

An ornate, black and white decorative border with intricate scrollwork and floral patterns, framing the central text and image.

**STUDENT HANDBOOK**  
**2024 - 2025**



**Department of Music**

**University of Wisconsin Oshkosh**

## TABLE OF CONTENTS

DEPARTMENT OF MUSIC FACULTY & ACADEMIC STAFF LISTING .....	2
ADVISEMENT REPORTS AND SCHEDULING .....	3
REGISTRATION FOR ENSEMBLES.....	3
0 CREDIT ENSEMBLES AND CHAMBER MUSIC .....	3
CONCERT ETIQUETTE .....	4
TUXEDO RENTAL.....	4
APPLIED STUDY POLICIES (PRIVATE LESSONS).....	4
SCHEDULING LESSONS .....	4
APPLIED MUSIC LESSON FEE.....	4
APPLIED LESSON REQUIREMENTS .....	4
SEMINARS.....	5
GRADE REQUIREMENTS.....	5
JURIES .....	5
PROGRESSION IN APPLIED MUSIC STUDIES .....	5
BACHELOR OF MUSIC IN PERFORMANCE.....	6
PEDAGOGY REQUIREMENT .....	6
CAPSTONE / RECITAL PREPARATION AND PERFORMANCE .....	6
CAPSTONE HEARING .....	7
CAPSTONE SCHEDULING .....	7
CAPSTONE ARRANGEMENTS.....	7
USE OF MUSIC HALL .....	8
USE OF PRACTICE ROOMS .....	8
GRAND PIANO.....	8
INSTRUMENT STORAGE ROOMS .....	8
CORE COURSES.....	8
GRADE REQUIREMENTS.....	8
REPEAT POLICY and APPEAL PROCESS.....	9
TYPICAL SCHEDULE FOR CURRENT MUSIC CLASSES.....	9
POLK LIBRARY MUSIC RESOURCES .....	10
MUSIC COMPUTER LAB .....	11
KEYS .....	11
WITHHOLDING OF RECORDS.....	11
HEALTH AND SAFETY INFORMATION FOR STUDENT MUSICIANS .....	11

## DEPARTMENT OF MUSIC FACULTY & ACADEMIC STAFF LISTING

NAME	AREA/PROGRAM	ROOM	PHONE
CHMURA-MOORE, Dylan	Trombone/Director of Orchestra	N222	4224
CHYBOWSKI, Julia	Musicology	N215	4224
DAVIS, Neil	Guitar	N115	4224
DECKER, Katherine	Cello/Double Bass	N112	4224
EDWARDS, Nathan	Director of Audio Production	N230	4224
FLUNKER, Joel	Trumpet***	N234	7015
HERNDAY, Josh	Horn	N124	4224
HERSEY, Anna	Voice	N216	4224
HIXON, Andrea Gross	Oboe	N118	4224
IHDE, Kirstin	Class Piano	N104	4224
IMOBESTEG, John	Piano Technician	N212	7019
KALMAN, Eli	Piano	N105	4224
*KRUEGER, Nathan	Voice	N229	7024
MARTIN, Ed	Music Theory/Composition	N214	4224
MAYROSE, John	Music Theory/Composition	N220	4224
NGUYEN, Phong	Voice	N218	4224
OTTO, Devin	Director of Bands/Jazz Lab Band/Euphonium/Tuba	N121	7031
PEREKSTA, Linda**	Flute/Theory	N227	4224
RAMSEYER, Kristin	Director of Choirs	N224	4224
RISS, Gregory	Percussion	N110	4224
ROBERTS, Joshua	Clarinet	N	4224
ROBINSON, Marty**	Trumpet/Jazz Ensemble	N234	7015
SCHEIVERT, Joseph	Director of Athletic Bands/Asst. Director of Bands	N118	2276
SMEAD, Yuliya	Violin/Viola	N114	1220
WHITING, Drew	Saxophone	N117	2274

