Welcome to the UWM Department of Music Undergraduate Student Handbook. This document is designed to help with your undergraduate studies while providing access to the resources and opportunities of the Music Department and the UWM community. The Handbook is arranged to introduce you to basic needs, general academic concerns and finally, curricular matters. Since all links are updated on a regular basis, this document will continue to give you the most current information throughout your UWM career.

Best wishes in your success at UWM.

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WELCOME TO THE UWM DEPARTMENT OF MUSIC

The University of Wisconsin—Milwaukee Department of Music provides quality undergraduate and graduate education in music, in a stimulating and creative environment.

A dedicated, internationally-active faculty involved in teaching, performing, research and service, in cooperation with professional arts and educational organizations, prepares students for professional careers and enriched musical lives.

FACILITIES

The Peck School of the Arts includes the Departments of Music, Art, Theatre, Dance, and Film.

The Department of Music is situated within the Peck School of the Arts complex in the heart of the UWM campus. In addition to the facilities housed in the Music Building, the Music Department and is a major tenant of the Helene Zelazo Center for the Performing Arts and Kenilworth Square. Facilities include:

- 2 recital halls
- 750-seat Helen Bader Concert Hall in the Zelazo Center
- Electro-Acoustic Music Center
- Digital/experimental labs in the Music Building and Kenilworth Square
- 20-station music computer/keyboard lab
- More than 60 practice rooms located in the Music Building and the Zelazo Center
- Fully mediated classrooms
- Several chamber music rehearsal rooms in the Music Building and the Zelazo Center
- Rehearsal room for early music including pipe organ and two harpsichords
- Recording studio for student use
- Music Theory Tutoring Center located in the Music Building
- Extensive Music Library and Music Librarian

ADMISSION PROCEDURES

Admission application, audition dates and audition requirements are available at: http://www4.uwm.edu/psoa/music/admission/

Students applying to the UWM Department of Music must submit a separate application to the Department of Music in addition to the UWM application. Music applications will not be considered until a student has been admitted to the University.

In addition to meeting the general University admission requirements, a prospective music degree candidate must successfully complete an audition in his or her primary performance area (Principal Instrument), and take placement exams in music theory and piano. Composition majors must submit original works to the Composition faculty for consideration. In certain degree programs, students must successfully pass an audition on a secondary instrument as required.

Students accepted through auditions who lack basic aural, theory, and/or keyboard skills must successfully complete Music 1 (Theory Fundamentals) and/or MusPerf 1 (Piano Fundamentals) in their first year of study. A final grade of “B” or higher is required to enroll in the required Music Theory and piano courses.

PROVISIONAL STUDENT (Entering first semester freshman only)
A student may be declared “Provisional” if any of the following are applicable:

- The student has a very poor audition and the auditioning faculty feel that the student “does not audition well”.
- The auditioning faculty feel that the student has potential, but feel uncertain of the student success as a music major.
- Students declared “Provisional” at the time of auditions can achieve Music Major status based on the successful jury performance at the end of the first semester. Students not performing a successful first semester jury will be dropped from the
music department. Provisional students must take all required first semester music courses during the provisional semester.

TRANSFER STUDENTS must audition and be accepted by the faculty on their principal instrument, take placement exams in Music Theory and piano. Transfer students will enroll in the level of Music Theory (Materials of Music and Aural Theory) recommended by the Theory Area. This placement will determine the number of semesters required for each transfer student to graduate. Undergraduate transfer students who have completed two years at another university, college or junior college may not be able to graduate with only two years of study at UWM.

Performance Studio and Masterclass placement is determined at the Audition. This will serve as basis for accepted Performance Lesson credits. Performance Ensemble Area credits will be established by appropriate area degree program requirements. A separate Performance Ensemble audition and seating placement is also required.

For additional information, contact the Music Department at: arts.uwm.edu/apply or (414) 229-5216.

MUSIC DEPARTMENT BASICS

ADVISING IN THE DEPARTMENT OF MUSIC.
Undergraduate advising is available through the Peck School of the Arts Student Services Office (Advising) located in the lobby of the Theatre Building (THR 120). Complete information is available at:

http://uwm.edu/arts/advising/

For additional assistance in academic matters contact James Burmeister at music-info@uwm.edu.

DIFFERENTIAL TUITION
Differential tuition enhances the quality of education in the Peck School of the Arts. Differential Tuition is applied regardless of the credit plateau for all students enrolled in most undergraduate courses in the UW-Milwaukee Peck School of the Arts beginning in the Fall 2004 semester. Eight 100-level General Education Requirement (GER) courses do not carry the Differential Tuition: Music 100, Music 101, Music 102, Art 100, Art 105, Art 106, Art 124 and Theatre 100. Increases or decreases in Differential Tuition can be enacted solely with the approval of the University of Wisconsin Regents.
INSTRUMENTAL RENTALS
Instruments used in the Instrumental Fundamentals classes are available on a semester rental basis from several area music stores. Please contact your fundamentals instructor for more information.

KEYS AND HAND SCANNERS
Practice room keys and Hand Scanner codes are available at the Zelazo Box Office. ‘Specialized’ keys for piano major practice rooms and organ/harpsichord room (M 220) will require Area Chair authorization.

Students who give their practice room keys and/or security codes to others will have department keys revoked and it will be considered an act of misconduct.

