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Welcome Letter

Dear Students,

Welcome to the Department of Music at Auburn University. Congratulations on the decision to pursue your undergraduate education here in music or music education. I believe you will find the programs to be excellent, exciting, nurturing, and challenging. Your undergraduate years offer you a wide variety of new experiences and exciting prospects in intellectual, musical, and social pursuits. Take advantage of this opportunity to avail yourself of all of the resources here at Auburn University and in the regional community.

In this handbook you will find information, guidelines, and helpful hints to assist you in the completion of your undergraduate music degree. Curriculum guides for the various baccalaureate degree programs in music and music education are available on departmental and university websites.

The faculty and administration are here to guide you through this process; however, you are responsible, with our assistance, for the completion of your degree. Becoming thoroughly familiar with this handbook, curriculum guides, and university requirements will help in the initial stages of your degree work. If you have any questions, please see your advisors, applied teacher, or me.

We, the faculty and administration, are here to serve you, the students. Success in your education and career endeavors is very important to us. You, too, have some responsibility. Read this handbook, your course syllabi, appropriate sections in the AU Bulletin, and other university information. Attend classes regularly and keep up with assignments. PRACTICE!!! Seek help if you need it, in classes or personally. The faculty and administration are available for you and a variety of student services are offered on campus.

Feel free to contact me if you need any assistance.

