

**School of  
Theatre & Music**



# MUSIC STUDENT HANDBOOK 2022-2023 (AY23)

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## 1. NEW FOR THIS YEAR!

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STM Antiracism action Committee was created AY21 and is charged by the STM Executive Committee with the following responsibilities:

- Providing education, training, and workshops for STM-wide antiracism initiatives.
- Reporting on the work of the staff, students, faculty, and leadership.
- Determining priorities for school-level initiatives.
- Managing the budget for STM-wide antiracism initiatives.
- Reviewing and recommending revisions to current policies and practices for recruiting and supporting BIPOC faculty, staff, and students.

### Land Acknowledgment

The UIC School of Theatre and Music sits on the traditional homeland of the original peoples of the area: the Three Fires Confederacy (the Potawatomi, Odawa, and Ojibwe Nations) as well as the Menominee and Ho-Chunk who—along with many Indigenous people—were among its first inhabitants. With respect and gratitude, The School of Theatre and Music honors the many Native Americans who have, do, and will call this land their home.

STM acknowledges that we have benefitted from the repeated attacks on Native Americans that forced tribal representatives to sign the 1816 Treaty of St Louis, relinquishing to the U.S. all claims of the land from Lake Michigan to the Illinois River. This land seizure led to the era of economic development and rapid growth that made Chicago the metropolis that it is today.

We have an obligation to our students and the nearly 65,000 Native Americans now living in Chicago to do no further harm, to amplify Native voices, and to fight for equity and inclusion by engaging in anti-racism policies and practices. For us, this work begins with this statement, and must be followed by actions that immediately affect our work and life on campus. STM therefore commits to the following initiatives:

- The creation of an Antiracism Action Plan and Committee
- Antiracism training for all STM faculty and staff
- Annual Recruitment workshops and on-site special events for Native high schoolers
- An annual master class or talk with Native musicians and/or theatre artists
- Free tickets to STM performances and concerts, provided through UIC's Native American Support Program
- Increased representation of BIPOC (Black, Indigenous, People of Color) voices and perspectives in STM pedagogy, classrooms, and performances

This is only the beginning of our work. We look forward to expanded and sustained STM programming that addresses ignorance, systemic racism, and white dominance.

## 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)

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

Brent Talbot  
Head of Music  
[btalbot@uic.edu](mailto:btalbot@uic.edu)

Victoria Vinson, Business Manager  
Work Study, finance, human resources  
[vwjohns@uic.edu](mailto:vwjohns@uic.edu)

Ben Kenis  
Admissions, Recruitment and  
Assistant to the Head of Music  
[bkenis2@uic.edu](mailto:bkenis2@uic.edu)

Barbara Nelson, Office Administrator  
Room reservations  
[barbaran@uic.edu](mailto:barbaran@uic.edu)

Lisa Tang, Music Academic Advisor  
credit overrides, registration, degree audits,  
course permissions, student wellness  
[ltang9@uic.edu](mailto:ltang9@uic.edu)

Alayna Bell, Ensembles Coordinator  
Lockers, keys, instruments, equipment  
[abell08@uic.edu](mailto:abell08@uic.edu)

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 UIC 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. The Night Ride 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.

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

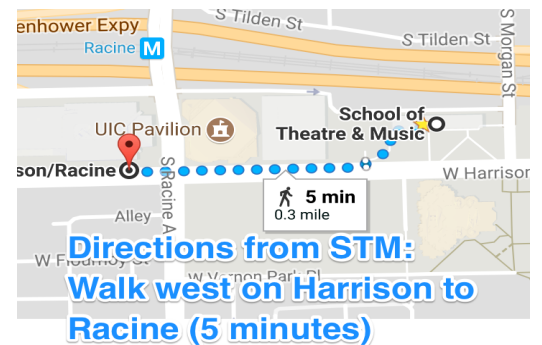
The [Counseling Center](#) is committed to helping students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center is supported by the Health Service Fee as assessed to all students enrolled at the university, and therefore enrolled students 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



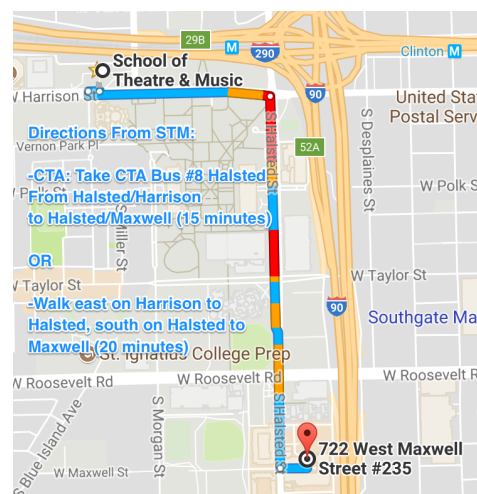
### Physical Health

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.

