



Nicholls State University

Department of Music

Student Handbook

2024-2025

Table of Contents

[Department Mission](#)

[Contact Information](#)

[Facilities](#)

[2024-2025 Music Faculty and Staff](#)

[Music Degrees](#)

[Advising](#)

[PRAXIS Information for All Education Majors](#)

[Non-Degree Program](#)

[Scholarships](#)

[Department of Music Scholarships](#)

[The Norman Swanner Memorial Scholarship](#)

[The Wildon J. “Jack” and Clarinet Shinn Scholarship](#)

[E. R. T. Marquette Piano Scholarship](#)

[Eugenia S. Churchill Scholarship](#)

[Timothy R. Lindsley, Jr. Music Scholarship](#)

[The Thibodaux Music Club](#)

[Alice and William Calloway Band Scholarship in the College of Arts and Sciences](#)

[F. Smith Knobloch Scholarship](#)

[Student Organizations](#)

[Phi Mu Alpha](#)

[Sigma Alpha Iota](#)

[Ensembles and Ensemble Attendance Policy](#)

[Methods of Performance Evaluation](#)

[Recital 55](#)

[Jury Examinations](#)

[Upper-Level Entrance Assessment \(Formerly known as Barrier Exams\)](#)

[Senior Recital \(MUS 400\)](#)

[MUSIC 400 SENIOR RECITAL CHECKLIST](#)

[Collaborative Pianists](#)

[Performance Dress Code](#)

[Practice Room Policy](#)

[Piano Use in Practice Rooms, Classrooms, and Rehearsal Spaces](#)

[Classrooms](#)

[Computer Lab](#)

[Mary and Al Danos Theater](#)

[Health and Safety Guidelines](#)

Department Mission

The Department of Music provides its students an educational environment and fosters the development of critical thinkers and comprehensive musicians. Our faculty focuses on teaching, music performance, and scholarship to prepare students for a range of careers in music. Along with musical knowledge, students develop skills in communication, collaboration, and creativity as well as an increased sense of cultural diversity. The department also provides students across campus with general education requirements, numerous musical opportunities, and a deeper understanding and appreciation of the performing arts.

The Department of Music is committed to its reputation as a center of excellence in the performing arts and serves as an educational and cultural resource for the region. The faculty embraces the idea that music plays an integral role in preserving and enriching the culture and quality of life for the university and surrounding areas through community outreach and engagement.

Contact Information

P.O. Box 2017
Thibodaux, LA 70310
985-448-4600

Website:
www.nicholls.edu/music

Social Media:
<https://www.facebook.com/Nichollsdepartmentofmusic>



Facilities

Talbot Hall:

Music administrative offices, classrooms, choir room, piano lab, the Churchill Resource Center, strings/voice/piano studios, practice rooms, the Mary and Al Danos Theater

Lindsley Hall:

Band Room and offices

Printing Building:

Percussion/woodwind/brass studios



Starting in 2011, the Department of Music at Nicholls State University has proudly held the designation of an **All-Steinway School**. This prestigious distinction is shared by fewer than 250 institutions nationwide, making Nicholls the sole public university in Louisiana to achieve this honor.

2024-2025 Music Faculty and Staff

Dr. Luciana Soares-Department Head, Piano luciana.soares@nicholls.edu	274 Talbot 245 Talbot	985-448-4611 985-448-4601
Mrs. Tina Clement, Administrative Coordinator 3 tina.clement@nicholls.edu	241 Talbot	985-448-4600
Mr. James Alexander-Strings and Music Conservatory james.alexander@nicholls.edu	292 Talbot	985-449-7085
Dr. Valerie Anne Jones Francis-Voice, Opera, and Gospel Choir valerie.francis@nicholls.edu	217 Talbot	985-448-2675
Dr. Melissa Kindy-Woodwinds melissa.kindy@nicholls.edu	272 Talbot	985-448-4615
Dr. Jason Ladd-Low Brass, Music Ed, and Wind Ensemble jason.ladd@nicholls.edu	120 Printing Building	985-448-4257
Dr. Gustavo Miranda-Percussion and Theory gustavo.miranda@nicholls.edu	115 Printing Building	985-448-4422
Dr. Benjamin Robichaux-Athletic Bands, Theory and Composition ben.robichaux@nicholls.edu	101 Lindsley	985-449-7055
Dr. John St. Marie-Choir, Voice, and Music History john.st.marie@nicholls.edu	289 Talbot	985-448-4606
Dr. Ying-Shan Su-Collaborative Piano, Class Piano, Ear Training yingshan.su@nicholls.edu	270 Talbot	985-448-4616
Mr. Nolan Wible-High Brass, Jazz Band, Music Tech nolan.wible@nicholls.edu	116 Printing Building	985-448-4620
Suzanne Buerkle - Adjunct Instructor in Flute suzanne.buerkle@nicholls.edu	101 Printing Building	
Mr. Seth Vicknair-Adjunct Staff Pianist seth.vicknair@nicholls.edu	290 Talbot	

