STUDENT HANDBOOK

for Academic Year 2013-2014
Florida Gulf Coast University
Bower School of Music

STUDENT HANDBOOK

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Dear Bower School of Music Students:

Welcome to Florida Gulf Coast University’s Bower School of Music! We are pleased that you have decided to join other talented students in the stimulating atmosphere that characterizes this rapidly growing academic and artistic community. You will be working with a gifted faculty whose members are dedicated to helping you reach your full potential.

This handbook is intended as a supplement to the FGCU Course Catalog and other university publications. It sets forth many of the requirements, policies and procedures that govern Bower School of Music activities.

On behalf of the faculty, staff, and administration, I wish you every success as a member of our dynamic Bower School of Music community. We hope that your experiences here are both enjoyable and stimulating, and we wish for you every personal and professional success during your undergraduate years and in the future. Please let us know how we can help you meet your objectives.

Cathy Albergo
Director
Bower School of Music
THE BOWER SCHOOL OF MUSIC

A Brief History

Florida Gulf Coast University accepted its first class of music majors in the fall of 2006, nine years after the university opened its doors in 1997. The Bower School of Music was established with the support of a $2.5 million gift from Alan and Marilyn Korest in memory of Edwin H. Bower, Marilyn Korest’s father, and a well-loved Naples philanthropist. More information about this donation and other Bower School of Music information can be found on the BSM website at www.fgcu.edu/cas/bsm.

The Mission of Florida Gulf Coast University

Established on the verge of the 21st century, Florida Gulf Coast University infuses the strengths of the traditional public university with innovation and learning-centered spirit, its chief aim being to fulfill the academic, cultural, social, and career expectations of its constituents.

Outstanding faculty uphold challenging academic standards and balance research, scholarly activities, and service expectations with their central responsibilities of teaching and mentoring. Working together, faculty and staff of the University transform students’ lives and the southwest Florida region.

Florida Gulf Coast University continuously pursues academic excellence, practices and promotes environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, cultivates habits of lifelong learning, and keeps the advancement of knowledge and pursuit of truth as noble ideals at the heart of the university’s purpose.

Approved by the FGCU Board of Trustees January 19, 2010.

The Mission of FGCU’s College of Arts and Sciences

The College of Arts and Sciences at Florida Gulf Coast University is dedicated to providing a quality liberal arts education that is the foundation for a free and just society. As a community of scholars, we seek to foster intellectual breadth and depth, reasoned and civil inquiry, intercultural understanding, an ecological perspective, and civic engagement in order to prepare students for a life in the 21st century that is at once informed, examined, and engaged. We support scholarly activity that advances teaching and contributes to the broader intellectual, artistic, and professional communities. Our college faculty and administration share the belief that interdisciplinary collaboration and scholarship enhance our individual disciplines and benefit our students. We further acknowledge that service to the southwest Florida community is a public trust and a social responsibility. In all of our activities, we are committed to celebrating and nurturing human freedom and elevating the human spirit.

Founded on the university's student learning goals and emphasizing the integration of knowledge across disciplines, our programs in the arts, humanities, natural sciences, and social
sciences offer students the opportunity to develop the knowledge, skills, and values necessary for success in their professional careers along with the philosophical, scientific, and artistic habits of mind indispensable for a democratic society and a rewarding personal life. We challenge students to express informed convictions, exercise independent judgment, and make a lifelong commitment to learning. By encouraging tolerance, generosity, humility, wisdom, creativity, and courage, we strive to prepare students for a rapidly changing world, constructive engagement with diverse cultures and beliefs, responsible participation in their communities, and a deeper appreciation of the beauty and scope of human experience.

Scholarly activity provides a source for the creation and communication of artistic insights, fresh ideas, and current information related to our teaching, our individual disciplines, and to the integration of knowledge that lies at the heart of our liberal arts mission. Through scholarship, we interact with colleagues in the academic community and in the southwest Florida region. Likewise, in our service, we expand the boundaries of the university and join a wider community in nurturing a sustainable and enriched society.

December 2001

The Mission of the Bower School of Music

Through specialized curricula and extensive general education offerings, the Bower School of Music seeks to prepare professionals for leadership and service in music and music-related fields. In addition, the School provides rich musical opportunities for students in other disciplines and furnishes cultural enrichment for the southwest Florida community and beyond.

Bower School of Music graduates should embody a dedicated, focused commitment to civic engagement and responsibility.

January 2010

ADMISSIONS POLICY AND PROCEDURES

Overview

The music program at FGCU has been designated by the Florida Board of Governors as a Limited Access Program. This means that in addition to being admitted to Florida Gulf Coast University, students expecting to major or minor in music must also be admitted to the Bower School of Music. This admission is gained through satisfactory completion of an audition conducted by a panel of faculty members.

Applicants must apply to the University. Their admissibility will be determined through consultation with members of the Admissions Office staff, who have final authority for granting admission. Applicants not accepted as music majors or minors may be admitted to the University for study in other disciplines.

- Students who apply to FGCU and check “music” as the major will be entered into the admissions system as a “pre-major” in music.

- Students who are admitted to the University and who then satisfactorily complete the
official Bower School of Music admissions process (performance audition in the principal medium, sight-reading, music theory placement examination, piano proficiency test, aural skills assessment) are officially admitted to the music program. The Bower School of Music will notify the College of Arts and Sciences Advising Office to record the student’s major and performance concentration.

- Students who do not pass the admission audition by demonstrating satisfactory performance may either (a) remain as a “pre-major” in the system, or (b) change the major to another field. Students who are unsuccessful in passing the admission audition may re-audition after a minimum of one semester (see below).

- In addition to admission to the university, transfer students, including those with an Associate of Arts degree, must also be admitted to the Bower School of Music through the process described above.

- In order to register for certain junior level music courses, students must qualify for junior level status by completing specified course work in music theory and aural skills, demonstrating keyboard competency, and successfully passing an enhanced jury exam at the conclusion of the fourth semester of applied music study (see Qualification for Junior Level Study, below). Some upper division music courses have as a prerequisite the completion of the theory and aural skills course sequences.

- Once a semester, pre-music majors who have not auditioned are reminded by advisors to audition or change their majors.

**The Audition** (See Appendices for Audition and Scholarship Application)

The audition consists of:

- Performance audition in the principal medium (voice or instrument)
- Sight-reading
- Music theory placement examination
- Piano proficiency test
- Aural skills assessment

The performance audition may be conducted in person or, when impractical for the applicant to come to the campus, through a recording. In addition to a musical performance in the principal medium, applicants may also request to audition in a second medium if their experience warrants. Applicants may be briefly interviewed regarding their educational and musical backgrounds, and their career plans.

Admission recommendations by faculty members will be based only on the performance audition and test of applicants’ aural acuity. Scores on the music theory placement examination, interviews, and piano proficiency tests are used for placement and advisement purposes.
The Bower School of Music (BSM) hosts four (5) audition days annually – one in November, one in February, one in March, and two in April. **Students must audition by April 12 for fall admission and by November 15 for spring admission.**

**Admission of Transfer Students**

Transfer students who have no college music credits will be considered freshman in music and will follow the same procedure as above.

For transfer students with substantial music credits, in addition to the performance and sight-reading portions the audition also includes transfer theory and sight-singing placement exams. Credit will be accepted for transfer students who have completed the Florida common prerequisites for a music degree with grades of C or better; the placement exams are for advisory purposes regarding upper level study in conducting and theory courses. Following the audition the transferring student will be advised as to admission status, theory and conducting placement, and applied music entrance level (freshman, sophomore, junior, senior).

**Financial Assistance**

Recommendations for financial aid, including scholarships, may be made by faculty members to admitted students as a separate process. Such awards are made to provide financial assistance for applicants, maximize performance opportunities for all music students by assuring balanced performing ensembles, and help improve the overall quality of musical performance at the University.

Students accepting scholarship awards or other financial aid must agree that, after May 1 of the calendar year of matriculation, they will not consider offers of financial aid for music study from any other institution without permission of Florida Gulf Coast University. For details, see “Legal Issues,” below.

Additional information on financial aid at FGCU may be found under Student Life: Student Resources and General Information, below.

**Acceptance of Financial Aid**

Students accepting financial aid for the study of music at FGCU, including scholarship awards, must agree to the following:

In accepting this offer of financial aid from *(Institution)*, I understand that there is a mutual commitment on the part of myself and the institution. Therefore, I agree that after May 1 of the calendar year of matriculation into an undergraduate-level program or after April 15 of the calendar year of matriculation into a graduate-level program, I will not consider any other offer of financial aid from an institutional member of the National Association of Schools of Music or any other institution for the purpose of enrolling in a music major program for the academic year ____–____ except with the express written consent of the music executive of the above named institution.
First-Year Advising

Based on their admission category (see above), students are officially admitted as “pre-majors” in either music performance or music education. In consultation with members of the First-Year Advising Office, admitted students may plan and register for course work in accordance with their career interests. A student who qualifies for pre-admission as a performance major may choose the music education curricular track; a student qualifying for admission as a music education major may be able to qualify for admission as a performance major by the end of the sophomore year (see below).

Normally, students pursue private applied study in only one medium, and this medium remains the same throughout the period of undergraduate study. Under extraordinary circumstances exceptions may be granted by the Director of the Bower School of Music.

Acceptance into specific music degree programs

Admission to (1) the Bachelor of Arts in Music Performance or (2) the Bachelor of Arts in Music Education is based on satisfactory progress in course work over the first two years of study (see Qualification for Junior Level Status). Students who qualify for both performance and music education elect both tracks.

Re-audition Policy

Applicants to the BSM may audition only once for admission in any given semester. Applicants who are unsuccessful in gaining admission may re-audition for admission in a subsequent semester. In such cases, if admitted to the University, they are advised during their freshman year to register for courses required for the intended music degree (e.g., general education and appropriate music courses without prerequisites). They are also advised to take private lessons without credit, study music fundamentals, and participate in music ensembles for which they qualify. These students should seek the advice of academic advisors and appropriate members of the Bower School of Music faculty.

MUSIC DEGREE PROGRAMS
POLICIES, PROCEDURES, AND INFORMATION

Curricular Programs

The Bower School of Music offers two Bachelor of Arts in Music degrees:

BA Music (Education)
BA Music (Performance)

(Curricular plans for theses degree programs are found as appendices in the back of this document.)

Students majoring in music at the Bower School of Music will choose one of these degree programs. The BA Music (Education) prepares students, through the State of Florida alternative
certification program, to teach music in public and private schools. This degree can also prepare students to develop a private instrumental or vocal teaching studio. Students in the BA Music (Education) degree choose either the choral or instrumental track. It is suggested that students who wish to teach in the public schools also pursue a minor in education. The BA Music (Performance) serves students who aspire to careers in music performance. This degree program is also appropriate for those planning to specialize in private applied performance teaching at all levels. Both degree programs prepare students for advanced study at the graduate level.