After-hours entrance to the Music Building, the Zelazo Performance Center, and the Kenilworth Square buildings is allowed by hand scan identification only. Hand scanners are located at:

- East and West entrances of the music building
- Parking lot entrance of the Zelazo Center
- Entrance to the Kenilworth Building.

You must have your hand scanned at the Zelazo Box Office to attain your scanner identification.

LAPTOP REQUIREMENT
Music students in all areas will be encouraged to have a laptop computer during their course of study in the department. Students in the BFA Music Composition and Technology program will be required to have a laptop computer once they are admitted. Please see requirements posted on the PSOA Laptop Requirement web page: http://www4.uwm.edu/psoa/laptop.

LOCKERS
Locker Rental for all PSOA Departments:
- $7 for fall/UWinter
- $7 for spring/summer
- $14 for fall thru summer

PSOA Facilities & Operations will be installing new locks on the existing lockers. Upon payment, you will be given the combination to your assigned locker in your desired location.

PRACTICE ROOMS
Music Building practice rooms are located in M 140 corridor and on the 4th floor. Additional practice rooms are available in the lower level of the Zelazo Center for the Performing Arts. Practice rooms are reserved for Music Majors, only.
PRIVATE TEACHING - UWM MUSIC STUDENTS USING MUSIC DEPARTMENT FACILITIES

The University of Wisconsin-Milwaukee, in accordance with state statute, limits student utilization of University facilities related to University authorized instruction. **Students may not use the Peck School of the Arts facilities to teach private music lessons.** Students wishing to teach privately are encouraged to contact one of the local music stores for studio space.

MUSIC CLUBS AND PROFESSIONAL ORGANIZATIONS

- **AMERICAN CHORAL DIRECTORS ASSOCIATION (ACDA)**
  The American Choral Directors Association is the national, professional organization for all elementary, middle school, high school, college and church choir directors. The student chapter members receive national, regional and state publications and information on conferences and symposia. UWM students attend monthly meetings and the state conference each January.

- **COLLEGIATE NATIONAL ASSOCIATION FOR MUSIC EDUCATION (CNAfME)**
  The National Association for Music Education prepares students for changes, advancements and improvements in the field of music education. Members share ideas, discover new teaching techniques, develop leadership skills and expand a network of personal and professional contacts through campus activities, and state and national conferences. Anyone is eligible if they are pursuing a music education degree or any other music degree with an interest in teaching.

- **HORN CLUB**
  We curiously explore the study of the horn, create camaraderie amongst horn players on and off campus, and through performance and classes, promote awareness of horn repertoire in the Milwaukee area and beyond.

- **MUSIC FROM ALMOST YESTERDAY (MFAY)**
  An organization of student and faculty composers who put on concerts of student works each semester, host bake sales to support those concerts, and help composers connect with performers. We also try to put together special events to help composers collaborate on larger projects, like scoring silent films. All performances are open to the public. Come share your music, get feedback, and contribute to help our community grow.

- **PECK SCHOOL OF THE ARTS BLACK & GOLD COMMITTEE**
  In 2001-2002, the Black and Gold Committee was formed to review data and hear testimony regarding student satisfaction and success at UWM. In May 2002, the Commission produces its conclusions and
recommendations in its report: *Investing in UWM’s Students*. In response to initial recommendations, the Peck School of the Arts has formed the Peck School of the Arts Black and Gold Committee. The Committee is comprised of student representatives and faculty/staff representatives from each of the PSOA Departments. Meetings are held at 8:00 am the first Friday of each month during the fall and spring semesters. Career Day, Differential Tuition, activities spotlighting the PSOA student activities are among the various topics addressed.

- **STUDENT CHAPTER OF THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING (SNATS)**

SNATS encourages the highest standards of the vocal art and of ethical principles in the teaching of singing; and to promote vocal education and research at all levels, both for the enrichment of the general public and for the professional advancement of the talented.

Students of NATS members* have access to one of the organization’s most widely recognized activities: **Student Auditions**. They also have the opportunity, along with members, to compete at a national level through the National Association of Teachers of Singing:

- **Artist Awards (NATSAA)**
- **National Music Theater Competition (NMTC)**
- **National Student Auditions competition.**

The UWM Chapter holds regular meetings and fund raisers while promoting the UWM Opera program and other vocal area activities.

- **UWM CLASSICAL GUITAR STUDENT ORG**

Since 2005, UWM’s classical guitar student organization has worked to expose students to leading performers. Each year the group arranges three shows, inviting some of the world’s best touring performers to UWM. The shows each have a theme, such as chamber music and or performances by female guitarists.

After each show, the visiting performer gives a master class – a chance for students to play and receive a half-hour lesson.

The student organization has made the student experience a priority in other ways. Each year the organization applies for a grant with the UWM Student Association to send four students to a guitar festival, such as the Indiana Guitar Festival this year. These festivals are an opportunity to network with other students who are pursuing careers as performers.

**UWM SAFE SPACE**

If you have a serious concern, a problem with another student or professor, family matter or just need to talk, stop by one of the Music Department “Safe Spaces”. Your comments and concerns will be kept confidential. If you need further assistance, the Safe Space adviser will assist you get the help you need, A listing of “Safe Space” faculty is available in the Music Department Office. Participants include: James Burmeister (Music 151/Art 272) and Tanya Kruse Ruck (M 341).
UWM MUSIC LIBRARY
WHERE: 2nd floor, East Wing of the UWM Library
HOURS: The Libraries hours during the school year are 8am – 10pm on weekdays, we close at 5 on Fridays and are open Saturdays and Sundays as well. Rebecca Littman is the Music Librarian and, with her staff, can assist you in any reference needs. For a fast tour through the resources available in the UWM Music Library, try this link: http://www.uwm.edu/Libraries/Music/

UNIVERSITY STUDENT SERVICES

http://www4.uwm.edu/current_students/student_services/

ACCESS TO SUCCESS/DIVERSITY
UWM’s Access to Success initiatives are designed to enhance diversity and improve the learning and retention of all students.

