

2021–2022

Music Student Handbook



Willamette Jazz Collective (above) and Chamber Choir (below). Images taken prior to COVID health crisis.



WILLAMETTE UNIVERSITY DEPARTMENT OF



Dear Willamette Music Students,

Welcome to the 2021-2022 school year at Willamette University and the Department of Music. Returning students, we're so very happy to be back together with you again. We hope that you'll join us in welcoming incoming music students to our community as we undertake another year of study and making music together.

This student handbook has been carefully prepared to assist you as you plan your study in music, whether it be in pursuit of the BA with a Major in Music or a Minor in Music. It should answer most of your questions about our music program, and provide you with the information you need to develop your own questions for an adviser. Returning students will know that it is essential for one to become completely familiar with the handbook, in addition to working closely with a music faculty adviser. New students should be especially attentive to the options and expectations presented here.

The music faculty is here to partner with you in your progress and development as a student of music, possibly as a music major or minor but also as a musician eager to participate in the department through lessons, ensembles, or classes. Please be informed, proactive and prepared to ask questions as they arise about your progress toward a degree in music. I am eager to personally and confidentially meet with you to answer broader questions about music and our department, and to discuss concerns that may arise during your time at Willamette.

I wish all of you the best, and look forward to a great year of music at Willamette University.

Sincerely,

A handwritten signature in black ink, appearing to read 'MD', with a long horizontal flourish extending to the right.

Dr. Marva Duerksen
Associate Professor of Music, WGS
Department Chair

Ext. 6007
mduerkse@willamette.edu

md

NASM UNDERGRADUATE MUSICIANSHIP STUDIES

The Willamette University Music Program is accredited by the National Association of Schools of Music (NASM) and is subject to the standards set by the NASM. This organization periodically reviews our course offerings, degree plans and faculty. According to the NASM Handbook, the following are requirements for undergraduate music degrees:

NASM UNDERGRADUATE MUSICIANSHIP STUDIES

Purpose. Musicianship is the body of knowledge, skills, practices, and insights that enables music-making at any level. To some extent, every musician functions regularly as performer, listener, historian, composer, theorist, and teacher. Completion of an undergraduate program in music indicates acquisition of sufficient musicianship to perform these functions appropriate to the areas of concentration and to communicate effectively across the specializations of musical practice.

For this reason, certain subjects, learning processes, and approaches to creativity are common to all baccalaureate programs in music. The particular format and details of the curricula utilized to achieve such breadth are the responsibility of each institution. Goals, objectives, size, scope, and resources shape the means used to fulfill this responsibility. Specific means will vary from institution to institution.

Content. Musicianship begins with the acquisition of fundamental competencies such as aural and rhythmic skills, the reading of notation, and the use of musical terminologies. Development then proceeds through constant use and expansion of previously acquired skills.

The content of traditional coursework in musicianship such as sight-singing, ear-training, harmony, keyboard harmony, counterpoint, orchestration, conducting, and music literature is important. However, this content can be organized and taught in a variety of ways to produce comprehensive musical competence.

Consequently, as the standards for degree programs show, undergraduate musicianship studies develop or provide: (1) conceptual understanding of musical components and processes; (2) continued practice in creating, interpreting, presenting, analyzing, and evaluating music; (3) increased understanding of musical achievements from various analytical, historical, and cultural perspectives; (4) enhanced capacities to integrate musical knowledge and skills; and (5) a set of capabilities for independent work in the music professions.

HANDBOOK for MUSIC STUDENTS

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SECTION ONE (1): DECLARATION OF MUSIC MAJOR

Process to Declare a Music Major:

Students intending to major in any music degree program should complete a [Declaration of Music Major form](#), available on the Department website. A completed form must be emailed to the [Music Department Chair](#) for approval and **forwarded to the Registrar**. Students should consult a music adviser and/or the department chair during this time to assist them in finding the appropriate focus within the music major i.e. performance, composition, studio recording.... All music majors must have approval of the faculty in the area in which they wish to focus, and of the department chair.

Study of Languages Other Than English: If you are intending to pursue a major in voice, it is essential that you consult with Dr. Skovira about recommendations for study of languages other than English.

