MESSAGE FROM THE CHAIR

I am pleased to introduce you to the University of Alberta Department of Music. We are a community of musicians and scholars devoted to supporting the talented students that come to us from the city of Edmonton, the Province of Alberta, across the country and around the world.

The Department is pleased to host over 100 concerts and events each year, ranging from orientation and convocation activities, to concerts and recitals, conferences, engaging speakers’ series and workshops in all musical genres. The skill, talent and dedication of our award-winning faculty, instructors and staff provide students with an unmatched pool of resources.

Through collaborative learning and performance opportunities, our students are fully engaged ‘musical citizens’ and are able to network and develop connections to the greater musical community, both on and off campus.

Our students are also regular competitors and recipients of research and performance scholarships and awards at the undergraduate and graduate levels, both locally and nationally, resulting in gaining valuable recognition and support in the early stages of their careers.

All students benefit from masterclasses with guest artists and renowned lecturers; many are open to the community. The Department consistently showcases and supports emerging talent with a variety of creative and collaborative events throughout the year.

If you have a strong interest in music as a scholarly pursuit or as a performer, I invite you to harness your passion, explore your possibilities and apply to one of our programs.

- William Street, Professor and Chair

CONCERTS

All ensemble concerts and the Mainstage Concert Season events (Convocation Hall and the Winspear Centre) are free of charge for music students who present a Concert Pass. Students can acquire a Concert Pass from Satoko at the front desk of the general music office (FAB 3-82).

THE BUILDING and FACILITIES

The Department of Music facilities are currently housed in two University buildings: the Fine Arts Building (FAB) and the Arts Building (A).

Geography

Room numbers for the Fine Arts Building are prefixed with the floor number. Hence, rooms starting with “1-“ are on the first floor, with “2-“ are on the second floor, and “3-“ are on the third floor.

Fine Arts Building (FAB):
- General Office for the Department of Music, 3-82
- Faculty and instructor offices and studios are located on the third floor
• Practice rooms are located on the third floor; classrooms and studios are on the first, second, and third floors
• Important rooms in the Fine Arts Building include:
  • FAB 1-23: Orchestra/Band Room
  • FAB 1-29: Choral Room
  • FAB 2-7 (a.k.a. Studio 27): Performance Space (capacity: 70)
  • FAB 2-7D: Electroacoustic Studio
  • FAB 2-8: EA Design Lab
  • FAB 2-9: EA Composition Studio
  • FAB 2-11: Rehearsal Space
  • FAB 2-15: Classroom
  • FAB 2-26: Classroom
  • FAB 2-28: Classroom
  • FAB 3-46: Chamber Music
  • FAB 3-56: Seminar Room

Arts Building (A):
• Some instructor offices
• Sound Studies Initiative and the Canadian Centre for Ethnomusicology
• A 4-03: Seminar Room
• Convocation Hall: Performance Space

Convocation Hall:
Convocation Hall was opened in 1915 and holds an audience of 426 people. The venue is most suitable for recitals and chamber music ensembles, although larger ensembles can be accommodated.
Other features of Convocation Hall:
• Two Hamburg Steinway grand pianos
• Fortepiano
• Harpsichord
• Casavant organ
• Krapf Memorial Positive Organ
• Full technical support for audio and video recording, sound reinforcement, digital projection

Recital Booking Guidelines
• Currently, students are allowed to book recitals in a staged fashion - first bookings are open to grad students, then senior level undergraduates, then junior and finally non-compulsory fun / practice recitals.
• Non-compulsory recitals must have instructor approval and cannot be booked during November/ December or March/April due to the volume of activities in the department.
• In order to book a recital, students must be ongoing in their degree program and/or within four months of final semester.
• The following time slots are available for student recitals: 2 PM, 5 PM or 8 PM.
• Once a recital has been booked, students may only change their booking once. Any further requests will attract a $60 change fee.
• All student recitals must be free of charge to the public.
• An electronic copy of the recital program must be sent to the Admin Assistant or Production Coordinator (preferably both) in advance of the recital date. Recital programs must follow the Department of Music Guidelines For Concert Programs. Acceptable formats for the electronic copy: PDF, Word or formatted text, with text copy enabled.
• Undergraduate student recitals must be complete by the last day of classes in the winter term (this year: April 8, 2020).
• The MSA and GMSA will be given one recital booking each per semester for fund-raising or community building.

Practice Rooms:
For access to practice rooms, students can speak to Satoko at the front desk of the general office (FAB 3-82) to acquire a key. For each key taken out, a student must provide a $100 cash deposit (refunded when the key is returned).

Under no circumstances should instruments (or electronics) be left unattended in practice rooms (or lockers) with the door unlocked. There have been instances of instrument theft in the past, so even once you are familiar with those who legitimately belong around the practice rooms and lockers, you must take extra care with your instruments and electronics.

