



TEXAS TECH UNIVERSITY  
J.T. & Margaret Talkington College of Visual & Performing Arts  
**School of Music™**

# Undergraduate Student Handbook

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*Last updated: March 28, 2022*

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# I. Introduction

## A. Mission, Vision, and Core Values

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### 1. Mission Statement

Our Texas Tech University School of Music inspires musicians & scholars to collaborate across music education, performance & academics to advance the arts & the lives of students, staff, faculty, & the people they serve. We value music's role in connecting diverse communities to build a more inclusive society.

### 2. Vision Statement

The Texas Tech University School of Music aspires to be a leader in linking the elements of music education, research, performance, creativity, and technology.

The School of Music will:

### 3. Core Values

#### **We value Music & Community**

#### **Be collaborative.**

The School of Music values its place as a community of educators, performers, scholars, administrators, staff, and students, who, through the pursuit of excellence in all educational, creative, scholarly, administrative, and support endeavors, respect each individual contribution while acknowledging the synergy and interdependency of the whole.

#### **Be responsive.**

The School of Music values its place as a community that is responsive to student needs and interests including curriculum development, academic rigor, performance and teaching experiences, wellbeing, and preparation for an evolving professional landscape, in ways that honor tradition (within the music profession and the university culture) while pursuing relevant innovation.

#### **Be principled.**

The School of Music values its place as a community committed to fairness, integrity, kindness, accountability, transparency, and trust in all communications, engagements, and interactions with others including dedication to the cultivation, practice, and promotion of diversity, equity, inclusion, and accessibility as well as academic freedom and shared governance.

## **B. Major Fields of Study and Degree Programs**

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Undergraduate instruction in the School of Music leads to the Bachelor of Music (B.M.) degree with fields of specialization in Performance, Music Composition, Music Theory, or Music Education; or, to the Bachelor of Arts (B.A.) in Music degree. Qualified students may pursue more than one area with permission of the faculty. Those students choosing to study Music Education will identify intent to receive certification for all-level teaching. These students must also complete the core of courses required as part of the professional education program. The required course of study for these programs is included in the appendix of this handbook.

The School of Music offers a wide variety of courses and performance opportunities for the non-music major. Instruction is available in music survey courses, private lessons, ensembles, and in beginning group keyboard classes.

Students may also pursue a minor in music. A course of study for the minor in music is included later in this handbook.

### **1. Undergraduate Degree Programs**

#### **Bachelor of Arts in Music**

The Bachelor of Arts in Music (MUBA) provides the foundation of a liberal arts education. This program is an option for the student who wishes a more general course of study, a broad coverage of music rather than a heavy concentration on any single music component. A minimum total of 120 hours is required for this degree.

#### **Bachelor of Music with a Concentration in Performance**

For the Bachelor of Music in Performance (MUPF) degree, the students will be prepared to work independently to prepare performances at the highest possible level of achievement. Students will be able to apply skills in solo, small and large ensemble settings. After completing all degree requirements, students should find opportunities for specialized performance careers or advanced performance study at the graduate level. A minimum total of 128 is required for this degree.

#### **Bachelor of Music with a Concentration in Music Theory**

The Bachelor of Music in Music Theory (MUTH) provides specialized training in music, with emphasis on academic studies in music theory as preparation for professional work or advanced study at the graduate level. A minimum total of 128 hours is required for this degree.

#### **Bachelor of Music with a Concentration in Music Composition**

The Bachelor of Music in Music Composition (MUCP) provides specialized training in music, with emphasis on original creative work in composition as preparation for professional work or advanced study at the graduate level. A minimum total of 128 hours is required for this degree.

#### **Bachelor of Music with a Concentration in Music Education**

The Bachelor of [Music in Music Education](#) (MUED) degree is intended for those students who wish to become certified to teach music in early childhood through twelfth grade

settings. The student will be expected to develop as a teacher, grow as musician and acquire the information leading to professional credentials. A minimum total of 128 hours is required for this degree.

### **Bachelor of Applied Arts in Commercial Music**

The Bachelor of Applied Arts in Commercial Music (BAACM) partnership between South Plains College (SPC) and Texas Tech University pulls three areas of study together to prepare the student for life as a professional musician: 1) Applied Music, particularly as it relates to performance skills including instrumental, vocal and compositional, 2) Technical Knowledge, particularly as it relates to sound and video support for live and recorded commercial music, and 3) the General Studies Core Curriculum including areas of communication, mathematics, life and physical science, language, philosophy and culture, creative arts, American history, government and political science, and social and behavioral science, which prepare the student for a wider job market and advanced degrees in a variety of disciplines including and beyond the commercial music career. Students who complete the AAA in Commercial Music at SPC are eligible to audition for the BAACM degree program at TTU.