ADVISORS

[Marva Duerksen](#) – Music Theory, History

[James Miley](#) – Jazz, Improvisation, Theory, Composition

[Michael Nord](#) – Music Technology, Improvisation, Jazz

[Katherine Skovira](#) – Voice, Opera

SECTION TWO (2): CORE REQUIREMENTS - ALL MUSIC MAJORS

The current requirements for all music majors can be found at:
<http://willamette.edu/cla/music/info/requirements/index.html>

Please review the online catalog information carefully. *It is essential* that you work closely with a music advisor to plan your course of study. Courses beyond the core requirements will likely be selected with an eye to completing the Music Senior project (MUSC 495). We strongly support double majors, but be aware that careful planning in both majors is essential.

During each semester of study, a music major must be enrolled in or have completed requirements in:

- Musicianship courses, Keyboard Skills courses
- Music History courses, after necessary prerequisites
- One hour applied lesson on an instrument or voice.
- One of the approved ensembles. (See Section Six, page 3, Ensemble Requirements)
- All music majors and MSA recipients must perform at least *once* per semester on a Weekly Student Recital.

Student progress in both the performance and academic requirements for the degree are carefully monitored by the music faculty. Students showing inadequate progress toward fulfilling degree requirements by the middle of the sophomore year may be contacted by the department chair with a view towards examining degree choice alternatives.

SECTION THREE (3): APPLIED LESSONS

- A. **Lesson Charge:** The current cost for 14 weekly, one-hour lessons is \$680 per semester. A pro-rated refund will be given *only* if lessons are dropped during the first three weeks of the semester (officially, one week from the end of the University Add/Drop deadline). **Students may also withdraw from lessons after the Add/Drop deadline, but must do so before the Withdrawal deadline in order to avoid receiving a failing grade.** All freshmen and sophomores will be charged for lessons regardless of major. Upper division Music Majors are not charged for lessons on their primary instrument at the 370 or 470 level. Applied lessons in a second area will be billed to the student's account, regardless of major.
- B. **Studio Fee:** A studio fee of \$50 per semester will be charged to all students enrolled in applied music lessons. This helps to offset piano maintenance/tuning.
- C. **Credits:** A minimum of one hour per week of applied lessons on the student's primary instrument is recommended for the B.A. students in music. Requirements for completion of the degree are 8 semester hours at the 370 level. Music scholarship recipients are required to take weekly one-hour lessons on their primary instrument.
- D. **Course levels:** The 170, 270, 370, 470 applied lesson designation will be determined by the student's year of study in an instrument. For example, a junior beginning piano lessons would enter at the 170 course level. (i.e. not 370).
- E. **Studio Lessons Makeup Policy:** A student needing to miss a lesson (limit one per semester) due to illness or emergency must notify their instructor in advance to qualify for a makeup. Other priorities for the student do not constitute grounds for making up the lesson. Makeups will be either done in a group studio class or, in certain rare occasions, as a one-on-one at the discretion of the instructor. Details concerning the impact on your grade for excess missed lessons are specified in the instructors' syllabus.

SECTION FOUR (4): PIANO ACCOMPANISTS

On a need and availability basis, coordinated by [Dr. Zimmerman](#), and determined by applied instructors, accompanying staff, and the department chair, students may receive no-cost accompanying collaboration for lessons, convo performances, required recitals, and other curricular performances. Accompanists are expected to prepare music in advance and to rehearse with the soloist outside of the lesson. *Students who are repeatedly unprepared for their rehearsals with their accompanist may lose the privilege of no-cost accompaniment by departmental staff.*

Students desiring the services of an accompanist in addition to the lesson and established rehearsal time, or for non- curricular performances, should expect to pay for these additional services. Non-Willamette accompanists for recitals should be approved by [the Department Chair](#). Please first consult with [Dr. Coen](#).

SECTION FIVE (5): JURY PERFORMANCE REQUIREMENTS

End-of-Semester Juries: At the beginning of each semester, jury days for instrumentalists and vocalists will be designated by the department. Jury performances are required of all music majors and MSA award recipients on their assigned day.