COUNSELING/PSYCHOLOGY/SUBSTANCE ABUSE SERVICES
Getting stressed out? There's help.

DISABILITY SERVICES
The Student Accessibility Center will make sure a disability doesn’t mean inability.

STUDENT HEALTH
The professionals of Norris Health Center provide health care and help you make healthy lifestyle choices.

CAREER DEVELOPMENT CENTER
Helping students choose majors and career directions as well as make successful transitions from UWM to career.

UWM POLICE
UWM’s finest provide essential law enforcement, emergency and protective services.

CAMPUS SAFETY
UWM works hard to keep you and your environment safe and secure.

STUDENT’S RIGHT TO KNOW
Federal regulations require that UWM disclose information about itself, including academic, athletic, security, and financial aid information.
UWM EMERGENCY PREPAREDNESS
University Safety and Assurances prepares for every eventuality, from fire protection to environmental hazards.

MULTICULTURAL AFFAIRS
Programs, services and activities that encourage and support our diverse community.

TECHNOLOGY RESOURCES
Information technology plays an important role in daily campus life. A wide variety of technology resources are available to help.

MILITARY CALL-UP
What are your academic rights and responsibilities if you’re called to active duty?

UWM B.O.S.S.
Be On the Safe Side — get safe transportation when you need it.

INTERNATIONAL STUDENT SERVICES
The Center for International Education provides immigration advising for students who enter the United States on a visa.

UNIVERSITY POLICIES
A complete and current listing of University policies can be found at the following link to the Secretary of the University:
http://www.edu/Dept/SecU/SyllabusLinks.pdf

UNIVERSITY ACADEMIC INFORMATION

For information regarding the following topics, click on the Academic Information link or the individual topic.
http://www4.uwm.edu/ugcatalog/AcademicInfo.html

General Education Requirements
Degree Requirements
Course Load
Year in School
Grading System
‘F’ Grades – Additional Information
Grade Point Average

University-wide Academic Action Policy

Academic Drop

Incompletes

Overloads

Repeating Courses

Residence Credit Requirement

Graduation

Excess Credits Policy

Students Called to Military Service

Honors for Scholarship

Credit/No Credit Option

D2L
“Desire to Learn” (D2L) is the source for many course syllabi and course activities. You can log in and find your D2L sites at:
https://uwm.courses.wisconsin.edu/

When you log in, all of the courses in which you are enrolled that use D2L will appear with instructions for usage.

PAWS
https://paws.uwm.edu/psp/saprod/?cmd=login&languageCd=ENG&

Or click on the PAWS link at the top of the UWM homepage for:

- Academic Advising and Assistance
- Course Resources
- Financial Aid
- PAWS Student Tutorials
- Policies and Procedures
- Registrar's Calendar
- Registration
- Technology Resources
- Tuition and Fees
SYLLABUS = CONTRACT
The course syllabus is the contract between you and your instructor outlining your obligations for successful completion of the course. Assignment due dates, exams dates, attendance policies, and all texts and materials needed for the course are listed in the syllabus. In addition, the instructor will include information pertaining to their office hours and contact information. If you have any questions about the requirements or design of the course, speak to the instructor, immediately. Don’t wait until the end of the semester.

MUSIC DEPARTMENT ACADEMIC POLICIES

ACADEMIC MISCONDUCT
Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts. Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one’s own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or perform.

The following link states the University of Wisconsin policies and procedures in regard to academic misconduct:
http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm

ADD/DROP COURSES IN THE MUSIC DEPARTMENT
A Music Department course must be added within the first two weeks of the semester per the Registrar’s calendar. The following link will provide additional information regarding fees/tuition assessment for drop/withdrawals:
http://www4.uwm.edu/current_students/register_course_info/fees_assessed.cfm?term =1084&
“AT RISK” STUDENT REPORTS
At Risk Student Reports are generated after the fifth and tenth week of each semester by the Music Theory Area for the following courses:

- Music 1 Theory Fundamentals
- Music 123, 124, 226 Aural Theory
- Music 127, 128, 225 Materials of Theory

MusPerf 1 and MusPerf 101 Piano Fundamentals
The report serves as an early warning for the student exhibiting problems in the class that could result in failure. Areas of concerns noted in the report include:

- Poor attendance
- Poor homework completion
- Poor test results
- Poor classroom participation
- Tutoring recommended

Recommendations from the instructor to the student are included in the report. Copies of the report are sent to the student’s ensemble director, studio teacher, other theory area teachers and included in the student’s personal file. Every faculty member receiving a copy of an “At Risk” report is encouraged to discuss it with the student. The report is designed to assist the student in achieving success in the music department.

EVALUATIONS
At the end of each semester, students enrolled in any music department course are required to participate in evaluations of their instructors and courses.

