

Erskine College

DEPARTMENT OF MUSIC

Handbook for Students

2011-2012

I. INTRODUCTION

The Department of Music *Handbook for Students* is your guide to the policies about the practical matters of music study at Erskine College at every level.

Departmental policy as set forth in this *Handbook* should be considered as an addendum to the College Catalog. It details requirements for applied lessons, juries, attendance at Fine Arts events, facilities and building procedures, scholarships and awards, keyboard proficiencies, and recital procedures. If you have further questions that are not answered here, address them to any full-time music faculty member.

II. STATEMENT OF PURPOSE

THE DEPARTMENT OF MUSIC

The Department of Music at Erskine College is committed to helping each student discover how to develop their own musical gifts, and to share these gifts with the community. The department is equally committed to pre-professional training for students intending to pursue a career in music, liberal arts education for the greater Erskine Community, and to the high-quality applied instruction and ensemble experience for any student.

III. ADMISSION

AS A MAJOR IN MUSIC

A student majoring in music at Erskine College must meet all the general college requirements for admission.

Any student at Erskine may declare a major in any field, including music, during the first year of study. However, all declarations of major study in music are pending departmental approval. Students will receive an advisory from the faculty of the Department of Music at the end of their first year of study if serious deficiencies are present. For further information, see SOPHOMORE YEAR REVIEW, page 5.

All questions concerning the declaration of a major in music should be addressed to the Chair of the Department of Music, Prof. Robert Glick (glick@erskine.edu).

AS A MINOR IN MUSIC

Students at Erskine may elect to pursue a minor in music. **An audition is required of all students who wish to minor in music.** The audition may be performed during the Music Scholarship dates every spring, the first week of the school year, while performing on the recital series, or during May juries.

IV. ADVISORS

Freshman students are currently assigned their advisors through ES 101. In most cases, this advisor may not be a faculty member in the Department of Music and may not be aware of some requirements or problems in scheduling. A student planning to major in music should consult frequently with a music faculty member concerning his or her course load and program.

V. APPLIED LESSONS

A. HOW TO REGISTER FOR APPLIED STUDY

The directors of keyboard, instrumental, and vocal studies will assign students to a private studio. A request for a change of professors must be made to the appropriate director or to the department chair. Below are the appropriate numbers for registration:

1. Music Majors
 - a. Music majors must study their primary instrument at a major level each semester. They should enroll in the appropriate number of 280 through 289.
 - b. Student electing a secondary instrument would enroll in 180-189.
 - c. Performance majors should register in 380-389 during the junior and senior year.
2. Music Minors
 - a. Music minors must study for a total of six (6) hours in a single applied area. Minors should register in the 180-189 series
 - b. Music minors are allowed to study in other applied areas as interest indicates and as opportunity allows.
3. Elective study (non-major/non minor)
 - a. Any Erskine student may register for MU 080-087 in any applied area. (088-089 are subject to approval by the department chair). This course number represents zero (0) credit (P/F). Availability of instruction is relative to the number of students seeking instruction at all levels and the teaching loads of faculty.

- 80 Applied Music: VOICE
- 81 Applied Music: PIANO
- 82 Applied Music: ORGAN
- 83 Applied Music: CLASSICAL GUITAR
- 84 Applied Music: STRINGS
- 85 Applied Music: WOODWINDS
- 86 Applied Music: BRASS
- 87 Applied Music: PERCUSSION
- 88 Applied Music: VERNACULAR INSTRUMENTS (e.g., jazz piano, banjo, mandolin)
with departmental approval only
- 89 Applied Music: HISTORICAL INSTRUMENTS (e.g., recorder, harpsichord, clavichord)
with departmental approval only

C. FEES FOR LESSONS

Non-refundable fees are assessed for private lessons.

D. NUMBER AND LENGTH OF APPLIED LESSONS

1. Length of lessons
 - a. Students will receive 30 minutes of instruction per week in 080 through 089 and 180 through 189.
 - b. Students will receive 60 minutes of instruction per week in the 280 through 289.
 - c. Students will receive a minimum of 60 minutes of instruction per week in the 380-389.
2. Number of lessons
Students will receive a minimum of twelve (12) lessons per semester.