Dr. Sara Lynn Baird

Professor and Chair

Department of Music
### Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>AU Ext.</th>
<th>Room</th>
<th>Area</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acker-Mills, Barbara</td>
<td>344-844-4165</td>
<td>101B GH</td>
<td>Music Appreciation, Accompanying</td>
<td><a href="mailto:bea0001@auburn.edu">bea0001@auburn.edu</a></td>
</tr>
<tr>
<td>Baird, Sara Lynn</td>
<td>344-844-3162</td>
<td>222 GH</td>
<td>Music Appreciation/Strings</td>
<td><a href="mailto:dcb0017@auburn.edu">dcb0017@auburn.edu</a></td>
</tr>
<tr>
<td>Ballam, David</td>
<td>344-844-4434</td>
<td>5002 HC</td>
<td>Music Education</td>
<td><a href="mailto:nhb0002@auburn.edu">nhb0002@auburn.edu</a></td>
</tr>
<tr>
<td>Barry, Nancy</td>
<td>344-844-3159</td>
<td>101 GH</td>
<td>Administration-Music</td>
<td><a href="mailto:meb0056@auburn.edu">meb0056@auburn.edu</a></td>
</tr>
<tr>
<td>Benson, Megan</td>
<td>344-844-4165</td>
<td>101 GH</td>
<td>Administration-Music</td>
<td><a href="mailto:slb0024@auburn.edu">slb0024@auburn.edu</a></td>
</tr>
<tr>
<td>Chaudhury, Raj</td>
<td>344-844-4165</td>
<td>101 GH</td>
<td>Administration-Music</td>
<td><a href="mailto:slb0024@auburn.edu">slb0024@auburn.edu</a></td>
</tr>
<tr>
<td>Collins, Sarah</td>
<td>344-844-3162</td>
<td>222 GH</td>
<td>Music Appreciation/Strings</td>
<td><a href="mailto:dcb0017@auburn.edu">dcb0017@auburn.edu</a></td>
</tr>
<tr>
<td>DeGoti, Mark</td>
<td>344-844-4434</td>
<td>5002 HC</td>
<td>Music Education</td>
<td><a href="mailto:nhb0002@auburn.edu">nhb0002@auburn.edu</a></td>
</tr>
<tr>
<td>Dickerson, Shane</td>
<td>344-844-4165</td>
<td>101 GH</td>
<td>Administration-Music</td>
<td><a href="mailto:slb0024@auburn.edu">slb0024@auburn.edu</a></td>
</tr>
<tr>
<td>Dunn-Powell, Rosephanye</td>
<td>344-844-3162</td>
<td>222 GH</td>
<td>Music Appreciation/Strings</td>
<td><a href="mailto:dcb0017@auburn.edu">dcb0017@auburn.edu</a></td>
</tr>
<tr>
<td>Duraski, Anne</td>
<td>344-844-3174</td>
<td>106 GH</td>
<td>Voice/Opera</td>
<td><a href="mailto:asd0019@auburn.edu">asd0019@auburn.edu</a></td>
</tr>
<tr>
<td>Farmer, Dale</td>
<td>344-844-4194</td>
<td>117 GH</td>
<td>AU Singers</td>
<td><a href="mailto:farmew1@auburn.edu">farmew1@auburn.edu</a></td>
</tr>
<tr>
<td>Ferguson, Sarah</td>
<td>344-844-4166</td>
<td>132 GH</td>
<td>Administration-Band</td>
<td><a href="mailto:saf0004@auburn.edu">saf0004@auburn.edu</a></td>
</tr>
<tr>
<td>Garrison, Karen</td>
<td>344-844-3180</td>
<td>213 GH</td>
<td>Flute</td>
<td><a href="mailto:garrikh@auburn.edu">garrikh@auburn.edu</a></td>
</tr>
<tr>
<td>Gheesling, Laurelie</td>
<td>344-844-3172</td>
<td>110 GH</td>
<td>Coor. Collaborative Piano</td>
<td><a href="mailto:lizg0006@auburn.edu">lizg0006@auburn.edu</a></td>
</tr>
<tr>
<td>Goldstein, Howard</td>
<td>344-844-3167</td>
<td>128 GH</td>
<td>Strings/Orchestra</td>
<td><a href="mailto:goldsha@auburn.edu">goldsha@auburn.edu</a></td>
</tr>
<tr>
<td>Good, Rick</td>
<td>344-844-3178</td>
<td>133 GH</td>
<td>Director of Bands</td>
<td><a href="mailto:goodric@auburn.edu">goodric@auburn.edu</a></td>
</tr>
<tr>
<td>Gross, Nikki</td>
<td>344-844-4108</td>
<td>130 GH</td>
<td>Ast. Director of Athletic Bands</td>
<td><a href="mailto:cng0021@auburn.edu">cng0021@auburn.edu</a></td>
</tr>
<tr>
<td>Harrison, Guy</td>
<td>344-844-8192</td>
<td>218 GH</td>
<td>Strings, Music Education</td>
<td><a href="mailto:gharrison@auburn.edu">gharrison@auburn.edu</a></td>
</tr>
<tr>
<td>Hoch, Matthew</td>
<td>344-844-3188</td>
<td>107 GH</td>
<td>Voice/Opera</td>
<td><a href="mailto:mhr0032@auburn.edu">mhr0032@auburn.edu</a></td>
</tr>
<tr>
<td>Ikner, Joseph</td>
<td>344-844-3141</td>
<td>223 GH</td>
<td>Music Appreciation/Guitar</td>
<td><a href="mailto:wj0004@auburn.edu">wj0004@auburn.edu</a></td>
</tr>
<tr>
<td>King, Bryan</td>
<td>344-844-3152</td>
<td>123 GH</td>
<td>Music Appreciation/Organ</td>
<td><a href="mailto:kingbry@auburn.edu">kingbry@auburn.edu</a></td>
</tr>
<tr>
<td>King, Kathy</td>
<td>344-844-3171</td>
<td>117 GH</td>
<td>Music Education</td>
<td><a href="mailto:kingkat@auburn.edu">kingkat@auburn.edu</a></td>
</tr>
<tr>
<td>Knipschild, Ann</td>
<td>344-844-3185</td>
<td>220 GH</td>
<td>Oboe</td>
<td><a href="mailto:knipsak@auburn.edu">knipsak@auburn.edu</a></td>
</tr>
<tr>
<td>Kuehne, Jane</td>
<td>344-844-6852</td>
<td>5090 HC</td>
<td>Music Education</td>
<td><a href="mailto:kuehnjm@auburn.edu">kuehnjm@auburn.edu</a></td>
</tr>
<tr>
<td>Odom, David</td>
<td>344-844-3184</td>
<td>109 GH</td>
<td>Clarinet</td>
<td><a href="mailto:clarinet@auburn.edu">clarinet@auburn.edu</a></td>
</tr>
<tr>
<td>Pendowski, Michael</td>
<td>344-844-3164</td>
<td>217 GH</td>
<td>Saxophone/Jazz</td>
<td><a href="mailto:mjp0023@auburn.edu">mjp0023@auburn.edu</a></td>
</tr>
<tr>
<td>Peterson, Dale</td>
<td>344-844-3160</td>
<td>135C GH</td>
<td>Music Appreciation/Theory</td>
<td><a href="mailto:rdp0005@auburn.edu">rdp0005@auburn.edu</a></td>
</tr>
<tr>
<td>Pifer, Josh</td>
<td>344-844-3198</td>
<td>111 GH</td>
<td>Piano/Piano Skills</td>
<td><a href="mailto:jkp0013@auburn.edu">jkp0013@auburn.edu</a></td>
</tr>
<tr>
<td>Powell, William</td>
<td>344-844-3166</td>
<td>113 GH</td>
<td>Faculty-Dir Choral Activities</td>
<td><a href="mailto:powellwc@auburn.edu">powellwc@auburn.edu</a></td>
</tr>
<tr>
<td>Rosener, Doug</td>
<td>344-844-3160</td>
<td>135C GH</td>
<td>Percussion</td>
<td><a href="mailto:rosendb@auburn.edu">rosendb@auburn.edu</a></td>
</tr>
<tr>
<td>Samolesky, Jeremy</td>
<td>344-844-3165</td>
<td>108 GH</td>
<td>Piano</td>
<td><a href="mailto:jas0017@auburn.edu">jas0017@auburn.edu</a></td>
</tr>
<tr>
<td>Schaffer, Bill</td>
<td>344-844-3187</td>
<td>224 GH</td>
<td>Horn/Theory</td>
<td><a href="mailto:schafwr@auburn.edu">schafwr@auburn.edu</a></td>
</tr>
<tr>
<td>Spurlin, Corey</td>
<td>344-844-3179</td>
<td>131 GH</td>
<td>Assoc. Director of Bands</td>
<td><a href="mailto:cspurlin@auburn.edu">cspurlin@auburn.edu</a></td>
</tr>
<tr>
<td>Walls, Kim</td>
<td>344-844-6892</td>
<td>5040 HC</td>
<td>Music Education</td>
<td><a href="mailto:wallski@auburn.edu">wallski@auburn.edu</a></td>
</tr>
<tr>
<td>Weisbrod, Liza</td>
<td>RBD Library</td>
<td></td>
<td>Accompanist/Librarian</td>
<td><a href="mailto:weisbel@auburn.edu">weisbel@auburn.edu</a></td>
</tr>
<tr>
<td>Wood, Matt</td>
<td>344-844-3155</td>
<td>231 GH</td>
<td>Low Brass</td>
<td><a href="mailto:mpw0002@auburn.edu">mpw0002@auburn.edu</a></td>
</tr>
</tbody>
</table>
Important Dates