Non-majors may be required to participate or may choose to participate after consultation with their applied instructors. Students will consult their applied teachers or supervisory faculty (see below) for the jury requirements in each respective vocal or instrumental performance area. Instrumental and voice faculty will work out in their respective cohort the appropriate standards for juries within these areas.

Additional details concerning juries may be obtained from the following faculty members:

Voice: Professor [Skovira](#)

Strings: Professors [Miley](#), [Hilkert](#)

Brass, Woodwinds, Percussion: Professors [Miley](#), [Hilkert](#)

Jazz and Improvisation: Professors [Miley](#) and [Nord](#)

Piano: Artist-in-Residence, Professor [Coen](#)

SECTION SIX (6): ENSEMBLE REQUIREMENTS

Students participating in music ensembles must maintain a cumulative 3.0 GPA to perform in more than one ensemble per semester. If a student falls below a 3.0 GPA, there will be a probation period of one semester. Music majors and minors may perform in a maximum of two major ensembles (any of the choirs, DVA, wind ensemble, orchestra, or Willamette Jazz Collective). Any student wishing to participate in more than two major ensembles must submit a petition to the music faculty one week prior to the add/drop date.

Students whose major instrument is not present in the large ensembles (e.g. classical guitar) may petition for alternative placement following consultation with their applied instructor and advisor.

B = Wind Ensemble or Jazz Collective

O = Univ. Chamber Orchestra.

C = Chamber Choir, Voce, Willamette Singers

AC = Accompanying Class

CM = Chamber Music (including jazz combos)

DVA = Dramatic Vocal Arts

Six semesters are required, though additional semesters of ensemble experience are strongly recommended. Three semesters must be in B, C, O, WJC, or DVA, as appropriate to instrument; 3 semesters may be in CM and/or AC (strongly recommended). Classical Guitar or Rhythm section performers may have alternate placements in consultation with Prof. Miley.

All music major and MSA students whose primary instrument is piano are required to accompany. Accompanists are expected to prepare music in advance and to rehearse with the soloist outside of the lesson.

Students who enroll in the Seminar in the Art of Piano Accompanying may receive ensemble credit (see above). A member of the full-time piano faculty will supervise, coordinate and match accompanists with soloists.

All pianists are encouraged to accompany. The preparation and commitment required to accompany another musician is considered essential to the development of a pianist. The music faculty support this concept and have approved the accompanying class as a course which will satisfy a portion of the ensemble requirements for the piano performance major.

SECTION SEVEN (7): SENIOR PROJECT REQUIREMENTS - Music Majors

The Music Department has developed a new format for senior projects. To encourage individual interests and competencies, each student will develop a senior project in consultation with a full-time tenured or tenure-track music faculty advisor. Advisors outside the department may also be a part of the initial consultation and completion of the project, though the music professor must be your primary advisor. In addition, the area head for your voice/instrument must be a part of the initial consultation and also of the final performance/presentation. To complete and receive credit for this project, you will register for MUSC 495: Senior Project.

PLEASE NOTE: The earlier you start formulating your ideas for your project, the better your chance of success. You must submit your proposal in the semester *prior* to that in which you complete the project. At the very latest, you must submit your proposal by the 8th week of the Fall semester of your senior year. The full-time music faculty will review your proposal and suggest revisions, as necessary. You will need to complete these revisions before the faculty approves your proposal. Please fill out the Google Form on the music department website.

SECTION EIGHT (8): MUSIC MINOR

The Minor Program in Music consists of 20 semester hours in Music chosen from the following courses in consultation with a music advisor.