E. RESPONSIBILITIES OF APPLIED LESSONS

1. Attendance
 - a. Anticipated absences are to be reported to the instructor **at least 24 hours** prior to the lesson.
 - b. Absences so reported can be made up at the mutual convenience of the student and instructor.
 - c. An instructor is **not** required to make up an unexcused absence. If the instructor rules that the absence is unexcused, a grade of F may be assigned for that lesson.
 - d. Lessons missed because of an instructor's absence will be made up at the mutual convenience of the instructor and student within the term it occurred. Instructors are involved in a variety of professional and extra-professional activities that may require occasional absences from scheduled lessons.
2. Preparation for lessons
 - a. Daily practice is essential for every student who is enrolled in applied study. It is the expectation of the music department that applied students will practice at least one hour each day for each semester hour of credit given according to the level of study. For example, if a student is enrolled in 0 or 1 hour credit, he/she is expected to practice a minimum of one (1) hour each day. A student enrolled in 2 hours credit is expected to practice a minimum of two (2) hours each day.

Applied study in 080-089 and 180-189 series requires a minimum of 5 hours of practice a week

Applied study in 280-289 series requires a minimum of 10 hours of practice a week

Applied study in 380-389 series requires a minimum of 15 hours of practice a week

- b. Students who are unprepared for a lesson may be asked to leave a lesson with an unsatisfactory grade. If a lesson is cancelled because of lack of preparation, the student is expected to spend the lesson time practicing.

F. EVALUATION OF LESSONS AND RECITALS

1. Evaluation

- a. Each instructor will publish evaluation criteria in his/her course syllabus.
- b. The following will be considered in the grading process: attendance, preparation, improvement, amount and difficulty of repertoire, self-evaluation, recital participation, and when applicable, jury examinations.
- c. Grading in the applied lesson is subjective and cannot be quantified. Students should concentrate on the objective elements of the grading process: amount of literature learned during the semester, amount of time spent in practicing each week, use of vocal lab, and number of performances given.

2. Recital

- a. Students studying for applied credit will perform in student recitals according to the following schedule:
 1. All music majors, after the first year, must perform at least twice each semester unless given special permission by the instructor.
 2. Music minors, after the first semester, must perform at least once each semester unless given special permission by the instructor.
 3. Students studying for elective credit perform on recital as required by their instructor.
- b. To request an opportunity to perform on a student recital, students must submit provide complete information on the Student Recital Information Form no later than 48 hours before the recital. Examples of complete information would be:

[title:] “Whatever happened to my part?” [Composer] John du Prez (b. 1946) [composer dates]
[larger work title:] from *Monty Python's Spamalot*
[primary performer] Joan Sutherland, soprano [voice part / instrument]
[accompanist:] Oscar T. Grouch, piano [instrument used to accompany]

or (a real example from 2010)

“Не пой, красавица!” Sergei Rachmaninoff (1873-1943)
Elizabeth DeVault, soprano
Prof. Kathy Perry, violin — Lauren Wright, cello
Mr. Trevis Young, piano

- c. Student recital programs will be posted on the bulletin board outside the Choral Rehearsal Room the day before the recital, with a notice of incomplete information. Any item for which complete information is not provided may be deleted from the program. Appropriate dress is required for performance.

VI. PERFORMANCE SEMINAR, MASTERCLASS, AND RECITAL ATTENDANCE

A. PERFORMANCE SEMINAR (MU 090)

All music majors and minors must register for this zero-credit class. Students will be expected to attend the weekly meetings and recitals as part of the course requirements. Failure to comply

with this policy will result in a grade of F in Performance Seminar. Student recitals or masterclasses are offered weekly during both Fall and Spring terms. Meetings will be on Thursdays at 3:30 p.m. usually in the choral rehearsal room. Students who have an unavoidable schedule conflict with another *required* course should petition the music department for permission to fulfill this requirement in another way for a semester.

