



# **Music Student Handbook 2018-2019**

# Table of Contents

Click on a line to be taken to that information.

1. New for 2018-2019.....	3
2. Introduction .....	3
3. Key Personnel.....	3
4. Emergency Numbers & Campus Safety .....	3
5. Student Wellness at UIC.....	4
6. Facilities.....	5
7. Instrument Loan.....	7
8. Information on Core Music Courses .....	7
9. Degree Requirements .....	9
10. Changing degree program or applied lesson teacher.....	9
11. Music Minor Requirements .....	9
12. Convocation and Master Class (MUS110-111).....	10
13. Student Recitals .....	10
14. STM Music Ensembles.....	12
15. Chamber Ensembles (MUS 152/160).....	14
16. Advising & Registration.....	14
17. Academic Dishonesty (new for 2018-2019).....	15
18. Sexual Harassment (new for 2018-2019) .....	15
19. Awards, Scholarships, and Fellowships .....	16
20. Contacts/Change of Address .....	17
21. Professional Organizations and Affiliations.....	17
22. Student Employment .....	17
23. Important UIC Library Resources .....	18
24. Important Links .....	18

## 1. NEW FOR 2018-2019

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There are a few items that deserve your extra attention as they represent new or extensively revised information.

1. [Verification of Recital Completion](#)
2. [Repeating a Course](#)
3. [Academic Dishonesty](#)
4. [Sexual Harassment](#)
5. [Lessons at Off-campus Sites](#)

## 2. INTRODUCTION

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This handbook is a guide for music degree students at UIC. Contained within are policies, requirements, and procedures fundamental to successfully completing a music degree. Lack of compliance with these guidelines and procedures may result in written warnings from the department, academic probation, fines, or delayed graduation.

PLEASE READ ALL OF THE INFORMATION CAREFULLY AND COMPLETELY.

The Department of Music at the University of Illinois at Chicago is one of two departments that make up the School of Theatre & Music (STM) in the College of Architecture, Design, and the Arts (CADA).

## 3. KEY PERSONNEL

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Christine Dunford,  
Director of School of Theatre & Music  
[cdunfo1@uic.edu](mailto:cdunfo1@uic.edu)  
312-996-2977, L010

Ryan Ingebritsen, Lab Specialist  
Technical requests, L211 lab  
[ingebrit@uic.edu](mailto:ingebrit@uic.edu)  
312-996-6768, L017

Louis Bergonzi,  
Head of Music  
[bergonzi@uic.edu](mailto:bergonzi@uic.edu)  
312-996-8686, L034

Tomoko Kawanaka, Business Manager  
Work Study, finance, human resources  
[tomokok@uic.edu](mailto:tomokok@uic.edu)  
312-413-1058, L017

Lisa Tang, Music Academic Advisor  
credit overrides, registration, final degree audits  
[ltang9@uic.edu](mailto:ltang9@uic.edu)  
312-413-2438, Jefferson Hall 208

Melissa Reeves, Administrative Assistant  
Room reservations, course approvals, keys, administration  
[mreeves@uic.edu](mailto:mreeves@uic.edu)  
312-996-2977, L017

A full list of faculty members is available [online](#).

## 4. EMERGENCY NUMBERS & CAMPUS SAFETY

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### UIC Police

Emergency Number: 312-355-5555 (5-5555 from a campus phone)  
Non-Emergencies: 312-996-2830

Police/Student Patrol Escort Request: 312.996.2830

Any student can request an escort to their destination through Student Patrol

### [Night Ride](#): 312.996.6800

The UIC **Night Ride** provides travel within our boundaries safely after the operational hours of our bus circuit, and in doing so, it is of incalculable value to those students that find themselves with the need to return home in the hours when the city of Chicago has more profound edges to it than it does by the light of day. This service acts as an on-demand option for students and staff to use after hours. We can pick you up at any campus facility and allow you to move about the campus or return to your own residence provided it falls within the boundaries of the service. The dispatching center for Night Ride opens at 11:00PM and can be reached at (312) 996-6800. All riders will need a valid [UIC i-card](#) to board.

The service operates between 11:00 p.m. and 7:00 a.m. 7 days a week. Service area: Union Street on the east; Western Avenue on the west; Van Buren on the north; and, 16th on the south.

### StarTel

brown poles with blue lights on top, found campus-wide. Use these for any emergency.

### Emergency Texts

Subscribe to receive campus text alerts. An immediate message is sent in case of a serious crime in progress, a weather emergency, or other urgent campus situation. Visit [emergency.uic.edu](http://emergency.uic.edu) to subscribe.

Keeping yourself safe on campus is very important. Things to remember:

Be aware of your surroundings.

Don't leave any bags unattended, especially if they contain valuables.

When walking home at night or day, do not be distracted with headphones in your ears, or talk on the phone.

