

MERCER
UNIVERSITY

SCHOOL OF MUSIC

UNDERGRADUATE HANDBOOK

2023-24

music.mercer.edu



TABLE OF CONTENTS

I.	INTRODUCTION AND WELCOME FROM THE DEAN	
	Introduction and Welcome from the Dean	3
II.	MISSION STATEMENTS	
	Mercer University Mission Statement	3
	Townsend School of Music Mission Statement.....	3
III.	FACULTY	
	Townsend School of Music Faculty, Artists, and Lecturers	4
IV.	POLICIES	
	A. Music Advisors	5
	B. Advice for Freshmen and Transfers	5
	C. Admission to Music Study/Acceptance to Music Major.....	6
	D. Music Minor Study.....	8
	E. Applied Music Lessons/Applied Music Examinations.....	9
	F. Solo Performance Opportunities	10
	G. Recital Attendance Policy	10
	H. Senior Recitals/Projects and Required Junior Recitals	10
	I. Recital Checklist	14
	J. School Accompanists: Allocation of Hours	16
	K. Music Scholarships/Accompanying Responsibilities/Music Scholarship Renewal.....	17
	L. School of Music Recital Hour	19
	M. School of Music Honors	19
	N. Non-Music Majors.....	20
	O. Ensemble Dress Rehearsal Policy.....	21
	P. Practice Room Assignment	21
	Q. Collegiate National Association for Music Educators (CNAfME)	22
	R. Mu Phi Epsilon	22
	S. Grievance Policies and Procedures/Academic Grievances and Appeals.....	22
	T. Sexual Misconduct Policy.....	27
	U. Honor System	27
	V. Cell Phone Policy.....	27
	W. Access/Disability Statement	27
	X. Health and Safety Standards.....	28
	Y. Student Conduct/Mental Health and Wellness.....	28
V.	CURRICULUM	
	A. Description of Degrees Offered	28
	B. Further Requirements for Music Degrees	32
	C. Guidelines for Vocal Study.....	33
	D. Guidelines for Piano Study.....	36
	E. Guidelines for Organ and Harpsichord Study	38
	F. Guidelines for String Study	39

G.	Guidelines for Instrumental Study.....	40
H.	Guidelines for Music Theory Study.....	42
I.	Guidelines for Certificate of Recognition in Music Composition	42
J.	Guidelines for Musicology Study	42
K.	Guidelines for Music Education Study.....	43
L.	Ensembles	52

VI. FACILITIES

A.	Guidelines for Use of McCorkle Music Building	56
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VII. APPENDIX

A.	Advisor/Advisee Degree Check Sheets	59
B.	School Forms:	
1.	Audition for Undergraduate Admission.....	68
2.	Audition for Center for Strings Undergraduate Admission	69
3.	Acceptance to Music Major	70
4.	Instrumental Jury Examination Form.....	71
5.	Organ Jury Evaluation Form	72
6.	Piano Jury Evaluation Cover Sheet	74
7.	Piano Jury Evaluation and Comment Sheet.....	75
8.	Voice Jury Evaluation Cover Sheet.....	77
9.	Voice Jury Evaluation and Comment Sheet.....	78
10.	Center for Strings Jury Form	80
11.	Harp Jury Evaluation Form.....	82
12.	Recital/Project Request/Proposal Form	84
13.	Social Media Consent Request Form	85
14.	Recital Hearing Form.....	86
15.	Recital/Project Completion Form	87
16.	Recital Hour Form	88
C.	Applied Music Courses	89
D.	Listing of Music Courses Offered	91

I. INTRODUCTION AND WELCOME FROM THE DEAN

Dear Music Students and Faculty:

Welcome to Mercer University! Mercer has developed a proud heritage and tradition of excellence in higher education for 190 years. This same intensity of purpose is found in Townsend School of Music where the nurturing of solid musicianship is cultivated within a rich liberal arts environment. This handbook has been designed as a supplement to the Mercer University Catalog to acquaint you with policies and guidelines of the School of Music. It serves as an aid to students in planning their activities in the School of Music. Concerns, questions, and challenges encountered during the process of your music study at Mercer should be addressed first to your music faculty advisor, secondly to the Director of Undergraduate Studies, and finally to the Dean of the Townsend School of Music.

II. MISSION STATEMENTS

Mercer University Mission Statement

Mercer University's mission is to teach, to learn, to create, to discover, to inspire, to empower and to serve.

In fulfilling this mission, the University supports undergraduate, graduate, and professional learning as well as basic research and its application in service to others. As a university committed to excellence and innovation, Mercer challenges members of its community to meet and exceed high standards in their teaching, learning, research, scholarship and service.

Founded by Baptists in 1833, Mercer is an independent university that remains grounded in a tradition that embraces freedom of the mind and spirit, cherishes the equal worth of every individual, and commits to serving the needs of humankind. As a reflection of this heritage:

- We encourage our students to discover and develop fully their unique combination of gifts and talents to become leaders who make a positive difference in the world.
- We seek to inspire members of our community to live virtuous and meaningful lives by using their gifts and talents to serve the needs of humankind as an expression of their love for God and neighbor.
- We seek to enrich the mind and spirit by promoting and facilitating an open and rigorous search for truth and understanding, including an examination of the moral, religious and ethical questions of this and every age.
- We affirm and respect the dignity and sacred worth of every person and celebrate both our commonalities and our differences.

Townsend School of Music Mission Statement

Townsend School of Music (TSM) fosters excellence in musical learning within the context of a comprehensive university environment. Undergraduate and graduate studies prepare musicians for careers in performance, music education, church music, and musical scholarship.

As an institutional member of the National Association of Schools of Music (NASM), Mercer University assures that students receive a quality musical education from a School that has met the recognized standards of this organization.

III. TOWNSEND SCHOOL OF MUSIC FACULTY

Professors: Montgomery Cole, Clarinet/Saxophone; Gary Gerber, Dean; Richard Kosowski, Director of Graduate Studies and Voice/Opera; Martha L. Malone, Voice/Opera; Jack Mitchener, Organ/Harpsichord; Amy Schwartz Moretti, Director, Robert McDuffie Center for Strings and Violin; Stanley L. Roberts, Associate Dean and Choral Conducting; and Christopher Schmitz, Music Theory/Composition.

Associate Professors: Ian H. Altman, Piano; Nathan Gay, Director of Athletic Bands and Tuba/Euphonium; R. Timothy McReynolds, Collaborative Piano; Marcus D. Reddick, Percussion; Kathryn Rios, Music History; and Kyung-A Yoo, Collaborative Piano.

Assistant Professors: Brittan Braddock, Director of Bands and Coordinator of Music Education; and Nathan Myrick, Director of Undergraduate Studies and Church Music.

Distinguished University Professor of Music: Robert McDuffie, Violin; Distinguished Artist-in-Residence

Distinguished Artists: Rebecca Albers, Viola; Victoria Chiang, Viola; Lawrence Dutton, Viola; Annie Fullard, Violin; Sihao He, Cello; Hans Jørgen Jensen, Cello; David Kim, Violin; Daniel Tosky, Double Bass; and Jeffrey Turner, Double Bass and Orchestral Conducting.

Distinguished Artist-in-Residence: Adrian Gnam, Oboe/English Horn/Bassoon

Senior Lecturers: Marie J. Roberts, Voice; and Kelly Via, Flute/Piccolo.

Lecturers: Anne Armstrong, Accompanist; Terence Cantwell, Guitar; James English, Trombone; Rob Evans, Music Technology; Anna Schmitz, Horn; Valencio Jackson, Music Theory; Janet Jarriel, Music Business; Calista Koch, Harp; Gail Pollock, Accompanist, Class Piano; Cynthia Smith, Accompanist; Rachael Smith, String Techniques; Jonathan Swygert, Trumpet; Sherry Weeks, Elementary Music Education; and Jeremy Williams, Choral Methods.

Professor Emeriti: Carolyn Goff, Professor Emerita of Collaborative Studies; Douglas Hill, Professor Emeritus of Music; C. David Keith, Professor Emeritus of Music; and Lowen Marshall, Charles B. Thompson Professor Emeritus of Music

IV. POLICIES

A. Music Advisors

The music student will meet each term with an assigned music faculty advisor to discuss curriculum planning and other matters of concern to the student. It is important to realize that it is the **student's** responsibility to follow all guidelines in the Mercer University Handbook. The faculty advisor is provided to enhance the guidance given in the Handbook. Every entering first-year student intending to major in another area in addition to music must be assigned a faculty advisor from the other College. If no advisor is assigned, the student should immediately contact the Dean of that College to request a secondary academic advisor in the additional area of study.

B. Advice for Freshmen and Transfers

1. Students who plan to major in music must take Music Theory (MUS 105 - 3 hours of credit) in the fall semester in conjunction with Basic Musicianship I (MUS 111 - 1 hour of credit) and Class Piano I (MUS 109 - 1 hour of credit, except keyboard students see No. 2 below). These students must also register for one credit hour of applied music in their specialties (voice, wind instruments, piano, organ, etc.), and register for a large group ensemble (MUS 182, 183, 191, 192, 197).
2. Keyboard students (piano or organ majors) should register for MUS 139 (Organ/Harpsichord Skills) or MUS 121 (Sight-reading Skills I) instead of MUS 109 since the Class Piano I course is intended for students who have little or no experience with piano or organ. Thus, organ students should register for MUS 139 and piano students should register for MUS 121.
3. Given the heavy schedule of music courses, most music majors will take fewer courses in general education during their first year. General education courses are necessarily spread out over the four years to a greater extent than is the case for most students.
4. Transfer students who wish to be admitted to the music program must take a music theory placement examination. Transfer credits and advanced placement credit in music theory will be accepted contingent upon examination. This will ensure that the student is placed in the appropriate music theory course based on ability.
5. Students must audition before enrolling for applied music lessons. Students who have been heard by the music faculty prior to the beginning of the fall term need not audition again. All students (majors and non-majors) enrolling in applied lessons at the beginning of the new semester must contact the private teacher to schedule their applied lesson time.
6. Intended music majors are required to attend a minimum of 150 recitals and programs (130 BME) in order to graduate (See Recital Attendance Policy on page 11).
7. Intended music majors must participate in at least one major ensemble per semester during all four years at Mercer (see I.K. Scholarship Renewal).

8. Music scholarship students must fulfill all of the requirements as stated in the letter of scholarship notification that was signed.
9. Music students must have a responsibility first to the music program within the School of Music over all outside performance opportunities.
10. School of Music Convocation for all music students will occur in the Fall semester on the first Thursday of classes at 3:30 pm in the Neva Langley Fickling Hall in the McCorkle Music Building. Announcements will occur at that time.
11. Transfer students entering TSM with greater than 30 hours of collegiate credit (including dual enrollment students):
 - a. Students with two completed composition courses will be granted transfer credit for INT 101 (4 hours), receive general elective credits (3 hours) towards graduation, and have satisfied the MUS 120-Intro to Research and Writing in Music requirement. Only CLA double majors are required to enroll in INT 201.
 - b. Students with only one composition course will be granted credit based on their term of entry. Students entering in a summer or fall semester are required to enroll in INT 101 in their first fall semester, and upon completing INT 101 CLA double majors must take INT 201. They will be credited as having completed the MUS 120-Intro to Research and Writing requirement and will be granted general elective credits (3 hours) towards graduation. Students entering in a spring semester are required to enroll that semester in MUS 120-Intro to Research and Writing in Music, and upon completing that course CLA double majors must take INT 201. They will be given transfer credit for INT 101.
 - c. Students who qualify as sophomores and who have not completed any composition courses will be required to enroll in INT 101, MUS 120-Intro to Research and Writing in Music and INT 201 if they are a CLA double major.
 - d. Students who qualify as juniors or seniors and who have not completed any composition courses will be required to complete two courses with a MUS 120-Intro to Research and Writing in Music and INT 201 if they are a CLA double major.

C. Admission to Music Study/Acceptance to Music Major

1. An applied music audition and musicianship/sight-singing exam is required for incoming students who plan to major in music. The faculty will complete an Audition for Admission to School of Music form and, if appropriate, recommend acceptance into the first-year sequence of music courses. Transfer students must also be examined in the following areas: music theory, musicianship, keyboard, and lyric diction (if a voice major). The following is a list of audition requirements by area:

Voice: First-year intended voice majors must prepare two contrasting pieces, to be performed from memory. The pieces performed should be taken from the standard classical, traditional, sacred, or Broadway styles. All transfer students at the second-year level of vocal study pursuing the BA or BME degrees must prepare three pieces from the standard classical repertoire: one in English, one in either: Spanish, French,

German, Italian, or Latin, and one in a foreign language other than those languages listed above. All transfer students at the 3rd or 4th year level, and all potential voice performance (Bachelor of Music) transfer students (2nd-4th year) must prepare five pieces from the standard classical repertoire which include English and two or three foreign languages. Students should bring the sheet music for their pieces with them; an accompanist will be provided. Students will be asked to sight-sing and take a music theory placement test. After auditioning, there will be a short interview with the voice faculty.

Winds: Students auditioning should prepare two contrasting pieces displaying both lyrical and technical proficiency. Repertoire for an audition may include studies/etudes, orchestral excerpts, sonatas or concerto literature. Students should prepare all major scales/arpeggios and expect to play a short sight-reading excerpt on the chosen instrument. Students will also be asked to sight-sing and take a music theory placement exam.

Strings: Students interested in pursuing a Performance degree through the Robert McDuffie Center for Strings should contact the Center for more information <https://mcduffie.mercer.edu/>.

Piano: Pianists will perform two contrasting pieces, preferably from memory for the audition. The following examples indicate the minimum difficulty:

- Bach 2 Part Inventions
- Haydn or Mozart Sonata Movement
- Chopin Nocturne, Waltz, or Polonaise (Op. 26 Nos. 1 and 2)
- Bartok Dances in Bulgarian Rhythm from Vol. 6 of Mikrokosmos
- Schumann Scenes from Childhood, Op. 15

Students should be able to play all major and minor scales/arpeggios and will be asked to sight-read a short excerpt. Questions about appropriate repertoire should be directed to any piano faculty member.

Organ: Applicants should prepare three pieces for the audition including a major work of Bach as well as selections from the romantic and modern/contemporary periods.

Guitar: Candidates for guitar study should be able to play all scales, studies corresponding in difficulty to those of Sor and Carcassi, and perform two contrasting solo works from memory. Students will be asked to sight-read and should have a knowledge of music theory.

Percussion: Percussionists should prepare a mallet solo (2 or 4 mallets) and a selection on each of the following instruments: timpani, snare drum, and/or multiple percussion. A drum set selection may be presented if applicable. Sight-reading will be requested on timpani, mallets and snare drum. Students will be asked to sight-sing and take a music theory placement exam.

2. Prior to juries in the Spring semester of the first year of study, each music student will be reviewed by the faculty using the **Acceptance to Music Major** form. The applied

teacher, advisor, and music theory teacher will sign off on the form for formal acceptance into the various music degrees available in the School of Music. Notification of acceptance or denial will be sent to the student and advisor in May of each academic year.

3. A student who wishes to pursue a Bachelor of Music in Performance degree must perform a 15-minute program before the appropriate music faculty in the area of specialization no later than the spring semester jury in their first year of study and receive the approval from that group. Students who are not accepted into the BM degree may audition once more at the end of their third semester of study if they so desire. Voice majors will follow the guidelines found in Section II.C.8. in preparing the repertoire specified for the second-semester “barrier” jury. Successful performance of this repertoire at the jury is required for the voice faculty to approve the student for acceptance to the music major/upper level study.
4. An Instrumental Major who is pursuing a Bachelor of Arts or Bachelor of Music Education degree must complete a Barrier Exam at the second semester (usually spring) jury of the first year of study. Wind and Brass students will perform 10 minutes of repertoire and technical exercises. This performance will consist of at least one movement from a Sonata or Concerto with piano accompaniment. The technical exercises will include the 12 major scales/arpeggios from memory. Percussion students will be asked to perform three selections utilizing: snare drum, marimba and either timpani or multi-percussion. Additionally, percussion students will be asked to play the 12 major scales and arpeggios.

D. Music Minor Study

1. The requirements for completion of a minor in music include the following twenty-two credits: Successful completion of an entrance audition and musicianship examination; completion of twenty-two credit hours in the following School of Music courses—MUS 105, 106, 111, 112 (8 hours); 4 hours of ensemble participation chosen from MUS 182, 183, 185, 191, 192, 196 or 197 (entrance audition required for each ensemble); 6 hours selected from MUS 201, 202, 402, 403; 4 hours of applied study dependent upon faculty availability and approval by the Dean; applied music fee required each semester.
2. **Music Industry Minor.** The requirements for completion of a music industry minor include the following nineteen credits: Successful completion of an entrance audition and musicianship examination; completion of the following School of Music courses – MUS 105 Music Theory I (3 hours); MUS 109 Class Piano (1 hour); MUS 151 Understanding Music (3 hours); MUS 357 Music Technology (3 hours); MUS 479 Music Business (3 hours); MUS 480 Special Topics Recording Workshop I (3 hours); MUS 480 Special Topics Recording Workshop II (3 hours). A lab fee is required for each Recording Workshop course.
3. Music minors are expected to practice one hour each day.

E. Applied Music Lessons/Applied Music Examinations

1. Students who wish to take applied music lessons must audition before registering as a major, minor, or elective. A limited number of students can be accepted for elective applied lessons in music. Students must be taking other courses at Mercer in order to be eligible to take lessons. Exceptions must be cleared with the School of Music Dean. Auditions are usually administered by the Area Chair of the appropriate instrumental or vocal area throughout the academic year. Two contrasting musical selections may be offered for the audition.
2. Students may enroll for 30 minutes of instruction per week (if a non-major) for one hour of credit or 60 minutes of instruction per week for one hour of credit (if a music major). Bachelor of Music applied music courses numbered 265-465, 266-466, 267-467, 268-468, and 269-469 receive 60 minutes of lesson time per week for three hours of credit. Applied music fees are listed under Financial Information in the University Catalog.
3. Applied music examinations will be given at the end of each semester for all students enrolled in applied music lessons.
4. Students should complete Jury Examination forms prior to the jury examination and submit them to the examination committee before the jury begins. Each area (vocal, instrumental, keyboard) has different requirements regarding Jury Examination forms; instructions are available in the School of Music Office. All scales and repertoire studied that semester must be included on these forms.
5. Students should check the technical and repertoire guidelines for the given area of applied study in the handbook.
6. Two or more faculty in the appropriate applied area will write jury comment sheets that will become a part of the student's permanent file.
7. The jury examination number grade will be submitted to the appropriate applied studio teacher for consideration in calculating the final grade for that term. The applied studio teacher must assign a final term grade not greater or less than one letter grade difference from the jury examination grade. Evaluation of practical musical development is an admittedly complicated process involving the perception of a student's effort, progress and innate ability.
8. Students are expected to attend all scheduled applied studio lessons. It is necessary to seek permission for absence from the professor 24 hours in advance in order to receive a make-up lesson. Unexpected absences due to personal illness require a medical excuse in order to receive a make-up lesson. In the event the professor is absent, they will make every attempt to contact the student and will schedule the necessary make-up lesson accordingly.
9. Applied music lessons will be taught on a weekly basis beginning with the first regular complete week of classes. An applied music professor may schedule applied music lessons during an incomplete week of class that may begin or end a school term.

10. Applied music students should give a copy of their class schedule to their applied music teacher(s) as soon as possible following class registration. Applied music professors will notify their students of lesson time either by campus mail, email, by phone, or by the posting of a studio lesson schedule on a bulletin board on or near the studio door. No make-up lessons will be given for those lessons missed by students who are not prompt in supplying their applied music professor(s) with a copy of their class schedules.