Music Degrees

All prospective music majors and minors are required to participate in an audition. The audition involves a performance evaluation and interview for acceptance into the program as well as consideration for a scholarship. Degree-seeking music majors are expected to perform at increasingly higher levels of technical and artistic performance throughout the course of undergraduate study. At the end of each semester, students enrolled in performance courses MUS 171/172/271/272/371/372 perform before a jury committee composed of music faculty members. Jury committees submit a grade to each student's studio instructor and determine if students will pass to the next course in the studio sequence.

The Department of Music currently offers the Bachelor of Arts degree in Music with four options:

- The MUSN concentration allows students to earn certification in instrumental music education by offering a solid foundation in the study of both music and education.
- The MUSV concentration allows students to earn certification in vocal music education by offering a solid foundation in the study of both music and education.
- The MUSA concentration allows students to earn a liberal arts degree in music by offering a solid foundation in the study of both music and another area of interest to the student. It is designed for those students who are not seeking teacher certification.
- The MUSP concentration allows students to earn a liberal arts degree in music by offering an intensive study in instrumental or vocal performance. Students must exhibit a high level of performance ability on their instrument or voice and will be eligible for the degree after their fourth semester of private training.

Minors in music are also available to any student. Courses for the 18-hour minor in music must be approved by the Head of the Department of Music.

Advising

It is very important to actively engage in consultations and meetings with your assigned advisors for academic success and timely graduation.

Freshman year students receive advising through the [Academic Advising Center](#) until they are accepted into their majors. After 30 hours of coursework, students will be assigned to the following Advisors:

MUSA and MUSP	Dr. Ying-Shan Su
MUSN	Dr. Jason Ladd
MUSV	Dr. John St. Marie
MUSC	Dr. Ben Robichaux

PRAXIS Information for All Education Majors

PRAXIS tests are required by the Louisiana Department of Education as part of the certification process. PRAXIS information is available online at www.praxis.ets.org.

PRAXIS Requirements

Prior to Clinical Practice (student internship)

1. One part of PRAXIS II required for certification must be passed prior to student internship. PRAXIS II consists of two parts - Pedagogy: Principles of Learning and Teaching (5622, 5623, & 5624) and Music Content Knowledge (5113).

2. Both parts of PRAXIS II required for certification must be passed prior to the second semester of internship.

PRAXIS II can be taken at home online or at a test center . The first test should be taken six months before the first semester of internship. More information about the tests can be found on the PRAXIS website- www.praxis.ets.org

Test	5622	5623	5624	5113
Minimum Score	160	160	157	151

Non-Degree Program

The Nicholls Music Conservatory is a one-year program that offers music lessons and public performance opportunities to qualified students who demonstrate a high degree of music proficiency on string instruments or piano. Students in this program are selected by audition and receive instruction from the music faculty member of their area on a weekly basis. In addition, they participate in chamber ensembles as well as the Nicholls Camerata, the university's chamber orchestra. Upon completion of the course of study, students receive a certificate. The courses may be repeated at the instructor's discretion and can function either as a pre- baccalaureate or post- graduate course. The courses run concurrently with the Nicholls State University fall and spring semesters. The program is divided into three components:

1. Individual Instruction: lessons are given twice weekly. Depending on the level of the student, the instruction may consist of one lesson concentrating on technical material and one on repertoire. The students are expected to work in an accelerated manner and would be expected to practice about 5 hours per day. The students have opportunities to perform in various settings. Guest artists will be invited to perform and give master-classes during the course of the year.

