

**MUSIC**  
**STUDENT HANDBOOK**  
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## **INTRODUCTION**

We are pleased to have you as a part of the music program at North Georgia College and State University. We have provided this handbook as a way to help familiarize you with the requirements of being a music student in our program. Please read and become familiar with the information provided herein.

This handbook is not intended to replace the information in the university catalog. You should also become familiar with the information in the catalog and the departmental website. It is also important that you meet with your advisor on a regular basis to assure that you are on track to complete the degree requirements in a timely manner. You are responsible for knowing the requirements and the steps necessary for completing them.

If you have any questions about this or any other matter concerning your education at NGCSU, please contact your advisor or the program coordinator. The Fine Arts Office is located in Nix room 216, and the telephone number is 706-864-1423.

We will be pleased to help you in any way as you work toward your degree. Let us know if we can help.

## ADVISEMENT PROCEDURES FOR MUSIC STUDENTS

### IMPORTANT INTRODUCTORY NOTE: START NOW

Some degree programs at NGCSU are designed so that the student does not enroll in any major-related courses until the core curriculum is either complete or near completion. Due to the pre-requisite system and the minimum six-semester applied music sequence, **students who plan to major in music or music education should begin music theory and applied music instruction during the freshman year.** Students who transfer into the music program should begin these classes **immediately** upon declaration of a major in music or music education. Students who are considering a major in music or music education are encouraged to enroll in beginning music theory (MUSC 1001) as soon as possible in order to prepare for advanced courses requiring this important pre-requisite.

### GENERAL ADVISEMENT INFORMATION

Advisement at NGCSU is a shared responsibility between the student and the advisor. General advisement information is available at the following address:

[http://www.ngcsu.edu/Academic/Academic\\_Advisement.pdf](http://www.ngcsu.edu/Academic/Academic_Advisement.pdf)

### ADVISOR ASSIGNMENTS

The Coordinator of Music and Theater serves as the general coordinator for advisement for students majoring in music and music education and for students who are minoring in music. Music students who do not have an advisor or who do not know the assigned advisor should consult the coordinator. The initial advisor assignments for **FALL 2008** are as follows:

| <b>Degree Program</b>    | <b>Principal Applied</b> | <b>Advisor</b> |
|--------------------------|--------------------------|----------------|
| Music - Bachelor of Arts | Voice                    | John Broman    |
| Music – Bachelor of Arts | Instrumental             | Joe Chapman    |
| Music Education          | Voice                    | Lee Barrow     |
| Music Education          | Instrumental             | Andy David     |
| Minor in Music           | All                      | Joe Chapman    |

## **PLANNING FOR INITIAL MEETING WITH ADVISOR**

Students may contact the advisor at any time to set up an initial advisement session.

Preparation for this initial meeting should include the following tasks:

- \* Study the catalogue to learn about the degree program in general
  
- \* Begin to develop a Plan of Study, which can be downloaded from the following address: [http://www.ngcsu.edu/Academic/Arts\\_Let/FA/degrees.html](http://www.ngcsu.edu/Academic/Arts_Let/FA/degrees.html)

NOTE: The catalog year generally refers to the semester of your first enrollment at NGCSU. Catalog years assume a fall semester start. If you began enrollment during spring or summer semester, your catalog year is considered to be the previous year. For example, a student who started classes at North Georgia in Spring 2007 eligible for the 2006 catalog.

Fill in any courses for which you are presently enrolled (and have already completed) by consulting the catalog for the correct chart location of core curriculum and major-specific courses. The drop-down menus help to eliminate error by listing only the courses that qualify for each specific area requirement. Also, please note that this is not a binding contract, it is, as the name suggests, a PLAN of study. This means that it does not require you to enroll in a class during a certain semester, and neither does it require the institution to offer the course during a particular semester.

- \* Study the degree maps located at the address listed above. As noted at the top of each map, this is merely a suggestion, NOT an absolute requirement for the sequence of courses.

As the time for pre-registration for classes approaches, students should schedule a follow-up meeting with the advisor, so that the advisor can confirm feasibility of the proposed schedule and note any recommended changes.