\* Department Chairperson

\*\* Sabbatical in Fall

\*\*\* Sabbatical replacement, Fall only

Nelson, Julie	Department Assistant	S123	4224
Elmer, Ashley	Department Assistant	S123	4224



## ADVISEMENT REPORTS AND SCHEDULING

All music majors are assigned an advisor within the Department of Music, as adherence to the Department's recommended course-enrollment sequence is critical for students seeking to graduate in a timely manner. It is the responsibility of each student to schedule an appointment to meet with this advisor prior to scheduling for classes in fall and spring. Advisors will post sign up sheets on their office doors, or request that students set up a meeting time via email. The Advisement Report can be found on Titan Web and should be reviewed before meeting with an advisor.

When appointments are made to see your advisor, they must be attended. Students should prepare a list of "proposed courses" to present to faculty advisors. Timetables of courses available are found on TitanWeb. After checking the report, the advisor will assist in completing the Music Major Scheduling Form. After meeting with advisors, students are responsible for registering for courses. If there are courses that require faculty approval, students should contact the faculty member and ask to be added to the course. Faculty members initiate this process.

All music majors are highly encouraged to meet with their respective advisor at the UARC (Undergraduate Advising Resource Center), located in the Student Success Center S202, for assistance with general education and University Studies Program requirements. Letters and Science majors should schedule an appointment to meet with Ann Kunkle-Jones by calling the UARC Appointment Desk (920.424.1268) or visiting their website: <https://uwosh.edu/advising/>. Music Education majors should schedule an appointment with Renee Simpson until admission to PEP.

## REGISTRATION FOR ENSEMBLES

Six (6) semesters of large ensemble in the student's major area (vocal: choir; instrumental: band or orchestra; keyboard or guitar: choir, band, or orchestra) chosen from the following courses: Music 109, 112, 121, 123, 133, 141, 151, 309, 312, 321, 323, 331, 333, 341, 351. Some majors are required to take 8 large ensemble credits; please see the bulletin from your entry year to confirm: <https://uwosh.edu/bulletins/>. Music majors may apply a maximum of 8 credits of large ensemble toward the 120 credits required for graduation. Music majors should enroll in the upper level class when they pass their upper level jury. Non-music majors (including Music Minors) may apply a maximum of 4 credits toward the 120 credits required for graduation.

### 0 CREDIT ENSEMBLES and CHAMBER MUSIC

For liability reasons, all students must be officially registered for any large ensemble or small/chamber ensemble in which they participate.

The following are the accepted reasons for signing up for 0 credit for large ensembles:

- The student is a non-major.
- The student is already enrolled in a second large ensemble for credit.
- The student has completed all required large ensemble credits for the degree, but wishes to continue in the ensemble.
- The student is playing a secondary instrument/voice and is already enrolled in an ensemble for credit on their primary instrument/voice.

The following are the accepted reasons for signing up for 0 credit for small ensembles or chamber music:

- The student is a non-major.
- The student's degree curriculum does not require chamber music, but they wish to participate.
- The student's degree curriculum requires chamber music, but they have completed all required chamber credits for the degree and wish to continue participating.
- The student is playing a secondary instrument/voice and is already enrolled in a chamber ensemble for credit on their primary instrument/voice.

Music Majors must sign up for credit in all required large or small/chamber ensembles until they have met the requirements for the degree. It is highly encouraged for students who are engaged in more than one chamber group or large ensemble to take the extra ensemble for 0 credit.

You cannot add 0 credit sections on your own. Please contact the ensemble director or chamber instructor to request permission.

### **CONCERT ETIQUETTE**

It is highly inappropriate to be using portable electronic devices for any reason when sitting in an audience at a performance. True listening to musical performances requires your undivided attention with complete focus on what you are seeing and hearing. Students may not be allowed to receive recital credit for performances where they are found engaged in such activity. Similarly, any other actions that reduce your focus on the performance are also inappropriate (i.e. talking, crinkling wrappers, knitting, etc.). Treat the performers as you would like them to treat you when you are performing.

