



College of Performing
and Visual Arts

SCHOOL OF MUSIC

STRING AREA HANDBOOK

Updated 9/6/2015 (GF)

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I. ADMISSION TO THE SCHOOL OF MUSIC

A. APPLICATION: Undergraduate/Transfer Admission Checklist:

- Complete the School of Music Undergraduate Application
<http://www.unco.edu/arts/music/admissions/>
- Complete the University of Northern Colorado Application
<http://www.unco.edu/admissions/>
- International Applicants: Complete the International Application
<http://www.unco.edu/grad/international/prepare/undergrad.html>
- Complete FAFSA (Free Application for Federal Student Aid)
<http://www.fafsa.ed.gov/>
- Visit office of Financial Aid
<http://www.unco.edu/ofa/index.asp>

B. AUDITION: Each prospective undergraduate music student must audition in his/her major area of performance before the appropriate School of Music faculty committee. Audition repertoire should follow these instrument specific guidelines:

VIOLIN

1. A movement of a concerto with cadenza if applicable
2. A movement of a Bach Solo Sonata or Partita
3. One solo piece of applicant's choice
4. Scales and arpeggios may be requested

VIOLA

1. A movement of a concerto with cadenza if applicable
2. A movement of a Bach Solo Suite, Sonata, or Partita
3. One solo piece of applicant's choice
4. Scales and arpeggios may be requested

CELLO

1. A movement of a concerto with cadenza if applicable
2. A movement of a Bach Solo Suite
3. One solo piece of applicant's choice
4. Scales and arpeggios may be requested

DOUBLE BASS

1. An etude by Simandl, Kreutzer, or Hrabec
2. A solo piece (can be a movement from any standard Concerto or Sonata)
3. One orchestral excerpt

HARP

1. Two pieces from different style periods (Handel/Beethoven: Pasacaille, Glinka: Nocturne, Corelli: Giga, Bach/Grandjany: Largo in F Major)
2. Sight reading

CLASSICAL GUITAR

1. One standard study piece or etude by Sor, Aguado, Giuliani, Carcassi, Coste, Villa-Lobos, or Brouwer
2. Two pieces of applicant's choice, preferably of contrasting historical periods
3. One two-octave major scale and the relative melodic minor of applicant's choice

ELECTRIC BASS

Contact Mr. Applegate for audition requirements

* Undergraduate candidates on acoustic bass who also perform on electric bass will audition for both the string faculty and the jazz studies faculty.

* Candidates who perform only on electric bass guitar will be admitted into the Bachelor of Arts degree program upon successful completion of audition and interview, and will be required to enroll in double bass lessons. At the conclusion of the fourth semester of lessons, the student will re-audition for string faculty or jazz faculty for evaluation and admission into the Bachelor of Music or Bachelor of Music Education degree program

C. APPLICATION: Graduate Admission Checklist:

- Complete School of Music Graduate Application
<http://www.unco.edu/arts/music/admissions/>
- Complete University of Northern Colorado Graduate Application
<http://www.unco.edu/grad/admissions/>
- International Applicants: Complete International Application
<http://www.unco.edu/grad/international/howtoapply.html>
- Complete FAFSA (Free Application for Federal Student Aid)
<http://www.fafsa.ed.gov/>
- Visit office of Financial Aid
<http://www.unco.edu/ofa/index.asp>

D. AUDITION: Each prospective graduate music student must audition in his/her major area of performance before the appropriate School of Music faculty committee. Audition repertoire should follow these instrument and degree specific guidelines:

VIOLIN – MM

1. A movement of a concerto with cadenza if applicable
2. Two contrasting movements of a Bach Solo Sonata or Partita
3. One solo piece of applicant's choice

VIOLIN – DA

1. A movement of a concerto with cadenza if applicable
2. Two contrasting movements of a Bach Solo Sonata or Partita
3. One solo piece of applicant's choice
4. A post-1950 work of applicant's choice

VIOLA – MM

1. A movement of a concerto with cadenza if applicable
2. Two contrasting movements of a Bach Solo Suite, Sonata, or Partita
3. One solo piece of applicant's choice

VIOLA – DA

1. A movement of a concerto with cadenza if applicable
2. Two contrasting movements of a Solo Bach Suite, Sonata, or Partita
3. One solo piece of applicant's choice
4. A post-1950 work of applicant's choice

CELLO – MM

1. A movement of a Classical or Romantic concerto with cadenza if applicable
2. Two contrasting movements of a Bach Solo Suite
3. One solo piece of applicant's choice

CELLO – DA

1. A movement of a Classical or Romantic concerto with cadenza if applicable
2. Two contrasting movements of a Bach Solo Suite
3. One solo piece of applicant's choice

DOUBLE BASS – MM & DA

1. One movement of solo work by Bach
2. Two contrasting movements from a concerto
3. Two standard orchestral excerpts

HARP – MM & DA

1. Two contrasting pieces, one of which must include a movement from a standard harp concerto by Ravel, Debussy, Mozart, Tedesco, Gliere, etc. (not Handel)
2. A cadenza from orchestral literature.