FINAL EXAMS AND JURIES (Music Department)
Consult your course syllabus for the date and time of the final exam. The UWM website lists the times for all academic course final exams. This is based on the meeting day and time of your class. The following link will provide additional information regarding the final exam schedule:

If there is a conflict between your jury and another final exam, contact your studio teacher immediately to make alternative arrangements for your jury.

All students enrolled in performance and composition studios are required to participate in juries at the completion of each semester. Students may be exempt from juries if the are taking lessons at the 100 level or if they have completed a degree requirement recital during that semester. Comments from faculty and staff jurors are shared with students. In some areas, a percentage of the students’ studio grade comes from performance juries.
GRIEVANCE AND APPEAL PROCESS (Music Department)
Students may initiate a grievance/appeal in the following instances: adverse decisions in an academic matter (e.g., dropping a course, grades), any class related matter.

**Step 1** The student discusses the grievance/appeal with the faculty member involved. This discussion must take place within a maximum of 30 working days of the action that prompted the grievance/appeal.

**Step 2** If dissatisfied with Step 1 decision, the student may appeal to the departmental chairperson. Such an appeal must be made within a maximum of 10 working days from the date of the Step 1 decision. (If the grievance/appeal involves the chairperson, Step 2 is omitted and the student may proceed with the appeal as described in Step 3.)

**Step 3** If dissatisfied with the Step 2 decision, the student may appeal to the chairperson of the Departmental Grievance and Appeals Committee of the department involved. Such an appeal must be made within a maximum of 10 working days from the date of the Step 2 decision.

**Step 4** If dissatisfied with the Step 3 decision, the student may appeal in writing and in person if he/she wishes, to the chairperson of the Peck School of the Arts Academic Appeals Committee. Such an appeal must be made within a maximum of 10 working days from the date of the Step 3 decision. A written statement of the decision on the appeal is provided to the student, to the faculty member responsible for the initial decision, and to the Administrator of Student Affairs.

**Step 5** If dissatisfied with the Step 4 decision, the student may appeal in writing, and in person if he/she wishes, to the Dean of the Peck School of the Arts or the Dean’s designee. This appeal must be made within a maximum of 10 working days from the date of the Step 4 decision.

At each level of the appeal procedure it is expected that a reply will be given to the student within a reasonable period of time.

PROBATION (Music Department) (*Probation cannot be assigned to entering freshmen accepted as a music major. See: Provisional Student*)

The University-wide Academic Action Policy establishes minimum standards for undergraduate students enrolled in schools and colleges. Individual schools and colleges may adopt stricter criteria, and students should consult the school/college advising offices for specific information.

A music major having a studio grade of C or lower for two consecutive semesters and/or GPA falling below 2.0 minimum university-wide standard for any grading period will be subject to the following academic actions.

- **Music Department Studio Probation**: A student who has a studio grade of C
or lower for two consecutive semesters may be placed on Music Department Probation. (2.75 GPA is required for continuation in the Music Education degree program.)

- **Cleared Probation:** Either re-audition or a passing grade for the performance lessons and final jury is attained during the semester of probation and a cumulative GPA of 2.0 or above.

- **Music Department Scholarships:** Scholarship students must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale). If a scholarship student does not maintain a cumulative GPA of 3.0 or falls below a suitable level of academic or musical performance, he or she will be put on probation for one (the following) semester. If the student continues below level in academic or musical performance during the semester of probation, the student will lose the scholarship. The student may re-apply for a scholarship award after one semester at the appropriate academic and music performance level. *(Note: Freshman may be allowed one additional semester of probation. The Scholarship Committee will render decisions on a case by case basis.)*

**REPEAT POLICY (Music Department)**

Under the Music Department Repeat Policy, a student requesting permission for a second repeat of a course must provide a written request to the Music Department Chairperson. Under the Repeat Policy, a student may be granted approval to repeat a course a second time upon the Music Department Chairperson’s determination that exceptional circumstances apply. The Chairperson may request an Appeals Committee take up the request as deemed appropriate.

The committee will meet after receiving the student’s written appeal to the Music Department Chairperson. The committee will deliberate primarily on the basis of written documents submitted by all interested parties, but may conduct interviews or such other investigation as may be necessary to resolve the issue.

The decision should be rendered in writing and signed by all members of the committee with copies to the student, the Office of the Dean in the Peck School of the Arts, and the Music Department Chairperson.

This discussion must take place within a maximum of 10 working days of the Chairperson receiving the written appeal that prompted the action. The Dean’s Office will then make determination to except or reject the recommendation of the Music Department Chairperson, and will notify the Department of Enrollment Services of the appropriate outcome, by means of an Executive Action.
GENERAL EDUCATION REQUIREMENTS

UWM’s General Education Requirements (GER) apply to all students who earned degree credit at an accredited institution since September 1986. Students classified as “Special Students” prior to September 1986 will be subject to GER upon admission to a UWM degree program. Transfer students will not be subject to the GER if they earned transferable degree credit at an accredited institution prior to September 1986. Second degree candidates from an accredited institution are not subject to the GER.

The General Education Requirements are intended to give structure to each student’s education while giving the student the greatest possible freedom to design an individual academic program. These requirements include two major categories: the first designed to assure basic student competencies, and the second with a broad body of knowledge as a foundation for specialization.

Competency requirements include the general areas of English composition and mathematics. Students must complete these requirements as a prerequisite to attaining junior standing. Those Music Majors who are not subject to a Foreign Language Requirement (see below) are required to show competency in a foreign language. Distribution requirements are composed of areas of the arts, humanities, natural sciences, and the social sciences. Students must complete these requirements for graduation.