## **ALTERNATE PIN FOR REGISTRATION**

Students who have not yet completed 45 semester hours are required to obtain a registration PIN available only from the advisor. This hurdle may appear to students as an

impediment to pre-registration. It was actually conceived by students – working in conjunction with faculty and administration – as an aid in the process to ensure that students are consulting their advisors. **Please meet with your advisor in person, and request the PIN only after you have jointly worked out a good schedule.** Do not just e-mail your advisor to say “Hey, I need my PIN so I can register.”

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## **APPLIED MUSIC REGISTRATION INFORMATION**

Students and advisors generally agree that finding the correct applied music course and section is the most complex – and often confusing – part of the registration process. All applied music (MUAP) courses require an audition as a prerequisite. For more information on audition requirements and procedures consult your advisor or any applied music instructor. Following successful completion of the audition, a registration code is entered in the Banner computer system so that the student may register for the appropriate course. The numbering system is as follows:

### Applied Music Framework

MUAP 25 \_\_ Secondary Applied Instruction – Lower Division  
MUAP 26 \_\_ Principal Applied Instruction - Lower Division  
MUAP 45 \_\_ Secondary Applied Instruction - Upper Division  
MUAP 46 \_\_ Principal Applied Instruction - Upper Division

### Applied Music Media (the missing digits above)

|            |    |
|------------|----|
| Voice      | 10 |
| Piano      | 20 |
| Brass      | 30 |
| Woodwind   | 40 |
| Percussion | 50 |
| Strings    | 60 |

The section assigned to each specific instructor can be found in the class schedule. Please be sure that you have the correct instructor when processing your registration.

Advancement from lower to upper division requires successful completion of a minimum of two semesters at the lower division level, along with a special division jury audition.

**Students are encouraged to discuss repertoire and technical proficiency requirements for advancement during the first semester of applied music instruction.** Additional information concerning advancement from lower to upper

division can be found elsewhere in the handbook and/or in the catalog. Please note that all music and music education degree programs require a minimum of four semesters of upper division applied instruction. Students who linger in lower division study due to poor practice habits or unawareness of the advancements requirements likely will delay their graduation. Be assertive!

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## **APPLIED MUSIC REQUIREMENTS FOR VOICE**

Each voice major must complete a minimum of twelve 55-minute lessons each semester. Lesson times are to be arranged at the beginning of the term. Students are to contact either the Fine Arts Office (706-864-1423) or the instructor if there is a problem attending the lesson. Lessons will be made up **ONLY** if the student has been excused **BEFORE** the lesson time, with the student being responsible for arranging the makeup time and date. Written excuses will be accepted in emergency cases.

Every voice major must **LEARN** and **MEMORIZE** the equivalent of 5 selections each semester. The repertoire to be studied will be chosen in consultation with the voice instructor. Classical vocal literature will be the primary emphasis in the voice studio.

Every voice major is expected to go through departmental music juries at the end of each semester unless excused by the instructor or by a physician. Failure to attend the required jury will result in a grade of F for the course. The student should be prepared to sing selections studied from memory, with the student choosing one number and the evaluation committee selecting the second piece. Appropriate dress is required. Sign-up times for juries will be posted at the end of each term.

The first draft of program notes is due at Midterm and in revised form on (or before) the last day of class each term. These notes should be typed and short, many times no longer than a paragraph per piece. The main source for this brief research project should be **GROVE'S DICTIONARY OF MUSIC AND MUSICIANS** found in our university library. Failure to submit these notes on time will result in a lowered final grade.

Every voice major will be expected to perform at least once a semester in recitals, special programs, and so forth. Possible performance opportunities will be posted at the beginning of each semester. These singing engagements should be coordinated with the voice instructor and evaluated in pre-recital hearings.

Means of evaluation for voice study is as follows:

1. completion of at least 12 lessons (makeup lessons to be arranged by the student)
2. LEARNING and MEMORIZING the equivalent of 5 selections
3. performing as a soloist in music programs each semester
4. handing in typed program notes ON TIME (first draft due at Midterm and the final version due on or before the last day of class each term)
5. successful completion of departmental jury at the end of the semester unless excused by the instructor or a physician)
6. improvement in the area of vocal technique as a result of a CONSISTENT effort to practice
7. attendance at required concerts, recitals, and other posted music events
8. demonstration of a positive professional attitude

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FAILURE TO MEET ANY OF THE AFOREMENTIONED EXPECTATIONS WILL RESULT IN AN ADJUSTED (LOWERED) FINAL GRADE.