CLASSICAL GUITAR – MM

1. A substantial movement by J.S. Bach
2. Two substantial pieces of the applicant's choice

CLASSICAL GUITAR – DA

1. Two contrasting movements from a single work of Bach
2. Two contrasting movements from a sonata, suite or similar multi-movement work or a substantial set of variations
3. A substantial piece of the applicant's choice

II. ADVISING

ADVISOR ROLE: Each student will be assigned an advisor based on his/her declared instrumental major. In most cases, the student's applied studio professor will serve as the advisor. The assigned advisor is available to the student for consultation concerning matters curricular and professional. Additionally, each student's advisor is responsible for the following:

- Assisting the student in developing a curriculum plan that will chart the course of study for the tenure of the student on campus
- Advising the student each semester concerning curriculum matters in preparation for course registration
- Distributing registration PINs
- Signing applicable forms as appropriate (recitals, grad-check, course overload exception)

STUDENT RESPONSIBILITY: Sustained self application and progress are required for retention in the string program. It is the responsibility of each student to:

- Schedule and meet with the assigned advisor for the purpose of academic advising at least once each semester prior to registration for the following semester,
- Become thoroughly familiar with the University Catalog appropriate to his/her year of entry into the program as pertains to his/her major course of study, general education requirements, and graduation requirements,
- Become thoroughly familiar with the String Area Handbook, the UNC Liberal Arts Core curriculum and related requirements, and the policies of the UNC Orchestras,
- Develop with the assigned advisor a tentative plan of study that would enable the student to complete his/her degree program within an appropriate time frame,
- Each semester develop and bring to the advisor a list of proposed courses for the following semester based on the student's knowledge of the University Catalog, the String Area Handbook, the 4-year plan, and the tentative plan of study (See #4 above),
- Each semester register for the approved courses, consulting with the advisor before withdrawing from courses, and before any drop/add activity,
- Keep the assigned advisor well informed concerning all aspects of the student's curricular or professional concerns, considerations for departure from the tentative plan of study and/or any other matter for which the input of the advisor is required or advisable.

III. MUS 100

REQUIREMENTS: All undergraduate string majors (BA, BME, BM) are required to enroll in MUS 100-116 and successfully complete all related requirements each semester in residence.

SCHEDULING: MUS 100 is scheduled on Wednesdays at 4:40pm in Milne Auditorium (Kepner Hall 2050). See String Area Bulletin Board (between Frasier Hall #252 and #253) for detailed schedule.

ATTENDANCE: Attendance is required at all String Area events and School of Music Convocations scheduled for Wednesdays at 4:40 pm. An assignment may be considered in place of a single attendance by prior agreement with applied studio professor. The use of laptop computers, tablet computers, smart phones, and other technological distractions is prohibited during performances. Proper concert attendance behavior is expected.

MUS 100 CONCERT ATTENDANCE PORTFOLIO: All students enrolled in MUS-100 must attend a minimum of ten performances each semester. These must not include any performances scheduled during regular MUS 100 class time or any otherwise required events. These may include non-required student recitals, faculty recitals, guest artist recitals, School of Music ensemble performances, as well as off-campus events approved by your applied studio professor. The student is expected to prepare a presentable portfolio of concert programs and submit it to the MUS-100 teaching assistant by the last scheduled MUS-100 event of the semester.

GRADING: Grading for MUS-100 is S/U (Satisfactory/Unsatisfactory) and is based on attendance.

IV. INDIVIDUAL LESSONS

CREDIT HOUR REQUIREMENTS for individual applied lessons are based on degree program:

- BM students receive a one-hour lesson per week and should register for 4 credit hours. Freshmen and sophomores should register for MUS-273. Junior and senior students who have passed the Upper Level Proficiency Examination should register for MUS-473.
- BME majors receive one half-hour lesson per week and should register for 2 credit hours. Freshmen and sophomores should register for MUS-273. Junior and senior students who have passed the Upper Level Proficiency Examination should register for MUS-473.
- BA majors receive one half-hour lesson per week and should register for 2 credit hours of MUS-273.