Students in either music degree programs declare a principal performance medium. All students at FGCU also complete a core curriculum of 36 hours called General Education. Further information about GenEd is found at http://www.fgcu.edu/CAS/GenEd.html

Curricular Requirements

Degree requirements sometimes change. Students should follow the Florida Gulf Coast University Catalog for the year in which they enter the University. When requirements change, students have the option of following requirements of a later catalog, but in such case all requirements as stated in that catalog must be met.

STUDENTS ARE RESPONSIBLE FOR CHECKING THEIR OWN ACADEMIC PROGRESS. Assistance with course planning, study and practice habits, as well as course-related tutoring, is readily available. Students are urged to seek help from music faculty members and/or from the College of Arts and Sciences Advising Center on the first floor of AB 7. An on-line advising tool is available for undergraduate students and advisors to evaluate course work against degree requirements. Please see: http://www.fgcu.edu/OCI/capp.html

College of Arts and Sciences advisors and members of the Bower School of Music faculty and administration will assist students, but they do not assume responsibility for ensuring a student’s graduation on any specific time schedule.

Course Scheduling, Sequence, and Frequency of Offerings

It should be noted that some music courses are held in the fall or spring only. In the case of some upper level music courses, they may be offered only every other year. For each track, a standard sequence of courses is expected. If this sequence is not followed successfully, more than four years may be required to complete graduation requirements. In particular, it is important that students try to complete their first year of Theory and Aural Skills sequence in their first two years since the completion of these courses is prerequisite to upper level theory and conducting study.

Upper Level Course Prerequisites

In general, upper level courses in theory and conducting may not be taken until Theory I-IV and Aural Skills I-IV are completed with a C or better. The pre-requisite for Music History is Introduction to Music Literature, a suggested General Education elective. Students are encouraged to refer to the FGCU catalogue for other specific upper-level course prerequisites.
Upper division courses with Music Theory/Aural Skills prerequisites:

- MUE 3311 Teaching Music, Elementary
- MUE 3343 String Methods and Materials
- MUE 3351 Woodwind Methods and Materials
- MUE 3365 Brass Methods and Materials
- MUE 3375 Percussion Methods and Materials
- MUE 4480 Marching Band Techniques
- MUG 3104 Introduction to Conducting
- MUG 3204 Instrumental Literature & Conducting Technique
- MUS 4920 Senior Capstone in Music
- MUT 3311 Orchestration and Arranging
- MUT 3611 Form & Analysis

Registration

Students should consult the academic calendar for the dates of registration for upcoming semesters. Students are strongly advised to schedule meetings with academic advisors several weeks before registration begins in order to make sure they are selecting classes that will enable them to remain on track and graduate on time. To view the academic calendar go to: http://www.fgcu.edu/Registrar/academiccalendar.asp

Courses

Music Theory and Aural Skills

Included in the State University System Common Prerequisites are 16 hours of Music Theory and Aural Skills. These foundational courses provide some of the most important training for an undergraduate musician. Students take the Music Theory Placement Exam when they audition for admission, and those who have sufficient background in musical rudiments are allowed to register for the first semester of this sequence. Students who do not have sufficient background at the time of the audition are encouraged to study during the summer. Prior to the fall semester they are required either to retake the exam or register for, and complete with a C or better, Fundamentals of Music before registering for Theory I and Aural Skills I.

Students who have had extensive background in theory prior to college can have one or more of the theory sequence courses waived based either on an entrance exam or through Advanced Placement Music Theory scores. The policy regarding acceptance of AP Music Theory Credit at FGCU is as follows:

- A student with a 3 or a 4 on the AP Music Theory Exam, regardless of the subscores, will be given credit for MUT 1001, Fundamentals of Music.

- If a student has a 5 as the overall score, the following will apply:

  A. 5 overall, 5 aural subscore, and a 3 or 4 in the non-aural subscore: Credit for MUT 1241, Aural Skills I and MUT 1001, Fundamentals of Music.
B. 5 overall, 5 in the non-aural subscore and 3 or 4 in the aural subscore: Credit for MUT 1111, Theory I only.

C. 5 overall and 5 in both sub-scores: Credit for both MUT 1111 and MUT 1241, Theory I and Aural Skills I.

D. A student wishing to receive credit for Theory II and Aural Skills II with AP scores of 5 must also take the FGCU Music Theory Transfer Exam.

Students should be aware that Music Theory I and III and Aural Skills I and III are offered only in fall semesters, with Music Theory II and IV and Aural Skills II and IV offered only in spring semesters. This means that students who are assigned to take Fundamentals of Music may have their graduation date delayed. Please also be aware that music scholarships are renewable for a total of eight semesters only.

**Applied Music**

“Applied music” is the term used to describe university-level private study on an instrument or in voice. Each performance medium has a distinctive course number for each level (freshman, sophomore, junior, senior).

Each music major is allowed to register for applied music in the declared principal performance medium (instrument or voice), and only in this declared medium. Music majors must study applied music through the semester in which they present their senior recital. A student who is registered for applied music has the responsibility of arranging a lesson time with the assigned instructor. The instructor should provide the student with a course syllabus outlining objectives, expectations, and policies.

(Copies of Applied Music Jury Examination Procedures, Grading Forms, Recital Performance Request, and related issues are included in the Appendices.)

The following principles apply to all applied music study in the Bower School of Music:

**Repertoire**
All students will master an appropriate repertoire.

**Jury**
A jury examination performance, directed by a panel of faculty members, is required at the end of each semester for all students registered for any applied music course. The applied studio teacher will assist the student in preparing for this jury examination, which may include solo repertory, studies (études), and scales. (Jury assessment forms may be found in the Appendix.)

Note: A special, enhanced jury examination is administered at the end of the sophomore year (see “Qualification for Junior Level Status and Admission to Degree Candidacy – Applied Music,” below).
Students who present a junior or senior recital may be excused from the jury examination in the semester of the recital. Students register for the recital, which is graded separately from applied music (see “Recital Performance: Junior and Senior Recitals,” below).

**Preparation, practice, and lesson attendance**

Students are expected to be thoroughly prepared for each lesson. Consistent, productive practice is essential. Regular attendance is required at lessons, studio classes (if scheduled), and master classes (if scheduled). Make-up lessons, when necessitated by illness or emergency, are scheduled at the discretion of the instructor.

**Grades**

Grades are based on fulfillment of the instructor’s assigned repertoire, jury examination, and recital performance expectations.

**Recitals**

See below under “Recital Attendance” and “Recital Performance” for information about MUS 1010, Recital Attendance.

**Additional requirements**

Requirements for participation in studio classes, master classes, and other activities related to applied music study are specified by the instructor in the applied music course syllabus.

**Music Ensembles**

Students registered for applied music study are expected to be concurrently registered for a large ensemble. Large ensemble participation should continue each semester in residence. Large ensembles are the University Choir, Chamber Singers, University Strings, Wind Orchestra, and Symphonic Band.

In addition, students are strongly encouraged to participate in small ensembles. These include Opera Workshop, Instrumental Chamber Music, and Piano Ensemble. In addition, students are required to participate in a chamber music performance as part of the Junior and/or Senior Recital (see “Recital Performance: Junior and Senior Recitals,” below).

**Recital Attendance**

All music majors are required to register for MUS 1010, Recital Attendance, and attend recitals (performance lab) for a minimum of six semesters. The course is graded on a Satisfactory/Unsatisfactory basis. The Recital Attendance syllabus for each semester provides further details.

For transfer students, recital attendance is required for every semester in residence, up to a maximum of six semesters. Music education majors are exempt from recital attendance during the student teaching semester, but all students must meet the six semester recital attendance requirement.
Students who have completed the requirement are urged to continue to attend recitals and concerts, on and off campus, as a means of furthering their musical experiences.

At the beginning of each term, the recital attendance syllabus will indicate the recital schedule and required recitals. The syllabus is also posted on Angel under “Recital Attendance.” Although each semester’s syllabus will reflect specific requirements for that semester, in general, attendance is required at a minimum of one-half of the Bower School of Music recitals and concerts (Wednesday afternoon recitals, junior/senior student recitals, faculty and guest artist recitals, and ensemble concerts), and at least one approved off-campus event, for a total of approximately 22 per semester.

Students arriving more than 5 minutes late or leaving early will not receive credit for attendance at the particular event.

**Recital Performance**

**Wednesday Afternoon Recital Series**
As a part of their applied music course students are expected to perform on Wednesday afternoon recitals when so advised by their applied music instructor. In preparation for these performances each student must complete, with the help of the applied teacher, the Recital Performance Request form (see appendix). Forms can be obtained on ANGEL and the BSM website. Forms must be submitted electronically to the Instructor of Record for Recital Attendance.

Please note the following:
1. The deadline each week for submission of performance requests for the following week is noon on Fridays. NO EXCEPTIONS.
2. Performance request forms must be completed in the proper manner before the request can be approved.
3. Please see appendices for examples of forms.

Recital times become limited toward the end of each semester. Students are encouraged to perform as early in a semester as possible.

**Junior and Senior Recitals**
Bachelor of Arts in Music (Performance) majors are required to perform both a junior (20-30 minutes of music) and senior recital (50-60 minutes of music). Bachelor of Arts in Music (Music Education) majors are required to perform a senior recital only (20-30 minutes of music). Both junior and senior recitals also require a Pre-Recital Jury hearing. These recitals require a separate registration: MUS 3953, Junior Recital; MUS 4954, Senior Recital, and they are graded separately from applied music courses.

Students will perform a chamber music work on a junior or senior recital. This work must feature at least three performers, one of whom may be a keyboardist. Students are responsible for organizing the performance, including inviting collaborative performers and arranging rehearsal times. Students are encouraged to research the literature and select the work(s) to be performed.
With permission of the applied teacher and appropriate area head, Bachelor of Arts in Music (Music Education) majors may perform an optional junior recital, for which a pre-recital hearing is also required.

The Music Program Assistant will format and print programs for concerts and recitals. All information must be submitted three weeks in advance of the performance date on the Student Recital Program form (see Appendix). You will receive a copy to proof no less than one week before the performance date. Minor changes may be requested when you receive the proof. If information is not provided as described, you may be required to provide your own programs.

Pre-Recital Hearings
All students performing a degree recital (junior or senior) must present a pre-recital hearing at least three weeks before the date of the recital. The purpose of the pre-recital hearing is to provide the student a faculty evaluation of the recital prior to a public performance. At the hearing, performance of the recital repertoire must demonstrate a level of preparation that indicates the student will be ready for public performance at the time of the recital. It is the intention of the faculty that the hearing will be a positive and confirming step prior to the recital.

For the hearing, the student must be prepared with the full repertoire to be performed on the recital. The student must complete a Pre-Recital Hearing Form (see Appendix) and present a copy of the recital program to each member of the pre-recital hearing faculty jury for review.

All program notes and translations must be submitted to the jurors as well. The pre-recital hearing must be performed with the accompanying musicians who will be performing the recital. The faculty jurors may choose to hear any piece from the recital repertoire at the pre-recital hearing. Issues regarding memorization are determined by area heads.