F. Solo Performance Opportunities

1. Recital Hour – Thursdays, 3:30 pm, Neva Langley Fickling Hall, McCorkle Music Building (alternate: Newton Chapel).
 - a. Apply for a Recital Hour date at the beginning of each semester.
 - b. Sign up forms will be outside the door of Director of Bands' office room #118 of the McCorkle Music Building.
2. Substantial School of Music non-required recitals may function as the applied jury for the semester that the recital is given with the permission of the applied professor and the Music Dean. Two music faculty members must attend the recital and assign a grade.

G. Recital Attendance Policy

1. Intended music majors are required to attend a minimum of 150 (BME 130) recitals in order to graduate. Students may count performances in which they participated as long as it is not a solo recital. An original program or an original ticket must be turned into the Office Assistant in the Music Office. If a concert runs out of programs, contact the Office Assistant the following day to get a program. Programs must be submitted in chronological order with the student's name included at the top of each program. Seniors must complete the Recital Attendance requirement by mid-April. Transfer student recital counts will be adjusted as follows: Sophomores-115; Juniors-75. Music Education majors are required to attend 130 recitals because of student teaching their last semester.

There are certain music events where mandatory attendance is required. These events included Music Convocations, beginning of the semester Recital Hour meetings, Jubilee Artists Series concerts, Townsend Symposia lectures, and various other events. In order to not get behind on event attendance, it is suggested that each student attend the following minimum each year: Freshman year-40 events; Sophomore year-40 events; Junior year-35 events; Senior year-35 events.

H. Senior Recitals/Projects and Required Junior Recitals

1. Prerequisite: Piano Proficiency

Students who have not satisfied the keyboarding/piano competency requirement by the end of their junior year will not be allowed to process a Recital/Project Request/Proposal Form for their senior year. No senior recital/project will be

scheduled in a given academic year unless this requirement is met. All students are required to enroll in applied lessons during the semester their recital is being presented

2. Student Recital Rules

Student recitals may only be scheduled at the following times based on availability:

- Mondays at 6:00 pm
- Tuesdays at 5:00 pm (Center students get priority depending on Orchestra schedule)
- Thursdays at 3:30 pm, on dates when TSM student Recital Hour is NOT scheduled.
- Friday afternoons at 3:30 pm and 5:00 pm
- No receptions
- No intermission
- Program information turned in to office at least a month before the recital (the Office Assistant will send a document that states the required information).
- “Adding” repertoire or any other element to a student degree recital as a “surprise”, without the applied teacher’s prior knowledge & approval, results in a grade reduction, to be determined by the applied teacher.
- Duration of senior recitals: 45-60 minutes. (*40 min. of music = 50 min. recital; 50 min. of music = 60-minute recital, etc.*) NOTE: BM senior recitals should be 55-60 minutes in length.
- Duration of required BM junior recitals is 30 minutes (25 minutes of music).
- Students will reimburse the School for the cost of paper for printing recital programs. The cost of paper is \$20.00 to print 100 sheets or \$10.00 to print 50 sheets of recital paper. Paper must be 24lb. Southworth Gray Parchment Paper.
- Students must submit an audio recording of their recital to the office, if required.

3. Proposals for all Degree Recitals and BA Senior Projects

All proposals for required degree recitals and BA senior projects (BA majors see description of degree for senior project options) must be submitted to the Dean of the School of Music no later than the Friday of the 4th week of each semester.

- a. At the beginning of the fall semester, the Applied Area Chairs will appoint a Jury Committee of three faculty members for
 1. **Recital** (required Senior or required BM Junior): 3 TSM faculty members – applied teacher and two others assigned by the area chair.
 2. **Bachelor of Arts Senior Project**: members from TSM, and/or other Mercer University disciplines and departments as appropriate.

4. Checklist – Preparing the Proposal:

- a. Student obtains Recital/Project Request/Proposal Form Request Form from Music Office.

b. Content & Written Proposal of recital program/BA research project:

1. **Recital:** The senior recital should display the student's thorough knowledge of several (at least 3) musical styles indigenous to the given performance area. Voice majors, moreover, must demonstrate in the senior recital proficiency in French, German, Italian and English.
2. **Repertoire:** The student types a list of proposed recital repertoire as assigned/ approved by the applied teacher, to attach to the Recital/Project Request/Proposal Form Request Form, indicating:
 - i. Complete title and composer of each piece
 - ii. Length (minutes/seconds) of each piece
 - iii. Total number of minutes of music proposed

c. Date/Time/Venue:

1. Student discusses potential performance dates with applied teacher and accompanist and asks the Office Assistant to confirm availability on music calendar in either Fickling Hall, Newton Chapel, or the Bell House, as approved by the applied teacher and Music Office.
 - **NOTE:** Avoid scheduling a recital date which conflicts with other activities sponsored by the School of Music, including but not limited to ensemble concerts and dress rehearsals, faculty recitals, or guest artist recitals.
2. Once one or two potential dates are found, the student ascertains the other committee members' availability, fills in the requested date on the form, and asks their other recital committee members to sign the form if they are available on that date and time. If they are not available, another date must be found and marked on the form as approved (signature) by the committee members.
3. Student gives completed Recital/Project Request/Proposal Form Request Form with Repertoire to the Office Assistant to reserve the date, time and venue for the proposed recital *only after all committee members have given their approval of the date.*

d. BA Senior Project:

1. *Project Description/Abstract:* The student types a detailed description of proposed project as approved by the applied teacher or other TSM project supervisor/ advisor, to attach to the completed Recital/Project Request/Proposal Form request form.
2. *Date/Time/Venue:* If the project will culminate in a presentation of the research (45-60 minutes in duration), the student follows the procedure under "Recital" above to obtain a date and venue approved by all three committee members and confirmed as available by the Office Assistant, and adds that

date on the Request Form, accompanied by the signature of the committee members.

e. DEADLINE Friday of the 4th Week of Each Semester – for Recital or Project Request Proposals:

1. The student fills out the Recital/Project Request/Proposal Form, has it signed by the applied teacher/TSM project advisor, with committee indicating availability on the proposed date, attaches the repertoire or project description/abstract to the form, and submits these materials to the Dean no later than Friday of the 4th week of each semester.
2. The student ALSO places a copy of the proposal with Recital Repertoire list attached in the mailbox of the Coordinator of Accompanying.
3. After the recital has been approved, any subsequent change(s) involving a collaborative pianist must be approved by the Coordinator of Accompanying.
4. **NOTE:** Failure to submit the completed proposal by the deadline will result in seniors failing to graduate in that academic year, and juniors not being permitted to give the recital during that academic year.

5. Recital Hearing & Project Hearing/Defense

a. Recital Hearings:

1. Scheduling the **hearing date:** All recital hearings must be held no later than 2 weeks prior to the approved recital date.
2. Following the procedure described above under **Date/Time/Venue** for scheduling a recital performance date, the student schedules the hearing date with the approval of the Office Assistant, applied teacher, accompanist, and recital committee.
3. **Three copies of the following materials** must be brought to the hearing by the student: 1) *printed recital program*; 2) *any program notes to be included with the program*; and 3) *a list of individual repertoire timings and total minutes of music* to be presented.
4. Program/Program Notes: The student submits the program information on the word document provided by the Music Office. The typed, edited program (and program notes/translations) as approved by the applied teacher, must be presented at the hearing. The faculty committee will make any additional needed changes to the program and/or program notes and return them to the student for final editing.
5. The student must incorporate the committee's suggested revisions and email the finalized, approved recital program and program notes to the Music Office **NO LATER** than 24 hours after the recital hearing (at least 13 days before the recital date).

6. The student will reimburse the Music Office for the cost of paper used for printing the programs.
- b. Senior Projects (*Bachelor of Arts only*):
1. The Applied teacher and other committee members will work with the student to design a schedule of weekly supervision meetings, student research and preparation as appropriate to the individual project.
 2. The project plan will include, but is not limited to, a 45-60 minute formal presentation of the project in lieu of the Senior Recital, which is applied for in the formal Senior Project proposal as described above, and scheduled using the procedure described above under **Date/Time/Venue**.
 3. The project plan includes a project defense or review date by the committee, AT LEAST 3 weeks prior to the presentation date. (See procedure for scheduling under **Date/Time/Venue** above.) The student will present a printed program, other written materials, and presentation/performance elements of the project that have been designed with committee approval, for their review and suggested revisions, and for final approval to move ahead with the presentation.
 4. The program and any other written materials to be printed and copied in the Music Office must be emailed to the Music Office in their final, edited format, as approved by the committee chair/applied teacher NO LATER than 2 weeks before the presentation date.

I. Recital Checklist

1. Fall and Spring Semester: Proposal
 - a. Make sure that the recital date requested is available on the School of Music Calendar and is properly reserved. Avoid scheduling a recital date which conflicts with other activities sponsored by the School of Music, including but not limited to ensemble concerts and dress rehearsals, faculty recitals, or guest artist recitals.
 - b. Submit proposed recital program, with repertoire timings, and Senior Project/Recital Request Form with faculty committee signatures to the Dean of the School of Music and Coordinator of Accompanying by the Friday of the 4th week of each semester.
2. Preparation for the Recital
 - a. Map out a rehearsal schedule with your accompanist to prepare for the recital in a timely manner.
 - b. Try repertoire out in studio classes and on School of Music Thursday 3:30 pm Recital Hour programs.

3. Two months before the Recital

- a. The student will schedule the official Recital Hearing location, date and time with the applied teacher, two faculty committee members, accompanist, and Office Assistant at least two weeks prior to the recital date.
- b. Submit program information using approved School of Music word document, as well as any program notes to be used. Work with your applied teacher to make suggested edits for approval before submitting these to the committee at the hearing.
- c. Schedule the appropriate performance venue with the School of Music Office for appropriate rehearsal times.
- d. Once the Music Office has officially scheduled your recital, meet with the Recording Supervisor to enter your recital date on the calendar. A fee of \$25.00 is **required** for the video and audio recording of recitals. A check payable to **Mercer University** is to be submitted to the Office Assistant no later than 30 days prior to the recital. A member of the recording studio staff will record each approved performance for which the recording fee has been submitted. Staff members will be available 30 minutes before the performance to assist with pre-concert setup of recording equipment and for 30 minutes following the concert to assist with recording equipment breakdown and storage. ***If you perform your recital off-campus, you MUST provide a recorded copy of your recital to the front office for inclusion in your permanent record. Stage set-up, ushers, and house managers are the responsibility of the performer.***
- e. The livestreaming of all concerts and recitals must be pre-approved by your applied instructor, the Recording Supervisor, and the Music Office. Please complete and submit the signed **TSM Social Media Consent Request Form** no later than three weeks before the scheduled date of your recital. Email a copy of the signed form to the Office Assistant (music@mercer.edu) on the same day you submit the original form to the Music Office. *Requests for concert/recital livestreaming may not be honored if your form is submitted later than three weeks before the concert/recital.*

4. Two weeks before the Recital

- a. The person presenting the recital is expected to acquire ushers, page turners, and stage hands, as needed. Upon successful completion of the Recital Hearing, the student is responsible for submitting the completed and approved program to the School of Music office no later than two weeks prior to the scheduled recital date.
- b. Recital Attire: Performers should dress in a manner that reflects respect for the occasion and the music that is being presented. Professional or formal attire is encouraged. (Voice majors please see Guidelines for Vocal Study.)

5. Non-required Recitals

- a. Students may only present non-required recitals with the approval of their applied teacher, who must be present to supervise the recital.
- b. The Recital/Project Proposal/Request Form must be submitted to the Dean by Friday of the 4th week of each semester. The proposed repertoire with timings must accompany the form, just as it does for a degree recital.
- c. Non-required recitals may function as the applied jury for the semester that the recital is given with the permission of the applied professor and the Music Dean. Two music faculty members must attend the recital and assign a grade.
- d. Recital date and time is chosen at the discretion and convenience of the student, teacher, and accompanist, and is scheduled with the Office Assistant at an available venue.
- e. Students must pay a non-required recital fee of \$150.00 to their collaborative pianist to compensate for 4 hours of extra rehearsal time in addition to the recital itself.

J. School Accompanists: Allocation of Hours

1. The following times will be weekly or as needed (Junior, Senior recitals, juries) determined by the Dean, the Applied Teacher, and the Coordinator of Accompanying.
 - a. Applied Voice Majors (BM, BME, BA)
 - 30 minutes in studio
 - 30 minutes in rehearsal
 - b. Applied Instrumental Majors (BM, BME, BA)
 - 30 minutes in studio
 - 30 minutes in rehearsal
2. Instrumental and vocal students must submit their recital proposal form no later than Friday of the 4th week of each semester with the calendar date already cleared with the applied teacher, the accompanist, two faculty members assigned to the recital, and the Office Assistant. Please do not set a date without checking with all of the above!
3. The accompanist assigned to you must be given all of your music no later than 3 weeks before the performance date. Please be professionally courteous and notify your accompanist 24 hours in advance of any cancellation. **If you do not notify the accompanist before the 24-hour period, the accompanist is not required to make up the missed rehearsal or lesson.**
4. Voice majors must have all music made available and in a black 3-ring binder with all translations transferred into the music for the accompanist. The accompanist will

make an audio recording of your accompaniment if this is suggested by the applied teacher.

5. Students wishing to present a non-required recital will need to schedule an accompanist with the Coordinator of Accompanying. The student must submit a Recital/Project Proposal/Request Form available in the School of Music Office from the Office Assistant, including a fee of \$150.00 payable by check made out to the **Mercer University** two weeks prior to the performance date. The fee will cover up to four hours rehearsal in addition to the Recital and one-hour Dress Rehearsal. Failure to pay the fee two weeks prior to the performance date will result in a hold being placed on the student's grades for the semester by the Dean of the School of Music.

K. Music Scholarships/Accompanying Responsibilities/Music Scholarship Renewal

1. Music Scholarship Responsibilities and Conditions for Music Majors
 - a. Be a declared music major, be registered in the proper courses for the major, and be a full-time student.
 - b. Be enrolled in a 60-minute lesson each semester, follow the advice of your teacher, and work to the best of your ability in applied music. You further agree that you will not perform outside the School (solo or groups) without seeking the advice and consent of your applied teacher.
 - c. Perform to the best of your ability (as judged by your professors) in all School academic subjects.
 - d. Maintain at least a 3.0 average GPA in your applied area and a 2.0 overall average GPA for BM, BMESOF, and BA majors. BME majors must maintain a 2.5 overall average.
 - e. Keyboard majors – Assist the School by accompanying as set forth in School policy.
 - f. Voice majors – Participate in various Mercer University choral ensembles as designated by the Director of Choral Studies and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Choral Studies with various administrative duties.
 - g. Instrumental majors – Rehearse and perform with the Mercer University Wind Ensemble, Jazz Ensemble, or other ensembles as assigned by the Director of Bands, and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Bands with various organizational duties and recruitment projects as necessary.
 - h. Instrumental Music Education majors – Rehearse and perform with the Mercer University Wind Ensemble, Mercer University Marching Band, and Mercer Jazz Ensemble or other ensembles as assigned by the Director of Bands, and adhere to the attendance policies and performances of these ensembles. The student will also assist the Director of Bands with various organizational duties and recruitment projects as necessary.

2. Music Scholarship Responsibilities and Conditions for Non-Music Majors
 - a. Register for 1-hour credit in MUS 170 and work to the best of your ability in applied music.
 - b. Rehearse and perform with the Mercer University Wind Ensemble, Mercer University Jazz Ensemble, Mercer Singers, University Choir or other ensembles as assigned by the Director of Bands or Director of Choral Studies.
3. Accompanying Responsibilities for Students Receiving a Music Scholarship

As an integral part of their musical education and as a scholarship condition, all keyboard majors and advanced non-music majors taking keyboard lessons will be required to accompany applied music students in the vocal or instrumental areas. To be sure that this matter is both fair and effective, guidelines for students and faculty are set forth as follows:

- a. Sophomores will be assigned one student, unless the musical scholarship given indicates the assignment of more students. Students with no previous accompanying experience may or may not be assigned to a student performer. Those students not assigned will be given other work to help gain some experience in this area.
 - b. Juniors and seniors will be assigned accompanying duties under the advisement of the Coordinator of Accompanying. Opportunities are available to play for certain ensembles. This responsibility will be considered as the equivalent of one student accompaniment and is encouraged as an important part of musical growth.
 - c. Those students who are paid for accompanying through work-study must do such accompanying in addition to the above requirements.
 - d. The Coordinator of Accompanying will be responsible for the coaching of assigned pieces. However, all keyboard faculty will be responsible for assisting their students in the preparation of accompaniments as needed.
 - e. All instructors are expected to report promptly the names of their major and advanced non-majors to the Coordinator of Accompanying at the beginning of each semester. Non-keyboard applied teachers should also be prompt in giving to the Coordinator of Accompanying the names of their students who need accompaniments.
4. Guidelines for Music Scholarship Renewal

Music scholarships will be renewed only after formal consideration by the Music faculty. This consideration will be made early in the Spring semester and will be based on the student's work in the School of Music and progress during the year. The Dean will follow the recommendation of the faculty insofar as practicable but reserves the right to make all final decisions concerning renewal or non-renewal of a given

scholarship independent of any recommendation. Moreover, renewal of all scholarships is subject to the availability of funds. Notification of scholarship renewal will take place following April 1.

Matters to be considered in this decision are as follows:

- a. Recommendation of the jury committee.
- b. Recommendation of applied music instructor.
- c. Recommendation of appropriate ensemble directors. Students are reminded that music scholarship recipients are expected to participate in designated ensembles.
- d. Recommendation from instructors of music courses in which the student is enrolled.
- e. The student's grade point average.
- f. For students who are recipients of functional scholarships such as band, accompanying, etc., the recommendation of the faculty member in charge of that activity will weigh heavily.

L. School of Music Recital Hour

Recital Hour will provide an opportunity for students to engage in performance activities in front of their peers and develop their public performance skills. Music majors are required to perform in Recital Hour at least once each semester, beginning their second semester of study. Failure to do so will negatively affect the semester grade in their applied area.

Recital Hour will be scheduled on Thursdays throughout each semester from 3:30 – 4:30 pm. Recital Hour will be held in the Neva Langley Fickling Recital Hall with Newton Chapel serving as an alternate location. Music minors and non-majors who are studying privately are encouraged to attend.

M. School of Music Honors

1. Graduating Seniors may be invited by the School of Music faculty to attain School of Music Honors by completing the following requirements:
 - a. Maintain an overall 3.5 grade point average in music.
 - b. Present an honors project that is pursued and completed on a level significantly higher than would normally be required for a senior project. The project should be submitted to the School of Music Dean no later than Friday of the 4th week of each semester. In the case of the Bachelor of Music in Performance degree, the project must be a recital that is appropriate in repertoire level and performance standard for honors consideration.

2. Honors Day: During Spring semester, the School of Music faculty select undergraduate music majors to receive awards at the University Honors Day ceremony held in April. The following guidelines are used for selection of honorees:
 - a. Academic Excellence in Music – graduating senior with the highest overall Grade Point Average (GPA), including transfer credits.
 - b. Excellence in Performance – graduating seniors whose performance skills in applied music are of a superior quality, both in technique and artistry.
 - c. General Excellence in Music – graduating seniors who have given outstanding service to the School of Music and who have assumed leadership roles within the School, while maintaining high standards in the applied and academic study of music. (Students must have a minimum GPA of 3.0 in music courses).
3. Honors Recital: Each year, the School of Music faculty invite selected students to perform on the Honors Recital, given in Fickling Hall at 3:30 pm. The following guidelines are used in choosing performers for the recital:
 - a. Participants in the Honors Recital must be undergraduate music majors in their sophomore, junior or senior year of study.
 - b. Selection is based on excellence in performance in the applied area, evaluated at the previous semester's juried examination as well as during the current semester. Students who exhibit outstanding progress in their applied areas as well as students who consistently perform at a superior level are eligible.
 - c. Performers who are soloists only, not chamber groups.
 - d. The faculty in each area (Vocal, Instrumental, Keyboard, and Strings) will reach a consensus and nominate one performer from each area to be approved by the full music faculty.
 - e. Students may perform on the Honors Recital only once during their enrollment at TSM.