Students taking lessons at the elective level are not required to register for Performance Seminar; however, the lesson instructor may require attendance at the meetings and/or the student recitals as part of the course requirements. Students who have unavoidable schedule conflicts with another course should petition the lesson instructor for permission to fulfill the requirement in another way.

B. RECITAL AND CONCERT ATTENDANCE REQUIREMENTS

MUSIC MAJORS

1. All music department recitals
2. All Fine Arts Series concerts and productions
3. All convocations with musical guests
4. All guest masterclasses

At the beginning of each semester, music students will receive a complete list of these events. Again, students who have an unavoidable schedule conflict with a *required* performance should petition the music department for permission to fulfill this requirement in another way.

MUSIC MINORS

Minors must attend approximately 80% of the events – the number of musical performances will be announced in the MU 090 syllabus.

VII. JURIES AND SOPHOMORE LEVEL REVIEW

A. JURIES

1. Schedule
Juries will be formally conducted once each semester during the week of final exams.
2. Who is required to perform a jury?
 - a. Any applied music student may be required to perform a jury by their instructor.
 - b. All students receiving music scholarships.
 - c. All music majors will perform a jury each semester. Exceptions are made to those students who perform degree recitals during the last 30 days of the semester.
 - d. All music minors perform a jury every other semester—ordinarily at the end of the spring semester, or as specified by their instructor.
 - e. Students studying for elective credit will not perform juries **unless required by the instructor.**

3. Format

- a. Juries last approximately 10 minutes.
- b. Students are expected to speak intelligently about the pieces they perform. Such discussion consists of general knowledge about the composer, historical information about the music presented, and theoretical analysis. Jurors are free to ask questions about the juried pieces.
- c. Students will receive responses from the faculty about the preparation, performance level, and improvement made over the course of the year or semester.
- d. The applied instructor will assign a grade for the term based upon the recommendation of the jurors and the progress of the student during the term. Students must arrive at their jury with a completed jury sheet (see appendix for form) for each juror. The jury cannot be heard without a completed form.
- e. Students will sign up for jury times two weeks prior to the exams.
- f. Any student who does not perform a jury, and is required to, will receive an “F” in applied lessons for the semester.
- g. Students who are experiencing illness during the designated period for juried exams may receive a deferral, but not an excuse.

B. SOPHOMORE YEAR REVIEW

At the end of the second year of study a music student will participate in the Sophomore Year Review.

1. Purpose

The Sophomore Year Review is a 30-minute jury for music majors held at the end of the student’s sophomore year. The main purpose of this examination is to evaluate and determine the student’s future success as a music major based on the work that is represented to date. At this examination, the faculty will make recommendations as to whether or not the student should continue on as a music major.

2. Format of examination

The student will present at least 20 minutes of music at the Sophomore Review. Following the performance, the student and faculty will discuss the student’s progress to date, potential to proceed with upper level music courses, and the student’s potential for a future career in music. Recommendations concerning the student’s future as a music major may be made at this time.

3. Result of examination

Shortly after the review, the student will receive a detailed letter from the department chair about their studies so far. The letter will indicate PASS, PROVISIONAL PASS, or FAIL. Failure to pass the Sophomore Year Review will result in non-approval to proceed to the junior level of study and thus non-approval for a junior recital (MU 370). The sophomore year review may only be taken two times.

VIII. REQUIRED DEGREE RECITAL

1. MU 370 (30 minute recital – 1 s.h. credit)

Junior performance majors and senior music education majors present a 30-minute recital. Students register for the appropriate recital course number and receive a grade agreed upon by consensus of the faculty. MU 370 credit is also awarded for what the catalog terms an “equivalent approved project”—which must include a public demonstration of the student’s work. Such projects must be approved by the music department at least a year in advance, and the project work must be supervised by a member of the music faculty. Possibilities include a “senior seminar” type research project and presentation, a lecture recital, a significant composition (and its performance) or a practicum.