2. Chamber Music: the students will be placed in chamber ensembles and given weekly instruction. They will be expected to rehearse on their own before each lesson. They will be expected to learn one major work per semester and to perform at least one movement.

3. Nicholls Camerata: a chamber orchestra consisting of degree seeking students in the string program as well as members of the Nicholls Conservatory. The students will rehearse and perform from the repertoire for string chamber orchestra. At least one concert per semester is to be given. The ensemble is also available to perform for school functions. Conservatory piano students may participate in the ensemble when possible, or act as rehearsal pianists to fulfill this requirement.

At the end of the course of study, students may give a public recital of between 50-60 minutes of music before a qualified panel of adjudicators. If the quality of this performance is deemed acceptable, the student will be awarded the Concert Recital Diploma. If not, he or she may be given a certificate of successful completion of the course.

Scholarships

Department of Music Scholarships

These scholarships are awarded to talented students who have an entering ACT of 20 or higher. Awards may range from \$800 to \$4000 over the four years depending upon academic and musical progress of the student. The awarding of a scholarship depends upon a student's eligibility to enter all courses at the freshman level. In the event that more than one three-hour academic course numbered below 100 (pre-college level) is required, a service award not to exceed \$400 annually will be granted in lieu of the scholarship. To remain eligible for this scholarship, the student must complete course work of twelve or more hours each semester to include one primary ensemble (Concert/Chamber Choir for vocal majors and Marching Band/Wind Ensemble/Symphonic Band for instrumentalists. Pianists may join the ensemble of their choice in consultation with primary teacher), private studio lesson and maintain an overall GPA of 2.83. If at the end of any semester the overall GPA should fall below 2.83, your scholarship will be taken away until your GPA is brought up.

The Norman Swanner Memorial Scholarship

Awarded to a full-time student enrolled in the Division of Music. The recipient will be classified as either a sophomore or junior and will have earned a 2.50 GPA at the time of the award. The recipient shall hold the scholarship for two consecutive semesters, providing all of the above criteria is met. Primary consideration must go to a resident of Lafourche Parish. Should there not be a qualified applicant from Lafourche Parish, the scholarship may be awarded to any other student who meets the criteria.

The Wildon J. "Jack" and Clarinet Shinn Scholarship

Awarded to a full-time student enrolled in the Department of Music. The recipient will be classified as either a sophomore or junior and will have earned a 2.50 GPA at the time of the award. The recipient shall hold the scholarship for two consecutive semesters, providing all of the above criteria is met. The recipient must be a woodwind major currently enrolled in studio lesson and a major ensemble.

E. R. T. Marquette Piano Scholarship

Awarded to a student from Lafourche, Terrebonne, or Assumption Parishes majoring in music and having at least a 3.0 grade point average.

Eugenia S. Churchill Scholarship

Awarded to a full-time student majoring in vocal music.

Timothy R. Lindsley, Jr. Music Scholarship

Awarded to a music major of a sophomore status or above. The applicant must have completed at least 12 or more hours each semester to include at least one primary ensemble and private studio study. The recipient must maintain a minimum overall grade-point average of 2.5 for all courses and display a positive attitude towards studies, display leadership, and be of service to the music program.

The Thibodaux Music Club

Awarded to a full-time student at Nicholls with a minimum GPA of 2.5 with at least sophomore standing. The applicant must possess leadership qualities and be active in community service. Any recipient of this scholarship must apply each semester for the continuation of the award.

Alice and William Calloway Band Scholarship in the College of Arts and Sciences

Awarded annually as long as funding is available to assist undergraduate band students pursuing any degree in the College of Arts and Sciences. The recipient must be a U.S. citizen and Louisiana resident who is enrolled full-time at Nicholls State University pursuing any degree program in the College of Arts and Sciences. The recipient must have and maintain a 3.0 GPA and must be a member of the Nicholls band. The recipient must demonstrate financial need. This scholarship will be advertised when available.