ATTENDANCE: Each student is responsible for signing up for weekly individual lesson no later than the first day of classes. Course study takes precedence over work schedules. Perfect attendance and adequate preparation is expected for all applied lessons. If the student is more than ten (10) minutes late, the lesson is cancelled. In the event of illness or emergency, student should contact the applied studio professor prior to the lesson time. Unavoidable absences may be made up at the discretion of the instructor. If a foreseeable conflict should arise, the applied studio professor may arrange an alternate lesson time. Attendance expectation may include additionally scheduled master classes, performances, etc. See your applied lessons Syllabus for individual studio policies.

PRACTICE EXPECTATION AND EVALUATION: The student's progress is evaluated in individual

lessons throughout the semester. The amount of expected practice time may vary, but in general a two credit hour lesson should require two hours of daily practice and four credit hour lessons should require four hours of daily practice.

LESSON RECORDING: Students are encouraged to record their lessons with the consent of the applied studio professor. Applied studio professors reserve the right to audio or video record any lesson he/she deems appropriate.

STUDIO PERFORMANCE CLASSES: Applied Studio Performance Classes (MUS 293/493) are scheduled by instrument at the discretion of the applied studio professors.

EXTRA CURRICULAR PERFORMANCE POLICY: Undergraduate string students must obtain consent of the applied studio professor before:

- Entering UNC or off-campus competitions. The appropriate literature and artistic preparedness must be determined in consultation with the applied studio professor.
- Participation in on-campus ensembles other than the required major ensemble or chamber ensemble taken for credit.
- Joining Non-School of Music ensembles and organizations
- Accepting performing engagements for public appearances

V. JURIED PERFORMANCE EXAMINATIONS

REQUIREMENTS: Juried Performance Examinations (JPE) are scheduled during the final week of classes and serve as the final exam for applied lesson course. It is not required during that semester when a degree recital has been successfully presented. Repertoire is at the discretion of the applied studio professor. Duration is based on degree program:

- 10 Minutes: Bachelor of Arts, Bachelor of Music Education, Master of Music Education, Bachelor of Music-Jazz, Music Minor
- 15 Minutes: Bachelor of Music
- 20 Minutes: Graduate Certificate, Master of Music and Doctor of Arts

SCHEDULING: Sign-up sheet is available on the String Area Bulletin Board no later than three (3) weeks before scheduled JPE. Students are responsible for signing-up no later than two (2) weeks before scheduled JPE for the appropriate length of time, submitting a meticulously completed JPE sheet, and for making appropriate arrangements with collaborating pianists (if applicable).

GRADING: The JPE evaluating committee consists of at least three members of the string faculty. Faculty members may evaluate and grade the performance by watching the video recording of the performance. The average of three or more grades constitutes the JPE grade which jury grade will account for 25% of semester grade. Failure to sign-up and submit a completed jury sheet will result in a grade of "F." An incomplete grade may be given at the discretion of the applied studio professor if due to emergency or illness the student misses the JPE. Consequently a make-up examination date may be scheduled.

DRESS CODE: Students are expected to wear suitable performance attire.

VI. UPPER LEVEL PROFICIENCY EXAM

All Bachelor of Music and Bachelor of Music Education majors are required to pass the Upper Level Proficiency Exam (ULPE) no later than the end of the fourth semester in residence. ULPE is in place of the end-of-semester juried performance examination. ULPE is not required for the Bachelor of Arts degree program. A UNC sponsored recital may not be presented until the student passes the ULPE. Requirements vary by degree program:

- Bachelor of Music: 30-minute program including all scales and arpeggios (method or form determined by applied studio professor), one etude, solo repertoire representing contrasting styles and periods, and one orchestral excerpt.
- Bachelor of Music Education: 25-minute program including all scales and arpeggios (method or form determined by applied studio professor), one etude, solo repertoire representing contrasting styles and periods, and a 5-minute presentation about selected music
- Bachelor of Arts majors may present a 20-minute hearing in order to be eligible to present a recital, at the discretion of the studio instructor.

Additionally, every ULPE will include a short sight singing and a short sight reading excerpt. Memorization should be as appropriate in consultation with applied studio professor.

GRADING: Upper Level Proficiency Exam will be graded pass/fail based on level of preparation and assessment of progress. An unsuccessful upper level examination requires that the student be put on probation. The student must retake and pass the upper level examination in the next semester or continuance in the chosen degree program will be denied.