2. MU 470 (50 minute recital – 2 s.h. credit)

Senior performance majors present a 50-minute recital. Students register for the appropriate recital course number and receive a grade agreed upon by the consensus of the faculty.

Degree Programs and Required Recitals

B.A in general Music concentration – MU 370 or equivalent project

B.A. in with Music Performance concentration – MU 370 and MU 470

B.A. in with Church Music concentration – MU370

Non-required recitals: advanced students may elect to perform a recital sponsored by the department with the permission of the entire music faculty (that is, successful performance of a recital prehearing).

Recital Requirements:

- Memorization is required for pianists and vocalist, others as assigned by instructor.
- The students must register for MU 370 or 470.
- Two performers are encouraged to share a recital if presenting a junior recital.
- Students should wear appropriate attire (semi-formal or formal dress for women and coat-and-tie for men).
- The Department of Music will host a reception for student degree recitals given in their senior year. Other recitalist recitalists may host a reception after their recital at their own expense.
- Invitations and posters (if desired) are the responsibility of the recitalist but must be approved by the music faculty.

Scheduling

Selecting a time and date should occur as far in advance as possible, at least a semester prior to the intended recital. The students must initiate the planning of a recital with the applied instructor and confirm with the area director and the Department Chair. Student recitals may not be scheduled on Sundays.

Programs

Program details and complete notes must be submitted by the recital prehearing. Both should be brought in hard copy to the prehearing, and submitted electronically to the department chair (*music@erskine.edu*). The Department of Music will furnish printed programs for all required recitals and concerts.

Publicity

The Music department will publicize student recitals in events calendars, on other concert programs, and through college e-mails. Students may design their own posters, but must have these approved by the department chair before posting them.

Accompanist

An accompanist fee, when applicable, is charged to any student enrolling in MU 370 and MU470.

Pre-Recital Hearing

Students presenting degree recitals must perform a pre-recital hearing before the music faculty at least three weeks before the recital is to take place. A typewritten copy of the program and program notes must be submitted to the faculty jury at the time of the pre-recital hearing. The following information must be included: title, composer, opus number (if applicable), and composer's dates for each piece on the program; name of student as it is to appear on the program; date, time, and place of the recital; name of accompanist or any other program participants and full program notes. Faculty in attendance will issue one of the following three decisions: 1) full approval; 2) tentative approval subject to rehearing (the jury may vote to hear part of the recital again); or 3) indefinite postponement of the recital.

Backstage managers and ushers will be provided by the music department. Staging details should be discussed and rehearsed, if necessary, with the backstage manager.

IX. MUSIC ENSEMBLES

All Erskine students are eligible to participate in ensembles subject to an audition. All music majors and minors participate in at least one ensemble each semester. Scholarship recipients are required to participate in ensembles as directed by the music faculty; decisions as to what ensemble(s) will be made in the best interests of the department and the student.

No more than 8 credit hours may be earned toward graduation in ensembles, but additional hours may be taken in ensembles as desired by the student if approved by the advisor. Students should remain in the ensemble for the entire year. Ensemble performances are considered the equivalent of examinations.

X. KEYBOARD PROFICIENCY

All music majors are required to attain a satisfactory level of keyboard proficiency prior to formal admission into the program at the Sophomore Year Review. Music minors are encouraged to do the same. Proficiency can be achieved in one of three ways:

- 1) If the student is deemed a beginner after completing a placement audition on piano, he/she should enroll in Keyboard Skills and Proficiency (MU 176). During the class, there are multiple opportunities to pass the various requirements such that proficiency may be attained by the end of the semester.
- 2) If the student is not deemed a beginner (in the placement audition), he/she may be recommended to enroll in Applied Piano Lessons for 1 semester (MU 081 or MU 181). Testing of the various keyboard skills may take place during weekly lessons and proficiency can be attained by the end of the semester.
- 3) If the student shows significant experience in the placement audition, he/she may be offered the option of preparing the materials for a proficiency test by themselves. These students must schedule proficiency attempts with the Director of Keyboard Studies, Dr. Parker.

