

**RADFORD**  
UNIVERSITY

Department  
of Music

**Create, Collaborate, Innovate!**

**Undergraduate Music Student Handbook  
FALL 2023**

Within these pages you will find keys to success in the undergraduate music program at Radford University. All students are responsible for reading, understanding, and following the guidelines outlined in this handbook.

This handbook does not address all university policies.

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**Introduction**

This handbook is compiled for music majors in the College of Visual and Performing Arts at Radford University. The handbook is intended as a resource for students about Music Department policies and procedures. *It is the student's responsibility to be informed of current policies and procedures.*

**Mission**

The music department provides innovative, creative instruction and experiences in music for students from diverse backgrounds, enhanced by multicultural/global perspectives and the benefits of technology, preparing professional, entrepreneurial, and scholarly musicians who function both independently and in community with others.

**Vision**

The Department of Music at Radford University strives to be a program of high quality that prepares students to engage the world through music with strong scholarly and artistic ideals.

**Administration:**

Dr. R. Wayne Gallops: Department of Music Chairperson, Professor of Music, Director of University Community Symphony, Instrumental Music Education [rgallops@radford.edu](mailto:rgallops@radford.edu)

Ms. Nancy Houff: Department of Music Administrative Assistant [nhouff@radford.edu](mailto:nhouff@radford.edu)

VACANT: Davis Performance Hall Technical Director

**Full-Time Faculty and Staff:**

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Dr. W. Dayl Burnett: Associate Professor of Music, Director of Jazz Studies, Applied Low Brass [wdburnet@radford.edu](mailto:wdburnet@radford.edu)

Dr. Matthew Cataldi: Director of Piano Studies, Assistant Professor of Music, [mcataldi@radford.edu](mailto:mcataldi@radford.edu)

Dr. Robert Glarner: Associate Professor of Music, Music Theory [rglarner@radford.edu](mailto:rglarner@radford.edu)

Dr. Sekyung Jang: Director of Music Therapy [sjang5@radford.edu](mailto:sjang5@radford.edu)

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Professor David Rivers: Assistant Professor, Director of Music Business [drivers7@radford.edu](mailto:drivers7@radford.edu)

Professor Rachel Rotert: Assistant Professor of Music Therapy [rrotert@radford.edu](mailto:rrotert@radford.edu)

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Dr. David A. Zuschin: Associate Professor of Music, Music History [dzuschin@radford.edu](mailto:dzuschin@radford.edu)

**Adjunct Music Faculty:**

Don Bernardini: Instructor (Voice) [dibernardini@radford.edu](mailto:dibernardini@radford.edu)

Donald L. Hall: Instructor (String Bass) [dlhall@radford.edu](mailto:dlhall@radford.edu)

Amanda Hill: (ET-SS, Class Piano) [ahill51@radford.edu](mailto:ahill51@radford.edu)

Dr. Sheldon Johnson: Instructor (Saxophone) [sheldonjohnson87@gmail.com](mailto:sheldonjohnson87@gmail.com)

Michelle Smith Johnson: Instructor (Clarinet) [ksmith8@radford.edu](mailto:ksmith8@radford.edu)

David Mathews Jones: Instructor (organ) [davorgan1998@yahoo.com](mailto:davorgan1998@yahoo.com)

Jeffrey Kresge: Instructor (High Brass, Brass Ensemble) [jkresge@radford.edu](mailto:jkresge@radford.edu)

Vladimir Kromin: Instructor (Violin, Chamber Strings) [vkromin@radford.edu](mailto:vkromin@radford.edu)

William Newton: Instructor (Percussion) [williamnewtonpercussion@gmail.com](mailto:williamnewtonpercussion@gmail.com)

Wes McCune: Collaborative Pianist [wesley.mccune@gmail.com](mailto:wesley.mccune@gmail.com)

William Parrish: Instructor (Oboe) [bill.parrish@aol.com](mailto:bill.parrish@aol.com)

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Rebecca Wilson: Instructor (Bassoon) [rwilson1@radford.edu](mailto:rwilson1@radford.edu)

Ben Wyatt: Instructor (Cello) [bhwyatt@gmail.com](mailto:bhwyatt@gmail.com)

Get a behind-the-scenes look at the Radford University Department of Music! Meet our students and faculty, learn about our programs, and see yourself making great music with us! Scan this code with your phone's camera, we'll see you on the other side.