F. Smith Knobloch Scholarship

Awarded to a student enrolled in a minimum of 6 hours pursuing a Bachelor of Arts in Music (any of the 3 concentrations with Piano as the major instrument) at the time of the application. The student will have a 3.0 GPA at the time of application and maintain a 3.0 GPA to keep the scholarship for a second semester. Financial need will be considered. The student must submit two (2) letters of recommendation along with his/her application. This scholarship will be advertised when available.

Student Organizations

Phi Mu Alpha

Phi Mu Alpha Sinfonia was founded by a group of men at the New England Conservatory in Boston, Massachusetts in 1898. The organization is focused on fraternity through music, upholding the highest standards in music, and championing the power of music. Famous members include Aaron Copland, Duke Ellington, Ben Folds, John Mackey, Branford Marsalis, Luciano Pavarotti, and John Philip Sousa. The Nicholls Chapter is Omicron Beta, regularly doing performances on campus and at local hospitals and nursing homes. If you want more information, please contact their president, Dy'Shaun Williams.

Sigma Alpha Iota

Sigma Alpha Iota was founded by a group of women at the University of Michigan in Ann Arbor, Michigan in 1903. The organization is based on an interaction among those who share a commitment to music by serving music needs on campus as well as in community. The group also furthers the development of music in America and throughout the world. Famous members include Marin Alsop, Nadia Boulanger, Kristin Chenoweth, Denyce Graves, Jennifer Higdon, Olga Kern, and Dolly Parton. The Nicholls Chapter, Theta Theta, annually does shoutouts at the LMEA District VI & VII Marching Band Festivals as well as does fundraisers for local music programs. If you want more information, please contact their president, Bricelyn White.

Ensembles and Ensemble Attendance Policy

The **Nicholls Concert Choir**, **Pride of Nicholls Marching Band**, **Nicholls Symphonic Band**, **Nicholls Wind Ensemble**, and **Nicholls Camerata** are the designated major ensembles referenced in all degree programs. Students are assigned to these ensembles to fulfill Department of Music Scholarship requirements and to align with their specific career goals within their degree area. Composition and piano majors have the flexibility to choose the ensemble that best suits their strengths and goals with approval from their faculty advisor and ensemble directors.

Students receiving a Music scholarship are required to participate in a major ensemble.

Additionally, the Department currently offers the following ensembles:

Instrumental: **The Nicholls Jazz Ensemble**, **6th Man Basketball Band**, **Nicholls Percussion Ensemble**.

Vocal: **The Nicholls Chamber Singers, Nicholls Gospel Choir, Nicholls Opera Workshop.**

The following **attendance policy** apply to all Ensembles:

Your participation in an ensemble is imperative because absences not only affect your learning, but also the learning of your colleagues and the ability of the ensemble to perform at a high level. Students are expected to be on time and to attend every rehearsal. Grades are negatively affected by absences and tardiness. Should a student be absent from more than 10% of the semester's rehearsals (3 rehearsals), the overall grade will also lower by 10% resulting in the loss of a letter grade. For example, 4 absences reduces a maximum grade of A to a maximum grade of B. Further absences will similarly affect your final grade. Accumulating 2 late arrivals to class will be counted as 1 absence.

All conflicts should be cleared with the Director on a case-by-case basis ASAP once there is a known conflict before rehearsal. The Director reserves the right to determine an individual's eligibility to participate in any performance, based upon their attendance and ability to execute their parts. Attendance will be taken at the beginning of every rehearsal.

Performances are mandatory. An unexcused absence from a scheduled performance will result in a failing grade in the ensemble.

If you have a known conflict with a published performance date, you must inform the Director within the first 2 weeks of class. Students who comply with early notification of an absence, or who present documentation of an excused medical emergency will be given an option to complete assignments that, if completed at a high level, can earn up to 80% of the points assigned to the performance.

Methods of Performance Evaluation

Recital 55

- Perform once per semester or studio grade will be dropped one letter.
- Only Music Majors enrolled in lessons are eligible to perform on Recital 55.

- Music is due on a set date each semester to your collaborative pianist. If your performance is before that date, music must be given to the collaborative pianist at least two weeks prior to the recital 55 performance date.
- Failure to rehearse with the collaborative pianist will result in no Recital 55 performance and a drop in the semester letter grade.

