



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

School *of*
Music, Theatre *and* Dance

UNDERGRADUATE MUSIC STUDENT INFORMATION MANUAL

2013-2014

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ADVISING

Undergraduate Academic Advising

All undergraduate music majors and minors are advised by Mrs. Amanda Hughes. Please feel free to contact Mrs. Hughes at arhughes@uncg.edu or (336) 334-3638 at any time. Her office hours are between 8:30 a.m. – 4:30 p.m.

At least once per semester, you will be required to meet with Mrs. Hughes. You are, however, welcome to drop by the Music Office anytime if you need assistance with registration, course scheduling, or any other academic or personal concerns. Mrs. Hughes is here to help you.

iSpartan E-mail – It is essential that you check your e-mail daily. This is vital for you to receive important e-mails from your advisor, the Registrar, the Financial Aid Office, your professors and teaching assistants, and anyone else who might need to get in touch with you. If you experience any computing issues, please contact 6-TECH (336-256-8324) immediately.

Registration & Scheduling – Be sure to check your schedule on UNCGenie periodically throughout the semester to ensure that everything is correct. If you drop a course, be sure to check your schedule to ensure the course drop was processed properly.

Students should NOT continue to attend a class or ensemble for which they are not registered. Students should contact Mrs. Hughes as soon as possible regarding registration changes if assistance is needed.

Please contact Mrs. Hughes *immediately* when you discover a registration or scheduling issue. It is much easier to correct these problems early in the semester. It is the student's responsibility to ensure that their registration is correct.

Advising Codes – You will be assigned a new advising code each semester. In order to receive your advising code, you must meet individually with Mrs. Hughes. Advising codes will not be provided to students without first having completed an advising appointment. All Course Reference Numbers (CRN's) for performance studies registration will be provided by Mrs. Hughes.

PINs are Personal Identification Numbers that students use to access UNCGenie. If you cannot remember your PIN, you may contact Client Services at (336) 256-8324. You can also change your PIN by following the directions on UNCGenie:
<https://ssb.uncg.edu>.

Advising Syllabus – The Advising Syllabus, which describes the purposes, functions, advisor/student responsibilities, and outcomes of Academic Advising, can be found online here:
http://performingarts.uncg.edu/sites/default/files/advising_syllabus.pdf

CURRICULA

Degree audit sheets for each degree program are available online here:

<http://performingarts.uncg.edu/current/advising/music>

These sheets serve as your “roadmap” toward degree completion. You are expected to know and understand the requirements for your degree program. If you have any questions, please contact Mrs. Hughes for an advising appointment.

GPA Requirement for Music Majors

Music Performance and BA majors are expected to maintain a minimum of 2.5 GPA in music courses each semester, while the Music Education majors must achieve a 2.5 cumulative GPA in order to be admitted to the Teacher Education program. At the beginning of each semester, students that do not meet this requirement will be notified by e-mail (copied to the respective performance studies instructor and Department Head). Students that do not achieve the minimum 2.5 GPA while enrolled should consult Mrs. Hughes, their performance studies instructor, and other professors for resources and support services to improve academic performance.

The academic advisor may mandate that students who do not achieve this requirement meet with the advisor at least once per month to discuss academic progress. If the student does not increase the GPA to a 2.5 within one semester, the academic advisor may mandate more frequent meetings. Additionally, the academic advisor may request that students provide documentation that the student is seeking support services (tutors, instructor meetings, Speaking/Writing/Student Success Center visits, or other activities approved by the advisor). Students must achieve a music GPA of 2.5 in order to graduate.

Academic Integrity Policy

Academic integrity is founded upon and encompasses the following five values: **honesty, trust, fairness, respect, and responsibility**. Upon enrollment, all UNCG students are expected to uphold and promote these values through abiding by the *Academic Integrity Policy*. The UNCG *Academic Integrity Policy* can be found in your Student Calendar Handbook or online at <http://academicintegrity.uncg.edu/>.

Performance Studies/Private Lessons

Private lessons are a component of all Undergraduate curricula. You are expected to practice **1 hour per day for each credit hour** of performance studies which you are registered.