OR TEXT MUSIC TO  
(540) 425-3182

## Department Policies, Procedures, and Standards

### Program Descriptions

Undergraduate programs in Music Business, Music Education, Music Therapy, and B.A./B.S. can be found [at this web link. https://www.radford.edu/content/cvpa/home/music/degree-programs/undergraduate-programs.html](https://www.radford.edu/content/cvpa/home/music/degree-programs/undergraduate-programs.html)

### Advising

Students are assigned a faculty advisor in their concentration to assist with program-of-study recommendations. Students meet with their faculty advisor each semester prior to registering for classes for the following semester and receive individual PIN numbers to be used for logging in to the registration system during the enrollment period. Additional advising support may be received from the department chairperson, any faculty mentor, and/or staff in The College of Visual and Performing Arts Advising Center / *Highlander Success Center*: Donna Oliver (Music Advising) [doliver4@radford.edu](mailto:doliver4@radford.edu) Dana Trask (Music Advising) [dctrask@radford.edu](mailto:dctrask@radford.edu)

### Grading/Attendance Policies

Students are responsible for knowing and understanding Radford University grading, attendance and other academic policies. Click [here](#) for links to campus grading and academic policies. Students are advised to consult each course syllabus separately for information on attendance policies within the Department of Music and specific courses. Only faculty and the university President's office can excuse students from class and allow make-up work. Students must gain approval from their faculty if they are participating in a university activity that requires absence(s) from class.

### Recitals and Departmentals

*Music Majors are required to attend all departmental recitals and convocations (on Tuesdays/Thursdays, 11:00 a.m. - 12:15 p.m.) as well as ten (10) other approved evening recitals or concerts each semester. The departmental recital/event schedule is posted at the beginning of each semester. Each student enrolled in applied study must also enroll in the zero "0" credit Recital Attendance course, MUSC 101 (any exceptions to this policy must be approved by the Department of Music Chairperson). In order to receive credit for a departmental recital, students must swipe their RU ID at the beginning and the end of the recital. Students who have not satisfied the requirement for a given semester will receive a failing grade for MUSC 101, Recital Attendance. Any exceptions, including credit for off-campus performances, must be approved by student's applied teacher and/or the Department Chairperson.*

Approved recitals or concerts are limited to those listed on the department calendar plus those that are approved by the Department Chairperson. Unlisted performances submitted for approval must be formal recitals or concerts that are at least equivalent to listed events. Not more than three (3) documented off-campus concerts may be credited toward meeting the requirement for a single semester. Attendance will be credited for formal recitals or concerts (including opera and dance performances with live music) that are CVPA, professional, or college level performances. The intent of the policy is to ensure student exposure to formal performances in accordance with NASM criteria requiring that "*All Music students must be exposed to a large and varied body of music through attendance at recitals, concerts, operas and other performances.*" Credit will not be routinely approved for attendance at workshops, master classes, lectures, informal night club venues, etc. A student may receive credit for a concert or non-departmental recital in which they perform if approved by the Department Chairperson on a case-by-case basis.

Attendance certificates for past concerts or recitals will not be accepted if received in the Department office later than thirty (30) days following the performance date. Up to six performances during the summer must be documented and received in the music office no later than September 30<sup>th</sup>. Petitions for correction of errors in a student's Recital Attendance Record must be received in the Department office no later than January 31st for the previous Fall semester and no later than September 30th for the previous Spring semester. It is the student's responsibility to assure (through D2L) their Recital Attendance Record is correct.