Try to avoid walking home alone in the dark. Any student can request an escort to their destination through Student Patrol; see the number above.

### ICE/Immigration

If you are on campus and federal law enforcement agents, such as the United States Immigration and Customs Enforcement (ICE), ask to speak with you, or present you with paperwork or a warrant, campus legal experts suggest that you contact UIC Police immediately: 312.355.5555.

Generally, you are not required to respond to questions or provide information, and if you are obligated in any way, the UIC Police will be able to help you make that determination. UIC Police officers do not inquire about immigration status, and do not detain or make arrests based solely on immigration status unless compelled by law to do so.

## 5. STUDENT WELLNESS AT UIC

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The School of Theatre & Music is committed to the health and wellness of our students, faculty, and staff.

### Behavioral/Emotional Health

The [Counseling Center](#) is committed to helping students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center is supported by the Health Service Fee as assessed to all students enrolled at the university, and therefore enrolled students are eligible for these behavioral health services **without additional cost**.

All health-related matters are strictly confidential, and do not appear on academic records. It is not at all unusual for students to discover a need for counseling with a professional, and we encourage it. If you—or anyone you know—appear to be in crisis or heading that direction, please do not hesitate to ask for help.

UIC Counseling Center  
1200 W Harrison, Suite 2010

Call 312.996.3490 for an appointment

- Open 8:30-5:00 M-F
- After-Hours Crisis Hotline (6-10:30pm, Sunday-Friday)  
312.996.5535



## Physical Health

UIC Department of Family Medicine serves the students of UIC. All students at UIC pay a student services fee, and this fee pays for access to preventive and acute healthcare services provided by the [Department of Family Medicine](#) at their two clinics on Maxwell Street at no additional charge.

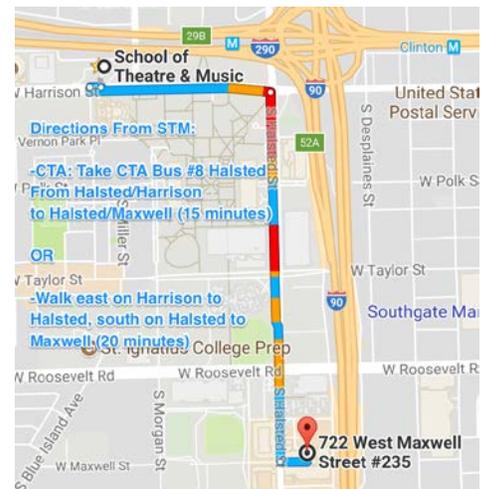
The Family Medicine Center: University Village  
722 West Maxwell Street, Suite 235

Call 312.996.2901 for an appointment.

- Same-day appointments, evening, and Saturday appointments are available.
- Be sure to bring your UIC student ID card to your appointment.
- Services provided
- Care of acute illnesses and injuries
- Testing for sexually transmitted diseases
- Contraception
- Annual wellness visit
- Nurse visits to review immunizations (The cost of immunizations will be billed to student's health insurance)

### Medications covered

- Medications for minor illnesses and injuries at no cost
- Birth control pills at discounted cost
- Medications must be obtained at a UIC pharmacy. UIC pharmacies are conveniently located near the Family Medicine clinics



## Medical Insurance

All UIC students are automatically enrolled with CampusCare. Students who have comparable medical insurance (covered by parents or spouse's insurance) can opt out with a Waiver Form. Act fast: the form is due in early September. No repeat action is needed in subsequent semesters. Go to their [website](#) to get submit an opt-out waiver form.

## 6. FACILITIES

The Department of Music is located on the lower level of the Education, Theatre & Music, and Social Work Building (ETMSW) at 1040 West Harrison.

## ETMSW Building Hours and Card Access

ETMSW is open from 7:00 a.m. to 8:00 p.m. during the week and closed on weekends. Students can obtain 24-hour access to the building with their I-card, which can be arranged in the main office.

## School of Theatre & Music Main Office

The STM Main Office is located in room L017 of ETMSW. Office hours are 9:00 a.m.-5:00 p.m. Monday - Friday. The Main Office telephone is 312-996-2977.

## Practice Rooms

Practice Rooms are assigned to music degree students and minors. These rooms are provided as part of your education. It is each student's responsibility to adhere to the Practice Room Bill of Rights posted on each door. Failure to adhere to guidelines will result in loss of room privileges. Practice room keys may be obtained in the Main Office. Keys are provided to music degree students at no cost, but there is a \$25 fee to replace a lost key.

Vocal jazz degree students have access to a practice room (LXXX) equipped with a small audio setup that can be used with one's own microphone. Percussionists practice in xxx and jazz drummers xxx.

Priority for practice rooms is given to music degree students, minors, and members of performance ensembles. One room is kept unlocked to accommodate the public. Personal items should not be left in the practice rooms.