Core Requirements (8 semester hours)

- **MUSC 160** Fundamentals of Music Literacy (4) **or**
- **MUSC 161** Musicianship I (4)
- **MUSC 160x** Rhythm Workshop (1) or equivalent (faculty approval needed)
- **Ensemble (3):** 1 credit each per semester
 - **MUSE 029X** University Chamber Orchestra
 - **MUSE 031X** Jazz Ensemble
 - **MUSE 032X** Wind Ensemble
 - **MUSE 034X** Dramatic Vocal Arts
 - **MUSE 036X** Chamber Music
 - **MUSE 037X** Willamette Singers
 - **MUSE 040X** Chamber Choir
 - **MUSC 043X** Voce
 - **MUSE 099X** Seminar in the Art of Piano Accompanying

Twelve semester hours chosen from the music curriculum in consultation with a music advisor; at least 4 semester hours must be at the 300 level or higher (12)

- **MUSC 111** Basics of Singing (2)
- **MUSC 121** Creating Music with Technology (4)
- **MUSC 140** Class Piano (2)
- **MUSC 162** Musicianship II (4)
- **MUSC 180** Class Pianos (2)
- **MUSC 187** Music Virtuosity Across Cultures (4)
- **MUSC 207** Improvisation I: Free (4)
- **MUSC 212** Jazz: America and Beyond (4)
- **MUSC 214** Knowing the Score: A History of Music for Film (4)
- **MUSC 218** Beethoven, His Legacy and the Power of Music (4)
- **MUSC 242** Music History I (4)
- **MUSC 261** Musicianship III (4)
- **MUSC 265** Jazz Harmony and Repertoire (4)
- **MUSC 266** Diction for Singers I (2)
- **MUSC 267** Diction for Singers II (2)
- **MUSC 281** Opera: Gender, Sexuality, "Others"
- **MUSC 314** Knowing the Score: A History of Music for Film (4)
- **MUSC 318W** Beethoven, His Legacy and the Power of Music (4)
- **MUSC 331W** Advanced Topics in Music Theory and Analysis (4)
- **MUSC 339** Desktop Music Production (4)
- **MUSC 340** Composition and Orchestration (4)
- **MUSC 343** Music History II (4)
- **MUSC 345** Conducting (4)
- **MUSC 351** Vocal Pedagogy (2)
- **MUSC 425** Recording Studio Music Production (4)
- **MUSL 270** Applied Instrumental and Vocal Instruction (1-2)
- **MUSL 370** Applied Instrumental and Vocal Instruction (1-2)

SECTION NINE (9): MUSIC SCHOLARSHIP AWARDS

- A. General Information:** For students whose financial aid package includes a music scholarship award (MSA), award amounts will remain in place for all semesters at the University as long as the student meets the requirements given below. NOTE: students need not be majors or minors to retain their scholarship.
- B. To maintain the award in successive semesters at Willamette, recipients must:**
1. Remain enrolled as a full-time student in the University.
 2. Register each semester for a one-hour applied lesson in your major instrument. Any change in your major instrument study must be approved by the music faculty.
 3. Register each semester in a faculty-approved major ensemble. For instrumentalists and vocalists, the appropriate ensemble will be determined by auditions that are scheduled during the Opening Days of each academic year. For scholarship awards in classical piano, the required ensemble will be the Seminar in the Art of Piano Accompanying (MUSE- 099x).
 4. Perform at least once per semester on the Weekly Music Convocation.
 5. Maintain satisfactory progress in your instrument or voice study and achieve the minimum grade of B in all music lessons and ensembles.
 6. Maintain a minimum cumulative GPA of 2.3 (C+) in all course work at the University.
- C. Faculty Approved Ensembles for Music Scholarship Students:**

Instrument Placement Audition Ensemble Options	Audition	Ensemble Options*
<u>Wind, Percussion, Jazz Guitar, Jazz Piano</u>	with band, orchestra and/or jazz directors	WE, UCO, WJC, or in consultation with Professors Miley & Nord
<u>Harp, String</u>	with orchestra director & string faculty	UCO
<u>Piano</u>	with piano faculty	Seminar in the Art of Accompanying, and may include accompanying a large ensemble.
<u>Voice</u>	w/voice & choral faculty	WS, CC, V, DVA
<u>Classical Guitar, Organ</u>	w/instructor	Negotiated between student, instructor and advisor
<u>Composition</u>	With band & orchestra directors or piano faculty, and in consultation with Prof Miley	WE, UCO, WJC, WS, CC, V, DVA, or Accompanying

*WE=Wind Ensemble, WJC=Willamette Jazz Collective, UCO=University Chamber Orchestra, CC=Chamber Choir, WS=Willamette Singers, V=Voce (Treble Choir), DVA=Dramatic Vocal Arts

D. **Additional Ensemble Opportunities:** In addition to the large ensembles, there are many opportunities available for chamber music performance in classical quartets, trios, duos, etc., as well as in jazz combos. Please speak with your applied instrument instructor for assistance in forming or joining such an ensemble. NOTE that these do not satisfy the ensemble participation requirements for the MSA.