### **Expectations of Conduct**

Students are expected to adhere to professional behaviors at all times. Speech, attitude, appropriate attire, punctuality, preparedness, attentiveness, behavior, and bearing are all- important attributes that should be practiced, cultivated, and are expectations in our music classrooms, rehearsals, applied lessons, and performances. Cheating, use of inappropriate language, underage use of alcohol, illicit drug use, sexual misconduct, or harassment toward students/faculty/staff will not be tolerated. Social media postings that bully or disparage any racial or gender group, propagates unauthorized images or slanderous material directed toward fellow students / faculty will not be tolerated. Students who break university policies on cheating, drug and alcohol use, harassment and conduct codes may lose scholarship awards and be dismissed from the music program in consultation with the department of music chairperson, dean of students, and [Radford University Office of Institutional Equity](#). We strive to create a Safe Zone for all students and faculty in our department and college.

### **Digital Professionalism**

Professional communication requires careful attention to detail. Consider the following as guidelines when corresponding via email:

- Create an informative subject line and place you last name in the subject
- Use salutations such as “Dear” followed by titles “Dr./ Professor” and your professor’s last name.
- Edit the text for clarity, focus, and accuracy
- Apply a professional email signature
- Respond in a timely manner, checking emails a few times each day.
- If adding a document to the email, make sure it is properly labeled and attached

Remember: professional and university communities require response through email on a daily basis. Your career as a professional has already begun. How you ‘brand’ yourself through communications and behaviors will impact your success.

### **Healthy Musicianship**

This is an enormous and complex topic that may encompass physical, emotional, psychological, and spiritual components, all of which require continual exercising of our awareness and mindfulness. Rather than keeping questions or assumptions regarding injuries and/or performance anxiety to yourself, seek advice from faculty, the Highlander Success Center, and other professionals in the appropriate field.

Establish Good and Healthy Practice Habits: Musician skills are many, one skill is athleticism (Think: regularity, strength, flexibility, durability and rest). Your practice time is not included in your university schedule. You should enter practice times on your calendar and keep that appointment. Begin your practice time with mental preparation. What is your goal(s) for this particular practice time? Warm up before and cool down after. Take a rest break of 5 minutes out of every 20-25 minutes. It is best to keep the schedule and duration consistent and regular (you are an athlete). If a break in your practice routine occurs, begin your return in small amounts, and increase/ramp-up time and difficulty levels slowly, step-by- step. Sustaining an injury will only make achieving your goals more difficult, delayed, and painful. Perform in as relaxed a manner as possible: be sensitive to your own individual limits. Maintain good general health habits with balanced activities, good sleep, regular meals, and moderate exercise; keeping in mind that some activities and exercise risk injury. Approach drastic changes in schedule or habit with care.

### **Degree Program Requirements**

All music majors and minors can find degree requirements on this [web link](https://catalog.radford.edu/preview_entity.php?catoid=7&ent_oid=375).  
[https://catalog.radford.edu/preview\\_entity.php?catoid=7&ent\\_oid=375](https://catalog.radford.edu/preview_entity.php?catoid=7&ent_oid=375)

### **Applied Studio Policies and Requirements**

#### **Lesson Attendance**

1. Students are expected to come to lessons as scheduled. Students must ask the instructor’s permission for an excused absence. Excused absences include illness as documented by a doctor’s office, hospital

or Dean of Student's Office. Also, death of a family member or a life changing event. Again, these should be documented in an official capacity. Attendance is a baseline expectation for success.

2. Upon gaining approval for missing a lesson, it is expected that every effort be made to "make up" the excused lesson. The lesson should be made up within two weeks or per your teacher's syllabus. Please communicate with your applied teacher for a mutually agreed upon time-line.
3. Individual applied instructors will calculate unexcused lessons as a part of the student's jury grade for work done in the studio.
4. Students should remember: faculty carry out many responsibilities for our department / college / university. Respecting scheduled appointments and lessons is extremely important. Others could have benefited from time lost as the result of a skipped lesson or missed appointment.