FAB is locked in the evenings, weekends and holidays, however students’ ONEcards can be proximity-enabled to access the facilities at any time. Please contact Satoko for assistance with this. You will have received an email with a link to a google form to register your ONEcard.

Maintenance of Rooms
Room cleanliness is a health and safety issue of major concern. All rooms are to be kept clean by students and faculty, as well as building staff. All food/beverage packaging should be deposited in the large rubbish bins in the hallways for daily removal.

CRITICAL DATES

Fall 2019

August 29: Undergraduate Orientation
September 3: Classes begin
September 16: Add/Drop deadline
September 30: Fall Term fee payment deadline
October 3: 50% refund deadline (full fees assessed after this date)
October 14: Thanksgiving Day (University Closed)
November 11: Remembrance Day (University Closed)
November 12-15: Fall Term Reading Week (no classes)
November 29: Last day to withdraw with grade of W
December 6: Last day of classes
December 5-7: Juries
December 9-21: Fall term final exam period
Dec. 25 – 31: Christmas holiday period (University closed)
Winter 2017

January 1:      New Year’s Day (University closed)
January 6:     Winter Term classes begin
January 17:    Add/Drop deadline; Last day to withdraw from Fall/Winter courses
January 31:    Winter Term fee payment deadline
February 1:    Last day to apply for Spring convocation (Bear Tracks)
February 5:    50% refund deadline (full fees assessed after this date)
February 14:   Spring registration opens
February 17:   Statutory Holiday (University closed)
February 18-21: Reading week (no classes)
March 4:       SU Election Forum (no classes 12:00-1:00 PM)
April 1:       Last day to withdraw with grade of W
April 8:       Last day of Winter Term classes
April 10-11:   Juries
April 10:      Good Friday (University closed)
April 13:      Easter Sunday (University closed)
April 22:      Easter Monday (University closed)
April 23:      Submission deadline for Beryl Barns Memorial Undergraduate Award
April 14-25:   Winter term final exam period

CONTACTS

University
University Switchboard        492-3111
Campus Security               492-5555

Department of Music
Department Main Office         492-3263     music@ualberta.ca
Department Fax                492-9246
William Street                Department Chair  bill.street@ualberta.ca
Morgan Gauthier               Assistant Chair   492-0606     morgan.gauthier@ualberta.ca
Patricia Tao                  Undergraduate Chair 492-8109     ptao@ualberta.ca
Kimberly Amdt                 Graduate Advisor   492-0603     musicgs@ualberta.ca
Maryam Moshaver               Graduate Chair    492-4015     mam25@ualberta.ca
Stephen Tchir                 Undergrad Advisor 492-0602     musicug@ualberta.ca
Satoko Nemoto                 Administrative Assistant 492-0601     music@ualberta.ca
Mathew Walton                 Executive Assistant 492-1320     mwalton1@ualberta.ca
Russell Baker                 Electronics Technician / 492-2247  rbaker@ualberta.ca
                                Production Coordinator
Patrick Strain                Electronics Technician 492-2247  pstrain@ualberta.ca
Calvin Wong                   Piano Technician    cjwtong1@ualberta.ca

Area Coordinators:
TBD                           Academic
Leonard Ratzlaff              Choral       len.ratzlaff@ualberta.ca
BMus PROGRAM INFORMATION

ROUTES:
Students may pursue one of three routes in their BMus Degree:

- General Route (all students share a common first year in General Route)
- Performance Route
- Composition and Sonic Arts

ROUTE TRANSFERS:

To apply for transfer to the Performance Route, let your instructor and the Undergraduate Advisor know at the time of your MUSIC 225 jury.

To transfer into the Composition and Sonic Arts Route, please submit a portfolio to the area coordinator. It is possible to apply to this route at any point during your program, including in first-year.

GRADING and ASSESSMENT

Promotion (All Routes)

To be eligible to continue in the BMus program, students must achieve a minimum GPA of 2.3 each Fall/Winter semester. To successfully complete the program, students must achieve a cumulative GPA of 2.3 on all the courses completed in the program.

The average course load per year is between 30 and 33 credits depending on the route and the year of study. Students must be registered in a minimum of 24 credits each year to continue. If you are taking fewer than 24 credits per year, please see the Undergraduate Advisor.

Students who fail to meet these requirements for promotion will be required to withdraw from the BMus program. Students will receive letters from the Faculty of Arts Undergraduate Student Services with the conditions outlining the decision and instructions on how to appeal. If the student decides not to appeal, he or she may transfer to another program in the Faculty of Arts or to another Faculty if the entrance and promotion requirements for such a program are met. After transferring, all requirements for the new program must be met.