N. Non-Music Majors

1. The School of Music welcomes participation by non-music majors in coursework, lessons, ensembles, and recital attendance.
2. Audition schedules for ensembles are posted before registration and students are urged to audition. All qualified students are invited to participate in the Music School activities.
3. The student may enroll in Understanding Music (MUS 151), or three hours of ensembles (MUS 182-197) to satisfy the Humanities and Fine Arts courses for the General Education Program. Any student wishing to register for theory must take the theory placement test before registration. Any applied study for credit will include a performance examination.

4. Some non-majors are awarded keyboard, instrumental, and vocal scholarships by audition. All non-major scholarship recipients are required to register for one credit hour of instruction in applied music – MUS 170. Instrumentalists who have a non-major scholarship must register for MUS 184, 185, 188, or 191 as assigned by the Director of Bands. Vocalists who have a non-major scholarship must register for MUS 182, 183, 196, or 197 as assigned by the Director of Choral Studies. Keyboard non-major students assist the department by accompanying as set forth in departmental policy.

O. Ensemble Dress Rehearsal Policy

The evenings before ensemble concerts are reserved for ensemble dress rehearsals. Class events and student recitals are not to be scheduled in conflict with ensemble dress rehearsals.

P. Practice Room Assignment

The following rules apply to practice room scheduling:

Each student will be allowed a maximum dedicated time of 4 hours per day:

- 2 hours in *Prime Time* (7:00 am – 5:00 pm)
- 2 hours during other times

No more than 2 consecutive hours may be reserved at any given time. Students leaving instrument(s) and equipment **in a practice room longer than 10 minutes**, may have the instrument/equipment **removed** so another student can utilize the room.

Practice rooms with grand pianos are reserved for piano major/minor students and for chamber music.

If a student finds a scheduled room unoccupied, they are at liberty to use the room for the scheduled hour if the person of reservation arrives later than 10 minutes after the hour.

Following the initial sign-up period, if practice room hours remain unclaimed, additional hours may be claimed by students on a first-come, first-served basis.

- Students are urged to maintain their practice schedule conscientiously.
- Water in sealable containers **only** is allowed in practice rooms and **NEVER** placed on or near pianos.
- Practice rooms should be kept clean.
- Equipment, including chairs and stands, should not be removed from rooms.
- **Absolutely NO FOOD allowed.**

Routine maintenance problems with practice pianos are handled as a matter of course by the tuner-technician at the time of bi-annual tunings. However, substantial problems with the practice instruments or with the practice rooms themselves should be reported immediately to the Music Office.

Q. Collegiate National Association for Music Educators (CNAfME)

Collegiate National Association for Music Educators is a national student organization sponsored by the National Association for Music Educators. NAfME was founded in 1907, and boasts a membership of more than 75,000 active, retired, and pre-service music teachers. NAfME serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school. Chapter #899 at Mercer University was founded in September 1979. All music education majors and other music students are encouraged to participate in the chapter.

R. Mu Phi Epsilon

Mu Phi Epsilon is an International Professional Music Fraternity; its purposes are the recognition of scholarship, musicianship, and the promotion of friendship. Its goals are the advancement of music throughout the world, the promotion of musicianship along with scholarship, loyalty to one's alma mater and the development of a true bond of friendship. The Fraternity is composed of collegiate chapters, alumni chapters and allied members. Founded in 1903, Mu Phi has 136 collegiate chapters, 74 alumni chapters, and more than 75,000 members. The Delta Tau chapter of Mu Phi Epsilon at Mercer University was founded in April 2001. The Delta Tau chapter encourages all music majors and minors who have successfully completed one semester of music theory to participate in formal recruitment each Spring semester. All candidates for membership must have a 3.0 GPA in their music courses.

S. Grievance Policies and Procedures

1. Academic Grievances and Appeals

Policy: Students have the right to bring grievances against a faculty member or an administrator and to appeal decisions concerning academic matters. A “grievance” is typically a complaint relating to some allegedly improper action or behavior. An “appeal” is typically a request for review of a routine judgment or decision. Such matters may include, but are not limited to failure to abide by requirements described in the course syllabus, arbitrary awarding of grades, discrimination based on race, color, national origin, disability, veteran status, sex, sexual orientation, genetic information, age, or religion (except in limited circumstances where religious preference is both permitted by law and deemed appropriate as a matter of University policy).

Time Frame: For grievances and appeals of any kind, students are required to initiate them with the appropriate faculty member no later than 30 days from the completion of the term in which the course was offered. Grievances or appeals received after this period will not be honored.

Informal Resolution Procedure: Student grievance and appeal procedures encourage each student to handle complaints as close to the source as possible. If a student has a complaint against a faculty member, the student should first attempt to resolve the issue by an informal meeting with the faculty member involved. If this is not

satisfactory, or if the student believes that he or she cannot discuss the complaint with the instructor, the student may follow the Formal Resolution Procedure.

Formal Resolution Procedure: The following protocol should be followed:

- a. The student should meet with the appropriate area chair or program director after submitting to this person a formal written account of the grievance or appeal. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the instructor's decision.
- b. If the grievance or appeal is not satisfactorily resolved by the area chair or program director, the student should meet with the dean after submitting to the dean a formal written account. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the department chair's or program director's decision.
- c. If the grievance or appeal is not satisfactorily resolved by the dean, the student should meet with the Provost after submitting to the Provost a formal written account of the grievance or appeal. This narrative must be submitted no later than 30 days from the date on which the student was formally notified of the dean's decision.

If the student has a grievance or appeal involving a dean, he or she should schedule an appointment with that dean in an attempt to resolve the matter. If the matter is not resolved or if the student believes that he or she cannot discuss the issue with that dean, the student may address the grievance or appeal to the Provost. In all academic grievance and appeal procedures, the decision of the Provost is the final University decision.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "File a Complaint" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC policy [Complaints against SACSCOC OR Its Accredited Institutions](#) on the SACSCOC website for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

2. Nonacademic Grievances

Policy: Mercer University recognizes the importance of providing an efficient procedure for a timely and fair resolution of a nonacademic grievance. Students are encouraged to use the process to resolve allegations concerning: (1) a University employee, (2) administrative policies or procedures, and/or (3) a University program, service, or activity.

Informal Resolution Procedure: Many grievances can get resolved via informal personal meetings, phone calls, or e-mails directly with the employee or office responsible for the grievance. Whenever possible, students are encouraged to exercise these avenues of communication first. However, should these avenues not rectify the grievance, or the student wishes to bypass the informal resolution process, then the formal grievance process below should be implemented.

Formal Resolution Procedure: When a student wishes to file a formal grievance that is nonacademic in nature and does not already have a stated appeal or grievance process as prescribed by law or the institution, he or she should follow this procedure:

- a. The student should submit the grievance in writing to the supervisor of the University employee responsible for the action or event that forms the basis of the grievance. This statement should contain a brief statement of the grievance and the remedies sought, and be clearly labeled “Formal Grievance” for tracking purposes. A copy of the statement must also be presented to the Associate Vice President of Human Resources and the Vice President for Student Affairs. The grievance should be submitted to the employee’s supervisor within 10 days of the action or event that forms the basis of the grievance.
- b. The supervisor will meet with the respondent to discuss the grievance within 10 days of receipt of the written grievance. The employee’s supervisor will reply in writing to the student with the results of the discussion and plans for further action, if any, within 10 days of the meeting. A copy of this reply will be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.
- c. If the student is not satisfied with the results from the supervisor and wants the grievance to be considered further, the student will have an opportunity for appeal as follows:
 - i. In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature *within a specific school or college*, the student may appeal to the Dean with responsibility for the employee’s unit and request a meeting in order to seek a resolution. This appeal must begin within 10 days after the employee’s supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Dean indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. A copy of the appeal and the response from

the Dean must be provided to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Provost with responsibility for the school or college and request a meeting. The appeal must begin within 10 days of the date the Dean has completed consideration of the grievance and responded in writing to the student. A written reply by the Provost indicating the results of the meeting and including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. The decision of the Provost with responsibility for the employee's unit will be the final University decision on the grievance. A copy of the appeal to the Provost and the Provost response will be copied to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on "File a Complaint" for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC policy [Complaints against SACSCOC or Its Accredited Institutions](#) on the SACSCOC website for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

- ii. In the case of grievances concerning employees, policies, procedures, or programs of a nonacademic nature outside of the administrative organization of a specific school or college, the student may appeal to the Vice President with responsibility for the employee's unit and request a meeting in order to seek a resolution. This appeal must begin within 10 days after the employee's supervisor has completed consideration of the grievance and responded in writing to the student. A written reply from the Vice President indicating the results of the meeting including further action, if any, to be taken will be sent to the student within 10 days after consideration of the grievance. The decision of the Vice President with responsibility for the employee's unit will be the final University decision on

the grievance. A copy of the grievance and their response will be submitted to the Associate Vice President of Human Resources and the Vice President for Student Affairs.

Once the University grievance or appeal procedure has been exhausted, the student can seek a solution outside the University by filing a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC). The details for filing a complaint with the GNPEC are located on their website and require a specific form. The student can access <https://gnpec.georgia.gov/> and click on “File a Complaint” for this information.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and program accreditors can be contacted to file a complaint if a student believes accrediting standards were violated or grievance procedures were unfair and applied inappropriately and inconsistently. The student can access SACSCOC policy [Complaints against SACSCOC or Its Accredited Institutions](#) on the SACSCOC website for more information. A listing of all University accreditors with contact information can be found in the Mercer University catalog. [Note: The procedures associated with the accrediting agencies are not intended to be used to involve the agency in disputes between individuals and member institutions, or cause the agency to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations.]

The Dean of Students or student affairs designee on each campus serves as a resource for students seeking assistance with grievance procedures.

3. Other Grievances

A number of specific grievance policies and procedures that are prescribed by law, accrediting body, or organization are available to students.

- Equal Opportunity and Affirmative Action Policy/Title IX (Contact Human Resources)
- Disability Policy and Grievance Procedure
- <http://studentaffairs.mercer.edu/disabilityservices> (Contact ACCESS and Accommodations)
- Family Educational Rights and Privacy Act (FERPA) complaints are directed to the US Dept. of Education (Contact Office of the Registrar)
- Sexual Misconduct or Relationship Violence (Contact Title IX Coordinator)
- Accrediting bodies (Specific contact information for each accrediting body is listed in the Mercer Catalogs)

T. Sexual Misconduct Policy (See link below)

<https://titleix.mercer.edu/www/mu-titleix/upload/Final-Policy-12-17-2021.pdf>

U. Honor System

Mercer University strives to be a *Community of Respect*, which includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations including, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

V. Cell Phone Policy

Out of courtesy for all those participating in the learning experience, all cell phones and pagers must be turned off before entering any classroom, lab, or formal academic or performance event. The faculty or staff member in charge of the class, lab, or academic/performance event is responsible for ensuring that their cell phone number has been registered for emergency text alerting and for monitoring their cell phone for emergency text messages.

W. Access/Disability Statement

Students with a history or newly documented disability visible or invisible or who had an IEP or 504 Plan due to ADHD/ADD, visual or hearing impairments, Chronic Health Condition (ex. Diabetes, seizures, cancer other medical), pregnancy, child birth, lactation and medical condition related to pregnancy, mobility impairment, learning disability or a mental health concern (depression, anxiety, PTSD, etc.) should contact the Access and Accommodation Office (AAO) (<https://access.mercer.edu>) to complete the verification process to become approved for necessary accommodations and services.

In order to receive accommodation, each term, students will submit a Semester Request for faculty notification forms through the AAO online system Accommodate. Students are required to meet with each professor (during office hours or by appointment) in a timely manner to discuss implementation of accommodations. Students receiving accommodation for the administration of exams will receive instructions from the course faculty as to the time and location for their exam if different than class time.

NOTE – Disability accommodation and/or status are confidential and not reflected on academic transcripts.

Students with a history of a disability, perceived as having a disability or with a current disability who do not wish to use academic accommodations are also strongly encouraged to complete the verification process with the Access Office.

Students must request accommodation in a timely manner to receive accommodations in a timely manner. Please know accommodation is not retroactive. “

Website: <https://access.mercer.edu>, Email: access@mercerc.edu, Phone: Macon (main office) 478-301-2810 and Atlanta 678-547-6823.

X. Health and Safety Standards

During the course of study, students will be made aware of health and safety issues related to standard performance practices. Should you experience any muscle related tension or stress during the course of practice/performance, please consult with the instructor about corrective procedures.

Y. Student Conduct/Mental Health and Wellness

Student Conduct: Student conduct in both academic and non-academic environments while enrolled at Mercer University is carefully detailed in the University Student Handbook. The University Student Handbook may be found at by following the provided link: <https://provost.mercer.edu/resources/handbooks/student-handbooks/>

Mental Health and Wellness: Mercer University faculty and staff recognize that mental health concerns can impact academic performance and interfere with daily life activities. Because stress is a normal part of the college experience, learning to manage stress effectively is crucial to your well-being and overall success. Please notify your faculty member or academic advisor for academic assistance, as needed. CAPS can also provide support if you're feeling anxious, overwhelmed, depressed, lost or are struggling with personal issues. Please call or visit the Counseling and Psychological Services (CAPS) website (<https://counseling.mercer.edu/>) for more information. These services are free and confidential, and support non-traditional, graduate, and undergraduate students. Students may access CAPS at the location of their academic program: MACON – Counseling Center (#21 on the campus map, behind the MEP residential complex), 478-301-2862; ATLANTA – 215 Sheffield Student Center, 678-547-6060. Students at Regional Academic Centers and other locations may obtain assistance in finding local services by contacting the CAPS Office nearest them, or utilizing WellConnectForYou.com (<https://wellconnect.personaladvantage.com/>), 866-640-4777. We also encourage students to call or text 988 to reach the National Suicide and Crisis Line if needed.

V. CURRICULUM

A. Description of Degrees Offered

1. Bachelor of Music (BM) in Performance

The Bachelor of Music in Performance degree is uniquely designed to allow a student to develop highly specialized technical skills and knowledge for an instrument or voice. Excellence as performers is the School's goal for all students; those majoring in performance, however, are held to a higher standard of technical ability, artistry, and difficulty than those pursuing the other degrees offered in music.

The student takes approximately 65 percent of the required credits in the major area and in the supportive courses in music. The most distinctive feature of this degree is the double credit hours given for applied lessons from the sophomore year. This credit

is assigned to compensate the student for the double amount of practice time spent to intensely prepare for the weekly applied lesson. The major areas of applied study include voice, piano, organ, harpsichord, orchestral instruments, wind instruments, percussion instruments, and guitar.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, weekly Recital Hour, monthly recitals, semester-end juried examinations, junior recitals, and senior recitals. Students are required to participate in at least one ensemble per semester, and most students perform in more than one. Large and small ensemble experiences are available in each applied music area. Other required courses specifically designed for this degree program include pedagogy of the instrument/voice and literature of the instrument/voice. Teaching in a discipline invariably leads to the synthesis of knowledge about the subject area as well as heightened clarity of communication of that knowledge.

Other required supportive courses in music for this degree consist of 39 credits in music theory, musicianship, keyboard skills, counterpoint, music history, and conducting. An additional 43 music elective credit hours must be chosen from large ensembles, applied music, and area specified electives within the School of Music. The general studies requirements are met by taking 39 credits of the Common Core and 3-6 credits from the Distributional Program or the Great Books Program within the College of Liberal Arts.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, a 30-minute junior recital, and a 45- to 60-minute senior recital.

2. Bachelor of Music with Elective Studies in an Outside Field (BMESOF)

This degree is uniquely designed to allow a student to develop highly specialized technical skills and knowledge for an instrument or voice. Excellence as performers is the School's goal for students majoring in this degree. They are held to a higher standard of technical ability, artistry, and difficulty. In addition, students pursuing this degree will choose an area of elective study outside of music. Various options include: Business, English, Art, Communication, Psychology, and Theatre.

The student takes a minimum 60 required credits in the major area and supportive courses in music. The most distinctive feature of this degree is the double credit hours given for applied lessons from the sophomore year. This credit is assigned to compensate the student for the double amount of practice time spent to intensely prepare for the weekly applied lesson. The major areas of applied study include voice, piano, organ, harpsichord, orchestral instruments, wind instruments, percussion instruments, and guitar.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, weekly Recital Hour, monthly recitals, semester-end juried examinations, junior recitals, and senior recitals. Students are required to participate in at least one ensemble per semester, and most students perform in more than one. Large and small ensemble experiences are available in each applied music area. Other required

courses specifically designed for this degree program include pedagogy of the instrument/voice and literature of the instrument/voice. Teaching in a discipline invariably leads to the synthesis of knowledge about the subject area as well as heightened clarity of communication of that knowledge.

An additional 18 elective credit hours must be chosen from a field outside of music. The general studies requirements are met by taking 39 credits of the Common Core from the Distributional Program or the Great Books Program within the College of Liberal Arts.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, a 30-minute junior recital, and a 45- to 60-minute senior recital.

3. Bachelor of Music Education (BME)

The Bachelor of Music Education degree provides undergraduate professional training for students intending careers in elementary and secondary school teaching of music. The unique aspect of this degree curriculum is the development of competencies in general, professional, and music educational concepts by taking required education courses in the School of Music and within the Tift College of Education.

Specific professional education courses comprise 18 percent of the curriculum. Offered within the Tift College of Education, these courses consist of Foundations of Education, Psychology and Development of the Adolescent Learner, and Fundamentals of Special Education. The final semester of student teaching is credited 12 hours. The student takes 56 percent of the required credits in the major area of music education, performance, and basic musicianship courses. Uniquely designed courses for this degree covering music teaching concepts include music method classes, music technique classes, and advanced conducting classes.

Competencies in areas of musicianship are covered in music academic and applied classes within the School of Music. Required supportive courses in music consist of sequences in music theory, musicianship, and music history. Other supportive courses include counterpoint or orchestration, basic and advanced conducting.

Individual performance skills are nurtured in weekly private lessons, weekly studio classes, Recital Hour, semester-end juried examinations, and senior recitals. Students are required to participate in at least one ensemble per semester. Large and small ensemble experiences are available in each applied music area.

Additional requirements for this degree include attendance at 130 recitals during the undergraduate years of study, and a senior recital. The senior recital usually consists of a 45- to 60-minute recital. The general studies requirements are met by taking 39 credits of the General Education Program. Instrumental Music Education majors are required to participate in the Mercer University Marching Band every semester the student is enrolled except during their semester of student teaching.

Students must complete all music coursework, pass or exempt the GACE for Program

Admission Examination, and be admitted into Teacher Education before enrolling in Student Teaching. As well, students must pass the GACE Content Examination (Parts I and II with a minimum score of 250 for each test), and successfully complete Student Teaching to meet the final requirements for state certification.

4. Bachelor of Arts (BA) in Music

The Bachelor of Arts in Music degree is specifically designed to permit a student to concentrate on music within the context of a liberal arts program. The unique feature of this degree is the approximately 36 percent required degree credits in music courses. This percentage allows the student ample opportunity to pursue music studies as well as a broad range of liberal arts subjects.

The required musicianship courses consist of music theory, advanced musicianship, conducting, three music history courses, and three music elective courses chosen from an array of course offerings within the School of Music. These courses can be selected from the following: MUS 221, 222, 223, 224, 258, 259, 336, 337, 341, 342, 350, 357, 359 or (if not selected in theory sequence) 201, 202, 402, 403 (if not selected in the history sequence). Twenty musical performance credits are required consisting of keyboard skills and applied music lessons.

The Common Core and the Minor or Additional Depth (15-19 credits) and General Studies (non-music) 14-21 credits must be taken to complete the credits for the BA in music. The 15 additional non-music elective credits numbered 300 or above are to be taken within the College of Liberal Arts or the candidate may choose a second major.

Additional requirements for this degree include attendance at 150 recitals during the undergraduate years of study, and a senior project.