The pre-recital hearing jury will consist of a minimum of two full-time members of the music faculty and must include the applied instructor and area head or designee. It is the responsibility of the student, in consultation with the applied instructor and area head, to select the personnel for the jury and select a time for the hearing. It is also the responsibility of the student to reserve the room in which the jury will be held and to notify jurors of the time and place.

Using the Pre-Recital Hearing Recommendation Form (see Appendix), each faculty juror will grade the jury with an S (Satisfactory) or U (Unsatisfactory). In the event of a tie vote, the Bower School of Music Director will cast a deciding ballot. This form is then sent to the Music Program Coordinator, who conveys this information in writing to the student and enters it into the student’s official records.

Bachelor of Arts in Music (Performance) Junior Recitals will consist of 25-30 minutes of music, with the length of the pre-recital hearing approximately 20 minutes. Senior Recitals will consist of 50-60 minutes of music, with the pre-recital hearing approximately 30 minutes long. Bachelor of Arts in Music (Education) Junior/Senior Recitals will consist of 20-30 minutes of
music, with the pre-recital hearing approximately 20 minutes in length. Music Education students may elect to give a full recital of 50-60 minutes, with a 30 minute pre-recital hearing.

If the pre-recital hearing is judged to be Unsatisfactory, the student must cancel the recital date and schedule a new pre-recital hearing for a later time. The pre-recital hearing may be repeated no earlier than four weeks after the first attempt. A maximum of two hearings may be attempted. Students failing the hearing twice will be barred from further registration for music courses.

The verdict of the pre-recital hearing committee is unrelated to the semester's grade in applied performance.

**Piano Proficiency**

Please see the appendices for information.

**Qualification for Junior Level and Admission to Degree Candidacy**

Any Bower School of Music student who has completed Music Theory IV, Aural Skills IV, and Class Piano IV with a grade of “C” or better and who has passed the applied music jury examination administered at the end of the sophomore year (see below) is considered to have qualified for junior level status. The transcripts of all music majors completing four semesters of matriculation are reviewed to determine progress toward junior level status and admission to degree candidacy.

**Degree Candidacy**

Students who qualify for junior level status are admitted to degree candidacy under the following conditions:

**BA in Music Education**

Students must have a minimum overall grade point average of 2.5 and a minimum grade point average in music courses of 3.0. In addition to satisfactorily completing course work, students must have completed two semesters each of freshman and sophomore applied student with a minimum grade of C.

Candidates for the music education degree must also be interviewed by a representative of the music education faculty to explore their interests and aptitude.

**BA in Performance**

Students must have a minimum overall grade point average of 2.5 and a minimum grade point average in music courses of 3.0. In addition to satisfactorily completing course work, students must have completed two semesters each of freshman and sophomore applied study with minimum grades of C. Students must also be certified by the faculty jury committee as eligible to pursue the performance major by successful passage of the jury exam at the end of the second semester of sophomore level study.
Theory
Students who complete Music Theory I-IV at Florida Gulf Coast University with minimum grades of “C” are considered to have met the junior level qualification in music theory. Students who have not completed Music Theory IV at Florida Gulf Coast University and students with any grade of lower than “C” in a music theory course must pass a music theory qualifying exam before they are permitted to register for designated upper division music courses.

Transfer students who have not completed Music Theory IV at Florida Gulf Coast University will be administered a theory test in connection with their performance audition. Those not achieving a satisfactory score on this test will be advised to retake the appropriate theory course(s) before proceeding to any upper division course that has MUT 2117 (Music Theory IV) as a prerequisite.

Aural Skills
Students who complete Aural Skills I-IV Florida Gulf Coast University with minimum grades of “C” are considered to have met the junior level qualification in aural skills. Students who have not completed Aural Skills IV at Florida Gulf Coast University and students with any grade of lower than “C” in an aural skills course must pass an aural skills qualifying exam before they are permitted to register for the designated upper division music courses.

Transfer students who have not completed Aural Skills IV at Florida Gulf Coast University will be administered an aural skills test in connection with their performance audition. Those not achieving a satisfactory score on this test will be advised to retake the appropriate theory course(s) before proceeding to any upper division course that has MUT 2247 (Aural Skills IV) as a prerequisite.

Keyboard Proficiency
Students who complete Class Piano I-IV at Florida Gulf Coast University with minimum grades of “C” are considered to have met the junior level qualification in piano proficiency. Students who have not completed Class Piano IV at Florida Gulf Coast University and students with any grade of lower than “C” in a class piano course must pass a piano proficiency qualifying exam before they are permitted to register for designated upper division music courses.

Applied Performance
At the beginning of the second semester of MVx 2xxx, Sophomore Applied Music, students will be advised by their individual instructor if they are eligible to apply for advancement to junior level applied study. If so, requirements as stated below must be fulfilled at the time of the juries at the conclusion of the second semester of sophomore level applied study.

At the end of their fourth semester of applied study, MVx 2xxx, Sophomore Applied Music, all music majors who have previously completed three semesters of applied performance study, or equivalent, with minimum grades of C will be administered the special jury examination, as described below.
1. Students will prepare works for their major applied area at the 2000 level of repertoire. (Students should consult with their applied music instructor for specific repertoire requirements).

2. Prior to the performance, students will make a short presentation on the composer(s) and the compositions(s) of at least one composition they will perform. The content should be similar to what would be written in high-quality program notes.

3. Students will be asked about their future goals in music performance by the jury faculty members. Below is a list of sample questions:
   a. What they have learned thus far...about themselves, their instrument and/or practice habits? Discuss any challenges and successes.
   b. What are their goals for the next two years of upper level study? Address technical, interpretative and expressive areas.
   c. Are there specific musical works they wish to study/perform? If so, why?
   d. Where do they see themselves in 5 years?
   e. Other, if any (as considered relevant by the student or instructor)

**Students who pass all facets of the performance examination will be authorized to register for Junior Level applied study.**

Students must meet the above requirements in theory, aural skills, keyboard proficiency, and applied performance in order to be admitted to degree candidacy and to register for certain course work with prerequisites (see Upper Level Course Prerequisites, above). Students should consult the appropriate Bower School of Music faculty member (e.g., Head of Academic Studies in Music, Head of Keyboard Studies, Head of Music Education) for advice and assistance.

Students failing to qualify for degree candidacy following four semesters of study have the following options:

1. [Those failing to achieve a grade of C or better in Music Theory IV, Aural Skills IV, and/or Class Piano IV]: Retake the course(s) a maximum of two times (for a total of three).

2. [Those failing to achieve junior level status in applied music]: Retake the special end-of-sophomore year jury exam a maximum of two times (for a total of three).

3. [Those who are unsuccessful in qualifying for admission to the degree program in performance]: Retake the special end-of-sophomore year jury exam a maximum of two times (for a total of three) or petition to change the major.

Students who are unsuccessful in qualifying for music degree candidacy under conditions stated above must change their major area of study.
In the fall of 2010 the Bower School of Music moved into a splendid new facility. As we celebrate the opportunities this facility provides, we are reminded that it is the responsibility of students, faculty, staff, and visitors to take care of the building and its contents.

**Building Hours**

Hours for the Music Building are from 7 AM to midnight, seven days a week during the fall and spring semesters. Summer hours, somewhat abbreviated, are posted. The building is locked by University Police at other times, and occupants are expected to vacate the building.

Hours for the Music Modular are from 7 AM to 11 PM. Persons in the building when it is locked at 11 PM are permitted to remain in the building, but they may not provide others with access.

**Care of the facilities: smoking, food, and beverages**

No food or drink, except for bottled water, are permitted in any Music Building rooms or hallways other than the Student Lounge and the Lobby. Smoking is not permitted anywhere in the building.

**Bower School of Music Events Calendar**

To view what is currently scheduled in the Music Building or Music Modular, go to FGCU’s main web page then click on “Calendar” on the top right header. Click on the date of interest, then click on “Music Building” or “Music Modular” (list on right hand side of screen) to see the schedule for all spaces in the Music Building or Music Modular.

**Scheduling of Specific Rooms**

*(All BSM Student Recitals start at 7:30 p.m. Mondays through Saturdays and 3:00 p.m. on Sundays.)*

To reserve a space in the Music Building or Music Modular email Marianne Varney, Executive Secretary at mvarney@fgcu.edu. Provide the following information to the scheduler at the time of reservation request:

- Event name
- Preferred space(s)
- Event date(s)
- Event start and end times (actual event times)
- Preferred amount of time before/after your event to prepare for your program and cleanup afterwards
- Approximate headcount
- Primary event contact name
• Room set up
• Any other relevant event information that may be helpful when the scheduler processes your request

A reservation is not confirmed until the individual requesting space receives a confirmation email from Marianne Varney. All subsequent changes (e.g., date, time, venue, postponement, cancellation) must be e-mailed to Marianne Varney at mvarney@fgcu.edu.

Special equipment needs are made by going to FGCU’s Information Technology (IT) website at http://itech.fgcu.edu/ and clicking on “Equipment Loan.” The following equipment is available from IT:

• Portable CD/tape players
• Laptop computers
• Portable presentation equipment
• Microphones and sound systems
• Digital cameras
• VHS video cameras, and more

To view what is currently scheduled, go to FGCU’s main web page then click on “Calendar” on the top right header. Click on the date of interest, then click on “Music Building” or “Music Modular” (list on right hand side of screen) to see the schedule for all spaces in the Music Building or Music Modular.

Printed programs for recitals and lectures are prepared by the Music Program Assistant (see above).

Recital Scheduling

Junior and Senior Recitals: Go to your applied teacher first, then to your Area Head (Instrumental Studies, Keyboard Studies, Vocal Studies) to select a date. Send Recital Request to Marianne Varney, Executive Secretary at mvarney@fgcu.edu. Note the requested: Space, Date, Timeframe, Event Contact, Organization, Event Name, and any additional services that will be needed (e.g., Catering, I.T.).

Recital Hall Scheduling

The Recital Hall schedule is open for reservations during the current semester following Drop/Add days. The Recital Hall schedule is open for reservations for the two subsequent terms if the time to be scheduled is after 5 PM Monday through Friday or on a weekend.

Please limit requests for the Recital Hall to these purposes:
• Recitals
• One dress rehearsal (may be combined with pre-recital hearing)
• Pre-recital hearings (may be combined with dress rehearsal)
• Master classes (e.g., faculty-sponsored appearance by guest musician or lecturer to teach solos or small ensembles)
• Rehearsals: large ensemble, ensemble sectional, “standing” chamber ensemble
• Faculty-sponsored events to promote student recruitment (e.g., clinic/workshop for school ensemble)
• Faculty-approved student recording sessions (e.g., for competitions, graduate school applications)

If a large space is desired for other purposes, please consider using Room 101 in the Music Mod or Room 112 (Rehearsal Hall) in the Music Building.