The skills learned are extremely helpful when taking the Music Theory courses (MU 101, MU 102) and it is highly recommended that proficiency be attained either before or while these Music Theory classes are taken. Regardless, all portions of the exam must be passed by the conclusion of the Sophomore Year Review. No student may be accepted as a Music Major who has not passed this exam.

Those students who prepare the proficiency requirements on their own must schedule proficiency attempts with Dr. Parker, the Director of Keyboard Studies. Depending on availability of time, it may be required that these students prepare 3 or more different requirements for each meeting. If a student requires more than 2 separate attempts to pass any portion of the proficiency test, they may be limited in the number of additional attempts to complete the remaining portions. It is expected that each student would attain proficiency in no more than 3-4 scheduled attempts.

For a complete list of requirements for the Keyboard Proficiency Test, and to schedule a placement audition or proficiency test, please see Dr. Parker. Piano Placement Auditions should be taken prior to the first week of classes in one's first semester at Erskine.

XI. ACCOMPANISTS

Music Majors who are studying either voice or a non-keyboard instrument in major-level applied lessons may be assigned an accompanist for the semester. This person's weekly duties will be to rehearse for up to 1 hour and attend roughly ½ of the lesson. This schedule may not be possible if the accompanist is a full-time faculty member. They will also accompany their students in Performance Seminars and Student Recitals. If any additional work is required, the student and accompanist must agree on appropriate compensation since Erskine College will not be paying the accompanist for this work.

Music Minors who are studying either voice or a non-keyboard instrument may be assigned an accompanist for the semester depending on scheduling and availability. The accompanist's weekly duties will be to rehearse for up to a half-hour and attend roughly ½ of the lesson. They will also accompany their students in Performance Seminars and Student Recitals. If any additional work is required, the student and accompanist must agree on appropriate compensation since Erskine College will not be paying the accompanist for this work.

For any other students who need an accompanist for a rehearsal/lesson/performance, please contact Dr. Parker, Dr. Kuykendall, or Professor Glick. Depending on availability, one of these gentlemen may be able to help.

Guidelines:

- 1) The list of student/accompanist pairings will be distributed to the applied instructors. Once they have provided applied students with the name and contact information for their accompanists, **it is then the responsibility of the applied students** to schedule rehearsals with their accompanists. If students fail to schedule a rehearsal, that time is forfeited and the accompanist is not required to make it up later.
- 2) It takes time for any accompanist to prepare music for rehearsals and performances. Students would never be expected to sight-sing or sight-read in public. Therefore, students must provide their accompanists with sheet music before rehearsals/lessons/performances. It is common courtesy to provide music at least 1 week before it is expected to be learned. Music may be left in appropriate mailboxes on the desk of the Music Office.
- 3) The accompanist is not responsible for teaching pitches and rhythms to students. Therefore, students should have these details solidly learned before rehearsals begin.
- 4) Accompanists should be given at least 24 hours advance notice if a **rehearsal OR lesson** is to be cancelled or postponed. If a student fails to provide this information, they may lose their accompanying privileges.
- 5) If an accompanist is not performing reliably in rehearsals, lessons, or performances, please notify Dr. Parker.

XII. PRACTICE ROOMS

Students are not to leave personal belongings in any practice room. Custodians will be instructed to remove and discard any items that do not belong in the practice room. When leaving a practice room, the student is asked to close the piano and windows. **FOOD AND DRINK ARE NOT ALLOWED IN THE PRACTICE ROOMS.**

A schedule for Memorial Hall Auditorium will be maintained in the departmental office. Organ students will reserve practice time on these schedules, although they may be pre-empted by other scheduled events in the auditorium. A practice organ is in the organ studio, and the Bowie Chapel organ is often available. Practice room pianos are available to all music students; however, priority is given first to adjunct lessons, sectional rehearsals, and piano students. Moreover, the college houses pre-college instruction, and on some afternoons some practice rooms are reserved for this community service program.