### **[Combined Accelerated Bachelor of Music + Master of Music Education Program](#)**

Advanced MUED undergraduates may apply for admission to the B.M. + M.M.Ed. program. Admission allows qualified students to count 9 hours toward both an undergraduate degree and a Master of Music Education degree (either the 30-hour thesis track or 36-hour non-thesis track). Application should be made during the first semester of the junior year following procedures available from School of Music graduate or undergraduate academic advisors. The program is designed for exceptional undergraduate music education majors who wish to complete the M.M.Ed. degree in full- or part-time graduate study, during Texas Tech's summers-only program, or in some combination of the two. The [Summers Only program](#) allows [practicing music](#) educators to maintain a full-time teaching position while pursuing an advanced degree.

## **2. Undergraduate Certificates**

### **Community Arts Entrepreneurship**

The School of Music, under the general supervision of the Vernacular Music Center, offers a 15-hour Undergraduate Certificate in Community Arts Entrepreneurship, particularly aimed at practitioners and participants in community arts. It provides practical and applicable skills for future arts administrators, working artists, performers, presenters, and community advocates. The certificate is available in either administrative or artistic practice concentrations (according to electives).

For most working artist/educators it is valuable, for both personal careers and artistic and creative campus and community projects, to develop strong skills in management, budgeting, promotions, and media. Those interested in advanced degrees will find material advantage through this foundational undergraduate certificate. Those involved in K-12 education will be greatly facilitated in speaking and advocating on behalf of their program initiatives.

### **Jazz Studies**

The School of Music offers a 15-hour Undergraduate Certificate in Jazz Studies to provide students with a foundation in the skills necessary to be a successful performer in the jazz idiom. The certificate program combines lecture and laboratory courses (performance ensembles) with private study, much like the mentor/ apprentice tradition seen throughout the history of jazz music. Music education students are often required to teach jazz music and direct jazz ensembles after entering the workforce as professional music educators. Successful completion of this certificate program will make students more competitive in this job market.

### **World Music**

The School of Music offers a 15-hour Undergraduate Certificate in World Music. For most scholars involved in teaching or research, there is an expectation of familiarity with global music styles. Those interested in advanced degrees will find material advantage in this undergraduate certificate study. Those involved in K-12 education will be greatly facilitated in meeting global music and cultural diversity requirements. This certificate complements programs in music education, music composition, performance, and the Bachelor of Arts in Music.

## **3. Music Minor**

A student may seek a minor in music by completing one of three prescribed programs in Popular Music, General Music Studies, or Applied Music Studies. Additionally, students may seek 18 hours selected in consultation with the Senior Advisor in the School of Music.

### **About the Applied Music Studies Undergraduate Minor**

The undergraduate minor in applied studies seeks to further prior knowledge and skill in music for students with previous experience with a particular instrument or voice type. This minor provides opportunities for practical study and ensemble experiences, as well as classroom-based instruction on a broad array of musical topics. No more than 6 credits from applied study can be counted towards this minor. An audition is required to declare this minor and enroll in one-on-one study. Completion of this minor will satisfy the creative arts core requirement. See the academic catalog for current requirements.

### **About the General Music Studies Undergraduate Minor**

The undergraduate minor in general music studies seeks to educate students in a wide array of musical topics and issues. Students will gain an understanding of music in a global context with historical and contemporary viewpoints. This classroom-based minor can be completed with no previous musical training. Completion of this minor will satisfy the Creative Arts core requirement.

### **About the Popular Music Undergraduate Minor**

The undergraduate music minor in popular music studies seeks to educate students in the music we interact with each day. Students will gain an appreciation for the ways in which music is created, shared, commercialized, and valued. This classroom-based minor requires no previous musical training, and completion of courses within this minor will satisfy the Creative Arts core requirement.

## **About the Self-Selected Undergraduate Music Minor**

The basic requirements for self-selected minor studies are as follows:

1. A minimum of eighteen semester hours in music courses, of which six must be in 3000 or 4000 level courses
2. Courses in at least three of the six areas of music courses. (MUAP, MUCP, MUEN, MUHL, MUSI, MUTH).
3. A minimum of six hours of Music History & Literature. (These may be selected from 1308, 3304, 3310 or they may include any other Music History & Literature course for which the student is qualified, with enrollment subject to the approval of the instructor.)
4. A minimum of three hours of Music Theory. (This may be MUTH 1300 or 1203/1103).
5. A minimum of 9 hours must be completed at TTU.