**Security of personal property**

While every reasonable effort is made to protect personal property, the University cannot assure security. Students are advised to insure musical instruments and other belongings of value.

**Practice and Practice Rooms**

Regular, intelligent, efficient daily practice is essential for success in applied music.

A. Practice rooms are available to students on a daily basis between the hours of 7:00 a.m. and 11:00 p.m.
B. Except for certain rooms that are reserved for piano majors, practice rooms are available on a “first come, first serve” basis. Music majors have priority.
C. Do not put food or drink on the pianos.
D. Do not put paper over the windows of the practice room doors. This is a safety hazard.
E. Do not practice in the classrooms or in the hallways.
F. A practice room is considered to be unoccupied if it is vacant for more than five minutes, and a new user has the right to take over the practice room at that time. Please do not leave personal items (e.g., instruments, music, books, computers) in a practice room if you are to be gone for more than five minutes. Do not make personal items a target for thieves!

**Access to the Percussion Practice Rooms**

Students registered for studio percussion lessons (private instruction), or who have permission from the percussion instructor may use these rooms and instruments. Once a student is qualified to use the Percussion Practice Room, Mr. Jones will email the Music Program Coordinator student names, UIN, and room access numbers for card reader activation.

**Accompanying**

Students may request piano accompanists for an hourly fee. All accompanist requests must be turned in to the Head of Keyboard Studies. Submissions must include a copy of the work to be performed, name of student, contact information, date of performance(s) and weekly lesson time.
**Recording Services**

For information about Bower School of Music recording services, contact Dr. Jason Bahr at jbahr@fgcu.edu.

Student degree recitals, junior and senior, are recorded without a service fee. However, students must submit an e-mail copy of their Student Recital Program Form to the Coordinator of Recording Services at least two weeks in advance of the recital. Failure to do so will require that students make their own arrangements for recital recordings, and in such case they may not use school equipment.

Non-degree recitals and Student Recital Lab performances (e.g., Wednesday afternoons) are only recorded when special arrangements are made for custom recording services (see below).

Recordings in the Bower School of Music may be made only by staff members. Only audio recording services are available.

Please allow at least five business days after the performance for the recording to be completed.

**Custom Recording**

Custom recording services are available for students wishing a personal copy of performances. The cost is $25 an hour. This includes the services of a student technician for recording and post-production work, use by the technician of University facilities, and supplies (e.g., CDs with labels and cases). One copy is provided, with an additional $5 charge for each additional copy. Recording services are only for University-related educational purposes.

To request custom recording, email Dr. Jason Bahr at jbahr@fgcu.edu at least two weeks before the proposed recording date.

**Recording services for non-University-related purposes**

Recording services in the Bower School of Music can sometimes be provided depending on availability of staff and equipment, but these services are primarily for University-related educational purposes. Recording services are otherwise only available in connection with the rental of facilities for another purpose (e.g., a concert).

**Recording-Photograph Authorization Form**

Students are asked to sign a form granting the University permission to use audio/video tape recordings and/or photographs of students for educational purposes. A copy of the signed form is maintained in students’ files.
**Music Technology Lab**

The Music Technology Lab has 12 work-stations, each consisting of an iMac, MIDI Keyboard, and the latest in music notation (Finale) and digital audio editing technology. The Lab also has a teaching station connected to a SMART Board for easy demonstrations. Students learn about these technologies through the course MUS 1360, Introduction to Music Technology. The lab is open over 30 hours a week (including evenings and weekends). Alternatively, the Mac Lab in Reed Hall also contains many of these same resources.

**Resource Center Check-out Policy**

The Resource Center for the Bower School of Music is located in room 125, the Ensemble Library. The Ensemble Library houses the performance sets for the Band, Choir and Orchestra. It also has a collection of chamber music, solo instrument music, reference books, scores, and methods books.

Music Majors may check out music for use in a performance ensemble, a music class or applied lessons by speaking with a librarian during posted times.

The check-out period is as follows:

A. Study scores – 2 weeks.
B. Music for classroom use only – All semester.
   Students will be required to pay for replacement of Resource Center materials that are lost or stolen while in the student’s possession (on or off campus). Materials not returned may result in a hold on students’ records.

**Lockers**

A. Music students may have a Music Building locker assigned to them for their use during the academic year. The particular locker assigned is dependent upon the student’s area of emphasis and availability rather than individual preferences for location or type. Locker assignments, keys and/or locks are available from Marianne Varney, Executive Secretary. Students must empty their lockers by the end of the Spring Semester (notices will be posted). Failure to do so can result in the discarding of the locker's contents and assessment of a $25 cleaning fee that must be paid before the student’s records can be released.
B. The lockers are for the storage of academic material and music instruments only.
C. Only School of Music locks assigned to the locker can be used. Any other lock found on a locker will be cut off, and the contents will be removed. No swapping of locks between lockers is allowed. Failure to comply will result in the loss of locker privileges. A fee of $25 will be charged for the loss of a School of Music lock.
D. A Key will be provided for keyed locks. Loss of a key will result in a $25 charge for a replacement.
E. The Bower School of Music is not responsible for the loss or damage of equipment stored in the Music Building Lockers.
Musical Instruments: Usage, Rental, and Check-out

The Bower School of Music has a limited number of instruments available on a per semester basis for regularly enrolled students:

A. Music majors who need an instrument for use in a performance ensemble, a music department class, or applied lessons.
B. Non-music majors who are participating in a music department performance ensemble.
C. Students needing an instrument for methods classes.

It is expected that music majors will own their own personal instruments.

The musical instrument/equipment inventory of the Bower School of Music is for the exclusive use of Florida Gulf Coast University. Instruments and equipment are not available to other users and must not be loaned by students.

The instrument check-out procedures are as follows:

A. Obtain an instrument check-out sheet from the Ensemble Library (room 125).
B. Have the card filled out and signed by the appropriate instructor and returned to the Ensemble Library.
C. Upon receiving the instrument and signing the instrument check out sheet you will accept full responsibility for the instrument on loan. If it is lost or stolen while in your possession (on or off campus), you will be required to pay for its replacement. You also are required to pay for damage resulting from negligence or improper use.
D. The student may not have University-owned equipment repaired or adjusted by any off-campus repair shop without the prior approval of the Head of Instrumental Studies.
E. All university instruments and equipment must be checked in no later than 3:30 p.m. on the day of commencement. Any instrument not returned or renewed on time can be result in a “hold” on a student’s record.
F. Summer use of instruments requires the written approval of the Head of Instrumental Studies.

Reed Room

A. Only bassoon and oboe students currently enrolled in private lessons may use the equipment and/or tools in the reed room. Enrolled students may not invite non-majors into the reed room when they are working or allow anyone who has not been trained on the equipment to assist them.

B. Students must be trained to use the equipment and tools by the instructor, and may use the gouger and/or profilers only after permission from the instructor. (Authorization will be granted when proper skill level is attained.)

C. Tools and equipment may not be removed from the reed room except by request from the instructor to move a particular item to the Music Modular Building for a lesson. Items must be returned to the reed room immediately following the lesson.
D. FGCU and its private instructors will not be held responsible for any bodily injury from the use of reed tools, knives, equipment or supplies.

E. Students must make every effort to keep the area clean and to stow equipment above the reed desk when not in use so as to prevent damage from a third party.

F. FGCU will inventory equipment at the end of each semester.

**Piano Tuning and Maintenance**

Students who identify a tuning or maintenance issue with a practice room piano should complete a form (available on the bulletin board outside Music Building, Room 204) and place it in the mailbox of the Head of Keyboard Studies.

**Music Modular Building**

The Bower School of Music uses the Music Modular Building for studio instruction, practice, chamber music practice, and other teaching, coaching, and rehearsals.

The following are Bower School of Music policies regarding the Music Modular Building:

A. The building is open between 6 and 7 a.m. and will close at 12 a.m. the next morning.

B. Please do not congregate in hallways, because this presents a fire hazard.

C. Each practice room is furnished with one chair and one music stand. Any chairs or stands moved from room to room should be returned to the original location following use. Pianos are not to be moved from the practice rooms without permission from the Director.

D. The piano in Room 101 is placed in a particular place in the room with a reinforced base under the floor. *It must not be moved more than a few inches from its regular location.*

E. Practice rooms are for the use (in order of priority):
   - FGCU Adjunct Faculty
   - FGCU music majors
   - FGCU students
   - Other community members

F. The same policies apply to practice rooms in both the Music Modular the Music Building (see above).

**Facilities usage policy**

Some Florida Gulf Coast University facilities are available for rental; see [http://www.fgcu.edu/CampusReservation](http://www.fgcu.edu/CampusReservation). Certain additional services (e.g., audio-visual technology, food and beverage catering) are available to renters for additional fees. Recording services in the Bower School of Music can sometimes be provided depending on availability of staff and equipment, but these services are primarily for University-related educational purposes. Recording services are otherwise only available in connection with the rental of facilities for another purpose (e.g., a concert).
STUDENT LIFE

Student Information Sheet

Each semester, all BSM students must complete and keep updated the BSM Student Information Sheet and submit to the Music Program Coordinator (see Appendix).

Music Student Organizations

Student Advisory Council

The Bower School of Music Student Advisory Council consists of elected members of the student body representing the various performance areas. The Council seeks to promote effective communication between students, faculty, staff, and administration of the Bower School of Music. The Council considers issues affecting students’ experiences at the School and work to promote students’ artistic and educational growth. Faculty Advisor: Cathy Albergo.

ACDA – American Choral Directors Association

The FGCU Student Chapter of the American Choral Directors Association (ACDA) provides opportunities for professional growth for students following a course of study related to choral music. The group hosts presenters, plans trips to conventions, and supports choral music in Lee County. Faculty Advisor: Trent R. Brown.

ASTA – American String Teachers Association

The American String Teachers Association, founded more than 60 years ago, is a membership organization for string and orchestra teachers and players, helping them to develop and refine their careers. ASTA’s members range from budding student teachers to artist-status performers. The organization provides a vast array of services, including instrument insurance, an award-winning scholarly journal, discounts on publications and resources, annual development opportunities, and access to a collegial network of colleagues from throughout the string profession. Faculty Advisor: David Cole

CMENC – The National Association for Music Education

Chapter 1230, a collegiate chapter of the National Association for Music Education and of the state organization, Florida Music Educators Association. The chapter sponsors bi-monthly meetings with guest speakers and enlightening dialogue about all aspects of music teaching. Open to music majors. Faculty Advisor: Louise Patrick.

Kappa Kappa Psi

Kappa Kappa Psi operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that is required of his/her band. Our goals are to provide the band not only with organized and
concentrated service activities, but to give our membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on our premise that “it is an honor to be selected to serve” this band, its department of music, its sponsoring institution, and the cause of band music in the nation’s colleges and universities.