Students may elect a recital for the senior project or may choose a research project of appropriate depth which might involve any of the following:

- a. The writing and presentation of a paper of 5,000 – 7,000 words with musical excerpts.
- b. Any other project approved by the Dean of the School of Music.
- c. The senior project may be interdisciplinary in topic, theme, or approach with the addition of a designated secondary advisory from the faculty of the College of Liberal Arts in the appropriate academic area.

Students should maintain a “B” average in the elected area of emphasis (music history, music theory, performance, etc.).

Research projects in music history and music theory must enroll in Special Topics 480 for the semester in which the project is submitted.

B. Further Requirements for Music Degrees

1. Music majors must pass MUS 210 Class Piano IV (or complete the keyboard proficiency requirements listed below), and the required musicianship proficiency standards within the Music Theory course sequence MUS 111, 112, 254, 255 established by the School of Music.
2. Keyboard Proficiency Requirements
 - a. Play all major and minor scales (harmonic and melodic) – two octaves; hands apart; ascending and descending using correct fingering
 - b. Play all major and minor arpeggios -- two octaves; hands apart; ascending and descending using correct fingering
 - c. Play primary chords (I - IV - I - V7 - I) in all major and minor keys (root position only)
 - d. Harmonize melodies using primary chords and transpose the harmonized melody up or down a whole or half step at sight
 - e. Sight-read two lines of an open vocal (octavo).
 - f. Perform a solo piano piece at Grade level 3 (Royal Conservatory Standards)

Examples:

Bach Minuets

Sonatina movements by Clementi or Kuhlau

Short pieces by Haydn or Mozart

3. All music degrees require a minimum of 15 hours in music courses numbered 300 or above.
4. Music majors in their senior year will undertake a major project or recital in keeping with the program of studies within the major. The project or recital will be planned in consultation with the student's applied music teacher or School advisor, as appropriate, and the plan will be submitted for School approval no later than Friday of the 4th week of each semester of the senior year.
5. Music majors are required to attend a minimum of 150 recitals in order to graduate. Programs of each event submitted should be handed in to the Music Office for proper filing.
6. All first-year student voice majors are required to enroll in MUS 194 Lab Choir in the spring semester of their first year of study; all first-year woodwind, brass, and percussion majors are required to enroll in MUS 193 Lab Band in the spring semester of their first year of study.
7. All students are required to enroll in applied music lessons during the semester of their senior recital. The applied music lessons must be taken for credit and not audited.

C. Guidelines for Vocal Study

The assignment of student to teacher is based on the student's preference whenever possible.

1. Elective Vocal Study

Those who wish to enroll in lessons must make an audition appointment with the Vocal Studies Chair, who will assess the student's readiness for lessons and assign the student, if approved, to a voice faculty member.

To be accepted for elective applied voice study, a student must make an appointment to sing for the Vocal Studies Chair. The student must be able to:

- Sing a simple melody on pitch with correct rhythm and phrasing;
- Have knowledge of the rudiments of music—musical literacy (reading key signatures, pitches and rhythms), and good musical ear (matching pitch, singing in tune);
- Have approval of the Vocal Studies Chair.

2. Lesson Times and Credit Hours

Please see section IV. **Policies, C. Applied Music Lessons/Applied Music Examinations.**

3. Voice Studio Class

All voice students attend a weekly studio performance class as part of applied voice study. Students perform their repertoire in class in preparation for public recitals and end-of-term juried examinations. While students majoring in voice normally perform in class at least every other week, studio class performance requirements are determined by the individual teacher. Voice majors are required to perform at least once each semester in Recital Hour (beginning second semester of study).

4. Practice Time

It is expected that the student will practice a minimum of 30 minutes to 1 hour each day, per credit hour. For example, a student taking voice for 1 credit hours is expected to practice technical exercises and solo repertoire for a minimum of 1 to 2 hours daily. This practice time does not include ensemble rehearsal time.

5. New Repertoire Requirement: Minimum amount per semester

For students enrolled for 1 credit hour (Electives and minors, 30 min. lessons):	Minimum of 2-3 songs prepared and performed from memory per semester
For students enrolled for 1 credit hour (BA, BME, 60 min. lessons):	Minimum of 5 songs prepared and performed from memory per semester
For students enrolled for 3 credit hours (BM, 60 min lesson):	Minimum of 8 songs prepared and performed from memory per semester

- a. **Styles of Vocal Repertoire:** The instructor will assign pieces drawn primarily from the standard art song, opera, and oratorio repertoire, and MAY also assign pieces from standard sacred and/or musical theater repertoire as appropriate for the individual student. Specific repertoire requirements are determined by the individual teacher and will depend on the ability of the student, the potential for vocal progress, and the level of study.
 - b. **Foreign Language Repertoire Requirement:** A significant portion of the repertoire should be performed in non-English languages. First-year voice majors normally learn repertoire in English, Italian, and possibly one more foreign language. By the third year of study the student will be performing in French, German, Italian, and English.
 - c. **Please note:** *Students performing recitals – either required degree recitals OR non-required recitals – are not excused from the new repertoire minimum requirement in the semester of the recital.*
 - d. **Voice Performance majors** (those pursuing the BM in Performance or the BMESOF) are similarly expected to perform at a higher level than those voice majors pursuing the BA and BME degrees.
6. **Voice Jury Performance/Examination**

At the end of the Fall and Spring terms, all students taking voice for credit must sing for a jury of the voice faculty. The student will choose the first song to be performed and the jury will select at least one more piece. Each voice faculty member will submit a grade and comments on this performance to the applied teacher. These grades are averaged by the applied teacher to produce the exam grade for the semester.

Please see section **IV. Policies, E.4. Juried Examinations** for general policies regarding jury performances and jury grades.

7. **Evaluation of Progress in Vocal Study**

It is the responsibility of the applied teacher to assign a grade for each term of voice study for credit. This grade should be within one letter (either way) of the average grade from the voice faculty for the jury performance. Each voice teacher will review the standards and grading procedures for their studio at the beginning of a student's term of study. Final grades in applied voice are based on:

- a. Preparation for lessons
- b. Progress in technique and artistic growth
- c. Appropriate literature memorized and performed
- d. Performance in studio class and student Recital Hour
- e. Quality of jury performance, and other individual expectations of the teacher
- f. Written research on assigned repertoire and composers

8. Approval for Music Major

See section **IV. Policies, C.4. Juried Examinations** for general policies regarding jury performances and jury grades.

Permission to apply for approval as a voice major must be granted by the voice faculty at the voice jury in the student's second semester of study. The student must sing at least three pieces, in three languages (English plus two foreign languages), and must submit to the jury a comprehensive list of repertoires learned during vocal study at Mercer to date.

In addition to the three prepared pieces above, students will present at the 2nd semester jury an Italian aria from the 17th or 18th century, which will be prepared **INDEPENDENTLY** by the student: the voice faculty committee will assign the piece no later than six weeks prior to the jury. The voice instructor will not assist in the preparation of the barrier piece. The student will sing the piece accurately from memory with accompaniment and with simple ornamentation as appropriate to the musical style period of the piece. The student will provide the jury committee with the following typed information for this barrier piece:

- a. A literal/word-for-word translation of the text
- b. A poetic translation of the text
- c. A paragraph of researched program notes on the composer and piece
- d. Majors will also provide a transcription of the text pronunciation in IPA (International Phonetic Alphabet)

Prior to assigning the barrier piece, a member of the voice faculty will provide the student with guidelines and examples of simple ornamentation in the appropriate style. The student may rehearse the piece with an accompanist, but the accompanist will not correct mistakes or provide assistance in learning pitches, rhythms, pronunciation, or ornamentation. Students who do not pass all parts of the barrier may prepare another barrier piece and have one more opportunity to apply for acceptance to the major, at the end-of-semester jury of the 3rd semester of voice study.

9. Vocal Performance Major

Audition for Performance Majors (BM and BMESOF): Those students who wish to pursue the BM in Performance will audition at the second semester (usually spring) jury of the first year of study. They will sing 15 minutes of repertoire (usually all five of their required pieces). English and Italian plus either French or German are required languages; other languages are optional. Auditions for the BM must be completed by the end of the second semester of study. (Students who are not accepted into the BM or BMESOF degree programs may audition once more at the end of their third semester of study if they so desire.)

- Mercer University Opera

Vocal Performance (BM, BMESOF) majors are expected to participate in Mercer University Opera productions and are therefore required to enroll in at least five

semesters of MUS 196. (**NOTE:** Voice students in ALL degree programs are encouraged to participate in MU opera productions in roles and as ensemble members.)

10. Recital Appearances by Voice Students

Please see section **IV. Policies** for procedures regarding Recital Hour, Junior and Senior degree recitals, and non-required recitals.

- Repertoire

Senior recitals for voice majors in all degree programs must include repertoire from the Romantic and Contemporary (20th and 21st centuries) periods as well as repertoire from at least one of the following style periods: Medieval, Renaissance, Baroque, and Classical. The student must perform repertoire in English, Italian, French, and German on the senior recital. All repertoire on degree recitals for voice majors must be performed from memory.

Exception: Chamber music – If a student’s degree recital includes a piece of chamber music of a high degree of difficulty, it may be performed with music rather than from memory, for the purpose of accuracy of ensemble performance.

PLEASE NOTE: Un-memorized chamber music does not fulfill the required jury exam repertoire requirements.

11. Language Requirement/Vocal Diction

All undergraduate students must complete the language requirements of the University by examination or coursework. Those students pursuing a vocal performance degree must choose either French or German for completion of the University's language requirement.

12. Degree Recital Attire

Any student performing a required degree recital must have their concert attire for the recital approved by their applied voice teacher no later than 1 month before the recital date. Each voice teacher will give guidelines for appropriate concert attire in their course syllabus for applied voice lessons. **NOTE:** No costume changes are allowed during recitals. A small prop might be used if needed for a particular piece, but it must be approved in advance by the applied teacher and the rest of the recital committee. Without prior approval, any addition or change of appearance may cause lowering of the student’s grade, to be determined by the applied instructor.

D. Guidelines for Piano Study

1. Piano Majors

- a. Piano majors have the opportunity to perform regularly in studio repertoire classes, Recital Hour, and School of Music recitals. It is expected that students will play in studio repertoire class every two weeks. Piano students also are expected

to perform in Recital Hour each semester of enrollment in applied music lessons (beginning second semester of study). A senior project or recital is required of all piano majors and a junior recital is required of all piano performance majors (see IV. Policies, section E. Applied Music Examinations).

- b. Piano examinations (juries) will be taken at the end of each semester of study.
 - c. All piano majors must perform their examinations and recitals by memory.
 - d. All teaching repertoire will be selected by the teacher in consultation with the piano student. The jury examination each semester will include works of contrasting styles per instruction of the teacher.
 - e. Suggested minimum technical requirements for piano majors include the following: The applied instructor will advise the appropriate technical instruction for each student.
 - i. First Year Students – All major and minor scales (octaves), arpeggios (triads in inversions), and appropriate etudes
 - ii. Sophomores – All major and minor scales (octaves, thirds, and double octaves), arpeggios (triads and dominant sevenths in inversions), and appropriate etudes
 - iii. Juniors – All major and minor scales (octaves, thirds, sixths, and double octaves), arpeggios (triads, dominant sevenths, and diminished sevenths in inversions), and appropriate etudes
 - iv. Seniors – Appropriate etudes
 - v. Piano majors are expected to practice two hours daily; BM Performance majors are expected to practice four hours daily.
 - vi. Piano majors will accompany at least one person each semester (see **IV. Policies, E. Accompanying Responsibilities**).
2. Secondary Piano
- a. All music majors (non-keyboard majors) must satisfy the keyboard proficiency requirements as indicated by their course of study (degree), either by examination or by completing the class piano sequence.
 - b. Piano examinations (juries) will take place at the end of each semester of study.
 - c. Secondary piano students are expected to practice 30 minutes each day.
 - d. Secondary piano students (non-keyboard music majors and non-music majors) may use scores for jury examinations.
 - e. Secondary piano students (non-keyboard music majors and non-music majors) are encouraged to play in classes and on recital if appropriate.

E. Guidelines for Organ and Harpsichord Study

1. Organ Majors

- a. Organ performance majors in the BM or BMESOF program are expected to practice four hours daily.
- b. Organ majors in the BA or BME program should practice about two hours daily.
- c. Performing in a healthy manner free from excessive tension should be the goal for all music students. Organists are urged to consider two or three practice sessions per day rather than practicing in one large block of time. Taking breaks during practice sessions is also crucial to maintaining good health.
- d. All organ majors will perform juries at the end of each semester of study. The jury will include two or three pieces in contrasting styles and may include sight-reading of hymns and/or repertoire.
- e. Memorization for juries and all performances is not required, but is strongly encouraged. To that end, every student will be expected to memorize at least one piece per semester.
- f. All organ majors are required to attend a weekly studio class. Students should plan to perform in class at least every two or three weeks.
- g. Organ students will perform in Recital Hour each semester of enrollment in applied music lessons (beginning second semester of study).
- h. Attendance is required at all organ-related events sponsored by Mercer University.
- i. Organ students will discuss with their major teacher repertoire and technique work to be completed each semester.
- j. In addition to the literature, all students will study aspects of hymn playing, improvisation, and other service playing skills in their regular organ lessons.

2. Secondary Organ

- a. All students who have an interest are encouraged to study secondary organ.
- b. No previous experience with the organ is required. However, secondary organ students must have a basic foundation in piano/keyboard technique.
- c. Secondary organ students are required to use shoes specific to organ playing (most organists use either Capezio or Organ Master shoes).
- d. Regular practice is essential for progress, so students should plan on roughly 45 minutes of practice each day.

- e. Secondary students are required to attend the organ department studio class each week (arrangements can be made if the student has a conflict).
3. Secondary Harpsichord
- a. All students who is interested is strongly encouraged to pursue harpsichord study.
 - b. No previous experience with the harpsichord is required. However, secondary harpsichord students must have a basic foundation in piano/keyboard technique.
 - c. Regular practice is expected of all secondary harpsichord students: about 30 minutes per day.
 - d. Occasional studio classes for the secondary harpsichord students may occur throughout the semester. Students may also have an opportunity to perform in the organ studio class.
 - e. All students will begin instruction with *L'art de toucher le claveçin* (The Art of Playing the Harpsichord) by François Couperin – students should consult the harpsichord professor before ordering a copy of this work. Additional repertoire during the first two semesters will include works of J. S. Bach and varied literature from the 17th century. There may occasionally be works chosen from the modern and contemporary periods.
 - f. Lessons will also include reading figured bass, aspects of style in continuo realization, and basic improvisation related to these skills.

F. Guidelines for String Study

1. Students enrolled for credit must perform a jury at the conclusion of each term for members of the faculty. The student will be advised in advance how many completed (typed or printed) jury examination forms to bring to the jury. Music majors whose emphasis is a stringed instrument are expected to successfully play an upper division jury at the end of their first year of study to determine if they have achieved sufficient mastery of technique on their instrument to complete the degree.
2. All majors are required to practice a minimum of four hours daily. It is suggested to practice in shorter segments instead of long blocks of time. Students must own their own metronome and preferably an electronic tuner for daily use in their practice sessions. Repertoire and scale requirements will be established by the applied teacher to correspond with the student's ability level. All students studying applied music will be required to participate in the Macon-Mercer Symphony Orchestra and are encouraged to join their fellow students to form and play chamber music for various groupings.
3. String students will perform in Recital Hour or Young Artist Concert each semester of enrollment in applied music lessons (beginning second semester of study).

G. Guidelines for Instrumental Study

1. Elective Instrumental Study

Instrumental instruction is offered to eligible music majors as well as non-majors in the areas of woodwinds, brass, and percussion.

Woodwind instruments include: flute, oboe, clarinet, bassoon, and saxophone.

Brass instruments include: trumpet, horn, trombone, euphonium, and tuba.

Percussion instruments include:

- Mallet keyboard percussion: (marimba, vibraphone, xylophone, glockenspiel),
- Concert percussion: (snare drum, bass drum crash cymbals, tambourine, etc.)
- Timpani
- Multiple percussion (to include all mentioned instruments PLUS found sounds and body percussion)
- Hand/World percussion (congas, bongos, djembe, doumbek, steel pan, etc.)
- Drum set

Those students planning to enroll in an applied music course for their instrument (applied lessons) must first prepare and pass an entrance audition which includes performance of prepared material: major scales and arpeggios, chromatic scale, and contrasting etudes or repertoire demonstrating both lyrical and technical elements. Prospective students will also be asked to demonstrate their skill at sight reading and then participate in a brief interview with music faculty. Additionally, prospective music majors will be asked to demonstrate their ability to vocalize in tune and with good rhythm. Auditions and interviews are closed to the public and may be attended only by the auditioning student and members of the music faculty or staff. For more information on how to prepare for an entrance audition, please contact the individual faculty member in your area. Students may sign up for auditions at this link: <https://music.mercer.edu/programs/auditions/>. Non-major scholarships are dependent upon budget and approval by the Dean of the School of Music.

2. Lesson Times and Credit Hours

Applied lesson times are assigned by the TSM, taking into consideration the class schedules of the student and faculty member, as well as the availability of accompanist (if applicable) and a room suitable for instruction. Students with special needs or those who might work inside or outside the university should contact their instructor at least one week prior to the beginning of classes. All efforts will be made to assign times that are congruent for all parties involved, however there is always the possibility that you will be assigned a time that conflicts with extracurricular interests. Instrumental courses must be taken for a grade and may not be audited.

BA, BME, and non-major students are required to register for 1-credit hour each semester while BM and BMESOF students are required to register for 3-credit hours each semester. Students enrolled in MUS 170 (applied lessons for non-majors) are expected to practice a minimum of thirty minutes daily to prepare for their weekly

lesson. Music majors are expected to practice a *minimum* of 1 hour daily per registered credit hour.

3. Juried Examinations

All students enrolled in applied instruction will participate in juried examinations each semester. Juried examinations generally occur towards the end of the semester and consist of a brief performance of technical exercises (scales/arpeggios/etc.) followed by several etudes, orchestral excerpts, or selected works from the repertoire. Items suitable for performance at the jury will be chosen by the instructor. The jury panel will consist of instrumental music faculty. Juries are closed to the public. Each faculty member will assign grades and provide written comments. Grades are averaged with the instructor's grade for weekly lessons to provide a course grade. The applied studio teacher must assign a final term grade not greater or less than one letter grade difference from the jury examination grade. Instructor evaluation forms will be available in the Music Office for students to pick up the day following juries. A student who has been accepted into the program, but who did not pass their second jury will be recommended to the Dean to have their scholarship suspended.

4. Approval for Music Major

Permission to apply for approval as an instrumental major must be granted by the instrumental faculty at the end of the student's second semester of study. The student must perform the scales, etudes, and solo work with piano accompaniment as prescribed by their Applied Instructor.

In addition, intended BM and BMESOF Majors must perform a 15-minute jury of two contrasting pieces with piano accompaniment, scales, and etudes at a level commiserate with advanced performance techniques. Students who do not pass all parts of the barrier may prepare another barrier piece and have one more opportunity to apply for acceptance to the major, after the 3rd semester of instrumental study. Intended BM majors will be required to change to the BA or BME degree program if they do not pass the barrier after the second attempt.

5. Bachelor of Music in Performance Audition

A student who wishes to pursue a BM or BMESOF in Performance degree must perform a 15-minute program before the appropriate music faculty in the area of specialization no later than the second semester jury in their first year of study and receive the approval from that faculty panel.

Woodwind and brass area auditions will consist of two contrasting works with piano accompaniment, plus technical exercises as assigned by the instructor.

Percussion auditions for the BM or BMESOF degree will consist of a four-mallet work for keyboard percussion (marimba, vibraphone, or xylophone), a snare drum or multiple percussion etude/solo, and a timpani etude/solo, plus technical exercises as assigned by the instructor and the commensurate level of sight reading on each instrument (excluding multiple percussion).