## Lockers

Lockers are available to students who are enrolled in UIC music ensembles. Other requests from music degree students will be considered based on availability. Reservations for lockers are handled through the Instrumental Ensembles Staff Office, Room L059. Hours of Operation are posted on the door. Requests for lockers outweigh the inventory, so be advised that earlier requests will be the most likely to be honored. Lockers are checked out at the beginning of each school year and must be rechecked out for summer use.

## Music Media Lab

The Music Media Mac Lab (L211) is open during the week for all students and is equipped with both software and hardware specific to the music major. The lab is open M-F from 9:00 a.m. to 5:00 p.m. The schedule may vary due to use of the lab for courses. A schedule is posted on the door each semester. The computers in the lab require a Net ID and Password to login.

Any unauthorized use of the space may result in immediate removal or prohibited access in the future. It is important to treat the lab with respect. Do not eat or drink in the lab and keep your voice to a library level. If you have any questions, please ask the lab monitor posted in the back of the room.

There are also 4 PC workstations in the L278 lab equipped with music software and MIDI keyboards that are available after classes are finished in that lab at 5 p.m. weekdays. The lab stays open until 9 p.m. Monday-Friday.

No work should be saved to any of the workstations in L211 or in L278. All projects should be saved to a thumb drive or cloud storage solution, such as BOX or Google Drive. All user accounts will be periodically deleted throughout the semester to keep the stations running at maximum efficiency.

## Music Software at the Daily Library

Commonly used mac lab software is available at the Daley Library as well as in the L278 School of Business Administration computer lab. All three common software packages (Sibelius, Finale, Reaper) will be on four PC's in the back of the L278 lab as well as four Macs on the first floor of the Daily library (labeled MD-000, MD001, MD-002, and MD-003). Note that the Daley Library does not have MIDI keyboards and you will need their own headphones.

## Room Sign-out

Students are encouraged to reserve STM spaces for small rehearsals or study sessions. The main office is your first stop for information on room availability, department approvals needed, and booking.

## Music Library

Music resources are housed at UIC's Daley Library, 801 S Morgan. You can search [the collection online](#) from campus or off-campus. You may need to log on using [a VPN](#).

## UIC Virtual-private Network

The [Virtual-private Network](#) service allows you to securely access resources at UIC over a non-UIC Internet connection. You will need to be logged on using UIC's VPN in order to access some resources. The VPN is available for laptops and smartphones.

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## 7. INSTRUMENT LOAN

Instruments are available for loan to students participating in UIC music ensembles.

### Instrument Checkout Procedure

Students participating in ensembles should speak with their ensemble director regarding the need for an instrument. A form will then need to be filled out and signed by the ensemble directors.

### Damage and Repair

Damages to all school-owned instruments are to be reported immediately. Repair costs are assessed and billed at the discretion of the ensemble director, so a student may have to pay for damages.

### Instrument Return

All instruments must be returned at the end of each school year following the ensemble's final performance. Each time the instruments are checked out, a new form must be completed. Failure to return a school instrument can result in fines placed on a student's account, which can prevent registration, graduation, and transcripts.

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## 8. INFORMATION ON CORE MUSIC COURSES

All music degrees at UIC require the completion of core music courses: Theory/Ear Training, Keyboard Skills, Music History, and Upper-level Electives

### Music Theory and Ear Training

All degree students are required to complete the sequence of Theory and Ear Training (MUS 101, 102, 201, 202; 103, 104, 203, 204). A prerequisite of each course is to be enrolled in the concurrent course (e.g., a student must be registered for Theory II at the same time as Ear Training II).

The courses occur on a one-year cycle:

Fall	Spring
Theory/Ear Training I (101, 103)	Theory/Ear Training II (102,104)
Theory/Ear Training III (201, 203)	Theory/Ear Training IV (202,204)

### AP Music Theory

Credit for music theory and ear training is awarded based on scores on the AP Theory Test. See Lisa Tang, Music Academic Advisor in CADA, Jefferson Hall.

Score of 3 = credit for MUS 107 (3 credits)

Score of 4-5 = credit for MUS 101 and MUS 103 (first semester ear training sequence, 4 credits)

## Keyboard Skills

Four semesters of core keyboard skills (MUS 170, 171, 270, 271) are required for BM Classical Performance and BA Music Business students. BA Music, BM Jazz, and BA Music Business students take only 170 and 171.

Placement Tests are conducted at the beginning of each semester. You may request to be heard for placement and examples of the type of materials you need to prepare is [available](#) in advance for your preparation.

These courses run on a one-year cycle:

Fall	Spring
Keyboard Skills I, MUS 170	Keyboard Skills II, MUS 270
Keyboard Skills III, MUS 270	Keyboard Skills IV, MUS 271

## Music History

Music History (MUS 230, 231, 232) is required for all music degree students. This topic is covered in 3 separate courses. These courses go in historical order, so it is suggested that they be taken in order and one at a time. These three courses run on a three-year cycle, and students must fulfill all of the mandatory prerequisites before they can register for them.