Jury Examinations

Jury examinations, or juries, are the final examinations for music major performance courses (lessons.) All students enrolled in MUS 171, 172, 271, 272, 371, 372 must prepare a jury every semester. Failure to perform a jury at the end of the course will result in a failing grade for the course. In the event of illness, the student must provide a doctor's excuse to the Department Head prior to jury exam time. If the jury cannot be made up before grades are due for the semester, the student will receive a grade of "Incomplete" and must make up the jury no later than 1 week after classes begin the following semester.

Purposes of the Jury

- to provide the studio faculty with an advisory performance grade for each of their students. Individual faculty members are responsible to assign grades for each of their students. Each student will receive a grade for their jury from at least two other faculty members present at the jury.
- to assign the achievement level for subsequent studio enrollment.
- to allow all studio faculty to be aware of the overall level of development within their performance area.
- to provide each student with an opportunity to demonstrate the growth they have attained as a performer, their knowledge of musical style and nuance and pedagogical principles.

Rules Governing Jury Examinations

- Except in cases of genuine personal emergency, failure to appear for the juries shall not constitute a sufficient reason to warrant awarding a grade of Incomplete.
- Unexcused failure to appear for the juries will result in a grade of "F" for the course.

- All literature performed at the juries that includes accompanying or assisting parts shall be performed with accompaniment.
- Any combination of D's and F's on a jury exam will result in a final grade of D, and the course must be repeated.
- A student must have attended a minimum of 12 weekly lessons during the semester in order to stand for the jury.
- Each performance area maintains specific requirements concerning the amount of literature that must be prepared for the juries by students at different achievement levels.
- Each performance area maintains specific requirements concerning memorization of literature for board performances.
- Each jury committee will establish its own specific procedures.
- Failure to turn in music to your collaborative pianist by the designated date will result in an F in lessons.

Upper-Level Entrance Assessment (Formerly known as Barrier Exams)

You must perform an upper-level entrance assessment at the end of MUS 272: in most cases this may be at the end of your fourth semester of study. Students are only allowed to take upper level music courses after successfully passing the assessment. Failure to successfully complete the upper-level entrance assessment will result in a failing grade for the course, which then must be repeated the following semester.

The following are the requirements for qualifying for the upper-level entrance assessment:

- purchase all assigned music.
- give all accompaniments to your collaborative pianist by the date listed in their guidelines.
- be prepared to perform all assigned repertoire at an acceptable level for the studio instructor at the last lesson of the semester.
- earn a grade of "C" or better for your studio grade.
- rehearse all assigned repertoire with your collaborative pianist (if applicable) prior to the assessment.

- learn a piece on your own. This piece (self-study piece) will be assigned to you 5 weeks prior to the assessment. Be prepared to discuss with the faculty panel various aspects of the piece, such as biographical information about the composer, meaning of musical terms, other works by the same composer, and your learning process as you studied the piece.
- write a brief 1.5 to 2 page essay regarding why you would like to pursue a career in music, how you made this decision, and how you feel this degree will help further your career goals. This paper will be uploaded to Canvas and Student Assessment Licensure. Music education majors will also have to address their desire to teach. More specifics of this essay will be given 5 weeks before the assessment.

Senior Recital (MUS 400)

The Capstone of the Bachelor of Arts degree in music is MUS 400. Students should check with their private lesson teacher for details regarding the Recital.

MUSIC 400 SENIOR RECITAL CHECKLIST

Your project advisor is your major professor. Your committee is your major professor plus **two** other faculty members chosen in consultation with you and your major professor. **YOU** are responsible for submitting the appropriate paperwork on time.

- ☐ In consultation with your teacher, check the Music calendar for possible dates for your recital. Check your collaborative pianist's availability before scheduling a date.
- ☐ Book your pre-recital hearing (3 weeks before recital), dress rehearsal, and recital dates.
- ☐ Prepare your program notes. Have your studio professor proof program notes prior to hearing.
Program notes must be kept to 700 words or less.

Acknowledgements are not required in the program. Should the student decide to include this section, the verbiage must be concise and professional, with a maximum of 100 words.