If you are late in arriving, please wait for an usher to let you in during the applause to eliminate distraction from the performance. Similarly, please wait for applause between pieces before entering or leaving the audience area.

## **APPLIED STUDY POLICIES (PRIVATE LESSONS)**

### **SCHEDULING LESSONS**

Applied lesson teaching assignments are made by the coordinator of each applied area, in cooperation with each student's advisor. Lesson days and times will be determined by each applied instructor. Each applied instructor will communicate with students for lesson scheduling. Finalized lesson schedules will be posted by each applied instructor by the second full week of classes each semester. The Department Office will register students (on the date of their registration) for applied lessons if the Music Major Scheduling Form signed by the faculty advisor is on file.

#### **LENGTH OF LESSONS**

1 credit – 30 minute individual lesson or 60-minute group lesson

2 credits – 60 minute lesson

4 credits – 60 minute lesson, minimum

(only for students admitted to BM in Performance degree program)

### **APPLIED MUSIC LESSON FEE**

In addition to regular academic fees, an applied music instruction fee of \$180 per unit (credit hour) will be charged to all students enrolled for applied instruction in vocal or instrumental music. This fee is capped at 2 credits per primary applied course. Performance majors will only be assessed two credits of lesson fees; Double Performance majors with two primary instruments will be charged for 2 credits of each applied course. Students that are given permission to enroll in Music 18 (applied lessons for non-majors) will also be charged the fee. This fee will be assessed by the fourth week of the term and billed on the second statement.

### **APPLIED LESSON REQUIREMENTS**

- Each student will receive a minimum of 12 lessons per semester.
- Students forfeit their right to a make-up lesson unless 24 hours notice is given to the instructor.
- Except for illness or emergency immediately prior to a lesson, a forfeited lesson will result in an **F**. Three grades of **F** will result in failure of that applied music course.
- Lessons missed by the instructor will be made up at a time that is convenient to the instructor.

### **SEMINARS**

All students registered for applied lessons are required to attend regularly scheduled seminars as specified by each instructor. The content of each seminar will be determined by the applied instructor.

## GRADE REQUIREMENTS

All students must earn a grade of **C** or higher in all applied music courses. Students receiving a **C-**, **D** or **F** will not receive credits toward degree program requirements.

## JURIES

- All music majors and minors taking applied music lessons are required to perform for a faculty jury each semester. (*EXCEPTIONS: Each individual instructor may determine if a student studying a secondary applied instrument will be required to perform a jury. A student who has presented a degree recital or capstone [MUS 009 or 490/493/494/495] during a given semester may be excused from the semester jury at the discretion of the applied instructor and area head.*)
- The purpose of the jury is to afford a performance opportunity for the student and serve to evaluate each individual's progress in the applied music program.
  1. All jury content and length will be determined by the applied instructor.
  2. Any grade assigned by a jury member is *advisory* to the applied instructor.
  3. A course grade of **I** (Incomplete) will be assigned if a student misses a jury for a valid reason, in previous agreement with the applied instructor. An alternate date will be arranged for a make-up jury. A grade of **F** for the course will be given if the student does not complete a scheduled jury.
- All juries are scheduled within the last two weeks of the 14-week semester. Jury days, times and locations will be posted by each division coordinator and/or applied teacher.
- Students using accompanists for their jury are expected to engage an accompanist at least one month prior to juries, or as indicated in the instructor's applied syllabus. Music must be supplied to the accompanist no later than one month in advance of juries.

## PROGRESSION IN APPLIED MUSIC STUDIES

Students progress through the applied music curriculum in a tiered process, as follows:

- **Lower Level**  
Students who have completed a successful entrance examination for the music major or minor are admitted to their chosen music degree program on Lower Level status. Juries and lesson grades will determine if a student is recommended to continue in the music program.
- **Upper Level**  
All music students must pass the Upper Level jury prior to being admitted to Upper Level (300-level) courses. This jury cannot occur earlier than at the end of the fourth semester of applied studies. A student not promoted to Upper Level may repeat the same jury procedure at the end of the following semester. Students have only two attempts to apply to Upper Level. Upper level applied status must be achieved in order to present any degree-required recital or capstone.
  - Minimum upper level applied credits in each program are as follows:  
BM Performance: **12** credits  
BA, BS, BM Music Industry/BM Composition/BME Choral/BME Instrumental: **4** credits  
BME General: **2** credits
- **Transfer Students**  
Regardless of applied credits completed at a previous institution, all transfer students will be placed into Lower Level applied instruction until the time of their first jury. The transfer student may apply for Upper Level status at the time of their first jury provided they have completed the required number of 4 lower level credits.
- **Provisional Status**  
Students may be accepted to the music program provisionally. Provision(s) must be made clear by the applied faculty admitting the student and the student must satisfy any provision by the end of the first semester, as determined by the first jury. Pending a successful jury and removal of Provisional Status, the student will then be assigned Lower Level status.

## BACHELOR OF MUSIC IN PERFORMANCE

- Students who wish to pursue the BM in Music Performance must present a special audition (20-30 minutes) for admission to this degree program. This audition takes place no earlier than at the end of the second semester during juries.
- The committee hearing this audition will consist of the applied instructor and all other faculty in the applied area, plus two other Music Department faculty chosen by the student.
- A favorable consensus is required by the committee for entrance into the program.
- If the committee does not recommend admission to the program, the student may re-audition for the committee at the end of the following semester. The audition must consist of newly prepared literature not performed on the first audition.
- Students have only two attempts to audition for the BM in Performance.

## PEDAGOGY REQUIREMENT FOR THE B.M. IN PERFORMANCE

All instrumental performance majors must complete a comprehensive unit in pedagogy under the supervision of the primary applied instructor. This study is adjunct to the primary applied lesson material at the upper level, but is considered to be part of the applied study, and is to be arranged with the individual applied teacher.

The Pedagogy Unit Includes the Following:

- Observation of lessons in all of the area studios, including the studio the student is enrolled in.
- Observation of a techniques class.
- Perusal of major pedagogical materials in the student's primary applied area.
- Presentation of findings to student's area in a seminar.

## CAPSTONE / RECITAL PREPARATION and PERFORMANCE

Music majors in all degree programs and emphases are required to participate in a capstone recital or project; the specific options will depend on your major. The nature of the capstone is to be determined between the student and instructor. A student must have obtained upper division status in the applied area in order to present a degree-required capstone. A freshman or sophomore may, with the recommendation of the applied instructor and the approval of a departmental audition committee, present a recital during any available schedule times for no credit. Students are encouraged to present their capstones during the academic semester and not while they are student teaching or interning.

### **Music 490: Capstone Course for BA/BS Music**

Curriculum for the Bachelor of Arts and Bachelor of Science in music culminates in a substantial one-credit capstone project to be completed in the student's final year on campus. The project may be a recital, lecture-recital, research paper, written analysis of a musical work, or other substantial project approved by the instructor. Prerequisite: upper level course in student's primary applied area and consent of department chairperson. Co-requisite: upper level course in student's primary applied area or consent of instructor.

### **Music 493: Senior Recital Capstone**

For all Performance and Music Industry majors. This course represents a culminating performance experience for music majors. It consists of a substantial public recital on the student's primary instrument given during the final semester of applied study. Prerequisite: upper level course in student's primary applied area and consent of department chairperson. Co-requisite: upper level course in student's primary applied area.

All majors in a Performance emphasis (Vocal/Instrumental/Piano) must also present a degree required junior recital (Music 009).

### **Music 494: Music Composition Capstone**

Curriculum for the Bachelor of Music with a Music Composition Emphasis culminates in a substantial capstone project to be completed in the student's final year on campus. The project may be a

composition recital or a substantial music composition project approved by the instructor. Prerequisite: Music 347 and consent of department chairperson. Co-requisite: Music 347.