The history sequence for the next few years is:

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020
232	230	231	232	230
231	232	230	231	232

## Upper-level Electives

- MUS 221, Notation
- MUS 223, Music Technology
- MUS 227, Music Cultures of the World
- MUS 306, Orchestration and Arranging I
- MUS 330, Advanced Topics in Music

## Applied Private Lessons

Applied lessons (MUS 180-183, 280, 282) are a requirement for all degree students. BA students take four terms, BM students take eight. In order to be eligible for lessons, a student must complete a successful audition for, and be registered as, a music major.

Students are expected to make satisfactory progress in lessons. Student responsibilities include:

- Complete 14-15 lessons during each term, preferably on a weekly basis. Inform the Head of Music immediately if you are falling behind on the weekly schedule.
- Allow time in your daily schedule for regular practice sessions; be as prepared as possible for each lesson.
- Schedule a jury during exam week, before the end of each term. Be sure that your teacher turns in a grade for you. "Incomplete" grades are discouraged. If work is not completed at grading time, a final grade must be submitted within three weeks of the close of the term. Students will not be allowed to continue lessons next term if a final grade is not turned in. Students performing a Degree Recital do not need to perform a jury at the end of the semester ([See the Student Recitals section of this handbook](#)).
- Never cancel a lesson unless an extreme emergency arises (e.g., sickness, death in the family). If you cancel with less than 24 hours' notice, your teacher does not have to make up the lesson. This will negatively affect your grade.

### Lessons at Off-Campus Sites (new for 2018-2019)

Many of our teaching associates and students, in addition to working as a professional musician and on their music studies, respectively, hold multiple part-time jobs while living in the UIC area. Therefore, it can be convenient to hold lessons off campus, for example at an instructor’s home or at a rented studio space used by the instructor.

Please note when engaged in off-campus music lesson instruction as part of a UIC course, **UIC faculty members, staff, and students remain subject to all applicable university policies and procedures.**

### Required Ensembles

Classical and Jazz Studies degree students are required to participate in an ensemble every semester in which they are enrolled. BA Music and Music Business degree students are required to participate in four semesters of ensembles. For information about each ensemble, see the ensemble section this handbook.

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## 9. DEGREE REQUIREMENTS

The most current course programs for each of the four music degrees are found in the online version of the UIC catalog:

[Bachelor of Arts in Music](#)

[Bachelor of Arts in Music Business](#)

[Bachelor of Music in Jazz Studies](#)

[Bachelor of Music in Performance](#)

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## 10. CHANGING DEGREE PROGRAM OR APPLIED LESSON TEACHER

Any student wishing to switch to another music degree program or applied lesson teacher must first contact the Head of Music Studies, who will coordinate the process CADA, but with the relevant(applied lesson) teaching associate, coordinators, and advisors.

without promising anything; please just make referral

Bergonzi would like to meet all students.

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## 11. MUSIC MINOR REQUIREMENTS

For complete details, refer to the online [UIC Course Catalog](#).

A music theory entrance exam is required for admission to the music minor. If a UIC student has placed out of MUS107, (Fundamentals of Music Theory) through participation in mUsICconnection or passed MUS 107 with an “A,” they are exempt from the entrance exam.

Course	Hours
MUS 101, 102 Theory I-II	6
MUS 103, 104 Ear Training, I-II	2
MUS 170, 171 Keyboard Skills I-II	4
MUS 230, 231 Music History I-II	6
Sub-Total	18
Three hours of music electives at the 100 level, excluding 100, 107 and 156	3
Total Hours - For Music Minor	21

## 12. CONVOCATION AND MASTER CLASS (MUS110-111)

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All music degree students must register for two, non-credit course called Convocation (MUS 110) and Master Class (MUS 111) for four semesters at some point during their path to degree completion. The two courses meet as a single required class meeting Fridays, 2:00-3:50p.m. Grading: satisfactory/unsatisfactory, for each course.

At various times during weekly meetings across the semester, you will hear various musics performed by professional musicians, explore fundamental questions regarding how to be a musician in and of the 21st century, receive coaching from UIC faculty and visiting artists; and perform in at least two individual master classes or as often as you are encouraged by your applied lesson teacher. Grading: satisfactory/unsatisfactory.

## 13. STUDENT RECITALS

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Recitals are capstone projects for BM (classical performance or jazz studies) degree students. There are two kinds of recitals: a *half-recital*, and a *full recital*, each with corresponding musical requirements and course registrations.

### Half Recital

The half recital is completed after having enrolled in 100-level lessons<sup>1</sup> for at least four semesters, or the equivalent, for transfer students. Only upon successfully completing the half recital may a student register for advanced lessons, which are courses at the 200-level.