### **Juries**

Jury examinations are held at the end of every semester during the final examination period. All music majors and minors registered for applied lessons must perform a jury exam each semester except for the semester when a recital is performed. At the discretion of the instructor, memorization may be required. Just as expected for a departmental recital or concert, students should dress appropriately for the jury performance. Students should warm-up and prepare themselves well before jury time. They and their accompanists should be waiting by the jury room ten minutes before the assigned time. After the juries are completed, each student will receive written comments from the jurors. These comments are part of the official forms used by the faculty. It may take several days to get feedback from the jury. Please be patient as many of your instructors have several classes and students that need grades and documentation. You can request to see your forms in the music office. In addition, each juror places a grade on the jury sheet and the jury sheets become a part of the student's academic file. Juries will be made up of applied faculty according to area. Vocal, Percussion, Wind Instruments, Keyboard, Guitar and Strings should have at least 2 jurors. Each student should prepare approximately 10 minutes of suitable repertoire. Scales (memorized), solo repertoire and sight reading are required. Grading is based on a combination of a grade for the semester by the applied teacher and a grade from each juror. If a student is unable to perform a semester jury due to extenuating circumstances (i.e. illness, accident, family emergency), they may be excused by their applied instructor and will be given a course grade of incomplete. The student and their teacher, working with the Music Office, must set up a makeup jury within the first 3 weeks of the student's next semester in residence. The student's incomplete will then be changed to a course grade. Failure to perform the make-up jury within the specified time will result in a failing grade for the semester of study.

### **Departmental Recitals and Collaborative Pianists**

Students enrolled in applied lessons are required to perform on departmental recitals at the discretion of their applied teacher. Each studio is assigned a collaborative pianist. Students who use a collaborative pianist will need to provide scores to the pianist and schedule rehearsals well in advance. If the student waits until the last minute, or does not show up for a rehearsal, they will not be allowed to perform on the scheduled recital. Working with collaborative pianists is a privilege therefore, have your music ready and prepared before you go to a rehearsal. Collaborative pianists are not there to teach you your repertoire. A student's ability to collaborate effectively with accompanists is a part of the applied lesson grade.

### **Recitals**

All music majors and minors may find recital requirements, by degree concentration as follows:

Music education degree students are required to take either:

Seven semesters of applied lessons at the MUSC 3xx level, OR

Six semesters of applied lessons at the MUSC 3xx level, and a seventh semester of applied recital (MUSC 497 - 2 credits).

Procedure to present a student recital: students complete the recital request form including the names of the committee members that have agreed to be on their committee. The committee should include the applied teacher and at least two other music faculty members. The semester prior, or at the very least at the beginning of the performance semester, the student must reserve the performance hall through the appropriate scheduling office procedures.

To schedule a recital hearing: When the applied faculty believes the student is prepared for the recital hearing, the student will go to each committee member and receive approval, indicated by a date and signature on the Recital Request Form. This transpires at least (four) weeks prior to recital. If the recital is not ready a student may be required to postpone the recital. At the conclusion of the hearing, committee members sign and date the "performance" section indicating they believe the student will be prepared to present a full or half recital. The decision to either move forward with the hearing/recital or not move forward is at the sole discretion of the applied faculty. Chosen in collaboration with your applied teacher, music should consist of a majority of newly prepared repertoire.

### **STEPS FOR SECURING CONCERT/RECITAL DATES & PROMOTIONAL MATERIALS:**

If a student wishes to add a recital date you should go to the scheduling office calendar. <https://ru-portal.portal.radford.edu/EmsWebApp/BrowseEvents.aspx> (must be on campus wifi or in OneCampus portal) and look up the date to see if it might be available.