E. **Accompanying Requirements for Piano Scholarship Recipients:**

Pianists who hold a Music Scholarship Award are required to:

1. Take **MUSE 099X Seminar in the Art of Accompanying** every semester.
2. As part of the accompanying class, all pianists will be assigned students to accompany. Pianists with a Music Scholarship Award will be assigned an accompanying load based on the amount of their Music Scholarship Award, their experience and ability, and the difficulty of the assigned repertoire.
3. If NOT enrolled in the accompanying class:
 - a. The student will be required to accompany a set number of hours as determined by the Music Scholarship Award, the student's piano instructor, and the faculty member charged with coordinating the accompanying assignments.
 - b. For additional accompanying above the requirements of the accompanying course or the Music Scholarship Award, a student may, if qualified, be eligible for payment through the work-study program.
 - c. With permission from the piano music faculty, piano students may substitute a small or large ensemble to fulfill a portion of the piano accompanying requirement.

F. **Academic Probation and other restrictions:** According to the University's Academic Policies and Procedures, any student who is on academic probation is "ineligible to represent Willamette University in any public performance" (i.e. including music performance) and is "subject to review of his/her financial aid status" (i.e. including music scholarship awards). In addition, students who have withdrawn from the university are not eligible to rehearse or perform with groups for which students receive academic credit. This restriction extends to "academic listeners."

SECTION TEN (10): CONVOCATION AND RECITALS

A. Weekly Music Convocation: Tuesday, 11:30 a.m. Hudson Hall

B. ALL MAJORS MUST BE ENROLLED IN: MUSC-RECIT-01

Convocations present the opportunity for students to hone performance skills before an audience and to give other students the opportunity to hear different repertoire. Instructors must [reserve a time and date](#) for students' convocation performances by the 30th of September. Students must then [complete a Google form with performance details](#) no later than one week prior to the date they committed to. After said date, we cannot guarantee one's choice of performance date.

Only completed forms will be accepted in order to hold a space.

1. The [Google form](#) must be fully completed, include [special stage set up requests](#) if any, and vocalists must submit both the original text and translations in the section of the Google form that asks for them. This should be completed no later than one week prior to the student's performance date.
2. Required signatures include:
 - a. Applied lesson instructor;
 - b. Staff Accompanist (Crystal Zimmerman or Arsen Gulua) if applicable;
 - c. Instructor of the Piano Accompanying Class or staff accompanist, if a student is accompanying.
3. All music majors and MSA recipients must perform once a semester at the music convocation.

C. Recital and Concert Attendance Requirements:

1. Hearing music in live performance is essential to your training as young artists. The National Association of Schools of Music (NASM) requires the University to assist you in becoming familiar with literature from styles appropriate to a wide variety of orchestral, jazz, and improvisational instruments, piano and voice. Therefore, all music majors are **required** to register for **MUSC-RECIT- 01** each semester and attend the Weekly Music Convocations that present student performances, guest artists, masterclasses, and special presentations. Please consult the convocation calendar.
2. In addition, majors are required to attend other music performances and masterclasses. Specifically, you are required to attend at least 8 Tuesday morning music convocations in their entirety, and 7 additional concerts/masterclasses per semester, for a total of 15 performances. At least 10 concerts each semester must be on-campus events. Concerts/performance meeting this requirement must be with professional musicians and consistent with the offerings of our curriculum. Concerts and recitals in which you perform cannot be counted toward the total.