A half recital is a 30-minute program with at least 25 minutes of solo music. It is encouraged to share the program with another student, but each soloist must meet the 25-minute minimum. The individual's half recital should be performed without interruption. Classical performance majors may not include chamber ensembles within the 25-minute minimum; for jazz recitals, contact the [Director of Jazz Studies](#) regarding the inclusion of jazz combos the 25-minute minimum. All students must be registered for MUS 280 (instrumental) or MUS 282 during the semester of their recital.

### Full Recital

The full recital requires being enrolled in advanced lessons: MUS 280, for instrumental, and MUS 282, for vocal. One year must have elapsed between the half and full recitals unless permission for an exception to this policy has been approved by the Music Head. All students must be registered at UIC during the semester of their recital.

A full recital is defined as a one-hour program with at least 55 minutes of solo music plus a 10-minute intermission. No more than 15 minutes of the 55-minute minimum may be performed by chamber ensembles or combos.

### Recital Permissions and Evaluation

The recitalist organizes a three-member Recital Evaluation Committee (REC) which will oversee the recital permission hearing and the subsequent recital. The Committee must comprise of (1) the student's studio teacher, and (2) two members of the voting music faculty. At least two members of the REC must be on the classical or jazz studies faculty. The composition of the REC must be approved by the Head of Music.

The date of the permission hearing must be scheduled at least one month in advance of the recital date unless an exception to this policy has been approved by the Music Head.

### Forms

[The Recital Packet](#) contains instructions and forms you will need to complete your full or half recital. Select your first, second, and third choice dates, based on discussion with your private instructor.

Verify that your instructor and your panel are available for the dates. Complete and return the packet by the published deadlines. Recitals will be scheduled on a first come, first served basis.

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<sup>1</sup> MUS 180, instrumental, 182, vocal.

## Permission Hearing

The recital permission should be scheduled for a 45-minute time slot. In the case of joint recitals, each student requests a separate permission hearing. Chamber music and music for jazz combo may be performed at the hearing but is not required. (This decision is left to the discretion of the primary private lesson teacher.)

The signatures of the REC, indicating “pass” or “fail” on the permission hearing form, must be submitted to [Melissa Reeves](#) (in person or pdf) no later than 24 hours after the hearing. If the permission fails, the REC may allow a re-hearing of the permission performance not later than 21 days prior to the recital date. If a student is not ready for a re-hearing by this time, then the recital must be re-scheduled for the following semester. Not passing the permission hearing may delay your recital and your graduation.

## Grading

The REC must also attend the actual recital and assess a grade of either “pass” or “fail.” Students receiving a full recital evaluation of “fail” forfeits candidacy for the B.M. degree; they may not re-schedule a failed recital.

## Verification of Recital Completion (new for 2018-2019)

After the recital, a member of the REC<sup>2</sup> will: 1) secure ink signatures of all REC members on a copy of the printed program, 2) deliver (in person or pdf) the signed program with the result to [Melissa Reeves](#) in L017. Melissa will report the result to CADA Advising Office, which will update your student degree audit recording system, or “DARS” to reflect the result of the recital.

## Scheduling/Venue

Students are encouraged to perform in L060 or L285. Other locations may be used if they provide an appropriate setting, but the studio teacher and the Head of Music Studies must approve these.

All recitals must conclude no later than 5 pm on the Friday before final exams. Music degree students should receive verbal and email announcements of recital deadlines at the beginning of each term.

Events on Music Department’s Calendar are scheduled according in the following order:

1. Student Ensembles and Performing Groups
2. Faculty Recitals and Visiting Artists
3. Degree-Required Student Recitals
4. Non-Degree Student Recitals

## Programming and Publicity

The studio instructor, in consultation with the student, decides musical content of the recital. The studio instructor has the final word in determining musical content and will communicate this to the rest of the committee.

Printed program content is the responsibility of the student. This includes supplying correct titles for pieces and movements, using opus numbers and/or catalog numbers as appropriate, composer names with dates, and optional program notes. Vocalists must supply original texts for any language, and accurate translations for works not in English. Students must present all text to the studio instructor for approval.

Program information is submitted according to the current deadlines in the online recital packet. Programs are usually available for pickup in the week prior to the recital.

Students are responsible for generating their own audience. Students publicize their events to peers, teachers, family, friends, and the university community at large. This is done by creating posters and flyers and posting them prominently in advance of the recital date, by using social media and email lists, and by taking advantage of UIC electronic calendar posting opportunities. All public posting, whether paper or electronic, including social media, must include the identifiers “University of Illinois at Chicago,” “School of Theatre & Music,” and “Department of Music.”

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<sup>2</sup> Or Prof. Riojas, classical; Prof. Stryker, jazz

## Deadlines and Grading

Failure to meet deadlines or fulfill any procedure listed above will automatically lower the semester grade for private lessons by one letter grade. Failure to meet multiple deadlines can reduce the semester evaluation by two letter grades.