2015 Fall Semester

Aug 17
Classes Begin

Aug 24 - Sep 4
Drop Course Penalty Days- Dropping a course during these days will result in a $100 Drop Fee per course dropped.

Sep 4
15th Class Day- Last day to drop from course with no grade assignment.
- Last day for potential tuition refund for dropped classes.

Sep 7
Labor Day

Sep 29
Early Alert/Mid-Term Grade Deadline

Oct 6
Mid-Semester - 36th Class Day- Last day to withdraw from course with no grade penalty. "W" assigned.
- Student deadline for request to move finals

Oct 12
41st Class Day- Student deadline for request to move finals to Associate Deans

Oct 15-16
Fall Break

Nov 23-27
Thanksgiving Break

Dec 4
Classes End

Dec 5-6
Study/Reading Days

Dec 7-11
Final Exam Period

Dec 12
Commencement

2016 Spring Semester

Jan 13
Classes Begin

Jan 18
M.L. King, Jr. Day

Jan 21 - Feb 3
Drop Course Penalty Days- Dropping a course during these days will result in a $100 Drop Fee per course dropped.

Feb 3
15th Class Day- Last day to drop from course with no grade assignment.
- Last day for potential tuition refund for dropped classes.

Feb 25
Early Alert/Mid-Term Grade Deadline

Mar 3
Mid-Semester - 36th Class Day- Last day to withdraw from course with no grade penalty. "W" assigned.
- Student deadline for request to move finals

Mar 10
41st Class Day- Student deadline for request to move finals to Associate Deans

Mar 14-18
Spring Break

Apr 29
Classes End

Apr 30 - May 1
Study/Reading Days

May 2-6
Final Exam Period

May 7-8
Commencements

Fall Break

Thanksgiving Break

Classes End

Study/Reading Days

Final Exam Period

Commencements
Degree Programs

Auditions are held on campus each spring for prospective music majors. An audition is required of all students. One audition serves as both an entrance/placement audition as well as an audition for scholarship consideration.

Students who are planning to major in music performance or music education should schedule their auditions for one of the three advertised audition dates. Students who intend to minor in music do not audition during the advertised audition schedule and are auditioned in August during the first week of classes. For students unable to attend one of the published on-campus audition dates, recorded auditions are acceptable. All recorded auditions must be received prior to the final audition date for consideration.

