsi.org/)
Tau Beta Sigma Band Sorority (http://www.tbsigma.org/)
Council on Undergraduate Research (http://www.cur.org/)

Music Stands
Music stands should not be taken out of practice rooms, classrooms, or ensemble rehearsal rooms. In particular, stands marked for the Singletary Center should not leave the center.

Parking
Unfortunately parking is often difficult for everyone on campus. The best advice is to secure a parking permit at the Parking Office on Virginia Avenue. Freshmen are eligible to purchase “K” stickers for parking at Commonwealth Stadium. Parking in illegal areas and/or without a permit may lead to ticketing and possible towing of vehicles. For more information see http://www.uky.edu/Parking/
**Phone Numbers: School of Music** [http://finearts.uky.edu/music/contact-us](http://finearts.uky.edu/music/contact-us)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td>School of Music</td>
<td></td>
<td></td>
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<tr>
<td>Administrative Office</td>
<td>257-4900</td>
<td><a href="mailto:melissadrecknor@uky.edu">melissadrecknor@uky.edu</a></td>
<td>105A FA</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>257-8181</td>
<td><a href="mailto:Joanne.Filkins@uky.edu">Joanne.Filkins@uky.edu</a></td>
<td>103A FA</td>
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<tr>
<td>Music Library</td>
<td>257-2800</td>
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<tr>
<td>Listening Center</td>
<td>257-8362</td>
<td>Lucille Little</td>
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**Phone Numbers: Other Important UK Offices**

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<tr>
<td>Dean’s Office</td>
<td>257-1707</td>
<td></td>
<td>206 FA</td>
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<tr>
<td>Office of Student Affairs</td>
<td>257-1709</td>
<td><a href="mailto:janel.johnson@uky.edu">janel.johnson@uky.edu</a></td>
<td>206 FA</td>
</tr>
<tr>
<td>Office of Student Records</td>
<td>257-8147</td>
<td><a href="mailto:dgarr0@email.uky.edu">dgarr0@email.uky.edu</a></td>
<td>206 FA</td>
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<tr>
<td>Counseling &amp; Testing Center</td>
<td>257-8701</td>
<td></td>
<td>2nd/3rd Floor Frazee Hall</td>
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<tr>
<td>Financial Aid Office</td>
<td>257-3172</td>
<td></td>
<td>128 Funkhouser</td>
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<tr>
<td>Office of Institutional Diversity</td>
<td>257-9293</td>
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<td>311 Main Building</td>
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<td>Registrar’s Office</td>
<td>257-5171</td>
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<td>11 Funkhouser</td>
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<td>Transcripts</td>
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<td>Student Billings</td>
<td>257-3406</td>
<td></td>
<td>18 Funkhouser</td>
</tr>
<tr>
<td>Student I.D.’s</td>
<td>257-1378</td>
<td></td>
<td>107 Student Center</td>
</tr>
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</table>
**Practice Room and Practice Policies**

Practice rooms are located on the 2nd floor of the Fine Arts Building. Students must sign up for specific times in Room 103B in the Fine Arts Building. For piano majors, keys may be obtained from Melissa DeCarlo in the Music Office (FA 105) between 8:00 and 3:00.

Students are entitled to one hour of practice time per day per credit hour of private lessons in which they are enrolled. If students are more than 5 minutes late for their scheduled times, other students may use the room on a first-come, first-serve basis for the rest of the hour. General practice rooms are not to be locked and personal items must not be left in the practice room. Specialized rooms for piano, organ, percussion, etc. are locked in some cases.

Report any problems with rooms, locks, or doors to the Student Affairs Office, 103A FA. Please keep the practice rooms clean and do not eat, drink, or smoke in them. Failure to comply with these rules may result in loss of practice room privileges.

**Room Reservations and Key Loan Policy**

The School of Music encourages students to use the classrooms for official student ensembles and club meetings. The privilege of using the room comes with the following responsibilities:

Rooms 2, 4, 6, and 17, must be reserved through the Student Affairs Office, 103A FA, for the specific time needed. The student making the request is then named as the responsible party. The use of Room 22, the Band Room, must be secured by completing the appropriate forms found in Room 33, the Band Office.

If the room use is scheduled after 4:30 pm, at night or on weekends, a key must be checked out. The key may be picked up any time after noon on the day the room will be used, or after noon on Friday if the room is to be used over the weekend. **The key must be returned before 9:00 am on the first weekday after use.**

The use of the room is expressly limited to the specified purpose and time as indicated on the key loan form.

The room should be left clean and in order and **securely locked after use.**

Any departure from these policies will cause the students or groups using the room to lose the room use privilege.

**UK Plus Account**

The Plus Account is an optional debit program for University of Kentucky and Bluegrass Community & Technical College students, faculty and staff. A Plus Account is automatically open and accessed as a feature of your UK WildCard Student ID, UK Faculty/Staff ID or BCTC Student ID. The Plus Account is extremely flexible and widely used on campus and off campus for dining, laundry, bookstores, printing, copying, prescriptions, and much more. Residence Hall laundry and campus printing may only be accessed using a Plus Account.

Please see [http://www.uky.edu/PlusAccount/index.html](http://www.uky.edu/PlusAccount/index.html) for more information.
School of Music Handbook Addendum: Core Scholarship Ensemble Requirements

**Choral:** sing in choral ensembles as assigned by the Director of Choral Activities  
**Opera:** sing in one opera chorus per year and audition for all operas  
**Piano:** perform in ensembles as assigned  
**Orchestra:** play in orchestra as assigned by the Director of Orchestras  
**Jazz:** perform in ensembles as assigned; set-up/technical duties as assigned by the Director of Jazz Studies  
**Band:** Wildcat Marching Band Incentive: Must have satisfactory attendance and satisfactory level of participation at all rehearsals and performances of the Wildcat Marching Band (MUC 190) including band camp and the spring football game.