## 14. STM MUSIC ENSEMBLES

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### Instrumental Ensembles

UIC offers a variety of performing ensembles. Classical performance and Jazz Studies degree students are required to participate in an ensemble every semester in which they are enrolled. BA Music and Music Business degree students are required to participate in 4 semesters of ensembles.

All ensembles are open to all students on campus and require placement auditions at the start of each academic year. More information, including audition materials, can be found on the department's website, or by emailing directors directly.

### Jazz Ensembles (MUS 159)

The UIC Jazz Ensembles are the primary large ensembles for Jazz Studies degree students

20-25 students

Rehearses four hours per week, plus weekly sectionals

Placement auditions in the Fall

Three to four concerts per semester plus run-out recruitment concerts

Conducted by Michael Stryker and Andy Baker.

### Pep Band (MUS 156 - Carlson)

The UIC Pep Band (MUS 156) performs for all men's and women's home basketball games.

30-50 members

Rehearses two hours a week prior to the start of the season

Members get paid based on years of participation, number of game performances, and leadership roles.

Performs at outside events

Conducted by Nicholas Carlson

### Symphonic Band (MUS 151-Carlson)

50-60 members

Standard literature and new works

Rehearses three hours per week

No audition required to join

Two to three concerts per semester

Performs at a variety of concert venues

Conducted by Nicholas Carlson

### Wind Ensemble (MUS 151-Riojas)

50-60 members

Audition required for entrance and chair placement

Rehearses four hours a week

Placement auditions in the Fall

Three to four concerts per semester

Performs at a variety of concert venues on campus and across Chicago

Conducted by José Riojas

#### University Orchestras (MUS 157)

The UIC Orchestra is the primary performing ensemble for all string degree students.

70-90 students

Rehearses four hours per week

Two to three concerts per semester

Placement auditions in the fall and spring

Conducted by Louis Bergonzi

#### Vocal Ensembles

UIC offers a wide range of vocal ensembles for students' participation. All choirs are open to all students on campus but require an audition for acceptance into a group.

#### Chamber Choir (MUS 154)

20-24 members, open to all student but membership is more selective than University Choir.

Rehearses 2.5 hours per week

Performs two to three concerts per semester

All styles, from Baroque to Jazz

Audition required

Advanced vocal level

Conducted by Andrew Lewis

#### University Choir (MUS 153)

50-70 members

Rehearses three hours per week

Performs two to three concerts per semester

Wide variety of music

Beginning to advanced level

Conducted by Michael J Anderson

#### Vocal Jazz Ensemble (MUS 150)

Vocal Jazz Ensemble is the focus on the study and performance of standard vocal jazz repertoire.

12 members

Rehearses three hours per week

Performs two to three concerts a semester

Conducted by Cheryl Wilson

### Women's Choral Ensemble (MUS 155)

25-40 members

Rehearses three hours per week

Performs two to three concerts per semester

Vocal screening required

Intermediate vocal level

Conducted by Michael J Anderson

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## 15. CHAMBER ENSEMBLES (MUS 152/160)

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The department offers a variety of chamber ensembles, including duos, trios, quartets, quintets, sextets, and jazz combos in various configurations of string, brass, woodwind, percussion, keyboard, and jazz instruments. These are offered under the course rubrics of MUS 152 and MUS 160 and are coached by members of the classical and jazz faculties.

Membership in and registration for these ensembles is prioritized for Classical Performance and Jazz Studies students so they can meet their degree requirements. When space allows, other students may participate according to this prioritization: 1) members of large ensembles, 2) other music degree students, 3) other qualified students at the university.

### Brass Quintet

The Brass Quintet group rehearses twice a week and performs two concerts a semester. The group performs a variety of standard literature as well as new music. At times the group may be contracted out for events such as commencement.

### Jazz Combos

Each semester the department offers two to three combos. These ensembles expose students to an in-depth exploration of the small-group performing practice in jazz, with emphasis on improvisation, interplay, and thorough examination of historical and contemporary styles within the jazz idiom. UIC jazz faculty, all of who are active artists with extensive performing credentials, coach jazz combos.

### Mariachi Fuego

Mariachi Fuego is UIC's mariachi ensemble. The 12-15 members rehearse once a week and perform at concerts and events on and off campus. Mariachi Fuego is led by Michael Espinosa.

### Percussion Ensemble

This ensemble rehearses once a week and performs two concerts a semester. The group performs a variety of literature covering all families of percussion. The group is open to students in any UIC degree program. See Professor Kamps for information.

### String Trio, Quartet, or Quintet, with or without piano

These groups rehearse twice a week and performs two concerts a semester. The group performs a variety of standard literature as well as new music. The group often gets contracted out for events on and off campus.

### Woodwind Quintet

The Woodwind Quintet rehearses twice a week and performs two concerts a semester. The group performs a variety of standard literature as well as new music.