1. If the date appears to be available, you should email music admin Nancy Houff requesting the **date/time/location/title/personnel** to determine if the recital/event can be booked. You should not assume a date is open if you don't see it on a published scheduled.
2. Requests for posters should be forwarded to CVPA Communications director Sean Kotz for print and publication at least 2 weeks ahead of the event and request copied to Dr. Gallops/Nancy Houff. He will copy our office when the item is ready.
3. If you wish to have a special concert, event or guest artist promoted, information should be forwarded to CVPA Communications director Sean Kotz at least 3 weeks before the event. *Please do not create your own poster before consulting with Sean Kotz regarding the university branding guide.*
4. No posters or advertising about the performance should be made prior to approval from the committee and the poster must be approved by the Department Chairperson. Once the hearing is complete and the appropriate signatures are obtained, the form is then submitted by the student to the office for final approval. This allows the office to approve posters and/or programs. The student is required to supply their own paper for recital programs. All program information must be submitted to [musicws@radford.edu](mailto:musicws@radford.edu) two (2) weeks prior to the recital date. Posters may only be hung on appropriate bulletin boards. Posters containing inappropriate material are subject to immediate removal. Do not tape a poster to a painted wall.

### **Collaborative Pianists on Recitals**

Student recitalists must secure their own collaborative pianists - one is not automatically provided. If a recitalist wishes to work with a student collaborative pianist, approval is needed from both recitalist and collaborative pianist studio instructors. This policy also applies for other collaborative instrumentalists such as harp or guitar. Students should deliver sheet music to the pianist no later than two weeks prior to the recital. Recitalists are responsible for paying their collaborative pianist directly - the fee is \$250 for a full recital and \$180 for a half recital.

### **Music Course Drop/Add/Approval Requests**

When a course Drop/Add/Approval is required, simply send an email to Dr. Gallops with the following information in this format ([rgallops@radford.edu](mailto:rgallops@radford.edu)):

**STUDENT RU # - STUDENT FULL NAME – COURSE CRN# - COURSE NAME – COURSE NUMBER**

(Example: ID# 9001111 – Joe Blow – CRN 25634 – UnderWater Music Making – MUSC 666)

Course Drop/Add/Approvals should be submitted before the start of the semester.



### **Chamber Ensembles on Student Recitals**

Chamber ensembles may be included if the group has been coached by a member of the Music Faculty. Chamber ensembles are not required to perform on the recital hearing when approved in advance by the studio instructor. Chamber pieces must be included on the Recital Hearing form. For printed programs: recitalists should request a program template via email from the Department Office well in advance of the recital. Complete recital program information is due to the Music Office two weeks before the recital.

Vocal Recitals: Translations of foreign-language texts should be prepared and brought to the recital by the student in consultation with the studio instructor.

Acknowledgements: If these are included, they should be brief and professional.

Program Notes: See style guide for examples. If required by the applied teacher, the following must be considered:

1. Program notes should aim to offer the audience context for the works to be performed.
2. All program notes must be reviewed by the applied teacher, this must be done before the submission deadline to the Department Office.
3. Students are responsible for producing program notes separately from the printed program. The Music Office does not provide this service. At the recital, students should place program notes alongside the departmentally created programs on music stands at entry ways to the performance space.
4. Recital notes and program information should include proper information, Title, larger work, composer, years of life and a separate page of translations, notes about the song and composer.
5. Typically, program notes include some or all of the following: biographical information about the composers, historical details about the circumstances of compositions, scholarly commentary about the compositions that assist the audience in understanding aesthetic or technical aspects of the works performed. Credit for notes and quotations provided by an external source is necessary. Students are required to ask a member of the faculty to read program notes in order to offer feedback (please be respectful by offering the faculty member enough time to do so when making the request).

Dress Rehearsals: recitalists may request a dress rehearsal lasting up to 60 minutes in the Davis Performance Hall. These are scheduled directly with the Performance Hall Coordinator.