Faculty Advisor: Rod Chesnutt
Sigma Alpha Iota

Student Resources and General Information

The following web sites provide additional useful information:
- Academic Calendar: [http://www.fgcu.edu/Registrar/academiccalendar.asp](http://www.fgcu.edu/Registrar/academiccalendar.asp)
- Academics: [http://www.fgcu.edu/academics.asp](http://www.fgcu.edu/academics.asp)
- Advising: [http://www.fgcu.edu/CAS/Advising/index.html](http://www.fgcu.edu/CAS/Advising/index.html)
- Catalog: [http://www.fgcu.edu/catalog](http://www.fgcu.edu/catalog)
- College of Arts & Sciences: [http://www.fgcu.edu/cas](http://www.fgcu.edu/cas)
- Directory, FGCU Faculty & Staff: [http://admin.fgcu.edu/directory/index.aspx](http://admin.fgcu.edu/directory/index.aspx)
- Resources for current students: [http://www.fgcu.edu/CurrentStudents.asp](http://www.fgcu.edu/CurrentStudents.asp)
- Student Affairs: [http://studentservices.fgcu.edu](http://studentservices.fgcu.edu)

Note: All students may be eligible for various types of financial aid, including scholarships. Current FGCU students and prospective students who have submitted an admissions application and have been assigned a University Identification Number (UIN) are strongly encouraged annually to submit an online FGCU Foundation Scholarship Application. The application is available online annually between November 15th and March 1st for the following academic year.

To be considered for need-based scholarships and other Financial Aid opportunities, students should also complete the Free Application for Federal Student Aid (FAFSA) annually by the March 1st priority deadline. Applicants can fill out the FAFSA on line. Step-by-step instructions to help complete the application are provided online at [http://www.fafsa.gov/](http://www.fafsa.gov/).

See also “Financial Assistance” for the Bower School of Music, above.

Class Attendance

Regular and punctual attendance and participation are expected. Although students are graded on intellectual effort and performance rather than attendance, absences may lower the
student’s grade when the instructor deems class attendance and class participation as essential. In those classes where attendance is considered part of the grade, the instructor must inform students at the beginning of the term in the syllabus. Any instructor who informs students in writing about the necessity of class attendance may request the Office of the Registrar to drop a student from the class. A grade of W will be posted to the student’s record prior to the deadline for withdrawal without academic penalty. After that date, the instructor may assign a punitive letter grade for any student who does not abide by attendance requirements. Colleges have the authority to establish college-wide, program-wide, or course-wide policies on attendance in accordance with the above guidelines.

Authorized absence. An authorized absence is an absence due to participation in a sponsored activity that has been approved in advance by the program director and the appropriate student affairs officer. Such an absence permits the student to make up the work missed when practical or to be given special allowance so that he/she is not penalized for the absence.

Excused absence. An excused absence is an absence due to other causes, such as illness, family emergency, death in the family, or religious holiday. A student seeking an excused absence should obtain documentation such as a physician’s statement, accident report, or obituary and contact all instructors or the Office of the Dean of Student Affairs.

Except in highly unusual cases of extreme personal or family emergency, under no circumstances should students miss an applied lesson or other individual appointment without notifying the instructor.

STAFF RESPONSIBILITIES

Pam Harkins, Music Program Coordinator
Budget
Purchasing
Payroll
Admission applications
Student records
Building Maintenance
General assistance for Director

Marianne Varney, Executive Secretary
  Bower School of Music receptionist
  General correspondence
  Printed programs
  Concert management details (facilities, publicity)
  Ticket Sales
  Student scholarship awards
  Liaison with Foundation
  Communication with community supporters
  BSM print advertising (e.g., journals, flyers, posters, brochures, postcards)
  General assistance to Director and Music Program Coordinator (especially with student personnel issues)
Whom to See about What

Admissions: Mr. Troy Jones
Advising
  First-year: First-Year Advising Center, McTarnaghan Hall, telephone 7875

Whom to See about What

Other: College of Arts & Sciences Advising Center, AB 7, telephone 7196
Curricular issues: Program head (see list below)
Ensemble library: Dr. Trent Brown (choral), Dr. Rod Chesnutt (band, instrumental chamber music), Dr. David Cole (orchestra)
Instruments and equipment: Dr. Rod Chesnutt
Library: Ms. Rachel Cooke, Main Library, telephone 7606
Locker keys: Ms. Marianne Varney
Instrumental concentration: Dr. Rod Chesnutt
Piano concentration: Dr. Michael Baron
Voice concentration: Dr. Jeanie Darnell
Music technology lab: Dr. Jason Bahr
Orientation (summer): Mr. Troy Jones
Physical plant maintenance and repair: Report any building issues to Music Program Coordinator at pharkins@fgcu.edu or telephone 7851
Program heads
  Academic studies in music: Dr. Debra Hess
  Instrumental studies: Dr. Rod Chesnutt
  Keyboard studies: Dr. Michael Baron
  Music education studies: Dr. Louise Patrick
  Vocal studies: Dr. Jeanie Darnell
Recitals
  Junior/Senior: Dr. Louise Patrick
  Wednesday afternoon (Recital Hour): Dr. David Cole
Recording: Dr. Jason Bahr
Scheduling, room: e-mail mvarney@fgcu.edu
Scholarships: Ms. Marianne Varney
Student records: Ms. Pam Harkins
Student recruitment: Mr. Troy Jones
Summer camps: Mr. Troy Jones

LEGAL ISSUES

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
Students have specific, protected rights regarding the release of their records and FERPA requires that institutions adhere strictly to these guidelines. Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. The school should always seek a written consent from the student before disseminating educational records to third parties, including parents.

Additional information may be found at:

http://www.nacada.ksu.edu/Resources/FERPA-Overview.htm

Copyright Policy – Photocopying Music

This policy was revised subsequent to legal review, 12/11/98. This document is currently being reviewed to ensure compliance with the Digital Millennium Copyright Act of 1998.

Following are the "Guidelines for Educational Use of Music" which accompany 17 U.S.C. §107.

A. Permissible Uses

1. Emergency copying to replace purchased copies, which for any reason are not available, for an imminent performance provided purchased replacement copies shall be substituted in due course.

2. (a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not compromise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more that 10% of the whole work. The number of copies shall not exceed one copy per pupil. (b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.

3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an
individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recordings.)

B. Prohibitions

1. Copying to create or replace or substitute for anthologies, compilations or collective works.

2. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets, and like material.

3. Copying for the purpose of performance, except as in A (1) above.

4. Copying for the purpose of substituting for the purchase of music, except as in A (1) and A (2) above.

5. Copying without inclusion of the copyright notice which appears on the printed copy.

Additional information is available at: http://library.fgcu.edu/CSD/Policies/copyrigh.htm
# 2013-2014 BOWER SCHOOL OF MUSIC FACULTY & STAFF DIRECTORY

## Full-Time:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Tel.</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy Albergo</td>
<td>Director</td>
<td>7374</td>
<td>MB 203</td>
<td><a href="mailto:calbergo@fgcu.edu">calbergo@fgcu.edu</a></td>
</tr>
<tr>
<td>Jason Bahr</td>
<td>Composition, Theory</td>
<td>1364</td>
<td>MB 221</td>
<td><a href="mailto:jbahr@fgcu.edu">jbahr@fgcu.edu</a></td>
</tr>
<tr>
<td>Michael Baron</td>
<td>Piano (Head, Keyboard Studies)</td>
<td>7209</td>
<td>MB 212</td>
<td><a href="mailto:mbaron@fgcu.edu">mbaron@fgcu.edu</a></td>
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<tr>
<td>Trent Brown</td>
<td>Choral Activities</td>
<td>1266</td>
<td>MB 116</td>
<td><a href="mailto:trbrown@fgcu.edu">trbrown@fgcu.edu</a></td>
</tr>
<tr>
<td>Rod Chesnutt</td>
<td>Wind Ensembles, (Head, Instrumental Studies)</td>
<td>7188</td>
<td>MB 121</td>
<td><a href="mailto:rchesnut@fgcu.edu">rchesnut@fgcu.edu</a></td>
</tr>
<tr>
<td>David Cole</td>
<td>Orchestral Activities</td>
<td>1490</td>
<td>MB 117</td>
<td><a href="mailto:dcole@fgcu.edu">dcole@fgcu.edu</a></td>
</tr>
<tr>
<td>Jeanie Darnell</td>
<td>Voice (Head, Vocal Studies)</td>
<td>7548</td>
<td>MB 213</td>
<td><a href="mailto:jdarnell@fgcu.edu">jdarnell@fgcu.edu</a></td>
</tr>
<tr>
<td>Christopher Endrinal</td>
<td>Theory</td>
<td>7627</td>
<td>MB-220</td>
<td><a href="mailto:cendlral@fgcu.edu">cendlral@fgcu.edu</a></td>
</tr>
<tr>
<td>Debra Hess</td>
<td>Music History</td>
<td>1512</td>
<td>MB-215</td>
<td><a href="mailto:dhess@fgcu.edu">dhess@fgcu.edu</a></td>
</tr>
<tr>
<td>Troy Jones</td>
<td>Bands, Percussion, Music Education</td>
<td>1244</td>
<td>MB 118</td>
<td><a href="mailto:tvjones@fgcu.edu">tvjones@fgcu.edu</a></td>
</tr>
<tr>
<td>Louise Patrick</td>
<td>Music Education (Head, Music Education)</td>
<td>1377</td>
<td>MB 115</td>
<td><a href="mailto:lpatrick@fgcu.edu">lpatrick@fgcu.edu</a></td>
</tr>
<tr>
<td>Michael Rohrbacher</td>
<td>Music Therapy</td>
<td>7472</td>
<td>Mus Mod 7</td>
<td><a href="mailto:mrohrbacher@fgcu.edu">mrohrbacher@fgcu.edu</a></td>
</tr>
</tbody>
</table>