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## 16. ADVISING & REGISTRATION

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All students meet with their CADA academic advisor (Lisa Tang) and their music faculty advisor, as assigned, every semester. Meeting with an advisor is the only way to lift holds on registration permissions and access music classes.

A list of students and their music faculty advisors will be posted on bulletin boards and in the Main Office. Students will first meet with the CADA academic advisor, Lisa Tang, then their music faculty advisor. Prior to registration for classes, students will contact their advisors to make appointments. Students should consult the course catalogue and timetable, and then bring a completed advising form (available from your advisor) with them to the advising session.

The music faculty advisor will make sure the form is accurate, make any needed modifications or explore possible class alternatives, then sign the form. The form must be copied twice: one copy for the music faculty and one for the student. The original form should be taken to the office where it will reside in the student's academic folder.

Forms related to courses (i.e., class conflict forms, add/drop forms) are available from the Main Office.

### Adding or Dropping a Course

Undergraduate students may web-drop courses using [XE Registration system \(available via my.UIC.edu\)](#) through the end of the second week of classes for fall and spring semesters.

### Repeating a Course (new for 2018-2019)

Each required course failed must be repeated until the minimum grade requirement as listed in the catalogue has been earned.

- a. No written permission to repeat a course is required if the initial grade is D or F. However, students are encouraged to meet with the professor or the Music Head to discuss what they consider to be the cause of their poor performance and to develop preventative strategies for the second time in the course.
- b. A subsequent, second repetition (third encounter) requires written permission from the Dean of CADA after approval of a written request made to and approved by Head of Music. Please see [Lisa Tang](#) about preparing the written request.

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## 17. ACADEMIC DISHONESTY (NEW FOR 2018-2019)

As an academic community, the University of Illinois at Chicago is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community –students, staff, faculty, administrators –share the responsibility of insuring that these standards are upheld so that such an environment exists. [What is academic dishonest and how you can avoid it \(see p.12\)?](#)

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## 18. SEXUAL HARASSMENT (NEW FOR 2018-2019)

Sexual harassment is a form of sex discrimination and is strictly prohibited at the University of Illinois at Chicago. In education, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors made to a student by an executive member, administrative staff, or faculty member; or any conduct of a sexual nature that substantially interferes with the student's educational performance or creates an intimidating, hostile, or offensive working environment.

A hostile environment may be created through unwelcome, severe or pervasive acts:

- Sexual advances
- Fondling
- Shoulder massages
- Pinching
- Grabbing
- Lewd hand gestures
- Leering
- Suggestive comments
- Off-color jokes

- Comments on physical attributes
- Discussions of sexual exploits
- Lewd voicemail messages
- Displays of sexually suggestive pictures, photos, cartoons, screen savers
- Lewd e-mails or texts
- Sexually suggestive posts on social media
- Facebook pictures with sexual overtones

If you believe that you or someone else has been subjected to sexual harassment, please contact OAE at 312-996-8670 or via email at [titleix@uic.edu](mailto:titleix@uic.edu); or contact Title IX Coordinator, Michael Diaz,

## 19. AWARDS, SCHOLARSHIPS, AND FELLOWSHIPS

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### Presser Foundation Undergraduate Scholar Award for Music

The Presser Undergraduate Scholar Award is bestowed to an outstanding music major nominated by the music faculty and approved by the Head of Music Studies solely on the basis of the merit and achievement. The Award is stipend of approximately \$4,000 payable at the beginning of the student's senior year. The exact amount of the award varies from year to year on the basis of the availability of funds and the number of awards that the Committee approves. This award is an honor award and the student, in his/her senior year, is to be known as a Presser Scholar.

### Music Merit Awards

The School of Theatre & Music offers Music Merit Awards (MMA) to exceptional students. These come with obligations as outlined in the student's award letter. MMA are either renewable or for a single academic year or semester at the discretion of the Head and Music Faculty.

Priority for MMA will go to music degree students. Any undergraduate student attending UIC may audition for an MMA.

### Other Scholarships and Awards

Each year the Department of Music awards various scholarships to outstanding students through the generosity of retired faculty, alums, and lovers of music. These special scholarships require an audition and have an expectation of maintaining good academic standing.

Information about dates of scholarship auditions will be posted at the beginning of the Spring semester. Please be advised that no make-up auditions will be accepted for students interested in scholarships.

The amounts of these scholarships vary year to year based on availability of funds, as does the number of students receiving the award.