XIII. PUBLIC PERFORMANCES

(Off-campus concerts)

Students who receive private applied instruction with the Department of Music at Erskine College are representative of both the College and the work of their applied instructor. Therefore, public performances by the student are a concern of the applied instructor, the Department of Music, and the College.

Prior consultation with the appropriate applied instructor for performances off-campus is advised. This includes all extra-collegiate performances, church performances, and competitions.

XIV. SCHOLARSHIPS IN MUSIC

Music scholarships are awarded by the music faculty on a yearly basis. Awards are given based upon merit, talent, career potential, academic record, and the potential for significant contribution to the Erskine College music department.

Scholarships are reviewed annually. Exceptional work may be rewarded by slightly increased awards. Failure to fulfill the requirements of the awards (ensemble participation, private applied study, course work) may result in lower scholarship awards or discontinuance of the scholarship altogether.

If a student is taking lessons in more than one area of study, the credited lessons (MU 145+) must be in the area specified by the scholarship. Lessons in a secondary area of study can be taken for credit or noncredit.

Scholarship students should maintain a minimum 3.0 average in applied instruction and other music courses.

XV. MOULTRIE and MEMORIAL HALL SCHEDULE

Memorial Hall and the Moultrie Music Education facility houses the Department of Music at Erskine College. Practice rooms are available to all students, but students enrolled in applied music study have priority. All Erskine students are issued key fobs for access to specified buildings after hours, and students enrolled in applied study are eligible for 24/7 access to the facility. Speak with the department chair if your fob does not grant you access. For policies relating to the facility, see pp. 14-16.

VOICE RECITAL CHECKLIST

Name of Student _____

Name of Teacher _____

Date of Recital _____

Date of Pre-Recital
Hearing _____

LEAD TIME	ITEM TO ARRANGE	COMPLETION
Beginning of Sem.	Submit typed program for approval by teacher.	_____ Teacher's signature
	Check with Dr. Parker to make sure Memorial is reserved, that the event is on the Erskine Calendar, and that an accompanist is arranged.	_____ Parker's signature
5 -6 Weeks Ahead	Submit typed program notes for approval by teacher.	_____ Teacher's signature
4 Weeks Ahead	Pre-Recital hearing. The day of the hearing, submit typed program notes to hearing committee.	
	Make any revisions to program notes that were required by the committee.	
	(Optional) Submit design for posters to Dr. Kuykendall for approval.	
2 Weeks Ahead	Arrange for ushers, or page turner if needed. Check with Dr. Kuykendall about your programs.	
Day of Recital	Set Stage, etc.	

**Erskine College
Department of Music**

DEGREE RECITAL INFORMATION FORM

(Copies of this form are to be submitted at the pre-recital hearing)

Name of performer _____

Name of accompanist _____

Other program participants (specify name and instrument):

Date of program _____

Time of program _____

Location of program _____

Title	Opus No.,etc.	Composer

(This recital is performed in partial fulfillment of the requirements for the BA or BS degree in music)

Please attach program notes.

Moultrie and Moss Music and Math Building Policies

Building Hours

The music building is open from 7am to 10 pm daily during the fall and spring terms. The following policies govern late practice hours:

During the regular semester, music students who are in the building at closing may stay in the building.

During breaks and summer hours, only students and staff with keys should be in the building after hours.

There are no group music activities allowed after midnight.

Classrooms

As a courtesy, marker boards should always be erased after class so that the next instructor has clean boards to work with. Do not use the blue markers on lined marker boards. If furniture is rearranged, likewise it should be returned to the original arrangement before vacating the classroom.

Choral Library

Students may check out music from the choral librarian for a period of two weeks. Leave music in places designated by the librarian.