Attire: professional attire is preferred for all performances. The following are examples of professional attire: Formal gown or dress. Dress pants suit. Suit. Slacks or khakis and a sports coat with a tie - as appropriate for playing your instrument. Cutouts, bare midriffs, sneakers, flip-flops, jeans, polos, or logo'd attire are not permitted. The faculty reserves the right to postpone a recital if a student is inappropriately attired.

Photography, Recordings, Stage Paraphernalia: photography of any type is prohibited during a recital. Due to copyright laws, audience members are prohibited from making audio and video recordings during the performance. Flowers, decorations, and other items may not be placed in the Performance Hall

### **Ensemble Requirements for Music Majors**

#### **Participation in Primary Ensembles**

Regular ensemble experiences provide opportunities to develop artistic growth, technical skills, collaborative competence and knowledge of repertory. Music majors must enroll in at least one of the following major ensembles that include conducted performance experiences each semester until degree requirements for ensembles are met (summer sessions and student teaching semesters excepted).

MUSC 310: University Wind Ensemble/Symphonic Band/Campus & Community Band  
 MUSC 151: Chamber Orchestra /Symphony  
 MUSC 311: University Chorus / MUSC 312 Chorale / MUSC 456 Radford Singers  
 MUSC 436: Guitar Ensemble

For at least one semester the requirement must be satisfied in one of the following ensembles that includes coached and/or unconducted performance experiences:

MUSC 434: Jazz Ensemble / MUSC 134 Jazz Combo / MUSC 433 Advanced Jazz Combo  
 MUSC 435: Percussion Ensemble  
 MUSC 450: Chamber Music Ensemble  
 MUSC 437: Digital Ensemble  
 MUSC 457 - Opera Workshop

No more than one major ensemble per semester may be counted toward degree requirements. Transfer students who may graduate in fewer semesters than the number of ensembles required are excepted. There are zero credit sections available for primary ensembles, enabling students to participate without exceeding tuition limits. All ensemble participants should be enrolled for credit or zero credit.

The ensemble requirements outlined above are minimums. Determined by a student's primary applied instrument/voice of study, students are encouraged -if not required - to be registered and to successfully participate in a primary ensemble during every semester they are in residence. Ensembles are the public product presented by our department of music. Music Majors – especially scholarship recipients - are to contribute to that product in ways that enhance their personal musical experience, the collaborative musical experience for their peers, and must fully meet degree requirements with regard to ensemble participation.

Instrumental Music Education Degree Program Ensemble Requirements: as described in the music education degree program requirements: Instrumental Music Education majors are required to successfully participate in at least one primary instrumental ensemble each semester until student teaching. Determined by a student's primary applied instrument of study, primary instrumental ensembles are Symphonic Wind Ensemble (MUSC 310), Campus & Community Band (MUSC 310), Chamber Orchestra – University Community Symphony (MUSC 309), and Guitar Ensemble (MUSC 436). Up to 2 credits in Jazz Ensemble (MUSC 434) may count toward degree requirements. A minimum of 1 credit in a non-directed chamber music ensemble (MUSC 450) is required in addition to major ensembles listed above. Students who receive band work scholarships may be asked to perform in more than one ensemble according to the needs of the department. For other music degree seekers (Music Business, Music Therapy, BA/BS), students must meet or exceed minimum ensemble requirements for their degree. The requirements outlined above are minimums.

Vocal Majors: vocal majors and minors are required to successfully participate in at least one primary vocal ensemble per semester each semester the student is in residence and to complete the required number of ensemble credit hours for their degree programs. In other words, for every semester a student takes applied lessons they must also be enrolled in a primary ensemble. The primary ensembles are University Chorus (MUSC 311), Chorale (MUSC 312), Radford Singers (MUSC 456), and Opera Workshop (MUSC 457). Each singer is placed in their ensemble after a one-on-one voice placement meeting with the Director of Choral Activities who collaborates with the applied voice faculty in choosing the best ensemble based on student development and progress. Students who receive music scholarship(s) are required to sing in more than one ensemble if a faculty member requests their participation. In the interest of vocal health and time management, vocal majors and minors will prioritize academic ensembles above extracurricular ensembles including but not limited to student-run a cappella and fraternity ensembles.