### **Music 495: Music Education Capstone**

This course represents the final capstone music project for Music Education majors. It may consist of a public recital on the student's primary applied instrument given during the final semester of applied study or a substantial project related to the teaching, learning, and/or performance of music. The instructor must approve all projects. Prerequisites: Music Education major, admission to PEP, upper level course in student's primary applied area, and consent of department chairperson. Co-requisite: upper level course in student's primary applied area or consent of instructor.

### **Music 496: Music Industry Presentation Capstone**

The final evaluation for students in the Music Industry program. The student will craft a presentation that represents the breadth of their learning experience throughout their time in the Music Major. Materials created and presented will represent a high level of rigor and preparedness for the professional music industry. The presentation content will be chosen based on the student's skills and intended career path and must be approved by the instructor. Co-requisite: Upper-level course in student's primary applied area or consent of instructor

## **RECITAL HEARING**

If a recital is chosen for the capstone, a hearing must be presented for a minimum of two division faculty members at least four weeks prior to the scheduled recital date. Divisions with fewer than two faculty members will request a second faculty member from another division. The student should be prepared to perform the entire recital at this time. Upon successful completion of the hearing, the recital will be advertised. If the hearing is unsuccessful, the recital must be rescheduled no earlier than the following interim or semester, and an additional recital hearing will be required one month before that date.

## **RECITAL SCHEDULING**

It is the student's responsibility to set a capstone date with their applied or faculty instructor. Recitals necessary to complete degree requirements will be held in the evenings or on Saturday or Sunday afternoons. Recital times include 5 PM, 7 PM, or 8:30 PM every day, plus 1 PM and 3 PM on weekends. Recitals are typically performed in the Music Hall. At the applied instructor's recommendation, the recital may be presented in a less formal setting such as N14. *Note: Starting on the Monday of the 13<sup>th</sup> week of each semester, only large ensemble concerts are to be held. This includes bands, orchestra, choirs, and jazz ensemble. The following are not to be held: faculty recitals, student recitals, chamber music recitals, guest artist recitals, and others not listed.*

## **RECITAL ARRANGEMENTS**

- All recitals held during the regular 14-week semesters will be livestreamed from the music hall.
- Soloists must engage their accompanists a full semester before their recital. It is the responsibility of the recitalist to arrange rehearsal times sufficiently in advance of the recital date.
- It is the student's responsibility to arrange and notify their applied instructor about special rehearsals in the room where the recital will be performed. Students should request room reservations through their applied instructor or faculty sponsor.
- Post-recital refreshments may be served in the music hall lobby or elsewhere on campus if time and space allows. A table for set-up can be found behind the last row of seats in the music hall. Please clean up afterward and arrange for the table to be put back.

Students must use the program template linked at <https://www.uwosh.edu/music/current/recital-application/> and send it to [accoldsda@uwosh.edu](mailto:accoldsda@uwosh.edu) a minimum of 7 days before the recital for printing. Your recital program must be proofed and approved by your instructor. Students must also submit recording requests and piano tuning requests online via the Department of Music website **no later than 2 weeks** prior to the recital date (<https://uwosh.edu/music/current/recital-application>). Payment for the requested recording(s) must be made to the Music Office within two (2) business days of the submission of your Recording Request. **If payment is not received within this time, the Recording Requests will not be processed, and recording will not take place.** Students will receive an email (using campus email address) when the recording is ready for pick-up or download.

## USE OF MUSIC HALL

Reservation for the use of the Music Hall must be made with your applied instructor or appropriate faculty sponsor. **Only students who have a scheduled capstone may request rehearsal time in the Music Hall.**

Priority for use of the Music Hall will be given to the person whose capstone appears first on the Calendar of Events within two weeks. Students are allowed a maximum of six hours (three two-hour rehearsals preferred) of scheduled rehearsals prior to a performance.

The concert grand pianos on stage in the Music Hall are for use only for concerts and rehearsals for concerts. They are not for general practice purposes. Before the key to the Chapman grand is released, permission for use of this instrument must be approved by Dr. Kalman or Dr. Krueger.