6. Required Performance on Recitals

All music majors are required to perform at least once each semester in student Recital Hour. Typical performances last from 5-10 minutes. Additionally, BM and BMESOF majors are required to prepare and perform a junior recital lasting approximately 30-45 minutes in their junior year, and all music majors are required to perform a senior recital in their senior year. BA and BME senior recitals of 40 minutes of music in length; BM and BMESOF senior recitals are 50 minutes of music in length. Senior recitals in the instrumental area are expected to display the student's thorough knowledge of several (2-3) musical styles indigenous to the given performance area.

7. Marching Band Requirement

BME instrumental majors are required to perform in the Mercer University Marching Band every year the student is in attendance except during their student teaching semester.

H. Guidelines for Music Theory Study

1. All music majors are expected to begin theory and musicianship study in their first year of enrollment. Therefore, MUS 105, 106, 111, 112 are normally scheduled for the first year of study and MUS 254, 255, 256 and 257 for the second year of study. TSM standard for sight-singing requires use of movable do solfege for all tonal exercises. It is expected that each of these courses will serve as a prerequisite for the sequential course.
2. Successful completion (a grade of C or higher) of MUS 105 is required for admission to MUS 106, and successful completion of MUS 106 is required for admission to MUS 256. Additionally, proficiency in music theory must be demonstrated by earning a minimum grade of C in all courses in the sequence in order to graduate.

I. Guidelines for Certificate of Recognition in Music Composition

1. The *Certificate of Recognition in Music Composition* provides a framework for progressive studies in composition, counterpoint, and orchestration. In addition to the required 12 credits of coursework, students must participate in at least three Student Composers' Recitals, submit a Portfolio by October 1 of the senior year, and pass THE LIST, a drop-the-needle recognition test of contemporary repertoire, before the certificate can be awarded. Required coursework includes: MUS 258, 259, 278, 279, 338, 339 (6 credits), 350, and 359.

J. Guidelines for Musicology Study

1. All music majors will be required to take certain courses in the history of music. The exact nature of this requirement is determined by the student's degree program, with most students taking a four-course sequence consisting of the following:

MUS 201: Musicology I

MUS 202: Musicology II

MUS 303: Music Cultures
MUS 402: Seminar in Musicology I: American Music
or
MUS 403: Seminar in Musicology II: 20th and 21st Century

In the musicology classes, regular attendance is essential for two reasons:

- Examinations and quizzes will deal primarily with the lecture material. Anything over three absences during a semester will be considered excessive. Any student with five or more absences will not receive credit for the course.
- The courses have two objectives: first, to provide a strong and durable factual grounding in the evolution of musical style; and second, to provide experiences that contribute to the student's formation as a musician.

Experiences embodied in the class sessions are carefully designed with these objectives in mind, and no amount of outside reading can replace them. Assigned collateral reading is intended to broaden or add perspective to what is presented in class.

- a. A major component to music study is listening. The student will be provided with a listening list at the beginning of the semester, with adjustments made as the term progresses.
- b. Pieces and styles under consideration at a particular time become prime material for quizzes, which may be announced or unannounced. Thus, it is vital that the student plan to use the library listening center sufficiently to remain current in this aspect of the course. In addition to the regular class sessions, students will be required to attend listening sessions in which larger works are presented in their entirety. There are usually four such sessions per semester.

MUS 402 and 403 are upper division courses. In those courses, therefore:

- It is assumed that the student will be conversant in basic concepts of music theory, especially diatonic harmony, chromatic harmony, counterpoint, and form.
- It is assumed that the student will write in a style and at a level consistent with university work. Problems in such mechanical areas as spelling, punctuation and essay construction will result in grades being lowered.

The student is reminded that the grade of C is recognized as indicative of average performance at the university level. With this standard in mind, students will be evaluated on their command of the course material and the quality of their work.

K. Guidelines for Music Education Study

All students interested in meeting certification requirements for the State of Georgia are encouraged to contact the Music Education Coordinator to schedule an appointment with the Chair of the Macon Teacher Education Program to discuss requirements for certification in Music: P-12. Please review and follow the outlined criteria:

CRITERIA AND PROCEDURES FOR ADMISSION TO THE TEACHER EDUCATION PROGRAM

ADMISSION TO TEACHER EDUCATION

Students who wish to begin a teacher education program with the intent to seek a degree and/or initial certification may register for any non-restricted education course. Non-restricted education courses include all 200 level courses and EDUC 356, 360, and 378/379. However, all students must formally apply for full admission status in the Tift College of Education's Teacher Education Program (i.e., admission to teacher candidacy) after completing their first year of classes and no later than spring of their sophomore year. Admission to the University does not constitute admission to teacher candidacy. Applications for teacher candidacy are available online.

Because of the sequencing of courses and because of prerequisite courses for admission to teacher candidacy, students should declare their specific major or certification intent in the Tift College of Education in the first semester of enrollment. A copy of the Teacher Education Handbook (Tift College of Education web site) should also be accessed in the first semester of enrollment so that prospective teacher candidates can become aware of teacher education requirements, policies, and procedures.

Admission to Teacher Candidacy

To be fully admitted to teacher candidacy, a student must:

1. Have a cumulative undergraduate GPA of 2.5
2. Have taken and have earned no grade below a "C" in INT 101 and MUS 120.
3. Have taken and have earned no grade below a "C" in the math core class.
4. Have passed all education courses taken and have earned no grade below a "C" and earn a B or higher in EDUC 283.
5. Have passed all courses taken for areas of concentration in middle grades or for certification in secondary and P-12 content areas and have earned no grade below a "C" and maintain a 2.75 GPA in all education and music coursework respectively.
6. Have declared a major in teacher education. Students seeking P-12 certification in music should declare Music Education as a major in the School of Music (See Major-Minor Declaration under Academics in the MyMercer portal.)
7. Have submitted an online application for admission to Teacher Candidacy in the semester prior to registering for any restricted 300 and 400 level education courses.
8. Have attended a Teacher Education Orientation session for each field placement.
9. Have taken the Georgia Educator Ethics Assessment.

Georgia Educator Ethics Assessment Registration Information

1. Go to www.gapsc.com, click on the “Register Option” on the left hand side of the screen to create your Georgia Professional Standards Commission account. You will need to enter your email address and password. Then click on the “Login” tab.
2. Go to the “MyPSC Dashboard” on the left-hand side of the screen.
3. Click on the “Assessments” tab and then choose #7.
4. Under the “Request Eligibility to Take a GACE Assessment Option”, choose “Select an Assessment”.
5. Choose the dropdown arrow and choose “Select Georgia Educator Ethics (360) test”.
6. Click on the “Add” button.
7. After you setup up this information on your MyPSC account, it will automatically be sent to the testing center. It will take 1 to 2 days for a link to be sent to your email address.
8. You will have to register and pay for this test using this same link.
9. This test will cost \$30.00 and you can take it on your home computer. It will take about 2 to 4 hours to complete this test.
10. After you watch each module, there will be questions for you to answer. You can save your test if you need to complete it at a later time.
11. Your test results will be sent automatically to the Georgia Professional Standards Commission database in 3 to 5 days.

Progression Policy

Once a student is admitted to Teacher Candidacy, they must:

1. Maintain a cumulative GPA of 2.5 or better.
2. Maintain a 2.75 GPA or better in all education courses required for the major, including courses required for areas of concentration in middle grades or courses required for certification in secondary content areas or in special subjects, e.g., music.
3. Successfully complete all education courses. A teacher candidate who receives a grade below “C” in more than two education courses will be dismissed from the Teacher Education Program. Only two education courses with grades below “C” may be repeated, and no education course may be repeated more than one time. Students must earn a “B” or higher in EDUC 283.
4. Have positive recommendations from MUS 215: Sophomore Practicum I and MUS 216: Sophomore Practicum II in order to advance. Please note that field experience

placements must meet all diversity criteria, i.e., placement in a minimum of three (3) different schools and placement in required grade clusters.

5. Have successfully completed all education courses and all content courses required for certification prior to recommendation for student teaching. Further, in order to be recommended for student teaching, a student may have no more than eight hours of general education coursework to be completed in the term following student teaching.
6. All music education majors are required to establish, through the Tift College of Education, an Anthology account and enter assignments from specified courses. These courses will begin in the student's sophomore year and run through the completion of student teaching.
7. Music Education majors will be required to choose from two specializations: (1) vocal/general music specialization or (2) instrumental specialization, by the end of their sophomore year of study. Once a declaration is selected, the student will not be permitted to change declarations prior to graduation.

Candidate for Certification

In order to be recommended for licensure/certification, a teacher candidate must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed all Key Assessments.
5. Have successfully passed the appropriate GACE II test(s) *(Music I and II), have submitted complete score reports to the appropriate Certification Office and paid the necessary fee(s).
6. Have met all state requirements for certification

Course Requirements

Professional and Pedagogical Studies

EDUC 220* Foundations of Education

EDUC 283* Fundamentals of Special Education

EDUC 356* Psychology and Development of the Adolescent Learner

EDUC 492 Student Teaching

* non-restricted education courses

Content Studies

EDUC/MUS 157 (Instrumental Emphasis only), MUS 154 a and b (Vocal Emphasis only), 215, 216, 221, 222, 223, 224, 370, 474/475

Students should contact assigned advisors for other required courses as designated by the Tift College of Education and/or by the Professional Standards Commission. Students should also refer to the Teacher Education Handbook for other information regarding the Teacher Education Program.

Completion of Certification Requirements

To complete certification requirements and to be recommended for licensure/certification, music education teacher candidates must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed all Key Assessments.
5. Have successfully passed the appropriate GACE II Content tests and have submitted complete score reports to the appropriate Certification Office.
6. Have met all state requirements for certification.
*Tests are morning only on all test dates. Test I includes recorded components; examinees who arrive late will not be admitted.

Checklist for Music Education Majors

Schedule an appointment with your education advisor and School of Music advisor (BME Coordinator) to create a program plan for you and retain a copy for your records (Bring this to each advising appointment to update your copy.)

Preparation for Admission to Teacher Education—End of First Year of Study (*More information about applying for teacher candidacy can be found at the following link: <https://education.mercer.edu/students/office-of-teacher-candidacy-admission/undergraduate/>*)

1. Declare your major, Bachelor of Music Education-BME
2. Complete INT 101 OR GBK 101 (minimum grade of C)
3. Complete math requirements in your major (minimum grade of C)
4. Complete PSC Pre-Service Certification Paperwork
5. Maintain a 2.5 GPA
6. Create a MyPSC account with the Georgia Professional Standards Commission so you can take Ethics test. (<https://mypsc.gapsc.org/Register.aspx>)

7. Register for the Ethics Assessment Test/Program Entry – Test Code 350 (<http://gace.ets.org/ethics/register>)
8. Complete Unrestricted 200-Level Education Pre-Requisite Courses (You may still apply to Teacher Education if you still have a few of these courses to take.)

Application for Teacher Education—End of First Year of Study

1. Apply online to Tift College of Education after the above items are completed. Apply to the following link:
(<https://education.mercer.edu/teacher-candidacy/undergraduate-teacher-candidacy-admission/>)
2. Maintain a 2.75 GPA in all of your education courses and courses in each of your music courses.

After Admission to Teacher Education

1. Complete a PSC Pre-Service Certification Paperwork and have it notarized (Mrs. Sherman is a notary and will do this for you) to turn into the Office of Field Placement, Mrs. Carlene Sherman.
2. Apply with the Office of Field Placement to begin sophomore practicum (MUS 215; MUS 216), junior or senior year field placements (MUS 370; MUS 474 or MUS 475), or student teaching (EDUC 492). A link and instructions will be emailed to you before the application period opens.
3. Join GAE or PAGE professional organization to obtain Tort Liability Coverage: GAE or (Georgia Association of Educators: <http://pv.gae2.org/content.asp?ContentId=3392>) or PAGE (Professional Association of Georgia Educators: <https://membership.pageinc.org/>). You will need your membership number from either organization to apply for field placements online.

You may only apply for field placements **TWICE** per year during the following application periods:

<u>Fieldwork Semester</u>	<u>Application Period the Semester Before</u>
Fall Experiences (All Field Experiences)	February 1-20
Spring Experiences (All Field Experiences)	September 1-20
Summer Experiences (Pre-Practicum only)	February 1-20

The application system will prompt you to print out information to turn into the Office of Field Placement.

EVERY SEMESTER

1. Meet with BOTH of your academic advisors in the School of Music & the College of Education each semester and update your program plan.
2. Maintain 2.75 GPA in all education courses and all courses in your two concentrations

3. Earn a “C” or better in all education courses and all courses in your music major. If you earn below a “C” in any course, you must retake the course to get credit for certification.
4. Monitor credit hours because you need 134 for graduation from School of Music.



COLLEGE OF EDUCATION

Tort Liability Insurance

Teacher Candidates are required to obtain tort liability coverage for all onsite field experiences and maintain liability insurance coverage throughout the entirety of the program. This insurance covers expenses related to civil suits brought against education students that occur during any type of field experience.

Students are required to provide proof of tort liability coverage at the beginning of each term of a field experience. Coverage will need to be emailed to tiffieplacement@mercer.edu. If your coverage expires prior to you beginning field experience or during the experience; you will be required to submit proof again.

This insurance may be obtained by one of several ways:

1. By joining the Georgia Association of Educators (GAE)

100 Crescent Centre Parkway Ste. 500

Tucker, GA 30084

(404) 289-5867

Forms can be obtained on line at www.gae.org. Expires August 31st of every year.

2. By joining the Professional Association of Georgia Educators (PAGE).

Professional Association of Georgia Educators

P.O. Box 942270

Atlanta, GA 31141-2270

770-216-8555 or 1-800-334-6861

Forms can also be obtained on line at www.pageinc.org. Expires one year from date of enrollment.

3. By joining any other professional organization that provides Tort Liability Insurance.
4. By private coverage

100 Crescent Centre Pkwy #500, Tucker, GA 30084
 (678) 837-1100
 membership@gae.org

Home
 Contact Us
 In The News
 NEA edCommunities
 Sign In / Update Profile
 Join GAE

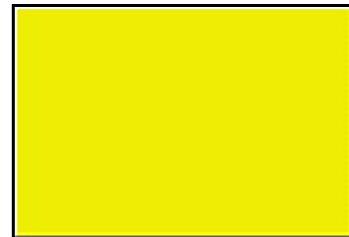
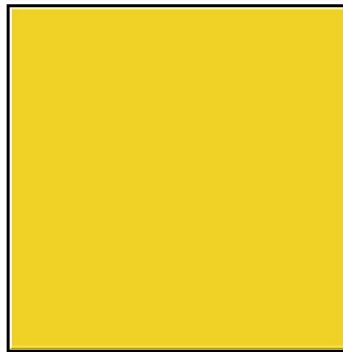
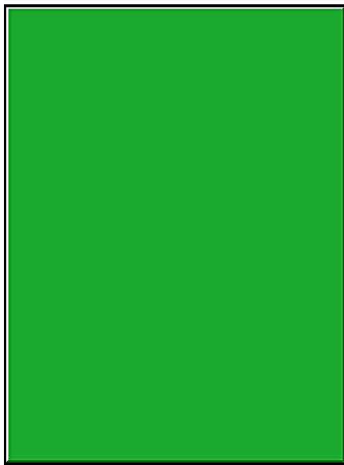
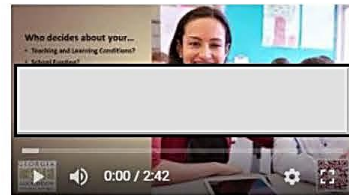


Membership Forms and Process

Home
 Membership and Administrative Services
 Joining the Georgia Association of Educators
 Membership Forms and Process

THANK YOU AND WELCOME!

You have made the decision to join and add your voice to the most effective advocate for public education in Georgia.



**Options to Join
GAE
Aspiring Educators**

NOTE: From April 1st to August 31st, educators can join the Association without paying dues until the new school year starts. This

\$18 for 1 year, other plans

<https://gae.org/membership/joining-georgia-association-educators/membership-forms-process-2-2/>[6/24/22, 12:14:16 PM]

is open to new, returning, and aspiring educator members.

NOTE: Houston, Lee, and Liberty counties cannot sign up for payroll deduction after September 30th. Please join by credit card or bank draft.

Member Voices: "Why do I support the Georgia Association of Educators?"



“ I am a second generation teacher and member of GAE. I chose this organization because I want a seat at the table. GAE and NEA work with colleagues, parents, community leaders, and legislators striving to create an exceptional learning environment. We are one voice, advocating for educators and students to ensure a quality profession and education.”

Caitlin Martin



“ GAE is always on the front lines advocating for public education in Georgia. The faces on the front line are the leaders and members of this great organization. Together, we strive to be that voice needed to nurture our public school students and support our personnel. I am proud to be a part of an organization that supports the power of public education.”

Latysha Preston



“ GAE stands up for its members and legislates on our behalf at the state level. If something goes wrong at work, I know I can count on GAE to legally protect me. Every educator in the state should be a member, especially these days, when public education is under more pressure than ever before.”

Emily Robinson

available

- [Join w/ Credit/Debit card.](#)
- [Aspiring Educators Rebate Form](#)
- [Check Student Membership Status](#)

Options to Join GAE - Retired

- [GAE-Retired Lifetime Membership - Certified](#)
- [GAE-Retired Annual Membership - Certified](#)
- [GAE-Retired Lifetime Membership - ESP](#)
- [GAE-Retired Annual Membership - ESP](#)
- [Pre-Retired Subscriber form](#)

OTHER FORMS

- [Generic Membership Form](#)

If you'd still prefer to use a fill-in paper form, please contact membership@gae.org with your request. Thank you.

L. Ensembles

All intended music majors must participate in at least one ensemble per semester during all four years at Mercer. Those students who receive music scholarships will perform in one or more ensembles in their performance areas as designated by the Director of Choral Studies, the Director of Bands, or the Dean of the School of Music. In order to encourage individual development in academic study and in solo performance, the following limitations are placed on the number of ensembles in which a student may participate per semester.

Voice majors may perform in no more than two choral ensembles per semester. Those voice majors who participate in opera or musical theater productions should elect to perform in only one ensemble during the semester of the production.

Keyboard majors may perform in no more than two ensembles per semester. Those keyboard majors accompanying two or more soloists should elect to perform in only one ensemble.

Instrumental majors (winds, percussion, strings) may perform in no more than three ensembles per semester. Exceptions may be made to the limitations above with the permission of the student's applied teacher in consultation with the appropriate ensemble director.

1. **Choral Ensembles: Mercer Singers, Women's Chamber Choir, University Choir, Vocal Chamber Ensemble.** *Audition required*

Mercer Singers – This is Mercer's premiere vocal touring ensemble. Membership is open to any student, but an audition is required. This group performs on campus and gives several performances off campus each semester. The Singers will tour during the spring break.

Women's Chamber Choir – This vocal chamber ensemble performs a wide variety of choral music: madrigals, motets, and music theatre selections. In addition, the group participates in departmental and off-campus performances.

Mercer University Choir – This ensemble brings together the Mercer community by uniting the voices of various members of the Mercer campus. This large choral organization will perform literature of various levels and styles with instrumental accompaniment as well as a cappella repertoire.

General Requirements for Students Majoring in Voice and Students Receiving Voice Scholarship:

Voice students are required to perform in either Mercer University Choir or Mercer Singers during each semester in which they are enrolled in the University. Mercer Singers is an auditioned ensemble and the student must be accepted into this choir via the audition process. Students who wish to expand their choral experience and perform in both ensembles may do so with the approval of the director and their private voice instructor.