Any changes/additions to the assignment of instructors in performance studies for keyboard and voice will be posted on the office door of Dr. Bracey (voice), Dr. Salmon (piano), Dr. Bagley (violin), and Dr. Taylor (clarinet). Once your performance studies instructor is known, students

should arrange time for a weekly lesson by e-mailing your schedule to your instructor or placing your schedule in the instructor's mailbox. Be sure to include your name, cell phone number, and e-mail address. This should be completed just prior to or during the first week of classes each semester.

Performance Studies Repertory Classes

Undergraduate performance studies registration includes attendance at weekly repertory class. Times are listed under your MUP 091 registration. A student's performance studies instructor should be consulted regarding meeting times, locations, and length of repertory class. Attendance at repertory class may be factored into a student's private lessons grade.

MUE/MUS 090 & MUP 091

MUE/MUS 090 Convocation

Convocation is a requirement for Music Education and BA music majors. Convocation will meet once a month on Wednesday at 4 pm on dates to be determined in advance and announced at the beginning of each semester. Absence from more than one Convocation will result in a grade of NP. Attendance will be taken.

MUP 091 Recital Attendance

All music majors are required to have seven (Music Education, BA) or eight (Performance) semesters of MUP 091 for graduation. The requirement for MUP 091 is that you must attend ten (10) recitals of your choice, some of which may be required by your performance studies instructor. Please note that the time listed for MUP 091 is actually the time and location of your Repertory Class. Music majors must report attendance at a minimum of ten approved performances per semester on a form available online: <http://performingarts.uncg.edu/sites/default/files/mus091.pdf>

Part-time and full-time transfer students must enroll in MUP 091 for the number of semesters of full-time work remaining in their program, except for the student teaching semester for Music Education majors. Grading will be assigned as P or NP. Degree requirements are fulfilled with a grade of P. Students should contact their performance studies instructor for details and course expectations.

Performance Studies Jury Examinations

Performance jury examinations (an end-of-semester, graded hearing before two or more faculty members; Teaching Assistants may be added to a jury examination) are required of all students enrolled in performance studies, with the following exceptions:

- A student registered for one credit hour (except music minors) may be excused at the discretion of the instructor.

- A student presenting a solo recital (full or half) may be excused at the discretion of the instructor for the semester in which the recital is given. It is expected that such excuses will normally be given when the recital is late in the semester.
- Occasionally, a student may be excused for pedagogical considerations with approval of the appropriate department.
- A student who is prevented by illness (or injury) from appearing will be assigned a grade of Incomplete. A make-up jury examination must be passed no later than one week into the following semester in order for performance studies registration to continue.

Students must demonstrate improvement in their performance area throughout the semester and must successfully complete a jury examination (or a recital). The instructor should inform students of departmental (or area) requirements with regard to jury examination procedures, literature requirements, and other matters. Results of performance jury examinations must be submitted in writing to the Music Office at the end of each semester and should include the following:

- Performance study instructor's grade, jury examination grade, and final grade.
- Special circumstances affecting the grade.
- Names and signatures (may be electronic) of all jury examination members.

Policy on Transfer Credit for Music Coursework

The music unit adheres to the transfer of credit policy found in the Undergraduate Bulletin: <http://web.uncg.edu/reg/Bulletin/Current/AcaRegs/CreditRegs.aspx#transferart>. However, most music courses (with the exception of Music Appreciation) are initially transferred to UNCG as "MUS 000."

The Director of Undergraduate Advising is responsible for evaluating transcripts, reviewing appropriate course materials (if available), and granting transfer credit. However, several courses require additional placement testing and/or approval from the appropriate Department Head in order to grant transfer credit.

The following assessments/tests are required for students seeking transfer credit in these areas:

Advanced Theory and Ear Training Exams are offered on regular audition days and prior to the beginning of classes each semester.

Piano Placement Exams are offered on regular audition days and prior to the beginning of classes each semester for students that have either taken class piano or secondary piano studies.