Follow this link to the current listing of UWM GERs:

http://www4.uwm.edu/current_students/ger_information/gercourses.cfm

COMPETENCY REQUIREMENTS

ENGLISH COMPOSITION
Completion of the English Composition Requirement must be demonstrated by writing an essay examination at a level of achievement determined by the Academic Program and Curriculum Committee, by earning a grade of C or higher in English 102 or transferring an equivalent course with a grade of C or higher. You can qualify to write the essay by scoring a 637 or better on the English Placement Test (EPT).

MATHEMATICAL SKILLS
Completion of the Mathematics Requirement must be demonstrated by achieving a placement code of at least 30 on the mathematics placement test; or by earning at least 3 credits with a grade of C or higher in Mathematical Sciences 105, 106, 175 or equivalent courses.
FOREIGN LANGUAGE
The GER Foreign Language Proficiency Requirement of 0–6 credits may be fulfilled
with two years of a language in high school or six credits in college. (This is the
minimum requirement for all incoming freshmen and transfers beginning Fall 1999.)
Consult each Music degree area for additional requirements.

DISTRIBUTION REQUIREMENTS AND ELECTIVES: 30 CREDITS
Thirty credits of distribution requirements and electives chosen from any school or
college outside of the Peck School of the Arts.

- Arts & Humanities 6
- Social Sciences 6
- Natural Sciences 6
- Cultural Diversity (May be met by any course so designated, and which had
been approved for GER distribution in the arts, humanities or social sciences.).
- Two courses, totaling 6 credits, must be taken in the humanities, social
sciences, and natural sciences.
- At least one of the natural science courses must include a laboratory or field
experience.
- Courses which satisfy this distribution requirement are listed in the Schedule of
Classes.
- Special departmental curricula may specify certain courses to be included in the
30-credit requirement. Consult curriculum requirements.

PECK SCHOOL OF THE ARTS COURSE REQUIREMENTS:

12 CREDITS FREE ELECTIVES: 3 CREDITS Twelve credits are required in the Peck
School of the Arts courses outside the student’s discipline, i.e., art, dance, film, music
or theatre. These credits are to be distributed as follows:

- 3 credits must be taken in each of three Arts disciplines. (Total of 9 credits).
- Music Majors are required to take Music 310 Introduction to World Musics for
the remaining 3 credits.
- Remaining credits (3) of the 45-credit total required may be elected from any
area of the University, including the Peck School of the Arts courses outside
the student's discipline.
BACHELOR OF FINE ARTS IN MUSIC (BFA)
Various undergraduate curricula lead to the Bachelor of Fine Arts in Music or Bachelor of Fine Arts in Music Education degree. The following undergraduate courses of study are available:

- MUSIC PERFORMANCE. A curriculum in voice, keyboard, or another instrument that prepares the student for both professional performance and studio teaching.
- MUSIC EDUCATION. A curriculum in vocal, instrumental and/or general (K-12) music education culminating in certification by the State of Wisconsin Department of Public Instruction that prepares students to teach and supervise music in the elementary and secondary schools.
- MUSICOLOGY/ETHNOMUSICOLOGY. A curriculum that focuses on the historical and critical study of music and prepares the student for specialization and graduate work in musicology, music librarianship and music criticism.
- MUSIC COMPOSITION AND TECHNOLOGY. A curriculum that prepares the student for specialization in creative musical writing and related analytical skills and concepts, in conjunction with specific courses of study in microcomputers, electronic music-based software applications, MIDI, sound synthesis, and pedagogy.
- MUSICAL THEATRE. (Please consult the UWM Peck School of the Arts Theatre Department site for more information.) The Musical Theatre track will provide the student with the opportunity to train and develop the necessary skills needed to succeed in an art form that encompasses all three areas of performance.

BACHELOR OF ARTS IN MUSIC (BA)
A general music degree designed for music students interested in combining a music major with a second major or minor in a non-music degree program.

GRADUATE PROGRAMS IN MUSIC
The various graduate curricula lead to the Master of Music or Master of Fine Arts degree with concentrations in:

- MUSIC PERFORMANCE
- CONDUCTING
- MUSIC COMPOSITION
- MUSIC HISTORY AND LITERATURE
- STRING PEDAGOGY
- MUSIC EDUCATION

(See the Graduate School Bulletin for details.)
The LEONARD SORKIN INTERNATIONAL INSTITUTE FOR CHAMBER MUSIC is a two-year program leading to a Certificate in Chamber Music Performance.

NON-MAJOR MUSIC OPPORTUNITIES
While professional training is the main thrust of the UWM music curricula, the department offers many personal enrichment courses for the non-music major. UWM students have the opportunity to participate in a wide range of performing organizations and many academic music courses.

Private or class music lessons are also offered to the non-major under the following conditions:
- Successful placement audition in one of the top music department ensembles
- Consent of instructor and availability of instructional time
- Concurrent registration in an approved Music Performance organization.

More information at: http://uwm.edu/arts/ger/

SCHOLARSHIPS
Follow this link for Music Scholarship information. http://www4.uwm.edu/psoa/music/scholarships/
Additional information regarding scholarship availability for new students can be found on the Admission/Audition link on the Music Department home page. http://www4.uwm.edu/psoa/music/admission/

STUDY ABROAD
The Peck School of the Arts looks favorably upon foreign educational experiences and encourages students to seek study abroad at accredited institutions. Every effort will be made to integrate such courses into a student’s major program. Course numbers are available including:
MUSIC 297 Undergraduate only and MUSIC 497 Undergraduate and Graduate
The course title: Study Abroad

Credit hours vary from 1-12 CR based on the scope of the course offering
GER/Credits/Honors (Audit not Allowed) Description: Studio and special studies designed to provide relevant course work for a study abroad program in music.