It is the responsibility of each person using a piano on stage to cover the instrument after rehearsal. Covers should be placed on a chair and not on the floor. Stage lights should be turned off at the end of the rehearsal time, and the Hall doors should be locked when you leave.

Evening sessions must be scheduled from 6 to 8 PM or 8 to 10 PM to allow for better utilization of the available hours. One hour evening sessions should be scheduled on the hour.

## USE OF PRACTICE ROOMS

The University of Wisconsin Oshkosh, in accordance with state statute, limits student utilization of university facilities related to University authorized instruction. Students may not use these facilities to teach private music lessons. Music stores in the community have facilities available. Students wishing to teach privately are encouraged to contact one of the local music stores.

### GRAND PIANO PRACTICE ROOMS (A/C N22, N24, N26, N27, N31)

The Steinway equipped practice rooms are for piano majors only for individual practice or rehearsal purposes. Given the extraordinary equipment offered to the piano students, special care and appreciation of the instruments is expected in regard to the use of pianos and maintenance of an appropriate and exemplary learning environment. These locked practice rooms cannot be used for storage of personal materials or other instruments.

The same policy applies regarding the use of these rooms for teaching privately as for all practice rooms (see above) i.e. they may not be used for private teaching.

## INSTRUMENT STORAGE ROOMS

Students in applied lessons with larger instruments (Cello, String Bass, Harp, Low Brass), or those who are enrolled in techniques classes may be checked out a key to a storage room. Students playing these instruments in an ensemble can request storage information through their ensemble director. Instrument storage rooms should be used only for storage of approved instruments (university-owned or privately owned). They are not to be used for the storage of other personal items such as backpacks, or any instruments other than what has been previously approved.

## CORE COURSES

Core courses are those required of all music majors (Music 107, 108, 116, 147, 148, 173, 174, 204, 205, 206, 207, 273, 274, 490/493/494/495). Music majors must earn a grade of C or better in all core courses.

## TYPICAL SCHEDULE FOR CURRENT MUSIC CLASSES

The *Undergraduate Bulletin* lists all Music Department classes, but not all classes are offered every semester. This chart shows the typical rotation for current Music Department classes for music majors and minors. While the chart does not show applied instrumental and voice lessons, composition lessons, and ensembles, students can expect these to be offered every semester. This chart should be used only as a guide for student planning and may be subject to change. Therefore, students must consult *Titan Web* to see the final course schedule for the upcoming semester.

<u>CURRENT CLASSES</u>	<u>WHEN OFFERED</u>
Music 107 Music Theory I	every fall
Music 108 Music Theory II	every spring
Music 113 Recording Studio Techniques I	every fall
Music 114 Recording Studio Techniques II	every spring
Music 116 Intro to Music Literature	every spring
Music 119 Career Skills for the Music and Arts Industries	every fall
Music 120 Intro to Music Business in Arts Administration	every spring
Music 145 Intro to Music Ed	every fall
Music 147 Class Piano I	every fall
Music 148 Class Piano II	every spring
Music 149 Functional Keyboard Skills for Pianists I	every other fall
Music 150 Functional Keyboard Skills for Pianists II	every other spring
Music 173 Aural Skills I	every fall
Music 174 Aural Skills II	every spring
Music 180 Guitar Class	every other fall
Music 182 Voice Class I	every other fall
Music 184 Applied Voice Diction I	every spring
Music 184 Voice Class II	every other spring
Music 185 Applied Voice Diction II	every fall
Music 204 Music Theory III	every fall
Music 205 Survey of Music History I	every fall
Music 206 Music Theory IV	every spring
Music 207 Survey of Music History II	every spring
Music 214 Recording Studio Procedures	every fall
Music 273 Aural Skills III	every fall
Music 274 Aural Skills IV	every spring
Music 275 Piano Skills for Music Educators I	every fall
Music 276 Piano Skills for Music Educators II	every spring
Music 277 String Instrument Techniques	every other spring
Music 285 Woodwind Techniques	every other fall
Music 286 Brass Techniques	every other fall
Music 288 Percussion Techniques	every other spring
Music 300 MIDI Studio Techniques	every other spring
Music 301 Instrumental Music Methods	every other fall
Music 305 Group Studio Recording Sessions	every spring
Music 306 Form and Analysis	every fall
Music 307 Instrumentation	every spring
Music 314 Music Industry Operations	every spring
Music 355 Practicum I (Music Industry)	every fall and spring
Music 356 Practicum II (Music Industry)	every fall and spring
Music 357 Practicum in Recording Technology I	every fall and spring
Music 358 Practicum in Recording Technology II	every fall and spring
Music 359 Audio for Video Techniques	every fall
Music 383 Basic Conducting	every other fall
Music 384 Teaching Elementary General Music	every other fall