After one year of study at the MUSC 2610 level, each voice major will petition for entrance into upper division study (MUSC 4610) by performing from memory two selections in Italian, one in German, and one in English.

In addition, after one year of study at the MUSC 2510 level, each voice minor will petition for entrance into upper division study (MUSC 4510) by performing from memory one selection in Italian and one selection in English.

During the student's tenure at North Georgia College & State University, every voice major should have had the opportunity to study and perform classical literature from the Italian, German, French, and English repertoires. A successful EXIT RECITAL of approximately 30 minutes in length consisting of several selections in each of the aforementioned languages as well as an aria from an opera or oratorio will be expected from each major before graduating.

## **APPLIED PIANO GUIDELINES**

### **ADMISSION AND ADVANCEMENT**

#### **SECONDARY PIANO INSTRUCTION**

##### **Admission to Secondary Applied Piano - Lower Division - MUAP 2520**

Successful Completion (Grade of "C" or better) in MUSC 2322

OR

Successful audition before a member of the piano faculty. The audition includes:

1. All major scales and arpeggios, 2 octaves ascending and descending with correct fingering - hands together - minimum M.M. = 80 per note, plus all major cadences: I IV I V I in all three right-hand positions, with root in the left hand.
2. All harmonic minor scales and arpeggios, 2 octaves ascending and descending with correct fingering - hands together - minimum M.M. = 80 per note, plus all minor cadences: i iv i V I in all three right-hand positions, with root in the left hand.

3. *Star Spangled Banner* - M.M.  $q = 80$  minimum as arranged for the examination.
4. Sight reading of level 2 piano music in major and minor keys up to 4 sharps or flats. A moderate tempo must be maintained in performance.
5. Sight reading of SATB chorales (hymns) in major and minor keys up to 4 sharps or flats. A moderate tempo must be maintained in performance.
6. One memorized composition on the level of the Clementi Sonatinas.

### **Advancement to Secondary Applied Piano - Upper Division - MUAP 4520**

Completion of a minimum of two semesters of MUAP 2520 plus a successful audition consisting of two memorized compositions selected from intermediate piano repertoire.

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## **PRINCIPAL PIANO INSTRUCTION**

### **Admission to Principal Applied Piano - Lower Division - MUAP 2620**

Successful audition before a member of the piano faculty consisting of two compositions selected from intermediate or standard piano repertoire.

### **Advancement to Principal Applied Piano - Upper Division - MUAP 4620**

Completion of a minimum of two semesters of MUAP 2620 plus a successful division jury consisting of demonstration of technical skills (see below), along with a repertoire performance (see below) adjudicated by a panel of NGCSU music faculty.

- All Major and Harmonic Minor Scales - 4 octaves - hands together in 16th notes - M.M. Quarter Note = 60 minimum
- All Major and Minor Arpeggios 4 octaves - hands together in 8th note triplets - M.M. Quarter Note = 60 minimum
- Sight reading of level 2 piano music and 4-part chorales (hymns) in major and minor keys up to 4 sharps or flats. A moderate tempo must be maintained in performance.
- Performance of two contrasting piano literature works selected by the instructor in consultation with the student.

## **CURRICULUM CONTENT**

### **Secondary Applied Piano - MUAP 2520 and 4520**

Curriculum content for secondary applied piano is determined by the instructor in consultation with the student. Instruction may focus on repertoire and/or the development of practical skills such as sight reading, improvisation, and/or accompanying. Technical work, including scales, chords, and arpeggios, is always included.

### **Principal Applied Piano - Lower Division - MUAP 2620**

During the first three weeks of the term, the instructor (in consultation with the student) will determine a course of study, which will typically include the following:

- Two or more selections from standard piano literature at the student's level to be memorized. At least one selection is to be presented in a recital pre-hearing and in public performance during the term. The following literature should be considered as a guideline for an approximate minimum level for the first term: Clementi Sonatinas, Bach Inventions, and Chopin Preludes.