## **C. The School of Music Faculty and Facilities**

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Over 450 students are enrolled as majors in the School of Music. This size is ideal in affording a pleasant atmosphere and ensuring complete instrumentation for the larger ensembles as well as individual attention for students in private applied music study, in classes, and in the many small ensembles.

The faculty includes a performing specialist on all band and orchestral instruments as well as piano, voice, organ, harpsichord, harp, and guitar, along with specialists in Administration, Conducting, Composition, Music Education, Music History and Literature, and Music Theory.

All music holdings (scores and recordings) are housed in the campus library, which is adjacent to the School of Music.

Performance facilities for music include the 573-seat Hemmle Recital Hall that houses an 81-rank Holtkamp Organ consisting of 4,271 pipes, and our Choir Hall which seats over 100. Also used for performances are one Fazioli, one Yamaha and two Steinway grand pianos, a Kingston French double harpsichord, and a Martin harpsichord. The campus is also fortunate to have a 36-bell carillon.

A recital recording service is also operated through the recording studio.

The School of Music is a fully accredited member of the National Association of Schools of Music.

## **D. Building Hours**

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The Music Building is open for use by the faculty and students of Texas Tech University between the hours of 7 am and 11pm each day except during university holidays.



## **E. Smoking/Drug Policy**

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Texas Tech University does not allow smoking in any buildings other than in designated areas. The Music Building is a smoke-free environment.

Texas Tech University is a drug-free environment. Student use of any illicit drugs is grounds for immediate dismissal. The use of alcohol is strictly forbidden on campus or during any university-sponsored event regardless of location without the express consent of the Office of the President.

## **F. Programs**

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The School of Music offers a wide variety of recitals, concerts, lectures, and other programs by students, faculty, and distinguished guests. Most of the programs are free and open to the public.

## **G. Student Responsibilities**

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Each music major should think of himself/herself as a professional and act accordingly, not only with respect to study and practice, but in all aspects of his or her conduct.

Students should be protective of the music building, equipment, library materials, and instruments. No student should permit others to be abusive either carelessly or deliberately. Given the limited resources of the school the smallest damage hurts everyone.

Students are encouraged to check their (or their parents') homeowners' insurance concerning a rider that covers university-owned instruments and equipment entrusted to their care.

Please report any items in the building that need attention to the Director of the School of Music. Help us keep the music building a livable and workable space.

## **H Student Health and Safety**

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Please see Appendix C: "Health and Safety for the Music Student" for information and School of Music policies regarding performance- and music-specific health concerns for student musicians.

Refer to the [Health, Safety, and Wellness](#) page of the Texas Tech University website for information on resources offered by the University for students' general well-being.

# **II. Academic Policies and Guidelines**

## **A. Admission Requirements**

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Students applying to the School of Music will have their major listed as MUAR (Music-Audition Required) until their audition. **Acceptance to Texas Tech University does not ensure admission as a music major.** Music majors must audition in their declared

principal applied area with the appropriate faculty for acceptance into any music program.

Provisional acceptance into a Music Theory or Music Composition major is based upon a combination of auditions, transcripts, and entrance examinations, submission of scores, writing samples, recordings, and/or interviews. All entering students majoring in Music Theory or Music Composition **must audition in their declared principal applied area with the appropriate faculty, in addition to meeting with the theory/composition faculty.** Students wishing to change their major to Theory or Composition after having been accepted into another major in music must proceed through a formal process of evaluation by the Theory and Composition faculty.

**Any music major who is absent for any reason from Texas Tech University or is not a music major for a period of two consecutive long semesters or longer, must apply for readmission to Texas Tech University and must audition for readmission to the School of Music as a music major.**

See the degree checklists in the appendix of this handbook for a list of courses required for each major and concentration.

## **B. Advanced Placement**

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As a result of the Music Theory Placement Exam or the College Board's Advanced Placement Music Theory Exam, some students may receive Credit by Examination for MUTH 1303: Elementary Music Theory I. The School of Music follows published University policy in regard to the awarding of Credit by Examination (see Texas Tech University undergraduate catalog).

## **C. Rotation of Courses**

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Some courses within the School of Music are not offered every year or every semester. Sequential courses exist in the areas of Theory, Aural Skills, Piano, Music History, Conducting, and Instrumental Methods courses.

The student should consult the Schedule of Courses, University Catalog, or the Academic Advisor for further information about these courses.

## **D. Progress toward the Degree**

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After acceptance into the School of Music, all music majors will participate in applied and academic assessment during each semester of enrollment. **The music major must maintain a grade of C or above in every course designated as part of the major area music curriculum.** If the music major does not receive a grade of C in such course(s), he or she will be allowed to repeat the course(s) twice in order to achieve the minimum grade of C. University policy states that a student may repeat a course for credit only one time at the normal tuition rate; those repeating a course more than once must pay an additional cost of education fee. If or when a music major does not receive a minimum grade of C in a major area music course after repeating it twice, he or she will no longer

be able to continue his or her status as a music major and must declare a major other than music.