Keyboard Majors: *MUSC 152, Pianist as Collaborator* - All first year piano majors will enroll in two semesters of MUSC 152. In the course, students will study principles of collaborative techniques, survey the collaborative repertoire, and perform in ensemble with a variety of vocal and instrumental students and faculty under instructor guidance, both on campus and within the community. *MUSC 458, Piano*

*Accompanying* (prerequisite: MUSC 152, or instructor permission) - Piano majors will be assigned to vocal and instrumental studios or ensembles based on their level of skill and experience. Piano majors will rehearse weekly with assigned students, attend assigned students' weekly lessons, and perform in departmental recitals with assigned students with instructor approval. An average of 4 hours of weekly contact time is expected, divided among assigned students, studios, and ensembles. *Piano Ensemble* (prerequisite: MUSC 152, or instructor permission) - Piano majors will study the piano duo and duet repertoire, learning and performing pieces appropriate to each student's level of skill and experience.

For Guitarists: MUSC 436 - Guitar Ensemble is their primary major ensemble and enrollment is required in each semester the student is in residence. Students who receive scholarships may be asked to perform in more than one small ensemble, and may be called upon to perform in service to the department/college/university, according to the needs of the director.

### **Study Abroad Opportunities**

A wealth of opportunities to study internationally are available to students. Department of music students have taken advantage of travel study to Ireland, Brazil, Croatia, Nepal, Scotland, Switzerland, Thailand, Vietnam. Detailed information to assist students with planning, enrollment, and financial aid can be found by connecting with ensemble directors, applied faculty, and the university study abroad office.

### **Financial Aid and Scholarships**

A wide range of scholarships, including scholarships specifically for students in the arts, are provided for by the Radford University Arts Society. The full range of both Internal and external scholarships and aid, and their descriptions available to students can be found here. Students are encouraged to register with the university foundation scholarship office.

### **Grants**

Grants, stipends, and other funding in support of creative activities, student research, and travel, both during the academic year and in the summer, can be found in the OURS (Office of Undergraduate Research).

### **Facilities and Music Building Operational Hours**

Covington and Porterfield are open seven days a week from 8:00 a.m. to 11:00 p.m., except when the university is closed during break or for weather related closings. The music office hours are 8:00 - 12:00 and 1:00 - 5:00. Use of the rooms must be scheduled through the Administrative Assistant in the Music Office. Scheduling for the Davis Performance Hall must be scheduled with Performance Hall Technical Director. No rooms in Covington Hall may be reserved for student activities. The Davis Performance Hall may be used by music faculty and students (the former receiving preference) when the hall is not reserved, as long as the privilege is not abused. All guidelines for Davis Performance Hall and classroom usage must be followed.

1. After every meeting, class, rehearsal, or performance, return chairs, desks, stands, and pianos to the position in which you found it.
2. Keep feet off all chairs and walls.
3. When moving chairs and desks, pick them up. Do not drag. Dragging damages the floors and the furniture.
4. Posters should only be posted on doors and bulletin boards.
5. Keep all areas of Covington clean. There are garbage and recycling cans available everywhere.