- Instrumental Ensembles:** Mercer University Wind Ensemble, Mercer University Band, Mercer Jazz Ensemble, Macon-Mercer Symphony Orchestra, Jazz Combo, Brass Ensemble, Percussion Ensemble, Bear Steel Drum Band, Woodwind Quintet, Flute Choir, Saxophone Quartet, Brass Band, Horn Quartet, Harp Ensemble, Contemporary Music Ensemble, Trombone Ensemble, and Mixed Ensemble. *Audition required.* Mercer University Marching Band and Pep Band. *No Audition required.*

Mercer University Wind Ensemble – This organization comprised of wind and percussion musicians is the select instrumental performance ensemble of Mercer. Due to its flexible instrumentation, the class performs a wide range of repertoire from the Renaissance to, and including, the twenty-first century. This group tours annually in the southeastern United States. Membership is open to any Mercer student, but an audition is required.

Mercer University Band – This ensemble brings together the Mercer community by uniting the instrumentalists of the Macon campus. This large wind band will perform literature of various levels and styles. Membership is open to all Mercer students, faculty, and staff, as well as the broader Macon community. A seating audition is required.

The Mercer University Marching Band and Pep Band are open to all students with no audition required. The Marching Band performs at all home football games every fall semester and the Pep Band plays for home men and women's basketball games from October through March. Interested students should contact the Director of Athletic Bands regarding membership.

Macon-Mercer Symphony Orchestra – The orchestra performs the standard repertory from the past three centuries. Each semester culminates in two public concerts. Membership is open to any Mercer music student by audition. Any interested music students should contact the Operations Manager for the Robert McDuffie Center for Strings for more information.

3. Chamber Music

The Woodwind, Brass, Percussion, Trombone, Harp, Vocal, Mixed, and String Ensembles and various combinations of instruments from within these ensembles are organized and rehearsed for performance each year. All of these ensembles receive 1-hour credit per semester.

String Chamber Ensemble is a course designed to explore and perform such traditional ensemble repertoire as piano trios, string trios, piano quartets, etc.

Flute Choir is a course designed to explore and perform flute music from the Renaissance to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

Harp Ensemble is a course designed to explore and perform harp music from the Renaissance to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

Trombone Ensemble is a course designed to explore and perform trombone music to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

Vocal Chamber Ensemble is a course designed to explore and perform vocal music from antiquity to the present. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

Mixed Chamber Ensemble is a course designed to explore and perform music across instrument specific programs. Membership is open to any Mercer student, but an audition is required. Interested students should contact the director for additional information.

4. **Mercer University Opera**

Mercer University Opera gives at least one fully staged and costumed production per year. The work performed may be a complete opera or a program of scenes from the standard operatic repertory. In addition to performances on campus for the public, students in MU Opera productions often perform for audiences of schoolchildren, Mercer alumni, and for community groups.

Participation

Students who wish to participate in MU Opera productions must have permission of the Director, and should enroll in Opera Workshop (MUS 196.001 - 1-hour credit). Although the course is designed to help students integrate their acting and singing skills, participation is not limited to voice majors. Students enrolled will audition at the beginning of the semester and will be given roles appropriate to their abilities. Students assume responsibility for some technical aspects of the production in addition to performing (set construction, operation of lighting equipment, stagehands, etc.).

- a. The following guidelines are included in this handbook to facilitate better the expectations and outcomes of the various ensembles.
 - i. All members will be responsible for the preparation of the ensemble's literature which includes having the correct instrument, correct percussion equipment setup, a pencil to mark music, etc.
 - ii. Schedules will be given at the beginning of each semester but are subject to change. Advance notice of any schedule change will be given by the director as soon as possible. Students must inform the director of each ensemble with any conflicts in the first week of class.

- iii. Grading Policy: The student's grade will be based upon the following areas: Attendance - Intonation Check Form - Music Checkoff - Music Preparation - Performance(s).
- iv. All student musicians are expected to complete thorough preparation of all concert music through individual practice outside of rehearsal. Since concerts are usually only a few weeks apart, students will have to correct all note and rhythm problems within the first two weeks of rehearsal so the director can adequately rehearse without constant stopping for technical problems. By the end of the third week of preparation for each concert, all music must be checked off by the section leader or director. If a student needs additional help, contact should be made with the section leader, applied teacher, or director before that date. To improve intonation, all wind players will need to pair up with a like instrument (if possible) to complete an "Intonation Check Form". Once completed, the student will compare it with the previous semester to check progress in this area. The Intonation Check Form will be due the second week of the semester. The student is only required to turn in one form in the case of membership in several ensembles. This form will assist the performer in identifying which pitches are out of tune on their instrument and which direction they need to be adjusted.

Mercer University Ensemble Attendance Policy

In order for each student involved in an ensemble to successfully improve and gain knowledge from the course, attendance at all rehearsals is imperative since some literature cannot be rehearsed if a single performer is absent. Procedures used to monitor attendance contain the following guidelines:

- a. All students will receive schedules at the beginning of each semester to give sufficient advance notice of all rehearsals and performances. It is understood that absence of any kind for any reason is exceptional and serious.
- b. Should it become necessary for a student to be absent due to illness or other unusual circumstances such as a death in the family, they should fill out an excuse slip before the absence (or, in case of illness, immediately upon return) and give it to the student assistant in charge of attendance.
 - i. If the excuse is acceptable, the student assistant will be instructed by the professor to adjust their attendance record.
 - ii. If the excuse is unacceptable, the student assistant will return the excuse slip so marked to the student. A doctor's excuse will be required for absences due to illness involving more than one rehearsal.
- c. Each unexcused absence lowers the grade by one letter.
- d. In the event that a student wishes to contest an unaccepted excuse, they will make an appointment with the professor in charge of the ensemble. If the professor

accepts the excuse, they will then take the approved and initialed excuse slip to the student assistant for adjustment in the attendance record.

- e. Tardiness is considered exceptional and will require a written excuse and consultation with the professor in charge of the ensemble at the conclusion of the rehearsal for which the student was late.
- f. Failure to consult with the professor immediately following the rehearsal will result in an automatic unexcused tardiness.
- g. Two instances of unexcused tardiness will be considered the same as one unexcused absence.

VI. FACILITIES

A. Guidelines for Use of the McCorkle Music Building

1. All events in the McCorkle Music Building will be scheduled through the School of Music, Music Office.
2. Priority for scheduling events will be made with the following considerations:
 - a. School of Music educational activities take precedence;
 - b. University activities receive second priority;
 - c. External organizations that are compatible with the proper use of the specialized music facility and share a common educational purpose will be considered next;
 - d. Other activities and organizations that do not conflict with any of the previously scheduled activities may also be considered.
3. Lockers
 - a. Students will obtain combinations for the McCorkle Music Building hallways and instrumental storage room lockers from the Office Assistant in the School of Music Office. A \$5.00 deposit is required for each requested locker.
4. Practice Rooms
 - a. Sign-up sheets will be posted on the practice room doors for scheduling individual practice times.
 - b. Priority is given to piano majors and minors for the use of practice rooms 171 and 172.
 - c. Leave all benches, chairs, and music stands in their assigned practice rooms.
 - d. Take care of our instruments! **Do not place any sharp objects (instruments, instrument cases, etc.), food, or drinks on any piano in the building.**

- e. Percussion students may be assigned a key for the percussion practice room (142) from the Office Assistant in the School of Music Office.

5. Neva Langley Fickling Hall

- a. Recording – All recording activities are scheduled through the School of Music Office. The recording session must be scheduled at least three weeks before the performance date.

Recording and Performance Set-up – Once the Music Office has officially scheduled your recital, meet with the Recording Supervisor to enter your recital date on the calendar. A fee of \$25.00 is **required** for the video and audio recording of recitals. A check payable to **Mercer University** is to be submitted to the Office Assistant no later than 30 days prior to the recital. A member of the recording studio staff will record each approved performance for which the recording fee has been submitted. Staff members will be available 30 minutes before the performance to assist with pre-concert setup of recording equipment, and for 30 minutes following the concert to assist with recording equipment breakdown and storage. ***If you perform your recital off-campus, you MUST provide a recorded copy of your recital to the front office for inclusion in your permanent record. Stage set-up, ushers, and house managers are the responsibility of the performer.***

Livestreaming of Recitals – The livestreaming of all concerts and recitals must be pre-approved by your applied instructor, the Recording Supervisor, and the Music Office. Please complete and submit the signed **TSM Social Media Consent Request Form** no later than three weeks before the scheduled date of your recital in person or email to music@mercer.edu. *Requests for concert/recital livestreaming may not be honored if your form is submitted later than three weeks before the concert/recital.*

Special Recordings – Any TSM student or personnel may reserve facilities for the purpose of producing an audition recording. Facilities can be reserved according to availability and established priorities. TSM equipment may be used for producing recordings or duplications if the following conditions are met:

- i. Fees will be assessed for use of the equipment.
- ii. Recording Studio personnel must be contracted to serve as technicians for recordings using School of Music equipment.
- iii. The user will pay all fees for personnel and supplies.

Recordings made without School of Music equipment require no fees. Personnel in the Music Office must approve any recording attempted in School of Music facilities. School of Music video equipment is not available for student recordings of any type without direct faculty notification and supervision.

Fickling Hall Recording Studio – Only those students approved by the Music Office, Director of Undergraduate Studies, and/or the Director of Graduate Studies may operate the recording equipment in Fickling Recital Hall. All other use of Fickling Hall recording equipment and software must be supervised by a qualified faculty member.

- b. Rehearsal/Faculty – Faculty and representatives of School-approved events may reserve rehearsal time in Fickling Recital Hall. All rehearsal times are booked through the Music Office.
- c. Rehearsal/Students – Students may use Fickling Hall for practice *only when preparing for a recital appearance*. The following are maximum time-slots available:
 - i. Senior recital (full recital) – 6 hours
 - ii. Junior recital or senior half recital – 3 hours
 - iii. All rehearsal times are booked through the Office Assistant in the School of Music Office. Except for organists, the recital hall will not be available for routine practice. During the day, organists may sign out practice time in the hall directly with the Office Assistant in the School of Music Office. Additional practice times may be allotted to student organists at the request of the Organ professor.
- d. Maintenance
 - i. The person reserving time in the hall will be held responsible for the security of instruments and the physical condition of the hall during time(s) reserved.
 - ii. Piano covers must be correctly placed on the pianos except during rehearsal(s) or performance(s). No equipment, flowers, plants, or other articles are to be placed on the pianos.
 - iii. The stage must be cleared of stands, chairs, risers, etc., unless prior approval is received.
 - iv. Stands, chairs, and pianos that are assigned to the recital hall area may not be removed.
 - v. No food, beverages, gum, etc. are allowed in the recital hall.
 - vi. The movable walls on stage remain in the locked position. These walls may not be moved without the permission of the Music faculty or staff.
 - vii. Scraping the stage floor with sharp or heavy objects is prohibited.
 - viii. The mezzanine level is a restricted area for all students. Only organ students have permission to practice in this area.
 - ix. Use of the recital hall is restricted to 189 persons.
 - x. Smoking is prohibited throughout the entire McCorkle Music Building.
 - xi. The person responsible shall see that all doors to the recital hall are securely locked before departing.
 - xii. Ushers and stage managers are scheduled by the Music Office for Mercer ensembles, faculty programs, and guest recitals. Other events must provide their own usher and stage staff.
 - xiii. All programs must be prepared by the Music Office. Program printing costs for recitals that are not required in the concert program are paid for by the performers.

VII. APPENDIX

A. Advisor/Advisee Degree Check Sheets



Office of the Registrar • 1501 Mercer University Drive • Macon, Georgia 31207 • (478) 301-2680

UNDERGRADUATE DEGREE AUDIT

Name: _____ MUID #: _____ Date: _____
 Degree: **BA** Major: **Music (MUS)** Advisor: _____

GENERAL EDUCATION (34-39 credits)		
	Done	Taking
1. COMMUNICATIONS: WRITTEN AND ORAL (11-19 credits)		
Written Communication:		
INT 101 or GBK 101 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication: COM 210 or INT 301 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Other Communication: MUS 120 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	<input type="checkbox"/>	<input type="checkbox"/>
2. RELIGION: (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	<input type="checkbox"/>	<input type="checkbox"/>
3. HUMANITIES AND FINE ARTS: (3 credits)		
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; PHI 176; PHI 190; PHI 195; PHI 230; PHI 233; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	<input type="checkbox"/>	<input type="checkbox"/>
4. BEHAVIORAL/SOCIAL SCIENCES: (3 credits)		
AFR 190; AFR 210; ANT 101; COM 230; COM 250; ECN 150; ECN 151; GEO 111; GHS 200; JMS 101; JMS 145; JMS 240; PHI 237; POL 101; POL/IAF 253; PSY 101; SOC 101; SOC 210; WGS 180	<input type="checkbox"/>	<input type="checkbox"/>
5. QUANTITATIVE REASONING: (3 credits)		
STA 126; PHI 180; MAT 104; MAT 191; CSC 204	<input type="checkbox"/>	<input type="checkbox"/>
6. SCIENTIFIC REASONING: (4 credits)		
BIO 102; BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS: (4 credits)		
▪ UNV 101 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
▪ MUS 479 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS (0 credits)		
▪ MUS 193 Lab Band <u>or</u> MUS 194 Lab Choir	<input type="checkbox"/>	<input type="checkbox"/>
<i>Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.</i>		
Completed _____ hours as of _____ Mercer cumulative GPA (<i>min of 2.0 required</i>): _____		
A second major in another department, <u>or</u> a minor in another department is required :	General Ed Audit completed by:	
120 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).		
To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student's responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.		
I have read and understand degree requirements in the University Catalog and the information in this audit:		
Student's Signature: _____		Date: _____

MAJOR REQUIREMENTS		
Academic GPA required: 2.00 Applied GPA required: 3.00 Current GPA: _____		
I. MUSICIANSHIP (29 credits)		
<u>Theory Skills (18 credits)</u>		
MUS 105 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 106 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 111 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 112 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 256 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 257 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 254 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 255 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
<u>History (9 credits)</u>		
MUS 201 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 202 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 303 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Conducting (2 credits)</u>		
MUS 340 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
II. PERFORMANCE AND ELECTIVES (23 credits)		
<u>Large Ensemble Performance (8 credits)</u>		
MUS 182 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 183 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 191 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 196 (1 Credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 197 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Applied Music Courses (8 credits)</u>		
MUS 160-260-360-460 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 161-261-361-461 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 162-262-362-462 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 163-263-363-463 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 169-269-369-469 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Keyboard Skills (4 credits)</u>		
MUS 109 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 110 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 209 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 210 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Music Electives (3 credits)</u>		
MUS 152, 153, 154 (a,b), 180-189, 191-199,	<input type="checkbox"/>	<input type="checkbox"/>
221-224, 241, 242, 245, 258, 259, 278, 279, 311, 312, 313, 316, 317, 327, 336,	<input type="checkbox"/>	<input type="checkbox"/>
337, 338, 339, 341, 342, 350, 357, 359, 402, 403, 438, 439, 480 (courses range from 1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
III. Minor or Second Major Requirements (non-music) (34 credits)		
Senior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on: _____		Recital Attendance Completed? <input type="checkbox"/> Yes <input type="checkbox"/>
Approved specific exception(s) to the major requirements:		
Major Audit Completed By: _____		



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UNDERGRADUATE DEGREE AUDIT

Name: _____ MUID #: _____ Date: _____

Degree: **BM** Major: **Performance (PFM)** Advisor: _____

GENERAL EDUCATION (34-39 credits)		
	Done	Taking
1. COMMUNICATIONS: WRITTEN AND ORAL (11-19 credits)		
Written Communication:		
INT 101 or GBK 101 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication: COM 210 or INT 301 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Other Communication: MUS 120 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vocal students are required to take FRE or GER as their language requirement.</i>		
2. RELIGION: (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	<input type="checkbox"/>	<input type="checkbox"/>
3. HUMANITIES AND FINE ARTS: (3 credits)		
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; PHI 176; PHI 190; PHI 195; PHI 230; PHI 233; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	<input type="checkbox"/>	<input type="checkbox"/>
4. BEHAVIORAL/SOCIAL SCIENCES: (3 credits)		
AFR 190; AFR 210; ANT 101; COM 230; COM 250; ECN 150; ECN 151; GEO 111; GHS 200; JMS 101; JMS 145; JMS 240; PHI 237; POL 101; POL/IAF 253; PSY 101; SOC 101; SOC 210; WGS 180	<input type="checkbox"/>	<input type="checkbox"/>
5. QUANTITATIVE REASONING: (3 credits)		
STA 126; PHI 180; MAT 104; MAT 191; CSC 204	<input type="checkbox"/>	<input type="checkbox"/>
6. SCIENTIFIC REASONING: (4 credits)		
BIO 102; BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS: (4 credits)		
▪ UNV 101 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
▪ MUS 479 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS: (0 credits)		
▪ MUS 193 Lab Band or MUS 194 Lab Choir	<input type="checkbox"/>	<input type="checkbox"/>
<i>Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.</i>		
Non-Music Electives (3-8 credits)		
Completed _____ hours as of _____	<input type="checkbox"/>	<input type="checkbox"/>
Mercer cumulative GPA (min of 2.0 required): _____	General Ed Audit Completed By: _____	
122-128 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or prerequisites may be needed).		
To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student's responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.		
I have read and understand degree requirements in the University Catalog and the information in this audit:		
Student's Signature: _____	Date: _____	

MAJOR REQUIREMENTS

Academic GPA required: 2.00 Applied GPA required: 3.00 Current GPA: _____

I. SUPPORTIVE COURSES (39 credits)

Theory Skills (21 credits)

	Done	Taking
MUS 105 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 106 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 111 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 112 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 256 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 257 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 254 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 255 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 359 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

History (12 credits)

MUS 201 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 202 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 303 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 402 or 403 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

Conducting (2 credits)

MUS 340 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
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Keyboard Skills (4 credits)

MUS 109 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 110 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 209 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 210 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

II. STUDY IN THE AREA (43 credits)

Large Ensemble Performance (8 credits)

MUS 182 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 183 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 191 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 192 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 197 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

Applied Music Courses (20 credits)

MUS 160 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 265-365-465 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 161 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 266-366-466 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 162 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 267-367-467 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 163 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 268-368-468 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

BM Area-Specific Electives (14 credits)

Vocal BM (14 credits)

MUS 154 (a,b) (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 196 (5 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 317 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 327 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 438 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

Instrumental BM (Woodwinds, Brass, Percussion, Guitar)					
(14 credits)		Done	Taking	Organ/Harpsichord BM (14 credits)	
				Done	Taking
MUS 316 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 139 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 350 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 140 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 439 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 213 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
Music Electives (6 credits)			MUS 214 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 152 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 313 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 153 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	Music Electives (8 credits)		
MUS 180 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 180 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 181 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 316 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 184 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 317 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 185 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 327 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 186 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 336 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 187 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 337 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 188 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 480 (1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 189 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	Music Elective Options		
MUS 191 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 152-153 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 192 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 154 (a,b) (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 342 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 180-189 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 480 (1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 191-192 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
Instrumental BM (Strings) (14 credits)			MUS 196-199 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 180 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 221-224 (2 credits per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 316 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 241-242-245 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 439 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 258-259 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
Music Electives (5 credits)			MUS 278-279 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 180 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 311 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 342 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 312 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 350 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 313 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 480 (1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 315 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Piano BM (14 credits)			MUS 316 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 121/122 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 317 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 241/242 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 327 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 245 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 336 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 311 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 337 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 312 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 338-339 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
Music Electives (7 credits)			MUS 341 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 154 (a,b) (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 342 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 180 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 350 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 316 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 357 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 317 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 438 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 327 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 439 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 336 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>	MUS 480 (1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 337 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>			
MUS 480 (1-3 credits)	<input type="checkbox"/>	<input type="checkbox"/>			
Junior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on: _____			Recital Attendance Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Senior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on: _____					
Approved specific exception(s) to the major requirements:					
Major Audit Completed By: _____					



SCHOOL OF MUSIC

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UNDERGRADUATE DEGREE AUDIT

Name: _____ MUID #: _____ Date: _____
Degree: BM Major: Elective Studies in an Outside Field Advisor: _____