## **1. Enrollment and Sequence Requirements**

In order to remain a Music Major, students must maintain progress toward the degree by taking at least one course (other than applied lessons or ensemble) each semester required in the degree plan.

The faculty of the school has outlined the proper order in which the required courses should be taken. This order was not arbitrarily derived, but was based upon a pedagogical sequence of knowledge and skills over the course of study. Students should consult the sample plans, listed in the School of Music section of the University Catalog, and consult regularly with the Academic Advising staff to complete the degree on time in eight semesters. The MUED Concentration usually takes nine semesters.

## **2. Formal Reviews of Progress**

Composition majors will submit a portfolio yearly for evaluation by the composition faculty. Faculty will meet with the composer as part of this review process. Near the completion of the sophomore year, composition majors will be asked to submit samples of their freshman and sophomore work for formal review. Composers will submit scores and recordings in the form of a portfolio. The faculty will evaluate each student's work, as well as the academic record, before approving continuance as a composition major. Aside from the evaluation of compositions and theoretical work, the principal review criteria are:

1. the completion of all academic requirements through the sophomore year;
2. a grade average of no less than B in composition and theory courses.

Music Theory majors will undergo a similar formal academic review at the conclusion of their sophomore year.

Students in other degrees and concentrations may have formal reviews conducted of their performance and academic progress, particularly at the end of the sophomore year. Students should consult their Applied Music instructors for further information.

## **E. Final Examinations**

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Final examinations are required in all University courses. Juries, proficiencies, or recitals may substitute for a final examination in applied lessons if the faculty member agrees.

Concerts may substitute as final examinations for ensemble courses.

With the exception of concerts serving as final examinations, all final examinations must be taken during the time set by the University and published in the University Final Examination Schedule. Final exams may not be taken at any other time, even if agreed upon by the faculty member and all of the students in the class.

**Juries must take place during the final examination period.**

## **F. Certification Requirements (MUED Only)**

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In addition to the coursework required by the School of Music to fulfill the Bachelor of Music degree, students wishing to be certified to teach in the State of Texas must fulfill all requirements of the College of Education and the State of Texas. The coursework for Teacher Certification is listed in the University Catalog section of the College of Education and in the Degree Guide Sheets included as part of this handbook.

In addition to this course of study the following is also required of the student seeking certification.

### **1. Admission to Teacher Certification Program**

Upon completion of 60 semester hours students obtain and complete an application form from the College of Education. Deadlines for submission of applications are generally mid-February (for fall semester admission) and mid-September (for spring semester admission). It is best to begin the professional education courses no sooner than 3 semesters before the student teaching semester. To be admitted, a student must have an overall GPA of 2.7 or better. Any fees that may be charged will be communicated to the students by the College of Education.

### **2. Application for Student Teaching**

Student Teaching Placement Request forms must be received by the Coordinator for Student Teaching one year prior to student teaching. Deadline dates will be announced and posted each semester. Obtain a checklist for eligibility at the time you submit your request form. Your eligibility status will be determined and you will be notified of that status prior to the advanced registration period for the semester in which you plan to student teach. Applications will be reviewed and signed by the Coordinator for Student Teaching and the Student Teacher.

### **3. TExES Certification Test**

Students seeking all-level certification must take the EC-12 Music All-Level TExES Certification exam (exam #177) and the EC-12 Pedagogy and Professional Responsibility (PPR) Certification exam (exam #160). The Music TExES must be taken prior to the beginning of student teaching. All student teachers in music education are strongly encouraged to take the PPR exam prior to student teaching. TExES exams are available via computer administration at various testing sites across the state. Register to take the exam at <http://texes.ets.org>. Preparation materials are available on-line at <http://cms.texes-ets.org/texes/prepmaterials/>.

### **4. Complete MUAL 4000**

All course requirements must be completed. A grade of CR/NC (credit/no credit) will be based on participation, adherence to the professional policies and Code of Ethics of the College of Education and the School of Music as well as Cooperating Teacher and University Supervisor evaluations.

## **5. Application for Teaching Certificate**

In order to receive a teaching certificate, students must successfully complete all aspects of the student teaching experience, pass both TExES exams, complete an application with the College of Education, and pay necessary fees. Details are available from the College of Education and the School of Music.