Use of the pianos: if the piano you are using has a cover, remove, fold, and store piano covers on a clean surface. Do NOT place piano covers on the floor. Cover the pianos after use. Do not place items that will harm the finish (such as beverage containers) on the pianos. Be careful raising and lowering the lid. Do not allow the piano lid to fall on the piano. Check with piano faculty before using anything other than the piano lid props to hold the lid open. A key to the pianos may be obtained from Katie Davis in the Music Department Office. Lock the piano when not in use. Artist Benches: Do not drag the artist benches across the floor. They must be picked up when they are moved in order to prevent damage to the benches and the floor. ***Failure to follow the above will result in a loss of reservation privileges.***

**Musical Instrument Storage Lockers and Equipment Issue**

Storage Lockers in Covington Hall are issued and registered through the Band Ensembles Staff. The storage lockers are for instruments only – personal items are not to be stored in these unique spaces. Lockers are issued at the beginning of the Fall semester for the academic year. Students/Faculty are responsible for meeting with band staff to secure an appropriate locker. Students/Faculty are to secure a combination lock for the issued locker and must register the combination with band staff. After a notification period of one week, locks will be cut off unregistered lockers and items stored will be removed. Storage Lockers are not issued to students who are not currently enrolled in applied study or department of music ensembles and classes.

Musical instruments and some equipment items are also issued through the Band Ensembles Staff. In order to have an instrument issued, students must gain approval from the director of bands and/or their applied instructor. Once approved, band staff will initiate the written Instrument Usage Contract with the student or faculty member. No instrument or equipment item may leave our department facilities without prior approval and a signed Instrument Usage Contract. Students and Faculty are financially responsible for instruments and equipment loaned by the university. Failure to return an instrument or equipment item upon request will result in charges to one's student account and a possible report to RUPD. Instruments and Equipment items are not issued to students who are not currently enrolled in applied study or department of music ensembles and classes.

**Food and Trash in Facilities**

We are blessed with beautiful rehearsal and performance facilities at Radford University. Our community is well maintained, clean, and pleasant. Please ensure you are contributing to that climate by throwing away trash in common areas and student lounge spaces, refrain from bringing food into rehearsal halls / classrooms and our performance halls, return instruments and personal items to proper place after use, and encourage others to be cognizant of such.

**Music Student Organizations and Societies**

All student organizations and societies require a faculty sponsor, elected officers, and a mission statement. In addition, each organization or society must be registered with the SOAR Office. New student organizations can download the New Student Organization Packet through RUInvolved. Some rooms may be reserved for regular meetings of music student organizations. Typically, rehearsal halls are not available for student activity meetings. Please see the Administrative Assistant in the Department of Music Office to schedule a room. Before your organization plans an event, it is imperative that you discuss the proposed dates with the Department Chairperson in order to prevent conflicts with other Department of Music events. In addition, it is also recommended to check with all full-time and adjunct faculty who should be advised of such an event regarding proposed dates and anticipated participation on their part or on the part of their students. For all officially registered music student organizations, the Department of Music will provide space in free of charge for their regular meetings. In addition, the music student organizations may arrange with the Department Chairperson and Performance Hall Technical Director to use the Performance Hall. Naturally, such use is dependent upon availability of the hall and appropriate faculty. Student organizations are expected to provide ushers for their events. Presidents of our Music Clubs (Club Presidents Council) meet regularly with the music department chair for collaboration and input on behalf of students.

## Important Department of Music Web Pages

Main Page: <https://www.radford.edu/content/cvpa/home/music.html>

Performance Season: <https://www.radford.edu/content/cvpa/home/music/performance-season.html>

Student Information & Forms: <https://www.radford.edu/content/cvpa/home/music/current-student-information.html>

Financial Aid: <https://www.radford.edu/content/cvpa/home/music/financial-aid.html>

## Department of Music Accreditations



### THE LIVING-LEARNING COMMUNITY

The Community of Artists gives students the opportunity to live and learn together as part of a creative environment. You will take classes and workshops with students within your discipline and from other College of Visual and Performing Arts (CVPA) majors, including art, dance, design, music and theatre. Students accepted into the Community of Artists also have exclusive opportunities for local and regional travel led by CVPA faculty. The Community of Artists is housed in Trinkle Hall and is conveniently located steps away from the Department of Music.

## FOLLOW US ON SOCIAL MEDIA...



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