Choral Rehearsal Room

Use of this room is by permission and left for ensemble and sectional rehearsals. Persons or organizations who wish to reserve the room must contact Dr. Parker. Please return the room to its original configuration after using it - please return chairs to risers. Students may not use this room for viewing movies. The Erard grand piano which is stored in this room is not to be played unless given permission by Dr. Parker. Water is the only drink allowed in any performance room. Food is not allowed. Items left in the rehearsal room will be placed in the lost and found.

Damage and Theft

As a community of musicians, scholars and believers, the students and faculty of the Music Department have a shared responsibility to protect the building and its contents. Information concerning any person(s) responsible for wanton damage or vandalism should go directly to the chair of the department. Security cameras are located at each entrance.

Duplicating and Copying

The Music Office does not duplicate materials for students. Under no circumstances should students copy material that is copyrighted without permission from the holder of the copyright. Some copying may fall under a "fair – use" guideline. In order to make such a determination, students should familiarize themselves with music copyright laws.

<http://menc.org/information/copyright/copyr.html>

Harpsichord

The harpsichord and clavichord are located in the organ practice room. These are delicate instruments and can easily be knocked out of tune, so play gently. Do not move the instruments

and be very careful when opening and closing the lids. The organ practice room is reserved for students enrolled in piano or organ who are currently working on repertoire requiring these instruments.

Lost and Found

The School of Music maintains a Lost and Found service in the music office. Please return any found item of value to the receptionist in the music office.

Music and Math Media Center

The Media Center located in MM #219 is available to all Erskine students. In addition to books on math and music, there are computer work stations, recordings, and musical scores. The CD collection is in the process of being catalogued and made available online. If you need access to a recording not yet online, see Dr. Kuykendall. Books and scores are not to be removed from the library without the express permission of music faculty. The furniture should not be moved; food and drink are NOT allowed in this space. Students may use the computers to check email, do research for paper writing, etc., although students needing the computers for music listening have priority for these work stations.

Music Stands

Music stands should never leave the music building without permission of a faculty member and then they must be returned promptly to their original location.

Pianos

The concert grand should never be moved on or off of the stage without the permission of a music faculty member. Please do not dust or clean the pianos. Never move the Steinway concert grand piano by yourself, and never move it near the edge of the stage. Please close and cover all recital hall, classroom and rehearsal room pianos after use. Never set any items, especially drinks, on any piano. Report any problems to Dr. Parker.

Kitchen

Only music and math faculty, authorized staff, and persons preparing for a reception may use the kitchen. Students may NOT keep their own food or drink in the kitchen. Students may only use the kitchen with the authorization of a music faculty member.

Practice Rooms

All students should have access to a practice piano. Schedules are posted for the grand piano rooms. Practice priority goes to piano majors and minors. Do not leave personal items or instruments in practice rooms to "stake a claim." Items found in unoccupied practice rooms will be removed and placed in the Lost and Found. **NO FOOD OR DRINK OF ANY TYPE IS PERMITTED IN PRACTICE ROOMS.** Non-music students may use the practice rooms; however, students taking lessons have priority over the spaces.

Recital Hall

Absolutely no food or drink is allowed in the recital hall (Memorial Hall Auditorium). If you use the organ or allow someone to do so, it is your responsibility to make sure it is turned off when

you or they are finished. A sign up sheet for the Recital Hall will be maintained in the departmental office.

Recording studio

Only students approved by the department may enter the recording studio. Absolutely no food or drink in the studio.

Signage

Signs, recital poster, notices, etc. may not be posted with tape on any walls, elevator or doors. Bulletin boards are provided for positing such notices. All recital posters must be approved by the chair of the music department.

Student Lounge and Lockers

The students are held responsible for protecting and respecting their space. You must keep it clean and tidy. **The furniture may not be moved from this space.** It is a privilege for you to be able to consume food and drink in this space. Cabinet storage units are for you to keep your music, etc.; however, use at students' own risk and neither Erskine College nor the Music Department is liable for any loss, damage or theft to any personal property left in the units.

Piano Lab

Turn off keyboards when you are finished. Please use headphones when others are using the space. No food or drink allowed in this space.