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- Selected scales, arpeggios, and cadences. Each student must pass a proficiency test consisting of the following by the end of the first term:
- All major and harmonic minor scales and arpeggios, 2 octaves ascending and descending with correct fingering - hands together - minimum M.M. = 80 per note.
- All major and minor cadences I IV I V I or i iv i V i in all three right-hand positions, with root in the left hand.
- Standard exercises selected from Hanon, Dohnanyi, and Czerny

### **Principal Applied Piano - Upper Division - MUAP 4620**

During the first three weeks of the term, the instructor (in consultation with the student) will determine a course of study, which will typically include the following:

- A minimum of two selections from standard piano literature at the student's level to be memorized. At least one selection is to be presented in a recital pre-hearing and in public performance during the term. The following literature should be considered as a guideline for an approximate minimum level for the first term: easier classical sonatas, Bach Preludes and Fugues, Chopin

Nocturnes, intermediate 20th-century compositions

- Selected scales, arpeggios, and cadences. Each student must pass a proficiency test consisting of the following by the end of the second term of MUSC 4620:
  - All Major, Harmonic Minor, and Melodic Minor Scales - 4 octaves - hands together in 16th notes - M.M. Quarter Note = 80 minimum
  - I - vi - ii - V - I and I - IV - I  $\frac{6}{4}$  - V7 - I progressions in 3 R.H. positions with root in the left hand, in all major keys
  - Sight-Reading of Level 3 materials and simple accompaniments
- Standard exercises selected from Hanon, Dohnanyi, and Czerny

## **EXIT REQUIREMENTS**

Piano majors are required to present a public solo recital as a prerequisite to graduation. The minimum program duration is 25 minutes for Music Education majors and 50 minutes for Bachelor of Arts majors. A proposed program consisting of representative concert literature must be approved by the instructor. This recital is subject to a prehearing at the end of the semester immediately preceding the semester during which the program will be presented, in order to determine whether the student is prepared to present the program.

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## **Applied Music: Brass and Woodwind Instruments**

The study of brass and woodwind instruments for both music and music education majors will involve three distinct levels of progress towards the completion of the degree program:

1. Applied Principal Lower Division (4 semester hours)
2. Applied Principal Upper Division (8 semester hours)
3. Senior Recital (1/2 hour minimum)

Admission to upper division study will require successful completion of a juried petition for upper division study ("barrier exam"). The barrier exam will be comprised of the following:

1. Performance of 12 major and minor scales (full range of the instrument, characteristic tone and correct articulations, minimum tempo—scales in eighth notes at mm=130, all forms of the minor scale)
2. Performance of a complete work from the standard repertoire. The applied instructor will select the piece of music for this exam. The jury will reserve the right to accept or reject the choice of repertoire. A list of suggested repertoire for each instrument is included as an appendix to this handbook.

Full participation in ensembles offered each term is expected as a part of the applied music curriculum. Brass and woodwind students are required to participate in the NGCSU Symphonic Band each term, regardless of the number of credit hours earned.

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### **Applied Music: Percussion**

The study of percussion for both music and music education majors will involve three distinct levels of progress towards the completion of the degree program:

1. Applied Principal Lower Division (4 semester hours)
2. Applied Principal Upper Division (8 semester hours)
3. Senior Recital (1/2 hour minimum)

Admission to upper division study will require successful completion of a juried petition for upper division study (“barrier exam”). The barrier exam will be comprised of the following:

1. Performance of 12 major and minor scales (full range of the instrument, minimum tempo—scales in eighth notes at mm=130, all forms of the minor scale)
2. Performance of the standard 40 rudiments, as established by the Percussion Arts Society.
3. Performance of a complete work from the standard repertoire. The applied instructor will select the piece of music for this exam. The jury will reserve the right to accept or reject the choice of repertoire. A list of suggested repertoire for each instrument is included as an appendix to this handbook.

Full participation in ensembles offered each term is expected as a part of the applied music curriculum. Percussion students are required to participate in the NGCSU Symphonic Band each term, regardless of the number of credit hours earned.