## Religious Observances

For guidance on respecting religious observance while maintaining academic standards and requirements, faculty members are encouraged to reference the Religious Accommodation section of the Office for Access and Equity website at <https://oae.uic.edu/religious/>.

## 6. FACILITIES

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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 L260 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 from Alayna Bell. Keys are provided to music degree students at no cost, but there is a \$50 fee to replace a lost key.

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 Alayna Bell. 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 9 PM until 5 PM and available for students with swipe card access until 10 PM. Students in classes that meet in the lab will have access automatically. Please see Barbara Nelson to request swipe access if you are not in one of those classes"

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.

## 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 Virtual-private Network](#).

## UIC Virtual-private Network (VPN)

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.

## 7. INSTRUMENT AND TECHNOLOGY LOANS

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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 Returns

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.

### AV and Other Technology Returns

Music Tech gear can also be checked out from the AV room (L471) located near the loading dock in the basement of ETMSW. You can arrange to pick up or return gear by emailing Ryan Ingebritsen ([ingebrit@uic.edu](mailto:ingebrit@uic.edu)) or the tech student workers at <http://STM.avhelp@gmail.com>

## 8. CORE MUSIC COURSES

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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)

Transfer students need to contact Prof. Tot for a placement interview if they have not completed a second year of both music theory and ear training at another institution. However, if they've already completed one year of music theory and ear training elsewhere, transfer students can go ahead and register for MUS201/203.

## 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. Students in the BA Music, BM Jazz, and BA Music Business degree take only 170 and 171. Students for whom piano is their primary applied instrument should contact Ivana Bukvich for information about their placement in keyboard skills.

[Placement Tests](#) are conducted at the beginning of each semester, usually the Friday before classes begin. You may request to be heard for placement in a more advanced piano class. Examples of the type of materials you need to prepare is [available](#) in advance for your use in 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 three 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 mandatory prerequisites before they can register for them.

The history sequence and music literature for the next few years is:

	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
Morning	232	232	231	231	232	231
Afternoon	231	230	230	232	230	230

Afternoon	--	115, Opera	TBD <sup>1</sup>	--	--	TBD <sup>1</sup>
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### Upper-level Electives

Counterpoint*	MUS 300
Analytic Techniques*	MUS 301
Composition I or II+*	MUS 302-303
Conducting I	MUS 304
Conducting II#	MUS 305
Orchestration I	MUS 306

Orchestration II	MUS 307
* = offered more regularly than others	
+ = do not need to be taken in order. IOW, you may take 302 before 301 or without 301	
# = not regularly offered.	

### 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 degree student.

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. "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 a 24-hour notice, your teacher does not have to make up the lesson. This will negatively affect your grade.

### Lessons at Off-Campus Sites

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.

<sup>1</sup> One from MUS113, 115, 117, or 119.

*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. Students whose primary applied area is digital music or keyboard should discuss their ensemble placements with Lisa Tang, especially any background in another type of music making as it may relate to their interest in a particular UIC ensemble. For information about each ensemble, see the [STM Music Ensembles](#) section of this handbook.

## 9. DEGREE REQUIREMENTS

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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](#)

## 10. CHANGING DEGREE PROGRAM OR APPLIED LESSON TEACHER

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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.

## 11. MUSIC MINOR REQUIREMENTS

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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
	Subtotal	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 (MUS 110-111)

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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 music 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.

## 13. STUDENT RECITALS

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Recitals are required capstone projects for BM degree students in classical performance or jazz studies. There are two kinds of recitals: a *half-recital* of 30 minutes, and a *full recital* of 60 minutes, each with corresponding requirements. You must be registered for MUS280 (instrumentalists) or MUS282 (vocalist) to do a recital. On the Recital Blackboard site, you will find instructions and all necessary forms for successful completion of your recital. All applied instructors are already members of the Recital Blackboard site. Student expecting to complete their 30-minute recitals while enrolled in their last semester of MUS 180 are not automatically entered on the Blackboard recital site and should contact [Jordan Kamps](#), the Recital Coordinator, to let him know your plans so that he can admit you.