Principal Performance Medium

Prior to auditioning, music majors must declare and receive approval from the appropriate applied committee in a principal performance medium and carry on continuous study in one of the following areas:

- Trumpet
- Horn
- Trombone
- Euphonium
- Tuba
- Flute
- Oboe
- Bassoon
- Clarinet
- Saxophone
- Percussion
- Piano
- Voice
- Violin
- Double Bass
- Viola
- Cello
- Guitar

Applied Lessons

Applied music lessons must be completed with Auburn University Faculty. Students enrolled in applied lessons (MUAP courses) must be concurrently enrolled in MUSI 1000 Performance Attendance and a major performing ensemble. Students must pay a music fee for applied lessons. Most applied faculty require attendance at a studio class.

Advising

All undergraduate students will be assigned an advisor. BA and BM students will be advised by their primary performance teacher; Music Education majors will be advised by a Music Education Advisor. All students must be advised in order to continue registration in subsequent semesters, as well as to secure guidance regarding programs of study. The Department of Music Chair is also available for student advising.

All students will also have a college advisor (CLA or COE) who will advise them on core requirements, college requirements, and complete graduation check-out.

Music minors will be advised by the department chair for their music classes. Meetings should be scheduled in the front office with at least 24 hours advance notice.
Piano Requirements
Four semesters of piano are required for completion of all curricula in music. Students with prior experience in piano must consult with Dr. Josh Pifer (jkp0013@auburn.edu) to be placed in the appropriate level of piano. If a student already has piano skills above the required level, he or she may audition to opt out of taking the piano classes. BME majors must pass a piano proficiency exam.

Ensembles for Degree Credit

Ensembles
Note that each degree and concentration allows specific ensembles for degree credit.

Students should refer to the Ensemble Participation Guidelines when registering for multiple ensembles.

Ensemble Participation Policy

Convo (MUSI 1000) Performance Attendance
All music majors are required to register for MUSI 1000: Performance Attendance each semester they are enrolled in applied lessons. Participation in this course provides students with educational and musical experiences that can be gained from attending performances by students, faculty, guest artists, departmental and outside ensembles, and other presentations. Attendance requirements are stated in the course syllabus and include in-class and outside performances.

Performance guidelines for Convocation are as follows:

1. Requirements will be determined by applied teachers. Every performance must be accompanied by a brief minute oral description of the piece and/or composer to be presented on stage before the performance.
2. Students must complete a "Student Performance Request Form" in order to schedule their performance. This form is available here: Current Student Forms. The form will not be accepted unless it is fully completed.
3. Students will be scheduled to perform on a "first come, first served" basis.

Area Guidelines: Juries, Sophomore Comprehensives, and Recitals
Area guidelines about Juries, Sophomore Comprehensives, and Recitals can be found here: Current Student Guidelines

Collaborative Piano
A comprehensive list of Guidelines for Accompanying can be found here: Current Student Guidelines.
Curriculum Guides and Academic Maps

College of Liberal Arts Degrees:
- Bachelor of Arts in Music
- Bachelor of Music (Performance): Instrumental
- Bachelor of Music (Performance): Piano
- Bachelor of Music (Performance): Voice
- Music Minor

College of Education Degrees:
- Bachelor of Music Education: Instrumental and Vocal

Dual Degrees:
- BM Instrumental and BME
- BM Piano and BME
- BM Voice and BME

Scholarships

The Department of Music offers Music Scholarships on a yearly basis, renewable. Music Scholarships are awarded on the basis of performance skill. Set auditions dates are provided on the music website.

Scholarship Information

Eligibility

A. To be eligible for Department of Music/Band scholarships, the student must be accepted to the university by the time the awards are made.
B. Any new music student is eligible to audition for a band/music scholarship. A new music student is defined as a student who is in their first semester of study as a performance (BM), Bachelor of Arts (BA), music education (BME) major, or a transfer student new to Auburn University.
C. Music minors may be awarded band scholarships at the discretion of the Director of Bands, but are not eligible for Department of Music awards.
D. Scholarship students must be enrolled as music majors for the duration of the scholarship. If a student drops from the music curriculum, the student's scholarship will be immediately revoked.
E. If the student drops the music curriculum mid—semester, the scholarship will be revoked and the amount of that semester’s award recovered from the student by a charge on the student's bursar bill.
F. Scholarships are renewed according to the terms of the student's award letter.