Prerequisite: May be retaken with change in topic to maximum of 12 credits. Prerequisite: cons instructor & acceptance for Study Abroad program. For more information, please contact the Music Department Chair

For more information on the various UWM study abroad programs: http://www4.uwm.edu/cie/
MUSIC DEGREE REQUIREMENTS
All music curricula for the B.F.A. require 125-130 credits, distributed as follows:
- Music courses as specified in each curriculum: 75-80 credits;
- Core curriculum: 45 credits
- General electives: 0-5 credits

The B.A. in music requires 120 credits, distributed as follows:
- Music courses, 47 credits
- Core curriculum, 45 credits
- General electives, 28 credits

PERFORMANCE ORGANIZATION REQUIREMENTS
All music majors are required to participate in approved major performing organizations during their course of study.
The director of bands, the director of choral activities, and the director of orchestras make ensemble and seating assignments at the beginning of each semester.

For the purpose of fulfilling the Performance Organization requirement, the Department of Music recognizes the following approved major performing organizations: Concert Chorale, Symphony Band, Symphony Orchestra, University Band, University Choir, University Community Orchestra, and Wind Ensemble. (Other performance ensembles may be approved in certain degree programs: see individual degree programs for specific requirements in each area.)

PERFORMANCE REQUIREMENT FOR TRANSFER STUDENTS
Credits from an accredited college/university for performing organizations may be granted as follows:
1. All transfer students to UWM, regardless of entry level, must take at least two semesters of an approved major performing organization. The performing organization must conform to the individual degree requirements: instrumentalists take band or orchestra, vocalists take choral ensembles.

2. Entering sophomores with 30 or more earned credits may only transfer up to two completed semesters of an approved performing organization from another university.

3. Entering juniors with 60 or more earned credits may only transfer up to four completed semesters of an approved performing organization from another university.

LARGE ENSEMBLE AUDITION MATERIALS
Click on http://www4.uwm.edu/psoa/programs/music/auditions/. Under the section AUDITION MATERIALS, you can download a pdf file with full instructions, audition schedules, and music excerpts for your instrument.

RECITAL AND CONVOCATION REQUIREMENTS
All music majors must attend weekly Convocation meetings for a minimum of six
semesters. All students entering the Music Department as freshmen are required to take Music 106 Foundations in Music during their Freshman year. Music 106 counts toward the 6 semester Convocation requirement. All music majors, except transfer students and second-degree candidates, must earn 80 recital attendance credits for graduation. This requirement may be met by attending:

- campus recitals (one attendance credit per recital)
- weekly departmental Convocation (five attendance credits per semester),
- off-campus recitals (one attendance credit per recital to a maximum of three per semester).

Transfer students and second-degree candidates must earn 10 recital credits (including weekly Convocation) for each semester on the UWM campus, to a total of 80, or until the completion of the degree.

MUSIC PERFORMANCE COURSE ENROLLMENT REQUIREMENTS
The study of music performance in private lessons, master classes, and seminars is governed by the following conditions:

- Performance courses (lessons) cannot be dropped after the second week of each semester;
- Eligibility for undergraduate music major private lessons requires a minimum of 4 credits in Music Department courses. Only one ensemble credit can be applied to the 4-credit minimum.
- All music majors are required to enroll in an approved ensemble concurrent with each semester of private study
- Enrollment in Master Class (lab) is required of all students taking private lessons at the 200 level or above. Students taking private lessons at the 100 level should contact the studio instructors for specific area requirements.

MUSIC THEORY REQUIREMENTS
All music majors are required to take a core of music theory and music history courses. The Music Theory core comprises a three-semester sequence of Materials of Theory and Aural Theory. This is followed by a semester of Form Analysis. All music degree programs require additional theory courses or electives. See individual degree programs for specific requirements. Students are expected to take theory courses in sequence and to successfully complete each particular level within the same semester, i.e., level-one theory courses (MUS123 and MUS127) are to be taken together.

- Music 123 and Music 127 Pre-requisite: placement via Music Theory Placement Exam or B- or higher in Music 1 Theory Fundamentals.
- Music 124 and Music 128 Pre-requisite: C- or higher in Music 123: Aural Theory I and Music 127: Materials of Music I.
• Music 225 and Music 226 Pre-requisite: C- or higher in Music 124: Aural Theory II and Music 128: Materials of Music II. Music 230:
• Form and Analysis requires a C- or higher in Music 225: Materials of Music III and Music 226: Aural Theory III.
• Music 321: Counterpoint requires a C- or higher in Music 225 and Music 226.
• Music 421: Materials of Contemporary Music, requires a C- or higher in Music 230: Form Analysis.

MUSIC HISTORY, LITERATURE AND ETHNOMUSICOLOGY REQUIREMENTS The Music History core comprises the three-semester sequence of the General History of Western Music. All music degree programs require additional music history/literature courses or electives. See individual degree programs for specific requirements.