## **6. Credit Hours**

The final 30 hours of the degree must be from Texas Tech University and students are not allowed to complete courses during the student teaching semester. Students who desire to take applicable courses from another institution after completing 90 degree credit hours must request special permission from the college prior to registration at that institution.

## **G. Piano Proficiency**

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All students who are not keyboard principals must demonstrate a proficiency level in piano. This requirement must be successfully completed at the level of MUAP 2124 either by examination or by taking appropriate coursework. The keyboard proficiency requirement must be fulfilled prior to student teaching and graduation. The requirements needed for piano proficiency at each level (MUAP 1123, 1124, 2123, 2124) are in Appendix B at the back of this handbook.

Contact Dr. Carla Cash for more information at [carla.d.cash@ttu.edu](mailto:carla.d.cash@ttu.edu).

## **III. Performance Policies**

### **A. Recitals**

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#### **1. Recital Requirements**

Candidates for MUED, Music Composition, and Music Theory degrees are required to present a ½-length Junior Recital (MUAP 3190), comprised of 25-30 minutes of music. Performance majors are required to present a ½-length Junior Recital and a full-length Senior Recital (MUAP 4190), comprised of 40-60 minutes of music.

Music composition majors are required to present a recital of their original compositions during the senior year (MUAP 4190). Permission to present the recital must be obtained from the composition faculty one semester prior to the recital.

There is no recital requirement for the Bachelor of Arts in Music degree.

Students are expected to stay within minimum and maximum guidelines for repertoire on all degree recitals in order to best utilize School of Music accompanying and performance space resources. Half-length junior recitals should be shared with another performer whenever possible.

## 2. Recital Scheduling

### Degree Recitals

Only FACULTY can make a schedule request for a student recital. This assures that the teacher has granted permission for the student to perform, and that the teacher is available to attend the recital.

The faculty member must fill out and submit the Student Recital Reservation form found on the School of Music website.

Faculty and students may not attempt to schedule or “hold” multiple performance dates as options.

All degree recitals (graduate and undergraduate) will be scheduled by the end of the second week of class each long semester.

Recitals may be scheduled in Hemmle Recital Hall, Choir Room 010 or Hance Chapel as scheduling permits.

Degree recitals are not charged a recital or recording fee. Recital and recording costs will be paid from Special Instruction Fees already collected.

### Non-Degree Recitals

All non-degree recitals may be scheduled during the third and fourth weeks of class. Non-degree recitals are only scheduled as space is available.

All non-degree recitalists will be charged an \$150 recital/recording fee. This amount will be paid at the time of scheduling.

When possible, non-degree recitalists are encouraged to schedule in locations other than Hemmle Recital Hall, Choir Room 010, and Hance Chapel

Degree and non-degree recitals will NOT be scheduled in the current semester after the fourth week of class.

### Off-Campus Recitals

Scheduling at the Hance Chapel is limited to degree and non-degree recitals booked using the above procedures. If the recital involves large equipment (i.e. percussion instruments etc.) the recital will not be scheduled in Hance Chapel. Exceptions to this policy must be formally requested through the Senior Associate Director of the School of Music with appropriate permissions from the faculty who maintain instruments to be utilized.

Other off-campus locations, including some local churches, are available for scheduling both degree and non-degree recitals. Some of these locations will involve facility or other charges, which are the responsibility of the student.

**ALL recitals, regardless of location, must be scheduled using the above procedures to assure that they appear on the School of Music calendar.** Events that do not appear on the calendar will not be recorded and will not have printed programs, both of which are required for successful completion of the Junior Recital (MUAP 3190) or Senior Recital (MUAP 4190).

### **Rescheduling Policies For All Recitals**

Recitals may be rescheduled during the same semester for medical reasons, emergencies, etc. as space/time is available.

The student's inability to be prepared is not sufficient reason to reschedule a recital in the same semester.

### **Dress Rehearsal Scheduling**

A student who has a scheduled recital may rehearse in the performance space. The rehearsal time is a maximum 2 hours. Typically, this would be the dress rehearsal for the performance.

Students wishing to schedule dress rehearsal must e-mail the calendar staff at [Music.Schedule@ttu.edu](mailto:Music.Schedule@ttu.edu) to request a time.

Dress rehearsals may be scheduled on the date the performance calendar closes or three weeks prior to the requested date, whichever comes first.

## **3. Recital Accompaniment**

Students may request the services of a Staff Accompanist for any performance and are encouraged to do so for degree recitals, which receive top priority for accompanist assignments. For full information, consult the [Accompaniment Policy](#) on the School of Music website.

As an alternative, students may hire one of several freelance accompanists in the area at their own expense. Faculty members can assist students in contacting one of these accompanists.