## Adjunct:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario Bernardo</td>
<td>Saxophone</td>
<td>Mus Mod 3</td>
<td><a href="mailto:mbernard@fgcu.edu">mbernard@fgcu.edu</a></td>
</tr>
<tr>
<td>Mark Castellano</td>
<td>Brass Methods</td>
<td>Mus Mod 2</td>
<td><a href="mailto:mcastellano@fgcu.edu">mcastellano@fgcu.edu</a></td>
</tr>
<tr>
<td>Judith Christy</td>
<td>Oboe</td>
<td>Mus Mod 2</td>
<td><a href="mailto:jchristy@fgcu.edu">jchristy@fgcu.edu</a></td>
</tr>
<tr>
<td>Judy Evans</td>
<td>String Methods</td>
<td>Mus Mod 10</td>
<td><a href="mailto:jpevans@fgcu.edu">jpevans@fgcu.edu</a></td>
</tr>
<tr>
<td>Gaetano Ferlazzo</td>
<td>Class Guitar</td>
<td>Mus Mod 3</td>
<td><a href="mailto:tferralazzo@fgcu.edu">tferralazzo@fgcu.edu</a></td>
</tr>
<tr>
<td>Robin Shuford-Frank</td>
<td>Diction</td>
<td>Mus Mod 15</td>
<td><a href="mailto:rshuford-frank@fgcu.edu">rshuford-frank@fgcu.edu</a></td>
</tr>
<tr>
<td>William Griffin</td>
<td>Voice</td>
<td>Mus Mod 10</td>
<td><a href="mailto:wgriffin@fgcu.edu">wgriffin@fgcu.edu</a></td>
</tr>
<tr>
<td>Suzanne Kirton</td>
<td>Flute</td>
<td>Mus Mod 3</td>
<td><a href="mailto:skirton@fgcu.edu">skirton@fgcu.edu</a></td>
</tr>
<tr>
<td>Elizabeth Lilly</td>
<td>Harp</td>
<td>Mus Mod 6</td>
<td><a href="mailto:elilly@fgcu.edu">elilly@fgcu.edu</a></td>
</tr>
<tr>
<td>Si-Ching Liu</td>
<td>Cello</td>
<td>Mus Mod 15</td>
<td><a href="mailto:sichengliu@fgcu.edu">sichengliu@fgcu.edu</a></td>
</tr>
<tr>
<td>James Lorenz</td>
<td>Music Literature</td>
<td>Mus Mod 2</td>
<td><a href="mailto:jlorenz@fgcu.edu">jlorenz@fgcu.edu</a></td>
</tr>
<tr>
<td>Kirsten Bendixen Mahoney</td>
<td>Horn</td>
<td>Mus Mod 2</td>
<td><a href="mailto:kbendixe@fgcu.edu">kbendixe@fgcu.edu</a></td>
</tr>
<tr>
<td>Lisa Mattson</td>
<td>Viola</td>
<td>Mus Mod 5</td>
<td><a href="mailto:lmattson@fgcu.edu">lmattson@fgcu.edu</a></td>
</tr>
<tr>
<td>Aaron McCalla</td>
<td>Tuba, Euphonium</td>
<td>Mus Mod 15</td>
<td><a href="mailto:amccalla@fgcu.edu">amccalla@fgcu.edu</a></td>
</tr>
<tr>
<td>Matthew Medlock</td>
<td>Double Bass</td>
<td>Mus Mod 15</td>
<td><a href="mailto:mmmedlock@fgcu.edu">mmmedlock@fgcu.edu</a></td>
</tr>
<tr>
<td>Patrick Neal</td>
<td>Violín</td>
<td>Mus Mod 15</td>
<td><a href="mailto:pneal@fgcu.edu">pneal@fgcu.edu</a></td>
</tr>
<tr>
<td>James Patterson</td>
<td>Voice</td>
<td>Mus Mod 8B</td>
<td><a href="mailto:jopatterson@fgcu.edu">jopatterson@fgcu.edu</a></td>
</tr>
<tr>
<td>Carolann Sanita</td>
<td>Voice</td>
<td>Mus Mod 8B</td>
<td><a href="mailto:csanita@fgcu.edu">csanita@fgcu.edu</a></td>
</tr>
<tr>
<td>Mary Griffin Seal</td>
<td>Class Piano</td>
<td>Mus Mod 8B</td>
<td><a href="mailto:mseal@fgcu.edu">mseal@fgcu.edu</a></td>
</tr>
<tr>
<td>Joanne Smith</td>
<td>Class Piano, Piano Pedagogy</td>
<td>Mus Mod 8B</td>
<td><a href="mailto:jasmith@fgcu.edu">jasmith@fgcu.edu</a></td>
</tr>
<tr>
<td>Kristen Sonneborn</td>
<td>Bassoon</td>
<td>Mus Mod 1</td>
<td><a href="mailto:ksonneborn@fgcu.edu">ksonneborn@fgcu.edu</a></td>
</tr>
<tr>
<td>Matthew Sonneborn</td>
<td>Trumpet</td>
<td>Mus Mod 1</td>
<td><a href="mailto:msonneborn@fgcu.edu">msonneborn@fgcu.edu</a></td>
</tr>
<tr>
<td>Paul Votapek</td>
<td>Clarinet</td>
<td>Mus Mod 4</td>
<td><a href="mailto:pvotapek@fgcu.edu">pvotapek@fgcu.edu</a></td>
</tr>
<tr>
<td>Michael Zion</td>
<td>Trombone</td>
<td>Mus Mod 4</td>
<td><a href="mailto:mzion@fgcu.edu">mzion@fgcu.edu</a></td>
</tr>
</tbody>
</table>

## Administrative Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Tel.</th>
<th>Office</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aswani Volety</td>
<td>Interim Dean, CAS</td>
<td>7156</td>
<td>AB-7 413</td>
<td><a href="mailto:avolety@fgcu.edu">avolety@fgcu.edu</a></td>
</tr>
<tr>
<td>Cathy Albergo</td>
<td>Director</td>
<td>7374</td>
<td>MB 203</td>
<td><a href="mailto:calbergo@fgcu.edu">calbergo@fgcu.edu</a></td>
</tr>
<tr>
<td>Pam Harkins</td>
<td>Music Program Coordinator</td>
<td>7851</td>
<td>MB 204</td>
<td><a href="mailto:pharkins@fgcu.edu">pharkins@fgcu.edu</a></td>
</tr>
<tr>
<td>Marianne Varney</td>
<td>Executive Secretary</td>
<td>7292</td>
<td>MB 202</td>
<td><a href="mailto:mvarney@fgcu.edu">mvarney@fgcu.edu</a></td>
</tr>
</tbody>
</table>
Appendices & Forms

Audition and Scholarship Application

Curricular Requirements
Policies and Degree Requirements: College of Arts & Sciences
Bachelor of Arts – Music Education curriculum
  Music Education Major – Choral Concentration
  Music Education Major – Instrumental Concentration
Bachelor of Arts – Performance curriculum
  Music Performance Major – Instrumental Concentration
  Music Performance Major – Piano Concentration
  Music Performance Major – Vocal Concentration

Junior Level Qualification – Degree Candidacy
Application for Junior Level Applied Study
Qualification for Junior Level/Admission to Degree Candidacy Check Sheet
Recommendation for Junior Level Applied Study

Jury Assessment Sheets
  Instrumental Jury Assessment Sheet
  Piano Jury Assessment Sheet
  Vocal Jury Assessment Sheet

Recitals
  Junior-Senior
    Application for Junior or Senior Recital
    Junior-Senior Recital Grade Report
    Student Recital Program Form (Junior-Senior Recitals)
  Pre-Recital Hearing
    Pre-Recital Hearing: Faculty Recommendation Form
    Pre-Recital Hearing Application Form
  Wednesday Afternoon Recital Series
    Recital Class (Wednesday) Performance Request

Student Employment Forms
  Student Employee Application Form
  Music Student Employees Position List

Other Forms
  Piano Proficiency Examination
  Recording & Photo Release Form
  Student Information Sheet
Audition & Scholarship Application

**Scholarship Opportunities**: Scholarships for full or partial tuition, full or partial housing, and/or a stipend towards meals are available.

The audition for admission to the Bower School of Music also serves as the audition for possible scholarship assistance. Music scholarships can be awarded only to students who have completed the FAFSA and FGCU Foundation Scholarship Application. The FGCU Foundation Scholarship Application will be available on November 15, 2013. To complete the FGCU Foundation Scholarship Application go to FGCU’s main web page at [www.fgcu.edu](http://www.fgcu.edu), scroll down to and click on **Financial Aid & Scholarships**. Then click on **Foundation Scholarship Application**. **The deadline to complete the FGCU Foundation Scholarship Application is March 1, 2014.**

This application is not complete without at least one letter of recommendation from a music teacher who is familiar with your academic/musical ability.

**Part A: Personal Information**

Last Name:

First Name:

Address:

City:

County: State:

Country (If not USA):

Zip:

Home Phone:

Cell Phone:
Date of Birth (mm/dd/yyyy):
Age:

Email:

Parents Names(s):

**Part B: Academic Information**

High School:

Address:

City:

County:

State:

Country (If not USA):

Zip:

Year attended:

Graduation Year:

College Credits Earned:

Choral Director Name:

Band Director Name:

Orchestra Director Name:

High School GPA:

ACT Composite Score:

SAT Math Score:

SAT Verbal Score:

School/Music Honors/Awards:

Are you a Bright Futures Scholar?
Part C: Musical Experience

High School Experience (Years)
   Band
   Chorus
   Orchestra

Private Lessons (Years)
   Piano
   Voice
   Organ
   Instrument (specify instrument[s])

Have you applied to FGCU
   Yes
   No
   (Scholarships may not be awarded to those who have not been accepted for admission.)

Have you applied for on-campus housing
   Yes
   No
   (Housing is in great demand.)

Part D: Transfer Students Only

Transferring From:

College Credits Earned:

College Degree Earned:

I have completed with a “C” or better the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Number of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory IV</td>
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<td></td>
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<tr>
<td>Sight-Singing and Ear-Training I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sight-Singing and Ear-Training II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sight-Singing and Ear-Training III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sight-Singing and Ear-Training IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Technology</td>
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</table>
Part E: Audition Dates

Audition Dates: Please select an audition date –

Friday, November 15, 2013

Saturday, February 15, 2014

Saturday, March 15, 2014

Friday, April 11, 2014 – Voice and Piano only

Saturday, April 12, 2014 – Instrumental only

Selections you will perform for audition (title and composer):

Selection 1:
Selection 2:
Selection 3: (Piano Students Only)

Accompanist Choices:

Vocalists (accompanist required):
Please submit music two weeks in advance if requesting BSM to provide an accompanist.
   I request that BSM provide an accompanist
   I will bring my own accompanist

Instrumentalists (accompanist not required)
   I will not use an accompanist
   I will bring my own accompanist

Part F: Area of Interest

Concentration 1: Performance
   Voice
   Piano
   Instrument (please specify)

Concentration 2: Music Education
   Voice
Piano
Instrument (please specify)

Minor in Music:
Voice
Piano
Instrument (please specify)

I have read the information I have provided and certify that it is accurate to the best of my knowledge.

Submit a picture of yourself (jpg or .png format only)

Policies and Degree Requirements: College of Arts and Sciences

1. Complete all of the university’s general education requirements.

2. Complete the requirements for the Computation and Communication Skills requirement (a “C” or better in 12 semester credits of writing intensive courses; and a “C” or better in 6 semester credits of math classes at the level of College Algebra or above).

3. Pass or be exempt from all four sections (English, Writing, Reading, and Math) of the College Level Academic Skills requirement (formerly known as CLAST).

4. Meet the university’s foreign language requirement. If the student has not completed two years of the same foreign language at the high school level, he or she must complete 8 credit hours of the same foreign language (including American Sign Language) at the collegiate level.

5. Complete the “Service Learning Requirement”. Eighty hours are required for students officially admitted as either freshmen or sophomores; forty hours are required for students admitted as juniors or seniors (i.e. anyone admitted with 60 or more transfer credit hours).

6. Complete course work in a chosen major with a minimum grade of C in each course (including the common prerequisites, required courses in the major, and electives in the major).