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## **Applied String Guidelines**

### **ADMISSION AND ADVANCEMENT**

#### **SECONDARY STRING INSTRUCTION**

##### **Admission to Secondary Applied Strings - Lower Division - MUAP 2560**

Successful audition before a member of the string faculty. The audition includes two pieces (one etude and one lyrical composition) which may be chosen from solo literature or orchestral excerpts

### **Advancement to Secondary Applied Strings - Upper Division - MUAP 4560**

Completion of a minimum of two semesters of MUAP 2560 plus a successful audition consisting of two memorized compositions selected from intermediate string repertoire.

## **PRINCIPAL STRING INSTRUCTION**

### **Admission to Principal Applied Strings - Lower Division - MUAP 2660**

Successful audition before a member of the string faculty consisting of two compositions selected from intermediate or standard string repertoire.

### **Advancement to Principal Applied Strings - Upper Division - MUAP 4660**

Completion of a minimum of two semesters of MUAP 2660 plus a successful division jury consisting of demonstration of technical skills (see below), along with a repertoire performance (see below) adjudicated by a panel of NGCSU music faculty.

- All Major and Harmonic Minor Scales
- All Major and Minor Arpeggios
- Sight reading of intermediate-level string music. A moderate tempo must be maintained in performance.
- Performance of two contrasting string literature works selected by the instructor in consultation with the student.

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## **CURRICULUM CONTENT**

### **Secondary Applied Strings - MUAP 2560 and 4560**

Curriculum content for secondary applied Strings is determined by the instructor in consultation with the student. Instruction may focus on repertoire and/or the development

of practical skills such as sight reading and ensemble repertoire. Technical work, including scales and arpeggios, is always included.

### **Principal Applied Strings - MUAP 2660 and MUAP 4660**

During the first three weeks of the term, the instructor (in consultation with the student) will determine a course of study, which will typically include the following:

- Two or more selections from standard string literature at the student's level to be memorized. At least one selection is to be presented in a recital pre-hearing and in public performance during the term.
- Selected scales and arpeggios
- Standard exercises

### **EXIT REQUIREMENTS**

String majors are required to present a public solo recital as a prerequisite to graduation. The minimum program duration is 25 minutes for Music Education majors and 50 minutes for Bachelor of Arts majors. A proposed program consisting of representative concert literature must be approved by the instructor. This recital is subject to a prehearing at the end of the semester immediately preceding the semester during which the program will be presented, in order to determine whether the student is prepared to present the program.

Participation in ensembles offered by the University constitutes a significant part of the total curriculum. Further, full participation in ensembles offered each term is expected as a part of the applied music curriculum. Music and music education majors are required to participate in an appropriate major ensemble each term, regardless of the number of credit hours earned.

Appropriate major ensembles for each instrument/voice are defined below:

Vocal Majors: NGCSU Singers

Brass, Woodwind, and Percussion Majors: NGCSU Symphonic Band

String Majors: NGCSU Chamber Orchestra

Piano and Guitar Majors: As determined by applied instructor

Participation in other ensembles offered at various times during the student's enrollment in a specific applied studio is also expected. Examples include:

Jazz Orchestra

Le Belle Voci

Madrigal Singers

Golden Eagle Band

Percussion Ensemble

Brass Ensemble

Guitar Ensemble

Flute Choir

Students who are enrolled in applied music (lower and upper division principal) will be required to perform a jury hearing at the end of each semester. The jury panel will consist of the student's applied instructor and two other faculty members, to include one member of the full-time music faculty.

The student's applied instructor will determine the material to be performed for the jury hearing. The jury panel reserves the right to reject or accept the material performed as appropriate for the student's level of achievement in applied music to date.

Juries will be scheduled during the week of final exams at the convenience of the jury panel members, in coordination with the students enrolled in the applied studio. Jury schedules will be posted at mid-term.

Students performing on a jury should dress as appropriate for a public performance.

Grades for jury hearings will be determined by the applied instructor in consultation with the other members of the jury panel. The criteria for grading will be similarly coordinated. Students will be made aware of grading criteria in advance of the jury hearing.