Vocal recitals: translations are to be included as an insert to the program.

- ☐ Bring 4 copies of the draft of your program to your hearing.

☐ The day after your hearing turn in your program and program notes to Mrs. Clement.

☐ Your programs will be placed in your major professor's box prior to your recital.

Collaborative Pianists

The music department at Nicholls provides each music major a limited number of hours to work with collaborative pianists every semester. As music collaboration with pianists is an integral part of music education and performance, students follow the collaborative pianist guidelines to request pianists for degree-required performances and juries. For degree recitals, requests for pianists and discussions on repertoire and performance-related scheduling must happen at least two months prior to the performance. A signature from the collaborative pianist is included as a part of degree recital scheduling form. Below are the guidelines:

Form

- Fill out the attached collaborative pianist form. Make sure everything is legible.
- Turn in the form and a clean copy of your music to your pianist no less than three weeks before your performance date.

Music

- Check with your pianist about their preference of receiving musical copies (hard copies or electronic copies; single-sided or double-sided, etc...)
- Vocalists, make sure your music is in the correct key that you will perform.
- When making copies of music, make sure you adjust the size so the bass line of the last system on the page is not cut off.
- If a copy is too blurry for you to read, it will not work for your pianist, either!

Rehearsal

- Freshman and sophomore students: one 15-minute rehearsal per week.
- Junior and senior students: up to one 30-minute rehearsal per week.
- Only one rehearsal per week is allowed.
- Music must be turned in before you can schedule a rehearsal.
- Know your part before you schedule a rehearsal. It is not the pianist's job to teach you notes and rhythms.
- Available rehearsal times: you will receive an email from your pianist with instructions on how to sign up for a rehearsal.
- 48-hour advance notice is required for each rehearsal, for both sign-up and cancellation.
- If you do not show up for your scheduled rehearsal, you forfeit your rehearsal

time for the week. If you do not sign up for your weekly rehearsal, you also forfeit your rehearsal time for the week.

Media: Do not post any videos online without permission from your pianist.

Junior/Senior Recitals

- Junior/Senior Recitals will not be scheduled until your pianist has approved the date of your recital.
- Dress rehearsal will be offered separately (not included as your weekly rehearsal).

Upper-Level Entrance Assessment Exam (MUS 272): Please speak with your pianist for further instructions.

Performance Dress Code

Informal Dress for events such as Recital 55 and juries should be your better regular clothing. This type of clothing is typically referred to as business casual; defined as no hats, no flip-flops or sneakers, no t-shirts, no jeans or shorts, no skirts above the knee, no strapless or spaghetti-strap tops.

Knee-length dresses, dress shoes, dress shirts, slacks and suitable socks, modest heels are appropriate.

Formal attire for degree recitals and other major performances typically requires formal gowns of any color and style; or a standard black tuxedo or dark suit with suitable accessories. It is generally considered inappropriate to perform in shirtsleeves, unless the jacket poses a physical hindrance to the performance. Canny performers will wear their performance attire in a practice session prior to the actual performance to learn what additional challenges are generated. This is especially so if you will be wearing new shoes. The goal of formal concert dress is to avoid competing with the music for the attention of your audience.

Performers in major ensemble concerts must dress in a professional manner, according to the ensemble's dress code.

Practice Room Policy

Talbot Hall is open from 7:30 am to 9:30 pm on most nights, Monday through Friday. Music majors and conservatory students can use their Colonel cards to enter the building every day until 11:00 pm during the fall and spring semesters, except during University closures. Please visit the administrative coordinator to register your name in the card system if your card is not functioning properly.

Practice rooms are accessible to all music major and minor students on a first-come, first-served basis. If an instrument is left unattended in a practice room for more than 15 minutes, the room will become available for others to use.

It is strictly prohibited to prop open doors with objects or permit unauthorized individuals entry into the building. Please promptly report any such activities to the Music Office, or contact campus police if this occurs during late hours. These measures are in place for your safety and to ensure continued access for music students after hours.