All music majors must pass the required Piano Proficiency exam prior to Student Teaching or graduation.

In order to grant transfer credit for Music History/Musicology coursework, the student must supply sufficient evidence of work completed in the course (course materials that may include the syllabus, quizzes/exams, writing samples and/or final papers). The materials are then evaluated by faculty in the Music Studies Department, or the Music Studies Department Head. If the transfer course is similar enough and meets the student learning outcomes of the required UNCG course, transfer credit may be granted.

Policy on Credit by Examination

Due to the sequential nature of the content in most music courses, few are eligible for credit by examination. The only music courses considered appropriate for credit by examination are MUS 101, 102, 105, 106, 107, 108, 135, MUP 170-171, MUS 201, 202, 205, 206, MUP 270-271, MUS 332, 333, and 434.

No other course requirements may be satisfied by Special Examination for Credit. A student who has failed a course may not attempt to achieve credit for that course by examination.

For information regarding credit by exam procedures is available at [http://www.uncg.edu/reg/Forms/Special Exam.pdf](http://www.uncg.edu/reg/Forms/Special_Exam.pdf). Students should contact Mrs. Hughes for further information.

Hearing Policy

Because hearing health is important for all musicians, annual hearing screenings are required. The hearing screening is a requirement for all Undergraduate students enrolled in an ensemble. Failure to complete hearing screening during the assigned semester will result in a grade of Incomplete. Screening appointments are made available throughout each semester. Appointments must be made outside of daily rehearsal time. Please contact Dr. Sandra Mace at stmace@uncg.edu for more details.

FACILITIES, EQUIPMENT, & SAFETY

Building Hours/Security

The Music Building is accessible between the hours of 6:00 a.m. and midnight during the semester. The building is closed and locked on all holidays when the University is closed.

All spaces should be locked when vacating the rooms. Classrooms and Room 217 should be left as they are found. When leaving the Recital and Organ Halls, please close the lid and key covers, place the cloth cover over the piano, and secure the piano wheels.

Practice Rooms

Practice Rooms are available on a first come, first served basis. Students should not use UNCG facilities while teaching for personal income. Students must adhere to all practice room policies posted outside of each door. Students are expected to remove all trash when exiting the room. Any equipment used in the practice room (music stands, piano, mirrors, etc.) should be handled with care. While some practice rooms have music students, students are expected to supply their own music stand for personal practice.

All practice rooms are equipped with panic buttons. If you ever feel unsafe, lock yourself in the room and press the panic button. An alarm will sound, and campus police will be notified. Please stay in the room until help arrives. If you accidentally press the button, please stay until campus police arrives so that we know you are safe.

Wave/V-Rooms

Practice Rooms 107L, 107M, and 109M are equipped with Wave/V-technology. Options in Room 109M include customized settings replicating the acoustics of the Recital and Organ Halls. Please visit the Music Library (Room 211) to reserve and check-out a key to these rooms.

Lockers

Book lockers are available through the Music Office (Suite 220). Please see Noah Hock, Facilities and Events Coordinator, to check out a book locker. Book lockers must be checked-out in advance and renewed annually. Lockers are available on a first come, first served basis.

Instrument lockers are for school owned instruments or instruments that cannot fit into a book locker. Instrument lockers can be checked out on a first come, first served basis and must be renewed each semester with Melody Choplin in Room 117 of the Music Building.

SmartMusic Technology

A SmartMusic subscription is from <http://www.smartmusic.com/> for \$36 per year. Check with your performance studies instructor for information about use of this software for your studio.

Outside Use of Music Facilities

Facilities in the Music Building, scheduled through the Facilities and Events Coordinator, are to be used for official University activities and for the instruction of students enrolled for University credit.

Other uses of Music facilities are governed by the University's policy on Requests for Use of University Buildings or University Property: http://policy.uncg.edu/facility_use/ Initial requests to determine the availability of space should be made to the Associate Dean.

Music Library

Information on the Music Library is available at: <http://library.uncg.edu/info/depts/music/>.