Audition and Award Process

A. Scholarship awards will be made on the basis of an audition. These auditions must be in person. If a student cannot attend any of the audition dates due to extenuating circumstances, they must contact the scholarship audition coordinator who may approve the submission of an unedited DVD of their performances. This DVD must include all required repertoire, as well as sight---reading that is proctored by a band director or music teacher.
B. The auditions will be administered by the music faculty. The faculty will make written comments and recommendations based on the students’ performances, prior experiences, personality, potential, etc.
C. The scholarship audition coordinator will review the comments, solicit the opinions of the music faculty,
and present the information to the scholarship committee for review and award recommendation. 

D. The student will receive written notification of a scholarship award, along with a copy of these guidelines. The student must return the letter indicating acceptance of the award and an understanding of the guidelines for the award to be made. (In order to receive scholarship monies, some awards require that the student write a thank-you letter. Instructions will be sent.)

**Distribution**

A. Awards for an academic year will be divided into two semester payments: half in the fall and half in the spring.

B. If an award is made for the fall and the student interns in the spring, only the fall distribution will be applied to the student’s account.

**GPA Requirements**

A. All scholarship awards require a minimum GPA as stated in award letters.

B. All scholarship students’ GPAs will be checked at the end of each semester to ensure compliance with the GPA requirement. Any scholarship student who does not meet the minimum GPA in either area (music or overall) will be placed on probation for the following semester and will be notified. If they do not meet the requirement at the end of the probationary semester, their scholarship will not be renewed for the following year.

C. Any scholarship student who is put on probationary status may have the amount of their scholarship reduced during the probationary period. This decision for a reduction and the amount of the reduction will be at the discretion of the scholarship committee. The amount of the reduction will not be recoverable in future semesters.

**Ensemble Participation**

Scholarship students will be required to participate in ensembles as stated in their award letters. If a scholarship student drops from (or refuses to participate in) any of their required ensembles, that student's scholarship may be placed on probationary status, reduced, or revoked completely at the discretion of the ensemble director.

**Renewal**

A. During the spring semester, scholarship students must reapply if they wish to continue their scholarship for the following year. The student will complete a continuing scholarship application which will be submitted to the scholarship committee. The committee will then, in consultation with the student's applied teacher and ensemble director(s), determine whether to continue, decrease, or discontinue their students' scholarships. Criteria for making these recommendations will include:

1. Ensemble participation and performance:
   a. Reliability and attitude during rehearsals
   b. Preparation for rehearsals
   c. Quality of performance on concerts

2. GPA
   a. Minimum 2.5 overall, 3.0 in the music area

3. Satisfactory progress in applied lessons:
   a. Completing an appropriate amount of material per semester
   b. Preparation for weekly lessons
   c. Performing on departmental convocations as required
d. Performance quality on scale juries and end of semester performance juries

B. Students must also reapply for scholarships through AUSOM by March 1 in order to be eligible for scholarship renewal. **AUSOM**

C. Renewals of scholarships are contingent upon the Department of Music's availability of scholarship funds.

**Ensemble Specific Scholarships**

In addition to the department scholarships described above, several large ensembles (Marching Band, Symphonic Band, and Orchestra) offer scholarships for participation, regardless of major. Contact the appropriate director or office for further information.

**Facilities and Equipment**

**Building Access**

Goodwin Hall is open for everyone's access from 7:00 am to 9:00 pm. Practice rooms have open access from 11:00 am to 3:00 pm; music majors and minors have swipe card access 24/7. They are provided key card access at the beginning of fall semester for the entire academic year (through the summer).

Faculty may request extended or special access hours for departmental events on behalf of themselves or student organizations.

Keys may be checked out to students and faculty for rehearsal spaces used during non-office hours. Students may check out a key through the front office. If the key is not returned by the date which is indicated on the form, they will be notified once. A second notification will call for a $5.00 late fee.

Faculty members may request the reservation of classrooms and recital spaces through the online Room Request form. Students are not allowed to reserve spaces for themselves. Organizations should have their faculty advisor reserve the spaces for them.

**Practice Rooms**

During the school year music majors and minors have access to the Goodwin Hall music practice rooms by swiping their AU ID card. Although access is 24/7, students are urged to use caution and common sense when using the practice rooms after hours. Practice rooms are not accessible to other students or members of the public.

In order to protect the pianos and keep the practices rooms tidy, students must adhere to the following guidelines when using these facilities:

1. No food or drink is allowed in the practices rooms.
2. Nothing should be set on the piano at any time.
3. Pianos should remain covered when not in use.
4. Exterior doors to the practice room area should never be propped open.
5. Lights should be turned off, and the air vents should always stay on.