VII. RECITALS

REQUIREMENTS: The Upper Level Proficiency Exam must be passed before a UNC sponsored recital may be presented. Recital program requirements depend on student's degree program:

- BA degree candidates may present a 25-minute recital of varied repertoire at the discretion of their applied teacher (after passing the ULPE).
- BME degree candidates are required to present one (1) public degree-recital (after passing the ULPE) meeting the following requirements:
 - 25 minutes of music
 - Contrasting styles
 - Include at least one substantial work
- BM degree candidates are required to present two public degree-recitals after passing the ULPE, meeting the following requirements:
 - Junior recital: 25-30 minutes of substantial repertoire of contrasting styles
 - Senior recital: 50-60 minutes of substantial repertoire of contrasting styles

- MM degree candidates are required to present two (2) public degree recitals, one of which may be a chamber music recital prominently featuring the degree-seeking student. Each recital must consist of at least 50 minutes of substantial repertoire.
- DA degree candidates are required to present three (3) public degree recitals meeting the following requirements:
 1. Solo Recital (with collaborating pianist as appropriate) consisting of at least 50 minutes of substantial repertoire
 2. Solo Recital or Chamber Music Recital prominently featuring the degree seeking student, consisting of at least 50 minutes of substantial repertoire
 3. Lecture Recital (PENDING CURRICULUM CHANGE APPROVAL)

RECITAL SCHEDULING CHECKLIST (see Student Recital Request Form on the School of Music website): Complete each step in the following order in consultation with your applied studio professor:

1. Plan the recital program in accordance with String Area Recital requirements.
2. Check the SOM Performance & Rehearsal Calendar, determine possible dates, and complete the online SOM Student Recital Request Form in consultation with your applied studio professor.
3. October 15 is the String Area deadline for spring semester degree recital requests. April 15 is the String Area deadline for fall semester degree recital requests. Non-degree recital requests will be considered after degree recital deadlines.
4. Recitals are scheduled on a first come, first served basis. Submitting a recital request form does not guarantee you a recital date, time or venue until the SOM Office has approved it and it has been placed on the SOM Performance and Rehearsal Calendar.
5. Schedule the pre-recital hearing date with your applied studio professor.
6. Submit the online SOM Recital Program Info (Instrumental) no later than three weeks before the recital date.
7. Contact the stage work crew supervisor (Ron Brooks) at least two weeks before the recital date to request necessary instruments and equipment, and to arrange for stage management.

PRE-RECITAL HEARINGS: Students are required to pass a pre-recital hearing prior to any UNC sponsored recital. Pre-recital hearings are scheduled for 25 minutes and should take place no later than two (2) weeks in advance of the recital date. At least two members of the string faculty must be present at the pre-recital hearing. Three printed copies of the recital program must be presented to the string faculty at the pre-recital hearing.

RECITAL RECORDING: Students are required to make a quality audio recording of the recital and deliver a copy to the applied studio professor no later than one week after the recital. Professionally engineered audio or video recordings are not required. Students are encouraged to make a video recording of the recital for the purpose of study and career development.

RECITAL VENUES: Milne Auditorium (Kepner Hall 2050) is reserved for undergraduate student recitals on Wednesdays at 4:40pm. Graduate students may schedule degree recitals at 6:15pm in Milne Auditorium or other suitable venue in consultation with the applied studio professor. Off-campus recital venue may be considered at the discretion of the applied studio professor.

RECITAL GRADING: Degree recitals are graded pass/fail based on the level of technical proficiency and artistic merit. A failed degree recital has to be presented again. Degree recitals are graded by a committee of three members of the string faculty. A committee member may evaluate and grade the recital by observing a video recording of the recital.

OTHER RECITAL POLICIES: Students are expected to wear suitable performance attire. The submitted recital program must include substantial program notes. Memorization should be as appropriate in consultation with applied studio professor. Any requests for exceptions to recital requirements must be made in writing to the String Area Head.

VIII. COLLABORATING PIANISTS

It is the responsibility of each student to make appropriate arrangements with a pianist for lessons, juries, master classes, competitions, and recitals when the repertoire calls for it. The applied studio professor must approve the collaborating pianist ahead of all scheduled performances. Students are expected to arrange an appropriate amount of independent rehearsal time with the pianist. Students accept the financial responsibilities of hiring a pianist. Students are encouraged to seek collaboration with the UNC Piano Performance and Keyboard Collaborative students. Treat collaborating pianists with respect, as equal partners in music, not merely as a required subservient element of your music education!