## 14. STM MUSIC ENSEMBLES

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### Instrumental Ensembles

UIC offers a variety of performing ensembles. BM Performance, BM Jazz Studies, BA Music degree students are required to participate in an ensemble every semester in which they are enrolled. BA 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. Information, including audition materials, can be [go.uic.edu/ensembleauditions](http://go.uic.edu/ensembleauditions)

#### 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 Chris Madsen (Jazz Ensemble) and Andy Baker (Jazz Workshop).

#### Pep Band (MUS 156)

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 Ronald Stemley

#### Symphonic Band (MUS 151)

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)

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 Nicholas Carlson

### 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 Tim Fawkes

### 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, usually following successful participation in University Choir or Women's Choral Ensemble

Conducted by Liza Calisesi Maidens

### 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 Andrew Lewis

### 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

### Treble 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 Liza Calisesi Maidens

## 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 whom 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 and is led by Jordan Kamps.

### 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.

## 16. ADVISING & REGISTRATION

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All students meet first with the CADA Academic Advisor, Lisa Tang, and then with their assigned music faculty advisor every semester before registering for courses.<sup>[1]</sup> Meeting with these advisors is the only way to get permission to register for music courses. Students should take these steps in this order:

1. Consult the degree requirements, course catalogue and semester timetable, and complete a draft of your advising form. The blank form is available as [a fill-in Word document here](#).
2. Make an appointment and meet with [Lisa Tang](#). Lisa will check your draft, advise you about courses, and let you know how you are doing on your progress towards completing your degree.
3. Meet with your Faculty Advisor who will double check the form, make any needed modifications, or explore possible class alternatives. Your faculty advisor will need to sign the form *and email it to be placed in your advising folder*.

### 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. After that, a late registration form, available from the Main Office, must be completed.

### Repeating a Course

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

- a. Although permission to repeat a course is not required if the initial grade is D or F, you must (1) complete [an online notification petition](#) and (2) meet with the professor or the Head of Music 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.

## 17. ACADEMIC DISHONESTY

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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 dishonesty and how you can avoid it \(see p.12\)?](#)

## 18. SEXUAL HARASSMENT

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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 Title IX coordinator Donn Kamm at 312-996-8670 or by email at [TitleIX@uic.edu](mailto:TitleIX@uic.edu).

## 19. STM ANTIRACISM ACTION COMMITTEE

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The STM Antiracism Advisory Committee is charged by the Executive Committee with the following responsibilities:

1. Providing education, training, and workshops for STM-wide antiracism initiatives.
2. Reporting on the work of the staff, students, faculty, and leadership.
3. Determining priorities for school-level initiatives.
4. Managing the budget for STM-wide antiracism initiatives.
5. Reviewing and recommending revisions to current policies and practices for recruiting and supporting BIPOC faculty, staff, and students.

All meetings are fully open to all students, faculty, and staff. Minutes from meetings [are posted on Box for the STM Community to freely access.](#)

#### Process for Voicing Concerns

If you have an experience within the department that does not reflect our goals of respect and inclusion, if you need support around a conflict you are having with someone in the department, or if you'd like help gaining clarity around a challenging situation, please reference the steps below. We recognize that different situations call for different types of support and this is reflected in the [procedures for voicing concerns document.](#)

## 20. 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 based on 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 based on 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 as part of the ensemble placement auditions that are held each semester. Contact [Ben Kenis](#) for information about an existing award.

### 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:

Clifford Lipman Memorial Award

Joy and Bob Harnack Award for students completing their junior year

Louie Frank Scholarship for Piano

CBA Music Scholarship

José Riojas Memorial Scholarship

Ross Gentile Scholarship

## 21. CONTACTS/CHANGE OF ADDRESS

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All emails from STM will go to students' university email address (uic.edu). 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).

## 22. PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

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The Department of Music at UIC has affiliations with the 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 announcements.

## 23. 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.

## 24. 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 or VPN connection) is a gateway offering users the ability to access and cross-search multiple music reference resources in one location. The reference has 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."

## 25. INTERLIBRARY LOAN AND I-SHARE

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[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](#).

## 26. 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](#)



## 27. LINKS AS "GO.UIC.EDU"

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Links in the go.uic.edu format may be easier to recall:

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

Ensemble Auditions: <https://go.uic.edu/ensembleauditions>

Petition for MUS299, Independent Study: <https://go.uic.edu/299proposal>

Piano Placement Exam information: <https://go.uic.edu/UICPianoExams>