## **4. Recital Hearings**

All undergraduate degree recitals require a recital hearing, normally held two to three weeks before the recital date. The hearing panel will consist of three faculty members from the student's area of study with a majority vote required to pass.

Each area and studio has specific requirements and policies for the hearing and students should consult their course syllabus (MUAP 3190 for Junior Recitals, MUAP 4190 for Senior Recitals) or the course instructor for complete information.

## **5. Recital Program Information**

Students are responsible for submitting program information to the Events Coordinator via email at [music.schedule@ttu.edu](mailto:music.schedule@ttu.edu) *at least two weeks* before the performance date.

## **6. Hemmle Crew and Equipment Request**

Students performing in Hemmle Recital Hall or Hance Chapel (crew and ushers are not provided in other venues) should submit the Crew Request Form for their performance at least one week before the performance date. This form allows a performer to indicate stage setup, special equipment needs (including any sound reinforcement) and any changes in setup required during the program. This form is available on the School of Music website.

## **7. Recital Recording**

The School of Music Recording Studio is responsible for audio recording of concerts, recitals, and recording sessions in Hemmle Recital Hall, Choir Room 010, Hance Chapel, and all junior, senior and graduate recitals regardless of location (including other off-campus locations). The Recording Studio bases the recording schedule off of the official SOM calendar. However, students should confirm the accuracy of the calendar and contact the Recording Project at least one week in advance of their recital of any changes.

Students will receive a digital audio copy of the recital recording via electronic delivery following the performance.

Recitals hosted in Hemmle Recital Hall and the Choir Hall, will be live-streamed.

## **B. Principal Applied Lessons**

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All music degrees require four or more semesters of applied lessons in a major performance area. Specific requirements for each degree can be found on the degree checklists in the appendix of this handbook.

Music majors enrolled in major ensembles must also have concurrent enrollment in applied lessons.

For degrees requiring recitals in the principal applied area, successful completion of the junior recital is required before a student is allowed to enroll in MUAP 4001.

## **C. Studio Classes/Master Classes**

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Most Applied Music one-on-one lesson courses require a weekly private lesson and a weekly Studio Class, Master Class or Performance Lab. The time and location of this class should be listed on the Applied Music course syllabus, and students are expected to attend and participate.

Composition majors are also required to attend weekly Composers' Forums as scheduled by the composition faculty.

In addition, students may be required to attend weekly departmental recitals, guest artist master classes and recitals, and other events. These requirements will be communicated directly to students by the Applied Music instructor.

## **D. Recital and Concert Attendance**

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All School of Music undergraduate music majors enrolled in applied lessons are expected to experience a broad range of repertory through attendance at the many performance events offered each semester. Examples include recitals, guest artist concerts, ensemble concerts, chamber music concerts, opera and music theatre productions, Lubbock Symphony Orchestra, Lubbock Chamber Orchestra, Presidential Lecture and Performance Series events, and the like.



## **E. Ensemble Participation Requirements**

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All music majors enrolled in applied lessons on their principal instrument must be enrolled in an appropriate ensemble. Music majors must audition for placement in an approved ensemble as part of their degree requirements. Students with a performance concentration may count up to two ensembles per long semester toward their degree requirement. Students in all other concentrations may only count one ensemble per long semester. Starting with the student's first semester as music major, ensemble enrollment must be in consecutive semesters until the requirement is complete. Education majors' ensemble requirements are waived during the semester of student teaching.

Transfer students must audition for an approved ensemble each semester in residence until either their requirement is met or until graduation, whichever comes first. Up to two semesters of transferred ensembles may count toward this requirement.

University Bands are considered a non-major ensemble and do not count towards requirements for Music Education or Performance concentrations unless audition results mandate placement in this ensemble.

Minimum ensemble requirements by degree program are listed below

### **1. Bachelor of Arts**

- a. Guitar  
Four semesters in any departmental ensemble
- b. Keyboard  
Two semesters in Accompanying  
Two semesters in any departmental ensemble
- c. Harp  
Four semesters in harp ensemble Strings  
Two semesters in Symphony Orchestra  
Two semesters in any departmental ensemble
- d. Voice  
Two semesters in choir  
Two semesters in any departmental ensemble
- e. Woodwind, Brass, & Percussion  
Two semesters in Symphonic Wind Ensemble, Symphonic Band,  
Concert Band or Orchestra  
Two semesters in any departmental ensemble

### **2. Bachelor of Music: Music Education**

- a. **Voice**  
Five semesters of Choir  
Two semesters in Choir or Opera Theatre  
One semester in secondary instrumental ensemble (MUEN 2101)
- b. **Woodwinds/Brass/Percussion**  
Two semesters of marching band