7. Earn a minimum of 120 credit hours with a cumulative GPA of 2.0 in all course work attempted at FGCU. A student may apply a maximum of 27 hours of business courses towards a non-business degree to reach the total 120 hours required to graduate. This regulation complies with the accreditation standards for Lutgert College of Business.

8. Thirty (30) of the last 60 credit hours must be earned at FGCU to receive a baccalaureate degree from FGCU. Music majors must earn 32 of the last 60 credit hours at FGCU to receive a baccalaureate degree from FGCU.

9. Complete IDS 3920 University Colloquium.

10. Any courses taken at another institution while the student is enrolled at FGCU must be approved in advance in writing by a College of Arts and Sciences academic advisor.

11. Earn a minimum of 48 credit hours in upper division courses (those numbered 3000 to 4999).
12. All students entering FGCU with fewer than 60 credit hours are required to earn at least 9 semester credit hours prior to graduation by attending one or more summer sessions at a State University System member institution in Florida.

13. Applications to graduate must be submitted to the College of Arts and Sciences - Advising Office in the term of expected graduation by the deadline noted in the academic calendar.

14. A student enrolled in the same undergraduate course more than twice will be assessed an additional per credit hour fee. See current catalog for details and penalties.

15. The 2009 State Legislature enacted a student charge for excess hours. For students enrolling in a State University for the first time in or after the fall 2009 semester, a tuition rate surcharge will be applied for credit hours that exceed 120% of the completion requirements for the chosen degree program. The surcharge will apply to all “excess hours” and will amount to 50% of the tuition rate. For a program that requires 120 credit hours to graduate, all hours that exceed 144 would count as excess.

Bachelor of Arts—Music Education curriculum

Choral concentration

Instrumental concentration

Bachelor of Arts—Music Performance curriculum

Instrumental concentration

Piano concentration

Vocal concentration

*For the official FGCU curriculum requirements and suggested tracks, please consult the BSM website:

www.fgcu.edu/cas/bsm

On the left side, please click on either Music Education or Performance under the Music Programs. All of the information above is listed there in detail.
Application for Junior Level Applied Study

Student’s Name________________________  Date____________________

Degree sought (circle one or both that apply):
  Bachelor of Arts in Performance       Bachelor of Arts in Music Education

Instrument____________________________

How many semesters of applied lessons have you taken at FGCU? _________

How many semesters of applied lessons have you taken at other higher education institutions?_______

Please attach a cumulative repertoire sheet of literature studied from freshman and sophomore applied study.

Please attach a jury sheet for this semester with the repertoire to be performed at this qualifying jury.

Adjudicators only write below

<table>
<thead>
<tr>
<th>Criteria Assessed</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future goals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students must receive a rating of Satisfactory in all areas to be rated ‘overall’ as Satisfactory and recommended for Junior Level applied study.*

If unsatisfactory, please provide justification.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Applied Instructor________________________ Date_____________

Area Head________________________ Date_____________

Other________________________ Date_____________
Florida Gulf Coast University
Bower School of Music

Qualification for Junior Level and Admission to Degree Candidacy
Check Sheet

Name of student ___________________________ Date ______________

BA in Music Education
Place checkmark on line to the left when satisfactorily completed

_____ Overall GPA (minimum 2.5) _________
        GPA

_____ Music GPA (minimum 3.0) _________
        GPA

_____ Interview, music education faculty

_____ Music Theory IV (minimum grade C)

_____ Aural Skills IV (minimum grade C)

_____ Keyboard proficiency
        Class Piano IV (minimum grade C) or
        Keyboard concentration or
        Proficiency exam

_____ Applied performance
        Repertory
        Oral presentation

_____ Approved for degree candidacy in Music Education

Signature of approving faculty member (Area Head or designee
_______________________________

BA in Performance
Place checkmark on line to the left when satisfactorily completed

_____ Overall GPA (minimum 2.5) _________
        GPA

_____ Music GPA (minimum 3.0) _________
        GPA

_____ Applied study (4 semesters with minimum grades of B-)
Florida Gulf Coast University
Bower School of Music

Qualification for Junior Level and Admission to Degree Candidacy
Check Sheet Continued

_______ Music Theory IV (minimum grade C)

_______ Aural Skills IV (minimum grade C)

_______ Keyboard proficiency
      ______ Class Piano IV (minimum grade C) or
      ______ Keyboard concentration or
      ______ Proficiency exam

_______ Applied performance
      ______ Repertory
      ______ Oral presentation

_____ Approved for degree candidacy in Performance

Signature of approving faculty member (Area Head or designee)______________________________
Recommendation for Junior Level Applied Study

Student Name: ___________________________________     Date: ____________________

Based on all criteria for the Sophomore Level ‘Qualifying’ Jury for Upper Level Study,
this student has earned a(n):

_____ SATISFACTORY rating and may proceed to upper level study

_____ UNSATISFACTORY rating and must complete remediation work* prior to reapplying.

*Remediation _________________________________________________________________

__________________________________________________________________________

Applied Instructor _________________________________

Area Head _________________________________
Florida Gulf Coast University Bower School of Music

Instrumental Jury Assessment Sheet

Name_________________________________________________ Student ID #___________________ Semester________

Year__________ Instructor_______________________________________________________________

Course No.____________________ Degree/Major (circle one) Performance Music Education

Applying for junior level? Yes or No

Please list repertoire [include etudes/scale patterns] prepared for jury performance below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Title/Date</th>
<th>Composer/Dates</th>
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</thead>
<tbody>
<tr>
<td>1)</td>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>2)</td>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>3)</td>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>4)</td>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

Please list additional repertoire [include etudes/scale patterns] progress below:

| 1)  | ________________________ |
| 2)  | ________________________ |
| 3)  | ________________________ |
| 4)  | ________________________ |

Category          Score

Interpretation/Expression [includes dynamics] [1-10]

Tone [1-10]

Intonation [1-10]

Technique [1-10]

Rhythm/Tempo [1-10]

TOTAL SCORE

____________________________________ 

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
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<td>93-98</td>
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<tr>
<td>A-</td>
<td>91-92</td>
</tr>
<tr>
<td>B+</td>
<td>89-90</td>
</tr>
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<td>83-87</td>
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<td>B-</td>
<td>81-82</td>
</tr>
<tr>
<td>C+</td>
<td>79-80</td>
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<td>C</td>
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<tr>
<td>D-</td>
<td>61-62</td>
</tr>
<tr>
<td>F</td>
<td>0-60</td>
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</tbody>
</table>

Jury Member Signature: __________________________________________ Grade_______________

Junior Level: Prepared______ Scales_______ Oral Presentation_________

Comments:
Florida Gulf Coast University Bower School of Music

Piano Area Assessment Sheet

Date____________  Assessment for Semester Jury  Assessment for Junior Recital  Assessment for Senior Recital  (circle one)

Name_____________________________________ Student ID #____________ Semester __________ Year __________

Course No.__________  Degree/Major (circle one) B.A. in Performance; --- B.A. in Performance/Teaching Concentration --- Minor

Applying for junior level? Yes or No

Please list repertoire prepared for jury performance below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Composer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2)</td>
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</tr>
<tr>
<td>3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list pieces in progress below:

| 1)  |                                                                     |          |
| 2)  |                                                                     |          |
| 3)  |                                                                     |          |
| 4)  |                                                                     |          |

Collaborative and Chamber Music performed this semester (continue on back if necessary):

| 1)  |                                                                     |          |
| 2)  |                                                                     |          |
| 3)  |                                                                     |          |

Musicianship/Interpretation: (rhythm, score indications, tempo, technique, tone, style, articulation, dynamics, balance)

40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Facility:

30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Score Accuracy:

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Stage Presence:

10 9 8 7 6 5 4 3 2 1

Total__________/100 possible points

Grading Scale:

<table>
<thead>
<tr>
<th>A+</th>
<th>98-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-97</td>
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<tr>
<td>A-</td>
<td>91-93</td>
</tr>
<tr>
<td>B+</td>
<td>88-90</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>B-</td>
<td>81-83</td>
</tr>
<tr>
<td>C+</td>
<td>78-80</td>
</tr>
<tr>
<td>C</td>
<td>74-71</td>
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<tr>
<td>D+</td>
<td>68-70</td>
</tr>
<tr>
<td>D</td>
<td>64-67</td>
</tr>
<tr>
<td>D-</td>
<td>61-63</td>
</tr>
<tr>
<td>F</td>
<td>0-60</td>
</tr>
</tbody>
</table>

Jury Member Signature: ___________________________________________  Grade____________________

Comments:
Florida Gulf Coast University Bower School of Music
Vocal Area Assessment Sheet

Assessment for Jury:

Name_________________________ Student ID #____________ Semester______________ Year____________

Course No________________________ Degree/Major (circle one) B.A. in Performance, B.M.E. Music Education; or Music Minor

Collaborative pianist________________________ Applying for scholarship? Yes or No Applying for junior level? Yes or No

Please list repertoire prepared for jury performance below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Musical/Opera/Work</th>
<th>Composer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>9</td>
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</tbody>
</table>

Please list any additional repertoire on the opposite side of this sheet.

Performance Descriptors (please see explanation on second page):

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficient</td>
<td>Marginal</td>
<td>Adequate</td>
<td>Commendable</td>
<td>Exceptional</td>
</tr>
</tbody>
</table>

Performance facets:

1. Posture/alignment/freedom of body  1 2 3 4 5
2. Breath management  1 2 3 4 5
3. Vibrato  1 2 3 4 5
4. Clarity/resonance/projection of tone  1 2 3 4 5
5. Articulation/Diction/Memory of words  1 2 3 4 5
6. Rhythm, tempo and pacing  1 2 3 4 5
7. Phrasing, dynamics and vocal legato  1 2 3 4 5
8. Intonation/Accuracy of pitches  1 2 3 4 5
9. Intonation/Accuracy of pitches  1 2 3 4 5
10. Stage presence/communication of the text  1 2 3 4 5

Total__________/50 possible points

Grading Scale:

<table>
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<tr>
<th>Grade</th>
<th>Score Range</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
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<td>45-46</td>
</tr>
<tr>
<td>B+</td>
<td>44-45</td>
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<tr>
<td>B</td>
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<td>30-31</td>
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<tr>
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<td>0-29</td>
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</tbody>
</table>

Jury Member Signature: ____________________________________ Grade__________
PERFORMANCE DESCRIPTORS

(5) Exceptional, exemplifying mastery in a facet of musical performance, with no, or very few, minor flaws that caused no significant detriment to the quality of the performance.

(4) Commendable, very accomplished in a facet of musical performance, but not worthy of the highest rating due to several minor flaws that caused slight detriment to the quality of the performance.

(3) Adequate, showing accomplishment in a facet of musical performance, but with numerous minor flaws that caused noticeable detriment to the quality of the performance.

(2) Marginal, with one or a few serious flaws that caused significant detriment to the quality of the performance.

(1) Deficient, with numerous serious flaws that caused substantial detriment to the quality of the performance.