3. To receive recital/concert credit, students must [fill out the Google form](#) and send pictures or PDFs of their signed programs to mus-office@willamette.edu no later than the final regular class day for each semester.
4. Students other than first semester freshmen not fulfilling the music convocation requirement will not receive a passing grade in MUSC-RECIT-01. Passing grades in MUSC-RECIT-01 are required for every semester as a major other than the first for freshman students. Postponing the declaration of your music major unreasonably does not excuse you from this requirement. Missing attendances must be made up during the subsequent semester and require students to petition the faculty for confirmation. Failure to complete the requirements can constitute grounds for the withdrawal of students' music major status by the faculty, or withholding of degrees by the registrar.

C. Qualifying and Senior Recitals Approved for the BA Degree

A number of Spring weekend dates have been reserved for Senior students fulfilling degree requirements through a BA approved senior recital in Hudson Hall or Rogers Rehearsal Hall. Students wishing a guaranteed weekend date during this period must sign up by **October 1, 2022**. After that, the reserved dates will be released to a first-come, first-served basis which may result in weekend dates being unavailable.

NOTE: All Senior Recitals satisfying the Senior Project Requirement in Music (MUSC 495) must be completed by April 17, 2022.

1. **Recital Planning Checklist:** Prior to planning your recital you **MUST** obtain a **Recital Planning Checklist** and a **Recital Scheduling Request Form** available in the Student Resources section of the Music Department website.
2. **Select and Schedule Recital/Rehearsal Dates:**
 - a. Using the “**Recital Scheduling Request Form**”: Check available dates with the [Music Department Administrators](#).
 - b. As early in the academic year as possible, meet with your applied lesson instructor and academic advisor to set your recital date. Prior to October 1st of each academic year, seniors will be given priority to set their Senior Recital date. After that date, qualifying recital dates will be available on a first-come, first-served basis.
 - c. Note: No more than 2 music events may be held on one day and none at the same time.
3. **Accompanist:**
 - a. Make sure your accompanist is available for your recital date and dress rehearsal date.
 - b. Our professional staff accompanists are expected to prepare music and rehearse as requested by the applied instructor. In normal cases, weekly rehearsals will be adequate to prepare for the recital. However, because the dress rehearsal typically requires an extra commitment of time and travel from the accompanist, the student will pay a fee of \$75.00 to the accompanist for the dress rehearsal. This payment should be made directly to the accompanist before the recital date.

4. **Publicity:**
 - a. Program and poster design are the responsibility of the student and must conform to the standard department sizes for both.
 - b. All poster and program copy must be edited by the applied instructor or academic advisor and reviewed by the [music front office](#) at least *three weeks* in advance of the recital date. Posters may not be posted without approval of the Music Office.
5. **Piano and Harpsichord:** If a piano needs tuning for your recital, or if the harpsichord is to be used, you must make a request to the [Music Department Administrative Assistants](#) at least **14 days** prior to the recital. For required recitals, tuning expenses will be paid by the Music Department.
6. **Stage Set-Up and Diagrams:** If your recital will be held in Smith Auditorium or Hudson Concert Hall, complete a [Stage Set-Up Form](#) and submit to the stage manager as early as possible. Your reservation will not be confirmed until you have submitted this form and discussed any special requirements with the stage manager. This form is available on the music department website, [Student Resources](#). The stage manager will arrange for stage crew, lighting and sound personnel.
7. **Recording:** Whenever possible, the stage manager will arrange for *required* recitals to be recorded. Sometimes, however, scheduling issues will mean that the student will have to make arrangements for recording. Once you have set your recital date and have booked the hall online, check with the stage manager to be sure that a sound technician will be available for recording.
8. **Reception:** If a post-recital reception is desired, it is your responsibility to arrange.
9. **Evaluation Form:** Obtain a [Senior Recital Performance Evaluation Form](#), available on the music department website, [Student Resources](#). This form must be completed by your recital jury immediately after your recital and turned in by your faculty advisor.
10. **Cancellations:** Recital dates cannot be changed except in cases of an emergency or serious illness. The student's instructor must notify [the department chair](#) for approval of the cancellation. Students who find it necessary to reschedule solo recitals must notify the [Music Department Administrators](#) of the change. If the notification of change is made less than two weeks prior to the new date, the department cannot guarantee technical support.

