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 and are 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 incur 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 or at odds with one of your instructors, you should first attempt to resolve that issue by scheduling a meeting with and speaking in a professional manner directly to the faculty member with whom you have an issue.

If you are unable to resolve your disagreement or issue to your satisfaction after speaking with the faculty member directly, or if you do not feel comfortable discussing the issue with the faculty member directly, you should schedule a meeting with the Department Chair through the music office.

If you are unable to resolve the disagreement or issue to your satisfaction after first communicating with the faculty member and/or the Department Chair, you should contact the office of Dr. Charles Israel, Associate Dean for Academic Affairs for the College of Liberal Arts, located in Tichenor Hall.

Students are encouraged not to raise their concerns about or disagreements with a faculty member to another faculty member. Rather, students are encouraged to resolve their conflicts by following the conflict resolution process outlined herein or, in the case of an academic grievance, through the process outlined in the Student Academic Grievance Policy.

Moreover, faculty members, other than the Department Chair, should not involve themselves in the investigation and resolution of student complaints, nor should faculty members, other than the Department Chair, investigate complaints about other faculty members. If a student complains to a faculty member about another faculty member, that faculty member should refer the complaints to the Department Chair or other appropriate Administrator.

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