**Use of Lab Facilities**

The computer lab (Room 218) is to be used by music students only. No other students will be granted swipe card access, and only an authorized user can enter the room. No food or drinks are allowed in the computer lab.
Students are charged the current IT (Information Technology) fee for printing ($0.06/page). The Department of Music is not responsible for the upkeep and functioning of the printer in the lab; if there is an issue, students should call the number listed on the side of the printer for assistance. However, if there are issues with the computers, the Music Office should be notified with an email or by telling the administrative assistants. The sooner the office is notified of any issues, the quicker we can have them fixed.

**Locker Rental**
Music majors and minors, as well as band and ensemble participants, can rent lockers to store their instruments. This service is organized by Auburn University Band Graduate Teaching Assistants and requires that students sign and abide to a rental agreement. For more information, please contact the Band Office at (334) 844---4166.

**Teaching Lessons on Campus**
Music majors are allowed to use practice rooms to teach lessons and must adhere to the guidelines set forth by the university. Departmental guidelines and forms can be found here: [Current Student Forms](#).
Student Professional and Service Organizations

**ACDA**
American Choral Directors Association  
Dr. William Powell, Faculty Sponsor  
powelwc@auburn.edu

"The mission of the American Choral Directors Association is to inspire excellence in choral music through education, performance, composition, and advocacy."

**CBDNA**
College Band Directors National Association  
Dr. Rick Good, Faculty Sponsor  
goodric@auburn.edu

"The members of the College Band Directors National Association are devoted to the teaching, performance, study and cultivation of music, with particular focus on the wind band medium [...]."

**NATS**
National Association of Teachers of Singing  
Dr. Matthew Hoch, Faculty Sponsor  
mrh0032@auburn.edu

"To encourage 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."

**NAfME**
National Association for Music Education  
Dr. Jane Kuehne, Faculty Sponsor  
kuehnjm@auburn.edu

"The mission of the National Association for Music Education is to advance music education by encouraging the study and making of music by all."

**MTNA**
Music Teachers National Association  
Dr. Joshua Pifer, Faculty Sponsor  
jkp0013@auburn.edu

"To be the foundation of educational, musical, social and professional experience for music teachers throughout their course of formal study and to help open doors through professional opportunities and career options in the field of music."

**Phi Mu Alpha Sinfonia**
International Music Fraternity for Men  
Mr. Shane Dickerson, Faculty Sponsor  
dickems@auburn.edu

"The Object of this Fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the Alma Mater."

**Sigma Alpha Iota**
International Music Fraternity for Women  
Liza Weisbrod, Advisor  
weisbel@auburn.edu

"The Mission of Sigma Alpha Iota International Music Fraternity is to encourage, nurture and support the art of music."

**Kappa Kappa Psi**
National Honorary Service Fraternity for College Bands  
Dr. Corey Spurlin, Faculty Advisor  
acs0011@auburn.edu

"Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society."

"We provide exceptional service to collegiate bands and promote equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development."
Student Resources

**Study Partners**
auburn.edu/studypartners
Free peer tutoring program offered to currently enrolled Auburn University undergraduate students.

**Supplemental Instruction**
auburn.edu/si
Offers regularly scheduled review sessions lead by undergraduates who attend your class and take notes.

**Career Center**
auburn.edu/career
Provides career counseling and assessments, resume and cover letter writing assistance, interview preparation, and more.

**Tigers in a New Territory (TNT)**
auburn.edu/fye/tnt
Social group for out of state students to meet other students from outside the state of Alabama and connect with people who live in their home state.

**Student Counseling Services**
auburn.edu/scs
Assists students as they work through personal problem and psychological issues.

**Office of Student Involvement**
auburn.edu/sdp
Provides students with opportunities for student activity projects, student organizations, leadership development.

**Campus Recreation**
auburn.edu/campusrec
Offers a wide range of services including intramural and club sports, recreational facilities, as well as wellness and fitness.

**Miller Writing Center**
https://fp.auburn.edu/writing/writing---center/
Offers free, one-on-one consultation for all writers at AU from a highly trained staff of student peer tutors in order to help develop writing skills.

**Division of Student Affairs**
http://www.auburn.edu/student_info/student_affairs/studentaffairs/
Links students to organizations that engage students, advance learning, encourage leadership, and prepare students for future success.