GENERAL EDUCATION (34-39 credits)
1. COMMUNICATIONS: WRITTEN AND ORAL (11-19 credits) Done Taking
Written Communication:
INT 101 or GBK 101 (4 credits)
Oral Communication: COM 210 or INT 301 (3 credits)
Other Communication: MUS 120 (4 credits)
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)
Vocal students are required to take FRE or GER as their language requirement.
2. RELIGION: (3 credits)
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170
3. HUMANITIES AND FINE ARTS: (3 credits)
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; PHI 176; PHI 190; PHI 195; PHI 230; PHI 233; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101
4. BEHAVIORAL/SOCIAL SCIENCES: (3 credits)
AFR 190; AFR 210; ANT 101; COM 230; COM 250; ECN 150; ECN 151; GEO 111; GHS 200; JMS 101; JMS 145; JMS 240; PHI 237; POL 101; POL/IAF 253; PSY 101; SOC 101; SOC 210; WGS 180
5. QUANTITATIVE REASONING: (3 credits)
STA 126; PHI 180; MAT 104; MAT 191; CSC 204
6. SCIENTIFIC REASONING: (4 credits)
BIO 102; BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS: (4 credits)
UNV 101 (1 credit)
MUS 479 (3 credits)
ADDITIONAL REQUIREMENTS: (0 credits)
MUS 193 Lab Band or MUS 194 Lab Choir
Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.
Completed _____ hours as of _____ Mercer cumulative GPA (min of 2.0 required): _____
General Ed Audit completed by: _____
122-132 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).
To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student's responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.
I have read and understand degree requirements in the University Catalog and the information in this audit:
Student's Signature: _____ Date: _____

MAJOR REQUIREMENTS		
Academic GPA required: 2.00 Applied GPA required: 3.00 Current GPA: _____		
<u>Basic Musicianship and Performance (21 credits)</u>	Done	Taking
MUS 105 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 106 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 111 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 112 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 256 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 257 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 254 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 255 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 359 or 350 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Music History (9 credits)</u>		
MUS 201 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 202 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 303 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Performance Studies (16 credits)</u>		
MUS 160-468 (1-3 credits, minimum 8)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 182/183/191/192/197 (1 credit, minimum 8)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Conducting (2 credits)</u>		
MUS 340 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Keyboard Skills (0-2 credits)</u>		
MUS 109-MUS 210 (1 credit per course)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Music Electives (10-12 credits)</u>		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Total Major Area (Minimum 60 Credits)		
<u>Elective Studies in an Outside Field (18 credits)</u>	Course	
<i>(In any single or closely related discipline of the University, to be chosen by the student in close consultation with advisor)</i>	_____	<input type="checkbox"/>
EXAMPLES:	_____	<input type="checkbox"/>
Business (including BUS/ECN/MGT/MKT), English, Psychology,	_____	<input type="checkbox"/>
Theater, Communication, Art	_____	<input type="checkbox"/>
Junior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on:	_____	Recital Attendance Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Senior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on:	_____	
Approved specific exception(s) to the major requirements:		
Major Audit Completed By: _____		



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UNDERGRADUATE DEGREE AUDIT

Name: _____ MUID #: _____ Date: _____
 Degree: **BME** Major: **Music Education** Advisor: _____

GENERAL EDUCATION (34-39 credits)		
1. COMMUNICATIONS: WRITTEN AND ORAL (11-19 credits)	Done	Taking
Written Communication:		
INT 101 or GBK 101 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication: COM 210 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Other Communication: MUS 120 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language Competency (0-8 credits) - French (FRE 111-112); German (GER 111-112); Spanish (SPN 111-112)	<input type="checkbox"/>	<input type="checkbox"/>
2. RELIGION: (3 credits)		
AFR 230; ENG 225; PHI 240; REL 110, REL 130, REL 150, REL 170	<input type="checkbox"/>	<input type="checkbox"/>
3. HUMANITIES AND FINE ARTS: (3 credits)		
AFR 221; AFR 225; ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; CLA 101; CLA 102; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; JMS 220; JMS 225; JMS 230; PHI 176; PHI 190; PHI 195; PHI 230; PHI 233; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; SST 180; THR 115; THR 218; WLT 101	<input type="checkbox"/>	<input type="checkbox"/>
4. BEHAVIORAL/SOCIAL SCIENCES: (3 credits)		
AFR 190; AFR 210; ANT 101; COM 230; COM 250; ECN 150; ECN 151; GEO 111; GHS 200; JMS 101; JMS 145; JMS 240; PHI 237; POL 101; POL/IAF 253; PSY 101; SOC 101; SOC 210; WGS 180	<input type="checkbox"/>	<input type="checkbox"/>
5. QUANTITATIVE REASONING: (3 credits)		
STA 126; PHI 180; MAT 104; MAT 191; CSC 204	<input type="checkbox"/>	<input type="checkbox"/>
6. SCIENTIFIC REASONING: (4 credits)		
BIO 102; BIO 110; CHM 110; CHM 111; ENB 150; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 161	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL TOWNSEND SCHOOL OF MUSIC REQUIREMENTS: (4 credits)		
▪ UNV 101 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
▪ MUS 479 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS: (0 credits)		
▪ MUS 193 Lab Band <u>or</u> MUS 194 Lab Choir	<input type="checkbox"/>	<input type="checkbox"/>
<i>Course requirement for all vocal, woodwind, brass, and percussion majors during spring semester of the freshman year.</i>		
Completed _____ hours as of _____ Mercer cumulative GPA (min of 2.75 required): _____		
General Ed Audit completed by: _____		
126-131 Minimum credit hours required for one degree (in addition to specific courses listed in this audit elective hours or pre-requisites may be needed).		
To the Student: You must complete at least 32 semester hours of academic credit in residence at Mercer. Hours of credit are granted only once for repeated courses. It is the student's responsibility to be aware of all department, school/college, and university degree requirements as published in the catalog.		
I have read and understand degree requirements in the University Catalog and the information in this audit:		
Student's Signature: _____	Date: _____	

MAJOR REQUIREMENTS

Academic GPA required: 2.75 Applied GPA required: 3.00 Current GPA: _____

I. STUDIES IN MUSIC (71 credits)

Theory Skills (18 credits)

	Done	Taking
MUS 105 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 106 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 111 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 112 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 256 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 257 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 254 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 255 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

History (12 credits)

MUS 201 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 202 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 303 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 402 or 403 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

Conducting (6 credits)

MUS 340 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 341 (2 credits) or MUS 342 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 474 (2 credits) or MUS 475 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>

Keyboard Skills (4 credits)

MUS 109 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 110 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 209 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 210 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

Large Ensemble Performance (7 credits)

MUS 182 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 183 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 191 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 192 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 197 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

Applied Music Courses (7 credits)

MUS 160-260-360-460 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 161-261-361-461 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 162-262-362-462 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 163-263-363-463 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>

Performance Techniques (17 credits)

MUS 154 (a,b) (voice students only) (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 157 (instrumental students only) (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 215 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 216 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 221 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 222 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 223 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 224 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 350 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
MUS 370 (2 credits)	<input type="checkbox"/>	<input type="checkbox"/>

II. PROFESSIONAL EDUCATION (21 credits)

(Maintain a 2.75 GPA with no grade less than a C)

EDUC 492 (12 credits)	<input type="checkbox"/>	<input type="checkbox"/>
EDUC 220 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
EDUC 283 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>
EDUC 356 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>

Senior Recital Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No, will complete on: _____	Recital Attendance Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved specific exception(s) to the major requirements:	
Major Audit Completed By: _____	

B. School Forms: See Music Office for Originals

1.



GRADE: _____
APPLIED FOR ADMISSION: _____
ACCEPTED: _____

AUDITION FOR UNDERGRADUATE ADMISSION

Please Check One

Incoming Freshman Incoming Transfer Current MU Student

Date: _____ Cell #: _____
Name: _____ Home Phone #: _____
Student ID #: _____ Email: _____
Address: _____ Instrument/Voice: _____

Works performed:

1. _____
2. _____
3. _____

Comments:

Admitted to School: Yes No

Potential Degree Program? BA BME BM
BMESOF
please check appropriate box

Evaluation Committee:

1. _____
2. _____
3. _____

Signed: _____
Dean

Townsend School of Music/Robert McDuffie Center For Strings: Audition for Undergraduate Admission Form | revised July 2022

2.



APPLIED TO MERCER: _____
ACCEPTED TO MERCER: _____

AUDITION FOR ADMISSION

Please Check One

Incoming Freshman

Incoming Transfer

Current MU Student

Name: _____
Date: _____
Address: _____

Cell #: _____
Home Phone #: _____
Email: _____
Instrument: _____

Works played:

1. _____
2. _____
3. _____

Comments:

Admit to RMCS: Yes No

Potential Degree Program? BA BM
please check appropriate box

Evaluation Faculty Member

Signed: _____
Director

Robert McDuffie Center for Strings (RMCS) Audition for Admission Form | revised October 2020



ACCEPTANCE TO MUSIC MAJOR

*Due May 15**

Name: _____ MUID: _____ Date: _____

Instrument or Voice Type: _____

Music Degree Program Seeking Acceptance:

- Bachelor of Arts (BA)
 Bachelor of Music Performance (BM)
 Bachelor of Music Education (BME)
 Bachelor of Music With Elective Studies in an Outside Field (BMESOF)

****Student must enter this information through MyMercer once approved by the Dean****

FOR OFFICE USE ONLY

PRELIMINARY SIGNATURES OF APPROVAL

Faculty Music Advisor: _____

Principal Applied Music Teacher: _____

Freshman Theory Teacher: _____

It is hereby certified that, as a result of the evaluation held on this date, the above-named student is admitted to the _____ degree program in the School of Music.

SIGNED: _____
Dean

**This form must be returned to the School of Music Office by May 15 of the freshman year of Music study (see Acceptance to Music Major Policies stated in the School of Music Handbook). A student who wishes to pursue a Bachelor of Music in Performance must perform a 15-minute program before the music faculty in the area of specialization at the end of the spring semester of study in the freshman year. The Acceptance to Music Major form is submitted to the full Music faculty during the sophomore year.*

DISTRIBUTION

- Original – Office
- Copies (2) – Applied Teacher and Student

Acceptance to Music Major Form | August 2023



INSTRUMENTAL JURY EXAMINATION FORM

Name: _____ Exam Date: _____
 Course Enrolled: _____ Instructor: _____

Current Degree Program (check one): BA BME BM Other _____

Instrument: _____ Semesters of Study: _____

Check box if mandatory repertoire sheet is attached

List of Scales, Arpeggios, and/or other Technical Exercises prepared for this jury:

1. _____ 3. _____
 2. _____ 4. _____

REPERTOIRE TO BE PERFORMED:

Title	Composer's Full Name
_____	_____
_____	_____
_____	_____

FACULTY COMMENTS

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
Tone Quality	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
Rhythmic Accuracy/Tempo	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts.
Intonation/Note Accuracy	<input type="checkbox"/> Virtually no errors, pitch is very accurate.	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
Dynamics	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
Musical Effect/Technique	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

ADDITIONAL FACULTY COMMENTS:

Numerical Jury Grade: _____ Faculty's Signature: _____

5.



ORGAN JURY EVALUATION FORM

Student's Name _____ Jury Date _____

Student's Degree Program & Year of Study _____ Course Number _____

REPERTOIRE: TITLE see additional information below _____ COMPOSER _____

Score 1 - 20, with 20 being the highest score
Musical Interpretation and Expression _____ Stylistic Understanding _____
Articulation, Legato, Phrasing, etc. _____ Technical Accuracy and Rhythm _____
Registration and Overall Use of the Organ _____

COMMENTS: [Large empty box for handwritten notes]

Additional Repertoire Currently in Preparation
TITLE _____ COMPOSER _____

Faculty Juror's Name _____ Numerical Grade: _____

ADDITIONAL COMMENTS:

6.



PIANO JURY EVALUATION COVER SHEET

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
-----------------------	--------------	----------------------	---

Jury Date	Applied Teacher
------------------	------------------------

Faculty Juror's Name: _____	Assigned Numerical Grade: _____
Faculty Juror's Name: _____	Assigned Numerical Grade: _____
Faculty Juror's Name: _____	Assigned Numerical Grade: _____

FINAL AVERAGED JURY GRADE _____

Repertoire Presented on Jury:

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Repertoire in Preparation</u>	<u>Memorized?</u>
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

ACCEPTANCE TO MAJOR (2nd Semester Freshman Jury)

BM BME BA BMESOF ACCEPTED NOT ACCEPTED **Date:** _____

7.



PIANO JURY EVALUATION AND COMMENT SHEET

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
Jury Date	Applied Teacher		

SELECTIONS

<u>Title</u>	<u>Composer's Full Name</u>

Score 1 – 10, with 10 being the highest score

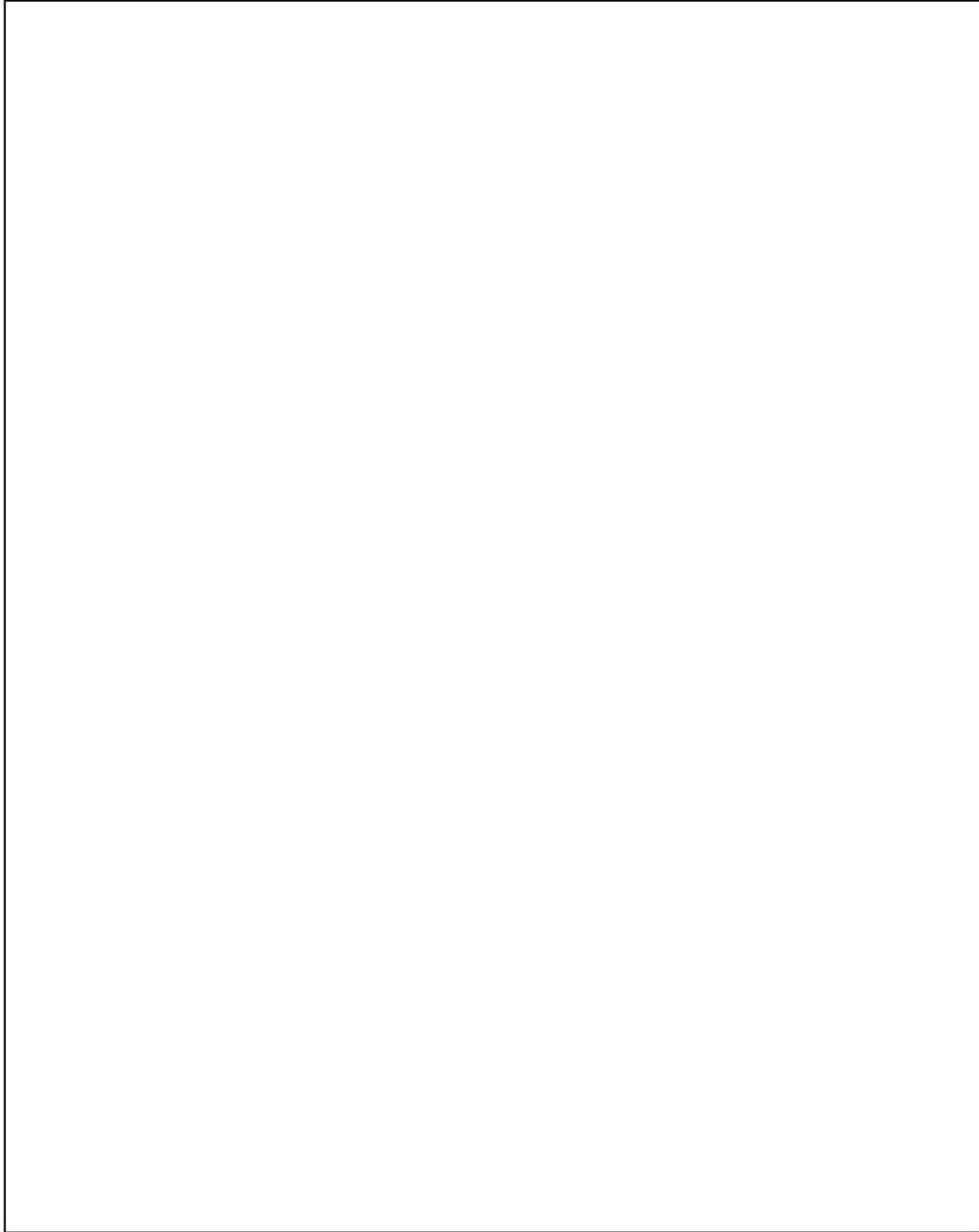
- | | |
|--|---|
| I. Overall Technical Development _____ | VI. Rhythmic Accuracy _____ |
| II. Musical Accuracy _____ | VII. Pedaling _____ |
| III. Musical Phrasing and Articulation _____ | VIII. Memorization _____ |
| IV. Artistic Interpretation _____
(Emotional Involvement, Sensitivity, Intensity) | IX. Scales _____ |
| V. Voicing and Tone Quality _____ | X. Commitment to Integrity of the Music _____ |

COMMENTS:

Faculty's Juror's Name: _____ Numerical Jury Grade: _____

Piano Jury Evaluation & Comment Sheet | Page 1 of 2

ADDITIONAL COMMENTS:



8.



VOICE JURY EVALUATION COVER SHEET

Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)

FINAL AVERAGED JURY GRADE

Repertoire Presented on Jury:

<u>Title</u>	<u>Composer's Full Name</u>

Repertoire in Preparation

Memorized?

	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ACCEPTANCE TO MAJOR (2nd Semester Freshman Jury)

BM BME BA BMESOF ACCEPTED NOT ACCEPTED

Date: _____

9.