Music 385 Choral Music Methods	every other spring
Music 386 Music for Junior/Senior HS General Student	every other spring
Music 389 Choral Techniques	every spring
Music 399 Instrumental Ensemble Lab	every spring
Music 405 Topics in Music History	every fall
Music 414 Electronic Care and Repair	every spring
Music 415 Instrument Care and Repair	every other spring
Music 444 Music Merchandising Internship I	every fall and spring
Music 445 Internship in Recording Technology	every fall and spring
Music 485 Vocal Pedagogy	every other fall
Music 490 Capstone Course for BA/BS Music	every fall and spring
Music 493 Senior Recital Capstone	every fall and spring
Music 494 Music Composition Capstone	every fall and spring
Music 495 Music Education Capstone	every fall and spring

## POLK LIBRARY

Polk Library houses a large collection of books on music, bound and unbound periodicals, complete works and reference books on music and more than 1200 compact discs. All books and compact discs may be checked out to students. In addition to the collection housed on the premises, Polk Library also provides Universal Borrowing between all UW System school libraries and Interlibrary Loan services with the nation and the world at large. As a UW Oshkosh student, Polk library provides you with access to any books, printed music or compact discs found in any of the UW libraries. Additionally, computer stations are available in the Reference room with online music database resources and internet access.

## MUSIC COMPUTER LAB

The Music Computer Lab is located on the second floor of the Arts & Communication Building in S201C. It is accessible to music majors and general minors by TitanCard swipe access, 7 days a week from 7:00am-10:00pm. Absolutely **no food or drink** is allowed in the lab. If we are alerted to students abusing this rule, lab access will be restricted. Any issues with the lab printer or general computer issues should be directed to Nate Edwards (edwardsn@uwosh.edu). If you are unable to access the lab with your TitanCard, please contact the Department Assistants at music@uwosh.edu.

## KEYS

Assignment of storage room keys is made by music faculty with completion of a Key Card signed by the music faculty and student. Due dates for these keys are determined at the time of distribution. The Key Fine Policy is as such:

IF KEYS ARE NOT RETURNED BY THE DUE DATE, a **MINIMUM** fine of **\$50.00/key** will be charged to your Student Account.

If, after **2 weeks** from the original due date, the key has still not been returned and fine not paid, an additional **Lock Change Fee of \$100/key** will be charged to your Student Account.

**If submaster is lost, fees may be assessed over and above minimum charges to cover replacement of all locks involved and cost of replacement keys.**

## **WITHHOLDING OF RECORDS**

In the event that a student does not fulfill all obligations concerning the return of equipment, sheet music and library materials, or departmental keys, records for graduation or transfer purposes will be withheld. They will be released upon completion of obligations, and in some cases, payment of a fine.

## **HEALTH AND SAFETY INFORMATION and RECOMMENDATIONS FOR STUDENT MUSICIANS**

Being a practicing musician involves a lot of gross and fine motor activity in the body, much of it using repetitive movement. It is important that you monitor this activity, be sure to warm up and take adequate breaks, and pay attention to any soreness, pain, restricted motion, etc. Your hearing is also a crucial part of music study and development - it is vital that you pay attention to protecting this for the long-term. Please read fully the comprehensive information at the following link from the Music Department's web page and raise any questions or concerns you may have with a member of faculty: <https://uwosh.edu/music/current>.