Students who fail to meet the fourth-year requirements in the program will be permitted to fulfill those requirements only with the approval of the Dean of Arts on Departmental recommendation. Otherwise, students must withdraw from the program and, if so desired, transfer to another program in the Faculty of Arts for which they are able to meet entrance and promotion requirements.
A BMus program may be interrupted only with Departmental consent, and continuation will be subject to any conditions, including re-auditioning and new program requirements, that may be specified by the Department.

**PROGRAM ADVISING**

Please note that it is your responsibility as a student to stay on top of your program and register in the correct courses from semester to semester. Please familiarize yourself with the University of Alberta Calendar. If **at any time** you have a question or any uncertainties about your program, please contact the Undergraduate Advisor in person or via email for assistance. You may also choose to request a program check from the Undergraduate Student Services (USS) office in the Faculty of Arts at any time (HC 1-17).

**ASSESSMENT PROCEDURES**

**Juries**

Juries typically take place between the last day of classes and the start of final exams. Students will work with their Applied Music instructors to determine the requirements for the area of study including type and amount of repertoire. Jury requirements and lengths vary according to which course a student is registered in. Please see Appendix A in the Applied Music syllabus for details.

Note: Juries and exams are not open to the public unless otherwise specified. All undergraduate applied music students will provide their own accompanists for lessons, juries and performances. Cancellations or postponements of juried recitals must be reported to the Music Office.

**Grading System**

The University of Alberta uses a Letter Grading System. Instructors at the end of terms or the end of courses, submit Letter Grades only as final grades in courses. The Office of the Registrar will compute numeric means for GPAs using the Grade Point Values listed below.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>A+</td>
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<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
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<td>C+</td>
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<td>D+</td>
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<td>D</td>
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<td>F</td>
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**Undergraduate Performance Course Grading System**
EXPECTATIONS FOR SUCCESSFUL STUDY IN THE DEPARTMENT OF MUSIC

The Department of Music provides both musical education and training to its students. The student cohort is relatively small but extremely interactive. This affects the way you are expected to conduct yourself as a musician and colleague while studying here.

1. You have the privilege of one-on-one teaching on a regular basis. This occurs very rarely in the usual university setting. Regular attendance at lessons is mandatory. Make sure that you are properly prepared for these lessons. At the beginning of Fall term, your teacher will give you a syllabus that outlines what is entailed for your year of lessons. Keep it and consult it, as it has important information that will help you.

2. Many of your performance courses involve large and small ensemble training. The word ‘ensemble’ is an important one. These courses teach you how to function as a musician in large and small groups. Over the years you are here, these ensemble courses present the tools that are needed to function as a professional musician. It is important to understand that the quality of the work you do affects the ability of your colleagues to do similarly excellent work. For this reason:
   - Attendance is paramount for rehearsals, coachings, performance classes, and concerts. If you aren’t there, your part is missing and your colleagues and professors can’t do their work properly. Keep a calendar so that you know exactly when you are expected to be there for classes, rehearsals, and concerts.
   - Be punctual. Things can’t progress properly if you aren’t there to do your part.
   - Be properly prepared for rehearsal, coachings, classes and performances. Your colleagues depend on you to do your part well so that they can play or sing their best. We make music together.
   - Bring a pencil! You will be expected to remember a lot of information and to be able to act on instructions from conductors or on decisions that are made by you and your colleagues in small ensembles.
3. Stay on top of your academic courses. Consistent attendance is the first step to doing good work. Make note of deadlines at the beginning of term and get started early on big projects. No one will remind you to get these things done. If you are having trouble, ask for help.

4. Attitude matters here. This is a small department and we interact in countless ways every day. Work hard and take care to be a supportive and dependable colleague. Your fellow students are going to be your musical companions for a long time to come.

DEPARTMENT OF MUSIC TECHNICAL SERVICES FOR STUDENTS, ENSEMBLES AND FACULTY

- Audio recording
- Video recording
- Sound reinforcement
- Presentation support
- Studio and classroom teaching support

Audio Recordings
Our technicians are committed to provision of support at a professional level. Our approach in audio recording is based upon traditional radio broadcast techniques, using pro-grade equipment and with plentiful experience with a variety of situations in many performance venues, in particular our own Convocation Hall.

Many performances are recorded as routine, such as the Mainstage concert series, department ensemble concerts, visiting artists, competitions, graduate (MMus, DMus, etc.) compulsory performances, lecture-recitals, and academic presentations. The recordings are archived at the Music Library (Rutherford), and represent the achievements and history of our department’s performance and academic activities.

Many other student performances are recorded as well. Such recordings are optional, and fees may apply:
- Undergraduate Senior compulsory recitals
- Undergraduate Junior compulsory recitals
- Non-compulsory recitals at all levels
- Off-campus recordings
- Recording sessions for auditions or other submissions

How to arrange for recordings and other technical support:
First and foremost, it's best to book well in advance:

1) When booking your recital (see related section) - indicate you wish to have audio and/or video recording. It will be noted in the booking system, and this provides us with an early indication that we'll need to allocate resources. You will be contacted closer to the date to establish details. Fees, if applicable, are collected following the recital. Or...