D. Non-Required Recitals

Those students desiring to present a non-required recital may do so only after the applied lesson instructor has received written approval from the department chair. All costs associated with the recital, including poster, program, accompanist, stage technician, etc. will be the responsibility of the student. All printed materials must be presented to the applied lesson instructor for approval at least *three weeks* in advance. All **Non-Required Recitals** must be completed by **April 1, 2021**. The Music Department will assume up to **\$20.00** in costs towards the printing of your programs and/or flyers when your materials are printed by the University Print/Design Center. Please coordinate the printing with the Front Office staff prior to printing in order to secure the correct account number. Off-campus printing costs will be the student's responsibility. Distribution of posters and flyers, on and off campus, is also the responsibility of the student.

- a. Campus and Off-Campus Media: Publicity regarding repertoire, personal data, etc., for on-campus publications and newspaper articles must be given to the [Music Front Office](#) *four to six weeks* prior to the recital. ([Publicity forms](#) are available online on the Music Department website.)

SECTION ELEVEN (11): BUILDING AND EQUIPMENT

NORMAL BUILDING HOURS (not including winter, spring, and summer breaks)

FAE	M-F	7 a.m. to 10:30 p.m.
	Sat/Sun	Card access only
FAW	M-F	7 a.m. to 10:30 p.m.
	Sat/Sun	Card access only
RMC	M-F	7 a.m. to 10:30 p.m.
	Sat/Sun	Card access only

- A. After-Hours Access:** Access to the music facilities after hours requires cardlock access. Access to locked rooms requires key lockbox codes. Both may be requested through the Music Department Office.
- B. Practice Rooms:** These rooms are available to currently enrolled Willamette University Music Students 24 hours a day, 7 days a week. Students must have Willamette University ID in their possession while using the practice rooms. Numerous rooms are located on the second floor of Fine Arts East and are available on a first-come, first-served basis. In addition, two locked practice rooms are located in the Rogers Music Center, and three locked rooms on the second floor of FAE. These rooms must be scheduled through the music office. The reservation precedence is: 1) Students whose primary instrument is piano, and 2) chamber music ensembles with piano. Please report any needed instrument repairs to the Music Office. *Please report any mischievous or suspicious behavior in or around either music building to Campus Safety (ex. 6911) or to the Music Office (ex. 6255).*
NOTE: during the COVID health crisis, there are different rules and protocols that govern practice rooms. Please see the instructions posted in practice rooms, for health protocols and sign-out instruction.
- C. Smith Auditorium and Hudson Hall** must be reserved and are restricted to those students preparing for a music recital. Please limit practice in these halls to begin seven days preceding the jury or recital. Exceptions to this would occur when the applied teacher schedules the stage for student practice prior to a performance. To reserve the stage, check with the [Music Department Administrators](#).
- D. Harpsichord Use:** Contact Professor [Marva Duerksen](#).
- E. Lockers** are available in Fine Arts East (second floor) and backstage in Hudson Hall for music students only. Students may rent a locker through the [Band Office](#), RMC 120, for \$5.00 cash per year. You must pay before you will receive the lock. Personal padlocks may not be used. If lockers are to be used over the summer, students must make arrangements with the Music Office prior to the end of spring semester. Items left in lockers will be removed at the end of the school year and taken to campus safety. The Music Department is not responsible for lost or stolen items.

- F. **Copying:** The photocopy machine in the faculty workroom is not available for personal/student use. Students should use the Hatfield Library or the Print and Design Center in the University Services Building for their photocopying.
- G. **Music Technology Laboratory:** located in Ford Hall 001, is accessible to students enrolled in classes in the technology lab or on a case-by-case basis. Please email Professor Nord (mnord@willamette.edu) to see if you can gain access via a personal key code.
- H. **Security:** Be responsible for your possessions in Smith and RMC. These buildings are relatively secure, but instruments, backpacks, and other personal belongings have been taken from these locations in years past. Be certain to lock your lockers at all times and never leave instruments and other personal items unattended.
- I. **Musicians Health & Safety:**

For a series of advisories on neuromusculoskeletal and vocal health published by the National Association of Schools of Music and the Performing Arts Medicine Association, see:

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/6a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-Vocal_June-2014.pdf

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-NMH_June-2014.pdf

In particular, students should consult the Guide for Student Musicians:

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/4a_NASM_PAMA_NMH-Student_Guide-Standard_June-2014.pdf

**SECTION TWELVE (12): REQUIREMENTS FOR DEGREES IN MUSIC
- ALL MAJORS**

The Willamette University Department of Music offers National Association of Schools of Music (NASM) approved Bachelor of Arts degree in music as well as a minor in music.