PERFORMANCE

Concert & Recital Scheduling

A. Scheduling a Recital Jury

- A jury examination to approve the presentation of a student recital must be passed at least one month prior to the scheduled performance date. Students should contact the performance studies instructor for more information regarding how to schedule a recital hearing. Please visit the concerts and events website for information, forms, and deadlines: <http://performingarts.uncg.edu/musical/procedures>

B. Recital Date Information

- All faculty recitals must be presented prior to April 1.
- Recitals and concerts will be scheduled at the following times:

Monday-Thursday: 5:30 p.m., 7:30 p.m.

Friday: 3:30 p.m., 5:30 p.m., 7:30 p.m.

Saturday-Sunday: 1:30 p.m., 3:30 p.m., 5:30 p.m., 7:30 p.m.

- The length of all non-7:30 p.m. recitals should be limited to 75 minutes, thereby ensuring adequate set-up time for a succeeding recital; such a limitation counts from the announced starting time and includes intermission.
- Student recitals at the 451, 453, 651, and 751 levels may be presented in the Recital Hall at 7:30 p.m.
- Student recitals at the 351, 353, and 551 levels may be presented in the Recital Hall at times other than 7:30 p.m.
- Non-degree recitals at any level must be given Monday-Thursday at 5:30 p.m.
- No solo or joint recitals at the 151, 251, or 253 levels may be scheduled in the Recital Hall unless necessitated by special equipment needs.
- Recitals may be scheduled simultaneously in separate venues, with the following limitations:
 - Recitals must be from different performance areas.
 - Student recitals may be scheduled against ensemble performances of other areas if and only if:
 - The ensemble performance is occurring at Aycock Auditorium or an off-campus location.
 - The ensemble does not feature a soloist from within the student's area.
 - No recitals may be scheduled in conflict with faculty ensembles, faculty solo recitals, or guest artist presentations unless an exemption is granted by the Dean.

C. Scheduling Priorities

- Priority 1 Equal priority shall be given to faculty ensembles and guest artists. Priority beginning April 1 for the next academic year.
- Priority 2 Faculty recitals. Priority beginning April 15.
- Priority 3 DMA recitals. Dates must be secured at least six weeks, preferably two months, before the recital to allow for DMA Advisory Committee approval. Priority beginning May 1.
- Other required graduate recitals. Priority beginning June 1.
- Undergraduate degree recitals: Priority beginning August 1.

Non-degree recitals: Priority beginning September 1.

Priority 4 Music affiliated organizations such NAFMEC, Mu Phi Epsilon, Phi Mu Alpha Sinfonia, Pi Kappa Lambda, Sigma Alpha Iota, and others. Priority beginning September 25.

D. Rehearsal Schedule

The following limitations will be observed in scheduling the Recital or Organ Halls for practice in preparation for student performances:

- Recital appearances, less than 15 minutes performance time: 30 minutes.
- Half recitals, approximately 30 minutes performance time: 1 hour.
- Full recital, undergraduate: 2 hours.
- Full recital, graduate: 4 hours.
- Full recital, D.M.A.: 6 hours.

Performance studies instructors are expected to assume responsibility for informing students of these limitations. Additional rehearsal time may be assigned when available.

Performers should clear the hall stage at least 15 minutes before any performance, thus ensuring audience members timely, orderly access to the hall.

E. Program Preparation, Publicity Information, Staging Requirements

The Music Office will give final approval and print all programs.

Program copy, publicity information, and staging requirements should be submitted to the Facilities and Events Coordinator no later than **one month** before the recital.

- Program Copy. Performance studies instructors are responsible for assuring that the program copy is accurate, complete, and clearly legible. Particular attention should be given to the spelling and capitalization of foreign words and designation for movements or sections of a composition. Composer dates, as well as composition dates and program notes, are strongly encouraged. Our School's educational mission is significantly enhanced in this way.
- Staging requirements. Specific requests for any recitals requiring piano, harpsichord, organ, or other equipment must be made when the recital is scheduled in order to allow time for tuning and moving. Requests made within two weeks of the performance may not be honored. Harpsichord performers must be approved by the harpsichord instructor, organ performers by the organ instructor, and fortepiano performers by Dr. Willis.