IX. SCHOLARSHIPS

- School of Music scholarship in the String Area is awarded at the discretion of the string faculty based on the quality of the student's audition and on the recommendation of the string faculty with the approval of the Director of the School of Music.
- Students who have been awarded School of Music scholarship must maintain a 3.0 cumulative grade point average in order to retain their scholarships. The student whose GPA falls below that level will be placed on scholarship probation for one semester. If the student restores the GPA to a level above 3.0 the probation is terminated. If the student fails to recover the GPA to the appropriate level, the School of Music scholarship will be terminated at the end of the probationary semester.
- Students who do not demonstrate consistent, appropriate effort and commensurate progress in their applied lessons may be placed on scholarship probation for a semester at the discretion of the applied studio professor. If the student demonstrates an appropriate capacity for self-application and accomplishment, the probation will be terminated. If not, the School of Music scholarship may be rescinded at the end of the probationary semester.

X. ENSEMBLE PARTICIPATION

ORCHESTRA

- **REQUIREMENTS:** All undergraduate string majors are required to enroll and participate in the UNC Symphony (MUS 267/467), or a major ensemble as assigned for every semester in residence (a student is in residence every semester that he/she is enrolled in a minimum of 10 credit hours). Students are advised to enroll for one hour of credit each semester. All scholarship recipients are required to enroll and participate in the UNC Symphony.
- **POLICIES AND GRADING:** See UNC Orchestras Syllabi or Handbook

CHAMBER MUSIC

- **REQUIREMENTS:** Violin, viola, and cello majors are required to enroll in chamber music course (MUS 230/430) as music electives. Number of credit hours required is based on degree program:
 - BM: Four (4) credit hours/semesters
 - BME: Two (2) credit hours/semesters
 - BA: Two (2) credit hours/semesters
- **GROUPS:** Faculty coaches assign groups and repertoire during the second week of classes based on student requests and available personnel.
- **SCHEDULING/COACHING:** Students enrolled in chamber music course (MUS 230/430) will receive weekly coachings beginning no later than 3rd week of the semester. In addition, since the chamber music course is a "lab", each group is required to rehearse a minimum of two hours per week. The students are responsible for setting up rehearsal times and finding appropriate space to rehearse. Coaching times are arranged with the assigned faculty coach. Each group must select three one-hour time periods (during weekdays between 8am-6pm) by the end of first week of the semester.
- **REPERTOIRE** is selected in consultation with the assigned faculty coach.
- **PERFORMANCE:** Each chamber group performs in the Chamber Music Marathon at the end of semester at the discretion of the faculty coach. Additionally, each group is required to arrange and complete a community outreach performance (school, hospital, senior living community), and provide reasonable documentation of the performance (photos, video recording, announcement, program).
- **GRADING:** Final grades will be a composite of attendance and preparation (see Chamber Music Course Syllabus) as well as an evaluation of the performance at the Chamber Music Marathon.

XI. COMPETITIONS:

Students should consult with their applied studio professor about opportunities to enter the following School of Music competitions:

ROCKY MOUNTAIN COMPETITION is traditionally scheduled during the fall semester. The winner performs with the UNC Wind Ensemble. Students may contact the Bands and Orchestras office for competition guidelines and other pertinent details.

SOUTHARD COMPETITION is scheduled during the fall semester. Winners receive a scholarship award and a UNC sponsored off-campus performance opportunity. Students may contact competition coordinator (professor Dahlke) for competition guidelines and other pertinent details.

UNC SYMPHONY CONCERTO COMPETITION is scheduled during the spring semester. Winner performs with the UNC Symphony. Students may contact the Bands and Orchestras office for competition guidelines and other pertinent details.

XII. MUSIC MINOR

REQUIREMENTS: See Course Catalog for detailed curriculum requirements

ENSEMBLES: Music minor students may be able to enroll in the UNC Symphony, Chamber Music, and other available ensembles based on audition.

LESSONS: Music minor students enrolled in the UNC Symphony (MUS 267) may enroll in two (2) credits of individual applied lessons (MUS 273), with the approval of the applied studio professor. See section IV for detailed individual lesson policies.

PRACTICE: Music minor students are expected to practice a minimum of one hour per day

XIII. COMMUNICATION

STRING AREA BULLETIN BOARD: String students are encouraged to check the String Area Bulletin Board frequently for up-to-date String Area information.

EMAIL: Students are expected to check their UNC email account daily.

OFFICE HOURS: Students are encouraged to make use of faculty office hours.

TEXT MESSAGING: Students are discouraged from relying on text messaging to communicate with faculty. Communication by email is preferred, call office number if urgent. Use discretion if using personal phone number.

ISSUE RESOLUTION: Students should follow this protocol for any questions, concerns, or conflict resolution: Applied Studio Professor, String Area Head, Student Service Specialist, School of Music Director.