2) Contact the Production Coordinator directly any time throughout the year, at least 3 weeks in advance.
Video recordings
Video recordings are often done in conjunction with audio recording, however require more resources, therefore allocated in priority dependent upon other department needs.

For certain types of events, such as those which include student conducting, we have dedicated video recording systems.

Recording delivery: This is constantly evolving, but generally audio delivered on CD, video on DVD, or either delivered via an online hosting service.

Sound reinforcement and other technical support is provided similarly, sometimes with fees applicable.

Fees
For a complete schedule of fees applicable to the various elective technical services please contact the front desk or Russell Baker directly.

UNIVERSITY SERVICES

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<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
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<tbody>
<tr>
<td>Health Services</td>
<td>492-2612</td>
<td>2nd floor, Student’s Union Building</td>
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<tr>
<td>Medical Emergencies</td>
<td>492-5555</td>
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<td>Campus Safe Walk</td>
<td>492-5563</td>
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<tr>
<td>Sexual Assault Centre</td>
<td>492-9771</td>
<td>2-600 SUB</td>
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<tr>
<td>Protective Services</td>
<td>492-5050</td>
<td>Education Building Car Park</td>
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<td>• Abusive persons</td>
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<td>• Harassment/Threats</td>
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<td>• Personal Safety</td>
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<td>• Escort Services</td>
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<td>• Lost and Found</td>
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<tr>
<td>• Theft: Report any theft to Security and the Police.</td>
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<tr>
<td>Bicycles are prime targets for theft; LOCK THEM!</td>
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<td>Counselling Services</td>
<td>492-5205</td>
<td>2-600 SUB</td>
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<td>Office of Safe Disclosure &amp; Human Rights</td>
<td>492-7357</td>
<td>300 Campus Tower</td>
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<td>Helping Individuals At Risk</td>
<td>492-7410</td>
<td>300 Campus Tower</td>
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<td>Campus Food Bank</td>
<td>492-2175</td>
<td>SUB 1-81</td>
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<td>Registrar’s Office</td>
<td>492-3113</td>
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<td>Scholarship and Awards</td>
<td>492-3221</td>
<td>Director, Student Awards,</td>
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<td>Administration Building</td>
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<td>Tuition Fee Payment</td>
<td>492-3389</td>
<td>Office of the Comptroller,</td>
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<td>3rd Fl., Administration Building</td>
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<tr>
<td>Faculty of Arts, Undergraduate Student</td>
<td>492-4295</td>
<td>HC 1-17</td>
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<td>Services</td>
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LIBRARY RESOURCES

Library and Archival Facilities
The University of Alberta Library system is composed of a number of libraries housed in various facilities across campus. The Music Collection is housed in Rutherford Library North.

The Music Collection includes:
More than 30,000 CDs
More than 30,000 LPs (many not listed in the Library Catalogue; please ask a library service desk person for assistance)
53,000 volumes of printed music
More than 30,000 books about music
420 printed journal titles. Many are available online
About 800 videos (DVD, VHS, and laser discs)

The collection is housed on the 2nd floor of the Rutherford Library. There are also listening rooms and a quiet study area available to students.

To request material from the Music Collection, please talk to a library service desk person on the first floor of Rutherford North. Some of the collection resides in the BARD (Book and Record Depository) and requires advanced notice to access.

Music Librarian                  Lucinda Johnston       492-4373   lucinda.johnston@ualberta.ca

Working Alone Policy

Fine Arts Building hours are as follows and subject to change:

7:30 AM - 9:30 PM on weekdays
7:30 AM - 8:00 PM on weekends.
The building is closed on holidays.
* Please note restricted corridors are locked at 4:30 PM during the week and locked throughout the weekend. Card access is required.

Students (and staff) may choose to work alone after hours, particularly those students using practice room or rehearsal space. While the department strongly encourages students to practice, students are not required to be on the premises after hours. Students choosing to work alone should take all necessary precautions to ensure their own safety. This includes: a) using the "buddy system" and/or notifying someone of their intent to work alone by communicating the time and exact location; b) being aware of emergency protocols, including the location of emergency phones, medical devices (AEDs, Narcan kits) and/or exits; and, c) utilizing University programs, such as "SafeWalk" as a precaution. We strongly recommend that all students working in the building after hours keep their mobile devices on their person.
Students should be vigilant in their surroundings. This includes reporting suspicious individuals and/or activity to UAlberta Protective Services. Emergencies should be reported to Edmonton Police Services via 911. We also ask students to carry their ONEcard at all times in order to access restricted areas. Please do not prop doors open and be wary of "tailgating" (when an individual follows you through a locked door without utilizing a card / key). Valuables should be kept on your person at all times.