MUSIC PERFORMANCE MAJOR CREDIT OVERVIEW Prospective students must demonstrate advanced technical and artistic skills at the admission audition for a performance degree.
MUSIC COURSE REQUIREMENTS: 65-80 credits with variable electives. See individual area requirements.

MASTER CLASS Students enrolled in lessons must also enroll in the appropriate masterclass. See individual area requirements.

PIANO REQUIREMENT All entering music majors must pass a piano proficiency exam. Students not passing the proficiency will be required to successfully complete Mus Perf I (Class Piano Levels I & II). MusPerf 1 will not be counted toward degree requirement. Additional piano requirements vary by degree program.

• BFA
  o Brass, Guitar, Percussion, Strings, Woodwinds: no additional piano requirement.
  o Voice: 2 semesters at 100 level.
  o Composition & Technology: 4 semesters at 100 level.
  o Music Education (Instrumental): Mus Ed 331 Keyboard Skills for Music Educators I.
  o Music Education (Choral): Mus Ed 331 and Mus Ed 332 Keyboard Skills for the Music Educators I & II and 2 semesters at 200 level.
  o Music History and Literature: 2 semesters at 100 level.
  o Musical Theatre: MusPerf I Levels I & II or 2 semesters at 100 level.

• BA
  o No additional piano requirement
MAJOR ENSEMBLE (1 cr. per sem.)
Students taking individual lessons must concurrently be enrolled in an approved Performance Ensemble. See Performance Organization requirements.

CHAMBER ENSEMBLE
Applies to Instrumental Curriculum only.

MUSIC THEORY AND HISTORY
See individual area requirements or electives.

CONDUCTING
See individual area requirements or electives.

JUNIOR RECITAL
Supervised preparation towards full or one-half junior recital. See individual area requirements.

SENIOR RECITAL
Supervised preparation towards required full senior recital.

FOUNDATIONS IN MUSIC & CONVOCATION
1 semester of Music 106 Music and 5 semesters of Music 107. See Recital and Convocation Attendance.

0 CREDIT COURSES
A 1 credit fee will be assessed by the University if course load is less than 12 credits or greater than 18.

ELECTIVES
See individual area requirements or electives.

SPECIAL CORE CURRICULUM REQUIREMENTS
Foreign language: See individual area requirements.

TUTORING
The Music Department Tutoring Program offers specialized assistance for students enrolled in:

- Theory Fundamentals (MUSIC 1),
- Materials of Theory I, II, & III (MUSIC 127, 128, 225),
- Aural Theory (MUSIC 123, 125, 226)
- Form Analysis (MUSIC 230)
- Piano Fundamentals (MUS PERF 1)

Tutoring appointments are available Monday through Friday from 8:00 AM through
early evening hours. Online registration is available on the UWM Music Department website under RESOURCES. [http://www4.uwm.edu/psoa/music/](http://www4.uwm.edu/psoa/music/)

Students may sign up individually or in groups not exceeding four students. All sessions are held in the Music Theory Tutoring Center (M185) or in the Performing Arts LLC. There is no charge for the tutoring sessions.

The theory and piano faculty invite students to become tutors based on the candidate’s demonstrated command of all of the tutoring subjects and levels. There are currently 15 tutors in the program representing a wide variety of musical disciplines. Guitar and Piano Fundamentals tutors participate as classroom assistants. Tutors are paid an hourly rate. The program is funded through Differential Tuition.

**DEGREE RECITAL INFORMATION**

**RECITAL HALL RESERVATIONS FOR JUNIOR & SENIOR RECITALS**

**GENERAL POLICIES**

- All undergraduate and graduate recitals will be charged a non-refundable fee of $75 to offset the cost of PSOA House Management staff.
- The PSOA Event Request Form is a tentative reservation; the day/time/venue is not confirmed until after payment has been received.
- All student recital program information must be provided by the student after approval of their principal instructor. The Music Department must prepare your Recital Program, which maintains accreditation archives as well as notification to the BMI, ASCAP, and SESAC music licensing agencies.
- Students are responsible for their own Recital Poster Design, Printing, and Marketing, and must remove ALL posters they put up following the recital date.

**PROCEDURE FOR RESERVING SPACE**

1. **CHECK VENUE AVAILABILITY IN ROAR**
   - At uwm.edu/roar, without logging in, click on ‘Performance Space Viewer’ in the ‘Public Location Searches’ box.
   - Click on the ‘Availability’ tab in the middle of the screen, and then start checking your possible dates in your desired venue (both recital and dress rehearsal).
   - A ROAR tutorial video is available here: [https://www.youtube.com/watch?v=HC6lwVx_fsE](https://www.youtube.com/watch?v=HC6lwVx_fsE)
2. CHECK YOUR POSSIBLE DATES WITH YOUR PRINCIPAL INSTRUCTOR, ACCOMPANIST AND/OR ENSEMBLE MEMBERS.

3. RE-CHECK VENUE AVAILABILITY IN ROAR
The PSOA Event Request Form will ask you for 2 possible dates and all venues are first-come, first-served for student recitals, so please double-check that your desired day/time/venue is still available, even if step 2 only took 24 hours.

4. SUBMIT THE PSOA EVENT REQUEST FORM
http://wwwdev.uwm.edu/arts/facilities/event-form/

- This form will request the following information: Full Name and Contact Information, including undergraduate or graduate status.
- Event Name:
  - First Name, Last Name
  - Junior/Senior/Graduate
  - Your Instrument Recital
  - (e.g. John Smith Senior Vocal Recital)
  - Principal Instructor Full Name and UWM email address
- 1st and 2nd Choice of Dates, and your desired Venue, as well as Dress Rehearsal times
- Choice of Piano
- Any general information you think PSOA Facilities and the Department of Music should be aware of for your recital.