VOICE JURY EVALUATION AND COMMENT SHEET

_____	_____	_____	_____
Student's Name	Major	Course Number	Class Standing (FR, SO, JR, SR, GRAD)
_____	_____	_____	_____
Accompanist's Name	Jury Date	Applied Teacher	Faculty Juror's Name

SELECTIONS:

<u>Title</u>	<u>Composer's Full Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Score 1 – 10, with 10 being the highest score

- | | |
|--|---|
| I. Overall Technical Development _____ | VII. Diction (Language & Articulation) _____ |
| II. Posture/Breath _____ | VIII. Musical Interpretation _____ |
| III. Phonation _____ | IX. Dramatic Interpretation _____
(Emotional Involvement, Communication, Intensity, Variety) |
| IV. Intonation _____ | X. Physical Presentation _____
(Body Language, Gestures, Acting, Transitions, Focus of the Eyes, Stage Deportment) |
| V. Resonance _____ | |
| VI. Musical Accuracy/Memory _____ | |

COMMENTS:

NUMERICAL JURY GRADE: _____

ADDITIONAL COMMENTS:



APPLIED MUSIC EXAMINATION JURY FORM

Name: _____ Semester: _____
 Class: _____ Degree Program: _____
 Instrument: _____ Instructor: _____

I. LIST ALL REPERTOIRE STUDIED DURING THE CURRENT SEMESTER:

II. FACULTY ASSESSMENT:

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
Tone Quality	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
Rhythmic Accuracy/Tempo	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts
Intonation/Note Accuracy	<input type="checkbox"/> Virtually no errors, pitch is very accurate	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
Dynamics/Stage Presence	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
Musical Effect/Technique	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

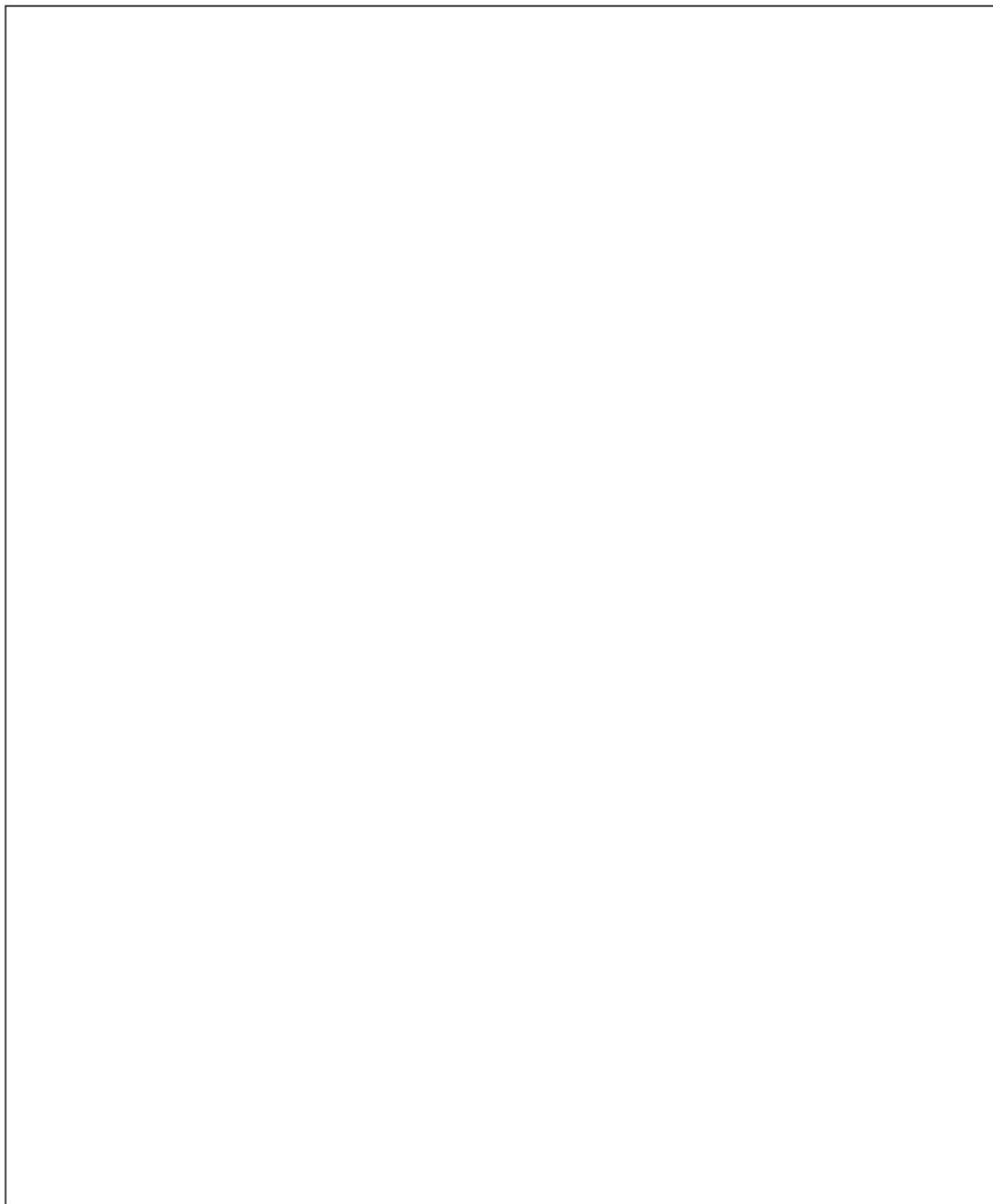
Numerical Total: _____

Grade: _____

COMMENTS:

Faculty Juror's Name: _____ **Date:** _____

ADDITIONAL COMMENTS:





HARP JURY EVALUATION FORM

Student's Name	Jury Date
Class Standing (FR, SO, JR, SR, GRAD)	Semester (Fall or Spring)
Student's Degree Program	Course Number

In the spaces below, list the work(s) being performed today, noting **M** for Memorized or **P** for Performed this semester.

<u>Title</u>	<u>Composer</u>	<u>M or P</u>

COMMITTEE EVALUATION:

CATEGORY	4 = Exemplary	3 = On Target	2 = Developing	1 = Deficient
Tone Quality	<input type="checkbox"/> Consistently focused, clear and centered, controlled	<input type="checkbox"/> Focused, clear and centered, sometimes less controlled	<input type="checkbox"/> Not controlled, detracts from performance	<input type="checkbox"/> Difficult to discern intended sound
Rhythmic Accuracy/Tempo	<input type="checkbox"/> Secure, accurate, appropriate for style	<input type="checkbox"/> Secure and mostly accurate	<input type="checkbox"/> Frequent or repeated errors detract	<input type="checkbox"/> Erratic, significantly detracts
Intonation/ Note Accuracy	<input type="checkbox"/> Virtually no errors, pitch is very accurate	<input type="checkbox"/> Some errors, noticeable but not severe	<input type="checkbox"/> Frequent and/or repeated errors	<input type="checkbox"/> Very few accurate or secure pitches
Dynamics	<input type="checkbox"/> Obvious, consistent, and accurate for the style	<input type="checkbox"/> Somewhat consistent but limited in effect	<input type="checkbox"/> Difficult to discern and/or ineffective	<input type="checkbox"/> Incorrect or inappropriate and ineffective
Musical Effect/ Technique	<input type="checkbox"/> Engaging, consistently meets technical demands	<input type="checkbox"/> Some moments, technical difficulties not fully met	<input type="checkbox"/> Technical issues more prominent than musical expression	<input type="checkbox"/> Technique insufficient, prevents musical expression

GRADING SCALE:

- Technique and Tone Quality = 25%
- Rhythmic Vitality = 25%
- Expression = 20%
- Dynamics = 20%
- Memorization = 5%
- Intonation = 5%

Faculty Juror's Name: _____ **Numerical Jury Grade:** _____

List all other material studied this semester in the spaces below, noting **M** for Memorized, **P** for Performed, or **O** for Orchestral/Ensemble/Choral excerpts/literature.

<u>Title</u>	<u>Composer</u>	<u>M</u> <u>P</u> <u>O</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS:



RECITAL/PROJECT REQUEST/PROPOSAL FORM

Complete and submit to the Music Office by the following deadlines:
FALL – no later than October 15 | SPRING – no later than February 15

Name: _____ Date: _____

Check one:

BM/BMESOF Senior Recital BME Senior Recital BA Senior Recital

BM/BMESOF Junior Recital BA Senior Project Non-required recital

Students who have not passed the keyboard proficiency or MUS 210 Class Piano IV and MUS 257/255 Music Theory IV/Advanced Musicianship Skills II by the end of their Junior Year will not be allowed to process a Senior Project request form.

Requested Recital Date: _____

Time: _____

Location: _____

Hearing Date & Time: _____

Please attach typed recital program or proposed project and include timing for each piece.

Applied Teacher or Project Supervisor approval _____

Assigned Jury Committee Signature #1 _____

Assigned Jury Committee Signature #2 _____

Proposed calendar date approved by the Music Office _____

Music Dean Approval & Date _____

Checklist for recital:

- | | |
|---|--|
| <input type="checkbox"/> <u>Applied teacher approval</u> | <input type="checkbox"/> Audio recording (yes / no) |
| <input type="checkbox"/> Calendar date <u>selected</u> and approved | <input type="checkbox"/> Video recording (yes / no) |
| <input type="checkbox"/> Hearing date selected and approved | <input type="checkbox"/> Ushers selected (if necessary) |
| <input type="checkbox"/> Program printed and ready for hearing | <input type="checkbox"/> Lighting set w/Music Office staff |

Complete and submit to the Music Office by the following deadlines:
FALL – no later than October 15 | SPRING – no later than February 15

Recital/Project Request/Proposal Form | August 2023



SOCIAL MEDIA CONSENT REQUEST FORM

****Due at least three (3) weeks prior to performance date****

NAME: _____

DATE OF REQUEST: _____

PERFORMANCE DATE: _____

PARTICIPANTS: _____

DESIRED SOCIAL MEDIA CHANNEL: (SELECT ONE) Facebook Instagram YouTube

_____ _____
Student's Signature **Date**

_____ _____
Applied Teacher's Signature **Date**

NOTE: By submitting this form, you indicate your consent to having your likeness and video of your performance used by Townsend School of Music and Mercer University. Please submit your completed and signed form to the Music Office no later than three (3) weeks prior to your performance.



RECITAL HEARING FORM

Name	Applied Teacher	Date
Degree Program and Reason for Recital Hearing		
BM <input type="checkbox"/> JR or <input type="checkbox"/> SR	BA <input type="checkbox"/> BME SR <input type="checkbox"/>	MM <input type="checkbox"/> AD <input type="checkbox"/>

Please appropriately mark items as follows:

- | | | |
|--|------------------------------|-----------------------------|
| Typed Copy of Program Present and Approved: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Check for Recording and/or Accompanist Received: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Recital APPROVED for Performance: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Recital NOT APPROVED for Performance: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

COMMENTS:

It is the responsibility of the Chair of the Jury Committee to complete this form, have the members of the Jury Committee sign it, and submit to the office (recital should not be approved for performance unless the program is present and approved).

JURY COMMITTEE SIGNATURES

Printed Name: _____	Signature: _____
Printed Name: _____	Signature: _____
Printed Name: _____	Signature: _____

Recital Hearing Form

15.



RECITAL/PROJECT COMPLETION FORM

Name: _____

Project Title (if applicable): _____

Completion Date: _____

Accepted to Meet Graduation Requirements: YES NO

NUMERICAL GRADE: _____

COMMENTS:

EXAMINING COMMITTEE SIGNATURES

Printed			Numerical
Name:	_____	Signature: _____	Grade: _____
Printed			Numerical
Name:	_____	Signature: _____	Grade: _____
Printed			Numerical
Name:	_____	Signature: _____	Grade: _____

DEAN'S SIGNATURE: _____
Gary G. Gerber, DMA

DATE: _____

Recital/Project Completion Form 8.1.23



SCHOOL OF MUSIC

RECITAL HOUR FORM

Recital Hour Performance Date: _____
 Name: _____
 Instrument/Voice Part: _____
 Collaborative Pianist's Name: _____
 Additional Performers/Instruments: _____

Composition Title(s)

- Including movements, composers, and composer birth/death (if appropriate) years.
- Students may perform up to 3 selections not to exceed 7 minutes total.

1. Selection: _____
 Composer: _____ Dates: _____
 2. Selection: _____
 Composer: _____ Dates: _____
 3. Selection: _____
 Composer: _____ Dates: _____

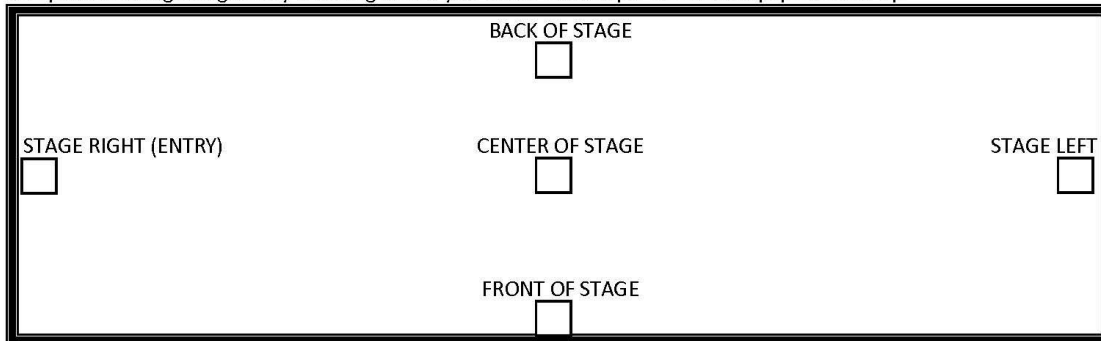
I have submitted my vocal texts/translations or other program notes via email. (No hard copies or late submissions)
 Accepted: braddock_ba@mercer.edu

Exact performance timing (MIN:SEC): _____ : _____ (7-minute maximum)

How many stands? _____ How many chairs? _____ How many benches? _____

Piano Lid: Closed Half-Stick Full-Stick Page Turner

Complete the stage diagram by checking where you would like the performance equipment set-up:



To be completed by the student, signed by the teacher, and placed in the envelope on Dr. Braddock's door by 5:00 pm Friday the week BEFORE your performance.

Signature of Applied Teacher: _____ Date: _____
This signature is REQUIRED if you want to perform!!!

Revised 8.7.23

C. Applied Music Courses

Voice	Undergrad MUS 160, 260, 360, 460, 265, 365, 465	Grad MUS 560
Section	Instructor	
001	Malone	
002	Kosowski	
003	M. Roberts	

Center for Strings

Instrument	Undergrad MUS 16C, 26C, 36C, 46C Suffix	Instructor
Violin	W	Moretti
Viola	X	R. Albers
Cello	Y	S. He
Double Bass	Z	Tosky

Piano	Undergrad MUS 161, 261, 361, 461, 266, 366, 466	5th Year MUS 561
Section	Instructor	
001	Yoo	
002	Altman	
003	McReynolds	

Organ	Undergrad MUS 162, 262, 362, 462, 267, 367, 467	5th Year MUS 562, 567
Section	Instructor	
001	Mitchener	

Harpichord	Undergrad MUS 169, 269, 369, 469 271, 371, 471	Grad MUS 569, 574
Section	Instructor	
001	Mitchener	

Composition	Undergrad MUS 164, 264, 364, 464	Grad
Section	Instructor	
001	C. Schmitz	

Conducting	Undergrad	Grad 642
Section	Instructor	
001	S. Roberts (Choral)	
002	Gerber (Choral)	
003	Staff (Orchestral)	
004	Braddock (Band)	

Instrument	Undergrad MUS 163, 263, 363, 463, 268, 368, 468	5th Year MUS 563	
	Suffix	Section	Instructor
Flute/Piccolo	A	001	Via
Oboe	B	001	Gnam
Bassoon	C	001	Gnam
Clarinet	D	001	Cole
Clarinet	D	002	Braddock
Saxophone	E	001	Cole
Trumpet	J	001	Swygert
Horn	K	001	A. Schmitz
Trombone	L	001	English
Euphonium	M	001	Gay
Tuba	N	001	Gay
Percussion	R	001	Reddick
Harp	T	001	Koch
Guitar	V	001	Cantwell
Jazz Guitar	V	001	Cantwell

Non-Majors/ Secondary	Undergrad MUS 170	Section	Instructor
Voice		001	Malone
Voice		002	Kosowski
Voice		003	M. Roberts
Piano		005	Yoo
Piano		006	Altman
Piano		007	McReynolds
Organ		008	Mitchener
Flute/Piccolo		009	Via
Oboe		010	Gnam
Bassoon		011	Gnam
Clarinet/Saxophone		012	Cole
Trumpet		013	Swygert
Horn		014	A. Schmitz
Trombone		015	English
Tuba/Euphonium		016	Gay
Percussion		017	Reddick
Harp		018	Koch
Composition		019	C. Schmitz
Guitar		020	Cantwell

D. Listing of Music Courses Offered:

Undergraduate	Fall Even	Spring Odd	Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
UNV 101	101		101		1	1
105 Music Theory I	105		105		3	5
106 Music Theory II		106		106	3	5
109 Class Piano I	109		109		1	2
110 Class Piano II		110		110	1	2
111 Basic Musicianship I	111		111		1	2
112 Basic Musicianship II		112		112	1	2
120 Research in Music Writing		120		120	4	4
121 Sight-reading Skills I	121		121		1	1
122 Sight-reading Skills II		122		122	1	1
139 Organ/Harpsichord Skills I	139		139		1	1
140 Organ/Harpsichord Skills II		140		140	1	1
151 Understanding Music	151	151	151	151	3	3
152 Improvisation I	152		152		1	2
153 Improvisation II		153		153	1	2
154 Vocal Diction	154A	154B	154A	154B	1	3
157 Vocal Techniques		157			2	2
201 Musicology I	201		201		3	3
202 Musicology II		202		202	3	3
209 Class Piano III	209		209		1	2
210 Class Piano IV		210		210	1	2
213 Organ/Harpsichord Skills III	213		213		1	1
214 Organ/Harpsichord Skills IV		214		214	1	1
215 Sophomore Practicum I		215		215	1	1
216 Sophomore Practicum II	216		216		1	1
221 Techniques Woodwinds	221				2	3
222 Techniques Percussion		222			2	3
223 Techniques Brass				223	2	3
224 Techniques Stringed Instruments			224		2	3
241 Collaborative Piano Skills I	241		241		1	2
242 Collaborative Piano Skills II		242		242	1	2
245 Piano Pedagogy I	245				1	1
254 Advanced Musicianship Skills I	254		254		1	2
255 Advanced Musicianship Skills II		255		255	1	2
256 Music Theory III	256		256		4	5
257 Music Theory IV		257		257	4	5
258 Beginning Composition I	258		258		1	1
259 Beginning Composition II		259		259	1	1
278 Intermediate Composition I	278		278		1	1
279 Intermediate Composition II		279		279	1	1
303 Music Cultures	303		303		3	3
311 Lit & Mat. Piano I	311		311		2	2
312 Lit. & Mat. Piano Lit. II		312		312	1	1

Undergraduate	Fall Even	Spring Odd	Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
313 Organ Lit. I	313		313		3	
316 Lit. of the Instrument	316				3	3
317 Song Literature I			317		2	1
327 Song Literature II				327	1	1
336 Advanced Collaborative Piano Skills I	336		336		1	1
337 Advanced Collaborative Piano Skills II		337		337	1	1
338 Advanced Composition I	338		338		1	1
339 Advanced Composition II		339		339	1	1
340 Basic Conducting	340		340		2	2
341 Advanced Choral Conducting		341		341	2	2
342 Advanced Instr. Conducting		342		342	2	3
350 Orchestration			350		3	3
357 Music Technology				357	3	3
359 Counterpoint		359		359	3	3
370 Elem. School Mus. Spec.		370			2	3
402 Seminar in Musicology I	402		402		3	3
403 Seminar in Musicology II		403		403	3	3
438 Vocal Pedagogy		438		438	3	3
439 Pedagogy of the Instrument (Strings)				439	3	3
474 Adv. Choral Methods	474				2	3
475 Adv. Instrumental Methods			475		2	3
478 Entrepreneurship	As needed	As needed	As needed	As needed	1	1
479 Music Business	479		479		3	3
492 Student Teaching	492	492	492	492	12	
Ensembles:						
178 Rome Chamber Music Festival		Summer		Summer	1	1
179 Contemporary Music Ensemble	179	179	179	179	1	1
180 Chamber Music Ensembles						
180E Strings	180E	180E	180E	180E	1	1
180F Mixed Instruments	180F	180F	180F	180F	1	1
180G Trombone	180G	180G	180G	180G	1	1
180H Harp	180H	180H	180H	180H	1	1
180I Voice	180I	180I	180I	180I	1	1
181 Guitar Ensemble	181	181	181	181	1	1
182 Mercer Singers	182	182	182	182	1	4
183 Women's Chamber Choir	183	183	183	183	1	3
184 Flute Choir	184	184	184	184	1	1
185 Jazz Ensemble	185	185	185	185	1	2
186 Brass Ensemble	186	186	186	186	1	1
187 Woodwind Ensemble	187	187	187	187	1	1
188 Percussion Ensemble	188	188	188	188	1	2
189 Jazz Combo	189	189	189	189	1	1
191 Mercer University Wind Ensemble	191	191	191	191	1	4
192 Mercer University Orchestra	192	192	192	192	1	2
193 Lab Band		193		193	0	1

Undergraduate	Fall Even	Spring Odd	Fall Odd	Spring Even	Credit Hrs.	Cont. Hrs.
194 Lab Choir		194		194	0	1
195 Mercer University Marching Band	195		195		0-1	4
196 Mercer University Opera	196	196	196	196	1	4
197 University Choir	197	197	197	197	1	2
198 Mercer University Band	198	198	198	198	0-1	0-1
199 Pep Band		199		199	0-1	4
160-469 Applied Music Lessons					1-3	1
EDUC 220 Foundations of Education	220*				3	3
EDUC 283 Fundamentals of Spec. Ed.	283*	283		283	3	3
EDUC 356 Psychology and Development of the Adolescent Learner	356	356		356	3	3

* Holistic Child Substitutions

**Check listings for Regional Academic Centers (RAC). Online Courses for EDUC 220, 283, and 356 are offered in the summer and within the academic year.