Three semesters of band or orchestra  
Two semesters of band, orchestra, or jazz  
One semester of secondary choral ensemble (MUEN 2102)

c. **Harp**

Seven semesters in harp ensemble  
One semester of secondary choral ensemble (MUEN 2102)

d. **Keyboard**

Eight semesters of any department ensemble of which up to four may be accompanying  
One semester of secondary instrumental ensemble (MUEN 2101)

e. **Guitar**

Four semesters of choir  
Three semesters of any department ensemble  
One semester of secondary instrumental ensemble (MUEN 2101)

f. **Strings**

Five semesters in orchestra  
Two semesters in orchestra or jazz  
One semester of secondary choral ensemble (MUEN 2102)

3. **Performance**

a. **Harp**

Eight semesters in Harp Ensemble  
Eight credits in chamber music

b. **Guitar**

Sixteen credits in any ensemble

c. **Strings**

Eight semesters in orchestra  
Eight credits in chamber music  
(bass students may sub other ensembles in lieu of chamber music)

d. **Woodwind, Brass & Percussion**

Six semesters in Symphonic Wind Ensemble, Symphonic Band, Concert Band or Orchestra  
Two additional semesters in Symphonic Wind Ensemble, Symphonic Band, Concert Band, Symphony Orchestra or Jazz Ensemble 1 or 2  
Four semesters of chamber ensemble  
(percussion may substitute percussion ensemble for chamber ensembles)

e. **Voice**

Six semesters in choir  
Two semesters in choir or opera theatre

f. **Piano**

Eight semesters in any ensemble of which up to four may be accompanying.

4. **Music Theory, Composition**

a. **Guitar**

Seven semesters in any departmental ensemble

- b. **Harp**  
Seven semesters in Harp Ensemble
- c. **Keyboard**  
Seven semesters in any department ensemble of which four may be accompanying
- d. **Strings**  
Seven semesters in any department ensemble
- e. **Woodwind, Brass & Percussion**  
Seven semesters in any department ensemble
- f. **Voice**  
Seven semesters in any department ensemble

## **F. Juries**

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All music majors enrolled in Applied Music must pass jury examinations as prescribed by the faculty of their division. Students should consult their Applied Music course syllabi or instructors for complete jury requirements.

Normally, all music majors will perform either a jury or degree recital in each semester of Applied Music enrollment.

Juries, if required, may only take place during the final examination period.

## **IV. Use of University Equipment and Facilities**

### **A. Instruments**

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Certain instruments and equipment are available to students to checkout for use in departmental classes and/or ensembles. Students must currently be enrolled in a course that requires use of the instrument or have permission from an appropriate faculty member to use the instrument in another course. These instruments can be checked out through the office of the Building and Equipment Manager, Rob Farrer, in Room 013A ([rob.farrer@ttu.edu](mailto:rob.farrer@ttu.edu), 806-834-8636). Instruments checked out for use by a student become the responsibility of that student for the checkout period. In order to receive an instrument the student must complete an instrument checkout form and some instruments (including Goin' Band instruments) also require a rental fee. All equipment must be returned at the termination of the contract or upon demand by the Building and Equipment Manager.

### **B. Pianos and Harpsichords**

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School of Music pianos, particularly in performing spaces, represent a significant financial investment on the part of the institution and must be played, moved, and stored with the utmost care. Students are expected to abide by all posted regulations regarding treatment of the pianos, including:

- NOTHING is to be placed on any piano in a practice room, classroom, performance space, or rehearsal space, especially liquids of any kind (including water).
- Practice room and classroom pianos should not be moved.
- Do not attempt to move a performance or rehearsal piano alone. It is recommended that no fewer than 3 individuals move the piano on and offstage.
- Never move a performance piano without its cover.
- Lock all three wheels before lifting piano lid.
- Always use 2 individuals to lift the piano lid.
- Close lid before moving piano.
- Lock wheels after returning piano to its proper storage location.

School of Music harpsichords are only available with permission of the keyboard faculty. Requests for harpsichord use must be made by a faculty member at least 30 days in advance of the first rehearsal or performance where the harpsichord is needed.

## **C Practice Rooms**

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Practice rooms can be found on all three levels of the School of Music. Some of these rooms, including many of those in the 119 complex on the main floor, are reserved for particular instruments or degree plans and are locked at all times. Practice rooms that are not locked or designated with official signage are available to all music majors on a first-come, first-served basis. The following rules apply to all practice rooms:

- NO food or drink (except water) is allowed in any practice room at any time.
- One music stand and one chair per practice room will be allocated.
- Students are responsible for the up-keep and cleanliness of the practice rooms and are expected to abide by all posted rules and policies regarding practice room use.