5. AFTER YOU SUBMIT THE PSOA EVENT FORM

- You and your principal instructor will receive an auto-generated email with the information that you entered.
- Within 7 days, the PSOA Operations Manager will tentatively reserve your recital (or email you to reschedule if both dates are no longer available), and send you a link to pay the $75 recital fee via the PSOA Box Office (either online, in person, or over the phone).
- You have 14 days to pay or before your tentative reservation will be cancelled.
- Following payment, the PSOA Operations Manager will confirm your recital day/time/venue via email. SAVE THIS EMAIL.

6. IF YOU NEED TO CHANGE YOUR RECITAL
Check ROAR availability and reply to the confirmation email you received from
the PSOA Operations Manager with your requested change.

7. Your event details will appear in the Student Recital listing on the Music Department webpage at arts.uwm.edu/music (after you submit items A and B below).

PRINTED PROGRAM PROCEDURES
The following is due NO LATER THAN 4 WEEKS prior to your recital date via email to psoa-programs@uwm.edu. It should be sent as a single doc, docx or rtf file (or copy/paste the text into the body of the email itself) – do not send this text in bits and pieces.

- Event Name:
- First Name, Last Name
- Junior/Senior/Graduate
- Your Instrument Recital (e.g. John Smith Senior Vocal Recital)
- Recital Date, Time and Venue
- Complete Program Order, including any movement titles, intermission, and date of birth (and death, if applicable) of composers
- Names and Instruments of accompanists and other musicians
- Program Notes, if space remaining. (Junior and Senior Recitals are restricted to two pages of program information total. Graduate Recitals are allowed up to six pages of program information.)
- Vocal Translation: These are not printed by Department of Music. The student must provide these as additional handout materials.
- Programs will be printed (8.5”x14” folded in half) and delivered to Zelazo 110.
- PSOA House Managers will file the required Music Archival copies, and bring the remainder to your recital venue for the performance.

The Music Department reserves the right to cancel any reservation and use the space for another event if the student does not comply with the reservation policies.

RECORDING RECITALS AND CONCERTS

I. RECORDING LAB SEMINAR
Students and faculty may choose to take the Recording Lab Seminar to learn about using the MUS175 Recital Hall recording booth, MUS103 Recording Lab, and the Bader Hall sound booth. The seminar is free, offered multiple times per semester, and takes about 1 hour. Postings around the first floor of the Music Building will give the
dates and times of the seminars. It covers:

- Using the Marantz CD-R Recorder (in MUS175)
- Transferring raw recordings to a computer editing station (in MUS103)
- Mixing and mastering a recital for a finished CD The Zelazo sound booth is equipped with the same Marantz CD-R Recorder as the Recital Hall, along with additional signs and notes for using the room's mixer.

II. STUDENT ACCESS

Students must first take the Recording Lab Seminar to gain access to the recording facilities. An updated list of student access is kept in the Music Office Mail Room. Students wishing to record their recital (or someone else's recital) may request access to the recording booth. If they are on the student access list, the hall manager will open the space for them. (This includes rehearsals or other cases where the student reserves the hall.)

A sign out sheet has been posted on the MUS103 Recording Lab door. The key to the room may be checked out from the Music Office and kept for a maximum 24 hours. The sign-out sheet in the Music Office is supervised by the office staff who check the student access list before giving out the key.

DEPARTMENT OF MUSIC CURRICULUM

Curriculum Requirement/Semester Outlines for each music degree program are available from the UWM Music Department Office or the Peck School of the Arts Advising Office. It is very important that you follow the curricular plan assure successful completion of the degree requirements in a timely manner. Please note the required courses that are offered on a rotating basis (Fall or Spring semester, even or add numbered years.)

The online version of the Music curriculum is currently being revised. Please contact the UWM Music Department for updated information.

music-info@uwm.edu

UWM SCHEDULE OF CLASSES

All Department of Music degree programs are listed on this sight. Once you open the link, you can click on the degree area (i.e. Music Performance, Music Education) for specific degree requirements and the recommended curriculum order.

http://www.uwm.edu/ugbulletin/SC/D_FA_M.html
This link will take you to all classes currently offered at UWM. Each course entry will list class days, times, locations, credits, instructor, any prerequisites and a brief description.  http://www4.uwm.edu/schedule/

MUSIC COURSES (Music)
The following area courses include music theory, musicology/ethnomusicology, ensembles, vocal diction, accompanying. These courses are governed by special Music Department policies and are available only to Music Majors and Inter-Arts Majors.

MUSIC EDUCATION COURSES (Mus Ed)
Department policies and are available only to Music Majors.

MUSIC PERFORMANCE COURSES (Mus Perf)
The following courses include instrument fundamentals, master classes, courses for MM Accompanying and ICM students, and music performance (lessons). These courses are governed by special Music Department policies and are available only to Music Majors and Inter-Arts Majors.

COURSE ROTATION
In the following areas, certain courses are offered on a limited basis – Fall or Spring semester/even or odd year. Consult your advisor, major area, or course area to determine availability of rotation courses.

- Musicology & Ethnomusicology
- Music Theory
- Voice
- Conducting
- Strings
- Instrumental Fundamentals for Music Education Students