Sample jury examination sheets are found in the appendix to this handbook.

All music majors are required to successfully present a successful public senior recital as their capstone course. Students will also research, write, and present, at some point during the recital, a brief oral presentation related to the music performed.

### **Recital alternative**

In special cases in which a public recital is not feasible, a student may present a senior-level project in a related area, such as composition or music history. Any student wishing to present this alternative must submit at least three months in advance a written, detailed project prospectus which will require the approval of the student's major applied music instructor and the department head. Approval for allowing a student to present an alternative to a recital is limited and at the discretion of the department head and the music faculty involved.

### **Process**

After at least three semesters of applied music study at the 4000 level, and with the permission of the applied music instructor and the department head, music majors should register for the course MUSC 4310, Senior Recital, to be taken concurrently with their final semester of applied music study. Prior to the beginning of the semester, students shall consult with their applied music instructor, music faculty in their area, their accompanist and other performers (if necessary), and the room scheduler to select and schedule a date for the public recital presentation. Once the date is scheduled, students shall also schedule a prehearing before the music faculty approximately 3-4 weeks before the recital date.

In consultation with their applied music instructor, students should select a program of literature for their medium of sufficient variety and at the appropriate technical level to demonstrate a mastery of the medium appropriate to the degree being obtained. Unless otherwise approved, the repertoire for this recital should include at least 25 minutes of music with a representative and varied selection of styles, historical periods, and technical skills.

The selected literature will be rehearsed and studied in lessons with the applied music instructor and in regular practice sessions outside of the assigned lesson times, including multiple sessions with any accompanists or other performers involved.

At the scheduled prehearing, students shall successfully perform all literature to be presented at the public recital and summarize their oral presentation before a panel of three music faculty members. The entire program shall then be successfully performed

before the public on the selected recital date at an acceptable performance level as adjudged by at least three music faculty members in attendance.

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### **Evaluation**

Students shall be evaluated twice: once at the prehearing and again at the recital. Grades for both evaluations shall be either pass, fail, or re-evaluate, as determined by a vote of the appointed music faculty panel in attendance.

Students who receive a “pass” on their prehearing are cleared for their recital performance. Students who receive a “re-evaluate” on the prehearing may schedule another prehearing to be re-evaluated at least a week after the first hearing and at least a week before the scheduled recital.

Students who receive a “re-evaluate” on the recital shall schedule a second recital and perform again as instructed by the faculty jury.

Students who receive a “fail” on any portion of the process must consult with their applied music instructor and the department head about retaking the course, rescheduling the recital, or other course of action.

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**COPYRIGHT**

In general, the vast majority of creative works published after January 1, 1923, are covered under the copyright law of the United States.<sup>1</sup> Works under copyright may not be duplicated in any manner without permission of the copyright holder. This includes recording, arranging, distributing, performing, storing or copying the work by any means.

Under *Fair Use*, there are a few narrow exceptions to this copyright protection:

1. **Private study.** Up to 10% of a work (or performable unit) can be copied for personal study as long as the work is not performed.
2. **Emergency.** A work may be copied for emergency performance as long as an equal number of legal originals have been ordered, the copyright notice appears on the copies, and the copies are destroyed when the original replacements are received.
3. **Archive recordings.** One recording of a performance can be made for archival purposes.

For copyrighted works, the following are among the many things that are ***NOT permissible***:

1. Making a copy of someone else's music for your own performance.
2. Making a copy to avoid a bad page turn.
3. Making a copy for your accompanist.

The music program at North Georgia College & State University fully supports and expects that all students, faculty, and staff will follow the copyright law. For works published since 1923, sufficient legal copies must be purchased of all music to be performed at all juries, recitals, and performances.

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<sup>1</sup>All works published before 1923 are in the public domain and can be copied. A few works published after 1923 may have passed into the public domain; more information is available at the website [www.unc.edu/~unclng/public-d.htm](http://www.unc.edu/~unclng/public-d.htm).

If someone wants to make a copy of any work published after 1922, the department must be provided with written documentation of permission from the copyright holder or evidence that the work is no longer covered under copyright.