MUSIC STUDENT HANDBOOK
A Guide to Navigating the Department of Music at Auburn University
All FORMS AND DOCUMENTS DISCUSSED IN THIS PACKET MAY BE FOUND HERE: https://cla.auburn.edu/music/students/. THE LINK IS LOCATED AT THE BOTTOM OF THE DEPARTMENT OF MUSIC HOMEPAGE UNDER “CURRENT STUDENTS.”

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 and Recitals
The Department utilizes an online adjudication system that allows for a streamlined, more effective process for providing student evaluation and faculty feedback. Area guidelines about Juries and Recitals can be found here: Current Student Guidelines.

Collaborative Piano
A comprehensive list of Guidelines for Accompanying can be found here: Collaborative Pianist 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
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

Facilities and Equipment

Building Access
Goodwin Hall is open for everyone’s access from 7:00 am to 9:00 pm. Music majors and minors have swipe card access 24/7. They are provided key card access for select doors at the beginning of fall semester for the entire academic year (through the summer).

Keys may be checked out through the front office to students and student organizations for spaces used during non-office hours. 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 practice 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.
6. No personal items (including instrument and/or music) should be left in practice rooms.

Printing
Students are charged the current IT (Information Technology) fee for printing ($0.10/page). The Department of Music is not responsible for the upkeep and functioning of the printer upstairs above the breezeway; if there is an issue, students should call the number listed on the side of the printer for assistance.
**Locker Rental**
Music majors and minors, as well as students who participate in University ensembles, can rent lockers to store their instruments on campus, with priority going to music majors. This service is organized by the Department of Music Graduate Teaching Assistants and requires that students sign and abide by a locker rental agreement. For more information, please contact Elizabeth Haynes, hayneep@auburn.edu.

**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 for working with minors on campus. Departmental guidelines and forms can be found here: [Current Student Forms](#).

**Ticket Policy**
Music majors are allotted a complimentary ticket for most Department events. Please see the updated [Ticketing Policies](#) for details. Tickets may be obtained through the Department homepage. Be sure to log in on the ticketing page so you may receive your music student benefit.

**Conflict Resolution**
If you find yourself in disagreement with one of your instructors, every effort should be made to resolve that issue by scheduling a meeting and speaking with the faculty member in a professional manner.

If after discussing the issue with the faculty member you would like to speak with the Department Chair, you may schedule a meeting with Dr. Good through the music office.

Only if you have been unable to resolve an issue to your satisfaction after first communicating with the faculty member and then the Chair, should you then contact the office of Dr. Charles Israel, Associate Dean for Academic Affairs for the College of Liberal Arts, located in Tichenor Hall.

**Advising**
All undergraduate students will be assigned an advisor based upon their chosen degree track. They must meet with that advisor in order to continue registration in subsequent semesters, as well as to secure guidance regarding programs of study, core requirements, college requirements, and complete graduation check-out.

**Music Student Advisors:**
- CLA (BA, BM) – Jonathan Hallford  
  hallfjb@auburn.edu
- COE (BME) – Jennifer Monkman  
  jjm0054@auburn.edu

*You may also schedule an appointment with your advisor through AdviseAssist

**Career Services – College of Liberal Arts**
**Career Service Specialists:** Marianne McCarley  
 mccarley@auburn.edu

305 Tichenor Hall  
 Drop-in hours: Monday, Wednesday, Friday: 8 am - 10 am  
 Thursday: 9 am - 12 pm
Student Professional and Service Organizations

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

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

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

Phi Mu Alpha Sinfonia
International Music Fraternity for Men
Dr. William Powell, Faculty Sponsor
powelwc@auburn.edu

Sigma Alpha Iota
International Music Fraternity for Women
Dr. Virginia Broffitt Kunzer, Advisor
vlk0004@auburn.edu

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

Tau Beta Sigma
National Honorary Service Sorority for College Bands
Dr. Doug Rosener, Faculty Advisor
rosendb@auburn.edu

Department Outreach Programs

United Sounds of Auburn
Contact: LaToya Webb
Law0065@auburn.edu

AU Music Project
Dr. Guy Harrison – Strings
Gfh0002@auburn.edu
Elizabeth Haynes – WW/Brass
hayneep@auburn.edu
Andy Martin – Percussion
jam0185@auburn.edu