ADDITIONAL REPERTOIRE STUDIED, BUT NOT LISTED FOR JURY ASSESSMENT EXAM

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Application for Junior or Senior Recital

Please supply all requested information and submit to the Course Instructor no later than the third week of the semester of the planned recital.

Student name: ___________________________________ Instrument or Voice type (SATB):__________________________

Applied Instructor:____________________________________________________________

Please check one:  _____Senior Performance Recital    _____Senior Music Education Recital    _____Junior Recital

*Requested date of performance: ____________________________ Time: ____________________________

Pre-recital hearing date: ______________________ Applicant’s E-mail address: ________________________________

NOTE: All program notes and translations must be submitted at the Pre-recital hearing.

Other performer(s) sharing recital:

______________________________________________________________________

(Include instrument/voice type and studio course number)

Accompanying musicians: (include all accompanying musicians if multiple performers)

<table>
<thead>
<tr>
<th>Name</th>
<th>Instrument</th>
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<tbody>
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</table>

Faculty Committee: The Committee is to be selected by the student in consultation with the student’s applied music instructor. Committee composition is to include a minimum of two faculty members, at least one of whom is full-time, the applied instructor and the area head or designee.

Signatures: (Must be obtained in order given; faculty should sign only after verifying dates)

____________________________________________  ____________________________  
Applied Instructor                        Date

____________________________________________  ____________________________  
Area Head /Designee                       Date

____________________________________________  ____________________________  
Committee member                         Date

I have read the regulations and procedures pertaining to my upcoming recital and understand the same.

____________________________________________  ____________________________  
Signature                                    Date

*To reserve a recital date email Marianne Varney at mvarney@fgcu.edu to secure a room*

The following information must be in your email to Marianne:
Title of meeting, 2. Purpose of meeting, 3. Preferred time, 4. Preferred date, 5. Preferred room, 6. Primary organization this meeting will be for. Please staple a copy of the scheduler confirmation to this form
Junior/Senior Recital Grade Report

Student name: ________________________________________________________________

Instrument or voice type: ______________________________________________________

Instructor Name: ______________________________________________________________

Please check one:  _____Senior Performance Recital  _____Senior Music Education Recital  _____ Junior Recital

Date of performance: ________________________________

<table>
<thead>
<tr>
<th>Faculty evaluators’ grades</th>
<th>Grade (S/U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Instructor</td>
<td>Date</td>
</tr>
<tr>
<td>Evaluator</td>
<td>Date</td>
</tr>
<tr>
<td>Evaluator</td>
<td>Date</td>
</tr>
<tr>
<td>Area Head</td>
<td>Date</td>
</tr>
</tbody>
</table>

The completed form must be submitted to the faculty member of record for the courses MUS 3953, Junior Recital and/or MUS 4954, Senior Recital. The faculty member of record is responsible for submitting the course grade to the University Registrar.
Student Recital Program Form  
Junior-Senior Recitals

(ALL spaces below, other than Titles, MUST be filled in.)

This form MUST be submitted at least 3 weeks in advance of recital. If not, the student will be responsible for producing her/his own program.  NOTE: this form MUST be submitted signed by your applied instructor EVEN IF you send the information electronically and/or choose to produce your own program.

Level & Major (Sr., Jr., Other & Performance or Education)________________________________________

Recital Date and Time ___________________________ Today’s Date ____________________

Name ________________________________ Instrument/Voice (SATB, etc.) ______________

Accompanist’s name (if needed) ____________________________________________
If more than one, list below in correct order.

<table>
<thead>
<tr>
<th>Titles (Be sure to check all spellings.)</th>
<th>Composer</th>
<th>(Birth/Death years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________________</td>
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</tbody>
</table>

Please use other paper if more titles are included.

Program notes must be submitted electronically as a Word attachment to Marianne Varney at mvarney@fgcu.edu on the same date that this form is submitted AND also must have the applied instructor’s approval.

Student is from the Studio of __________________________

This program and notes are approved by __________________________

Applied Instructor

Applied Instructor
PRE-RECITAL HEARING
FACULTY RECOMMENDATION FORM

Student’s Name______________________________________________________________

Pre-Recital Hearing Date________________________

Faculty Pre-Recital Hearing Committee recommendation:

___________________________________________________________________________  ___ Yes  ___ No

___________________________________________________________________________  ___ Yes  ___ No

___________________________________________________________________________  ___ Yes  ___ No

Reasons for non-approval:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

This form, when completed, is to be sent to the Music Program Coordinator, who will notify the student in writing and enter the information into the student’s official record.
PRE-RECATAL HEARING APPLICATION FORM

Student’s Name______________________________________________________________

Pre-Recital Jury Date ________________________

Junior Music Performance Recital  Senior Music Education Recital  Senior Music Performance Recital
(circle one)

Applied Area or Voice Classification_____________________________________________

Approval to Schedule Pre-Recital Hearing _____________________________________________

Instructor’s Signature

With Whom (If Anyone) Are You Sharing This Recital?________________________________

Accompanist____________________________________________________________

Any Other Performers on Recital_____________________________________________________

Tentative Recital Date______________________________________________________________

All program notes and translations must be submitted at the Pre-Recital Hearing.

N. B. Once this form has been approved, it is the responsibility of the applicant to book the Pre-Recital Hearing (email: Scheduler).

The following information must be in your email to Marianne Varney:

1. Title of meeting, 2. Purpose of meeting, 3. Preferred time, 4. Preferred date, 5. Preferred room,
6. Primary organization this meeting will be for.
Recital Class (Wednesday) Performance Request

(TYPE INFORMATION INTO DOCUMENT)

Name______________________________________________________________

EMAIL___________________________________________________________________

Date requested for performance___________________________________________

Instrument or voice type__________________________________________________

Accompanist_____________________________________________________________

Title of work(s) (include movements)
_____________________________________________________________________
_____________________________________________________________________

EXACT TIMING OF YOUR PERFORMANCE _______________________

(Do not guess)

Composer Dates of Composer

_____________________________________________________________________

Please COMPLETE and EMAIL to Dr. David Cole at dccole@fgcu.edu.

Deadline for receiving requests: Noon on the FRIDAY before the recital in question.
Music Student Employees: Position List

Librarians

Choral Librarian

Justification—needed every semester
Duties—distribute, organize and archive choral music, and misc. help
Hours per week—10
Minimum qualifications—Choral student with substantial experience, overall good standing, dependable, hard worker, GPA
Selection process—interview (nomination or volunteer)
Supervisor—Trent Brown

String Orchestra Librarian

Justification—needed every semester
Duties—distribute, organize and archive string orchestra music, and misc. help
Hours per week—8-10
Minimum qualifications—upper level, A in theory, previous library experience, responsible, satisfactory progress to graduation
Selection process—application and interview; review of previous work
Supervisor—David Cole

Symphonic Band Librarian

Justification—needed every semester
Duties—distribute, organize and archive symphonic band music, and misc. help
Hours per week—8-10
Minimum qualifications—upper level, A in theory, previous library experience, responsible, satisfactory progress to graduation
Selection process—application and interview; review of previous work
Supervisor—Troy Jones

Wind Orchestra Librarian

Justification—needed every semester
Duties—distribute, organize and archive wind orchestra music, and misc. help
Hours per week—8-10
Minimum qualifications—upper level, A in theory, previous library experience, responsible, satisfactory progress to graduation
Selection process—application and interview; review of previous work
Supervisor—Rod Chesnutt
Office Assistants

Justification—support work
Duties—miscellaneous office support, recital/concert programs
Hours per week—8
Minimum qualifications—academic success, proficiency with MS Office (especially Word)
Selection process—interview
Supervisor—Pam Harkins

Music Technology Lab Monitors

Justification—monitor music technology lab
Duties—monitor music technology lab
Hours per week—average 10—depends on schedule
Minimum qualifications—academic success, music tech class
Selection process—interview
Supervisor—Jason Bahr

Recording Assistants

Justification—recordings needed for concerts
Duties—Record and produce CD’S of BSM concerts
Hours per week—average 10—depends on schedule
Minimum qualifications—academic success, music tech class
Selection process—interview
Supervisor—Jason Bahr

Stage Managers

Justification—concert set up and tear down
Duties—move instruments, equipment, furniture, lights, communicate with green room
Hours per week—varies (1hr. per concert)
Minimum qualifications—academic success, physical ability
Selection process—interview
Supervisors—David Cole
Piano Proficiency Examination

1) All Major and Minor scales (three forms), two octaves in 16\textsuperscript{th} notes, quarter pulse = met. 40 (16\textsuperscript{th}=160)

2) Arpeggios in all Major and minor keys, two octaves in triplets, hands alone, quarter pulse = met. 40

3) Cadence Progressions in all Major and minor keys, hands alone, root, 1\textsuperscript{st}, 2\textsuperscript{nd} inversion

4) Triads and Inversions in all Major and minor keys, two octaves, hands alone, quarter=80-96

5) *Sight-read an 8-12 measure music example.

6) Transposition within a minor 3\textsuperscript{rd} of a given composition.


8) Repertoire at the early to intermediate level, composed by a standard composer, at least two pages in length.

9) Ear to Hand

* A passing grades is based on accuracy of key signature, tempo, notes and forward motion
Audio/Video Tape Recording and Photograph Authorization, Release and Indemnification

I hereby grant Florida Gulf Coast University (FGCU) and their legal representatives permission to use audio/video tape recordings and/or photographs of me in connection with the subject production which has been deemed for educational purposes, in any manner or form for any lawful purpose at any time. I also grant FGCU permission to use, at no charge, audio/video tape recordings and/or photographs. I also waive any right that I may have to inspect or approve the finished product or the written copy that may be used in conjunction therewith, or the use to which it may be applied.

I release and discharge FGCU from any liability to me by virtue of alteration that may occur in the making or editing of said audio/video tape recording and/or photographs.

I agree to indemnify and hold harmless FGCU, the State of Florida, and the FGCU Board of Trustees, arising from any events that may occur or circumstances that arise in the making of said audio/video tape recordings and/or photographs.

I, the undersigned, am at least 18 years of age or I am the parent or guardian of a participant who is less than 18 years of age. I have read this Audio/Video Tape Recording and Photograph Authorization, Release and Indemnification and understand all its terms.

____________________________________
Signature of Participant

____________________________________
Printed Name

____________________________________
Date
STUDENT INFORMATION SHEET

Spring 2014

Name_______________________ FGCU E-mail_______________________________@eagle.fgcu.edu

Eagle ID ___________________ Cell Phone_________________ Other Phone____________________

Campus or Local
Address____________________________________________________________________________

Dorm or Street City Zip

Home Address____________________________________________________________________________

Street City Zip

Parent(s) Name(s) _______________________________ _____________________________________

Degree at FGCU (circle one) Performance Music Education Minor __________________________

Instrument

Please list your daily schedule on the back of this page
Daily schedule for spring 2014: Include all classes, work and rehearsals

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
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