## **D. Lockers**

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Hall lockers on all three levels of the School of Music building are on a first-come-first-serve basis to music students. Students must provide their own locks and are responsible for keeping the lockers clean and secure.

Instrument-specific lockers located on the lower levels of the School of Music are for larger instruments (cellos, basses, tubas, etc) and must be checked out each semester from the Building and Equipment Manager in Room 013A.

All lockers must be vacated and locks removed as requested by the Building and Equipment Manager, including at the end of each long semester.

## **E. Other Equipment**

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The School of Music sometimes allows students use of photocopying equipment, fax machines, and computer equipment. These machines should be used only with permission of the Director of the School of Music.

The School of Music adheres to the guidelines of fair use stated in the copyright laws pertaining to music, books, journals, and recordings.

## **F. Room Scheduling**

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Room schedules are maintained online at <http://www.calendarwiz.com/ttusom>. Requests for meeting space, rehearsals, lessons, etc. for any scheduled space must be submitted in advance to the School of Music Program and Calendar Coordinator, Clark Preston ([clark.preston@ttu.edu](mailto:clark.preston@ttu.edu)) Faculty members, Teaching Assistants, and students are allowed to schedule rooms with permission.

Students should never assume that a space is available for their use simply because it is not occupied.

Students are generally not to schedule general practice in performance halls. During the summer months, and holiday breaks, it is possible to schedule additional time in performance venues. However, the additional time will be no more than 2 hours, and is subject to being “bumped” for major recording events and activities.

ALL rehearsal, practice, and performance time in performance venues MUST BE APPROVED by contacting Tiffany Holmes ([clark.preston@ttu.edu](mailto:clark.preston@ttu.edu))

## **G. Keys**

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In some cases students will be assigned keys to rooms and equipment storage areas. These keys will be checked out from the Building Coordinator in 206. Keys must be returned upon demand by the Director of the School of Music. Failure to return keys will result in holds on student records and assessment of late fees.

## **H. Recording and Webcast of Recitals and Concerts**

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The School of Music Recording Studio is responsible for audio recording of concerts, recitals, and recording sessions in Hemmle Recital Hall, 010, and the Allen Theatre.

Additionally, recording sessions may also be scheduled. Students should contact Professor Hideki Isoda in the Recording Studio via email at [hideki.isoda@ttu.edu](mailto:hideki.isoda@ttu.edu)

The Recording Studio is staffed by music majors from all degree programs who wish to gain work experience in this area. Contact the Professor Isoda to learn more about becoming part of the Recording Project staff.

The School of Music is proud to provide streaming webcasts of all performances taking place in Hemmle Recital Hall. To access these webcasts, visit the School of Music website for more information.

## **VI. Organizations of the School of Music**

In addition to ensembles and courses, the School of Music sponsors a number of student musical organizations. These organizations are honorary societies and are primarily service oriented.

These organizations enhance the musical life of the School of Music and are well-respected organizations on-campus and throughout the nation. Students are encouraged

to acquire more information by contacting officers of the groups or watching announcements on bulletin boards in the Music Building.

## VII. Advising and Registration

Upon entering Texas Tech, students are initially advised during a new student orientation session during the summer. This will be their first contact with the Academic Advising Staff, who will assist music majors in completing all degree requirements in a timely manner.

Advanced registration for upcoming semesters is held during each of the long semesters for currently enrolled students only. The Academic Advising Staff will post an advising schedule for this time period. To prepare for an advising appointment, students should do the following:

1. Clear all holds (traffic and parking, housing, SBS, etc.)
2. Prepare a preliminary schedule prior to advisement using the schedule builder feature on Raiderlink. Go online to be sure you have the most accurate course listings, and use the degree checklists found in Appendix A of this handbook to guide course choices.
3. Sign up for advisement with your academic advisor using the Stive system, found at [strive.ttu.edu](http://strive.ttu.edu). You will be notified ahead of time which dates you may sign up for as well as your actual registration date.

Registration for students who did not go through advanced registration takes place during the week immediately preceding the beginning of each long semester. For summer sessions, registration takes place the same day spring semester registration begins. You must visit with your academic advisor in order to register for courses.

## VIII. Helpful Links

<http://www.ttu.edu>

<http://www.depts.ttu.edu/music/>

<http://www.depts.ttu.edu/cvpa/>

<http://www.financialaid.ttu.edu/home/>

<http://www.depts.ttu.edu/studentbusinessservices/>

<http://www.ttuhschool.edu/studenthealth/>

<http://www.ttu.edu/it4students/raiderlink.php>

<http://www.ttu.edu/it4students/>