Piano Use in Practice Rooms, Classrooms, and Rehearsal Spaces

- These pianos are intended only for the use of faculty, staff pianists, and currently registered music majors and minors.
- Outside groups and visitors are not allowed to use the pianos without written permission from the Department Head.
- Faculty and staff will not give or lend keys for the locked pianos to others.
- All pianos are equipped with a damp-chaser that must stay plugged in at all times to protect them from humidity fluctuations.
- No food or drinks, including those in closed containers, are permitted anywhere near the pianos.
- Pianos are not tables or desks. Do not put anything on top of the piano lids, such as bags, instrument cases, coats, keys, and food or drink containers. Only your score.
- Windows of Talbot 215 (Choir Room) shall not be open.
- Piano benches are not to be removed from the room.

- Never leave trash near a piano. Put all trash or recycling in appropriate containers.
- Paper clips, keys, and other small objects are not allowed near the pianos.
- Help keep the pianos clean. Wash hands and avoid wearing hand lotion when using a piano.
- Pianos are not to be moved by students, faculty, or staff unless authorized. This is for everyone's safety and the safety of the piano.
- Pianos are highly expensive to repair. Please help minimize these expenses by proper piano use and care to ensure that you and your colleagues have nice pianos to use.

Classrooms

- Classrooms must be reserved for any use; unauthorized access is prohibited. They must be left in a clean and orderly condition after each use, with all desks, music stands and materials properly stored or returned to their original locations.
- Food and drinks are not permitted.
- Access to teaching equipment such as computers, projectors, and sound systems is restricted to faculty members only.

Anyone violating these rules will lose the privilege of having access to these rooms for practice and unsupervised rehearsals.

Computer Lab

Housed at the Eugenia Churchill Resource Center (Talbot 211), music students have access to a variety of resources, including computers and a printer, to assist with their academic work. These facilities are designed to support music students in their studies, providing a quiet and equipped space for research, composition, and other coursework.

While students are encouraged to utilize these resources, it is important to limit printing and consider digital alternatives whenever possible.

Students can access the room using a code obtained from the music office. Please do not share this code. Check the door schedule for available hours to ensure that a class is not in session before using the facilities.

No food or drinks are allowed in this area.

Mary and Al Danos Theater

- No food or drinks are allowed inside the theater.
- Do not place feet on the seats.
- Please silence all electronic devices during performances.
- Be respectful of performers and fellow audience members by refraining from any behavior that may distract or disrupt the event.
- Do not walk in and out during a performance.
- The Green Room area located backstage is also shared with the Department of Mass Communications during business hours. Please keep quiet when waiting to perform to maintain a conducive environment for all users.
- All student reservations and activities in the theater must be conducted under the direct supervision of a faculty member. The faculty member will be responsible for overseeing the activity and ensuring compliance with the theater's policies.
- Only authorized staff can operate lighting and sound equipment in the theater, as well as handle the concert pianos. Students must not attempt to operate this equipment unless specifically authorized to do so. Any technical issues should be reported to the theater staff promptly.

Health and Safety Guidelines

- Students, faculty and staff are reminded that hearing health is essential to a musician's lifelong success. Avoiding overexposure to loud sounds, especially for long periods of time, is crucial. The basic information guide, "Protecting Your Hearing Health," published by the National Association of Schools of Music and the Performing Arts Medicine Association will be issued to each student at the beginning of each semester.
- Students must follow safety protocols when using headphones with the computers and practice pianos. This includes turning down the volume prior to putting on the headphones to avoid sudden unexpected loud noises. Complete safety procedures will be discussed by the course instructor at the beginning of each semester.

- Applied instructors take each student's physical safety seriously in the context of studio lessons. Instructors will emphasize safe practice methods for their respective specialty areas, taking care to describe guidelines for minimizing problems including tendonitis, carpal tunnel, hearing loss, vocal damage and the like.
- Moving of equipment will be accomplished only by students, faculty and staff who have the specialized training necessary to move such equipment safely and without damage to themselves or property. This includes percussion instruments and equipment as well as upright and grand pianos. Instructors are required to train students in their studios in the appropriate techniques for transporting instruments in a safe manner.
- Additional information about protecting your hearing as well as neuromusculoskeletal and vocal health for musicians may be found on the National Association of Schools of Music website at the following addresses:

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>