The following scholarships are available for students in music:

- Chicago Bar Association Scholarship in Instrumental Music
- Chicago Bar Association Scholarship in Jazz Studies
- Chicago Bar Association Scholarship in Piano
- Chicago Bar Association Scholarship in Vocal Music
- Clifford Lipman Memorial Award
- Joy and Bob Harnack Award for Instrumental Music
- Joy and Bob Harnack Award for Vocal Music
- Louie Frank Scholarship for Piano
- Music Performing Arts Award

## 20. CONTACTS/CHANGE OF ADDRESS

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All emails sent to the students from STM will go directly to their university email address. In order for the department to send out award letters and other important correspondence by mail, students are responsible for changing their address with the department when they move. Please notify both the Main Office and the information in the Student Self-Service online, which can be accessed through [my.uic.edu](http://my.uic.edu).

## 21. PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

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The Department of Music at UIC has affiliations with a number of Chicago area performance groups and organizations.

### [Bella Voce](#)

Chicago's premiere vocal ensemble, Bella Voce, is in residence at UIC. Students are able to attend any and all Bella Voce rehearsals, and attending concerts at a discounted student price, occasionally singing with their professional vocalists in class and in performance, attending their master classes and workshop. There are also internship opportunities, and the possibility of performing in the ensemble after graduation.

Students may get involved with Bella Voce's UIC activities by contacting [Prof. Andrew Lewis](#).

### [Chicago Philharmonic Orchestra](#)

Connection with the CPO include shared performances, sectionals, and master classes. Students are invited to observe all rehearsals and attend concerts at discounted student prices. Check the hallway digital display for announcement.

To get involved with Chicago Philharmonic's UIC activities contact [Prof. Louis Bergonzi](#).

### Grant Park Music Festival/Apprentice Chorale

The Apprentice Chorale is an advanced training program for pre-professional vocal students from DePaul University and the University of Illinois at Chicago. After a rigorous audition process, select students are given the opportunity to rehearse and perform with the Grant Park Chorus in Millennium Park and perform at other venues around the city. Students will receive a \$1500 music merit award for the subsequent academic year. NOTE: The Grant Park Chorus has suspended this Chicago program for AY1819.

## 22. STUDENT EMPLOYMENT

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Student Employment through the School is available to students qualifying for Federal Work Study. Consult your Financial Aid Statement (FAFSA) to see if you have qualified and accepted your award for work study.

### Contact Information

All inquiries regarding School employment, pay schedules, and hours should be directed to the Business Manager. If a student is employed through the School for specific work with an ensemble, questions regarding hours should be directed to the ensemble director.

### Positions Available

#### Academic Year

Positions for student work vary by School needs. Student work might include: Music Media lab monitor, front-of-house operations for concerts, set up for concerts and master classes, help at audition dates, library assistance for ensembles, and assistance with festival or other performance-related operations.

Specific positions and other information may be posted on the [UIC Student Employment Job Board](#).

#### Summer

Summer Camp: UIC students are encouraged to apply to work as camp counselors for UIC Summer Band Camp. Geared towards Chicago area high school students, the camp runs for one week in July. Camp activities for participants include participation in concert band, master classes, and coaching session by faculty.

### 23. IMPORTANT UIC LIBRARY RESOURCES

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#### [Naxos Audio Database](#)

Naxos is a database of classical recordings from the Naxos record label. This database is the best resource for quality recording of all kinds of music. UIC also subscribes to the Naxos Jazz Library. A current UIC Net ID is required to access the [Naxos library](#). It is under [Books and Media>Streaming Media](#) from the front page.

#### [On-line Collections](#)(e.g., JSTOR and the Jazz Music Library)

[JSTOR](#) is an online collection of articles from many academic journals. It currently contains articles from 86 music journals dating back to the early 1900s. This database serves as a resource for music research in all fields.

The [Jazz Music Library](#) is also available through the UIC Library's collections portal.

[Oxford/Grove Music Online](#) (←with campus connection) is a gateway offering users the ability to access and cross-search multiple music reference resources in one location. The reference been the leading online resource for music research since its inception in 2001. It is a comprehensive compendium of music scholarship offering the full texts of The New Grove Dictionary of Music and Musicians, The New Grove Dictionary of Opera, and The New Grove Dictionary of Jazz, as well as numerous subsequent updates and emendations. To access from off-campus, go to the [UIC library's website](#) and enter, "Oxford Music Online" in the search field under "databases."

#### Interlibrary Loan and I-Share

[I-Share](#) will quickly deliver physical items from Illinois academic libraries. [Interlibrary Loan \(ILLiad\)](#) will allow you to request scanned articles and items not available in I-Share. Materials may be obtained through interlibrary loan by [making a request](#).

### 24. IMPORTANT LINKS

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[Academic Calendar](#)

[Schedule of Classes through the My UIC](#)

[Student Affairs](#)

[STM Student Resource Page](#) where a copy of this handbook may be found.

[Up to date list of music courses](#)

Links as "go.uic.edu"

This format may be helpful for easy recall:

(This) Music Handbook (<http://go.uic.edu/musichandbook>)

Ensemble Auditions (<https://go.uic.edu/ensembleauditions> or <https://go.uic.edu/comeplay>)