- Reservation Form. The completed reservation form and the \$35 recital fee must be submitted to the office when the reservation is made.

F. Receptions

- Receptions following recitals may be scheduled, but must be approved by the Facilities and Events Coordinator. Additionally, there are specific catering rules that must be followed. For more information, please contact the Facilities and Events Coordinator at the time of booking the recital.

Ensemble scheduling in Aycock Auditorium is determined by the Dean, in consultation with the appropriate University officials, approximately 3 years in advance. The schedule is maintained by the Facilities and Events Coordinator.

Accompanist Assignment Process

The School of Music, Theatre and Dance is not required to provide accompanying services for any students. But, we have a limited number of graduate assistant hours available and a staff accompanist that will be assigned by these procedures.

- 1) Only students who are registered for applied lessons, recitals, or lecture recitals are eligible to request an accompanist.
- 2) The accompanists provided by the School are only assigned to play for UNCG curriculum required events. The only exception is the UNCG Concerto competition. Playing for other competitions and auditions is at the pianist's discretion.
- 3) The accompanists for vocalists are assigned after a consultation with each of the voice faculty regarding their studio needs. Vocal pianists will be assigned for the whole academic year unless the vocal student is only enrolled for one semester.
- 4) Instrumental students can request an accompanist by filling out the accompanist request form. Any student who has a recital during the given academic year and would like to request an accompanist must send in the form by **August 31**. The priority will be given to cover DMA and MM degree recitals, followed by degree lecture recitals and undergraduate degree recitals. The information about the repertoire and recital date indicated on the accompanist request form will be crucial in making the assignments. Change in either recital date or repertoire selection can result in cancelling the assignment. The collaboration will last up to the last event indicated on the form. Requests arriving after the deadline will be accommodated on "first come, first serve" basis, space permitting.

- 5) Assistantship assignments for collaborative arts students are considered separate from the collaborative work they are doing to fulfill degree requirements.
- 6) For students who are assigned a graduate assistant accompanist, he/she should expect two contact hours per week, plus a dress rehearsal and recital. Students who are assigned to the staff accompanist will only have one contact hour per week, dress rehearsal, and recital.
- 7) Requests will be granted equitably to insure that the needs of our instrumental and vocal students are best met.

Harpsichord/Fortepiano Use

- The fortepiano and the harpsichords may be used for rehearsal by faculty, students enrolled in harpsichord or fortepiano study, and approved accompanists preparing for recital performances. Rooms 109A and 107A may be reserved for this purpose by contacting Dr. Andrew Willis at aswillis@uncg.edu.
- The Goble harpsichord is available for performances with instruments tuned to modern pitch (A=440). The Kingston harpsichord is reserved for performances at Baroque pitch (A=415). Exceptions to this policy must be approved by Dr. Willis.
- Only keyboard students who are currently or were previously enrolled in harpsichord or fortepiano study or have been approved by Dr. Willis may use the harpsichords or the fortepiano.
- Eligible keyboard players may borrow the keys to Rooms 107A and 109A from the Music Library, subject to Music Library key policies.
- Requests for recital use of a harpsichord or the fortepiano must be made on the form requesting recital dates (<http://performingarts.uncg.edu/musical/procedures>) prior to the recital jury. Requests made after the recital jury may not be honored.
- The harpsichords and the fortepiano must be closed and covered after rehearsals are completed. Failure to do so will result in forfeiture of eligibility to use the instruments.

Piano, Harpsichord, & Fortepiano Tunings

Keyboard instruments are tuned on a regular, rotating basis. If a particular tuning or maintenance need arises between such regular tunings, please fill out and submit a "Piano/Harpsichord Service Request" form to Charlie Angel. If a piano in one of the practice rooms needs attention, faculty or students may fill out a form located outside Room 107M.