Each of these degrees has been revised in accordance with our reaccreditation process with the NASM. Consult the catalog of the year you entered Willamette for the requirements for your degree program; however, you may graduate following the requirements of any degree plan in effect during any of the four years you are enrolled as a student.

Consult the Department website: <http://willamette.edu/cla/music/info/requirements/index.html> for current degree requirement information.

It is essential that you work together closely with your advisor in constructing your four-year program and the courses for each semester that you are in residence at Willamette as a music major.

Ultimately, the responsibility lies with you, the student, for understanding and completing the requirements for your music degree. Always consult with a music advisor.

SECTION THIRTEEN (13): FORMS

These forms can be downloaded from the music department website:

<https://willamette.edu/arts-sciences/music/students/forms/index.html>

[Request for Declaration of Music Major or Minor](#)

[Senior Project Proposal Form](#)

[Piano Accompanist Request Form](#)

Senior Recital Planning

- ❖ [Checklist](#)
- ❖ [Scheduling Request](#)
- ❖ [Publicity](#)
- ❖ [Stage Set Up](#)
- ❖ [Senior Performance Evaluation](#) (only for degree recitals)

Student Convocation Forms

- ❖ [Sign-up Sheet](#)
- ❖ [Convocation Information Form](#)
- ❖ [Convo Warm-up Sheet](#)

[Stage Set Up Form](#)

Jury Forms:

- ❖ [Voice](#)
- ❖ [Instrumental](#)

Petition Forms

- ❖ [General](#)
- ❖ [Multiple Ensembles](#)

[Submit Concert Programs](#)

[Practice Room Reservation Request](#) (for locked practice rooms only)

[Summer Study Scholarship Application](#)

STUDENT RECITAL DATES – FALL 2021

Be sure to follow the procedure in the Music Student Handbook for reserving a space on the recital program.
Recitals are Tuesdays, 11:30 a.m. in Hudson Hall unless noted otherwise.

Tuesday, September 7 (HH)

Introduction to Convo (Duerksen)

Tuesday, September 14, 2020

NO CONVO (CAS Faculty Meeting Day)

Tuesday, September 21 (HH)

Tuesday, September 28 (HH)

Tuesday, October 5 (HH)

Tuesday, October 12

NO CONVO (CAS Faculty Meeting Day)

Tuesday, October 19 (HH)

Tuesday, October 26 (HH)

Tuesday, November 2 (HH)

Tuesday, November 9 (HH)

NO CONVO (CAS Faculty Meeting Day)

Tuesday, November 16 (HH)

THANKSGIVING BREAK

Tuesday, November 30 (HH)

Tuesday, December 7 (HH)

STUDENT RECITAL DATES – SPRING 2022

Be sure to follow the procedure in the Music Student Handbook for reserving a space on the recital program.
Recitals are Tuesdays, 11:30 a.m. in Hudson Hall unless noted otherwise.

Tuesday, January 10
NO CONVO - (first week of classes)

Tuesday, January 18 (HH)

Tuesday, January 25 (HH)

Tuesday, February 8
NO CONVO (CAS Faculty Meeting Day)

Tuesday, February 15 (HH)

Tuesday, February 21 (HH)
NO CONVO (CAS Mid-Semester Break)

Tuesday, March 1 (HH)

Tuesday, March 8
NO CONVO (CAS Faculty Meeting Day)

Tuesday, March 15 (HH)

Tuesday, March 24
NO CONVO - SPRING BREAK

Tuesday, March 29 (HH)

Tuesday, April 5

Tuesday, April 12 (HH)
NO CONVO (CAS Faculty Meeting Day)

Tuesday, April 19 (HH)

Tuesday, April 26 (HH)

HANDBOOK for MUSIC STUDENTS

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