Recording Policy

- Responsibility
 - Dennis Hopson, the recording engineer, will oversee all recording activities including the maintenance of equipment. He will coordinate requests, assign appropriate staffing, and maintain proper communication with the Music Office and performers.
- Recording of Performances
 - Campus performances of student ensembles and faculty recitals will be routinely recorded at the School's expense. The master CD is the property of the Music Departments and will be catalogued in the Music Library. A second copy will be provided free of charge for the ensemble director or the principal recital performer.
 - Degree recitals will be recorded as part of the recital fee. The master CD will be catalogued in the Music Library.
- Cost
 - Additional copies will be available at media cost plus a per hour labor charge. Requests for copies should be made prior to performances to Dennis Hopson.
- Outside Recording
 - Recordings by outside professionals are approved as long as one copy of the recording is provided for the Music Departments. University equipment may only be used by the recording engineer or his staff.

Ticket Policy

- Admission to the following School events will normally be by ticket only:
 - Faculty recitals
 - Ensembles (student and faculty)
 - Guest concerts/recitals
 - University Performing Arts Series events

- Tickets will be available at any branch of the UNCG Box Office during normal operating hours, between 12 p.m. – 5 p.m. Tickets will also be available beginning one hour before a performance at the branch of the UNCG Box office directly inside the Main Entrance of the Music Building or in the Aycock Auditorium Lobby for performances in Aycock.

- Music majors, minors, and students registered for Music Appreciation courses are afforded one Comp Card per year for music performances. This card provides students with free admission to most events, excluding University Performing Arts Series events, Opera Theatre Events, the Miles Davis Jazz Festival, and other special events. Some events will require a ticket; please visit the Box Office to receive a ticket for these events, and show them your Comp Card. For events that do not require tickets, simply show your Comp Card to the Stage Crew member at the entrance of the event.

- Persons holding season passes must produce passes at the Box Office to obtain tickets.

**Procedures for North Carolina Teacher Licensure
The Departments of Music/The Teacher Education Program**

The Teacher Education Program and the Music Departments expect students to take responsibility for knowing all policies and procedures associated with seeking certification and for being sure all deadlines are met on time.

The following procedures apply:

1. Be sure you meet with your advisor at least once per semester to discuss curriculum requirements.
2. Read and become familiar with the Teacher Education handbook:
http://www.uncg.edu/ted/teachacad_adm_undergr.html

Deadline: First semester you are on campus.

3. GPA & Praxis I Requirements – Students must achieve a grade point average of 2.5 or better. Students must also register, take, and meet the minimum score on the Professional Assessment for Beginning Teachers, Praxis I: Academic Skills/Pre-Professional Skills Test (PPST). (Minimum scores for passing are adjusted periodically). A total score of 522 on the three tests will satisfy the requirement even if the student did not pass all individual tests. Students who have combined SAT Math and Verbal scores of 1100 or higher or an ACT composite score of 24 or higher are *exempt* from the Praxis I requirement.

For details regarding registration, go to www.ets.org/. You may also call the UNCG Testing Line, (336) 334-4156 or 1-800-853-6773. Select the Praxis website (www.ets.org/) for fees and application deadlines.

Deadline: No later than 2nd semester, sophomore year; if you are a junior transfer, no later than second semester. Check registration and administration dates the first week of Fall semester. **Note: Until the PPST requirement is satisfied, you may not enroll in your junior level professional courses. You cannot be admitted to the Teacher Education program until you have passed the PPST (Praxis I Reading, Writing and Math) and the Piano Proficiency requirement for music majors.**

A-Certification-Only students who are admitted to the Teacher Education program are not required to take the Praxis I.

4. Request a criminal records check through the Background Investigation Bureau. More information can be found online here: <http://oss.uncg.edu/formsapplications/>

5. Submit application for Admission to the UNCG Teacher Education program electronically: <http://oss.uncg.edu/formsapplications/>

Deadline: End of sophomore year (upon achieving junior status with a GPA of at least 2.5, meeting minimum test standards on the PRAXIS I Reading, Writing, and Mathematics tests, and passing the Piano Proficiency).

Criteria for Admission to the Teacher Education program for students in the Music Education Degree

To be admitted to the Teacher Education program Music Education, each student must have:

- Obtained a minimum grade point average of 2.5
- Satisfied Praxis I requirements, or be exempt from Praxis I by SAT/ACT Scores
- Passed the Piano Proficiency/successfully completed MUP 134
- Progressed satisfactorily and fulfilled performance obligations in music and the Music Education curriculum appropriate for the student's classification (i.e. sophomore or junior). The determination of "satisfactory progression and fulfillment of performance obligations" is made by the academic advisor and the members of the Music Education Department. Completion of the course work does not insure that a student will be automatically admitted to the Teacher Education program.

Application to Student Teach

1. Fill out and return Application for Student Teaching to your advisor:
<http://oss.uncg.edu/formsapplications/>

Deadline: The must be submitted no later than February 1 **two semesters** before you plan to student teach (or October 1 if student teaching will take place in the Fall). To be eligible to student teach, the student must have (A) met pre-student teaching requirements including at least 20 hours of classroom observation and (B) been admitted to the Teacher Education program (see above).

Transfer students and students in the A-Licensure-Only program must meet all deadlines and requirements.

2. Discuss student teaching school level placement preference (i.e., elementary, middle, or high school) with Coordinator of Teacher Education in Music.

Deadline: First two weeks of the semester before the student teaching semester.

As soon as the academic advisor has certified that all Departmental requirements* have been met, the Coordinator of Teacher Education in Music will approve the application

and begin the process, along with the Teachers Education program office, of securing a suitable placement.

*The words "departmental requirements" are used to include all course requirements with the exclusion of MUE 461, 464, 465, 466, and 467. Students must have passed the Piano Proficiency and other keyboard requirements (choral/general students must complete additional keyboard requirements - one semester at 153, one semester at 253, and one semester at 353, including the second level proficiency) as well as the half-recital at the 352 level prior to student teaching. Students will not be permitted to student teach until these requirements are met.

Application for Licensure

1. All candidates applying for their North Carolina initial teaching licensure are required to develop an online portfolio demonstrating teaching competencies at a proficient or professional level and mastery of advanced technology competencies.
2. Submit Application for Licensure in the Teachers Education program office (136 SOE Building).

Suggested Deadline: You may apply for licensure four weeks before degree is completed. Your application for Teacher Certification must be accompanied by a Cashier's Check. Check with the Teachers Education program office to determine the amount and to whom the check is made payable. Do not mail anything to the SDPI Licensure Division in Raleigh!

3. Start Career Services Center Credential File (1 Elliott University Center, 336-334-5454)

Deadline: During semester of student teaching.

4. Check Status of Credential File.

Deadline: Immediately following completion of the semester of student teaching.

APPENDIX

Music Scholarships

Music scholarships are to be offered following an audition for the music faculty in the respective area of performance studies and are typically reserved for incoming freshman. A contractual agreement, signed by the Dean or his designate, will be mailed to each student for his or her signature. These contracts will be placed in the student's academic file.

The awarding and continuation (up to a maximum of four years) of music scholarships will be governed by the following criteria:

- Talent and professional promise.
- All scholarship students must be music majors and enrolled for a minimum load of 12 semester credit hours to include performance studies, theory, class piano and ensemble until such requirements are fulfilled.
- To remain on scholarship, a student must maintain the minimum scholastic average required by the University and a 2.5 grade point average in music courses. These averages will be reviewed each semester.
- Program needs will be considered in the awards process.
- All scholarships will be reviewed every semester. Scholarships may be withdrawn if the student does not make acceptable academic and musical progress. Furthermore, specific contractual obligations may be renegotiated.
- If a student's GPA and/or progress in performance studies fall below the minimum requirements, the student will be placed on probation for the following semester. The scholarships of students who fail to fulfill contractual obligations following the probation period will be terminated immediately.
- Reasons for the withdrawal of a scholarship will be stated in writing, with the original filed in the Music Office and copies sent to the student and the performance studies instructor.